



Assessments Portal Test Security Agreement User Guide

Purpose

The ADEConnect Assessments Portal Test Security Agreement application replaces the previous workflow for designating a District Test Coordinator (DTC) for each of ADE's assessment programs (Achievement Assessments, Alternate Assessments, and AZELLA).

The DTC Test Security Agreement must be completed by all districts and charters annually and whenever there is a change in DTC throughout the school year. The process is initiated in the ADEConnect Assessments Portal Test Security Agreement application by the district or charter's Entity Administrator, Superintendent, or Charter Representative, who will designate the DTC for each assessment program.

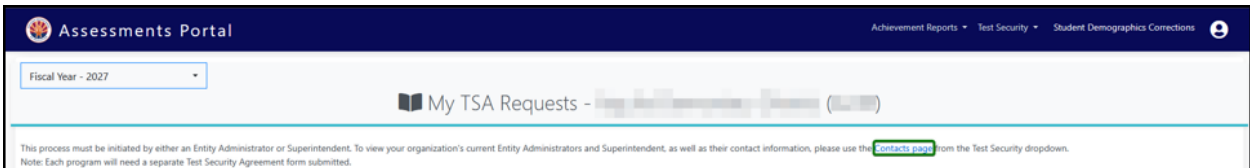
Each person participating in the Test Security Agreement process, including the Entity Administrator, Superintendent or Charter Representative, and DTC, must have an ADEConnect account with the correct user role(s), listed below, assigned prior to beginning the process.

ADEConnect Roles

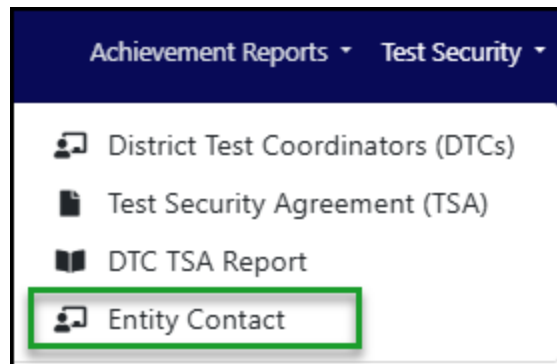
- **Entity Administrator** – This role can initiate the Test Security Agreement process. There may be more than one person in the district or charter with this role. The DTC typically does not have this ADEConnect role assigned to them.
- **Superintendent** – This role can initiate the Test Security Agreement process. This role must be assigned to the Superintendent or Charter Representative.
- **Achievement District Test Coordinator** – This role is responsible for AASA, AzSCI, ACT Aspire, and ACT test administrations.
- **Alternate Assessments District Test Coordinator** – This role is responsible for MSAA and Alt ELPA test administrations.
- **AZELLA District Test Coordinator** – This role is responsible for English Language Proficiency test administrations.

Finding Users with Entity Administrator and/or Superintendent Roles

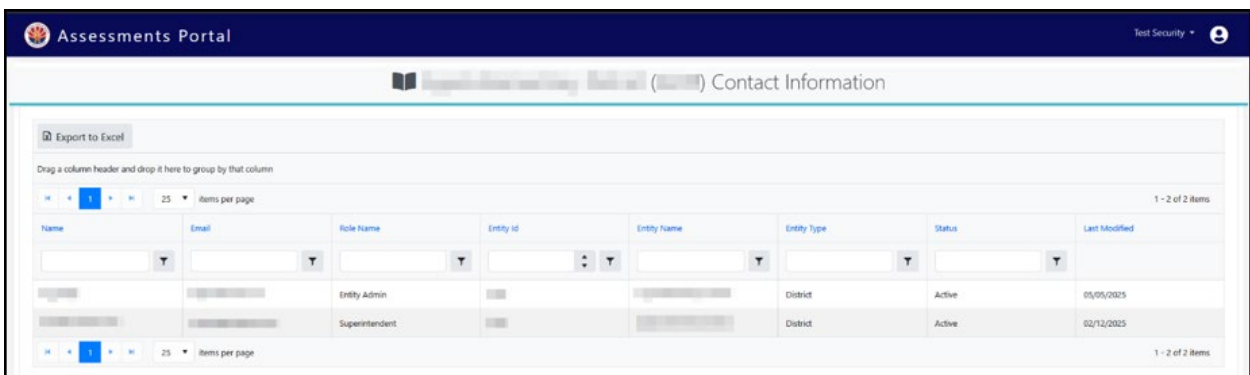
Any of the above users can use the Entity Contact screen to find a Superintendent or Entity Administrator. This is especially useful for District Test Coordinators as they need a user with one of those ADEConnect roles to initiate the Test Security Agreement process. From the Test Security Agreement screen, a DTC will receive a message informing them that they cannot initiate a Test Security Agreement request and directing them to the Entity Contact screen.



The Entity Contact screen can also be reached by using the link in the Test Security dropdown menu.



From the Entity Contact screen, users with the ADEConnect roles of Entity Administrator or Superintendent will be listed.



