ASSESSMENTS
AZELLA

Spring 2025 AZELLA Reassessment Test Administration

District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2025 AZELLA Reassessment Test (SPR25) administration.

Test administration window: **January 27 – March 14, 2025**

Test early! Don't wait until the end of the testing window!

Students required to participate:
- Grades KG – 12 students with an EL need
  - EL Group 8 students (as shown on the EL73 Report) need to be administered an AZELLA Placement Test.
  - Students who are administered an AZELLA **Placement** Test **after January 1, 2025,** are not required to be administered the Spring Reassessment Test.

Kindergarten Students

- When the KG student has been enrolled in any school in the United States during the 2024-2025 school year for a minimum of 60 calendar days and has not been administered the KPT, the student must be administered the KPT and notify the parents of the result within 2 calendar weeks of their school enrollment date.

  - *For those KG students who fall into this category (60 or more days of instruction before being administered the KPT) and receive a Proficient result on the KPT, they must also be administered the Spring AZELLA Kindergarten Reassessment Test.*

- If the KG student has not attended school, so that this is the first school enrollment, the student must be administered the KPT and notify the parents of the result within 2 calendar weeks of their school enrollment date.

Pre-Testing Tasks

BEFORE PAN ACCOUNT IS ENABLED

Done	Task 1 – Download the EL73 Reports from ADEConnect	Dates
	Download the EL73 – EL Student Need Report from ADEConnect – this is a live report and prior dates are not accessible. • January 2, 2025 • January 17, 2025 • At least once per week thereafter	1/02 - 3/14/2025

Done	Task 2 – Download Spring 2025 Reassessment Documents from the AZELLA DTC Web Page	Dates
	• Spring 2025 AZELLA Reassessment Test Student Testing Logs • Transferred Student with an EL Need form • Spring 2025 AZELLA Reassessment Test Coordinator Manual https://www.azed.gov/assessment/azella-dtcs	1/06/2025

Done	Task 3 – Create Reassessment Student Testing Lists by School and Grade Level	Dates

	1. Starting with the EL73 Report that was downloaded on January 2, 2025:
	   a. Add new students and mark them so you know they need to be added to PAN or transferred from another school in PAN to your school on and after January 17, 2025.
	   b. Identify those students who withdrawal from your schools so you know to expect a PAN Work Request from the new district on and after January 17, 2025.
		1/06 - 3/14/2025

Done	Task 4 – Private School Participation for Spring 2025 AZELLA Reassessment Administration	Dates
	Notify ADE of any private schools who intend to be administered the Reassessment test **under the public district.** Send the AZELLA Team the school's name and entity ID number.	1/06 - 2/28/2025

Done	Task 5 – Complete Required Trainings	Dates
	The Annual **and Reassessment** training modules from the Arizona Learning Management System (AzLMS) must be completed by AZELLA role/tag. All AZELLA DTCs must complete the modules associated with the DTC role.	Open 1/06/2025

Note: AZELLA DTC PAN accounts for the Spring 2025 AZELLA Reassessment Test administration will be enabled on or after January 17, 2025, and only when all training requirements have been completed.

Done	Task 6 – Technology Ready	Dates
	Download TestNav from PearsonAccess^{next} to devices that will be used by Grades K-12 students.	Ongoing

Helpful Links

- **AzLMS Training > Annual training modules > AZELLA Technology module**
- **PearsonAccess^{next} User's Guide:** Posted on the login page for PearsonAccess^{next} https://az.pearsonaccessnext.com, use this resource for all the tasks with **PearsonAccess^{next}** in the title.
- **TestNav 8 Online User Guide**: https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support
- **Email**: Visit PearsonAccess^{next} at https://az.pearsonaccessnext.com and click on the "**Contact Arizona Support**"
- **District Test Coordinator's web page**: www.azed.gov/assessment/azella-dtc

Done	Task 7 – Download Grades 4-12 Test Administration Directions for the Spring 2025 Reassessment Test Administration	Dates
	Download the Grades 4-12 Spring 2025 AZELLA Reassessment Test Administration Directions (TAD) (as needed) from the AzLMS (it is associated with the Grades 4-12 Reassessment training module) or from *PAN > Support > Documentation* after your PAN account for the Spring Reassessment Administration has been enabled.	Beginning 1/06/2025 (AzLMS) 1/17/2024 (PAN)

