Arizona English Language Learner Assessment

AZELLA Form AZ-2

Pre-Test Workshop
Summer 2009
(For School Year 2009-2010)

What is AZELLA?

- The Arizona English Language Learner Assessment
- Augmented version of the Harcourt Stanford English Language Proficiency (SELP) Test
- Developed by Pearson and the Arizona Department of Education
- A criterion referenced test (CRT)
- Aligned to the Arizona K-12 English Language Proficiency (ELP) Standards

SECURITY



- AZELLA is a high stakes assessment similar to AIMS.
- Materials must be kept secure from the time it is received until scannable documents are sent to Pearson for scoring.
- No AZELLA documents are to leave the school except for those sent to Pearson for scoring.

School Year 2009- 2010

- Use ONLY AZELLA Form AZ-2
- Destroy all AZELLA Form AZ-1 assessment/shipping materials.
 - Shred or burn paper documents
 - Break CDs
- Exceptions
 - DVDs can be used for teacher training.
 - Paper bands and yellow SCORABLES labels can be used to return AZELLA Form AZ-2 scorables.

AZELLA Test Design

Five Levels of Assessment Materials:

- Preliteracy Kindergarten
- Primary Grades 1 & 2
- Elementary Grades 3, 4, & 5
- Middle Grades Grades 6, 7, & 8
- High School Grades 9-12

Each level has a different color scheme and student artwork covers

Assessment items

- Multiple choice
- Writing samples
- Short and extended oral response items

Required for administration

- Assessment booklets
- Response booklets
- Directions for Administering (DFA)
- Listening CDs

- Preliteracy and Primary Assessment Booklets
 - Machine scorable
- Elementary-High School Assessment Booklets
 - Reusable
 - Matched machine-scorable response booklets

FORM AZ-2



Arizona

English Language Learner Assessment



Assessment Booklet

PRELITERACY LEVEL **PEARSON**

999-8713-69-2

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PEARSON

- Contains four subtests
 - Listening
 - Speaking
 - Prereading
 - Prewriting
- ➤ Prewriting and Speaking subtests must be scored on site by the examiner.
- Scoring form and rubrics are in the student assessment booklet.

- Listening Subtest
 - Individually administered
 - Student will point to the correct answer
 - Examiner fills in the corresponding bubble in the student assessment booklet

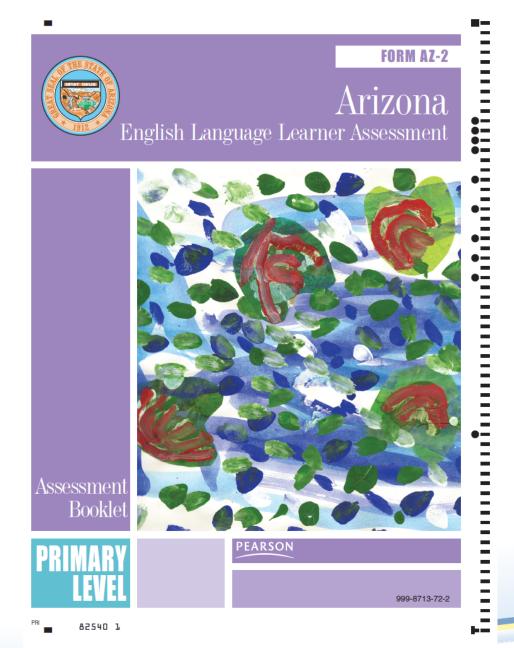
- Prereading Subtest
 - Small group (maximum of 5 students)
 - Individual assessment <u>recommended</u>
 - Student will mark an X on the correct answer.
 - After administration, examiner fills in the corresponding bubble in the student assessment booklet.
 - Scanners read the bubble, not the X.

- Prewriting subtest
 - Small group (maximum of 5 students)
 - Individual assessment <u>recommended</u>
 - After administration:
 - >Scored on site by the examiner
 - Scoring form and rubrics are in the student assessment booklet.