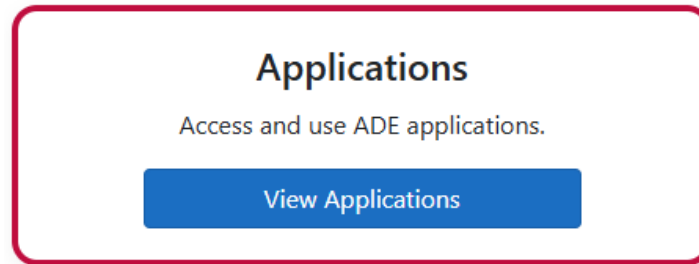
Creating a New Test Security Agreement Request

A new DTC Test Security Agreement can be initiated by anyone in the district or charter who has the ADEConnect role of **Entity Administrator** or **Superintendent**. The ADEConnect roles of **Achievement District Test Coordinator**, **Alternate Assessments District Test Coordinator**, and **AZELLA District Test Coordinator** do not initiate the process.

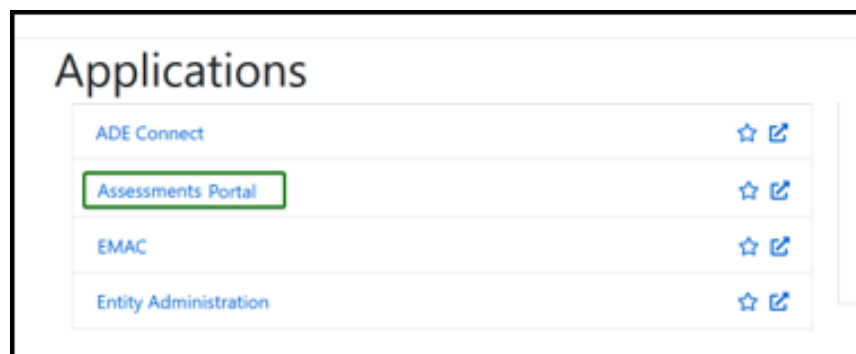
When the **Entity Administrator** initiates a new DTC Test Security Agreement in the application, the Entity Administrator will first designate the Superintendent, then will designate the DTC. The Superintendent and DTC will receive an automated email, then each will need to electronically sign the agreement.

When the **Superintendent** initiates a new DTC Test Security Agreement in the application, the Superintendent must enter the DTC's information and then must electronically sign the agreement. The DTC will receive an automated email, then will need to electronically sign the agreement.

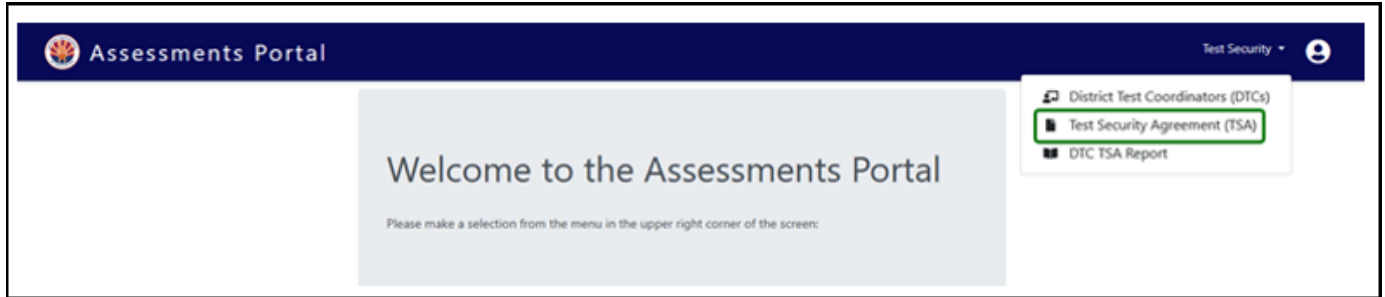
1. To access the application, go to ADEConnect (<https://adeconnect.azed.gov/>) and select **View Applications**.



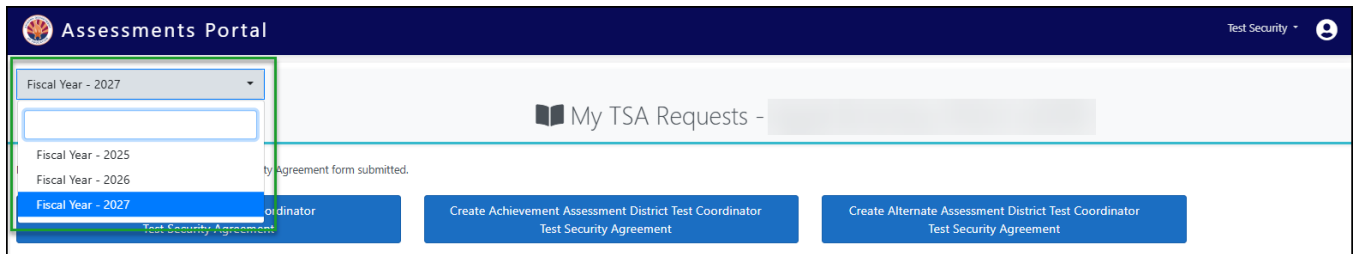
2. Select the **Assessments Portal** from the list of ADEConnect applications.



