

AZELLA

AT

OELAS BOOT CAMP



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AZELLA STATE TEST COORDINATOR

DECEMBER 9, 2024



# AGENDA

1. DTC Important Tasks Checklist
2. Test Administration Timeline
3. AZELLA Spring Reassessment Training
4. PearsonAccess<sup>next</sup> Accounts
5. Identifying Eligible Students
6. Transfer Students
7. Testing Materials
8. Returning Materials to Pearson
9. Scores and Reports
10. Reassessment Results



# DTC IMPORTANT TASKS CHECKLIST



## 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

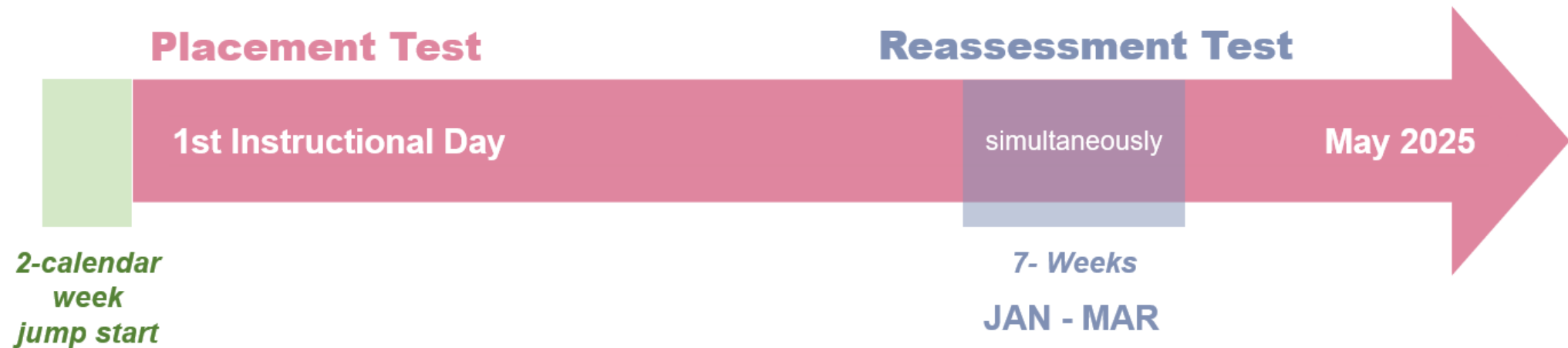
Done	Task 1 – Download the EL73 Reports from ADEConnect	Dates
	Download the EL73 – EL Student Need Report from ADEConnect – this is a live report and prior dates are not accessible. <ul style="list-style-type: none"> <li>January 2, 2025</li> <li>January 17, 2025</li> <li>At least once per week thereafter</li> </ul>	1/02 - 3/14/2025
Done	Task 2 – Download Spring 2025 Reassessment Documents from the AZELLA DTC Web Page	Dates
	<ul style="list-style-type: none"> <li>Spring 2025 AZELLA Reassessment Test Student Testing Logs</li> <li>Transferred Student with an EL Need form</li> <li>Spring 2025 AZELLA Reassessment Test Coordinator Manual</li> </ul> <a href="https://www.azed.gov/assessment/azella-dtcs">https://www.azed.gov/assessment/azella-dtcs</a>	1/06/2025

Timetable of important tasks for before, during, and after the Reassessment test window

Download this document from ADE's AZELLA DTC web page under the **Spring 2025 ELP Reassessment Information** section

Reference and use this document

# AZELLA TEST ADMINISTRATION TIMELINE



Placement Test Window – Start of school through May 9, 2025

Reassessment Test Window – January 27 – March 14, 2025

- **7 calendar weeks** to complete the Reassessment testing
- Test EARLY! Don't wait!



