

Arizona English Language Learner Assessment (AZELLA) Test Administration Calendars - School Year 2025 - 2026

This calendar provides important critical dates for each AZELLA test administration.

- 2025-2026 AZELLA Placement Test Administration (pages 2 5)
- 2025-2026 AZELLA Placement Test Cycle Calendar (pages 6 − 7)
- Spring 2026 AZELLA Reassessment Test Administration (SPR26) (page 8 10)

AZELLA Frequently Used Acronyms:

Acronym	Title
AZELLA	Arizona English Language Learner Assessment
DTC	District Test Coordinator
STC	School Test Coordinator
TA	Test Administrator
AzLMS	Arizona Learning Management System
PAN	PearsonAccess ^{next}
SDF	Student Data File
ISR	Individual Student Report (Pearson)
SIS	Student Information System (District)

Important Contacts Information:

Group	Questions about	Contact
Assessments - AZELLA Team	AZELLA test administrations, irregularities, and accommodations AZELLA test records and corrections EL70 – ELP Student Test History Report EL72 – ELP Test Roster Report EL73 – EL Student Need Report Development of the AZELLA Tests and AZELLA Sample Tests	AZELLA@azed.gov (BEST method!) 602.542.5031 https://www.azed.gov/assessment/azella-dtcs
Pearson Program Team	PAN, AzLMS, TestNav, Understand Scoring Pearson Published Reports and Student Data Files Shipping and receiving AZELLA test materials	** 888.705.9421 Option 2 **Mon – Fri 7:00am – 7:00pm CST
Office of English Language Acquisition Services (OELAS)	EL Program Services (SEI Models) enrollments/exits EL71 – EL Program Participation Report Parent Notification and Consent LEA Reason Application Monitoring FEP students Title III	OELASInbox@azed.gov 602.542.3050 www.azed.gov/oelas
School Finance	SSID Issues (new, duplicate, shared) Student demographic information Student school enrollment information A.R.S. § 15-915	SchoolFinance@azed.gov 602.542.5695 https://www.azed.gov/finance
Accountability	EL Accountability related questions and concerns EL Calculations for Accountability State Reclassification Rates	ACHIEVE@azed.gov 602.542.5151 https://www.azed.gov/accountability-research
ADE Support Desk	AzEDS related questions and concerns ADEConnect accounts, questions, and concerns	602.542.7378 ADESupport@azed.gov



This document is subject to updates as needed.

2025-2026 AZELLA PLACEMENT TEST ADMINISTRATION

2020 2020 AZELLAT LAGEMENT TEGT ADMINISTRATION			
Date(s)	Туре	Information, Tasks, and Resources for More Information	
6/13/2025	District Test Coordinator Security Agreement ADEConnect Account	2025-2026 District Test Coordinator Security Agreement due to Testing@azed.gov ADEConnect account AZELLA DTCs require an ADEConnect account with the role of AZELLA District Test Coordinator. (Only one per LEA) Contact your district's ADEConnect Entity Administrator to have this role added to your ADEConnect account.	
Opens	Online AZELLA Training	Arizona Learning Management System (AzLMS)	
7/01/2025	Training	Continuing DTCs will use their same AzLMS account. If the email address has changed, notify the AZELLA Team at <u>AZELLA@azed.gov</u> .	
		New DTCs will receive an invitation from ADOBE for the AzLMS.	
		 All users must complete the AZELLA Annual and Placement training requirements by their assigned AZELLA role(s) – see the 2025-2026 AZELLA Training Matrix. 	
		Understand Scoring (Grades K-3 only)	
		 Users must use a keyword to access Understand Scoring in the AZLMS. This keyword is found in the correlating grade level AZELLA Placement training module.	
7/07/2025	PAN Account	PearsonAccess ^{next} (PAN) – for AZELLA Test Management	
First available day for DTCs that have completed ALL training		AZELLA DTCs will be notified when their PAN account for the 2025-2026 Placement Test administration has been enabled by Pearson - within 2 business days after ADE verifies all AZELLA FY26 Annual and Placement training requirements have been completed.	
requirements		 AZELLA DTC or AZELLA STC must enable all other PAN user accounts after the PAN user has completed all assigned training requirements. Refer to the Annual training modules, PAN Placement User's Guide, or Quick Guide (in PAN) for step-by-step directions for PAN User Accounts. 	
7/07/2025 AFTER the DTC PAN account has been enabled	Placement Test Materials	 The AZELLA DTC may order additional paper Placement Test materials through PAN. Districts and Charters will NOT receive an initial order of Placement Test materials. Refer to the training modules, PAN Placement User's Guide, or Quick Guide (in PAN) for step-by-step directions to order K-3 test materials. Orders for additional Placement materials will not be approved until schools who serve K-3 students have qualified KTP administrators. 	