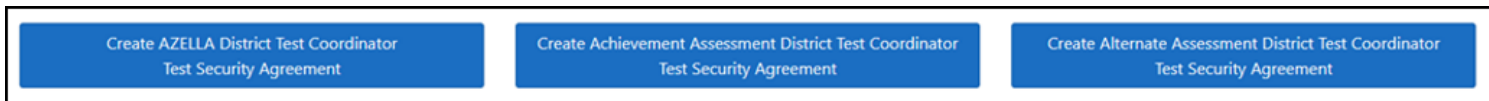
3. Select **Test Security Agreement (TSA)** from the **Test Security** drop-down in the upper right-hand corner of the screen.



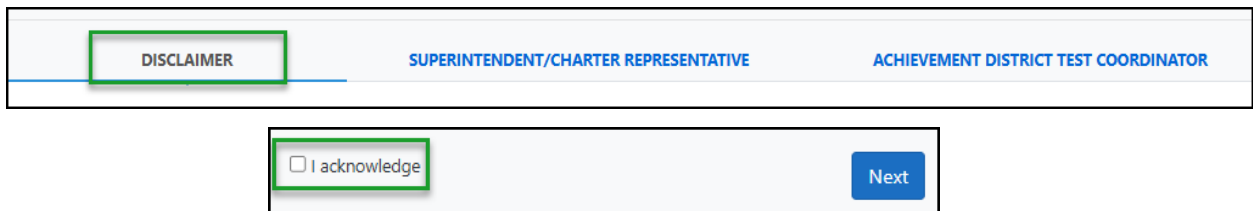
4. Select the **Fiscal Year** from the drop-down in the upper left-hand corner of the screen.



5. Select the applicable blue button to create a new DTC Test Security Agreement for the AZELLA DTC, Achievement Assessments DTC, or Alternate Assessments DTC. Please note that each assessment program will require a separate Test Security Agreement to be submitted, and there can only be one pending request for each assessment program at a time.

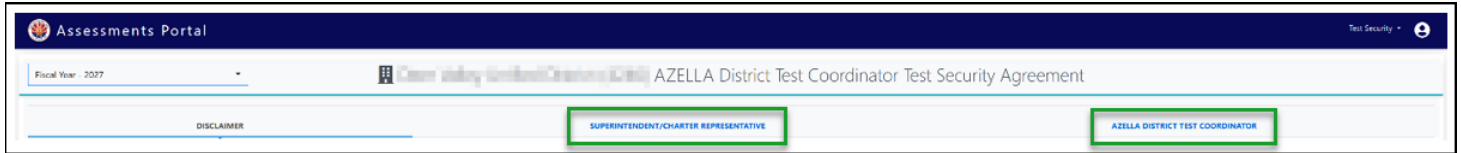


6. Review and acknowledge the disclaimer, then click the **Next** button.



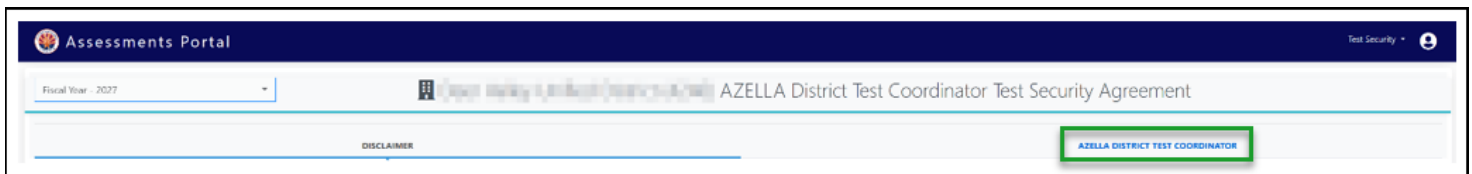
7. Use the navigation tabs at the top of the screen to select the personnel who will sign the Test Security Agreement.

A. If the **Entity Administrator** is creating the Test Security Agreement, then they must complete the **Superintendent/Charter Representative** and **District Test Coordinator** tabs.



- Select the **Superintendent/Charter Representative tab** to enter the information about the district’s or charter’s Superintendent or Charter Representative. Please note that the Superintendent or Charter Representative must have an active ADEConnect account with the “Superintendent” role assigned.
- Enter the Superintendent’s or Charter Representative’s email address in the “Email Address” field.
- When their email address is connected to an ADEConnect account with the “Superintendent” role, their information will automatically populate. When their ADEConnect account does not have the “Superintendent” role assigned to it, a notification to assign this ADEConnect role before continuing will appear on the screen.
- Click the **Next** button or the **District Test Coordinator** tab to proceed to the District Test Coordinator information entry screen.

B. If the **Superintendent** is creating the Test Security Agreement, then they must complete the **District Test Coordinator** tab.



8. The **Entity Administrator, Superintendent, or Charter Representative** must designate the DTC under the **District Test Coordinator** tab.

