

2021 – 2022 Quality Assurance Checklist for Test Security and Ethics – AZELLA DTC

This is a self-evaluation that must be completed by the AZELLA District Test Coordinator once during each AZELLA Test administration (Placement, SAFT, and Reassessment). This form must be made available to ADE upon request.

Assessment: **Placement** or **SAFT** or **Reassessment** (circle one) Date of Completion:

District Test Coordinator: District:

Before the Administration of AZELLA Test – Date Completed:	Yes	No
Completes the mandatory Test Security and Ethics Training provided by the Arizona Department of Education.		
Trains staff on test security, ethical testing practices, test administration procedures and directions, policy and procedures for reactivating a student’s test, keeps documentation of these trainings including date(s), method of training, and sign-in sheets from the training(s).		
Collects and keeps signed copies of the AZELLA Test Security Agreement, provided by the Arizona Department of Education. These signed copies must be kept in a secure location at the district or building for 6 years.		
Creates and keeps a list of staff who have access to the test registration system(s) and student testing site(s) and their user roles.		
Creates an account-reactivation process for the district for those who had access to the test registration system(s) and student testing site(s), and requests reactivation of their account(s). Creates and maintains an Account Reactivation Log (district/building). All accounts must be approved and enabled by the District Test Coordinator.		
Creates and explains the reporting processes for breach of security for all staff.		
Maintains the confidentiality of all student information.		
Ensures that a procedure is in place so that Test Administrators are made aware of accommodations for students with disabilities (SWD) are provided in accordance with the students’ SPED/504 Plan and approved by ADE.		
Ensures that all tools and accommodations identified in the students’ IEP or 504 plan that also listed in PearsonAccess ^{next} are properly marked in the student registration in PAN.		

During the Administration of the AZELLA Test – Monitors School Buildings – Date Completed:	Yes	No
Testing environment: bulletin board displays, fact tables, charts and diagrams, and other instructional materials that may give assistance or advantage to students during testing have been removed or covered.		
Test Administrators verify that all students’ personal electronic devices are turned off when entering the testing environment and remain turned off during testing. All staff personal electronic devices are silenced or turned off during testing.		
Beginning of test sessions: Test Administrators and Test Proctors confirm that each student assigned to the testing session has the correct Student Test Book (S I & II) or is the correct student with the correct Testing Ticket (S III - V).		
Beginning of test sessions: Directions read to student are only from the Test Administration Directions manual.		
Test Administrators and Test Proctors are up and moving around the room monitoring students.		
Test Administrators and Test Proctors do not disclose and/or discuss the content of any portion of the test content with each other, other staff, and students.		
Test Administrators and Test Proctors do not allow students to access and/or share any portion of the test content prior to, during, or after the test administration.		
Test Administrators and Test Proctors do not influence and/or change students’ answers.		
District Test Coordinators, Test Administrators, Test Proctors, staff, and students do not photocopy, transcribe, or duplicate any portion of the test materials.		
End of test units are submitted only by the student. In the rare instance that the student cannot do it, with ADE’s approval, the Test Administrator submits a test unit.		
Test Administrators collect all testing materials, including students’ used scratch paper, before dismissing students. Students’ used scratch papers are shredded on the day of use.		
All testing materials are placed in a secure, locked location and that for Stages III – V all electronic devices used for testing are turned off or that all students have signed out of the TestNav platform while not in use.		
Test Administrators and School Test Coordinators report any breach of test security to the District Test Coordinator using the Testing Incident Report.		

After Administration of AZELLA Test – Date Completed:	Yes	No
Reported all security breaches to his/her Supervisor and the Arizona Department of Education using the AZELLA Test Irregularity Report within 24 hours of incident. (PDF – Grades K-2; PAN online version – Grades 3-12)		
Maintains a copy of this Quality Assurance Checklist for Test Security and Ethics in a secure location at the district.		