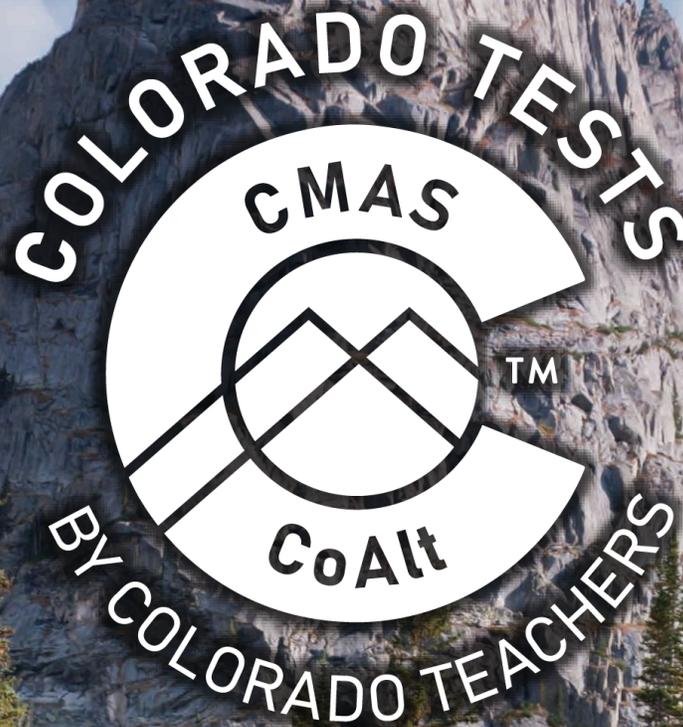




Colorado Alternate Assessment 2026



TEST ADMINISTRATOR MANUAL

CoAlt Science & Social Studies



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Table of Contents

Contact Us	4
Assistance	4
Available Resources	4
Overview of the Colorado Alternate (CoAlt) Assessments	5
Purpose of the CoAlt Assessments	5
CoAlt Test Books and Item Types	5
Test Books	5
Item Types	5
Administering the CoAlt Assessments	6
Responsibilities of the CoAlt Test Administrator	6
During All Stages	6
Before Testing	6
During Testing	7
After Testing	8
Test Materials	8
Test Security	9
Reproducing Test Materials.....	9
Chain of Custody.....	9
Ethics	10
CoAlt Assessment Accommodations	10
Making the CoAlt Assessment Accessible to Students	10
List of Accommodations	11
Standard Conditions for the CoAlt Test Administration.....	11
Preparing the Testing Environment	11
Preparing Materials and Students for Testing	12
Procedures for CoAlt Test Administration	13
Science: Test Materials and Task Manipulatives	13
Social Studies: Test Materials	17
Recording Responses	18
Record Time	18
After Testing	19
Preparing Test Materials for Transcription.....	19
Complete Transcription.....	19
Transcription Requirements.....	19
Procedures for Transcribing Student Responses.....	20
Return Test Materials to the SAC	22

Contact Us

Assistance

For questions about	Contact
Colorado assessment policies Accommodations Test incidents and security violations General testing questions	<p align="center">Colorado Department of Education Assessment Division</p> <p>https://ed.cde.state.co.us/assessment/generalinfo-about</p>
Shipment status Missing shipments Additional orders Student information updates PearsonAccess ^{next}	<p>Pearson Customer Service Monday through Friday, 7:00 a.m. to 6:00 p.m. MT Telephone: 1-888-687-4759 Live Chat: https://co.pearsonaccessnext.com</p>

Available Resources

Reference materials	Located at
<i>CMAS and CoAlt Procedures Manual</i>	https://coassessments.com/test-administration-resources/
CoAlt Training Materials	https://coassessments.com/training/
Important Dates	https://ed.cde.state.co.us/assessment/cmas-criticaldates
<i>PearsonAccess^{next} Online Support</i>	https://coassessments.com/support/
Released Items	https://coassessments.com/practice-tests/

Overview of the Colorado Alternate (CoAlt) Assessments

Purpose of the CoAlt Assessments

The CoAlt assessments are academic, standards-based assessments designed specifically for eligible students with the most significant cognitive disabilities. The primary purpose of the assessment program is to determine the level at which students with the most significant cognitive disabilities meet the Extended Evidence Outcomes (EEOs) of the Colorado Academic Standards (CAS) in the content areas of science and social studies.

Educators from across Colorado work with the Colorado Department of Education (CDE) and the assessment vendor (Pearson) to develop the CoAlt science and social studies tests. **Colorado educators:**

- Write questions that appear on the CoAlt tests.
- Review every question to ensure
 - Alignment to the EEOs of the CAS.
 - Freedom from bias and sensitivity issues.
- Review student performance data on questions to determine if they should be used on the tests.



CoAlt Test Books and Item Types

Test Books

The CoAlt test books pages are oriented so the test administrator gives the test while facing the student. The test administrator reads the scripted text to the student while the student views the necessary content. CoAlt test books are 11 in. X 17 in. and open to 22 in. X 17 in.

Item Types

Social Studies Selected Response items present three answer options from which the student selects an answer to the presented question.

Science Selected Response items present three or four answer options from which the student selects an answer to the presented question. These scaffolded items are presented in sets with an initial stimulus the student uses to respond to the associated questions. The stimulus provides background information, and the art is repeated on the student-facing page with each item.

