

AZELLA PLACEMENT TEST TRAINING

SESSION 2

SCHOOL YEAR 2016 - 2017

ARIZONA DEPARTMENT OF EDUCATION

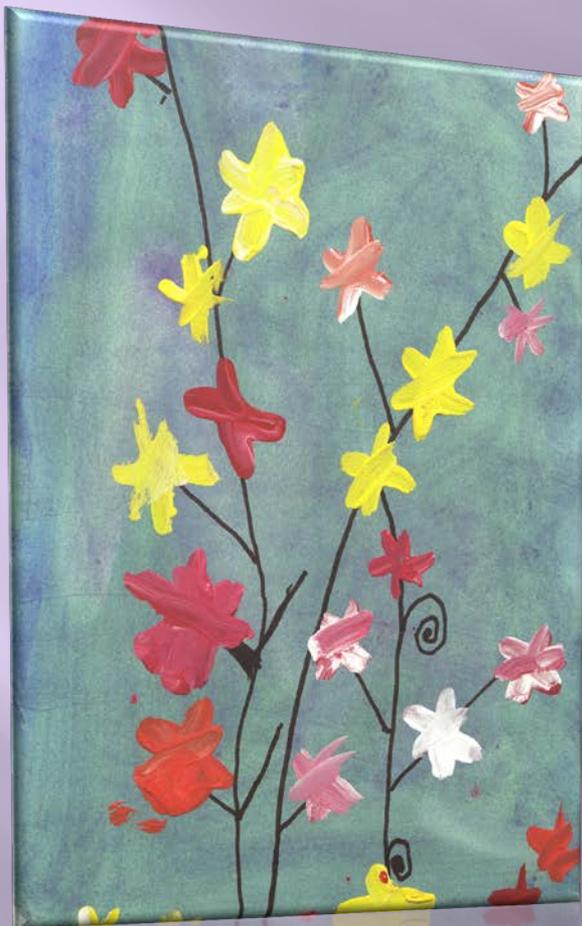


Session 2



- Training Test Administration Staff
- Test Administration Overview
- Domain-Specific Preparation





Training Test Administration Staff

Test Administration Staff



Test Administrators and Proctors

- Trained by the District Test Coordinator in correct test administration protocol and security procedures
- Employed by district or charter
- Proficient in English
- Must be one of the following
 - Highly Qualified Teacher
 - Certified Staff
 - Paraprofessional
 - Retired Teacher



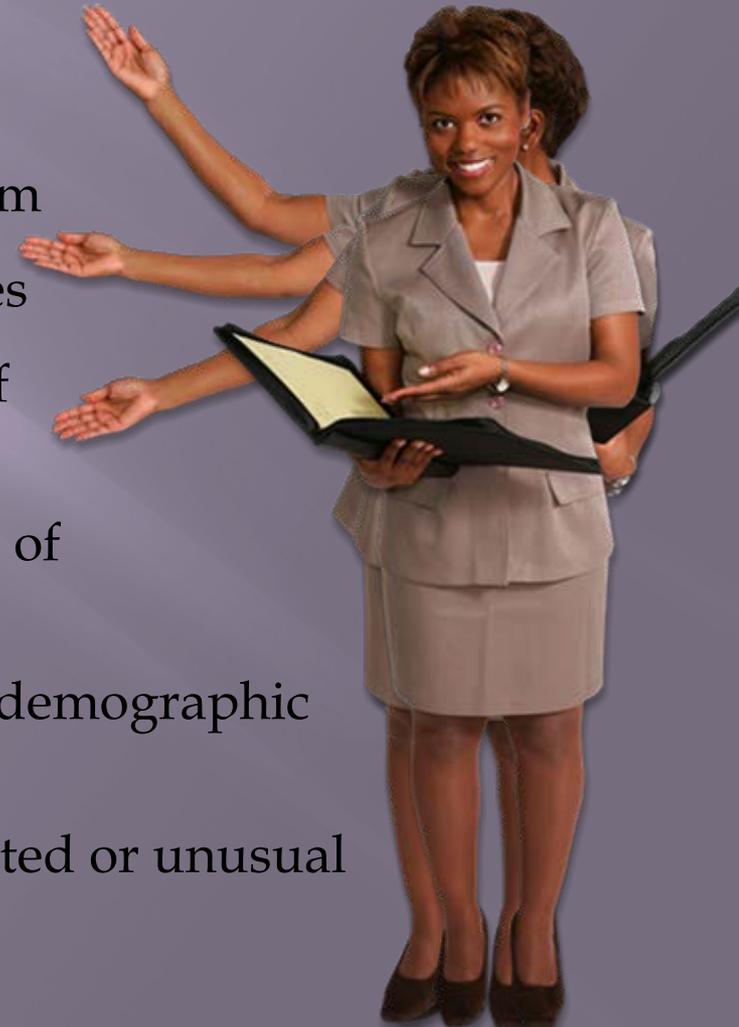
Test Administration Staff



Training Test Administrators and Proctors

The training must include the following:

