Test Coordinator's Name

AZELLA

Arizona
English
Language
Learner
Assessment

ALL GRADES

K–12

Spring 2024 Reassessment

TEST COORDINATOR MANUAL

ARIZONA DEPARTMENT OF EDUCATION

Pearson

AZ00004173

About the Artist

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Introduction

The Arizona English Language Learner Assessment (AZELLA) is a standards–based assessment that measures a student's level of English proficiency based on Arizona's English Language Proficiency Standards. The AZELLA meets both state and federal requirements for assessing the language proficiency of students identified as second language learners. The AZELLA determines placement for appropriate instruction, is used as entry and exit criteria for English Learner (EL) program services and measures annual progress toward the attainment of English language proficiency. The AZELLA results are used for various state and federal reporting and accountability measures.

The *AZELLA Spring 2024 Reassessment Test* will be administered to students in Grades K-12 within the testing window of **January 29, 2024,** through **March 15, 2024**.

Grade(s)	Units
Kindergarten	Unit 1, Unit 2, Unit 3, Unit 4, Unit 5
1	Unit 1, Unit 2, Unit 3, Unit 4, Unit 5
2, 3	Unit 1, Unit 2, Unit 3, Unit 4, Unit 5
4, 5	Unit 1, Unit 2, Unit 3, Unit 4, Unit 5
6, 8	Unit 1, Unit 2, Unit 3, Unit 4, Unit 5
9, 10, 11, 12	Unit 1, Unit 2, Unit 3, Unit 4, Unit 5

Start testing **early** in the test window. Do NOT wait until the last few weeks to start testing your students.

This *AZELLA Spring 2024 Reassessment Test Coordinator's Manual* (TCM) provides the instructions for the proper handling of test materials before, during, and after the test administration. To ensure the correct administration of the *AZELLA Spring 2024 Reassessment*, Test Coordinators and Test Administrators must also refer to and use the appropriate *AZELLA Spring 2024 Reassessment Test Administration Directions* (TADs)*.*

Each District Superintendent or Charter Representative must designate a Test Coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the AZELLA District Test Coordinator (DTC). This *AZELLA Spring 2024 Reassessment Test Coordinator's Manual* is written specifically for AZELLA District Test Coordinators.

Test Administration Schedule

The *AZELLA Spring 2024 Reassessment Test* administration window is **January 29** through **March 15**, **2024**. Testing may not begin before Monday, January 29, 2024, nor may it extend beyond March 15, 2024. The Reassessment test window is seven (7) weeks. All Spring 2024 Reassessment tests must be completed and submitted by the close of business on Friday, March 15, 2024. Requests for exceptions and extensions will not be approved.

Detailed information about the AZELLA test schedule, the timing of the testing sessions, and breaks between the testing sessions is included in the *AZELLA Spring 2024 Reassessment Test Administration Directions* and the *AZELLA Spring 2024 Reassessment Test Training* for AZELLA District Test Coordinators from ADE.

AZELLA District Test Coordinators should develop the districtwide AZELLA test schedules well in advance of the test administration. It is the District Test Coordinator's responsibility to communicate this schedule to the appropriate school and district personnel, including School Test Coordinators, Technology Coordinators, Test Administrators, students, parents, and guardians. For English Learners with disabilities, coordination of testing schedules with District and School Test Coordinators and Special Education teachers helps in considering the individual needs of these students.

Responsibilities of the AZELLA District Test Coordinator

The AZELLA District Test Coordinator is responsible for the correct administration of testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct online testing or Special Paper Version (SPV) testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators (STCs). However, the AZELLA District Test Coordinator assumes ultimate responsibility.

For the *AZELLA Spring 2024 Reassessment Test*, the responsibilities of the AZELLA District Test Coordinator include:

Before Testing

☐ Submit to the Arizona Department of Education (ADE) a copy of the [2023-2024 Assessment Test Coordinator and Security Agreement](https://www.azed.gov/sites/default/files/2023/04/DTC%20Test%20Security%20Agreement%202023-2024.pdf) (https://www.azed.gov/sites/default/files/2023/04/DTC%20Test%20Security%20Agreement%202023-2024.pdf) signed by the District Superintendent or Charter Representative and the AZELLA District Test Coordinator. This only needs to be submitted one time to ADE unless there have been changes.

☐ Complete the required AZELLA Annual and Spring Reassessment Test training modules associated with the AZELLA District Test Coordinator "Category" in the Arizona Learning Management System (AzLMS).

☐ Verify that School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, Special Education staff (if needed), and other AZELLA staff have completed the required Annual and Spring Reassessment Test training modules associated with their correct AZELLA role (Tag) in AzLMS. Special Education staff can be qualified Test Administrators and Proctors after they have completed the required trainings. Training completion certificates must be made available to ADE upon request. The "Annual" training modules are required to be completed once per school year.

☐ Obtain and store signed copies of the *AZELLA Test Security Agreement 2023–2024* (https://www.azed.gov/sites/default/files/2023/04/AZELLATSA23-24.pdf) form from School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and anyone else who will have access to the *AZELLA Spring 2024 Reassessment Test* materials, AZELLA web applications, and AZELLA reports. Those who have signed this form for the current school year do not need to sign another one.

☐ Submit a Work Request after January 19, 2024, through PearsonAccess[next] for students who have transferred into your school(s) after Pearson's initial upload of student data to pre-register students for the test.

☐ Identify EL Services enrollment, Migrant Education participation, Special Education participation, and Individual Education Plan (IEP) listed testing accommodations in the students' registration and test assignment information in PearsonAccess[next].

☐ All EL students, regardless of disability, are required to test annually with AZELLA. Complete and submit the *AZELLA Additional Accommodations Request Form* when a dually enrolled (English Learner

and Special Education) student has a disability that precludes assessment in one or more domains of the AZELLA and when there are no appropriate accommodations for the affected domain(s). (https://www.azed.gov/assessment/azellaAddAccFY24)

☐ Request Special Paper Version (SPV) test accommodations from ADE by submitting the *AZELLA Additional Accommodations Request Form* for qualified Grades 2-12 students who are restricted from using electronic devices for regular instruction and assessments as documented in their IEP or 504 Plan. (https://www.azed.gov/assessment/azellaAddAccFY24)

☐ Develop lists of students testing by school and review the lists with the School Test Coordinators and Special Education teachers (if needed).

☐ Schedule testing activities within the district/charter schools.

☐ Kindergarten, Grade 1, and Grades 2-3: Train School Test Coordinators on the correct placement and use of the Pre–ID Labels and completion of the student demographic data grid when a student does **not** have a Pre–ID Label. If **ANY** of the information on the Pre-ID Label is **incorrect,** then the label may **not** be used.

☐ Communicate the testing and observation schedules to School Test Coordinators, Test Administrators, School Administrators, Special Education staff (if needed), and the school front office staff.

☐ If the district/charter serves Grades 4-12 students, download the *Grades 4-12 AZELLA Spring 2024 Reassessment Test Administration Directions* from PearsonAccess^next in the Support > Documentation section.

☐ Train School Test Coordinators, Test Administrators, and Proctors on **all** test administration procedures including reading through the entire AZELLA *Spring 2024 Reassessment* Test Administration Directions during training and prior to any tests being administered.

☐ Ensure that all School Test Coordinators, Test Administrators and Proctors have been trained on the procedures for using the Testing Logs.

☐ Download the most current version of your EL73 Report – EL Student Need Report from ADEConnect **weekly** for each school and verify students who require an *AZELLA Spring 2024 Reassessment Test*. All English Learners in Grades K-12 must participate with the administration of the *Spring 2024 Reassessment Test* except for those students who are administered an AZELLA Placement Test **after January 1, 2024**. These students are not required to participate in the *Spring 2024 AZELLA Reassessment* Test.

☐ Change the test administration to show as ***Spring 2024 AZELLA Reassessment*** in PearsonAccess^next (PAN).

☐ Review student registration and test assignment information in PearsonAccess^next for all grades in all schools after January 19, 2024. To do this, use the Setup > Import/Export to download the Student Registration Export file.

☐ **NEW for the Spring 2024 AZELLA Reassessment Test administration:** The Unit 5, Speaking, test for **Kindergarten and Grade 1** students will be administered online with the student using their Combined Student & Speaking Test Book and the Test Administrator using an electronic device with

TestNav installed. The Test Administrator will navigate the Unit 5 test by playing the item prompt and recording the students' responses. Kindergarten and Grade 1 students will NOT be using the electronic testing device. A unidirectional wired external microphone is REQUIRED for this 1-on-1 test administration.

☐ Create students, register students, assign the correct test, and add Grades K-12 students to testing sessions in PearsonAccess^{next} after January 19, 2024, that were **not** included in Pearson's upload of student data. **It is highly recommended that you utilize the *Spring 2024 AZELLA Reassessment Student Registration File Layout/Template* that is in PAN > Support > Documentation.**

☐ Grades K-12: Train School Test Coordinators on registering students for Grades K-12 tests (if this was not completed using the SRI file) and adding students to test sessions. Train School Test Coordinators and Test Administrators on **all** online testing administration procedures including the use of the Student Testing Log, student testing tickets, preparing test sessions, working with test units, knowing how to start/stop a section during testing day with student(s) in the room, resuming online tests that have been exited before completion, and reading through the entire Kindergarten, Grade 1, and Grades 2-3, and Grades 4-12 *AZELLA Spring 2024 Reassessment Test Administration Directions* during training and prior to any tests being administered.

☐ AZELLA District Test Coordinators, School Test Coordinators, and qualified Test Administrators must be aware of all students who require specific and appropriate testing accommodations, and they must have a clear understanding of those accommodations and how to document their use.

☐ Work with School Test Coordinators and qualified Test Administrators to select appropriate classrooms or other sites within the school where testing will take place.

☐ For any needed Grades 2-12 online testing accommodations, AZELLA District Test Coordinators, School Test Coordinators, and qualified Test Administrators must be familiar with the features available in TestNav during testing and ensure that they are functioning appropriately.

☐ Work with the Technology Coordinator to download and save the AZELLA Spring 2024 Reassessment Grade K, Grade 1, and Grades 2-3 audio files (if needed).

☐ Arrange for the use of CD players or computers for the AZELLA Spring 2024 Reassessment Grade K Unit 1, Grade 1 Unit 1, Grade 1 Unit 4, and Grades 2-3 Unit 4 tests.

☐ Work with the Technology Coordinator to download the TestNav application onto a computer or other approved electronic device that will be used by the Test Administrator for the administration of the *AZELLA Spring 2024 Reassessment Grades 2-12 SPV Test* (if applicable).

☐ Work with the Technology Coordinator to download and save the AZELLA Spring 2024 Reassessment Grades 2-12 SPV audio files from PearsonAccess^{next} onto a computer or other approved electronic device that will be used by the Test Administrator for the administration of Unit 5 (only when applicable).

☐ Arrange for the use of a unidirectional wired external microphone and/or speakers to use with a computer, or other approved electronic device with the TestNav application downloaded, that will be used by the Test Administrator for the administration of the AZELLA Spring 2024 Reassessment

Kindergarten, Grade 1, and Grades 2-3 Unit 5 and the administration of the Grades 2-12 SPV Unit 5 (only when applicable). **The external unidirectional wired microphone is required for the Kindergarten and Grade 1 Unit 5, Speaking, test.**

☐ Arrange for the use of headphones or earbuds for the Grades 2-12 online tests, and headsets with unidirectional noise cancelling microphones for Grades 2-12 Unit 5 test.

☐ Implement and maintain test security procedures within the district/charter and school(s).

☐ Train and communicate test security procedures and responsibilities to School Test Coordinators, Test Administrators, Technology Coordinators, and Proctors.

☐ Receive and inventory Grade K, Grade 1, and Grades 2-3 Reassessment test materials upon arrival and, if needed, order additional materials via the Additional Orders page in PearsonAccess^next. Additional Orders for paper testing materials **must** be submitted by district entity level and be inclusive of all schools, grades, and test forms. Additional Orders submitted at the **school entity** level will be **cancelled**.

☐ Establish a secure protocol for storing, distributing, and collecting test materials (*AZELLA Spring 2024 Reassessment Test Administration Directions*, Student Test Books, Answer Documents, Audio CDs, SPV test materials [if needed], student testing tickets, and Student Testing Logs) between the School Test Coordinator and Test Administrators daily during the test window. All test materials **must be** stored in a secure locked area in the school or at the district office with the School Test Coordinator or District Test Coordinator every day and night during the test window when they are not being used. District Test Coordinators, School Test Coordinators, Test Administrators, and all other staff are not permitted to take home any testing materials, including the Test Administration Directions, under any circumstance.

☐ Distribute testing materials to school sites.

☐ Follow up on questions from School Test Coordinators, Technology Coordinators, and Test Administrators by contacting either Pearson or ADE, if needed.

☐ **Save the test materials shipping boxes** to use for returning test materials to Pearson at the end of the testing window.

☐ If additional purple Header Sheets for the return shipping of **USED** student test books are needed, blank purple Header Sheets may be ordered through PAN during the additional order window, January 19 – March 15, 2024.

During Testing

☐ Maintain an accurate inventory of all test materials throughout the test administration window.

☐ Check out all test materials (*AZELLA Spring 2024 Reassessment Test Administration Directions*, Student Test Books, Answer Documents, Audio CDs, SPV test materials, and student testing tickets) to School Test Coordinators and Test Administrators prior to test administration. Testing materials **must be** stored in a secure locked area with the District/School Test Coordinator when they are not being used.

☐ For any needed testing accommodations, School Test Coordinators and qualified Test Administrators must be familiar with the features available during testing, ensure that they are functioning appropriately, and document the use of permitted accommodations. Maintain a record of both provision and use of testing accommodations for identified students on the Student Testing Log.

☐ Continuously monitor assessment activities at all school and district testing sites.

☐ Ensure that all School Test Coordinators, Technology Coordinators, and Test Administrators are following test security protocols for secure items.

☐ Report all test security and ethics incidents within 24 hours of the incident by submitting the *Test Security and Ethics Incident Report* from ADE. https://www.azed.gov/assessment/azella-tsereport-fy24

☐ Report testing incidents to ADE immediately by submitting the student test irregularities through PearsonAccess[next] or submitting the *Test Administration Irregularity Report* from ADE. https://www.azed.gov/assessment/azella-irregularityreport-fy24

☐ The AZELLA DTC must observe (in-person) the School Test Coordinators during the testing window and complete the Quality Assurance Checklist for Test Security and Ethics – AZELLA STC. The observation notes and the checklists must be made available to ADE upon request.

☐ The AZELLA DTC and STCs must observe (in-person) the Test Administrators during the testing window and complete the AZELLA Test Administration Observation Checklist for every Test Administrator and Proctor. The observation notes and the checklists must be made available to ADE upon request.

☐ Ensure that all Test Administrators are using, maintaining, and completing the Reassessment Student Testing Logs. The Reassessment Student Testing Logs must be made available to ADE upon request.

After Testing

☐ Maintain a record of both provision and usage of testing accommodations for each eligible student. These must also be included on the Student Testing Logs and made available to ADE upon request. All Student Testing Logs must be kept by the District Test Coordinator through October 1, 2025, to use with the completion of the *LEA Reason for Lack of ELP Testing* application. After the *LEA Reason for Lack of ELP Testing* has been completed, the Spring 2024 AZELLA Reassessment Student Testing Logs may be securely shredded by the District Test Coordinator.

- [ ] Separate the used Scorable Grades K-3 Student Test Books from the unused Student Test Books and other Nonscorable test materials.
- [ ] The **AZELLA DTC** is responsible for inventorying, packing, and shipping all Scorable and Nonscorable materials to Pearson.
- [ ] Inventory all USED AZELLA Grades K-3 **Scorable** Student Test Books.
- [ ] Inventory all USED **Scorable** Grades K-3 Large Print testing materials.
- [ ] Inventory all USED Nonscorable Large Print and SPV testing materials.
- [ ] Inventory all UNUSED AZELLA Grades K-3 Student Test Books and Grades 2-12 SPV Nonscorable testing materials.
- [ ] Complete the purple scannable AZELLA Header Sheets. Additional blank purple scannable AZELLA Header Sheets are available to order through PearsonAccess[next].
- [ ] Complete the School Header Lists.
- [ ] Complete the AZELLA School Materials Return Inventory Sheets.
- [ ] Box the materials for return shipping as instructed in this manual. **DO NOT MIX SCORABLE AND NONSCORABLE MATERIALS IN THE SAME BOX!**
- [ ] Keep any extra Pearson pink and green labels, and UPS shipping labels in case you need them to return missing materials.
- [ ] Contact UPS/FedEx to arrange for pickup of test materials.
- [ ] Ensure all Scorable and Nonscorable test materials are picked up by UPS/FedEx **no later than March 22, 2024.**
- [ ] Securely shred student scratch paper and testing tickets locally.
- [ ] The AZELLA DTC must conduct an individual review and debrief of their observation with each School Test Coordinator.
- [ ] The AZELLA DTC and/or STCs must also individually meet with the Test Administrators and Proctors to review the results of their observations.

During Testing – Additional Responsibilities for Grades 2-12 SPV Tests and Online Testing

- [ ] Ensure the School Test Coordinator or qualified Test Administrator has a working computer, laptop, or other electronic testing device with the TestNav application downloaded, which will be used in conjunction with the Student SPV Test Book and Answer Document that the student will be completing.
- [ ] Ensure the testing device is set up and equipped with speakers and an external microphone for the student to use during the Unit 2 (Writing ER) test and the Unit 5 (Speaking) test.
- [ ] Test Administrators may NOT begin testing the student until all SPV testing materials have been received and the Test Administrator has read the entire Test Administration Directions.

☐ Monitor test completion using PearsonAccess[next] to verify that students with SPV tests have their responses entered **EXACTLY as the student recorded on the SPV Answer Document** into the TestNav system by a qualified Test Administrator or the School Test Coordinator.

☐ Ensure that student responses for students who used assistive technology as an accommodation have been transferred **EXACTLY as the student recorded on the assistive technology** to the Unit 2 test in TestNav, and the student's printed copy is kept in a locked, secured location for one calendar year from the date of use.

Procedures for Test Administration

The *AZELLA Spring 2024 Reassessment Test* is a standardized test that **must be administered as directed** in the *AZELLA Spring 2024 Reassessment Test Administration Directions*. The test materials must be handled as directed in this manual. AZELLA District Test Coordinators must review manuals well in advance of administering the tests and in advance of training School Test Coordinators, Technology Coordinators, and Test Administrators.

Students to Be Tested

The *AZELLA Spring 2024 Reassessment Test* will be administered to all English Learner (EL) students who have a current AZELLA test record and are eligible for EL program Services. These students are shown on the EL73 – EL Student Need Report as EL **Groups 1, 2, and 4.** Information about EL program services are found on the EL71 – EL Program Participation Report in ADEConnect. This report includes all students currently receiving EL program services (SEI, 50–50 Dual Language Immersion (DLI), and Bilingual) and all Parent Withdrawn (PW) EL students.

Students enrolled in any of the EL Program Services, including the 50-50 Dual Language Immersion program and Parent-Withdrawn, have an identified EL need that must be addressed. Therefore, these students must be administered the Spring 2024 Reassessment Test. Parent Withdrawn EL students are those whose parents have declined EL program Services for the current school year and have an identified EL need that must be addressed in the mainstream classroom and are required to be tested annually with the AZELLA. The Parent Withdrawn (from EL program Services) students are required to be administered the AZELLA Spring 2024 Reassessment Test.

Prior to testing, the AZELLA District Test Coordinator, or designee(s), must create lists of students participating in the *AZELLA Spring 2024 Reassessment Test*. These lists must be shared with the appropriate School Test Coordinators and Test Administrators. These lists must also be updated throughout the test window as new EL students are identified by a less than proficient AZELLA Placement Test result and for students who have transferred and did **not complete** the Reassessment Test at the previous school.

Dually Enrolled (English Learner and Special Education) Students to Be Tested

There are no provisions, in either state or federal law, that would allow the exemption of AZELLA testing for students who are enrolled in the Special Education program and require an AZELLA test. All EL students, regardless of disability, must be afforded the opportunity to make an earnest attempt at responding to each unit/domain of the test and have an AZELLA Reassessment Test submitted even if the student does not respond to any or all the questions.

The IEP cannot indicate that the student needs language services but there is to be no AZELLA testing. If the dual label (English Learner and Special Education) student needs language services, then he or she must participate in AZELLA testing.

