

**Spring 2025**



# **Test Administration Directions**

**Computer-Based Test (CBT)**

**American Sign Language (ASL) Test**

**Special Paper Version (SPV) Tests**

**Large Print**

**Regular-Sized Print**

## **Grades 3–8 ELA and Math**



ARIZONA'S  
ACADEMIC  
STANDARDS  
ASSESSMENT



<b>Test Administrator Name</b>



**Test Administrator:**

Complete information below with your local School or Achievement District Test Coordinator. If you have any questions or issues during testing, contact this person **immediately**.

School or Achievement District Test Coordinator contact information during testing:

District/School Test Coordinator: \_\_\_\_\_

Contact phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Reminders for Test Administrators during Arizona’s Academic Standards Assessment (AASA) Spring 2025 Test Administration—Computer-Based Testing (CBT):****Once students start a test unit:**

- The test unit must be completed on the same day that it is started.
- Do not allow students to test on more than one test unit at a time.
- A student cannot start a new test unit until the previous test unit is submitted.
- If the test times out during testing or if the student signs out of TestNav, the Test Administrator must resume the test in PearsonAccess<sup>next</sup> and the student should sign back into TestNav.

**If a student is unable to log into TestNav:**

- Verify the student is registered in PearsonAccess<sup>next</sup>.
- Verify the student has the correct secure testing ticket.
- Verify the student typed the username and password exactly as listed on the student’s secure testing ticket.
- Verify the student’s test session is in **Ready** or **Resumed** status, and unlocked, in PearsonAccess<sup>next</sup>.
- Verify the student does not have a Special Paper Version (SPV) accommodation. ADE will create an SPV test session in PearsonAccess<sup>next</sup> for any student with an approved SPV test and will move the student into the SPV test session prior to testing.

**If a student requires accommodations:**

- Verify appropriate accommodations are set in PearsonAccess<sup>next</sup> before testing.
- If the student has already signed into the test and accommodations are not set, have the student sign out of their test.
- Select the accommodation(s) for the student in PearsonAccess<sup>next</sup>. For more information, refer to the *PearsonAccess<sup>next</sup> User’s Guide*.
- Have the student sign into the test and verify the accommodation(s) are present.



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## Acronym Reference Guidance

The following acronyms are referenced throughout this manual.

- ASL: American Sign Language
- CBT: Computer-Based Test or Computer-Based Testing
- ORF: Oral Reading Fluency
- PBT: Paper-Based Test or Paper-Based Testing
- SPV: Special Paper Version



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# Overview of the Spring 2025 AASA Test Administration

Arizona's Academic Standards Assessment (AASA) is the statewide achievement test for Arizona students in Grades 3–8. AASA assesses the Arizona English Language Arts (ELA) Standards and the Arizona Mathematics Standards adopted by the Arizona State Board of Education in December 2016. AASA is a standardized test, available as a Computer-Based Test (CBT) or as a Paper-Based Test (PBT). AASA Writing, Reading, and Math test units are untimed. The Grade 3 ELA Oral Reading Fluency test items are timed.

Each District Superintendent or Charter Representative must designate an Achievement District Test Coordinator to oversee AASA testing for all schools within the district or under the same charter. The Achievement District Test Coordinator may delegate some responsibilities to a School Test Coordinator; however, the Achievement District Test Coordinator is ultimately responsible for ensuring the appropriate and correct administration of AASA in all schools within the district or under the same charter. The District or School Test Coordinator will be referred to as the Test Coordinator in this manual.

The AASA tests are administered to students by Test Administrators. This manual provides directions for the administration of the AASA Grades 3–8 tests for the online Computer-Based Test (CBT), as well as the online American Sign Language (ASL) test and the Special Paper Version (SPV) large print and regular-sized print test administration in CBT schools, including entering student responses from SPV tests into TestNav.

Test Administrators must have an electronic or paper copy of this manual. The Test Administrator must follow the directions exactly as stated in this manual.

The test administration process and scripted directions for Paper-Based Testing (PBT) will be covered in a separate manual: *Spring 2025 AASA Test Administration Directions for Paper-Based Testing*. The test administration process and scripted directions for AASA braille tests will also be covered in a separate manual: *Spring 2025 AASA Test Administration Directions for Special Paper Version (SPV): Braille*.

## Students to Be Tested

Students in grades 3–8 will participate in the Spring 2025 administration of the AASA test.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, the Multi-State Alternate Assessment (MSAA), should not be administered the Spring 2025 AASA test. Achievement District Test Coordinators should work with Alternate Assessment District Test Coordinators and with appropriate district or charter staff to ensure that students who have alternate assessments designated in their IEP are not administered the AASA test. All other Arizona public school students in grades 3–8 will participate in AASA testing.

## Systems for Online Testing

PearsonAccess<sup>next</sup> is the web application used by testing staff, including Test Coordinators and Test Administrators, to manage online testing and start and monitor tests. It is located at <https://az.pearsonaccessnext.com>. TestNav is the test delivery platform used by examinees to take the tests. It can be downloaded at <https://download.testnav.com>.

## Test Administrators and Proctors

Test Administrators are responsible for the testing room during the administration of the tests. Proctors may assist Test Administrators and may be added as testing rooms increase in size.

Test Administrators and Proctors who will have access to the Spring 2025 AASA test must be employees of the school, district, or charter. Test Administrators and Proctors who will have access to the Spring 2025 AASA test materials must be trained in proper test security and test administration procedures, must sign a *2024-2025 Achievement Tests Staff Security Agreement*, must be thoroughly familiar with this manual, and must follow the test administration procedures in this manual, including following the scripted directions.

Only authorized personnel are permitted to be in the testing room(s) during the administration of the test. Student teachers, parents, relatives, volunteers, and school helpers are not permitted to be in the testing room. Unauthorized people in the testing room during test administration is an ethical test violation.

District or school staff who have relatives being administered the test are not permitted in the testing room while their relative is testing. This is to protect the administrator or other employees from any allegations of undue influence by students, staff members, parents, or community members.

### Test Administrator Responsibilities

**Test Administrator responsibilities for Computer-Based Testing (CBT) include:**

- Participating in training activities scheduled by the Test Coordinator
- Signing and returning to the Test Coordinator the *2024-2025 Achievement Tests Staff Security Agreement* form
- Reading and thoroughly understanding the policies, procedures, and instructions in this manual in advance of the testing date
- Adhering to test administration security procedures
- Ensuring the testing room is prepared prior to the testing session
- Allowing AASA testing access to the appropriate students only
- Confirming student test accommodations in PearsonAccess<sup>next</sup>
- Following the test administration directions exactly as stated in this manual
- Reading aloud to students the scripted directions exactly as stated in this manual
- Monitoring students and the testing environment during the test administration
- Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures
- Ensuring that ELA Writing and ELA Grade 3 Oral Reading Fluency test units are completed online in TestNav by **April 11, 2025**
- Ensuring that ELA Reading and Math test units are completed online in TestNav by **April 25, 2025**

## Test Administrators' additional responsibilities for administering Special Paper Version (SPV) tests (for large print and regular-sized print tests) include:

- Receiving the Special Paper Version (SPV) test materials from the Test Coordinator and reviewing the instructions for SPV test administration
- Verifying that the student's responses are entered into TestNav within the applicable test window
- Computer-Based Testing (CBT) schools must have writing responses from SPV ELA Writing tests transferred into TestNav by **April 11, 2025**. The ELA Oral Reading Fluency test unit must be completed by **April 11, 2025**. ELA Reading and Math tests must have responses transferred into TestNav by **April 25, 2025**.
- Returning all the SPV test materials to the Test Coordinator

## User Roles in PearsonAccess<sup>next</sup>

Each Test Administrator must have the appropriate user role in the PearsonAccess<sup>next</sup> system provided by the Test Coordinator. Proctors do not have an assigned role in PearsonAccess<sup>next</sup>.

The Test Administrator who will be entering student responses into TestNav for students who were administered a Special Paper Version (SPV) test must also have an appropriate user role in PearsonAccess<sup>next</sup>.

## Test Administration Schedule

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. The testing schedule must comply with the guidance included in this manual. Administering AASA tests outside of the traditional school day must be approved by the Assessment Unit of the Arizona Department of Education prior to testing.

Administering AASA tests on dates other than those included in this manual is a serious testing violation. AASA test windows will not be extended for any reason.

The AASA ELA Writing, ELA Reading, and Math test units are untimed. A test unit must be completed by the end of the regularly scheduled school day. The AASA Grade 3 ELA Oral Reading Fluency test items are timed.

Six test units must be administered to Grade 3 students. The ELA test consists of Writing, Reading (two units), and Oral Reading Fluency (ORF). Students must receive a valid score on each ELA test unit to receive an ELA score. The ELA ORF test unit will be included in the student's ELA score and in the Move on When Reading indicator. The Math test consists of two units. Students must receive a valid score on both Math test units to receive a Math score. To receive a valid score, students must respond to at least one question in each test unit.

Five test units must be administered to Grades 4–8 students. The ELA test consists of Writing and Reading (two units). Students must receive a valid score on each ELA test unit to receive an ELA score. The Math test consists of two units. Students must receive a valid score on both Math test units to receive a Math score. To receive a valid score, students must respond to at least one question in each test unit.

For Computer-Based Testing (CBT) schools, students taking the same test within the same school are not required to test on the same day. The Writing test unit must be administered first and on a separate day than any other test units.

No more than two ELA Reading or Math test units, plus the ELA Oral Reading Fluency (ORF) test unit for Grade 3, can be administered in a single day. It is recommended to take Unit 1 followed by Unit 2, for ELA Reading and Math tests, although this is not required. When two test units are scheduled the same day, there must be a significant break of at least 15 minutes between units. Do not start a test unit if there is not sufficient time to complete the test unit by the end of the regularly scheduled school day.

**Note: Grade 3 students taking the American Sign Language (ASL) test or the Braille test should not be administered the ELA Oral Reading Fluency (ORF) test unit. For these students, the overall ELA score will be comprised of the ELA Writing and ELA Reading test units. The Move on When Reading indicator will also be reported.**

Students absent during the regularly scheduled test can continue to test with other students and make up missed tests prior to the close of the test window.

Make-up tests are to be scheduled anytime during the test window; however, the Grades 3-8 ELA Writing test unit and the Grade 3 ELA ORF test unit must be completed no later than **April 11, 2025**. All ELA Reading and Math test units must be completed by **April 25, 2025**.

**Spring 2025 Computer-Based Testing (CBT) and Special Paper Version (SPV) Tests  
Transferred into TestNav for CBT Schools**

Content Areas	Grade(s)	Test Unit(s)	Estimated Times (in minutes)	First Day of Testing	Last Day of Testing (including SPV tests transfer into TestNav and make-up testing)
<b>ELA Writing</b> (First test unit)	Grades 3–8	Unit 1 only	60-90 min.	March 31, 2025	April 11, 2025
<b>ELA Oral Reading Fluency (ORF)*</b>	Grade 3 only	Unit 1 only	30 min.	March 31, 2025	April 11, 2025
<b>ELA Reading</b>	Grades 3–8	Unit 1	45-75 min.	March 31, 2025	April 25, 2025
		Unit 2	45-75 min.	March 31, 2025	April 25, 2025
<b>Math</b>	Grades 3–8	Unit 1	60-85 min.	March 31, 2025	April 25, 2025
		Unit 2	60-85 min.	March 31, 2025	April 25, 2025

CBT schools must have student writing responses from SPV tests for the ELA Writing test unit transferred into TestNav by **April 11, 2025**. Student responses for ELA Reading and Math test units from SPV tests must be transferred into TestNav by **April 25, 2025**.

**\* Grade 3 ELA Oral Reading Fluency (ORF) Test Unit Notes:**

- The Grade 3 ELA ORF test unit must be administered to Grade 3 students only.  
Exception: Grade 3 students taking the ASL test or the Braille test should not be administered the ELA ORF test unit.
- The Grade 3 ELA ORF test unit must be completed by **April 11, 2025** in CBT schools.
- All Grade 3 students taking the CBT test, or a large print or regular print SPV test, will be administered the ELA ORF test unit online in TestNav in small groups or individually. A maximum of six students may be present in the secure testing classroom or computer lab environment, simultaneously testing.

# Before AASA Test Administration

## Test Security

All Test Coordinators, Test Administrators, and Proctors must be trained in proper test security procedures, must sign a *2024-2025 Achievement Tests Staff Security Agreement* form, and must adhere to test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

- Log into TestNav as a student
- Share their username or password for PearsonAccess<sup>next</sup>
- Capture images of any part of the test via any electronic device
- Duplicate, in any way, any part of the test
- Examine, read, review, disclose, or allow to be disclosed, the content of the test before, during, or after test administration
- Allow students access to test content prior to testing, including the ELA Oral Reading Fluency (ORF) passages
- Provide any reference sheets to students during the Math test administration or graphic organizers during the Writing test administration
- Allow students to share information, tools, and/or resources during test administration
- Read any parts of the test to students, except as indicated in the *Spring 2025 AASA Test Administration Directions*, or as part of an approved accommodation
- Influence students' responses by making any kind of gestures (for example, pointing to questions, holding up fingers to signify question numbers or answer options) while students are testing
- Instruct students to go back and check responses after they have finished their test since this instruction may only be given before the students take the test
- Instruct students to change any responses
- Review or change students' responses
- Translate, reword, or explain any test content
- Read or review students' scratch paper and other secure materials
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures

## Use of Unacceptable Resources

Students are not permitted to use resources on the AASA tests that are not specifically identified in this manual or the *Arizona Accommodations Manual* posted on the ADE website at <https://www.azed.gov/assessment/accessibility>.

The use of unacceptable resources during AASA testing is a test security violation and will result in the student's test being invalidated. Remove any prohibited resources prior to the start of the test session.

Test Administrators and Proctors should monitor students while testing. If students are observed in possession of unacceptable resources, including but not limited to unacceptable reference materials, cell phones, wireless earbuds, smart watches, or other electronic devices, the unacceptable resource must be removed. Allow the student to continue testing once the unacceptable resource has been removed. Inform the Test Coordinator of the testing irregularity on the day of the occurrence.

Personal electronic devices, including but not limited to cell phones, wireless earbuds, smart watches, and other electronic devices, are the single largest source of test security violations. As such, students are not permitted to have access to any personal electronic devices during AASA testing.

Test Administrators should ask students to power off and place all personal electronic devices in their backpacks and move their backpacks out of reach prior to starting AASA testing.

A phone or electronic device needed for medical purposes is acceptable. The phone or electronic device must stay close to the Test Administrator or Proctor as well as the student and should be monitored that it is only being used for medical purposes during testing.

## Testing Conditions and Accommodations

All AASA Test Administrators are expected to read and follow the guidance in the *Arizona Accommodations Manual* posted on the ADE website at <https://www.azed.gov/assessment/accessibility>.

Modifications that alter the test construct being measured are prohibited, including changing the number of answer options, providing Text-to-Speech or a human reader during the ELA Reading test units, or providing a calculator during Math test units where a calculator is prohibited.

Modifications are not permitted for statewide assessment as they change what a test is designed to measure and prevent meaningful interpretation of a student's score.

Universal Test Administration Conditions are specific conditions that may be offered to any student to provide a comfortable and distraction-free environment. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test. Instructional accommodations may or may not be suitable for statewide assessment. Test Administrators must know which students are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate in PearsonAccess<sup>next</sup> which accommodations were provided to students.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration irregularities.



## Location for Testing

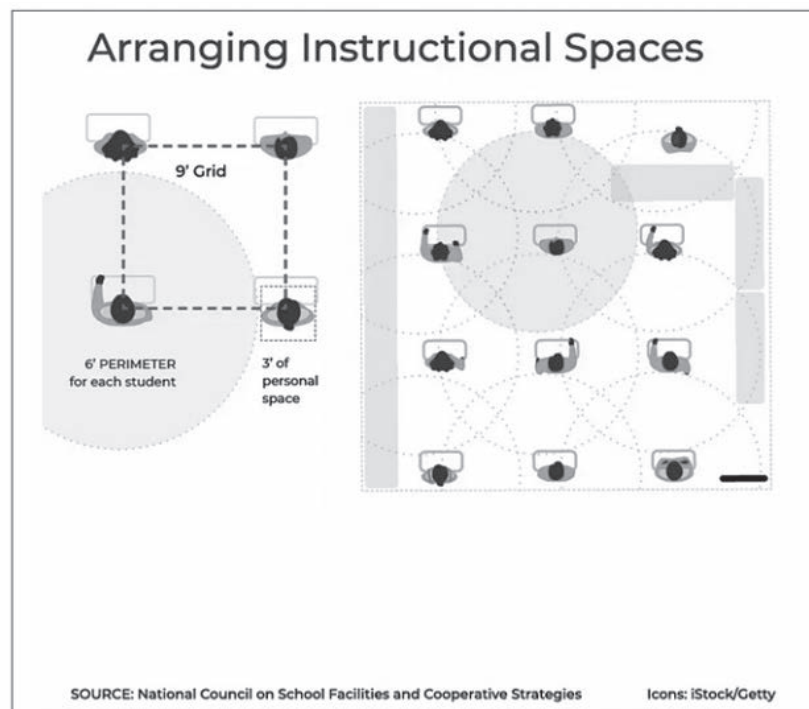
The location for testing must be determined prior to the testing date. The AASA tests are to be administered in person at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. The AASA tests cannot be administered remotely and cannot be administered outside the state of Arizona.

