



ASSESSMENTS AZELLA

Arizona English Language Learner Assessment (AZELLA) State Policies

Topic	
Test Security	There are required documents that the AZELLA District Test Coordinator (DTC) must provide and retain annually. These documents must be made available to ADE upon request. All public-school districts, public-charter districts, state institutions, state and county secure care facilities, and approved private placement entities must submit the annual District Test Coordinator Test Security Agreement (TSA) digitally through ADEConnect > Assessments Portal. This agreement must be signed by the Superintendent or Charter Representative and the AZELLA DTC. The TSA only needs to be submitted once per Fiscal Year to the Arizona Department of Education (ADE). This is due by July 1 of the new Fiscal Year, unless changes occur during the year. The annual AZELLA Test Security Agreement Form, for AZELLA staff, must be provided to and signed by all AZELLA staff and any individuals who have access to AZELLA test materials, web applications, or reports. This includes all school, district, or charter personnel with access to printed or online AZELLA materials, including (but not limited to) warehouse personnel, proctors, Test Administrators (TA), School Test Coordinators (STC), Technology Coordinators, school administrators, district administrators, and individuals who sign for packages at the district or school level. These signed AZELLA Test Security Agreement Forms must be maintained by the DTC in a secure location for six (6) fiscal years. The AZELLA Test Security and Ethics Incident Report must be used to report test security and ethics violations of Arizona's English Language Learner Assessment (AZELLA) occurring before, during, or after test administration. All incidents must be thoroughly investigated by the district and school prior to submitting this form. When the test security and ethics incidents involve the AZELLA, this secure report must be submitted to the Arizona Department of Education's Assessments AZELLA Team within 48 hours of the incident. ADE will respond within 3 full business days of the

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	submission. If this incident involves students testing, the students may not resume testing until ADE provides the DTC with a response. Large-scale assessments like the AZELLA are developed, administered, and scored to meet comprehensive standards of validity, reliability, and fairness for a wide range of learners. In assessment, reliability is the characteristic of an assessment that allows its results to be repeatable. A reliable assessment will produce stable and consistent results. ADE can ensure these standards are maintained by closely adhering to security policies throughout test administration and conducting the assessment in a fair and ethical manner. The Arizona Department of Education provides an AZELLA Test Security and Ethics training presentation for the AZELLA District Test Coordinators to use with their AZELLA staff. Attendance rosters are required and made available to ADE upon request. The Arizona Department of Education is committed to taking every step required to ensure the security and confidentiality of all state test materials, including the AZELLA. All AZELLA staff, whether they are inventorying, distributing, administering the tests, or just having incidental access to AZELLA materials, must abide by these security standards. Failure to do so could negatively impact the validity of the AZELLA and the test results. Not abiding by the test security standards could also lead to allegations of test impropriety.
Secure Testing Materials	All test materials must be secured in a locked location, such as a filing cabinet that locks, when not in use including the following documents: Accommodated Test Forms • Braille • Special Paper Version test documents • SPV Large Print • American Sign Language (ASL) • Speaking and Scoring Documents • Test Administration Manuals (TAM) • Student Testing Tickets • Testing lists with student demographic information or personally identifiable information (PII) • Scratch paper - Students may not leave the testing room with scratch paper used during testing. Scratch paper is considered secure test material and must be securely shredded after the student completes the test unit.

