



Assessments

Arizona English Language Learner Assessment (AZELLA) Test Administration Calendars - School Year 2022 - 2023

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

- 2022-2023 AZELLA Placement Test Administration (pages 2 – 3)
- 2022-2023 AZELLA Placement Test Cycle Calendar (pages 4 – 5)
- Spring 2023 AZELLA Reassessment Test Administration (SPR23) (page 6 - 8)

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
ISR	Individual Student Report (Pearson)
SIS	Student Information System (District)
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, Sample 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 LEA Reason Application 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 A.R.S. § 15-915	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	602.542.7378 ADESupport@azed.gov

This document is subject to updates as needed.

2022-2023 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
7/01/22	ADEConnect Account	ADEConnect account <ul style="list-style-type: none"> AZELLA DTCs require an ADEConnect account with the role of <i>AZELLA District Test Coordinator</i> <u>All other users</u> 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
Posted 7/05/22 7/06/22 7/07/22 7/08/22	Annual and Placement Test Administration Training <i>The ATMS modules will be posted throughout the week. If you don't see all the modules on July 5, please return daily to see which ones have been added.</i>	Arizona Training Management System (ATMS) https://az.tms.pearson.com/Account/Login?ReturnUrl=%2f <ul style="list-style-type: none"> Users may need to 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 Understand Scoring (Grades K-2 only) https://azella.scoring.pearsonassessments.com/understandscoring/ <ul style="list-style-type: none"> Users must create a new account using the Keyword 2223azella DTCs from districts with schools that serve Grades K -2 STCs from schools that serve Grades K -2 Kindergarten Placement Test Administrator Stage II Writing Scorer (Grades 1 and 2)
7/07/22 First available day for DTCs that have completed ALL training requirements	PAN Account	PearsonAccess^{next} (PAN) – for AZELLA Test Management <ul style="list-style-type: none"> AZELLA DTCs will be notified when their PAN account for the 2022-2023 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 Annual training modules, PAN Placement User’s Guide, or Quick Guide (in PAN) for step-by-step directions for PAN User Accounts
7/07/22 AFTER DTC PAN account has been enabled	Placement Test Materials	Paper Placement Test materials may be ordered by the DTC through PAN. <ul style="list-style-type: none"> Refer to the training modules, PAN Placement User’s Guide, or Quick Guide (in PAN) for step-by-step directions Orders will not be approved until schools who serve K-2 students have qualified KTP administrators and Stage II Writing scorers

2022-2023 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
7/07/22 AFTER DTC PAN account has been enabled	Placement Test Student Registrations	Add, Register, Assign Tests, and Add Students to Test Sessions DTCs and STCs must add students to PAN for the Placement Test BEFORE Placement Tests are administered. <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 do not register students for a Placement Test; therefore, DTCs and STCs must add students to PAN Refer to the training modules, PAN Placement User's Guide, or Quick Guide (in PAN) for step-by-step directions
After DTC PAN Account Enabled	Ordering Additional Test Materials Opens	Additional orders for 2022-2023 Placement paper test materials closes. <ul style="list-style-type: none"> If you need additional materials after the Additional Materials window closes, you may reach out to neighboring schools and get materials if they have any extra to share with you.
1st day of instruction	Test Administration Opens	AZELLA Placement Testing for eligible students begins the first instructional day of the school year. Eligible students may be administered the Placement Test no earlier than 2 weeks prior to the student's first day of school provided DTCs, STCs, and TAs have completed the Annual and Placement training requirements.
5/19/2023	Test Administration Closes	2022-2023 Placement Test administration window closes at the end of the business day. <ul style="list-style-type: none"> All Grades K-2 tests must be key-entered and submitted through PAN. All K-2 telephone Speaking tests must be completed. All online tests must be submitted through TestNav.
6/01/2023	Results, Reports, and Student Data Files	2022-2023 Placement Test (Cycle 12 and cumulative) electronic score reports and data files available through PAN. <ul style="list-style-type: none"> Download and save all 2022-2023 Placement Test published reports and the Student Data File for PAN for the district and school entities. AZELLA 2022-2023 Placement Test Cycle 12 test records should show on the EL70 Reports or they will be in the AZELLA Corrections application.
6/08/2023	Distribute Student Paper Reports	2022-2023 Placement Test – Cycle 12 Individual Student Reports from Pearson (blue paper reports) due to arrive at the shipping address associated with the district in PAN. <ul style="list-style-type: none"> One (1) copy must be distributed to the parents. One (1) copy must be placed in the student's cumulative file.