2025-2026 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Туре	Information, Tasks, and Resources for More Information	
7/07/2025 AFTER DTC PAN account has been enabled	Placement Test Student Registrations	Add, Register, Assign Tests, and Add Students to Test Sessions DTCs and STCs must add students to PAN for the Placement Test BEFORE Placement Tests are administered. • Refer to the training modules, PAN Placement User's Guide, or Quick Guide (in PAN) for step-by-step directions.	
1 st day of instruction	Test Administration Opens	 AZELLA Placement Testing for eligible students begins the first instructional day of the school year. Eligible students may be administered a Placement Test provided DTCs, STCs, and TAs have completed the Annual and Placement training requirements. After training criteria have been met, the LEA may utilize the 2-week jump start for testing. (2 calendar weeks prior to the 1st day of school.) 	
7/25/2025	Cycle 1 Closes	Placement Cycle 1 closes. 1. The electronic results will be available on August 14, 2025. 2. Correct any records in the FY 2026 Placement Corrections application on and after August 14, 2025. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit.	
8/08/2025	Cycle 2 Closes	Placement Cycle 2 closes. The electronic results will be available on August 28, 2025. Correct any records in the FY 2026 Placement Corrections application on and after August 28, 2025. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit.	
8/22/2025	Cycle 3 Closes	Placement Cycle 3 closes. The electronic results will be available on September 11, 2025. Correct any records in the FY 2026 Placement Corrections application on and after September 11, 2025. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit.	
8/29/2025	AZELLA Placement Additional Accommodations Requests	The AZELLA Additional Accommodations Requests for students with an IEP or 504 Plan must be submitted by August 29, 2025, for the Placement Test. • Requests must be submitted within the students' first week of the AZELLA Placement testing timeline. There are no extensions to the compliance testing timeline.	
9/05/2025	Cycle 4 Closes	Placement Cycle 4 closes. The electronic results will be available on September 25, 2025. Correct any records in the FY 2026 Placement Corrections application on and after September 25, 2025. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit.	



2025-2026 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Туре	Information, Tasks, and Resources for More Information	
10/03/2025	Cycle 5 Closes	Placement Cycle 5 closes. The electronic results will be available on October 23, 2025. Correct any records in the FY 2026 Placement Corrections application on and after October 23, 2025. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit.	
11/07/2025	Cycle 6 Closes	 The electronic results will be available on December 1, 2025. Correct any records in the FY 2026 Placement Corrections application immediately (12/01/2025 and 12/02/2025). Students in the corrections app will NOT pass integrity for EL Services enrollment/exit. Students in the AZELLA Corrections after 12/02/2025 will NOT be included in Pearson's pre-registration for the Spring 2026 Reassessment, and if they are K-3 students they will NOT receive a Pre-ID Label for the Reassessment. 	
12/12/2025	Cycle 7 Closes	 Placement Cycle 7 closes. The electronic results will be available on January 2, 2026. Correct any records in the FY 2026 Placement Corrections application on and after January 2, 2026. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit. Students with a less than Proficient result will NOT be included in the pre-registration for the Spring 2026 Reassessment, and the K-3 students will NOT receive a Pre-ID Label. 	
1/16/2026	Cycle 8 Closes	Placement Cycle 8 closes. The electronic results will be available on February 5, 2026. Correct any records in the FY 2026 Placement Corrections application on and after February 5, 2026. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit. Students with a less than Proficient result will NOT be included in the pre-registration for the Spring 2026 Reassessment, and the K-3 students will NOT receive a Pre-ID Label.	
2/13/2026	Cycle 9 Closes	Placement Cycle 9 closes. The electronic results will be available on March 5, 2026. Correct any records in the FY 2026 Placement Corrections application on and after March 5, 2026. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit.	
3/13/2026	Cycle 10 Closes	Placement Cycle 10 closes. The electronic results will be available on April 2, 2026. Correct any records in the FY 2026 Placement Corrections application on and after April 2, 2026. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit.	



