



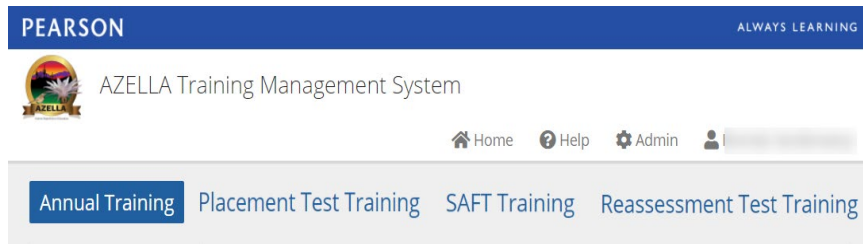
AZELLA Training Requirements 2021-2022

This document provides AZELLA Staff with the training requirements for School Year 2021-2022.

Each AZELLA staff member must complete their required trainings **as associated with their assigned AZELLA role, or category.** Completed training modules **cannot be transferred** between the AZELLA categories in the Arizona Training Management System (ATMS). If you do not know your assigned AZELLA role (category), please ask your AZELLA DTC prior to starting the training modules.

Test Administrators (TA)	Data Entry (DE)	Proctors and Other Staff	District or School Report Only
Technology Coordinator	School Test Coordinator (STC)	District Test Coordinator (DTC)	

The training modules are contained within the tabs in the ATMS as shown in the image below. Use the tabs to select each section of trainings. Assigned training modules **must be completed once per school year.**



- Annual** - **must** be completed prior to other administration modules
- Placement** - **must** be completed prior to tests being administered
- SAFT** - Annual and Placement modules **must** be completed prior to the SAFT modules
- Reassessment** - Annual modules **must** be completed prior to the Reassessment modules

The AZELLA DTC's PearsonAccess^{next} (PAN) account will be enabled for each test administration after all training requirements have been completed and verified by ADE. The DTC will be able to create or edit and enable the STCs' PAN accounts after the DTC verifies that the STCs have completed all requirements. The DTC and STC will be able to create or edit and enable AZELLA staff PAN accounts, after verification that requirements have been completed. Not all AZELLA staff require a PAN account; however, all AZELLA staff must complete the training modules associated with their assigned role **BEFORE** any AZELLA tests may be administered. It is a **Test Security violation** to administer any AZELLA tests prior to the DTC, STC, and Test Administrators completing ALL requirements for the test administration.

AZELLA Annual Training Requirements - School Year 2021-2022

These **Annual** training requirements reach across all AZELLA Test administrations for the current school year. These modules must be completed once per school year and before **ANY** AZELLA tests being administered. The AZELLA DTC must complete all DTC requirements before any staff who require a PearsonAccess^{next} (PAN) account can be added to PAN, and before Test Administrators in the LEA can begin testing students, even when the Test Administrator has completed all the requirements for his or her AZELLA role.

District Test Coordinator (DTC)	School Test Coordinator (STC)	Technology Coordinator	Data Entry
<p>★ All required signatures on the 2021-2022 Assessment Test Coordinator and Security Agreement form must be included and the Agreement sent to Testing@azed.gov.</p>	<p>Sign the AZELLA Test Security Agreement 2021-2022. Collect signed agreements from school AZELLA staff and file with the DTC.</p>	<p>Sign the AZELLA Test Security Agreement 2021-2022 and return it to the AZELLA DTC.</p>	<p>Sign the AZELLA Test Security Agreement 2021-2022 and return it to the AZELLA DTC.</p>
<p>Sign the AZELLA Test Security Agreement 2021-2022, collect the other signed agreements from the schools, and save all agreement forms for 6 Fiscal Years.</p>	<p>Attest to the STC/DTC to being proficient in the English language by adding your name to the <i>English Language Proficiency Assessment Administrator Attestation</i> form.</p>	<p>[TMS Annual Training Tab]: Test Security and Ethics module</p>	<p>[TMS Annual Training Tab]: Test Security and Ethics module</p>
<p>Attest to all test administrators being proficient in the English language. Complete the <i>English Language Proficiency Assessment Administrator Attestation</i> form and make it available for ADE upon request.</p>	<p>Provide copies of the signed <i>English Language Proficiency Assessment Administrator Attestation</i> form for schools that have been signed by the Test Administrators and Proctors to the DTC.</p>	<p>[TMS Annual Training Tab]: AZELLA Technology module</p>	<p>[TMS Annual Training Tab]: PearsonAccess Next module</p>
<p>[TMS Annual Training Tab]: Test Security and Ethics module</p>	<p>[TMS Annual Training Tab]: Test Security and Ethics module</p>	<p style="text-align: center;">AZELLA Annual Training modules available in the ATMS on <u>July 5, 2021</u></p>	
<p>[TMS Annual Training Tab]: AZELLA Technology module</p>	<p>[TMS Annual Training Tab]: AZELLA Technology module</p>		
<p>[TMS Annual Training Tab]: AZELLA Basics module</p>	<p>[TMS Annual Training Tab]: AZELLA Basics module</p>		
<p>[TMS Annual Training Tab]: AZELLA Reports and Corrections module</p>	<p>[TMS Annual Training Tab]: AZELLA Reports and Corrections module</p>		
<p>[TMS Annual Training Tab]: PearsonAccess Next module</p>	<p>[TMS Annual Training Tab]: PearsonAccess Next module</p>		

