

Spring 2025



# Test Coordinator's Manual

Grades 3–8  
ELA and  
Math



ARIZONA'S  
ACADEMIC  
STANDARDS  
ASSESSMENT



Test Coordinator Name



# Table of Contents

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- General Testing Information . . . . . 1
  - Spring 2025 AASA Test Window . . . . . 1
- Available Resources for the Test . . . . . 2
- Responsibilities of the Achievement District Test Coordinator . . . . . 3
  - Before Testing . . . . . 3
  - During Testing . . . . . 5
  - After Testing . . . . . 6
- Procedures for Test Administration . . . . . 8
  - Test Administration Personnel . . . . . 8
  - Students to Be Tested . . . . . 8
  - Test Administration Schedule . . . . . 9
  - Testing Locations . . . . . 11
  - Required Test Materials . . . . . 11
  - School-Provided Materials . . . . . 12
  - AASA Calculator Guidance . . . . . 14
- Test Security . . . . . 15
  - Student Confidentiality . . . . . 15
  - AASA Test Irregularity Process . . . . . 16
- Testing Platforms . . . . . 17
  - PearsonAccess<sup>next</sup> System . . . . . 17
  - TestNav System . . . . . 18
- AASA Sample Tests, Tutorial, and Student Readiness Tool . . . . . 19
- Computer-Based Test—Testing Information . . . . . 20
  - Before Testing . . . . . 20
    - Receiving and Distributing Test Materials . . . . . 20
    - Test Security . . . . . 20
  - During Testing . . . . . 21
    - Managing Test Completion . . . . . 22
  - After Testing . . . . . 22
- Paper-Based Test—Testing Information . . . . . 23
  - Before Testing . . . . . 23
    - AASA Secure Test Booklets . . . . . 23
    - Receiving and Distributing Test Materials . . . . . 23
    - AASA Test Coordinator Materials . . . . . 25
    - Transferring Secure Materials Between Schools Within Your District . . . . . 25
    - Pre-ID Labels and Student Demographic Information . . . . . 26
      - For Paper-Based Testing Schools—Students with a Pre-ID Label . . . . . 26
      - For Paper-Based Testing Schools—Students without a Pre-ID Label . . . . . 28

During Testing . . . . .	28
Test Security . . . . .	29
After Testing . . . . .	30
Special Paper Version Test Accommodations . . . . .	31
Before Testing . . . . .	31
Special Paper Version Test Approval Process . . . . .	31
Preparing to Administer Special Paper Version Tests . . . . .	32
Receiving Test Materials . . . . .	32
During Testing . . . . .	32
After Testing . . . . .	33
Returning Special Paper Version Materials to Pearson . . . . .	33
Managing Nonscorable Test Materials—Destroyed/Discarded Locally . . . . .	34
Completing Header Sheets for Paper-Based Testing Scorable Materials . . . . .	35
Completing AASA School Header Lists . . . . .	40
Packing and Returning Test Materials . . . . .	42
Checklist for Packing and Returning Test Materials . . . . .	42
Completing an AASA Materials Return Inventory Sheet . . . . .	45
Materials Retrieval . . . . .	47
UPS Materials Packing Diagrams . . . . .	57
XPO Logistics Freight (or other assigned freight carrier)	
Bill of Lading (BOL)—Materials Return Packing Diagrams . . . . .	59
Contact Information . . . . .	61

## 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





# General Testing Information

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 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). Pearson is the test vendor for AASA and the provider of the online testing platform. Pearson will also handle the printing, shipping, and processing for all AASA test materials.

The AASA tests must be administered exactly as directed in the *Spring 2025 AASA Test Coordinator’s Manual (TCM)* and the corresponding *Spring 2025 AASA Test Administration Directions (TAD)* manual. Separate *Test Administration Directions* manuals will be provided for Computer-Based Testing (CBT) and Paper-Based Testing (PBT) schools. Achievement District Test Coordinators must review the *Spring 2025 AASA Test Coordinator’s Manual* and the *Spring 2025 AASA Test Administration Directions* well in advance of training School Test Coordinators and Test Administrators and before administering the tests. Achievement District Test Coordinators are responsible for ensuring the appropriate and correct administration of the AASA in all schools within the same district or charter.

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 Math test consists of two units. Students must receive a valid score on both Math test units to receive a Math score. For both ELA and Math, to receive a valid score, students must respond to at least one item 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. For both ELA and Math, to receive a valid score, students must respond to at least one item in each test unit.

AASA Writing, Reading, and Math test units are untimed. The Grade 3 ELA ORF test items are timed.

The ELA ORF test unit is administered to Grade 3 students only and will be included in the student’s ELA score and in the Move on When Reading indicator. All Grade 3 students, whether at a CBT school or a PBT school, will be administered the ELA ORF test online in TestNav. Exception: Grade 3 students taking the American Sign Language (ASL) test or the Braille Special Paper Version (SPV) test should not be administered the ELA 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.

## Spring 2025 AASA Test Window

**Computer-Based Testing (CBT):** March 31 - April 25, 2025 (Writing and the Grade 3 ELA ORF test unit must be completed by April 11, 2025.)

**Paper-Based Testing (PBT):** March 31 - April 9, 2025 (Writing must be scheduled for March 31 or April 1, 2025. All PBT test units, including the Grade 3 ELA ORF test unit, must be completed by April 9, 2025.)

## Available Resources for the Test

To provide the appropriate oversight of all Spring 2025 AASA testing, Achievement District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Spring 2025 AASA Test Administration Directions (TAD)*—Computer-Based Testing (CBT)
- *Spring 2025 AASA Test Administration Directions (TAD)*—Paper-Based Testing (PBT)
- *Arizona Accommodations Manual*  
<https://www.azed.gov/assessment/accessibility>
- *PearsonAccess<sup>next</sup> User's Guide*
- *TestNav Online User's Guide*  
<https://support.assessment.pearson.com/TN/set-up-and-use-testnav-16908318.html>

Electronic copies of the *Spring 2025 AASA Test Administration Directions (TAD)*, *Spring 2025 AASA Test Coordinator's Manual (TCM)*, and *PearsonAccess<sup>next</sup> User's Guide* are available in the *Support > Documentation* section of *PearsonAccess<sup>next</sup>* (<https://az.pearsonaccessnext.com>). Paper copies of the *Spring 2025 AASA Test Coordinator's Manual (TCM)* and the *Spring 2025 AASA Test Administration Directions (TAD)* for CBT schools and PBT schools are shipped as part of the initial test materials distribution and can also be requested during the Additional Order Window. The Additional Order Window for CBT schools is **Friday, March 21, 2025 - Friday, April 18, 2025**. The Additional Order Window for PBT schools is **Friday, March 21, 2025 - Wednesday, April 2, 2025**.

Test Administrators and Proctors are expected to read all of the *Spring 2025 AASA Test Administration Directions (TAD)* prior to testing. The *Spring 2025 AASA Test Administration Directions (TAD)* are not secure test materials. They may be kept in classrooms or other non-secure locations and do not need to be returned to Pearson. They may be discarded locally after testing.



# Responsibilities of the Achievement District Test Coordinator

The Achievement District Test Coordinator is responsible for the correct administration of AASA testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct Computer-Based Testing (CBT) or Paper-Based Testing (PBT) in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators; however, the Achievement District Test Coordinator assumes ultimate responsibility.

Responsibilities of the Achievement District Test Coordinator include:

## Before Testing

- Submit to Arizona Department of Education (ADE) a copy of the **2024-2025 District Test Coordinator Security Agreement** form. *(By Fall 2024 and any time there is an update to the Achievement District Test Coordinator)*
- Submit documentation to ADE for any students who require a Special Paper Version (SPV) or American Sign Language (ASL) test. *(Fall/Winter 2024-2025)*
- Complete Achievement District Test Coordinator training in the Arizona Learning Management System (AzLMS). *(Winter 2024-2025)*
- Verify student registrations in PearsonAccess<sup>next</sup> from ADE's upload of students, and add student registrations, as needed. *(Winter/Spring 2024-2025)*
- Train Test Administrators on test administration procedures, test security procedures, and Test Administrator responsibilities. *(Winter/Spring 2024-2025)*
- Obtain and locally store signed copies of the **2024-2025 Achievement Tests Staff Security Agreement** forms for all staff members who will administer, proctor, be in contact with testing materials, or have access to the testing environment. *(Winter/Spring 2024-2025)*
- Implement and maintain security procedures within the district, charter, and school(s).
- Establish campus protocol, including sign in/out sheets, when entering and exiting the testing environment.
- Schedule testing activities within the district or charter schools.
- Communicate the schedule to Test Administrators and district or charter personnel, as applicable.
- Ensure that Test Administrators and students have had appropriate practice with the AASA Sample Tests.
- Distribute testing materials to school sites.
- Work with Test Administrators to prepare sites where testing will take place by removing or covering visual aids, including ELA, Math, Science, and History content-based signage, and printing **Testing–Do Not Disturb** signs for doors.
- Arrange for a sufficient supply of scratch paper, pencils, and erasers.
- Prepare and securely store secure test materials.
- Create a record for all testing units that includes the time and date of the testing unit, the name of the Test Administrator, the test administered, and the names of all participating students.



- Answer questions from School Test Coordinators, Technology Coordinators, and Test Administrators, and if necessary, escalate by contacting Pearson or ADE.
- Save the test materials shipping boxes** to use for returning PBT and/or SPV test materials to Pearson at the end of the test window.

### **Before Testing—Additional Responsibilities for Computer-Based Testing (CBT) and Grade 3 ELA Oral Reading Fluency (ORF)**

- Ensure that all appropriate school personnel have access to PearsonAccess<sup>next</sup> with the correct user role.
- Ensure that devices and test materials to be used for testing are ready.
- Prepare and securely store secure testing tickets for each eligible student. Securely shred any testing tickets for students who have withdrawn or who are eligible for the Alternate Assessment.
- Arrange for a supply of wired headsets for students in Grades 3-8 to use for the Text-to-Speech feature in the Writing and Math test units and for the Listening questions embedded in the Reading test units. Wired headsets with a microphone are required for the Grade 3 ELA Oral Reading Fluency test administration. It is recommended that the headsets be unidirectional, with noise-cancelling microphones. Wireless headphones are prohibited.

### **Before Testing—Additional Responsibilities for Paper-Based Testing (PBT)**

- Receive test materials.
- Inventory test materials upon arrival and, if needed, order additional materials.
- Apply Pre-ID Labels to test booklets. Use care to apply the ELA Pre-ID Labels to the ELA test booklets and the Math Pre-ID Labels to the Math test booklets.
- For any student who does not have a Pre-ID Label, ensure that the student demographic information on the paper test booklet has been bubbled in.
- All students will need to complete the required identification information on the front of their test booklet.
- Arrange for a supply of commercially published paper dictionaries and commercially published paper thesauruses for use on the AASA ELA Writing tests only.
- Arrange for a supply of appropriate calculators for use, **when permitted**, on Math tests only (Grades 7 and 8, Math Unit 1 only).

## Before Testing—Additional Responsibilities for Special Paper Version (SPV) Tests

- Submit a request for a Special Paper Version (SPV) test to ADE, if necessary. For more information about submitting SPV test requests, refer to ADE's *2024-2025 Special Paper Version Test Request Process* document at <https://www.azed.gov/assessment/achievement-dtcs> and to the *Special Paper Version Test Accommodations* section of this manual.
- ADE will create SPV test sessions in PearsonAccess<sup>next</sup> for any student(s) with an approved SPV test and will move the student(s) into the SPV test sessions prior to testing. ADE will also place an order for approved SPV tests at the beginning of the Additional Order Window.
- Ensure the School Test Coordinator or qualified Test Administrator has a working device with the latest version of the TestNav application installed, which will be used in conjunction with the student SPV test booklet.
- Ensure that Test Administrators are familiar with instructions for administering SPV tests, which are included in the *Spring 2025 AASA Test Administration Directions* and the *Spring 2025 AASA Test Administration Directions for Special Paper Version (SPV): Braille*. This includes transfer of student responses from SPV tests into TestNav by the end of the appropriate test window.
- Ensure PearsonAccess<sup>next</sup> access for users who will transfer student responses from SPV test booklets into TestNav.

## During Testing

- Ensure that test security procedures and test administration procedures are followed.
- Maintain an accurate inventory of all test materials throughout the test administration window.
- Check out all test materials (*Spring 2025 AASA Test Administration Directions*, student test booklets, Special Paper Version (SPV) test materials, and secure testing tickets) to School Test Coordinators and Test Administrators prior to test administration. Secure testing materials must be stored in a locked, secure location with the District/School Test Coordinator when they are not being used.
- For any needed testing accommodations, School Test Coordinators and qualified Test Administrators must be familiar with the features available during testing, ensure that they are functioning appropriately, and document the use of permitted accommodations.
- Continuously monitor assessment activities at all school and district testing sites.
- Maintain a record for all testing units that includes the time and date of the testing unit, the name of the Test Administrator, the test administered, and the names of all participating students.
- Ensure that all School Test Coordinators, Technology Coordinators, and Test Administrators are following test security protocols for secure materials.
- Report any testing irregularities into PearsonAccess<sup>next</sup>. Additional information about submitting testing irregularities can be found in the *AASA Test Irregularity Process* section of this manual.

## During Testing—Additional Responsibilities for Computer-Based Testing (CBT)

- Monitor online test completion using PearsonAccess<sup>next</sup> to ensure all students are tested.

## During Testing—Additional Responsibilities for Paper-Based Testing (PBT)

- Check out secure test booklets to the Test Administrators at the beginning of each day of testing.
- Check in secure test booklets from the Test Administrators at the end of each day of testing.
- Monitor test completion to ensure all students are tested.

## After Testing

- Account for all secure testing tickets and other secure materials before secure disposal at the school or district. Having testing tickets that are unaccounted for is considered a testing irregularity.
- Ensure the secure disposal of all used scratch paper.
- Ensure the local disposal of the *Spring 2025 AASA Test Coordinator's Manual* and the *Spring 2025 AASA Test Administration Directions*.

