

A decorative border made of intricate white Celtic knotwork on a dark green background, framing the central text. The knotwork consists of interlocking lines forming various geometric and organic shapes.

AZELLA

**SUMMER TRAINING
WORKSHOP**

**FOR SCHOOL YEAR
2011-2012**



What is AZELLA?

- **Arizona English Language Learner Assessment**
- **Developed by Pearson and Arizona Department of Education**
- **Criterion Referenced Test (CRT)**
- **Aligned to 2006 Arizona K-12 ELP Standards**
- **Measures the English proficiency of students who have a primary home language other than English**

SECURITY



- **Treated as a high stakes assessment**
 - **Similar to AIMS**
- **Materials must be kept secure**
 - **Arrival until returned for scoring**
 - **No documents leave the school**
 - **Know what you have and where**
 - **Inventory/accountability**

AZELLA Test Design

AZELLA Grade Spans:

- **Preliteracy** – Kindergarten
- **Primary** – Grades 1 & 2
- **Elementary** – Grades 3, 4, & 5
- **Middle Grades** – Grades 6, 7, & 8
- **High School** – Grades 9, 10, 11, & 12

Test Design

- **Each level**
 - **Different color scheme**
 - **Student artwork covers**
- **Assessment items**
 - **Multiple choice**
 - **Writing samples**
 - **Short/extended oral response items**

Required for Administration

- **Assessment booklets**
- **Response booklets**
- **Directions for Administering (DFA)**
- **Listening CDs**
 - **Mandatory for Primary-High School**
 - **Provide statewide consistency**

- **Preliteracy and Primary Assessment Booklets**
 - **Machine scorable**
- **Elementary, Middle Grades, and High School Assessment Booklets**
 - **Reusable**
 - **Matched machine-scorable response booklets**

Preliteracy Level

- **Contains four subtests**
 - **Listening**
 - **Speaking**
 - **Must be scored on site by examiner**
 - **Prereading**
 - **Prewriting**
 - **Must be scored on site by examiner**
- **Scoring form/rubrics in student assessment booklet**

Preliteracy Level

- **Listening subtest**
 - **Individually administered**
 - **Assessment items/directions in DFA**
 - **Student points to correct answer**
 - **Examiner fills in corresponding bubble in student assessment booklet**

Preliteracy Level

- **Prereading subtest**
 - **Individual assessment recommended**
 - **Students mark X on response**
 - **After administration**
 - **Examiner fills in corresponding bubble in student assessment booklet**
 - **Scanners read the bubble, not X**

Primary, Elementary, Middle Grades and High School Levels

- **Contain five subtests**
 - **Listening**
 - **Speaking**
 - **Reading**
 - **Writing**
 - **Writing Conventions**

Primary, Elementary, Middle Grades and High School Levels

- **Speaking subtest**
 - **Individually administered**
 - **Scored on site by the examiner**
 - **Items and instructions in DFA**
 - **Scoring form/rubrics**
 - **Last pages of the response booklet**

Other Materials

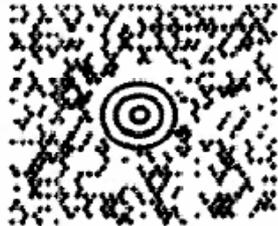
- **Scoring Guide w/Overlay Keys**
 - **Hand-scoring for all subtests**
 - **Assist with scoring**
 - **Speaking**
 - **Prewriting**
 - **Writing**
- **Test Coordinator Manual**
 - **Receiving/securing materials**
 - **Directions for completing forms**
 - **Pearson contacts**

- **Scoring Service Identification (SSID) sheets**
 - **Blank & Preslugged**
- **Paper bands to bundle tests**
- **Yellow SCORABLES labels**
- **UPS ground shipping labels**
 - **Do not use leftover FedEx labels**
 - **Destroy the leftover FedEx labels**

TEST COORD
PEARSON - AZELLA
905 W. HOWARD LN
AUSTIN TX 78753

1 LBS
RS

SHIP TO:
RECEIVING
(319) 358-4467
PEARSON
905 W. HOWARD LN
AUSTIN TX 78753

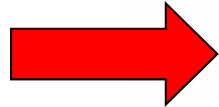
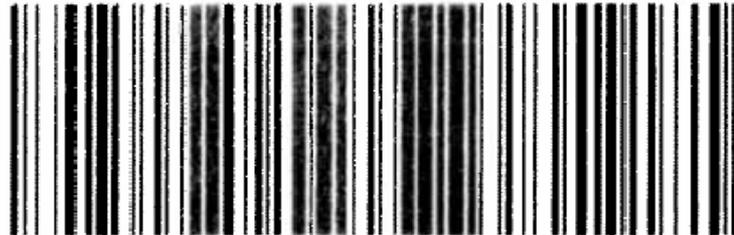


TX 787 9-04



UPS GROUND

TRACKING #: 1Z E26 43E 90 6766 1754



Peel off tracking
number & keep it for
your records.