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	All individuals who come in contact with assessment materials, test results, or test-related information must protect the integrity of the AZELLA assessment. This includes maintaining student privacy, securing materials, and ensuring that all results are accurate and valid.
Student Privacy Family Educational Rights and Privacy Act (FERPA)	The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. This law applies to all schools that receive U.S. Department of Education funds under applicable programs, including the states' English Language Proficiency (ELP) assessments. ELP records, reports, and materials may contain Personally Identifiable Information (PII) and sensitive information about a student's educational background and historical performance. As such, we are all responsible for protecting all ELP records for authorized users only and securing assessment materials to prevent accidental disclosure of the information they contain. Do not include students' names and/or dates of birth in the body of emails. Use their State Student Identification (SSID) number. When images are included in the body of emails, all student-identifiable information except for the SSID number must be extracted or blacked out before adding the image to the email.
SSIDs and Temporary IDs	All Arizona public-school students must have a State Student Identifier (SSID) to participate in AZELLA testing (Placement-Dynamic Screener and Reassessment-Summative). Temporary IDs are not permitted. For kindergarten students; registrars should search for an existing SSID in AzEDS before requesting a new one. In many cases, incoming kindergarten students have already been assigned an SSID by another school and may have previously participated in testing.
English Language Proficiency Attestation	AZELLA DTCs must ensure that all AZELLA staff, including STCs and TAs, attest to their English proficiency. Proficiency in English is an essential requirement for the proper administration of AZELLA tests. By signing the English Language Proficiency Assessment Administrator Attestation, staff certify that they are proficient English speakers who can model clear, standard pronunciation of English. This form must be completed annually prior to any AZELLA testing and maintained in a secure location for six fiscal years.
Language Translations	Translating, rewording, or explaining any test questions or answer choices is unethical and a test security violation. Testing devices must be set to English and the ability to change languages on the devices must be turned off.

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Generative Artificial Intelligence (AI)	The use of Generative Artificial Intelligence (AI) is strictly prohibited on any AZELLA assessment.
Personal Electronic Devices	Adult personal electronic devices must be muted during the administration of the AZELLA test. Student personal electronic devices must be turned off or muted and placed in a secure location while students are testing. Students with documented health issues requiring the use of a personal electronic device (e.g., Continuous Glucose Monitoring (CGM) device) must silence their device except for the alarm and keep it with them. They should not pull out the device while testing unless the alarm sounds.
EL Reports	LEAs must continuously review applicable English Language Proficiency (ELP) reports through ADEConnect. Access to the ELP reports requires an ADEConnect account with the AZELLA District Test Coordinator role (one per district) or an approved ELL role/title. Because ELP records, reports, and materials contain Personally Identifiable Information (PII) and sensitive student educational data, authorized users are responsible for safeguarding these records and securing assessment materials from unauthorized access or disclosure. None of these reports can be shown to and shared with parents or guardians. The EL70 – AZELLA Student Test History Report is a single student-only report and must be reviewed and printed or downloaded for every new student entering the school, including students with an all-English Home Language Survey (HLS). Authorized users are allowed access to a student's EL70 Report two weeks before the student's first day of enrollment and an additional two weeks after a student's last day of enrollment in the district or two weeks after the last day of the school year. Attention must be given to any red and blue quick alert warning messages included in the report. The EL72 – AZELLA Roster Report is a fiscal year report that displays all English Language Proficiency tests (AZELLA, Braille, and Alt ELPA) for the Placement and Reassessment tests that were administered to students by the LEA or school during a fiscal year. The EL72 Report does not change based on student enrollment updates; therefore, students will always appear in the report for the LEA or school where they were originally tested. The EL73 – EL Student Need Report is a live report by district and school and must be reviewed and printed or downloaded for all schools on a weekly basis. Students with an EL need will only appear on the EL73 Report after their enrollment has been successfully synchronized from the district's Student Information System (SIS) to AzEDS and have passed school enrollment Integrity checks.

