



Spring 2020 District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2020 AzM2 Computer-Based Test (CBT) and Paper-Based Test (PBT) administrations.

Done	Task 1 - CBT & PBT	Dates
	<p>Log into TIDE, add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS, TA Interface and/or the Data Entry Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators).</p> <ul style="list-style-type: none"> – NOTE: Users with the role of District Administrator (DA) and School Test Coordinator (STC) may assist in adding new users at the school level. 	Ongoing

- Log into **TIDE**. 
- Go to the **Users** task menu under Preparing for Testing.
- Select **Add Users, View/Edit/Export Users, or Upload Users**.
- Detailed instructions can be found in the *TIDE User Guide* on the AzM2 portal [here](#).

Done	Task 2 – CBT	Dates
	<p>Ensure that schools download the new AzM2 Secure Browser 12 on all desktop computers and laptops that will be used by students for testing.</p> <ul style="list-style-type: none"> – NOTE: Windows, Linux, and Mac devices must use Secure Browser 12. – Chromebooks and mobile devices with Android or iOS operating systems do not need to download a new Secure Browser if one is already installed. 	<p>Ongoing</p> <p>Secure Browsers for 2019 – 2020 were released on August 23, 2019</p>

- On the AzM2 portal, click on the Secure Browser button. 
- Download the appropriate Secure Browser on to each device that will be used by students.
- The *Quick Guide for Setting up Your Online Testing Technology*, as well as operating system-specific installation guides, can be found on the Technology Resources page of the AzM2 portal [here](#).

Done	Task 3 – CBT and PBT	Dates
	<p>Pre-test trainings will be available online January 6, 2020. District Test Coordinators with schools participating in the Spring 2020 AzM2 administration must complete the trainings no later than January 31, 2020.</p> <p>Pre-Test Trainings: http://www.azed.gov/assessment/training/</p> <p>NOTE: DTCs must assure that all Test Administrators have received the “Test Administrator (TA) Training” prior to administering any test session. Additional staff may also review the presentation, which also includes information related to test security.</p>	January 6 – 31

Done	Task 4- CBT & PBT	Dates
	Verify District Test Coordinator and Shipping Information in TIDE. All changes or corrections must be made by notifying ADE no later than January 31.	January 6 – 31




- Log into **TIDE**.
- Select the **Shipping Contact Info** task menu under Preparing for Testing.
- In the **Search Shipping Information** box, select **District**.
- Verify Contact Info.
- If all information is correct, select **Save**. If contact information is incorrect, email AzM2@azed.gov.

Done	Task 5 – CBT & PBT	Dates									
	<p>Log into TIDE to view students associated with your district/schools. The last day to revise enrollments in ADE's AzEDS is January 22.</p> <p>ADE will upload student information in TIDE two times as shown below. Student information will be based on student enrollments in AzEDS as of the file extract date. Note deadlines for updating AzEDS:</p> <table border="1" data-bbox="245 898 1141 1066"> <thead> <tr> <th>File</th> <th>Deadline for Districts to Update AzEDS Data</th> <th>Data Visible in TIDE</th> </tr> </thead> <tbody> <tr> <td>Initial</td> <td>12/13/2019</td> <td>1/6/2020</td> </tr> <tr> <td>Final</td> <td>1/22/2020</td> <td>1/28/2020</td> </tr> </tbody> </table>	File	Deadline for Districts to Update AzEDS Data	Data Visible in TIDE	Initial	12/13/2019	1/6/2020	Final	1/22/2020	1/28/2020	January 6 – 22
File	Deadline for Districts to Update AzEDS Data	Data Visible in TIDE									
Initial	12/13/2019	1/6/2020									
Final	1/22/2020	1/28/2020									




- Log into **TIDE**.
- Select the **Students** task menu, and then select **View/Edit/Export Students**.
- Use the **School** filter to display a list of student records by school or select **All Schools**. Click **Search**.
- To print or export files, select all records to activate the print or export buttons.
- To add or revise enrollments, update AzEDS prior to 1/22.