- Reviewing the test security procedures
- Completing the Test Security Agreement form
- Reviewing the test administration procedures
- Providing (**Administration and Scoring**) staff with an overview of *Understand Scoring*
- Providing (**key entry**) staff with an overview of *PearsonAccess*
- Reviewing procedures for bubbling student demographic data
- Reviewing procedures for handling unexpected or unusual situations



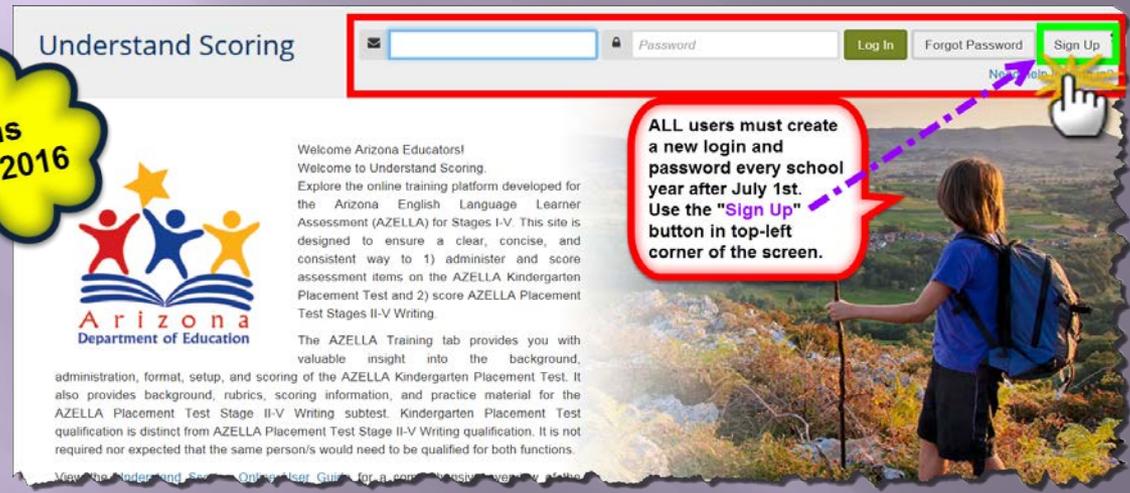
UPDATED



Understand Scoring

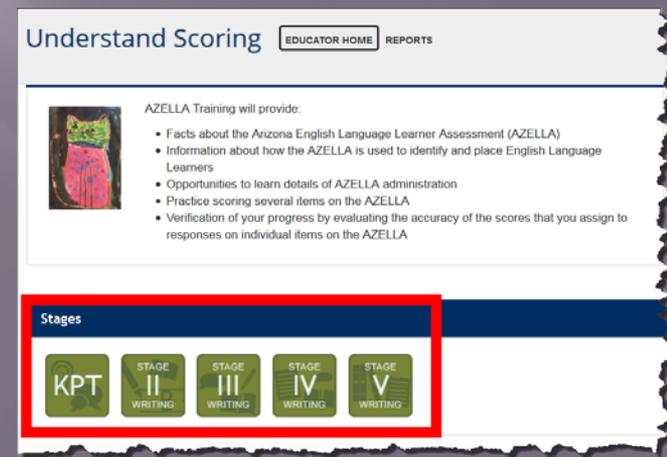
Training and Qualification

Opens
July 1, 2016



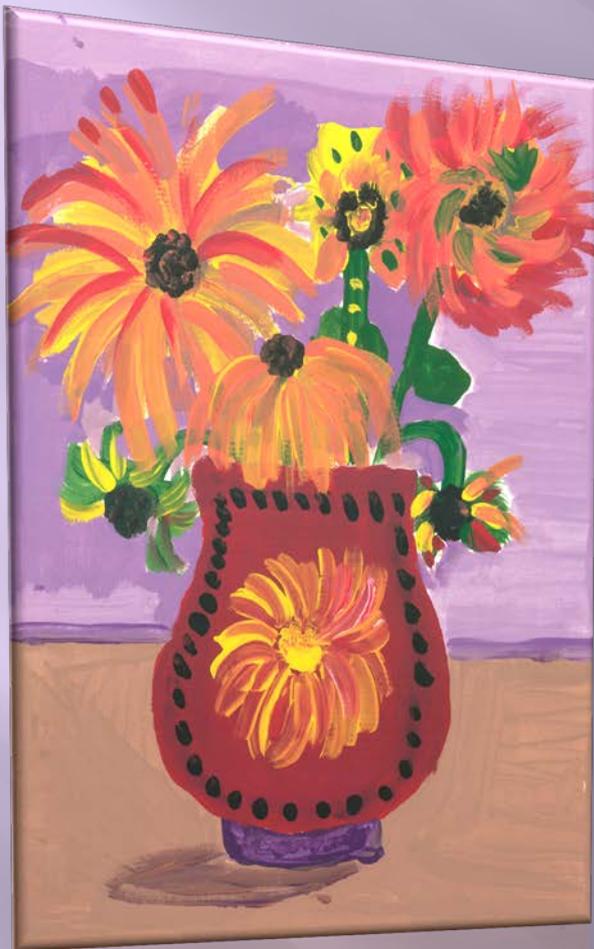
More
Information
in Session 3

- *Kindergarten Placement Test*
 - Administration and Scoring
- *Stages II-V Writing responses*
 - Scoring



NEW URL

<https://azella.scoring.pearsonassessments.com>



Administration Overview

School-Provided Materials



The **schools** will provide:

- Sharpened No. 2 pencils with erasers (no mechanical pencils).
- A pencil sharpener or additional pencils.
- “Testing – Do Not Disturb” signs.
- A CD player or a computer with audio capabilities (for the Listening domain test).
- Blank or lined scratch paper (for Writing domain test Stages II – V).
- A DVD player or computer (for Speaking Demonstration Video DVD).
- Landline speaker telephone(s) (for Speaking domain test).
- An erasable marker (for Kindergarten Placement Test).



Kindergarten Placement Test



Preliteracy Level - Kindergarten Placement Test

- The *Kindergarten Placement Test* is administered one-on-one by a **qualified** AZELLA Kindergarten Placement Test Administrator.
- Approximately 20 minutes must be allotted to complete the test.



Administration Order and Times



Stages II - V

The tests for **Stages II - V** will require a one-day or two-day administration and **must** be administered in the following order:

1-Day Test Administration	2-Days Test Administration
Session 1: Listening Session 2: Reading Session 3: Writing Session 4: Speaking Day 1	Session 1: Listening Session 2: Reading Session 3: Writing Day 1
	Session 4: Speaking Day 2
