



Training Requirements 2023-2024

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.

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

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 apply specifically to **AASA and AzSCI** assessments.

Proctors must be an employee of the district or charter. Parents, relatives, student teachers, volunteers, and school helpers are not permitted to be Proctors.

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 Administration	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"/>