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	Students associated with EL Group 8 must be administered a new AZELLA Group 8 Placement Test immediately and within 2 calendar weeks of their first day of attendance. When students achieve an Overall Proficiency Level of Proficient and that record has been published by ADE, they will no longer be included in this report. Also, students who have withdrawn from school will be dropped from this report.
Identification Steps and the Home Language Survey (HLS)	Review parent responses on the Home Language Survey (HLS) for all newly enrolled students. When a language other than English or American Sign Language (ASL) is indicated for any of the HLS responses and the student does not have any English Language Proficiency (ELP) assessment records on file, the student must be administered the AZELLA Placement – Dynamic Screener. These students are often enrolled in an Arizona public school for the first time. In some cases, information provided on the HLS may conflict with recent ELP test history records or EL program participation history. In such situations, the information in the EL70 – AZELLA Student Test History Report must be used to determine whether the student requires placement testing. Schools must review the EL70 Report for reported languages, ELP test records, and EL program service enrollments and exits. If the EL70 Report indicates a language other than English along with an AZELLA test history, the test history takes precedence. All students who are eligible for AZELLA testing must be assessed, including students enrolled in Special Education programs. There are no provisions in state or federal law that allow students receiving Special Education services to be exempt from AZELLA testing. Parents of students attending Arizona public schools may not opt out of state-required assessments, including AZELLA. Participation in AZELLA testing is mandatory under state and federal law.
AZELLA District Test Coordinator (DTC) Role and Responsibilities	The AZELLA DTC is responsible for ensuring the security of test materials; identifying and confirming that eligible students are tested; ensuring that tests are administered correctly to all eligible students; ensuring that ethical protocols are followed during test administration; and reporting security breaches and ethical violations to ADE. There is only one designated AZELLA DTC for the entire district. AZELLA DTCs are responsible for conducting the activities required by their role, including: • Collaborating with all state, district, and site-level departments

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	• Conducting training and observations of School Test Coordinators (STCs) and Test Administrators (TAs) • Identifying and confirming that all eligible students are assessed • Developing lists of students to be tested by school • Submitting accommodation requests for eligible students and reviewing accommodations with STCs and Special Education teachers, as needed • Ensuring that tests are administered correctly to all eligible students • Ensuring the security of test materials • Ensuring that ethical protocols are followed during test administration • Reporting security breaches and ethical violations to ADE • Delegating tasks to STCs during AZELLA administration • Providing and maintaining AZELLA assessment forms • Notifying the AZELLA State Test Coordinator about Special Paper Versions of the AZELLA Placement Test (for DTCs from Secure Care facilities) • Scheduling testing within the district or charter schools • Ensuring that all TAs use, maintain, and complete the Placement and Reassessment Student Testing Logs
AZELLA School Test Coordinator (STC) Requirements and Responsibilities	The AZELLA School Test Coordinator is appointed by the district or school and coordinates all AZELLA activities with the DTC. There can be more than one STC per school; however, only one should be the lead STC. As an example, some districts prefer to have primary grades STC and intermediate grades STC at the same school. This is permissible. The STC should collaborate with the DTC to manage AZELLA testing at their school sites including identifying eligible students, scheduling testing activities, and ensuring all AZELLA materials remain secure. Once testing materials are received at the school site, the STC is responsible for maintaining a detailed inventory of all materials, securing materials except when they are being used to test students, and notifying the DTC when additional materials are needed. STCs also share the responsibility of monitoring Test Administrators (TAs) to ensure tests are administered correctly and consistently, as well as monitoring students for potential test irregularities and security violations. Doing so helps to ensure our assessments are valid, reliable, and fair for all students.

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	AZELLA STCs will place one copy of the Individual Student Reports (ISR) in the students' cumulative files and provide the other copy to the parents/guardians. When applicable, STCs will print the ISR for parents/guardians in their home language, if available. As a qualified AZELLA School Test Coordinator, the STC must: • Be employed by the district or charter. • Be proficient in English and sign the English Language Proficiency Assessment Administrator Attestation. • Complete all required AZELLA training requirements for the STC and Test Administrator. • Agree to and sign the AZELLA Test Security Agreement. • Uphold test security and confidentiality and always protect student identifiable information. • Communicate with others in a professional manner and report to the AZELLA DTC.
AZELLA Test Administrator (TA) Requirements and Responsibilities	AZELLA Test Administrators (TAs) are the designated individuals who administer the test to eligible students. The TA assigned to administer this state test to eligible students can be the DTC, STC, teachers, paraprofessionals, and other qualified adults provided they are employed by the district and proficient English speakers who can model clear standard pronunciation of English. TAs are required to be trained in proper and ethical standardized test administration and test security procedures annually. The AZELLA must be administered with fidelity in a consistent and fair manner to all students. TAs may administer an online test or paper-based test at various grade levels. All tests that TA delivers include a Test Administration Manual (TAM) that must be adhered to exactly as they are written for all domain sub-tests every time. All those administering an AZELLA test will be observed by the DTC, STC, or a school administrator, a minimum of one time per test administration (Placement and Reassessment as applicable) while they are administering the test. There will also be a debriefing session after the observation has concluded.