## Prepare the Room for Testing

The testing room should be prepared for the AASA test administration prior to the testing date.

To prepare the room for testing:

- Establish campus protocol for entering and exiting the testing environment.
- Each testing room should have a **Testing–Do Not Disturb** sign on its door.
- Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance.
- **All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely prior to any test session.** This includes all content-based (ELA, Math, Science, and History) signage, regardless of the test unit being administered.
- Any motivational signs, apparel, or activities are not permitted in the testing environment.
- Students' desks and tables should be cleared of backpacks, personal electronic devices, and unnecessary materials prior to the beginning of testing. Personal materials and devices should be placed in the front or back of the classroom out of reach from students. Do not allow students to access content material or use electronic devices, including cell phones, wireless earbuds, or smart watches, until after all materials have been collected from each student testing and all students are signed out of the test unit.
- Arrange student seating so that students cannot easily see each other's test materials and so that the Test Administrator(s) and Proctor(s) can freely circulate the room to monitor testing. Seating arrangements must minimize the possibility of prohibited behavior.





## Test Administration Materials

Test materials that must be supplied by schools for testing rooms include:

- Electronic or paper copy of the *Spring 2025 AASA Test Administration Directions*
- Device for the Test Administrator
- Device for each student to be tested with the latest version of the TestNav application installed and prohibited applications disabled
- Each device must have the required headphones, keyboard, and mouse and be in working order. Bluetooth headphones are prohibited.
- **Testing–Do Not Disturb** signs
- Roster of AASA-eligible students to be tested
- Printed secure testing ticket for each student to be tested
- Supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper (whiteboards are prohibited)
- Sign in/out log for entering and exiting the testing room

Students are provided all other tools and resources needed for AASA testing within the TestNav application, including an embedded dictionary and thesaurus tool for the Writing test and an embedded calculator for the Grades 7-8 Math Unit 1 test. Commercially published paper dictionaries and thesauruses may be provided, but this is not required for Computer-Based Testing (CBT) schools.

The use of scratch paper is allowed for all test units of the AASA test; however, all student responses must be entered in TestNav to be scored. All scratch paper and secure testing tickets must be collected at the end of the test unit and securely destroyed following the district's directions.

## AASA Calculator Guidance

Calculators are permitted on AASA Grades 7 and 8 Math Unit 1 only. The applicable portion of the Computer-Based Test (CBT) will include the acceptable online version of an approved calculator in TestNav. Providing handheld calculators is not a requirement for CBT schools; however, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.

The following table lists the types of calculators permitted.

**AASA Calculators**

<b>Test/Grade</b>	<b>Calculator Guidance</b>
Math Grades 3–6	<b>No calculators permitted on AASA.</b>
Math Grades 7–8	<p>Scientific calculators are permitted on AASA Math Unit 1 only. No calculators are permitted on AASA Math Unit 2.</p> <p><b>Scientific calculators should include these functions: standard four functions (addition, subtraction, multiplication, and division), decimal, change sign (+/-), parentheses, square root, and pi (<math>\pi</math>). They may NOT include: any problem solving or programming capabilities, place values, and inequalities.</b></p> <p><i>Sample acceptable calculator: TI-30X IIS or similar</i></p> <p><b>The Desmos Scientific calculator is embedded in the online test for AASA Math Unit 1.</b></p>

No laptop, tablet, or phone-based calculators may be used during the online test. Students are not allowed to share calculators during testing.

## AASA Sample Tests, Tutorial, and Student Readiness Tool

The AASA Sample Tests, Tutorial, and Student Readiness Tool help students, teachers, and parents become familiar with the content, question types, and tools in the AASA assessments. The sample tests are available in the computer-based format, including American Sign Language (ASL), for ELA Writing, Reading, Oral Reading Fluency (ORF), and Math test units. Students will access the sample test as a guest, so no personal information needs to be provided. All students must be given the opportunity to take the AASA Sample Test prior to taking the Spring 2025 AASA test.

The Student Readiness Tool organizes the TestNav tools, question types, and test support lessons into an easily accessible format by grade and category. Video lessons and interactive practice questions are embedded to provide students with a hands-on experience with the tools, questions, or test support in the test environment. This provides students with an opportunity to know exactly how to find and use the tools during their actual test in TestNav.

To access the AASA Sample Tests, Tutorial, and Student Readiness Tool, go to the **TestNav Sign In** screen (<https://home.testnav.com>), select **Arizona**, then select **Mic Check & Sample Tests**. A username and password are not required.

The AASA Sample Tests do not provide scores or retain student responses. The AASA Sample Tests, Tutorial, and Student Readiness Tool should be used ahead of the testing window to:

- Familiarize Test Administrators with the TestNav testing platform
- Allow students to practice answering AASA question types and using test tools, including the Text-to-Speech tool

Sample Test Scoring Guides are available on the AASA webpage (<https://www.azed.gov/assessment/aasa>).

## Prepare Student Devices for Testing (including devices that will be used to enter student responses for Special Paper Version tests)

Prior to testing day, Test Administrators and Technology Coordinators are responsible for ensuring the following:

- All testing devices are in working order.
- The latest version of the TestNav application has been downloaded and installed on all devices, and prohibited applications have been disabled.
- Each device must have the required headphones, keyboard, and mouse and be in working order. Bluetooth headphones are prohibited. ELA Reading test units will require the use of wired headphones for Listening questions. The Grade 3 ELA Oral Reading Fluency (ORF) test unit requires headsets with microphones. It is recommended that the ELA ORF headsets be unidirectional, with noise-cancelling microphones.

## PearsonAccess<sup>next</sup> Resources

Resources available in PearsonAccess<sup>next</sup> include:

- **Scheduled Sessions** provide a list of all the sessions created and session status for an organization.
- **Session Student Roster** is a list of all students assigned to a session.
- **Secure Testing Tickets** are printed for each student and provide the student's username and password for logging into TestNav, Pearson's online testing platform.

Refer to the *PearsonAccess<sup>next</sup> User's Guide* for detailed instructions on accessing the PearsonAccess<sup>next</sup> resources.

## Starting a Test Session and Unlocking Student Tests in PearsonAccess<sup>next</sup>

Before testing begins, each test session must be prepared and started in PearsonAccess<sup>next</sup>.

Upon starting a test session, each student's test is in locked status. On testing day, students present for testing must be unlocked in PearsonAccess<sup>next</sup> before students can sign into TestNav with their login information supplied on the secure testing ticket. Students not present for testing should **not** have their test units unlocked. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for detailed instructions on how to start a test session and unlock a test unit.

All test units must be completed on the same day that they are started. The unlocked test unit must be completed at that time. Test Administrators should not approve students to take more than a single test unit at a time.

## Signing Into TestNav to Begin Testing

Computers should be in place when students arrive. The latest version of TestNav should be installed, and the **TestNav Sign In** screen should be visible.

Students must have their secure testing tickets to sign into the AASA test in TestNav. Verify student information before issuing secure testing tickets. **The use of an incorrect secure testing ticket during AASA testing is a test security violation and will result in the student's test being invalidated.**

**Testing ticket tip:** Have students confirm their name and date of birth prior to or during secure testing ticket distribution.

## Secure Testing Tickets

Secure testing tickets contain the information that is required for students to log into TestNav. Secure testing tickets are available resources in PearsonAccess<sup>next</sup>. Testing tickets are considered secure test materials and must be stored securely when not in use. Secure testing tickets must be collected at the end of a test unit.

### Sample Secure Testing Ticket

STUDENT TESTING TICKET	
Student:	Lastname1, Firstname1
SSID:	9999999999
Session:	AASA Grade 03
Date of Birth:	99/99/9999
Test:	AASA Grade 03
Select <b>Arizona</b> in the application.	
Username:	LGN41660365
Password:	DLY4GAH

The Test Coordinator or the School Test Administrator may print secure testing tickets for students to access TestNav. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for instructions on how to print secure testing tickets. Instructions are included in the guide on how to increase the font size of the secure testing tickets, should larger font be preferred. Secure testing tickets should be printed and cut in advance so that testing is not delayed. Secure testing tickets should be reviewed for correct demographic information, including name, date of birth, and session grade level.

## Troubleshoot Guidance for Testing

The following are common issues that arise during the test and how to resolve the issue.

- **Student unable to log in** – Student must type their username and password exactly as listed on the student’s secure testing ticket. Verify that the student’s test session is in **Ready** status and the student is unlocked in PearsonAccess<sup>next</sup>.
- **Student in “Exited” status** – Student has signed out of TestNav or the test has timed out due to inactivity. If appropriate, the Test Administrator should **Resume** the student’s test in PearsonAccess<sup>next</sup>.
- **Student in “Completed” status** – Student has completed and submitted the test unit. The test unit will not be eligible to be reopened.
- **Student in “Marked Complete” status** – Student's test was launched but not submitted properly. At the end of each day, any test that was not submitted properly is placed in a **Marked Complete** status.

If the site is experiencing lag time or internet disruptions during testing, check the capacity of the site's wireless access points.

For any issues that prevent students from continuing to test, the Test Administrator must notify the Achievement District Test Coordinator on the same day. All test irregularities must be submitted in PearsonAccess<sup>next</sup> by the Achievement District Test Coordinator as soon as possible after the incident occurs, ideally within 24 hours.

## During AASA Test Administration

The scripted directions are formatted to guide the Test Administrator through the test administration and to help ensure proper testing procedures. Review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a **SAY** in the scripted directions. Test Administrator directions will appear in italicized text.

This italicized text is for the Test Administrator only and should not be read aloud to students.

This manual includes the scripted directions for the Spring 2025 AASA Computer-Based Test (CBT), scripted directions for the American Sign Language (ASL) online test, and scripted directions for large print and regular-sized print Special Paper Version (SPV) tests administered in CBT schools.

## Monitoring Testing

Test Administrators can monitor test sessions in the **Students in Sessions** screen in PearsonAccess<sup>next</sup>. Test Administrators can also view student status and lock or unlock students' tests.

During the administration of the AASA tests, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Testing staff must remain attentive to their testing responsibilities throughout the test administration. Reading (other than the AASA manuals or supplements), grading papers, using a computer, cell phone, or other media device, talking casually with other staff, or engaging in any activity in the testing room not directly related to the test administration is not permitted.

Test Administrators and Proctors may answer student questions about test directions and assist with any technical issues. Test Administrators and Proctors may not answer student questions about test content.

## Breaks During Testing

Stretch breaks or restroom breaks are allowed on an individual student basis, as needed, according to the following guidelines.

- Students may not talk, use electronic devices, or leave the room during an individual stretch break.
- Students must fill out the classroom sign in/out log when entering and exiting the testing room for an individual restroom break.
- Before a student takes an individual stretch break or leaves the room for a restroom break or an emergency, they must first sign out of TestNav. To exit the test, the student clicks on the blue **Save and Return Later** button. The Test Administrator will need to resume the student's test in PearsonAccess<sup>next</sup> before the student signs into TestNav.
- Group or class stretch breaks are not allowed.
- Students cannot be stopped from testing by the Test Administrator for a stretch break.
- Significant breaks (individual or group), during a test session or unit, are **not** allowed. Once a class leaves the testing room, the test session will be over. This would exclude an emergency or other unusual situation that occurs during testing.

Students may not leave a test session to attend lunch until the completion of the test session; however, students may have their lunch brought to them, if necessary.

## Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed. Whenever possible, the disruptive students should be allowed to continue testing in a different location and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact the Test Coordinator for guidance on the day of the occurrence.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.



## Students Who Leave the Room During Testing

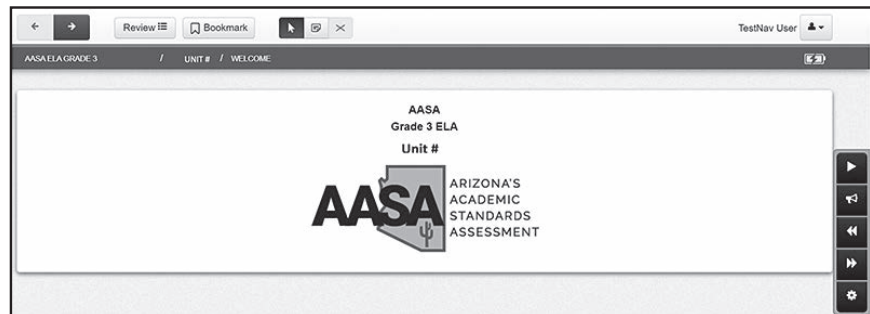
Students should remain in the testing room during the entire scheduled session; however, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time. Students must fill out the classroom sign in/out log when entering and exiting the testing room and sign in/out of TestNav. Students may not take cell phones, wireless earbuds, smart watches, or any other electronic devices when exiting the testing room.

### Exiting the Test before Submitting the Test

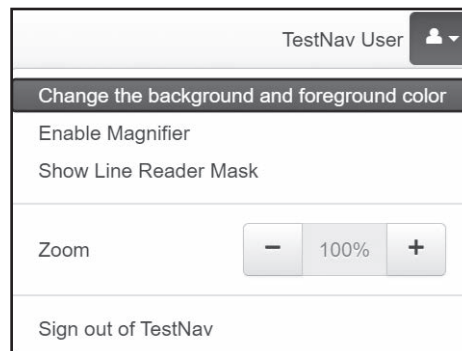
**If a student needs to exit (pause) the test to leave the room for a restroom break or an emergency, the Test Administrator must ensure the student signs out of TestNav prior to leaving the room.**

When the student returns to the testing room, the Test Administrator will need to resume the student's test in PearsonAccess<sup>next</sup> before the student signs into TestNav.

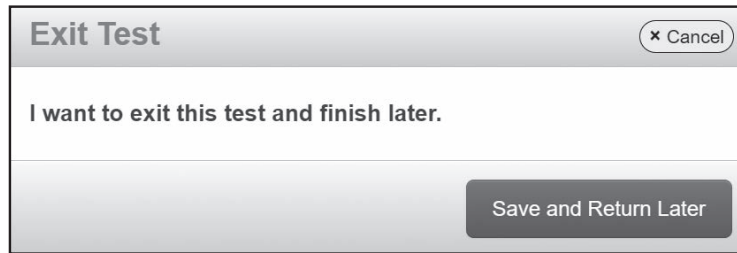
To exit (pause) a test before completing it, the student will click on the **User Dropdown Menu** next to the student's name in the top right corner of the screen.



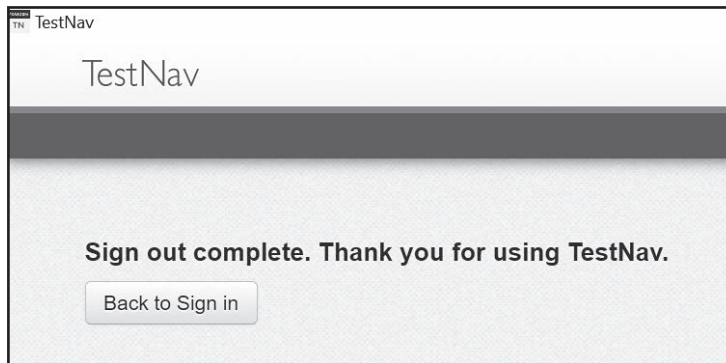
To exit (pause) the test, the student selects **Sign out of TestNav**.



On the next screen, the student will see the statement **I want to exit this test and finish later.** To exit the test, the student clicks on the blue **Save and Return Later** button.



When the student clicks the blue **Save and Return Later** button, TestNav will log the student out and displays the **Sign out complete** screen.



When a student signs out of TestNav, the student's test status in PearsonAccess<sup>next</sup> changes to **Exited**.

## Resuming a Student Test in PearsonAccess<sup>next</sup>

For a student to resume testing, the student's test must be unlocked in PearsonAccess<sup>next</sup>. The Test Administrator does this prior to the student signing into TestNav.

**Note:** The student may need to refresh TestNav before having the option to sign back into their test.

To resume a Student Test in PearsonAccess<sup>next</sup>:

1. Log in to PearsonAccess<sup>next</sup>. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select Search and place a check mark in the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to select sessions:
  - a. Option 1: Place a **check mark** in the box next to each session name you want to work with.
  - b. Option 2: Place a **check mark** in the box in the header row to select all sessions.
4. Select the **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session from the **Session List**.
6. Place a **check mark** in the box next to the student test that is in **Exited** status.
7. Go to **Start**, select **All Tasks**.
8. On the **Resume Student Tests** tab, select the student that needs to be resumed in the **Students in Sessions**. Click **Resume**.
9. A confirmation screen will show the **Student Test Status** as **Resumed**. The student may sign into TestNav with the login information supplied on the secure testing ticket.

## Students Who Leave School During Testing

Students who need to leave school before completing a particular test unit of the AASA test, including those students who leave due to illness, are ineligible to continue the test for that unit. The student must submit their test in TestNav before leaving the room. The Test Administrator should inform the student that they will **not** be permitted to finish that test unit when the student returns to school. If the student returns to school during the test window, they may continue testing on any test unit(s) that have not yet been started.

The Arizona Department of Education recommends that documentation be kept identifying the time the student left the testing room, the test unit in progress at that time, and the reason for leaving early.