## After Testing—Additional Responsibilities for Paper-Based Testing (PBT)

- Separate the used Scorable student test booklets from the unused student test booklets and other Nonscorable test materials.
- Inventory all AASA Scorable student test booklets and Nonscorable testing materials, including the unused student test booklets.
- Complete the orange-colored scannable Header Sheets. Additional blank orange-colored scannable Header Sheets are available to order through PearsonAccess<sup>next</sup>.
- Complete the *AASA School Header List*.
- Complete the *AASA Materials Return Inventory Sheet*.
- If any test booklets have been contaminated, ensure that student responses from the contaminated Scorable test materials have been transferred to clean test booklets. For any contaminated Special Paper Version (SPV) test booklets, ensure that the student's responses have been entered into TestNav to be scored.
- Destroy and document contaminated test materials.
- Box the materials for return shipping as instructed in this manual.
- Grade 3 **Scorable** test materials must be returned in a separate box from the Grades 4-8 **Scorable** test materials. To accommodate for this separate return, there will be different color-coded return labels for the Grade 3 and Grades 4-8 Scorable test materials. The **lavender** return label should be used to return Grade 3 Scorable test materials (if applicable), and the **orange** return label should be used to return the Grades 4-8 Scorable test materials. **Important: Do not mix Scorable and Nonscorable materials in the same box.**
- When boxing **Nonscorable** test materials, Grade 3 materials may be mixed with Nonscorable materials from Grades 4-8.

- Keep any extra **lavender** (Grade 3 Scorable test materials), **orange** (Grades 4-8 Scorable test materials), and **green** (All Grades Nonscorable test materials) return labels and UPS shipping labels in case they are needed to return missing materials.
- Contact UPS or XPO Logistics Freight (or other assigned freight carrier) to arrange for pickup of test materials.
  - If you received your boxes by UPS, you will return them by UPS using the UPS shipping labels provided.
  - If you received your boxes by XPO Logistics Freight (or other assigned freight carrier), you will return them by XPO Logistics Freight (or other assigned freight carrier) using the two Bill of Ladings (BOLs) provided.
- Ensure all Scorable and Nonscorable test materials are picked up no later than **Thursday, April 10, 2025**.

### **After Testing—Additional Responsibilities for Special Paper Version (SPV) Tests Computer-Based Testing (CBT) or Paper-Based Testing (PBT) Schools**

- Verify that students with Special Paper Version (SPV) tests have their responses entered **exactly as the student recorded on the SPV test booklet** into the TestNav system, by a qualified Test Administrator, by the end of the appropriate test window. Test responses not entered in TestNav by the end of the appropriate test window will not be scored.
- Paper-Based Testing (PBT) schools must have all SPV test responses entered in TestNav by **April 9, 2025**, the final day of the PBT test window.
- Grade 3 students in PBT schools must complete the AASA ELA Oral Reading Fluency (ORF) test unit online in TestNav by **April 9, 2025**.
- Computer-Based Testing (CBT) schools must have all Writing responses from SPV tests entered in TestNav by **April 11, 2025**, the final day of the CBT Writing test window.
- Grade 3 students in CBT schools must complete the AASA ELA Oral Reading Fluency (ORF) test unit online in TestNav by **April 11, 2025**.
- CBT schools must have all ELA Reading and Math responses from SPV tests entered in TestNav by **April 25, 2025**, the final day of the CBT Reading and Math test window.
- Ensure that all Grade 3 students who completed SPV testing, with the exception of the American Sign Language (ASL) or the Braille SPV tests, have completed the Grade 3 ELA ORF online test.
- Ensure that all SPV test materials are returned to Pearson as Nonscorable materials. All Nonscorable test materials must be picked up by UPS no later than **April 28, 2025**.
- If the school received Braille SPV tests, the *Spring 2025 AASA Test Administration Directions for Special Paper Version (SPV): Braille* should be returned with the Nonscorable test materials, along with all components of Braille Kits received, with the exception of Sticky Dots and Wikki Stix.

# Procedures for Test Administration

## Test Administration Personnel

**Achievement District Test Coordinator (DTC):** Only one person is assigned the Achievement DTC role in the district or charter. This individual is responsible for ensuring appropriate and correct test administration within the district or charter.

**School Test Coordinator (STC):** Typically, one person per school is assigned this role and can assist the DTC with many of the required tasks before, during, and after test administration.

**Technology Coordinator:** This role is responsible for installing and configuring testing system software and helping to set up devices for online testing. This individual must work closely with the DTC and STC to ensure sites are ready for testing.

**Test Administrator:** The role of Test Administrator is assigned to the person responsible for the testing room during the administration of the test.

**Proctor:** As testing rooms increase in size, proctors may be used to assist the Test Administrator. Proctors can assist Test Administrators in the administration of the test but do not have an assigned role in PearsonAccess<sup>next</sup>.

The Achievement District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each group of students testing and for each testing room. Test Administrators and Proctors **must** be employees of the school or district and **must** be trained in the correct test administration and test security procedures. All test administration personnel must sign a test security agreement for the current school year prior to any test administration.

Only authorized personnel are permitted to be in the testing room(s) during the administration of the test. Parents, relatives, student teachers, volunteers, and school helpers are not permitted to be in the testing room. District or school staff who have relatives being administered the test are not permitted to be in the testing room while their relative is testing. Having unauthorized people in the testing room during test administration is an ethical test violation.

## Students to Be Tested

Arizona students in Grades 3–8 will participate in AASA testing. All students must take the grade level Math and ELA tests.

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 AASA test. Achievement District Test Coordinators should work with Alternate Assessment District Test Coordinators and with the appropriate district or charter school staff to ensure that students who have alternate assessments designated in their IEP are not administered the AASA. All other Arizona public school students in Grades 3–8 will participate in AASA testing.

## Test Administration Schedule

The Achievement District Test Coordinator is responsible for communicating the test administration schedule to the appropriate school and district personnel, including Test Administrators, as well as to students and parents/guardians. Administering AASA tests on dates other than those included in this manual is not permitted. The tables in this section include the test administration schedules and guidelines for Computer-Based Testing (CBT) and Paper-Based Testing (PBT). AASA test windows will not be extended for any reason.

- AASA ELA Writing, ELA Reading, and Math test units are untimed. The AASA Grade 3 ELA Oral Reading Fluency (ORF) test items are timed.
- The Writing test unit must be administered first and must be administered on a separate day than ELA Reading, ELA ORF, and Math test units.
- ELA Reading (two test units) and Math (two test units) can be administered in any order. Test units can be administered on separate days or two test units can be administered on the same day.
- No more than two test units, plus the ELA ORF test unit, can be administered on the same day.
- When two test units are administered on the same day, a significant break of at least 15 minutes must be given between test units.
- A test unit must be completed on the day the test unit is started and must be completed by the end of the regularly scheduled school day. Do not start a test unit unless there is sufficient time to complete the testing session.
- **For the CBT**, students taking the same test within the same school are not required to test on the same day.
- **For the PBT**, students taking the same test within the same school must test on the same day.
- **For Special Paper Version (SPV) testing**, all student responses from the SPV tests must be transferred into TestNav per the CBT or PBT schedule.

**Spring 2025 Computer-Based Test (CBT) Window, including Special Paper Version (SPV) Tests**

CBT Schools must have student writing responses from SPV tests for the ELA Writing test unit transferred into TestNav by <b>April 11, 2025</b> . Student responses for ELA Reading and Math test units from SPV tests must be transferred into TestNav by <b>April 25, 2025</b> .					
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)
ELA Writing	Grades 3–8	Unit 1 only	60-90 min.	March 31, 2025	April 11, 2025
ELA Oral Reading Fluency (ORF)*	Grade 3 only	Unit 1 only	30 min.	March 31, 2025	April 11, 2025
ELA Reading	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
Math	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

**Spring 2025 Paper-Based Test (PBT) Window, including Special Paper Version (SPV) Tests**

PBT Schools must have student responses from SPV tests transferred into TestNav by <b>April 9, 2025</b> .					
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)
ELA Writing	Grades 3–8	Unit 1 only	60-90 min	March 31, 2025	April 9, 2025
ELA Oral Reading Fluency (ORF)*	Grade 3 only	Unit 1 only	30 min.	March 31, 2025	April 9, 2025
ELA Reading	Grades 3–8	Unit 1	45-75 min.	March 31, 2025	April 9, 2025
		Unit 2	45-75 min.	March 31, 2025	April 9, 2025
Math	Grades 3–8	Unit 1	60-85 min.	March 31, 2025	April 9, 2025
		Unit 2	60-85 min.	March 31, 2025	April 9, 2025

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

- Grade 3 ELA Oral Reading Fluency (ORF) must be administered to Grade 3 students only. Exception: Grade 3 students taking the American Sign Language (ASL) test or the Braille SPV 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 and by **April 9, 2025** in PBT schools.
- Both CBT and PBT schools will administer 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.
- All Grade 3 students taking a regular print or large print SPV test will be administered the ORF test online in TestNav.

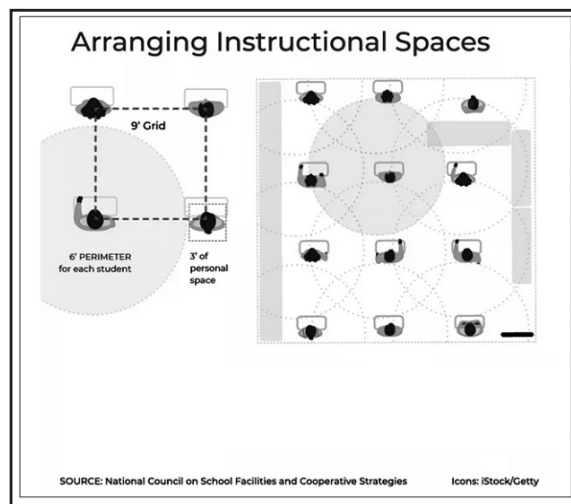


## Testing Locations

AASA tests are to be administered in person at Arizona schools. Schools administering AASA tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to [AASA@azed.gov](mailto:AASA@azed.gov) prior to testing. AASA tests cannot be administered remotely and cannot be administered outside the state of Arizona.

The Achievement District Test Coordinator is responsible for determining the suitability of each testing room location. Each testing room must provide a quiet, comfortable, and distraction-free environment. Signs should be posted outside of testing rooms to warn others that testing is in progress and that quiet is required. Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

Seating should be arranged so that students are not tempted to look at the answers of others or create distractions due to close proximity. The testing room should be arranged so that testing staff can freely circulate the room and have a clear view of all students and materials. Seating arrangements must minimize the possibility of prohibited behavior.



## Required Test Materials

Achievement District Test Coordinators are responsible for ensuring that each testing room location, each School Test Coordinator, and each Test Administrator has the appropriate test materials to administer the AASA tests correctly. Most of the required test materials will be shipped to the Achievement District Test Coordinator by the test vendor, Pearson. Some of the required test materials must be provided by the schools.

Pearson will provide the following test materials for the AASA administration to Computer-Based Testing (CBT) and Paper-Based Testing (PBT) schools during the initial shipment of materials:

- Spring 2025 AASA Test Administration Directions (TAD)*
- Spring 2025 AASA Test Coordinator's Manual (TCM)*

Additionally, Pearson will provide the following test materials for the AASA administration to PBT schools based on student registrations in PearsonAccess<sup>next</sup>:

- AASA Grades 3-8 regular paper test booklets
- AASA orange-colored Header Sheets
- AASA School Header List
- Pre-ID Labels
- Pre-ID Rosters
- Materials necessary to package the Scorable and Nonscorable test materials for return to Pearson

If needed, additional test materials and additional return materials may be ordered via PearsonAccess<sup>next</sup> during the Additional Order Window:

- PBT materials Additional Order Window: **Friday, March 21, 2025 - Wednesday, April 2, 2025**
- CBT materials Additional Order Window: **Friday, March 21, 2025 - Friday, April 18, 2025**
- Return materials Additional Order Window: **Friday, March 21, 2025 - Friday, April 25, 2025**

Additional orders will be reviewed and approved by ADE. For instructions on how to place an additional order, refer to the *PearsonAccess<sup>next</sup> User's Guide*.

Special Paper Version (SPV) tests will **not** be included in the initial shipment of materials. ADE will place an order at the beginning of the Additional Order Window for any approved SPV tests.

## School-Provided Materials

### Computer-Based Testing (CBT) Schools—Materials Required to be Provided to Test Administrators:

- Wired headphones for students
  - Students in Grades 3-8 will need headphones for the Text-to-Speech tool in the Writing and Math test units and for the Listening questions embedded in the Reading test units. Wireless headphones are prohibited.
  - For students who require hearing aids and amplification with a Bluetooth connection, contact ADE at [AASA@azed.gov](mailto:AASA@azed.gov) for guidance.
  - Wired headsets with microphones are required for the Grade 3 ELA Oral Reading Fluency (ORF) test unit. It is recommended that headsets be unidirectional with noise-cancelling microphones. Wireless headsets are prohibited.
- 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
- Each device must have the required headphones, keyboard, and mouse and be in working order.
- 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 test environment

Students may use scratch paper during all ELA and Math test units, but their responses must be entered in TestNav to be scored. In the case of Special Paper Version (SPV) tests, the Test Administrator will need to ensure the student's responses are entered in TestNav by the end of the appropriate test window. Any SPV responses not entered in TestNav by the end of the appropriate test window will not be scored.

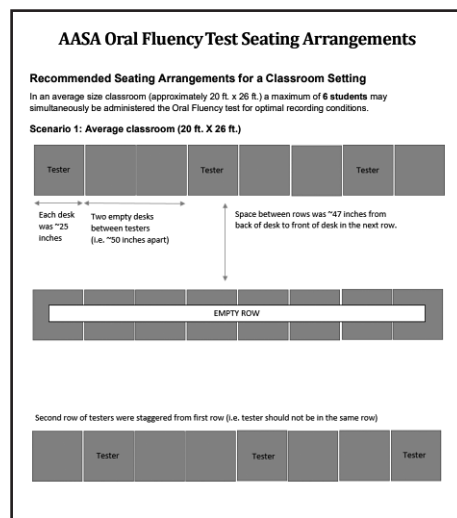
Writing responses must be entered in TestNav by **April 11, 2025**, and Reading and Math responses must be entered in TestNav by **April 25, 2025**. Grade 3 students taking a large print or regular print SPV test in CBT schools must complete the ELA ORF test unit online in TestNav by **April 11, 2025**.

**ELA Writing:** An online dictionary and thesaurus are available to students within the online test. Commercially published paper dictionaries and commercially published paper thesauruses may also be available for student use during the online Writing test unit.

**ELA Reading:** The use of a wired headset is required for embedded Listening questions, with the exception of SPV or American Sign Language (ASL) tests.

**ELA Oral Reading Fluency (ORF):** The use of a headset with a microphone is required, and it is recommended that the headsets be unidirectional, with noise-cancelling microphones. The online ELA 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>.