# AZELLA TRAINING – AZ LEARNING MANAGEMENT SYSTEM (AZLMS)

AZELLA **Annual**  
training modules

**PLUS**

AZELLA **Reassessment**  
training modules

[AZELLA Training Matrix 2024-2025](https://www.azed.gov/sites/default/files/2024/04/AZELLA_FY25_TrainingMatrix.pdf)

[https://www.azed.gov/sites/default/files/2024/04/AZELLA\\_FY25\\_TrainingMatrix.pdf](https://www.azed.gov/sites/default/files/2024/04/AZELLA_FY25_TrainingMatrix.pdf)

## Catalog

These are all the Courses/ Learning Paths/ Certifications/ Job Aids available to you. Use the filters on the left to refine your search.

Sort By Recently Published  

Filters Clear all

Test Environ... x

### Catalogs

- Achievement Testing
- AZELLA Annual
- AZELLA Placement
- AZELLA Reassessment
- LMS Training
- Understand Scoring

### Duration

- 30 mins or less
- 30 mins to 2 hours
- 2 hours+

### Tags

Search in Tags

- Data Entry
- District Test Coordinator
- District/School Report Only
- Proctors/Other Staff
- School Test Coordinator
- Technology Coordinator
- Test Administrators



AZ Training  
AZELLA Reassessment: DTC-STC  
by AZ Admin

EXPLORE



AZ Training  
AZELLA Reassessment: Grades 4-12  
by AZ Admin

EXPLORE



AZ Training  
AZELLA Reassessment: Grades K-1  
by AZ Admin

EXPLORE



AZ Training  
AZELLA Reassessment: Grades 2-3  
by AZ Admin

EXPLORE



AZ Training  
AZELLA Reassessment: Fundamentals  
by AZ Admin

REVISIT



AZ Training  
AZ Training Requirements  
by AZ Admin

EXPLORE



# REASSESSMENT TRAINING

AZELLA DTCs are also required to create their own training presentation for their AZELLA staff.

- Tailored specifically to the district and school.
- Cover test administration procedures, test security protocols for safeguarding materials, test scheduling, and the scoring and reporting process.
- Sign-in sheets are required
- This live training should be conducted either in-person or virtually.
- **DTC is required to produce and present this training module to the AZELLA staff.**

Follow the AZELLA Training Matrix for the Annual and Reassessment modules. This document shows which AZELLA role and by grade levels of training modules that must be completed by each AZELLA staff.

AZELLA Role (Tag)		Assigned ANNUAL Training Modules				
		Test Security & Ethics	Technology	AZELLA Basics	Reports & Corrections	PAN
DTC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> PAN DTC/STC
STC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> PAN DTC/STC
Test Administrator		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/> PAN for TA
Technology Coordinator		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Data Entry		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/> PAN Data Entry
Reports Only Access		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Proctor and Non-Testing Staff (Includes Extended Writing Scorer)		<input checked="" type="checkbox"/>				

