ASSESSMENTS AZELLA
Training Matrix 2025-2026

Each AZELLA staff member must complete the required training modules that are **associated with their assigned AZELLA role(s) and grade level(s) of the AZELLA that they will be administering.** If you do not know your assigned AZELLA role(s) please ask your AZELLA District Test Coordinator (DTC) prior to starting the training modules. Assigned training modules only need to be completed once per school year.

Arizona Learning Management System (AzLMS) **users that had an account during the prior school year and are at the same district/school this year, will continue to use their same AzLMS account.** Pearson will create **new** AZELLA DTC AzLMS accounts by way of an invitation from **Adobe**. It is the responsibility of the DTC to send the URL links to new AZELLA School Test Coordinators (STCs), Technology Coordinators, Test Administrators, and other staff to create their AzLMS account. The DTCs and the STCs must provide the specific AzLMS user role URL links for new AZELLA staff and assign the training modules they are required to complete based on their AZELLA role and the grade level(s) of the AZELLA that they will be administering. Additional training modules may be assigned to AZELLA staff members as needed. All training modules and Understand Scoring are housed in the AzLMS.

Proctors must be an employee of the district. A Proctor is an adult in the testing room monitoring students as they are testing. A Proctor does not administer the test. A "contracted with the University" student teacher in their last semester of school may be a Proctor. Parents and volunteers are not permitted to be Proctors.

AZELLA Staff Roles

District Test Coordinator (DTC)	Technology Coordinator	Data Entry	Reports Only Access
School Test Coordinator (STC)	Test Administrator	Proctors and Other Non-Testing Staff	

3 Training Module Sets

Annual	Placement	Reassessment

Assigned and required training modules are identified with a checkmark.

AZELLA Role (Tag) — Assigned ANNUAL Training Modules

AZELLA Role (Tag)	Test Security & Ethics	Technology	Fundamentals	AZELLA Basics	Reports & Corrections	PAN
DTC	☑	☑	☑	☑	☑	☑ **PAN DTC/STC**
STC	☑	☑	☑	☑	☑	☑ **PAN DTC/STC**
Test Administrator	☑		☑			☑ PAN for TA (Gr 2-12)
Technology Coordinator	☑	☑				
Data Entry (K-3 Placement only)	☑					☑ PAN Data Entry (K-3)
Reports Only Access	☑				☑	
Proctor and Non-Testing Staff (includes Extended Writing Scorer)	☑					

AZELLA Role (Tag) — Assigned PLACEMENT Training Modules

AZELLA Role (Tag)		DTC-STC	KPT	KPT UndScr	Gr 1	Gr 1 UndScr	Gr 2-3	Gr 2-3 UndScr	Gr 4-12
DTC	Based on the grade levels served	☑	☑	✎	☑	✎	☑	✎	☑
STC	Based on the grade levels served	☑	☑	✎	☑	✎	☑	✎	☑
Test Administrator	Based on the grade level(s) testing		☑	☑	☑	✎	☑	✎	☑
Extended Writing Scorer (Gr 1-3)						☑		☑	

> ✎ UndScr = **Understand Scoring** Training and Qualifications. DTCs and STCs need to complete one or more of these qualifications if they will be administering the KPT and scoring the Grade 1 and Grades 2-3 extended Writing items. **Anyone administering the KPT must also complete the KPT Administrator qualification from Understand Scoring; Anyone scoring the extended Writing items for Grades 1 and 2-3 are required to complete the associated Writing Scorers Understand Scoring qualifications. Additional paper testing materials will not be approved until staff have these necessary qualifications.**
> KEYWORD= 2526azella (case sensitive)

AZELLA Role (Tag) — Assigned REASSESSMENT Training Modules

AZELLA Role (Tag)		DTC-STC	Grades K & 1	Grades 2-3	Grades 4-12
DTC	Based on the grade levels served	☑	☑	☑	☑
STC	Based on the grade levels served	☑	☑	☑	☑
Test Administrator	Based on the grade level(s) administering		☑	☑	☑