**Math:** The Computer-Based Test will include an embedded calculator in the units of the test where a calculator is permitted. No calculators are permitted for Math Grades 3-6. Students in Grades 7 and 8 can use an approved calculator for Math Unit 1 only. Refer to the *AASA Calculator Guidance* in this manual for additional calculator information.

## Paper-Based Testing (PBT) Schools—Materials Required to be Provided to Test Administrators:

- Pencils, erasers, and blank, lined, or graph scratch paper (whiteboards are prohibited)
- Sign in/out log for entering and exiting the test environment
- A **Testing–Do Not Disturb** sign
- For Grade 3 ELA Oral Reading Fluency (ORF) – device for each student to be tested with the latest version of the TestNav application installed and headset with a microphone (It is recommended that the headsets be unidirectional, with noise-cancelling microphones. Wireless headsets are prohibited.)
- Commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing only
- Appropriate calculators for Math Grades 7-8 tests only (Scientific calculators are permitted on AASA Math Unit 1 only. No calculators are permitted on AASA Math Unit 2.)

Students may use scratch paper during all ELA and Math test units, but their responses must be entered in the space provided in the paper test booklet to be scored.

In the case of Special Paper Version (SPV) tests, the Test Administrator will need to ensure the student's responses are entered in TestNav by **April 9, 2025**, the end of the test window. Any SPV test responses not entered in TestNav by the end of the test window will not be scored. Grade 3 students taking a large print SPV test in PBT schools must complete the ELA ORF test unit online in TestNav by **April 9, 2025**.

## AASA Calculator Guidance

Calculators are permitted on Grades 7 and 8 Math Unit 1 only. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

Providing handheld calculators is not a requirement for schools administering the Computer-Based Test (CBT); however, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator. No laptop, tablet, or phone-based calculators may be used during AASA testing unless they are accessed through the TestNav application installed on the device. Students are not allowed to share calculators during a testing unit. For additional information, refer to the *Calculator Guidance* published on the AASA website at <https://www.azed.gov/assessment/aasa>.

# Test Security

All districts and charters administering the AASA must have a *2024-2025 District Test Coordinator Security Agreement* form on file with ADE.

All school, district, and charter personnel who will have access to the AASA test materials must sign an *Achievement Tests Staff Security Agreement* form for school year 2024-2025. This security agreement form must be signed by all employees of the district, charter, and schools who will have contact with test materials, administer AASA tests, monitor students during test administration, assist with testing, and/or enter the testing environment. These individuals must also complete the *Test Security and Ethics* training module prior to test administration. Signed *2024-2025 Achievement Tests Staff Security Agreement* forms are to be kept on file at the district or charter for six years.

The *2024-2025 Achievement Tests Staff Security Agreement* form is available to Achievement District Test Coordinators online at the ADE District Test Coordinators webpage at <https://www.azed.gov/assessment/dtc>.

Achievement District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the *2024-2025 Achievement Tests Staff Security Agreement* form, test security guidance provided in the Achievement training modules, and the Arizona State Board of Education guidelines regarding test security. Guidance on test security is also included in the *Spring 2025 AASA Test Administration Directions*.

Any breach of test security, loss of materials, failure to account for materials, exposed test questions, or any other deviation from acceptable security procedures shall be reported immediately by submitting a test irregularity report in PearsonAccess<sup>next</sup>. The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of violation to the Investigations Unit of the Arizona State Board of Education.

## Student Confidentiality

An important aspect of test security is maintaining student privacy. Federal law (the Family Educational Rights and Privacy Act, known as FERPA) prohibits the public disclosure of student information or test results.

The following are examples of **prohibited practices**:

- Providing unauthorized individuals TestNav sign in information (username and password)
- Providing students with the wrong login information or incorrect secure testing ticket during the sign in process, causing students to sign into another student's test
- Misusing secure testing tickets or Pre-ID Labels

**Only verified students may sign into their online test unit. Test Administrators, Proctors, other staff, or another student may not sign into TestNav using a student's login information. Doing so will result in the invalidation of the student's test attempt. The only exception is Test Administrators who must key-enter students' responses from Special Paper Version (SPV) tests into TestNav.**

## AASA Test Irregularity Process

A test irregularity is any event that could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test irregularities occur on rare occasions and are non-standard situations that may require further action for both online and paper tests. A test irregularity may include security violations, cheating, possession of prohibited devices and materials, removal or mishandling of testing materials, or improper assistance by adults or students. Additionally, for online testing, a test irregularity may include an extended local internet connection disruption or a power outage that results in any student unable to complete a test unit on the same testing day. In the event of any unforeseen circumstances, the Achievement District Test Coordinator should submit a testing irregularity report to ADE through PearsonAccess<sup>next</sup> as soon as possible after the incident occurs, ideally within 24 hours. Authorization to reopen the test unit may be allowed only after ADE review and approval.

### Follow these steps for Pearson Customer Support for any technology issues:

1. Test Administrators should record the incident and allow the student to continue testing, if possible. Do not allow the student to leave the testing environment.
2. Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately. School Test Coordinators must notify Achievement District Test Coordinators of any test irregularities that are reported.
3. The Achievement District Test Coordinator must report the incident by submitting a Help Desk ticket to Pearson's Customer Support at <https://download.pearsonaccessnext.com/ref/WebToCase.html?p=ARIZONA> or by contacting the Pearson Customer Support Line at 1-888-705-9421, Option 3.
4. If following up with ADE at [AASA@azed.gov](mailto:AASA@azed.gov), include your district entity number, a phone number, and an email address in your communication. In addition, include any error message or code the student or Test Administrator is receiving, the state identification numbers (SSIDs) of any students impacted, and your Pearson ticket number.

### Follow these steps to report an AASA testing irregularity:

1. Test Administrators should record the incident and allow the student to continue testing, if possible. Do not allow the student to leave the testing environment.
2. Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately. School Test Coordinators must notify Achievement District Test Coordinators of any test irregularities that are reported.
3. The Achievement District Test Coordinator must report the incident as soon as possible, ideally within 24 hours, by logging into PearsonAccess<sup>next</sup> and entering a test irregularity.
4. ADE will review the irregularity submission in PearsonAccess<sup>next</sup>. ADE will email the Achievement District Test Coordinator if there are any questions and will add a comment in PearsonAccess<sup>next</sup> if a test is invalidated.
5. The Achievement District Test Coordinator can verify irregularity status in the *Do Not Report Tests* operational report in PearsonAccess<sup>next</sup>. ADE will not send emails to inform of irregularity status. One week after the test window closes, a final *Do Not Report Tests* operational report can be downloaded for a selected organization. If a submitted test irregularity is not on the final report, then the test unit was not invalidated.

For detailed instructions on how to submit a test irregularity or verify test irregularity status, refer to the ***PearsonAccess<sup>next</sup> User's Guide***.

# Testing Platforms

Pearson’s testing platform includes two systems: PearsonAccess<sup>next</sup> and TestNav.

## PearsonAccess<sup>next</sup> System

Achievement District Test Coordinators will receive access to the Spring 2025 AASA administration in PearsonAccess<sup>next</sup> on **December 18, 2024**.

Achievement District Test Coordinators will use the PearsonAccess<sup>next</sup> system to:

- Upload and manage other PearsonAccess<sup>next</sup> users
- Search for and add student registrations, as needed, beginning **February 4, 2025**
- Indicate accommodations for students who need them
- Print secure testing tickets
- Monitor test completion rates for online testing and TestNav entry
- Report testing irregularities

The *PearsonAccess<sup>next</sup> User’s Guide* provides instructions for these functions.

### Users

Achievement District Test Coordinators are responsible for maintaining all PearsonAccess<sup>next</sup> users within their district or charter and assigning appropriate roles to these users. The user’s role determines the level of permissions that the user will have. ADE recommends that all schools have a PearsonAccess<sup>next</sup> user with the role of School Test Coordinator to assist the Achievement District Test Coordinator.

All Test Administrators must have a PearsonAccess<sup>next</sup> user role of School Test Administrator or higher to administer the AASA Computer-Based Test (CBT). If any school staff members will have the School Test Coordinator or Test Administrator role at more than one school within the district, they must be added to each of those schools in PearsonAccess<sup>next</sup>.

### Students

All students participating in the AASA must be registered in PearsonAccess<sup>next</sup>, including students who are taking online, paper, Special Paper Version (SPV), or American Sign Language (ASL) tests.

ADE will provide Pearson with the student information to upload to PearsonAccess<sup>next</sup>. Uploaded student information will be based on student enrollments in AzEDS as of **January 23, 2025**. Students who are concurrently enrolled in more than one school will not be included in ADE's upload of students and must be added to PearsonAccess<sup>next</sup> by the district or charter.

Extract Date	Date Visible in PearsonAccess <sup>next</sup>
January 23, 2025	February 3, 2025

After **February 3, 2025**, Achievement District Test Coordinators are responsible for adding any new students, and any students who were missed in ADE's upload, to PearsonAccess<sup>next</sup>. School Test Coordinators may help the Achievement District Test Coordinator with this task. Refer to the *PearsonAccess<sup>next</sup> User’s Guide* for instructions on editing, adding, or transferring students.



## *Accommodations*

Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, test constructs, score interpretation, reliability, or security of the test. Instructional accommodations may or may not be suitable for statewide assessment.

Modifications are alterations that are sometimes used during instruction. 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.

For any student with Special Education needs who requires specific testing accommodations based on the student's IEP or 504 Plan, the Achievement District Test Coordinator must ensure that the needed accommodations are provided and their use recorded during testing. If there are any questions, the Achievement District Test Coordinator should contact the AASA team at [AASA@azed.gov](mailto:AASA@azed.gov) **prior to testing**.

PearsonAccess<sup>next</sup> will be used to set embedded accommodations as well as to indicate non-embedded accommodations. Online testing embedded accommodations, such as magnification, line reader, and color contrast, must be set in PearsonAccess<sup>next</sup> **prior** to the student testing. Non-embedded accommodations, such as simplified directions, translated directions, and translation dictionary, are indicated in PearsonAccess<sup>next</sup> **after** testing for students who used these accommodations.

For information about accommodations and universal test administration conditions, refer to the *Arizona Accommodations Manual*, located on the ADE website at <https://www.azed.gov/assessment/accessibility>.

**Note:** The Text-to-Speech universal tool has tracking and audio capabilities meant for sighted or low vision students. For students with no vision or more complex needs, contact ADE at [AASA@azed.gov](mailto:AASA@azed.gov) for guidance.

## *Secure Testing Tickets*

Secure testing tickets are required for students who will take the online test. Training of testing staff must include procedures for the handling of secure testing tickets. Distributing incorrect secure testing tickets to students or misusing secure testing tickets will result in test invalidations.

Secure testing tickets are only available through PearsonAccess<sup>next</sup>. Secure testing tickets should be printed and cut in advance of the test unit so that testing is not delayed. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for instructions on how to print secure testing tickets for students.

Students in Grade 3 will use four separate secure testing tickets for ELA - Writing, ELA Reading Unit 1, ELA Reading Unit 2, and ELA Oral Reading Fluency. Students in Grades 4-8 will use one secure testing ticket to access all three ELA test units. Students in Grades 3-8 will use one secure testing ticket to access both Math test units.

Testing tickets are secure test materials and must be collected after every test unit and whenever students leave the testing room. Secure testing tickets must also be stored in a locked, secure location when not in use. The loss of secure testing tickets is a testing violation that must be reported.

## **TestNav System**

TestNav is the AASA online test delivery platform.

Test Administrators will use PearsonAccess<sup>next</sup> to allow student access to tests, then students will take the AASA tests within the TestNav application. TestNav will also be used for entering responses for students who tested using a Special Paper Version (SPV) test.

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

All students must be given the opportunity to take the AASA Sample Test prior to the day of testing to be familiar with the testing tools, resources, and platform. The online AASA Sample Tests are administered through 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 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.

The AASA Sample Tests do **not** score 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

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

## Computer-Based Test—Testing Information

The Achievement District Test Coordinator's responsibilities for Computer-Based Testing (CBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with a registration in *PearsonAccess<sup>next</sup>* will be able to participate in AASA testing. It is the Achievement District Test Coordinator's responsibility to ensure that all students who need to take the AASA tests have a registration in *PearsonAccess<sup>next</sup>* prior to testing.

### Before Testing

#### Receiving and Distributing Test Materials

Initial materials shipments for Computer-Based Testing (CBT) schools will include the *Spring 2025 AASA Test Coordinator's Manual* and *Spring 2025 AASA Test Administration Directions* for all schools within the district or charter. Achievement District Test Coordinators will receive the initial order of test materials during **Week 1: March 17 - 20, 2025**; or **Week 2: March 24 - 27, 2025**. Districts and charters will have the option to select to receive test materials during Week 1 or Week 2 in *PearsonAccess<sup>next</sup>*. This will allow Achievement District Test Coordinators the flexibility to choose when they are available for test materials delivery. The test materials are boxed by district, then by school. Special Paper Version (SPV) tests will not be included in the initial shipments and instead will be shipped as an additional order. Once received, all testing materials should be distributed to schools, as appropriate.

#### 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 taking the test

- 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

## During Testing

It is the Achievement District Test Coordinator's responsibility to ensure that Computer-Based Testing (CBT) Test Administrators are trained to:

- Verify that the correct student is testing with the correct login information
- Properly administer the AASA test using Pearson's testing systems
- Maintain a secure test environment in accordance with AASA test policies
- Read the scripted directions exactly as they are written and monitor students during testing
- Keep student testing tickets and all testing materials secure
- Verify that testing accommodation features are functioning appropriately
- Verify that students who need testing accommodations are familiar with the available testing accommodations and tools
- Understand and use the correct procedures for students with a Special Paper Version (SPV) test, if applicable
- Report any test irregularities or test incidents
- Ensure that students may not talk or be in possession of electronic devices during testing. A phone or electronic device needed for medical care 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.
- Understand and use the correct procedures for students who need additional time to finish their test. For online tests, students need to log out of the test at the end of the test unit. When the student logs out of their test, the student's test status changes to **Exited**, and the student's test must be resumed before the student may sign into TestNav to complete testing. For detailed instructions, refer to the *PearsonAccess<sup>next</sup> User's Guide*.

## Managing Test Completion

PearsonAccess<sup>next</sup> will store the test completion data for the online tests. The **Students in Sessions** screen in PearsonAccess<sup>next</sup> allows you to monitor a student's test progress and set students to begin a specific test unit. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for additional information.

