



Assessments AZELLA Training Requirements 2022-2023

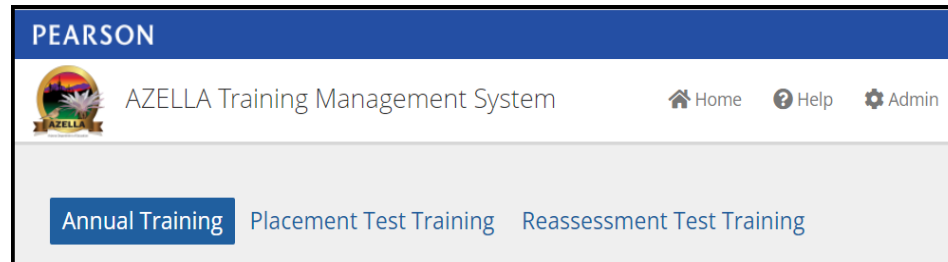
This document provides AZELLA Staff with the training requirements for School Year 2022-2023.

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 District Test Coordinator (DTC) prior to starting the training modules.

AZELLA Staff Roles

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

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



1. Annual
2. Placement
3. Reassessment

The AZELLA DTC's PearsonAccess^{next} (PAN) account will be enabled for each test administration **after** all training requirements have been completed and verified by ADE. AZELLA test materials and access to the PearsonAccess^{next} system for AZELLA staff is not permitted until all training requirements have been met, the AZELLA Test Security Agreement has been signed, and they have attested to being proficient in English. Not all AZELLA staff require a PAN account. It is a **TEST SECURITY VIOLATION** to administer any AZELLA tests prior to completing **ALL** requirements for the test administration.



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AZELLA Annual Training Requirements - School Year 2022-2023

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

District Test Coordinator (DTC)	School Test Coordinator (STC)	Technology Coordinator	Data Entry
★ All required signatures on the 2022-2023 Assessment Test Coordinator and Security Agreement form must be included and the Agreement sent to Testing@azed.gov.	Sign the AZELLA Test Security Agreement 2022-2023 . Collect signed agreements from school AZELLA staff and file with the AZELLA District Test Coordinator (DTC).	Sign the AZELLA Test Security Agreement 2022-2023 and return it to the AZELLA DTC.	Sign the AZELLA Test Security Agreement 2022-2023 and return it to the AZELLA DTC.
Sign the AZELLA Test Security Agreement 2022-2023 , collect the other signed agreements from the schools, and save all agreement forms for 6 Fiscal Years.	Attest to the STC/DTC to being proficient in the English language by adding your name to the English Language Proficiency Assessment Administrator Attestation form.	Test Security and Ethics module	Test Security and Ethics module
Attest to all test administrators being proficient in the English language. Complete the English Language Proficiency Assessment Administrator Attestation form and make it available for ADE upon request.	Provide copies of the signed English Language Proficiency Assessment Administrator Attestation form for schools that have been signed by the Test Administrators and Proctors to the DTC.	AZELLA Technology module	PearsonAccess Next module
Test Security and Ethics module	Test Security and Ethics module	AZELLA Annual Training modules available in the ATMS on July 5, 2022	
AZELLA Technology module	AZELLA Technology module		
AZELLA Basics module	AZELLA Basics module		
AZELLA Reports and Corrections module	AZELLA Reports and Corrections module		
PearsonAccess Next module	PearsonAccess Next module		



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AZELLA Annual Training Requirements - School Year 2022-2023

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K-2 Test Administrators	3-12 Test Administrators	AZELLA Proctors	All Other Staff Who Will Have Access to AZELLA Materials, Systems, and Reports
Sign the AZELLA Test Security Agreement 2022-2023 and return it to the AZELLA STC/DTC.	Sign the AZELLA Test Security Agreement 2022-2023 and return it to the AZELLA STC/DTC.	Sign the AZELLA Test Security Agreement 2022-2023 and return it to the AZELLA STC/DTC.	Sign the AZELLA Test Security Agreement 2022-2023 and return it to the AZELLA STC/DTC.
Attest to the STC/DTC to being proficient in the English language by adding your name to the English Language Proficiency Assessment Administrator Attestation form.	Attest to the STC/DTC to being proficient in the English language by adding your name to the English Language Proficiency Assessment Administrator Attestation form.	Test Security and Ethics module	Test Security and Ethics module
Test Security and Ethics module	Test Security and Ethics module	AZELLA Proctors do not administer any AZELLA tests. They are eyes-only for monitoring students while testing. Proctors must be an employee of the district. Parents and volunteers are not permitted to be proctors. A "contracted with the University" student teacher may be a proctor.	AZELLA Reports and Corrections module <i>District or School Reports Only</i>