Science: Supported Performance Tasks (SPTs) require students to complete a chart or graphic. Students use option cards to respond to three related prompts for each item. Students manipulate the option cards independently or indicate desired placement to the test administrators through their preferred mode of expressive communication. This item type allows students to demonstrate their knowledge and skills to create a product, revealing a different level of understanding of specific concepts and skills than those demonstrated through selected response items alone.

Administering the CoAlt Assessments

All CoAlt test administrators must complete the *CoAlt Assessment Administration Training for Test Administrators*, thoroughly read the *CoAlt Test Administrator Manual*, and practice administration procedures prior to test administration. Following the guidelines and test administration instructions within this manual and practicing the appropriate procedures ensures every student taking the CoAlt assessment receives the same standard directions and administration conditions during the assessment.

Responsibilities of the CoAlt Test Administrator

The primary responsibility of the CoAlt test administrator is to provide standardized, ethical administration of the CoAlt assessment. This ensures that every student has an equal opportunity to demonstrate what they know within standard conditions provided to all students taking the test.

CoAlt test administrators must perform the following tasks:

During All Stages

- Ensure all materials are secured at all times according to state policy.
- Follow the **Chain of Custody** requirements as described in this manual.
- Follow the schedule for test administration as communicated by the School Assessment Coordinator (SAC).
- Follow the communication protocol for the school and, if an issue occurs, immediately notify the SAC.

Before Testing

- Participate in district and/or school *CoAlt Science and Social Studies Assessment Administration Training for Test Administrators*.
- Read this manual, the *CoAlt Science and Social Studies Test Administrator Manual*.
- As needed, ask the SAC or District Assessment Coordinator (DAC) for procedural clarification.
- A few days before testing, administer several released practice items to students to prepare them for testing (available at <https://coassessments.com/practice-tests/>).
- Practice administering the released items with adults. It is important that the test administrator is familiar with the scaffolds and supports used in the test.
- Practice administering the released items with students. Teachers should be aware of how the student will respond in the testing environment. It is important that students are familiar and comfortable with the testing item types and understand how to respond in their preferred mode of communication.

- To familiarize oneself with the questions and necessary accommodations, check out CoAlt test books from SACs up to one week before testing, ensuring the materials are checked back in each day.
- All materials in each CoAlt test kit will arrive wrapped in plastic. Inform the SAC if the kit is open, items are missing, or damaged.
- Write the student's name on the test book.
- Determine if any accommodations are needed for students. Accommodations for students must be indicated on the student's Individualized Education Program (IEP) prior to assessment administration. If any materials need adaptations, test administrators must notify their SACs and prepare/secure the needed accommodations for their assigned students.
- Prepare the testing environment as described in this manual (see **Preparing the Testing Environment**).

Before Testing: Science Only

- To familiarize oneself with the questions and necessary accommodations, check out CoAlt test books and task manipulatives from SACs up to one week before testing, ensuring the materials are checked back in each day.
- Write the student's name on the test book, the task manipulative return envelope, and the *Secure Return Form*.
- Prepare science task manipulatives as described in this manual (see **Preparing Materials and Students for Testing**).

During Testing

- Administer the assessment according to instructions included in this manual (see **Procedures for CoAlt Test Administration**) and in trainings.
- For science, keep this manual open to the **Use During Administration** section.
- Administer all items of the assessment to all eligible students who are in attendance at any point during the assessment window. Test administrators must administer the appropriate assessment to students based on the grade level in which the student is enrolled. Students must be tested in a one-to-one testing environment.
- Record student responses directly in the test book.
- Track each student's time on the test.
- If multiple testing sessions are needed, all test materials, including science task manipulatives, must be returned to the SAC and stored together in a secure location large enough to contain the CoAlt test kit.

After Testing

- Complete transcription into the online transcription form according to instructions included in this manual (see **Complete Transcription**).
- Optional:** Answer Test Administration Questions, including indication of the student’s time on test.
- Sign the *Secure Return Form* found in the science task manipulatives packet. Insert the form into the task manipulative return envelope with all task manipulatives. **Do not seal the envelope. Do not place the CoAlt test book or TAM in the envelope.**
- Return all test materials, including the science task manipulative return envelope and test book to the SAC.

Test Materials

The following table lists the CoAlt test materials.

Vendor-provided Science Resources	Vendor-provided Social Studies Resources	Materials to Prepare
CoAlt Test Administrator Manual	CoAlt Test Administrator Manual	Pencil or pen
CoAlt Science 11x17 Test Book	CoAlt Social Studies 11x17 Test Book	Science Task Manipulatives (cut apart)
CoAlt Science Task Manipulatives Packet		Individualized CoAlt accommodations (as needed)
Secure Return Form		Clock, watch, or stopwatch to record time on test
Task Manipulatives for SPT items		Clear plastic zip-top bag or alternate storage container (optional)
CoAlt Science Task Manipulative Return Envelope		

Test Security

Reproducing Test Materials

Reproduction or redistribution of the test books and task manipulatives is not permitted except for allowable CoAlt accommodations using procedures detailed under “CoAlt Test Accommodations” in this manual. Reproduction or redistribution includes discussing, memorizing, photocopying, photographing, scanning, encoding, emailing, Morse code, note taking, text messaging, blogging and other forms of social networking, or any other reproduction methodology that may violate the security of the test. **Reproduction of student materials is only allowed for individualized accommodations.** Treat these materials as secure.

Before and during the testing window, store all CoAlt test materials, including accommodated student materials, in a locked location large enough to store the CoAlt assessment materials, as predetermined by the SAC. Do not store secure materials in the classroom. Track distribution of assessment materials using a documented chain of custody.

