

Spring 2021 AZELLA Reassessment and Stand Alone Field Test Administrations District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2021 AZELLA Reassessment Test administration.

Done	Task 1 – Technology Ready	Dates
	Download TestNav 8 from PearsonAccess ^{next} to devices that will be used by Stages III, IV, and V students for the Spring 2021 AZELLA Reassessment testing.	Ongoing

Helpful Links

- **PearsonAccess^{next} User’s Guide:** Posted on the login page for PearsonAccess^{next} <https://az.pearsonaccessnext.com>, use this resource for all the tasks with **PearsonAccess^{next}** in the title.
- **TestNav 8 Online User Guide:** <https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>
- **Email:** Visit PearsonAccess^{next} at <https://az.pearsonaccessnext.com> and click on the “**Contact Arizona Support**”
- **Office Hours:** A Pearson provided IT Q&A sessions will be held in January 2021. A link to this resource will be posted on the AZELLA Reassessment PearsonAccess^{next} home page.
- **District Test Coordinator’s web page:** www.azed.gov/assessment/azella-dtc

Done	Task 2 – Private School Participation for Spring Reassessment Test Administration	Dates
	Notify ADE of any private schools under the public district that will be participating in the Spring Reassessment Test.	11/30/2020 – 05/21/2021

Done	Task 2 – Private School Participation for Spring SAFT Test Administration	Dates
	Notify ADE of any private schools under the public district that will be participating in the Spring Reassessment Test.	11/30/2020 – 04/02/2021

ADE requires one (1) submission of the *2020-2021 Assessment Test Security Agreement for Superintendents/District Test Coordinators* form per school year unless information has changed and needs to be updated and made current before the AZELLA Spring Reassessment Test window opens. The form is available on ADE’s District Test Coordinator webpage at www.azed.gov/assessment/dtc and must be submitted to Testing@azed.gov and copy AZELLA@azed.gov.

Done	Task 3 – Verify Contact Information and Shipping Address in PearsonAccess ^{next}	Dates
	Review and verify contact information and shipping address in PearsonAccess ^{next} . Note: If you have multiple districts, you must verify each district separately.	11/30/2020 – 12/11/2020

To review contact information and shipping address:

- Log into PearsonAccess^{next} and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2021 AZELLA Reassessment** and your **Organization** (District/School) from the drop-down menu is correct.
- Go to **SETUP**, select **Organizations**.
- Using the **Filters** on the left side of the screen, type the District Name in the **Parent Organization** field.

- Select the Organization’s name by checking the box next to it.
- At the blue **Start** button, select the down arrow and select **Manage Contacts**.
- Under **CONTACTS**, click on **AZELLA District Test Coordinator** in blue text. The District Test Coordinator’s information will be displayed on the screen.
- Review and confirm that the District Test Coordinator’s contact and shipping information are correct.
- Repeat the same steps for the Spring 2021 Stand Alone Field Test administration.

If any information needs to be changed, contact ADE at AZELLA@azed.gov. Shipping addresses must be updated by 1/4/2021 for Stages I and II initial orders.

Done	Task 4 – Create/Review User Accounts in PearsonAccess ^{next}	Dates
	District Test Coordinators and School Test Coordinators need to create/edit User Accounts in PearsonAccess ^{next} . Note: <i>When creating accounts that work on both AZELLA Reassessment, AZELLA SAFT, and Arizona Science, permissions will need to be assigned separately for each program.</i>	1/22/2021 – 5/21/2021

To create/review user accounts:

- Log into PearsonAccess^{next} and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2021 AZELLA Reassessment** and your **Organization** (District/School) from the drop-down menu is correct.
- Go to **SETUP**, select **Users**.
- To **create** users, from the **Start** drop-down menu, select **Create/Edit Users**.
- To create a user, enter the information about the user in the form and select **Create**.
- To **edit** users, from the **Start** drop-down menu, select **Create/Edit Users**.
- On the left side, click on user’s name in blue text. The user’s information will be displayed on the screen. Review and confirm that-the user’s information is correct.
- Repeat the same steps for the Spring 2021 Stand Alone Field Test administration.

Only NEW users will receive an email notification to set up their new account in PearsonAccess^{next}. All others will just gain access to the administration.

