![ASSESSMENTS AZELLA logo]

Arizona English Language Learner Assessment (AZELLA)
# Test Administration Calendars - School Year 2024 - 2025

This calendar provides important critical dates for each AZELLA test administration.

- 2024-2025 AZELLA Placement Test Administration (pages 2 – 5)
- 2024-2025 AZELLA Placement Test Cycle Calendar (pages 6 – 7)
- Spring 2025 AZELLA Reassessment Test Administration (SPR25) (page 8 - 10)

AZELLA Frequently Used Acronyms:

Acronym	Title
AZELLA	Arizona English Language Learner Assessment
DTC	District Test Coordinator
STC	School Test Coordinator
TA	Test Administrator
AzLMS	Arizona Learning Management System
PAN	PearsonAccess^next
SDF	Student Data File
ISR	Individual Student Report (Pearson)
SIS	Student Information System (District)

Important Contacts Information:

Group	Questions about…	Contact
Assessments - AZELLA Team	AZELLA test administrations, irregularities, and accommodations AZELLA test records and corrections EL70 – ELP Student Test History Report EL72 – ELP Test Roster Report EL73 – EL Student Need Report Development of the AZELLA Tests and AZELLA Sample Tests	✉ AZELLA@azed.gov (BEST method!) ☎ 602.542.5031 🌐 https://www.azed.gov/assessment/azella-dtcs
Pearson Program Team	PAN, AzLMS, TestNav, Understand Scoring Pearson Published Reports and Student Data Files Shipping and receiving AZELLA test materials	☎ 888.705.9421 Option 2 🕐 Mon – Fri 7:00am – 7:00pm CST
Office of English Language Acquisition Services (OELAS)	EL Program Services (SEI Models) enrollments/exits EL71 – EL Program Participation Report Parent Notification and Consent LEA Reason Application Monitoring FEP students Title III	✉ OELASInbox@azed.gov ☎ 602.542.3050 🌐 www.azed.gov/oelas
School Finance	SSID Issues (new, duplicate, shared) Student demographic information Student school enrollment information A.R.S. § 15-915	✉ SchoolFinance@azed.gov ☎ 602.542.5695 🌐 https://www.azed.gov/finance
Accountability	EL Accountability related questions and concerns EL Calculations for Accountability State Reclassification Rates	✉ ACHIEVE@azed.gov ☎ 602.542.5151 🌐 https://www.azed.gov/accountability-research
ADE Support Desk	AzEDS related questions and concerns ADEConnect accounts, questions, and concerns	☎ 602.542.7378 ✉ ADESupport@azed.gov

This document is subject to updates as needed.

2024-2025 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
6/28/2024	District Test Coordinator Security Agreement ADEConnect Account	[2024-2025 District Test Coordinator Security Agreement](#) due to Testing@azed.gov **ADEConnect account** • AZELLA DTCs require an ADEConnect account with the role of *AZELLA District Test Coordinator*. • <u>All other users</u> who require access to the EL Reports must have the user role of "ELL" assigned to their ADEConnect account. • Contact **your** district's ADEConnect Entity Administrator.

Posted during the week of:
 	
7/01/2024
	Annual, Placement Test Administration, and Understand Scoring Training	**Arizona Learning Management System (AzLMS)**
		
		Continuing DTCs will use their same AzLMS account. If the email address has changed, notify the AZELLA Team at AZELLA@azed.gov
		
		New DTCs will receive an invitation from **ADOBE** for the AzLMS.
		
		• DTCs will identify other user roles and invite all other users to set-up their AzLMS accounts with specific URL links from Pearson as noted in the DTC invitation email.
		• Users **must** use their district/school email address with their name, no generic emails will be allowed.
		• All users must complete the ***Annual and Placement*** training requirements by their assigned AZELLA role(s) – see the 2024-2025 [AZELLA Training Matrix](#).
		
