# Arizona Department of Education logo

# 2024 – 2025 AZELLA Quality Assurance and Ethical Test Administration Observation of AZELLA Test Administrators

This form **must be completed** by the AZELLA District Test Coordinator (DTC) and/or the School Test Coordinator (STC) for **every** Test Administrator (TA) once during **each** AZELLA Test administration (Placement and Reassessment). When the DTC is the TA of record, a school administrator must complete this observation of the DTC. When the STC is the TA of record, the DTC or school administrator must complete this observation of the STC. This form **must** be made available to ADE upon request.

AZELLA Assessment: **Placement or Reassessment** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District with Entity #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School with Entity #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AZELLA School Test Coordinator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AZELLA District Test Coordinator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade Level(s) of Test Administered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AZELLA Test Administrator’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| A = Appropriate, I = Inappropriate, O = Other (please comment) | A | I | O |
| --- | --- | --- | --- |
| Inventoried testing materials before and after testing to verify accuracy and returned all testing materials to the School Test Coordinator (STC) at the end of a testing session. “Other” comment: |  |  |  |
| Ensured the security of test materials while they are in the testing site before, during, and after testing.  “Other” comment: |  |  |  |
| Test Administrator has a copy of the Test Administration Directions (TAD) printed or open on an electronic device. “Other” comment: |  |  |  |
| Ensured that the testing room is appropriately prepared: adequate student workspace, proper lighting, good ventilation, enough desks and chairs in good condition, instructional materials (e.g., posters, word walls, charts, diagrams, etc.) removed or covered, and chalkboards/whiteboards are free of any writing except for test procedure information. Ensures that desks are clear of everything except test materials. “Other” comment: |  |  |  |
| Provides No. 2 pencils, erasers, and scratch paper to students (if appropriate). Did not require students to use scratch paper, to show their work, or to use the online tools (e.g., the highlighter tool). “Other” comment: |  |  |  |
| Students were seated appropriately in the testing room. (Plenty of space between students and/or dividers were used as to discourage sharing test information between students; appropriate student spacing for the online Speaking Test so that multiple student responses are not recorded for an individual student’s test responses.  “Other” comment: |  |  |  |
| Verifies that students receive the correct test book, answer documents, and/or testing tickets. |  |  |  |
| Did not advise/encourage/coach students to guess at responses. “Other” comment: |  |  |  |
| Follows procedures for testing as outlined in the TAD, including reading all directions to students. “Other” comment: |  |  |  |
| Remains in testing room during entire testing time.  “Other” comment: |  |  |  |
| Maintains control of testing situation and keeps students on task. Actively circulates and monitors students throughout the testing session(s) to discourage misconduct and to be available to answer student questions.  “Other” comment: |  |  |  |
| Avoids standing by a student’s desk too long or touching a student, as this may be distracting.  “Other” comment: |  |  |  |
| Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions (misbehavior, errors, cheating, etc.) to the AZELLA STC or DTC immediately.  “Other” comment: |  |  |  |
| Reports any unusual circumstances to the AZELLA STC or DTC immediately (e.g., suspicion of cheating).  “Other” comment: |  |  |  |
| Monitors students with disabilities and 504 Plan students who may require closer observation than other students or who need special assistance.  “Other” comment: |  |  |  |
| Does not allow students to leave the test room unless there is an emergency/health issue, restroom need. Test Administrator follows procedures for students needing to leave the testing room during testing.  “Other” comment: |  |  |  |
| Does not allow electronic devices other than what is being used for the online version of the test. “Other” comment: |  |  |  |
| Directions and sample items were explained sufficiently to the test takers. “Other” comment: |  |  |  |
| Other than assistance with navigation tools for the online tests, the Test Administrator does not respond to questions during testing that would aid the student in responding to an item or advise/encourage the student to edit or change a response. “Other” comment: |  |  |  |
| Does not allow any students to continue online testing when the student reports an issue with the technology. Reports the technology issue immediately to the AZELLA STC or DTC. “Other” comment: |  |  |  |
| Checks and confirms daily that all microphone headsets and external microphones are working before testing commences. |  |  |  |
| Does confirm that online testing students’ microphone headsets are working properly during the first 3 sample questions prior to allowing students to begin the online Speaking Test items as directed in the TAD. “Other” comment: |  |  |  |
| Does not teach, coach, or cue students on actual test items before, during, and/or after the test administration. “Other” comment: |  |  |  |
| Does not read any parts of the test to students except as indicated in the TAD. “Other” comment: |  |  |  |
| Test Administrator notes which accommodations were provided and used during testing in testing logs. “Other” comment: |  |  |  |
| Does not ask students to explain how they got an answer. “Other” comment: |  |  |  |
| Does not require students to redo any part of the test. “Other” comment: |  |  |  |
| Does not construct answer keys for the assessment. “Other” comment: |  |  |  |
| Collected all scratch paper, if used, from students after testing was completed. Used scratch paper is securely shredded at the end of the testing day. “Other” comment: |  |  |  |
| Does not store or save test items and test information on computers and other electronic and personal storage devices. Test items may not be physically shared with others, and may not be shared via email, social media, or any electronic file sharing systems; or reproduced by any means.  “Other” comment: |  |  |  |

Notes:

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The district is required to keep this completed document through June 30, 2025.