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	As a qualified AZELLA Test Administrator of record, the TA must: • Be employed by the district or charter. • Be proficient in English and sign the English Language Proficiency Assessment Administrator Attestation. • Complete all AZELLA training requirements prior to administering any AZELLA tests. • Agree to and sign the AZELLA Test Security Agreement. • Uphold test security and confidentiality and always protect student identifiable information. • Communicate with others in a professional manner and report to the AZELLA STC or DTC. • Use and read the TAM with fidelity without paraphrasing, explaining, editing, or creating their own directions. • Administer the AZELLA Placement – Dynamic Screener in one uninterrupted test session within one instructional day. • Manage time to ensure that all students will complete a Reassessment - Summative domain subtest in one uninterrupted test session within an instructional day. • For students with approved accommodations, the TA must confer with the STC or DTC about the approved accommodation(s) prior to administering the AZELLA. • Ensure students are not using unauthorized electronic devices while testing. • Ensure students are not cheating on the test. Complete the AZELLA Student Testing Logs for every test administered to students.
AZELLA Training	AZELLA District Test Coordinators, School Test Coordinators, and Test Administrators must complete annual trainings for the AZELLA Placement – Dynamic Screener and the AZELLA Reassessment – Summative tests. There are four parts to AZELLA training that may be completed in any order, but they must be completed prior to administering the AZELLA to students. Cambium will provide the online training modules for the District Test Coordinators, School Test Coordinators, and Test Administrators. All AZELLA staff must sign the 2026-2027 AZELLA Test Security Agreement prior to any AZELLA tests being administered. Part 1: DTC Created Training for Staff

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	Part 2: ClearCourse LMS - ELPA21 Courses Part 3: Cambium PowerPoint Trainings Part 4: Test Administrator Certification Course
AZELLA District Test Coordinator-created Training for AZELLA Staff	Before the administration of the AZELLA begins, the AZELLA DTC is responsible for creating and delivering an AZELLA Test Administration training presentation that is reflective of the state and district's testing policies and procedures for each test administration. There must be one session for the AZELLA Placement - Dynamic Screener and another session for the Spring AZELLA Reassessment - Summative. All district and school AZELLA staff, including School Test Coordinators, Test Administrators, and Proctors, are required to participate in the training activity. Attendance rosters with signatures are required. If needed, this presentation may be shared virtually. Training materials and attendance rosters must be provided to ADE upon request. These training sessions must occur prior to the start of each AZELLA test administration. The DTC must be present (in person) at the LEA to conduct training, perform related duties, and respond to staff questions. The training sessions must include: • District testing policies and procedures • Test security and ethical protocols • Student privacy requirements • Testing irregularities and the reporting process • AZELLA chain of command • Testing schedules and materials • Procedures for managing disruptions during testing • Procedures for students with ADE approved AZELLA additional accommodations • The English Language Proficiency Attestation Agreement (completed annually prior to any AZELLA testing)
Test Administrator Observations	The AZELLA District Test Coordinator or the School Test Coordinator is required to complete an observation for every Test Administrator once during each AZELLA Test administration (Placement and Reassessment). When the STC is the TA of record, the DTC or school administrator must complete an observation of the STC. When the AZELLA DTC is the TA of record, a school administrator must complete an observation of the DTC. Completed observation forms must be made available to ADE upon request.