## After Testing

Verify that all student responses from Special Paper Version (SPV) tests have been entered in the TestNav system by the end of the applicable test window. Collect all SPV test materials to return to Pearson.

Collect all used scratch paper and all secure testing tickets. Used scratch paper and secure testing tickets should be securely destroyed locally.

Hard copies of the *Spring 2025 AASA Test Coordinator's Manual* and *Spring 2025 AASA Test Administration Directions* may be discarded locally and do not need to be returned to Pearson.

# Paper-Based Test—Testing Information

The Achievement District Test Coordinator's responsibilities for Paper-Based Testing (PBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with a registration in PearsonAccess<sup>next</sup> will be able to participate in the AASA tests. It is the Achievement District Test Coordinator's responsibility to ensure that all students who need to take the AASA tests have a registration in PearsonAccess<sup>next</sup> prior to testing and that sufficient quantities of test materials are available.

## Before Testing

### AASA Secure Test Booklets

All regular AASA secure test booklets are scorable. Students will respond to test questions directly in their test booklets. There are no separate answer documents for AASA.

For each student in Grades 3–8, there will be one test booklet for ELA that includes Writing, Reading Unit 1, and Reading Unit 2. The student's Grade 3 ELA test booklet will **not** be required for the ELA Oral Reading Fluency (ORF) test. The ELA ORF test will **not** be included in the Grade 3 ELA regular paper test booklet, as the passages to be read will be included in the online test. For Math, there will be one test booklet that includes Unit 1 and Unit 2.

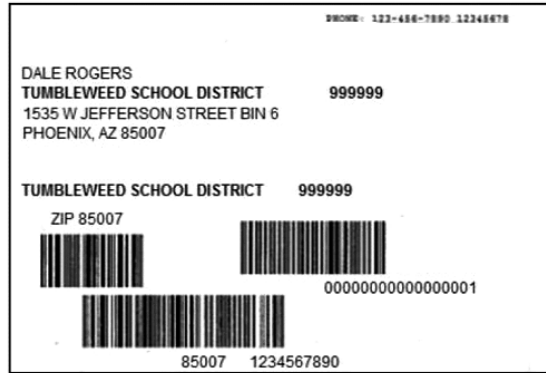
### Receiving and Distributing Test Materials

Initial materials shipments for Paper-Based Testing (PBT) schools will include the *Spring 2025 AASA Test Coordinator's Manual*, *Spring 2025 AASA Test Administration Directions*, and paper test booklets for all schools within the district or charter.

AASA test materials will be boxed by school and shipped to the district or charter for all participating schools. The Achievement District Test Coordinator is responsible for inventorying the materials and distributing the appropriate materials to schools. All school and district personnel must have a signed *2024-2025 Achievement Tests Staff Security Agreement* form on file with the district prior to receiving the testing materials. The test materials will arrive during **Week 1: March 17 - 20, 2025**; or **Week 2: March 24 - 27, 2025**. Districts and charters will have the option to select to receive test materials during Week 1 or Week 2 in PearsonAccess<sup>next</sup>. This will allow Achievement District Test Coordinators the flexibility to choose when they are available for test materials delivery.

An outbound shipping label will be on the top of the box. This label will include the Achievement District Test Coordinator's name, district name, district code (entity ID number), district shipping address, and will indicate if it is a district box or a school box. Refer to figure *Outbound Shipping Label*.

## Outbound Shipping Label

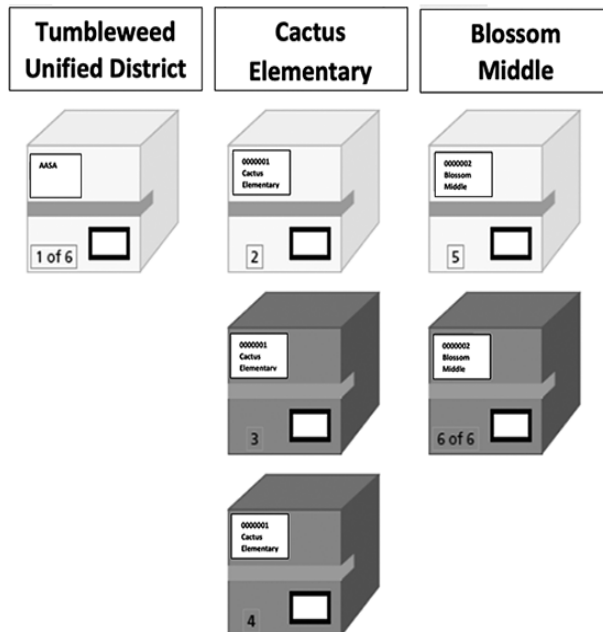


**Materials are shipped in dual-purpose boxes designed to be easily used for both receiving and returning materials.** Save both the white and brown boxes for use in returning materials to Pearson. When returning materials to Pearson at the close of the test window, it does not matter which color of Pearson boxes are used.

**White boxes** are used by Pearson for shipping Test Coordinator materials intended for District and School Test Coordinators as shown in the figure *Box Shipment Diagram*. **Brown boxes** are used by Pearson for shipping test booklets and other testing materials.

Each box of the shipment is hand numbered. The numbers are on the top of each box in the lower-left corner. The first and last box will be numbered **1 of X** and **X of X**. The boxes between the first and last box will have only the number marked specifically for each box. For example, in a shipment of 6 boxes, the first box is numbered **1 of 6**, and the last box is numbered **6 of 6**. Box number 2 through box number 5 are numbered without a reference to the range. The boxes will be numbered in order so that the district box, a white box, is first, and then the schools' boxes (one white and brown boxes) follow with the schools in numeric order by school code (entity ID number). A white box will always be at the beginning of each school's set of boxes. Refer to the figure *Box Shipment Diagram*.

*Box Shipment Diagram*





## AASA Test Coordinator Materials

**White boxes** are used by Pearson for the District and School Test Coordinator's materials.

**District** Test Coordinator's materials include:

- Spring 2025 AASA Test Coordinator's Manual*
- Orange-colored Header Sheets (Blank)
- UPS shipping labels or XPO Logistics Freight Bill of Lading (BOL) form
- Color-coded Return Labels

**School** Test Coordinator's materials include:

- Spring 2025 AASA Test Coordinator's Manual*
- Orange-colored Header Sheets (pre-slugged)
- School Header Lists
- Paper Bands
- AASA Materials Return Inventory Sheet*
- UPS shipping labels or XPO Logistics Freight Bill of Lading (BOL) form
- Color-coded Return Labels

**Pre-ID Label Kit \*** includes:

- Pre-ID Labels
- Pre-ID Rosters

\*Pre-ID Label Kits will be sent in a separate shipment from the initial shipment of the AASA materials to Paper-Based Testing (PBT) schools and will be received during the same week as the initial shipment. Separate Pre-ID Labels will be received for ELA and Math test booklets.

**Brown boxes** are used by Pearson for shipping testing materials at the school level.

School brown boxes include:

- Spring 2025 AASA Student Test Booklets
- Spring 2025 AASA Test Administration Directions*

## Transferring Secure Materials Between Schools Within Your District

If a school in your district has a shortage of test materials and your supply of district overage materials has been exhausted, you may transfer test materials from another school within your district that has more materials than needed for their students. It is the responsibility of the Achievement District Test Coordinator to track these transfers of secure materials so that all test booklets are accounted for at all times and returned appropriately after testing has been completed. Each school must indicate on their *AASA Materials Return Inventory Sheet* any test booklets that have been received or transferred out.

## Pre-ID Labels and Student Demographic Information

For Paper-Based Testing (PBT) schools, training of testing staff must include procedures for the use of Pre-ID Labels and procedures for the bubbling of student demographic data.

Pre-ID Labels will be provided for students expected to participate in the AASA paper testing based on school enrollment and current ADE records as of **January 23, 2025**. The AASA paper testing is not limited to those students with a Pre-ID Label. Districts will have an opportunity to make updates to their schools' student registration in PearsonAccess<sup>next</sup> from **February 3 - 21, 2025**. Students with new school enrollments after **February 21, 2025**, who attend a PBT school, will not receive Pre-ID Labels but will be required to be tested. Additional and new Pre-ID Labels are **not** available, and you may **not** create your own Pre-ID Labels. Students who do not receive a Pre-ID Label must have their student demographic information bubbled in on their Scorable test booklet.

### For Paper-Based Testing Schools—Students with a Pre-ID Label

- Students who have a Pre-ID Label have been registered in PearsonAccess<sup>next</sup> by **February 21, 2025** for the Spring 2025 AASA.
- Use the Pre-ID Label only if the provided information on the label is current and correct.
- Do not use a Pre-ID Label for a student who is no longer enrolled at the school associated with the label. The unused Pre-ID Label should be securely destroyed locally at the school or district.
- Do not use a Pre-ID Label for Special Paper Version (SPV) test booklets. Student demographic information for SPV tests will be registered in PearsonAccess<sup>next</sup>.
- Do not make any changes to the information on the Pre-ID Label.
- Do not mark the Pre-ID Label in any way.
- If the Pre-ID Label is correct, do not complete the demographic information on the back cover of the test booklets.
- If information on the Pre-ID Label is incorrect, do not use the label.
  - The student demographic information on the back cover of the test booklet must be completed for the paper test.
- If a Pre-ID Label was placed on a student's test booklet in error, do not mark the Pre-ID Label or attempt to take the label off the test booklet; rather, apply a blank label over the Pre-ID Label.
  - The unused test booklet can be used by either applying a new Pre-ID Label over the blank label or by completing the student demographic information on the back cover of the test booklet.

**Use care to affix the ELA Pre-ID Labels to the ELA test booklets and the Math Pre-ID Labels to the Math test booklets prior to distributing test booklets to students.**



## For Paper-Based Testing Schools—Students without a Pre-ID Label

Complete the demographic information on the back cover of the test booklets. Refer to the corresponding *Spring 2025 AASA Test Administration Directions for Paper-Based Testing (PBT) Schools* with instructions on completing the demographic information.

### During Testing

Student identification information to be completed by the student before beginning a test unit is located on the front cover of the test booklets.

- o Test Administrators should write the teacher name, school, and district on the board to assist students in completing the front cover of the test booklets.
- o Have students **only**, write their name, teacher name, school, and district in the designated area.

It is the Achievement District Test Coordinator’s responsibility to ensure that Paper-Based Testing (PBT) Test Administrators are trained to do all of the following:

- Verify that the correct student is testing
- Properly administer the AASA Paper-Based Test
- Maintain a secure test environment in accordance with AASA test policies
- Read the scripted directions exactly as they are written and monitor students during testing
- Keep all testing materials secure
- Verify that testing accommodations are provided appropriately
- Verify that students who need testing accommodations are familiar with the available testing accommodations
- Report any test irregularities or test incidents
- Ensure that students may not talk or be in possession of electronic devices during testing. A phone or electronic device needed for medical care 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.
- Understand and use the correct procedures for students who need additional time to finish their test. If a student will continue testing in another test setting, the secure test booklet must be collected by the Test Administrator, and the student must be escorted by an adult to the new testing location.

## 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:

- Photocopy the student test booklets.
- Disassemble or pull pages from the student test booklets.
- Allow students to make any marks on or near the timing marks on the edges of the Scorable test booklets. Marks made on or near the timing marks interfere with the scanning and scoring of the test booklet. No one is allowed to erase any marks on the scorable pages of a student's test booklet. Notify ADE and Pearson when a student's test has marks near the timing marks of the test booklet. Include the following information in your email to ADE and Pearson:
  - o District name and entity number
  - o School name and entity number
  - o Student's SSID – do not include the student's name
  - o Grade level
  - o Content area
  - o Page number(s) of test booklet where the mark(s) are located
- Use "sticky" notes, paper clips, tape, staples, or glue on the Scorable test booklets. Torn pages cannot be properly scanned and scored. If any pages of the test booklets are torn, notify ADE and Pearson that a student's test has a torn page(s). Include the following information in your email to ADE and Pearson:
  - o District name and entity number
  - o School name and entity number
  - o Student's SSID – do not include the student's name
  - o Grade level
  - o Content area
  - o Page number(s) of torn page(s) of the test booklet
- Insert loose papers into the Scorable test booklets.
- Tape or glue additional paper into the Scorable test booklets.
- Allow students to use correction fluid or correction tape on the Scorable test booklets. If an error is made, the student should erase the error completely and make the correction using a No. 2 pencil.

- Allow students to use colored pencils, pens, markers, or highlighters on the Scorable test booklets. Marks made with a colored pencil, ink, felt-tip marker, or highlighter cannot be properly scanned and scored. Notify Pearson when a student’s test has marks using colored pencils, pens, markers, or highlighters near the timing marks of the test booklet. Include the following information in your email to ADE and Pearson:
  - o District name and entity number
  - o School name and entity number
  - o Student’s SSID – do not include the student’s name
  - o Grade level
  - o Content area
  - o Page number(s) of test booklet where the mark(s) are located
- Return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson. If a Scorable test booklet has been contaminated, Achievement District Test Coordinators should have Test Administrators transcribe the student’s test responses and the student’s demographic information on the back cover of the booklet to a new Scorable test booklet. **The contaminated test booklet should then be securely destroyed.** For Special Paper Version (SPV) test booklets, prior to destroying the original contaminated document, the Test Administrator must enter all of the student's responses into TestNav to be scored. The Achievement District Test Coordinator must submit a testing incident report to ADE through PearsonAccess<sup>next</sup> as soon as possible after the incident occurs and notify ADE by email at [AASA@azed.gov](mailto:AASA@azed.gov). Any contaminated test booklets that have been securely destroyed must also be accounted for on the *AASA Materials Return Inventory Sheet*.

## After Testing

Achievement District Test Coordinators should provide specific instructions to schools on how materials will be either returned to Pearson or securely destroyed or discarded.

- *Spring 2025 AASA Test Coordinator’s Manual* and *Spring 2025 AASA Test Administration Directions* can be discarded locally either at the district or school.
- Transfer student responses from Special Paper Version (SPV) tests into TestNav by the end of the appropriate test window.
- Collect all test materials and scratch paper from Test Administrators.
- All AASA test booklets must be returned to Pearson for processing.
- The regular-sized used test booklets must be returned as Scorable materials. Paper-Based Testing (PBT) schools with Grade 3 students must return Grade 3 Scorable test materials separately from Grades 4-8 Scorable test materials. Follow the return packaging instructions included in this manual.
- The unused test booklets and all SPV tests (large print test booklets and Braille Kits) must be returned as Nonscorable materials.
- All used scratch paper, unused Pre-ID Labels, and any contaminated test booklets must be securely destroyed either at the district or school.
- Document all used and unused test booklets on the *AASA Materials Return Inventory Sheet*.