After testing, return all task manipulatives and the *Secure Return Form* in the task manipulative return envelope. The SAC returns accommodated materials to the DAC. Only accommodated/ adapted materials are destroyed locally; other materials are returned to the vendor.

Chain of Custody

Maintain a documented chain of custody for all test materials before, during, and after test administration. The following are chain of custody requirements for CoAlt test administration.

- Train anyone with access to CoAlt materials on testing protocols, including test security and ethics, included in the *CoAlt Test Administrator Manual* before providing access to assessment materials.
- Account for all secure CoAlt materials and store in a secure and locked location.
- The SAC is responsible for the distribution and collection of CoAlt materials to and from test administrators immediately before and after test sessions. **CDE recommends distribution of assessment materials no more than 15 minutes prior to the test session and collection within 15 minutes after the test session.**
 - Due to the unique nature of the CoAlt assessments, test administrators need access to the student’s materials in advance of administration to prepare any necessary accommodations and to organize the provided student materials and task manipulatives.
 - If test administration for a student extends over multiple days, the test administrator must check materials out and back in each time the student is tested.
- The test administrator must secure all CoAlt test materials while in their possession. Do not store test materials in classrooms in advance of, or following, the administration.
- Students may not have access to any secure test content or secure test materials except when they are testing with the test administrator.
- After a student completes testing, test administrators must return test books and the science task manipulative return envelope with the task manipulatives and *Secure Return Form* to the SAC.

- Accommodated task manipulatives are returned to the SAC for secure destruction at the district level (original task manipulatives are not destroyed).
 - Original task manipulatives must be returned to SAC in the task manipulative return envelope.
- Report missing test materials or any test irregularities to the SAC or DAC.

Ethics

It is a breach of professional ethics for school personnel to provide verbal or nonverbal clues or answers to students; teach items on the test; share writing prompts; or coach, hint, or in any way influence a student's performance during the test administration. It is a breach of professional ethics not to administer all assessment items to a qualified student or to knowingly administer the assessment in any manner that is inconsistent with this manual or training. **A breach of ethics may result in invalidation of test results and school, district, or state disciplinary action.**

CoAlt Assessment Accommodations

Making the CoAlt Assessment Accessible to Students

The CoAlt assessment is intended to be accessible to students with the most significant cognitive disabilities. For this reason, all questions and answer choices are read aloud to students, and all students are assessed individually in a setting where there are no distractions or other students. Because each student taking this assessment requires individualized support to meet their unique learning needs, **educators may need to adapt materials and presentation methods based on each student's unique needs.** Accommodations may enhance a teacher's ability to present the materials and/or enhance a student's ability to respond to task requirements.

To provide greater accessibility, the test administrator may adapt (e.g., enlarge or adapt contrast) the student-facing pages based on accommodations or adaptations documented in the student's IEP. To ensure the student can successfully use the accommodations, regular use during instruction and classroom assessments prior to the CoAlt assessment window is required. Test administrators should inform their SAC of any necessary accommodations to prepare the materials prior to the test administration.

Adapt the CoAlt assessment materials in a way that allows the individual student to access the test questions without changing the assessed test construct. The accommodation must not change the content of an item; *modifications* of items invalidate the assessment. A PDF of student-facing pages is available from the DAC for use in electronic adaptations, as appropriate. These electronic materials are secure; emailing and posting electronic materials is not allowed. Districts must have a process in place to ensure all secure electronic materials are removed from devices.

Adaptations of materials by size or contrast levels, use of concrete rather than two-dimensional testing materials, and assistive technology devices are all types of accommodations that make test materials accessible to the student. Test administrators should use the picture symbols in the test materials, except in the following circumstances:

- The student needs to use objects/realia rather than pictures.
- The student needs pictures of real objects rather than drawings.
- The student has a personal lexicon with a specific representation for the concept or words in the student answer choices. In this case, present all answer choices from the student’s personal lexicon for the entire test.

For students with visual impairment, including blindness, additional information related to adapting materials, including standardized picture descriptions, is available through the DAC.

List of Accommodations

At the beginning of the online transcription form, identify CoAlt test accommodations for each student. Indicate the accommodations listed in the student's IEP as well as those used during the assessment administration. If the student did not use any accommodations, indicate “None.”

The following accommodation types are recorded:

- Assistive technology (including high technology and low technology devices, such as DynaVox, switches, E-tran board, and Velcro boards)
- Eye gaze
- Modified picture symbols (e.g., any adaptations of the student materials such as enlarged pictures and/or pictures of real objects)
- Objects (any materials presented as three-dimensional objects or representative objects)
- Sign language
- Translation into student’s native language
- Other

Standard Conditions for the CoAlt Test Administration

Administer the CoAlt assessment in a standardized manner. Test administrators must provide a testing environment with equitable testing conditions for all students taking the CoAlt assessment.

Preparing the Testing Environment

Cover or remove anything in the area used for the CoAlt assessment administration that could direct students to the correct answer for any test question. This includes posted material that provides tested content, concept, or skill information.

CDE strongly recommends the SAC or other designated personnel walk through all testing areas to ensure compliance with posted materials guidelines. Ensure covered materials are properly secured. Insufficient material covers may come undone during testing, resulting in misadministration.

