



District Test Coordinator Pre-Field Test Training

AZELLA

Kindergarten Placement Test – Field Test
Training for AZELLA District Test Coordinators

July 6, 2016

Arizona Department of Education – Assessment

District Test Coordinator



Welcome AZELLA District Test Coordinator to the 2016 Kindergarten Placement Test – Field Test. The Arizona Department of Education would like to extend a big *Thank you* to you, your staff, and the students for participating in this field test.

Thank You

Test Security



All qualified Kindergarten Placement Test Administrators must complete and submit the [AZELLA 2016-2017 Test Security Agreement for Staff](#) to their district's AZELLA District Test Coordinator.

The Field Test Training sessions by Form contain **secure** Field Test items. Each qualified Kindergarten Test Administrator who will be administering the Field Test may print one (1) copy of the specific Form training that he/she will be administering as a scoring resource. These may NOT be shared with anyone else. All Form training presentations that are printed MUST be returned to the AZELLA District Test Coordinator by Tuesday, September 20, 2016.

As the AZELLA District Test Coordinator, you must securely destroy/shred the printed Form training documents and then send ADE an email certifying the quantity of each Form presentation that was printed and destroyed, and the date they were destroyed.

Field Test Forms



There are 6 different Kindergarten Placement Test – Field Test Forms.

- Form C (blue)
- Form D (orange)
- Form E (purple)
- Form F (brown)
- Form G (green)
- Form H (pink)

Kindergarten Test Administrators only need to complete the Form training for the specific form(s) which will be used at the school.

As the AZELLA District Test Coordinator, you must supply your qualified Kindergarten Test Administrators with the URL link to these trainings. Do NOT share the link with anyone else as all of the Form trainings have SECURE test items. You MUST instruct your Test Administrators that they may NOT share the link with anyone as well. All Test Administrators must complete the Form Session Verification(s) associated with the corresponding form.

<http://www.azed.gov/assessment/azellakpt-fttraining/>

Time - Frame



The 2016 Kindergarten Placement Test – Field Test will be administered during a 10-week window, beginning July 11, 2016.

The **earliest** that districts may start administering the test is **2 weeks before the start of school**. Student registration and key-entry of responses will be available in *PearsonAccess* on **July 21, 2016**. If you are eligible to start testing prior to July 21st, you will need to hold onto the Student Response sheet until *PearsonAccess* is open for registration and key-entry.

The administration of the field test concludes on Friday, September 16, 2016, (close of Cycle 4), or whenever you run out of Field Testing materials – whichever is the earliest. From this point on, you will use the regular Kindergarten Placement Test materials.



Field Test Materials



The 2016 AZELLA Kindergarten Placement Test – Field Test materials have already been ordered and shipped to you. You may track your shipment of Field Test materials through PearsonAccess. You can expect to receive them during the week of July 11, 2016.

All Nonscorable (unused) Field Test materials must be returned to Pearson during the week of September 19, 2016. Do **NOT** return any used Student Response Sheets. You must keep these for 1 calendar year in a secure location. Do **not** put the used Student Response Sheets in students' cumulative files.

You may call UPS during the week of September 12th to set-up a pick-up date for the week of September 19, 2016.

Week of July 11th

**Receive
pre-ordered
Field Test
materials**

Do **NOT** order additional materials



Week of Sep. 19th

**Return ALL
Nonscorable Field
Test materials**

Do **NOT** return USED student
response sheets

Field Test Materials



Your shipment of materials includes:

- **Student Response Sheets** (unused sheets must be returned)
- **Laminated Activity Cards (Form D only)** (must be returned)
- Wet-Erase Marker Fine Point, Orange (Form D only) Do NOT return markers
- **Student and Test Administrator Test Books** (must be returned)
- Stickers – Do NOT return any stickers
- **Inventory Sheet** (must be included in return box – keep a copy for your district)
- Green Nonscorable Return Shipping Label
- UPS Nonscorable Return Shipping Label
- Boxes for return shipping are the same boxes that you received the materials

If you need additional Return Shipping materials, please contact the AZELLA Team at AZELLA@azed.gov.

All **Nonscorable (unused) materials** must be received by Pearson no later than September 30, 2016.

Understand Scoring



All staff who will be administering the *AZELLA Kindergarten Placement Test* and the *Kindergarten Placement Test – Field Test* must first qualify through Pearson’s *Understand Scoring* (formerly PearsonPerspective).

The **qualification code** received after successful completion of the *Understand Scoring* AZELLA Kindergarten Placement Test Administrator will be required when submitting the Form session completion verification.

