



# ASSESSMENTS AZELLA

## Arizona English Language Learner Assessment (AZELLA) Test Administration Calendars - School Year 2023 - 2024

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

- 2023-2024 AZELLA Placement Test Administration (pages 2 – 3)
- 2023-2024 AZELLA Placement Test Cycle Calendar (pages 4 – 5)
- Spring 2024 AZELLA Reassessment Test Administration (SPR24) (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
AzLMS	Arizona Learning Management System
PAN	PearsonAccess <sup>next</sup>
SDF	Student Data File
ISR	Individual Student Report (Pearson)
SIS	Student Information System (District)

Important Contacts Information:

Group	Questions about...	Contact
<b>Assessments - AZELLA Team</b>	AZELLA test administrations, irregularities, and accommodations AZELLA test records and corrections EL70 – ELP Student Test History Report EL72 – ELP Test Roster Report EL73 – EL Student Need Report Development of the AZELLA Tests and AZELLA Sample 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, AzLMS, 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>Office of English Language Acquisition Services (OELAS)</b>	EL Program Services (SEI Models) enrollments/exits EL71 – EL Program Participation Report Parent Notification and Consent LEA Reason Application 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</b>	SSID Issues (new, duplicate, shared) Student demographic information Student school enrollment information A.R.S. § 15-915	<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</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	602.542.7378 <a href="mailto:ADESupport@azed.gov">ADESupport@azed.gov</a>

This document is subject to updates as needed.

# 2023-2024 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
6/30/2023	Test Security Agreement  ADEConnect Account	<p><a href="#">2023-2024 Assessment Test Coordinator and Security Agreement</a> due to <a href="mailto:Testing@azed.gov">Testing@azed.gov</a></p> <p><b>ADEConnect account</b></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><u>All other users</u> 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 Administrator.</li> </ul>
<b>Posted during the week of:</b>  7/03/2023	Annual and Placement Test Administration Training  <i>The AzLMS modules will be posted throughout the week. If you don't see all the modules on July 3, please return daily to see which ones have been added.</i>	<p><b>Arizona Learning Management System (AzLMS)</b></p> <ul style="list-style-type: none"> <li>DTCs will receive an invitation from Pearson for the AzLMS.</li> <li>DTCs will identify other user roles and invite all other users to set-up their AzLMS accounts with specific URL links from Pearson as noted in the DTC invitation email.</li> <li>Users must use their district/school email address, no generic emails will be allowed.</li> <li>All users must complete the <b>Annual and Placement training requirements</b> by their assigned AZELLA role(s).</li> </ul> <p><b>Understand Scoring</b> (Grades K-3 only)</p> <p><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>2324azella</b>.               <ul style="list-style-type: none"> <li>Kindergarten Placement Test Administrator</li> <li>Grade 1 Writing Scorer</li> <li>Grades 2-3 Writing Scorer</li> </ul> </li> </ul>
7/10/2023  <b>First</b> available day for DTCs that have completed ALL training requirements	PAN Account	<p><b>PearsonAccess<sup>next</sup> (PAN)</b> – for AZELLA Test Management</p> <ul style="list-style-type: none"> <li>AZELLA DTCs will be notified when their PAN account for the 2023-2024 Placement Test administration has been enabled by Pearson - within 2 business days <b>after</b> ADE verifies all AZELLA FY24 <b>Annual and 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 Annual training modules, PAN Placement User's Guide, or Quick Guide (in PAN) for step-by-step directions for PAN User Accounts.</li> </ul>
7/10/2023 7/17/2023 7/31/2023	Placement Test Materials	<p><b>New Paper Placement Test materials</b> start arriving at districts for those who completed the Pearson survey and returned the Stage II Placement Test materials and the unused KPT Response Sheets to Pearson.</p>