While not a comprehensive list, ensure the following materials are covered:

- All reference materials that a reasonable person might conclude offer students an unfair advantage over other students in Colorado (e.g., posters, maps, charts, and displays that define, explain, or illustrate terms or concepts in the tested subject area).
- All support materials a person may perceive as influencing student responses.
- Name plates in workspaces that include any of the materials listed above, or that provide a surface on which students may write notes.

In addition, test administrators should ensure that:

- The lighting in the room is adequate.
- There is adequate workspace for test materials, including the size of the test book and materials.
- Distracting sounds or visuals that may divert student attention are eliminated, including, but not limited to, other students in the testing environment.
- Only authorized personnel are in the room.
- Students are tested in a one-to-one setting without other students present.

Preparing Materials and Students for Testing

Test administrators must prepare the test materials and task manipulatives once they are received:

- Ensure every student has their own test book. For science, students should have their own task manipulatives and task manipulative return envelope.
 - Write the student's name on the front of the test book.
- **Science:** Write the student's name, the teacher's name, and the school and district names on the task manipulative return envelope. The task manipulatives will be returned to the SAC in the task manipulative return envelope after testing has been completed. **Optional:** Use the envelope to store the task manipulatives associated with that student's form.
 - The task manipulatives are included in the test kit. Cut apart the option cards for each performance task in preparation for test administration. Each option card is labeled with a number that corresponds to the number in the introduction of the teacher script for each SPT.
 - **Recommended:** Paperclip the cut apart SPT option cards to the corresponding chart/diagram from the task manipulative packet. Store these materials in either the task manipulative return envelope or an alternate container, such as a large clear plastic zip-top bag, to ensure that each student's materials are kept together. **Prior to administration, insert the prepared materials into the test book at the appropriate position for ease of administration.**

The CoAlt test administrator must review the materials and plan ahead:

- Read through the stimuli and items and think about the specific needs of the student. Consider the student's best communication mode (e.g., verbal, communication board, picture cards, eye gaze).
- For science, review the **Use During Administration** section.

- Identify and secure any individualized accommodations the student needs to complete the assessment.
- Administer several of the released CoAlt items, available at <https://coassessments.com/practice-tests/>, to prepare students for testing and to determine if the planned accommodations are appropriate to provide the student with access to the assessment.

The test administrator must prepare students for testing:

- Help students approach testing in a relaxed, positive way.
- Encourage students to put forth their best efforts.
- Ask the student whether they have other needs prior to the beginning of testing.
- Discuss with the student what each type of item or task asks them to do on the test.

Procedures for CoAlt Test Administration

Science: Test Materials and Task Manipulatives

Science Grades 5, 8, and 11 tests have two unique forms. Each form is identified by a form letter (i.e., A or B) on the cover of the test book.

Test books are packaged in kits with task manipulatives. The task manipulatives match only the test book with which they are packaged. **Keep all shrink-wrapped kit test materials together throughout the test administration.** Reusing materials or mixing materials from different kits may negatively affect scores and data for the CoAlt assessment.

The task manipulatives correspond to the student-facing pages within the test book for easy identification during test administration. The SPT administrator-facing pages within the test book are identified as “Item ##: (Task)” with the phrase “This task requires the use of specific manipulatives” preceding the task number.

“Use Task Manipulatives Provided” appears on pages as a reminder to use the student response page and option cards that were previously prepared for that item. For details on how to prepare task manipulatives, see **Preparing Materials and Students for Testing**.

Between testing sessions, store task manipulatives in the task manipulative return envelope. Insert the task manipulative return envelope into the test book to keep the materials together throughout the test administration. Another option is to store the task manipulatives in an alternate container provided by the school or district, such as a clear plastic zip-top bag. Return the test to the SAC to store in a secure location large enough to contain the CoAlt test kit if multiple sessions are needed and upon completion of the test.

Science Test Layout

A test layout is provided at the beginning of each test book showing the item and task sequence numbers for the form. Use this information to plan the number of sessions required for each student based on the number of questions on the form. It also serves to alert test administrators to the

placement of SPT items within the test book to have the associated task manipulatives ready for use for science testing. In the following sample test layout, items 16, 23, 33, 40, and 50 are SPTs.

Sample Science Test Layout

Item 1	Stimulus information for this set found before Item 1.	Item 23	Prepare task manipulatives.	Item 44	Stimulus information for this set found before Item 44.
Item 2		Item 24	Stimulus information for this set found before Item 24.	Item 45	
Item 3		Item 25		Item 46	
Item 4	Stimulus information for this set found before Item 4.	Item 26	Stimulus information for this set found before Item 27.	Item 47	Stimulus information for this set found before Item 47.
Item 5		Item 27		Item 48	
Item 6		Item 28		Item 49	
Item 7	Stimulus information for this set found before Item 7.	Item 29	Stimulus information for this set found before Item 30.	Item 50	Prepare task manipulatives.
Item 8		Item 30		Item 51	Stimulus information for this set found before Item 51.
Item 9		Item 31		Item 52	
Item 10	Item 32	Item 53			
Item 11	Stimulus information for this set found before Item 10.	Item 33	Prepare task manipulatives.	Item 54	Stimulus information for this set found before Item 54.
Item 12		Item 34	Stimulus information for this set found before Item 34.	Item 55	
Item 13		Item 35		Item 56	
Item 14	Stimulus information for this set found before Item 13.	Item 36	Stimulus information for this set found before Item 37.	Item 57	Stimulus information for this set found before Item 57.
Item 15		Item 37		Item 58	
Item 16		Prepare task manipulatives.		Item 38	
Item 17	Stimulus information for this set found before Item 17.	Item 39	Stimulus information for this set found before Item 41.		
Item 18		Item 40		Prepare task manipulatives.	
Item 19		Item 41			
Item 20	Stimulus information for this set found before Item 20.	Item 42			
Item 21		Item 43			
Item 22					

Test Items

In the test books, test administrators will only read aloud text that is in **bold font and shaded gray** to the student. Test administrators may not adapt or add to this scripted text when administering the test.