<ul style="list-style-type: none">• Breaks must be provided between sessions.• Students must be allowed to complete the test.	

Administration Order and Times



Stages II - V

Session/Domain	Estimated Times
Session 1 Listening	Stage II: 30-45 minutes Stage III: 35-45 minutes Stages IV-V: 40-50 minutes
Break	
Session 2 Reading	Stage II: 30-60 minutes Stages III-V: 45-90 minutes
Significant Break	
Session 3 Writing	Stage II: 30-75 minutes Stages III-V: 45-90 minutes
Significant Break	
Session 4 Speaking	Stages II: 24-27 minutes Stages III-V: 27-30 minutes



Preparing Testing Rooms



A comfortable environment



Quiet and distraction-free



No visual aids visible



Universal Test Administration Conditions



- Testing in a small group, one-on-one, or in a separate location.
- Being seated in a specific location or sitting at special furniture.
- Having the test administered by a familiar Test Administrator.
- Using a special pencil or grip.
- Allowing students to use glasses, magnification, color overlays, and special lighting.
- Allowing students to use hearing aids and amplification devices.
- Allowing students to wear noise buffers after the scripted directions have been read for the Reading and Writing sections.
- Repeating scripted directions upon request.
- Answering questions about scripted directions.



Monitor Student Testing



Test Administrators and Proctors should:

- Supervise the room at all times.
- Verify that students are marking their answers or writing their responses in the proper locations.
- Answer student questions that pertain only to the clarification of test administration directions.





Unacceptable Resources

All personal electronic devices need to be silenced or turned off and put away during the entire testing session.



If a student is observed using an unacceptable resource, remove the unacceptable resource and allow students to continue testing.

Students Who Have To Leave



- Only 1 student may leave the testing room at a time.
- All test materials must be collected when the student exits.
- Students must be allowed to finish testing upon their return.