# 2023-2024 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
<b>AFTER</b> the DTC PAN account has been enabled	Placement Test Materials	<p><b>Paper Placement Test materials</b> may be ordered by the DTC through PAN.</p> <ul style="list-style-type: none"> <li>Refer to the training modules, PAN Placement User’s Guide, or Quick Guide (in PAN) for step-by-step directions to order K-3 materials.</li> <li>Orders for these new materials will not be approved until schools who serve K-3 students have qualified KTP administrators, and Grade 1 and Grades 2-3 Writing scorers.</li> </ul>
<b>7/10/2023</b> <b>AFTER</b> DTC PAN account has been enabled	Placement Test Student Registrations	<p><b>Add, Register, Assign Tests, and Add Students to Test Sessions</b></p> <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 do not register students for a Placement Test; therefore, DTCs and STCs must add students to PAN.</li> <li>Refer to the training modules, PAN Placement User’s Guide, or Quick Guide (in PAN) for step-by-step directions.</li> </ul>
<b>1<sup>st</sup> day of instruction</b>	Test Administration Opens	<p>AZELLA Placement Testing for eligible students begins the first instructional day of the school year.</p> <p>Eligible students may be administered the Placement Test <b>no earlier than 2 weeks prior to the student’s school enrollment provided</b> DTCs, STCs, and TAs have completed the Annual and Placement training requirements.</p>
<b>4/26/2024</b>	Additional Orders Closes	Additional orders for 2023-2024 <b>Placement</b> paper test materials <b>closes.</b>
<b>5/10/2024</b>	Test Administration Closes	<p>2023-2024 Placement Test administration window closes at the end of the business day.</p> <ul style="list-style-type: none"> <li>All Grades K-3 (Grades 2-3 is only for Unit 4) tests must be key-entered and submitted through PAN.</li> <li>All Grade 1 telephone Speaking tests must be completed.</li> <li>All online tests must be submitted through TestNav.</li> </ul>
<b>6/03/2024</b>	Results, Reports, and Student Data Files	<p><b>2023-2024 Placement Test (Cycle 12 and cumulative)</b> electronic score reports and data files available through PAN.</p> <ul style="list-style-type: none"> <li>Download and save all <b>2023-2024 Placement Test</b> published reports and the Student Data File for PAN for the district <b>and</b> school entities.</li> <li>AZELLA <b>2023-2024 Placement Test</b> Cycle 12 test records should show on the EL70 Reports or they will be in the AZELLA Corrections application.</li> </ul>

## AZELLA Placement Test Cycle Calendar

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

<b>2023-2024 AZELLA PLACEMENT TEST CYCLE CALENDAR</b>				
<b>CYCLE</b>	<b>CYCLE START DATE</b>	<b>CYCLE CLOSE DATE</b>	<b>ELECTRONIC RESULTS</b>	<b>PAPER REPORTS DELIVERED</b>
	Starting date for the cycle.	Last key entry date and submission of completed tests for the cycle.	<p>Published Electronic (PDF) Placement Test Reports and Student Data Files (SDF) available in PAN for the specific cycle of tests.</p> <p>Results will be on ADE's EL Reports or in the AZELLA Corrections application in ADEConnect.</p> <p><b>Date which a student may pass Integrity for EL Services</b></p>	<p>Paper copies of the Individual Student Reports (blue reports) published by Pearson arrive in District.</p> <ul style="list-style-type: none"> <li>◆ 1 copy is distributed to the parents or guardians.</li> <li>◆ 1 copy must be placed in the students' cumulative files.</li> </ul>
1	7/10/2023	7/28/2023	8/17/2023	8/31/2023
2	7/31/2023	8/11/2023	8/31/2023	9/07/2023
3	8/14/2023	8/25/2023	9/14/2023	9/21/2023
4	8/28/2023	9/08/2023	9/28/2023	10/05/2023
5	9/11/2023	10/06/2023	10/26/2023	11/02/2023
6	10/09/2023	11/10/2023	11/30/2023	12/07/2023
7	11/13/2023	12/15/2023	1/05/2024	1/11/2024
8	12/18/2023	1/19/2024	2/08/2024	2/15/2024
9	1/22/2024	2/16/2024	2/29/2024	3/07/2024
10	2/19/2024	3/15/2024	4/04/2024	4/11/2024
11	3/18/2024	4/12/2024	5/02/2024	5/09/2024
12	4/15/2024	5/10/2024	6/03/2024	6/10/2024