2025-2026 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Туре	Information, Tasks, and Resources for More Information		
4/10/2026	Cycle 11 Closes	Placement Cycle 11 closes. The electronic results will be available on April 30, 2026. Correct any records in the FY 2026 Placement Corrections application on and after April 30, 2026. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit.		
4/24/2026	Additional Orders Closes	Additional orders for 2025-2026 Placement paper test materials closes .		
5/08/2026	Placement Test Administration Closes – Cycle 12 Closes	 2025-2026 Placement Test administration window closes at the end of the business day. All Grades K-3 (Grades 2-3 Unit 4) tests must be key-entered and submitted through PAN. All online tests must be submitted through TestNav. The electronic results will be available on May 29, 2026. Correct any records in the FY 2026 Placement Corrections application on and after May 29, 2026. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit. 		
5/15/2026	Understand Scoring	 Understand Scoring closes for SY 2025-2026. Ensure all who completed these qualifications have downloaded their PD certificates before the close of business on 05/15/2026. ADE nor Pearson keeps the PD certificates. 		
5/29/2026	Results, Reports, and Student Data Files	 2025-2026 Placement Test (Cycle 12 and cumulative) electronic score reports and data files available through PAN. Download and save all 2025-2026 Placement Test published reports and the Student Data File for PAN for the district and school entities. AZELLA 2025-2026 Placement Test Cycle 12 test records should show on the EL70 Reports or they will be in the AZELLA Corrections application. Correct any records in the FY 2026 Placement Corrections application on and after May 29, 2026. Students in the corrections app will NOT pass integrity for EL Services enrollment/exit. 		
6/12/2026	AzLMS Training Modules	 The 2025-2026 AZELLA training modules will be removed from the AzLMS. Annual, Placement, and Reassessment Ensure all who completed training modules have downloaded their PD certificates before the close of business on 06/12/2026. ADE nor Pearson keep the PD certificates. 		

LAST WEEK OF SCHOOL: Ensure that the EL70 Reports that you need have been downloaded. Access to students' EL70 Reports will cease 2 calendar weeks after the **students' school enrollment end date**.

DAY BEFORE THE LAST DAY OF SCHOOL: Download the EL73 Report for all schools.



AZELLA Placement Test Cycle Calendar

The Placement *OnDemand Report* from PearsonAccess^{next} provides the AZELLA test information to use when completing the Parental Notification and Consent Form, provided by OELAS. The *OnDemand Report* is **not** intended to be given to the parents/guardians because it is not the final report.

This chart provides the important dates for student Placement Tests that have been completed and submitted by the close of a Placement Cycle. There are 12 Placement Cycles throughout the entire school year.

Student tests that are not completed and submitted by the Cycle Close Date will move into the next Cycle.

Directions for reading the Placement Test Cycle Calendar that is on the next page.

- 1. Read the chart from left to right **by rows**. The dates in the row correspond with the tests that were **completed and submitted** during the specific Placement Cycle.
- 2. Cycle These are the Placement Test Cycles 1 through 12.
- 3. Cycle Open Date This is the date that the cycle window opens for AZELLA Placement Tests.
- 4. Cycle Close Date The end of business on this date is when the Placement Cycle closes. All AZELLA Placement Tests that have been completed and submitted by this date will be processed by Pearson and ADE. Tests that are not completed by the close of a cycle are moved to the next cycle or the cycle window in which the test is completed. Student demographic information needs <u>must match the students' EL70 Report</u>, not what is in your Student Information System. DTCs and STCs have the necessary permission in PAN to correct student demographic information. This needs to be completed before the cycle close date to have the correct student information included in the reports.
- 5. **Electronic Results** AZELLA tests completed and recorded for a Cycle are published in PAN as Individual Student Reports (ISR), Group Reports, and the Student Data File (SDF). These results will be reported on ADE's EL70, EL72, and EL73 Reports on or near the Electronic Results date.
 - a. Test records that are cycled out but are not on students' EL Reports will be in the AZELLA Corrections application because the student demographic information entered in PAN does not match the demographic information in AzEDS. After the student information has been matched correctly, the record will be reported on the EL Reports within 2 business days. Student reports from Pearson that have incorrect demographics will NOT be reproduced.
 - b. After student demographic information has been corrected in the AZELLA Corrections application, the DTC or STC needs to make the same corrections in PAN so that the cumulative Student Data File has the correct student demographics. This does not mean you will receive a new Pearson report for the student.
 - c. Students enrolled or exited from EL Program Services, including Parent Withdrawn EL, will not pass Integrity for the current school year without a current and eligible AZELLA test record. When students are not passing Integrity, it **may** be because the student's new AZELLA record has not been published to the EL70 Report yet.
- 6. **Paper Reports Delivered** Placement Test Cycle Paper Reports- Individual Student Reports (ISR) (blue paper reports) and the AZELLA Family Report Guide from Pearson due to arrive at the shipping address associated with the district in PAN.
 - One (1) copy of the ISR and one (1) copy of the AZELLA Family Report Guide must be distributed to the parents or guardian. (The KPT Report does not include the AZELLA Family Report Guide.)
 - One (1) copy must be placed in the student's cumulative file.