Under the very rare circumstances when an EL student's disability precludes assessment in one or more

domains of the AZELLA because the student cannot **access** the domain with the offered appropriate AZELLA accommodations (e.g., an EL student who is completely deaf and does not use an amplification device cannot access the audio portions of the test), the AZELLA District Test Coordinator must contact the AZELLA Team at ADE to discuss options. The testing conditions and accommodations available for AZELLA are limited to those identified on the AZELLA Testing Conditions and Accommodations document: https://www.azed.gov/sites/default/files/2023/10/2023%20AZELLA%20Accommodations%20Manual.pdf. For students whose disability needs exceed this guidance, the *AZELLA Additional Accommodations Request Form* must be completed and submitted for testing options.

The *AZELLA Additional Accommodations Request* form is located on the AZELLA DTC webpage under the AZELLA EL/SPED Guidance tab at https://www.azed.gov/assessment/azellaAddAccFY24. Generally, the student will be required to make an earnest attempt in all the domains tested except when the disability precludes assessment in one or more domains of the AZELLA and where there are no appropriate accommodations for the affected domain(s).

For the validity and reliability of the AZELLA test, the use of a scribe for the extended writing responses is **not** permitted. The use of a scribe is **not** permitted because it would require a student to "spell out" everything that is to be written without the Test Administrator or scribe providing any input or additional directions. Also, the use of a scribe is **not** permitted because this same procedure would have to occur in the regular instruction as well. It is a natural tendency for adults to just write the words correctly and use correct English grammar structure; however, as a scribe, you may not do that without violating the construct(s) being assessed.

A dually enrolled (English Learner and Special Education) student who has a current IEP that states the student may use assistive technologies may do so for the constructed and extended Writing portions of the AZELLA Reassessment Test. The student may use assistive technologies for the constructed and extended Writing responses provided **spell check; grammar check; proofing; automatic capitalization, paragraphing, and spacing; and predict-ahead functions are turned OFF**. The qualified Test Administrator must copy the student's responses **EXACTLY** (e.g., capitalization, punctuation, spelling, symbols, paragraphing, words per line, spacing, etc.) into the corresponding sections of the test book and answer document, and into the text boxes TestNav for the online tests.

The IEP must clearly indicate that *the student will use assistive technologies for the constructed and extended writing responses on the AZELLA Unit 2 with the **spell check; grammar check; proofing; automatic capitalization, paragraphing, and spacing; and predict-ahead functions turned OFF***. *An AZELLA Additional Accommodations Request form must be submitted before the provision of this accommodation. **Speech-to-text is prohibited for AZELLA.***

For dually enrolled (English Learner and Special Education) students in Grades K, 1, 2, and 3 who have been approved by ADE for an enlarged version of the Student Test Book, ADE or Pearson will order and ship the approved materials to the AZELLA District Test Coordinator.

American Sign Language (ASL) may **only** be used for the **scripted directions**. It may **not** be used for any of

the content of the tests. There is an ASL version of the AZELLA Reassessment Test available to those with the ADE approved accommodation.

Pre–ID Labels and Student Demographic Data

Pre–ID Labels will be provided for most **Grades K-3** students expected to participate in the *AZELLA Spring 2024 Reassessment Test*, based on school enrollment and current AZELLA records as of **January 4**, **2024**. These students will show on the EL73 – EL Student Need Report as EL Groups 1, 2, and 4. AZELLA testing is not limited to those students with a Pre–ID Label. Students who have an EL need with new school enrollments in AzEDS after January 4, 2024, will not be receiving Pre–ID Labels but will be required to be tested. Regardless of a Pre–ID Label, students who are required to be administered the *AZELLA Spring 2024 Reassessment Test* must participate.

The Pre–ID Labels will be sent in a **separate** shipment to the AZELLA District Test Coordinators and received during the same week as the initial shipment of the Grades K-3 Reassessment Test materials. Additional and new Pre–ID Labels are **NOT** available, and you may not create your own Pre–ID Labels. Students who do not receive a Pre–ID Label must have their student demographics bubbled-in on the paper test materials.

For AZELLA Grades K-3 students **with** a Pre–ID Label:

- Students who have a Pre–ID Label have been registered in PAN for the *AZELLA Spring 2024 Reassessment Test* by Pearson.

- Use the Pre–ID Label **ONLY** if the provided information on the label is **current and correct**.

- Do NOT use a Pre–ID Label for a student who is no longer enrolled at the school associated with the label. Place the **unused** label in the Nonscorable box of materials to return to Pearson at the end of the testing window.

- Do not make any changes to the information on the Pre–ID Label.

- Do not mark the Pre–ID Label in any way.

- If the Pre–ID Label is **correct**, do not complete the demographic data information on the back of the Grades K-3 Test Books except for **Box I – Accessibility Tools** (accessibility tools used by the student while testing), if necessary.

- After confirmation of the student's school enrollment and prior to testing, **affix the Pre–ID Label on the designated area (the box with dotted line) on the front cover of the student's test book**.

Figure 1: Pre-ID Label and Pre-ID Label Placement

Figure 2: Sample of Grade 1 Combined Student & Speaking Test Book

Grade 1 Combined Student & Speaking Test Book

- Student identification information that is to be completed by students and the DTC or STC is located on the front cover of the Grades K-3 Test Books.
  - Have **students,** not adults, write their name in the designated area (box with "**Student's Name**" typed in it).

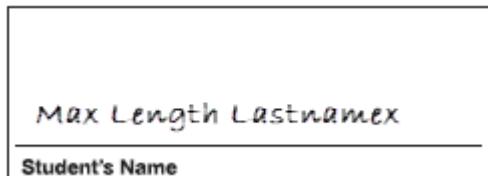**Figure 3: Sample of Student's Name Box**

  - **Do NOT mark the student's Pre–ID Label in any way.**
- If information on the Pre–ID Label is incorrect, do NOT use the label.
  - The student demographic information on the back cover of the test book must be completed and must match the student's EL70 – ELP Student Test History Report.

- The student demographic information must be updated in PearsonAccess^{next}.

- If Pre–ID Labels are received for AZELLA Grades K-3 students who are no longer enrolled, do NOT use the label. Return the **unused** Pre–ID Labels with the Nonscorable test materials.

- If a Pre–ID Label was placed on a student's testing book in error, **do not mark the Pre–ID Label or attempt to take the label off the test book**; rather, apply a blank label over the Pre–ID Label.

  - The **unused** test book can be used by either applying a new Pre–ID Label over the blank label or by completing the student demographic data information on the back cover of the test book.

For AZELLA **Grades K-3** students **without** a Pre–ID Label:

- Student must be registered and assigned a test in PearsonAccess^{next}.

  - The student demographic information entered into PearsonAccess^{next} must match the student's EL70 Report.

  - It is highly recommended to utilize the Student Registration File/Layout to register students, assign their appropriate test(s), and add Grades K-3 students to test sessions.

- Complete the demographic data information on the back of the Grades K-3 Test Books. This information must match the student's EL70 Report and what was entered in PearsonAccess^{next}.

  (See the corresponding *AZELLA Spring 2024 Reassessment Test Administration Directions* for instructions on completing the demographic data.)

- Student identification information to be completed by the student and the DTC or STC is located on the front cover of the Grades K-3 Test Books.

  - Have **students, not adults,** write their name in the designated area (the box with "**Student's Name**" typed in it).

Figure 4: Sample of Completed Student's Name Box

Required Test Materials

AZELLA District Test Coordinators are responsible for ensuring that each testing room location, each School Test Coordinator, and each Test Administrator has the appropriate test materials to administer the AZELLA correctly. Most of the required test materials will be shipped to the AZELLA District Test Coordinator by the test vendor, Pearson. Some of the required test materials must be provided by the schools.

Pearson will provide the following test materials for the Grades K-3 test administration:

☐ AZELLA Spring 2024 Reassessment Grade K Combined Student & Speaking Test Book

☐ AZELLA Spring 2024 Reassessment Grade K Unit 1 Audio CD

☐ AZELLA Spring 2024 Reassessment Grade K Test Administration Directions

☐ AZELLA Spring 2024 Reassessment Grade 1 Combined Student & Speaking Test Book

☐ AZELLA Spring 2024 Reassessment Grade 1 Unit 1 Audio CD

☐ AZELLA Spring 2024 Reassessment Grade 1 Unit 4 Audio CD

☐ AZELLA Spring 2024 Reassessment Grade 1 Test Administration Directions

☐ AZELLA Spring 2024 Reassessment Grade 2-3, Unit 4, Extended Writing Student Test Book

☐ AZELLA Spring 2024 Reassessment Grades 2-3 Unit 4 Audio CD

☐ AZELLA Spring 2024 Reassessment Grades 2-3 Test Administration Directions

☐ AZELLA Spring 2024 Reassessment Test Coordinator's Manual

☐ Pre–ID Labels

☐ Pre–ID Rosters

☐ Materials necessary to package the Scorable and Nonscorable test materials for return to Pearson

Additional Grades K-3 test materials are ordered via PearsonAccess^next during the Additional Order window, January 19 through March 1, 2024. Do not forget to review the shipping address prior to submitting your order. If the shipping address is incorrect, you must notify ADE by sending an email to AZELLA@azed.gov with the subject listed as "Need change of shipping address for [District with Entity number]". The DTC must provide an accurate address where someone who has signed the AZELLA Test Security Agreement form is able to sign for the materials. All Pearson shipments must be signed at the time of receipt.

When ordering additional materials, keep in mind that it will be approximately 7 calendar days for the order to be approved, processed, shipped, and arrive at the shipping address. Please do not place an order when no one will be available to receive it, such as during your Spring Break or Rodeo Break.

☐ AZELLA Spring 2024 Reassessment Grade K Combined Student & Speaking Test Book

☐ AZELLA Spring 2024 Reassessment Grade K Unit 1 Audio CD

☐ AZELLA Spring 2024 Reassessment Grade K Test Administration Directions

☐ AZELLA Spring 2024 Reassessment Grade 1 Combined Student & Speaking Test Book

- [ ] AZELLA Spring 2024 Reassessment Grade 1 Unit 1 Audio CD
- [ ] AZELLA Spring 2024 Reassessment Grade 1 Unit 4 Audio CD
- [ ] AZELLA Spring 2024 Reassessment Grade 1 Test Administration Directions
- [ ] AZELLA Spring 2024 Reassessment Grade 2-3, Unit 4, Extended Writing Student Test Book
- [ ] AZELLA Spring 2024 Reassessment Grades 2-3 Unit 4 Audio CD
- [ ] AZELLA Spring 2024 Reassessment Grades 2-3 Test Administration Directions
- [ ] AZELLA Spring 2024 Reassessment Test Coordinator's Manual

The following test materials will be available January 19, 2024, to download from PearsonAccess[next] >> Support >> Documentation:

- [ ] AZELLA Spring 2024 Reassessment Test Coordinator's Manual
- [ ] AZELLA Spring 2024 Reassessment PearsonAccess[next] User's Guide
- [ ] AZELLA Spring 2024 Reassessment Audio – Grade K – Unit 1
- [ ] AZELLA Spring 2024 Reassessment Audio – Grade 1 – Unit 1 and Unit 4
- [ ] AZELLA Spring 2024 Reassessment Audio – Grades 2-3 – Unit 4
- [ ] AZELLA Unit 5 (Speaking) Demonstration Video (for use with Kindergarten and Grade 1 only)
- [ ] AZELLA Spring 2024 Reassessment Grades 4-12 Test Administration Directions
- [ ] AZELLA Spring 2024 Reassessment Audio – SPV Grades 2-3 - Unit 1 and Unit 4
- [ ] AZELLA Spring 2024 Reassessment Audio – SPV Grades 4-5
- [ ] AZELLA Spring 2024 Reassessment Audio – SPV Grades 6-8
- [ ] AZELLA Spring 2024 Reassessment Audio – SPV Grades 9-12
- [ ] AZELLA Spring 2024 Reassessment SPV Grades 2-3 Test Administration Directions
- [ ] AZELLA Spring 2024 Reassessment SPV Grades 4-12 Test Administration Directions

The accommodated test forms, Large Print (LP) and Special Paper Version (SPV), are ordered by ADE or Pearson only for students who have been approved by ADE for additional accommodations that include these materials:

- [ ] AZELLA Spring 2024 Reassessment Kindergarten LP Combined Student & Speaking Test Book
- [ ] AZELLA Spring 2024 Reassessment Kindergarten LP Combined Student & Speaking Test Book
- [ ] AZELLA Spring 2024 Reassessment Grades 2-3 LP Extended Writing Student Test Book
- [ ] AZELLA Spring 2024 Reassessment SPV Grades 2-3 Combined Student & Speaking Test Book
- [ ] AZELLA Spring 2024 Reassessment SPV Grades 2-3 Answer Document
- [ ] AZELLA Spring 2024 Reassessment SPV Grades 2-3 Extended Writing Student Test Book
- [ ] AZELLA Spring 2024 Reassessment SPV LP Grades 2-3 Combined Student & Speaking Test Book

- ☐ AZELLA Spring 2024 Reassessment SPV LP Grades 2-3 Answer Document
- ☐ AZELLA Spring 2024 Reassessment SPV Grades 4-12 Combined Student & Speaking Test Book
- ☐ AZELLA Spring 2024 Reassessment SPV Grades 4-12 Answer Document
- ☐ AZELLA Spring 2024 Reassessment SPV LP Grades 4-12 Combined Student & Speaking Test Book
- ☐ AZELLA Spring 2024 Reassessment SPV LP Grades 4-12 Answer Document

The schools administering Grades K-3 tests and/or Grades 2-12 SPV tests must provide the following test materials:

- ☐ A supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers
- ☐ A pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers
- ☐ "Testing—Do Not Disturb" signs
- ☐ A CD player or computer (for the Listening domain)
- ☐ Blank or lined scratch paper (for the Writing domain)
- ☐ Student testing tickets printed from PearsonAccess^next
- ☐ A computer (for the Speaking Demonstration Video)
- ☐ A testing device with TestNav downloaded with an external unidirectional microphone for the Test Administrator to administer the Kindergarten and Grade 1 Unit 5, Speaking test
- ☐ A testing device with TestNav downloaded with external speakers and unidirectional microphone for the Test Administrator to administer the Grades 2-12 SPV test

The schools administering Grades K-12 online testing must provide the following test materials:

- ☐ Student testing tickets printed from PearsonAccess^next
- ☐ A supply of sharpened, standard, wooden, graphite–based No. 2 pencils with erasers
- ☐ A pencil sharpener or an additional supply of sharpened, standard, wooden, graphite–based No. 2 pencils with erasers
- ☐ Blank or lined scratch paper
- ☐ "Testing—Do Not Disturb" signs
- ☐ Student testing devices such as computers, laptops, tablets, Chrome Books, or iPads with TestNav downloaded
- ☐ A computer, laptop, tablet, Chromebook, or iPad, etc., for the Test Administrator to administer the test
- ☐ Unidirectional wired external microphone for the Kindergarten and Grade 1 Unit 5 test
- ☐ Headphones or earbuds for students for the Units 1, 2, 3, and 4 tests
- ☐ A headset with a noise-cancelling and unidirectional microphone for the Unit 5 test

Test Security

All districts and charters administering the AZELLA must have a Superintendent or Charter Representative that has assigned someone as the AZELLA District Test Coordinator, which may or may not be the Superintendent or Charter Representative, for the current school year. The *Assessment Test Coordinator and Security Agreement* form must be completed with all required signatures and be on file with ADE. **Only one** (1) *Assessment Test Coordinator and Security Agreement* form must be on file with ADE per year. If this has not been submitted to ADE for School Year (SY) 2023–2024 or if there have been changes since the original submission for SY 2023–2024, then a new completed form must be submitted to Testing@azed.gov or faxed to ADE at 602.542.5467 **before the administration of the Spring 2024 AZELLA Reassessment Test.**

All school/district/charter personnel who will have access to the AZELLA printed and online materials must also sign the ***AZELLA Test Security Agreement*** *2023-2024* form. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, School Test Coordinators, Technology Coordinators, School Administrators, District Administrators, and anyone who signs for packages at the district and school entity levels. These signed Test Security Agreements are to be maintained in a secure location by the District Test Coordinator for 6 years as directed on the 2023–2024 Assessment Test Security Agreement. The *AZELLA Test Security Agreement 2023-2024* form is included in the Annual training module, AZELLA Test Security and Ethics. The form is available on ADE's AZELLA District Test Coordinator web page inside the Forms folder at www.azed.gov/assessment/azella-dtcs.

All school/district/charter personnel who will have access to the AZELLA materials, PearsonAccess[next], Pearson reports, and students' testing devices must also complete the Test Security and Ethics training module under the Annual tab in the AZELLA Learning Management System (AzLMS). The Test Security and Ethics module must be completed one (1) time per school year for AZELLA testing.

AZELLA District Test Coordinators are responsible for establishing and enforcing test security procedures that comply with the Test Security Agreement and Test Security guidance provided with the AZELLA Reassessment Test Training and included in the *AZELLA Spring 2024 Reassessment Test Administration Directions*.

Any breach of test security, such as losing materials, failure to account for materials, not verifying that the Audio downloads have been completely removed from all devices and folders at the end of the testing window, or any other deviation from acceptable security procedures shall be reported by the AZELLA DTC immediately to the AZELLA State Test Coordinator, Brenda Vanderwerp, at AZELLA@azed.gov, and by submitting a completed *Test Security and Ethics Incident Report* from ADE. https://www.azed.gov/assessment/azella-tsereport-fy24

No one should provide their username and password to anyone else for access to PearsonAccess[next] and ADEConnect. No one should sign-in to PAN and ADEConnect and then leave the applications open for others to view and use. These are serious Test Security violations.

None of the AZELLA tests and test administration directions may be translated into other languages.

The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of violation to the Investigations Unit of the State Board of Education.

Student Confidentiality

An important aspect of test security is maintaining student privacy. Federal law (the Family Educational Rights and Privacy Act, known as FERPA) prohibits the public disclosure of student information or test results. The following are examples of **prohibited practices**:

☐ Providing student TestNav login information (username and password) to other authorized TestNav users or to unauthorized individuals

☐ Misusing testing tickets

Only students may log in to their online testing session. School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, or other staff may not log in using a student's SSID. However, Test Administrators may assist students with logging in when such assistance is needed (exception: those Test Administrators who must sign into TestNav as a Kindergarten and Grade 1 student for the Unit 5, Speaking, test, and for those Test Administrators who must key-enter the student responses into TestNav for the SPV tests).

Test Irregularities

A Test Irregularity is any event that causes a disruption that allows one or more students to gain an advantage during testing and could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test Irregularities occur on rare occasions and are non-standard situations that may require further action for online, paper, and SPV test administration. A Test Irregularity may include security violations, cheating, students who are ineligible to test, removal or mishandling of testing materials, or improper assistance by adults or students. Additionally, for online testing, a Test Irregularity may include an extended local Internet connection disruption or a power outage that results in any student unable to complete a test session/sub–test section on the same testing day.

Students are expected to complete any test section on the day it was initiated. In the event of any unforeseen circumstances, the District Test Coordinator should submit a Test Irregularity to ADE. Authorization to reopen the test section may be allowed only after ADE review and approval.

Adults and students who are in possession of paper student test books and answer documents should not have food, drinks, candy, or gum during testing. The following are also prohibited with the use of paper test materials: colored pencils, markers, highlighters, paint, pens, erasable pens, glitter, glue, tape, etc. while testing. **Students and adults may only use a No. 2 pencil!**

Test Administrators should be instructed to report any Test Irregularity that may arise during testing to the School Test Coordinator immediately. School Test Coordinators must notify District Test Coordinators of any Test Irregularities that are reported. DTCs **must report** Test Irregularities to **ADE within 24 hours** of the testing incident. Once the test impropriety is reported, ADE will review it and the District Test Coordinators

will be notified of any further action.

To report a Test Administration Irregularity, the District Test Coordinator must complete and submit the *AZELLA Test Administration Irregularity Report* https://www.azed.gov/assessment/azella-irregularityreport-fy24. This is also available on ADE's Assessment AZELLA District Test Coordinator webpage inside the Forms folder at www.azed.gov/assessment/azella-dtcs.

To report a student Test Irregularity for all Grades K-12 test administration, the District Test Coordinators must do the following:

- Log in to PearsonAccess^next, and on the top black **Title Bar,** verify that the Test Administration is set to **AZELLA Spring 2024 Reassessment** and that the **Organization** (District/School) from the drop-down menu is correct.
- From **TESTING**, click on **Select an action** and select **Student Tests**.
- Search for the student who was involved in the Test Irregularity and place a check in the box by their name.
- From the **Start** drop-down menu, select **All Tasks**.
- On the Tasks for Student Tests screen, select the **Manage Irregularities** tab.
- Enter the date the Test Irregularity happened, and the type of Irregularity, and the AZELLA DTC **must add comments about what happened**.