All EL students, regardless of disability, are required to test annually with the AZELLA test. There are no provisions, in either state or federal law, which would allow the exemption of AZELLA testing for students who are enrolled in the Special Education program and require an AZELLA test. The IEP cannot indicate that there is to be no AZELLA testing for any student with a current EL need. If the dual label (EL and SPED) student needs language services, then he/she must participate in AZELLA testing. For a student with both an EL and a SPED need who has a disability that precludes assessment in one or more domains of the AZELLA and where there are no appropriate testing accommodations for the affected domains, the AZELLA District Test Coordinator needs to contact the AZELLA Team at ADE to discuss options. Generally, students will be required to make an earnest attempt at all the domains tested except when the disability precludes assessment in one or more domains of the AZELLA and when there are no appropriate testing accommodations for the affected domain(s).

Done	Task 5 – Manage Students in AzEDS for Student Extracts	Dates
	<p>For your students to be included in the ADE student information extract file, districts MUST have their current school enrollments and EL Services enrollments correct in AzEDS and passing Integrity by Wednesday, January 6, 2021.</p> <p>ADE will extract K-12 EL student data from AzEDS on January 7, 2021. Download the EL73 Reports for all schools within your district on January 7, 2021.</p> <p>ADE will provide Pearson with one (1) Student Data File to upload in PearsonAccess^{next} on January 8, 2021. This file is for all EL students, Stages I – V.</p>	01/06/2021 – 01/08/2021

Private school students will not be loaded into PearsonAccess^{next} by ADE’s student data extracts, email AZELLA@azed.gov for further assistance.

Done	Task 6 – Spring Reassessment Training Modules	Dates
	<p>All AZELLA District Test Coordinators, School Test Coordinators, Technology Coordinators, Test Administrators, District and/or School Report Access, and Proctors must complete the mandatory Arizona Department of Education (ADE) Spring 2021 AZELLA Reassessment and the Spring 2021 SAFT Training modules in the ATMS system according to their PAN User Role (Category) PRIOR to accessing PAN and administering any Reassessment Tests. Modules will be posted as they become available during the weeks of January 11 and January 18, 2021.</p> <p>This training is located on the ATMS website at https://az.tms.pearson.com/Account/Login?ReturnUrl=%2f</p> <p>Modules:</p> <ul style="list-style-type: none"> • Modules listed under the “Annual” tab for all Categories <p>Reassessment Training tab</p> <ul style="list-style-type: none"> • DTC-STC Reassessment Training (required for all AZELLA District and School Test Coordinators) • K-2 Reassessment Training (Stages I and II) (This module is required for DTCs, STCs, and Test Administrators for those districts with schools that serve students in Kindergarten and Grades 1 and 2) • COMBINED Grades 3-12 Reassessment / Grades 4-12 SAFT Training (Stages III, IV, and V) (This module is required for DTCs, STCs, and Test Administrators for those districts with schools that serve students in Grades 3 - 12) <p>SAFT Training tab</p> <ul style="list-style-type: none"> • DTC-STC SAFT Training (required for all AZELLA District and School Test Coordinators) • K-1 SAFT Training (Grades K and 1) (This module is required for DTCs, STCs, and Test Administrators for those districts with schools that serve students in Kindergarten and Grade 1) 	01/11/2021

	<ul style="list-style-type: none"> • 2-3 SAFT Training (Grades K and 1) (This module is required for DTCs, STCs, and Test Administrators for those districts with schools that serve students in Grades 2 and 3) 	
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Done	Task 7 – Download Current EL73 – EL Student Need Report from ADEConnect	Dates
	Download and save the district and school EL 73 Reports from ADEConnect. Identify those who are EL Groups 1, 2, and 4 who’s last AZELLA test record date is PRIOR to January 1, 2021.	01/22/2021 – 05/21/2021
	Students listed as EL Group 8 on the EL73 Report will be administered the Spring 2021 Reassessment Test and the Spring 2021 SAFT.	01/22/2021 – 05/21/2021
	Students who are new to Arizona schools after January 1, 2021, will be administered an AZELLA Placement Test. These students will not participate in the Spring 2021 Reassessment Test. These students may participate in the Spring 2021 SAFT test if the result of the Placement Test is less than proficient and the student is administered the Placement Test prior to the close of the SAFT on April 2, 2021.	01/04/2021 – 05/21/2021

All District Test Coordinators and/or School Test Coordinators must identify the following:

- the students who are participating in SPED and Migrant Education programs,
- the English Language (EL) Services they are currently receiving, and
- the testing accommodations for the students with current Individualized Education Programs (IEPs) or 504 Plans in PearsonAccess^{next}.