Done	Task 8 – (Grades KG – 3) Receive and Inventory Paper Test Materials and Pre-ID Labels	Dates
	For districts that **completed the Reassessment Participation Counts** in PAN in December 2024, the Grades KG – 3 paper test materials and Pre-ID Labels are scheduled to arrive between January 14 – 20, 2025 (Test Coordinator Manual (TCM) and Pre-ID Labels are separate shipments arriving during same time frame). If you know you should be receiving an initial shipment of materials because you completed the Participation Counts, and you have not received them by **Monday, January 20**, please	1/14-20/2025

contact the AZELLA team by **emailing** AZELLA@azed.gov. Be sure to include the full district name and entity number with your email.

*If the December 2024 Reassessment Participation Counts were **not** completed, **you** will have to place an order for the Reassessment Grades KG - 3 test materials through PAN on and after January 17, 2025.*

Someone must be available to sign for the boxes that arrive.

- Inventory all materials by School and Grade.
- Determine if you need to order additional materials for a school.
- **NOT all Grades KG – 3 students** will receive a Pre-ID Label - Additional Pre-ID Labels are NOT available to order – this **does NOT** mean that those students are not tested. It means that you will have to bubble-in the student demographic data grid on the back cover the test book.

KEEP ALL PEARSON SHIPPING BOXES AS YOU WILL USE THEM TO RETURN MATERIALS TO PEARSON AT THE CLOSE OF THE TESTING WINDOW!

Done	Task 9 – Preparing Paper Test Materials (Grades KG – 3 ONLY)	Dates
	1. **DO NOT USE** Pre-ID Labels for students who are no longer enrolled in that school – Pre-ID Labels cannot transfer between schools.	1/14 – prior to testing

2. **DO NOT USE** Pre-ID Labels when **ANY** of the information on the label is incorrect.
3. Add Pre-ID Label to student test books in the <u>clearly identifiable</u> upper left corner that indicates **"Place Pre-ID Label Here"**.

4. **DO NOT MARK** the Pre-ID Label in any way.
5. **DO NOT** attempt to remove a Pre-ID Label after it has been applied to a test book.
6. If you notice a mistake after the label has been applied to the test book, **cover** the label with a **blank label**.
7. Students who **do not have a Pre-ID Label** – the student demographics on the back cover must be completed.

8. DO NOT write the student's name on the front cover in the box for the student's name – the **STUDENT** needs to write his or her own name in that box.

Refer to the Spring 2025 AZELLA Reassessment Test Coordinator Manual (TCM).

AFTER PAN ACCOUNT IS ENABLED

Done	Task 10 – Download Test Coordinator Manual (TCM) from PearsonAccess[next]	Dates
	Districts and charters who serve K-3 students will receive a hard copy of the Test Coordinator Manual (TCM) with their initial shipment of test materials. All others should either order a printed copy through PAN or download the electronic version from PAN.	1/17 – 3/14/2025

Done	Task 11 – Verify Contact Information and Shipping Address in PearsonAccess[next]	Dates
	For districts who did not complete the contact and shipping address verification task in November – December 2024 and intend to order additional Grades KG - 3 Reassessment paper test materials, please review, and verify contact information and shipping address in PearsonAccess[next] and notify ADE if the address needs to be updated prior to ADE approving the order. **Note**: If you have multiple districts, you must verify each district separately. Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.	1/17 – 2/28/2025

To review contact information and shipping address:

- Log into PearsonAccess[next] and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2025 AZELLA Reassessment Test** and your **Organization** (District/School) from the drop-down menu is correct.
- Go to **SETUP**, select **Organizations**.
- Using the **Filters** on the left side of the screen, type the District Name in the **Parent Organization** field.
- Select the Organization's name by checking the box ☑ next to it.
- At the blue **Start** button, select the down arrow and select **Manage Contacts**.
- Under **CONTACTS**, click on **AZELLA District Test Coordinator** in blue text. The District Test Coordinator's information will be displayed on the screen.
- Review and confirm that the District Test Coordinator's contact and shipping information are correct. If any information needs to be changed, contact ADE at AZELLA@azed.gov.

Done	Task 12 – Placing Additional Orders in PearsonAccess[next]	Dates

	Inventory of initial shipment of materials must be completed first.
	