ADE will review the Test Irregularities and contact the AZELLA DTC if additional information is needed about the test irregularity or about updating the status of the request, as well as providing an official statement with a resolution for the incident.

Completed Reassessment Tests will NOT be invalidated except when a student completed the test with another student's SSID or when a Test Irregularity or Test Security violation requires the test to be invalidated. AZELLA District Test Coordinators and School Test Coordinators must confirm all students who require the administration of the *AZELLA Spring 2024 Reassessment Test* are the only students who are tested.

Note: For issues that arise during actual student testing, send an email to azella@azed.gov and indicate in the subject line "Students Testing—Need Help." Mark the email with a "High Importance" flag. Include a **phone number** so that ADE can call back. In the email, please include any error message or code that the student or Test Administrator (TA) is receiving.

Testing Systems

Pearson's testing platform includes two systems: PearsonAccess^next and TestNav. The PearsonAccess^next platform manages student data, additional orders of paper test materials, management of online test delivery, user roles and permissions, and scoring and reporting services. PearsonAccess^next restricts access to certain tools and applications based on the user's designated role.

TestNav

TestNav is the online test delivery platform. TestNav receives test content and then displays that content in a consistent manner on a wide range of devices (e.g., desktop, notebooks, and tablets) running a wide range of operating systems and browsers.

TestNav is a secure environment accessed by students in Grades K-12 to take the online AZELLA test units. It will also be used by Test Administrators to navigate the Kindergarten and Grade 1 Unit 5, Speaking, tests, as well as to key-enter responses for students who tested using an SPV of the test.

PearsonAccess^next System

District Test Coordinators received PearsonAccess^next login credentials on or after January 19, 2024, and have been given access only after all training and test security requirements have been met. District Test Coordinators will use the PearsonAccess^next system for these tasks:

- Upload and manage other PearsonAccess^next users

- Search for and add student registrations after Pearson completes the initial upload of students

- Identify EL Services enrollment, Migrant Education participation, Special Education participation, and approved IEP-listed testing accommodations in the student's registration information in PearsonAccess^next

- Set specific online settings and accommodations for students who need them

- Submit Work Requests through PearsonAccess^next for students who have transferred into a school when the student is associated with a different school in PearsonAccess^next

- **Approve** a submitted Work Request for a transferred student who has not started the test or who has a partially completed test

- **Reject** a submitted Work Request for a transferred student who has completed the entire test, and include in the comments a note indicating that the student has completed the entire test and the date the test was completed

- Print Grades K-12 testing tickets for online test sessions

- Monitor test completion status for Grades K-1 online Unit 5 tests and the Grades 2-12 online tests

- Report student testing irregularities

The *AZELLA Spring 2024 Reassessment PearsonAccess^next User's Guide* provides step-by-step instructions for these functions.

Users

District Test Coordinators are responsible for maintaining all PearsonAccess^next users within their district or charter and assigning appropriate roles to these users. The user's role determines the level of permissions that the user will have. ADE recommends that all schools, whether administering paper, online, and/or SPV assessments, have a PearsonAccess^next user with the role of School Test Coordinator to assist the District Test Coordinator. All Test Administrators of the **Grades 2-12** online tests must have a PearsonAccess^next user role of School Test Coordinator or Test Administrator to administer the AZELLA tests. A user may have multiple or different user roles at different districts and schools.

The **Kindergarten and Grade 1** Test Administrators do **not** need a PAN account to administer Unit 5 (Speaking) of the test. The DTC or STC must download, print, and provide the Testing Tickets for Unit 5 to the Test Administrator. The DTC or STC will also be responsible for unlocking the test unit on the morning on the testing day and locking it at the end of the day.

Users who have a PearsonAccess^next account for the *2023–2024 AZELLA Placement Test* will also have an account for the *AZELLA Spring 2024 Reassessment Test.* The **AZELLA Spring 2024 Reassessment Test** user account must be edited to **include** the correct district or schools. PAN user role(s) may be edited if different from their 2023–2024 Placement Test administration PAN account.

Note: All districts and schools administering either the Grades K-12 online test or the SPV test to students should verify that they have users in PearsonAccess^next with the appropriate user role. This will allow the School Test Coordinator to create rosters for teachers (e.g., School Report Only role) to access student results when results are released.

All AZELLA staff must complete the required training session(s) from the Arizona Learning Management System (AzLMS), and the local training conducted by their AZELLA District Test Coordinator **prior** to accessing their PAN account if they require an account and administering the Reassessment test to students **each school year**.

Students

All students participating in the AZELLA Reassessment Test must be enrolled in PearsonAccess^next. District Test Coordinators are responsible for confirming that all students who should participate in AZELLA testing have been registered in PearsonAccess^next with the student's legal name, correct grade, State Student ID (SSID), and date of birth. Student demographics must **match exactly** to what is in **AzEDS** (school enrollment) for the student. You can verify the student demographics with the student's EL70 Report from ADEConnect. If the student demographics in AzEDS are incorrect, the district must update/correct the student demographics through AzEDS first, and then once the corrections are confirmed in AzEDS, the **AZELLA District Test Coordinator must make the edits in PearsonAccess^next for the student prior to the close of the** *Spring 2024 AZELLA Reassessment Test* **window, March 15, 2024.**

ADE provided Pearson with the student information to upload into PearsonAccess^next one time as shown below. Student information was based on the EL73 Reports (EL Groups 1, 2, and 4) as of the file extract date. The EL student data extract file did NOT include all students with an EL need. It did not include students that are concurrently enrolled in more than one school.

Extract Date	Pearson Upload into PearsonAccess^next	Date Visible to DTCs with Edit Abilities in PearsonAccess^next
1/5/2024	1/8/2024	1/19/2024

The AZELLA DTC must have their PAN account enabled for the Spring 2024 Reassessment administration. PAN accounts will not be enabled until after ADE confirms that **ALL** Annual and Reassessment training modules have been completed.

Districts/charters must view students in PearsonAccess^next **after January 19, 2024**, following the Initial file upload, and if necessary, revise the data in PearsonAccess^next or AzEDS, as appropriate.

After January 19, 2024, District Test Coordinators are responsible for editing and adding Grades K-12 students to PearsonAccess^next so that all the Grades K-12 students who should participate in the AZELLA tests have a registration and test assignment in PearsonAccess^next. School Test Coordinators may help the District Test Coordinator with this task. Refer to the "Managing Student Information" section of the *AZELLA Spring 2024 Reassessment PearsonAccess^next User's Guide* for instructions on editing or adding students to PearsonAccess^next. Students are **not** moved through PearsonAccess^next from one test administration to another.

Creating/Editing Students Using the Student Registration Import

You can create or edit students' registrations in PearsonAccess^next by uploading a **Student Registration Import** file. This method allows AZELLA District Test Coordinators or School Test Coordinators to add or edit student registrations in PearsonAccess^next at the same time for one student or multiple students. When selecting to use this method, the student demographics **MUST MATCH EXACTLY** as to what is showing on the student's **EL70 Report**.

To add students via file upload in PearsonAccess^next, from the PearsonAccess^next home page, download the **Spring 2024 AZELLA Reassessment Student Registration File Layout/Template**. Login to PAN > Home > Support > Documentation.

Figure 5: Sample of PearsonAccess^next Home Page
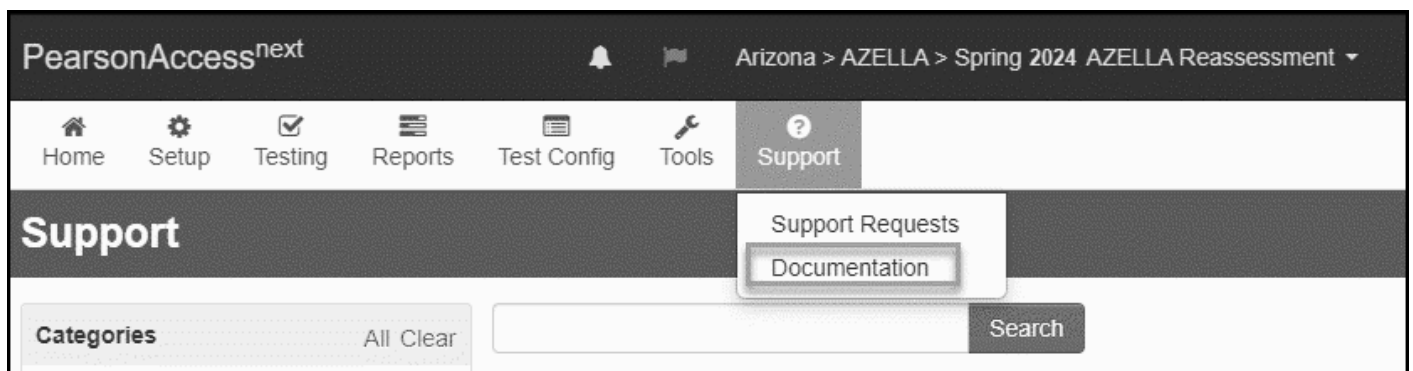
On the Support screen, in the **Top Resources** box, find the **Spring 2024 AZELLA Reassessment Student Registration File Layout/Template**. Double click on the file to open it.

Figure 6: Sample of PearsonAccess^next Top Resources Section
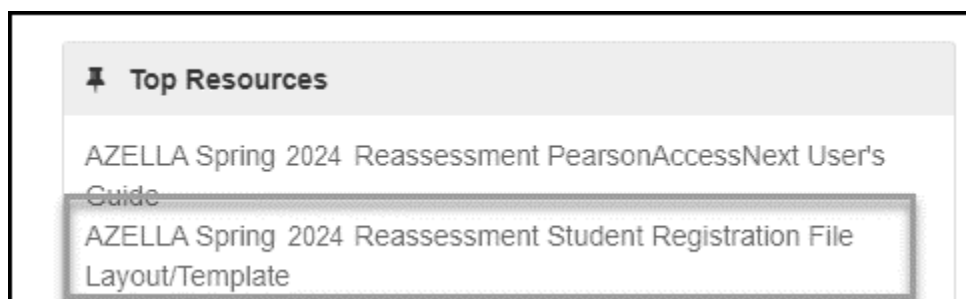
The Student Registration File Layout/Template spreadsheet has two tabs at the bottom of the page. The first tab is the **Student Registration File Layout,** and the second tab is the blank **Template**. The Student

Registration File Layout may be used to add new students to PearsonAccess[next] or edit records of students registered in PearsonAccess[next].

The table below contains the data file layout requirements. Each cell in the template (Excel spreadsheet) must be filled-in with the correct information as specified in the layout. When the spreadsheet is uploaded/imported into PearsonAccess[next] error messages will come up indicating what student information was incorrectly keyed-in.

The column titled **Valid Values** provides information of what is required to be keyed-in to each cell. Under the **Notes** column there are tips on filling-in each field/column (A-X) in the AZELLA Spring 2024 Reassessment Student Registration File Layout.

Figure 7: Student Registration File Layout

STUDENT REGISTRATION File Layout: Spring 2024 AZELLA Reassessment

| NOTE: Student files will be loaded within each program's test event File format: .csv							
Field #	Level	Display Name	Field Name (File Header Title)	Read Only (Y/N)	Required (Y/N)	Min Length	Max Length	Valid Values
1	Org	Organization Code [SCHOOL Entity #]	Organization Code	N	Y	7	7	Numeric (0-9) [SCHOOL Entity #] Blank not allowed
2	Org	Organization Name [SCHOOL]	Organization Name	N	N	1	35	No validation [SCHOOL NAME]
3	Student	SSID Number	SSID Number	N	Y	11	11	Numeric, 0-9 [use 3 leading zeros] *Must be unique
4	Student	Student Last Name	Student Last Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces
5	Student	Student First Name	Student First Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces
6	Student	Student Middle Initial	Student Middle Initial	N	N		1	A-Z, a-z or blank
7	Student	Date of Birth	Date of Birth	Y	Y		10	Date (M=Month, D=Day, Y=Year) MM/DD/YYYY or YYYY-MM-DD
8	Student	Ethnicity (Hispanic/Latino)	Hispanic or Latino	N	Y	1	1	Y, N
9	Student	White	White	N	N		1	Y, N Blank

STUDENT REGISTRATION File Layout: Spring 2024 AZELLA Reassessment

10	Student	Black or African American	Black or African American	N	N		1	Y, N Blank
11	Student	Asian	Asian	N	N		1	Y, N Blank
12	Student	American Indian or Alaskan Native	American Indian or Alaskan Native	N	N		1	Y, N Blank
13	Student	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander	N	N		1	Y, N Blank
14	Student	Gender	Gender	N	Y		1	M, F
15	Reg	Grade	Grade	N	Y	2	2	00-12 [use 2-digit grade level] 00 = Kindergarten
16			Filler		N		2	Blank
17	Reg	Special Education	Special Education	N	N		1	1 Blank
18	Reg	EL Classification	EL Classification	N	N	1	1	1 = EL 4 = Parent Withdrawn EL 5 = Non-EL Blank
19	Reg	Migrant	Migrant	N	N		1	1 Blank
20	Reg		SES	N	N		1	1 Blank
21	Reg	EL Services	EL Services	N	N		1	1 = SEI 2 = Bilingual Waiver 1 3 = Bilingual Waiver 2 4 = Bilingual Waiver 3 6 = Parent Withdrawn EL 7 = Dual Language immersion
22	Test	Test	Test Code	N	Y*		8	[leave blank] Based on Grade
23	Test	Format	Format	N	Y*		10	[leave blank]
24	Test	FillerX	FillerX	N	N			[leave blank]
25	Reg	Student Language Code	Student Language Code	N	N		2	See Lang Code tab or blank
26	Test	Form Group Type	Form Group Type	N	N	1	1	[leave blank]

**Excel Tip: Microsoft Excel automatically removes leading zeros from number values entered. The leading zeros are required for the SRI to work properly. To change the number format in the Excel sheet, follow the steps below:

1. Select the cell(s) that require leading zeros (Column A: Organization Code and Column C: SSID Number), and press **Ctrl+1** to open the **Format Cells** dialog box.

2. On the **Number** tab, select **Custom** from the Category menu.

3. On the **Type** menu, select the "**0**", then click in the **Type** box and type zeros until the number format matches the minimum length. For example, to make the SSID Number an 11-digit number with leading zeros, you will type 11 zeros in the **Type** box. To make the Organization Code a 7-digit number with leading zeros, type 7 zeros in the Type box.

4. Click **OK** to save the changes.

Figure 8: Sample of Format Cells Dialog Box in Excel
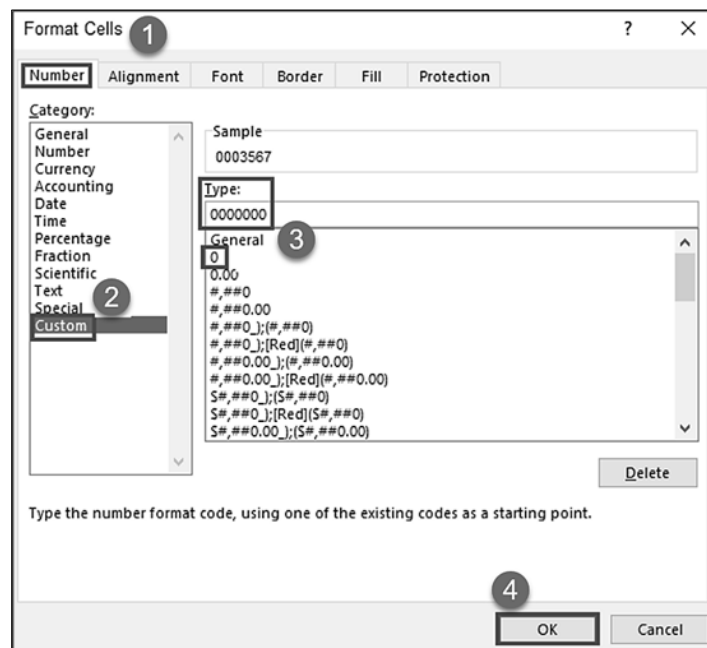
District Test Coordinators are responsible for adding students to PearsonAccess[next]. School Test Coordinators may help the District Test Coordinator with this task.

Figure 9: Sample of Student Registration File Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	V
1	Organizat ion Code	Organizat ion Name	SSID Number	Student Last Name	Student First Name	Student Middle Initial	Date of Birth	Hispanic or Latino	White	Black or Afican American	Asian	American Indian or Alaskan Native	Native Hawaiian or Other Pacific Islander	Gender	Grade	Filler	Special Education	EL Classific ation	Migrant	EL Services	Test Code	Format	Lithocode (TIN)
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							
15																							

`‹ ›    Student Registration Layout    Template    ⊕`

Using the blank AZELLA Student Registration File Template, fill-in the rows with the student information according to the Data File Layout.

Figure 10: Sample of Student Registration File Template with Student Information

Organizati	Organization Name	SSID Number	Student Last Name	Student First Name	Student M	Date of Birth
1122335	Erica Elementary	11223344	Alastname	Astudent		03/0
1122335	Erica Elementary	46987450	Blastname	Bfirstname	A	0
1122335	Erica Elementary	98987451	Clastname	Cfirstname		03/2
1122335	Erica Elementary	76987452	Dlastname	Dfirstname		0
1122335	Erica Elementary	52186	Elastname	Efirstname	F	

Once the student information is entered into the template, it can be uploaded into PearsonAccess^next. Save the AZELLA Student Registration Import file as a **.csv** file. If you attempt to upload an .xl or .xsl file, it will not work. The file must be a **.csv** file.

For instructions on how to import the file created earlier, refer to the PearsonAccess^next User's Guide.

Settings and Accommodations

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide them a comfortable and distraction-free environment. For information about the current English Language Proficiency (ELP) accommodations, universal test administration conditions, accessibility features, and tools available on Arizona's ELP tests refer to the *AZELLA Accommodations Manual,*
https://www.azed.gov/sites/default/files/2023/10/2023%20AZELLA%20Accommodations%20Manual.pdf.

For Grades 2-12 online tests, PearsonAccess^next will be used to set specific online settings and testing accommodations for each student that needs to use these for online testing. Online test settings and accommodations must be set in PearsonAccess^next **prior** to the student testing. Refer to the "Managing Student Information" section of the *AZELLA Spring 2024 Reassessment PearsonAccess^next User's Guide* on how to set online test settings and accommodations in PearsonAccess^next.

The District Test Coordinator may assign this task to other PearsonAccess^next users with the role of School

Test Coordinator in selected organizations allowed at the district level. Those with a Test Administrator user role will be able to change most test settings and accommodations in the TestNav User Interface as students enter a test session, if needed.

Accommodated Versions

The accommodated versions of the Spring ELP Reassessment Test include the Grade K Large Print (LP) Combined Student & Speaking Test Book, Grade 1 LP Combined Student & Speaking Test Book, Grades 2-3 Unit 4 LP Student Test Book, Grades 2-3 Special Paper Version (SPV) and SPV LP, Grades 4-12 SPV and SPV LP, the Grades 2-12 ASL form with ASL videos for directions and accessibility, and a Braille version. Students eligible for any of these accommodated forms must have the AZELLA Additional Accommodations Request Form 2023-2024 (https://www.azed.gov/assessment/azellaAddAccFY24) submitted and approved by ADE. All accommodations for these tests must be identified in the student's IEP or 504 Plan, must be used on a regular basis in the classroom for the student's daily instruction and assessment, and **approved by ADE for the administration of the AZELLA**. ADE strongly recommends that AZELLA District Test Coordinators train a Special Education teacher or administrator as an AZELLA Test Administrator to administer the Grades 2-12 accommodated version of the AZELLA test to a student whose current IEP or 504 Plan includes conditions that prohibit the use of electronic devices and requires a Special Paper Version of the test and for those who require ALS videos for the item directions during the test.

Approved test accommodations must be identified in the **Manage Student Tests** tab for students in PearsonAccess[next] by March 1, 2024. Refer to the "Managing Student Information" section of the *Spring 2024 AZELLA Reassessment PearsonAccess[next] User's Guide* for instructions on indicating accommodated test versions in PearsonAccess[next].

TestNav
All Grades 2-12 students who test using an SPV test form must have their responses entered into the TestNav system by a qualified Test Administrator. The qualified Test Administrator that will be entering student responses into TestNav must have an appropriate role in PearsonAccess[next] and must have completed the Annual and AZELLA Spring 2024 Reassessment Test Training provided by ADE and their AZELLA District Test Coordinator.

