

# **AZELLA Test Administration Calendars**



## 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](mailto: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 <sup>next</sup>
SDF	Student Data File
OELAS	Office of English Language Acquisition Services

Important contact information:

Group	Questions about...	Contact
<b>The AZELLA Team at ADE</b>	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	<a href="mailto:AZELLA@azed.gov">AZELLA@azed.gov</a> (BEST method!) 602.542.5031 <a href="https://www.azed.gov/assessment/azella-dtcs">https://www.azed.gov/assessment/azella-dtcs</a>
<b>Pearson Program Team</b>	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
<b>OELAS at ADE</b>	EL Forms EL program services (SEI Models) enrollments/exits EL71 – EL Program Participation Report Monitoring FEP students Title III	<a href="mailto:OELASInbox@azed.gov">OELASInbox@azed.gov</a> 602.542.3050 <a href="http://www.azed.gov/oelas">www.azed.gov/oelas</a>
<b>School Finance at ADE</b>	SSID Issues (new, duplicate, shared) Student demographic information Student school enrollment information	<a href="mailto:SchoolFinance@azed.gov">SchoolFinance@azed.gov</a> 602.542.5695 <a href="https://www.azed.gov/finance">https://www.azed.gov/finance</a>
<b>Accountability at ADE</b>	EL Accountability related questions and concerns EL Calculations for Accountability State Reclassification Rates	<a href="mailto:ACHIEVE@azed.gov">ACHIEVE@azed.gov</a> 602.542.5151 <a href="https://www.azed.gov/accountability-research">https://www.azed.gov/accountability-research</a>
<b>ADE Support Desk</b>	AzEDS related questions and concerns ADEConnect accounts, questions, and concerns	<a href="mailto:ADESupport@azed.gov">ADESupport@azed.gov</a>

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

This document is subject to updates as needed.



### AZELLA Placement Test Cycle Calendar

The Placement **OnDemand Report** from PearsonAccess<sup>next</sup> 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.

<b>Cycle</b>	<b>Cycle Close Date</b> Last Key Entry Date for the Cycle	<b>Electronic Results</b> 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>	<b>Paper Reports Due to DTC</b> 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 <b>Grades 1-4</b>	DTCs <b>must complete</b> the Fall 2021 SAFT <b>Participation Counts</b> in PAN for <b>Grades 1-4</b> <ul style="list-style-type: none"> <li>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</li> <li>Refer to the Quick Guide for directions for completing this task</li> </ul>
8/25	Verification	DTCs and STCs ensure ALL <b>Grades 1-12</b> EL students are listed on the EL73 Report <ul style="list-style-type: none"> <li>Students with new Placement Tests with an OPL of less than proficient that were <b>completed after 8/30/2021</b> 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.</li> </ul>
8/27	Data Extract	<b>ADE</b> extracts EL student data from EL73 Report to be used for the SAFT pre-registrations
9/13	Training	Arizona Training Management System <a href="https://az.tms.pearson.com/Account/Login?ReturnUrl=%2f">https://az.tms.pearson.com/Account/Login?ReturnUrl=%2f</a> <ul style="list-style-type: none"> <li>All users must have completed the <b>Annual, Placement, and SAFT training requirements</b> by their assigned category</li> </ul>
Week of 9/28	Test Materials	SAFT materials delivery window for Grades 1-4 <ul style="list-style-type: none"> <li>DTCs must inventory all received materials and distribute to schools as labeled</li> <li><b>Do NOT</b> exchange materials between schools</li> </ul>
10/01	PAN Account	PearsonAccess <sup>next</sup> (PAN) <ul style="list-style-type: none"> <li>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 <b>Annual, Placement, and SAFT</b> training requirements have been completed</li> <li>All other user accounts will be enabled by the AZELLA DTC or the AZELLA STC <b>after</b> the PAN user has completed all assigned training requirements</li> </ul>
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"> <li>Migrant Education program participation</li> <li>SPED program participation</li> <li>EL Status</li> <li>EL Program Services</li> </ul> <p>DTCs and STCs must <b>add</b> 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"> <li>1.800.823.7459</li> </ul>
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"> <li>Boxes not shipped by this date will require the district to cover the costs of overnight shipping of materials so that <b>Pearson receives the boxes no later than 12/23/2021</b></li> </ul>

