



ANNUAL TEST SECURITY AND ETHICS

TRAINING REQUIRED FOR ALL AZELLA PERSONNEL
ARIZONA DEPARTMENT OF EDUCATION
ASSESSMENTS AZELLA

WELCOME

Welcome to the AZELLA Test Security and Ethics Training.

Annual Test Security and Ethics Training is required for all personnel involved in AZELLA state testing, including school leadership, District and School Test Coordinators, Test Administrators, Proctors, Technology Coordinators, District or School Report Viewer, individuals who handle secure test materials, and any staff members with access to testing rooms or testing environments.

Learning Objectives



By the conclusion of this training module, you should be able to:

- Be cognizant of the significance of student and digital privacy as it pertains to AZELLA testing and aware of the measures that must be taken to protect students' identifiable information.
- Apply principles of test security to assessment material storage and handling, test administration, and electronic tools.
- Contact the appropriate person should you witness a test security violation.
- Agree to abide by the test security agreement and practices.

SUPPORTING AZELLA STAFF ROLES

Roles that do not administer or manage AZELLA assessments are still critical to successful test administration.

AZELLA roles that do not administer or manage assessments include:

- **Report Viewer-** Views district and school level reports.
- **Technology Coordinator-** Supports technical readiness and testing systems.
- **School Administrator-** Supports testing operations, security procedures, and compliance at the school level.
- **Proctor-** An adult, including a contracted student teacher, who quietly observes in the testing room. Proctors do not administer the AZELLA assessments.

NOTE: All individuals who handle test materials or have access to testing rooms must complete required AZELLA Training and follow all test security procedures.

VALID, RELIABLE, AND FAIR ASSESSMENTS

Large-scale assessments like the ELPA21 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.



We 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 (ADE) is committed to taking every step required to assure the security and confidentiality of all state test materials, including the AZELLA.



STUDENT PRIVACY

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Student Privacy

Family Educational Rights and Privacy Act (FERPA)
(20 U.S.C. § 1232g; 34 CFR Part 99)

- FERPA requires privacy protection
- AZELLA materials may contain Personally Identifiable Information (PII)



The Family Educational Rights and Privacy Act (FERPA) 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 assessments such as AZELLA.

AZELLA materials may contain Personally Identifiable Information, or PII, and sensitive information about a student's educational background and historical performance. As such, we are all responsible for protecting and securing AZELLA materials to prevent the accidental disclosure of the information they contain. Test security is a district and school personnel responsibility.

All district and school personnel are responsible, from the DTC to those with only incidental access to AZELLA materials, for protecting the privacy of students and their protected records.

DIGITAL STUDENT PRIVACY

The AZELLA security policy also applies to the digital systems and tools used to administer and score the assessment.

It is a direct Test Security violation to share or exchange account information, such as usernames or passwords with anyone.

Student privacy applies to electronic communication as well. If you have a question or concern about a student, the first point of contact should be the School Test Coordinator (STC) followed by your District Test Coordinator, to communicate your concern.

Staff may not use student credentials to sign into the Testing Delivery System (TDS) without explicit permission from ADE.



SECURE TEST MATERIALS

SECURE TEST MATERIALS CONTINUED

Only Test administrators (TAs), STCs, and DTCs may remove testing materials from the testing rooms. Students and proctors may not remove any testing materials.

No one is allowed to copy, reproduce, paraphrase, or destroy official AZELLA test materials in any manner or for any reason without the express, written consent of the test publisher and ADE. No one is allowed to use AZELLA test materials for personal gain or to influence student scores.

SECURE TEST CONTENT AND STUDENT INFORMATION

Any material containing test content or student information must remain secure when not in use.



Materials to Secure

- Testing Tickets
- Response Sheets
- Testing List with demographic or personal identifiable information (PII)



Scratch Paper

- Collected after testing
- Securely Shredded



Additional Secure Materials:

- Test Books
- Large-print books
- Audio Files/CDs



TEST SECURITY AND ETHICS VIOLATIONS

IF YOU SEE SOMETHING, SAY SOMETHING



Students and staff are expected to report unauthorized electronic information they receive containing test content, materials, and demographic or personally identifiable information related to the AZELLA.

To protect yourself and prevent test security and ethical violations, it is important for you to report all suspicious activity.

This covers:

Testing incidents, test security violations, and inappropriate or unethical behavior during test administration.

IF YOU SEE SOMETHING, SAY SOMETHING TO SOMEONE

If the issue concerns the DTC or STC, you may inform the school principal, a district administrator, or your Superintendent and complete and submit the online AZELLA Test Security and Ethics Incident Report form to ADE's Assessment Unit.



EXAMPLES OF TEST SECURITY AND ETHICS VIOLATIONS

Administration Violations

- Testing without a qualified Test Administrator
- Not Following the Test Administration Manual
- Altering or paraphrasing scripted directions

Test Content Security Violations

- Photographing test books or screens on testing devices
- Using operational test items for practice
- Using AI applications during testing

EXAMPLES OF TEST SECURITY AND ETHICS VIOLATIONS CONTINUED

Student Monitoring Violations

- Viewing student test screens through remote software
- Photographing students in the testing environment

Testing Device Violations

- Using convertible testing devices or Chromebooks in tablet mode during testing
- Setting the devices language to a language other than English



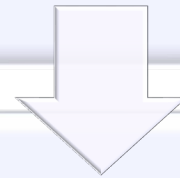
TESTING ROOMS

AUTHORIZED PERSONNEL ONLY

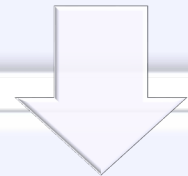
- Only authorized personnel are permitted to be in the testing room or rooms during the administration of the test.
- Parents, volunteers, and school helpers are not permitted to be in the testing room. District or school staff who have children being administered the test are not permitted to be in the testing room while their child is testing.
- Having unauthorized people in the testing room during the assessment is an ethical test violation and may lead to allegations of cheating.
- All testing rooms must have an authorized personnel log that includes time of entry and exit from testing room.

SUMMARY

Anyone who meets the assessment, test results, or who has access to test information must protect the integrity of the AZELLA to ensure that student privacy is maintained, materials are secured, and results are accurate and valid.



Test security protects the integrity, validity, and confidentiality of assessment items, prompts, and student information.



It's important to maintain data integrity, protect test content, and uphold professional ethics.

THANK YOU

The Arizona Department of Education (ADE) is committed to maintaining the security and integrity of all statewide assessments, including AZELLA. This includes safeguarding test content, testing materials, student privacy, and student records.

Maintaining these standards depends on every test administrator. By following test security procedures and administering assessments fairly and ethically, you help ensure a secure and successful testing experience for all students.

Thank you for your commitment to maintaining the integrity of AZELLA testing by following all test security requirements. Please ensure you have signed the AZELLA Test Security Agreement and contact your AZELLA District Test Coordinator (DTC) if you have any questions regarding test security or ethical testing practices.