AZELLA Annual Training Requirements - School Year 2021-2022

These **Annual** training requirements reach across all AZELLA Test administrations for the current school year. These modules must be completed once per school year and before ANY AZELLA tests being administered. The AZELLA DTC must complete all DTC requirements before any staff who require a PearsonAccessnext (PAN) account can be added to PAN, and before Test Administrators in the LEA can begin testing students, even when the Test Administrator has completed all the requirements for his or her AZELLA role.

K-2 Test Administrators	3-12 Test Administrators	AZELLA Proctors	All Other Staff Who Will Have Access to AZELLA Materials, Systems, and Reports
Sign the AZELLA Test Security Agreement 2021-2022 and return it to the AZELLA STC/DTC.	Sign the AZELLA Test Security Agreement 2021-2022 and return it to the AZELLA STC/DTC.	Sign the AZELLA Test Security Agreement 2021-2022 and return it to the AZELLA STC/DTC.	Sign the AZELLA Test Security Agreement 2021-2022 and return it to the AZELLA STC/DTC.
Attest to the STC/DTC to being proficient in the English language by adding your name to the <i>English Language Proficiency Assessment Administrator Attestation</i> form.	Attest to the STC/DTC to being proficient in the English language by adding your name to the <i>English Language Proficiency Assessment Administrator Attestation</i> form.	Attest to the STC/DTC to being proficient in the English language by adding your name to the <i>English Language Proficiency Assessment Administrator Attestation</i> form.	[TMS Annual Training Tab]: Test Security and Ethics module
[TMS Annual Training Tab]: Test Security and Ethics module	[TMS Annual Training Tab]: Test Security and Ethics module	[TMS Annual Training Tab]: Test Security and Ethics module	[TMS Annual Training Tab]: AZELLA Reports and Corrections module <i>District or School Reports Only</i>

AZELLA Placement Administration Training Requirements - School Year 2021-2022

These **Placement** training requirements must be completed once per school year. The AZELLA DTC must complete all DTC requirements before any staff who requires a PearsonAccessnext (PAN) account can be added to PAN, and before Test Administrators in the LEA can begin testing students, even when the Test Administrator has completed all the requirements for his or her AZELLA role. **The Annual training modules must be completed first.**

District Test Coordinator (DTC)	School Test Coordinator (STC)	Grades K-2 Test Administrators	Grades 3-12 Test Administrators
★ Create DTC-District AZELLA Placement Test Administration Presentation specific to the district and schools; present it to ALL AZELLA staff; and, retain record of attendance.	Participate in the DTC's AZELLA Placement Test Administration Presentation	Participate in the DTC's AZELLA Placement Test Administration Presentation	Participate in the DTC's AZELLA Placement Test Administration Presentation
[TMS Placement Training Tab]: DTC-STC AZELLA Placement module	[TMS Placement Training Tab]: DTC-STC AZELLA Placement module	[TMS Placement Training Tab]: K-2 Placement module ★ Schools that serve Grades K-2 students	[TMS Placement Training Tab]: 3-12 Placement module ★ Schools that serve Grades 3-12 students
[TMS Placement Training Tab]: K-2 Placement module ★ Districts that serve Grades K-2 students	[TMS Placement Training Tab]: K-2 Placement module ★ Schools that serve Grades K-2 students	Kindergarten Placement Test Administrator for KPT <i>Understand Scoring</i> training and qualification (KPT administrators only)	
[TMS Placement Training Tab]: 3-12 Placement module ★ Districts that serve Grades 3-12 students	[TMS Placement Training Tab]: 3-12 Placement module ★ Schools that serve Grades 3-12 students	Stage II Writing Scorer <i>Understand Scoring</i> training and qualification (may or may not be a Stage II Test Administrator) (only for those who will be scoring the responses)	
Understand Scoring (K-2) qualifications are required only if the DTC will be administering the KPT and/or scoring the Stage II extended Writing responses. Additional Orders will not be approved until schools have qualified KPT administrators and Stage II Writing scorers.	Understand Scoring (K-2) qualifications are required only if the STC will be administering the KPT and/or scoring the Stage II extended Writing responses.	Placement training modules available in the ATMS on July 5, 2021 The 2021-2022 Placement Test Administration may begin no sooner than 2 calendar weeks prior to the students first day of instruction and only after the DTC, STC, and TAs have completed the Annual and Placement administration training requirements. This test administration closes on May 13, 2022 .	