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### AZELLA SPRING 2022 (SPR22) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information and Tasks
11/29 – 12/10/22	Student Counts <b>Grades K-2</b>	DTCs must complete the Spring 2022 Reassessment <b>Participation Counts</b> in PAN for Grades K-2. <ul style="list-style-type: none"> <li>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</li> </ul>
1/03/22	Training	Arizona Training Management System <a href="https://az.tms.pearson.com/Account/Login?ReturnUrl=%2f">https://az.tms.pearson.com/Account/Login?ReturnUrl=%2f</a> <ul style="list-style-type: none"> <li>All users must complete the <b>Annual and Reassessment training requirements</b> by their assigned category</li> </ul>
1/05/22	Verification	Download the EL73 Reports to ensure <b>Grades K-12</b> EL students are listed on the EL73 Report <ul style="list-style-type: none"> <li>These are the students that will be pre-registered for the SPR22 Reassessment Test by Pearson</li> </ul>
1/06/22	Data Extract	<b>ADE</b> extracts EL student data to be used for the SPR22 pre-registrations <ul style="list-style-type: none"> <li>This data will <b>NOT</b> include all eligible EL students required to participate in the Reassessment Test</li> </ul>
1/10/22	Student Registrations	<b>Pearson</b> pre-registers eligible <b>Grades K-12</b> EL students in PAN for the SAFT <ul style="list-style-type: none"> <li>Pearson produces Grades K-2 Pre-ID Labels</li> </ul>
<b>Week of 1/18/22</b>	Test Materials	Spring 2022 Reassessment Test materials delivery window for Grades K-2 <ul style="list-style-type: none"> <li>DTCs must inventory all received materials and Pre-ID Labels and distribute to schools as labeled</li> </ul>
1/21/22	PAN Account	PearsonAccess <sup>next</sup> (PAN) <ul style="list-style-type: none"> <li>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 <b>Annual and Reassessment</b> training requirements have been completed</li> <li>All other user accounts will be enabled by the AZELLA DTC or the AZELLA STC <b>after</b> the PAN user has completed all assigned training requirements</li> </ul>
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"> <li>Migrant Education program participation</li> <li>SPED program participation</li> <li>EL Status</li> <li>EL Program Services</li> </ul> Review the EL73 Reports and <b>add</b> 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"> <li>Submit <b>Work Requests</b> through PAN for newly transferred students who are eligible to be tested</li> <li>Students who are administered a Placement Test after January 1 will not participate in the SPR22 Reassessment Test</li> </ul>
1/31/22	Administration	Spring 2022 Reassessment Test administration window opens <ul style="list-style-type: none"> <li>Administer the test earlier in the test window rather than later</li> <li>Review EL73 Reports often as newly transferred students may need to be tested</li> </ul>





### 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"> <li>• 1.800.823.7459</li> </ul> <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"> <li>• Boxes not shipped by this date will require the district to cover the costs of overnight shipping of materials so that <b>Pearson receives the boxes no later than 3/31/2022</b></li> </ul>
5/05/2022	Results, Reports and SDFs	<p><b>Spring 2022 Reassessment Test</b> electronic score reports and data files available through PAN</p> <ul style="list-style-type: none"> <li>• Download and save all SPR22 Reassessment published reports and the Student Data File in PAN from the District <b>and</b> School entities</li> <li>• 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"> <li>○ Correct AZELLA records by matching the record to the correct student by 6/30/2022</li> </ul> </li> </ul>
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"> <li>• 1 copy must be distributed to the parents</li> <li>• 1 copy must be placed in the student's cumulative file</li> </ul>