	Additional paper test materials must be ordered at the DISTRICT entity level in PAN by the AZELLA DTC if their initial shipment of test materials is insufficient to meet their needs:
	   • Kindergarten Reassessment materials
	   • Grade 1 Reassessment materials
	   • Grades 2-3 Reassessment materials
	   • Return shipping materials (order early)
	
	All additional orders are approved by the AZELLA State Test Coordinator prior to being shipped and the shipment will take approximately one calendar week from the date of approval to reach the shipping address.
	Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.
		1/17 – 2/28/2025

Done	Task 13 – Create/Review User Accounts in PearsonAccess[next]	Dates
	District Test Coordinators and School Test Coordinators need to create/edit User Accounts in PearsonAccess[next]. Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.	1/17 – 2/28/2025

Done	Task 14 – Verify Pre-Registered Student Information in PearsonAccess^next	Dates
	Verify pre-registered student information displayed in PearsonAccess^next for the Spring 2025 AZELLA Reassessment Test administration.	1/17 – Before testing
	Identify the student's EL Services enrollment, Migrant Education participation, and SPED participation in the student's registration information in PearsonAccess^next. Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.	1/17 – Before testing
	Students with a current Individualized Education Programs (IEPs) or 504 Plans with an ADE approved Additional Accommodations Request form need to identify those accommodations in the Manage Student Tests tab. Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.	1/17 – Before testing

The following directions apply to the **Spring 2025 AZELLA Reassessment Test** administration and completed in PAN. The District and School Test Coordinators should run a **Student Registration Export** report in PearsonAccess^next on or after **January 17, 2025**, to view the students that **have already been registered by Pearson** for testing for the Spring 2025 AZELLA Reassessment Test.

To view all students:
- Log into PearsonAccess^next and on the top black **Title Bar**, make sure the Test Administration is set to **Spring 2025 AZELLA Reassessment Test** and your **Organization** (District/School) from the drop-down menu is correct.
- From the **Reassessment** Home page, go to **SETUP**, click on **Select an action**, select **Students**.
- Select the drop-down arrow next to the blue **Search** button and check **Show all results**.
- All **student names** for that district/school will display on the screen.

To generate a report of students loaded into PearsonAccess^next:
- From **SETUP**, click **Select an action,** select **Import/Export Data**.
- From the **Start** drop-down menu, select **All Tasks**.
- From the **Type** drop-down menu, select **Student Registration Export**. Select **Process**.
- At the **View File Details** screen, report **Pending** will be displayed.

  *The report will take a few moments to process. Click **Details** ⟳ **Refresh** to update the report status. A Complete confirmation will appear when the file is ready for download.*
- To download the file, select **Download File**.
- The csv. Excel version of the file will download.
- Once the spreadsheet is open, **Save** the file.

Compare your **January 17, 2025,** EL73 Report with the Student Registration Export file to determine which students need to be added to PAN.

You should **first** submit Work Requests in PAN by going directly to the Setup > Work Requests section to request student registrations that are already in PAN but associated with a different school to be transferred to your school. The demographics entered must match the student's **EL70 Report**, not what is in the district's Student Information System! When PearsonAccess^next indicates that the student was not found, the student must be added to PAN for the test. (See Task 15)

Done	Task 15 – Work Requests in PearsonAccess^next	Dates
	When attempting to add a new student in PearsonAccess^next and PAN indicates the student already exists but is associated with another school, the District Test Coordinator needs to submit a Work Request through PAN to transfer the student to a different school.

DTCs who receive the request must: | 1/17 – 3/14/2025 |

	A) **approve** the request **ONLY** when the student has **NOT started the test.** B) **reject** the request when the student **has started but not finished the test** or **has completed** the test. Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.	

It is important to get your Kindergarten and Grade 1 students transferred in PAN prior to the start of the administration of the test due to the 2 different forms of the paper test. The *Transferred with an EL Need* form MUST be completed prior to submitting a Work Request in PAN for the KG-1 students after the administration has started. Again, this is due to the 2 different forms of the paper tests. To reduce errors and possible non-scoring of tests, please contact the AZELLA Team about KG and Grade 1 students who need to be transferred AFTER the test administration has started and before you submit a Work Request.