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AZELLA Test Registrations	The AZELLA DTC is responsible for uploading all eligible students and users directly into the Test Information Distribution Engine (TIDE). DTCs and STCs are responsible for completing the student registration process and providing Test Administrators (TAs) with lists of eligible students for testing. AZELLA DTCs must also submit accommodation requests for students with IEPs or 504 Plans prior to testing.
Accommodations	AZELLA District Test Coordinators (DTCs) must submit requests for additional accommodations when needed. Federal requirements mandate that the same criteria be used to determine the English language proficiency of eligible students. Therefore, a valid and reliable English language proficiency assessment must be administered to all eligible students, including students with disabilities. For students eligible to participate in Arizona’s English Language Learner Assessment (AZELLA) who have a current Individualized Education Program (IEP) or Section 504 Plan, one request submission will cover both test administrations: Placement - Dynamic Screener and Spring Reassessment - Summative). This request is valid for the current school year only. When a dually enrolled (English Learner and Special Education) K–12 student has a disability that precludes assessment in one or more AZELLA domains, even with accommodations, AZELLA DTCs must complete and submit the AZELLA Additional Accommodations Request Form. ADE will review accommodation requests and then will provide a response to the AZELLA District Test Coordinator that includes approval, denial, or a request for additional information for each accommodation being requested. The entire review process may take up to 4 calendar weeks from the submission date, provided that all required documentation is included in the original request, or additional information is submitted in a timely manner upon ADE's request. The student may NOT begin testing until ADE's response indicates to proceed with the administration of the test. Only ADE can set domain exceptions for AZELLA assessments.
Alternate English Language Proficiency Assessment (Alt ELPA)	Students who qualify for Alternate Assessments and require the administration of an English Language Proficiency assessment must be administered the Alt ELPA, not the AZELLA. The Alt ELPA Screener must be administered to students who qualify for the alternate assessment and qualify for an English language proficiency assessment. The administration of the Alt ELPA Screener follows the same test administration compliance time frame as the AZELLA Placement - Dynamic Screener.

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	The Alt ELPA Summative is administered during the same testing window as the AZELLA Reassessment – Summative.
Placement Dynamic Screener -Student Eligibility	Students who are new to Arizona public schools, their Home Language Survey (HLS) responses include a language other than English and American Sign Language (ASL) on any of the 3 responses, and the student does not have an AZELLA testing history or EL Program Transactions as shown on the EL70 Report are required to be administered the AZELLA Placement - Dynamic Screener.
Summative Reassessment-Student Eligibility	Kindergarten through Grade 12 students with an EL need, including dual-labeled and parent withdrawn, are required to participate in the Spring Reassessment - Summative. Students who are administered the AZELLA Placement - Dynamic Screener after MARCH 1 of the current school year are not required to be administered the Spring Reassessment - Summative.
Future Kindergarten Screener	There is only one AZELLA Kindergarten Placement – Dynamic Screener test. The difference between the “Future Kindergarten Screener” and the regular Kindergarten Screener is the scoring for Overall Proficiency Level. Future Kindergarten - Start of School (or Jump Start) through December 31 requires all 3s, 4s, and 5s for a Proficient score. A student is proficient if Listening and Speaking are levels 4 and 5, and Reading and Writing are levels 3, 4, or 5. Most students do not have significant writing or reading skills prior to Kindergarten instruction. Kindergarten students enter school without formal instruction, and on-grade-level standards and tasks may be too demanding before school begins or early in the school year. Some students can enter Kindergarten without on-grade skills for reading and writing and still meet grade level expectations by other measurements, such as a Kindergarten Readiness Assessment. Kindergarten - January 1 through the end of the AZELLA Placement - Dynamic Screener test window requires all 4s and 5s for a Proficient score. Kindergarten students are older and may have experienced instruction in reading and language development.
AZELLA Group 8 Students	All students with a red font message on their EL70 Report and those associated with EL Group 8 on the EL73 Report are required to be administered the AZELLA Group 8 Placement Test within 2 calendar weeks of their school enrollment date.
Placement Testing Compliance	Federal and state laws require schools to identify all English Learners (ELs). In Arizona, students are identified using the AZELLA or Alt ELPA. Schools must assess potential EL students and notify parents within required timelines. Schools may start administering the AZELLA Placement Test up to 2