*This document is subject to updates as needed.*

**AZELLA FY22 Training**  
**Requirements by AZELLA Role**  
(updated 7.01.2021)





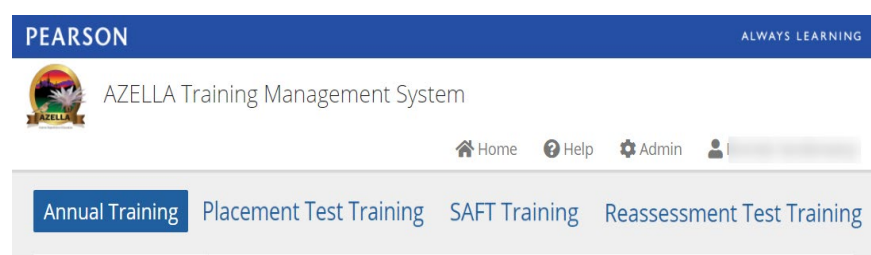
# AZELLA Training Requirements 2021-2022

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.**



1. **Annual** - **must** be completed prior to other administration modules
2. **Placement** - **must** be completed prior to tests being administered
3. **SAFT** - Annual and Placement modules **must** be completed prior to the SAFT modules
4. **Reassessment** - Annual modules **must** be completed prior to the Reassessment modules

The AZELLA DTC's PearsonAccess<sup>next</sup> (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<sup>next</sup> (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 <b>2021-2022 Assessment Test Coordinator and Security Agreement</b> form must be included and the Agreement sent to Testing@azed.gov.</p>	<p>Sign the <b>AZELLA Test Security Agreement 2021-2022</b>. Collect signed agreements from school AZELLA staff and file with the DTC.</p>	<p>Sign the <b>AZELLA Test Security Agreement 2021-2022</b> and return it to the AZELLA DTC.</p>	<p>Sign the <b>AZELLA Test Security Agreement 2021-2022</b> and return it to the AZELLA DTC.</p>
<p>Sign the <b>AZELLA Test Security Agreement 2021-2022</b>, 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]: <b>Test Security and Ethics</b> module</p>	<p>[TMS Annual Training Tab]: <b>Test Security and Ethics</b> 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]: <b>AZELLA Technology</b> module</p>	<p>[TMS Annual Training Tab]: <b>PearsonAccess Next</b> module</p>
<p>[TMS Annual Training Tab]: <b>Test Security and Ethics</b> module</p>	<p>[TMS Annual Training Tab]: <b>Test Security and Ethics</b> module</p>	<p style="text-align: center;">AZELLA Annual Training modules available in the ATMS on <b><u>July 5, 2021</u></b></p>	
<p>[TMS Annual Training Tab]: <b>AZELLA Technology</b> module</p>	<p>[TMS Annual Training Tab]: <b>AZELLA Technology</b> module</p>		
<p>[TMS Annual Training Tab]: <b>AZELLA Basics</b> module</p>	<p>[TMS Annual Training Tab]: <b>AZELLA Basics</b> module</p>		
<p>[TMS Annual Training Tab]: <b>AZELLA Reports and Corrections</b> module</p>	<p>[TMS Annual Training Tab]: <b>AZELLA Reports and Corrections</b> module</p>		
<p>[TMS Annual Training Tab]: <b>PearsonAccess Next</b> module</p>	<p>[TMS Annual Training Tab]: <b>PearsonAccess Next</b> 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.