# Special Paper Version Test Accommodations

The Achievement District Test Coordinator's responsibilities when Special Paper Version (SPV) tests are administered in the district or charter are outlined in this section from **before** testing to **during** and **after** testing.

## SPV test accommodations include:

**For Computer-Based Testing (CBT) schools** – Braille, large print, and regular print paper test booklets

**For Paper-Based Testing (PBT) schools** – Braille and large print paper test booklets

All accommodations for SPV tests must be identified in the student's IEP or 504 Plan and must be used on a regular basis in the classroom for the student's daily instruction.

## Before Testing

### Special Paper Version Test Approval Process

All Special Paper Version (SPV) test requests must be approved by ADE using the following steps:

- Submit the SPV test request for each qualifying student using the secure ADE online form. SPV test requests may be submitted by any staff member who is responsible for the student's IEP or 504 Plan.
- Requests should be submitted early in the school year to allow time for ADE's review and for additional documentation to be submitted, as needed. SPV test requests must be submitted to ADE by **February 21, 2025**.
- Requests should be submitted at <https://www.azed.gov/assessment/spv2025>.
- On the secure form, you must submit pages of the student's current IEP or 504 Plan that indicate the need for SPV testing. The document you submit must include:
  - o The date of the document and the student's first and last name and state identification number (SSID)
  - o The *Present Level of Academic Achievement and Functional Performance (PLAAFP)*
  - o The *Instructional Accommodations* section of the document that includes accommodations used regularly during instruction throughout the year in lieu of computer instruction. The instructional accommodations **must** align with the testing accommodations. The 504 Plan or IEP must clearly indicate how the teachers accommodate the student's needs in class and the restrictions the student has when using technology (examples: no more than xx minutes of screen time per day, or must have a significant break after xx minutes, no computer usage at all, etc.).
  - o The *Assessment Accommodations* section of the document that includes the student's testing accommodations for district and state assessments
  - o For large print test requests, the IEP or 504 Plan should indicate the minimum font size required for the student to access paper materials.



## Preparing to Administer Special Paper Version Tests

ADE will create the Special Paper Version (SPV) test sessions in PearsonAccess<sup>next</sup> for any student with an approved SPV test and will move the student into the appropriate test sessions prior to testing. ADE will also place an order for any approved SPV tests at the beginning of the Additional Order Window. **Achievement District Test Coordinators will not need to place orders for SPV tests.** Students who are approved for SPV testing will have the SPV test indicated in PearsonAccess<sup>next</sup> and will not have access to the online test. Exception: All Grade 3 students taking a large print or regular print SPV test will be administered the ELA Oral Reading Fluency (ORF) test online in TestNav. Students taking the American Sign Language (ASL) test or the Braille SPV test will not be administered the ELA ORF test.

## Receiving Test Materials

Achievement District Test Coordinators will receive any approved Special Paper Version (SPV) test materials as an Additional Order according to the schedule in the *AASA District Test Coordinator Important Tasks Checklist*. Boxes that SPV test materials are received in should be saved for returning the materials to Pearson after testing.

Directions for administering large print and regular print SPV tests are included in the *Spring 2025 AASA Test Administration Directions* manuals.

Directions for administering Braille SPV tests are included in the *Spring 2025 AASA Test Administration Directions for Special Paper Version (SPV): Braille*. Braille Kits will contain ink print test booklets for the Test Administrator in addition to the Braille test booklets for the student.

## During Testing

Refer to the *Computer-Based Test – Testing Information* and the *Paper-Based Test – Testing Information* sections of this manual for important test security guidance.

All students who test using a Special Paper Version (SPV) test must have their responses entered into the TestNav system by the Test Administrator by the end of the appropriate test window. In preparation for this process, the Test Administrator responsible for entering the SPV responses must have an appropriate role in PearsonAccess<sup>next</sup>, must have completed the Test Administrator trainings, and must have a signed *2024-2025 Achievement Tests Staff Security Agreement* form on file with the district or charter.

**SPV test responses not entered in TestNav by the end of the appropriate test window, as indicated in this manual, will not be scored. Achievement District Test Coordinators are responsible for ensuring that SPV test responses have been entered in TestNav by the appropriate deadline.**

**For CBT schools:** All SPV Writing test responses must be entered in 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**. All SPV Reading and Math test responses must be entered in TestNav by **April 25, 2025**.

**For PBT schools:** All SPV test responses must be entered in TestNav by **April 9, 2025**. Grade 3 students must complete the AASA ELA Oral Reading Fluency test unit online in TestNav by **April 9, 2025**.

Test Administrators must provide students taking SPV tests with sufficient time to complete the paper test and sufficient time for the Test Administrator to enter the student responses in TestNav by the appropriate deadline.

Instructions for entering student responses into TestNav are included in the *Spring 2025 AASA Test Administration Directions* (includes directions for large print and regular print SPV tests) and the *Spring 2025 AASA Test Administration Directions for Special Paper Version (SPV): Braille*.

Contact ADE at [AASA@azed.gov](mailto:AASA@azed.gov) with any questions about entering SPV test responses into TestNav.

## **After Testing**

### **Returning Special Paper Version Materials to Pearson**

All used scratch paper and secure testing tickets must be securely destroyed.

Test Coordinators should verify that all Special Paper Version (SPV) test responses have been entered in TestNav and that all SPV test booklets have been collected from Test Administrators.

All AASA SPV test booklets must be returned to Pearson at the end of the test window as Nonscorable materials. All components of any Braille Kits received must be returned to Pearson as Nonscorable materials, with the exception of Sticky Dots and Wikki Stix.

## Managing Nonscorable Test Materials—Destroyed/Discarded Locally

Achievement District Test Coordinators must establish local procedures for destroying the secure Nonscorable test materials and discarding non-secure Nonscorable test materials that are not returned to Pearson.

**Secure** Nonscorable materials include:

- Printed testing tickets—securely destroy locally
- Used scratch paper—securely destroy locally
- Unused Pre-ID Labels—securely destroy locally
- Used and unused Special Paper Version (SPV) student test booklets, if received—return to Pearson
- For Braille SPV test, if received: *Spring 2025 AASA Test Administration Directions for Special Paper Version (SPV): Braille*—return to Pearson
- For Braille SPV test, if received: All materials included as part of the Braille Kit, with the exception of Wikki Stix and Sticky Dots—return to Pearson.

**Non-secure** Nonscorable materials (discard locally) include:

- *Spring 2025 AASA Test Coordinator’s Manual*
- *Spring 2025 AASA Test Administration Directions*
- Unused UPS shipping labels or XPO Logistics Freight Bill of Lading (BOL) form
- Unused color-coded return labels
- Unused, orange-colored Header Sheets (pre-slugged and blank)

# Completing Header Sheets for Paper-Based Testing Scorable Materials

An orange-colored Header Sheet must be completed with a No. 2 pencil for each group of documents. Each paper-bound stack of completed Scorable test booklets must include students from only one grade. Pre-slugged and blank, orange-colored Header Sheets have been provided as part of the Test Coordinator materials. The orange-colored Header Sheets are scannable documents; photocopies are not acceptable for the scoring center's use.

If additional orange-colored Header Sheets are needed, blank, orange-colored Header Sheets may be ordered during the Additional Order Window.

School name and school code (entity ID number) have been completed on the pre-slugged orange-colored Header Sheets. Review the pre-slugged information. Be certain to confirm school code (entity ID number), as many schools have similar names.

If information on a pre-slugged orange-colored Header Sheet is incorrect, do not alter it. Instead, fill out all information on a blank orange-colored Header Sheet.

## Orange-Colored Header Sheet – Side 1 and Side 2

**PEARSON**  
AASA HEADER SHEET  
FOR USE WITH AASA DOCUMENTS  
UNDER DOC. NO. 9-1-2001

PLEASE SUPPLY THE FOLLOWING INFORMATION:

**A** DISTRICT \_\_\_\_\_ **D**  
**B** SCHOOL \_\_\_\_\_ **E**  
**C** GRADE \_\_\_\_\_ TEST DATE(S) \_\_\_\_\_  
 TEACHER \_\_\_\_\_  
IF DOCUMENTS BEING GROUPED WITHIN SCHOOL

**G** SCHOOL NAME  
PRINT THE SCHOOL NAME IN THE ROW OF BOXES ABOVE. BE SURE TO FIT THE THIRTY SPACES. THEN MARK THE CORRESPONDING CIRCLE BELOW EACH BOX.

**F** GRADE  
PRINT ONE NUMBER PER ROW. PRINT THE NUMBER IN THE BOXES. THEN MARK THE CORRESPONDING CIRCLES.

**H** NUMBER OF DOCUMENTS  
PRINT ONE NUMBER PER ROW. PRINT THE NUMBER IN THE BOXES. THEN MARK THE CORRESPONDING CIRCLES.

**I** SCHOOL CODE  
PRINT ONE NUMBER PER ROW. PRINT THE NUMBER IN THE BOXES. THEN MARK THE CORRESPONDING CIRCLES.

**J** TEACHER  
PRINT THE NAME IN THE BOXES, JUST AS YOU WANT IT TO APPEAR ON THE REPORTS. THEN MARK THE CORRESPONDING CIRCLES.

AASA  
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202002-001-021 Printed in the USA by Pearson ISO3992

## **SIDE 1**

### **Section A – DISTRICT**

For pre-slugged, orange-colored Header Sheets, this area will be pre-filled.

For blank, orange-colored Header Sheets, this section needs to be completed. Be certain to use the same district name as on a corresponding pre-slugged, orange-colored Header Sheet.

### **Section B – SCHOOL**

For pre-slugged, orange-colored Header Sheets, this area will be pre-filled. For blank, orange-colored Header Sheets, this section needs to be completed.

### **Section C – GRADE**

For both pre-slugged and blank, orange-colored Header Sheets, this section needs to be completed and must match the grade entered in *Section F*.

### **Section D – TEST DATE(S)**

For both pre-slugged and blank, orange-colored Header Sheets, enter the actual testing date(s) (start and finish) in this section.

### **Section E – TEACHER**

For both pre-slugged and blank, orange-colored Header Sheets, this section needs to be completed and must exactly match the teacher's name as entered on *SIDE 2*.

### **Section F – GRADE**

For both pre-slugged and blank, orange-colored Header Sheets, the corresponding grade must be bubbled in and must match the grade entered in *Section C*.

### **Section G – SCHOOL NAME**

For pre-slugged, orange-colored Header Sheets, this area will be pre-filled.

For blank, orange-colored Header Sheets, print the school's name in the row of boxes (the same school's name as in *Section B*), beginning with the first box on the left, and then mark the corresponding circle below each box. Be certain to use the same school's name as on a corresponding pre-slugged, orange-colored Header Sheet.

### **Section H – NUMBER OF DOCUMENTS**

For both pre-slugged and blank, orange-colored Header Sheets, print the number of documents included in the stack beneath this Header Sheet, and then mark the corresponding circle below each box. Right justify the number of documents, and add leading zeros, as needed. For example, if there are 32 documents in a stack, this section must be filled in as **0032**.

The number entered in this section must **exactly** match the number of Scorable test booklets that are stacked and paper bound with the orange-colored Header Sheet.

## Section I – SCHOOL CODE

For pre-slugged, orange-colored Header Sheets, this area will be pre-filled. Refer to the figure *Completed Pre-Slugged, Orange-Colored Header Sheet*.

For blank, orange-colored Header Sheets, print the seven-digit **school code (school entity ID number)** in the row of boxes, and then mark the corresponding circle below each box. If the school code (school entity ID number) is less than seven digits, add leading zeros to the left side of the school code (school entity ID number).



**PEARSON**

**AASA HEADER SHEET**  
FOR USE WITH NCS DOCUMENTS  
UNDER DOC. NO. 5-1-2001.

THE SPECIFIC DIRECTIONS FOR THE  
USE OF THIS SHEET ARE PROVIDED IN  
THE TEST COORDINATOR'S MANUAL.



PLEASE SUPPLY THE FOLLOWING INFORMATION:

DISTRICT TUMBLEWEED UNIFIED DISTRICT  
SCHOOL CACTUS ELEMENTARY SCHOOL  
GRADE 4 TEST DATE(S) mm/dd/yyyy  
TEACHER Teacher A  
IF DOCUMENTS BEING GROUPED WITHIN SCHOOL

SCHOOL NAME

PRINT THE SCHOOL NAME IN THE ROW OF BOXES, ABBREVIATING IF NECESSARY TO FIT THE TWENTY SPACES; THEN MARK THE CORRESPONDING CIRCLE BELOW EACH BOX.

GRADE  
MARK ONLY ONE  
3   
4   
5   
6   
7   
8

C	A	C	T	U	S		E	L	E	M	E	N	T	A	R	Y		S	C
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A	<input checked="" type="radio"/>	A	A	A	A	A	A	A	A	A	A	A	A	<input checked="" type="radio"/>	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
<input checked="" type="radio"/>	C	<input checked="" type="radio"/>	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	<input checked="" type="radio"/>
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	<input checked="" type="radio"/>	E	<input checked="" type="radio"/>	E	<input checked="" type="radio"/>	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	<input checked="" type="radio"/>	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	<input checked="" type="radio"/>	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	<input checked="" type="radio"/>	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	<input checked="" type="radio"/>	R	R	<input checked="" type="radio"/>
S	S	S	S	S	<input checked="" type="radio"/>	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	<input checked="" type="radio"/>	T	T	T	T	T	T	T	T	T	T	<input checked="" type="radio"/>	T	T	T	T	T
U	U	U	U	<input checked="" type="radio"/>	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	<input checked="" type="radio"/>	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

**NUMBER OF DOCUMENTS**  
PRINT ONE NUMERAL PER BOX, RIGHT JUSTIFIED (e.g., 0032); THEN MARK THE CORRESPONDING CIRCLES.

0	0	2	4
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	1	1	1
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	2	2	2
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	3	3	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	4	4	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	5	5	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	6	6	6
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	7	7	7
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	8	8	8
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	9	9	9
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SCHOOL CODE**

9	9	9	9	9	9
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0	0	0	0	0	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	1	1	1	1	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	2	2	2	2	2
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	3	3	3	3	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	4	4	4	4	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	5	5	5	5	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	6	6	6	6	6
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	7	7	7	7	7
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	8	8	8	8	8
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

**AASA**

AZ00003718





# Completing AASA School Header Lists

## AASA School Header List

**Spring AASA School Header List**

District Name **A** District Code **B**  
 School Name School Code

**C** District Contact Person \_\_\_\_\_

**D** Email Address \_\_\_\_\_

**E** Phone \_\_\_\_\_

AASA

Group Name <b>F</b>	Grade <b>G</b>	Number of Documents <b>H</b>	Comments <b>I</b>

The School Header List contains information used to verify that the school’s entire return shipment of Scorable materials has been received. The School Header Lists will be returned in box 1 of the school's Scorable materials. Achievement District Test Coordinators and School Test Coordinators should keep photocopies of all completed School Header Lists. The School Header List is specifically for one school. Do not combine multiple schools under one School Header List. If multiple schools are returned in the same box, be sure to include multiple School Header Lists, one for each school. Place the completed School Header List on the top of each school’s stack of Scorable materials within the box. This will allow the Scorable Materials Receiving department to sort the materials more efficiently.