		Understand Scoring (Grades K-3 only)
		
		• Users must use a keyword to access the trainings and qualifications in the AzLMS. This keyword is found in the correlating grade level AZELLA Placement training module.
		    ○ *Kindergarten Placement Test Administrator*
		    ○ *Grade 1 Writing Scorer*
		    ○ *Grades 2-3 Writing Scorer*

7/08/2024 <u>First</u> available day for DTCs that have completed ALL training requirements	PAN Account	**PearsonAccessᶬᵉˣᵗ (PAN)** – for AZELLA Test Management AZELLA DTCs will be notified when their PAN account for the 2024-2025 Placement Test administration has been enabled by Pearson - within 2 business days **after** ADE verifies all AZELLA FY25 **Annual** and **Placement** training requirements have been completed. • All other user accounts will be enabled by the AZELLA DTC or the AZELLA STC **after** the PAN user has completed all assigned training requirements. • Refer to the Annual training modules, PAN Placement User's Guide, or Quick Guide (in PAN) for step-by-step directions for PAN User Accounts.

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2024-2025 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
7/08/2024 **AFTER** the DTC PAN account has been enabled	Placement Test Materials	**Paper Placement Test materials** may be ordered by the DTC through PAN. *Districts and Charters will **NOT** receive an initial order of Placement materials.* • Refer to the training modules, PAN Placement User's Guide, or Quick Guide (in PAN) for step-by-step directions to order K-3 materials. • Orders for these new materials will not be approved until schools who serve K-3 students have qualified KTP administrators, and Grade 1 and Grades 2-3 Writing scorers.
7/08/2024 **AFTER** DTC PAN account has been enabled	Placement Test Student Registrations	**Add, Register, Assign Tests, and Add Students to Test Sessions** DTCs and STCs must **add** students to PAN for the Placement Test **BEFORE** Placement Tests are administered. • Refer to the training modules, PAN Placement User's Guide, or Quick Guide (in PAN) for step-by-step directions.
1st day of instruction	Test Administration Opens	AZELLA Placement Testing for eligible students begins the first instructional day of the school year. • Eligible students may be administered the Placement Test **provided** DTCs, STCs, and TAs have completed the Annual and Placement training requirements.
07/26/2024	Cycle 1 Closes	Placement Cycle 1 closes. 1. The electronic results will be available on August 15, 2024. 2. Correct any records in the FY 2025 Placement Corrections application.
08/09/2024	Cycle 2 Closes	Placement Cycle 2 closes. • The electronic results will be available on August 29, 2024. • Correct any records in the FY 2025 Placement Corrections application.
08/23/2024	Cycle 3 Closes	Placement Cycle 3 closes. • The electronic results will be available on September 12, 2024. • Correct any records in the FY 2025 Placement Corrections application.
8/30/2024	AZELLA Placement Additional Accommodations Requests	The AZELLA Additional Accommodations Requests for students with an IEP or 504 Plan must be submitted by August 30, 2024, for the Placement Test. • Each request may take up to 4 calendar weeks for ADE to review and respond; therefore, submit the requests early.
09/06/2024	Cycle 4 Closes	Placement Cycle 4 closes. • The electronic results will be available on September 26, 2024. • Correct any records in the FY 2025 Placement Corrections application.

2024-2025 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
10/04/2024	Cycle 5 Closes	Placement Cycle 5 closes. • The electronic results will be available on October 24, 2024. • Correct any records in the FY 2025 Placement Corrections application.
11/08/2024	Cycle 6 Closes	Placement Cycle 6 closes. • The electronic results will be available on December 2, 2024. • Correct any records in the FY 2025 Placement Corrections application.
12/13/2024	Cycle 7 Closes	Placement Cycle 7 closes. • The electronic results will be available on January 3, 2025. • Correct any records in the FY 2025 Placement Corrections application.
01/17/2025	Cycle 8 Closes	Placement Cycle 8 closes. • The electronic results will be available on February 6, 2025. • Correct any records in the FY 2025 Placement Corrections application.
02/14/2025	Cycle 9 Closes	Placement Cycle 9 closes. • The electronic results will be available on March 6, 2025. • Correct any records in the FY 2025 Placement Corrections application.
03/14/2025	Cycle 10 Closes	Placement Cycle 10 closes. • The electronic results will be available on April 3, 2025. • Correct any records in the FY 2025 Placement Corrections application.
04/11/2025	Cycle 11 Closes	Placement Cycle 11 closes. • The electronic results will be available on May 1, 2025. • Correct any records in the FY 2025 Placement Corrections application.
4/25/2025	Additional Orders Closes	Additional orders for 2024-2025 **Placement** paper test materials **closes**.
04/28/2025 – 05/09/2025	Ensure Student Placement Tests are Completed	Verify that all student Placement Tests have 5 test units completed, submitted, and the OnDemand Reports are available.
5/09/2025	Placement Test Administration Closes – Cycle 12 Closes	2024-2025 Placement Test administration window closes at the end of the business day. • All Grades K-3 (Grades 2-3 is only for Unit 4) tests must be key-entered and submitted through PAN. • All online tests must be submitted through TestNav. • The electronic results will be available on May 30, 2025. • Correct any records in the FY 2025 Placement Corrections application.