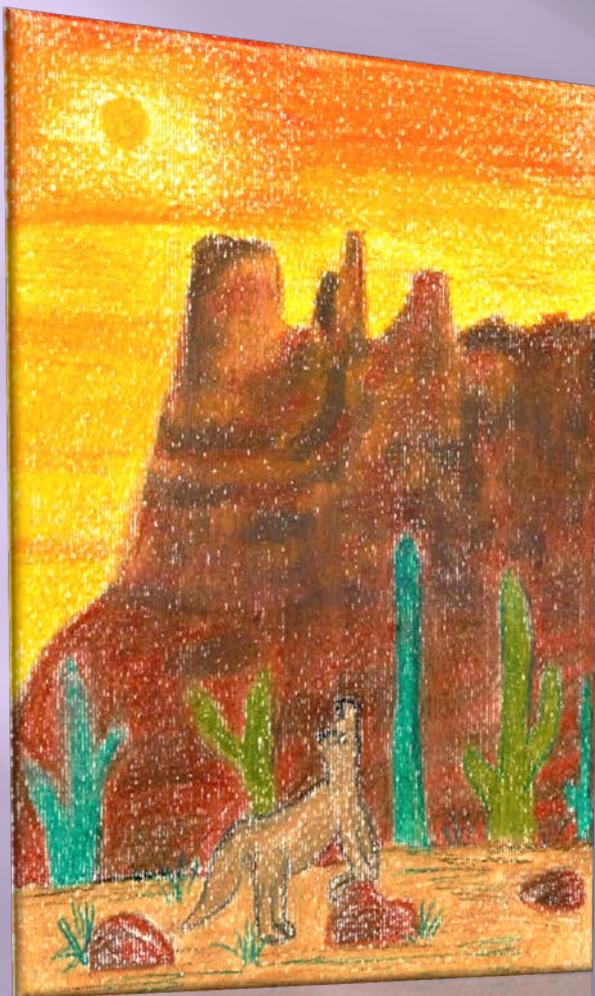
Disruptive Students

Disruptive students are ones who:

- Cause a disturbance while testing.
- Refuse to participate.
- Give help to, and/or receive help from, others.
- Engage in unacceptable classroom behavior.

Separate the disruptive student from the other students and, if possible, allow him or her to continue testing in a different location.





Domain-Specific Preparation





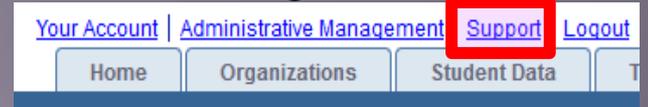
Testing Session 1 - Listening

There are 2 ways to access the Listening audio:

1. Using the Listening CD.
2. Downloading the Listening audio file.

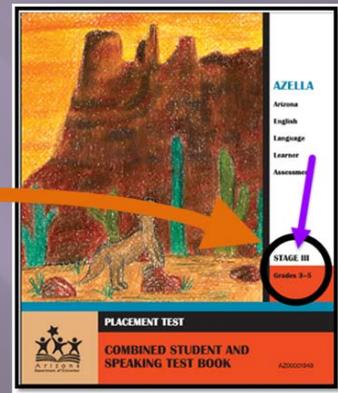
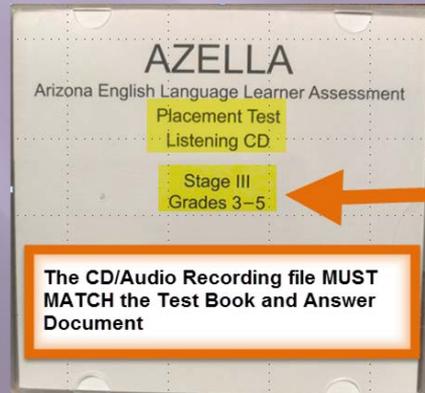


- *PearsonAccess* > *Support* > *Downloads* > *Right-click* Listening audio file
- Available to download July 6 – Sep. 16, 2016



Download audio files in *PearsonAccess*

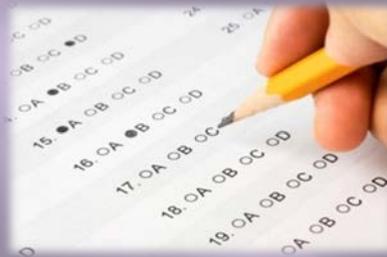
The Listening CDs and the audio files are secure test materials and should be treated as such.



Testing Sessions 2 & 3 - Reading and Writing



There are no specific preparations for the Reading Session.



For the Writing Session, students will need:

- Scratch paper.
 - lined or unlined for Stages II - V
- Extra, sharpened #2 pencils with erasers.

