

Spring 2025



ARIZONA SCIENCE TEST

Test Coordinator's Manual

Grades 5, 8, and 11
Science



Test Coordinator Name





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Acronym Reference Guidance

The following acronyms are referenced throughout this manual.

- ASL: American Sign Language
- SPV: Special Paper Version

General Testing Information

Arizona's Science Test (AzSCI) is the statewide Science test for Arizona students in Grades 5, 8, and the 11th grade cohort (Cohort 2026). High school students in the 11th grade cohort (Cohort 2026), as identified in AzEDS, will participate in AzSCI testing regardless of actual grade level or courses completed or enrolled in. AzSCI assesses the Arizona Science Standards adopted by the Arizona State Board of Education in 2018.

The AzSCI tests are standardized exams and must be administered exactly as directed in the ***Spring 2025 AzSCI Test Coordinator's Manual*** and the ***Spring 2025 AzSCI Test Administration Directions***. Achievement District Test Coordinators must review the ***Spring 2025 AzSCI Test Coordinator's Manual*** and the ***Spring 2025 AzSCI 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 AzSCI test in all schools within the same district or charter.

AzSCI is an untimed, online test consisting of three test units per grade level. Pearson is the test vendor for the AzSCI test and the provider of TestNav, the online testing platform.

Spring 2025 AzSCI Test Window: March 17, 2025 - April 11, 2025

Available Resources for the Test

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

- ***Spring 2025 AzSCI Test Administration Directions***
- *Arizona Accommodations Manual*
<https://www.azed.gov/assessment/accessibility>
- **PearsonAccess^{next} 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 AzSCI Test Administration Directions***, ***Spring 2025 AzSCI Test Coordinator's Manual***, and **PearsonAccess^{next} User's Guide** are available in the **Support > Documentation** section of PearsonAccess^{next} (<https://az.pearsonaccessnext.com>).

Paper copies of the ***Spring 2025 AzSCI Test Coordinator's Manual*** and the ***Spring 2025 AzSCI Test Administration Directions*** are not shipped to districts and charters automatically. A limited number of paper copies of these manuals may be requested during the Additional Order Window (**Monday, February 24, 2025 - Thursday, April 3, 2025**). Test Administrators and Proctors are expected to read all of the ***Spring 2025 AzSCI Test Administration Directions*** prior to testing.

The ***Spring 2025 AzSCI Test Coordinator's Manual*** and the ***Spring 2025 AzSCI Test Administration Directions*** are not secure test materials. Any printed copies may be kept in classrooms or other nonsecure 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 AzSCI testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct AzSCI test administration 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)*
- ☐ Ensure that all appropriate school personnel have access to PearsonAccess^{next} with the correct user role. *(Winter/Spring 2024-2025)*
- ☐ Verify student registrations in PearsonAccess^{next} 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 devices and test materials to be used for testing are ready.
- ☐ Ensure that Test Administrators and students have had appropriate practice with the AzSCI Sample Tests.
- ☐ 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, including 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.
- ☐ Create a record for all testing units that includes the time and date of the testing unit, the name of the Test Administrator, 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.
- ☐ Arrange for a supply of wired headsets for students to use for Text-to-Speech within the AzSCI test units. Wireless headphones are prohibited.

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 the *Special Paper Version Test Accommodations* section of this manual.
- ☐ ADE will create the SPV test session in PearsonAccess^{next} for any student(s) with an approved SPV test and will move the student(s) into the SPV test session prior to testing. ADE will also place an order for approved SPV tests at the beginning of the Additional Order Window.
Note: This does not apply to schools approved to administer AzSCI paper tests in the entire school.
- ☐ 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.
- ☐ Arrange delivery, distribution, and the return of secure and nonsecure testing materials.
- ☐ Ensure that Test Administrators are familiar with instructions for administering SPV tests, which are included in the ***Spring 2025 AzSCI Test Administration Directions*** and the ***Spring 2025 AzSCI 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 test window.
- ☐ Ensure PearsonAccess^{next} 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 a record for all test units that includes the time and date of the test unit, the name of the Test Administrator, the test administered, and the names of all participating students.
- ☐ 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.
- ☐ Ensure that all School Test Coordinators, Technology Coordinators, and Test Administrators are following test security protocol for secure materials.
- ☐ Continuously monitor assessment activities at all school and district testing sites.
- ☐ Report any testing irregularities into PearsonAccess^{next}. Additional information about submitting testing irregularities can be found in the *AzSCI Test Irregularity Process* section of this manual.
- ☐ Monitor test completion using PearsonAccess^{next} 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 AzSCI Test Coordinator's Manual*** and the ***Spring 2025 AzSCI Test Administration Directions*** for both the district or charter and the schools.