ADE highly recommends that you print this Placement Test Cycle Calendar for easy reference.

2025-2026 AZELLA PLACEMENT TEST CYCLE CALENDAR				
CYCLE	CYCLE START DATE	CYCLE CLOSE DATE	ELECTRONIC RESULTS	PAPER REPORTS DELIVERED
	Starting date for the cycle.	Last key entry date and submission of completed tests for the cycle. Date test must be	Published Electronic (PDF) Placement Test Reports and Student Data Files (SDF) available in PAN for the specific cycle of tests. Results will be	Paper copies of the Individual Student Reports (blue reports) published by Pearson arrive in District.
		submitted for scoring	on ADE's EL Reports or in the AZELLA Corrections application in ADEConnect.	 ◆ 1 copy is distributed to the parents or guardians. ◆ 1 copy must be placed in the students' cumulative files.
			Date which a student may pass integrity	cumulative mes.
1	7/07/2025	7/25/2025	8/14/2025	8/28/2025
2	7/26/2025	8/08/2025	8/28/2025	9/11/2025
3	8/09/2025	8/22/2025	9/11/2025	9/25/2025
4	8/23/2025	9/05/2025	9/25/2025	10/09/2025
5	9/06/2025	10/03/2025	10/23/2025	11/06/2025
6	10/04/2025	11/07/2025	12/01/2025	12/11/2025
7	11/08/2025	12/12/2025	1/02/2026	1/15/2026
8	12/13/2025	1/16/2026	2/05/2026	2/19/2026
9	1/17/2026	2/13/2026	3/05/2026	3/19/2026
10	2/14/2026	3/13/2026	4/02/2026	4/16/2026
11	3/14/2026	4/10/2026	4/30/2026	5/14/2026
12	4/11/2026	5/08/2026	5/29/2026	6/11/2026
CYCLE	CYCLE START DATE	CYCLE CLOSE DATE Date test must be submitted for scoring	ELECTRONIC RESULTS Date which a student may pass integrity	PAPER REPORTS DELIVERED

This document is subject to updates as needed.



AZELLA SPRING 2026 (SPR26) REASSESSMENT TEST ADMINISTRATION

ADMINISTRATION			
Date(s)	Туре	Information, Tasks, and Resources for More Information	
11/10/2025 through 11/21/2025	Student Counts Grades K-3 Shipping Address Verification All Grades K-12	 DTCs must complete the SPR26 Reassessment Participation Counts in PAN for Grades K-3 for printed test materials. Directions for this task will be provided by Pearson. This is a student count task. Student identifiable information is not included for these counts. All Grades K-12 must verify the shipping address in the Spring 2026 Reassessment Test administration is correct for testing materials and reports. Directions for this task will be provided by Pearson. 	
12/03/2025	Student Verification via EL73 Report	Download the EL73 Reports to ensure Grades K-12 EL students are listed on the EL73 Report. • The students that are listed on the EL73 Report on 12/02/2025 will be pre-registered for the Reassessment Test by Pearson. • Pre-ID Labels for K-3 will be printed by Pearson from this file. • Download this report on a weekly basis.	
12/03/2025	ADE Extracts EL Student Data	 ADE extracts EL student data (based on the EL73 Report) to be used for the AZELLA Reassessment pre-registrations by Pearson. This data will NOT include all eligible EL students required to participate in the Spring AZELLA Reassessment Test. 	
12/05/2025	Spring Reassessment Additional Accommodations Requests	The AZELLA Additional Accommodations Requests for the Spring 2026 Reassessment Test administration for students with an IEP or 504 Plan must be submitted by December 5, 2025. • If a submission was submitted earlier with an AZELLA Placement Test referral, please do not submit another request. Each request may take up to 4 calendar weeks for ADE to review and respond; therefore, submit requests early.	
1/05/2026	Spring 2026 Reassessment Training OPENS	OPENS in the Arizona Learning Management System (AzLMS) • All users must complete the <i>Annual and Reassessment</i> training requirements by their assigned category. (See AZELLA Training Matrix) • Training modules need to be completed once per school year.	
Throughout the week of 1/12/2026	Test Materials Arrive at Districts	 Spring 2026 Reassessment materials delivery window for Grades K-3. Pre-ID Labels will arrive in the school boxes of materials. DTCs must complete an inventory of all materials and Pre-ID Labels received and then distribute the materials to schools as labeled. 	
1/16/2026	PAN Account – EARLIEST Day	PearsonAccess ^{next} (PAN)	



