



Packaging & Distribution

Receiving and Returning Test Materials Ordering Additional Test Materials

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IAA Spring 2012

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www.isbe.net/assessment



Receiving and Returning Test Materials

- **Initial Shipment**
- **Verifying Inventory**
 - Coordinator Kit
 - Test Booklets



Initial Shipment

- IAA materials will be delivered by **Monday, February 6**
- UPS will be the courier
- **For Chicago Schools,** Box 1 will contain the Coordinator kit and test booklets.
- **For non-Chicago Districts,** Box 1 will only contain the Coordinator kit. There will be additional boxes, a box for each school with test booklets.
- **Save the boxes.** Use them to return materials.



PEARSON	ADDRESS LINE 1
9200 EARHART LANE SW	
CEDAR RAPIDS, IA 52404-9078	
	SEQ: 00001
RRCCDDDDTTSSSS	
IAA COORDINATOR NAME	
DISTRICT OR SCHOOL NAME	
ADDRESS LINE 1	
CITY, STATE, ZIP	
PHONE: 555-555-5555	
IAA TEST MATERIALS	
	
	02000083596
	
790781 2161611001	



Verifying Inventory

- **Coordinator Kit**

- Packing List
- District and School Security Checklists
- Coordinator Memo
- UPS Return Labels
- Pearson BLUE Return Labels
- Official Tracking Document
- IAA Implementation Manual

- **Test Booklets**



Verifying Inventory

District and School Security Checklists

- Verify that each test booklet on the checklist was received.
- Track the test booklet as it is issued to the teacher and returned after testing.
 - Coordinator signs and dates the form when a test booklet is issued.
 - Teacher signs and dates the form when the test booklet is returned to the Coordinator.

PEARSON ILLINOIS ALTERNATE ASSESSMENT
 SPRING 2012 TEST MATERIALS
 READING/MATHEMATICS/SCIENCE/WRITING
 DISTRICT & SCHOOL SECURITY CHECKLIST

Deliver To: RRCCDDDDTTSSSS District or CPS School Name
 Street Address
 City, State, Zip
 IAA COORDINATOR NAME
 Phone: (217) 7654321
 Fax: (217) 1234567

Ship To: RRCCDDDDTTSSSS District or CPS School Name
 Street Address
 City, State, Zip
 IAA COORDINATOR NAME
 Phone: (217) 7654321
 Fax: (217) 1234567

DIRECTIONS: The IAA Coordinator must sign this form when test booklets are issued to teachers and document the date of the exchange.
 The teacher should sign this form when test booklets are returned to the IAA Coordinator and document the date of the exchange.
 Retain this document for your records.

For TB, IAA, GRD 3, FM 3, R-M, SEC

Security Number(s)	Coordinator Signature	Date Test Book Issued	Teacher Signature	Date Test Book Returned
208010808				
208010809				

For TB, IAA, GRD 4, FM 2, R-M-S, SEC

Security Number(s)	Coordinator Signature	Date Test Book Issued	Teacher Signature	Date Test Book Returned
208030956				



Verifying Inventory Coordinator Memo

- IAA Testing Window
- Online Score Entry Deadline
- Changes for 2012

ILLINOIS ALTERNATE ASSESSMENT
Spring 2012 Assessment

IMPORTANT INFORMATION FOR 2012

- IAA Testing Window: February 20 – March 16, 2012.
- All student scores **MUST** be entered in SchoolSuccess: Online Scoring System by 11:59 p.m. on March 16, 2012.
- There will be no writing assessment (grades 3, 5, 6, 8 and 11) for the Illinois Alternate Assessment (IAA) for 2012.
- For **ALL** tasks, the teacher will no longer repeat the primary task after an incorrect response (at Score Level 4). Review the rubric prior to test administration.
- For some Reading tasks, students without a read aloud accommodation will be instructed to read this passage. The teacher will pause for student to read before reading the question and answer options. For some Reading tasks, all students, regardless of read aloud accommodation, will have the passage read aloud. These tasks are identified on the Reading subject divider page (same as 2011).
- Refer to the Mathematics and Science divider pages prior to administration to identify tasks with materials lists that are required for administration.
- Reasons for Not Testing will be captured **ONLY** in the Student Information System (SIS) and **NOT** in SchoolSuccess. It will be the IAA Coordinator's and/or the teacher's responsibility to provide the SIS Administrator the Not Tested Reason to be entered into SIS. In SchoolSuccess, select "Did Not Participate in the 2012 IAA Test Administration" check box, and the student will be marked as complete. Refer to http://www.isbe.net/sis/pdf/not_testing.pdf for a list of Reasons for Not Testing.