Done	Task 8 – Verify Student Information Loaded into PearsonAccess ^{next}	Dates
	DTC PAN accounts will only be enabled after January 21 and ONLY after all Training modules (Annual, Reassessment, and SAFT) have been completed.	1/22/2021 – 3/18/2021
	Verify student information displayed in PearsonAccess ^{next} for both the Reassessment and the SAFT test administrations.	01/22/2021 – 02/01/2021
	Identify EL Services enrollment, Migrant Education participation, SPED participation, and IEP listed accommodations in the student’s registration information in PearsonAccess ^{next} for both the Reassessment and the SAFT test administrations.	01/22/2021
	Students missing from the upload can be created, registered, and manage student tests through PearsonAccess ^{next} for both the Reassessment and the SAFT test administrations.	After 01/22/2021

Refer to the Reassessment and the SAFT PAN User’s Guides


Optional: Create Reassessment Testing Groups for Stages III – V in PearsonAccess^{next}.

The following directions apply to each Spring 2021 test administration and completed in PAN under the correct test administration (Spring 2021 Reassessment and the Spring 2021 SAFT). After ADE’s student information extract file is uploaded, District and School Test Coordinators can run a **Student Registration Export** report in PearsonAccess^{next} after **January 22, 2021**, to view the students that have been registered for testing for the AZELLA Spring 2021 Reassessment.

To view all students:

- Log into PearsonAccess^{next} and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2021 AZELLA Reassessment (or Spring 2021 SAFT)** and your **Organization** (District/School) from the drop-down menu is correct.
- From the AZELLA Reassessment (**or Spring 2021 SAFT**) Home page, go to **SETUP**, click on **Select an action**, select **Students**.
- Select the drop-down arrow next to the blue **Search** button and check **Show all results**.
- All **student names** for that district/school will display on the screen.

To generate a report of students loaded into PearsonAccess^{next}:

- From **SETUP**, click **Select an action**, select **Import/Export Data**.
- From the **Start** drop-down menu, select **All Tasks**.
- From the **Type** drop-down menu, select **Student Registration Export**. Select **Process**.
- At the **View File Details** screen, report **Pending** will be displayed.
*The report will take a few moments to process. Click **Details**  **Refresh** to update the report status. A Complete confirmation will appear when the file is ready for download.*
- To download the file, select **Download File**.
- An csv. Excel version of the file will download.
- Once the spreadsheet is open, **Save** the file.

Done	Task 9 – Add Students into PearsonAccess ^{next} (Stages I – V)	Dates
	<p>All students taking a Stage I – V Reassessment test and the Spring 2021 SAFT must be registered in PearsonAccess^{next} before testing can begin.</p> <p>Manually register additional students for the Reassessment Test and the Spring 2021 SAFT in PAN or submit a Work Request in PAN to have student registrations transferred.</p>	<p>01/22/2021 – 05/21/2021</p>

Refer to the Reassessment and the SAFT PAN User’s Guide

To add Grades K-12 students:

- Log into PearsonAccess^{next} and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2021 AZELLA Reassessment (or Spring 2021 SAFT)** and your **Organization** (District/School) from the drop-down menu is correct.
- From **SETUP**, click on **Select an action**, select **Students**.
- From the **Start** drop-down menu, select **All Tasks**.
- To create a student, enter the information about the student in the form and select **Create**.
- To register the student for testing, on the black task bar select the **Register Students** tab.
- Check the **Registered** box to activate the form on the screen.
- Use the drop-down menu(s) to enter all testing details for the required field(s). Select **Save**.
- To assign a test, on the black task bar select the **Manage Student Tests** tab.
- On the left of the page, the student’s name will display, select the **student’s name**.
- Use the drop-down menus to enter all the required **Test Details** fields.

- The Test drop-down menu will list all tests available for Stages I–V. **You should only be registering any missed or new students after January 22, 2021, who were not included in the Student Data File uploaded in PearsonAccess^{next}.**
- For Spring 2021 Reassessment, select the test **Type** from the drop-down menu.
 - For Stage I and II, for L/R/W select **Paper**, for Speaking select **Phone**.
 - For a Stage III, IV, and V Online test and for Stage III, IV, and V Special Paper Version test, select **Online**.
- For Spring 2021 SAFT, select the test **Type** from the drop-down menu.
 - For Grades K and 1, for Units A and B select **Paper**, for Unit C select **Phone**.
 - For Grades 2-3, for Unit A, Unit B Part 1 and Unit C select **Online**, for Unit B part 2 select **Paper**.
 - For Grades 4-12 Online test and Grades 4-12 Special Paper Version test, select **Online**.
- Select **Create**.

