



# Assessments AZELLA

## Spring 2023 AZELLA Reassessment Test Administration District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2023 AZELLA Reassessment Test (SPR23) administration. Questions about the SPR23 Reassessment Test administration must be sent to ADE's Assessment AZELLA Team at [AZELLA@azed.gov](mailto:AZELLA@azed.gov).

### Test administration window: January 30 – March 17, 2023

#### Students Required to Participate

- Grades KG – 12 students with an EL need
  - Exceptions include:
    - 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, 2023**, do not need to be administered the Spring Reassessment Test.
    - The AZELLA Placement Test administration is administered simultaneously with the Spring Reassessment Test. The Placement Test must be administered to students who require an AZELLA Placement Test while other students are completing the Reassessment Test.

#### Kindergarten Students

- If the KG student has been enrolled in any school in the U.S. during the Fall 2022 months of school for at least a total of 60 or more days, then the student should not be administered the KPT but will need to be administered the Kindergarten Reassessment Test. There is no referral needed as the HLS will suffice as the referral.
- If the KG student has not attended school until now or has attended less than 60 days in any school in the USA, the student should be administered the KPT.

#### Communication with ADE's Assessment AZELLA Team

Only ADE's Assessment AZELLA Team can answer your AZELLA questions and address your AZELLA comments and concerns. Other ADE departments will not be able to address your AZELLA inquiries because each department is responsible for their own area. Communications related to AZELLA sent to other ADE departments may result in delays in our response. If the word "AZELLA" is in your question, you need to contact ADE's Assessment AZELLA Team at [AZELLA@azed.gov](mailto:AZELLA@azed.gov). Should your question or concern relate to EL Program, integrity, etc., the AZELLA Team will forward your email to the correct department.

January through March will be a very busy time for the AZELLA Team. We strive to address your communications within 2 business days. Resending your emails multiple times will not affect the time in which we will respond to your original communication. Student testing issues will take precedence and be addressed first.

To avoid delays in our response to your communications about students, you must include the students' SSID numbers, grade levels, and the names of the schools with their entity ID numbers in your initial correspondence. Also, please include your first name, last name, and the name of your district (not acronyms) in your email or your email signature.

AZELLA district and charter DTCs may **not** use a **generic AZELLA email** such as [AZELLA@myschooldistrict.com](mailto:AZELLA@myschooldistrict.com). A generic "AZELLA" email indicates that more than one individual has access and utilizes said address. AZELLA DTCs must have a

district or charter email address that includes the DTC’s name . ADE will not enable PAN accounts that do not have email addresses with the user’s name included in it.

## Pre-Testing Tasks

### BEFORE PAN ACCOUNT IS ENABLED

Done	Task 1 – Complete Required Trainings	Dates
	<p>The <b>Annual and Reassessment</b> training modules from the Arizona Training Management System (ATMS) must be completed by AZELLA role/category.</p> <ul style="list-style-type: none"> <li>The five (5) <b>Annual</b> training modules are open in the ATMS and only need to be completed one time.</li> <li>There are up to four (4) Reassessment training modules to complete.</li> </ul> <p>All AZELLA DTCs must complete the AZELLA training modules associated with the <b>DTC role</b>.</p> <p><b>AZELLA training modules must be completed by Friday, January 27, 2023.</b></p>	<p>Opens <b>the week of</b> 1/10/2023</p>

**Note: AZELLA DTC PAN accounts for the Spring 2023 AZELLA Reassessment Test administration will be enabled on or after January 20, 2023, and only when all training requirements have been completed.**

Done	Task 2 – Download the EL73 Reports from ADEConnect	Dates
	<p>Download the EL73 – EL Student Need Report from ADEConnect – this is a live report and prior dates are not accessible.</p> <ul style="list-style-type: none"> <li>January 5, 2023</li> <li>January 20, 2023</li> <li>At least once per week thereafter</li> </ul>	<p>1/05 - ongoing through 3/17/2023</p>

Done	Task 3 – Private School Participation for Spring 2023 AZELLA Reassessment Administration	Dates
	<p>Notify ADE of any private schools under the public district who have Grades KG-12 EL students that will be participating in the Spring 2023 AZELLA Reassessment Test administration. Send the list with the school’s name(s) and entity ID number(s) to <a href="mailto:AZELLA@azed.gov">AZELLA@azed.gov</a>.</p>	<p>1/09 - ongoing through 3/17/2023</p>