Grades 2-12 Special Paper Version (SPV) Tests
- Special Paper Version (SPV) (normal print)
- SPV Large Print

In the rare circumstance that a student's IEP or 504 Plan requires that the student be administered the special paper version of the test due to the student's inability to use electronic devices during daily instruction and during testing, an AZELLA Grades 2-12 SPV (regular) student test book, SPV Large Print student test book, and corresponding answer documents are available for SPV and Large Print only.

The use of the AZELLA SPV test book and answer document requires adult entry of student responses into the TestNav system by a qualified Test Administrator. When a request has been approved by ADE, Pearson

will order the required materials and move the student to the appropriate SPV test session, and ADE will approve the requested materials. Once the materials have been delivered, please be sure that School Test Coordinators and Test Administrators review the ***Spring 2024 AZELLA Reassessment SPV Form Grades 2-12 Test Administration Directions*** prior to administration of the test. Test Administrators may **NOT** use the regular Test Administration Directions. The AZELLA Spring 2024 Reassessment SPV Test Administration Directions (TADs) are **different** from the regular TADs and must be downloaded from PearsonAccess^next. Instructions on how to use the TestNav system will be in the online *AZELLA Spring 2024 Reassessment PearsonAccess^next User's Guide* in PearsonAccess^next.

The following test materials will be shipped when the Grades 2-3 Spring 2024 AZELLA Reassessment LP, or SPV, or SPV LP Tests are approved by ADE and ordered in PearsonAccess^next:

- ☐ AZELLA Spring 2024 Reassessment Grades 2-3 LP Extended Writing Student Test Book
- ☐ AZELLA Spring 2024 Reassessment SPV Grades 2-3 Combined Student & Speaking Test Book
- ☐ AZELLA Spring 2024 Reassessment SPV Grades 2-3 Answer Document
- ☐ AZELLA Spring 2024 Reassessment SPV Grades 2-3 Extended Writing Student Test Book
- ☐ AZELLA Spring 2024 Reassessment SPV LP Grades 2-3 Combined Student & Speaking Test Book
- ☐ AZELLA Spring 2024 Reassessment SPV LP Grades 2-3 Answer Document
- ☐ Brown SPV shipping boxes
- ☐ Materials necessary to package test materials for return to Pearson

The following test materials will be shipped when the Grades 4-12 Spring 2024 AZELLA Reassessment SPV or SPV LP Tests are approved by ADE and ordered in PearsonAccess^next:

- ☐ AZELLA Spring 2024 Reassessment SPV Grades 4-12 Combined Student & Speaking Test Book
- ☐ AZELLA Spring 2024 Reassessment SPV Grades 4-12 Answer Document
- ☐ AZELLA Spring 2024 Reassessment SPV LP Grades 4-12 Combined Student & Speaking Test Book
- ☐ AZELLA Spring 2024 Reassessment SPV LP Grades 4-12 Answer Document
- ☐ Brown SPV shipping boxes
- ☐ Materials necessary to package test materials for return to Pearson

It is the responsibility of the AZELLA District Test Coordinator and/or School Test Coordinator to download from PearsonAccess^next and save the following for Grades 2-12 SPV tests:

- ☐ Spring 2024 AZELLA Grades 2-12 Reassessment SPV Listening Audio Files
- ☐ Spring 2024 AZELLA Grades 2-12 *Reassessment SPV Test Administration Directions*

Save the test materials shipping boxes to use for returning test materials to Pearson at the end of the testing window.

Arrangements Prior to Test Administration

The AZELLA District Test Coordinator is responsible for determining the suitability of each testing room location. Each testing room must provide a quiet, comfortable, and distraction-free environment. Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely. Seating should be arranged so that students are not tempted to look at the answers of others or create distractions due to close proximity. A quiet location, away from other students, should be used when a test is individually (one–on–one) administered, such as the administration of Unit 5 (Speaking) tests for Grades K and 1 students, the Grades 2-3 Unit 5 test (if the student requires an individual administration), the Grades 2-12 SPV tests, and the Grades 2-12 tests that need to be enlarged by projection on a screen or wall.

For students with Special Education needs who require specific testing accommodations based on students' IEP or 504 Plan, the AZELLA District Test Coordinator must ensure that the needed accommodations are provided and that their use is recorded during testing. If there are any questions, the AZELLA District Test Coordinator should contact the AZELLA Team at ADE **prior to testing**.

The AZELLA District Test Coordinator is responsible for determining testing room locations and assigning School Test Coordinators, Test Administrators, and, if needed, Proctors for each group of students testing. School Test Coordinators, Test Administrators, and Proctors **must** be:

- employees of the school/district/charter or contracted by the district for test administration,
- complete the required Annual and the Spring 2024 Reassessment Test online training modules associated with their AZELLA role,
- trained in the correct test administration and test security procedures by the AZELLA District Test Coordinator, and
- be proficient in English.

The AZELLA District Test Coordinator created training presentation for the School Test Coordinators, Test Administrators, and Proctors must include:

- a thorough review of test security procedures,
- test administration procedures, including the correct use of testing conditions and accommodations,
- procedures for the use of Pre–ID Labels,
- procedures for the bubbling in of student demographic data,
- appropriate provision of accommodations, including the operation of any Assistive Technologies necessary to access and respond to test items,
- procedures for the administration of the Kindergarten and Grade 1 Unit 5 (Speaking) test,
- procedures for the administration of the Grades 2-3 Unit 5 (Speaking) test,
- appropriate provision of accommodations, including the operation of any Assistive Technologies

necessary to access and respond to test items,

- procedures for Grades 2-12 SPV tests, if needed,

- procedures for the handling of the testing tickets,

- procedures for handling unexpected or unusual situations and,

- time to read through the Test Administration Directions for the Grades of the Reassessment Test that the Test Administrator will be administering.

NOTE: Only the Grade K, Grade 1, and Grades 2-3 Test Administration Directions are printed, ordered through PAN, and shipped to DTCs by Pearson. The Grades 4-12 Test Administration Directions, the 4-12 SPV Test TAD, and the Grades 2-3 SPV Test TAD must be downloaded from PAN **>** Support **>** Documentation.

This training presentation must be tailored to your district and schools. It should **not** be a direct copy of all ADE's training modules. The DTC created training presentation may be conducted in-person or virtually. All attendees must sign an attendance roster for this training presentation. The AZELLA DTC created training presentation and the attendance roster must be made available to ADE upon request.

The AZELLA Test Security Agreement is **required** to be reviewed and signed during the Test Security and Ethics training of School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and all other staff who will have access to AZELLA testing materials, AZELLA web applications, and AZELLA reports. The AZELLA Test Security Agreement form only needs to be signed once per school year.

Note: If the AZELLA DTC or STC is not the designated person to administer the SPV test, then the Test Administrators who will administer the SPV tests must have the appropriate user role of Test Administrator in PearsonAccess^next and must complete the online AZELLA training in the Arizona Learning Management System (AzLMS) under the "Test Administrator" category to access the TestNav system. ADE **highly recommends** that, if applicable, a Special Education teacher or administrator be trained by the AZELLA District Test Coordinator as a qualified AZELLA Test Administrator for students who require the Grades 2-12 SPV test due to restrictions <u>on the use of</u> electronic devices during instruction and testing.

Test Administration Directions

After the *AZELLA Spring 2024 Reassessment Test Administration Directions* have been delivered to the districts and schools, all School Test Coordinators, Test Administrators, and Proctors must check out and review the *AZELLA Spring 2024 Reassessment Test Administration Directions* from the AZELLA District/School Test Coordinator during their training sessions at least one day prior to test administration.

The *AZELLA Spring 2024 Reassessment Test Administration Directions* for Grades K, 1, and 2 and 3 are secure documents received as part of your Initial Order and must be kept secure. If the district did not receive an initial order of testing materials, it is the DTC's responsibility to order materials, including the Grades K-1 and Grades 2-3 TADs.

The Grades 4-12 *AZELLA Spring 2024 Reassessment Test Administration Directions* must be downloaded

and printed from PearsonAccess^next from Support >> Documentation. This TAD is only available as a download from PearsonAccess^next. All TADs that are downloaded from PearsonAccess^next and printed must be inventoried as electronic version, printed paper version, and both. DTCs and STCs must keep an accurate inventory of who has downloaded and printed this TAD and which electronic devices it has been downloaded onto because these must be completed deleted from every device at the end of the testing window and all printed copies must be collected.

All TADs must be checked out/secured by the DTC or STC daily. Materials for all Grades (including the printed Grades 4-12 online Test Administration Directions and all the SPV Test materials and Test Administration Directions) must be returned after training has been completed and at the completion of the testing window to the AZELLA District Test Coordinator. All *AZELLA Spring 2024 Reassessment Test Administration Directions* and all test materials must be returned to the School Test Coordinator and placed in a locked secure location at the end of every testing day.

The following TADs will **only be available to download from PAN**: the Grades 4-12 AZELLA Spring 2024 Reassessment Test Administration Directions, the Grades 2-3 AZELLA Spring 2024 Reassessment SPV Test Administration Directions, and the Grades 4-12 AZELLA Spring 2024 Reassessment SPV Test Administration Directions. All printed copies of each of these documents must be returned to Pearson as nonscorable at the end of the Reassessment test administration. If these are printed from districts that do not serve K-3 students, then these printed TADs must be securely shredded at the close of the test window.

All documents, audio files, and video files downloaded from PAN must be **completely removed** from all devices that they were downloaded and/or transferred to. This means delete the files and delete all files from the recycle or trash bin on the device and clear the web browser cache, history, and cookies from the devices.

Recommended Seating Arrangements for Unit 5 (Speaking Test)

It is critical to arrange student seating so that students cannot easily see the computer screens of others and the Test Administrator(s) and Proctor(s) can walk by each student. Students' desks and tables should be cleared of backpacks and unnecessary materials prior to the beginning of the test session. Classroom desks should be placed 6 feet apart with staggered seating where feasible.

Grades K-1 Seating Arrangements for the One-on-One Administration

All Kindergarten and Grade 1 Unit 5, Speaking, tests must be administered **one-on-one** in a quiet room. The Test Administrator and the student will sit opposite each other looking at each other. The student will have his or her Combined Student & Speaking Test Book while the Test Administrator is in control of the electronic testing device where the TestNav application has been downloaded. The testing device will NOT face the student at any time during the administration of the Unit 5 test.

Recommended Seating Arrangements for a Classroom Setting

For the AZELLA Spring 2024 Reassessment Grades 2-12 Unit 5 (Speaking) online test administration, it is recommended for an **average-size classroom** (approximately 20 ft. x 26 ft.) to test a maximum of **6 students** simultaneously. To capture clear audio for scoring and to avoid distraction for the students, the following room layouts are recommended:

Figure 11: Average Classroom (20 ft. X 26 ft.)

Copyright © 2024 by Arizona Department of Education
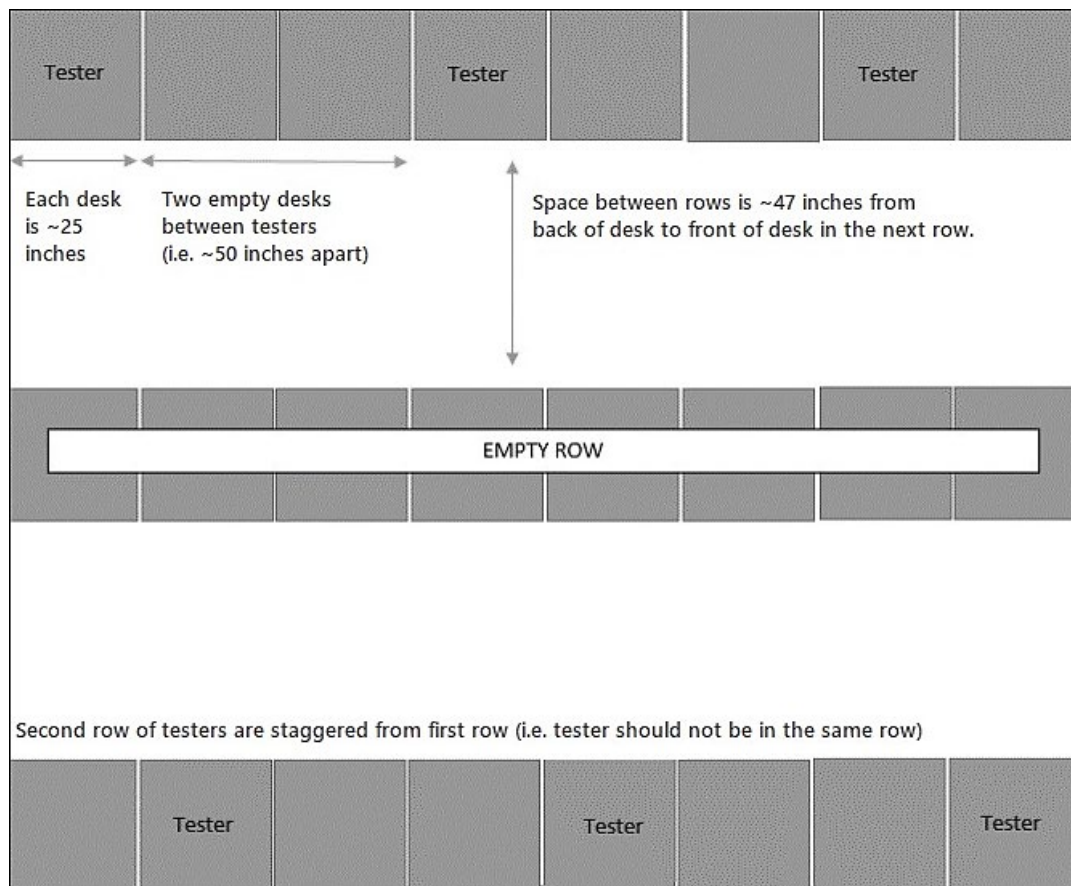
Recommended Seating Arrangements for a Lab Setting

In a Lab setting a maximum of **6 students** may simultaneously be administered the Speaking Test; however, if the Lab Setting is larger than an average classroom, additional students may be in the room following the spacing requirements as shown in Figure 12.

Figure 12: Lab Setting
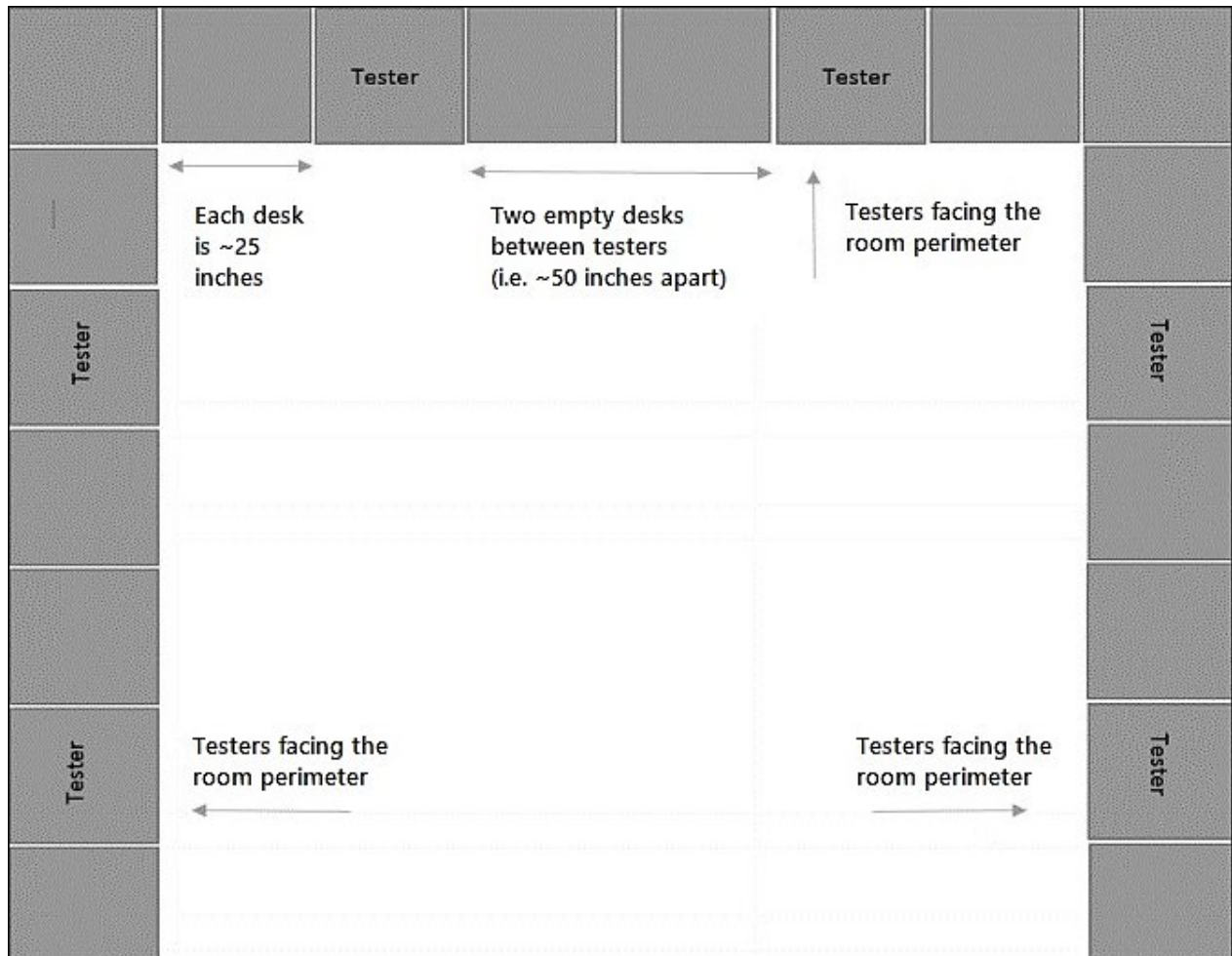
Procedures for Handling Test Materials

Before Grades K-12 Online Testing

It is the District Test Coordinator's responsibility to ensure that all students who need to take AZELLA assessments are registered in PearsonAccess^next prior to testing and that any needed testing accommodations and test settings have been updated in PearsonAccess^next for each student who needs them. All Test Administrators must have a PearsonAccess^next account and must be connected to the same district(s) and school(s) as the students they will be testing.

Review Sample Tests for Grades K-12

All online testing students must be given the opportunity to take the AZELLA Sample Test prior to the day of testing and be familiar with the testing tools, resources, and platform. The online AZELLA Sample tests are accessed and administered through TestNav, not PAN. The online AZELLA Sample Tests do NOT require a Username and Password, and they do NOT require a registration in PAN. For English Learners with disabilities and those English Learners who have had limited exposure to technology, multiple exposures to the sample test may be necessary to ensure familiarity with the platform and tools available. The AZELLA Sample Tests do not score or retain student responses. AZELLA Sample Tests are currently available and should be used ahead of the testing window to:

- familiarize Test Administrators with the TestNav interface and
- allow students to practice answering AZELLA item types and using test tools.

Testing Tickets for Grades K-12

Testing tickets are required for Grades K-12 students who have been assigned to an online test Session. Testing tickets contain the information that a student will need to sign-in to TestNav to access their online test. Testing tickets are ONLY available through PearsonAccess^next. Testing tickets should be printed and cut in advance of the test session so that testing is not delayed.

Note: Grades K-1 students will have one testing ticket for the Unit 5 test only. The Test Administrator will use the K-1 testing ticket. Grades 2-3 students will have 4 testing tickets. One ticket for each online test unit. Students must use the appropriate test ticket for the Unit that they are completing.

The testing tickets are secure test materials and must be collected after every test session and whenever students leave the testing room. Test tickets must also be returned to the STC to store in a locked secure location with the other testing materials. The loss of a testing ticket is a security violation that must be reported. Please refer to the *AZELLA Spring 2024 Reassessment PearsonAccess^next User's Guide* for instructions on how to print testing tickets for students.

Seal Codes are not used for the Spring 2024 AZELLA Reassessment Test.

Before Paper Testing

Receiving Grades K-3 (and Grades 2-12) SPV Test Materials

AZELLA test materials will be boxed by schools and shipped to the district or charter for all participating schools. **The District Test Coordinator is responsible for inventorying the materials and distributing the appropriate materials to schools.** All school and district personnel must have a signed AZELLA Test Security Agreement for Staff form on file with the district prior to receiving the testing materials.