# After AASA Test Administration

## Students Who Need Additional Test Time

Most students should be able to finish the test during the allotted time. Students who are working productively and require additional time must be allowed to complete the test. Follow the procedures established by the Test Coordinator for those students who need additional time to complete the test. Students cannot leave for a break until their test unit is complete; however, students can have lunch brought to them, if necessary.

*For Online testing:*

- If a student continues working on the current computer, they can continue to test.
- If a student must be moved to another computer or room, they must sign out of their test before moving to another computer or room. The Test Administrator will have to **Resume** the student's test in PearsonAccess<sup>next</sup> prior to the student attempting to sign into their test to continue testing.

## Ending Online Testing

When a student has finished testing, Test Administrators should verify that the student has submitted their test and then collect all secure materials, including testing tickets and scratch paper.

Test Administrators can verify that a test has been submitted by checking the student **Status** column in PearsonAccess<sup>next</sup> for a status of **Completed**. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for more details on checking test statuses.

Once a student has submitted their test and returned any scratch paper, they may read a book silently while waiting for the scheduled test session to end. Students **may not** use the computer, access content material, or have access to their cell phones, wireless earbuds, smart watches, or other electronic devices until the end of the test session. Exception: A phone or electronic device needed for medical purposes is acceptable. The phone or electronic device must stay close to the Test Administrator or Proctor as well as the student and should be monitored that it is only being used for medical purposes.

Follow the directions of the Test Coordinator regarding the return or secure disposal of all used scratch paper, testing tickets, and this manual.

## Marking Non-Embedded Test Accommodations

For students who received non-embedded accommodations that were not previously indicated, the Test Administrator who witnessed the use of the testing accommodation(s) or who provided the testing accommodation(s) must provide this information to the School Test Coordinator to update PearsonAccess<sup>next</sup>.

## American Sign Language (ASL) Tests

The American Sign Language (ASL) test accommodation is available to students requiring an ASL test and with prior approval by ADE. The ASL test is a computer-based test and does not have a paper version. For any student approved for an ASL test, ADE will create the ASL test sessions in PearsonAccess<sup>next</sup> and move the student into the ASL test sessions prior to testing. The Test Administrator should confirm that students with an approved ASL test accommodation are in ASL test sessions prior to the student logging into their test. ASL tests must be administered according to the directions included in this manual.

ASL videos are embedded within the ASL Writing and Math test units for passages, questions, and answer options. All ASL videos contain closed captioning which may be toggled on or off. ASL videos are not available for the scripted directions included in this manual and are not available within the ELA Reading test units. Text-to-Speech is not available within the ASL test form. Students taking the ASL test may experience a delay when advancing between questions.

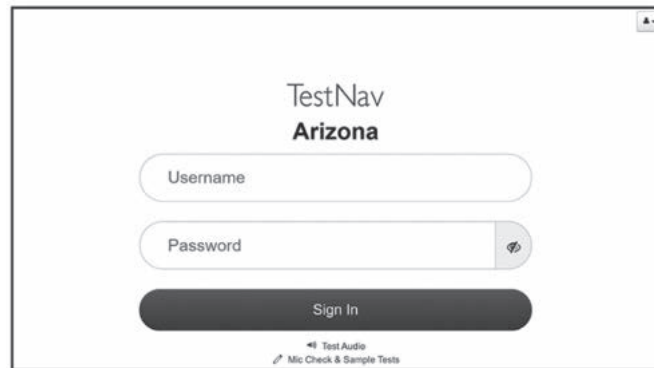
The sound check, accompanying **Test Audio** directions, and directions for enabling Text-to-Speech, which are included within the scripted directions, will not apply to students taking the ASL test.

# Computer-Based Testing and American Sign Language Testing Scripted Directions for ELA Writing Unit Grades 3–8

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess<sup>next</sup>.

The AASA ELA Writing test is administered in one test unit.

The **TestNav Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact the Test Coordinator.



## To begin, the Test Administrator must:


- Open PearsonAccess<sup>next</sup> on the Test Administrator device.
- Close all programs on each testing device, then launch the TestNav application on each testing device.
- Verify and distribute secure testing tickets. The student name, date of birth, grade level, and test unit should be verified when distributing secure testing tickets.
- Distribute scratch paper and pencils.

Students may use scratch paper during the AASA test; however, all student responses must be entered into the response space in TestNav to be scored. All scratch paper and secure testing tickets must be collected at the end of the test unit and securely destroyed following the district's directions.

Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool. Students may also have access to an approved commercially published paper version dictionary and thesaurus (optional). Graphic organizers are not permitted.


Students taking the Computer-Based Test will perform a sound check prior to beginning their test. On the **TestNav Sign In** screen, the students will see the **Test Audio** link. Students will still be able to adjust their sound settings within TestNav.

## ELA Writing Unit—Scripted Directions for Grades 3–8

 <b>SAY</b>	<p>Before we begin, verify the testing ticket is yours by checking the first and last name and your date of birth. If the testing ticket does <u>not</u> belong to you, raise your hand. Do not sign in until I tell you to do so.</p>
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*Resolve any testing ticket issues.*

**Note:** *If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.*

 <b>SAY</b>	<p>Today, you will be taking Arizona's Academic Standards Assessment ELA Writing test.</p> <p>Any student who has any electronic device, including a cell phone, wireless earbuds, or a smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.</p> <p>If you have a question or need help during the test, raise your hand, and I will come to you.</p> <p>The Writing test is not timed. If you have not completed the test at the conclusion of the test session, you will be permitted to continue working; however, you must complete the test by the end of the school day.</p> <p>Are there any questions?</p>
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*Answer any questions.*

**SAY**

Today's ELA Writing test has one prompt and multiple sources for you to read and use to write your response.

There is also a *Writing Guide* that provides the expectations for your response. You may use the Dictionary and Thesaurus tool in your test as well.

You may also use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must enter your final response on the computer in TestNav.

Manage your time carefully so that you can do the following actions:

- Read the sources.
- Plan your response.
- Write your response.
- Revise and edit your response.


Your response should be in the form of a multi-paragraph essay. Enter your response in the space provided. Remember that your response must address the writing prompt and provided sources.

Are there any questions?

*Answer any questions.*



Students taking the Computer-Based Test (CBT) will perform a sound check. The sound check and accompanying **Test Audio** directions will not apply to students taking the American Sign Language (ASL) test.

<p style="text-align: center; margin: 0;"><b>SAY</b></p>	<p><b>We are ready to begin. You will see the TestNav “Sign In” screen on your computer.</b></p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px 0;"><p><i>[For Computer-Based Testing only, say:]</i></p><p><b>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the TestNav “Sign In” screen.</b></p><p><b>Now, you will put on your headphones, click “Test Audio,” and listen for the sound. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</b></p></div> <div style="text-align: center; margin: 10px 0;"></div>
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**For Computer-Based Testing only:**

*Assist any students who are unable to hear the audio.*

- *Check to make sure the headphones are securely plugged into the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted and is turned all the way up. Bluetooth devices are prohibited.*
- *Ensure that the audio on the computer is not muted.*

*If audio issues cannot be resolved, move student to another computer with working audio.*

**SAY**

You will now sign into the test from the TestNav “Sign In” screen. Enter your Username and Password from your testing ticket, then click the blue “Sign In” button.

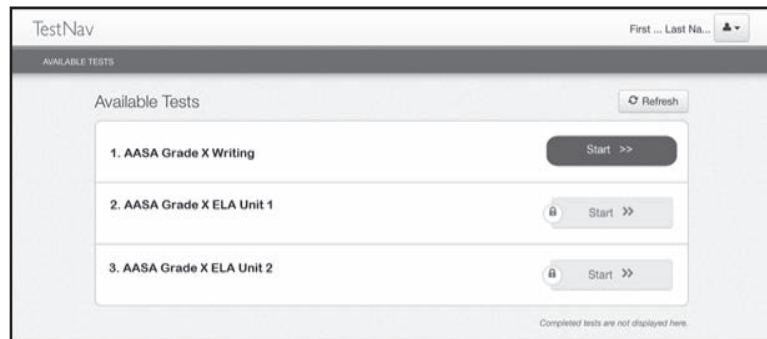
*[For Grades 4-8, say:]*

Now, you will see the “Available Tests” screen *[Writing, ELA Unit 1, or ELA Unit 2]*.

Next, click on the blue “Start” button to start the Writing test unit.

**Note:** The **Available Tests** screen will not be applicable to ELA Grade 3.

*ELA Grades 4-8 Available Tests screen*

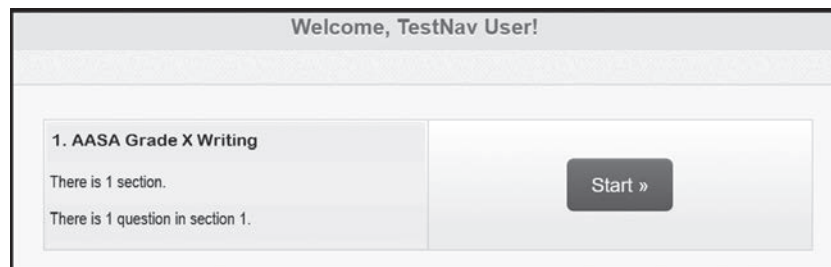


*For All Grades: Verify that all students have launched the test and are now on the **Welcome** screen.*

**SAY**

Now, you will see the “Welcome” screen. Check that your name appears correctly on the screen. Raise your hand if the name is not correct.

Once you have verified your name on the screen, click the blue “Start” button to continue.

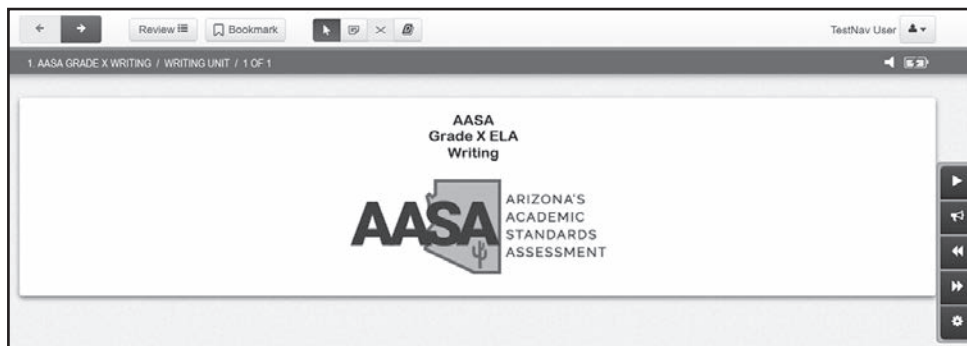


*Once all students have verified their name and any needed assistance has been provided, proceed with the directions.*

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>Now, you will see the “Writing Unit” screen. Click the blue “Start” button to continue.</p> <div style="border: 1px solid black; padding: 20px; text-align: center; margin: 20px auto; width: 80%;"> <h2 style="margin: 0;">Writing Unit</h2> <div style="border: 1px solid #ccc; background-color: #eee; padding: 5px; display: inline-block; margin: 10px auto; width: 60%;">1 Question</div> <hr style="border-top: 1px dashed #ccc; margin: 10px 0;"/> <div style="background-color: #333; color: white; padding: 10px; display: inline-block; margin: 10px auto; width: 40%;">Start</div> </div>
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The students should now be on the **AASA** screen.

Verify that all students are on the **AASA** screen. Assist those students that may need help. Proceed with the directions once all students are on the **AASA** screen.



The Text-to-Speech toolbar will not be present on this screen for students taking the American Sign Language (ASL) test. Instead, the ASL tool will appear in the Writing test unit with the first test question.

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>The available testing tools are located at the top and right side of the screen.</p> <p>Are there any questions?</p>
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Answer any questions.

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p><b>Before you submit your final answer, you can go back and review your writing response.</b></p> <p><b>Once your test is submitted, it cannot be reopened.</b></p> <p><b>You must remain silent until the conclusion of the testing session.</b></p> <p><b>Are there any questions?</b></p>
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*Answer any questions.*

*Students taking the American Sign Language (ASL) test should not be provided directions for enabling Text-to-Speech.*

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<div style="border: 1px dashed gray; padding: 10px; margin-bottom: 10px;"> <p><i>[For Computer-Based Testing only, say:]</i></p> <p><b>If you choose to enable the Text-to-Speech feature, put your headphones on.</b></p> </div> <p><b>Now we are going to start the test. Click the blue arrow button at the top of your screen to begin.</b></p>
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*While students are testing, move around the room to make sure students are progressing through the test.*

**Sign Out and Continue Testing:**

*At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student **Sign Out** of the test unit.*


*Follow the procedures established by the Test Coordinator for students who need additional time to complete the test.*

**Exiting the Test before Submitting the Test**

You may need to exit the test before completing it.

To exit the test, click on the User Menu next to your name in the top right corner of the screen.

On the User dropdown menu, select **Sign out of TestNav**.



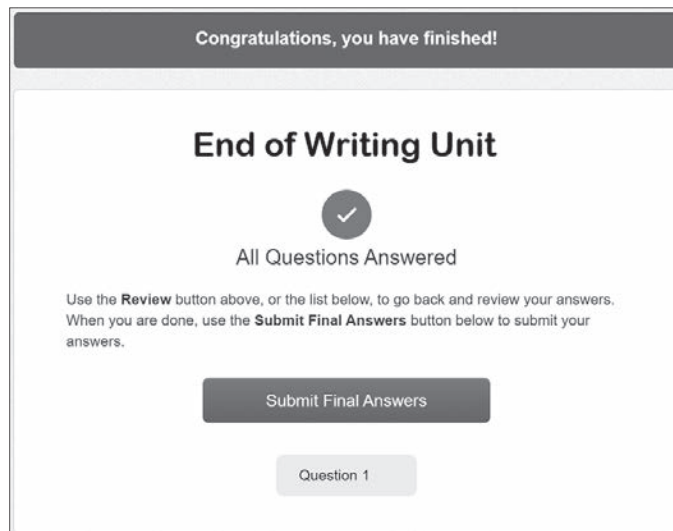
The screenshot shows a dark navigation bar at the bottom of the screen. On the left, there are three buttons: a left arrow, a right arrow, and a 'Review' button with a list icon. On the right, there is a user menu dropdown that is open, showing the text 'TestNav User' and a 'Sign out of TestNav' option.

**When the test unit ends:**

<div style="border: 1px solid black; border-radius: 5px; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>This concludes the testing session.</p> <p>If you have not finished testing, you will be allowed to continue working, but select the “Sign Out” option at this time.</p> <p>If you have finished testing and reviewed your response, you may click the green “Submit Final Answers” button now.</p> <p>Are there any questions?</p>
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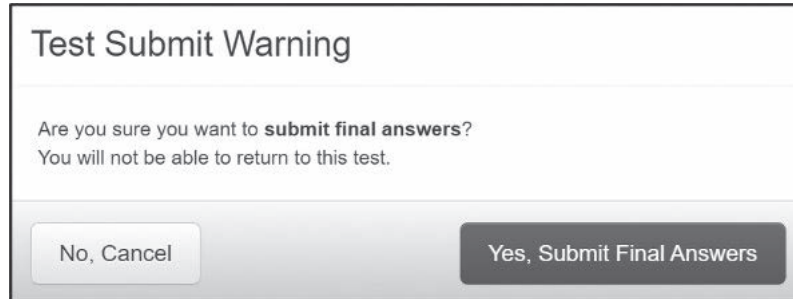
*Answer any questions.*

*The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed. The student can click **Review** to review questions in that test unit. After students leave the test unit, they cannot go back to the test unit.*



**Submit Final Answers:**

Once the student clicks the green **Submit Final Answers** button, the screen **Test Submit Warning** will display to confirm that the student is about to leave this unit. Once the student selects the green **Yes, Submit Final Answers** button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks the green **Yes, Submit Final Answers** button.



For Grades 4-8, when the student clicks the green **Yes, Submit Final Answers** button, the student is routed back to the **Available Tests** screen.

**Note:** The **Available Tests** screen will not be applicable to ELA Grade 3.

The student should be instructed to **Sign Out** of TestNav.

Once testing is completed, collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit. Missing test materials must be located prior to dismissing students from the testing environment. All test materials must be kept in secure, locked storage when not being used. All scratch paper and secure testing tickets must be securely destroyed following the district's directions.

# Computer-Based Testing and American Sign Language Testing Scripted Directions for ELA Reading Units Grades 3–8

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess<sup>next</sup>.

The AASA ELA Reading test is administered in two test units—Unit 1 and Unit 2.

The **TestNav Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact the Test Coordinator.



**To begin, the Test Administrator must:**

- Open PearsonAccess<sup>next</sup> on the Test Administrator device.
- Close all programs on each testing device, then launch the TestNav application on each testing device.
- Verify and distribute secure testing tickets. The student name, date of birth, grade level, and test unit should be verified when distributing secure testing tickets.
- Distribute scratch paper and pencils.

Students may use scratch paper during the Reading test; however, all student responses must be entered into the response space in TestNav to be scored. All scratch paper and secure testing tickets must be collected at the end of the test unit and securely destroyed following the district's directions.

**The use of a dictionary or thesaurus is prohibited on ELA Reading Units 1 and 2. Reading aloud to students, or use of an interpreter, for the ELA Reading test violates the test construct. Do not read aloud or interpret passages or test questions for students. Only Reading directions may be read aloud or interpreted for students.**

Students taking the Computer-Based Test will need wired headphones for the Listening questions in the ELA Reading test units. Students will perform a sound check prior to beginning their test.