<b>K-2 Test Administrators</b>	<b>3-12 Test Administrators</b>	<b>AZELLA Proctors</b>	<b>All Other Staff Who Will Have Access to AZELLA Materials, Systems, and Reports</b>
<p>Sign the <b>AZELLA Test Security Agreement 2021-2022</b> and return it to the AZELLA STC/DTC.</p>	<p>Sign the <b>AZELLA Test Security Agreement 2021-2022</b> and return it to the AZELLA STC/DTC.</p>	<p>Sign the <b>AZELLA Test Security Agreement 2021-2022</b> and return it to the AZELLA STC/DTC.</p>	<p>Sign the <b>AZELLA Test Security Agreement 2021-2022</b> and return it to the AZELLA STC/DTC.</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>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>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><b>[TMS Annual Training Tab]: Test Security and Ethics module</b></p>
<p><b>[TMS Annual Training Tab]: Test Security and Ethics module</b></p>	<p><b>[TMS Annual Training Tab]: Test Security and Ethics module</b></p>	<p><b>[TMS Annual Training Tab]: Test Security and Ethics module</b></p>	<p><b>[TMS Annual Training Tab]: AZELLA Reports and Corrections module <i>District or School Reports Only</i></b></p>

# 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
★ <b>Create DTC-District AZELLA Placement Test Administration</b> 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 <b>the DTC</b> will be administering the <b>KPT</b> and/or scoring the <b>Stage II</b> 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 <b>STC</b> will be administering the KPT and/or scoring the Stage II extended Writing responses.	Placement training modules available in the ATMS on <b>July 5, 2021</b> The 2021-2022 Placement Test Administration may begin no sooner than 2 calendar weeks prior to the students first day of instruction <b>and</b> only after the DTC, STC, and TAs have completed the Annual <b>and</b> Placement administration training requirements. This test administration closes on <b>May 13, 2022</b> .	

# 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<sup>next</sup> (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
★ <b>Create DTC-District AZELLA SAFT Administration</b> 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 <b><u>September 13, 2021</u></b></p> <p>Fall 2021 SAFT administration window is <b><u>October 11 - December 10, 2021</u></b></p> <p><b>Kindergarten students will NOT participate</b></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<sup>next</sup> (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>★ <b>Create DTC-District AZELLA Spring Reassessment Test Administration</b> 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><b>[TMS Reassessment Training Tab]:</b> DTC-STC Reassessment module</p>	<p><b>[TMS Reassessment Training Tab]:</b> DTC-STC Reassessment module</p>	<p><b>[TMS Placement Training Tab]:</b> K-2 Reassessment module ★ Schools that serve Grades K-2 students</p>	<p><b>[TMS Placement Training Tab]:</b> 3-12 Reassessment module ★ Schools that serve Grades 3-12 students</p>
<p><b>[TMS Placement Training Tab]:</b> K-2 Reassessment module ★ Districts that serve Grades K-2 students</p>	<p><b>[TMS Placement Training Tab]:</b> K-2 Reassessment module ★ Schools that serve Grades K-2 students</p>	<p>Spring 2022 AZELLA Reassessment training modules available in the ATMS on <b><u>January 3, 2022</u></b></p> <p>Spring 2022 AZELLA Reassessment Test window is <b><u>January 31 - March 18, 2022</u></b></p>	
<p><b>[TMS Placement Training Tab]:</b> 3-12 Reassessment module ★ Districts that serve Grades 3-12 students</p>	<p><b>[TMS Placement Training Tab]:</b> 3-12 Reassessment module ★ Schools that serve Grades 3-12 students</p>		

# **Eligibility for EL Services and AZELLA Testing for FY 2022**





# Eligibility for EL Services and AZELLA Testing

SY 2021-2022

Now that students are returning to in-person learning, ADE is no longer allowing students to be eligible for EL program services without a current AZELLA test record that is less than proficient. Students participating in EL program services without a qualifying AZELLA test score will not pass integrity.

