



ASSESSMENTS AZELLA

Training Requirements 2023-2024

Each AZELLA staff member must complete the required training modules that are **associated with their assigned AZELLA role(s)**. If you do not know your assigned AZELLA role(s) please ask your AZELLA District Test Coordinator (DTC) prior to starting the training modules. Assigned training modules only need to be completed once per school year.

Pearson will create all AZELLA DTC Arizona Learning Management System (AzLMS) accounts by way of an invitation. It is the responsibility of the DTC to invite the AZELLA School Test Coordinators (STC) and Technology Coordinators to the AzLMS. The DTC and the STCs must invite all other AZELLA staff roles to the AzLMS and assign the training modules they are required to complete based on their AZELLA role and the grade level(s) of the AZELLA that they will be administering. Additional training modules may be assigned to AZELLA staff members as needed. *(This information is subject to change by Pearson.)*

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 Staff Roles

District Test Coordinator (DTC)	Technology Coordinator	Data Entry	Reports Only Access
School Test Coordinator (STC)	Test Administrator	Proctors and Other Non-Testing Staff	

3 Training Module Sets

Annual	Placement	Reassessment
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Assigned and required training modules are identified with a checkmark.

AZELLA Role		Assigned ANNUAL Training Modules				
		Test Security & Ethics	Technology	AZELLA Basics	Reports & Corrections	PAN 3 Branches
DTC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> DTC/STC
STC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> DTC/STC
Test Administrator		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/> TA
Technology Coordinator		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Data Entry		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/> Data Entry
Reports Only Access		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Proctor and Non-Testing Staff (includes Extended Writing Scorer)		<input checked="" type="checkbox"/>				

AZELLA Role		Assigned PLACEMENT Training Modules							
		DTC-STC	KPT	KPT UndScr	Gr 1	Gr 1 UndScr	Gr 2-3	Gr 2-3 UndScr	Gr 4-12
DTC	By grade levels served	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
STC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Test Administrator	By grade level(s) administering		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Extended Writing Scorer						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	UndScr = Understand Scoring Training and Qualifications. DTCs and STCs ONLY if they will be administering the KPT and scoring the extended Writing items; Test Administrators ONLY if they will be scoring the extended Writing items. KEYWORD= 2324azella (case sensitive)								

AZELLA Role		Assigned REASSESSMENT Training Modules			
		DTC-STC	Grades K & 1	Grades 2-3	Grades 4-12
DTC	By grade levels served	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Administrator	By grade level(s) administering		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>