On the **TestNav Sign In** screen, the students will see the **Test Audio** link. Students will still be able to adjust their sound settings within TestNav.

## ELA Reading Units—Scripted Directions for Grades 3–8

**SAY**

Before we begin, verify the testing ticket is yours by checking the first and last name and your date of birth. If the testing ticket does not belong to you, raise your hand. Do not sign in until I tell you to do so.

*Resolve any testing ticket issues.*

**Note:** If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.

**SAY**

Today, you will be taking Arizona's Academic Standards Assessment ELA Reading test.

Any student who has any electronic device, including a cell phone, wireless earbuds, or a smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.


The Reading test is not timed. If you have not completed the test unit at the conclusion of this test session, you will be permitted to continue working; however, you must complete the test unit by the end of the school day.

Are there any questions?

*Answer any questions.*



Students taking the Computer-Based Test (CBT) will perform a sound check. The sound check and accompanying **Test Audio** directions will not apply to students taking the American Sign Language (ASL) test.

<div data-bbox="204 352 347 457" style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; width: fit-content;"><b>SAY</b></div>	<p>We are ready to begin. You will see the TestNav “Sign In” screen on your computer.</p> <div data-bbox="399 441 1444 766" style="border: 1px dashed gray; padding: 10px;"><p><i>[For Computer-Based Testing only, say:]</i></p><p>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the TestNav “Sign In” screen.</p><p>Now, you will put on your headphones, click “Test Audio,” and listen for the sound. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</p></div> <div data-bbox="577 783 1228 1150" style="text-align: center; margin: 10px auto; width: 400px;"></div>
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***For Computer-Based Testing only:***

*Assist any students who are unable to hear the audio.*

- *Check to make sure the headphones are securely plugged into the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted and is turned all the way up. Bluetooth devices are prohibited.*
- *Ensure that the audio on the computer is not muted.*

*If audio issues cannot be resolved, move student to another computer with working audio.*

**SAY**

You will now sign into the test from the TestNav “Sign In” screen. Enter your Username and Password from your testing ticket, then click the blue “Sign In” button.

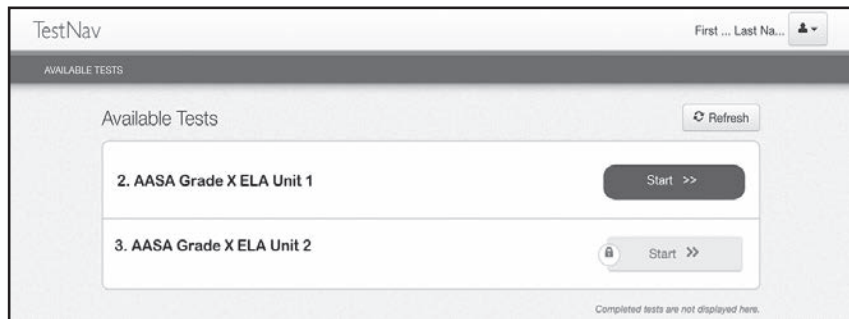
[For Grades 4-8, say:]

Now, you will see the “Available Tests” screen [ELA Unit 1 or ELA Unit 2].

Next, click on the blue “Start” button to start the Reading test unit [ELA Unit 1 or ELA Unit 2].

**Note:** The **Available Tests** screen will not be applicable to ELA Grade 3.

*ELA Grades 4-8 Available Tests screen*

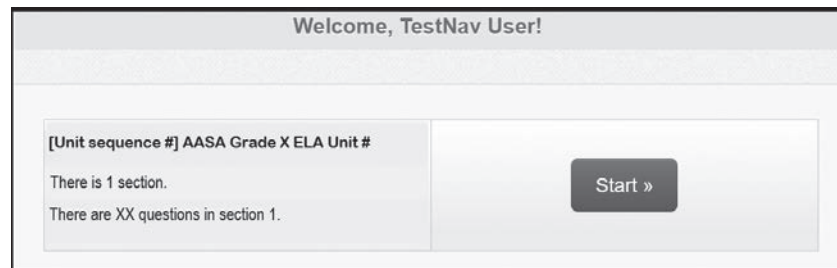


*For All Grades: Verify that all students have launched the test and are now on the **Welcome** screen.*

**SAY**

Now, you will see the “Welcome” screen. Check that your name appears correctly on the screen. Raise your hand if the name is not correct.

Once you have verified your name on the screen, click on the blue “Start” button to continue.

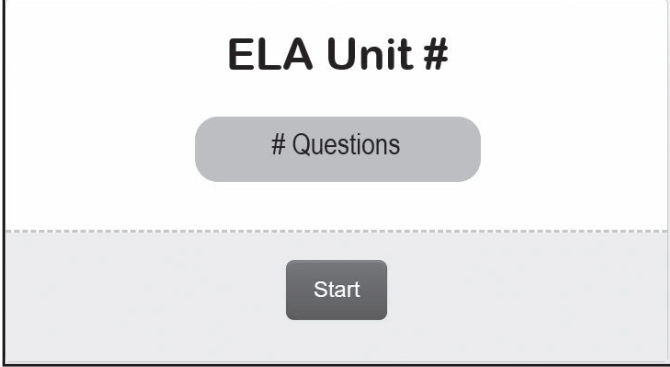


*Once all students have verified their name and any needed assistance has been provided, proceed with the directions.*

**SAY**

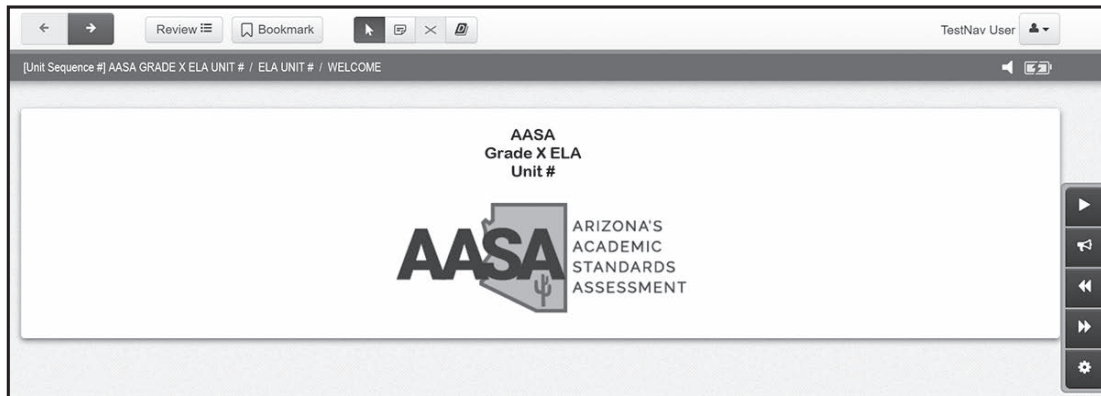
Now, you will see the “ELA Unit” screen. Verify that you are in the correct ELA test unit.

Once you have verified that you are in the correct test unit, click the blue “Start” button to continue.




The students should now be on the **AASA** screen.


Verify that all students are on the **AASA** screen. Assist those students that may need help. Proceed with the directions once all students are on the **AASA** screen.




The Text-to-Speech toolbar will not be present on this screen for students taking the American Sign Language (ASL) test.

 <p><b>SAY</b></p>	<p>The available testing tools are located at the top and right side of the screen.</p> <p>Are there any questions?</p>
---	---

*Answer any questions.*

 <p><b>SAY</b></p>	<p>Today's Reading test contains several reading passages and questions about those passages. You may refer back to the passages when answering the questions.</p> <p>Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.</p> <p>Be sure to read each question carefully. Some questions will require you to enter more than one response.</p> <p>You may use scratch paper, but you need to record your responses in the response spaces provided in TestNav.</p> <p>Before you submit your final answers, you can go back to review the questions that are unanswered for this test unit.</p> <p>Once your test is submitted, it cannot be reopened.</p> <p>You must remain silent until the conclusion of the testing session.</p> <p>Are there any questions?</p>
---	---

*Answer any questions.*

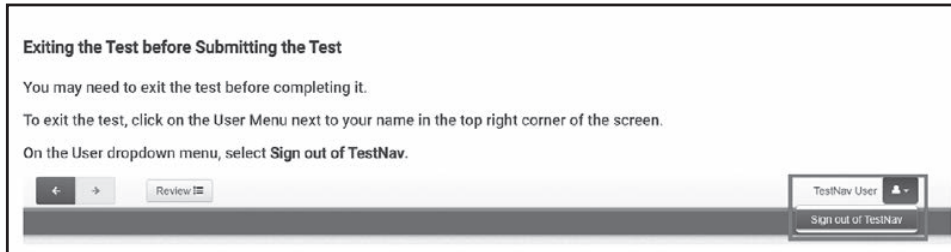
 <p><b>SAY</b></p>	<p>Now we are going to start the test.</p> <p>Click the blue arrow button at the top of your screen to begin.</p>
---	---

*While students are testing, move around the room to make sure students are progressing through the test.*

**Sign Out and Continue Testing:**

At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student **Sign Out** of the test unit.

Follow the procedures established by the Test Coordinator for students who need additional time to complete the test.




**When the test unit ends:**

<p><b>SAY</b></p>	<p><b>This concludes the testing session.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, but select the "Sign Out" option at this time.</b></p> <p><b>If you have finished testing and reviewed your responses, you may click the green "Submit Final Answers" button now.</b></p> <p><b>Are there any questions?</b></p>
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Answer any questions.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before the student submits their final answers, they can go back to review the questions that are unanswered. Students can click on the question with an orange dot or use the **Review** button to go back and answer or review the questions. After the student leaves the test unit, they cannot go back to the test unit.

## End of ELA Unit #



All Questions Answered

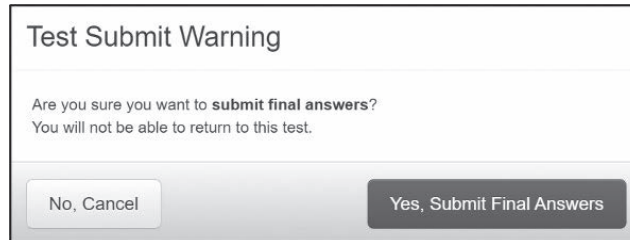
Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

**Submit Final Answers**

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24

### **Submit Final Answers:**

Once the student clicks the green **Submit Final Answers** button, the screen **Test Submit Warning** will display to confirm that the student is about to leave this unit. Once the student selects the green **Yes, Submit Final Answers** button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks the green **Yes, Submit Final Answers** button.



For Grades 4-8, when the student clicks the green **Yes, Submit Final Answers** button, the student is routed back to the **Available Tests** screen.

**Note:** The **Available Tests** screen will not be applicable to ELA Grade 3.

The student should be instructed to **Sign Out** of TestNav.

**If another test unit is administered on the same day, a significant break of at least 15 minutes must be given between test units.**

Once testing is completed, collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit. Missing test materials must be located prior to dismissing students from the testing environment. All test materials must be kept in secure, locked storage when not being used. All scratch paper and secure testing tickets must be securely destroyed following the district's directions.

ELA Reading Unit 2 is administered exactly the same way as Unit 1 was administered. Follow the same steps and procedures as those performed in Unit 1.

# Computer-Based Testing and Special Paper Version Tests

## Scripted Directions for Grade 3 ELA Oral Reading Fluency Unit

The ELA Oral Reading Fluency (ORF) test will only be administered to Grade 3 students.

Students taking the American Sign Language (ASL) or the Braille test should not be administered the ELA ORF test unit.

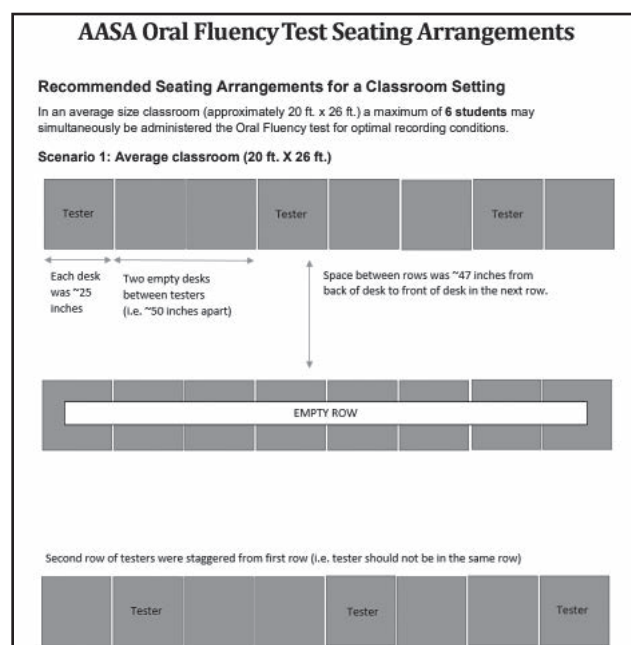
The ELA ORF test is estimated to take no more than 30 minutes, including setup time, the microphone check, and the actual test. Therefore, it is recommended that students complete the ELA ORF test without leaving the room for a break.

Third grade students, including any students taking a large print or regular print Special Paper Version (SPV) test, will complete the ELA ORF test online in TestNav. Students will not need their SPV paper test booklets when completing the ELA ORF test online.

Test Administrators and students should not examine, read, review, disclose, or allow to be disclosed, the content of the test before, during, or after test administration. Do not allow students to access the ELA ORF passages prior to testing.

When administering the ELA ORF test online in TestNav, the use of wired headsets with a microphone are required, and it is recommended that the headsets be unidirectional, with noise-cancelling microphones. Wireless headphones are prohibited. It is recommended that Test Administrators explain and demonstrate the use of the headphones to students before the students sit at computers to log in. Students should be instructed to speak in a clear voice.

The ORF test should be administered in small groups or individually. A maximum of six students may be present in the secure testing classroom or computer lab environment, simultaneously testing. For more information, refer to the *Headphone and Microphone Requirements* and the *Recommended Seating Arrangements*, posted on the AASA website at <https://www.azed.gov/assessment/aasa>.






**To begin, the Test Administrator must:**

- Open PearsonAccess<sup>next</sup> on the Test Administrator device.
- Close all programs on each testing device, then launch the TestNav application on each testing device. It is recommended that the volume on testing devices be set at the maximum level before students sign in to take the ORF test.
- Explain and demonstrate the use of the headphones to students.
- Remind students to speak in a clear voice.
- Verify and distribute secure testing tickets. The student name, date of birth, grade level, and test should be verified when distributing secure testing tickets.

The **TestNav Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact the Test Coordinator.


On the **TestNav Sign In** screen, the students will see the **Test Audio** link. Students will still be able to adjust their sound settings within TestNav.

**ELA Oral Reading Fluency (ORF)—Scripted Directions for Grade 3**

 <b>SAY</b>	<p>Before we begin, verify the testing ticket is yours by checking the first and last name and your date of birth. If the testing ticket does <u>not</u> belong to you, raise your hand. Do not sign in until I tell you to do so.</p>
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*Resolve any testing ticket issues.*

**Note:** *If any student information is incorrect, the student **must not** proceed with testing. The student’s information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.*

 <b>SAY</b>	<p>Today, you will be taking Arizona’s Academic Standards Assessment ELA Oral Reading Fluency test.</p> <p>Any student who has any electronic device, including a cell phone, wireless earbuds, or a smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.</p> <p>Are there any questions?</p>
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*Answer any questions.*

*Students will perform a sound check.*

<b>SAY</b>	<p>We are ready to begin. You will see the TestNav “Sign In” screen on your computer.</p> <p>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the TestNav “Sign In” screen.</p> <p>Now, you will put on your headphones, click “Test Audio,” and listen for the sound. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</p>
	

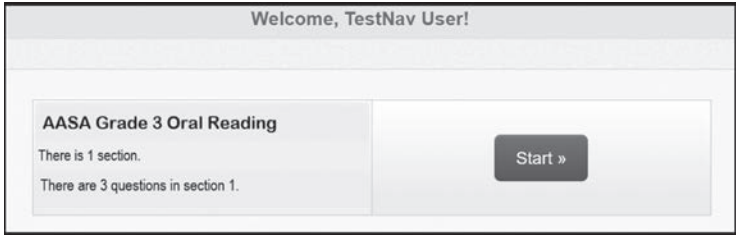
*Assist any students who are unable to hear the audio.*

- *Check to make sure the headphones are securely plugged into the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted and is turned all the way up. Bluetooth devices are prohibited.*
- *Ensure that the audio on the computer is not muted.*

*If audio issues cannot be resolved, move student to another computer with working audio.*

<b>SAY</b>	<p>You will now sign into the test from the TestNav “Sign In” screen. Enter your Username and Password from your testing ticket, then click the blue “Sign In” button.</p>
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*Verify that all students signed in.*

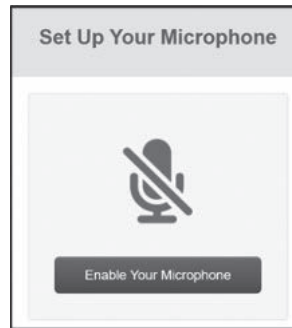
<b>SAY</b>	<p>Now, you will see the “Welcome” screen. Check that your name appears correctly on the screen. Raise your hand if the name is not correct.</p> <p>Once you have verified your name on the screen, click on the blue “Start” button to continue.</p> <div style="text-align: center;"></div>
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*Once all students have verified their name and any needed assistance has been provided, proceed with the directions.*

*Next, students will perform a microphone check in TestNav. Headphones must be securely plugged into the correct jack or USB port. Students will need to record themselves speaking, then they will play the recording back to themselves to see if it sounds good before they proceed to the Oral Reading Fluency test.*

**SAY**

Now, you will see the “Set Up Your Microphone” screen. Click the blue “Enable Your Microphone” button to proceed to the microphone check screen.