Reminder: All District Test Coordinators and/or School Test Coordinators must identify the following:

- the students who are participating in SPED and Migrant Education programs,
- the EL Services they are currently receiving, and
- the testing accommodations for the students with current IEPs or 504 Plans in PearsonAccess^{next}.

When attempting to create a new student and PearsonAccess^{next} already has the student associated with another school, the District Test Coordinator needs to submit a Work Request.

Work Requests (all grade levels)

When a student transfers into your district and the student requires an AZELLA Test, the District Test Coordinator may submit a Work Request in PearsonAccess^{next} to have the student transferred from one school to another school. When using the Work Request in PearsonAccess^{next} you do not need to notify ADE. **Refer to the Reassessment and the SAFT PAN User’s Guide. If you need to submit a Work Request to transfer a student for the Spring 2021 Reassessment Test then you will, most likely, need to submit a Work Request for the Spring 2021 SAFT.** Information you will need to submit a student transfer Work Request:

- 11-digit SSID (**leading** zeros plus SSID)
- Last name (as shown on the student’s EL70 Report)
- First name (as shown on the student’s EL70 Report)
- Middle Initial – optional
- Date of birth (as shown on the student’s EL70 Report)

To submit a Work Request:

- Log into PearsonAccess^{next} and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2021 AZELLA Reassessment (or Spring 2021 SAFT)** and your **Organization** (District/School) from the drop-down menu is correct.
- From **SETUP**, click on **Select an action**, select **Work Requests**.
- From the **Start** drop-down menu, select **All Tasks**.
- On the Tasks for Work Requests screen, enter the **New Enrollment Transfer Details**. Click **Search**.
- Select the new school name from the **Change Enrollment To*** drop-down menu.
- Click the **Send Request** button. A confirmation screen will display.
- The District Test Coordinator from the student’s previous school will receive an e-mail notification from noreply@mail.pearsonaccessnext.com to notify them that a Work Request has been submitted.
- Click on the **Exit Task** button.

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- On the Work Requests page, use the filters to select **the Waiting for Approval** status. This will show all the requests that are waiting for approval by the Assigned Organization.
- Change the filter to select the **Approved** status. This will show all the requests that have been approved by the Assigned District.
- After the work request has been approved, one or more additional steps may need to be completed by the AZELLA District Test Coordinator or the School Test Coordinator to ensure the student’s registration and test assignment is complete in PearsonAccess^{next}.
- When all steps are complete, the transfer student is ready for testing.

Done	Task 10 – Identify Special Paper Version Test in PearsonAccess^{next} (Stages III–V ONLY)	Dates
	<p>In PearsonAccess^{next} mark students who require a Special Paper Version (SPV) Test for Grades 3-12 (Reassessment) and Grades 2-12 (SAFT) ONLY after ADE approves the request.</p> <ul style="list-style-type: none"> • All students that are identified for an SPV test MUST have this accommodation documented in the student’s IEP/504 Plan or are incarcerated without access to technology. • District/Charter MUST notify ADE of all students that are identified for an SPV test by completing and submitting the AZELLA Special Paper Version (SPV) Request Form. • If request is approved or additional information is required, ADE will respond to the AZELLA DTC. • If request is approved, DTC or STC must create an SPV Session in PAN and add the student to the appropriate SPV session. (Stage III SPV, Stage IV SPV, or Stage V SPV) <p>Note: ADE will review ALL requests for a Special Paper Version test.</p>	01/22/2021 – 03/05/2021

To identify students, update test session, and order materials for Stages III – V SPV testing, refer to *AZELLA 2021 Spring Reassessment PearsonAccess^{next} User’s Guide* on the Home page for PearsonAccess^{next} for complete instructions.

