

AZELLA Testing 2020 – 2021 Important Dates



Prior to any Placement Test Training and Administration	<p>REQUIRED – The Assessment Test Coordinator and Security Agreement for School Year 2020 – 2021 must be completed with all required signatures and submitted to ADE’s Testing Inbox – Testing@azed.gov</p> <p>REQUIRED – The AZELLA Test Security Agreement for School Year 2020 – 2021 must be signed by AZELLA staff and kept with the AZELLA District Test Coordinator</p> <p>REQUIRED – Complete the English Language Proficiency Assessment Administrator Attestation for all AZELLA staff and retain it in the EL Monitoring notebook.</p>
July 14, 2020	Complete matching student demographics for AZELLA Records listed in the AZELLA Corrections application in ADEConnect for Fiscal Year 2020

Time Frame	2020 – 2021 AZELLA Placement Test
July 6, 2020 (opens)	Understand Scoring Training and Qualifications for the Kindergarten Placement Test Administrator and Stage II Writing Scorer. A new account for School Year 2020 -2021 must be created. Key Word = 2021azella (case sensitive)
July 13, 2020 (opens)	REQUIRED – AZELLA Placement Test Training modules available ONLINE through Pearson’s AZELLA Training Management System (TMS).
July 13, 2020 (opens)	Ordering additional Kindergarten and Stage II Placement Test materials and adding additional PAN users in PearsonAccess^{next} (PAN) once the AZELLA District Test Coordinator’s PAN account has been enabled by ADE.
July 13, 2020 (opens)	Student Placement Test registration is available in PearsonAccess^{next} (PAN) after the AZELLA District Test Coordinator’s PAN account has been enabled by ADE.
Up to 2 weeks before 1st scheduled school day	Administration of the AZELLA Placement Test. This test is administered throughout the school year as needed. The KPT and Stage II Placement Tests are paper-pencil tests; Stages III – V Placement Tests are online tests.
April 30, 2021	Last day to order additional KPT and Stage II Placement Test materials.
May 14, 2021	Last day for Placement Test administration, key-entering responses and scores for KPT and Stage II Placement Tests and submitting all Stages of tests for scoring.

Schools need to assess new potential EL students’ English proficiency and identify non-proficient students as English Learners as soon as practicable and well before the parent notification deadline.

When a district/school **receives Title I and/or Title III funds**, then mandated testing must be completed and parents notified of the students’ results within 30 calendar days from the start of the school year or within 2 calendar weeks of a student enrolling at a school.

If a school **does not receive either Title I or Title III funds**, then mandated testing must be completed and parents notified of the students’ results within 60 calendar days from the start of the school year or within 30 calendar days of a student enrolling in the school.



AZELLA Placement Test Cycle Calendar – School Year 2020 – 2021

Placement Test Cycle	Close of Cycle Date	Electronic results (PDFs and Student Data Files) posted in PearsonAccess ^{next} .	Student Reports Delivered to Districts
	Last day for KPT and Stage II key entry of responses and scores in PearsonAccess ^{next} . Last day for completing the Stage II Speaking Test for the current cycle.	The PDF Spanish version of the Student Report is available in PAN under the School level entity only.	The individual paper Student Reports (2 copies for each student) from Pearson due to arrive at the District.
	Last day for Stages III, IV, and V completion for the current Cycle.	The current Cycle of Placement Test records are posted on EL Reports or in the AZELLA Corrections application in ADEConnect.	1 copy must be presented to parents.
	At the close of business, the completed and scored Placement Tests will cycle out of PAN and be sent to ADE.	The first possible date in which student enrollments in or exits from an EL program may pass integrity based on their current school year Placement Test record which cycled out of PearsonAccess ^{next} .	1 copy must be included in the student's cumulative file.
1	7/31/2020	8/20/2020	9/03/2020
2	8/14/2020	9/03/2020	9/10/2020
3	8/28/2020	9/17/2020	9/24/2020
4	9/11/2020	10/01/2020	10/08/2020
5	10/09/2020	10/29/2020	11/05/2020
6	11/13/2020	12/03/2020	12/10/2020
7	12/18/2020	1/07/2021	1/14/2021
8	1/22/2021	2/11/2021	2/18/2021
9	2/19/2021	3/04/2021	3/11/2021
10	3/19/2021	4/08/2021	4/15/2021
11	4/16/2021	5/06/2021	5/13/2021
12	5/14/2021	6/03/2021	6/10/2021

Placement Tests which do not cycle out of PearsonAccess^{next} at the close of business for the current Cycle will automatically move to the next scheduled Cycle.