- Speaking subtest:
 - Individually administered
 - Must be scored on site by the examiner
 - Scoring form and rubrics are in the student assessment booklet.

Primary, Elementary, Middle Grades and High School Levels

- Contain five subtests:
 - Listening
 - Speaking
 - Reading
 - Writing
 - Writing Conventions
- ➤ The Speaking subtest must be scored on site by the examiner.
- Scoring form and rubrics are in the student assessment booklet.



Primary Level

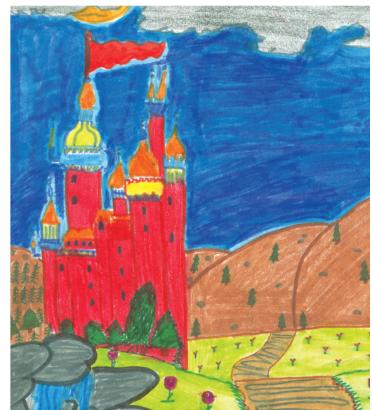
- Speaking Booklet has been discontinued.
- Speaking Assessment items and directions are in the Directions for Administrating (DFA).
- ➤ The Speaking subtest must be scored on site by the examiner.
- Scoring form and rubrics are in the student assessment booklet.





Arizona

English Language Learner Assessment



Response Booklet



PEARSON

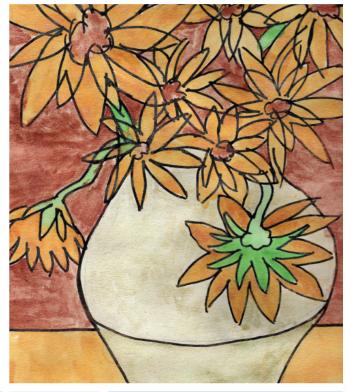
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Arizona

English Language Learner Assessment



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Response Booklet



PEARSON

999-8713-83-8





Arizona

English Language Learner Assessment



Response Booklet



PEARSON

999-8713-88-9

Elementary, Middle Grades and High School Levels

➤ The Speaking subtest must be scored on site by the examiner.

>Scoring form and rubrics are in the student assessment booklet.

Other AZELLA Form AZ-2 Materials

- Test Coordinator Manual
 - Receiving and securing AZELLA materials
 - Directions for completing necessary forms
 - Pearson contacts
 - Critical dates
- Listening CDs
 - Use is <u>mandatory</u> for Primary-High School levels
 - Statewide consistency in administration

Arizona English Language Learner Assessment



Harcourt

Goordinator's Manual

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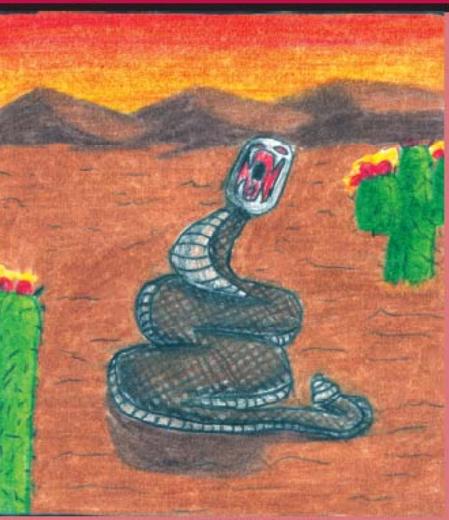
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- Scoring Guide w/Overlay Keys
 - Used for hand-scoring all subtests
 - Information to assist with scoring
 - Speaking
 - Prewriting
 - Writing
- NEW Speaking & Prewriting Teacher Training Website
 - Accessible 24/7
 - Interactive

Arizona English Language Learner Assessment



Scoring Guide

900-8713-984

PEARSON

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- Test Coordinator Kit
 - Shipped to LEAs and BIE schools
 - FedEx ground shipping labels
 - Yellow SCORABLES labels
 - Master File Sheet (MFS)
 - Make copies
 - ➤Use with <u>every</u> shipment of documents
 - Scoring Service Identification (SSID) sheets