Done	Task 11 – Materials Delivery Window Receive & Inventory Grades K-3 Reassessment and SAFT Materials	Dates
	<p>Review and inventory district and school materials received for Grades K-2 Reassessment and Grades K-3 SAFT. Materials may not all arrive on the same day. KEEP THE REASSESSMENT AND SAFT TESTING MATERIALS SEPARATED! KEEP THE SHIPPING BOXES AS YOU WILL USE THEM TO RETURN MATERIALS TO PEARSON AT THE CLOSE OF THE TESTING WINDOW! Pearson will automatically generate an initial order for a district’s Reassessment Test and SAFT materials based on the Participation Counts described in Task 6.</p>	01/19/2021 – 01/22/2021

Done	Task 12 – Placing Additional Orders in PearsonAccess ^{next}	Dates
	<p>Only District Test Coordinators can order <u>additional</u> Spring 2021 AZELLA Reassessment Test and Spring 2021 SAFT materials by placing additional orders through PearsonAccess^{next} (under the correct test administration) if their initial shipment of test materials is insufficient to meet their needs.</p> <p>AZELLA District Test Coordinators are to place one (1) consolidated additional order for their entire district during the additional order window for each test administration. All additional orders are approved by the AZELLA State Test Coordinator prior to being shipped. Be prepared to justify every additional order.</p> <p>Note: The District Test Coordinator’s Manual (TCM) will be available on ADE’s Assessment District Test Coordinator website under the AZELLA tab and in the AZELLA Training Resources section.</p>	01/22/2021 – 03/05/2021

Done	Task 13 – Dually Enrolled (SPED and EL) Students	Dates
	<p>There are no provisions, in either state or federal law, which allows the exemption of AZELLA testing for students who are enrolled in the Special Education program and require an AZELLA test.</p> <p>All EL students, regardless of disabilities, must have an AZELLA Reassessment Test and the SAFT submitted even if the student does not respond to the questions. An IEP cannot indicate that there is to be no AZELLA testing. For a student with both an EL and a SPED need who has a disability that precludes assessment in one or more domains of the AZELLA test and where there are no appropriate accommodations for the affected domains, the AZELLA District Test Coordinator needs to contact the AZELLA Team at ADE (azella@azed.gov) to discuss options.</p> <p>AZELLA Additional Accommodations Request Form (https://www.azed.gov/assessment/azella-additional-accommodations-request)</p>	12/01/2020 – 05/07/2021

Dually Enrolled Students:

- Generally, students will be required to make an earnest attempt at **all the domains** tested except when the disability precludes assessment.
- This should be documented in the student’s IEP.
 - *[Student’s Name] will not participate in the _____ AZELLA sub-test domain because the student’s disability precludes assessment in this domain and there are no appropriate accommodations. [Student’s Name] will participate and make an earnest attempt at the _____ AZELLA sub-test domains.*
- The use of scribes for the extended writing responses is **not** permitted.
- A dually enrolled student who has a current IEP that states the student may use assistive technologies, may do so for the extended Writing portion of the Writing sub-test domain of the AZELLA Reassessment test.
 - *The student’s IEP must clearly indicate that the student will use assistive technologies for the extended writing responses on the AZELLA Writing Test with spell, grammar check, proofing, automatic capitalization – paragraphing - and spacing, and predict ahead functions turned OFF.*
- A Braille version of the AZELLA Reassessment Test is not available.
- An enlarged version of a Stage I or Stage II test book for a dually enrolled student whose IEP states that an enlarged font test book is required, must be requested by sending an email to the AZELLA Team in advance of the opening of the test window at ADE (azella@azed.gov).
- American Sign Language (ASL) may **only** be used for the scripted directions. It may not be used for any of the content of the tests.

- The testing conditions and accommodations available for AZELLA are limited to those identified on the AZELLA Testing Conditions and Accommodations document: <https://cms.azed.gov/home/GetDocumentFile?id=5995b45b3217e11164e2b1b9>. For students whose disability needs exceed this guidance, contact the AZELLA Team at ADE (azella@azed.gov) for testing options.

Done	Task 14 – AZELLA Spring 2021 Reassessment Test Administration	Dates
	Administer the AZELLA Spring 2021 Reassessment tests to students. <ul style="list-style-type: none"> Stage I – Kindergarten and Stage II – Grades 1 & 2 (paper/pencil tests) Stage III – Grades 3, 4 & 5, Stage IV – Grades 6, 7, & 8, and Stage V – High School (online tests) 	02/01/2021 – 05/21/2021

Done	Task 15 – AZELLA Spring 2021 SAFT Test Administration	Dates
	Administer the AZELLA Spring 2021 SAFT tests to students. <ul style="list-style-type: none"> Grades K and 1 (paper/pencil tests) Grades 2-3 (Unit A, Unit B Part 1, Unit C Online/Unit C Paper) Grades 4-12 (online tests) 	02/01/2021 – 04/02/2021