AZELLA SPRING 2026 (SPR26) REASSESSMENT TEST ADMINISTRATION

ADMINISTRATION			
Date(s)	Туре	Information, Tasks, and Resources for More Information	
	that DTC PAN Accounts will be Enabled	AZELLA DTCs will be notified when their PAN account for the Reassessment administration has been enabled by Pearson - within 2 business days after ADE verifies all AZELLA FY25 Annual and Reassessment training requirements have been completed.	
		 All other user accounts will be enabled by the AZELLA DTC or the AZELLA STC after the PAN user has completed all assigned training requirements. 	
1/16/2026	Ordering Additional Paper Test Materials	Additional Reassessment paper test materials may be ordered by the DTC through PAN through 2/27/2026.	
1/16/2026	Student Registrations in PAN	Verify Grades K-12 student SPR26 Reassessment Test registrations, test assignment, and test sessions, and complete the "Registration" tab for the preregistered students.	
		Review the EL73 Reports and add students to PAN that were not pre-registered by Pearson and qualify to participate (Create/Edit Students, Register Students, Manage Student Tests, and add online testing students to test sessions).	
		 Submit Work Requests through PAN for newly transferred students who are eligible to be tested. 	
1/26/2026	SPR26 Reassessment	Spring 2026 Reassessment Test administration window opens.	
	Administration	Administer the test earlier in the test window! Do NOT wait! Description: Output Description:	
	OPENS	 Review EL73 Reports often as newly transferred students may need to be tested. 	
2/27/2026	Ordering Test Materials Closes	Additional orders for SPR26 Reassessment paper test materials close .	
3/03/2026	Phone Call to UPS	Start calling UPS to schedule the pick-up of all SPR26 Reassessment Test materials. • 1.800.823.7459 (UPS) DO NOT RETURN ANY AZELLA PLACEMENT TEST MATERIALS!	
3/13/2026	Test Admin Closes	SPR26 Reassessment Test administration window closes at the end of the business day.	
3/13/2026	Ordering Return Shipping Materials Closes	Last day to order return shipping materials for the Spring 2026 AZELLA Reassessment.	



AZELLA SPRING 2026 (SPR26) REASSESSMENT TEST ADMINISTRATION Date(s) **Type** Information, Tasks, and Resources for More Information Scorable and Nonscorable SPR26 Reassessment paper test materials must be 3/20/2026 **Shipping Test** shipped back to Pearson. Materials to Pearson **Deadline** Boxes not shipped by this date will require the district to cover the costs of overnight shipping of materials so that Pearson must receive the boxes no later than 3/25/2026 to be scored. Spring 2026 Reassessment Test electronic score reports and data files 04/30/2026 Results, Reports, available through PAN. and Student Data Files Download and save all Reassessment published reports and the Student Data File from PAN for the district and school entities. AZELLA Reassessment Test records should show on the EL70 Reports or they will be in the AZELLA Corrections application. Correct AZELLA records by matching the record to the correct student by 6/30/2026. Students with an OPL of Proficient must be reclassified by exiting the student from EL Services through the SIS. Spring 2026 Reassessment Test - Individual Student Reports (ISR) (blue paper 05/14/2026 **RECEIVE** and reports) and the AZELLA Family Report Guide from Pearson due to arrive at the Distribute shipping address associated with the district in PAN. Student Paper Reports This is the last day for AZELLA staff to download their Arizona Learning 06/12/2026 Download Management System (AzLMS) professional development certificates. **AZLMS** Professional Development Certificates Spring 2026 ELPA21 (Braille) electronic score reports and data files available 07/01/2026 ELPA21 (Braille) through PAN. Results and

LAST WEEK OF SCHOOL: Ensure that the EL70 Reports that you need have been downloaded. Access to students' EL70 Reports will cease 2 calendar weeks after the **students' school enrollment end date**.

DEADLINE to download and SAVE the 2025-2026 School Year AZELLA

Pearson do NOT keep these Student Data Files and Pearson reports.

Placement and Spring 2026 AZELLA Reassessment Student Data Files (SDF)

and all district-level and school-level reports from PearsonAccess Next. ADE and

DAY BEFORE THE LAST DAY OF SCHOOL: Download the EL73 Report for all schools.

Reports

PAN

DEADLINE to

download SDF

and all District

and School Level Reports from

09/30/2026