2009-2010 AZELLA Master File Sheet

Page 1

District: ANY SCHOOL USD

Code: 001234567

Contact: MANDEBELLA FUZZDABINTCH Address: OVER THE RAINBOW DRIVE

> PHOENIX AZ 85001

Telephone: (123) 456-7890

Building Number	Building Name	Grade	Number of Groups	Number of Documents
0123456789	YOUR SCHOOL			
	Kindergarten			
	First Grade			
	Second Grade			
	Third Grade			
	Fourth Grade			
	Fifth Grade			
	Sixth Grade			
	Seventh Grade			
	Eighth Grade			
	Ninth Grade			
	Tenth Grade			
	Eleventh Grade			
	Twelfth Grade			

		TOTALS:	
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	Testing Program	Est N-Count	

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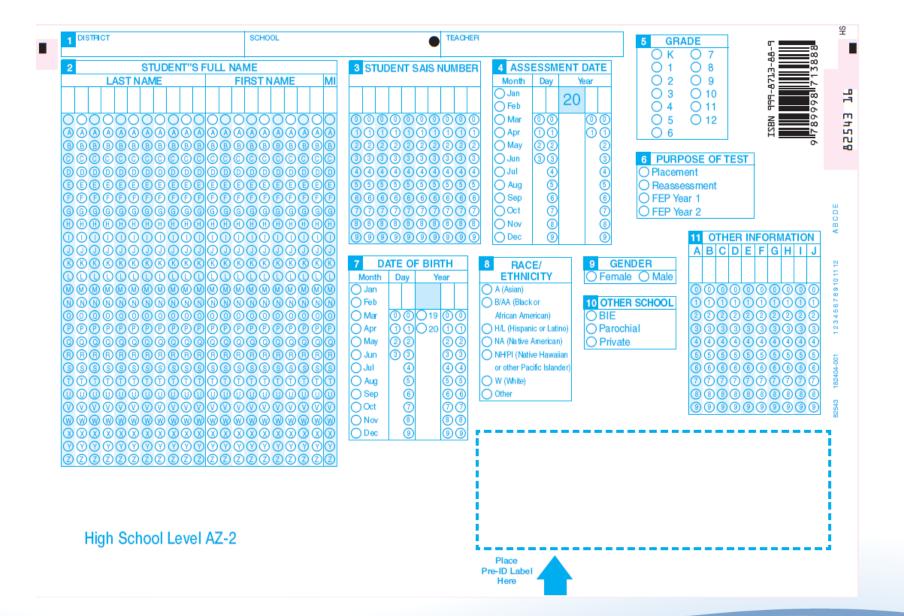
Scoring & Reporting Process

- Hand-scoring
 - Use for initial placement
 - Use Scoring Guide/Overlay Keys
 - Hand-scoring form must be retained in the student's ELL file.
- Machine-scorable documents
 - Return to Pearson for official scores and reports
- All districts, charter schools, and BIE schools use the same scoring and reporting system.

- The document scoring and reporting process will begin on the fourth Monday of each month.
- Reports are printed within a 10 business-day turnaround, except for the first group, which will be reported on Sept. 11.
- Reports are shipped via ground (3-4 days) from Texas to Arizona.

What makes a document processable?

- All pertinent information is filled out and gridded on the demographic page (or there is a correctly formatted pre-ID label in the correct location).
- Use of the pre-ID label will <u>not</u> provide the assessment date.
 - #4 on the demographic page <u>must</u> be filled in and the bubbles gridded.



Master File Sheet (MFS)

- A completed Master File Sheet (MFS)
 must be included with the documents.
- The MFS goes on top of all documents in box 1 of the boxes being shipped.
- This is your packing slip.

