



Spring AZELLA

Boot Camp • January 2020
Arizona Department of Education
Assessment • AZELLA
Brenda Vanderwerp



Placement Test Administration

Administration of the AZELLA Placement Test continues, non-stop, through May 15, 2020.


Students administered a Placement Test after January 1 **WILL NOT** participate in the Spring Reassessment.

If you receive a new student during the Spring Reassessment Test window who requires a Placement Test, **you must administer the Placement Test, NOT** the Spring Reassessment Test.



EL Group 8

- Students listed on the EL73 Report as **EL Group 8** require a Placement Test NOW – not the Spring Reassessment!
- Students who have the **red font** message on their EL70 Report and who are not listed on your EL73 Report, require a Placement Test NOW!
 - *To be Eligible for EL Services, student requires an AZELLA Placement Test due to an outdated AZELLA test record.*

Assessment History						
Date	AZELLA Test ¹	Tested Grade ²	Overall Proficiency Level ³	Eligibility Status	District Name	District
 To be Eligible for EL Services, student requires an AZELLA Placement Test due to an outdated AZELLA test record.						
03/05/2018	R	KG	Pre-Emergent/Emergent	Eligible for EL Services		

AZELLA Placement Test Materials

- The AZELLA Placement Test materials will be used for the next 2 school years:
 - 2020 – 2021
 - 2021 – 2022
- Keep your Placement Test materials separate from your Spring Reassessment Test materials.
- **Do NOT send the Placement Test materials back to Pearson!**





February 3 – March 20, 2020

Spring 2020 AZELLA Reassessment Test Administration Window





















- 7-week testing window
- No extensions, no exceptions
- Start early
- Up to 5 consecutive instructional days to complete a test; however, try to have tests completed within 2-3 days; students may complete more than one (1) test unit per day
- Once a test unit has started, it must be completed during the same school day
- No breaks during a test unit, including lunch break so plan accordingly
- Do not start a test unit at the end of the school day if there won't be enough time for a student to finish the unit

- Reassessment Test Training tab
- Follow the correct “Category” in the ATMS
- **Test Security and Ethics module only needs to be completed 1 time** during the school year – complete under Placement or Reassessment in the ATMS
- K-2 module is required those districts with schools that serve students in K-2
- ATMS Module Completion Report is only functioning for the Reassessment Training Modules (DTCs and STCs)
- PD Certificates are available to view and print from User accounts
- <https://az.tms.pearson.com/>

Required Training Modules

AZELLA Training Management System

(ATMS)

Category	Test Security and Ethics	Technology	DTC & STC: Role & Responsibilities	Grades K-2	Grades 3-12
District Test Coordinator					
School Test Coordinator					
Technology Coordinator					
Test Administrator					

SPR2020 Reassessment Stages I and II Pre-ID Labels

1. Testing materials and Pre-ID Labels have been delivered
2. Inventory materials
3. Download, print, and review EL73 Report
4. **Confirm** (*prior to using*) Pre-ID Labels match the school, grade level, and students' demographics from their EL70 Reports
5. Correct Pre-ID Labels may be applied to the students' test books in the correct place (*front cover – upper left corner*)
6. **DO NOT USE any Pre-ID Labels that are incorrect and for students who are no longer enrolled in the school**
7. Students who didn't receive a Pre-ID Label must have their Student Data Demographic grid bubbled-in on the back cover of the book which **MUST** match the EL70 Report and the registration in PAN



Spring Reassessment PAN Accounts

DTC PAN Accounts

- ADE/Pearson will enable DTC PAN accounts for the Spring Reassessment Test administration for those who have completed the training requirements
 - Responsibility of DTCs to enable other PAN user accounts after the staff member completes the required trainings

AFTER PAN account has been enabled

- DTC - May place one (1) additional order for Stage I and II materials
- DTC and STCs - Review, edit, and add students
 - MUST review and complete the “Registration” tab for all students
 - EL Classification
 - EL Services
 - SPED Program participation
 - Migrant Program participation
 - DTC - Submit Work Requests when needed
 - Print Stages III-V Testing Tickets





All Students with an EL Need Participate

All students with an EL need, regardless of disabilities, are required to test annually with the Spring AZELLA Reassessment Test unless they are administered an AZELLA Placement Test after January 1, 2020.

EL students whose parents declined EL Services this school year (PW) are required to participate in the Spring Reassessment Test.

- *If it is determined on an individualized basis that an EL has a disability that precludes assessment in one or more domains of the AZELLA (speaking, listening, reading and writing), such that there are no appropriate accommodations for the affected domain or domains, the AZELLA DTC must contact the AZELLA Team for further guidance.*
- *Only in **very rare circumstances (such as completely blind or completely deaf)** will children need to be assessed in fewer than four domains due to a disability that precludes assessment in a particular domain, and that the vast majority of ELs with disabilities **will be able to be assessed in all four domains**, with appropriate and ADE-approved accommodations as needed.*

SPR20 Reassessment Student Registrations

For students who were not pre-registered:

- Utilize the Student Registration File, or
- Manually register students

Student demographics **MUST MATCH** what is showing on the student's EL70 Report, not what is in your Student Information System !

