



AZELLA Test Administration Calendars

School Year 2021 – 2022

This calendar provides important critical dates for each AZELLA test administration.

- AZELLA Placement Test (page 2)
- AZELLA Placement Test Cycle Dates (page 3)
- AZELLA Stand Alone Field Test (SAFT) (page 4)
- Spring 2022 AZELLA Reassessment Test (SPR22) (page 5)

Due NOW: [Assessment Test Coordinator and Security Agreement](#) form; send completed form to Testing@azed.gov (<https://www.azed.gov/sites/default/files/2021/04/DTC%20Test%20Security%20Agreement%202021-2022.docx>)

AZELLA Frequently Used Acronyms:

Acronym	Title
AZELLA	Arizona English Language Learner Assessment
DTC	District Test Coordinator
STC	School Test Coordinator
TA	Test Administrator
ATMS	Arizona Training Management System
PAN	PearsonAccess ^{next}
SDF	Student Data File
OELAS	Office of English Language Acquisition Services

Important contact information:

Group	Questions about...	Contact
The AZELLA Team at ADE	Test administrations, irregularities, and accommodations AZELLA test records and corrections EL70 – AZELLA Student Test History Report EL72 – AZELLA Roster Report EL73 – EL Student Need Report Development of the AZELLA tests	AZELLA@azed.gov (BEST method!) 602.542.5031 https://www.azed.gov/assessment/azella-dtcs
Pearson Program Team	PAN, ATMS, TestNav, Understand Scoring Pearson Published Reports and Student Data Files Shipping and receiving AZELLA test materials	888.705.9421 Option 2 Mon – Fri 7:00am – 7:00pm CST
OELAS at ADE	EL Forms EL program services (SEI Models) enrollments/exits EL71 – EL Program Participation Report Monitoring FEP students Title III	OELASInbox@azed.gov 602.542.3050 www.azed.gov/oelas
School Finance at ADE	SSID Issues (new, duplicate, shared) Student demographic information Student school enrollment information	SchoolFinance@azed.gov 602.542.5695 https://www.azed.gov/finance
Accountability at ADE	EL Accountability related questions and concerns EL Calculations for Accountability State Reclassification Rates	ACHIEVE@azed.gov 602.542.5151 https://www.azed.gov/accountability-research
ADE Support Desk	AzEDS related questions and concerns ADEConnect accounts, questions, and concerns	ADESupport@azed.gov

This document is subject to updates as needed.



2020-2021 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Type	Information and Tasks
7/01	ADEConnect Account	<p>ADEConnect account</p> <ul style="list-style-type: none"> AZELLA DTCs require an ADEConnect account with the role of <i>AZELLA District Test Coordinator</i> All other users who require access to the EL Reports must have the user role of "ELL" assigned to their ADEConnect account Contact your district's ADEConnect Entity Admin
7/05 [observed holiday – ADE closed but Training site will be available]	Training	<p>Arizona Training Management System https://az.tms.pearson.com/Account/Login?ReturnUrl=%2f</p> <ul style="list-style-type: none"> All users must create a new account using their district/school email address AZELLA DTCs must use the email address that was included on the Assessment Test Coordinator and Security Agreement form All users must have completed the Annual and Placement training requirements by their assigned category <p>Understand Scoring (Grades KG-2 only) https://azella.scoring.pearsonassessments.com/understandscoring/</p> <ul style="list-style-type: none"> Users must create a new account using the Keyword 2122azella <i>Kindergarten Placement Test Administrator</i> <i>Stage II Writing Scorer (Grades 1 and 2)</i>
7/07	PAN Account	<p>PearsonAccess^{next} (PAN)</p> <ul style="list-style-type: none"> AZELLA DTCs will be notified when their PAN account for the 2021-2022 Placement Test administration has been enabled by Pearson - within 2 business days after ADE verifies all AZELLA FY22 Annual and Placement training requirements have been completed All other user accounts will be enabled by the AZELLA DTC or the AZELLA STC after the PAN user has completed all assigned training requirements Refer to the PAN Placement User's Guide or Quick Guide for step-by-step directions for PAN User Accounts
7/07	Test Materials	<p>Paper Placement Test materials may be ordered by the DTC through PAN</p> <ul style="list-style-type: none"> Refer to the PAN Placement User's Guide or Quick Guide for directions Orders will not be approved until schools who serve K-2 students have qualified KTP administrators and Stage II Writing scorers
7/12	Student Registrations	<p>DTCs and STCs must add students to PAN for the Placement Test BEFORE Placement Tests are administered</p> <ul style="list-style-type: none"> Create/Edit Students, Register Students, Manage Student Tests, and add online testing students to test sessions ADE and Pearson will not register students for a Placement Test; therefore, DTCs and STCs must add students to PAN
1 st day of instruction	Administration	<p>Eligible students may be administered the Placement Test no earlier than 2 weeks prior to the student's first day of school</p> <ul style="list-style-type: none"> DTCs, STCs, and TAs must have completed the Annual and Placement training requirements prior to the administration of any Placement Tests
4/29/2022	Test Materials	Last day to order additional paper Placement Test materials for SY 2021-2022
5/13/2022	Administration	Placement Test administration window closes at the end of the business day
6/09/2022	Published Reports, SDFs	Download and save all Placement published reports and the Student Data File from PAN from the District and School entities