2024-2025 AZELLA PLACEMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
05/09/2025	Understand Scoring	Understand Scoring closes for SY 2024-2025. • Ensure all who completed these qualifications have downloaded their PD certificates before the close of business on 05/09/2025. • ADE nor Pearson keeps the PD certificates.
5/30/2025	Results, Reports, and Student Data Files	**2024-2025 Placement Test (Cycle 12 and cumulative)** electronic score reports and data files available through PAN. • Download and save all **2024-2025 Placement Test** published reports and the Student Data File for PAN for the district **and** school entities. • AZELLA **2024-2025 Placement Test** Cycle 12 test records should show on the EL70 Reports or they will be in the AZELLA Corrections application. • Correct any records in the Corrections application.
06/13/2025	AzLMS Training Modules	The 2024-2025 AZELLA training modules will be removed from the AzLMS. • Annual, Placement, and Reassessment • Ensure all who completed training modules have downloaded their PD certificates before the close of business on 06/13/2025. • ADE nor Pearson keeps the PD certificates.

LAST WEEK OF SCHOOL: Ensure that the EL70 Reports that you need have been downloaded. Access to students' EL70 Reports will cease 2 calendar weeks after the **students' school enrollment end date**.

DAY BEFORE THE LAST DAY OF SCHOOL: Download the EL73 Report for all schools.

AZELLA Placement Test Cycle Calendar

The Placement *OnDemand Report* from PearsonAccess[next] provides the AZELLA test information to use when completing the [Parental Notification and Consent Form](), provided by OELAS. The *OnDemand Report* is **not** intended to be given to the parents/guardians because it is not the final report.

This chart provides the important dates for student Placement Tests that have been completed and submitted by the close of a Placement Cycle. There are 12 Placement Cycles throughout the entire school year.

Student tests that are not completed and submitted by the Cycle Close Date will move into the next Cycle.

Directions for reading the Placement Test Cycle Calendar that is on the next page.

1. Read the chart from left to right **by rows**. The dates in the row correspond with the tests that were **completed and submitted** during the specific Placement Cycle.

2. **Cycle** − These are the Placement Test Cycles 1 through 12.

3. **Cycle Open Date** − This is the date that the cycle window opens for AZELLA Placement Tests.

4. **Cycle Close Date** − The end of business on this date is when the Placement Cycle closes. All AZELLA Placement Tests that have been completed and submitted by this date will be processed by Pearson and ADE. Tests that are not completed by the close of a cycle are moved to the next cycle or the cycle window in which the test is completed. Student demographic information needs **must match the students' EL70 Report**, not what is in your Student Information System. DTCs and STCs have the necessary permission in PAN to corrected student demographic information. This needs to be completed **before the cycle close date** to have the correct student information included on the reports.

5. **Electronic Results** − AZELLA tests completed and recorded for a Cycle are published in PAN as Individual Student Reports (ISR), Group Reports, and the Student Data File (SDF). These results will be reported on ADE's EL70, EL72, and the EL73 Reports on or near the Electronic Results date.

   a. Test records that cycled out but are not on students' EL Reports will be in the AZELLA Corrections application because the student demographic information entered in PAN does not match the demographic information in AzEDS. After the student information has been matched correctly, the record will be reported on the EL Reports within 2 business days. Student reports from Pearson that have incorrect demographics **will NOT** be reproduced.

   b. After student demographic information has been corrected in the AZELLA Corrections application, the DTC or STC needs to make the same corrections in PAN so that the cumulative Student Data File has the correct student demographics. This **does not** mean you will receive a new Pearson report for the student.

   c. Students enrolled or exited from EL Program Services, including Parent Withdrawn EL, will not pass Integrity for the current school year without a current and eligible AZELLA test record. When students are not passing Integrity, it **may** be because the student's new AZELLA record has not been published to the EL70 Report yet.