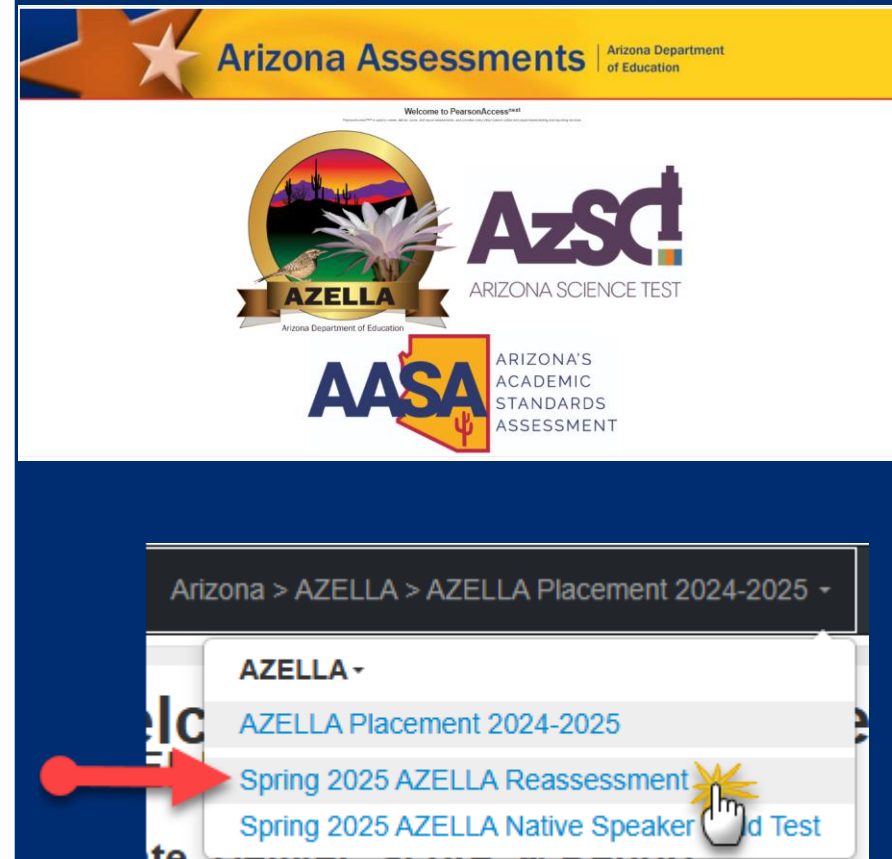
AZELLA Role (Tag)		Assigned REASSESSMENT Training Modules				
		DTC-STC	Fundamentals	Grades K & 1	Grades 2-3	Grades 4-12
DTC	Based on the grade levels served	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Administrator	Based on the grade level(s) administering		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# PEARSONACCESS<sup>NEXT</sup> ACCOUNTS

Test management, reports, ordering additional materials, test irregularities, and resources

AZELLA DTC PAN accounts will be enabled only after all required trainings have been completed

The **earliest** accounts will be enabled is Friday, January 17, 2025





# IDENTIFYING ELIGIBLE STUDENTS

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All EL students must be administered the Spring Reassessment test

EL73 Report

- EL Group 1
- EL Group 2
- EL Group 4 – Parent Withdrawn EL
- EL Group 8

Some students will be pre-registered for the Reassessment in PAN

Some students will need to be added to PAN

- Including **concurrently enrolled** students





# TRANSFER STUDENTS

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Complete the Transferred Student with an EL Need form

Submit a **Work Request** through PAN to move test registration

## **Kindergarten and Grade 1 students (different Forms of the test):**

- Contact ADE's AZELLA team when a student that **has started the test but has not completed it**
- Attach the completed Transferred Student with an EL Need form to your email
- Wait for a response from ADE before testing the student

# TESTING MATERIALS

## District Test Coordinator:

- Test Coordinator Manual
- Pre-ID Labels (K-3)
- Return shipping supplies

## Kindergarten and Grade 1: paper and online (Unit 5)

- Student paper test books (Form A or Form B; by school)
- Test Administration Directions (TAD) (Form A or Form B; by school) (ordered/paper)
- TA to use a testing device for Unit 5
- External microphone for Unit 5

## Grades 2-3: online and paper (Unit 4)

- Student paper test books (Unit 4)
- Test Administration Directions (TAD) (ordered/paper)
- Electronic testing devices
- Headphones, earbuds, headset w/microphone

## Grades 4-12: online

- Test Administration Directions (TAD) (electronic/PDF/to be printed by district or school)
- Electronic testing devices
- Headphones, earbuds, headset w/microphone



# RETURNING MATERIALS TO PEARSON

Save the Pearson boxes to use again for returning materials at the end of the test window

