

Spring 2025 AzSCI District Test Coordinator Important Tasks Checklist



This document will provide Achievement District Test Coordinators with a list of important tasks and dates associated with the Spring 2025 AzSCI online and Special Paper Version test administration.

AzSCI Test Window
March 17 – April 11, 2025

PearsonAccess^{next} (PAN) will open for the AzSCI test administration on January 29, 2025.

	AzSCI - Before Test Administration	Dates	Resource
<input type="checkbox"/>	<p>Technology Ready – Download the TestNav application on all devices to be used by students for the AzSCI test administration.</p>	Ongoing	http://download.testnav.com
<input type="checkbox"/>	<p>Special Paper Version (SPV) Test Requests – SPV test accommodations include braille, large print, and regular print SPV tests. All SPV test requests must be submitted to ADE for approval using the secure ADE online form: https://www.azed.gov/assessment/spv2025.</p> <p><i>Please submit SPV test requests as soon as possible within this window. SPV tests may not be available for requests submitted after February 21, 2025. Contact ADE at AzSCI@azed.gov if a student has an injury or illness after February 21, 2025 that necessitates a paper test.</i></p>	9/3/24- 2/21/25	SPV Test Request Process Quick Guide
<input type="checkbox"/>	<p>Additional Accommodations Requests – If a student requires additional accommodations beyond the Universal Tools, Universal Test Administration Conditions, or Accommodations described in the Achievement Accommodations Manual, a request must be submitted to ADE for approval using the secure ADE online form: https://www.azed.gov/assessment/achievement_aa_fy25.</p> <p><i>This form should be used to request the American Sign Language (ASL) form of the test for a student.</i></p>	9/3/24- 2/21/25	Additional Accommodations Process Quick Guide
<input type="checkbox"/>	<p>District Test Coordinator (DTC) Trainings – Trainings will be available in Winter 2024-2025 in the Arizona Learning Management System (AzLMS) and must be completed before tests are administered. DTCs must assure that all Test Administrators have received training prior to administering any test session.</p> <p><i>DTCs who had an AzLMS account last school year and are in the same district or charter this school year, or who have a current AzLMS account for AZELLA, will continue to use the same account. New DTCs will be enrolled in AzLMS and will receive a welcome email from Adobe Learning Manager with instructions on completing the AzLMS account registration process.</i></p>	Ongoing beginning 11/18/25	Training Requirements

AzSCI - Before Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	<p>Online Sample Tests, Tutorial, and Student Readiness Tool – Students should practice with the online sample tests, tutorial, and Student Readiness Tool so they can become familiar with the test features, tools, and different types of questions on the tests.</p> <p><i>These resources are located at https://home.testnav.com/. Select “Arizona,” then click on “Mic Check and Sample Tests.” Scoring Guides for AzSCI Sample Tests are posted on the AzSCI webpage under “AzSCI Sample Tests.”</i></p>	Ongoing	https://home.testnav.com/
<input type="checkbox"/>	<p>Pearson Technology Office Hours – Available in 30-minute sessions for district or school technology personnel responsible for setting up testing devices for online testing. Office hours registration begins Wednesday, January 29, 2025.</p>	2/3/25 2/21/25	Schedule Technology Office Hours Session
<input type="checkbox"/>	<p>Verify Contact Information and Shipping Address in PearsonAccess^{next} (PAN) – All changes or corrections must be made by notifying ADE at AzSCI@azed.gov no later than February 21, 2025.</p> <p><i>District Test Coordinators with multiple districts must verify each district separately.</i></p>	1/29/25- 2/21/25	PAN User's Guide
<input type="checkbox"/>	<p>Create User Accounts in PearsonAccess^{next} (PAN) – District Test Coordinators and/or School Test Coordinators may create user accounts for School Test Coordinators, School Test Administrators, and/or Technology Coordinators. User accounts can be added manually or through an import file.</p> <p><i>Users currently in PAN for AZELLA or AASA must also have an account created for AzSCI.</i></p>	Ongoing beginning 1/29/25	PAN User's Guide
<input type="checkbox"/>	<p>Revise Student Enrollments in ADE's AzEDS as Needed – The last day to revise enrollments in AzEDS is Tuesday, February 11, 2025. ADE will extract student information from AzEDS for students enrolled in Grades 5, 8, and 11 (Cohort 2026).</p>	No later than 2/11/25	
<input type="checkbox"/>	<p>Review Students in PearsonAccess^{next} (PAN) – Log into PAN to view students associated with your district/schools from the ADE upload of students. Students uploaded will automatically be registered, assigned a test, and placed in a test session.</p> <p><i>Students who qualify for the Alternate Assessment, MSAA, are included in ADE's upload of students because there is no indicator in AzEDS to indicate a student participates in MSAA. However, students who qualify for MSAA should not be administered AzSCI. These student records do not need to be deleted from PAN because PAN is not used for Accountability purposes.</i></p> <p><i>Students who are concurrently enrolled in more than one school are not included in ADE's upload of students.</i></p> <p><i>BIE or private school students will not be loaded into PAN as part of the state upload of students.</i></p>	2/17/25	PAN User's Guide