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AZELLA Placement Test Cycle Calendar

The Placement **OnDemand Report** from PearsonAccess^{next} provides the information to use when completing the [Parental Notification and Consent Form](#), provided by OELAS.

This chart provides the important dates for student Placement Tests that have been completed by the last key entry date for a Cycle. The completed tests are **cycled** out of PAN, sent to ADE, and then the official reports are produced and made available to LEAs.

1. Read the chart from left to right by rows.
2. The dates in the columns are associated with the tests that are cycled out during the specific Cycle.
3. **Cycle Close Date** – Placement Tests that are not completed by the close of a cycle are moved to the next cycle or the cycle window in which the test is completed.
4. **Electronic Results** – AZELLA tests completed and recorded for a Cycle are published in PAN as individual Student Reports, Group Reports, and the Student Data File (SDF). These results will be reported on the EL70 and the EL73 Reports on or near the Electronic Results date. Test records that cycled out but are not on students' EL Reports will be in the AZELLA Corrections application because the student demographic information entered in PAN does not match the demographic information in AzEDS. After the student information has been matched correctly, the record will be reported on the EL Reports. Student reports from Pearson that have incorrect demographics will **NOT** be reproduced.
5. Students enrolled or exited from [EL program services](#), including Parent Withdrawn EL, will not pass integrity for the current school year without a current and eligible AZELLA test record. When students are not passing integrity, it **may** be because the student's new AZELLA record has not been published to the EL70 Report yet.
6. **Paper Reports Due to DTC** – AZELLA DTCs will receive 2 paper copies of the individual student reports on the date shown for the Cycle. One copy must be distributed to the parents and the other copy must be placed into the student cumulative file.

Cycle	Cycle Close Date Last Key Entry Date for the Cycle	Electronic Results Published Placement Reports are in PAN and may be on the EL Reports in ADEConnect	<i>Students from the Cycle may be eligible to pass integrity for EL program services enrollment and exit for the current school year</i>	Paper Reports Due to DTC Dated arrived in District from Pearson
1	7/30/2021	8/19/2021	8/23/2021	9/2/2021
2	8/13/2021	9/2/2021	9/6/2021	9/9/2021
3	8/27/2021	9/16/2021	9/20/2021	9/23/2021
4	9/10/2021	9/30/2021	10/4/2021	10/7/2021
5	10/8/2021	10/28/2021	11/1/2021	11/4/2021
6	11/12/2021	12/2/2021	12/6/2021	12/9/2021
7	12/17/2021	1/6/2022	1/10/2022	1/13/2022
8	1/21/2022	2/10/2022	2/14/2022	2/17/2022
9	2/18/2022	3/3/2022	3/7/2022	3/10/2022
10	3/18/2022	4/7/2022	4/11/2022	4/14/2022
11	4/15/2022	5/5/2022	5/9/2022	5/12/2022
12	5/13/2022	6/2/2022	6/6/2022	6/9/2022