Same As Current DTC?

District Test Coordinator

* Email Address

* First Name

* Last Name

* Phone Number (Work) Ext (Work) Cell Phone Number

Shipping Address

* Address Address 2

* City * State * Zipcode

Note: Any changes to the shipping address needs to be coordinated with the Testing inbox

A. When the DTC is the same DTC as the previous fiscal year:

- Set “Same as Current DTC?” to **YES**. Please note that this person must have an active ADEConnect account with the correct DTC role assigned.
- Verify the DTC’s email address is correct.
- Verify the DTC’s name is correct and enter their phone number(s).
- Verify the shipping address for official testing materials and student reports. Shipping addresses must be an official district or charter building address in Arizona. The shipping address cannot be a PO box, home, or other business address. The shipping address listed should be the address where testing materials and hard copies of student score reports are to be delivered for the district or charter. If this address needs to be updated, email the appropriate assessment program’s inbox (Testing@azed.gov, AZELLA@azed.gov, or AlternateAssessment@azed.gov).
- Click the **Submit Request** button.

B. When the DTC is new to the position for the current fiscal year or is replacing the current DTC mid-year:

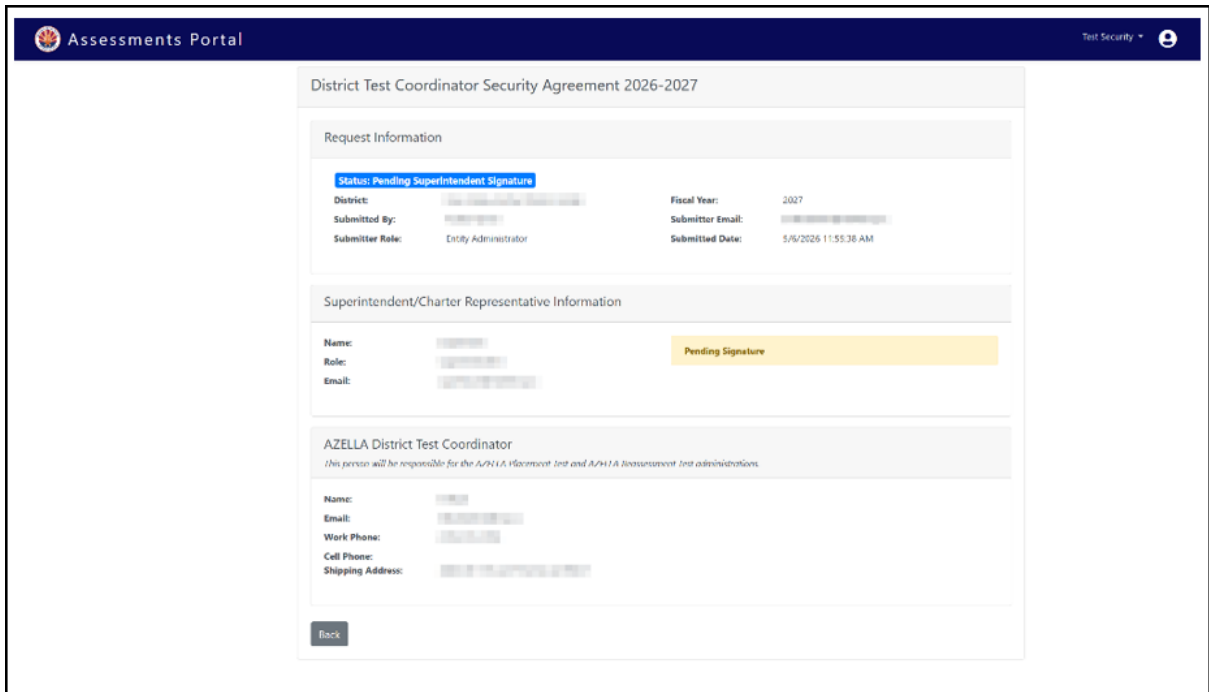
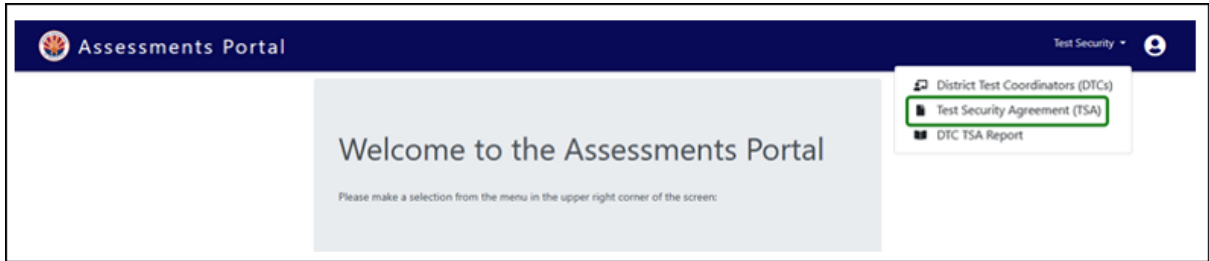
- Set “Same as Current DTC?” to **NO**. Please note that this person must have an active ADEConnect account with the correct DTC role assigned.
- Enter the new DTC’s email address.
- Verify the DTC’s name is correct and enter their phone number(s).
- Verify the shipping address for official testing materials and student reports. Shipping addresses must be an official district or charter building address in Arizona. The shipping address cannot be a PO box, home, or other business address. The shipping address listed should be the address where testing materials and hard copies of student score reports are to be delivered for the district or charter. If this address needs to be updated, email the appropriate assessment program’s inbox (Testing@azed.gov, AZELLA@azed.gov, or AlternateAssessment@azed.gov).
- Click the **Submit Request** button.