AzSCI - Before Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	Add New Students in PearsonAccess^{next} (PAN) – Students who are not included in the ADE upload of students to PAN will need to be added either manually or through an import file. Students added manually must be registered and assigned a test. Students added through an import file will be registered and assigned a test automatically through the import process.	Ongoing beginning 2/18/25	PAN User's Guide
<input type="checkbox"/>	Create Testing Groups (Optional) – The Testing Groups function may be used to group students by classroom or testing days.	2/18/25- Prior to testing	PAN User's Guide
<input type="checkbox"/>	Submit Work Requests in PearsonAccess^{next} (PAN) as Needed – A work request must be submitted for any students who need to be added in PAN but are already associated with another school or district. A work request will request that the student be transferred from one school/district to another school/district in PAN. The DTC from the releasing district will receive an email notifying them of the request.	Ongoing beginning 2/18/25	PAN User's Guide
<input type="checkbox"/>	Special Paper Version (SPV) or American Sign Language (ASL) Test Sessions in PearsonAccess^{next} (PAN) (ADE task) – ADE will move students approved for SPV or ASL tests into the appropriate SPV or ASL test sessions and will also indicate the SPV or ASL accommodation in the student's profile in PAN. <i>ADE will begin this task for SPV and ASL tests on Tuesday, February 18, 2025.</i>	2/18/25- Prior to testing	
<input type="checkbox"/>	Additional Order Window – Place an Additional Order for materials, if needed. All Additional Orders will be reviewed for approval by ADE. <i>ADE will place an order for any approved SPV tests as well as the nonscorable and UPS shipping labels needed for returning SPV tests to Pearson.</i> <i>Boxes that SPV test booklets are shipped in must be saved to use for returning the test booklets to Pearson after testing.</i> <i>A limited number of paper copies of the Test Coordinator's Manual (TCM) and Test Administration Directions (TAD) may be ordered during the Additional Order window. TCMs and TADs will not be sent automatically as an initial order for AzSCI but will be available electronically in PAN and on the ADE website.</i>	Order Window for Test Materials: 2/24/25- 4/3/25 Order Window for Return Materials: 2/24/25 - 4/11/25	PAN User's Guide
<input type="checkbox"/>	Prepare for Testing – Review directions for accessing the session resources and related activities. Related activities and session resources to prepare a test session include scheduled sessions, session student rosters, and secure testing tickets. These activities must be started prior to testing.	Prior to testing	PAN User's Guide
<input type="checkbox"/>	Testing Tickets – Print secure testing tickets for each student. Testing tickets contain student information and should be treated as secure test materials.	Prior to testing	PAN User's Guide
<input type="checkbox"/>	Prepare Test Session(s) in PearsonAccess^{next} (PAN) – This task should be done prior to the first day of testing and can take time to complete, depending on how many students are in the session.	Prior to testing	PAN User's Guide

AzSCI - Test Administration		Dates	Resource
<input type="checkbox"/>	AzSCI Test Window for Grades 5, 8, and 11 (Cohort 2026) – online administration only, including Special Paper Version (SPV) tests. <i>All student responses from SPV tests must be entered into the TestNav system within this same window.</i>	3/17/25-4/11/25	Test Administration Directions
<input type="checkbox"/>	Start and Unlock Test Session – On testing day, a test session must be started and unlocked for students present for testing. This must be completed by Test Administrators before students can log into TestNav.	Day of Testing	PAN User's Guide
<input type="checkbox"/>	Manage Test Units – Test Administrators may monitor a student's test progress in PearsonAccess ^{next} (PAN).	3/17/25-4/11/25	PAN User's Guide
AzSCI - After Test Administration		Dates	Resource
<input type="checkbox"/>	Return SPV Materials to Pearson – Collect all SPV tests from Test Administrators. Follow the packing and return shipment instructions in the <i>Test Coordinator's Manual</i> . If return shipment of materials is not picked up by UPS by April 15, 2025 , contact ADE at AzSCI@azed.gov .	3/24/25-4/15/25	Test Coordinator's Manual
<input type="checkbox"/>	Other Testing Materials – Securely destroy testing tickets and student scratch paper. <i>Test Coordinator's Manuals</i> and <i>Test Administration Directions</i> are not considered secure test materials and may be disposed of locally.	After testing	Test Coordinator's Manual
<input type="checkbox"/>	Score Reports (Electronic) – AzSCI electronic score reports and Student Data Files will be available to view, download, and print in PearsonAccess ^{next} (PAN).	5/23/25	PAN User's Guide & AzSCI Reporting Guide
<input type="checkbox"/>	AzSCI Summary File (Electronic) – Summary performance data provided to districts and schools in a .txt tab delimited file will be available in PearsonAccess ^{next} (PAN).	5/23/25	AzSCI Reporting Guide
<input type="checkbox"/>	Score Reports (Paper) – Paper copies of student score reports will be delivered to districts and charters.	6/12/25	AzSCI Reporting Guide
<input type="checkbox"/>	Complete Corrections in ADEConnect	No later than 6/30/25	
Spring 2025 AzSCI Resources			
<p>Resources for completing all AzSCI tasks will be posted in PearsonAccess^{next} under Support >> Documentation as they become available: https://az.pearsonaccessnext.com</p> <ul style="list-style-type: none"> • PearsonAccess^{next} User's Guide • AzSCI Test Coordinator's Manual (TCM) • AzSCI Test Administration Directions (TAD) • AzSCI Reporting Guide <p>Resources will also be posted on ADE's District Test Coordinator webpage: https://www.azed.gov/assessment/achievement-dtcs</p> <p>Contact ADE at AzSCI@azed.gov.</p> <p>Contact Pearson: Visit PearsonAccess^{next} at https://az.pearsonaccessnext.com and click on the "Contact Arizona Support" link or call Client Services at 1-888-705-9421 and select Option 1.</p>			