Spring 2021 AZELLA Reassessment Test Administration

Time Frame	Spring 2021 Reassessment & Stand-Alone Field Test (SAFT)
November 13, 2020	Grades K-3 student data numbers extract for the Spring 2021 Reassessment and SAFT Participation Counts in PearsonAccess ^{next} .
December 7 – 18, 2020	Confirm Grades K-3 Participation Counts in PearsonAccess ^{next} . This creates the initial order of Spring Reassessment and the SAFT materials for Grades K-3 students.
January 7, 2021	Student data extract for Grades K-2 Spring 2021 Reassessment Test and Grades K-3 2021 SAFT Pre-ID Labels and pre-registration for all students in PAN.
January 18 – March 19, 2021	REQUIRED – AZELLA Reassessment & SAFT Training modules available ONLINE through Pearson’s AZELLA Training Management System (TMS).
January 21, 2021	AZELLA District Test Coordinator’s PAN account is enabled for the Spring 2021 AZELLA Reassessment Test and the SAFT administration after verification of completed required trainings.
January 25 – 29, 2021	Test Materials Delivery Window for Stages I and II Reassessment Test and Grades K-3 2021 Field Test .
January 29 – March 5, 2021	Additional orders for Stages I and II Spring 2021 Reassessment Test and Grades K-3 2021 SAFT (1/29 – 3/19) Materials.
February 1 – March 19, 2021	Spring 2021 AZELLA Reassessment Test administration window.
February 1 – April 2, 2021	2021 AZELLA STAND-ALONE FIELD TEST administration window.
March 12 – 25, 2021	UPS call dates to schedule the pick-up of Stages I and II Spring 2021 AZELLA Reassessment Test materials. 1.800.823.7459
March 15 – 26, 2021	UPS retrieval of Stages I and II Spring 2021 AZELLA Reassessment Test materials.
March 12 – April 8, 2021	UPS call dates to schedule the pick-up of Grades K-3 SAFT materials. 1.800.823.7459
March 15 – April 9, 2021	UPS retrieval of Grades K-3 SAFT materials. 1.800.823.7459
May 6, 2021	Electronic score reports and data files available through PearsonAccess ^{next} ; Spring 2021 Reassessment Test records on SDELL70 Reports or in the AZELLA Corrections application.
May 20, 2021	Spring 2021 Reassessment Test - Individual student paper reports from Pearson due to arrive at the District.



Contact Information

Group	Questions about...	Contact Information
AZELLA (ADE)	<ul style="list-style-type: none"> • Test administration • Test accommodations • Testing irregularities • AZELLA test records • Updating district, school, and District Test Coordinator information • Requesting new Placement Speaking Test Lithocodes • EL70, EL72, and EL73 Reports • AZELLA Corrections Application 	<p>Brenda Vanderwerp AZELLA State Test Coordinator E-mail: AZELLA@azed.gov Phone: 602.542.5233 Fax: 602.542.5467 www.azed.gov/assessment/dtc</p>
Pearson	<ul style="list-style-type: none"> • PearsonAccess^{next} • Understand Scoring • Shipping and receiving testing materials • TestNav • Placement Test OnDemand Reports • Placement Test and Spring Reassessment Test Published Reports and Student Data Files 	<p>Arizona Team E-mail: Contact Arizona Support Phone: 888.705.9421 Option 2 Mon – Fri 7:00am – 7:00pm CST</p>
OELAS (ADE) Office of English Language Acquisition Services	<ul style="list-style-type: none"> • EL Forms • Monitoring FEP students • EL Program Enrollment/Exit Services (SEI Models, ILLPs, Bilingual/Dual Language, Parent Withdrawals, and Reclassification) • Title III • EL71 Report 	<p>Phone: 602.542.0753 Fax: 602.542.3050 E-mail: OELASinbox@azed.gov www.azed.gov/oelas</p>
Accountability (ADE)	<ul style="list-style-type: none"> • Accountability related questions and concerns • EL Calculations for Accountability • State Reclassification Rates 	<p>E-mail: ACHIEVE@azed.gov Phone: 602.542.5151 Fax: 602.542.5467 www.azed.gov/accountability</p>
School Finance (ADE)	<ul style="list-style-type: none"> • Integrity errors • School enrollments 	<p>www.azed.gov/finance</p>
ADE Support	<ul style="list-style-type: none"> • State Student IDs (SSID) • Duplicate SSIDs (split/merge) • Student demographic data • AzEDS 	<p>ADESupport@azed.gov Phone: 602.542.2222</p>