Done	Task 4 – Download Spring 2023 AZELLA Reassessment Test Forms from the AZELLA DTC Web Page (ADE) <a href="https://www.azed.gov/assessment/azella-dtcs">https://www.azed.gov/assessment/azella-dtcs</a>	Dates
	<p><b>Student Testing Logs – All grade levels</b></p> <p>The Spring 2023 AZELLA Reassessment Test Student Testing Logs are available as Excel and PDF files. All Reassessment Student Test Logs are available now to download.</p> <ul style="list-style-type: none"> <li>Grades KG-1 students</li> <li>Grades 2-3 students</li> <li>Grades 4-12 students</li> </ul>	<p>Ongoing through 3/17/2023</p>
	<p>These documents are to be used to add new students to PAN for the Reassessment Test. You will find these on the AZELLA DTC web page in early January 2023. <a href="https://www.azed.gov/assessment/azella-dtcs">https://www.azed.gov/assessment/azella-dtcs</a> &gt; <b>SPR23 Reassessment Test Information</b></p> <p><b><i>Spring 2023 AZELLA Reassessment Student Registration File Layout and Template (All grade levels especially for Kindergarten through Grade 3)</i></b></p> <p><b><i>Quick Guide for the Spring 2023 AZELLA Reassessment Student Registration File Template</i></b></p>	<p>1/10 – ongoing through 3/17/2023</p>

	<p><b>AZELLA Test Administration Observation Forms</b></p> <ul style="list-style-type: none"> <li>• <a href="#">AZELLA Quality Assurance Checklist for Test Security and Ethics - AZELLA DTC</a> (PDF)</li> <li>• <a href="#">AZELLA Quality Assurance Checklist for Test Security and Ethics - AZELLA STC</a> (PDF)</li> <li>• <a href="#">AZELLA Quality Assurance Observation Checklist of AZELLA Test Administrator and Proctor</a> (Fillable Word)</li> </ul>	Ongoing through 3/17/2023
	<p><b>AZELLA Speaking Test Lithocode Exchange Form 2022-2023</b> <i>For Kindergarten and Grade 1</i></p> <ul style="list-style-type: none"> <li>• <a href="#">AZELLA Speaking Test Lithocode Exchange Form 2022-2023</a> [Telephone Speaking Tests]</li> </ul>	Ongoing through 3/17/2023
	<p><b>Transferred with an EL Need Form</b></p> <ul style="list-style-type: none"> <li>• Spring 2023 AZELLA Reassessment Student Transferred with an EL Need form <a href="#">Word</a>   <a href="#">PDF</a></li> </ul>	1/31/2023 – 3/17/2023

Done	Task 5 – Create Reassessment Student Testing Lists by School and Grade Level	Dates
	<ol style="list-style-type: none"> <li>Starting with the EL73 Report that was downloaded on January 5, 2023,                             <ol style="list-style-type: none"> <li>Identify new EL students (who were not on your January 5<sup>th</sup> EL73 Report) and mark them so you know they need <b>to be added to PAN</b> or transferred from another school in PAN to your school on and after January 20, 2023.</li> <li>Identify students who have withdrawn from your schools so you know to expect a PAN Work Request from the new district on and after January 20, 2023.</li> </ol> </li> </ol>	1/09 – ongoing through 3/17/2023

Done	Task 6 – Technology Ready	Dates
	Download TestNav from PearsonAccess <sup>next</sup> to devices that will be used by Grades 2-12 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:** <https://www.azed.gov/assessment/azella-dtcs>

Done	Task 7 – Download the AZELLA Test Coordinator Manual (TCM) and the 4-12 Test Administration Directions for the Spring 2023 Reassessment Test	Dates
	Download the Spring 2023 AZELLA Reassessment Test Coordinator Manual (TCM) from the AZELLA DTC web page. <i>This will also be available in PAN &gt; Support &gt; Documentation on January 20.</i>	On or after 1/10/2023 but before testing students
	Download the <b>online testing</b> Spring 2023 AZELLA Reassessment Test Administration Directions (TAD) (as needed) from the ATMS (Reassessment > Resources on January 10, 2023) and from <i>PAN &gt; Support &gt; Documentation after January 20.</i> <ul style="list-style-type: none"> <li>• <b>Grades 4-12 only</b></li> </ul>	1/10/2023 and before testing students