*[If students receive a pop-up message on their computer screen, say:]*

You may receive the following pop-up message on your computer screen:

az.testnav.com wants to use your microphone.

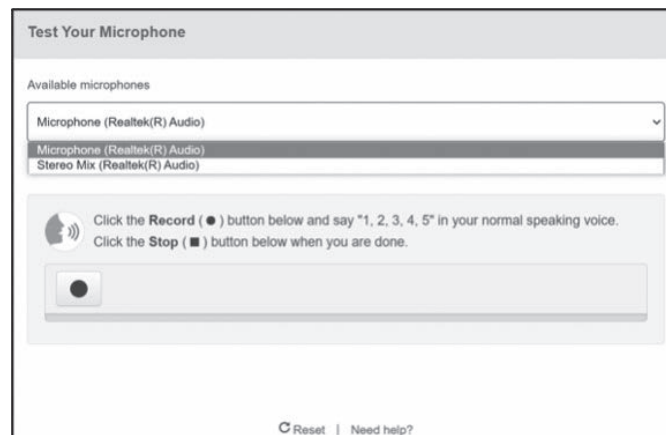
If you receive this message, click on the “Allow” button to enable your microphone.

Once all students have enabled their microphone and any needed assistance has been provided, proceed with the directions. Test Administrators may need to assist students with selecting the correct microphone for their device.

**SAY**

Next, you will see the “Test Your Microphone” screen and a dropdown menu with a listing of available microphones. Check that the correct microphone is selected in the dropdown menu.

Once you have selected the correct microphone, read and follow the directions on the screen to test your microphone. You will click on the red “Record” button and say “1, 2, 3, 4, 5” in your normal speaking voice. Click the “Stop” button when you are done.



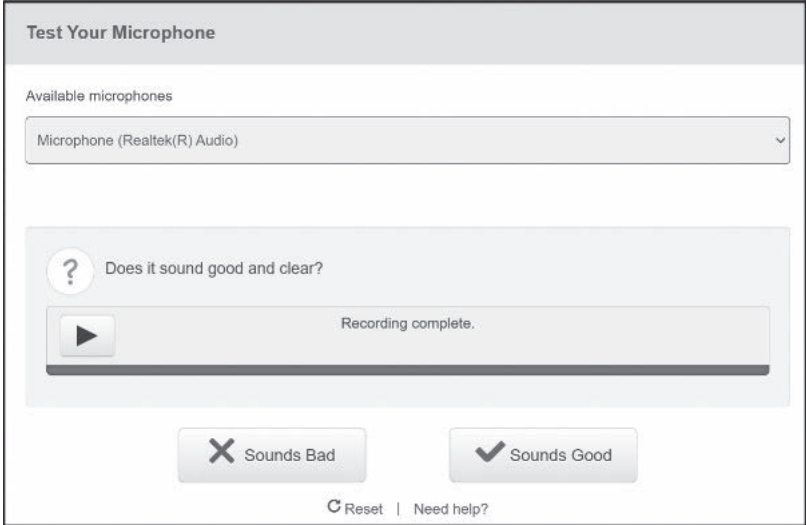
Once the student has checked that the preferred microphone is selected, has recorded their voice, and any needed assistance has been provided, proceed with the directions.

**SAY**

Once you have recorded your voice, another “Test Your Microphone” screen will appear with the question “Does it sound good and clear?”

Click on the “Play” button found below this question to listen to your voice recording.

If your voice recording sounds good and clear, click on the “Sounds Good” button with the green check mark. Otherwise, click on the “Sounds Bad” button with the red X and try again. If you need help, raise your hand, and I will come to you.



Move around the room and make sure all students are on the **Test Your Microphone** screen and are listening to their voice recording.

Assist any students who are unable to hear their audio recording.

- Check to make sure the headphones are securely plugged into the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted and is turned all the way up. Bluetooth devices are prohibited.
- Ensure that the microphone selected in the **Available microphones** dropdown is not muted.

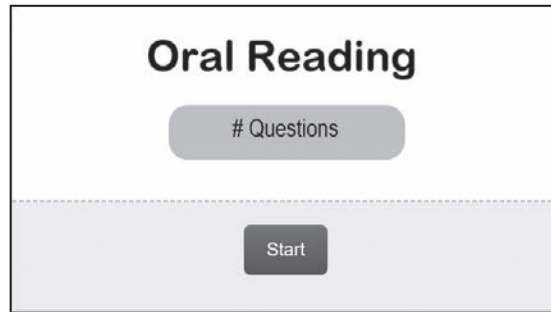
If audio and/or microphone issues cannot be resolved, move student to another computer with working audio and microphone.

Verify that all students have completed the microphone check and are ready to proceed with the test.

**SAY**

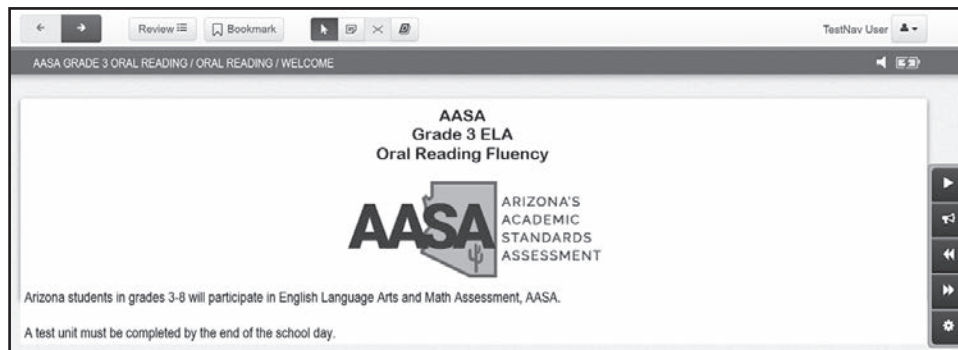
Once you click on the “Sounds Good” button, you will see the “Oral Reading” screen.

Click the blue “Start” button to continue.



*The students should now be on the AASA screen.*

*Verify that all students are on the AASA screen. Assist those students that may need help. Proceed with the directions once all students are on the AASA screen.*



**SAY**

The Oral Reading Fluency test is timed. You will be given one minute to read each passage out loud. You might not finish reading the whole passage, and that is OK. If you have difficulty with a word, do your best or skip the word, and then move on.


For each passage, once you are ready to begin reading, you will click the red “Record” button to start the audio recording and begin reading the passage out loud. Each passage will be recorded as you read. Once the recording ends for a passage, the message “Recording complete.” will display on your screen. The recording will automatically end.

To move to the next reading passage, you will need to select the blue arrow button at the top of your screen.


Are there any questions?

*Answer any questions.*

*The ELA ORF test will have a practice passage.*

 <p><b>SAY</b></p>	<p>Before we start the test, you will have an opportunity to read one practice passage out loud.</p> <p><b>Remember:</b> You will be given one minute to read the practice passage out loud. You might not finish reading the whole practice passage, and that is OK. If you have difficulty with a word, do your best or skip the word, and then move on.</p> <p>Once you are ready to begin reading, click the red “Record” button to start the audio recording and begin reading the practice passage out loud. The practice passage will be recorded as you read. Once the recording ends, the message “Recording complete.” will display on your screen. The recording will automatically end.</p> <p>Once you complete your audio recording for the practice passage, you will take your headphones off and sit quietly. Do not move to any other screen until I tell you to do so.</p> <p>Are there any questions?</p>
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*Answer any questions.*


 <p><b>SAY</b></p>	<p>Now we are going to record the practice passage.</p> <p>Put your headphones on and click on the blue arrow button at the top of your screen to begin.</p>
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*Make sure all students are on the screen showing the practice passage.*

ELA ORF practice passage:

This is a practice passage. If you have questions, ask for help.

**Directions:** When you are ready, select the red button and begin reading the passage out loud. Start with the first word. After one minute, the recording will end.




Pat is six years old. She is in first grade. Pat likes to color. When she colors, she likes to color animals. She said she would like to do a book about animals. What animals did she color? She colored two red birds at a zoo. Then she colored three brown dogs at a farm. Her last picture was a black and white cat in a barn.

Pat showed her animal book to her friend. She asked her friend if she liked to color. Her friend said that she likes to color spring flowers. She said she will color a book too. The friend said she would put her flowers in a pretty yard next to a pool.


The next morning, Pat showed her animal book to another friend, Bob. Bob liked to color too. He said he made a book too. In his book, he colored a green car going to the store. Then he did a blue truck on a street. He made one more picture. It was a yellow bus and a painted airplane.

Pat gave her animal book to her mom for her birthday. When Mom looked at the animal book she was very happy and said thank you to Pat.

Give students time to complete their audio recording of the practice passage. Assist students and answer questions, as needed, while students are recording the practice passage.

	<p><b>You should have completed your audio recording of the practice passage.</b></p> <p><b>Are there any questions?</b></p>
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Answer any questions.

	<p><b>Now we are going to start the test. You will read aloud three passages. Remember to click the red "Record" button and speak in a clear voice for each passage.</b></p> <p><b>Put your headphones on and click on the blue arrow button at the top of your screen to begin.</b></p>
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While students are testing, move around the room to make sure students are appropriately recording the reading passages.

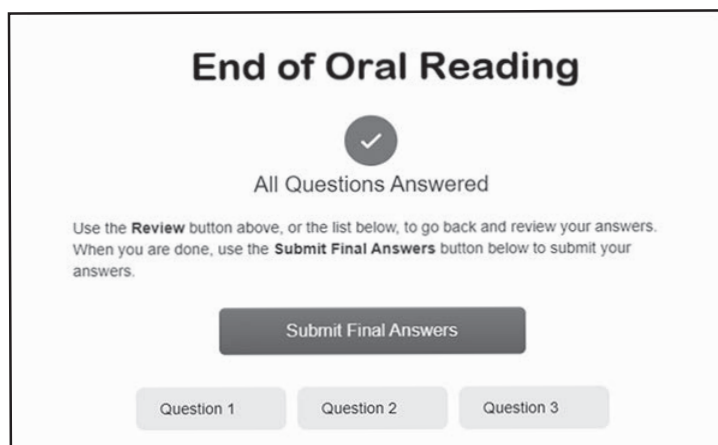


**When the test unit ends:**

	<p>This concludes the testing session. You may click the green "Submit Final Answers" button now.</p>
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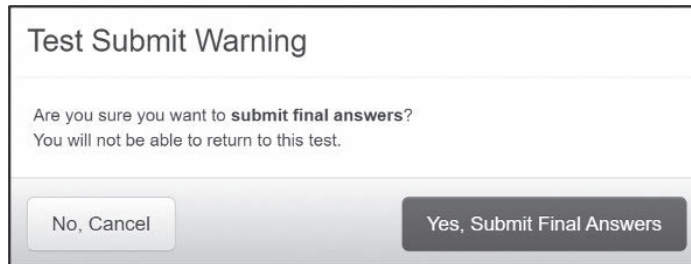
*The student will see the following screen at the end of the test unit.*

*The student must click on the green **Submit Final Answers** button on this screen.*

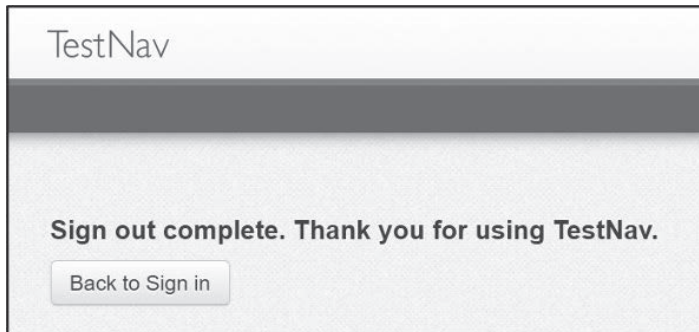


**Submit Final Answers:**

Once the student clicks the green **Submit Final Answers** button, the screen **Test Submit Warning** will display to confirm that the student is about to leave this unit. Once the student selects the green **Yes, Submit Final Answers** button on this warning screen, the test opportunity will end, and the student will not be able to continue to test.



When the student clicks the green **Yes, Submit Final Answers** button, TestNav logs the student out and displays the **Sign Out Complete** screen.



If all students have completed testing, this will end the test unit. Next, click **Sign Out** in the upper-right corner of the TestNav system.

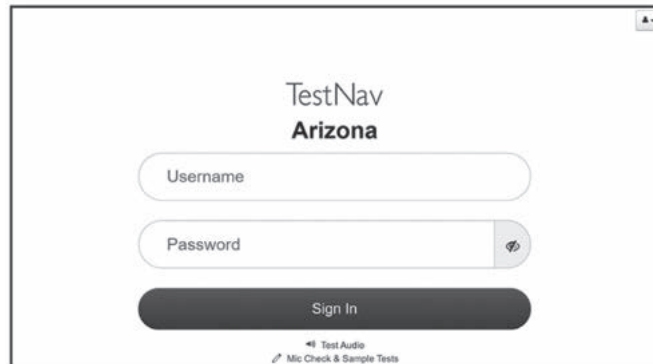
Collect the secure testing tickets. Missing secure testing tickets must be located prior to dismissing students from the testing environment. All secure testing tickets must be kept in secure, locked storage when not being used and must be securely destroyed following the district's directions.

# Computer-Based Testing and American Sign Language Testing Scripted Directions for Math Units Grades 3–6

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess<sup>next</sup>.

The AASA Math test is administered in two test units—Unit 1 and Unit 2.

The **TestNav Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact the Test Coordinator.



## To begin, the Test Administrator must:

- Open PearsonAccess<sup>next</sup> on the Test Administrator device.
- Close all programs on each testing device, then launch the TestNav application on each testing device.
- Verify and distribute secure testing tickets. The student name, date of birth, grade level, and test unit should be verified when distributing secure testing tickets.
- Distribute scratch paper and pencils.

## Additional directions for the Math test:

- For AASA Math Grades 3-6, calculators are **not** permitted for any of the test units.
- Math reference sheets are **not** permitted.

Students may use scratch paper during the Math test; however, all student responses must be entered into the response space in TestNav to be scored. All scratch paper and secure testing tickets must be collected at the end of the test unit and securely destroyed following the district's directions.

Students taking the Computer-Based Test will perform a sound check prior to beginning their test. On the **TestNav Sign In** screen, the students will see the **Test Audio** link. Students will still be able to adjust their sound settings within TestNav.

## Math Units 1 and 2: Scripted Directions for Grades 3–6

**SAY**

Before we begin, verify the testing ticket is yours by checking the first and last name and your date of birth. If the testing ticket does not belong to you, raise your hand. Do not sign in until I tell you to do so.

*Resolve any testing ticket issues.*

**Note:** *If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.*

**SAY**

Today, you will be taking Arizona's Academic Standards Assessment Math test.

Any student who has any electronic device, including a cell phone, wireless earbuds, or a smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.


If you have a question or need help during the test, raise your hand, and I will come to you.

The Math test is not timed. If you have not completed the test at the conclusion of this test session, you will be permitted to continue working; however, you must complete the test by the end of the school day.

Are there any questions?

*Answer any questions.*

Students taking the Computer-Based Test (CBT) will perform a sound check. The sound check and accompanying **Test Audio** directions will not apply to students taking the American Sign Language (ASL) test.

<p><b>SAY</b></p>	<p>We are ready to begin. You will see the TestNav “Sign In” screen on your computer.</p> <div style="border: 1px dashed gray; padding: 10px;"><p><i>[For Computer-Based Testing only, say:]</i></p><p>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the TestNav “Sign In” screen.</p><p>Now, you will put on your headphones, click “Test Audio,” and listen for the sound. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</p></div> <div style="text-align: center; margin-top: 20px;"></div>
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**For Computer-Based Testing only:**

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged into the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted and is turned all the way up. Bluetooth devices are prohibited.
- Ensure that the audio on the computer is not muted.

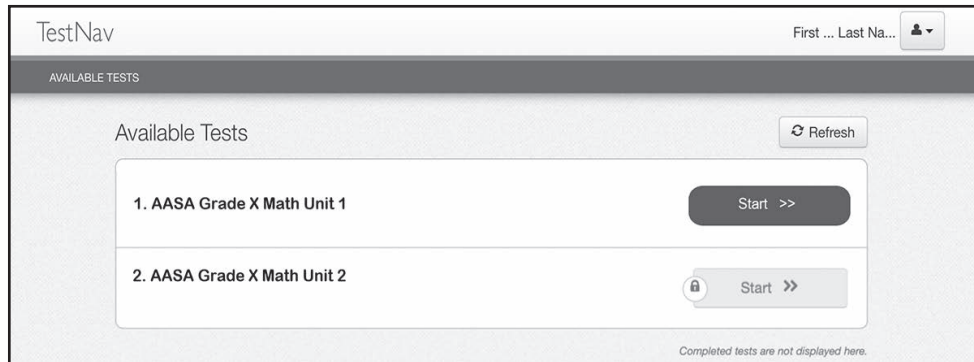
If audio issues cannot be resolved, move student to another computer with working audio.