## Eligibility for EL Services for SY 2021-2022

Eligibility requirements for EL Services:

1. Students must have a **CURRENT** AZELLA record
  - The **DATE** of the most recent AZELLA record must be from the prior school year (2020-2021) or the current school year (2021-2022)
2. AZELLA record must show an **OVERALL PROFICIENCY LEVEL** (OPL) of less than proficient
  - Pre-Emergent/Emergent, Basic, and Intermediate
3. The **ELIGIBILITY STATUS** of the AZELLA record must show as **Eligible for EL Services**

Assessment History					District Name	District Entity ID	School Name	School Entity ID
Date	AZELLA Test <sup>1</sup>	Overall Tested Grade <sup>2</sup>	Overall Proficiency Level <sup>3</sup>	Eligibility Status				
03/30/2021	R	7	Basic	Eligible for EL Services				
02/28/2020	R	6	Basic	Eligible for EL Services				

Figure 1 EL70 Report

**ALL continuing** EL students entering SY 2021-2022 with an AZELLA record **dated during SY 2020-2021** with an Overall Proficiency Level (OPL) that is less than proficient are eligible for EL program services this school year. These students are not eligible for a new AZELLA Placement Test.



## AZELLA Placement Test Eligibility

*Two weeks before the start of school through May 13, 2022*

Students who do **not** have an AZELLA test record (Placement **or** Reassessment) from last school year (2020-2021) with a less than proficient OPL will **not pass integrity for EL Services for this school year (2021-2022)** until they have a new AZELLA Placement Test that results in a less than proficient OPL.

Students who require a new AZELLA Placement Test **during the first 2 weeks of instruction** for SY 2021-2022:

- Students who were enrolled in EL Services for SY 2020-2021 and were **NEVER** administered any AZELLA test during SY 2020-2021.
- Students who received an UNDETERMINED result from their SY 2020-2021 AZELLA test.
- Students with any **RED FONT** message on their EL70 Report.
- Students listed on the EL73 Report in EL Group 8.
  - The EL73 Report will not populate with students until school enrollments have been synchronized with AzEDS and school is ready to start.
- Students who are eligible for and have a completed EL Services to Mainstream AZELLA Placement Test Referral form.

Students who require a new AZELLA Placement Test **during the first 30 days of instruction** (and within 2 calendar weeks of school enrollment after the initial 30 days from the first day of instruction) for SY 2021-2022:

- New (*not retained*) Kindergarten students with responses other than English and American Sign Language (ASL) on their Home Language Survey.
  - Contact [AZELLA@azed.gov](mailto:AZELLA@azed.gov) for guidance about retained KG students who were never administered any AZELLA test during SY 2020-2021.
- New-to-AZ public schools Grades 1-12 students who have responses other than English and ASL on their Home Language Survey.



## Fall 2021 AZELLA Stand Alone Field Test (SAFT) Eligibility

*October 11 – December 10, 2021*

Students who **REQUIRE** an AZELLA SAFT:

- **ALL Grades 1-12** EL students with an AZELLA record dated during SY 2020-2021 and the OPL is less than proficient.
- **ALL Grades 1-12** EL students who are administered an AZELLA Placement Test this school year (SY 2021-2022) **through December 9, 2021** and the OPL is less than proficient.
  - *Kindergarten students will not participate in this field test.*

## Spring 2022 AZELLA Reassessment Test

*January 31 – March 18, 2022*

Students who **REQUIRE** a Spring AZELLA Reassessment Test:

- **ALL** Grades K-12 EL students with an AZELLA record dated during SY 2020-2021 and the OPL is less than proficient.
- **ALL** Grades K-12 EL students who are administered an AZELLA Placement Test **between the start of the school year through December 31, 2021** and the OPL is less than proficient.

Students who **MAY NOT** be administered a Spring AZELLA Reassessment Test:

- Grades K-12 EL students who are administered an AZELLA Placement Test **after January 1, 2022** and the OPL is less than proficient. These students will not be tested again with the AZELLA test until the Spring **2023** AZELLA Reassessment Test administration.

# **How to Read the EL70 Report**

(updated 8.9.2021)



# How to Read the EL70 – AZELLA Student Test History Report

## LOCATION OF REPORT

This report is in ADEConnect. An ADEConnect account is required with the role of AZELLA District Test Coordinator or the role of ELL.