SCHOOLSUCCESS: ONLINE SCORING SET-UP


WWW.IAAPEARSON.COM – SchoolSuccess: Online Scoring System
By the time you have received these materials, these online scoring administrative functions should be complete, so please take time to review this list and ensure that these Coordinator activities are complete:

1. **Create Teacher Accounts**- Every teacher that will be entering student scores into the online scoring system should have an account created.
2. **Create Teacher Classrooms**- Every teacher account that has been created for online scoring needs a Classroom to assign students to for scoring.
3. **Assign/Create Students**- All IAA students that were pre-ID to your school(s) should be assigned to a Classroom for scoring. If there are missing students, they either need to be created by the Coordinator, or transferred in from another location (requested by the Coordinator).

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Verifying Inventory Official Tracking Document


OFFICIAL TRACKING DOCUMENT
Unreturned IAA Test Booklets

**IF YOU HAVE TEST BOOKLETS NOT BEING RETURNED FOR ANY REASON,
COMPLETE THIS FORM AND
FAX IT TO PEARSON AT 319-358-4255.
DO NOT RETURN IT WITH YOUR TEST MATERIALS!**

All test booklets sent to you are secure, must be accounted for before, during, and after the IAA test administration, and must be returned. If a test booklet is not being returned for whatever reason (e.g., destroyed, lost, accidentally discarded, etc.), complete this form and detail why the test booklet(s) is not being returned. Make every effort to locate any missing test booklets within your district or school before completing this form and faxing it to Pearson. Duplicate copies are included.

REQUIRED INFORMATION

REMINDER – RCDTS codes are 15 digits in length and all digits should be provided at the Testing School level. RCDT codes are 11 digits in length.

(If missing from district coverage, complete the following two lines.)

District RCDT Code: _____

Complete District Name: _____

(In addition, if missing from school materials, complete the following two lines.)

Testing School RCDTS Code: _____

Testing School Name: _____

UNRETURNED TEST BOOKLET CODES

- 20 – District/School Lost Test Booklet(s)
- 21 – District/School Destroyed Test Booklet(s)
- 22 – District/School Never Received Test Booklet(s)
- 23 – District/School Reported Test Booklet(s) Stolen
- 24 – District/School Test Booklet(s) Being Held by the State

GRADE LEVEL	SECURITY BARCODE NUMBER OF MISSING TEST BOOKLET	UNRETURNED TEST BOOKLET CODE (from above) OR DETAILED DESCRIPTION OF WHY THE TEST BOOKLET WAS NOT RETURNED