C. If the **Superintendent** is creating the Test Security Agreement, then the Superintendent must complete the Requester Attestation.

- Enter the Superintendent’s or Charter Representative’s first and last name in the “Full Name” field.
- The date will automatically populate in the “Date” field.
- Enter the Superintendent’s or Charter Representative’s title in the “Title” field.
- Check the box to electronically sign the Test Security Agreement.
- Click **Submit Request** to complete the designation process.

Requester Attestation		
Full Name	Date	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> By checking this box, I am electronically signing this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the State Assessments for School Year 2026-2027, will also abide by the above conditions, and I certify that the individuals named here are authorized to act on my behalf as the District Test Coordinator for each of the State Assessments. If any of the individuals designated are unable to complete any activities, including participating in a pre-test training, I will attend and complete in their place.		
<input type="button" value="Submit Request"/>		

9. Once submitted, the status screen for the request can be viewed by selecting **Test Security Agreement (TSA)** from the **Test Security** drop-down in the upper right-hand corner of the screen.

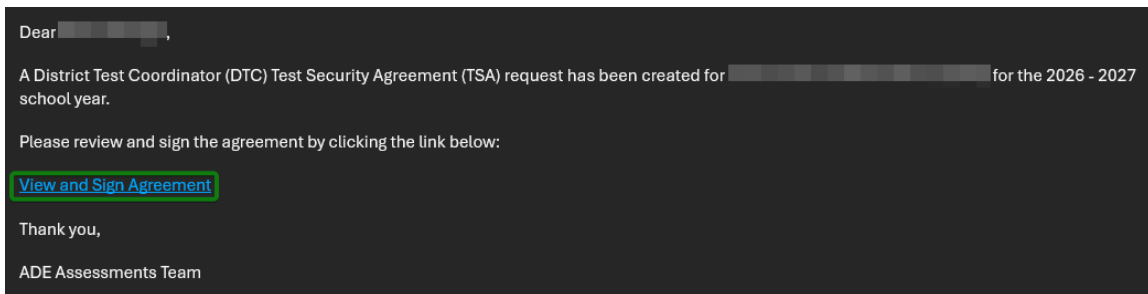


Signing the Test Security Agreement

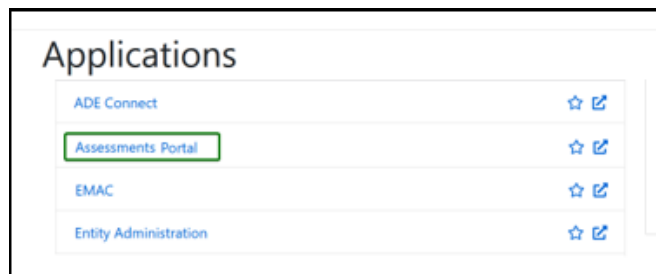
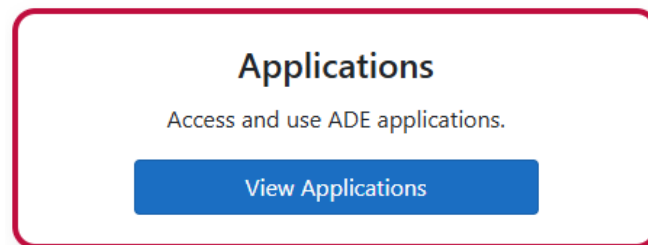
The Superintendent or Charter Representative, and the designated DTC for the assessment program, must electronically sign the Test Security Agreement before the DTC role(s) can be approved. The Superintendent must sign first, then the DTC will electronically sign the agreement.

1. The designated Superintendent or Charter Representative and DTC will receive an automated email notification about signing the Test Security Agreement. It may be necessary to check the spam or junk folder for the automated email.