Done	Task 6 – CBT & PBT	Dates
	<p>New Process for Special Paper Version (SPV) Test Requests</p> <p>SPV tests will not be included in initial order shipments. All requests must be approved by ADE using the following steps:</p> <p>Step 1: Complete a request for a Special Paper Version test for each student using the secure ADE online form. On this form, you must submit pages of the student’s official IEP or 504 plan that indicate the need for a Special Paper Version of the test. The document you submit must include:</p> <ol style="list-style-type: none"> the date of the document and the student’s first and last name and SSID. the section that indicates the student’s testing accommodations. the section with classroom accommodations that are used routinely during instruction throughout the year in lieu of computer instruction. The instructional accommodations MUST align with the testing accommodations. <p>Requests may be submitted November 1 – February 28 through the following link:</p> <p style="text-align: center;">http://www.azed.gov/assessment/spv/</p> <ul style="list-style-type: none"> SPV tests may not be available for requests submitted after February 28. Contact AzM2@azed.gov if a student has an injury or illness after February 28 that necessitates a paper test. <p>Step 2: After receiving approval from ADE, log into TIDE and indicate the Special Paper Version test in the student’s profile. Select the checkbox that the student has an IEP or 504 documenting the need for the SPV accommodation.</p> <ul style="list-style-type: none"> CBT Schools <ul style="list-style-type: none"> Braille, Large Print, and Regular Print Special Paper Version tests. PBT Schools <ul style="list-style-type: none"> Braille and Large Print Special Paper Version Tests. <p>Step 3: Place the SPV order during the Additional Order window in TIDE (See Task 10).</p>	<p>November 1 – February 28</p> <p>Contact ADE at AzM2@azed.gov for students enrolled after February 28</p>

- Log into **TIDE**. 
- Select the **Students** task menu.
- Select **View/Edit/Export Students**.
- Click the **Edit** button for the student you want to view.
- Under **Order Special Paper Version (student with IEP)**, select the appropriate Special Paper Version test, then select the “Yes” radio button confirming that the appropriate IEP or 504 documentation has been submitted to ADE.
- Detailed instructions can be found in the *TIDE User Guide*.


Done	Task 7 – CBT & PBT	Dates
	<p>All new students enrolled in AzEDS after 1/22 who will be participating in spring testing must be added in TIDE.</p> <p>Students enrolled after 1/22/20:</p> <p>PBT & CBT Schools: After receiving approval from ADE (see Task 6), indicate Special Paper Version tests for all new students that require Special Paper Version accommodations.</p> <p>PBT Schools: Additional orders may have to be placed if there are not sufficient test booklets available in district coverage.</p>	February 6 – prior to testing

- Log into **TIDE**. 
- Select the **Students** task menu and select **Add Students** or **Upload Students**.
- Follow detailed instructions in the *TIDE User Guide* to add or upload students.

Done	Task 8 – CBT & PBT	Dates
	<p>Create rosters for teachers to view student test results in late spring through the Online Reporting System (ORS).</p> <p>NOTE: Only Test Administrators with the role ST or higher can have students rostered to them.</p>	February 6 – April 24

- Log into **TIDE**. 
- Select the **Rosters** task menu.
- Select **Add Rosters** or **Upload Roster**.
- Follow detailed instructions in the *TIDE User Guide* to create or upload rosters.

Done	Task 9 – CBT & PBT	Dates
	<p>Receive and inventory the initial test materials shipments.</p> <ul style="list-style-type: none"> – CBT schools: Initial shipment includes <i>Test Coordinator Manuals</i> (TCM) and <i>Test Administration Directions</i> (TAD). – PBT schools: Initial shipment includes test booklets, TCMs, TADs, and return shipment materials. <p>NOTE: Special Paper Version tests will not be included in initial test materials shipments and must be ordered during the Additional Order window (see Tasks 6 and 10 for information on how to order these materials).</p>	March 16 – 17

- Log into **TIDE**. 
 - Select the **Paper Ordering** task menu.
 - Select **Order History**.
- Follow detailed instructions in the *TIDE User Guide* to View Order History.