Scheduling a Pick Up with UPS

- Call UPS at (800) 823-7459 to schedule all pick ups
- Provide UPS with the following information:
 - Tell the UPS representative you are calling in a pick up request for **Pearson Education**, and will be using their “**Return Service**”.
 - Account # from the return label (1Y361W)
 - The physical location from where boxes are to be picked up
 - Estimated number of packages that will be available for pick up
- Pick ups should be scheduled 24-48 hours in advance. There can be time constraints for specific pick ups based on the location. The UPS representative will let you know if the pick up can't be made as requested.
- Once the pick up is confirmed, the district will receive a confirmation number from UPS that can be used if needed in the case of questions or changes that arise.

Pre-Identification Labels

- Service optional, not paid by state
- Order using district purchase order
- Set-up fee \$335 per order
 - Labels \$0.48 each
- Contact Client Services Center
 - Formatting/ordering information
- Format demographic information
- Submit file

- SAIS numbers **must** be provided
 - All District/Charter school students
- Pearson checks formatting
 - Notified if incorrect
- Labels printed
 - Demographic information bar coded
 - Shipped approximately 10 business days

- **Peel adhesive label from backing**
 - **Place in the box indicated**
 - ✓ **Lower right corner demographic page**
- **Be sure document with Pre-ID label is given to correct student**
- **Pre-ID labels take precedence over gridded information**
- **Box 4 “Assessment Date”**
 - **Must be filled in/gridded**

Scoring & Reporting Process

- **Hand-scoring**
 - **Initial placement only-unofficial score**
 - **Use Scoring Guide/Overlay Keys**
 - **Use hand-scoring form in Scoring Guide**
 - **Do not mark on the machine-scorable document**
 - **Retain in student's ELL file**

- **Machine-scorable Documents**
 - **No extra/stray marks**
 - **Banded by grade level**
 - ✓ **All documents match grade on SSID sheet**
 - **All scorable documents must be submitted to Pearson for scoring to receive Official Scores & Reports**

- **Record tracking number on UPS shipping label**
 - **If no student reports are posted or received according to the Critical Dates Chart**
 - **Track document shipment to Pearson**
 - **Should Pearson not show receipt of documents**
 - **LEA/BIE contacts UPS**

- **Districts/Charters/BIE schools**
 - **Same scoring/reporting system**
- **Critical Dates Chart**
 - **Scoring/reporting information**
- **PearsonAccess**
 - **Electronic reports posted 10 business day turnaround**
- **Hard copies printed/shipped to arrive in approximately 7-10 days after reports posted to PearsonAccess**

What makes a document scorable?

- Demographic page without pre-ID label
 - All information filled in/gridded
- Demographic page w/pre-ID label
 - Pre-ID label in correct location
 - Box 4 “Assessment Date”
 - Filled in and gridded

NOTE:

Retroactive PHLOTE Students

Use Box 11 (Other Information)

- **Positions I & J**
 - **Write in & grid 44**
 - **Not mandatory but recommended**
-
- **Box 6 “Purpose of Test”**
 - **Not Mandatory but recommended**

- **NOTE:**
 - **Box 7 “Date of Birth”**
 - **Incomplete/invalid/not gridded**
 - **99/99/9999 on student report**
 - **Box 9 “Gender”**
 - **Not gridded**
 - **Blank on student report**

1 DISTRICT	SCHOOL	TEACHER
------------	--------	---------

2 STUDENT'S FULL NAME		
LAST NAME	FIRST NAME	MI
A	A	A
B	B	B
C	C	C
D	D	D
E	E	E
F	F	F
G	G	G
H	H	H
I	I	I
J	J	J
K	K	K
L	L	L
M	M	M
N	N	N
O	O	O
P	P	P
Q	Q	Q
R	R	R
S	S	S
T	T	T
U	U	U
V	V	V
W	W	W
X	X	X
Y	Y	Y
Z	Z	Z

3 STUDENT SAIS NUMBER									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

4 ASSESSMENT DATE		
Month	Day	Year
<input type="radio"/> Jan		20
<input type="radio"/> Feb		
<input type="radio"/> Mar	00	00
<input type="radio"/> Apr	11	11
<input type="radio"/> May	22	2
<input type="radio"/> Jun	33	3
<input type="radio"/> Jul	4	4
<input type="radio"/> Aug	5	5
<input type="radio"/> Sep	6	6
<input type="radio"/> Oct	7	7
<input type="radio"/> Nov	8	8
<input type="radio"/> Dec	9	9

5 GRADE	
<input type="radio"/> K	<input type="radio"/> 7
<input type="radio"/> 1	<input type="radio"/> 8
<input type="radio"/> 2	<input type="radio"/> 9
<input type="radio"/> 3	<input type="radio"/> 10
<input type="radio"/> 4	<input type="radio"/> 11
<input type="radio"/> 5	<input type="radio"/> 12
<input type="radio"/> 6	

6 PURPOSE OF TEST	
<input type="radio"/> Placement	
<input type="radio"/> Reassessment	
<input type="radio"/> FEP Year 1	
<input type="radio"/> FEP Year 2	



Box 4 MUST be filled out and gridded when using a Pre-ID Label.