**SAY**

You will now sign into the test from the TestNav “Sign In” screen. Enter your Username and Password from your testing ticket, then click the blue “Sign In” button.

Now, you will see the “Available Tests” screen [Math Unit 1 or Math Unit 2].

Next, click on the blue “Start” button to start the Math test unit [Math Unit 1 or Math Unit 2].

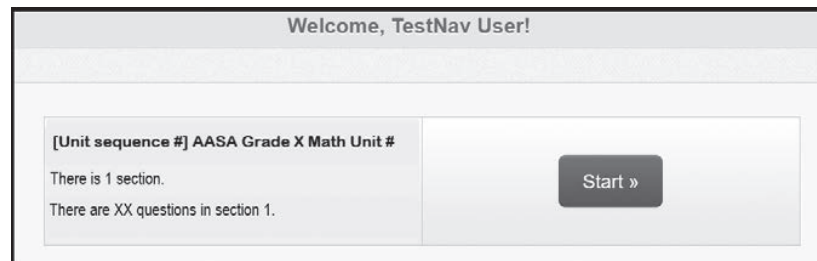


Verify that all students have launched the test and are now on the **Welcome** screen.

**SAY**

Now, you will see the “Welcome” screen. Check that your name appears correctly on the screen. Raise your hand if the name is not correct.

Once you have verified your name on the screen, click on the blue “Start” button to continue.

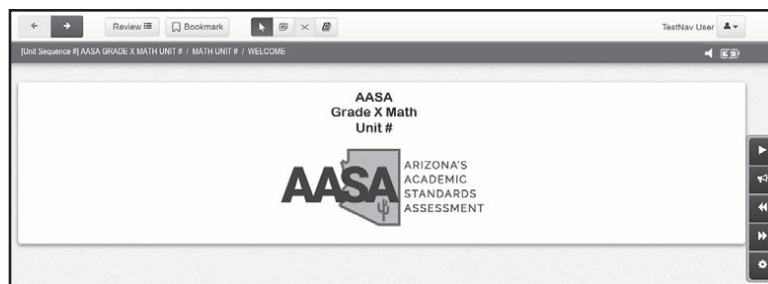


Once all students have verified their name and any needed assistance has been provided, proceed with the directions.

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>Now, you will see the “Math Unit” screen. Verify that you are in the correct Math test unit.</p> <p>Once you have verified that you are in the correct test unit, click the blue “Start” button to continue.</p> <div style="border: 1px solid black; padding: 20px; text-align: center; margin: 20px auto; width: 80%;"> <h2 style="margin: 0;">Math Unit #</h2> <div style="border: 1px solid #ccc; border-radius: 15px; background-color: #ccc; padding: 10px; display: inline-block; margin: 10px auto; width: 80%;"># Questions</div> <hr style="border-top: 1px dashed #ccc; margin: 10px 0;"/> <div style="border: 1px solid #ccc; background-color: #ccc; padding: 10px; display: inline-block; margin: 10px auto; width: 20%;">Start</div> </div>
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The students should now be on the **AASA** screen.

Verify that all students are on the **AASA** screen. Assist those students that may need help. Proceed with the directions once all students are on the **AASA** screen.



The Text-to-Speech toolbar will not be present on this screen for students taking the American Sign Language (ASL) test. Instead, the ASL tool will appear in the Math test units with the first test question.

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>The available testing tools are located at the top and right side of the screen.</p> <p>Are there any questions?</p>
---	---

Answer any questions.

**SAY**

Today's Math test contains several types of math problems. Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.

Be sure to read each question carefully. Some questions will require you to enter more than one response, and others will require you to give your response in different ways.

You may use scratch paper, but you need to record your responses in the response spaces provided in TestNav.

Before you submit your final answers, you can go back to review the questions that are unanswered for this test unit.

Once your test is submitted, it cannot be reopened.

You must remain silent until the conclusion of the testing session.

Are there any questions?

*Answer any questions.*

*Students taking the ASL test should not be provided directions for enabling Text-to-Speech.*

**SAY**

*[For Computer-Based Testing only, say:]*

**If you choose to enable the Text-to-Speech feature, put your headphones on.**

**Now we are going to start the test. Click the blue arrow button at the top of your screen to begin.**

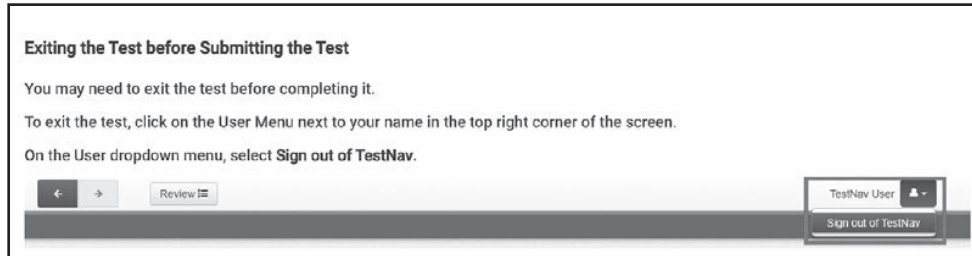
*While students are testing, move around the room to make sure students are progressing through the test.*



**Sign Out and Continue Testing:**

At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student **Sign Out** of the test unit.

Follow the procedures established by the Test Coordinator for students who need additional time to complete the test.

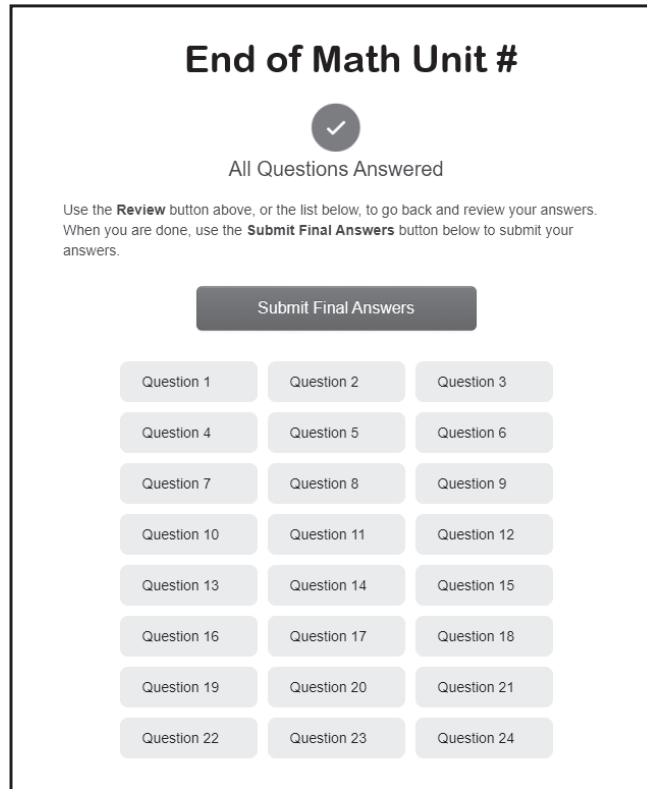


**When the test unit ends:**

<b>SAY</b>	<p><b>This concludes the testing session.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, but select the "Sign Out" option at this time.</b></p> <p><b>If you have finished testing and reviewed your responses, you may click the green "Submit Final Answers" button now.</b></p> <p><b>Are there any questions?</b></p>
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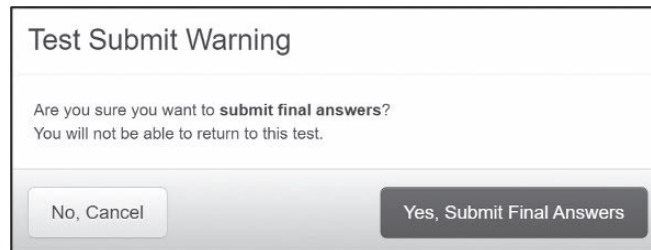
Answer any questions.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before the student submits their final answers, they can go back to review the questions that are unanswered. Students can click on the question with an orange dot or use the **Review** button to go back and answer or review the questions. After the student leaves the test unit, they cannot go back to the test unit.



### **Submit Final Answers:**

Once the student clicks the green **Submit Final Answers** button, the screen **Test Submit Warning** will display to confirm that the student is about to leave this unit. Once the student selects the green **Yes, Submit Final Answers** button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks the green **Yes, Submit Final Answers** button.



When the student clicks the green **Yes, Submit Final Answers** button, the student is routed back to the **Available Tests** screen.

The student should be instructed to **Sign Out** of TestNav.

**If another test unit is administered on the same day, a significant break of at least 15 minutes must be given between test units.**

Once testing is completed, collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit. Missing test materials must be located prior to dismissing students from the testing environment. All test materials must be kept in secure, locked storage when not being used. All scratch paper and secure testing tickets must be securely destroyed following the district's directions.

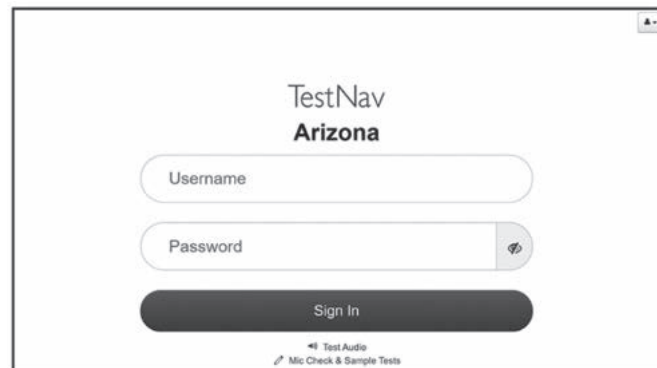
Math Unit 2 is administered exactly the same way as Unit 1 was administered. Follow the same steps and procedures as those performed in Unit 1.

# Computer-Based Testing and American Sign Language Testing Scripted Directions for Math Units Grades 7–8

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess<sup>next</sup>.

The AASA Math test is administered in two test units—Unit 1 and Unit 2.

The **TestNav Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact the Test Coordinator.



## To begin, the Test Administrator must:

- Open PearsonAccess<sup>next</sup> on the Test Administrator device.
- Close all programs on each testing device, then launch the TestNav application on each testing device.
- Verify and distribute secure testing tickets. The student name, date of birth, grade level, and test unit should be verified when distributing secure testing tickets.
- Distribute scratch paper and pencils.
- Distribute handheld calculators for Unit 1 only, if needed.

## Additional directions for the Math test:


- For AASA Math Grades 7-8, calculators are **not** permitted for Unit 2.
- Math reference sheets are **not** permitted for any of the test units.

Students may use scratch paper during the Math test; however, all student responses must be entered into the response space in TestNav to be scored. All scratch paper and secure testing tickets must be collected at the end of the test unit and securely destroyed following the district's directions.

For Math Unit 1 only, there is a calculator provided within TestNav for Computer-Based Testing. Students may choose to use a physical handheld calculator, if preferred. If handheld calculators are being used, make sure that they have been appropriately configured for testing as specified in the *AASA Calculator Guidance* in this manual. For additional information, refer to the *Calculator Guidance* published on the AASA website at <https://www.azed.gov/assessment/aasa>.


Students taking the Computer-Based Test will perform a sound check prior to beginning their test. On the **TestNav Sign In** screen, the students will see the **Test Audio** link. Students will still be able to adjust their sound settings within TestNav.

## Math Units 1 and 2: Scripted Directions for Grades 7–8

 <b>SAY</b>	Before we begin, verify the testing ticket is yours by checking the first and last name and your date of birth. If the testing ticket does <u>not</u> belong to you, raise your hand. Do not sign in until I tell you to do so.
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*Resolve any testing ticket issues.*

**Note:** *If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.*

 <b>SAY</b>	<p>Today, you will be taking Arizona's Academic Standards Assessment Math test.</p> <p>[For Unit 1, say:] <b>Approved calculators are allowed during the Math Unit 1 test.</b></p> <p>[For Unit 2, say:] <b>Use of a calculator is prohibited in the Math Unit 2 test.</b></p> <p><b>Any student who has any electronic device, including a cell phone, wireless earbuds, or a smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.</b></p> <p><b>If you have a question or need help during the test, raise your hand, and I will come to you.</b></p> <p><b>The Math test is not timed. If you have not completed the test at the conclusion of this test session, you will be permitted to continue working; however, you must complete the test by the end of the school day.</b></p> <p><b>Are there any questions?</b></p>
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*Answer any questions.*


Students taking the Computer-Based Test (CBT) will perform a sound check. The sound check and accompanying **Test Audio** directions will not apply to students taking the American Sign Language (ASL) test.

**SAY**

We are ready to begin. You will see the TestNav “Sign In” screen on your computer.

[For Computer-Based Testing only, say:]

- You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the TestNav “Sign In” screen.
- Now, you will put on your headphones, click “Test Audio,” and listen for the sound. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.



**For Computer-Based Testing only:**

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged into the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted and is turned all the way up. Bluetooth devices are prohibited.
- Ensure that the audio on the computer is not muted.

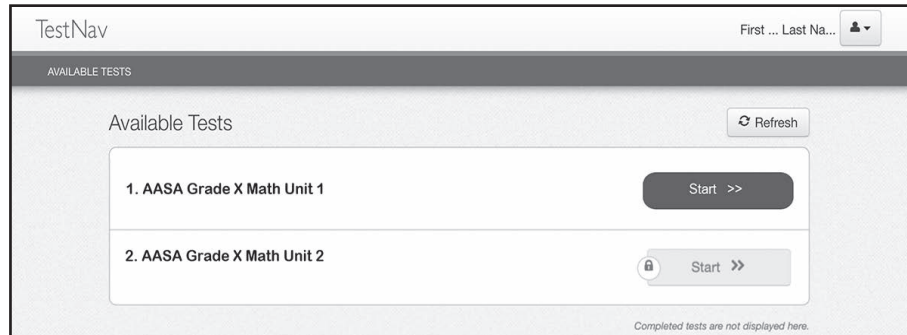
If audio issues cannot be resolved, move student to another computer with working audio.

**SAY**

You will now sign into the test from the TestNav “Sign In” screen. Enter your Username and Password from your testing ticket, then click the blue “Sign In” button.

Now, you will see the “Available Tests” screen [Math Unit 1 or Math Unit 2].

Next, click on the blue “Start” button to start the Math test unit [Math Unit 1 or Math Unit 2].

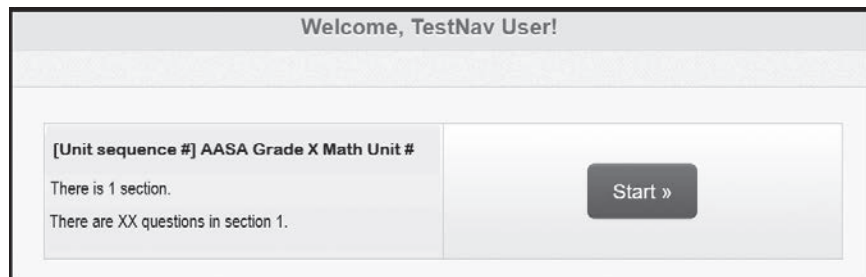


Verify that all students have launched the test and are now on the **Welcome** screen.

**SAY**

Now, you will see the “Welcome” screen. Check that your name appears correctly on the screen. Raise your hand if the name is not correct.

Once you have verified your name on the screen, click on the blue “Start” button to continue.

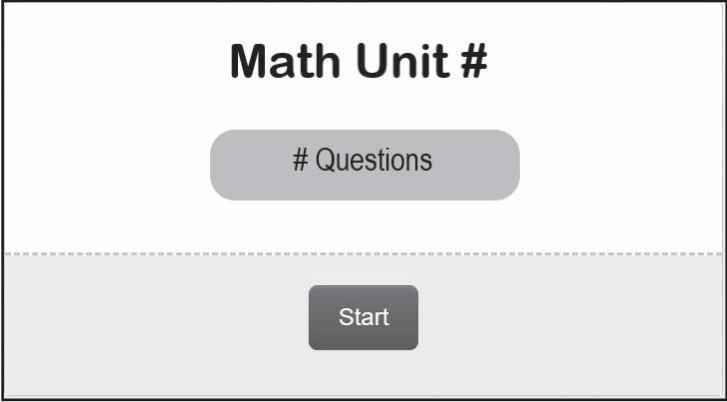


Once all students have verified their name and any needed assistance has been provided, proceed with the directions.

**SAY**

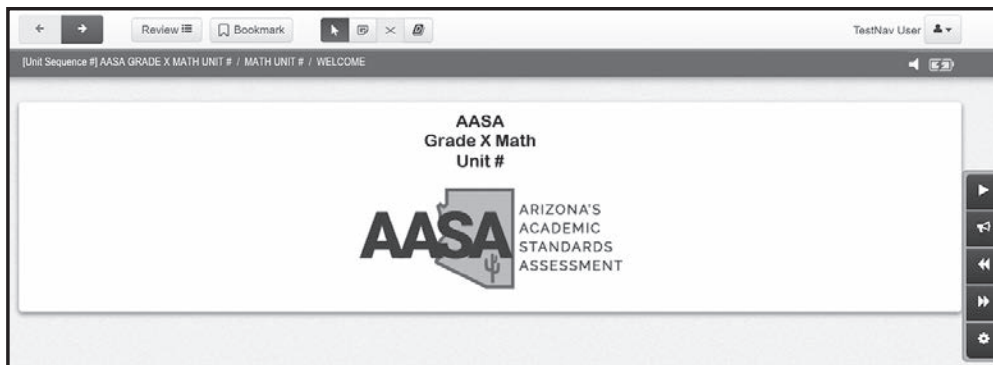
Now, you will see the “Math Unit” screen. Verify that you are in the correct Math test unit.