Done	Task 8 – (Grades KG – 3) Receive, Inventory, and Order Additional Paper Test Materials; Receive the Test Coordinator Manual (TCM) and Pre-ID Labels <i>Refer to the Reassessment PAN User’s Guide</i>	Dates
	<p>For districts that <b>completed the Reassessment Participation Counts</b> in PAN in December 2022, the Grades KG – 3 paper test materials and Pre-ID Labels are scheduled to arrive between January 17 – 20, 2023. The Participation Counts window closed on December 9, 2022. It’s too late to complete these counts.</p> <p>The Test Coordinator Manual (TCM) and the Pre-ID Labels are shipped separately and will arrive during same time frame. They may not arrive on the same day as the other materials.</p> <p>If you know you should be receiving an initial shipment of materials because you completed the Participation Counts, and you have not received them by <b>Monday, January 23</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> <p><i>If the December 2023 Reassessment Participation Counts were <b>not</b> completed, <b>you</b> will have to create and submit an order for the Reassessment Grades KG - 3 test materials through PAN on and after January 20, 2023. For Grades 1 and 2-3, if you do not know which Form(s) your schools are assigned to, please send ADE’s Assessment AZELLA Team an email with the inquiry and we will let you know which Form(s) to order through PAN.</i></p> <p>Someone must be available to sign for the boxes that arrive.</p> <ul style="list-style-type: none"> <li>• Inventory all materials by School, Grade or Grade Band, and Form.</li> <li>• The DTC box will include the return shipping labels and other forms. Keep these in a secure area so that you don’t lose them. You will use these at the close of the test window. You will have to keep track of the tracking numbers from the UPS labels.</li> <li>• Determine if you need to order additional materials for a school.</li> <li>• <b>NOT all Grades KG – 3 students</b> will receive a Pre-ID Label - Additional Pre-ID Labels are NOT available to order – this <b>does NOT</b> 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. The student demographics MUST match the student’s EL70 Report!</li> </ul> <p><b>KEEP ALL PEARSON SHIPPING BOXES AS YOU WILL USE THEM TO RETURN MATERIALS TO PEARSON AT THE CLOSE OF THE TESTING WINDOW!</b></p>	<p>1/17 – 1/23/2023</p>

Done	<b>Task 9 – Preparing Paper Test Materials (Grades KG – 3 ONLY)</b> <i>Refer to the Reassessment Test Coordinator Manual (TCM)</i>	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>.                     <div data-bbox="548 512 954 688" data-label="Image"> </div> </li> <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 have a Pre-ID Label do NOT need to have their Lithocodes written in the Lithocode boxes unless they receive a second Lithocode while testing. The Lithocode is printed on the Pre-ID Label.</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 Kindergarten and Grade 1 assigned Lithocodes must be entered in the Lithocode boxes on the front cover.                     <div data-bbox="548 1192 954 1369" data-label="Image"> </div> </li> <li>DO NOT 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><b>Refer to and follow the directions in the Spring 2023 AZELLA Reassessment PAN User’s Guide and the Spring 2023 AZELLA Reassessment Test Coordinator Manual.</b></p>	<p>1/17 – prior to testing</p>

**AFTER PAN ACCOUNT IS ENABLED**

Done	Task 10 – Verify Contact Information and Shipping Address in PearsonAccess <sup>next</sup> <i>Refer to the Reassessment PAN User’s Guide</i>	Dates
	<p>All district and charter DTCs should have reviewed and verified the DTC contact information and shipping address in PearsonAccess<sup>next</sup> are correct in December 2022. However, if the information needs to be corrected, please send an email to notify ADE of what needs to be updated, please contact the AZELLA team by <b>emailing</b> <a href="mailto:AZELLA@azed.gov">AZELLA@azed.gov</a> with the correct information. This information needs to be correct for receiving additional materials during the testing window and for receiving the Individual Student Reports during the summer of 2023.</p> <p><b>Note:</b> If you have multiple districts, you must verify each district separately.</p> <p><b>Refer to and follow the directions in the Spring 2023 AZELLA Reassessment PAN User’s Guide.</b></p>	<p>1/20 – 3/03/2023</p>

**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 2023 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 – Create/Review User Accounts in PearsonAccess <sup>next</sup> <i>Refer to the Reassessment PAN User’s Guide</i>	Dates
	<p>DTCs and STCs need to create/edit User Accounts in PearsonAccess<sup>next</sup>.</p> <p><b>Refer to and follow the directions in the Spring 2023 AZELLA Reassessment PAN User’s Guide.</b></p>	<p>1/20 – 3/17/2023</p>

**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 2023 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 12 – Verify Pre-Registered Student Information in PearsonAccess <sup>next</sup> <i>Refer to and follow the directions in the Reassessment PAN User’s Guide</i>	Dates
	Verify pre-registered student information displayed in PearsonAccess <sup>next</sup> for the Spring 2023 AZELLA Reassessment Test administration.	1/20 – Before testing
	Identify the student’s *language, EL Services enrollment, Migrant Education participation, and SPED participation in the student’s registration information in PearsonAccess <sup>next</sup> .  * The student’s language is the language listed on the HLS or EL70 Report that initiated the student’s first AZELLA test.	1/20 – Before testing
	Students with a current IEPs or 504 Plans with an ADE approved Additional Accommodations Request form need to identify those accommodations in the Manage Student Tests tab.	1/20 – Before testing

