



ASSESSMENTS

AZELLA

AZELLA Role Qualifications

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AZELLA District Test Coordinator

As the person in charge of overseeing the administration of the AZELLA in every school in the district or charter, the District Test Coordinator (DTC) is responsible for ensuring that the test administration meets the standards of test validity, reliability, and fairness for a wide range of learners.

Superintendents and Charter Representatives can designate one District Test Coordinator to act on their behalf as stated in State Board of Education Rule R7-2-310. All District Test Coordinators are expected to serve in this role for the full academic year. District Test Coordinators are required to have an ADEConnect account with the assigned role of AZELLA District Test Coordinator.

Each school year, school district Superintendents and charter school Representatives from all over the state designate one state test District Test Coordinator for each of the different state assessments. There is only one designated AZELLA DTC for the entire district. However, the same AZELLA DTC can be the designated as the AZELLA DTC for multiple districts.

The AZELLA DTC must be an employee of the district or a consultant under contract with the district. Consultants under contract with the district may assume the role of DTC, School Test Coordinator (STC), or Test Administrator (TA). Paraprofessionals may also be designated the AZELLA DTC provided they meet the requirements for this role.

AZELLA DTCs must be proficient in English and sign the English Language Proficiency Assessment Administrator Attestation. They must also abide by the District Test Coordinator Agreement that was signed at the time they were appointed as the DTC.

Be aware that the email address included in the signed DTC Security Agreement must be the individual's work email address. Generic email addresses such as School_A@aschools.com are not acceptable because the address must include the DTC's name. The DTC's email address is used with ADE, ADEConnect, and Cambium.

The signed District Test Coordinator Security Agreement between the district or charter and ADE, lays out the DTC's responsibilities including conducting pre-test training for AZELLA staff and serving as the AZELLA liaison to ADE.

The AZELLA DTC is responsible for the security of test materials, identifying and confirming eligible students are tested, ensuring tests are administered correctly to all eligible students, that ethical protocols are followed during test administration, and that security breaches and ethical violations are promptly reported to ADE.

DTCs routinely delegate tasks to School Test Coordinators (STCs) during the administration of the AZELLA. When STCs complete these tasks, the same standards of test administration and security must be observed.

AZELLA DTCs will disseminate the Individual Student Reports (ISR) to schools and be responsible for ensuring the Student Data Files (SDF) with the results of the assessment are uploaded to the district's Student Data Management System.

DTC Leadership Qualities

The required leadership qualifications for the AZELLA DTC include:

- Upholding and enforcing test security and confidentiality rules, administrative directives and regulations, school board policies and local, state, and federal regulations.
- Explaining, facilitating, and conducting ADE's standardized implementation of the Arizona English Language Learner Assessment.
- Communicating with ADE in a professional manner and collaborating with all state, district, and site-level departments.

To perform the tasks and fulfill the responsibilities of an AZELLA DTC, individuals appointed for this role must also exhibit knowledge and skills in organization, time management, and use of technology and the various platforms.

DTC Training

AZELLA DTCs are required to be at their Local Educational Agencies (LEA) in person to conduct the stipulated activities their role entails, including training and test administration observations.

The DTC is required to complete all training designated in Cambium's **AZ Portal** by the first day of the district's school year.

Before the administration of the AZELLA begins, the AZELLA DTC is responsible for creating and delivering a Placement – Dynamic Screener and a separate Reassessment - Summative training presentation that is reflective of the state's and the district's testing policy and procedures, test security, protocols for safeguarding materials, student privacy, testing irregularities and security and ethics violations, AZELLA chain of command, test materials, testing schedules, and more. 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 held virtually in a synchronous format.

DTC-Conducted Observations

The AZELLA DTC, in conjunction with the STC, is responsible for completing a test administration observation with every Test Administrator (TA) once during **each** AZELLA Test administration (Placement and Reassessment). When the AZELLA DTC is the TA of record, a school administrator must complete the test administration observation of the DTC. The school administrator will provide a debriefing session after the observation has concluded.