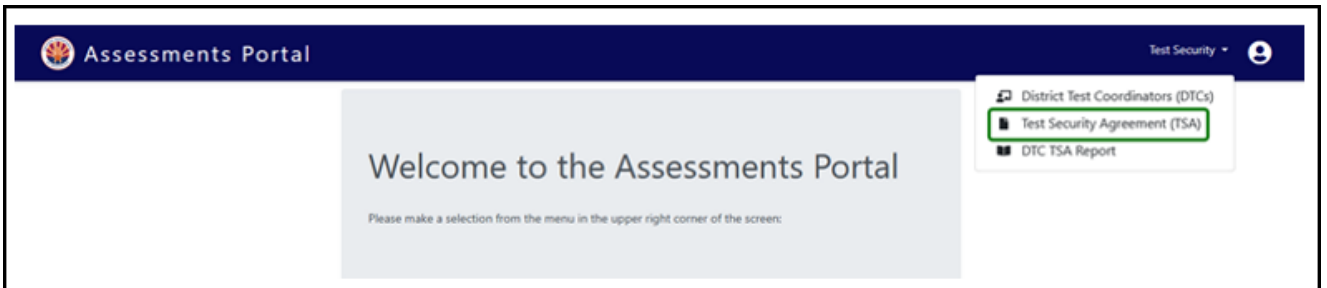
- A. The **Assessments Portal** can be accessed through the “View and Sign Agreement” link in the email notification.



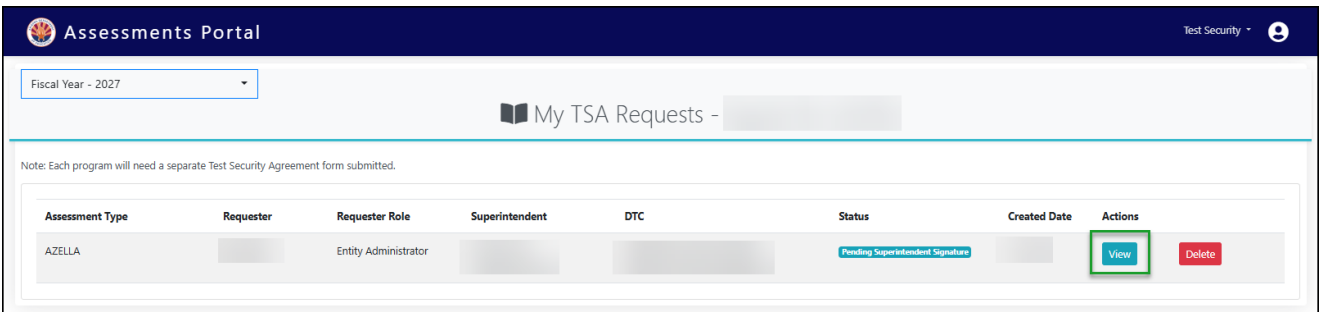
- B. Alternatively, the **Assessments Portal** can be accessed at ADEConnect (<https://adeconnect.azed.gov/>). Select **View Applications**, then select **Assessments Portal** from the list of applications.



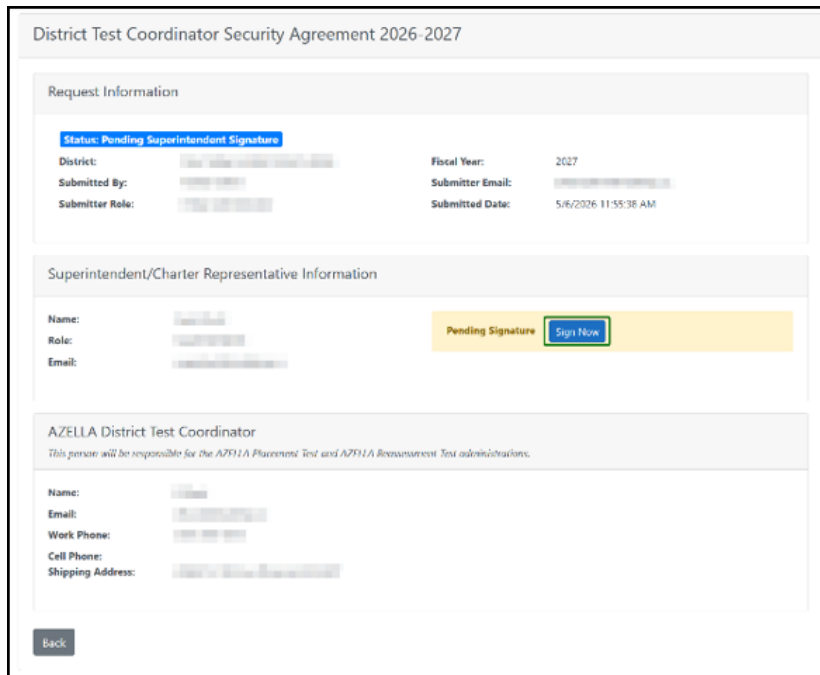
- Select **Test Security Agreement (TSA)** from the **Test Security** drop-down in the upper right-hand corner of the screen.



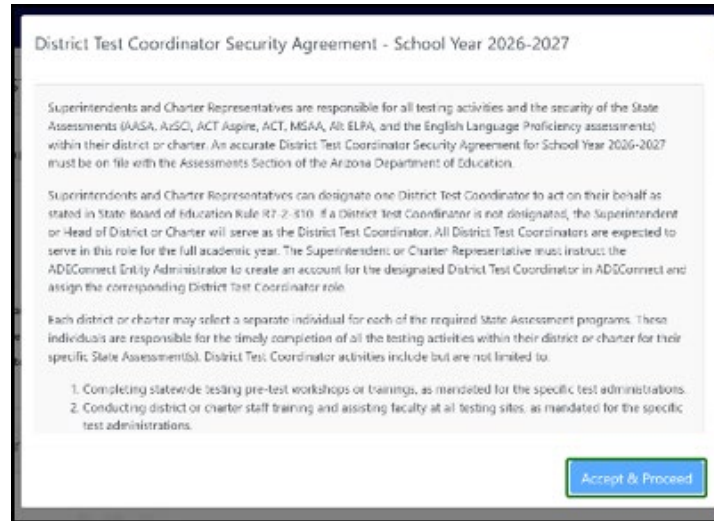
- To view a request, click the **View** button next to the request.