The following directions apply to the **Spring 2023 AZELLA Reassessment Test** administration and are 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 20, 2023**, to view the students that **have already been registered by Pearson** for testing for the Spring 2023 AZELLA Reassessment Test. This file will also provide the Kindergarten and Grade 1 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 2023 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 20, 2023**, EL73 Report with the Student Registration Export file to determine which students need to be added to PAN.

Before adding students to PAN, you should **first** submit Work Requests in PAN because this will tell you if the student is already registered in PAN.

For students you discover are not in PAN, you will need to complete Task 14.

Done	<b>Task 13 – Work Requests in PearsonAccess<sup>next</sup></b> <i>Refer to the Reassessment PAN User’s Guide</i>	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> <ul style="list-style-type: none"> <li>A) <b>approve</b> the request <b>ONLY</b> when the student has <b>NOT started the test</b></li> <li>B) <b>reject</b> the request when the student <b>has started but not finished the test</b> or <b>has completed</b> the test</li> </ul> <p><b>IMPORTANT:</b> Beginning February 1, 2023, Work Requests for <b>Kindergarten and Grades 1-3</b> may <b>NOT</b> be submitted through PAN. The DTC will need to send the Transferred Student with an EL Need form to ADE only when the student needs to be tested. ADE will work with Pearson and the student’s prior district to determine how much of the test has been completed. This is necessary because of the Form assigned to the student. ADE’s AZELLA Team will provide you with further guidance.</p> <p><b>Do NOT send all your Transferred with an EL Need forms to ADE. You should only send those forms for Kindergarten and Grades 1 – 3 students when they have NOT completed entire test.</b></p>	1/20 – 3/17/2023

Done	<b>Task 14 – Add Students into PearsonAccess<sup>next</sup> (Grades K – 12)</b> <i>Refer to the Reassessment PAN User’s Guide</i>	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 2023 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 2-12) through PearsonAccess<sup>next</sup> by the DTC and/or STCs</p> <p>ADE and Pearson <b>highly recommend</b> using the <b>Spring 2023 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 2023 AZELLA Reassessment Test Information section</li> <li>• In PAN &gt; Support &gt; Documentation</li> </ul> <p>Another option is to use the EL73 Report – PAN button. This will download the file already completed for you (except for the Language, SPED, and Migrant parts). All you need to do is download the file and do NOT open it. Then, upload the file into PAN. PAN will ignore students who are already in PAN.</p> <ul style="list-style-type: none"> <li>• ADEConnect &gt; Assessments &gt; AZELLA Reports &gt; EL73 Report &gt; look for the PAN button on the right side of the screen.</li> </ul> <p><b>Refer to and follow the directions in the Spring 2023 AZELLA Reassessment PAN User’s Guide.</b></p>	1/20 – Before testing



Done	Task 15 – Prepare Online Test Sessions in PearsonAccess <sup>next</sup> (Grades 2 – 12 ONLY) <i>Refer to the Reassessment PAN User’s Guide</i>	Dates
	<p>All online test Sessions must be <b>prepared</b>.</p> <p><b>Refer to and follow the directions in the Spring 2023 AZELLA Reassessment PAN User’s Guide.</b></p>	<p>1/20 – Before testing</p>

Done	Task 16 – Test Session Resources in PearsonAccess <sup>next</sup> (Grades 2 – 12 ONLY) <i>Refer to the Reassessment PAN User’s Guide</i>	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 AZELLA Reassessment Test</i></p> <p><b>Refer to and follow the directions in the Spring 2023 AZELLA Reassessment PAN User’s Guide.</b></p>	<p>1/20 – Before testing</p>

### Testing Students

Done	Task 17 – Start Online Test Sessions in PearsonAccess <sup>next</sup> (Grades 2 – 12 ONLY) <i>Refer to the Reassessment PAN User’s Guide</i>	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, and printing Student Testing Tickets</p> <ul style="list-style-type: none"> <li>Seal Codes are <b>not used</b> with the Spring 2023 AZELLA Reassessment Test</li> </ul> <p><b>Refer to and follow the directions in the Spring 2023 AZELLA Reassessment PAN User’s Guide.</b></p>	<p>1/30/2023</p>