The test materials will arrive starting **January 16 and** should arrive no later than **January 19, 2024**. Shipments with multiple boxes and envelopes may not all arrive on the same day. Do not contact ADE or Pearson until Monday, January 22 if you feel as though you are missing boxes and envelopes.

An outbound shipping label will be on the top of the box. This label will include the AZELLA District Test Coordinator's name, the district name and entity ID number, and the district shipping address, and will indicate if it is a district box or a school box. Please see 13: "Outbound Shipping Label".

As the test materials are delivered, verify that all boxes in the shipment were received and that they are **addressed to your district before** signing for the delivery.

Figure 13: Outbound Shipping Label
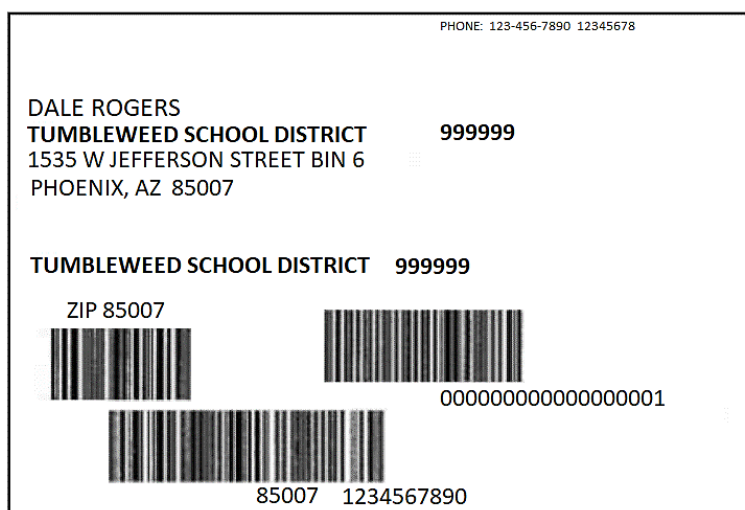
Materials are shipped in dual-purpose boxes designed to be easily used for both receiving and returning materials. <u>**Save both the white and brown boxes for use in returning materials to Pearson.**</u> **When you return your materials to Pearson at the close of the test window, it does not matter which color of Pearson boxes are used.**

White boxes are used by Pearson for shipping Test Coordinator's Kits and intended for District and School Test Coordinators as shown in Figure 14: Box Shipment Diagram. For a complete list of materials contained in the Test Coordinator's Kit (TCK), see page 39. **Brown boxes** are used by Pearson for shipping test books, etc. To see the complete list of materials, see page 39.

Each box of the shipment is hand numbered. The numbers are on the top of each box in the lower-left corner. The first and last box will be numbered "1 of x" and "x of x." The boxes between the first and last box will have only the number marked specifically for each box. For example, in a shipment of 6 boxes, the first box is numbered "1 of 6," and the last box is numbered "6 of 6." Box number 2 through box number 5 are numbered without a reference to the range. The boxes will be numbered in order so that the district box, a white box, is first, and then the schools' boxes (one white and brown boxes) follow with the schools in numeric order by entity ID number. A white box will always be at the beginning of each school's set of boxes. See Figure 14: Box Shipment Diagram below.

Figure 14: Box Shipment Diagram
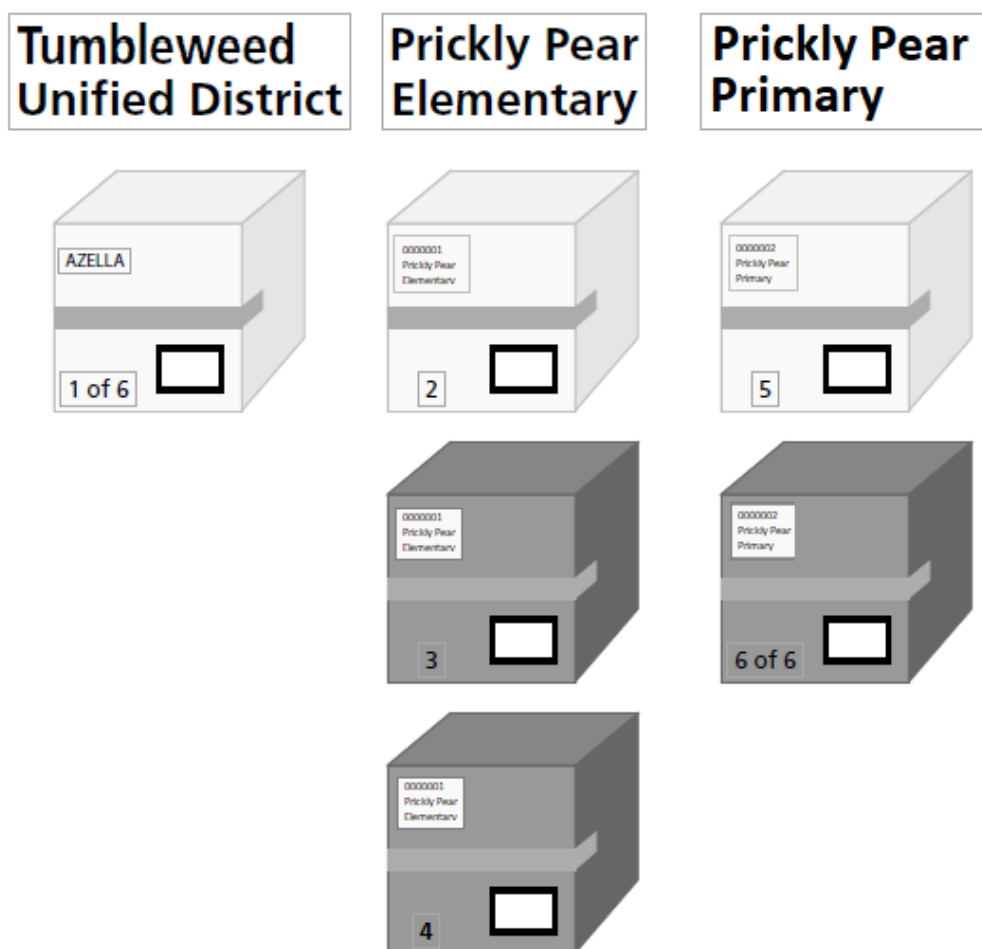
AZELLA Test Coordinator's Materials Checklist (for Grades K-3 only)

White boxes are used by Pearson for the District and School Test Coordinator's Kits (TCK).

District Test Coordinator's Kit includes:

- ☐ *AZELLA Spring 2024 Reassessment Test Coordinator's Manual*
- ☐ Purple Header Sheets (Blank)
- ☐ UPS shipping labels
- ☐ Color-Coded Return Labels (Pink and Green)
- ☐ *AZELLA Spring 2024 Reassessment Grade K Test Administration Directions*
- ☐ *AZELLA Spring 2024 Reassessment Grade 1 Test Administration Directions*
- ☐ *AZELLA Spring 2024 Reassessment Grades 2-3 Test Administration Directions*

School Test Coordinator's Kit includes:

- ☐ Purple Header Sheets (pre-slugged)
- ☐ School Header Lists
- ☐ Paper Bands
- ☐ Materials Inventory Sheet

Pre–ID Label Kit (shipped separately to DTCs) includes:

- ☐ Pre–ID Labels (Grades K-3)
- ☐ Pre–ID Rosters (Grades K-3)

Brown boxes are used by Pearson for AZELLA Grades K-3 testing materials at the school level.

School brown boxes include:

- ☐ AZELLA Spring 2024 Reassessment Student Test Books
- ☐ AZELLA Spring 2024 Reassessment Audio CDs
- ☐ *AZELLA Spring 2024 Reassessment Grade K Test Administration Directions*
- ☐ *AZELLA Spring 2024 Reassessment Grade 1 Test Administration Directions*
- ☐ *AZELLA Spring 2024 Reassessment Grades 2-3 Test Administration Directions*

Inventorying Grades K-3 Test Materials

On the same day that *AZELLA Spring 2024 Reassessment Test* Grades K-3 test materials are delivered, **AZELLA District Test Coordinators** are responsible for inventorying their shipment of materials using the following checklist.

- ☐ 1) Find and open Box 1, the District Test Coordinator's Kit (a white box). Within Box 1, find the Pallet Detail sheet, the District Packing List, and all the School Packing Lists. The School Packing Lists included in Box 1 are duplicate packing lists for the AZELLA District Test Coordinator. Do not send these packing lists to the schools. See Figures 15-17 on **page 42** for samples of these forms.

- ☐ 2) Compare the box range and the number of boxes shown on the Pallet Detail sheet with the actual boxes received for the district and for each school. If the total number of boxes indicated on the Pallet Detail sheet has not been received by **January 29, 2024**, contact the AZELLA Customer Support Line at Pearson by phone at **888.705.9421, Option 2**, or by email in PearsonAccess[next] by clicking on **Contact Arizona Support**

- ☐ 3) Inventory Box 1, the AZELLA District Test Coordinator's Kit. Verify the materials received against the District Packing List. Note any discrepancies on the packing list and contact Pearson.

- ☐ 4) Inventory the school boxes. This may be done before or after delivering to schools. The school's copy of the School Packing List is in the school's first box. For each school, verify the materials received against the School Packing List. Note any discrepancies on the packing list and contact Pearson immediately. Save the packing lists. These will be helpful in confirming that all AZELLA materials have been packaged for return at the end of the testing window.

- ☐ 5) Verify that each school has enough scoring materials in its Test Coordinator's Kit, the white box. Pre–ID Labels will be packaged separately in a Pre–ID Label Kit and sent as a separate shipment. Additional Pre–ID Labels are not available. If the school needs more purple header sheets, distribute materials from the District Test Coordinator's Kit, as needed.

- ☐ 6) Distribute the school materials to the schools prior to January 29, 2024. Maintain an accurate inventory of all materials at each school and at the district. Inform schools to **keep** all Pearson boxes as they will be used to return all the Spring 2024 AZELLA Reassessment Test materials to Pearson at the close of the test window.

- ☐ 7) If additional test or scoring materials beyond what was included in the District Test Coordinator's Kit are needed, submit an additional order via PearsonAccess[next] during the additional order window of **January 19, 2024,** through **March 1, 2024**. Order as early in the additional orders window as possible. The DTC must know which Form of test materials to order for each school. You must know the grade and form assignments for the schools before you place an order for additional paper testing materials.

- ☐ 8) Additional orders are shipped as they are received. Maintain an accurate inventory of all materials at each school and at the district. Since the *AZELLA Spring 2024 Reassessment Test* materials are assigned by school and grade level or grade band, sharing paper test materials can only happen when the grade level or grade band are assigned the exact same FORM of student test. If materials are shared between schools, both schools must document this in the *AZELLA Spring 2024 Reassessment Grades K-3 and SPV Grades 4-12 School Materials Return Inventory Sheet* (refer to Figure 29 of this guide). All transfer of materials between schools and districts must be conducted through the AZELLA DTCs. Schools cannot do this on their own.

Save all packing lists from the initial order and any additional orders to aid in the completion of the Materials Inventory Sheets when materials are packaged for return so that there is a complete count of how many tests have been received for the district.

Figure 15: Pallet Detail Sheet

Figure 15: Pallet Detail Sheet

Figure 16: District Packing List

Figure 16: District Packing List

Figure 17: School Packing List

Figure 17: School Packing List

Inventorying Grades 2-12 SPV Test Materials

Brown boxes are used by Pearson for shipping the AZELLA Spring 2024 Reassessment Grades 2-12 SPV test materials. These materials will be ordered by ADE or Pearson with an ADE approved Additional Accommodations request. **These special testing materials will arrive separately from the initial material distribution and after January 19, 2024.**

Brown LP, SPV, and SPV LP boxes include:

☐ AZELLA Spring 2024 Reassessment Kindergarten LP Combined Student & Speaking Test Book

☐ AZELLA Spring 2024 Reassessment Kindergarten LP Combined Student & Speaking Test Book

☐ AZELLA Spring 2024 Reassessment Grades 2-3 LP Extended Writing Student Test Book

☐ AZELLA Spring 2024 Reassessment SPV Grades 2-3 Combined Student & Speaking Test Book

☐ AZELLA Spring 2024 Reassessment SPV Grades 2-3 Answer Document

☐ AZELLA Spring 2024 Reassessment SPV Grades 2-3 Extended Writing Student Test Book

☐ AZELLA Spring 2024 Reassessment SPV LP Grades 2-3 Combined Student & Speaking Test Book

☐ AZELLA Spring 2024 Reassessment SPV LP Grades 2-3 Answer Document

☐ AZELLA Spring 2024 Reassessment SPV Grades 4-12 Combined Student & Speaking Test Book

☐ AZELLA Spring 2024 Reassessment SPV Grades 4-12 Answer Document

☐ AZELLA Spring 2024 Reassessment SPV LP Grades 4-12 Combined Student & Speaking Test Book

☐ AZELLA Spring 2024 Reassessment SPV LP Grades 4-12 Answer Document

It is the responsibility of the AZELLA District Test Coordinator and/or School Test Coordinator to download from PearsonAccess[next] and save the following for Grades 2-12 SPV tests:

☐ AZELLA Grades 2-12 SPV **Audio Files**

☐ AZELLA Grades 2-12 SPV **Test Administration Directions**

On the same day that AZELLA Grades 2-12 SPV test materials are delivered, AZELLA District Test Coordinators should inventory their shipment of materials using the following checklist.

☐ 1) Find and open Box (a brown box).

☐ 2) Inventory Box(es) of Grades 2-12 SPV tests before delivering materials to schools. Verify the materials received against the District Packing List. Note any discrepancies on the packing list and contact Pearson immediately. Save the packing lists. These will be helpful in confirming that all AZELLA materials have been packaged for return at the end of the testing window.

☐ 3) Distribute the school materials to the schools as soon as possible and well before January 29, 2024. Maintain an accurate inventory of all materials at each school and at the district.

☐ 4) If additional test materials or scoring materials beyond what was included in the SPV Kit are needed, submit an additional order via AZELLA@azed.gov during the additional order window of January 19, 2024, through March 1, 2024. Order as early in the additional orders window as possible.

Additional orders are shipped as they are received. Maintain an accurate inventory of all materials at each school and at the district.

The Large Print and SPV Large Print (LP) student test books are shipped separately in a Pearson LP box (18.5X14.75X4, DOUBLEWALL W/LOGO). Keep this box and the pillows for repacking and return shipping to Pearson!

The Large Print SPV student test book and SPV LP Answer Document is treated the exact same way as a regular SPV student test book and the SPV Answer Document. The student will mark item responses and write their extended Writing responses **in the LP Answer Document**. The Test Administration, School Test Coordinator, or District Test Coordinator must use the Answer Document to key enter the student responses into TestNav.

When the student has completed testing and the responses have been entered into TestNav, you will place the used SPV LP test book and SPV LP Answer Document in the same box it arrived in and include a completed school header sheet and Return Inventory Sheet in the same box. Use the packing pillows that were in the shipping box to pad the box for return shipping. After sealing the box, place the Pearson GREEN Nonscorable Pearson label and the Nonscorable UPS label on the box. You will include this box with your other Nonscorable boxes to return to Pearson.

Save all packing lists from the initial order and any additional orders to aid in the completion of the *AZELLA Spring 2024 Reassessment School Materials Return Inventory Sheets* when materials are packaged for return so that there is a complete count of how many tests have been received for the district.

ALL AZELLA Spring 2024 Reassessment Grades 4-12 SPV test materials MUST be returned as Nonscorable items to Pearson at the completion of the testing window. Please note that the Grades 2-3 Unit 4 Extended Writing Test Book will be returned to Pearson as Scorable. For further instructions, please see pages 53-54.

All documents, audio files, and video files downloaded from PAN must be **completely removed** from all devices that they were downloaded and/or transferred to. This means delete the files and delete all files from the recycle or trash bin on the device and clear the web browser cache, history, and cookies from the devices.

All scratch papers must be collected and securely shredded.

During Testing

It is the District Test Coordinator's responsibility to ensure that Test Administrators are trained to:

- **verify that the CORRECT student is testing.**

- keep Testing Tickets and all testing materials secure.

- maintain a secure test environment in accordance with AZELLA policies.

- properly administer AZELLA tests on paper or on Pearson testing systems, as appropriate.

- make sure any needed testing accommodations that School Test Coordinators, qualified Test Administrators, and students are familiar with the features available during testing and that they are functioning appropriately.

- understand and use the correct procedures for students with the Grades 2-12 SPV test, if applicable.

- understand and use the correct procedures for dually enrolled (English Learner and Special Education) students who require specific testing accommodations.

- report any test improprieties or test incidents to the School Test Coordinator or District Test Coordinator immediately.

- understand and use correct procedures for an individual student break in a test session—students who require a stretch break during testing should close their test to keep the test content secure.

- ensure that students do not talk, use electronic devices, or leave the room during testing.

- understand and use the correct procedures for students who need additional time to finish their test. For online tests, be sure test administrators and students understand that after a student's test has been paused for 20 minutes, the student may not return to previous test items and will resume the test on the page where he or she paused. (This is an important point in planning for dual-labeled [English Learner and Special Education] students—consider testing at the best time of day for the individual, the setting, and student familiarity with the Test Administrator to ensure best outcomes.)

Monitoring Test Completion

New for the AZELLA Spring 2024 Reassessment, PearsonAccess^next will store the test completion data for online tests. The "Plan and Manage Testing" section of PearsonAccess^next allows you to generate customized Participation Reports showing your students' testing activity. The reports also show which students have completed testing and which students have yet to begin or complete testing. For detailed instructions, refer to the *AZELLA Spring 2024 Reassessment PearsonAccess^next User's Guide.*

Test Administrators must provide students using the Special Paper Version test of the *Spring 2024 AZELLA Reassessment Test* with sufficient time to complete the paper test and sufficient time for the Test Administrator to enter the student responses into the TestNav system by the close of the test window.

The Grades 2-12 SPV Spring 2024 AZELLA Reassessment Test must be transcribed into the TestNav system. The responses must be entered by the Test Administrator who has completed the Test Administrator training and signed an *AZELLA Test Security Agreement*.

The Test Administrator should use the online test in the TestNav system to answer questions from the student about the directions that are included in the test. However, the Test Administrator must not read or interpret any test questions for the student.

Responses in the Special Paper Version tests that have not been transferred into the TestNav system will not be scored.

Precautions for AZELLA Grades K-3 and Grades 2-12 SPV Tests

- Do not use any student Test Books or Answer Documents other than those that correspond to the *AZELLA Spring 2024 Reassessment Test*.

- Do not photocopy the student Test Books or Answer Documents.

- Do not disassemble or pull pages from the **student** Test Books or Answer Documents.

- Do not allow students to make any marks on or near the timing marks on the edges of the **Grades K-3 Scorable** test books. Marks made on or near the timing marks interfere with the scanning and scoring of the test book. **NO ONE** IS ALLOWED TO ERASE ANY MARKS ON THE SCORABLE PAGES OF A STUDENT'S TEST BOOK. Notify ADE and Pearson when a student's test has marks near the timing marks of the test book. Include the following information in your email to ADE and Pearson:
    - District and Entity number
    - School and Entity number
    - Student's SSID – do **NOT** include the student's name
    - Grade Level
    - Form of Test
    - Test book serial number located in the blue box on the bottom of a page
    - Page number(s) of test book where the mark(s) are located

- Do not use "sticky" notes, paper clips, tape, staples, or glue on the **Grades K-3 Scorable** test books. Torn pages cannot be properly scanned and scored. If any pages of the test books are torn, notify ADE and Pearson that a student's test has a torn page(s). Include the following information in your email to ADE and Pearson:
    - District and Entity number
    - School and Entity number
    - Student's SSID – do **NOT** include the student's name
    - Grade Level
    - Form of Test
    - Test book serial number located in the blue box on the bottom of a page
    - Page number(s) of torn page(s) of the test book

- Do not insert loose papers into the **Grades K-3 Scorable** test books.

- Do not tape or glue additional paper into the **Grades K-3 Scorable** test books.

- Do not allow students to use correction fluid or correction tape on the **Grades K-3 Scorable** test books. If an error is made in filling in a bubble or in the responses to the writing prompts, the **student** should erase the error completely and make the correction using a No. 2 pencil.