PearsonAccess



Beginning July 21, 2016, students who need to be administered a Field Test must be registered in *PearsonAccess*. During the registration process, the correct Form must be assigned to the student. A Warning pop-up will appear to confirm that the correct test is being assigned. **Make sure your test Administrators check this test assignment before selecting “Yes – Assign this Test.” Share this with your Test Administrators.**

If a student is accidentally assigned an incorrect Kindergarten Placement Test, the AZELLA District Test Coordinator must contact the AZELLA Team at AZELLA@azed.gov.

Home > Student Data > Student Data Information > New Student

New Student

[Return to Student Data Information](#)

1 2 3 4

Student Details Test Registration Details Registration Groups **Assigned Tests**

Step 4: Select Assigned Tests Save and Exit Exit

Student Name: LASTNAME, SAMPLESTUDENTONE
Organization: PRICKLY PEAR ELEMENTARY
Test Administration: AZELLA Placement (2016-2017)

<input checked="" type="checkbox"/>	Name	<input checked="" type="checkbox"/>	Group	<input checked="" type="checkbox"/>	Organization	Test Details
<input type="checkbox"/>	AZELLA Kindergarten Placement Test	<input type="checkbox"/>	MISS APPLE	<input type="checkbox"/>	PRICKLY PEAR ELEMENTARY	
<input checked="" type="checkbox"/>	AZELLA Kindergarten Placement Test - Field Test Form C	<input type="checkbox"/>	MISS APPLE	<input type="checkbox"/>	PRICKLY PEAR ELEMENTARY	Format: Online
<input type="checkbox"/>	AZELLA Kindergarten Placement Test - Field Test Form D	<input type="checkbox"/>	MISS APPLE	<input type="checkbox"/>	PRICKLY PEAR ELEMENTARY	
<input type="checkbox"/>	AZELLA Kindergarten Placement Test - Field Test Form E	<input type="checkbox"/>	MISS APPLE	<input type="checkbox"/>	PRICKLY PEAR ELEMENTARY	
<input type="checkbox"/>	AZELLA Kindergarten Placement Test - Field Test Form F	<input type="checkbox"/>	MISS APPLE	<input type="checkbox"/>	PRICKLY PEAR ELEMENTARY	
<input type="checkbox"/>	AZELLA Kindergarten Placement Test - Field Test Form G	<input type="checkbox"/>	MISS APPLE	<input type="checkbox"/>	PRICKLY PEAR ELEMENTARY	
<input type="checkbox"/>	AZELLA Kindergarten Placement Test - Field Test Form H	<input type="checkbox"/>	MISS APPLE	<input type="checkbox"/>	PRICKLY PEAR ELEMENTARY	

Results: 1 to 7 of 7

Results: 1 to 7 of 7

Assigning the test

Home > Student Data > Student Data Information > New Student

New Student

[Return to Student Data Information](#)

You are assigning Kindergarten Placement Test - Field Test Form C. Please make certain that this school is participating in the Kindergarten Placement Test – Field Test. Are you certain that this is the correct test selection for this student?

Yes - Assign this Test No - Do Not Assign

The Field Test



The *AZELLA Kindergarten Placement Test - Field Test* forms are all inclusive of the regular *AZELLA Kindergarten Placement Test* items and **include** additional Field Test items. The Form Trainings are only for the Field Test question items.

Students' Placement Test results are based only on the *AZELLA Kindergarten Placement Test* items. The Field Test items are scored and then submitted to ADE but NOT included in the overall Placement result.

The Field Test



The scores for student responses to the Field Test must be key-entered into *PearsonAccess*. Each Field Test item is clearly marked on the Student Response Sheet with the items outlined in red and numbered with an “FT” before the number. There is a correlating key-entry line for every Field Test item. **Share this with your Test Administrators.**

AZELLA Placement (2016-2017) [Change](#)

Reporting Cycle: 01 Deadline: August 05, 2016 Days remaining: 30

Student Details

Student Name: LASTNAME, SAMPLESTUDENTONE [View History](#) SAIS ID: 65656565 DOB: 06/27/2011

Select Test:

AZELLA Kindergarten Placement Test: **Field Test Form C** Not Started

Enter Scores

Qualified Administrator Code:

Assessment Date (MM/DD/YYYY):

<input type="checkbox"/> Item 1	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 2	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 3	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> FT1	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 4	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 5	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 6	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> FT2	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> FT3	2	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> FT4	2	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 7	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 8	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 9	2	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 10	2	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> FT5	2	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> FT6	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 11	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 12	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 13	1	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Item 14	1	<input type="radio"/>	<input type="radio"/>

Verify correct test form has been assigned.

Questions



Please contact the AZELLA Team at AZELLA@azed.gov with your test administration and scoring questions. In the subject line of your email, please enter “Kinder Field Test.”

**THANK
YOU!**