Only include one (1) Group Name (teacher’s name) with one (1) grade and one (1) content area per row on the School Header List. The Group Name (teacher’s name) should exactly match the name that is filled in on the orange-colored Header Sheet. Do not combine grades nor content area in the same row. If a teacher has both Grades 3 and 4 students, then there must be 4 rows completed on the form for the teacher. For Grade 3, one row for Grade 3 ELA and a separate row for Grade 3 Math must be completed. Then for Grade 4, one row for Grade 4 ELA and a separate row for Grade 4 Math must be completed.

### Section A – DISTRICT NAME and SCHOOL NAME

District name and school name will be preprinted in this field.

### Section B – DISTRICT CODE and SCHOOL CODE

The District Code is the district entity ID number, and the School Code is the school entity ID number. Both will be preprinted in this field.

### Section C – DISTRICT CONTACT PERSON

Print the name of the Achievement District Test Coordinator.

**Section D – EMAIL ADDRESS**

Print the email address of the Achievement District Test Coordinator.

**Section E – PHONE**

Print the phone number of the Achievement District Test Coordinator.

**Section F – GROUP NAME**

Print the group name (teacher name) exactly as it is on the orange-colored Header Sheet. If a large group is bundled as multiple stacks, list the group only once on the School Header List. Only include one (1) Group Name (teacher's name) with one (1) grade and one (1) content area per row on the School Header List.

**Section G – GRADE**

Print the grade for each group exactly as it is on the orange-colored Header Sheet.

**Section H – NUMBER OF DOCUMENTS**

Fill in the total number of Scorable documents returned for scoring for each group – one (1) grade and one (1) content area per group. If a large group is bundled as multiple stacks, be sure to total the number of documents from all orange-colored Header Sheets for the group.

**Section I – COMMENTS**

Use the comments section to indicate when a large group of Scorable documents are bundled as multiple stacks.

# Packing and Returning Test Materials

The boxes of Nonscorable materials are returned to a different location than the Scorable materials.

**Do not include Scorable test booklets with the Nonscorable materials. The Nonscorable test materials will not be scored.**

## Checklist for Packing and Returning Test Materials

- Verify that all test booklets have been collected from schools and Test Administrators.
- Verify that all test booklets included on the District Packing List, all School Packing Lists, and any Additional Order Packing Lists are accounted for.
- Complete the *AASA Materials Return Inventory Sheet*.
- Indicate any discrepancies with the number of materials received and returned on the *AASA Materials Return Inventory Sheet*.
- Account for all materials.
- Cover or remove the original UPS shipping labels from the boxes saved for returning materials to Pearson.**

Paper-Based Testing (PBT) schools with Grade 3 students must return Grade 3 Scorable test materials separately from Grades 4-8 Scorable test materials. To accommodate for this separate return, there are different color-coded return labels for the Grade 3 Scorable test materials and for the Grades 4-8 Scorable test materials. The **lavender** return label should be used to return Grade 3 Scorable test materials (if applicable) and the **orange** return label should be used to return the Grades 4-8 Scorable test materials.

**Packaging and Shipping Scorable Test Materials** (boxes with **lavender** return label (for Grade 3 only) or **orange** return label (for Grades 4-8))

- Verify that all test booklets have been collected from Test Administrators.
- Organize the used student test booklets.
- Separate the Scorable test materials by school, grade level, and content area. Within each grade and content area, group by teacher. Stack the tests, front covers facing up, so that each stack includes documents for only one (1) grade and one (1) content area, by teacher.
- Remove all loose sheets of paper from test booklets.
- Transfer student responses from Scorable test booklets contaminated with bodily fluids to a clean test booklet. For Special Paper Version (SPV) test booklets that have been contaminated, ensure that all student responses have been entered into TestNav. Make note on the *AASA Materials Return Inventory Sheet* to explain that booklet was contaminated and securely destroyed.
- Transfer student responses from any SPV tests into TestNav.
- Complete the *AASA Materials Return Inventory Sheet*.
- Indicate any discrepancies with the number of materials received and returned on the *AASA Materials Return Inventory Sheet*.
- All materials must be accounted for.
- Add a paper band around each stack of Scorable test booklets by one (1) grade, one (1) content area, and by teacher.

- Keep the stack(s) of Grade 3 Scorable test booklets (if applicable) separate from the stacks of Grades 4-8 Scorable test booklets.
- Complete the orange-colored Header Sheet(s) for each group (one (1) grade and one (1) content area in each group).
- Complete the School Header List(s). If the school has Grade 3 students, return the School Header List(s) at the top of Box 1 of the Grade 3 Scorable test materials. If the school does not have Grade 3 students, then return the School Header List(s) at the top of Box 1 of the Grades 4-8 Scorable test materials.
- Keep the Scorable test booklet stacks separate by grade and content area.
- Cover or remove the original UPS shipping labels from the boxes saved for returning materials to Pearson.**
- Box all Grade 3 Scorable test booklet stacks by content area (if applicable). The Grades 4-8 Scorable test booklet stacks should be boxed separately by grade and content area.

**Note:** Grade 3 Scorable test booklet stacks will be returned separately from the Grades 4-8 Scorable test booklet stacks. Doing this will assist with the sorting and processing during the return of the test materials.

- Seal and label the boxes. Affix a **lavender** return label to boxes with Grade 3 Scorable test materials only (if applicable). The **orange** return label should be affixed to boxes with Grades 4-8 Scorable test materials. Verify that each box of Scorable test materials has the corresponding color-coded return label on the top of the box.
- Number the boxes of Scorable test materials. The number sequencing for the Grade 3 Scorable test material boxes (if applicable) should be numbered separately from the Grades 4-8 Scorable test material boxes. For Schools that have Grade 3 students, number the Grade 3 Scorable test material boxes accordingly as **Box 1 of X, Box 2 of X**, etc. Then number the Grades 4-8 Scorable test material boxes accordingly as **Box 1 of X, Box 2 of X**, etc.
- Affix a Scorable UPS shipping label on the top of each box next to the **lavender** return label (for Grade 3 Scorable test material boxes) or **orange** return label (for Grades 4-8 Scorable test material boxes).
- For UPS test materials returns **only**, affix a Scorable UPS shipping label on the top of each box, next to the **lavender** or **orange** Scorable label. Do not apply UPS shipping labels to XPO Logistics Freight Priority (or other assigned freight carrier) return boxes.
- Keep a list of the tracking numbers for each box that is being shipped. XPO Logistics Freight Priority (or other assigned freight carrier) returns will have the Scorable and Nonscorable Bill of Ladings (BOLs) to serve as evidence of boxes being shipped.
- Keep Scorable boxes in a secure storage until the scheduled retrieval date.
- Contact UPS or XPO Logistics Freight (or other assigned freight carrier) during the scheduled dates to arrange pick-up for your boxes.

#### **Packaging and Shipping Nonscorable Test Materials** (boxes with **green** Nonscorable return labels)

- Organize the Nonscorable test materials by document type for each school. Complete an *AASA Materials Return Inventory Sheet* for each school.
- Cover or remove the original UPS shipping labels from the boxes saved for returning materials to Pearson.**
- Box all Nonscorable materials by school.

- Place the corresponding **AASA Materials Return Inventory Sheet** at the top of the school's first box of Nonscorable test materials.
- Fill any space in the boxes of Nonscorable test materials with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."
- Seal and label the boxes. Affix a **green** Nonscorable return label on the top of each box of Nonscorable test materials.
- Number the boxes of Nonscorable test materials.
- For UPS test materials returns **only**, affix a Nonscorable UPS shipping label on the top of each box, next to the **green** Nonscorable return label. Do not apply UPS shipping labels to XPO Logistics Freight Priority (or other assigned freight carrier) return boxes.
- For UPS test materials returns **only**, keep a list of the tracking numbers for each box that is being shipped. XPO Logistics Freight Priority (or other assigned freight carrier) returns will have the Scorable and Nonscorable Bill of Ladings (BOLs) to serve as evidence of boxes being shipped.
- Keep the Nonscorable boxes in secure storage until the scheduled retrieval date.
- Contact UPS or XPO Logistics Freight (or other assigned freight carrier) during the scheduled dates to arrange pick-up for your boxes.

**Packaging and Shipping Nonscorable Special Paper Version (SPV) test booklets and Braille Kit components** (boxes with **green** Nonscorable return labels)

- Verify that all student responses from Special Paper Version (SPV) test booklets have been entered into TestNav and that all SPV test booklets have been collected from Test Administrators.
- Organize the used student test booklets.
- Complete the **AASA Materials Return Inventory Sheet**.
- Securely destroy any SPV test booklets that become contaminated with bodily fluids, only after ensuring that all of the student's responses have been transferred into TestNav. Make note on the **AASA Materials Return Inventory Sheet** to explain that booklet was contaminated and securely destroyed.
- Indicate any discrepancies with the number of materials received and returned on the **AASA Materials Return Inventory Sheet**.
- All materials must be accounted for.
- Cover or remove the original UPS shipping labels from the boxes saved for returning materials to Pearson.**
- Place the SPV test materials in the box that materials were originally shipped in.
- Seal and label the boxes. Affix a **green** Nonscorable return label on the top of each box of Nonscorable test materials.
- Number the boxes of Nonscorable test materials.
- Affix a Nonscorable UPS shipping label on the top of each box next to the **green** Nonscorable return label.
- Keep a list of the tracking numbers for each box that is being shipped.
- Keep the Nonscorable boxes in secure storage until the scheduled retrieval date.
- Contact UPS during the scheduled dates to arrange pick-up for your boxes.

# Completing an AASA Materials Return Inventory Sheet

- Organize the Scorable and Non-scorable test materials by grade and content area.
  - Regular print paper test booklets
  - Used and unused AASA Grades 3-8 Special Paper Version (SPV) test booklets and any corresponding components, if applicable.
- For Braille Kit components, all materials received must be returned to Pearson as Non-scorable materials, with the exception of Sticky Dots and Wikki Stix.
- Complete an *AASA Materials Return Inventory Sheet* for each school. Refer to the figure below.

## AASA Materials Return Inventory Sheet

- If there are any missing materials by the time the boxes are scheduled to be picked up, keep at least one Non-scorable UPS shipping label, one **green** Non-scorable return label, and one box so that the missing materials can be returned once they have been located. Notify ADE and Pearson of any missing materials.
- Box all Non-scorable materials. This includes all testing materials that were received in the initial shipment or as an additional order but not used. **Unused** student test booklets must go into the box of Non-scorable materials.
- Place the completed *AASA Materials Return Inventory Sheet* at the top of the school's first box of Non-scorable materials.
- Fill any empty spaces in the boxes of Non-scorable test materials with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."
- Seal and label the boxes.



- Affix a **green** Nonscorable return label on the top of each box of Nonscorable test materials. Be certain the label is coded with the correct district. Refer to the figure below. **Note:** Boxes with the **green** Nonscorable return label and the UPS Nonscorable shipping label are returned to a different address than the boxes of Scorable test materials.

*AASA Green Nonscorable Return Label*

The image shows a rectangular return label with a light gray background. At the top right, it reads 'P-0001 S-0009'. Below that, on the left, is 'TUMBLEWEED UNIFIED DISTRICT'. In the center, the address is '1535 W JEFFERSON STREET PHOENIX, AZ 99999'. To the right of the address is 'DIST: BOX 1 OF 2'. Below the address, there are two lines for 'SCHOOL: Tumbleweed Elementary' and 'SCH: 1234567'. Below that is 'SCH: BOX 1 OF 2'. In the lower left, it says 'SPRING AASA PEARSON 7405 IRISH DR. SW CEDAR RAPIDS, IA 52404'. At the bottom, it says 'AASA NONSCORABLES' above a barcode.

Number the Nonscorable boxes for the district or charter by marking each box of Nonscorable materials accordingly as **BOX 1 of X**, **BOX 2 of X**, etc., in the **DIST: BOX \_\_\_\_ of \_\_\_\_** section of the Nonscorable return label. The **SCHOOL**, **SCH#**, and **SCH: BOX \_\_\_\_ of \_\_\_\_** section may be left blank. Enter the school name and school code (entity ID number). If more than one school is included in the box, you may write the additional school(s) on the label. Only use one label per box. Make a note of the **green** Nonscorable return label and UPS Nonscorable tracking number for reference.

**For UPS returns only, it is very important to keep a list of all UPS tracking numbers and the date UPS picked up the boxes. For XPO Logistics Freight Priority (or other assigned freight carrier), Nonscorable returns will have the Nonscorable Bill of Lading (BOL) to serve as evidence of the boxes being returned.**



Box with Nonscorable Return Label



UPS Shipping Label



- For UPS returns **only**, affix a UPS shipping label on the top of each box, next to the **green** Nonscorable return label. Make a note of the UPS tracking number for reference. For XPO Logistics Freight Priority (or other assigned freight carrier), Nonscorable returns will have the Nonscorable Bill of Lading (BOL) to serve as evidence of the boxes being returned.
- Keep the Nonscorable boxes in secure storage until the scheduled UPS retrieval.

## Materials Retrieval

The AASA materials will be returned by UPS or XPO Logistics Freight Priority (or other assigned freight carrier). If you received your boxes by UPS, you will return them by UPS using the UPS shipping labels provided. The same applies to XPO Logistics Freight (or other assigned freight carrier): if you received your boxes by XPO Logistics Freight (or other assigned freight carrier), you will return them by XPO Logistics Freight (or other assigned freight carrier) using the two Bill of Ladings (BOLs) provided.