2. Click **Sign Now** to begin the signing process.



3. When accessing an unsigned request, a disclaimer will be presented for review. Read and scroll through the entire disclaimer. At the end of the disclaimer, the **Accept & Proceed** button will be dark blue, indicating it must be clicked to continue.



4. Digitally sign the Test Security Agreement.
 - A. Enter the first and last name in the “Full Name” field.
 - B. The date will automatically populate in the “Date” field.
 - C. Check the box to acknowledge the Test Security Agreement.
 - D. Click the **Submit** button.

District Test Coordinator Security Agreement 2026-2027

Superintendent/Charter Representative Information

Name: [Redacted]
Role: [Redacted]
Email: [Redacted]

Acknowledgement

A Full Name [Redacted] B Date 2026-05-07

C By checking the box and submitting your signature, you certify that you have read and understand the provisions of the District Test Coordinator Security Agreement, 2026-2027. Your typed signature is considered for electronic record with legal effect, validity, enforceability as defined in §2107 of the Government Paperwork Elimination Act.

D Submit Cancel

5. After the Superintendent or Charter Representative and the DTC have both signed the agreement, a PDF copy may be generated by clicking the **View Agreement** link at the top of the status screen. The status screen can be viewed by selecting **Test Security Agreement (TSA)** from the **Test Security** drop-down in the upper right-hand corner of the screen.

District Test Coordinator Security Agreement 2026-2027

Request Information

Status: Completed [View Agreement](#)

District:	[REDACTED]	Fiscal Year:	2027
Submitted By:	[REDACTED]	Submitter Email:	[REDACTED]
Submitter Role:	[REDACTED]	Submitted Date:	5/5/2026 2:14:03 PM

Superintendent/Charter Representative Information

Name:	[REDACTED]	Signed On:	5/5/2026 2:14:03 PM
Role:	[REDACTED]	Signature:	[REDACTED]
Email:	[REDACTED]		

Alternate Assessments District Test Coordinator

This person will be responsible for the All ELPA Summative, All ELPA Screens, and MSVA.

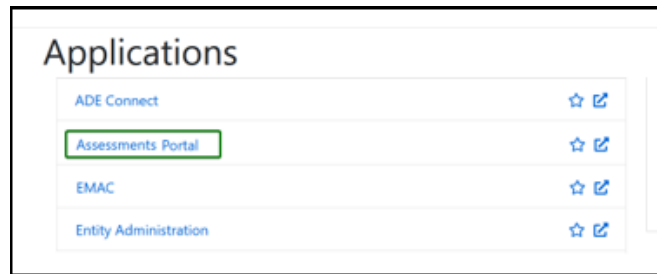
Name:	[REDACTED]	Signed On:	5/5/2026 2:21:47 PM
Email:	[REDACTED]	Signature:	[REDACTED]
Work Phone:	[REDACTED]		
Cell Phone:	[REDACTED]		
Shipping Address:	[REDACTED]		

[Back](#)

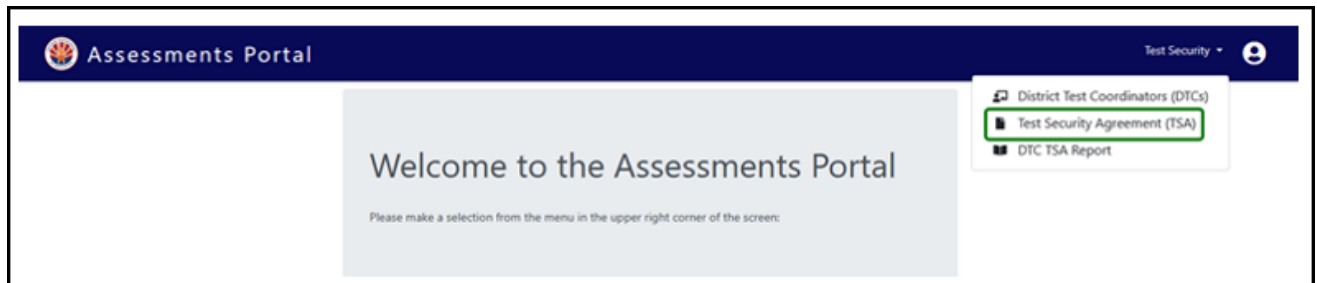
Deleting a Pending Request

There can only be one Superintendent or Charter Representative and one DTC for each assessment program (Achievement Assessments, Alternate Assessments, and AZELLA) at a time. When the Superintendent or Charter Representative and/or DTC need to be updated, any pending Test Security Agreement requests will need to be either completed or deleted before a new request can be submitted. Completed Test Security Agreements will remain in the application for tracking purposes and do not need to be deleted.