Done	Task 16 – Opening of Session Resources in PearsonAccess ^{next} (Stages III – V ONLY)	Dates
	Stages III, IV, and V Session Resources are available in PearsonAccess ^{next} to use in preparation for the Stages III – V online testing. Resources include: Access to Scheduled Sessions, Preparing a Session, and Printing Student Testing Tickets. Each unit is separate and must be unlocked one at a time. Refer to the Reassessment PAN User’s Guide for explicit instructions.	01/25/2021

To access the online test Session resources in PearsonAccess^{next} for test administration the following steps may be completed by the District Test Coordinators, School Test Coordinators, and Test Administrators:

Schedule Sessions:

- Log into PearsonAccess^{next} and on the top black **Title Bar**, verify that the Test Administration is set to **Spring 2021 AZELLA Reassessment (or Spring 2021 SAFT)** and your **Organization** (District/School) from the drop-down menu is correct.
- From **TESTING**, click on **Select an action**, select **Sessions**.
- Select the **Search** drop-down menu and check the **Show All Results** check box.
- Check the box(es) for the session(s) you will be working with. You may select more than one at a time.
- At the top left, in the blue task bar select the link **Go to Students in a Session**.
- Select the Session in the **Session List**.
- Select the **Resources** drop-down menu, select **Scheduled Sessions**.
- The Scheduled Sessions report will open in a new tab.

Student Testing Ticket: The Student Testing Ticket resource provides a Testing Ticket for a student. A Student Testing Ticket contains each student’s **Username** and **Password** for logging into TestNav 8 on test day. Students will have a testing ticket for each test administration – Spring 2021 Reassessment and Spring 2021 SAFT. Be sure to print both tickets for a student.

After the steps above for **Scheduled Sessions** are completed, follow the steps below to print the **Testing Tickets**.

- From the **Resources** drop-down menu, select **Student Testing Ticket**.

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- Enter information into the Filters section.
- Check the box by each student who needs a printed testing ticket.
- From the **Resources** drop-down menu, you may select to print testing tickets for all students in a session (**Print all for this session**) or just for select students (**Print selected for this session**).
- The Testing Tickets will open in a new tab. From this screen, select an option to print one testing ticket per page or multiple tickets per page.

Preparing a Test Session: The Preparing the Test Sessions action links the students in the Session with their assigned test form in TestNav 8. This step must be done **prior to the first day** of testing. District Test Coordinators, School Test Coordinators, and Test Administrators may complete these steps.

After the steps above for **Scheduled Sessions** are completed, follow the steps below to **prepare** a Test Session in **PearsonAccess^{next}**:

TESTING >> Sessions – Prior to 1st Day of Testing

- **Search >> Show All Results** check box.
- Place a check in the box(es) to select the session(s) in the **Session** list.
- In the blue bar, select the **Go to Students in Sessions** link.
- On the **Students in Sessions** screen, select the session(s) name(s) from the **Session List**.
- Select the **Prepare Session/Prepare All Sessions** button.
- When the system is finished preparing the session, **Ready** will display.
- The green **Start Session** button will appear.

TESTING >> Sessions – 1st Day of Testing

- In PearsonAccess^{next} a test unit must be started. On the **Students in Sessions** screen, **check** the boxes for the students who will test on that day.
- Select the green **Start Session** button to start the students test unit.
- When a test unit is started, all tests are locked. **Unlock** a test unit so the students can take that test. (Only one test unit per student can be unlocked at a time.) Verify the student test status is **Ready** and the lock icon should not be visible in the status box.

TestNav >> Sign In – All Testing Days

- To take the AZELLA test, students sign in to TestNav 8 with their credentials found on their **Testing Ticket**.
- Students select the blue **Sign In** button.
- Next, the **Available Tests** screen will display a list of all the test units available. The unlocked test unit will have a blue **Start** button. Students select this blue **Start** button.
- Finally, the test's title screen will display with the number of questions for that unit. Students select the blue **Start** button for the test to begin.
- For the Speaking Test only, once the student clicks the **Start** button, it goes to the **Set Up Your Microphone** page. Follow the prompts to set up the microphone.
- The students will first see the **Introduction** page/**Welcome to AZELLA** displaying the AZELLA logo. From this point on, the students select the blue **Next** or **Previous** button, at the top left side of the screen, to navigate through the test.
- The **Instructions** (audio) page will display the Stage-specific art, indicate which test (L, R, W1, W2, or S) and the grades. This page is followed by the **Sample** items for the specific test unit.

