



ASSESSMENTS

AZELLA

Arizona English Language Learner Assessment Test Security Agreement - School Year 2026 - 2027

This Arizona English Language Proficiency Assessment (AZELLA) Test Security Agreement is intended for all employees of the district, charter holder, and school(s) who come in contact with AZELLA test materials, administer the ELP assessment, monitor students during test administration, and assist with testing. Security rules are designed to prevent actions or activities that may threaten the integrity or the validity of the test. School and district personnel shall read and sign the *AZELLA Test Security Agreement* as provided by the Arizona Department of Education (ADE) and Assessments, affirming that they will follow the test administration procedures required by ADE and the test publisher. **This form must be signed annually and on file prior to receiving any test materials and/or administering any AZELLA tests.** Arizona Administrative Code, R7-2-310(B)(1-12), (C)(1-9), (D).

By signing this AZELLA Test Security Agreement, I acknowledge the AZELLA is a secure test and agree to the following conditions of use to ensure the security of the test:

1. I shall not disclose or share any student demographic information, EL data, or IEP or 504 plan with any unauthorized person(s). This includes sharing EL data with other districts or schools outside my district.
2. I shall take necessary precautions to safeguard test materials and the validity of the AZELLA.
 - a. I understand that access to AZELLA test materials, including online tests, is restricted. I shall not attempt to gain access to test materials beyond that which are granted to me by my School Test Coordinator (STC), District Test Coordinator (DTC), superintendent, or charter representative.
 - b. If student test books, student response sheets, answer documents, Test Administration Manuals, and Test Administration Directions (TAD) are distributed to me, I shall keep them in a secure and locked location, except during actual test times. This includes any student data sheets, student information sheets, and Student Testing Tickets provided to me.
 - c. I shall not copy -in written form or electronically- or photograph any part of the test, contents of the computer-based test, or test materials.
 - d. I shall collect and account for all materials following each period of testing and shall not permit students to remove test materials including student test books and testing devices, scratch paper, and testing tickets from the testing room.
 - e. I shall not disclose, nor allow to be disclosed, any test items, passages, or prompts.
 - f. I shall not discuss passages, prompts or responses to any test items with students.
 - g. I shall not translate, explain, or paraphrase test items or passages for students.
 - h. I shall not allow the use of artificial intelligence (AI) to respond to **any** part of the test.

- i. I shall not log into a student’s online test, except when the Test Administration Directions direct me to use the student’s credentials to sign into the test, when key entering the student responses of an ADE-approved Special Paper Version test, or when an accommodation for the Test Administrator to assist a student to log into the test has been approved by ADE.
 - j. I shall not erase or change any student responses or marks (including stray marks) on a student’s test booklet or answer document, or any student responses of the online tests.
 - k. If AZELLA test materials are distributed to me, I shall return **all** materials to the School or District Test Coordinator immediately after the completion of every testing session.
 - l. I shall not develop scoring keys or prepare answer documents for any of the grades or grade bands of the Placement Test (Screener) or the Spring Reassessment (Summative). I shall not destroy any AZELLA test materials without the express, written consent from the test publisher and the Arizona Department of Education.
 - m. I shall not use any test materials for instruction before, during, or after the administration of the test.
 - n. I shall not use any personal electronic devices, including mobile phones, smart watches, or cameras in the testing environment to send text messages or capture images of students' testing.
3. I shall report any violation of this test security agreement.
 4. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures that shall be applied when the actions of a staff member are such that they result in a test security violation.
 5. I am employed by the district/charter in which I participate in AZELLA testing activities.

Individuals who will administer or proctor the AZELLA tests for school year 2026 – 2027 must also agree to the following conditions to ensure the correct administration of the tests:

6. I shall participate in test administration training and qualification activities prior to administering the AZELLA tests.
7. I shall complete the required AZELLA Test Security and Ethics training module, as provided by the AZELLA State Test Coordinator, prior to signing this document.
8. I shall complete the required district training sessions provided by the AZELLA District Test Coordinator (DTC) prior to accessing ELP test materials and administering any ELP tests.
9. I will sign the English Language Proficiency Assessment Administrator Attestation to certify that I am a proficient English speaker who can model clear standard pronunciation of English.
10. I shall closely review the appropriate Test Administration Directions prior to administering the test.
11. I shall follow all the instructions in the Test Administration Directions, including **reading the directions to students exactly as scripted.**

The 2026-2027 AZELLA District Test Coordinator must also agree to the following conditions to ensure student privacy, test security, and the correct administration of the tests:

1. AZELLA DTCs are required to create and present a minimum of two (2) different training sessions (one for the Placement Test administration and one for the Spring Reassessment administration) for their AZELLA staff. The presentations should be tailored specifically to their district and schools and reflective of the state and the district’s testing policy and procedures, test security, protocols for safeguarding materials, student privacy, testing irregularities, ELP chain of command, materials, testing schedules, and other pertinent information related to ELP testing.
2. AZELLA DTCs are required to be at their Local Education Agencies **in person** to conduct the stipulated activities their role entails, including training and observations.
3. AZELLA DTCs are required to ensure that online schools administer the ELP in a room that meets the requirements of a secure test environment (e.g., separate room with secure Wi-Fi, only the students to be tested and the qualified Test Administrator present in the room, no educational materials or posters on the walls, etc.). Common spaces and study carrels at public libraries do **not** meet the requirements of a secure test environment. If the administration of an ELP test is conducted in a space where a test security breach can occur and does not meet the requirements for secure testing, ADE will invalidate the test.

My signature on this document certifies that I have read the above policy and completed the required Test Security and Ethics Training. I am assuring my district/charter and the Arizona Department of Education that I understand the consequences of not following the above security agreement requirements, and I will abide by the above conditions. I will also ensure that any ELP staff that I supervise, who will have access to the ELP Tests, will also sign this ELP Test Security Agreement.

Signature: _____

Printed Name: _____

Title: _____ Date (MM/DD/YYYY): _____

School: _____ School Entity ID: _____

District: _____ District Entity ID: _____

This signed AZELLA Test Security Agreement form must be kept and maintained by the AZELLA District Test Coordinator and the district or charter holder office for 6 academic years. This signed agreement form must be made available to ADE upon request. DO NOT send this signed form to ADE unless ADE requests it.

This form may not be altered. This form may be photocopied.