



## Spring 2022 AZELLA Reassessment Test (SPR22) Administration District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2022 AZELLA Reassessment Test (SPR22) administration.

Test administration window: **January 31 – March 18, 2022**

Students required to participate:

- Grades KG – 12 students with an EL need
  - EL Group 8 students (as shown on the EL73 Report) need to be administered an AZELLA Placement Test.
  - Students who are administered an AZELLA **Placement Test after January 1, 2022** do not need to be administered the Spring Reassessment Test.

### Kindergarten Students

- If the KG student has been enrolled in any school during the Fall 2021 months of school, then the student needs to wait and be administered the Stage I Reassessment Test.
- If the KG student has not attended school, so that this is the first school enrollment, the student should be administered the KPT.

### Pre-Testing Tasks

#### BEFORE PAN ACCOUNT IS ENABLED

Done	Task 1 – Complete Required Trainings	Dates
	The Annual <b>and Reassessment</b> training modules from the Arizona Training Management System (ATMS) must be completed by AZELLA role/category  All AZELLA DTCs must complete the modules associated with the DTC role	Open 1/03/2022

**Note: AZELLA DTC PAN accounts for the Spring 2022 AZELLA Reassessment Test administration will be enabled on or after January 21, 2022 and only when all training requirements have been completed.**

Done	Task 2 – Download the EL73 Reports from ADEConnect	Dates
	Download the EL73 – EL Student Need Report from ADEConnect – this is a live report and prior dates are not accessible <ul style="list-style-type: none"> <li>• January 6, 2022</li> <li>• January 21, 2022</li> <li>• At least once per week thereafter</li> </ul>	1/06 - 3/18/2022

Done	Task 3 – Download Student Testing Log from the AZELLA DTC Web Page (ADE)	Dates
	Download the Spring 2022 AZELLA Reassessment Test Student Testing Logs available on ADE’s AZELLA DTC web page and in the ATMS > Reassessment Training > Resources <a href="https://www.azed.gov/assessment/azella-dtcs">https://www.azed.gov/assessment/azella-dtcs</a> available as Excel and PDF files <ul style="list-style-type: none"> <li>• One testing log for Grades KG-2 students</li> <li>• One testing log for Grades 3-12 students</li> </ul>	1/06/2022

Done	Task 4 – Create Reassessment Student Testing Lists by School and Grade Level	Dates
	<ol style="list-style-type: none"> <li>1. Starting with the EL73 Report that was downloaded on January 6, 2022               <ol style="list-style-type: none"> <li>a. Add new students and mark them so you know they need to be added to PAN or transferred from another school in PAN to your school on and after January 21, 2022</li> <li>b. Identify those students who withdrawal from your schools so you know to expect a PAN Work Request from the new district on and after January 21, 2022</li> </ol> </li> </ol>	1/06 - 3/18/2022

Done	Task 5 – Private School Participation for Fall 2022 SAFT Administration	Dates
	Notify ADE of any private schools under the public district who have Grades KG-12 EL students that will be participating in the Spring 2022 AZELLA Reassessment Test administration	1/06 - 3/18/2022

Done	Task 6 – Technology Ready	Dates
	Download TestNav from PearsonAccess <sup>next</sup> to devices that will be used by Grades 3-12 students	Ongoing

#### Helpful Links

- **ATMS Training > Annual training modules > AZELLA Technology module**
- **PearsonAccess<sup>next</sup> User’s Guide:** Posted on the login page for PearsonAccess<sup>next</sup> <https://az.pearsonaccessnext.com>, use this resource for all the tasks with **PearsonAccess<sup>next</sup>** in the title.
- **TestNav 8 Online User Guide:** <https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>
- **Email:** Visit PearsonAccess<sup>next</sup> at <https://az.pearsonaccessnext.com> and click on the “**Contact Arizona Support**”
- **District Test Coordinator’s web page:** [www.azed.gov/assessment/azella-dtc](http://www.azed.gov/assessment/azella-dtc)