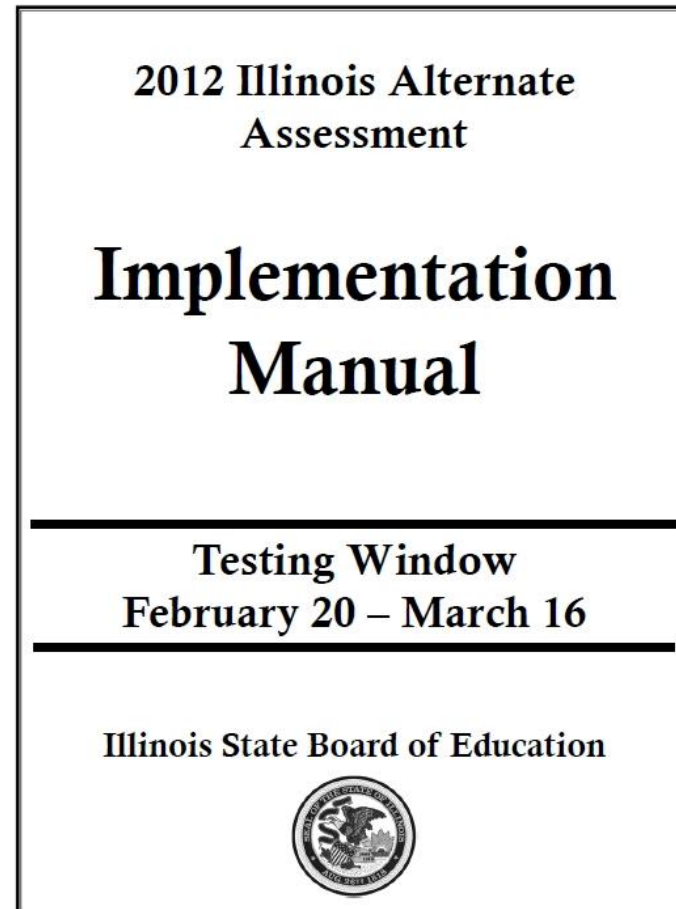
- ONLY use this form if you have test booklets that are missing and will not be returned to Pearson
- This form needs to be faxed to Pearson. **It is not to be packaged with the return shipment.**



Verifying Inventory

IAA Implementation Manual

- **Coordinators**
 - Roles and responsibilities
 - SchoolSuccess: Online Scoring System
- **Teachers**
 - Responsibilities prior to, during, and after administration





Verifying Inventory

Test Booklets

- One test booklet per student, based on Pre-ID file
- Distribute test booklets to teachers immediately upon receipt.
- Sharing of test booklets is allowed between students in the same grade, as long as each student receives only their appropriate accommodations.



Ordering Additional Test Materials

- **Pearson's Assessment Network**
- **Placing an Additional Order**



Ordering Additional Test Materials

Pearson's Assessment Network

- **MUST BE** entered into Pearson's Assessment Network system www.pearsonaccess.com/il
- Additional Order Window opens Monday, February 6th

The screenshot shows the top navigation bar of the Pearson Solutions website. The logo 'PEM SOLUTIONS' is on the left. The navigation menu includes 'ADMIN', 'HOME', 'PROFILE', 'ENROLLMENT', and 'ORDERS'. Below the menu, there are three links: 'Detailed Instructions', 'Order Additional Materials' (highlighted in red), and 'Order History and Tracking'. Below the links, the text '999999999010000 SAMPLE DISTRICT' is displayed. At the bottom right of the screenshot, the text 'Order Additional Materials' is written in large, bold, red font.



Ordering Additional Test Materials

Placing an Additional Order

- Order the same form number received in the initial shipment
- Didn't receive any test booklets at that grade level in the initial shipment, choose any form number

Please try to place just ONE additional order.

- **Placed at least 72 hours prior to when the test material will be used.**
- **Additional orders will be shipped UPS Ground to the same address and to the same person as provided for the initial shipment.**



Interactive Frequently Asked Questions Database

www.pearsonaccess.com/il

PEARSON Illinois ISAT & IAA

PEMSolutions

- ▶ Update Your PROFILE
- ▶ Review and Enter ISAT Enrollment Numbers
- ▶ Review Test Materials Quantities (IAA)
- ▶ Order Additional Test Materials
- ▶ Track Test Material Shipments
- ▶ Confirm Test Material Shipments

[Go to PEMSolutions](#)

Related Links

- [Illinois State Board of Education](#)
- [Illinois State Board of Education ISAT Assessment](#)
- [Illinois Alternate Assessment](#)
- [FREQUENTLY ASKED QUESTIONS](#)**

Latest News & Announcements

Illinois Customer Support
 1-888-705-9413
 Monday thru Friday
 6:00 am - 7:00 pm (CDT)
ISAT@support.pearson.com
iaa_pearson@support.pearson.com

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Questions

Interactive Frequently Asked Questions Database

www.pearsonaccess.com/il

Click on Frequently Asked Questions link to access database

Packaging and Distribution

Pearson's Illinois Customer Support Center

1-888-705-9413

Email: iaa_pearson@support.pearson.com