- ADD **leading** zeros to SSID to create an 11-digit SSID in PAN
 - **000**XXXXXXXXX





Work Requests Transfer Students

(all grade levels)

After reviewing student registrations in PAN, students who are not enrolled in the school will remain in PAN so that the student's new school can submit a Work Request to transfer the test registration

- **APPROVE** requests for students who have not started and not completed the entire Reassessment Test
- **REJECT** requests for students who have completed the entire Reassessment Test

[Transferred Student with an EL Need](#)

optional form for transferred students during the Reassessment Test window



Spring 2020 Reassessment Manuals

- **Test Coordinator Manual**

- Shipped with Stages I and II materials arriving during the week of January 20
- Available to download
 - in PAN [Support >> Documentation] (once DTC PAN account is enabled)
 - From ADE's DTC >> AZELLA webpage (January 21)
- Must be returned to Pearson at the close of test window

- **Spring Reassessment Test Administration Directions**

- Stages I and II shipped from Pearson arriving during the week of January 20 and available to order additional manuals in PAN after January 24
- Stages III – V available to download in PAN [Support >> Documentation]
- Must be returned to Pearson or securely shredded at the close of test window
- *SPR20 TADs are different than the Placement TADs*

- **SPR20 Reassessment PAN User's Guide**

- Available to download in PAN [Support >> Documentation]

Observations and Forms

Test administration observations should not only be looking to gather information on whether the procedures and behaviors are in accordance with the test security and test administration directions, but also to utilize the information when meeting with staff to provide quality feedback for refining test administration practices. In addition, the observations as a whole, will serve to target those aspects where there is room for improvement for your next test administration training.

ADE's Assessment Team will be monitoring and observing test administration throughout the Spring 2020 AZELLA Reassessment Test window. For selected districts, ADE will notify districts prior to the Assessment Team arriving.

DTCs are required to observe all STCs

- [Quality Assurance Checklist for Test Security and Ethics – AZELLA STC](#)
- The AZELLA DTC must conduct an individual review and debrief of their observation with each School Test Coordinator

DTCs and STCs are required to observe all Test Administrators and Proctors

- [AZELLA Test Administration Observation Checklist](#)
- The AZELLA DTC and/or STCs must also individually meet with Test Administrators and Proctors to review the results of their observations



Testing Accommodations

Not all accommodations that are appropriate for instruction are appropriate for assessment. There are accommodations that are not appropriate for AZELLA.

Accommodations that invalidate the construct of the test are not permitted.