AZELLA FALL 2021 STAND ALONE FIELD TEST (SAFT) ADMINISTRATION

Date(s)	Type	Information and Tasks
8/09 – 8/20	Student Counts Grades 1-4	DTCs must complete the Fall 2021 SAFT Participation Counts in PAN for Grades 1-4 <ul style="list-style-type: none"> DTCs will be able to access their PAN account for the Fall 2021 SAFT administration during this 2-week window to complete the Participation Counts Refer to the Quick Guide for directions for completing this task
8/25	Verification	DTCs and STCs ensure ALL Grades 1-12 EL students are listed on the EL73 Report <ul style="list-style-type: none"> Students with new Placement Tests with an OPL of less than proficient that were completed after 8/30/2021 will not be included on the EL73 Report. DTCs and STCs need to keep a list of these students because they will not be pre-registered for the SAFT by Pearson.
8/27	Data Extract	ADE extracts EL student data from EL73 Report to be used for the SAFT pre-registrations
9/13	Training	Arizona Training Management System https://az.tms.pearson.com/Account/Login?ReturnUrl=%2f <ul style="list-style-type: none"> All users must have completed the Annual, Placement, and SAFT training requirements by their assigned category
Week of 9/28	Test Materials	SAFT materials delivery window for Grades 1-4 <ul style="list-style-type: none"> DTCs must inventory all received materials and distribute to schools as labeled Do NOT exchange materials between schools
10/01	PAN Account	PearsonAccess ^{next} (PAN) <ul style="list-style-type: none"> AZELLA DTCs will be notified when their PAN account for the SAFT administration has been enabled by Pearson - within 2 business days after ADE verifies all AZELLA FY22 Annual, Placement, and SAFT training requirements have been completed All other user accounts will be enabled by the AZELLA DTC or the AZELLA STC after the PAN user has completed all assigned training requirements
10/01	Test Materials	Additional SAFT paper test materials may be ordered by the DTC (only) through PAN
10/01	Student Registrations	Verify Grades 1-12 EL students have Fall 2021 SAFT registrations in PAN, and complete the “Registration” tab for the pre-registered students in PAN <ul style="list-style-type: none"> Migrant Education program participation SPED program participation EL Status EL Program Services <p>DTCs and STCs must add students to PAN that were not pre-registered by Pearson and who qualify to participate (Create/Edit Students, Register Students, Manage Student Tests, and add online testing students to test sessions)</p>
10/11	Administration	Fall 2021 SAFT administration window opens
11/26	Test Materials	Additional orders for SAFT paper materials closes in PAN
12/03	Phone call	Call UPS to schedule the pick-up of all SAFT materials <ul style="list-style-type: none"> 1.800.823.7459
12/10	Administration	Fall 2021 SAFT administration window closes at the end of the business day
12/17	Test Materials	Scorable and Nonscorable SAFT materials must be shipped out to Pearson <ul style="list-style-type: none"> Boxes not shipped by this date will require the district to cover the costs of overnight shipping of materials so that Pearson receives the boxes no later than 12/23/2021