- Do not allow students to use colored pencils, pens, markers, paint, glitter, gum, or highlighters on the **Grades K-3 Scorable** test books. Marks made with a colored pencil, ink, felt-tip marker, or highlighter cannot be properly scanned and scored. Notify ADE and Pearson when a student's test has marks near the timing marks of the test book that has been made with anything other than a No. 2 pencil. Include the following information in your email to ADE and Pearson:

  o District and Entity number

  o School and Entity number

  o Student's SSID – do **NOT** include the student's name

  o Grade level

  o Test book serial number located in the blue box on the bottom of a page

  o Page number(s) of test book where the mark(s) are located

- Do not return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson. AZELLA District Test Coordinators need to have Test Administrators transcribe the student's Answer Document or Test Book, including the student's demographic grid, for the contaminated test Grades K-3 Scorable materials and Grades 2-12 SPV test materials and then securely destroy the original contaminated documents. The AZELLA District Test Coordinator must submit the paper version of the *AZELLA Test Administration Irregularity Report* about such an incident to the AZELLA Team at azella@azed.gov. The District Test Coordinator must provide the following information in the **Comments** section of the *AZELLA Test Administration Irregularity Report*:

  o District and Entity number

  o School and Entity number

  o Student's SSID – do **NOT** include the student's name

  o Grade level

  o Test book serial number located in the blue box on the bottom of a page

  o How was the test book contaminated

  o How much of the test had been completed prior to the contamination

  o Date the contaminated test book was securely destroyed

- **Note**: Per the test security list in the *Spring 2024 AZELLA Reassessment TAD* for Grades K-3 and Grades 2-12 SPV tests, the student's answers can only be transcribed **EXACTLY** as the student answered. **Any changing of student's response is a serious test security violation.**

-

Forms to Be Used During Testing

There are a few forms which can be used during testing to help keep track of transferred students and testing incidents at the district– and school–level for the *AZELLA Spring 2024 Reassessment Test*. The following forms can be found at http://www.azed.gov/assessment/azella-dtcs located in the Forms and Reports section.

Transferred Student with an EL Need

- o This required form must be used to track students who transfer into a new school after the first day of the testing window to help ensure that each student who needs to be tested is only tested once.

AZELLA Test Administration Irregularity Report

- o This form must be used by AZELLA District Test Coordinators to document Grades K-12 test administration irregularities which occur before, during, and after testing.

AZELLA Test Security and Ethics Incident Report

- o This form must be used by AZELLA District Test Coordinators to report **ALL** AZELLA Test security violations before, during, and after testing.

After Testing

The Spring 2024 AZELLA Reassessment materials should NOT be packed up and returned to Pearson before the end of the test window. Schools are responsible for administering the test to all eligible students through March 15, 2024.

The Packaging Demonstration video explains how to sort, pack, and ship out Scorable and Nonscorable testing materials to Pearson. This video is available in PearsonAccess^next and in the Arizona Learning Management System (AzLMS).

Inspecting and Organizing Test Materials

After testing, Test Administrators should inspect the Grades K-3 Student Test Books and Grades 2-12 SPV Test Books and Answer Documents as directed in the corresponding *AZELLA Spring 2024 Test Administration Directions*. **Used** student Test Books and Answer Documents must be stacked with **front covers facing up and in the same direction**.

Ancillary Testing Materials

After testing has been completed, securely shred student testing tickets and any Grades 4-12 Test Administration Directions locally, or if you are returning other testing materials to Pearson, the printed Grades 4-12 TADs may be placed into a Nonscorable box of materials to send to Pearson.

Delete ALL Downloaded Testing Materials

All electronic Reassessment testing materials (e.g., audio files, video files, TADS, etc.) that were downloaded from PAN and saved on electronic devices **must be completely deleted** from electronic testing devices and the electronic devices that were used by adults.

Sorting SCORABLE and NONSCORABLE Reassessment Test Materials

ALL Spring Reassessment testing materials must be returned to Pearson. These materials must be sorted into two groups, Scorable and Nonscorable testing materials, prior to packing the return shipping boxes. There are two Pearson warehouses in Cedar Rapids, Iowa where the Scorable and Nonscorable materials will be shipped. Therefore, it is extremely important that the materials are placed in the correct boxes with the correct shipping labels. The boxes of Scorable and Nonscorable materials are <u>shipped to different locations</u>. **DO NOT INCLUDE USED SCORABLE TEST BOOKS WITH THE NONSCORABLE MATERIALS! USED Grades K-3** Student Test Books that are in the boxes of Nonscorable materials will NOT be scored.

The AZELLA District Test Coordinator must ensure that the used student test books, Scorable, are placed in marked Scorable boxes with the correct shipping labels adhered to the boxes.

SCORABLE Materials Grades K-3 Test Materials

Assembling Scorable Test Materials

The AZELLA District Test Coordinator is responsible for determining which of the following steps will be completed by the School Test Coordinator. The AZELLA DTC is responsible for providing explicit directions and training accordingly, as well as confirming that the boxes have the correct items prior to securing the box and applying the shipping labels.

USED Grades K-3 Student Test Books are the **ONLY Scorable** test materials.

☐ Organize the **used** Grades K-3 Student Test Books.

☐ Verify that every "used" test book was used by the student. Do **NOT** include student test books that were **NOT USED by students** in the box of Scorable materials. This includes test books that have Pre-ID Labels or student demographics completed but the test book was **NEVER USED**. Accidentally submitting for scoring a blank test book with a Pre-ID Label or completed demographics for a student who **NEVER USED** the book will produce an incomplete or undetermined test record for the student.

A student who was **present for testing and had the test book but never responded to any questions,** their test book is a valid **USED** test book and must be submitted for scoring and placed in the Scorable box of materials. A no-response is a valid response for an AZELLA test.

☐ With all **USED** test books facing up and in the same direction, sort the **USED** student test books by
   1. School
   2. Grade Level
   3. Teacher
   4. Large Print Test Books

Do **NOT** combine grade levels. There will be multiple stacks of **USED** student test books.

☐ All K-3 large print student test books must be returned in the large print box with the regular size student test book, **as SCORABLE**, that the district received.

☐ Complete the purple AZELLA Header Sheets.

For each stack of AZELLA Scorable student test books including Large Print student test books, select a pre-slugged purple AZELLA Header Sheet with the correct school. Only the purple AZELLA Header Sheet provided with the Spring 2024 AZELLA Reassessment materials may be used to return Spring 2024 AZELLA Reassessment Scorable materials.

Complete the purple AZELLA Header Sheet as directed in the section "Completing the Purple Header Sheets for AZELLA Grades K-3 Scorables" on page 54.

Be sure to order additional purple Header Sheets through PAN during the Additional Order window, January 19 – March 15, 2024, if the quantity received in the initial shipment is not enough.

Returning Kindergarten and Grade 1 Large Print and Regular Print Combined Student & Speaking Test Books

All Grades K and Grade 1 Spring 2024 AZELLA Reassessment Large Print Combined Student & Speaking Student Test Books will be ordered by ADE or Pearson with an ADE approved Additional Accommodations request.

The Grades K and Grade 1 Spring 2024 AZELLA Reassessment Large Print Combined Student & Speaking Student Test Books are shipped separately in a Pearson LP box (18.5X14.75 X 4, DOUBLEWALL W/LOGO). Keep this box and the pillows for repacking! You will be returning the test book(s) as a **Scorable item(s) in the same box you received it**.

The LP student test book follows a different process for scanning and scoring than a regular student test book. For each used LP student test book returned to Pearson for scoring, there must be a corresponding **regular size** student test book. The regular size student test book must have a Pre-ID Label on the front cover, if there is no Pre-ID Label, bubble-in the student demographics on the back cover of the regular student test book. The student will write their name on the front cover, mark responses to all multiple-choice items and write their extended Writing responses **in the LP student test book**.

Once a Kindergarten and Grade 1 student has completed their test using the large print version, the **DTC or STC** must transcribe the **multiple-choice** responses into a regular size Combined Student & Speaking Test Book. **Do not transcribe the extended Writing responses.** When received by Pearson, the student's responses on the large print extended Writing responses will be digitally resized, printed on a sticker, and placed in the regular size test book for scanning.

Be sure the student's name is legibly written on the front cover of the LP student test book to ensure accurate transcription at Pearson.

Place the used LP **large print and the regular print test books** in the **Pearson LP box**, the box that the LP test arrived in at the district office. A completed purple header sheet and a completed school header list must be included with both the regular and LP student test book in the Pearson LP box for return shipping to Pearson. Use the packing pillows that were in the shipping box to pad the box for return shipping. After sealing the box, place the Pearson PINK Scorable Pearson label and the Scorable UPS label on the box. You will include this box with your other Scorable boxes to return to Pearson.

Returning Grades 2-3 Large Print and Regular Print (Unit 4) Extended Writing Student Test Books

All Spring 2024 AZELLA Reassessment Grades 2-3 LP Unit 4 Extended Writing Test Books will be ordered by ADE or Pearson with an ADE approved Additional Accommodations request. The Spring 2024 AZELLA Reassessment Grades 2-3 Large Print Unit 4 Extended Writing Test Books are shipped separately in a Pearson LP box (18.5X14.75 X 4, DOUBLEWALL W/LOGO). Keep this box and the pillows for repacking! You will be returning the test book(s) as a **Scorable item(s) in the same box you received it**.

The Grades 2 and 3 students who require a large print version of the Spring 2024 AZELLA Reassessment Grades 2-3 Unit 4 Extended Writing Student Test Book, must have the large print version **and** a regular size version of the test books. Both Unit 4 test books, the used LP and the blank regular sized, must have the student's name and demographics included. If the student has a Pre-ID Label, the label needs to go on the regular size test book.

Once the student has completed their test using the large print version, both test books will be returned to Pearson. **Do not transcribe the extended Writing responses.** When received by Pearson, the student's responses on the Large Print Extended Writing Test Book will be digitally resized, printed on a sticker, and placed in the regular size test book for scanning.

Place **both the large print and the regular print test books** into the same box you received the large print test book from Pearson. A completed purple Header Sheet and a School Header List must be included in the box. Place a PINK Scorable Pearson label and a Scorable UPS label on the box, and then ship the box with the other Reassessment materials to Pearson at the close of the test window.

Returning Grades 2-3 Reassessment SPV and SPV Large Print Test Materials

All Spring 2024 AZELLA Reassessment Grades 2-3 SPV and SPV LP student testing materials will be ordered by ADE or Pearson with an ADE approved Additional Accommodations request. The SPV kit includes the student's test book, the student's answer document, and the SPV Unit 4 Extended Writing Test Book. Each **SPV LP** kit includes the large print version of the SPV kit and a regular size SPV Unit 4 Extended Writing Student Test Book. The student assigned to the **SPV LP** must have both versions, regular SPV and the SPV LP Unit 4 Extended Writing Student Test Books, submitted for scoring purposes.

The Spring 2024 AZELLA Reassessment Grades 2-3 SPV and SPV Large Print materials are shipped separately in a Pearson LP box (18.5X14.75 X 4, DOUBLEWALL W/LOGO). Keep this box and the pillows for repacking! You will be returning the test book(s) as a **Scorable item(s) in the same box you received it**.

The Grades 2 and 3 students who require an **SPV LP** version of the Spring 2024 AZELLA Reassessment Test , must also have a regular size version of the **SPV** Unit 4 Extended Writing Student Test Book. Both the SPV LP test book and the regular size **SPV** Unit 4 Extended Writing Student Test Book must have the student's name and demographics included. If the student has a Pre-ID Label, the label needs to go on the regular size **SPV** Unit 4 Extended Writing Student Test Book.

Once the student has completed their SPV LP test, both test books, the used SPV LP Unit 4 Extended Writing Test Book and the regular size **SPV** Unit 4 Extended Writing Student Test Book must be returned to Pearson. **Do not transcribe the extended Writing responses.** When received by Pearson, the student's responses on the Large Print Extended Writing Test Book will be digitally resized, printed on a sticker, and placed in the regular size test book for scanning.

There is no transcribing of the multiple-choice items because the Test Administrator will be entering those into TestNav locally.

Place **both the used SPV or SPV LP test book and the regular print SPV Unit 4 Extended Writing Test Books** in the **Pearson LP box**, the box that the LP test arrived in at the district office. A completed purple header sheet and a completed school header list must be included with both the regular and LP student test book in the Pearson LP box for return shipping to Pearson. Use the packing pillows that were in the shipping box to pad the box for return shipping. After sealing the box, place the Pearson PINK Scorable Pearson label and the Scorable UPS label on the box. You will include this box with your other Scorable boxes to return to Pearson.

Completing the Purple Header Sheets for AZELLA Grades K-3 Scorables

The **purple** AZELLA Header Sheet provides data that appears on the published score reports. A Header Sheet **must** be completed with a **No. 2 pencil** for each stack of documents. Each paper-bound stack of completed Grades K-3 Scorable Test Books may include students from only one grade. Pre–slugged and blank Header Sheets have been provided in the Test Coordinator's Kits. Header Sheets are scannable documents; **photocopies are not acceptable for the scoring center's use**.

School name and school code (entity ID number) have been completed on the pre–slugged purple Header Sheets. Please review the pre–slugged information. Be certain to confirm school code (entity ID number), as many schools have similar names.

If information on a pre–slugged Header Sheet is incorrect, do not alter it. Instead, fill out all information on a new blank Header Sheet.

Figure 18: Header Sheet

SIDE 1

A DISTRICT

For pre–slugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed. Be certain to use the same district name as on a corresponding pre–slugged Header Sheet.

B SCHOOL

For pre–slugged Header Sheets, this area will be pre-filled. For blank Header Sheets, this section needs to be completed.

C GRADE

For pre–slugged Header Sheets and for blank Header Sheets, this section needs to be completed and must match the grade entered in section F. **AZELLA materials are returned by school and grade level.**

D TEST DATE

For pre–slugged Header Sheets and for blank Header Sheets, enter the actual testing date(s) (start and finish) in this section. When the dates span across the testing window, use the span of dates that they tested.

E TEACHER

For pre–slugged Header Sheets and for blank Header Sheets, this section needs to be completed and must exactly match the teacher's name as entered on SIDE 2.

F GRADE

For pre–slugged Header Sheets and for blank Header Sheets, this section needs to be completed in No. 2 pencil and must match the grade entered in section C.

G SCHOOL NAME

For pre–slugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed in No. 2 pencil. Print the school's name in the row of boxes (the same school's name as in section B), beginning with the first box on the left, and then mark the corresponding circle below each box. Be certain to use the same school's name as on a corresponding pre–slugged Header Sheet.

H NUMBER OF DOCUMENTS

For pre–slugged Header Sheets and for blank Header Sheets, this section needs to be completed in No. 2 pencil. Print the number of documents included in the stack beneath this Header Sheet, and then mark the corresponding circle below each box. **Right justify the number of documents, and add leading zeros, as needed. For example, 32 documents are in a stack, so it must be filled in as "0032."**

The number entered in this section must **exactly** match the number of Scorable test books that are stacked and paper bound with the Header Sheet.

▋ SCHOOL CODE

For pre–slugged Header Sheets, this area will be pre–filled. See Figure 19: Finished Pre–slugged Header Sheet below.

For blank Header Sheets, this section needs to be completed in No. 2 pencil. Print the seven-digit **school entity ID number** in the row of boxes, and then mark the corresponding circle below each box. **If the entity ID number is less than seven digits, add leading zeros to the left side of the entity ID.** Be certain to use the same entity ID number as on a corresponding pre–slugged Header Sheet. See Figure 20: Finished Gridded Header Sheet below.

Figure 19: Finished Pre–slugged Purple Header Sheet

Figure 20: Finished Gridded Purple Header Sheet

SIDE 2

J TEACHER

For pre–slugged Header Sheets and for blank Header Sheets, this section needs to be completed in No. 2 pencil and must match the teacher's name exactly as entered in section E on SIDE 1. Print the teacher's name in the row of boxes left justified, fill in the boxes, and then mark the corresponding circle below each box. Sections E (Teacher) and J (Teacher) on the purple Header Sheet should match Section F (Group Name) on the School Header List. This information is used for group electronic reports published by Pearson and available as an electronic report in PAN after the scores have been reported to districts.

Figure 21: SIDE 2 – Header Sheet with Teacher Name

☐ Bind each stack of Grades K-3 Scorables.

The grade level sets of **USED Scorable** test books should have front covers facing up and in the same direction.

Place the completed purple Header Sheet with SIDE 1 facing up on top of the stack of the matching USED Scorable test books. Wrap one paper band around the stack horizontally or vertically. Be sure the band holds the documents securely. If you run out of paper bands, they are available to order through PearsonAccess^next or you can make your own bands with plain unused paper or plain unused construction paper and Scotch tape (only on the band).

A large group may be divided into two or more stacks so that each stack can be wrapped securely.

Each stack should be no thicker than what the band can securely wrap around and be sealed. Make as many stacks as needed. **One (1) purple AZELLA Header Sheet is needed per stack of student test books.**

A small stack must still have its own **purple** Header Sheet. See Figure 22: Binding Scorable Documents below.

Figure 22: Binding Scorable Documents
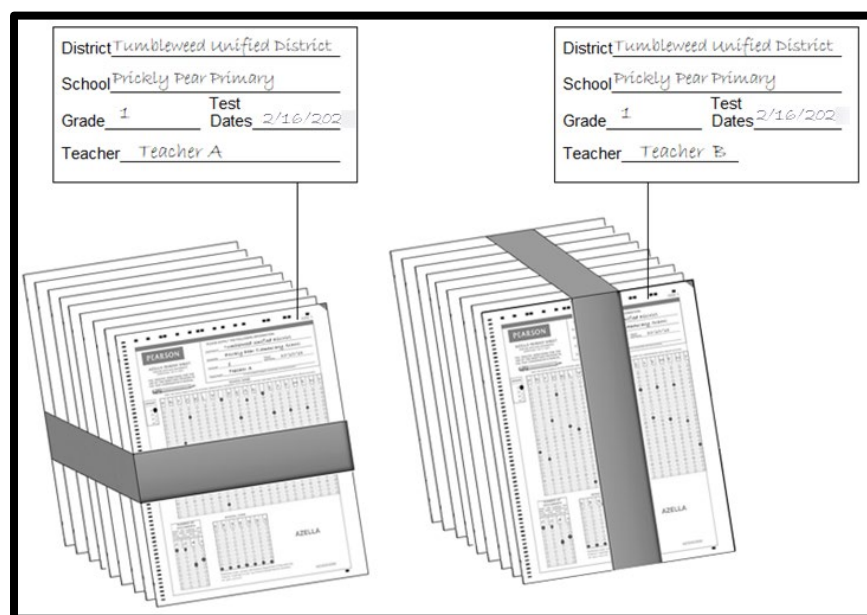
☐ Complete the School Header List.

For each school, complete the School Header List as directed in the section "Completing School Header Lists" on page 59 of this manual. **Keep photocopies of all completed School Header Lists for your records**.

Completing School Header Lists

Figure 23: School Header List

The School Header List contains information used to verify that the school's entire return shipment of Grades K-3 Scorable materials has been received. The School Header Lists will be returned in **box 1** of the school Scorable materials. AZELLA District Test Coordinators and School Test Coordinators should keep photocopies of all completed School Header Lists. The Spring 2024 Reassessment School Header List may be photocopied.

The School Header List is specifically for one (1) school. Do NOT combine schools on one list. If multiple schools are contained in the same box, be sure there are multiple School Header Lists, **one for each school.**

Place the completed School Header List on the top of each school's stack of materials within the box. This will allow the Scorable Materials Receiving department to sort the materials more efficiently.

Only include one (1) teacher with one (1) grade per row on the School Header List in the Group Name (F) column. The teacher's name in Section F (Group Name) on the School Header List should match the name that is bubbled-in on the purple Header Sheet in Sections E (Teacher) and J (Teacher).

Do NOT combine grades in the same row, even if they are the same grade band of the AZELLA test. If a teacher has both Grades 2 and 3 students, then there must be 2 rows completed on the form for the teacher. One row for Grade 2 and one row for Grade 3.

SIDE 1

A DISTRICT NAME and SCHOOL NAME

District name and school name will be preprinted in this field.

B DISTRICT CODE and SCHOOL CODE

The District Code is the district entity ID number, and the School Code is the school entity ID number. Both will be preprinted in this field.

C DISTRICT CONTACT PERSON

Print the name of the AZELLA District Test Coordinator.

D EMAIL ADDRESS

Print the email address of the AZELLA District Test Coordinator.

E PHONE

Print the phone number of the AZELLA District Test Coordinator.

F GROUP NAME

Print the teacher's name exactly as it is on the backside of the purple Header Sheet. If a large teacher group is bundled as multiple stacks, list the group only once on the School Header List. Sections E (Teacher) and J (Teacher) on the purple Header Sheet should match Section F (Group Name) on the School Header List.

G GRADE

Print the grade for each group exactly as it is on the Header Sheet.

H NUMBER OF DOCUMENTS

Fill in the total number of Scorable documents returned for scoring for each teacher group. If a large teacher group is bundled as multiple stacks, be sure to total the number of documents from all Header Sheets for the teacher.

I COMMENTS
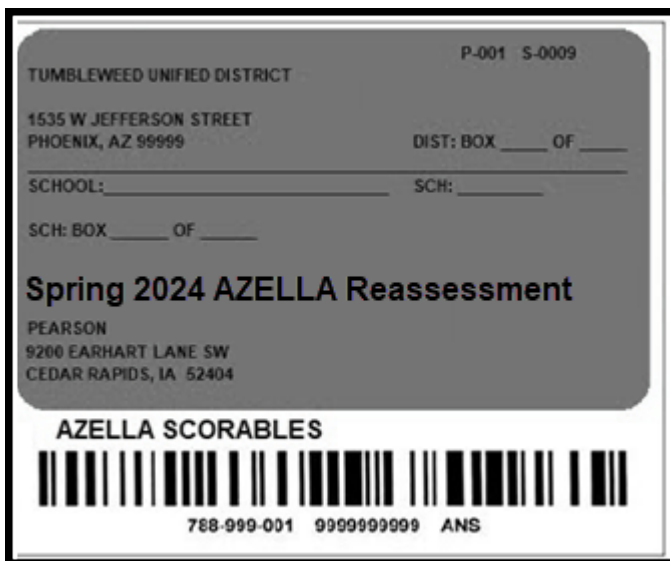
Use the comments section to indicate when a large teacher group is bundled as multiple stacks.

☐ **For each school**, separate the Grades K-3 Scorable test materials **by grade**. Within each grade, group by teacher. Stack the Kindergarten, Grade 1, Grade 2, and Grade 3 Scorables, **front covers facing up and in the same direction**, so that **each stack includes documents for only one grade and one teacher at one school.**

Grade	Teacher	Scorable Materials
K	A	Used Grade K Student Test Books
K	B	Used Grade K Student Test Books

Grade	Teacher	Scorable Materials
1	C	Used Grade 1 Student Test Books
2	D	Used Grades 2-3 Extended Writing Student Test Books
3	E	Used Grades 2-3 Extended Writing Student Test Books

☐ Box the Scorables.

Place bundled stacks in the return Pearson shipping boxes. The color of the Pearson box does not matter. Bundled stacks from multiple schools may be combined for shipping. **Place the School Header List(s) at the top of the box**.

If multiple schools are contained in the same box, be sure there are multiple **School Header Lists**, one for each school. Place the completed **School Header List** on the top of each school's stack of materials within the box.

☐ The **ONLY** items that should be included in a **Scorable** box of materials are the **USED** Grades K-3 student test books, purple Header Sheets, paper bands, and the School Header List(s). **Do not mix Scorable and Nonscorable materials in the same box.**

Figure 24: Scorable Materials Packing Diagram

☐ Fill any empty spaces in the Grades K-3 Scorable boxes with crumpled paper or plastic bubbles.

☐ Do not use shredded paper or foam "peanuts."

☐ After confirming that all USED Scorable student test books are the in the Scorable box, seal the boxes.

☐ Affix a pre-printed Pearson **Pink** Scorable Return Label on the top of each box of Scorable test materials.

☐ See Figure 25: AZELLA Pearson **Pink** Scorable Return Label below. Notice the words "**AZELLA SCORABLES**" directly above the bar code.

Figure 25: AZELLA Pearson Pink Scorable Return Label

☐ Number the Scorable boxes.

☐ Mark each box of Scorable materials accordingly as "BOX 1 of X," "BOX 2 of X," etc., in the "DIST: BOX _____ OF _____" section of the Scorable return label. The "SCHOOL," "SCH#," and "SCH: BOX_____ OF _____" fields may be left blank.

Enter the school's name and entity number. If more than one school is included in the box, you may write the additional school(s) name(s) on the label. Only use 1 label per box. Make a note of the Pearson **Pink** label tracking number for reference.

Figure 26: AZELLA Pearson Pink Scorable Return Label Filled In

TUMBLEWEED UNIFIED DISTRICT

P-001   S-0009

1535 W JEFFERSON STREET
PHOENIX, AZ 99999

DIST: BOX ___1___ OF ___3___

SCHOOL: _Prickly Pear Elementary_   SCH: _000001_

SCH: BOX ___1___ OF ___2___

Spring 2024 AZELLA Reassessment

PEARSON
9200 EARHART LANE SW
CEDAR RAPIDS, IA 52404

AZELLA SCORABLES

788-999-001   9999999999   ANS

☐ Affix a **SCORABLE** <u>**UPS**</u> shipping label on the top of each box, next to the Pearson **Pink** Scorable label. See Figure 27 below. The UPS Label shows "**SCORABLE**" directly above the SHIP TO information. You **must** keep a list of the UPS tracking numbers and the date the boxes were picked up for future reference and send a copy to AZELLA@azed.gov.

Figure 27: AZELLA Scorable Label on Box

Figure 28: UPS Shipping Label

TEST COORDINATOR
460 555 5555
SCHOOL NAME
12345 SCHOOL RD
PHOENIX AZ 86052

5 LBS   1 OF 1

RS

SHIP TO: SCORABLE
PEARSON
9200 EARHART LANE SW
CEDAR RAPIDS IA 52404

Shipping address for Scorables

Only to be used for Scorables

E

IA 524 0-10

UPS GROUND
TRACKING #: 1Z ORA 173 03 9293 2401

BILLING P/P
OESC DOCUMENTS
RETURN SERVICE

SEQ NO 001245

REF 788 392

Spring ▓▓▓ **AZELLA Reassessment**

TRACKING NUMBER 1 ZORA730092932401

☐ Keep Scorable boxes in secure storage until the scheduled UPS retrieval.

☐ Keep at least one extra unused Pearson pink Pearson Scorable label and one unused UPS Scorable label and one Pearson box in case you find missing materials after your shipment has been picked up by UPS.

☐ Note: Scorable and Nonscorable Labels are **DIFFERENT** and are **delivered to different addresses**. Double check that the correct labels have been affixed to the boxes.

NONSCORABLE Materials Assembling Grades K-3 and Grades 4-12 SPV Nonscorable Test Materials

The AZELLA District Test Coordinator is ultimately responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

The boxes of Nonscorable materials are shipped to a different location than the Scorable materials. **DO NOT INCLUDE SCORABLE TEST BOOKS WITH THE NONSCORABLE MATERIALS! These tests will NOT be scored.**

- ☐ Organize the Grades K-3 and Grades 2-12 SPV Nonscorable test materials.
- ☐ For each school, separate Nonscorable materials by document type:
    - o unused AZELLA Grades K-3 student Test Books
    - o used and unused AZELLA Grades 4-12 SPV student Test Books, if received from ADE
    - o used and unused AZELLA Grades 4-12 SPV Answer Documents, if received from ADE
    - o all AZELLA (Listening) Audio CDs
    - o all *AZELLA Spring 2024 Reassessment Test Administration Directions* (including any electronic versions of the Grades 4-12 that were printed by the district and/or school)
    - o *AZELLA Spring 2024 Reassessment Test Coordinator's Manual* (including any electronic versions that were printed by the district and/or school)
    - o unused UPS labels (keep 1 or 2 Scorable and Nonscorable labels in case you find materials later)
    - o unused color-coded return labels (keep 1 or 2 Scorable and Nonscorable labels in case you find materials later)
    - o all unused Pre–ID Labels
    - o all unused purple Header Sheets (pre–slugged and blank)
- ☐ Complete a School Materials Return Inventory Sheet for each school and make a copy of each completed sheet that you need to keep for future reference. See Figure 29 below.

NONSCORABLE Materials Assembling Grades 2-3 SPV Nonscorable Test Materials

It is important to note that the Unit 4 Extended Writing Test Book for Grades 2-3 will be returned to Pearson as Scorable. Please refer to the section regarding returning Scorable materials on pages 53 and 54 for more information.

The boxes of Nonscorable materials are shipped to a different location than the Scorable materials. **DO NOT INCLUDE SCORABLE TEST BOOKS WITH THE NONSCORABLE MATERIALS! These tests will NOT be scored.**

- ☐ Organize the Grades 2-3 SPV Nonscorable test materials.
- ☐ For each school, separate Nonscorable materials by document type:

- o   unused AZELLA Grades 2-3 student Test Books

- o   used and unused AZELLA Grades 2-3 SPV student Test Books (the Units 1, 2, 3, and 5 Test Book only), if received from ADE

- o   used and unused AZELLA Grades 2-3 SPV Answer Documents, if received from ADE

- o   all AZELLA (Listening) Audio CDs

- o   all *AZELLA Spring 2024 Reassessment Test Administration Directions* (including any electronic versions of the Grades 2-3 that were printed by the district and/or school)

- o   *AZELLA Spring 2024 Reassessment Test Coordinator's Manual* (including any electronic versions that were printed by the district and/or school)

- o   unused UPS labels (keep 1 or 2 Scorable and Nonscorable labels in case you find materials later)

- o   unused color-coded return labels (keep 1 or 2 Scorable and Nonscorable labels in case you find materials later)

- o   all unused Pre–ID Labels

- o   all unused purple Header Sheets (pre–slugged and blank)

☐ Complete a School Materials Return Inventory Sheet for each school and make a copy of each completed sheet that you need to keep for future reference. See Figure 29 below.

Figure 29: AZELLA School Materials Return Inventory Sheet

ARIZONA ENGLISH LANGUAGE LEARNER ASSESSMENT (AZELLA)
SPRING 2024 REASSESSMENT
GRADES K-3 AND SPECIAL PAPER VERSION GRADES 2-12
AZELLA SCHOOL MATERIALS RETURN INVENTORY SHEET

No Spring 2024 Reassessment test materials are reusable. All Spring 2024 Reassessment test materials must be returned and arrive at Pearson's Warehouse in Cedar Rapids, Iowa No Later Than (NLT) March 28, 2024.

The following materials do **not** have to be inventoried before returning to Pearson in a Nonscorable box with a **GREEN** Nonscorable Pearson label:
- Unused Purple Header Sheets
- Unused Reassessment Pink Scorable Return Labels
- Unused Reassessment Green Nonscorable Return Labels
- Unused Reassessment UPS Labels

The following materials **are** secure. These materials **must** be inventoried before being returned to Pearson.
Scorable box with a **PINK** Scorable Pearson label
- Used Spring 2024 AZELLA Reassessment Grades K-3 Regular and Large Print Test Books
- Used Spring 2024 AZELLA Reassessment Grades 2-3 SPV Answer Documents
- Used Spring 2024 AZELLA Reassessment Grades 2-3 SPV Large Print Answer Documents

Nonscorable box with a **GREEN** Nonscorable Pearson label
- Secure Unused Pre-ID Labels (K-3)
- Unused Spring 2024 AZELLA Reassessment Grades K-3 Regular and Large Print Test Books
- Used Spring 2024 AZELLA Reassessment Grades 4-12 SPV Regular and Large Print Student Test Books
- Used Spring 2024 AZELLA Reassessment Grades 4-12 SPV Answer Documents
- Unused Spring 2024 AZELLA Reassessment Grades 4-12 SPV Test Books
- Unused Spring 2024 AZELLA Reassessment Grades 4-12 SPV Answer Documents
- Spring 2024 AZELLA Reassessment Listening Audio CDs
- *Spring 2024 AZELLA Reassessment Test Administration Directions*
- *Spring 2024 AZELLA Reassessment Test Coordinator's Manual*

I certify that **all** Spring 2024 Reassessment Test Student Test Books, Answer Documents, Listening CDs, *Reassessment Test Coordinator Manual*, and Reassessment *Test Administration Directions* provided to this school by Pearson and the ADE have been accounted for and included in a return shipment to Pearson.

SCHOOL NAME _____   SCHOOL ENTITY ID NUMBER _____

AZELLA DISTRICT TEST COORDINATOR SIGNATURE _____   DATE _____

The District AZELLA Test Coordinator is responsible for completing the inventory chart on side 2 of this document for each school within the district/charter.

This form may be reproduced.   AZ00003541

☐ If there are any missing materials by the time the boxes are scheduled to be picked up, keep at least one Nonscorable UPS shipping label, one Pearson Green label, and one box so that the missing items can be returned once they have been located. Notify ADE and Pearson of any missing materials.

☐ Box all Nonscorables. This includes all testing materials that were received but not used. **UNUSED** student test books and **UNUSED** Pre–ID Labels must go into the box of Nonscorable materials.

☐ Box surplus Nonscorable materials that the district received during the Additional Order window that were not given to schools. **UNUSED** surplus Nonscorable materials must go into the box of Nonscorable materials.

☐ **Do not mix Scorable and Nonscorable materials in the same box. Scorable test books that have been included in the Nonscorable boxes of materials will NOT be scored.**

☐ Place the completed School Materials Return Inventory Sheet at the top of the school's first box of Nonscorables.

Figure 30: Nonscorable School Materials Return Inventory Sheet
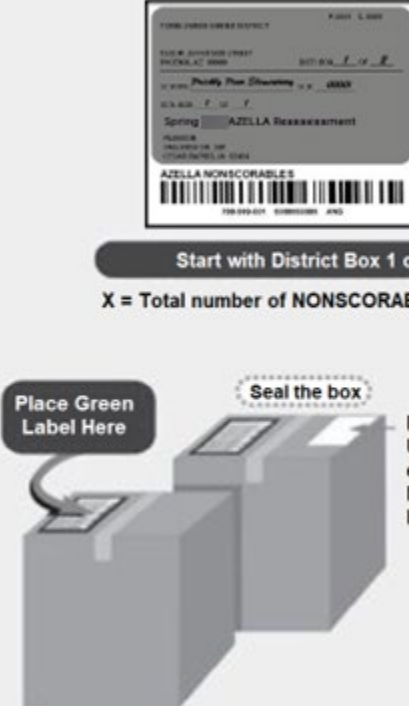
- ☐ Fill any empty spaces in the Nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."

- ☐ Seal the boxes.

- ☐ Label the boxes with the correct **NONSCORABLE** shipping labels.

- ☐ Affix a **preprinted Pearson GREEN Nonscorable** return label on the top of each box of Nonscorable test materials. Be certain the label is coded with the correct district. Make a note of the Pearson Green label tracking number for reference. See Figure 31. Note: Boxes with the Pearson Green Nonscorable label and the UPS Nonscorable label are delivered to a different address than the Scorable boxes of materials.

Figure 31: AZELLA Pearson Green Nonscorable Label

☐ Number the Nonscorable boxes.

☐ Mark each box of Nonscorable materials accordingly as "BOX 1 of X," "BOX 2 of X," etc., in the "DIST: BOX ____ of ____" section of the Nonscorable return label. The "SCHOOL," "SCH#," and "SCH: BOX ____ of ____" section may be left blank. Enter the school's name and entity number. If more than one school is included in the box, you may write it the additional school(s) on the label. Only use 1 label per box. You **must** keep a list of the UPS tracking numbers and the date the boxes were picked up for reference and to send to ADE.

Figure 32: Box with Nonscorable Label

Figure 33: Shipping Label

☐ Affix a **NONSCORABLE** UPS shipping label on the top of each box, next to the Pearson green Nonscorable label. See Figure 32 above. The UPS Label shows "**NONSCORABLE**" directly above the SHIP TO information. You **must** keep a list of the UPS tracking numbers and the date the boxes were picked up for future reference and send a copy to AZELLA@azed.gov.

☐ Keep the Nonscorable boxes in secure storage until the scheduled UPS retrieval.

☐ Keep at least one extra Pearson Green Pearson Nonscorable label, one UPS Nonscorable label and one Pearson box in case to use if you find missing materials after your shipment has been picked up by UPS.

☐ **Note:** Scorable and Nonscorable Labels are **DIFFERENT** and are delivered to different addresses. Double check that the correct labels have been affixed to the boxes!

AZELLA DTCs must submit to ADE's AZELLA Team, ALL tracking numbers for ALL boxes being returned to Pearson!

Materials Retrieval

AZELLA Reassessment materials will be returned by **UPS Ground** or **XPO Freight**. If you received your boxes by UPS Ground, you would return them by UPS Ground using the UPS labels provided. The same applies to XPO Freight: if you received your boxes by XPO Freight you will return them by XPO Freight using the two Bill of Ladings (BOLs) provided.

For reference, you MUST keep a log of all Scorable and Nonscorable tracking numbers with the date(s) boxes were picked up by UPS/XPO.

Arrangements must be made by the District Test Coordinator to have all AZELLA boxes picked up by the dates listed below. Boxes that are not picked up **by 3/22/2024** must be expedited and shipped "overnight" at the cost of the district so that the box(es) reach Pearson no later than **3/28/2024**. Scorable boxes that **arrive at Pearson after 3/28/2024 will not be scored**.

Figure 34: Materials Retrieval Critical Dates

Spring 2024 AZELLA Reassessment	First day to request pick-up: Last day to request pick-up: **Contact Carrier by:**	First day to be picked-up: Last day to be picked-up: **Pick-Up by:**
UPS Ground	First day to request pick-up: 3/8/2024	First day to be picked-up: 3/11/2024
	Last day to request pick-up: 3/21/2024	Last day to be picked-up: 3/22/2024
FedEx Freight	First day to request pick-up: 3/8/2024	First day to be picked-up: 3/11/2024
	Last day to request pick-up: 3/21/2024	Last day to be picked-up: 3/22/2024

Contact UPS Ground at 1.800.823.7459 or XPO Freight Priority at 1.800.755.2728 to schedule a pickup of Scorable and Nonscorable materials **24–48 hours** in advance. *(Districts/Charters in remote areas, please allow additional time.)*

UPS Ground Shipping Service

Contact UPS Ground at the number on the UPS shipping label to arrange for the pickup of your boxes. Both the Scorable and the Nonscorable UPS Ground phone numbers are the same. **Read the labels carefully!**

**Figure 35: Shipping Labels (Scorable and Nonscorable)**

Follow the instructions below to return your AZELLA Reassessment Scorable and Nonscorable test materials by UPS Ground. Keep the Scorable boxes separate from the Nonscorable boxes. When contacting UPS Ground, follow the instructions below:

- At the bottom of the UPS label, there is a contact phone number for your **local** UPS office.
- Inform the representative that you have a shipment going to Pearson with a **Pre-Paid Ground label**.
- Inform the representative of the number of Scorable boxes and the number of Nonscorable boxes that are to be picked up.
- Inform the representative of the physical address where the boxes will be picked up.
- Finally, inform the UPS Representative of your business hours.

Before the UPS Ground driver arrives, check the boxes to ensure the following:

☐ A Pearson **PINK** return label has been completed and affixed to the top of each box containing AZELLA Grades K-3 **Scorable** materials.

☐ A **UPS Scorable** shipping label has been affixed to each box of AZELLA Grades K– 3 Scorable materials.

☐ **Keep a list of the Tracking Numbers for each box that is being shipped.** The bottom portion of the shipping label is meant to be kept because it includes the tracking number. **Keep this portion of the shipping label (see image below) for future reference.**

Figure 36: Bottom Portion of UPS Label with Tracking Number
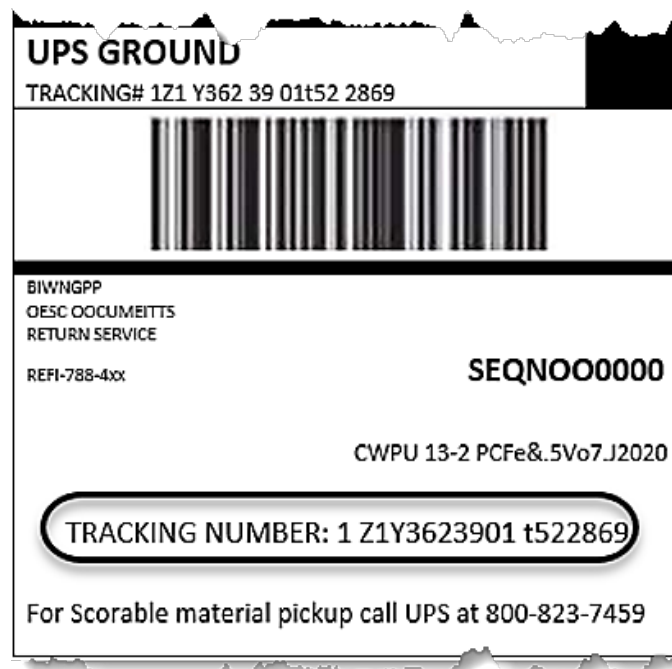
☐ Verify the total number of boxes with the Pearson **pink** return labels. Have this number ready for the driver.

Figure 37: AZELLA Pearson Pink Scorable Label and UPS Scorable Label Affixed to Box

☐ A Pearson **GREEN** return label has been completed and affixed to the top of each box containing AZELLA Grades K-3 and AZELLA Grades 2-12 SPV **Nonscorable** materials, and all Test Administration Direction manuals as per Figure 38.

NOTE: Do not place personal belongings or valuables in the boxes as these items will not be returned.

☐ A **UPS Nonscorable** shipping label has been affixed to each box of Nonscorable materials.

☐ **Keep a list of the Tracking Numbers for each box that is being shipped.** The bottom portion of the shipping label is meant to be kept because it includes the tracking number. **Keep this portion of the shipping label (see image) for future reference.**

☐ Verify the total number of boxes with the Pearson **green** return labels. Have this number ready for the driver.

Figure 38: AZELLA Pearson Green Nonscorable Label and UPS Nonscorable Label Affixed to Box

XPO Freight Priority Service

Contact XPO Freight Priority at the number on the BOL to arrange for the pickup of your boxes. Both the Scorable and the Nonscorable XPO Freight phone numbers are the same.

Figure 39: XPO Freight Priority BOLs (Scorable and Nonscorable)

Below you will find the instructions for returning all your AZELLA Scorable and Nonscorable test materials by XPO Freight Priority. Keep the Scorable boxes separate from the Nonscorable boxes. When contacting the XPO Freight office, follow the instructions below:

At the bottom of the **BOL** there is a contact phone number for your **local** XPO Freight office. XPO Freight phone numbers for Scorables and Nonscorables are the same.
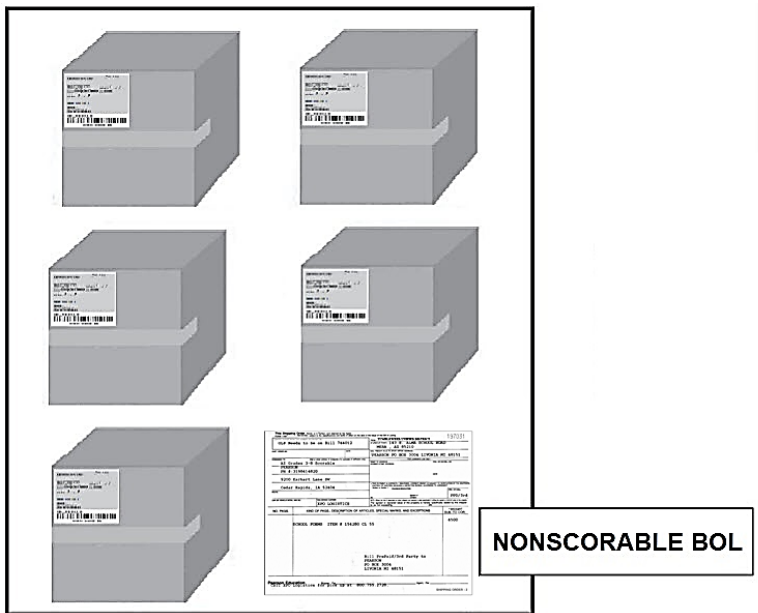
- Inform the XPO Freight representative that you are requesting a pickup of boxes.
- Provide the following information to the XPO Freight representative:
  - Your first and last name, name of your location (school/district), email address, and phone number with extension, if applicable
  - Name of the pick-up location, street (**physical**) address, city, state and zip, and phone number with extension, if applicable
  - First and last name of contact at the pick-up location and phone number with extension, if applicable
  - Pick-up date and pick-up ready time
- Inform the representative that you have one **Pre-Paid BOL** for AZELLA Grades K-3 Scorables and another **Pre-Paid BOL** for Grades K-3 and AZELLA Grades 2-12 SPV Nonscorables.
- Inform the representative of the number of Scorable boxes and the number of Nonscorable boxes that are to be picked up.
- Inform the representative of the number of pallets, if applicable.
- Inform the representative if a lift gate is required.
- If picking up at a dock, provide the representative with the dock closing time.
- Finally, inform the XPO Freight Representative of your business hours and time zone

Before the FedEx Freight driver arrives, check the boxes to ensure the following:

☐ A Pearson **PINK** return label has been completed and affixed to the top of each box containing AZELLA Grades K-3 **Scorable** materials. Scorable and Nonscorable labels are **DIFFERENT** and are delivered to different addresses.

☐ One **XPO Freight** Scorable **BOL** is ready to provide to driver for all Scorable boxes.

☐ Verify the total number of boxes with the **pink** labels. Have this number ready for the driver.

Figure 40: One XPO Freight Priority Scorable BOL for ALL Scorable Boxes

SCORABLE BOL

☐ A Pearson **GREEN** return label has been completed and affixed to the top of each box containing AZELLA Grades K-3 and AZELLA Grades 2-12 SPV **Nonscorable** materials, and all Test Administration Direction manuals as per page 70 and Figure 38. Scorable and Nonscorable Labels are **DIFFERENT** and are delivered to different addresses.

☐ One **XPO Freight** Nonscorable **BOL** is ready to provide to the driver for all Nonscorable boxes.

☐ Verify the total number of boxes with the **green** labels. Have this number ready for the driver.

Figure 41: XPO Freight Priority Nonscorable BOL for ALL Nonscorable Boxes

NONSCORABLE BOL

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Contact Information

Questions regarding the **administration** of AZELLA should be directed to:

Brenda Vanderwerp
AZELLA State Test Coordinator
Phone: 602.542.5031
Email: AZELLA@azed.gov

Questions regarding **materials** and the retrieval of materials for AZELLA should be directed to:

AZELLA Customer Support Line at Pearson
Phone: 1.888.705.9421, Option 2
E–mail: Visit PearsonAccess[next] at **https://az.pearsonaccessnext.com** and click on the "**Contact Arizona Support**" link.

UPS Packing Materials Diagrams

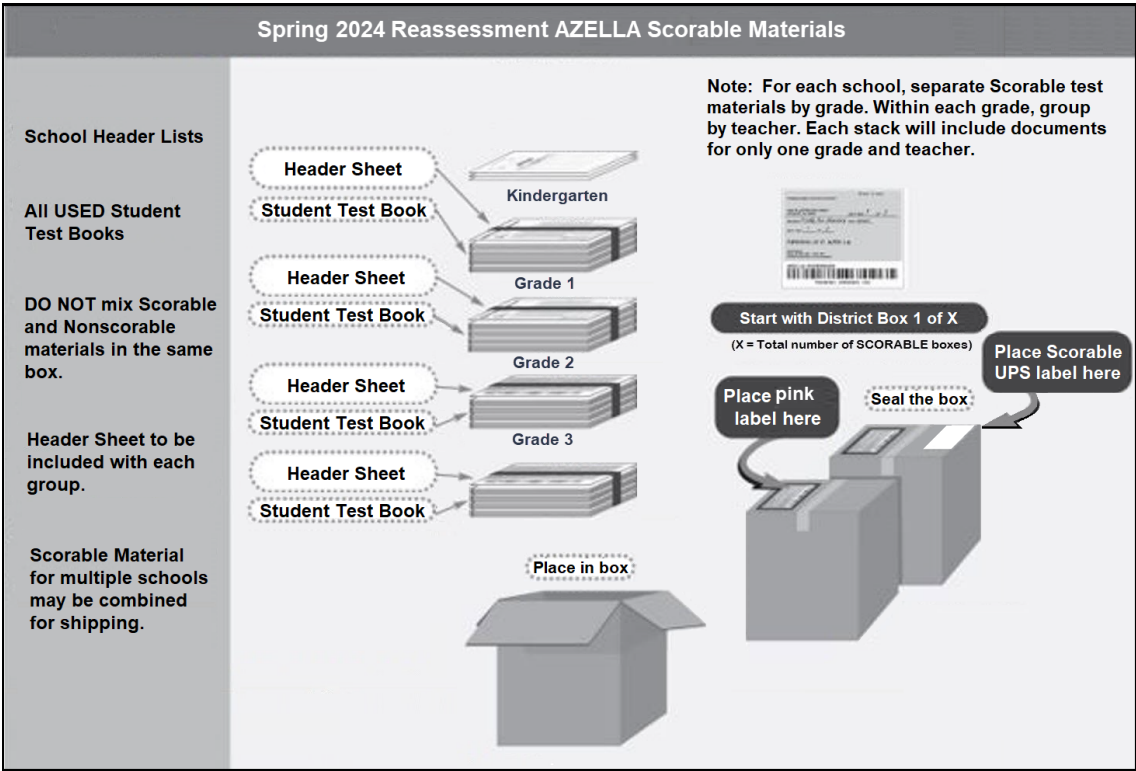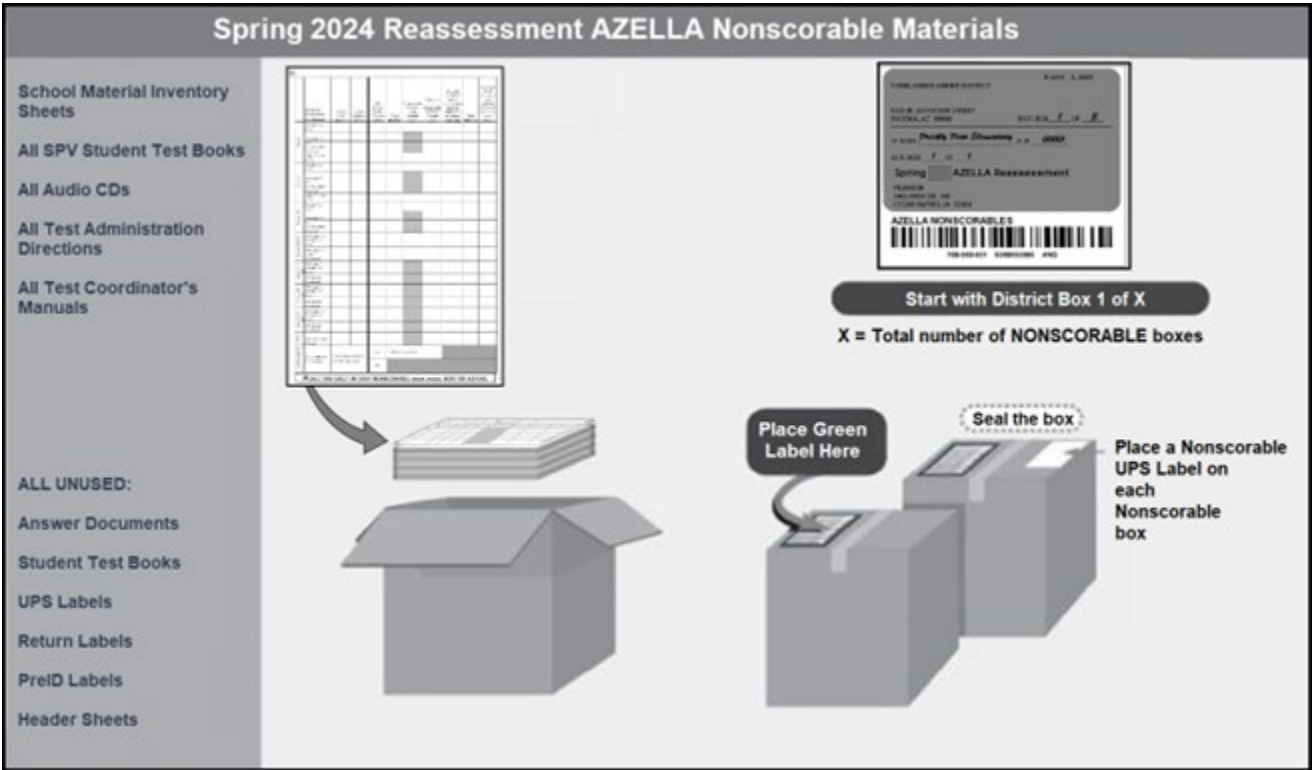**Figure 42: UPS Scorable Materials Packing Diagram**

Figure 43: UPS Nonscorable Materials Packing Diagram

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XPO Freight Bill of Lading (BOL)—Materials Return Packing Diagram

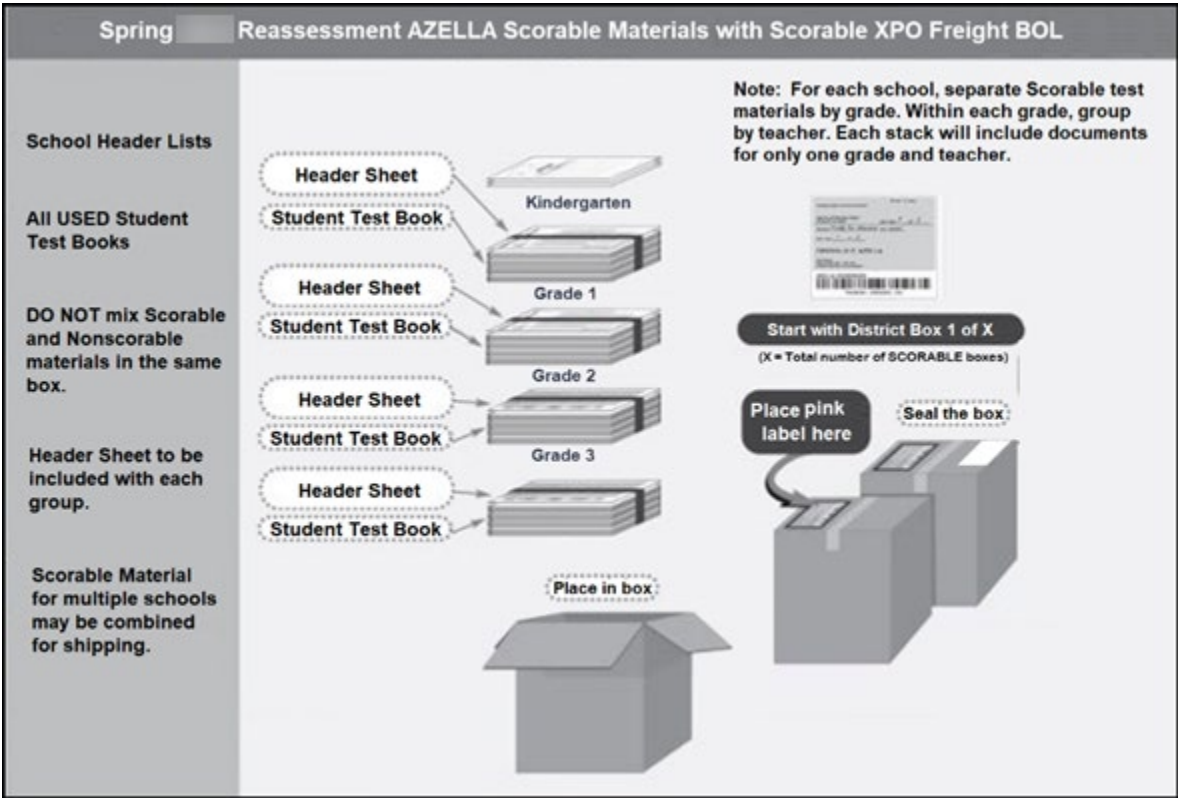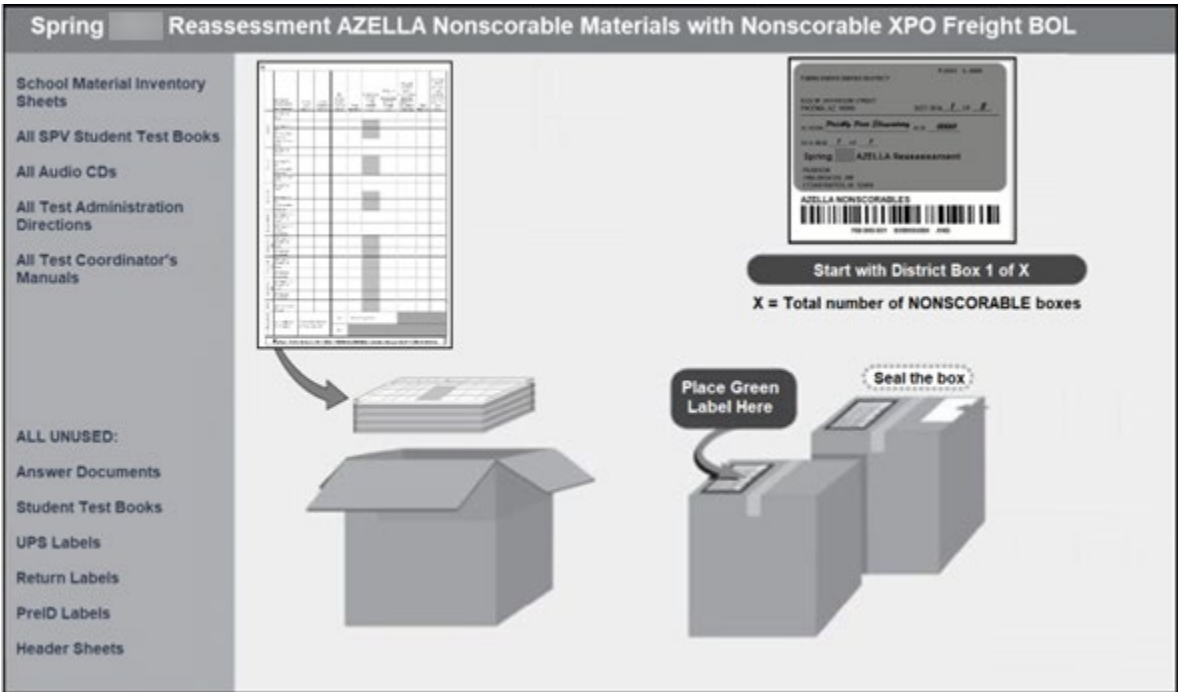**Figure 44: XPO Scorable Materials Packing Diagram**

Figure 45: XPO Nonscorable Materials Packing Diagram

Checklist for Packing and Shipping Reassessment Test Materials

AZELLA Grades K-3 Scorable Test Materials (boxes with pink return labels)

- ☐ Organize the used Grades K-3 Student Test Books.
- ☐ Separate the Grades K-3 Scorable test materials by school and grade – see pages 50-51. Within each grade, group by teacher. Stack the tests, front covers facing up, so that each stack includes documents for only one grade and one teacher.
- ☐ Bind each stack of Grades K-3 Scorables—additional information is on page 58.
- ☐ Complete the purple Header Sheet following the directions on pages 54-58.
- ☐ Complete the School Header List—additional information is on pages 59-61.
- ☐ Box all Grades K-3 Scorables by school.
- ☐ Seal and label the boxes. Affix a Pearson pink pre–coded, color–coded SCORABLE return label on the top of each box of Scorable test materials.
- ☐ Number the boxes of Grades K-3 Scorable test materials—see page 63 for additional information.
- ☐ Affix a SCORABLE UPS shipping label on the top of each box next to the pink Scorable label—see Figure 25 on page 62.
- ☐ **Keep a list of the Tracking Numbers for each box that is being shipped and send the tracking numbers to AZELLA@azed.gov.**
- ☐ Keep SCORABLE boxes in secure storage until the scheduled UPS or XPO retrieval.

AZELLA Grades K-3 and Grades 2-12 SPV Nonscorable Test Materials (boxes with green return labels)

- ☐ Organize the Grades K-3 and AZELLA Grades 2-12 SPV Nonscorables test materials by document type for each school—see pages 65-68 for additional information. Complete a School Materials Return Inventory Sheet for each school.
- ☐ Box all Grades K-3 and AZELLA Grades 2-12 SPV Nonscorables by school.
- ☐ Place the corresponding School Materials Inventory Sheet at the top of the school's first Nonscorable box.
- ☐ Fill any space in the boxes of Nonscorable test materials with crumpled paper or plastic air bubbles.
- ☐ Seal and label the boxes. Affix a Pearson green pre–coded, color–coded return label on the top of each box of Nonscorable test materials.
- ☐ Number the boxes of Nonscorable test materials—see page 70 for additional information.
- ☐ Affix a NONSCORABLE UPS label on the top of each box, next to the Pearson green NONSCORABLE label.
- ☐ **Keep a list of the Tracking Numbers for each box that is being shipped and send the tracking numbers to AZELLA@azed.gov.**
- ☐ Keep the Nonscorable boxes in secure storage until the scheduled UPS or XPO retrieval date.

Contact UPS at 1.800.823.7459 or XPO Freight at 1.800.755.2728, no earlier than **March 8, 2024,** and no later than **March 22, 2024**, to arrange pick-up for your boxes at the close of the test window. See page 71 for additional information.

Pearson