Universal Test Administration Conditions

Does not require approval from ADE

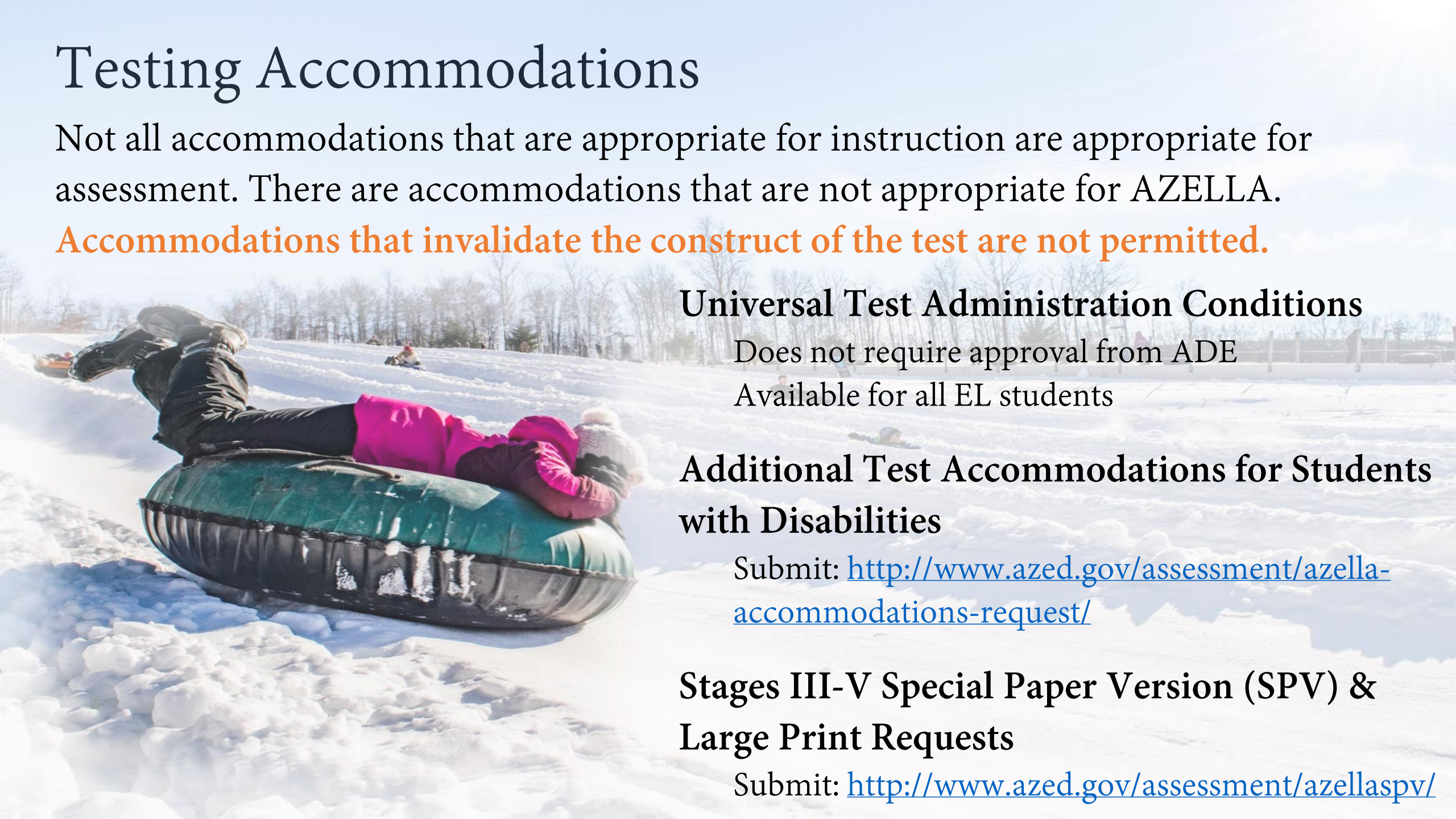
Available for all EL students

Additional Test Accommodations for Students with Disabilities

Submit: <http://www.azed.gov/assessment/azella-accommodations-request/>

Stages III-V Special Paper Version (SPV) & Large Print Requests

Submit: <http://www.azed.gov/assessment/azellaspv/>



Returning Test Materials



- All Stages I and II and Stages III-V SPV Spring Reassessment Test materials must be **shipped to Pearson no later than March 27, 2020.**
 - MUST follow the explicit directions in the Test Coordinator Manual (TCM) for packing and shipping Scorable (students completed test books) and Nonscorable materials.
- Districts/Charters with **ONLY Grades 3-12 students** enrolled may securely shred all Stage III and Stages IV-V Test Administration Directions (TADs) prior to March 25, 2020.

Results

- May 7, 2020
 - Posted in PAN – Reports and Student Data Files (SDF)
 - Unmatched student records show-up in the AZELLA Corrections application
- May 8 – 11, 2020
 - Results on students' EL70 Reports
- May 19, 2020
 - Individual student paper reports arrive at districts
 - Distribute to parents and place in cumulative files
- **NO OnDemand Preliminary Reports**





Students who receive and Overall Proficiency Level (OPL) of...

Proficient

- Reclassify by Exiting student from EL Services
- Notify parents of reclassification
- Begin FEP1 monitoring SY 2020-2021







Undetermined

- Administer a Placement Test within first 2 weeks of SY 2020-2021
- [English Learner Status Undetermined](#) referral form required

Less than Proficient

- Eligible for EL Services for SY 2020-2021

2¢ Tips

- PAN – change  test administrations between
 - *AZELLA Placement 2019-2020* and
 - *Spring 2020 AZELLA Reassessment*
- Take the extra 30 seconds  to confirm the correct student is testing!
- Monitor students while testing! 
- Submit requests for new Stages I and II Speaking Test Lithocodes  ASAP so the student can finish testing
- Verify Stages III-V microphones  are working correctly during the Speaking Test sample questions and prior to student starting the test questions
- Be certain that all students who started a test prior to Spring Break have completed the entire test before Spring Break 



AZELLA Art Contest

March 2 – April 30, 2020

- ADE will be accepting artwork submissions from Arizona's English learner students
- Artwork will be used for the revised AZELLA document covers
- Submitted on 8 ½" x 11" paper in "portrait" format
- Paint, water colors, crayons, colored pencils, etc. may be used
- Selected artwork will require a parent/guardian consent and release form for the use of the artwork

Details about how to submit AZELLA
artwork will be coming soon!



SAVE THE DATE!

September 28-30, 2020



ARIZONA ASSESSMENTS CONFERENCE

Integrating assessments, standards, and accountability
for student success.

Cost: \$425 per person
(includes breakfast, lunch, and parking each day)
Registration will open in March 2020

Call for Presenters will begin in January 2020

www.azed.gov/assessment/conference

Questions: Testing@azed.gov

Location: Renaissance Phoenix Glendale Hotel and Spa
9495 W. Coyotes Blvd
Glendale, AZ 85305

www.azed.gov/assessment/lodging

Room rate is \$121 (or prevailing state rate) plus applicable taxes.
Group rate is available until August 27, 2020 or until sold out.





Thank you

The AZELLA Team