



Training Requirements 2026-2027

Each Achievement testing staff member must complete the required training modules that are associated with their assigned user role(s) for the assessments they will be administering. If you do not know your assigned user role(s), please ask your Achievement District Test Coordinator (DTC) prior to starting the training modules.

Arizona Learning Management System (AzLMS) users who had an account during the prior school year and are at the same district/school this year will continue to use their same AzLMS account. Pearson will create AzLMS accounts for new Achievement DTCs, who will then receive an email invitation from Adobe Learning Manager. It is the responsibility of the DTC to send the role-specific URL links to new School Test Coordinators (STCs), Technology Coordinators, Test Administrators, and other staff, as needed, to create their AzLMS account for viewing training modules within AzLMS. Achievement DTCs may also present the required training modules with staff in a group setting, if preferred. The DTC is responsible for tracking that all staff have completed the required training prior to administering any Achievement tests.

The **Test Security & Ethics** training module is required for all employees who will administer or proctor tests, be in contact with testing materials, or have access to the testing environment, including only incidental access, for **AASA, AzSCI, ACT Aspire, and ACT** test administrations. All other Achievement testing training modules listed below apply specifically to **AASA and AzSCI** assessments.

Test Administrators and Proctors must be employees of the school, district, or charter. Parents, relatives, student teachers, volunteers, and school helpers are not permitted to be in the testing room.

Required Training Modules for Achievement Testing

Required training modules are identified with a checkmark.

User Role	AASA and AzSCI Combined Training	PearsonAccess ^{next} (PAN) for DTCs and STCs	Accommodations	Test Administration Responsibilities	PearsonAccess ^{next} (PAN) for Test Administrators	Technology	Test Security & Ethics
District Test Coordinator (DTC)	☒	☒	☒	☒	☒	☒	☒
School Test Coordinator (STC)	☒	☒	☒	☒	☒	☒	☒
Test Administrator				☒	☒		☒
Technology Coordinator						☒	☒
Proctor				☒			☒
Reports Only Access							☒
Non-Testing Staff							☒

Contact us at Testing@azed.gov with any questions.