ADEConnect >> **Assessments** >> AZELLA – **EL70 – AZELLA Student Test History Report**

## PRINTING THE REPORT

It is recommended that this report be printed in the **Landscape Orientation**.

## DESCRIPTION OF REPORT

The EL70 – AZELLA Student Test History Report displays all AZELLA tests administered to a student, the most recent EL Program transactions, and the student’s current Fiscal Year Classification.

The EL70 Report is intended to assist Local Educational Agencies (LEAs) in determining the eligibility of a student for EL program services for the current Fiscal Year. The State Student ID (SSID) is required to access a student’s report.

This report is monitored and any misuse is a violation of state and federal law.

## STUDENT DEMOGRAPHICS

There are 8 columns of student demographic information. This information is reported to ADE by the LEA.

SSID	Last Name	First Name	Middle Name	DOB	Enrolled Grade	Home Language	Gender
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## ASSESSMENT HISTORY

There are 9 columns of AZELLA Test information. Every assessment is displayed in a single row in chronological order (newest to oldest).

Assessment Date	AZELLA Test <sup>1</sup>	Tested Grade <sup>2</sup>	Overall Proficiency Level <sup>3</sup>	Eligibility Status	District Name	District Entity ID	School Name	School Entity ID
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### <sup>1</sup>AZELLA Test

**P** = AZELLA Placement Test; **R** = AZELLA Spring Reassessment Test; **Z** = AZELLA Form AZ-1 or AZELLA Form AZ-2 Test

### <sup>2</sup>Tested Grade

Grade Level of Test Scored

### <sup>3</sup>Overall Proficiency Level

A determination of Proficient for Overall Proficiency Level on AZELLA requires a Proficient Score on the Reading, Writing Domain Scores as well as a Proficient Score on the Total Combined Score.

## ASSESSMENT DETAILS

There are 8 column headers with 15 columns of Assessment Details information. The details specific to each of the assessments listed in the Assessment History are displayed in a single row in chronological order.

Date	Kindergarten Placement Test		Total Combined		Reading		Writing		Listening		Speaking		Oral	
	SS <sup>3</sup>	Proficiency <sup>5</sup>	SS <sup>3</sup>	Proficiency <sup>5</sup>	SS <sup>3</sup>	Proficiency <sup>5</sup>	SS <sup>3</sup>	Proficiency <sup>5</sup>	SS <sup>3</sup>	Proficiency <sup>5</sup>	SS <sup>3</sup>	Proficiency <sup>5</sup>	SS <sup>3</sup>	Proficiency <sup>5</sup>

### <sup>4</sup>SS

SS = Scale Score

### <sup>5</sup>Overall Proficiency Level

**P-E/E/B** = Pre-Emergent/Emergent/Basic; **B** = Basic; **I** = Intermediate; **P** = Proficient; **No PL** = No Proficiency Level

## MOST RECENT EL PROGRAM TRANSACTIONS

There are 3 columns of the Most Recent EL Program Transactions information. The section will provide up to 3 of the most recent EL Program Transactions in chronological order (newest to oldest).

Date	EL Program	Description
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**SEI** = This student was enrolled in a Structured English Immersion (SEI) Program. Students who have been enrolled in an SEI Program will need to be tested with the AZELLA Spring Reassessment Test until an Overall Proficiency Level of "Proficient" is attained.

**DLI** = This student was enrolled in the 50-50 Dual Language Immersion Model. Students who have been placed in the DLI program will need to be tested with the AZELLA Spring Reassessment Test until an Overall Proficiency Level of "Proficient" is attained.

**BW** = This student was enrolled in a Bilingual Waiver (BW) Program. Students who have been enrolled in a Bilingual/Dual Language Program will need to be tested with the AZELLA Spring Reassessment Test until an Overall Proficiency Level of "Proficient" is attained.