7 BIRTH MONTH		
Month	Day	Year
<input type="radio"/> Jan		19
<input type="radio"/> Mar	00	00
<input type="radio"/> May	11	11
<input type="radio"/> Jun	22	2
<input type="radio"/> Jul	33	3
<input type="radio"/> Aug	4	4
<input type="radio"/> Sep	5	5
<input type="radio"/> Oct	6	6
<input type="radio"/> Nov	7	7
<input type="radio"/> Dec	8	8

8 RACE/ETHNICITY	
<input type="radio"/> A (Asian)	
<input type="radio"/> B/AA (Black or African American)	
<input type="radio"/> HL (Hispanic or Latino)	
<input type="radio"/> NA (Native American)	
<input type="radio"/> NH/PI (Native Hawaiian or other Pacific Islander)	
<input type="radio"/> W (White)	
<input type="radio"/> Other	

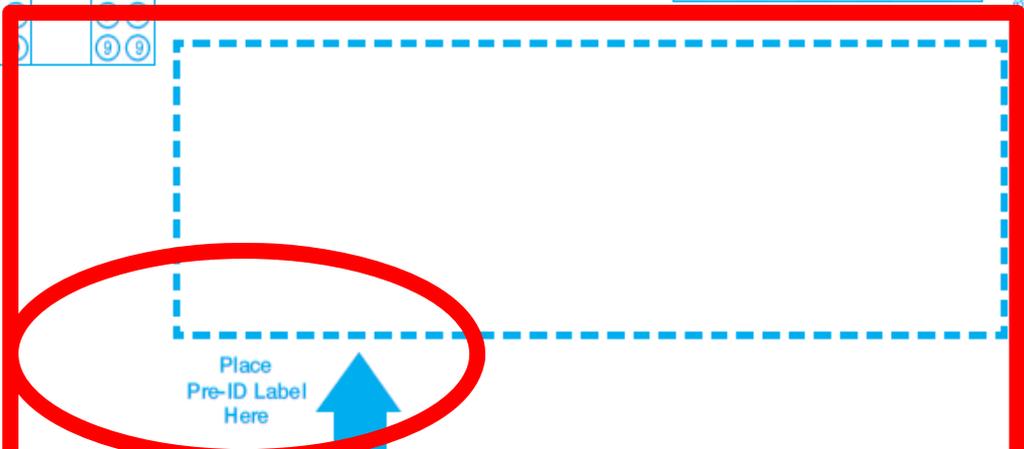
9 GENDER	
<input type="radio"/> Female	<input type="radio"/> Male

10 OTHER SCHOOL	
<input type="radio"/> BIE	
<input type="radio"/> Parochial	
<input type="radio"/> Private	

11 OTHER INFORMATION										
A	B	C	D	E	F	G	H	I	J	
										44
0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9

High School Level AZ-2

Place Pre-ID Label Here



Scoring Service Identification Sheet (SSID)

- **Pre-slugged and blank**
 - **Specify on materials list**
 - **Sent with order**
 - **Placed on top of bundled-by-grade documents**
 - **Grade (only one) bubbled**
 - ✓ **Upper left-side column**
 - **Number of documents filled out and bubbled**
 - ✓ **Lower left-side column**
- **Not necessary to have documents scored by class/teacher name**



ALERTS



Conditions that will cause scoring of a batch to cease.

- **Alert 1**
 - Demographic Page
 - No SAIS number entered/gridded for District/Charter student
- **Alert 2**
 - Demographic Page
 - Box 4 “Assessment Date” not entered/gridded
- **Alert 3**
 - Student tested out of level



ALERTS



- **Alert 4**
 - **Missing Scoring Service Identification (SSID) sheet(s)**
- **Alert 5**
 - **Mismatch of grade on SSID to grade on demographic page**
- **Alert 6**
 - **Assessment date not current school year**
- **Alert 7**
 - **Pre-ID label/SSID mismatch**

Special Handling Charges

- **Assessment date missing**
 - **\$200 per occurrence + \$5 per document**
- **Pre-ID labels placed incorrectly**
 - **\$200 per occurrence + \$5 per document**
- **Billed by Pearson to District/Charter/BIE**



A Few Things to Remember

- Demographic page
 - Box 3 SAIS number only
 - ✓ No extra leading or following zeros
 - ✓ LEFT JUSTIFIED SAIS number

1 2 3 4 5 6 7 8

1	2	3	4	5	6	7	8		
---	---	---	---	---	---	---	---	--	--

These may be empty.