AZELLA Placement Administration Training Requirements - School Year 2022-2023

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
<p>★ Create DTC-District AZELLA Placement Test Administration Presentation specific to the district and schools; present it to ALL AZELLA staff; and retain record of attendance.</p>	<p>Participate in the DTC's AZELLA Placement Test Administration Presentation</p>	<p>Participate in the DTC's AZELLA Placement Test Administration Presentation</p>	<p>Participate in the DTC's AZELLA Placement Test Administration Presentation</p>
<p>DTC-STC AZELLA Placement module</p>	<p>DTC-STC AZELLA Placement module</p>	<p>K-2 Placement module ★ Schools that serve Grades K-2 students</p>	<p>3-12 Placement module ★ Schools that serve Grades 3-12 students</p>
<p>K-2 Placement module ★ Districts that serve Grades K-2 students</p>	<p>K-2 Placement module ★ Schools that serve Grades K-2 students</p>	<p>Kindergarten Placement Test Administrator for KPT <i>Understand Scoring</i> training and qualification (KPT administrators only)</p>	
<p>3-12 Placement module ★ Districts that serve Grades 3-12 students</p>	<p>3-12 Placement module ★ Schools that serve Grades 3-12 students</p>	<p>Stage II Writing Scorer <i>Understand Scoring</i> training and qualification (only for those who will be scoring the extended Writing responses)</p>	
<p>Kindergarten Placement Test Administrator Qualification <i>Understand Scoring</i> training and qualification ★ Districts that serve Grades K-2 students</p>	<p>Kindergarten Placement Test Administrator Qualification <i>Understand Scoring</i> training and qualification ★ Schools that serve Grades K-2 students</p>	<p>ATMS Placement training modules and Understand Scoring training and qualifications available on July 5, 2022.</p> <p>The Placement Test Administration may begin no sooner than 2 calendar weeks prior to the students first day of instruction and only after the DTC, STC, and TAs have completed the Annual and Placement training requirements.</p>	
<p>Stage II Writing Scorer <i>Understand Scoring</i> training and qualification ★ Districts that serve Grades K-2 students</p>	<p>Stage II Writing Scorer <i>Understand Scoring</i> training and qualification ★ Schools that serve Grades K-2 students</p>		



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AZELLA Spring 2023 Reassessment Administration Training Requirements

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

District Test Coordinator (DTC)	School Test Coordinator (STC)	Grades K-1 Test Administrators	Grades 2-3 Test Administrators	Grades 4-12 Test Administrators
<p>★ Create DTC-District AZELLA Spring Reassessment Test Administration Presentation specific to the district and schools; present it to ALL AZELLA staff; and retain record of attendance.</p>	<p>Participate in the AZELLA DTC's AZELLA Spring Reassessment Test Administration Presentation</p>	<p>Participate in the AZELLA DTC's AZELLA Spring Reassessment Test Administration Presentation</p>	<p>Participate in the AZELLA DTC's AZELLA Spring Reassessment Test Administration Presentation</p>	<p>Participate in the AZELLA DTC's AZELLA Spring Reassessment Test Administration Presentation</p>
<p>DTC-STC Reassessment module</p>	<p>DTC-STC Reassessment module</p>	<p>K-1 Reassessment module ★ Schools that serve Grades K-1 students</p>	<p>2-3 Reassessment module ★ Schools that serve Grades 2-3 students</p>	<p>4-12 Reassessment module ★ Schools that serve Grades 4-12 students</p>
<p>K-1 Reassessment module ★ Districts that serve Grades K-1 students</p>	<p>K-1 Reassessment module ★ Schools that serve Grades K-1 students</p>	<p>Spring 2023 AZELLA Reassessment training modules available in the ATMS on Tuesday, January 10, 2023</p> <p>Spring 2023 AZELLA Reassessment Test window is January 30 - March 17, 2023</p> <p>This is the first administration of the NEW AZELLA test aligned to the 2019 ELP Standards.</p>		
<p>2-3 Reassessment module ★ Districts that serve Grades 2-3 students</p>	<p>2-3 Reassessment module ★ Schools that serve Grades 2-3 students</p>			
<p>4-12 Reassessment module ★ Districts that serve Grades 4-12 students</p>	<p>4-12 Reassessment module ★ Schools that serve Grades 4-12 students</p>			