2009-2010 AZELLA Master File Sheet

Page 1

District: ANY SCHOOL USD

Code: 001234567

Contact: MANDEBELLA FUZZDABINTCH Address: OVER THE RAINBOW DRIVE

PHOENIX AZ 85001

Telephone: (123) 456-7890

Building Number	Building Name	Grade	Number of Groups	Number of Documents
0123456789	YOUR SCHOOL			
	Kindergarten			
	First Grade			
	Second Grade			
	Third Grade			
	Fourth Grade			
	Fifth Grade			
	Sixth Grade			
	Seventh Grade			
	Eighth Grade			
	Ninth Grade			
	Tenth Grade			
	Eleventh Grade			
	Twelfth Grade			

		TOTALS:	
For Scoring Center	Receiving Number	Order Number	Date Received
	Testing Program AZSL8	Est N-Count	

Scoring Service Identification Sheet (SSID)

- Must be filled out
- Correctly bundled with documents
- Supply of pre-slugged and blank sheets sent in July
- Not necessary to have documents scored by class (teacher name)

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ALERTS



- Conditions that will cause scoring of a batch to <u>cease</u>
 - Program manager or district, charter school or BIE school is contacted.
 - Missing or changed information is resolved.

- Demographic Page
 - District or charter school student has no SAIS number entered and gridded.

- Demographic Page
 - Date the student was assessed is not entered and gridded.

- Demographic Page
 - Student's date of birth, including the century, is not entered and gridded.

- Demographic Page
 - Student's gender is not gridded.

Missing Scoring
 Service Identification
 (SSID) sheet(s)

 Missing Master File Sheet (MFS)

 Contact name, district address, phone number, or CTDS codes is changed on Master File Sheet (MFS)

Student tested out of level

Pre-Identification Labels

- Order using a purchase order.
- Service is optional and <u>not</u> paid for by the state.
- Set-up fee is \$285.00 per order; labels cost \$0.42 per label.
- Contact Client Services Center to obtain formatting and ordering information.
- Format your ELL student demographic information as instructed and submit the file.
- SAIS numbers <u>must</u> be provided for all district and charter school students.
- Pearson will check to be sure all information is formatted correctly.

- If data is missing or formatted incorrectly, you will be notified.
- Labels will be printed with demographic information in a bar code.
- Labels shipped in approximately 10 working days.
- Peel adhesive label from the backing and place in the box indicated on the demographic page.
- Make sure the label matches the student.
- Pre-ID labels take precedence over gridded information when both are used.

Things to Remember



- SAIS number is <u>LEFT JUSTIFIED</u>
- Enter only the SAIS number in Section 3
 of the demographic page. Do not add
 zeros at the end of the SAIS number.
- Check documents before shipping
 - Prewriting and Speaking subtests have been scored.
 - Prewriting and Speaking response bubbles have been completely filled in with a #2 pencil.

- Scanners will not pick up
 - Check marks or slashes in the bubbles
 - Pen, colored pencil, crayons, anything other than #2 pencil
- Pre-ID labels
 - Be sure the correct student (matching the label) receives the test material
 - Place the Pre-ID label in the box outlined with a broken line, denoted by an arrow, and labeled "Place Pre-ID Label Here"

SSID sheet

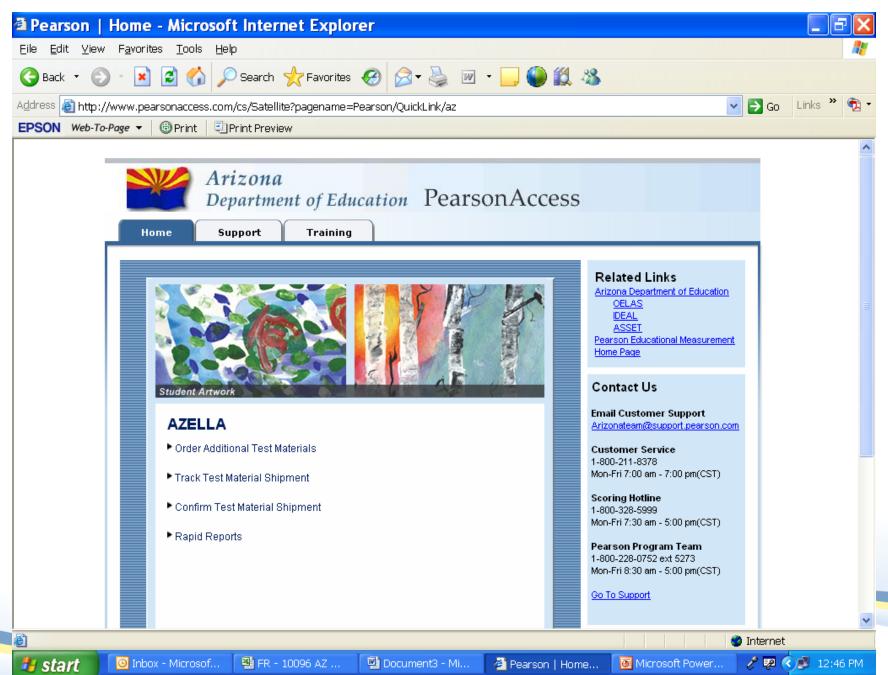
 Enrolled grade on the demographic page of all documents under the SSID sheet must match the grade bubbled on the SSID sheet.