AZELLA Fall 2021 Stand Alone Field Test Administration Training Requirements

ALL USERS: The **Annual and Placement** training modules must be completed prior to completing these Stand Alone Field Tests (SAFT) training modules. These modules must be completed before ANY Fall 2021 SAFTs being administered. The AZELLA DTC must complete all DTC requirements before any staff who requires a PearsonAccess^{next} (PAN) account can be added to PAN, and before Test Administrators in the LEA can begin testing students, even when the Test Administrator has completed all the requirements for his or her AZELLA role.

KINDERGARTEN STUDENTS WILL NOT PARTICIPATE IN THE ADMINISTRATION OF THE FALL 2021 SAFT

District Test Coordinator (DTC)	School Test Coordinator (STC)	Grades 1-2 Test Administrators	Grades 3-4 Test Administrators	Grades 5-12 Test Administrators
★ Create DTC-District AZELLA SAFT Administration Presentation specific to the district and schools; present it to ALL AZELLA staff; and, retain record of attendance.	Participate in the DTC’s AZELLA SAFT Administration Presentation	Participate in the DTC’s AZELLA SAFT Administration Presentation	Participate in the DTC’s AZELLA SAFT Administration Presentation	Participate in the DTC’s AZELLA SAFT Administration Presentation
[TMS SAFT Training Tab]: DTC-STC AZELLA SAFT module	[TMS SAFT Training Tab]: DTC-STC AZELLA SAFT module	[TMS SAFT Training Tab]: Grades 1, 2 SAFT module ★ Schools that serve Grades 1 and 2 students	[TMS SAFT Training Tab]: Grades 3, 4 SAFT module ★ Schools that serve Grades 3 and 4 students	[TMS SAFT Training Tab]: Grades 5-12 SAFT module ★ Schools that serve Grades 5-12 students
[TMS SAFT Training Tab]: Grades 1, 2 SAFT module ★ Districts that serve Grades 1 and 2 students	[TMS SAFT Training Tab]: Grades 1, 2 SAFT module ★ Schools that serve Grades 1 and 2 students	<p>Fall 2021 AZELLA SAFT training modules available in the ATMS on <u>September 13, 2021</u></p> <p>Fall 2021 SAFT administration window is <u>October 11 - December 10, 2021</u></p> <p>Kindergarten students will NOT participate</p>		
[TMS SAFT Training Tab]: Grades 3, 4 SAFT module ★ Districts that serve Grades 3 and 4 students	[TMS SAFT Training Tab]: Grades 3, 4 SAFT module ★ Schools that serve Grades 3 and 4 students			
[TMS SAFT Training Tab]: Grades 5-12 SAFT module ★ Districts that serve Grades 5-12 students	[TMS SAFT Training Tab]: Grades 5-12 SAFT module ★ Schools that serve Grades 5-12 students			

AZELLA Spring 2022 Reassessment Administration Training Requirements

ALL USERS: The **Annual** Training modules must be completed prior to completing these AZELLA Spring Reassessment training modules. These modules must be completed before ANY Spring AZELLA Reassessment tests being administered. The AZELLA DTC must complete all DTC requirements before any staff who requires a PearsonAccess^{next} (PAN) account can be added to PAN, and before Test Administrators in the LEA can begin testing students, even when the Test Administrator has completed all the requirements for his or her AZELLA role.

District Test Coordinator (DTC)	School Test Coordinator (STC)	Grades K-2 Test Administrators	Grades 3-12 Test Administrators
<p>★ Create DTC-District AZELLA Spring Reassessment Test Administration Presentation specific to the district and schools; present it to ALL AZELLA staff; and, retain record of attendance.</p>	<p>Participate in the AZELLA DTC's AZELLA Spring Reassessment Test Administration Presentation</p>	<p>Participate in the AZELLA DTC's AZELLA Spring Reassessment Test Administration Presentation</p>	<p>Participate in the AZELLA DTC's AZELLA Spring Reassessment Test Administration Presentation</p>
<p>[TMS Reassessment Training Tab]: DTC-STC Reassessment module</p>	<p>[TMS Reassessment Training Tab]: DTC-STC Reassessment module</p>	<p>[TMS Placement Training Tab]: K-2 Reassessment module ★ Schools that serve Grades K-2 students</p>	<p>[TMS Placement Training Tab]: 3-12 Reassessment module ★ Schools that serve Grades 3-12 students</p>
<p>[TMS Placement Training Tab]: K-2 Reassessment module ★ Districts that serve Grades K-2 students</p>	<p>[TMS Placement Training Tab]: K-2 Reassessment module ★ Schools that serve Grades K-2 students</p>	<p>Spring 2022 AZELLA Reassessment training modules available in the ATMS on <u>January 3, 2022</u></p> <p>Spring 2022 AZELLA Reassessment Test window is <u>January 31 - March 18, 2022</u></p>	
<p>[TMS Placement Training Tab]: 3-12 Reassessment module ★ Districts that serve Grades 3-12 students</p>	<p>[TMS Placement Training Tab]: 3-12 Reassessment module ★ Schools that serve Grades 3-12 students</p>		