Used student test books must be returned to Pearson as SCORABLE documents

All other materials must be returned to Pearson as NONSCORABLE

Do NOT keep any materials

Video tutorial for packing and shipping of materials



P-8999 5-89999

TUMBLEWEED UNIFIED DISTRICT

1433 W JEFFERSON STREET  
PHOENIX, AZ 85019

DIST. BOX \_\_\_\_\_ OF \_\_\_\_\_

SCHOOL: \_\_\_\_\_ SCH: \_\_\_\_\_

SCH. BOX \_\_\_\_\_ OF \_\_\_\_\_

**AZELLA Reassessment**

PEARSON  
5205 EARHART LANE SW  
CEDAR RAPIDS, IA 52404 9079

AZELLA SCORABLES



788-999-001 999999999 AN3



P-8999 5-89999

TUMBLEWEED UNIFIED DISTRICT

1433 W JEFFERSON STREET  
PHOENIX, AZ 85017

DIST. BOX \_\_\_\_\_ OF \_\_\_\_\_

SCHOOL: \_\_\_\_\_ SCH: \_\_\_\_\_

SCH. BOX \_\_\_\_\_ OF \_\_\_\_\_

**AZELLA Reassessment**

PEARSON  
1403 IRISH DR. SW  
CEDAR RAPIDS, IA 52404

AZELLA NONSCORABLES



999-999-999 999999999 SEC

# SCORES AND REPORTS

**May 1:** electronic results posted in PAN and on ADE’s EL Reports


- Check the Corrections/File Metrics application

**May 14:** Printed copies (blue) of the Pearson Individual Student Report delivered to DTCs

- One copy distributed to parents/guardians
- One copy placed in the student’s cumulative file
- One copy of the AZELLA Family Report Guide must be provided to parents/guardians

Student Report

**AZELLA**  
Arizona English Language Learner Assessment  
Spring 2025  
Tom Horne  
Superintendent of Public Instruction



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**How did FIRSTNAME20CHARCTERS perform on the English Language Learner Assessment?**

**Overall Proficiency Level**

**Proficient** students consistently understand and produce grade-appropriate social and academic English. They independently read and comprehend key information in oral and print grade-level texts. They consistently apply a range of grade-level English language skills in a wide variety of contexts. Student is not eligible for EL Services.

**Intermediate** students have the ability to speak and understand using grade-appropriate English in social settings. However, they do not demonstrate sufficient grade-level academic English language skills to access grade-level materials independently. They demonstrate grade-level English skills in a limited variety of contexts. Student is eligible for EL Services.

**Basic** students have limited ability to speak and understand simple and/or routine English phrases spoken in academic and social settings. They have limited ability to address grade appropriate reading or writing tasks due to a developing vocabulary. Student is eligible for EL Services.

**Pre-Emergent / Emergent** students have limited or no ability to speak or understand English in academic and social settings. They have limited or no ability to address grade appropriate reading or writing tasks meaningfully due to lack of English vocabulary. They use English to express simple phrases and sentence structures to communicate their immediate needs. Student is eligible for EL Services.

Student: LASTNAME25CHARCTERSXXXX, FIRSTNAME20CHARCTERS L

SSID: 12345678912      Birth Date: mm/dd/yyyy      Grade: K  
 Test Date: mm/dd/yyyy      Other Information: 999999999  
 Language Program as of Test Date:      Structured English Immersion  
 Dist Sch #: 9999999-9999999  
 School Name: SCHOOLNAME35CHARCTERSWWWWWWWWWWWWWWWW  
 District Name: DISTRICTNAME35CHARCTERSWWWWWWWWWWWWWWWW

**Score Report**

Total Proficiency Scale Score: 1405

	Score	Pre-Emergent / Emergent / Basic	Intermediate	Proficient
Domain Scores	Reading	375		
	Writing	390		
	Listening	245		
	Speaking	395		
Additional Scores	Receptive Communication			
	Productive Communication			
	Interactive Communication			
	Language (Communicative Vocabulary)			

# REASSESSMENT RESULTS

Notify parents/guardians of the results

**Overall Proficiency Level (OPL) of Proficient:** students must be EXITED from EL services (use Exit code ELL01) for reclassification through the Student Information System by June 30

**OPL that is less than Proficient:** students are eligible for EL services for the 2025-2026 school year

**OPL that is Undetermined (Incomplete):** students must be administered a new Placement Test within the first two weeks of the 2025-2026 school year







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Questions?

# THANK YOU!

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Contact the AZELLA Team at [AZELLA@azed.gov](mailto:AZELLA@azed.gov)