Additional instructions for the test administrator, including pointing to the diagrams and answer options, selecting the answer options, and the rubric for scoring the student's response in the SPTs, are in regular font.

Note: Maps depicted in the CoAlt assessment are not drawn to scale. Maps are enlarged and otherwise modified to best meet the needs of the students taking CoAlt assessments.

Selected Response Item Sets

Selected response items are identified as “Item ##” in the test book. Selected response items are presented in sets of three with a common stimulus.

The stimulus for each set of items provides background information. The first time the stimulus is presented to the student, it is presented alone on the right side of the student facing page. The test administrator must present the scripted text and point to the words in the diagram that appear in the test book. The stimulus diagram and the associated teacher script is repeated on the student facing page with each of the items. The test administrator may repeat the stimulus script on one or more of the items if the student needs or requests information about the stimulus.

Each prompt presents the student with a question and three or four answer options from which the student selects an answer. There is flexibility for presentation and response (in the student’s mode of communication). However, the test administrator must present the scripted text and the order of the answer options exactly as they appear in the test book.

Test administrators record the student’s answer for each selected response . If the student has not responded to the item, the student may have a second opportunity to respond after a single repetition of the prompt and answer choices. If the student does not respond, the test administrator marks NR for that item.

Supported Performance Tasks

SPTs are identified as “Item ##: (Task)” within the test book and include three prompts related to an overall task. These items require the student to manipulate option cards by placing them on corresponding chart/diagram from the task manipulative packet (e.g., placing option cards in designated boxes within a chart or diagram). Test administrators use the test book to read the prompts to the student. The student uses the option cards and the chart/diagram from the task manipulative packet to respond to the prompt. **Students will not use the test book for these items.**

As with selected response items, test administrators have flexibility for presentation (e.g., representative objects) and response (i.e., using the student’s particular mode of communication) with the SPTs. However, the test administrator must present the scripted text and the order of the answer options exactly as they appear in the test book.

Test administrators score the student’s performance on each of the three prompts using a scoring rubric found on the administrator-facing pages. There are three total points possible for each SPT.

Score Point SPT Scoring Rubric (utilized for each of the three prompts within each task)

Score Point	Response
1	Student responds correctly
0	Student responds incorrectly
NR	Student does not respond

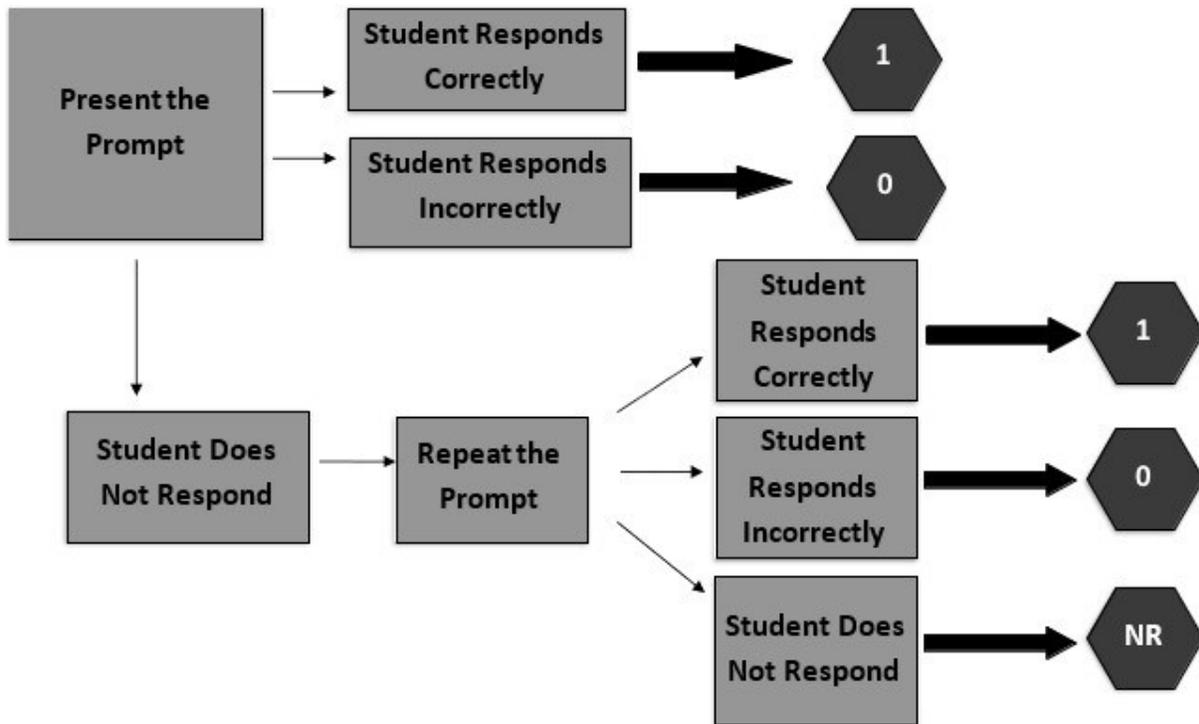
Each task requires the use of specific manipulatives—a student response page and option cards (prepared by the Test Administrator prior to test administration). See **Science: Test Materials and Task Manipulatives** for additional information.