Additional Responsibilities for Special Paper Version (SPV) Tests

- ☐ 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 test window. Test responses not entered by the end of the test window will not be scored.
- ☐ Return to Pearson all secure SPV test materials as Nonscorable materials. Secure materials include all SPV test booklets, including braille, large print, and regular print SPV tests. Additionally, all materials from a student Braille Kit are secure materials to be returned as Nonscorable, with the exception of Sticky Dots and Wikki Stix.
- ☐ Ensure that all SPV test materials are picked up by UPS no later than **April 15, 2025**.

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^{next}.

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 5, 8, and the 11th grade cohort (Cohort 2026) will participate in the AzSCI test administration. Students in Cohort 2026 will take the AzSCI test regardless of actual grade level or courses completed or enrolled in.

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 AzSCI test. Achievement District Test Coordinators should work with Alternate Assessment District Test Coordinators and with appropriate district or charter school staff to ensure that students who have alternate assessments designated in their IEP are not administered the AzSCI test. All other Arizona public school students in Grades 5, 8, and the 11th grade cohort (Cohort 2026) will participate in AzSCI 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 AzSCI tests on dates other than those included in the table below is not permitted. AzSCI test windows will not be extended for any reason.

- AzSCI consists of three test units for students in Grades 5, 8, and the 11th grade cohort (Cohort 2026). Students must receive a valid score on each test unit to receive an AzSCI score. To receive a valid score, students must respond to at least one item in each test unit.
- AzSCI test units are untimed. The estimated times shown are for planning purposes only.
- Schools within the district are not required to administer AzSCI tests on the same day. Also, students in Grades 5, 8, and 11 do not have to take Unit 1, Unit 2, and Unit 3 on the same day.
- A test unit 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.**
- Students may **not** return to a previous test unit once they have moved on to the next unit.

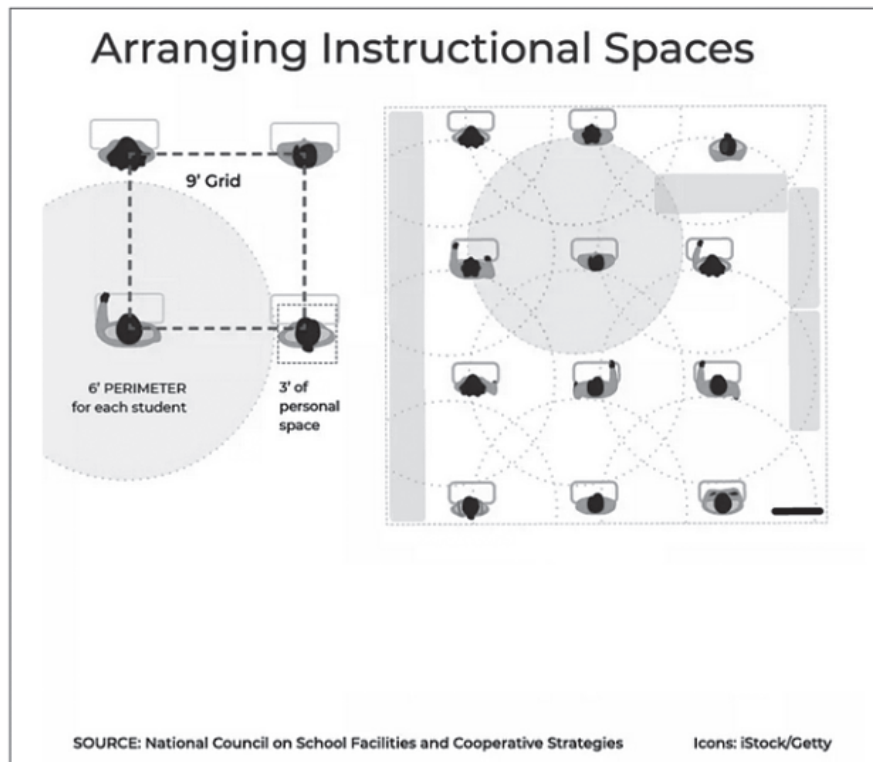
AzSCI Test Online Administration	
Test Window: Monday, March 17, 2025 - Friday, April 11, 2025	
Student responses from Special Paper Version (SPV) tests must also be entered into TestNav no later than April 11, 2025 .	
Grade(s)	Unit(s) - Estimated Time
5, 8, and the 11th grade cohort (Cohort 2026)	3 units (Unit 1, Unit 2, Unit 3) 60-90 minutes each A test unit must be completed prior to starting the next test unit. It is recommended to take Unit 1, followed by Unit 2, then Unit 3, although this is not required. When two or three test units are scheduled on the same day, there must be a significant break of at least 15 minutes between units.