Done	Task 16 – Add Students into PearsonAccessnext (Grades K – 12)	Dates
	Students whom you were not able to submit a Work Request to transfer the registration (because the student does not have a registration in PAN associated with another school) and are required to participate **must be added to PAN by you**. You have 2 options for adding students to PAN. 1. One at a time using the PAN interface. 2. One or more students added by using the Spring 2025 AZELLA Reassessment Student Registration File and Layout. **Students must** be created, registered, assigned the appropriate grade of Reassessment test, and added to the appropriate test session(s) (for Grades K-12) through PearsonAccessnext by the DTC and/or STCs. ADE and Pearson **highly recommend** using the *Spring 2025 AZELLA Reassessment Student Registration File Layout* to complete this task – this file can be found • on the AZELLA DTC web page > Spring 2025 AZELLA Reassessment Test Information section and • in PAN > Support > Documentation. Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.	1/17 – Before testing

Done	Task 17 – Prepare Online Test Sessions in PearsonAccessnext (Grades 1 – 12 ONLY)	Dates
	All online test Sessions must be **prepared**. Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.	1/17 – Before testing

Done	Task 18 – Test Session Resources in PearsonAccessnext (Grades 1 – 12 ONLY)	Dates
	Test Session Resources are available in PearsonAccessnext to use in preparation for the online testing. **Test Sessions can be "prepared" prior to January 27, 2025.** Resources to view and print from the **Students in Session** window includes Scheduled Sessions list, Session Student Roster, and Student Testing Tickets. *Session Seal Codes are **not** used with the Spring Reassessment Test* Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.	1/17 – Before testing

Testing Students

Done	Task 19 – Start Online Test Sessions in PearsonAccess^{next}	Dates
	All online test Sessions must be **started** in PearsonAccess^{next} prior to students arriving to test. ==**Test Sessions cannot be started through PAN until January 27, 2025.**== Resources include access to test Sessions, preparing a Session, and printing Student Testing Tickets. Refer to the Spring 2025 AZELLA Reassessment PAN User's Guide for explicit instructions.	1/27/2025

Done	Task 20 – Spring 2025 AZELLA Reassessment Test Administration	Dates
	Administer the Spring 2025 AZELLA Reassessment Test to students. Test EARLY! Do NOT wait until the end of the test window! Students have 5 consecutive instructional days to complete **all units** of the test. • When a student is absent from school, that instructional day does not count in the 5 instructional days. There is a total of **7 calendar weeks** to complete the administration of the Reassessment Test. The Reassessment Test administration closes at the end of the business day on Friday, March 14, 2025. Refer to the Spring 2025 AZELLA Reassessment Test Administration Directions (TAD)	1/27 – **3/14/2025**

Done	Task 21 – Transferred Students with an EL Need (ALL Grades)	Dates
	All students with an EL need are required to be reassessed during the Spring AZELLA Reassessment window of January 27 through March 14, 2025. To ensure that students with an EL need who transfer schools during the Reassessment test window are **only completing the test once**, the *Student Transferred with an EL Need* form must be completed and given to the AZELLA District or School Test Coordinator within 24-48 hours of the student's school enrollment. After the Spring Reassessment test window closes, the District or School Test Coordinator should keep this form in a locked secure file for one calendar year for tracking and accountability purposes.	1/27 – 3/14/2025

Done	Task 22 – Monitor Test Administration (ALL Grades)	Dates
	The School Test Coordinator, Test Administrators, and Proctors should move unobtrusively about the room checking to make sure students are progressing through the correct test. Accommodation provision and usage must also be documented for those students with an IEP or 504 plans. For online testing students, the School Test Coordinator or the Test Administrator must make sure all headsets with microphones and testing devices are working properly and recording prior to the student beginning the actual test.	1/27 – 3/14/2025

Done	Task 23 – Special Paper Version (SPV) and Large Print (LP)	Dates
	Kindergarten and Grade 1 Large Print (LP) student test books: The multiple-choice responses from the student's LP test book must be transcribed into the regular-size student test book by the STC or DTC. A student's Pre-ID Label must be adhered to the regular size student test book. The student demographics must be completed on the LP test book to match exactly what is on the student's regular-size student test book. **Both the regular-size and LP test book must be submitted as Scorable documents to Pearson.** The constructed and extended Writing responses from the LP test book will be photocopied in a reduced sized on a large sticker and then placed into the student's regular-sized test book. **Grades 2 and 3 Unit 4 Large Print** (LP) test book must be submitted with the student's regular-sized Unit 4 test book with the student demographics completed on the LP test book to match exactly what is on the student's regular-size student test book. A student's Pre-ID Label must be adhered to the regular size student test book. **Both the regular-size and LP test book must be submitted as Scorable documents to Pearson.** The constructed and extended Writing responses from the LP test book will be photocopied in a reduced sized on a large sticker and then placed into the student's regular-sized test book. For those Grades 2-12 students who received a Special Paper Version (SPV) or SPV LP test, their responses must be transcribed into the TestNav 8 system by an authorized Test Coordinator or Test Administrator. All SPV materials will be returned to Pearson as Nonscorable materials.	1/27 – 3/14/2025