*This document is subject to updates as needed.*

# AZELLA SPRING 2024 (SPR24) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
11/27/2023 through 12/08/2023	Student Counts <b>Grades K-3</b>	<p>DTCs must complete the SPR24 Reassessment <b>Participation Counts</b> in PAN for Grades K-3 for printed test materials.</p> <ul style="list-style-type: none"> <li>DTCs will be able to access their PAN account for the Spring 2024 Reassessment administration during this 2-week window to complete the Participation Counts. This is a student <b>count task</b>. Student identifiable information is not included for these counts.</li> <li>Pearson must know approximately <b>how many</b> paper test materials to print for the test administration.</li> <li>Follow the directions in the email from Pearson.</li> </ul>
1/04/2024	Student Verification via EL73 Report	<p>Download the EL73 Reports to ensure <b>Grades K-12</b> EL students are listed on the EL73 Report.</p> <ul style="list-style-type: none"> <li>These are the students that will be pre-registered for the SPR24 Reassessment Test by Pearson.</li> </ul>
1/05/2024	ADE Extracts EL Student Data	<p><b>ADE</b> extracts EL student data to be used for the SPR24 pre-registrations by Pearson.</p> <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>
1/08/2024	SPR24 Reassessment Training Requirements	<p>Arizona Learning Management System (AzLMS)</p> <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>
1/09/2024	Student Pre-Registrations by Pearson	<p><b>Pearson</b> pre-registers eligible <b>Grades K-12</b> EL students in PAN for the SPR24 Reassessment Test in PAN.</p> <ul style="list-style-type: none"> <li>NOT ALL students who must be tested will be pre-registered.</li> <li>Pearson produces Grades K-3 Pre-ID Labels.</li> </ul>
1/16/2024 1/17/2024 1/18/2024 1/19/2024	Test Materials Arrive at Districts	<p>Spring 2024 Reassessment Test materials delivery window for Grades K-3.</p> <ul style="list-style-type: none"> <li>Materials will continue to be delivered through the end of business on 1/22/2024.</li> <li>Pre-ID Labels will arrive during the same week but will be a separate shipment.</li> <li>DTCs must inventory all received materials and Pre-ID Labels and then distribute the materials to schools as labeled.</li> </ul>

# AZELLA SPRING 2024 (SPR24) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
<b>1/19/2024</b>	PAN Account – <b>EARLIEST</b> Day that DTC PAN Accounts will be Enabled	PearsonAccess <sup>next</sup> (PAN) <ul style="list-style-type: none"> <li>AZELLA DTCs will be notified when their PAN account for the SPR24 Reassessment administration has been enabled by Pearson - within 2 business days after ADE verifies all AZELLA FY23 <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>
<b>1/19/2024</b>	Ordering Additional Paper Test Materials	Additional SPR24 Reassessment paper test materials may be ordered by the DTC through PAN.  This additional order window closes on 3/01/2024.
<b>1/19/2024</b>	Student Registrations in PAN	Verify Grades K-12 student SPR24 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 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, 2024, are not required to participate in the SPR24 Reassessment Test.</li> </ul>
<b>1/29/2024</b>	SPR24 Reassessment Administration Opens	Spring 2024 Reassessment Test administration window opens. <ul style="list-style-type: none"> <li><b><u>Administer the test earlier in the test window rather than later!</u></b></li> <li>Review EL73 Reports often as newly transferred students may need to be tested.</li> </ul>

# AZELLA SPRING 2024 (SPR24) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
3/01/2024	Ordering Test Materials Closes	Additional orders for SPR24 Reassessment paper test materials <b>close</b> . <ul style="list-style-type: none"> <li>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.</li> </ul>
3/11/2024	Phone Call to UPS	Call UPS to schedule the pick-up of all SPR24 Reassessment Test materials. <ul style="list-style-type: none"> <li><b>1.800.823.7459</b></li> </ul> Do not return SPR24 Reassessment materials before the close of the test administration window because districts are responsible for testing all eligible EL students through 3/15/2024, including students who have transferred into the schools during the test administration window.
3/15/2024	Test Administration Closes	SPR24 Reassessment Test administration window closes at the end of the business day. <ul style="list-style-type: none"> <li>All Grades K-1 telephone Speaking tests must be completed.</li> <li>All online tests must be submitted through TestNav.</li> </ul>
3/22/2024	Shipping Test Materials to Pearson Deadline	Scorable and Nonscorable SPR24 Reassessment paper test materials must be shipped back 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 must receive the boxes no later than 3/27/2024 to be scored</b>.</li> </ul>
05/02/2024	Results, Reports, and Student Data Files	<b>Spring 2024 Reassessment Test</b> electronic score reports and data files available through PAN. <ul style="list-style-type: none"> <li>Download and save all SPR24 Reassessment published reports and the Student Data File for PAN for the district <b>and</b> school entities.</li> <li>AZELLA SPR24 Reassessment Test records should show on the EL70 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 6/28/2024.</li> </ul> </li> </ul>
05/15/2024	Distribute Student Paper Reports	Spring 2024 Reassessment Test - Individual Student Reports (ISR) (blue paper reports) and the AZELLA Family Report Guide from Pearson due to arrive at the shipping address associated with the district in PAN. <ul style="list-style-type: none"> <li>One (1) copy of the ISR and one (1) copy of the AZELLA Family Report Guide must be distributed to the parents or guardian.</li> <li>One (1) copy must be placed in the student's cumulative file.</li> </ul>