Testing Locations

AzSCI tests are to be administered in person at Arizona schools. Schools administering AzSCI 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 AzSCI@azed.gov prior to testing. AzSCI 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 AzSCI tests correctly.

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

- ☐ Wired headphones for students to use with Text-to-Speech within the test (wireless headphones are prohibited).
 - For students who require hearing aids and amplification with a Bluetooth connection, contact ADE at AzSCI@azed.gov for guidance.
- ☐ **Spring 2025 AzSCI Test Administration Directions** (either electronic or hard copy)
- ☐ 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 AzSCI-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 AzSCI 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 responses are entered in TestNav by **April 11, 2025**, the end of the test window. Any SPV responses not entered in TestNav by the end of the test window will not be scored.

AzSCI Calculator Guidance

Calculators are permitted on the AzSCI test units. 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.

The online test will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement; 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 AzSCI 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 AzSCI webpage: <https://www.azed.gov/assessment/sci>.

Test Security

All districts and charters administering AzSCI tests 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 AzSCI 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 AzSCI 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 rule regarding test security. Guidance on test security is also included in the **Spring 2025 AzSCI 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^{next}. 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

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.

AzSCI 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^{next} 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 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 1.
4. If following up with ADE at AzSCI@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 AzSCI 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^{next} and entering a test irregularity.
4. ADE will review the irregularity submission in PearsonAccess^{next}. ADE will email the Achievement District Test Coordinator if there are any questions and will add a comment in PearsonAccess^{next} if a test is invalidated.
5. The Achievement District Test Coordinator can verify the irregularity status in the *Do Not Report Tests* operational report in PearsonAccess^{next}. 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 to submit a test irregularity or verify test irregularity status, refer to the **PearsonAccess^{next} User's Guide**.

Testing Platforms

Pearson’s testing platform includes two systems: PearsonAccess^{next} and TestNav.

PearsonAccess^{next} System

Achievement District Test Coordinators will receive access to the Spring 2025 AzSCI administration in PearsonAccess^{next} on **January 29, 2025**.

Achievement District Test Coordinators will use the PearsonAccess^{next} system to:

- Upload and manage other PearsonAccess^{next} users
- Search for and add student registrations, as needed, beginning **February 18, 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^{next} User’s Guide*** provides instructions for these functions.

Users

Achievement District Test Coordinators are responsible for maintaining all PearsonAccess^{next} 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^{next} user with the role of School Test Coordinator to assist the Achievement District Test Coordinator.

All Test Administrators must have a PearsonAccess^{next} user role of School Test Administrator or higher to administer the AzSCI tests. 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^{next}.

Students

All students participating in AzSCI testing must be registered in PearsonAccess^{next}, including students who are taking online, Special Paper Version (SPV), or American Sign Language (ASL) tests.

ADE will provide Pearson with the student information for students in Grades 5, 8, and the 11th grade cohort (Cohort 2026) to upload to PearsonAccess^{next}. Uploaded student information will be based on student enrollments in AzEDS as of **February 11, 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^{next} by the district or charter.

Extract Date	Date Visible in PearsonAccess ^{next}
February 11, 2025	February 17, 2025

After **February 17, 2025**, Achievement District Test Coordinators are responsible for adding any new students, and any students who were missed in ADE's upload, to PearsonAccess^{next}. School Test Coordinators may help the Achievement District Test Coordinator with this task.