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AZELLA SPRING 2022 (SPR22) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information and Tasks
11/29 – 12/10/22	Student Counts Grades K-2	DTCs must complete the Spring 2022 Reassessment Participation Counts in PAN for Grades K-2. <ul style="list-style-type: none"> DTCs will be able to access their PAN account for the Spring 2022 Reassessment administration during this 2-week window to complete the Participation Counts
1/14/22 UPDATED	Training	Arizona Training Management System https://az.tms.pearson.com/Account/Login?ReturnUrl=%2f <ul style="list-style-type: none"> All users must complete the Annual and Reassessment training requirements by their assigned category
1/05/22	Verification	Download the EL73 Reports to ensure Grades K-12 EL students are listed on the EL73 Report <ul style="list-style-type: none"> These are the students that will be pre-registered for the SPR22 Reassessment Test by Pearson
1/06/22	Data Extract	ADE extracts EL student data to be used for the SPR22 pre-registrations <ul style="list-style-type: none"> This data will NOT include all eligible EL students required to participate in the Reassessment Test
1/10/22	Student Registrations	Pearson pre-registers eligible Grades K-12 EL students in PAN for the SAFT <ul style="list-style-type: none"> Pearson produces Grades K-2 Pre-ID Labels
Week of 1/18/22	Test Materials	Spring 2022 Reassessment Test materials delivery window for Grades K-2 <ul style="list-style-type: none"> DTCs must inventory all received materials and Pre-ID Labels and distribute to schools as labeled
1/21/22	PAN Account	PearsonAccess ^{next} (PAN) <ul style="list-style-type: none"> AZELLA DTCs will be notified when their PAN account for the SPR22 Reassessment administration has been enabled by Pearson - within 2 business days after ADE verifies all AZELLA FY22 Annual and Reassessment training requirements have been completed All other user accounts will be enabled by the AZELLA DTC or the AZELLA STC after the PAN user has completed all assigned training requirements
1/21/22	Test Materials	Additional SPR22 Reassessment paper test materials may be ordered by the DTC through PAN
1/21/22	Student Registrations	Verify Grades K-12 student SPR22 Reassessment Test registrations, test assignment, and test sessions, and complete the “Registration” tab for the pre-registered students <ul style="list-style-type: none"> Migrant Education program participation SPED program participation EL Status EL Program Services Review the EL73 Reports and add students to PAN that were not pre-registered by Pearson and who qualify to participate (Create/Edit Students, Register Students, Manage Student Tests, and add online testing students to test sessions) <ul style="list-style-type: none"> Submit Work Requests through PAN for newly transferred students who are eligible to be tested Students who are administered a Placement Test after January 1 will not participate in the SPR22 Reassessment Test
1/31/22	Administration	Spring 2022 Reassessment Test administration window opens <ul style="list-style-type: none"> Administer the test earlier in the test window rather than later Review EL73 Reports often as newly transferred students may need to be tested



AZELLA SPRING 2022 (SPR22) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information and Tasks
3/04/22	Test Materials	Additional orders for SPR22 Reassessment paper test materials closes in PAN
3/11/22	Phone call	<p>Call UPS to schedule the pick-up of all SPR22 Reassessment Test materials</p> <ul style="list-style-type: none"> • 1.800.823.7459 <p>Do not return SPR22 Reassessment materials before the close of the test administration window because districts are responsible for testing all eligible EL students through 3/18/2022, including students who have transferred into the schools during the test administration window</p>
3/18/22	Administration	SPR22 Reassessment Test administration window closes at the end of the business day
3/25/2022	Test Materials	<p>Scorable and Nonscorable SPR22 Reassessment Test materials must be shipped out to Pearson</p> <ul style="list-style-type: none"> • Boxes not shipped by this date will require the district to cover the costs of overnight shipping of materials so that Pearson receives the boxes no later than 3/31/2022
5/05/2022	Results, Reports and SDFs	<p>Spring 2022 Reassessment Test electronic score reports and data files available through PAN</p> <ul style="list-style-type: none"> • Download and save all SPR22 Reassessment published reports and the Student Data File in PAN from the District and School entities • AZELLA SPR22 Reassessment Test records should show on the SDELL70 Reports or they will be in the AZELLA Corrections application <ul style="list-style-type: none"> ○ Correct AZELLA records by matching the record to the correct student by 6/30/2022
5/13/2022	Student Paper Reports	<p>Spring 2022 Reassessment Test - Individual student paper reports from Pearson due to arrive at the District</p> <ul style="list-style-type: none"> • 1 copy must be distributed to the parents • 1 copy must be placed in the student's cumulative file

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