6. **Paper Reports Delivered −** Placement Test Cycle Paper Reports- Individual Student Reports (ISR) (blue paper reports) and the AZELLA Family Report Guide from Pearson due to arrive at the shipping address associated with the district in PAN.

   • One (1) copy of the ISR and one (1) copy of the AZELLA Family Report Guide must be distributed to the parents or guardian. (The KPT Report does not include the AZELLA Family Report Guide.)

   • One (1) copy must be placed in the student's cumulative file.

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ADE highly recommends that you print this Placement Test Cycle Calendar for easy reference.

2024-2025 AZELLA PLACEMENT TEST CYCLE CALENDAR

CYCLE	CYCLE START DATE Starting date for the cycle.	CYCLE CLOSE DATE Last key entry date and submission of completed tests for the cycle. *Date test must be submitted for scoring*	ELECTRONIC RESULTS Published Electronic (PDF) Placement Test Reports and Student Data Files (SDF) available in PAN for the specific cycle of tests. Results will be on ADE's EL Reports or in the AZELLA Corrections application in ADEConnect. *Date which a student may pass integrity*	PAPER REPORTS DELIVERED Paper copies of the Individual Student Reports (blue reports) published by Pearson arrive in District. ♦ 1 copy is distributed to the parents or guardians. ♦ 1 copy must be placed in the students' cumulative files.
1	7/08/2024	7/26/2024	**8/15/2024**	8/29/2024
2	7/27/2024	8/09/2024	**8/29/2024**	9/12/2024
3	8/10/2024	8/23/2024	**9/12/2024**	9/26/2024
4	8/24/2024	9/06/2024	**9/26/2024**	10/10/2024
5	9/07/2024	10/04/2024	**10/24/2024**	11/07/2024
6	10/05/2024	11/08/2024	**12/02/2024**	12/12/2024
7	11/09/2024	12/13/2024	**1/03/2025**	1/16/2025
8	12/14/2024	1/17/2025	**2/06/2025**	2/20/2025
9	1/18/2025	2/14/2025	**3/06/2025**	3/20/2025
10	2/15/2025	3/14/2025	**4/03/2025**	4/17/2025
11	3/15/2025	4/11/2025	**5/01/2025**	5/15/2025
12	4/12/2025	5/09/2025	**5/30/2025**	6/12/2025
CYCLE	CYCLE START DATE	CYCLE CLOSE DATE *Date test must be submitted for scoring*	ELECTRONIC RESULTS *Date which a student may pass integrity*	PAPER REPORTS DELIVERED

This document is subject to updates as needed.

AZELLA SPRING 2025 (SPR25) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
11/25/2024 through 12/06/2024	Student Counts *Grades K-3* Shipping Address Verification *All Grades K-12*	DTCs must complete the SPR25 Reassessment **Participation Counts** in PAN for Grades K-3 for printed test materials. • DTCs will be able to access their PAN account for the Spring 2025 Reassessment administration during this 2-week window to complete the Participation Counts. This is a student **count task.** Student identifiable information is not included for these counts. • Pearson must know approximately **how many** paper test materials to print for the test administration. • Follow the directions in the email from Pearson. All Grades K-12 must verify the shipping address in the Spring 2025 Placement Test administration is correct for testing materials and reports. • Follow the directions in the email from Pearson.
12/13/2024	Spring Reassessment Additional Accommodations Requests	The AZELLA Additional Accommodations Requests for students with an IEP or 504 Plan must be submitted by December 13, 2024, for the Spring 2025 Reassessment Test administration. • If a submission was submitted earlier with an AZELLA Placement Test referral, please do not submit another request. Each request may take up to 4 calendar weeks for ADE to review and respond; therefore, **submit requests early**.
1/02/2025	Student Verification via EL73 Report	Download the EL73 Reports to ensure **Grades K-12** EL students are listed on the EL73 Report. • The students that are listed on the EL73 Report on 01/02/2025 will be pre-registered for the Reassessment Test by Pearson. • Download this report on a weekly basis.
1/03/2025	ADE Extracts EL Student Data	**ADE** extracts EL student data to be used for the AZELLA Reassessment pre-registrations by Pearson. • This data will **NOT** include all eligible EL students required to participate in the Reassessment Test.
1/06/2025	SPR25 Reassessment Training Requirements	Arizona Learning Management System (AzLMS) • All users must complete the ***Annual and Reassessment*** training requirements by their assigned category. (See AZELLA Training Matrix)