**PW** = This student was Parent Withdrawn (PW) from receiving EL Services. Students who have been Parent Withdrawn from EL Services continue to have an EL Need and must be tested with the AZELLA Spring Reassessment Test until an Overall Proficiency Level of "Proficient" is attained.

**RFEP** = This student Reclassified Fluent English Proficient (RFEP) and no longer qualifies for EL Services. Students who have reclassified FEP do not require any further AZELLA testing. Students who demonstrate a language need after being reclassified FEP require an AZELLA Placement Test Referral Form – [Moving from Mainstream to EL Services](#) prior to being administered an AZELLA Placement Test.

**ILLP** = This student was placed on an Individual Language Learner Plan (ILLP). ILLP was discontinued as an EL program after FY 2020.

**SPED Withdrawn** = This student was previously enrolled in EL Services and Withdrawn due to SPED Criteria by the student's IEP Team. Students who have been SPED Withdrawn no longer have a language need and do not qualify for EL Services or AZELLA testing. Students who demonstrate a language need after being SPED Withdrawn require an AZELLA Placement Test Referral Form – [Moving from Mainstream to EL Services](#) prior to being administered an AZELLA Placement Test.

## CURRENT FISCAL YEAR CLASSIFICATION

*This section is currently under construction. No data is currently being displayed. It is expected to be functioning Fall 2018.*

There are 2 columns of the Current Fiscal Year Classification information.

Classification	Description
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**EL** = English Learner – This student has been administered an AZELLA test and demonstrated a need for a Language Instruction Education Program.

**SPED Withdrawn** = Not an English Learner – This student was previously in EL Services and Withdrawn due to SPED Criteria by the student's IEP Team; therefore, the student is non-EL and has NOT Reclassified Fluent English Proficient.

**IFEP** = Not an English Learner – Initial Fluent English Proficient (IFEP). This student has been administered an initial AZELLA test and demonstrated proficiency; therefore, this student is NOT an English Learner (EL).

**RFEP** = Not an English Learner – Reclassified Fluent English Proficient (RFEP). This student does not qualify for EL Services due to reclassification and does not require any further AZELLA testing. Students who demonstrate a language need after being reclassified FEP require an AZELLA Placement Test Referral Form – [Moving from Mainstream to EL Services](#) prior to being administered an AZELLA Placement Test.

**FEP1** = Not an English Learner - Monitored Fluent English Proficient (FEP) Year 1. This student demonstrated Proficiency on an AZELLA test and reclassified as Fluent English Proficient. This is the student's first year of required monitoring. This student does not qualify for EL Services due to reclassification and does not require any further AZELLA testing. Students who demonstrate a language need after being reclassified FEP require an AZELLA Placement Test Referral Form – [Moving from Mainstream to EL Services](#) prior to being administered an AZELLA Placement Test.

**FEP2** = Not an English Learner - Monitored Fluent English Proficient (FEP) Year 2. This student demonstrated Proficiency on an AZELLA test and reclassified as Fluent English Proficient. This is the student's second year of required monitoring. This student does not qualify for EL Services due to reclassification and does not require any further AZELLA testing. Students who demonstrate a language need after being reclassified FEP require an AZELLA Placement Test Referral Form – [Moving from Mainstream to EL Services](#) prior to being administered an AZELLA Placement Test.



# **How to Read the EL72 Report**

(updated 8.9.2021)



# How to Read the EL72 – AZELLA Roster Report

## LOCATION OF REPORT

This report is in ADEConnect. An ADEConnect account is required with the role of AZELLA District Test Coordinator or the role of ELL.

**ADEConnect >> Assessments >> AZELLA Reports >> EL72 – AZELLA Roster Report**

## DESCRIPTION OF REPORT

The EL72 – AZELLA Roster Report displays all the AZELLA Placement and Spring Reassessment Tests that were administered by the LEA/School during the Fiscal Year. The EL72 Report does not vary based on changes in enrollment; therefore, the student always reports in the LEA/School where he/she was AZELLA tested. This is an annual report based on Fiscal Year.