Done	Task 18 – Spring 2023 AZELLA Reassessment Test Administration <i>Refer to the Reassessment Test Administration Directions</i>	Dates
	<p>Administer the Spring 2023 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>1/30 – <b>3/17/2023</b></p>

	<p><b>START TESTING EARLY IN THE TEST WINDOW! DON'T WAIT!</b> Whether you have 1, 100, or 1,000 students to test, start testing early in the test window. You are responsible for testing all students within your district who are required to be tested through the close of the testing window.</p> <p><b>Refer to and follow the directions in the Spring 2023 AZELLA TADs for the test administration.</b></p> <p>Test Administration closes at the end of the business day on <b>Friday, March 17, 2023</b>. There are no extensions.</p>	
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Done	Task 19 – Monitor Test Administration (ALL Grades)	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>	1/30 – 3/17/2023

Done	Task 20 – Special Paper Version (SPV) Response Entry in TestNav 8 (Grades 2-12 only)	Dates
	<p>For those students who received a Special Paper Version (SPV) 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 Test Administration Directions</b> for further details.</p>	1/30 – 3/17/2023

After Testing

Done	Task 21 – Calling UPS and Collecting and Packaging Testing Materials <i>Refer to the Reassessment Test Coordinator Manual (TCM)</i>	Dates
	<p>AZELLA District Test Coordinators must call UPS at <b>1.800.823.7459</b> to schedule the pick-up of the Spring 2023 AZELLA Reassessment Test materials and any Special Paper Version test materials to ship back to Pearson in Iowa.</p>	<b>3/10 -17/2023</b>
	<p>Collect and retain all <b>Student Testing Logs</b> until you’ve completed the LEA Reason application during the fall of 2023. 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 fall of 2023. <i>You will need to contact Micky Gutier (<a href="mailto:Micky.Gutier@azed.gov">Micky.Gutier@azed.gov</a>) in September 2023 to find out when the <b>LEA Reason Application</b> will be available.</i></p> <p>After September 30, 2023, and after completing the LEA Reason Application you may securely shred these Student Testing Logs.</p>	3/17 – 9/30/2023
	<p>Collect, inventory, sort, wrap all paper scorable Student Test Books.</p>	3/17/2023

	<p>Collect and inventory all other nonscorable Reassessment Test materials.</p> <p><b>Refer to and follow the directions in the Test Coordinator Manual (TCM).</b></p>	
	<p>Follow all specific <b>“After Testing”</b> directions as identified and explained in the <b>Test Coordinator Manual (TCM)</b> for all Reassessment Test materials.</p> <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>	<p>3/17 – 24/2023</p>

Done	<p><b>Task 22 – Return Shipping of Scorable and Nonscorable Test Materials</b>  <i>Refer to the Reassessment Test Coordinator Manual (TCM)</i></p>	Dates
	<p>UPS must pick-up all the Spring 2023 AZELLA Reassessment Test scorable and nonscorable boxes of materials from your district no later than March 24, 2023.</p> <p>Complete the <b>SPR23 Reassessment Return Tracking Information</b> form from the AZELLA DTC web page. All tracking numbers from your boxes that are being returned to Pearson must be entered prior to the boxes being picked up.</p> <p>Districts/Charters will be responsible for Expedited (Overnight) shipping costs if materials are not picked up by <b>March 24, 2023</b></p> <p><b>All Scorable testing materials that arrive at Pearson’s Scoring Center in Cedar Rapids, Iowa after March 30, 2023, will NOT be scored</b></p>	<p>3/17 – 24/2023</p>

Done	<p><b>Task 23 – Results, Reports, Corrections, and Reclassifications</b>  <i>Refer to the Reassessment PAN User’s Guide</i></p>	Dates
	<p>Spring 2023 Reassessment Test electronic score reports and data files available through PAN</p> <ul style="list-style-type: none"> <li>• Download and save all SPR23 Reassessment published reports and Student Data Files from PAN from the District <b>and School</b> entities.</li> <li>• AZELLA SPR23 Reassessment Test records should show on the EL70 Reports or they will be in the AZELLA Corrections application.</li> <li>• Correct AZELLA records by matching the record to the correct student.</li> <li>• Students who received an Overall Proficiency Level (OPL) of <b>Proficient</b> 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.</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 2023-2024.</li> </ul>	<p>Summer 2013 – ADE will keep AZELLA DTCs posted when more information is known</p>
	<p>Spring 2023 Reassessment Test - Individual student paper reports from Pearson due to arrive at the district office about one week after the electronic results are posted.</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>	<p>One week after the electronic results are posted</p>