



Training Requirements 2024-2025

Each Achievement testing staff member must complete the required training modules that are **associated with their assigned user role(s) for the assessments they will be part of administering**. If you do not know your assigned user role(s), please ask your Achievement District Test Coordinator (DTC) prior to starting the training modules.

Arizona Learning Management System (AzLMS) users who had an account during the prior school year and are at the same district/school this year will continue to use their same AzLMS account. Pearson will create AzLMS accounts for **new Achievement DTCs** by way of an invitation from **Adobe**. It is the responsibility of the DTC to send the role-specific URL links to new School Test Coordinators (STCs), Technology Coordinators, Test Administrators, and other staff, as needed, to create their AzLMS account for viewing training modules within AzLMS. Achievement DTCs may also share the required training modules with staff in a group setting, if preferred. The DTC is responsible for tracking that all staff have completed the required training prior to administering any Achievement tests.

The **Test Security & Ethics** training module is required for all employees who will administer, proctor, be in contact with testing materials, or have access to the testing environment for **AASA, AzSCI, ACT Aspire, and ACT** test administrations. All other Achievement testing training modules listed below apply specifically to **AASA and AzSCI** assessments.

Test Administrators and Proctors must be employees of the school or district. Parents, relatives, student teachers, volunteers, and school helpers are not permitted to be in the testing room.

Achievement Assessment Roles

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

Three Categories of Training Modules

Achievement	AASA Only	AzSCI Only
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Required training modules are identified with a checkmark.

Required Training Modules for Achievement Testing

User Role	Test Security & Ethics	Test Administration Responsibilities	Technology	Accommodations	PearsonAccess ^{next} (PAN) for Test Administrators	PearsonAccess ^{next} (PAN) for DTCs and STCs
District Test Coordinator (DTC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Test Coordinator (STC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Technology Coordinator	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Reports Only Access	<input checked="" type="checkbox"/>					
Proctor and Non-Testing Staff	<input checked="" type="checkbox"/>					

Additional Required Training Module for AASA Testing

User Role	AASA Training for Test Coordinators
District Test Coordinator (DTC)	<input checked="" type="checkbox"/>
School Test Coordinator (STC)	<input checked="" type="checkbox"/>

Additional Required Training Module for AzSCI Testing

User Role	AzSCI Training for Test Coordinators
District Test Coordinator (DTC)	<input checked="" type="checkbox"/>
School Test Coordinator (STC)	<input checked="" type="checkbox"/>