



AZELLA Placement Test Administration Compliance Time Frames

Placement Testing Timeline Process

1. **Identify** the eligible student (see [Eligibility for the AZELLA Placement Test](#) document)
2. **Register** the student for the Placement Test (through PearsonAccess^{next} (PAN))
3. **Administer** the Placement Test
4. Some grade levels must have their responses/scores **key entered** and submitted through PAN (Kindergarten, Grade 1, and Grades 2-3 Unit 4)
5. Wait for the **OnDemand** results (approximately 1-2 days after test was completed) that will be available in PAN
6. **Notify** parents of the results (Do NOT provide the parents/guardians with a copy of the OnDemand Report)

Clarifying “Time”

Calendar Days, Weeks, and Months	<i>Every day on the calendar. This includes Saturdays, Sundays, holidays, and all non-instructional days.</i>
Jump Start	<i>Two calendar weeks before the first academic instructional day for students based on the School Finance approved district/charter calendar. These 2 weeks are bonus time. They are not included in the Start of School time.</i>
Start of School	<i>First academic day for students based on the School Finance approved district/charter calendar.</i>
After School Starts	<i>Begins with the second academic instructional day for students based on the School Finance approved district/charter calendar.</i>
Enrollment Date	<i>This is the student’s enrollment start date as compared to the first day of attendance. They may or may not be the same day. The “enrollment start date” is noted on various ADE reports, including the EL73 Report and the STUD10 Report. When students enroll before the first academic instructional day, their “enrollment start date” is the first day of school.</i>

Federal Funds v. No Federal Funds (Title I and/or Title III funds)

This is about **potential EL** students. These are students who are NEW to AZ schools and do NOT have an AZELLA test history nor any EL program transactions per the EL70 Report.

Accepts Federal Funds	Does Not Accept Federal Funds
Within 30 calendar days for students who are enrolled in school on (*or before) the first academic day of the school year, or within two (2) calendar weeks of the student’s school enrollment for those who enroll in school after the first day of instruction. * The 30 calendar days does not start until the first academic day of the school year.	Within 60 calendar days for students who are enrolled in school on (*or before) the first academic day of the school year, or within 30 calendar days of the student’s school enrollment for those who enroll in school after the first day of instruction. * The 60 calendar days does not start until the first academic day of the school year.
The 30/60 days is only for those students who are enrolled in school by the first academic instructional day for the school year. This timeline does NOT restart as each student enrolls after the first day of school.	

Re-Testing EL Students with an AZELLA Placement Test

EL students **with** an AZELLA test history or an EL Program Services Enrollment who need to be administered a new AZELLA Placement Test must do so **within 2 calendar weeks** from the date of the student’s school **enrollment start date.**

Students with an UNDETERMINED ELP test result. <i>The English Learner Status Undetermined or Missed Prior Reassessment Test</i> referral form must be used for this student.
Students who missed the administration of the prior school year’s Spring Reassessment Test. <i>The English Learner Status Undetermined or Missed Prior Reassessment Test</i> referral form must be used for this student.
Students with the red font quick alert message on their EL70 Report.
Students associated with EL Group 8 on the school’s EL73 Report.
Students will show up on the school’s EL73 Report after their school enrollment transaction has passed Integrity.
Students with a Placement Test Referral.
Students who have an EL need, were administered the prior school year’s Spring Reassessment Test, and received an Overall Proficiency Level that is less than Proficient (and not Undetermined) are not eligible to be administered a new Placement Test unless they are eligible for the EL to Mainstream Placement Test referral.