Done	Task 7 – Download Test Coordinator Manual (TCM) and Stage III and Stages IV-V Test Administration Directions for the Spring 2022 Reassessment Test Administration	Dates
	Download the Spring 2022 AZELLA Reassessment Test Coordinator Manual (TCM) from the AZELLA DTC web page > Spring 2022 AZELLA Reassessment Test Information <i>This will be available in PAN &gt; Support &gt; Documentation on January 21</i>	Week of 1/10/2022
	Download the Stage III and Stages IV-V Spring 2022 AZELLA Reassessment Test Administration Directions (TAD) (as needed) from the ATMS (available by the week of January 17) <i>This will be available in PAN &gt; Support &gt; Documentation on January 21</i>	Week of 1/17/2022

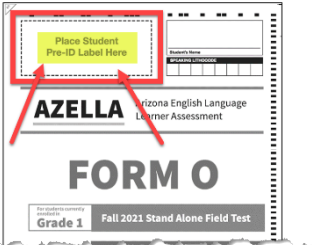
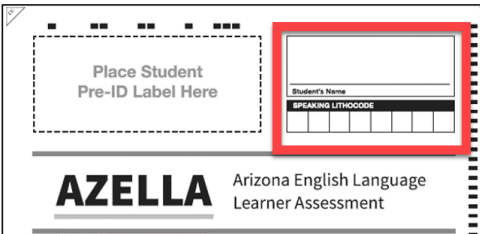
Done	Task 8 – (Grades KG – 2) Receive and Inventory Paper Test Materials and Pre-ID Labels	Dates
	<p>For districts that <b>completed the Reassessment Participation Counts</b> in PAN in December 2021, the Grades KG – 2 paper test materials and Pre-ID Labels are scheduled to arrive between January 18 – 21, 2022 (Test Coordinator Manual (TCM) and Pre-ID Labels are separate shipments arriving during same time frame)</p> <p>If you know you should be receiving an initial shipment of materials because you completed the Participation Counts, and you <b>have not received them by Monday, January 24</b>, please contact the AZELLA team by <b>emailing <a href="mailto:AZELLA@azed.gov">AZELLA@azed.gov</a></b>. Be sure to include the full district name and entity number with your email.</p>	1/18 – 1/21/2022

If the December 2021 Reassessment Participation Counts were **not** completed, **you** will have to place an order for the Reassessment Stage I and Stage II test materials through PAN on and after January 21, 2022.

Someone must be available to sign for the boxes that arrive

- Inventory all materials by School and Stage
- Determine if you need to order additional materials for a school
- **NOT all Grades KG – 2 students** will receive a Pre-ID Label - Additional Pre-ID Labels are NOT available to order – this **does NOT** mean that those students are not tested. It means that you will have to bubble-in the student demographic data grid on the back cover the test book.

KEEP ALL PEARSON SHIPPING BOXES AS YOU WILL USE THEM TO RETURN MATERIALS TO PEARSON AT THE CLOSE OF THE TESTING WINDOW!

Done	Task 9 – Preparing Paper Test Materials (Grades KG – ONLY)	Dates
	<ol style="list-style-type: none"> <li><b>DO NOT USE</b> Pre-ID Labels for students who are no longer enrolled in that school – Pre-ID Labels cannot transfer between schools</li> <li><b>DO NOT USE</b> Pre-ID Labels when <b>ANY</b> of the information on the label is incorrect</li> <li>Add Pre-ID Label to student test books in the <u>clearly identifiable</u> upper left corner that indicates <b>“Place Pre-ID Label Here”</b></li> </ol>  <ol style="list-style-type: none"> <li><b>DO NOT MARK</b> the Pre-ID Label in any way</li> <li><b>DO NOT</b> attempt to remove a Pre-ID Label after it has been applied to a test book</li> <li>If you notice a mistake after the label has been applied to the test book, <b>cover</b> the label with a <b>blank label</b></li> <li>Students who <b>do not have a Pre-ID Label</b> – the student demographics on the back cover must be completed and the Stage I and Stage II assigned Lithocodes must be entered in the Lithocode boxes on the front cover</li> </ol>  <ol style="list-style-type: none"> <li><b>DO NOT</b> write the student’s name on the front cover in the box for the student’s name – the <b>STUDENT</b> needs to write his or her own name in that box</li> </ol>	<p>1/18 – prior to testing</p>

