



ARIZONA DEPARTMENT OF  
**EDUCATION**



**FOCALPOINT**

TEACHING & LEARNING. MEASURED. MANAGED.

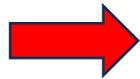
# Achievement Tutoring Program Office Hours



# Accessing FocalPoint

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<https://ade.backpack.education>



To be sure you receive your credentials, be sure to add [noreply@focalpointK12.com](mailto:noreply@focalpointK12.com) to your email safelist.

PLEASE LOGIN TO APP

By logging in to this confidential site, you are acknowledging that you understand and will comply with the requirements to protect confidential student data under the **Family Educational Rights and Privacy Act (FERPA)**. You are further agreeing to responsibly use the data for the benefit of the students for whom you have a legitimate educational interest.

[Login](#)

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 **FOCALPOINTK12**

Contact Us : 866-377-4265  
EMail : [support@FocalPointK12.com](mailto:support@FocalPointK12.com)



## FocalPoint Roles

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Controller – Coordinator (Test Coordinator)

Proctor – Tutor/Test Administrator

Exam Taker – Student



# FocalPoint Testing Process Review

## Coordinators

### Step 1: Provision Users:

- Enroll Proctors (Teachers/Tutors/Test Admins)
- Enroll Exam Takers (Students)

### Step 2: Manage Exams:

- Review Exam Sessions
- Review Exam Schedules
- Publish Schedules as needed

### Step 3: Enroll Students to Exam Schedules

### Step 4: Exam Administration

- Make changes as needed

### Step 5: Review Reporting (when available)

## Tutors

### Step 1: View the published Exam Schedules

### Step 2: Create Time Slots

### Step 3: Enroll Students to Exams

### Step 4: Control Exam Access by making Exams Live

### Step 5: Oversee testing

### Step 6: Review Reports (when available)

## Students

### Step 1: See the tests you are registered for

### Step 2: Look at the test details

### Step 3: Launch the test

### Step 4: Review the instructions

### Step 5: Take your test(s)



## More Questions?

Visit the AZ Achievement Tutoring Help Center by accessing Help from within FocalPoint.

Call: 866.377.4265

Email: [AchievementTutoringSupport@focalpointk12.com](mailto: AchievementTutoringSupport@focalpointk12.com)



## Default Password for Exam Takers (Students)

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Download the Exam Takers list to get the User ID for each student.

The default password for each student is @Abcd1234





**FocalPoint**

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