This report is monitored, and any misuse is a violation of state and federal law.

## ASSESSMENT DETAILS

There are 14 columns headers of Assessment Details information.

SSID	Last Name	First Name	AZELLA Test <sup>1</sup>	Tested Grade <sup>2</sup>	Stage	Overall PL <sup>3</sup>	KPT SS <sup>4</sup>	Total Combined SS <sup>4</sup> - PL <sup>3</sup>	Reading SS <sup>4</sup> - PL <sup>3</sup>	Writing SS <sup>4</sup> - PL <sup>3</sup>	Oral SS <sup>4</sup> - PL <sup>3</sup>	Assessment Date	Eligibility Status
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### <sup>1</sup>AZELLA Test

P = Placement; R = Reassessment

### <sup>2</sup>Tested Grade

Grade Level of Test Scored

### <sup>3</sup>PL

PL = Proficiency Level

**PrE** = Pre-Emergent; **PrE/E** = Pre-Emergent/Emergent; **PrE/E/B** = Pre-Emergent/Emergent/Basic; **E** = Emergent; **B** = Basic; **B/I** = Basic/Intermediate; **I** = Intermediate; **P** = Proficient; **No PL** = No Proficiency Level

### <sup>4</sup>SS

SS = Scale Score

# **How to Read the EL73 Report**

(updated 8.9.2021)



# How to Read the EL73 – EL Student Need Report

## LOCATION OF REPORT

This report is in ADEConnect. An ADEConnect account is required with the role of AZELLA District Test Coordinator or the role of ELL.

**ADEConnect >> Assessments >> AZELLA Reports >> EL73 – EL Student Need Report**

## DESCRIPTION OF REPORT

The EL73 – EL Student Need Report displays all students in an LEA/School that have an EL Need. Once a student attains an Overall Proficiency Level of “Proficient” on the AZELLA or is Withdrawn due to SPED Criteria from EL Services, the student will no longer appear on this report. The information reflected on this report is based on the accuracy of the data submitted to AzEDS by an LEA/School for the current and/or prior Fiscal Year(s). Integrity errors, incorrect testing of EL students, and other factors - like delayed reporting by other schools - will impact this report's ability to capture an EL Need. Schools are responsible for verifying and supporting the needs of their students.

This report is monitored, and any misuse is a violation of state and federal law.

## STUDENT DEMOGRAPHICS

There are 9 columns of student information.

SSID	Last Name	First Name	Grade	Overall Proficiency Level <sup>1</sup>	EL Group <sup>2</sup>	Last AZELLA Test	Current School Enrollment Entry Date	Concurrently Enrolled Student <sup>3</sup>
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### <sup>1</sup>Overall Proficiency Level

**PrE** = Pre-Emergent; **PrE/E** = Pre-Emergent/Emergent; **PrE/E/B** = Pre-Emergent/Emergent/Basic; **E** = Emergent; **B** = Basic; **B/I** = Basic/Intermediate; **I** = Intermediate; **P** = Proficient; **No PL** = No Proficiency Level

### <sup>2</sup>EL Group

**1** = EL Need and NO current Fiscal Year EL Services enrollment;

**2** = EL Need and current Fiscal Year EL Services enrollment;

**4** = Student has an EL Need but was Parent Withdrawn from receiving EL Services for the current Fiscal Year. Students who have been Parent Withdrawn from EL Services continue to have an EL Need and must be tested every spring with the AZELLA Reassessment Test until an Overall Proficiency Level of “Proficient” is attained;

**8** = Student requires an AZELLA Placement Test due to an outdated AZELLA test record with an EL Need that has not been addressed or an Undetermined test record.

<sup>3</sup>**Concurrently Enrolled Student** - If a student is concurrently enrolled in more than one school, all schools will display as “Yes.” The school that provides EL program services or ELA instruction is the responsible school for administering the AZELLA.