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	calendar weeks before the first day of school when all testing requirements have been completed. Districts Receiving Title I and/or Title III Funds: For districts or charters that receive Title I and/or Title III funds, students who are enrolled on or before the first day of school must be tested, and their parents notified of the results within 30 calendar days from the start of the school year. Students who enroll after the first day of school must be tested, and their parents are notified within 2 calendar weeks (14 calendar days) of their enrollment date. These timelines include reviewing the student's records, registering the student for testing, administering the assessment, receiving the results, and notifying parents. Districts Not Receiving Title I and/or Title III Funds: For districts that do not receive Title I or Title III funds, students who are enrolled on or before the first day of school must be tested and their parents notified of the results within 60 calendar days from the start of the school year. Students who enroll after the first day of school must be tested, and their parents are notified within 30 calendar days of their enrollment date. These timelines include reviewing the student's records, registering the student for testing, administering the assessment, receiving the results, and notifying parents.
Testing Time Frame Rules	AZELLA timelines use calendar days and calendar weeks, not school days. Calendar days include: • Weekends • Holidays • Non-instructional days A calendar week = 7 days. Start of School • The district's first academic instructional day of the school year. After School Starts • The second instructional day and beyond. • The timeline is based on the student's enrollment date, not their first day of attendance. Mistakes to avoid The 30-day or 60-day "start of school" window only happens once each school year. It does not restart for students who enroll later.

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	Students who enroll after the first instructional day must be tested, and their parents are notified according to the shorter enrollment-based timelines (2 weeks or 30 days, depending on funding). Reassessment – Summative The AZELLA Reassessment – Summative test window is 7 weeks. All EL students must be administered the Reassessment – Summative during this test window. There are 4 subtests. Once a subtest has started, it must be completed on the same day. Students have a total of 5 days, once started, to complete the entire test.
Testing Time Limits	A test can only be paused for 7 minutes to allow students to take a restroom break. Tests will automatically be timed out after 20 minutes of inactivity. If a student becomes sick or is picked up by a parent before completing the test, an appeal must be submitted for the test to be resumed/reopened to complete the assessment. Tests are automatically submitted after 5 days of the initial sign-in to the Test Delivery System (TDS).
Non-Instructional Day Testing	ADE must be notified when AZELLA test is administered outside of normal school instructional times. Provide the date, time, place of testing, name of the test administrator, and the student(s) SSID number(s).
Private Schools	Private schools are not required to participate in AZELLA testing. They can use a different tool to screen possible students with an EL need. When the private school opts to not use the AZELLA, then you would need to reach out to the private school for evidence that the screener they use is valid and reliable. ADE does not provide guidance on language screeners used in private schools. Private schools determine if and how they will test their students with the AZELLA. Private schools are allowed to administer the AZELLA test themselves or work with the local education agency (LEA) to administer the test to the private school students. If they choose to administer the test themselves, they must complete all the training requirements and sign the 2 documents just as public school districts do. All requirements to ensure the validity of the assessment remain the same. When a private school chooses to use the AZELLA for their students, the private school is responsible for the cost of each AZELLA test that is administered and will be directly invoiced by the test vendor.

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Test Locations	AZELLA tests must be administered in person within Arizona and may not be conducted remotely or outside the state. Online schools that use off-site locations (e.g., libraries, hotels, or conference centers) must notify the Arizona Department of Education (ADE) AZELLA Team at AZELLA@azed.gov prior to testing. The email must include: • Name of the Test Administrator • Testing site address • Testing dates and times • A detailed description of how a secure testing environment will be ensured. District Test Coordinators (DTCs) are responsible for ensuring that all testing occurs in a secure environment. This includes administering the test in a separate, reserved room with only the Test Administrator and students present (parents are not permitted), removing or covering instructional materials, and adhering to all test security requirements. Common spaces, such as public library areas and study carrels, do not meet secure testing requirements. Any test administered in an unsecure environment may be invalidated by ADE.