**For UPS returns, you must keep a log of all Scorable and Nonscorable tracking numbers with date(s) boxes were picked up by UPS. For XPO Logistics Freight (or other assigned freight carrier) returns, make sure to keep a log of the date(s) the boxes were picked up and a copy of the Scorable and Nonscorable Bill of Ladings (BOLs) as these will serve as evidence of the boxes being returned.**

Arrangements must be made by the Achievement District Test Coordinator to have all AASA boxes picked up by the dates listed in the figure *Materials Retrieval Critical Dates*. Boxes that are not picked up by the last day of test materials pick-up based on the materials retrieval schedule must be expedited and shipped **overnight** at the cost of the district or charter.



**For Paper-Based Testing (PBT) Schools:** If return shipment of materials, including scorable paper test booklets and Special Paper Version (SPV) tests, is not picked up by UPS by **Thursday, April 10, 2025**, contact ADE at [AASA@azed.gov](mailto:AASA@azed.gov).

**For Computer-Based Testing (CBT) Schools:** If return shipment of Special Paper Version (SPV) materials is not picked up by UPS by **Monday, April 28, 2025**, contact ADE at [AASA@azed.gov](mailto:AASA@azed.gov).

*Paper-Based Testing (PBT) Schools (including Special Paper Version (SPV) tests) –  
Materials Retrieval Critical Dates*

Paper-Based Testing (PBT) Schools (including Special Paper Version (SPV) tests)		
Spring 2025 AASA	 Contact Carrier to Request Pick-up	 Pick-up Dates
UPS	First day to request pick-up: April 4, 2025	First day to be picked-up: April 7, 2025
	Last day to request pick-up: April 8, 2025	Last day to be picked-up: April 10, 2025
XPO Logistics Freight (or other assigned freight carrier)	First day to request pick-up: April 4, 2025	First day to be picked-up: April 7, 2025
	Last day to request pick-up: April 8, 2025	Last day to be picked-up: April 10, 2025

*Computer-Based Testing (CBT) Schools (including Special Paper Version (SPV) tests) –  
Materials Retrieval Critical Dates*

Computer-Based Testing (CBT) Schools (including Special Paper Version (SPV) tests)		
Spring 2025 AASA	 Contact Carrier to Request Pick-up	 Pick-up Dates
UPS	First day to request pick-up: April 4, 2025	First day to be picked-up: April 7, 2025
	Last day to request pick-up: April 24, 2025	Last day to be picked-up: April 28, 2025
XPO Logistics Freight (or other assigned freight carrier)	First day to request pick-up: April 4, 2025	First day to be picked-up: April 7, 2025
	Last day to request pick-up: April 24, 2025	Last day to be picked-up: April 28, 2025

Contact UPS or XPO Logistics Freight Priority (or other assigned freight carrier) to schedule a pickup of Scorable and Non-scorable materials **24-48 hours** in advance. (Districts and charters in remote areas, must allow additional time.)

**For locations using UPS Shipping Service**

If you received your boxes by UPS, you will return them by UPS using the UPS shipping labels provided. Contact UPS at the number on the UPS shipping label to arrange for the pickup of your boxes. The UPS phone number is the same for both Scorable and Non-scorable materials.

UPS Shipping Label for Scorable Materials

TEST COORDINATOR 460-555-5555 SCHOOL NAME 12345 SCHOOL RD PHOENIX AZ 86052	5 LBS	1 OF 1
SHIP TO: PEARSON 9200 EARHART LANE SW CEDAR RAPIDS IA 52404		RS
SCORABLE		E
		IA 524 0-10
		
TRACKING #: 1Z ORA 173 03 9293 2401		
		
BILLING P/P OESC DOCUMENTS RETURN SERVICE	SEQ NO 001245	
<b>Spring AASA</b>		
TRACKING NUMBER 1 ZORA 730392932401		

Shipping address for Scorables

Only to be used for Scorables

UPS Shipping Label for Nonscorable Materials

TEST COORDINATOR 460 555 5555 SCHOOL NAME 12345 SCHOOL RD PHOENIX AZ 86052	5 LBS	1 OF 1
SHIP TO: <b>NONSCORABLE</b>		<b>RS</b>
PEARSON 7405 IRISH DR SW CEDAR RAPIDS IA 52404		<b>IR</b>
	<b>IA 524 0-10</b> 	
TRACKING #: 1Z ORA 173 03 9293 2401		
		
BILLING P/P OESC DOCUMENTS RETURN SERVICE	SEQ NO 001245	
<b>Spring AASA</b>		
TRACKING NUMBER 1 ZORA 730392932401		

Shipping address for NonScorables

Only to be used for NonScorables

Follow the instructions below to return your AASA Scorable and Non-scorable test materials by UPS. Keep the Scorable boxes separate from the Non-scorable boxes. When contacting UPS, follow the instructions below:

- At the bottom of the UPS shipping label, there is a contact phone number for your local UPS office.
- Inform the representative that you have a shipment going to Pearson with a Pre-Paid UPS shipping label.  
**Note:** Scorable boxes will be returned via UPS 2nd Day service. The Non-scorable test materials will be returned via UPS Ground service.
- Inform the representative of the number of Scorable boxes and the number of Non-scorable boxes that are to be picked up.
- Inform the representative of the physical address where the boxes will be picked up.
- Finally, inform the UPS representative of your business hours.

Before the UPS driver arrives, check the Scorable boxes to ensure the following:

- A **lavender** (Grade 3 only) or **orange** (Grades 4-8) Scorable return label has been completed and affixed to the top of each box containing AASA **Scorable** materials.
- A **UPS Scorable** shipping label has been affixed to each box of AASA Scorable materials.
- Keep a list of the tracking numbers for each box that is being shipped. The bottom portion of the shipping label is meant to be kept because it includes the tracking number. Keep this portion of the shipping label (refer to image below) for future reference.**
- Verify the total number of boxes with the **lavender** (Grade 3 only) and **orange** (Grades 4-8) Scorable return labels. Have this number ready for the driver.

*Bottom Portion of UPS Shipping Label with Tracking Number*



*Lavender (Grade 3 only) or Orange (Grades 4-8) Scorable Return Label and UPS Scorable Shipping Label Affixed to Box*



**Before the UPS driver arrives, check the Nonscorable boxes to ensure the following:**

- A **green** Nonscorable return label has been completed and affixed to the top of each box containing AASA **Nonscorable** materials.
- A **UPS Nonscorable** shipping label has been affixed to each box of AASA **Nonscorable** materials.
- Keep a list of the tracking numbers for each box that is being shipped. The bottom portion of the shipping label is meant to be kept because it includes the tracking number. Keep this portion of the shipping label for future reference.**
- Verify the total number of boxes with the **green** Nonscorable return labels. Have this number ready for the driver.

*Green Nonscorable Return Label and UPS Nonscorable Shipping Label Affixed to Box*





## For locations using XPO Logistics Freight (or other assigned freight carrier) Priority Service

If you received your boxes by XPO Logistics Freight (or other assigned freight carrier), then you will return them by XPO Logistics Freight (or other assigned freight carrier) using the two Bill of Ladings (BOLs) provided. Contact XPO Logistics Freight Priority (or other assigned freight carrier) at the number on the BOL to arrange for the pickup of your boxes. The phone number for XPO Logistics Freight (or other assigned freight carrier) is the same for both Scorable and Nonscorable materials.

### Freight Priority BOLs for Scorable Materials

<b>This Shipping Order</b> Form 11807 <small>CARRIER PLEASE SHOW THIS NUMBER ON FREIGHT BILL</small> GL# Needs to be on Bill of Lading		District Information FROM: <b>TUMBLEWEED UNIFIED DISTRICT</b> AT (PICK-UP POINT): <b>143 S. ALMA SCHOOL ROAD</b> <b>MESA, AZ 85210</b>		197031
CUST. ORDER NO. DATE	MAIL FREIGHT BILLS TO (POST OFFICE ADDRESS): <b>*PEARSON PO BOX 3004 LIVONIA MI 48151</b>		FOR CARRIER'S USE ONLY PRD. OR WAYBILL NO. DATE	
CONSIGNEE TO: (Mail or street address of consignee—For purposes of notification only) <b>AZ Grades 3-8 Scorable</b> <b>PEARSON</b> <b>PH #: 3198414820</b> <b>9200 Earhart Lane SW</b> <b>Cedar Rapids, IA 52404</b>		REMIT TO ADDRESS (RUBBER STAMP ADDRESS) <b>PEARSON EDUCATION</b>		PPD OR COLL. <b>PPD/3rd</b>
ROUTE CAR OR VEHICLE INITIAL AND NO. <b>XPO LOGISTICS</b>		Signature of Consignor NOTE:—When the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$_____.		SHIPPER'S USE ONLY PPD OR COLL. <b>PPD/3rd</b>
NO. PKGS.	KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS		*WEIGHT SUB. TO COR.	
	SCHOOL FORMS ITEM # 154280 CL 55		Disregard Weight → <b>4500</b>	
SHIPPER, PER <b>Pearson Education</b> Call XPO Logistics for pick up at 800.755.2728		Bill PrePaid/3rd Party to <b>PEARSON</b> <b>PO BOX 3004</b> <b>LIVONIA MI 48151</b>		Local Freight Phone Number SHIPMENT - 2

### Freight Priority BOLs for Nonscorable Materials

<b>This Shipping Order</b> Form 11807 <small>CARRIER PLEASE SHOW THIS NUMBER ON FREIGHT BILL</small> GL# Needs to be on Bill of Lading		District Information FROM: <b>TUMBLEWEED UNIFIED DISTRICT</b> AT (PICK-UP POINT): <b>143 S. ALMA SCHOOL ROAD</b> <b>MESA, AZ 85210</b>		197029
CUST. ORDER NO. DATE	MAIL FREIGHT BILLS TO (POST OFFICE ADDRESS): <b>*PEARSON PO BOX 3004 LIVONIA MI 48151</b>		FOR CARRIER'S USE ONLY PRD. OR WAYBILL NO. DATE	
CONSIGNEE TO: (Mail or street address of consignee—For purposes of notification only) <b>AZ Grades 3-8 NonScorable</b> <b>PEARSON</b> <b>PH #: 3198414820</b> <b>7405 Irish Dr. SW</b> <b>Cedar Rapids, IA 52404</b>		REMIT TO ADDRESS (RUBBER STAMP ADDRESS) <b>PEARSON EDUCATION</b>		PPD OR COLL. <b>PPD/3rd</b>
ROUTE CAR OR VEHICLE INITIAL AND NO. <b>XPO LOGISTICS</b>		Signature of Consignor NOTE:—When the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$_____.		SHIPPER'S USE ONLY PPD OR COLL. <b>PPD/3rd</b>
NO. PKGS.	KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS		*WEIGHT SUB. TO COR.	
	SCHOOL FORMS ITEM # 154280 CL 55		Disregard Weight → <b>4500</b>	
SHIPPER, PER <b>Pearson Education</b> Call XPO Logistics for pick up at 800.755.2728		Bill PrePaid/3rd Party to <b>PEARSON</b> <b>PO BOX 3004</b> <b>LIVONIA MI 48151</b>		Local Freight Phone Number SHIPMENT - 2

Below you will find the instructions for returning all AASA Scorable and Nonscorable test materials by XPO Logistics Freight (or other assigned freight carrier). Keep the Scorable boxes separate from the Nonscorable boxes. When contacting the XPO Logistics Freight (or other assigned freight carrier) office, follow the instructions below:

At the bottom of the BOL there is a contact phone number for your local XPO Logistics Freight (or other assigned freight carrier) office. The XPO Logistics Freight (or other assigned freight carrier) phone numbers for Scorable and Nonscorable materials are the same.

- Inform the XPO Logistics Freight (or other assigned freight carrier) representative that service will be Priority.
- Inform the representative that you have one Pre-Paid BOL for Scorable materials and another Pre-Paid BOL for Nonscorable materials.
- Inform the representative of the number of Scorable boxes and the number of Nonscorable boxes that are to be picked up.
- If available, inform the representative of the number of pallets.
- Inform the representative if a lift gate is required.
- Inform the representative of the physical address where the boxes will be picked up.
- Finally, inform the XPO Logistics Freight (or other assigned freight carrier) representative of your business hours.

Before the XPO Logistics Freight (or other assigned freight carrier) driver arrives, check the **Scorable** boxes to ensure the following:

- A **lavender** (for Grade 3 only) or **orange** (for Grades 4-8) return label has been completed and affixed to the top of each box containing **Scorable** materials. Scorable and Nonscorable return labels are **different** and are delivered to different addresses.
- One **XPO Logistics Freight (or other assigned freight carrier) Scorable BOL** is ready to provide to the driver for all Scorable boxes.
- Verify the total number of boxes with the **lavender** (for Grade 3 only) and the **orange** (for Grades 4-8) Scorable return labels. Have this number ready for the driver.