AZELLA Placement Test Cycle Calendar

The Placement **OnDemand Report** from PearsonAccess^{next} provides the AZELLA test information to use when completing the [Parental Notification and Consent Form](#), provided by OELAS. The *OnDemand Report* is **not** intended to be given to the parents/guardians because it is not the final report.

This chart provides the important dates for student Placement Tests that have been completed and submitted by the close of a Placement Cycle. There are 12 Placement Cycles throughout the entire school year. The completed tests are **cycled** out of PAN, sent to ADE, and then the official reports are produced and made available to LEAs.

Student tests that are not completed and submitted by the Cycle Close Date will move into the next Cycle.

Directions for reading the Placement Test Cycle Calendar that is on the next page.

1. Read the chart from left to right **by rows**. The dates in the row correspond with the tests that were **completed and submitted** during the specific Placement Cycle.
2. **Cycle** – These are the Placement Test Cycles 1 through 12.
3. **Cycle Open Date** – This is the date that the cycle window opens for AZELLA Placement Tests.
4. **Cycle Close Date** – The end of business on this date is when the Placement Cycle closes. All AZELLA Placement Tests that have been completed and submitted by this date will be processed by Pearson and ADE. 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. Student demographic information needs **must match the students' EL70 Report**, not what is in your Student Information System. DTCs and STCs have the necessary permission in PAN to corrected student demographic information. This needs to be completed **before the cycle close date** to have the correct student information included on the reports.
5. **Electronic Results** – AZELLA tests completed and recorded for a Cycle are published in PAN as Individual Student Reports (ISR), Group Reports, and the Student Data File (SDF). These results will be reported on ADE's EL70, EL72, and the EL73 Reports on or near the Electronic Results date.
 - a. 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 within 2 business days. Student reports from Pearson that have incorrect demographics will NOT be reproduced.
 - b. After student demographic information has been corrected in the AZELLA Corrections application, the DTC or STC needs to make the same corrections in PAN so that the cumulative Student Data File has the correct student demographics. This **does not** mean you will receive a new Pearson report for the student.
 - c. 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 Delivered** – AZELLA DTCs will receive 2 paper copies of the Individual Student Reports on the date shown for the Cycle that the test was completed and submitted to Pearson. One paper copy of the blue Pearson report must be distributed to the parents or guardians and the other copy must be placed into the students' cumulative files.

ADE highly recommends that you print this Placement Test Cycle Calendar for easy reference.

2022-2023 AZELLA PLACEMENT TEST CYCLE CALENDAR				
CYCLE	CYCLE START DATE Starting date for the cycle	CYCLE CLOSE DATE Last key entry date and submission of completed tests for the cycle	ELECTRONIC RESULTS Published Electronic (PDF) Placement Test Reports and Student Data Files (SDF) available in PAN for the specific cycle of tests Results will be on ADE's EL Reports or in the AZELLA Corrections application in ADEConnect Date which a student may pass integrity	PAPER REPORTS DELIVERED Paper copies of the Individual Student Reports (blue reports) published by Pearson arrive in District ♦ 1 copy is distributed to the parents or guardians ♦ 1 copy must be placed in the students' cumulative files
1	7/11/2022	7/29/2022	8/18/2022	9/01/2022
2	8/01/2022	8/12/2022	9/01/2022	9/08/2022
3	8/15/2022	8/26/2022	9/15/2022	9/22/2022
4	8/29/2022	9/09/2022	9/29/2022	10/06/2022
5	9/12/2022	10/07/2022	10/27/2022	11/03/2022
6	10/10/2022	*11/10/2022	12/01/2022	12/08/2022
** 7	11/11/2022	12/16/2022	1/05/2023	1/12/2023
8	12/19/2022	1/20/2023	2/09/2023	2/16/2023
9	1/23/2023	2/17/2023	3/02/2023	3/09/2023
10	2/20/2023	3/17/2023	4/06/2023	4/13/2023
11	3/20/2023	4/14/2023	5/04/2023	5/11/2023
12	4/17/2023	5/12/2023	6/05/2023	6/12/2023

*11/10/2022 close date due to Veteran's Day on 11/11/2022. Pearson and ADE are closed on 11/11/2022.

** Cycle 7 is also the optional Mid-Year Placement Test cycle for qualified high school students.



This document is subject to updates as needed.

