



Arizona State Board of Education

Menu of Assessments: Technical Assistance

The Board, in consultation with the Arizona Department of Education and with the input of the field, created this technical assistance document to provide schools and assessment providers with guidance on how to administer an assessment selected from the Menu of Assessments for the 2018-2019 school year. When a contract is established for the Menu, these items may change.

Technical Assistance for Assessment Providers

1. Pursuant to ARS 15-741.02(E)(3), in order to demonstrate scalability for state accountability programs, vendors' third parties shall provide cut scores that reflect four levels of performance. Cut scores will determine if a student is college and career ready as outlined in the academic standards adopted by the State Board of Education
2. Student identifying numbers (SSIDs) shall be attached to test records
3. Scores shall be delivered in a secure file transfer to the Arizona Department of Education in a format that is useable and easily accessible as determined by the Department¹
4. Vendors shall notify the school of the earliest practicable date to return scores and shall make every effort to return scores to schools and the state in sufficient time for the Arizona Department of Education (ADE) to release A-F Letter Grades by November 1 of each year pursuant to A.R.S. 15-241
5. If a school requests, Vendors shall provide assessments in a paper-based format

Technical Assistance for the Field

6. Schools shall select one assessment provider from the Menu but may select multiple subjects from the assessment provider (*i.e. Cambridge English Language, Cambridge Biology, Cambridge Mathematics*). Schools shall not select multiple assessments from multiple assessment providers (*i.e. Cambridge English Language, AP Biology, SAT*)
7. Schools that select an assessment from the Menu, shall administer the selected assessment to all students, by the end of grade 12 (measured by cohort)
8. Schools that select a summative assessment (ACT or SAT) from the Menu of Assessments shall administer the assessment to all students in the 11th grade cohort. Cohort, as defined by ADE and used in other policies, is based on the first year of high school enrollment. For the 2018-2019 school year, students in cohort 2020 (generally 11th grade) will be used for the Menu of Assessments test administration.
9. Schools that select a summative assessment (ACT or SAT) from the Menu are not required to administer the statewide assessment in grades 9 and 10 in English Language Arts and Math
10. Schools that select end of course assessments (AP, IB, Cambridge) shall administer the selected assessments to students. All students in the school shall have at least one test record in both ELA and Math - and Science if the appropriate assessment is selected (see Technical Assistance Item #13 - by the end of grade 12 (measured by cohort)).

¹ ADE will work with the vendors on the data transfer. This may result in a fiscal impact to the state



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Technical Assistance for the Field (cont)

11. The testing window for summative assessments on the Menu (ACT and SAT) for the 2018-2019 school year shall begin on March 4, 2019 and extend through May 24, 2019. For end of course assessments (AP, IB, Cambridge) the testing window for the 2018-2019 school year shall begin on August 1, 2018 and extend through May 24, 2019. Students that are absent during the assessment administration date may make up the assessment during the testing window
12. To administer an assessment in lieu of AIMS Science, schools shall select one of the science related assessments from the Menu or ACT
13. Note Item #7: If a school selects AP Biology it must also select and administer an AP English and AP Mathematics assessment
14. A school that selects one of the Science assessments from the Menu may not also administer AIMS Science
15. Similar to the current process for assessments, the appropriate personnel at local education agencies shall sign test security agreements
16. The procedures for assessing students under MSAA and AZELLA remain the same. Additionally, schools that do not select an assessment from the Menu are required to administer AzMERIT and AIMS Science. The policies and procedures for administering AzMERIT and AIMS Science remain the same
17. Schools should be aware that for the 2018-2019 school year, the state cannot guarantee when vendors will submit assessment scores and any delay in the delivery of scores beyond May will result in a delay in A-F letter grades and the reporting of assessment results
18. For the 2018-2019 school year, schools may be reimbursed the cost of locally procuring an assessment from the Menu pursuant to the Menu of Assessments Policy and technical assistance documents *if* monies are made available from the College Credit by Examination Incentive Program