Record the tracking number on the FedEx shipping label

- If you do not receive printed student reports in 15 days, contact the Scoring Hotline at 1-800-328-5999.
- If Pearson does not show receipt of documents, track them using the shipping label tracking number.

PearsonAccess

- PearsonAccess replaces SPECTRUM as the platform for placing orders for assessment material.
- Website address: <u>www.pearsonaccess.com</u>.
- PearsonAccess is for ordering material and tracking the order.



PearsonAccess

- PearsonAccess Arizona User's Guide
 - Located in folder
 - Person placing/tracking orders needs a copy
- Welcome Page
 - Links to websites
 - Arizona Department of Education (ADE)
 - Office of English Language Acquisition Services (OELAS)
 - IDEAL
 - AZELLA Speaking/Prewriting Training
 - Pearson contact phone numbers and email addresses

- Information already in the system
 - Districts and schools
 - Charter holders and schools
 - BIE/grant schools
 - Information from previous years
 - Contact names
 - Shipping addresses
 - Phone numbers
 - Email addresses
 - Update your information

- Contact Client Services Center to update PearsonAccess
 - Opening of a new school
 - CTDS number must be available in the ADE system.
 - School or charter name has changed.
 - If a school has closed, it can be deleted.
 - Users can be deleted.
 - New users can be added.

- All orders will be reviewed by Pearson
 - Determine if quantities are appropriate
 - Order meets criteria
 - Validated, picked, packed and shipped
 - Check status in 2 days effective in October
 - May take 3 days for a tracking number
 - All district and charter shipments via ground service
- Generate a report for ADE
 - Who has placed orders
 - Material(s)
 - Quantities

Ordering Information

- All districts, charters and BIE schools will place orders using the PearsonAccess website.
- The state of Arizona pays for AZELLA material ordered by districts and charters – <u>no</u> purchase order number is required.
- BIE schools must provide a purchase order number in the comments section of PearsonAccess.

Preparation for placing your order

- Determine the contact person for ordering material and receiving reports. Provide the name, shipping address, phone number, and email address to Pearson.
- Pearson will send the PearsonAccess user name and password to the designated contact.
- Set up a spreadsheet to keep track of what you need to order.
- District and charter orders will ship via ground service.
- BIE schools may include the estimated cost for 2nd day or overnight shipping in their purchase order, or material will ship via ground.



- All electronic reporting for AZ-2 will be handled by PearsonAccess.
- Available September 11, 2009
- Rapid Reports will remain active for part of the 2009-2010 school year to provide AZ-1 student data to districts.

Pearson Contact Information

 Client Services Center:1-888-705-9241, prompt #2

Email: arizonateam@pearson.com

Scoring Hotline:1-800-328-5999

Email: <u>EACustomerService@pearson.com</u>

Technical Support:1-800-927-7470 prompt #5

Email: <u>EATechSupport@pearson.com</u>

To obtain copies of this presentation

- Go to the OELAS website at www.azed.gov/OELAS
- Look under AZELLA, choose the document, click on it, then print it.