After Testing

Done	Task 24 – Calling UPS and Collecting and Packaging Testing Materials	Dates
	AZELLA District Test Coordinators need to call UPS at **1.800.823.7459** to schedule the pick-up of the Spring 2025 AZELLA Reassessment Test materials and any Special Paper Version and Braille test materials to ship back to Pearson in Iowa.	3/10/2025
	Collect and inventory all paper test materials.	3/14/2025
	Collect and retain all **Student Testing Logs** until you've completed the LEA Reason application during the Fall 2025 months. Students who should have been tested but were not should include a comment on the Student Testing Log about why they were not tested during the 7 weeks of the Reassessment Test window. You can use this information to assist you when completing the LEA Reason for Lack of ELP Testing application (from OELAS) during the Fall 2025 months. *You will need to contact Micky Gutier (Micky.Gutier@azed.gov) in September 2025 to find out when the **LEA Reason for Lack of ELP Testing** application will be available.* After completing the *LEA Reason for Lack of ELP Testing* application you may securely shred these Student Testing Logs.	3/14 – completion of the LEA Reason Application
	Follow all specific **"After Testing"** directions as identified and explained in the Test Coordinator Manual (TCM) for all Reassessment Test materials. • Purple Header Sheets • School Header Lists • Scorable and Nonscorable Test Materials • Return Materials Inventory Sheets	3/14-21/2025

Done		Dates
	Pearson has provided a short video about packing and returning testing materials. This is available in the AzLMS and in PearsonAccess^next.	
	You may NOT keep any of the Reassessment Test materials. They must all be returned to Pearson.	
	Refer to the Spring 2025 AZELLA Reassessment Test Coordinator Manual (TCM)	

Done	Task 25 – Return Shipping of Test Materials	Dates
	UPS retrieval of Spring 2025 AZELLA Reassessment Test materials no later than March 21, 2025.	3/14-21/2025
	Districts/Charters will be responsible for Expedited (Overnight) shipping costs if materials are not picked up by **March 21, 2025.**	
	Send ADE (AZELLA@azed.gov) all tracking numbers for Scorable and Nonscorable boxes.	
	All Scorable testing materials that arrive at Pearson's Scoring Center in Cedar Rapids, Iowa after March 26, 2025, will NOT be scored.	
	Refer to the Spring 2025 AZELLA Reassessment Test Coordinator Manual (TCM)	

Done	Task 26 – Results, Reports, Corrections, and Reclassifications	Dates
	Spring 2025 Reassessment Test electronic score reports and data files available through PAN.	5/02/2025
	Download and save all SPR25 Reassessment published reports and Student Data Files from PAN from the District and School entities. This must be completed by the end of May 2025. - AZELLA SPR25 Reassessment Test records should show on the EL70 Reports or they will be in the AZELLA Corrections application. - Correct AZELLA records by matching the record to the correct student by 5/30/2025. **Students who received an Overall Proficiency Level (OPL) of Proficient must be exited from EL program services with the code "ELL01" (Reclassified as Fluent English Proficient) through your Student Information System (SIS) and synchronize this data to AzEDS by 5/30/2025.** - Students who received an OPL of "Undetermined" or "Incomplete" must be on your AZELLA Placement testing list to administer a new AZELLA Placement Test during the first 2 weeks of School Year 2025-2026.	
	Spring 2025 Reassessment Test - Individual student paper reports from Pearson due to arrive at the district. • One copy must be distributed to the parents with a copy of the Family Guide. • One copy must be placed in the student's cumulative file.	5/15/2025

Done	Task 27 – EL73 Reports	Dates
	Download and save the EL73 Reports for all schools.	**Day before the last day of school**