Refer to the Reassessment Test Coordinator Manual (TCM)

## AFTER PAN ACCOUNT IS ENABLED

Done	Task 10 – Verify Contact Information and Shipping Address in PearsonAccess <sup>next</sup>	Dates
	<p>For districts who intend to order additional Stage I and II Reassessment paper test materials, please review, and verify contact information and shipping address in PearsonAccess<sup>next</sup> and notify ADE if the address needs to be updated prior to ADE approving the order.</p> <p><b>Note:</b> If you have multiple districts, you must verify each district separately</p>	1/21 – 3/04/2022

*Refer to the Reassessment PAN User's Guide*

### To review contact information and shipping address:

- Log into PearsonAccess<sup>next</sup> and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2022 AZELLA Reassessment Test** 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. If any information needs to be changed, contact ADE at [AZELLA@azed.gov](mailto:AZELLA@azed.gov).

Done	Task 11 – Placing Additional Orders in PearsonAccess <sup>next</sup>	Dates
	<p>Inventory of initial shipment of materials must be completed first</p> <p>Additional paper test materials must be ordered at the DISTRICT entity level in PAN by the AZELLA DTC if their initial shipment of test materials is insufficient to meet their needs</p> <ul style="list-style-type: none"> <li>• Stage I Reassessment materials</li> <li>• Stage II Reassessment materials</li> <li>• Return shipping materials (order early)</li> </ul> <p>All additional orders are approved by the AZELLA State Test Coordinator prior to being shipped and the shipment will take approximately one calendar week from the date of approval to reach the shipping address</p>	1/21 – 3/04/2022

*Refer to the Reassessment PAN User's Guide*

Done	Task 12 – Create/Review User Accounts in PearsonAccess <sup>next</sup>	Dates
	<p>District Test Coordinators and School Test Coordinators need to create/edit User Accounts in PearsonAccess<sup>next</sup></p>	1/21 – 3/18/2022

*Refer to the Reassessment PAN User's Guide*

### To create/review user accounts:

- Log into PearsonAccess<sup>next</sup> and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2022 AZELLA Reassessment Test** 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.
- Add the District or School entities for the user’s account.

Only NEW users will receive an email notification to set up their new account in PearsonAccess<sup>next</sup>. All others will just gain access to the administration.

Done	Task 13 – Verify Pre-Registered Student Information in PearsonAccess <sup>next</sup>	Dates
	Verify pre-registered student information displayed in PearsonAccess <sup>next</sup> for the Spring 2022 AZELLA Reassessment Test administration	1/21 – Before testing
	Identify the student’s EL Services enrollment, Migrant Education participation, and SPED participation in the student’s registration information in PearsonAccess <sup>next</sup>	1/21 – Before testing
	Students with a current Individualized Education Programs (IEPs) or 504 Plans with an ADE approved Additional Accommodations Request form need to identify those accommodations in the Manage Student Tests tab	1/21 – Before testing

**Refer to the Reassessment PAN User’s Guide**

The following directions apply to the **Spring 2022 AZELLA Reassessment Test** administration and completed in PAN. The District and School Test Coordinators should run a **Student Registration Export** report in PearsonAccess<sup>next</sup> on or after **January 21, 2022**, to view the students that **have already been registered by Pearson** for testing for the Spring 2022 AZELLA Reassessment Test. This file will also provide the Kindergarten and Grades 1 and 2 assigned Lithocodes for the telephone Speaking Test.

**To view all students:**

- Log into PearsonAccess<sup>next</sup> and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2022 AZELLA Reassessment Test** and your **Organization** (District/School) from the drop-down menu is correct.
- From the **Reassessment** 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<sup>next</sup>:**

- 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**.
- The csv. Excel version of the file will download.
- Once the spreadsheet is open, **Save** the file.

Compare your **January 21, 2022** EL73 Report with the Student Registration Export file to determine which students need to be added to PAN.

You should **first** submit Work Requests in PAN by going directly to the Setup > Work Requests section to request student registrations that are already in PAN but associated with a different school to be transferred to your school. For those whom you discover are not in PAN, you will complete Task 15.