Test administrators mark the student’s score on each SPT prompt. If the student has not responded to the prompt, the student may have a second opportunity to respond after a single repetition of the prompt according to the **Science SPT Item Scoring Flowchart**. If the student does not respond, the test administrator marks NR for that prompt.

Use During Administration

Science SPT Item Scoring Flowchart

Use the following flowchart to determine when to repeat the prompt and when to indicate the student's score.



Social Studies: Test Materials

Test books are packaged in kits. **Keep all of the shrink-wrapped kit test materials together throughout the test administration.** Reusing materials or mixing materials from different kits may negatively affect scores and data for the CoAlt assessment. Return the test to the SAC to store in a secure location large enough to contain the CoAlt test kit.

Test Layout

A test layout is provided at the beginning of each test book showing the item numbers. Use this information to plan the number of sessions required for each student based on the number of questions.

Sample Social Studies Test Layout

Item 1	Item 15	Item 29
Item 2	Item 16	Item 30
Item 3	Item 17	Item 31
Item 4	Item 18	Item 32
Item 5	Item 19	Item 33
Item 6	Item 20	Item 34
Item 7	Item 21	Item 35
Item 8	Item 22	Item 36
Item 9	Item 23	Item 37
Item 10	Item 24	Item 38
Item 11	Item 25	Item 39
Item 12	Item 26	Item 40
Item 13	Item 27	Item 41
Item 14	Item 28	Item 42

CoAlt Test Items

In the test books, test administrators will only read aloud text that is in **bold font and shaded gray** to the student. Test administrators may not adapt or add to this scripted text when administering the test.

Additional instructions for the test administrator, including pointing to the diagrams and answer options, and selecting the answer options are in regular font.

Note: Maps depicted in the CoAlt assessment are not drawn to scale. Maps are enlarged and otherwise modified to best meet the needs of the students taking CoAlt assessments.

Selected Response Item Sets

Selected response items are identified as “Item ##” in the test book.

Each prompt presents the student with a question and three answer options from which the student

selects an answer. There is flexibility for presentation and response (in the student’s mode of communication). However, the test administrator must present the scripted text and the order of the answer options exactly as they appear in the test book.

Test administrators mark the student’s response on each selected response item. If the student has not responded to the item, the student may have a second opportunity to respond after a single repetition of the prompt and answer choices. If the student does not respond, the test administrator marks NR for that item.

Recording Responses

Using a pencil or pen, indicate the student’s response to each selected response in the test book.

Note: NR is used when there is “no response” from the student.

Record Time

There is no minimum or maximum testing time for administration of the CoAlt assessment.

Using a clock, watch, or stopwatch, record the amount of time the student takes to complete the assessment. Record only the time the student spends taking the assessment. Do not include the time it takes the test administrator to prepare test materials or any extended breaks from testing.

Students who need multiple breaks will have multiple start and stop times. These sessions may occur over multiple days.

Indicate the recorded testing time during transcription after testing is complete.

After Testing

Upon completion of the test, the student's responses must be transcribed into an online form for scoring and materials must be returned to the SAC.

Preparing Test Materials for Transcription

The following information is needed to complete online transcription for scoring:

- The student's name – ensure the student's name is written on the cover of the test book
- Science only: test form (A or B)
- Pre-Test Information: IEP-documented and used accommodations
- Student responses
- **Optional:** Teacher Administration Questions, including the student's time on test.

Complete Transcription

This section explains when transcription is required, who can transcribe, and rules for transcription. All students who take CoAlt tests must have their responses transcribed into TestNav for scoring.

Transcription Requirements

Deadlines and Timing

- **All transcriptions must be finished by April 24, 2026.**
- Any test **not transcribed by this date will not be scored** as test books/answer documents are no longer scanned for scoring.

Who May Transcribe

- Only **authorized and trained staff** may access tests and student responses.
- The transcriber may be:
 - A **Test Administrator**
 - An **Assessment Coordinator**
 - Another individual trained to complete **CoAlt transcription**
- The transcriber must:
 - **Not be related** to the student
 - Have signed the **current-year CMAS and CoAlt Security Agreement**

Materials

- Student test book with responses
- TestNav-compatible device
- Student Testing Ticket or Session Roster (from the Assessment Coordinator)

Procedures for Transcribing Student Responses

Transcription Rules

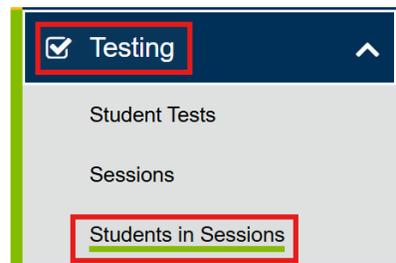
Transcription must be done **with a second school or district employee present** to verify accuracy. Any student work **not transcribed into the online test by the end of the testing window will not be scored.**

Before and During Transcription

1. Transcribe in a **private, secure location**, preferably with the SAC.
2. In **TestNav**, enter the student's responses.
 - o Do **not** change, correct, or add anything.
 - o Enter responses **exactly as the student indicated.**