Refer to the **PearsonAccess^{next} 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 ADE at AzSCI@azed.gov **prior to testing**.

PearsonAccess^{next} will be used to set embedded accommodations as well as to indicate non-embedded accommodations. Embedded accommodations, such as magnification, line reader, and color contrast, must be set in PearsonAccess^{next} **prior** to the student testing. Non-embedded accommodations, such as simplified directions, translated directions, and translation dictionary, are indicated in PearsonAccess^{next} **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 AzSCI@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^{next}. Secure testing tickets should be printed and cut in advance of the test unit so that testing is not delayed. Refer to the **PearsonAccess^{next} User's Guide** for instructions on how to print secure testing tickets for students. For AzSCI, students will use one secure testing ticket to access all three 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 security violation that must be reported.

TestNav System

TestNav is the AzSCI online test delivery platform.

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

AzSCI Sample Tests, Tutorial, and Student Readiness Tool

All students must be given the opportunity to take the AzSCI Sample Test prior to the day of testing to be familiar with the testing tools, resources, and platform. The online AzSCI Sample Tests are administered through TestNav. To access the AzSCI 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 AzSCI Sample Tests do **not** score or retain student responses.

The AzSCI 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 AzSCI question types and using test tools

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

Exhibits

The *Periodic Table of Elements* (Grades 8 and 11) and the *Formula Reference Guide* (Grade 11 only) are available as **Exhibits** within the AzSCI online tests and are embedded in Special Paper Version (SPV) tests. Both documents are available on the ADE website and can be downloaded and posted. Copies of the *Periodic Table of Elements* can remain posted during the Grades 8 and 11 AzSCI tests, and copies of the *Formula Reference Guide* can remain posted during the Grade 11 AzSCI tests only. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

Administering AzSCI Tests

The Achievement District Test Coordinator's responsibilities for AzSCI test administration are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with a registration in PearsonAccess^{next} will be able to participate in AzSCI testing. It is the Achievement District Test Coordinator's responsibility to ensure that all students who need to take the AzSCI test have a registration in PearsonAccess^{next} prior to testing.

Before Testing

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^{next}
- 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
- Provide any additional reference sheets during test administration other than what is embedded in the test
- 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 AzSCI 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 Test Administrators are trained to:

- Verify that the correct student is testing with the correct login information
- Properly administer the AzSCI test using Pearson's testing systems
- Maintain a secure test environment in accordance with AzSCI 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 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. Students need to log out of the test at the end of the test unit. When a 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^{next} User's Guide*.

Managing Test Completion

PearsonAccess^{next} will store the test completion data for the online tests. The **Students in Sessions** screen in PearsonAccess^{next} allows you to monitor a student's test progress and set students to begin a specific test unit. Refer to the *PearsonAccess^{next} 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 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 AzSCI Test Coordinator's Manual* and *Spring 2025 AzSCI Test Administration Directions* may be discarded locally and do not need to be returned to Pearson.

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. Students who are approved for an SPV test and who have an SPV test indicated in PearsonAccess^{next} will not have access to the online AzSCI test form.

SPV test accommodations include braille, large print, and regular 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. If AzSCI paper testing is approved for an entire school, do not submit SPV requests for students for regular paper tests.
- 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:
 - The date of the document and the student's first and last name and state identification number (SSID)
 - The *Present Level of Academic Achievement and Functional Performance (PLAAFP)*
 - 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.).
 - The *Assessment Accommodations* section of the document that includes the student's testing accommodations for district and state assessments
 - 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 a Special Paper Version (SPV) test session in PearsonAccess^{next} for any student with an approved SPV test and will move the student into the appropriate test session prior to testing. ADE will also place an order for any approved SPV tests at the beginning of the Additional Order Window. Schools who are approved to administer paper testing in the entire school will need to set up SPV test sessions and place an order for paper tests for their students. Additional guidance will be provided to those Achievement District Test Coordinators.

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 *AzSCI 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 AzSCI Test Administration Directions***.

Directions for administering braille SPV tests are included in the ***Spring 2025 AzSCI 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

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 test window. In preparation for this process, the Test Administrator responsible for entering the SPV responses must have an appropriate user role in PearsonAccess^{next}, 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 April 11, 2025, the end of the test window, will not be scored. Achievement District Test Coordinators are responsible for ensuring that SPV test responses have been entered in TestNav by the deadline.