Done	Task 14 – Work Requests in PearsonAccess <sup>next</sup>	Dates
	<p>When attempting to add a new student in PearsonAccess<sup>next</sup> and PAN indicates the student already exists but is associated with another school, the District Test Coordinator needs to submit a Work Request through PAN to transfer the student to a different school.</p> <p>DTCs who receive the request must</p> <p><b>A) approve</b> the request <b>ONLY</b> when the student has <b>NOT started the test</b></p> <p><b>B) reject</b> the request when the student <b>has started but not finished the test or has completed</b> the test</p>	1/21 – 3/18/2022

*Refer to the Reassessment PAN User's Guide*

Done	Task 15 – Add Students into PearsonAccess <sup>next</sup> (Grades I – 12)	Dates
	<p>Students whom you were not able to submit a Work Request to transfer the registration (because the student does not have a registration in PAN associated with another school) and are required to participate <b>must be added to PAN by you</b>. You have 2 options for adding students to PAN.</p> <ol style="list-style-type: none"> <li>1. One at a time using the PAN interface</li> <li>2. One or more students added by using the Spring 2022 AZELLA Reassessment Student Registration File and Layout</li> </ol> <p><b>Students must</b> be created, registered, assigned the appropriate Stage of Reassessment test, and added to the appropriate test session(s) (for Grades 3-12) through PearsonAccess<sup>next</sup> by the DTC and/or STCs</p> <p>ADE and Pearson <b>highly recommend</b> using the <b>Spring 2022 AZELLA Reassessment Student Registration File Layout</b> to complete this task – this file can be found</p> <ul style="list-style-type: none"> <li>• On the AZELLA DTC web page &gt; Spring 2022 AZELLA Reassessment Test Information section</li> <li>• In PAN &gt; Support &gt; Documentation</li> </ul>	1/21 – Before testing

*Refer to the Reassessment PAN User's Guide*

Done	Task 16 – Prepare Online Test Sessions in PearsonAccess <sup>next</sup> (Grades 3 – 12 ONLY)	Dates
	All online test Sessions must be <b>prepared</b> .	1/21 – Before testing

*Refer to the Reassessment PAN User's Guide*

Done	Task 17 – Test Session Resources in PearsonAccess <sup>next</sup> (Grades 3 – 12 ONLY)	Dates
	<p>Test Session Resources are available in PearsonAccess<sup>next</sup> to use in preparation for the online testing.</p> <p>Resources to view and print from the <b>Students in Session</b> window include: Scheduled Sessions list, Session Student Roster, and Student Testing Tickets.</p> <p><i>Session Seal Codes are <b>not</b> used with the Spring Reassessment Test</i></p>	1/21 – Before testing

*Refer to the Reassessment PAN User's Guide*

## Testing Students

Done	Task 18 – Start Online Test Sessions in PearsonAccess <sup>next</sup> (Grades 3 – 12 ONLY)	Dates
	<p>All online test Sessions must be <b>started</b> in PearsonAccess<sup>next</sup> prior to students arriving to test</p> <p>Resources include: Access to test Sessions, preparing a Session, printing Student Testing Tickets</p> <ul style="list-style-type: none"> <li>Seal Codes are <b>not used</b> with the Spring 2022 AZELLA Reassessment Test</li> </ul> <p>Refer to the Spring 2022 AZELLA Reassessment PAN User’s Guide for explicit instructions.</p>	1/31/2022

**Refer to the Reassessment PAN User’s Guide**

Done	Task 19 – Spring 2022 AZELLA Reassessment Test Administration	Dates
	<p>Administer the Spring 2022 AZELLA Reassessment Test to students.</p> <p>Students have 5 consecutive instructional days to complete <b>all units</b> of the test.</p> <ul style="list-style-type: none"> <li>When a student is absent from school, that instructional day does not count in the 5 instructional days.</li> </ul> <p>There is a total of <b>7 calendar weeks</b> to complete the administration of the Reassessment Test.</p> <p>Test Administration closes at the end of the business day on Friday, March 18, 2022.</p>	1/31 – 3/18/2022