After Transcription

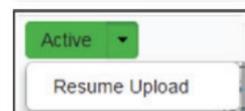
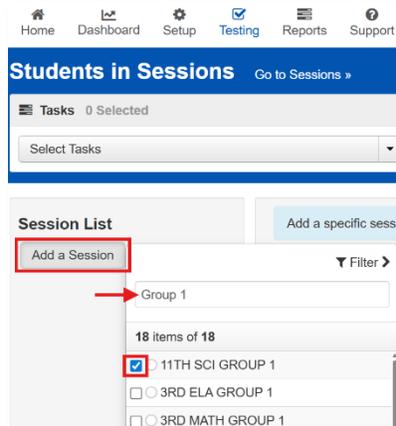
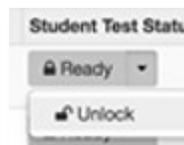
3. After each session, return **all test materials** to the SAC. This includes:
 - o CoAlt test books
 - o CoAlt task manipulatives
 - o Any accommodated materials
4. Once transcription is verified, the SAC returns materials to the DAC. The DAC returns them to the vendor with other secure materials.



Ready the Student's Test: PearsonAccess^{next}

Check with the assessment coordinator to determine if they completed the following steps. If previously completed, skip ahead to **Step 6.**

1. Sign in to PearsonAccess^{next} and ensure the current **CoAlt: Science and Social Studies** administration is selected.
2. Go to **Testing > Students in Sessions.**
3. Type the name of the student's test session in the **Session List** box.
4. Select the session name from the search results.
5. "Unlock" the student's test:
 - o Locate the student, select the student's test status, and select **Unlock** if locked.

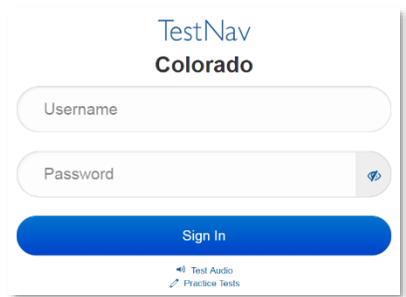


Notes:

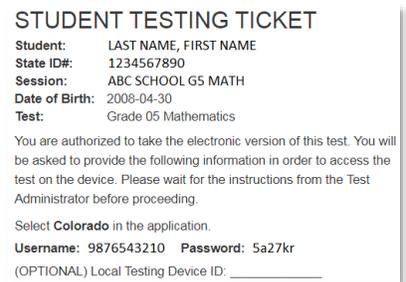
- If the test cannot be unlocked, the session may need to be prepared/started. Contact the SAC for support.
- If the student's test is in **Exited** or **Active** status, select the status dropdown and click the available option (i.e., **Resume** or **Resume Upload**).

Complete Transcription: TestNav

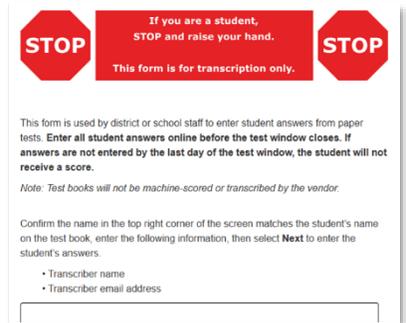
6. Using the testing device, open the TestNav app. Ensure **Colorado** is on the sign in screen.
 - Sign in using the student's login information from the **Student Testing Ticket** or **Session Roster**.
7. Confirm the student's name, test grade, and subject on the **Welcome** screen, then select **Start**.
 - **Note:** If transcription was previously started but not finished, this button will display **Resume**. Select **Resume** to continue entering student responses. The transcription form will resume from the last page viewed before exiting.
8. Select **Start** on the next screen.
 - **You should see a Transcription Message.** If this is not displayed, exit the test and contact the SAC or DAC.
9. Enter your name and email address.
 - **For science**, confirm the transcription message displays the same form as the test book cover: **Form A** or **Form B**. If it does not, immediately contact the assessment coordinator.
 - Select the **Next** arrow.
10. Indicate **Accommodations** documented on the student's IEP and those used during testing, then select the **Next** arrow to begin transcription.
11. Enter the student's response to each question, using the **Next** arrow after each entry.
 - The item number is listed in the gray bar at the top of the screen.
12. After the last question, the **End Section** screen is seen.
 - Review the transcribed responses before submitting the test.
13. Select the green **Submit** button on the **End Section** screen.
14. The **Section Exit Warning** appears. Select the blue **Yes** button.
15. The **Teacher Administration Questions** follow. Select the blue **Start** button.
 - These questions are **optional**. If they will be answered, answer each question. If not, skip the questions.
16. After the last question, the **End Test** screen is seen.
17. Select the green **Submit Final Answers** button.
18. The **Test Submit Warning** appears. Select the green **Yes, Submit Final Answers** button.



The image shows the TestNav Colorado login interface. At the top, it says "TestNav Colorado". Below that are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a blue "Sign In" button. Underneath the button are two links: "Test Audio" and "Practice Tests".



The image shows a "STUDENT TESTING TICKET" form. It contains the following information:
Student: LAST NAME, FIRST NAME
State ID#: 1234567890
Session: ABC SCHOOL G5 MATH
Date of Birth: 2008-04-30
Test: Grade 05 Mathematics
Below this information is a paragraph of text: "You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the Test Administrator before proceeding."
Then it says "Select Colorado in the application."
Below that are fields for "Username: 9876543210" and "Password: 5a27kr".
At the bottom, there is a field for "(OPTIONAL) Local Testing Device ID: _____".