AZELLA SPRING 2023 (SPR23) REASSESSMENT TEST ADMINISTRATION		
Date(s)	Type	Information, Tasks, and Resources for More Information
11/28 through 12/09/22	Student Counts Grades K-3	DTCs must complete the SPR23 Reassessment Participation Counts in PAN for Grades K-3 for printed test materials. <ul style="list-style-type: none"> DTCs will be able to access their PAN account for the Spring 2023 Reassessment administration during this 2-week window to complete the Participation Counts. This is a student count task. Student identifiable information is not included for these counts. Pearson must know approximately how many paper test materials to print for the test administration. Follow the directions in the email from Pearson.
1/04/23	Student Verification via EL73 Report	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 SPR23 Reassessment Test by Pearson.
1/05/23	ADE Extracts EL Student Data	ADE extracts EL student data to be used for the SPR23 pre-registrations by Pearson. <ul style="list-style-type: none"> This data will NOT include all eligible EL students required to participate in the Reassessment Test.
1/09/23	Student Pre-Registrations by Pearson	Pearson pre-registers eligible Grades K-12 EL students in PAN for the SPR23 Reassessment Test in PAN. <ul style="list-style-type: none"> NOT ALL students who must be tested will be pre-registered. Pearson produces Grades K-3 Pre-ID Labels.
1/10/23	SPR23 Reassessment Training Requirements	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
1/17/23 1/18/23 1/19/23 1/20/23	Test Materials Arrive at Districts	Spring 2023 Reassessment Test materials delivery window for Grades K-3. <ul style="list-style-type: none"> Materials will continue to be delivered through the end of business on 1/20/2023. Pre-ID Labels will arrive during the same week but will be a separate shipment. DTCs must inventory all received materials and Pre-ID Labels and then distribute the materials to schools as labeled.



AZELLA SPRING 2023 (SPR23) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
1/20/23	PAN Account – EARLIEST Day that DTC PAN Accounts will be Enabled	PearsonAccess ^{next} (PAN) <ul style="list-style-type: none"> AZELLA DTCs will be notified when their PAN account for the SPR23 Reassessment administration has been enabled by Pearson - within 2 business days after ADE verifies all AZELLA FY23 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.
1/20/23	Ordering Additional Paper Test Materials	Additional SPR23 Reassessment paper test materials may be ordered by the DTC through PAN. This additional order window closes on 3/03/2023.
1/20/23	Student Registrations in PAN	Verify Grades K-12 student SPR23 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 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, 2023, are not required to participate in the SPR23 Reassessment Test.
1/30/23	SPR23 Reassessment Administration Opens	Spring 2023 Reassessment Test administration window opens. <ul style="list-style-type: none"> <u>Administer the test earlier in the test window rather than later!</u> Review EL73 Reports often as newly transferred students may need to be tested.



AZELLA SPRING 2023 (SPR23) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
3/03/23	Ordering Test Materials Closes	<p>Additional orders for SPR23 Reassessment paper test materials closes.</p> <ul style="list-style-type: none"> If you need additional materials after the Additional Materials window closes, you may reach out to neighboring schools and get materials if they have any extra to share with you. Both districts will need to identify this transaction on the Return Materials Inventory sheet.
3/11/23	Phone Call to UPS	<p>Call UPS to schedule the pick-up of all SPR23 Reassessment Test materials.</p> <ul style="list-style-type: none"> 1.800.823.7459 <p>Do not return SPR23 Reassessment materials before the close of the test administration window because districts are responsible for testing all eligible EL students through 3/17/2023, including students who have transferred into the schools during the test administration window.</p>
3/17/23	Test Administration Closes	<p>SPR23 Reassessment Test administration window closes at the end of the business day.</p> <ul style="list-style-type: none"> All Grades K-1 telephone Speaking tests must be completed. All online tests must be submitted through TestNav.
3/24/2023	Shipping Test Materials to Pearson Deadline	<p>Scorable and Nonscorable SPR23 Reassessment Test materials must be shipped back 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 must receive the boxes no later than 3/30/2023 to be scored.
5/04/2023	Results, Reports, and Student Data Files	<p>Spring 2023 Reassessment Test electronic score reports and data files available through PAN.</p> <ul style="list-style-type: none"> Download and save all SPR23 Reassessment published reports and the Student Data File for PAN for the district and school entities. AZELLA SPR23 Reassessment Test records should show on the EL70 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 6/30/2023.
5/11/2023	Distribute Student Paper Reports	<p>Spring 2023 Reassessment Test - Individual Student Reports from Pearson (blue paper reports) due to arrive at the shipping address associated with the district in PAN.</p> <ul style="list-style-type: none"> One (1) copy must be distributed to the parents. One (1) copy must be placed in the student's cumulative file.