- **SSID sheet**
 - **Enrolled grade on demographic page under SSID must match grade on SSID**
 - **School name on demographic page must match school name on SSID**
- **Check documents before shipping**
 - **Prewriting and Speaking subtests**
 - ✓ **Scored by examiner**



- **Response bubbles**
 - ✓ **Completely filled in with a #2 pencil**
- **Scanners will not pick up**
 - ✓ **Check marks/slashes in bubbles**
 - ✓ **Pen, colored pencil, crayons**
 - ✓ **Anything other than a #2 pencil**
- **Pre-ID labels**
 - ✓ **Place in box indicated on demographic page**
 - **Lower right hand corner rectangle outlined by a dotted line**
 - ✓ **Correct student (matches the label) receives the document**

PearsonAccess

Website address:

www.pearsonaccess.com

- Platform for
 - Placing/tracking orders
 - Electronic version of Student Report
 - Master List of Test Results (school level)
 - District level data file
 - Speaking/Prewriting Scoring Training



Home

Support

Training Center



Student Artwork



AZELLA

- ▶ Order Additional Test Materials
- ▶ Track Test Material Shipment
- ▶ Confirm Test Material Shipment
- ▶ Rapid Reports

Log into PearsonAccess →

Related Links

[Arizona Department of Education](#)

[OELAS](#)

[IDEAL](#)

[ASSET](#)

[AZELLA Speaking & Writing](#)

[Scoring Training](#)

[Pearson Home Page](#)

Contact Us

Email Customer Support

Arizonateam@support.pearson.com

Customer Service

1-888-705-9421

Mon-Fri 7:00 am - 7:00 pm(CST)

Scoring Hotline

1-800-328-5999

Mon-Fri 7:30 am - 5:00 pm(CST)

[Go To Support](#)

Training

Register for Training Sessions and Workshops.

[Go To Training Center Registration](#)

PearsonAccess

- **PearsonAccess Arizona User's Guide**
 - Under SUPPORT tab in User Documentation
 - Person placing/tracking orders needs copy
- **Welcome Page**
 - **Links to websites**
 - Arizona Department of Education (ADE)
 - Office of English Language Acquisition Services (OELAS)
 - IDEAL
 - AZELLA Speaking/Prewriting Training
 - Pearson contact phone numbers/email addresses

- **Information already in system**
 - **Districts/schools**
 - **Charter holders/schools**
 - **BIE/grant schools**
 - **Information from previous years**
 - ✓ **Contact names**
 - ✓ **Shipping addresses**
 - ✓ **Phone numbers**
 - ✓ **Email addresses**
 - **Update your information**

- **Update PearsonAccess**
 - **Contact Client Services Center**
 - **CTDS number must be available in ADE system**
 - ✓ **Opening a new school**
 - ✓ **School/Charter name change**
 - ✓ **School closed/can be deactivated**
 - ✓ **Users locked or deleted**
 - ✓ **New users added**

- **Pearson reviews all orders**
 - **Determines if quantities appropriate**
 - **Order meets criteria**
 - **Validated, picked, packed/shipped**
 - **May take 3 days for tracking number in PearsonAccess**
- **Generate a report for ADE**
 - **Who has placed orders**
 - **Material requested**
 - **Quantities**

Ordering Information

- **Districts/Charters/BIE schools order using PearsonAccess**
 - **June 27, 2011 – April 30, 2012**
- **State of Arizona pays for valid AZELLA material orders by Districts/Charters**
 - **No purchase order number required**
- **BIE schools must provide a purchase order number in comments section of PearsonAccess**

- **To place your order**
 - **Determine contact person who orders material/receives reports**
 - ✓ **Provide name, shipping address, phone number, and email address**
 - **Pearson will send user name/ password set-up instructions to designated contact**
 - **Set up your spreadsheet to track order**

- **Order by District/Charter Holder only**
 - ✓ **Material packed by District/Charter Holder**
 - ✓ **Shipped to the District/Charter Holder**
- **District /Charter orders ship via ground service**
- **BIE may include estimated cost for 2nd day or overnight shipping in purchase order**
 - ✓ **Or material will ship via ground**

Pearson Contact Information

**Client Services Center: 1-888-705-9421,
prompt #2**

Email: arizonateam@pearson.com

For alerts resolution contact:

Lisa Carter 1-800-228-0752 ext. 5273

lisa.carter@pearson.com

or

Barbara Dillard 1-800-228-0752 ext. 5645

barbara.dillard@pearson.com

**This presentation will be posted on the
OELAS website at www.azed.gov/oelas**

- **Locate the AZELLA section**
- **Click on the Summer Workshop presentation to print**

Thank you!