ADE has provided the *AZELLA Quality Assurance Test Administrator Observation Checklist*. The observation form **must** be made available to ADE upon request.

AZELLA School Test Coordinator

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 a primary grades STC and an 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.

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.

STC Training

AZELLA STCs are required to be at their Local Educational Agencies (LEA) in person to conduct the stipulated activities their role entails including test administration observations.

The STC is required to complete all training designated in Cambium's **AZ Portal** by the first day of the district's school year.

STC-Conducted Observations

The AZELLA STC, in conjunction with the DTC, is responsible for completing a test administration observation with every Test Administrator (TA) once during **each** AZELLA Test administration (Placement and Reassessment). When the AZELLA STC is the TA of record, the AZELLA DTC or a school administrator must complete the test administration observation of the STC. The DTC or school administrator will provide a debriefing session after the observation has concluded.

ADE has provided the *AZELLA Quality Assurance Test Administrator Observation Checklist*. The observation form **must** be made available to ADE upon request.

AZELLA Test Administrator

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.

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 an approved accommodation, 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.

Test Administrator Training

AZELLA TAs are required to be at their Local Educational Agencies (LEA) in person to participate in the stipulated activities their role entails. This includes the DTC-created training about district and school testing policy and procedures, test security, protocols for safeguarding materials, student privacy, testing irregularities and security and ethics violations, AZELLA chain of command, test materials, testing schedules, and more.

The TA is required to complete all training designated in Cambium's **AZ Portal** by the first day of the district's school year.

Proctors

AZELLA Proctors are the designated individuals in the testing room observing and keeping students on task while testing. The Proctor is not permitted to administer the AZELLA. Teachers, paraprofessionals, and other adults can act as Proctors, provided they are employed by the district and proficient English speakers who can model clear standard pronunciation of English. Proctors must sign the AZELLA Test Security Agreement and return it to the AZELLA District Test Coordinator.

Student teachers who are in their last semester of school and their college or University has a contract with the district for student teachers, may be a Proctor for the AZELLA. However, practicum students are not permitted in the testing room.

As a qualified AZELLA Proctor, the Proctor must:

- Be employed by the district or charter.
- Be a proficient English speaker.
- Complete all required AZELLA training requirements for the Proctor role.
- 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 TA, STC or DTC.
- Ensure students and other adults sign in and out of the testing room.
- Report to the TA when students are using unauthorized electronic devices while testing.
- Report to the TA when students are cheating on the test.

Proctor Training

AZELLA Proctors are required to be at their Local Educational Agencies (LEA) in person to participate in the stipulated activities their role entails. This includes the DTC-created training about district and school testing policy and procedures, test security, protocols for safeguarding materials, student privacy, testing irregularities and security and ethics violations, AZELLA chain of command, test materials, testing schedules, among others.

Technology Coordinator

Technology Coordinators (TCs) are responsible for ensuring that the test devices used by students and Test Administrators are configured with the minimum hardware, software, and network requirements for testing.

Cambium's AZ Portal support site contains comprehensive documentation on these and other topics that will assist Technology Coordinators during the initial setup and throughout the test administration. Topics include supported operating systems, supported web browsers, and information about network configuration.

As a qualified AZELLA Technology Coordinator, the TC must:

- Be employed by the district or charter.
- Be proficient in English.
- Read Cambium's [Technology Guide](#) and information about [Secure Browsers](#) for the AZELLA.
- 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 and/or Cambium about issues with assessment technology.
- Ensure all student technology devices are updated regularly, working properly, and set to the English language only.

Unauthorized Personnel

Volunteers, parents and guardians, daily substitute teachers, practicum college students, staff who are the parent of a student being tested, and students not being tested, are **not** permitted to be in the testing room and may not have access to AZELLA materials of any kind.