ASSESSMENTS

2024 – 2025 AZELLA DTC Self-Evaluation Quality Assurance & Ethical Practices for Test Security

This is a **self-evaluation** that must be completed by the **AZELLA District Test Coordinator** once during **each** AZELLA Test administration (Placement and Reassessment). This form, digital or hard copy, must be made available to ADE upon request.

Assessment (**Select one**): **Placement** or **Reassessment**   Date of Completion: _____

AZELLA District Test Coordinator: _____

District Name and Entity #: _____

Before the Administration of AZELLA Test – Enter Date Completed: _____	Yes	No
Complete the mandatory Test Security and Ethics Training provided by the Arizona Department of Education.		
Trains staff on test security, ethical testing practices, test administration procedures and directions, policies, and procedures for reactivating a student's test, establishes procedures for documenting disruptive student behaviors**,** and keeps documentation of these trainings including date(s), method of training, and sign-in sheets from the training(s).		
Collects and keeps signed paper copies of the AZELLA Test Security Agreement, provided by the Arizona Department of Education. These signed copies must be kept in a secure location at the district or building for 6 years.		
Creates and maintains a list of staff who have access to the test registration system(s) and student testing site(s) and their user roles.		
Creates an account-reactivation process for the district for those who had access to the test registration system(s) and student testing site(s), and requests reactivation of their account(s). Creates and maintains an Account Reactivation Log (district/building). All accounts must be approved and enabled by the AZELLA District Test Coordinator.		
Creates and explains the reporting processes for breach of security for all staff.		
Maintains the confidentiality of all student information consistent with FERPA.		
Ensures that a procedure is in place so that Test Administrators are made aware of **accommodations for students** with disabilities (SWD) are provided in accordance with the students' **SPED/504 Plan and approved by ADE**.		
Ensures that all tools and accommodations identified in the students' IEP or 504 plan are also listed in PearsonAccess^next and properly marked in the **student registration in PAN**.		
During the Administration of the AZELLA Test–Monitors Sites–Date Completed: _____	Yes	No
Visit every school site in-person during the test administration windows to monitor AZELLA activity, test administration, test security, provide guidance and answer questions from the AZELLA staff questions.		
Testing environment: bulletin board displays, fact tables, charts and diagrams, posters, word/grammar walls, and other materials that may give assistance or an advantage to students during testing have been removed or covered.		
Test Administrators verify that all students' personal electronic devices are turned off when entering the testing environment and remain turned off during testing. All staff personal electronic devices are silenced or turned off during testing.		
Beginning of test sessions: Test Administrators confirm that each student assigned to the testing session and is present for testing has the correct Student Test Book or has the correct Testing Ticket.		
Beginning of test sessions: Directions read to student are only from the Test Administration Directions manual.		
Observed Test Administrators and Proctors were up and moving around the room monitoring students during testing.		

During the Administration of the AZELLA Test–Monitors Sites–Date Completed: _____	Yes	No
Test Administrators and Proctors **do not** disclose and/or discuss the content of any portion of the test content with each other, other staff, and students.		
Test Administrators and Proctors **do not** allow students to access and/or share any portion of the test content prior to, during, or after the test administration.		
Test Administrators and Proctors **do not** coach, influence and/or change students' answers.		
Verified that no one including, the District Test Coordinator, School Test Coordinators, Test Administrators, Proctors, staff, and students have **not** photocopied, transcribed, or duplicated any portion of the test materials. This includes the Kindergarten, Grade 1, and Grades 2-3 Test Administration Directions, student test books, and the Kindergarten Placement Test Student Response Sheet.		
End of test units are **submitted only** by the **student**. In the rare instance that the student cannot do it, ADE approval is REQUIRED for the Test Administrator to submit a test unit.		
Test Administrators collect **all** testing materials, including students used, scratch paper and testing tickets, **before** dismissing students. Students used scratch papers are shredded **on the day of use**.		
All testing materials are placed in a **secure, locked location** and all students have signed out of the electronic devices used for **online** testing with the TestNav platform.		
The DTC has **investigated test administration incidents** made by the TAs, STCs, and others, and reported valid AZELLA test irregularities to the AZELLA State Test Coordinator at ADE using the AZELLA Test Irregularities application in PearsonAccess Next or by submitting the AZELLA Test Administration Irregularity Report.		
The DTC has **investigated breaches of test security made by the TAs, STCs, and others,** and reported valid AZELLA test security and ethics violations to the AZELLA State Test Coordinator at ADE using the AZELLA Test Security and Ethics Incident Report.		

After Administration of AZELLA Test – Enter Date Completed: _____	Yes	No
Maintains a copy of this Quality Assurance Checklist for Test Security and Ethics **in a secure location** at the district.		
Maintains testing documentation such as student logs, transfer requests, Student Transferred with an EL Need, and test irregularity and test security incident forms, etc., **in a secure** location to make them available to ADE.		
In conjunction with the Technology Coordinator, the DTC has confirmed that all AZELLA audio and video files and the Grades 4-12 Test Administration Directions have been removed and deleted from all physical devices and cloud-based storage repositories to which these video and audio files were downloaded or uploaded.		

Notes:

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The district is required to keep this completed document through June 30, 2025.