Achievement
Tutoring

Session 2
January 16, 2024 to February 27, 2024

ARIZONA DEPARTMENT OF
EDUCATION

Audra Ahumada
Deputy Associate Superintendent of Assessments

Linda Burrows
Deputy Associate Superintendent of Academic Standards

Kim Logan
Technical Business Analyst

ARIZONA DEPARTMENT OF EDUCATION

Agenda

- Overview of Program
- Assessment
- Documentation
- Billing
- Portal Demonstration

Webinar Attendance

What Is Achievement Tutoring?

Provides tutoring in reading, writing, math, or ACT prep

Eligible students in grades K-12 in public school districts or charters

Tutors can be teachers or authorized ATP Tutoring Providers

Students in grades 1-8 will take a pre-test and post-test to measure gains

Tutoring sessions can be up to an hour, four times per week for a total of 24 hours per six-week block

Tutoring occur in person or virtually, before or after school

Goal is to improve proficiency

Assessment

Grades 1-8

Pre-test window   January 9-30, 2024

Post-test window   February 20-27-2024

ATP Manager or Test Coordinator must complete the FocalPoint training

All tutors must complete the FocalPoint training

Parents should not be proctoring

Tutors with students that make gains according the FocalPoint assessment are eligible for a stipend

Kindergarten, Grades 9-12

We do not have an ATP assessments for grades Kindergarten and 9 through 12

LEAs, Charters, and Authorized ATP Providers may use their own measurements of gains

Gain stipend is not available for these tutors

FocalPoint Resources and Supports

Questions

Pre or Post Assessment Questions
AchievementTutoringProgram@focalpointk12.com

Office Hours

Hosted by FocalPoint:
January 11, 2024 4:00pm
January 16, 2024 4:00pm
January 18, 2024 4:00pm

Help Desk

https://support.focalpointk12.com/hc/en-us/categories/360003861051-ADE-Achievement-Tutoring-Support-Center

Required Trainings

Test Coordinators   40 minutes

Tutors and TCs   20 minutes

Students*   10 minutes

* not required for student
This training is to support the Tutor or Test Coordinator

FocalPoint K12

Search 🔍

ADE - ACHIEVEMENT TUTORING SUPPORT CENTER

Explore a wealth of resources and guidance tailored to enhance your experience with the FocalPoint platform. From Quick Start Guides to specialized training videos, empower yourself with the tools and knowledge needed to navigate seamlessly through the Achievement Tutoring Support Center.

Quick Start Guides

- November 2023 Office Hours Slide Deck
- Test Coordinator Quick Start Guide
- Proctor (Tutor) Quick Start Guide
- Student Quick Start Guide

Training Center

- Office Hours Slide Deck from November 2023
- Office Hours Details for November 30th
- Office Hours Details for November 28th

Overview & Access

- How to Login to the FocalPoint Platform
- How to Reset/Change Your Password
- Forgot Username & Password
- How to Access the Left Side Menu
- How to View/Edit Your Profile
- About Me and Profile Preferences

  See all 9 articles

I'm A Test Coordinator

- How To Add a Location
- How to Add an Exam Controller
- How to Add a Proctor/Tutor?
- How to Add a Proctor using Bulk Upload
- How to Assign Location to a Proctor
- How to Add an ExamTaker?

  See all 9 articles

I'm a Tutor/Proctor

- How to Add a Time Slot?

I'm a Student

- How To Take A Exam as a Student - Login Base

**FocalPoint
Resources and Supports**

Documentation

LEAs, Charters, and Authorized ATP Providers are responsible for maintaining all documentation for the ATP Program.

Attendance of Sessions

FocalPoint Training Hours

Subjects and Grades Tutored

Test Administrator Test Security Form

Provide to ADE Upon Request

Billing

- ✓ Number of Students Tutored

- ✓ Number of Hours Tutored

- ✓ Grade and Subject Tutored

- ✓ FocalPoint Training Hours

- ✓ LEA, Charter, or ATP Tutor Provider Company Information

Submit all invoices to the ATP Third-Party Provider

Details to be determined

ATP Portal Demonstration

All users (ATP Managers and Tutors) will need an ADEConnect account and add individuals to the ATP Portal.

Entity Administrator Tasks:
- Add ATP Manager and Tutors to ADEConnect
- Grant access for ATP Manager and Tutors to the ATP Portal

ATP Tutor Tasks:
- Find and add students to your queue
- Log sessions, date, time, subject

Resources
[ADEConnect videos](#) and documentation

Contact Us

📞 (602) 542-8710

🌐 www.azed.gov/achievement-tutoring

✉️ AchievementTutoring@azed.gov

Questions