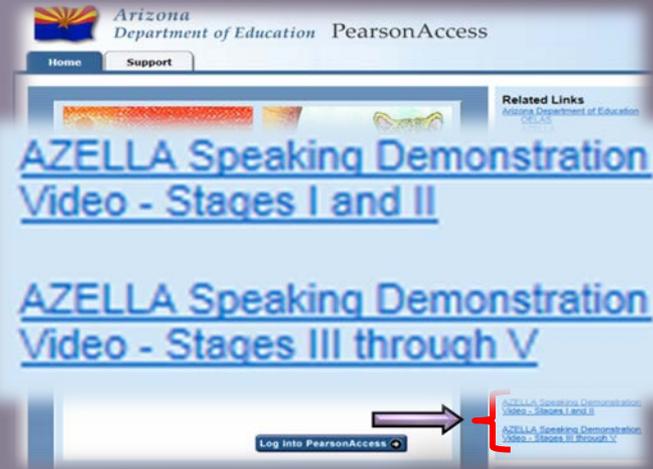


Testing Session 4 - Speaking



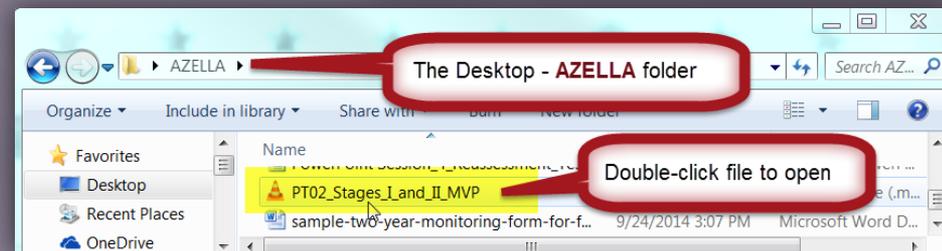
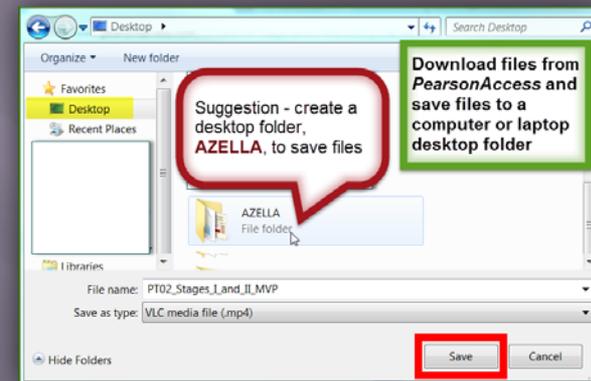
The Speaking demonstration video can be accessed by:

- Using the DVD.
- Downloading from *PearsonAccess*.



The video may be shown:

- Before or after any of the 3 previous sub-tests.
- To large or small groups of students or one-on-one with a student.
- Multiple times.



Testing Session 4 - Speaking



Preparation for the Speaking Test

- The DVD player or computer and a speaker telephone should be located in a quiet room.
- Test the DVD player or computer.
- Have the demonstration video ready to play.
- Check telephone connection and the volume of the speaker.



Testing Session 4 - Speaking

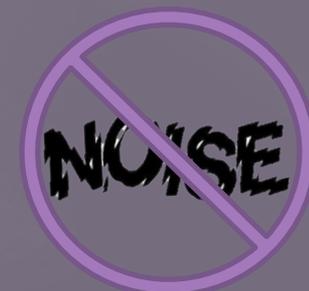


Administering the Speaking Test

- The Speaking test must be the last sub-test administered.
- All students will participate in an individual practice session to become comfortable with how the test is administered.
- A unique Speaking Lithocode is required for the Speaking Session. The test will only begin after the Lithocode is entered correctly.

Group▲	<input checked="" type="checkbox"/> Student ▲	Grade▲	<input checked="" type="checkbox"/> SAIS ID	<input checked="" type="checkbox"/> Speaking Lithocode	Assessment Date	Status	Scale Score	Proficiency Level	Results: [REDACTED]
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- During the test, avoid background noise or speech.
- After the completion of the Speaking Test, do NOT hang up the phone until the message has been heard to do so.



Successful Speaking Test



Students should:

- Leave the telephone alone.
- Refrain from making unnecessary noises.
- Remain still during the test.
- Speak in a clear, audible voice.

Test Administrators should:

- Remain quiet during the test.
- Use hand gestures to communicate with the student.





Session 2 is completed.

Close this presentation and complete the **Session 2 Reviewed** verification form from the web page and **submit** it.



The PowerPoint for this session is available to download from <http://www.azed.gov/assessment/testcoordinators/>
AZELLA DTC > Resources