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AZELLA SPRING 2025 (SPR25) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
1/14/2025 1/15/2025 1/16/2025 1/17/2025 1/20/2025	Test Materials Arrive at Districts	Spring 2025 Reassessment materials delivery window for Grades K-3. • Materials will continue to be delivered through the end of business on 1/20/2025. • Pre-ID Labels will arrive during the same week but will be a separate shipment. • DTCs must inventory all received materials and Pre-ID Labels and then distribute the materials to schools as labeled.
1/17/2025	PAN Account – **EARLIEST** Day that DTC PAN Accounts will be Enabled	PearsonAccess[next] (PAN) • AZELLA DTCs will be notified when their PAN account for the Reassessment administration has been enabled by Pearson - within 2 business days after ADE verifies all AZELLA FY25 *Annual and Reassessment* training requirements have been completed. • All other user accounts will be enabled by the AZELLA DTC or the AZELLA STC **after** the PAN user has completed all assigned training requirements.
1/17/2025	Ordering Additional Paper Test Materials	Additional Reassessment paper test materials may be ordered by the DTC through PAN through 2/28/2025.
1/17/2025	Student Registrations in PAN	Verify Grades K-12 student SPR25 Reassessment Test registrations, test assignment, and test sessions, and complete the "Registration" tab for the pre-registered students. • Migrant Education Program Participation • SPED Program Participation • EL Status • EL Program Services Review the EL73 Reports and **add** students to PAN that were not pre-registered by Pearson and qualify to participate (Create/Edit Students, Register Students, Manage Student Tests, and add online testing students to test sessions). • Submit **Work Requests** through PAN for newly transferred students who are eligible to be tested.
1/27/2025	SPR25 Reassessment	Spring 2025 Reassessment Test administration window opens. • **Administer the test earlier in the test window rather than later!**

AZELLA SPRING 2025 (SPR25) REASSESSMENT TEST ADMINISTRATION

Date(s)	Type	Information, Tasks, and Resources for More Information
	Administration Opens	• Review EL73 Reports **often** as newly transferred students may need to be tested.
2/28/2025	Ordering Test Materials Closes	Additional orders for SPR25 Reassessment paper test materials **close**.
3/10/2025	Phone Call to UPS	Call UPS to schedule the pick-up of all SPR25 Reassessment Test materials. • **1.800.823.7459 (UPS)** Do not return SPR25 Reassessment materials before the close of the test administration window because districts are responsible for testing all eligible EL students through 3/14/2025, including students who have transferred into the schools during the test administration window. DO NOT RETURN ANY AZELLA PLACEMENT TEST MATERIALS!
3/14/2025	Test Admin Closes	SPR25 Reassessment Test administration window closes at the end of the business day.
3/21/2025	Shipping Test Materials to Pearson **Deadline**	Scorable and Nonscorable SPR25 Reassessment paper test materials must be shipped back to Pearson. • Boxes not shipped by this date will require the district to cover the costs of overnight shipping of materials so that **Pearson must receive the boxes no later than 3/26/2025 to be scored.**
05/01/2025	Results, Reports, and Student Data Files	**Spring 2025 Reassessment Test** electronic score reports and data files available through PAN. • Download and save all Reassessment published reports and the Student Data File from PAN for the district **and** school entities. • AZELLA Reassessment Test records should show on the EL70 Reports or they will be in the AZELLA Corrections application. o Correct AZELLA records by matching the record to the correct student by 6/27/2025.
05/14/2025	Distribute Student Paper Reports	Spring 2025 Reassessment Test - Individual Student Reports (ISR) (blue paper reports) and the AZELLA Family Report Guide from Pearson due to arrive at the shipping address associated with the district in PAN.