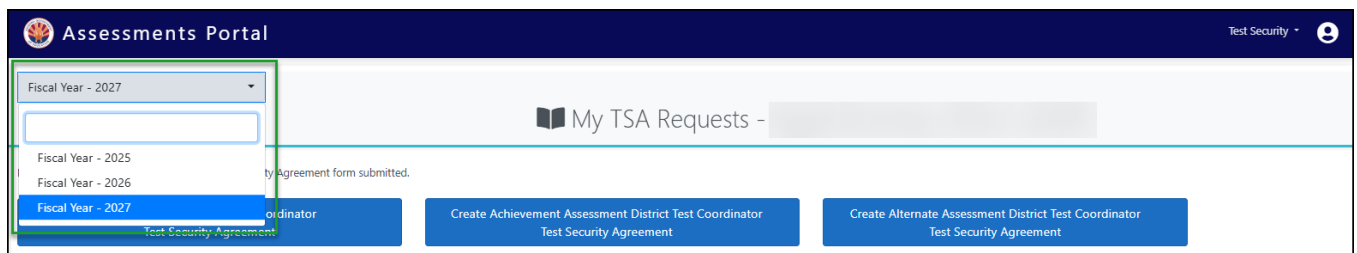
1. Select the **Assessments Portal** from the list of ADEConnect Applications.



2. Select **Test Security Agreement (TSA)** from the **Test Security** drop-down in the upper right-hand corner of the screen.

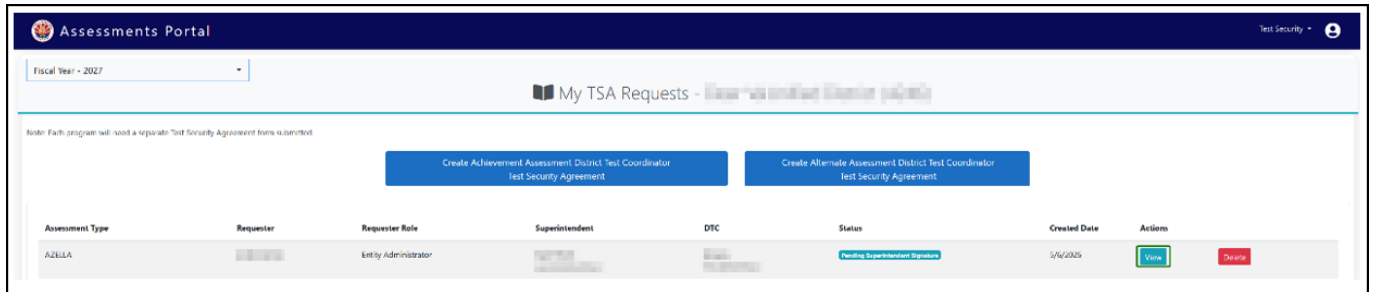


3. Select the **Fiscal Year** from the drop-down in the upper left-hand corner of the screen.

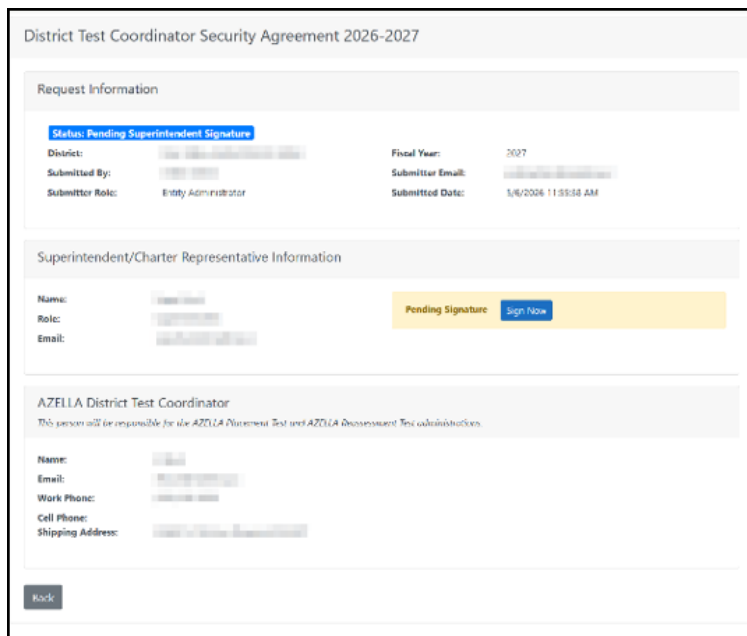


4. Pending requests can be reviewed and deleted from the **Test Security Agreement (TSA)** screen.

A. To review the request, click the **View** button next to the request.



- The status information screen is shown to the user.



B. Remove a request by selecting the red **Delete** button next to the request. A reason for deleting the request will need to be entered, then click **Submit**.