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 deadline.

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

Contact ADE at AzSCI@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 AzSCI SPV test booklets must be returned to Pearson by 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.

Completing an AzSCI Materials Return Inventory Sheet

- ☐ Organize the secure test materials by grade.
 - Used and unused AzSCI Grades 5, 8, and 11 Special Paper Version (SPV) test booklets and any corresponding components, if applicable, including braille ink print test booklets and Special Instructions for the Braille Edition documents
- ☐ Complete an *AzSCI Materials Return Inventory Sheet* for each school. Refer to figure below.

SPRING 2025 AzSCI – ARIZONA'S SCIENCE TEST GRADES 5, 8, AND 11 MATERIALS RETURN INVENTORY SHEET (For Special Paper Version (SPV) Tests)					
<small>Arizona's Science Test (AzSCI) is available as an online test. Approved Special Paper Version (SPV) tests, including regular print, large print, and braille SPV test booklets, are not reusable. All test materials must be returned to Pearson and must be picked up by UPS no later than April 15, 2025.</small>					
<small>All students who test using an AzSCI SPV test must have their responses entered into the TestNav system by the Test Administrator. All responses must be entered by the end of the test window and before returning the AzSCI SPV test booklets to Pearson.</small>					
<small>The following materials are secure. These materials must be inventoried before returning to Pearson:</small>					
<ul style="list-style-type: none">• Nonscorable box with green Nonscorable return label<ul style="list-style-type: none">◦ Used and unused Spring 2025 AzSCI Grades 5, 8, and 11 SPV test booklets (regular print, large print, and braille), including braille ink print test booklets, Special Braille Instructions, and Spring 2025 AzSCI Test Administration Directions for Special Paper Version (SPV): Braille					
<small>If there are any missing materials by the time the boxes are scheduled to be picked up, keep any unused UPS shipping labels, green Nonscorable return labels, and one box so that the missing materials can be returned once they have been located. Notify ADE and Pearson of any missing materials.</small>					
<small>The following secure and non-secure Nonscorable materials do not have to be inventoried or returned to Pearson. Follow the local procedures established by the Achievement District Test Coordinator for securely destroying the secure Nonscorable test materials and discarding non-secure Nonscorable test materials.</small>					
<ul style="list-style-type: none">• Secure Nonscorable materials, to be securely destroyed locally, include:<ul style="list-style-type: none">• Printed secure testing tickets• Used scratch paper• Non-secure Nonscorable materials include:<ul style="list-style-type: none">• Spring 2025 AzSCI Test Coordinator's Manual• Spring 2025 AzSCI Test Administration Directions• Unused green Nonscorable return labels• Unused UPS shipping labels• Wikki Stix and Sticky Dots from Braille Kits					
<small>I certify that all Spring 2025 AzSCI Grades 5, 8, and 11 Special Paper Version (SPV) test booklets, along with any corresponding components, provided to this school by Pearson and ADE, have been accounted for and included in a return shipment to Pearson.</small>					
SCHOOL NAME _____		SCHOOL ENTITY ID NUMBER _____			
DISTRICT/CHARTER NAME _____		DISTRICT/CHARTER ENTITY ID NUMBER _____			
ACHIEVEMENT DISTRICT TEST COORDINATOR SIGNATURE _____		DATE _____			
<small>The Achievement District Test Coordinator is responsible for completing the inventory chart on Side 2 of this document for each school within their district/charter.</small>					
<small>This form may be reproduced. FINAL (10/28/2024)</small>					

Side 2

	Spring 2025 AzSCI Grades 5, 8, and 11 SPV Test Booklets (and corresponding components)	# of Test Booklets in Additional Order	# of Test Booklets Returned in Nonscorable Boxes with Green Return Label	# of Test Booklets Securely Destroyed Due To Contamination	# of Total Test Booklets Returned	Send email to ADE with # of Total Test Booklets Received/Returned. Indicate date of email below.
Grade 5	SPV – Regular Print Test Booklets					
	SPV – Large Print Test Booklets					
	SPV – Braille Test Booklets and Regular-size ink Print Test Booklets (Braille Kit component)					
Grade 8	SPV – Regular Print Test Booklets					
	SPV – Large Print Test Booklets					
	SPV – Braille Test Booklets and Regular-size ink Print Test Booklets (Braille Kit component)					
Grade 11	SPV – Regular Print Test Booklets					
	SPV – Large Print Test Booklets					
	SPV – Braille Test Booklets and Regular-size ink Print Test Booklets (Braille Kit component)					