One XPO Logistics Freight Priority (or other assigned freight carrier)  
 Scorable BOL for ALL Scorable Boxes



The Shipping Order Form is a document that identifies the goods and services being shipped. It is used by the carrier to bill the shipper for the freight charges.		197031
OLD Needs to be on Bill 744012		UNPAID/PAID INVOICES RECEIVED 197031-147 3rd Party to PEASON PO BOX 3004 LYONIA MT 48151
BILL TO:	FROM:	DATE:
32 Grades 3-8 Scorable PEASON PO # 31814820	XPO LOGISTICS	197031
3200 Earhart Lane SW Cedar Rapids, IA 52404	PEASON PO BOX 3004 LYONIA MT 48151	197031
NO. PKGS	KIND OF PKGS, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	WEIGHT LBS. TO OZ.
4500	SCHOOL FORMS ITEM # 154280 CG 55	4500
Bill Prepaid/3rd Party to PEASON PO BOX 3004 LYONIA MT 48151		
Peason Education Call XPO Logistics for pick up at 800-795-2728		

Before the XPO Logistics Freight (or other assigned freight carrier) driver arrives, check the **Nonscorable** boxes to ensure the following:

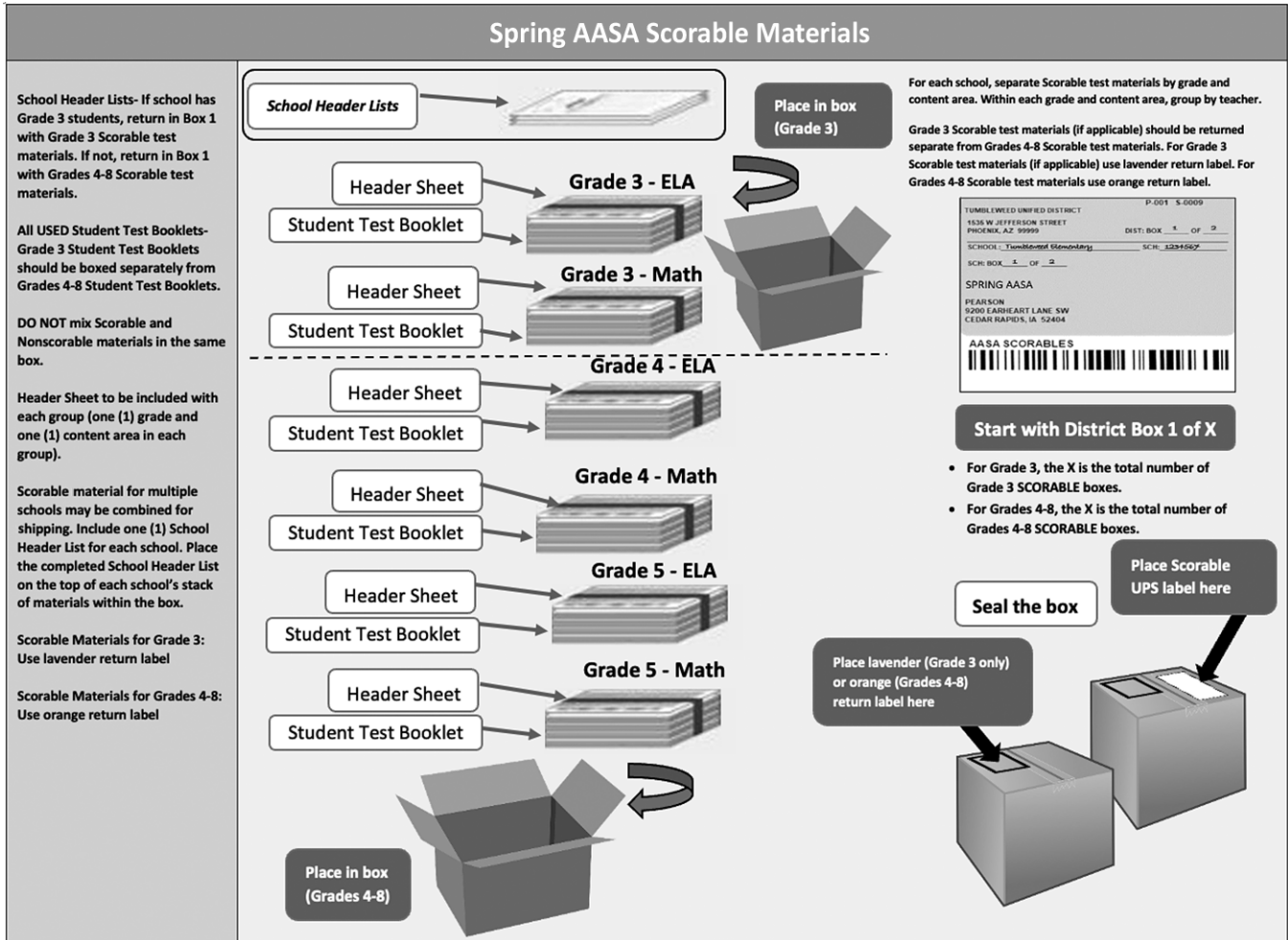
- A **green** Nonscorable return label has been completed and affixed to the top of each box containing **Nonscorable** materials. Scorable and Nonscorable return labels are color-coded differently and delivered to different addresses.
- One **XPO Logistics Freight (or other assigned freight carrier) Nonscorable BOL** for all Nonscorable boxes that is ready to provide to the driver.
- Verify the total number of boxes with the **green** Nonscorable return labels. Have this number ready for the driver.

*One XPO Logistics Freight Priority (or other assigned freight carrier)  
Nonscorable BOL for ALL Nonscorable Boxes*



# UPS Materials Packing Diagrams

## UPS Scorable Materials Packing Diagram



# UPS Nonscorable Materials Packing Diagram

## Spring AASA Nonscorable Materials

### Materials Return Inventory Sheets

All Used Regular Test Booklets (Separate by grade and content area)

All Used SPV Test Booklets (Separate by grade and content area)

### ALL UNUSED:

Regular Test Booklets (Separate by grade and content area)

SPV Test Booklets (Separate by grade and content area)

Page 2

Spring 2025 AASA Grades 3-8 (L and Math Test Booklets (and corresponding components))		# of Test Booklets in Initial Inventory	# of Test Booklets Returned	# of Test Booklets Returned in Scorable Boxes with Scorable or Original Return Label	# of Test Booklets Returned in Nonscorable Boxes with Scorable or Original Return Label	# of Test Booklets Returned in Nonscorable Boxes with Non-Scorable Return Label	# of Test Booklets Returned in Nonscorable Boxes with Non-Scorable Return Label	# of Test Booklets Returned in Nonscorable Boxes with Non-Scorable Return Label	# of Test Booklets Returned in Nonscorable Boxes with Non-Scorable Return Label
Grade 3	Regular Test Booklets								
Grade 3	SPV - Regular Test Booklets								
Grade 3	SPV - Large Print Test Booklets								
Grade 3	SPV - Braille Test Booklets and Regular use and Small Test Booklets (30 sheets) (2 components)								
Grade 3	Regular Test Booklets								
Grade 3	SPV - Regular Test Booklets								
Grade 3	SPV - Large Print Test Booklets								
Grade 3	SPV - Braille Test Booklets and Regular use and Small Test Booklets (30 sheets) (2 components)								
Grade 3	Regular Test Booklets								
Grade 3	SPV - Regular Test Booklets								
Grade 3	SPV - Large Print Test Booklets								
Grade 3	SPV - Braille Test Booklets and Regular use and Small Test Booklets (30 sheets) (2 components)								
Grade 3	Regular Test Booklets								
Grade 3	SPV - Regular Test Booklets								
Grade 3	SPV - Large Print Test Booklets								
Grade 3	SPV - Braille Test Booklets and Regular use and Small Test Booklets (30 sheets) (2 components)								

Page 3

Spring 2025 AASA Grades 3-8 (L and Math Test Booklets (and corresponding components))		# of Test Booklets in Initial Inventory	# of Test Booklets Returned	# of Test Booklets Returned in Scorable Boxes with Scorable or Original Return Label	# of Test Booklets Returned in Nonscorable Boxes with Scorable or Original Return Label	# of Test Booklets Returned in Nonscorable Boxes with Non-Scorable Return Label	# of Test Booklets Returned in Nonscorable Boxes with Non-Scorable Return Label	# of Test Booklets Returned in Nonscorable Boxes with Non-Scorable Return Label	# of Test Booklets Returned in Nonscorable Boxes with Non-Scorable Return Label
Grade 4	Regular Test Booklets								
Grade 4	SPV - Regular Test Booklets								
Grade 4	SPV - Large Print Test Booklets								
Grade 4	SPV - Braille Test Booklets and Regular use and Small Test Booklets (30 sheets) (2 components)								
Grade 4	Regular Test Booklets								
Grade 4	SPV - Regular Test Booklets								
Grade 4	SPV - Large Print Test Booklets								
Grade 4	SPV - Braille Test Booklets and Regular use and Small Test Booklets (30 sheets) (2 components)								
Grade 4	Regular Test Booklets								
Grade 4	SPV - Regular Test Booklets								
Grade 4	SPV - Large Print Test Booklets								
Grade 4	SPV - Braille Test Booklets and Regular use and Small Test Booklets (30 sheets) (2 components)								
Grade 4	Regular Test Booklets								
Grade 4	SPV - Regular Test Booklets								
Grade 4	SPV - Large Print Test Booklets								
Grade 4	SPV - Braille Test Booklets and Regular use and Small Test Booklets (30 sheets) (2 components)								

PLACE THIS SHEET IN THE FIRST BOX WITH NONSCORABLE (GREEN RETURN LABEL) TEST MATERIALS FOR THE SCHOOL.

TUMBLEWEED UNIFIED DISTRICT P-0001 S-0009

1535 W. JEFFERSON STREET  
PHOENIX, AZ 85009

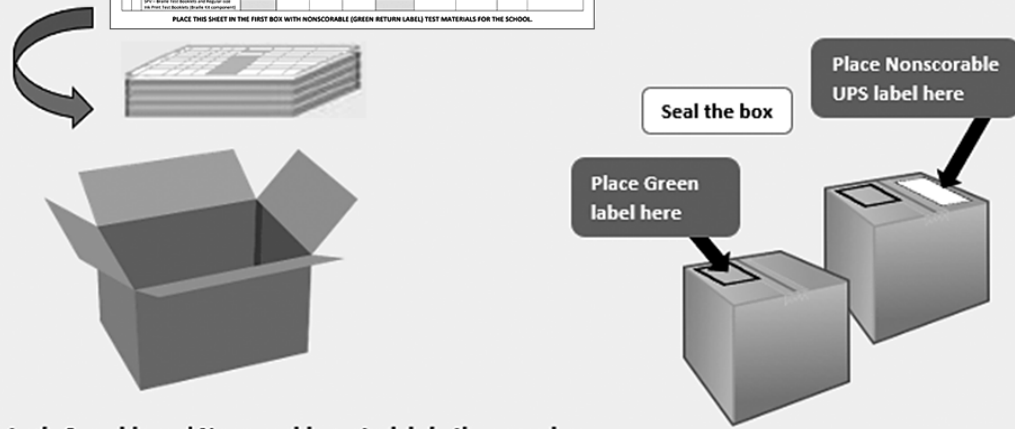
SCHOOL: Tumbleweed Elementary SCR: A204567

SCIL BOX 1 OF 2

SPRING AASA  
PEARSON  
7405 IRISH DR SW  
CLEAR LAKE, IA 52604

AASA NONSCORABLES

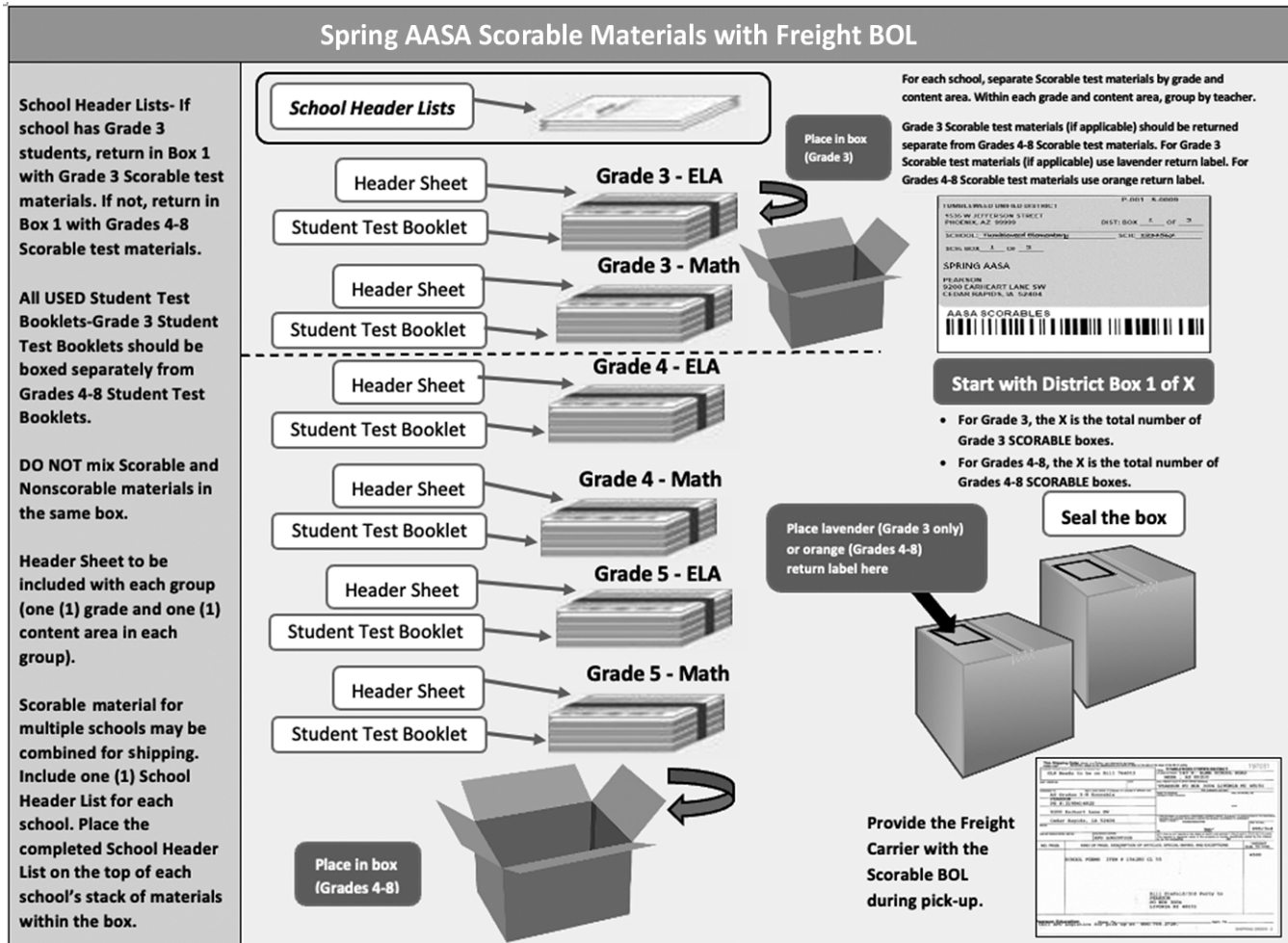
Start with District Box 1 of X  
(X = Total number of NONSCORABLE boxes)



Do not mix Scorable and Nonscorable materials in the same box.

# XPO Logistics Freight (or other assigned freight carrier) Bill of Lading (BOL)—Materials Return Packing Diagrams

*XPO Logistics Freight (or other assigned freight carrier) Bill of Lading (BOL) —  
Scorable Materials Packing Diagram*







## Contact Information

Contact the Pearson Customer Support Line with questions regarding any of the PearsonAccess<sup>next</sup> tasks, technical issues, issues receiving or returning Paper-Based Test (PBT) materials, and general testing or functionality questions.

### Customer Support Line at Pearson

**Phone: 1.888.705.9421, Option 3**

**Email:** Visit PearsonAccess<sup>next</sup> at <https://az.pearsonaccessnext.com> and click on the **“Contact Arizona Support”** link.

*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.*







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