Once you have verified that you are in the correct test unit, click the blue “Start” button to continue.



The students should now be on the **AASA** screen.

Verify that all students are on the **AASA** screen. Assist those students that may need help. Proceed with the directions once all students are on the **AASA** screen.



The Text-to-Speech toolbar will not be present on this screen for students taking the American Sign Language (ASL) test. Instead, the ASL tool will appear in the Math test units with the first test question.



<p><b>SAY</b></p>	<p>The available testing tools are located at the top and right side of the screen.</p> <p><i>[For Unit 1, say:]</i></p> <p>The use of an approved calculator will be permitted during the Math Unit 1 test. There will be a Desmos Scientific Calculator embedded on the computer in TestNav for this test unit only.</p> <p><i>[For Unit 2, say:]</i></p> <p>Use of a calculator is prohibited in the Math Unit 2 test.</p> <p>Are there any questions?</p>
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*Answer any questions.*

<p><b>SAY</b></p>	<p>Today's Math test contains several types of math problems. Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.</p> <p>Be sure to read each question carefully. Some questions will require you to enter more than one response, and others will require you to give your response in different ways.</p> <p>You may use scratch paper, but you need to record your responses in the response spaces provided in TestNav.</p> <p>Before you submit your final answers, you can go back to review the questions that are unanswered for this test unit.</p> <p>Once your test is submitted, it cannot be reopened.</p> <p>You must remain silent until the conclusion of the testing session.</p> <p>Are there any questions?</p>
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*Answer any questions.*

Students taking the ASL test should not be provided directions for enabling Text-to-Speech.

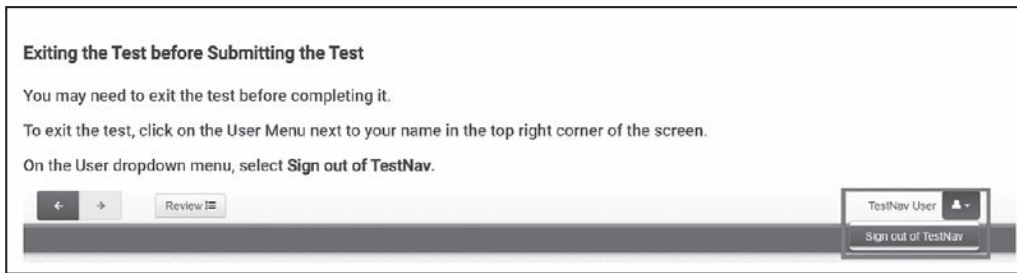
<b>SAY</b>	<p><i>[For Computer-Based Testing only, say:]</i></p> <p><b>If you choose to enable the Text-to-Speech feature, put your headphones on.</b></p> <p><b>Now we are going to start the test. Click the blue arrow button at the top of your screen to begin.</b></p>
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While students are testing, move around the room to make sure students are progressing through the test.

**Sign Out and Continue Testing:**

At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student **Sign Out** of the test unit.

Follow the procedures established by the Test Coordinator for students who need additional time to complete the test.



**When the test unit ends:**

<b>SAY</b>	<p><b>This concludes the testing session.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, but select the "Sign Out" option at this time.</b></p> <p><b>If you have finished testing and reviewed your responses, you may click the green "Submit Final Answers" button now.</b></p> <p><b>Are there any questions?</b></p>
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Answer any questions.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before the student submits their final answers, they can go back to review the questions that are unanswered. Students can click on the question with an orange dot or use the **Review** button to go back and answer or review the questions. After the student leaves the test unit, they cannot go back to the test unit.

## End of Math Unit #

All Questions Answered

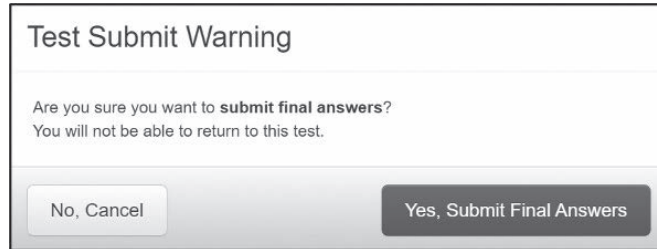
Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24

**Submit Final Answers:**

Once the student clicks the green **Submit Final Answers** button, the screen **Test Submit Warning** will display to confirm that the student is about to leave this unit. Once the student selects the green **Yes, Submit Final Answers** button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks the green **Yes, Submit Final Answers** button.



When the student clicks the green **Yes, Submit Final Answers** button, the student is routed back to the **Available Tests** screen.

The student should be instructed to **Sign Out** of TestNav.

**If another test unit is administered on the same day, a significant break of at least 15 minutes must be given between test units.**

Once testing is completed, collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit. Missing test materials must be located prior to dismissing students from the testing environment. All test materials must be kept in secure, locked storage when not being used. All scratch paper and secure testing tickets must be securely destroyed following the district's directions.

The Math Unit 2 test is administered similar to the Math Unit 1 test. The scripted directions have been combined for these test units. Any test unit specific instructions are provided in the scripted directions.

# Administering Special Paper Version Tests Large Print and Regular Print

All students with an ADE-approved large print or regular print Special Paper Version (SPV) accommodation will be registered by ADE in SPV test sessions in PearsonAccess<sup>next</sup> prior to testing. This is required in order for a trained Test Administrator, who has signed a *2024-2025 Achievement Tests Staff Security Agreement*, to enter the student's SPV test responses into TestNav for scoring. ADE will also place an order for the approved SPV tests.

Once students have been assigned to SPV test sessions in PearsonAccess<sup>next</sup>, the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess<sup>next</sup> and the Test Administrator should confirm that students with an approved SPV test accommodation are in SPV test sessions. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for more detailed information about test session resources.

Students taking the SPV tests should record their responses directly on the SPV test booklet. The Test Administrator must record responses directly into TestNav after the student completes the test, following the directions that are detailed in this manual. The Test Administrator will use the student's testing ticket information to log into TestNav for this purpose.

Test Administrators must provide students taking the SPV tests enough time to complete the AASA tests and sufficient time for the Test Administrator to enter the student responses into the TestNav system by the close of the applicable test window. **Any SPV test responses not entered into TestNav by the end of the applicable test window will not be scored.**

- AASA ELA Writing test responses must be entered into TestNav by **April 11, 2025**.
- Grade 3 students must complete the AASA ELA Oral Reading Fluency test unit online in TestNav by **April 11, 2025**.
- AASA ELA Reading and Math test responses must be entered into TestNav by **April 25, 2025**.

During testing, if a student needs to leave the room for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to them leaving the room.

As each student finishes testing, collect their SPV test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to access content material or use electronic devices, including cell phones, wireless earbuds, or smart watches, until after all students have completed the test and all test materials have been collected from the students.

SPV tests must be returned to the Achievement District Test Coordinator after students have completed testing. For any questions regarding SPV tests, contact the Achievement District Test Coordinator.

**Note:** The Braille Special Paper Version (SPV) test administration process will be covered in a separate manual: *Spring 2025 AASA Test Administration Directions for Special Paper Version (SPV): Braille*.

# Special Paper Version Tests

## Scripted Directions for ELA Writing Unit Grades 3–8

To begin, the Test Administrator must:

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it. Students will need this information to complete the front cover of their test booklets.
- Distribute scratch paper, pencils, and test booklets to students.

The ELA Writing test is administered in one test unit. Commercially published paper dictionaries and commercially published paper thesauruses must be available for student use during the writing test. Graphic organizers are not permitted.

Students may use scratch paper during the ELA Writing test. All scratch paper must be collected at the end of the test unit and securely destroyed following the district’s directions.

<b>SAY</b>	<p><b>Today you will be taking Arizona’s Academic Standards Assessment ELA Writing test.</b></p> <p><b>Do not open your test booklet until I tell you to do so.</b></p> <p><b>Any student who has any electronic device, including a cell phone, wireless earbuds, or a smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.</b></p> <p><b>If you have a question or need help during the test, raise your hand, and I will come to you.</b></p> <p><b>The Writing test is not timed. If you have not completed the test at the conclusion of the test session, you will be permitted to continue working; however, you must complete the test by the end of the school day.</b></p> <p><b>Are there any questions?</b></p>
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*Answer any questions.*

**SAY**

You will use the same test booklet for all ELA test units.

On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information provided to you.

*Students will use the same test booklet for all ELA test units.*

**SAY**

Today's Writing test has one prompt and multiple sources for you to read and use to write your response.

There is also a *Writing Guide* that provides the expectations for your response. You may use a dictionary and thesaurus as well.

You may also use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must write your final response in your test booklet on the pages designated "Final Copy." Your final response may be in cursive or printed letters; however, it is important that your response be legible.

Manage your time carefully so that you can do the following actions:

- Read the sources.
- Plan your response.
- Write your response.
- Revise and edit your response.

Your response should be in the form of a multi-paragraph essay. Write your response in the space provided. Only what is written on the pages marked "Final Copy" will be scored. Remember that your response must address the writing prompt and provided sources.

**Are there any questions?**

*Answer any questions.*

**SAY**

When you finish the test unit, you will see the “Stop” sign. Do not go beyond the “Stop” sign.

When you see the “Stop” sign, you may go back and check your response for this test unit only. You may not go to any other part of this test booklet at any time.

Be sure to check your response and make any necessary edits.

When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet and scratch paper.

You must remain silent until the conclusion of the testing session.

Are there any questions?

*Answer any questions.*

**SAY**

Open your test booklet to page 4.

You will see the writing prompt on this page, along with detailed directions that will help you write your multi-paragraph essay. Make sure to read the directions and manage your time carefully.

You may now read the prompt and begin the test.

*Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.*

***When the test unit ends:***

**SAY**

This concludes the testing session.

If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

*Collect all remaining test booklets and scratch paper from the students. Follow the directions of the Test Coordinator regarding the secure disposal of all used scratch paper.*

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. All test booklets must be returned to the Test Coordinator. All test booklets must be stored in secure, locked storage until returned to the Test Coordinator. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*



# Special Paper Version Tests

## Scripted Directions for ELA Reading Units Grades 3–8

The ELA Reading test is administered in two test units—Unit 1 and Unit 2. Dictionaries and thesauruses are **not** permitted for the ELA Reading test units.


**To begin, the Test Administrator must:**

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it. Students will need this information to complete the front cover of their test booklets.
- Distribute scratch paper, pencils, and test booklets to students.

Students may use scratch paper during the Reading test. All scratch paper must be collected at the end of the test unit and securely destroyed following the district’s directions.

**Reading aloud to students, or use of an interpreter, for the ELA Reading test violates the test construct. Do not read aloud or interpret passages or test questions for students. Only Reading directions may be read aloud or interpreted for students.**

ELA Reading Unit 1 and 2 tests are administered exactly the same way for students in Grades 3-8. The scripted directions have been combined for these grades and test units. Any test unit specific instructions are provided in the scripted directions.

 <b>SAY</b>	<p><b>Today you will be taking Arizona’s Academic Standards Assessment ELA Reading test.</b></p> <p><b>Do not open your test booklet until I tell you to do so.</b></p> <p><b>Any student who has any electronic device, including a cell phone, wireless earbuds, or a smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.</b></p> <p><b>If you have a question or need help during the test, raise your hand, and I will come to you.</b></p> <p><b>The Reading test is not timed. If you have not completed the test at the conclusion of this test session, you will be permitted to continue working; however, you must complete the test by the end of the school day.</b></p> <p><b>Are there any questions?</b></p>
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*Answer any questions.*

**SAY**

**You will use the same test booklet for all ELA test units.**

**Please check to see that the test booklet in front of you is the same one you used for the previous ELA test and has your name on the front cover.**

*Students will use the same test booklet for all ELA test units.*

**SAY**

**Today's Reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your responses in the test booklet in the designated area for each question.**

**Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.**

**Be sure to read each question carefully. Some questions will require you to mark more than one answer.**

**You may use scratch paper, but you need to record your final answers in the test booklet.**

**When you finish the Reading test unit, you will see the "Stop" sign. Do not go beyond the "Stop" sign.**

**When you see the "Stop" sign, you may go back and check your responses for this test unit only. You may not go back to any part of this test booklet at any time.**

**Be sure to check your responses and make any necessary edits.**

**When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet and scratch paper.**

**You must remain silent until the conclusion of the testing session.**

**Are there any questions?**

*Answer any questions.*

For Unit 1:

The ELA Reading Unit 1 test will have sample questions. Continue reading the directions for the sample questions.

For Unit 2:

The ELA Reading Unit 2 test will not contain sample questions. Skip to page 76 of this manual and continue with the directions.

Unit 1 Only: ELA Reading sample questions—

**SAY**

Open your test booklet to [Grade 3—page 15, Grade 4—page 15, Grade 5—page 15, Grade 6—page 17, Grade 7—page 15, Grade 8—page 15].

On this page you will see directions and sample questions for the ELA Reading Unit 1 test.

Make sure all students have turned to the correct page in their test booklets.

**SAY**

We will begin by doing three sample questions. You will mark your answers in your test booklet.

Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.

Give students time to answer Sample A and then continue.

**SAY**

The correct answer for Sample A is: [Grades 3-5: "B"; Grades 6-8: "A"].

Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B and then continue.

**SAY**

The correct answer for Sample B is: [Grades 3-5: "C" and "D"; Grades 6-8: "A" and "C"].

Next, read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C and then continue.


**SAY**

The correct answer for Sample C is: [Grades 3-5: "C"; Grades 6-8: "A"].

Are there any questions?


Answer any questions.

Units 1 and 2:

 <b>SAY</b>	<p><i>[For Unit 1, say:]</i></p> <p>Now turn to [Grade 3—page 18, Grade 4—page 18, Grade 5—page 18, Grade 6—page 20, Grade 7—page 18, Grade 8—page 18].</p> <p>On this page you will see directions and a reading passage.</p> <p><i>[For Unit 2, say:]</i></p> <p>Now turn to [Grade 3—page 44, Grade 4—page 46, Grade 5—page 48, Grade 6—page 48, Grade 7—page 48, Grade 8—page 50].</p> <p>You may begin the test.</p>
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*Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.*

**When the test unit ends—Units 1 and 2:**

 <b>SAY</b>	<p><b>This concludes the testing session.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.</b></p>
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*Collect all remaining test booklets and scratch paper from the students. Follow the directions of the Test Coordinator regarding the secure disposal of all used scratch paper.*

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. All test booklets must be returned to the Test Coordinator. All test booklets must be stored in secure, locked storage until returned to the Test Coordinator. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*

# Special Paper Version Tests

## Grade 3 ELA Oral Reading Fluency Unit

All Grade 3 students taking a large print or regular print Special Paper Version (SPV) test must complete the ELA Oral Reading Fluency (ORF) test unit in TestNav.

For testing information and scripted directions for the Grade 3 ELA ORF online test recording in TestNav, refer to page 40 of this manual.

# Special Paper Version Tests

## Scripted Directions for Math Units Grades 3–6

The Math test is administered in two test units—Unit 1 and Unit 2.

### Additional directions for the Math test:

- For AASA Math Grades 3–6, calculators are **not** permitted for any of the test units.
- Math reference sheets are **not** permitted.

### To begin, the Test Administrator must:

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it. Students will need this information to complete the front cover of their test booklets.
- Distribute scratch paper, pencils, and test booklets to students.

Students may use scratch paper during the Math test. All scratch paper must be collected at the end of the test unit and securely destroyed following the district’s directions.

Math Unit 1 and 2 tests are administered exactly the same way for students in Grades 3-6. The scripted directions have been combined for these grades and test units. Any test unit specific instructions are provided in the scripted directions.

### Math Units 1 and 2: Scripted Directions for Grades 3–6

<b>SAY</b>	<p><b>Today you will be taking Arizona’s Academic Standards Assessment Math test.</b></p> <p><b>Do not open your test booklet until I tell you to do so.</b></p> <p><b>Any student who has any electronic device, including a cell phone, wireless earbuds, or a smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.</b></p> <p><b>If you have a question or need help during the test, raise your hand, and I will come to you.</b></p> <p><b>The Math test is not timed. If you have not completed the test at the conclusion of this test session, you will be permitted to continue working; however, you must complete the test by the end of the school day.</b></p> <p><b>Are there any questions?</b></p>
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*Answer any questions.*

**SAY**

*[For Unit 1, say:]*

You will use the same test booklet for all Math test units. On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information provided to you.

*[For Unit 2, say:]*

Please check to see that the test booklet in front of you is the same one you used for the previous Math test and has your name on the front cover.

*Students will use the same test booklet for all Math test units.*

**SAY**

Today's Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.

Be sure to read each question carefully. Some questions will require you to mark more than one answer, and others will require you to give your response in different ways.

You may use scratch paper, but you need to record your final answers in the test booklet.

When you have finished the Math test unit, you will see the "Stop" sign. Do not go beyond the "Stop" sign.