Done	Task 10 - CBT	Dates
	<p>CBT schools - Additional Order Window for Special Paper Version tests (SPV) which have been approved by ADE (See Task 6).</p> <p>NOTE:</p> <ul style="list-style-type: none"> - Special Paper Version tests (SPV) available for CBT schools include Braille, Large Print, and Regular-Sized Print tests. - SPV materials ordered after these deadlines are not guaranteed to be delivered in sufficient time to test students and enter student responses into DEI by the end of the test window. 	<p>CBT ELA additional order window: March 17 – April 3</p> <p>Deadline: April 3 2:00 pm AZ time</p> <hr/> <p>CBT Math deadline March 17 – April 17</p> <p>Deadline: April 17 2:00 pm AZ time</p>
Done	Task 10 - PBT	Dates
	<p>PBT schools - Additional Order Window - if there are not a sufficient number of test booklets in the district overage materials or if any Special Paper Version tests (SPV) are needed and have been approved by ADE (See Task 6).</p> <p>NOTE:</p> <ul style="list-style-type: none"> - Special Paper Version tests (SPV) available for PBT schools include Braille and Large Print tests. - PBT materials ordered after the March 23, 2:00 pm deadline are not guaranteed to be delivered in sufficient time to test students. 	<p>PBT additional order window: March 17 – 23</p> <p>Deadline: March 23 2:00 pm AZ time</p>
	<p>Notes for both CBT & PBT Schools:</p> <ul style="list-style-type: none"> - ADE will review and approve each additional order prior to shipment. - There <u>must</u> be an indication in TIDE for each student that requires and is ADE-approved for a Special Paper Version test. - After placing an additional order, check back within 24 hours to check the status of the order. 	



- Log into **TIDE**.
- Select the **Paper Ordering** task menu.
- Select **Additional Orders**.
- The **Search for Orders** panel will be displayed.
- Enter the quantity of each additional material needed, then click **Save Orders**.
- Follow detailed instructions in the *TIDE User Guide* to order additional materials.

Done	Task 11 - CBT	Dates
CBT TEST ADMINISTRATION WINDOW		
	Writing*	March 30 – April 10
	Reading and Math	March 30 – April 24
Done	Task 11 - PBT	Dates
PBT TEST ADMINISTRATION WINDOW		
	Writing*, Reading, and Math	March 30 – April 8 (Writing must be scheduled for March 30 or 31)

- Schools must follow test schedule provided in the *Test Coordinator Manual*.
- *Writing must be administered first for ELA.
- Reading and Math do not have to be administered on the same day.

Done	Task 12 - CBT	Dates
	Return Special Paper Version testing materials to Measurement Incorporated. <ul style="list-style-type: none"> – Follow the packing and return shipment instructions in the <i>Test Coordinator Manual</i>. – Contact FedEx 24 hours prior to pickup of materials. – Deadline for materials to be picked up and out of building is April 27. 	As soon as student responses have been entered into DEI, but no later than April 27
Done	Task 12 - PBT	Dates
	Return testing materials to Measurement Incorporated. <ul style="list-style-type: none"> – Collect and inventory all scorable and non-scorable materials. – Follow the packing and return shipment instructions in the <i>Test Coordinator Manual</i>. – For Special Paper Version tests, follow the directions in the <i>Special Paper Version Test Administration Directions</i>. – Contact FedEx 24 hours prior to pickup of materials. – Last day to contact FedEx is April 8. – Deadline for materials to be picked up and out of building is April 9. NOTE: Materials not out of building by April 9 may cause a district to be charged for shipping, and test results may be delayed. <ul style="list-style-type: none"> – For any PBT materials not out of building by 4/9/20, contact AzM2@azed.gov immediately. 	As soon as testing has been completed, but no later than April 9

Done	Task 13 – Score Reports to Districts	Dates
	Grade 3 reports will be available in ORS for districts/charters. Grade 3 paper reports will be delivered to districts/charters. Grades 4 – 8 reports will available in ORS for districts/charters. Grades 4 – 8 paper reports will be delivered to districts/charters. *Grade 10 reports will be released in Summer 2020 after Standard setting is completed.	May 15, 2020 May 21, 2020 May 22, 2020 June 17–18, 2020 TBD

Done	Task 14 – Score Corrections	Dates
	Last day to Report Corrections to ADE.	June 30, 2020

NOTES:
