



### **Arizona English Language Learner Assessment (AZELLA) Test Security Agreement - School Year 2024 - 2025**

This AZELLA Test Security Agreement is intended for all employees of the district, charter holder, and school(s) who come in contact with contact with AZELLA test materials, administer the AZELLA, monitor students during test administration, and assist with testing. Security rules are designed to prevent actions or activities that may threaten the integrity of the test. School and district personnel shall read and sign the AZELLA Test Security Agreement as provided by the Arizona Department of Education (ADE) and Assessments, affirming that they will follow the test administration procedures required by ADE and the test publisher. **This form must be signed annually and on file prior to receiving any test materials and/or administering any AZELLA tests.** Arizona Administrative Code, R7-2-310(B)(1-12), (C)(1-9), (D).

**By signing this AZELLA Test Security Agreement, I acknowledge the AZELLA is a secure test and agree to the following conditions of use to ensure the security of the test:**

1. I shall not disclose or share any student demographic information or student IEP or 504 plan information with any unauthorized person(s).
2. I shall take necessary precautions to safeguard test materials.
  - a. I understand that access to AZELLA test materials, including online tests, is restricted. I shall not attempt to gain access to test materials beyond that which is granted to me by my school/district test coordinator, superintendent, or charter representative.
  - b. If student test books, student response sheets, answer documents, and Test Administration Directions are distributed to me, I shall keep them in a secure and locked location, except during actual test times. This includes any student data sheets, student information sheets, and Student Testing Tickets provided to me.
  - c. I shall not copy -in written form or electronically- or photograph any part of the test, contents of the computer-based test, or test materials.
  - d. I shall collect and account for all materials following each period of testing and shall not permit students to remove test materials including student test books and testing devices, scratch paper, and testing tickets from the testing room.
  - e. I shall not disclose, nor allow to be disclosed, any test items, passages, or prompts.
  - f. I shall not discuss responses to any test items, passages, or prompts with students.
  - g. I shall not translate, explain, or paraphrase test items or passages for students.
  - h. I shall not log into any student's online test, except when key entering the student responses of an ADE-approved Special Paper Version test.



- i. I shall not erase or change any student responses or any marks (including stray marks) on a scorable test booklet or answer document, and student responses associated with an online test.
  - j. If AZELLA test materials are distributed to me, I shall return **all** materials to the School or District Test Coordinator immediately after the completion of every testing session.
  - k. I shall not develop scoring keys or prepare answer documents for any of the Grades or Grade Bands of the Placement Test or Spring Reassessment Test. I shall not destroy any AZELLA test materials without the express, written consent from the test publisher and the Arizona Department of Education.
  - l. I shall not use any test materials for instruction before, during, or after the administration of the test.
3. I shall report any violation of this test security agreement.
  4. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures that shall be applied when the actions of a staff member are such that they result in a test security violation.
  5. I am employed by the district/charter in which I participate in AZELLA testing activities.

Individuals who will administer or proctor AZELLA tests for school year 2024 – 2025 must also agree to the following conditions to ensure the correct administration of the tests:

6. I shall participate in test administration training and qualification activities prior to administering the AZELLA tests.
7. I shall complete the required Test Security and Ethics training, as provided by the AZELLA State Test Coordinator, prior to signing this document.
8. I shall complete the required district training sessions provided by the AZELLA District Test Coordinator prior to accessing AZELLA test materials and administering any AZELLA tests.
9. I will sign the English Language Proficiency Assessment Administrator Attestation to certify that I am a proficient English speaker who can model clear standard pronunciation of English.
10. I shall closely review the appropriate Test Administration Directions prior to administering the test.
11. I shall follow all instructions in the Test Administration Directions including **reading the directions to students exactly as scripted.**

The 2024-2025 AZELLA District Test Coordinator (DTC) must also agree to the following conditions to ensure student privacy, test security, and the correct administration of the tests:



1. AZELLA DTCs are required to create and present a minimum of 2 different training sessions (one for the Placement Test administration and one for the Spring Reassessment Test administration) for their AZELLA staff. The presentations should be tailored specifically to their district and schools and reflective of the district’s state testing policy and procedures, test security, protocols for safeguarding materials, student privacy, testing irregularities, AZELLA chain of command, materials, testing schedules, and other pertinent information related to AZELLA testing.
2. AZELLA District Test Coordinators are required to be at their Local Education Agencies (LEAs) **in person** to conduct the stipulated activities their role entails, including training and observations.

My signature on this document certifies that I have read the above policy and completed the required Test Security and Ethics Training. I am assuring my district/charter and the Arizona Department of Education that I understand the consequences of not following the above security agreement requirements and I will abide by the above conditions. I will also ensure that any AZELLA staff that I supervise, who will have access to the AZELLA Tests, will also sign an AZELLA Test Security Agreement.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

School: \_\_\_\_\_ School Entity ID: \_\_\_\_\_

District: \_\_\_\_\_ District Entity ID: \_\_\_\_\_

**This signed AZELLA Test Security Agreement form must be kept and maintained by the AZELLA District Test Coordinator and the district or charter holder office for 6 years. This agreement form must be made available for ADE upon request. DO NOT send this signed form to ADE unless ADE requests it.**

**This form may not be altered. This form may be photocopied.**