**Refer to the Reassessment Test Administration Directions**

Done	Task 20 – Monitor Test Administration (ALL Stages)	Dates
	<p>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 online testing students, the School Test Coordinator or the Test Administrator must make sure all headsets with microphones and testing devices are working properly and recording prior to the student beginning the actual test.</p>	1/31 – 3/18/2022

Done	Task 21 – Special Paper Version (SPV) and Braille Response Entry in TestNav 8 (Stages III – V only)	Dates
	<p>For those students who received a Special Paper Version (SPV) test or a Braille test, their responses must be transcribed into the TestNav 8 system by an authorized Test Coordinator or Test Administrator.</p> <p><b>Note:</b> Refer to the <b>SPV and Braille Test Administration Directions</b> for further details.</p>	1/31 – 3/18/2022

## After Testing

Done	Task 22 – Calling UPS and Collecting and Packaging Testing Materials	Dates
	AZELLA District Test Coordinators need to call UPS at <b>1.800.823.7459</b> to schedule the pick-up of the Spring 2022 AZELLA Reassessment Test materials and any Special Paper Version and Braille test materials to ship back to Pearson in Iowa.	3/11/2022
	Collect and inventory all paper test materials	3/18/2022
	Collect and retain all <b>Student Testing Logs</b> until you've completed the LEA Reason application during the summer months. Students who should have been tested but were not should include a comment on the Student Testing Log about why they were not tested during the 7 weeks of the Reassessment Test window. You can use this information to assist you when completing the LEA Reason application (from OELAS) during the summer months. <i>You will need to contact Micky Gutier (<a href="mailto:Micky.Gutier@azed.gov">Micky.Gutier@azed.gov</a>) in June 2022 to find out when the <b>LEA Reason Application</b> will be available.</i>  After completing the LEA Reason Application and after June 30, 2022 you may securely shred these Student Testing Logs.	3/18 – completion of the LEA Reason Application during the summer months
	Follow all specific <b>"After Testing"</b> directions as identified and explained in the Test Coordinator Manual (TCM) for all Reassessment Test materials <ul style="list-style-type: none"> <li>• Purple Header Sheets</li> <li>• School Header Lists</li> <li>• Scorable and Nonscorable Test Materials</li> <li>• Return Materials Inventory Sheets</li> </ul> <p>You may NOT keep any of the Reassessment Test materials. They must all be returned to Pearson.</p>	3/18 – 25/2022

**Refer to the Reassessment Test Coordinator Manual (TCM)**

Done	Task 23 – Return Shipping of Test Materials	Dates
	UPS retrieval of Spring 2022 AZELLA Reassessment Test materials no later than March 25, 2022  Districts/Charters will be responsible for Expedited (Overnight) shipping costs if materials are not picked up by <b>March 25, 2022</b>  <b>All Scorable testing materials that arrive at Pearson's Scoring Center in Cedar Rapids, Iowa after March 31, 2022, will NOT be scored</b>	3/18 – 25/2022

**Refer to the Reassessment Test Coordinator Manual (TCM)**

Done	Task 24 – Results, Reports, Corrections, and Reclassifications	Dates
	Spring 2022 Reassessment Test electronic score reports and data files available through PAN <ul style="list-style-type: none"> <li>• Download and save all SPR22 Reassessment published reports and Student Data Files from PAN from the District <b>and School</b> entities</li> <li>• AZELLA SPR22 Reassessment Test records should show on the SDELL70 Reports or they will be in the AZELLA Corrections application</li> <li>• Correct AZELLA records by matching the record to the correct student by 5/31/2022</li> </ul>	5/05/2022



	<ul style="list-style-type: none"> <li>• Students who received an Overall Proficiency Level (OPL) of Proficient must be exited from EL program services with the code "ELL01" (Reclassified as Fluent English Proficient) through your Student Information System (SIS) and synchronize this data to AzEDS by 5/31/2022</li> <li>• Students who received an OPL of "Undetermined" or "Incomplete" must be on your AZELLA Placement testing list to administer a new AZELLA Placement Test during the first 2 weeks of School Year 2022-2023</li> </ul>	
	<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>	5/13/2022