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

Tests can be returned to Pearson as soon as testing is complete and all student responses have been entered in the TestNav system; however, all SPV test materials must be returned no later than **April 15, 2025**. SPV test materials should be returned in the boxes in which they were received. If additional return materials are needed, they may be ordered during the Additional Order Window.

Boxing Nonscorable Special Paper Version Test Booklets

- ☐ Verify that all student responses from Special Paper Version (SPV) tests have been entered into TestNav and that all SPV test booklets have been collected from Test Administrators.
- ☐ Place SPV test materials in the box that materials were originally shipped in. Multiple schools in the same district can be boxed together.
- ☐ **Cover or remove the original UPS shipping labels with your District information.**
- ☐ Place one **green** Nonscorable return label on the top of each box that contains SPV tests.
- ☐ Fill any empty spaces in the Nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."
- ☐ Seal the boxes.
- ☐ Affix a **green** Nonscorable return label to the top of each box of Nonscorable test materials. Be certain to write in the District Name and District Entity number. The School Name and School Entity number can be left blank.

Green Nonscorable Return Label for AzSCI Nonscorable Test Materials

P- 0001 S- 00009	
DIST: _____	DIST#: _____
DIST: BOX ____ OF ____	
SCHOOL: _____	SCH#: _____
SCH: BOX ____ OF ____	
AzSCI Test Nonscorable Pearson 7400 IRISH DR. SW CEDAR RAPIDS, IA 52404	
AzSCI Test Nonscorable Material	

- ☐ Number the Nonscorable boxes.
Mark the **DIST: BOX ____ OF ____** section of the **green** Nonscorable return labels in one continuous numbering sequence for the entire set of district or charter boxes. **SCH: BOX ____ OF ____** section of the **green** Nonscorable return labels can be left blank.
- ☐ All boxes will be returned by UPS. Affix a Nonscorable UPS shipping label to Pearson to the top of each box next to the **green** Nonscorable return label.
- ☐ Contact UPS to make arrangements to have AzSCI test boxes picked up by **April 15, 2025**. Keep a list of the tracking numbers for all boxes being returned to Pearson.

UPS Shipping Label with Green Nonscorable Return Label Affixed to Box



- ☐ Keep Nonscorable boxes in secure storage until the scheduled UPS retrieval.

UPS Shipping Service

Contact UPS at the phone number on the UPS shipping label to arrange for pickup of your boxes.

UPS Shipping Label

TEST COORD. (319) 841-4712 SCHOOL NAME SCHOOL ADDRESS SCHOOL CITY AZ 85001	5 LBS 1 OF 1 RS
SHIP TO: (319) 841-4712 PEARSON 7405 IRISH DR SW CEDAR RAPIDS IA 52404	IR
	IA 524 0-10 
UPS TRACKING #: 1Z 1Y3 623 90 1152 2869	
	
BILLING: PIP DESC: DOCUMENTS RETURN SERVICE REF1: 788436	SEQ NO:00000
CWU 13.2 PDF 06.5V 07/2015	
TRACKING NUMBER:1Z1Y36239011522869	

Follow the instructions below when contacting UPS to return your AzSCI Nonscorable test materials.

- 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.
- Inform the representative of the number of Nonscorable 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 boxes to ensure the following:

- ☐ A **green** Nonscorable return label has been completed and affixed to the top of each box containing AzSCI **Nonscorable** materials.
- ☐ A UPS **Nonscorable** shipping label to Pearson has been affixed to each box of **Nonscorable** materials.
- ☐ Verify the original shipping labels are removed or covered.
- ☐ 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 Shipping Label Affixed to Box



Contact Information

Contact the Pearson Customer Support Line with questions regarding any of the PearsonAccess^{next} tasks, technical issues, and general testing or functionality questions.

Customer Support Line at Pearson

Phone: 1.888.705.9421, Option 1

Email: Visit PearsonAccess^{next} 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.

