



ASSESSMENTS

2024 – 2025 AZELLA Quality Assurance and Ethical Practices for Test Security Observation of the AZELLA School Test Coordinator

The AZELLA District Test Coordinator must observe every AZELLA School Test Coordinator (STC) 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: _____ AZELLA School Test Coordinator: _____

District Name and Entity #: _____ School Name and Entity #: _____

AZELLA School Test Coordinator	Yes	No
Completed the mandatory Test Security and Ethics Training provided by the AZELLA District Test Coordinator.		
Keeps a copy of the Testing Schedule for the school site.		
Keeps a list of staff who have access to the test registration system(s) and student testing site(s) and their user roles.		
Explains the reporting processes for breach of security for all staff.		
Maintains the confidentiality of all student information consistent with FERPA.		
Follows the procedure established by the AZELLA DTC to ensure that Test Administrators are aware of accommodations that will be provided to Students with Disabilities (SWD) in accordance with their IEP or 504 plans and approved by ADE.		
Creates the list of students that need to be tested and provides them to the Test Administrators.		
Completes the testing logs and provides them to the Test Administrators prior to testing.		
Follow procedure for handling disruptive students established by the AZELLA DTC and ensures that they are implemented by Test Administrators.		

Observing AZELLA School Test Coordinator Monitoring School Building, Test Administrators, and Proctors	Yes	No
Testing environment: bulletin board displays, fact tables, charts and diagrams, and other instructional materials that may give assistance or 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.		
Test Administrators provide all appropriate and necessary accommodations to SWD)		
Confirms that the Grade 1 Placement and Reassessment and the Kindergarten Reassessment Unit 5 Speaking Tests are administered one-on-one using TestNav. <i>(For STCs at a school that serves Kindergarten and Grade 1 students.)</i>		
Confirms there are no more than 6 students in the testing room at a time when completing the online Speaking Test Unit 5 for grades 2-12. Exception- a larger setting i.e., cafeteria/library- must provide min. 6' space around each student testing for Speaking test, must reference TAD for specifications.		
Beginning of test sessions: Test Administrators and Test Proctors confirm that each student assigned to the testing session, has the correct Student Test Book and/or Testing Tickets.		
Beginning of test sessions: Directions read to student are only from the Test Administration Directions manual.		
Test Administrators and Test Proctors are up and moving around the room monitoring students.		
Test Administrators and Test 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 Test 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 Test Proctors do not coach, influence and/or change students' answers.		
District Test Coordinators, Test Administrators, Test Proctors, staff, and students do not photocopy, transcribe, or duplicate any portion of the test materials.		

STC Name: _____

Assessment (Select one): **Placement** or **Reassessment**

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, before dismissing students . Students used scratch papers must be shredded at the end of the testing day.		
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.		
Reports any breach of test security to the AZELLA District Test Coordinator immediately.		

Notes:

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