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# 2025 – 2026 AZELLA Quality Assurance and Ethical Practices for Test Security Observation of the AZELLA School Test Coordinator

The **AZELLA** District Test Coordinator must observe every **AZELLA School Test Coordinator (STC)** once during **each** AZELLA Test administration (Placement and Reassessment). This form, digital or hard copy, must be made available to ADE upon request.

Assessment (**Select one**): **Placement**  **Reassessment** Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AZELLA District Test Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AZELLA School Test Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District’s Name and Entity #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School’s Name and Entity #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| AZELLA School Test Coordinator | Yes | No |
| Signed the AZELLA Test Security Agreement – School Year 2025-2026 |  |  |
| Completed the 6 mandatory AZELLA Annual training modules from the AzLMS. |  |  |
| Completed the mandatory AZELLA Placement / Reassessment grade level training modules from the AzLMS for the grade levels served at their school(s). |  |  |
| Completed the mandatory AZELLA Administration Training provided by the AZELLA District Test Coordinator. |  |  |
| Keeps a copy of the Testing Schedule for the school site. |  |  |
| Keeps a list of staff who have access to the test registration system(s) and student testing site(s) and their user roles. |  |  |
| Explains the reporting processes for breach of security for all staff. |  |  |
| Maintains the confidentiality of all student information consistent with FERPA. |  |  |
| Follows the procedure established by the AZELLA DTC to ensure that Test Administrators are aware of the accommodations that will be provided to Students with Disabilities (SWD) in accordance with their IEP or 504 plans and approved by ADE. |  |  |
| Creates the list of students that need to be tested and provides them to the Test Administrators. |  |  |
| Completes the student information on the testing logs and provides these logs to Test Administrators prior to testing. |  |  |
| Follows procedures for handling disruptive students established by the AZELLA DTC and ensures that they are implemented by Test Administrators. |  |  |
| Investigates all reported test irregularities and test security and ethics incidents prior to informing the AZELLA DTC of such issues. |  |  |

| Observing AZELLA School Test Coordinator Monitoring School Building, Test Administrators, and Proctors | Yes | No |
| --- | --- | --- |
| Testing environment: bulletin board displays, fact tables, charts and diagrams, and other instructional materials that may give assistance or advantage to students during testing have been removed or covered. |  |  |
| Verifying Test Administrators are completing the necessary information on the Student Testing Logs. |  |  |
| Test Administrators verify that all students’ personal electronic devices, including but not limited to tablets, iPads, and smart phones, are turned off when entering the testing environment and remain turned off during testing. Students’ smart watches or similar personal smart devices must be silenced and smart assistants on these devices must be disabled during testing. |  |  |
| Test Administrators comply with silencing or turning off their own personal electronic devices including, but not limited to, smart watches, smart phones, and disabling smart assistants on these devices. |  |  |
| Test Administrators provide all appropriate, necessary, and approved accommodations for students with disabilities. |  |  |
| Confirms that the Grade 1 Placement and Reassessment and the Kindergarten Reassessment Unit 5 Speaking tests are administered one-on-one using TestNav. Only the Test Administrator uses the electronic testing device, not the student. Students must have their own test book and use a connected stand-alone microphone during the administration of the Unit 5 Speaking test. *(For STCs at a school that serves Kindergarten and Grade 1 students.)* |  |  |
| Confirms there are no more than 6 students in the testing room at a time when completing the online Speaking Test Unit 5 for grades 2-12. Exception- a larger setting i.e., cafeteria/library- must provide min. 6’ space around each student testing for Speaking test, must reference TAD for specifications. |  |  |
| Beginning of test sessions: Test Administrators and Test Proctors confirm that each student assigned to the testing session has the correct Student Test Book and/or Testing Tickets. |  |  |
| Beginning of test sessions: Test Administrators only unlock online test units for students who are present for testing and only unlocks the appropriate test unit for students. Test Administrators are not testing students out of the required order of testing units. |  |  |
| Beginning of test sessions: Directions read to students are only from the Test Administration Directions manual. |  |  |
| Test Administrators and test Proctors are up and physically moving around the room monitoring students. |  |  |
| Test Administrators and Proctors are ensuring that the language on all student testing devices throughout the administration of the test is set to English. |  |  |
| Test Administrators and test Proctors do not disclose and/or discuss the content of any portion of the test content with each other, other staff, and students. |  |  |
| Test Administrators and test Proctors do not allow students to access and/or share any portion of the test content prior to, during, or after the test administration. |  |  |
| Test Administrators and test Proctors do not coach, influence and/or change students’ answers. |  |  |
| Test Administrators are providing the required breaks between the administration of test units. These breaks are not optional. Test Administrators, STCs, and students do not determine if breaks are needed. |  |  |
| Test Administrators, test Proctors, staff, and students are not using or engaging with any Artificial Intelligence (AI) programs and applications during testing. |  |  |
| District Test Coordinators, Test Administrators, test Proctors, staff, and students do not photocopy, transcribe, or duplicate any portion of the test materials. |  |  |
| End of test units are submitted only by the student. In the rare instance that the student cannot do it, ADE approval is REQUIRED for the Test Administrator to submit a test unit. |  |  |
| Test Administrators collect all testing materials, including used scratch paper, before dismissing students. Students used scratch papers must be shredded at the end of the testing day. |  |  |
| All testing materials are placed in a secure, locked location and all students have signed out of electronic devices used for online testing with the TestNav platform. |  |  |
| Reports any breach of test security to the AZELLA District Test Coordinator immediately. |  |  |

Notes:

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The content of this form may not be altered. This form may be transferred to a different format such as a Google Doc. The district is required to keep this completed document through June 30, 2026, and to make it available to ADE upon request.