When you see the "Stop" sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

Be sure to check your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet and scratch paper.

You must remain silent until the conclusion of the testing session.

Are there any questions?

*Answer any questions.*

For Unit 1:

The Math Unit 1 test will have sample questions. Continue reading the directions for the sample questions.

For Unit 2:

The Math Unit 2 test will not contain sample questions. Skip to page 82 of this manual and continue with the directions.

*Unit 1 Only: Math sample questions—*

**SAY**

**Open your test booklet to page 3.**

**On this page, you will see directions and sample questions for the Math Unit 1 test.**

*Make sure all students have turned to the correct page in their test booklets.*

**SAY**

**We will begin by doing three sample questions. You will mark your answers in your test booklet.**

**Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.**

*Give students time to answer Sample A and then continue.*

**SAY**

**The correct answer for Sample A is: [Grades 3-5: "C"; Grade 6: "A"].**

**Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.**

*Give students time to answer Sample B and then continue.*



**SAY**

The correct answer for Sample B is: [Grades 3-5:  $\frac{2}{8}$  (2 fraction bar 8); Grades 6: 6.36 (six decimal point three six)].

To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see. When entering responses for grid-in response questions, it is important to consider the following things:

- You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.
- The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.
- Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.
- You can enter a response as a mixed number or decimal to indicate the solution.
- If the answer for a problem is a mixed number, you must leave a space between the whole number and the fraction.

Are there any questions?

Answer any questions.

Sample of AASA Math grid-in response box:

-	-	-	-	-	-	-	-
/	/	/	/	/	/	/	/
.	.	.	.	.	.	.	.
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

*Unit 1 Only: Math sample questions (continued)–*

**SAY**

Next, read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

*Give students time to answer Sample C and then continue.*

**SAY**

The correct answer for Sample C is: [Grades 3–5: A graph that has the first bar (green) on the graph with a height of 3, this green bar is pre-filled on the graph, the the second bar (blue) with a height of 6, the third bar (black) with a height of 12, and the last bar (other) with a height of 24; Grade 6: " $m = 2d$ " or any equivalent equation].

This is another type of question you will see. Math questions will require you to give your answer in different ways.

Are there any questions?

*Answer any questions.*

*Units 1 and 2:*

**SAY**

*[For Unit 1, say:]*

**Now turn to page 5.**

*[For Unit 2, say:]*


**Now turn to [Grade 3—page 25, Grade 4—page 27, Grade 5—page 25, Grade 6—page 29].**

Calculators are not permitted on this test unit.

You may begin the test.

*Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.*

**When the test unit ends—Units 1 and 2:**

 A speech bubble icon containing the word "SAY" in bold, uppercase letters.	<p>This concludes the testing session.</p> <p><b>If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.</b></p>
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*Collect all remaining test booklets and scratch paper from the students. Follow the directions of the Test Coordinator regarding the secure disposal of all used scratch paper.*

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. All test booklets must be returned to the Test Coordinator. All test booklets must be stored in secure, locked storage until returned to the Test Coordinator. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*

# Special Paper Version Tests

## Scripted Directions for Math Units Grades 7–8

The Math test is administered in two test units—Unit 1 and Unit 2.

### **Additional directions for the Math test:**

- For AASA Math Grade 7–8, students will need access to an approved calculator for Unit 1 only.
- Calculators are **not** permitted for Math Grades 7–8 Test Unit 2.
- Math reference sheets are **not** permitted for any of the test units.


### **To begin, the Test Administrator must:**

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it. Students will need this information to complete the front cover of their test booklets.
- Distribute scratch paper, pencils, and test booklets to students.


Students may use scratch paper during the Math test. All scratch paper must be collected at the end of the test unit and securely destroyed following the district’s directions.

The Math Unit 2 test is administered similar to the Math Unit 1 test. The scripted directions have been combined for these test units. Any test unit specific instructions are provided in the scripted directions.

## Math Units 1 and 2: Scripted Directions for Grades 7–8

 <b>SAY</b>	<p>Today you will be taking Arizona’s Academic Standards Assessment Math test.</p> <p>Do not open your test booklet until I tell you to do so.</p> <p>Any student who has any electronic device, including a cell phone, wireless earbuds, or a smart watch, in their possession during testing will have their test invalidated. If you have any electronic device with you, please put it in your backpack now.</p> <p>If you have a question or need help during the test, raise your hand, and I will come to you.</p> <p>The Math test is not timed. If you have not completed the test at the conclusion of this test session, you will be permitted to continue working; however, you must complete the test by the end of the school day.</p> <p>Are there any questions?</p>
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*Answer any questions.*

 <b>SAY</b>	<p><i>[For Unit 1, say:]</i></p> <p>You will use the same test booklet for all Math test units. On the front cover of your test booklet, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” with the information provided to you.</p> <p><i>[For Unit 2, say:]</i></p> <p>Please check to see that the test booklet in front of you is the same one you used for the previous Math test and has your name on the front cover.</p>
--	--

*Students will use the same test booklet for all Math test units.*

**SAY**

Today's Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

*[For Unit 1, say:]*

You may use an approved calculator during the Math Unit 1 test.

*[For Unit 2, say:]*

Use of a calculator is prohibited in the Math Unit 2 test.

Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.

Be sure to read each question carefully. Some questions will require you to mark more than one answer, and others will require you to give your answer in different ways.

You may use scratch paper, but you need to record your final answers in the test booklet.

When you finish the Math test unit, you will see the "Stop" sign. Do not go beyond the "Stop" sign.

When you see the "Stop" sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

Be sure to check your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet and scratch paper.

You must remain silent until the conclusion of the testing session.

Are there any questions?

*Answer any questions.*

*For Unit 1:*

*The Math Unit 1 test will have sample questions. Continue reading the directions for the sample questions.*

*For Unit 2:*

*The Math Unit 2 test will not contain sample questions. Skip to page 89 of this manual and continue with the directions.*

*Unit 1 Only: Math sample questions—*

**SAY**

**Open your test booklet to page 3.**

**On this page you will see directions and sample questions for the Math Unit 1 test.**

*Make sure all students have turned to the correct page in their test booklets.*

**SAY**

**We will begin by doing three sample questions. You will mark your answers in your test booklet.**

**Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.**

*Give students time to answer Sample A and then continue.*

**SAY**

**The correct answer for Sample A is: [Grades 7-8: "A"].**

**Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.**

*Give students time to answer Sample B and then continue.*

Unit 1 Only: Math sample questions (continued)—

**SAY**

The correct answer for Sample B is: [Grades 7-8: 6.36 (six decimal point three six)].

To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see.

When entering responses for grid-in response questions, it is important to consider the following things:

- You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.
- The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.
- Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.
- You can enter a response as a mixed number or decimal to indicate the solution.
- If the answer for a problem is a mixed number, you must leave a space between the whole number and the fraction.

Are there any questions?

Answer any questions.

Sample of AASA Math grid-in response box:

-	-	-	-	-	-	-
/	/	/	/	/	/	/
.	.	.	.	.	.	.
0	0	0	0	0	0	0
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9



*Unit 1 Only: Math sample questions (continued)–*

**SAY**

Next, read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

*Give students time to answer Sample C and then continue.*

**SAY**

The correct answer for Sample C is: [Grades 7-8: " $m = 2d$ " or any equivalent equation].

This is another type of question you will see. Math questions will require you to give your answer in different ways.

Are there any questions?

*Answer any questions.*

*Units 1 and 2:*

**SAY**

*[For Unit 1, say:]*

**Now turn to page 5.**

**You may use an approved calculator on the Math Unit 1 test.**

*[For Unit 2, say:]*


**Now turn to [Grade 7—page 31, Grade 8—page 33].**

**Calculators are not permitted on the Math Unit 2 test.**

**You may now begin the test.**

*Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.*

**When the test unit ends—Units 1 and 2:**

 A speech bubble icon containing the word "SAY" in bold, uppercase letters.	<p><b>This concludes the testing session.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.</b></p>
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*Collect all remaining test booklets and scratch paper from the students. Follow the directions of the Test Coordinator regarding the secure disposal of all used scratch paper.*

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. All test booklets must be returned to the Test Coordinator. All test booklets must be stored in secure, locked storage until returned to the Test Coordinator. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*

## Entering Special Paper Version Test Responses into TestNav

All students who need a Special Paper Version (SPV) test must be assigned an SPV test accommodation in PearsonAccess<sup>next</sup>. All students with an approved SPV accommodation will be registered by ADE in SPV test sessions. The Test Administrator should confirm that students with an approved SPV test accommodation are in SPV test sessions prior to beginning the test. For any questions regarding the SPV test, contact the Achievement District Test Coordinator.

## Starting a Session and Unlocking Student Tests in PearsonAccess<sup>next</sup>

Once all students have been assigned to a Special Paper Version (SPV) test session in PearsonAccess<sup>next</sup>, the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess<sup>next</sup>.

For SPV testing, a test session should be started and unlocked in PearsonAccess<sup>next</sup> once the Test Administrator is ready to enter the student's responses into TestNav. This must be done prior to signing into TestNav with the student's login information supplied in the secure testing ticket.

Refer to the *PearsonAccess<sup>next</sup> User's Guide* for detailed instructions on how to start and unlock a test unit.

## Secure Testing Tickets

Secure testing tickets are an available resource in PearsonAccess<sup>next</sup>. Secure testing tickets contain the student's information that is required for the Test Administrator to log into TestNav as the student.

### Sample Secure Testing Ticket

STUDENT TESTING TICKET	
<b>Student:</b>	<b>Lastname1, Firstname1</b>
<b>SSID:</b>	9999999999
<b>Session:</b>	AASA Grade 03
<b>Date of Birth:</b>	99/99/9999
<b>Test:</b>	AASA Grade 03
Select <b>Arizona</b> in the application.	
<b>Username:</b> LGN41660365	<b>Password:</b> DLY4GAH

## Signing Into TestNav

When it is time to enter the student responses, the Test Administrator will sign into TestNav as the student, using the information provided on the secure testing ticket. The **TestNav Sign In** screen should be visible. The Test Administrator should have the secure testing ticket from PearsonAccess<sup>next</sup> ready to sign into the AASA test as the student.

Once signed in, make sure the student's name appears in the top right corner of the screen.

**Note:** If any student information is incorrect, you must not proceed. Contact the Test Coordinator.

**There are specific directions that the Test Administrator must be aware of prior to entering the student's responses into TestNav, as some TestNav screens will differ by Content Area and Grade as detailed below.**

### **Directions for ELA Grade 3, All test units:**

The ELA Grade 3 test units (Writing, Reading Unit 1, Reading Unit 2, and Oral Reading Fluency test) will not display the **Available Tests** screen. The **TestNav Sign In** screen will be used to log into the student's test.

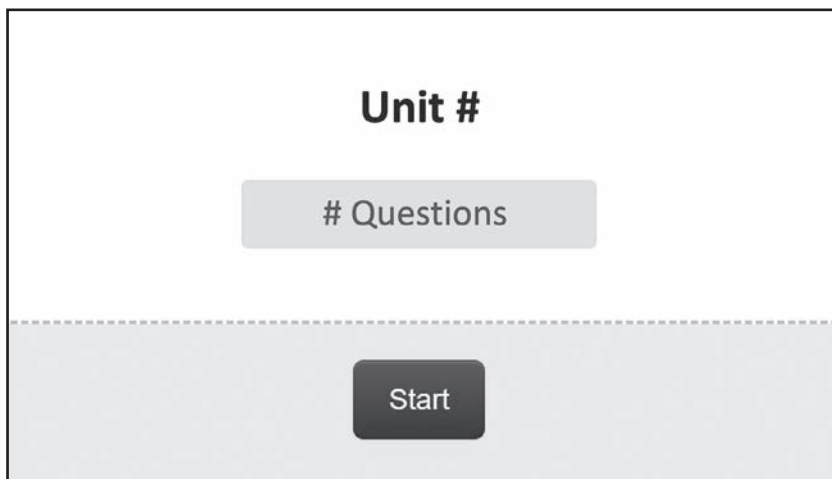
### **Directions for ELA Grades 4–8 and Math Grades 3–8, All test units:**

Upon initial login to TestNav, the Test Administrator will enter the student's Username and Password on the **TestNav Sign In** screen as provided on the secure testing ticket, then will click the **Sign In** button. After each test unit, the **Available Tests** screen will display. From this screen, the Test Administrator can launch the student's test that has been previously unlocked in PearsonAccess<sup>next</sup>.

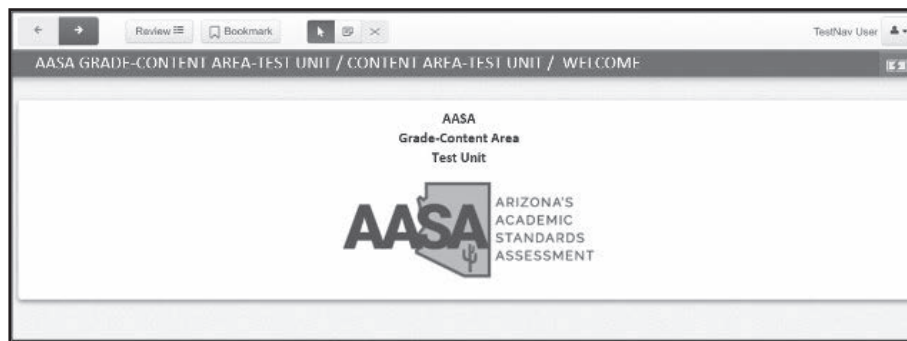
Refer to the *PearsonAccess<sup>next</sup> User's Guide* for detailed instructions on how to unlock a test unit.

Click the blue **Start** button.

Now the Test Administrator will see the following screen. This screen will be specific to the *content area* and *test unit* administered to the student. Click the blue **Start** button to continue.



The next screen will be the **AASA** screen. This screen will be specific to the *grade*, *content area*, and *test unit* administered to the student. At the header bar, the Test Administrator will see the different buttons available to use throughout the test.




The Test Administrator will first respond to three questions and then proceed to entering the student responses from the test booklet into the online test in TestNav.

**When transcribing responses into TestNav, it is important to note the following:**

- Before the beginning of the ELA Reading Unit 1 test and Math Unit 1 test, the student's Special Paper Version (SPV) test booklets will contain sample questions. These sample questions will not be present on the online test in TestNav.
- The question number sequencing on the SPV test differs from the online test. When key entering student responses into TestNav for Unit 2, the questions in the test booklet will have continuous numbering from Unit 1, but in TestNav, the question numbering will restart at 1. Take care to ensure the student responses are being entered into the correct question for scoring.

Once the student responses have been entered, the Test Administrator will see the **End of Unit** screen for the corresponding *content area* and *test unit* administered to the student. This screen shows the test unit has been completed, as well as the number of answered and unanswered questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. After the Test Administrator leaves the test unit, they cannot go back to the test unit.

## End of Unit #



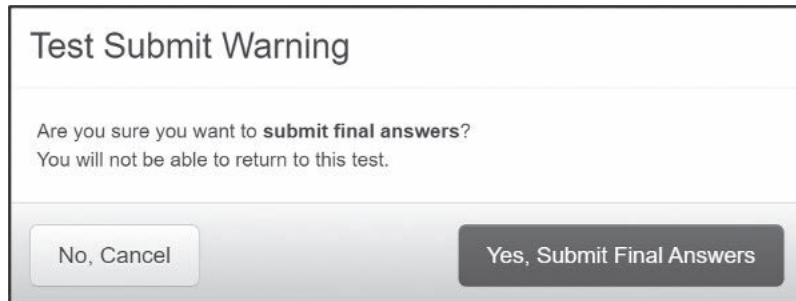
All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24

Once the Test Administrator clicks the green **Submit Final Answers** button, the Test Administrator will see the **Test Submit Warning** screen. This warning confirms that the Test Administrator is ready to exit the test. The warning also informs the Test Administrator that they cannot return to the test after clicking the green **Yes, Submit Final Answers** button. To submit the final response, click on the green **Yes, Submit Final Answers** button.



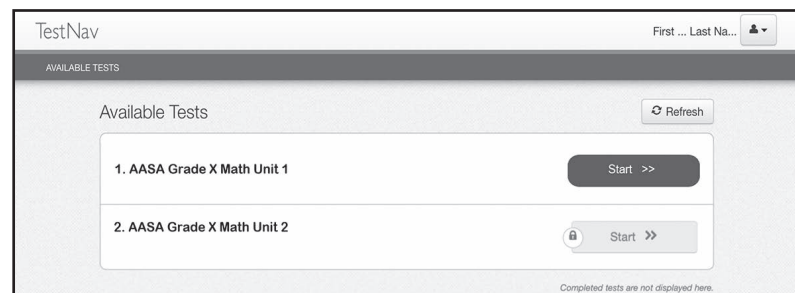
Once the Test Administrator has completed entering the student's responses for a test unit and clicks the green **Yes, Submit Final Answers** button, the Test Administrator will be routed back to the **Available Tests** screen.

**Note:** The **Available Tests** screen will not be applicable to ELA Grade 3.

### Available Tests Screen-ELA (Grades 4-8)



### Available Tests Screen-Math (All Grades)



After all student responses have been entered in TestNav, Special Paper Version (SPV) tests must be returned to the Achievement District Test Coordinator.

*The Arizona Department of Education gratefully acknowledges the work of thousands of Arizona teachers involved in the development of the tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.*