Done	Task 17 – Monitor Test Administration (ALL Stages)	Dates
	<p>For both test administrations, the Spring 2021 AZELLA Reassessment Test and the Spring 2021 SAFT, the School Test Coordinator, Test Administrators, and Proctors should move unobtrusively about the room checking to make sure students are progressing through the correct test.</p> <p>Accommodation provision and usage must also be documented for those students with an IEP or 504 plans.</p> <p>For Stages III, IV, and V, the School Test Coordinator or the Test Administrator must make sure all headsets with microphones are working properly and recording while the students are completing the 3 Sample Questions for the Speaking Test prior to the student beginning the actual test.</p>	<p>Reassessment - 02/01/2021 – 05/21/2021</p> <p>SAFT – 02/01/2021 – 04/02/2021</p>

Done	Task 18 – Special Paper Version Data Entry in TestNav 8 (Stages III – V only)	Dates
	<p>For those students who received a Special Paper Version test, their responses must be transcribed into the TestNav 8 system by an authorized Test Coordinator or Test Administrator.</p> <p>Note: Refer to the SPV Test Administration Directions for further details.</p>	<p>No later than 05/21/2021 for the Reassessment Test and 04/02/2021 for the SAFT</p>

Done	Task 19 – Retrieval of Test Materials for Spring 2021 Reassessment	Dates
	<p>AZELLA District Test Coordinators need to call UPS at 1.800.823.7459 to schedule the pick-up of Stages I and II Reassessment Test materials and Stages III – V Special Paper Version Test materials to ship back to Pearson in Iowa.</p>	<p>03/15/2021 – 05/26/2021</p>
	<p>UPS retrieval of Spring 2021 AZELLA Reassessment Test materials.</p> <p>Districts/Charters will be responsible for Expedited (Overnight) shipping costs if materials are not picked up by May 31, 2021.</p> <p>All Scorable testing materials that arrive at Pearson’s Scoring Center in Cedar Rapids, Iowa after June 4, 2021, will NOT be scored.</p>	<p>03/15/2021 – 05/28/2021</p>

Done	Task 19 – Retrieval of Test Materials for Spring 2021 SAFT	Dates
	<p>AZELLA District Test Coordinators need to call UPS at 1.800.823.7459 to schedule the pick-up of Grades K-3 Test materials and Grades 4-12 Special Paper Version Test materials to ship back to Pearson in Iowa.</p>	<p>03/26/2021 – 04/07/2021</p>
	<p>UPS retrieval of Spring 2021 AZELLA SAFT Test materials.</p> <p>Districts/Charters will be responsible for Expedited (Overnight) shipping costs if materials are not picked up by March 25, 2021.</p> <p>All Scorable testing materials that arrive at Pearson’s Scoring Center in Cedar Rapids, Iowa after April 15, 2021, will NOT be scored.</p>	<p>03/29/2021 – 04/09/2021</p>

Done	Task 20 – Viewing Electronic Test Results in PearsonAccess ^{next}	Dates
	<p>Spring 2021 Reassessment Test records are posted on PearsonAccess^{next} for download as electronic reports and data files.</p> <p>Published reports include District Student Data file, PDF versions of the Student Reports, and PDF versions of the Roster Reports.</p> <p>There will not be any test results provided to districts and schools for the Spring 2021 SAFT.</p>	07/13/2021

To view test results:

- Log into PearsonAccess^{next}.
- Confirm the test administration is showing as Spring 2021 Reassessment.
- From **REPORTS**, click on **Select an action**, select **Published Reports**.
- Use the **Find Reports** filter to filter for a specific type of report or use the filters on the bottom left to filter for a specific organization’s reports.
- Select the **File Name** to download and view the report or student data file.

Done	Task 21 – Paper Reports in District	Dates
	<p>Spring 2021 AZELLA Reassessment Test, Individual Student Reports (paper) from Pearson due to arrive at districts by the scheduled date. One copy must be placed in the student’s cumulative file and the other copy must be distributed to the parents.</p> <p>There will not be any test results provided to districts and schools for the Spring 2021 SAFT.</p>	07/26/2021