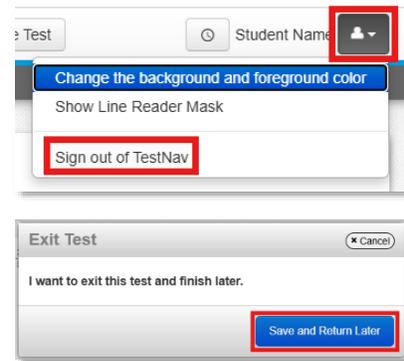
The image shows a red octagonal "STOP" sign on the left and right. In the center, there is a red rectangular box with white text that says "If you are a student, STOP and raise your hand. This form is for transcription only." Below this is a paragraph of text: "This form is used by district or school staff to enter student answers from paper tests. Enter all student answers online before the test window closes. If answers are not entered by the last day of the test window, the student will not receive a score." Below that is a note: "Note: Test books will not be machine-scored or transcribed by the vendor." At the bottom, there is a section titled "Confirm the name in the top right corner of the screen matches the student's name on the test book, enter the following information, then select Next to enter the student's answers." with two bullet points: "• Transcriber name" and "• Transcriber email address". Below these bullet points is a text input field.



Exit and Resume Transcription Later

If you will not finish entering all the student's responses in one session, you can exit TestNav at any time to keep the test secure when you are not actively entering data.

1. Click the **User** dropdown menu in the top right corner of the screen.
2. Select **Sign out of TestNav**.
3. Select **Save and Return Later**.



When ready to continue entering the student's responses, resume the test through PearsonAccess^{next}. Refer to **Ready the Student's Test: PearsonAccessnext**, then repeat steps for **Complete Transcription: TestNav**.

Test Status in PearsonAccess^{next}

The following statuses are displayed in PearsonAccess^{next}:

Test Scenario	Test Status
Before signing into TestNav	Ready
While transcription is completed	Active
If transcription is incomplete and the test was exited	Exited
Previously started test ready for continuation	Resumed
Final answers submitted	Completed

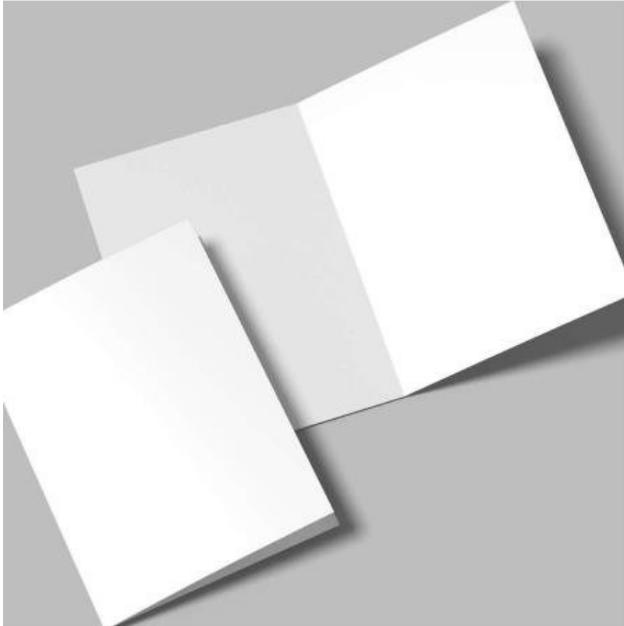
Return Test Materials to the SAC

At the completion of testing, the test administrator must return all test materials and any unused materials to the SAC.

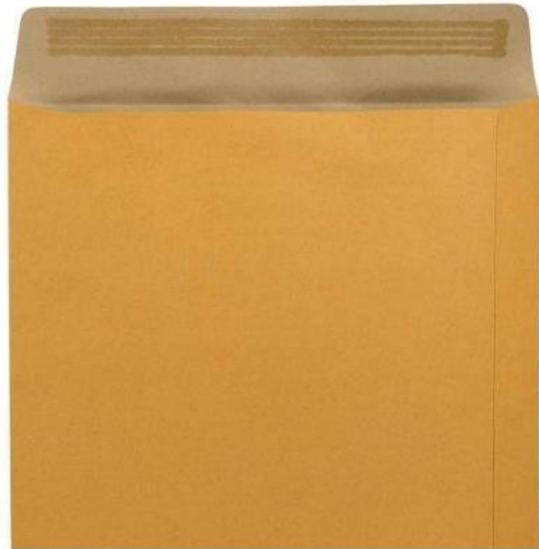
For science, **do NOT seal the science task manipulative return envelope**. Ensure the student's name, the teacher's name, and the school and district names are written on the task manipulative return envelope and all the following materials are placed in the task manipulative return envelope:

- All pieces of task manipulatives
- A signed and dated *Secure Return Form*
- Do NOT place the test book or TAM in the task manipulative return envelope.

Fold *Secure Return Form* and all task manipulative charts and diagrams in half along the long side of the paper (hamburger-style), as pictured:



Fold the document in half (hamburger-style).



Place the folded document inside the envelope.

The SAC or DAC (as determined by the district) verifies the return of all materials. After confirming receipt of materials and completion of the aforementioned activities, the SAC or DAC seals the task manipulative return envelope containing the science task manipulatives and returns it to the vendor along with the test book (the test book does not fit in the envelope).

For social studies, after confirming receipt of materials and completion of the aforementioned activities, the SAC or DAC returns the test book to the vendor.

Return to Vendor

Science	Social Studies
CoAlt Science Test Book Task Manipulatives Return Envelope containing: - Secure Return Form - Task Manipulatives for SPT items CoAlt Test Administrator Manual	CoAlt Social Studies Test Book CoAlt Test Administrator Manual