Packaging & Distribution

Receiving and Returning Test Materials
Ordering Additional Test Materials

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IAA Spring 2013
Receiving and Returning Test Materials

• Initial Shipment
• Verifying Inventory
  • Coordinator Kit
  • Test Booklets
Initial Shipment

- IAA materials will be delivered by Monday, February 11
- 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.
Verifying Inventory

- Coordinator Kit
  - Packing List
  - District and School Security Checklists
  - Coordinator Memo
  - UPS Return Labels
  - Pearson BLUE Return Labels
  - 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.
Verifying Inventory
Coordinator Memo

• IAA Testing Window
• Online Score Entry Deadline
• Changes for 2013
Verifying Inventory

UPS and Pearson Return Labels

Both labels must be used to return materials.

PRE-SCHEDULED Pick-up is March 27th
Verifying Inventory

Official Tracking Document

- This form is found in the IAA Implementation Manual

- 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

2013 Illinois Alternate Assessment

Implementation Manual

Testing Window
February 25 – March 22

Illinois State Board of Education
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 11th
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
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