2008-09 Assessment Network User & Pre-Test Information Guide

Overview

The purpose of this 2008-09 Assessment Network User & Pre-Test Information Guide is to aid you in your understanding of Pearson’s PEM Solutions Assessment Network and how the various functionalities will apply to your educational entity for the spring 2009 ISAT and IAA test administrations.

ISAT and IAA will be presented as two independent web portals for the spring 2009 cycle. Each web portal will have a unique user ID and password for each educational entity. There will be one user ID and password for ISAT users to access the ISAT portal - ILISAT; and one user ID and password for IAA users to access the IAA portal - ILIAA. Assigned user IDs and passwords are not interchangeable between the ISAT and IAA web portals. Additionally, updating and/or changing district or Chicago school profile information within one web portal will not affect or transfer to the other – information must be updated in both web portals.

While some Assessment Network functionalities have remained unchanged from spring 2008, there are changes being implemented for spring 2009. These changes will be covered within this guide. Additionally, new sections relative to important pre-test information have been added to provide you with a thorough understanding of what is required and what will happen in terms of acquiring the test materials you require to have a successful spring 2009 ISAT and/or IAA test cycle.

User IDs & Passwords

KEEP YOUR ISSUED USER ID AND PASSWORD SECURE!

Assessment Network user IDs and passwords for the spring 2009 ISAT and IAA test cycle will be distributed in late October 2008. 2008-09 Assessment Network user IDs and passwords will be sent in-care-of the last ISAT or the last IAA test coordinator indicated on Assessment Network PROFILE or Spring 2009 ISAT or IAA test coordinator. Although existing PROFILE information may be outdated, it is the most accurate data available for this particular distribution effort.

Remember – There is a separate user ID and password issued for ISAT and for IAA.
User IDs & Passwords

Misplaced Your Assigned USER ID & PASSWORD?

Assigned user IDs and passwords cannot be given out over the telephone!

If you have misplaced your assigned user ID and password follow these steps.

1 Contact Pearson either by calling Pearson’s Illinois Customer Support Center at 800-627-7990, state code 814, or send an e-mail to ISAT@support.pearson.com (for ISAT users), or iaa_pearson@support.pearson.com (for IAA users), and request that your Assessment Network password be reset.

2 Be prepared to validate your district’s or Chicago school’s PROFILE information.

If you are the same ISAT or IAA test coordinator listed in the current Assessment Network PROFILE (same as in the spring 2008), your user ID and password will be reset and e-mailed within one business day to the e-mail address indicated on your district’s or Chicago school’s Assessment Network PROFILE.

If you are not the same ISAT or IAA test coordinator listed in the current Assessment Network PROFILE, the district superintendent or Chicago school principal listed in the PROFILE will be contacted by Pearson to validate that you are the current ISAT or IAA test coordinator for your district or Chicago school. Upon validation, Pearson will update the e-mail address in your district’s or Chicago school’s PROFILE and your reset user ID and password will be e-mailed to you within two business days.

3 Once your user ID and password has been reset, it then becomes your responsibility to update the remaining PROFILE information for your district or Chicago school, before Assessment Network closes on Sunday, December 21, 2008.

Pearson is not authorized to update PROFILE information other then your e-mail address without express consent from the Illinois State Board of Education.

Refer to the PROFILE section of this guide for complete details about your district or Chicago school PROFILES.

Enhanced security measures are a result of internet security protocols.
**Valuable Contact Information**

**Pearson’s Assessment Network Website**

Save this URL in your ‘Favorites’ on your computer for easier access!

After entering this URL in the address field of your web browser and going to the website, click on ‘Favorites’ on your computer’s toolbar and then ‘Add to Favorites’. This will provide you a quick means to access Pearson’s PEM Solutions Assessment Network for future use.

www.pearsonaccess.com/il

If you have questions about Pearson’s PEM Solutions Assessment Network, test material distribution, or test materials in general, do **NOT** call the Illinois State Board of Education or your ROE. Instead contact:

**Illinois Customer Support Center**  
Monday through Friday 6 a.m. to 7 p.m. (CST)  
1-800-627-7990 and enter State Code 814  
or e-mail Pearson at:  
ISAT@support.pearson.com  
IAA_Pearson@support.pearson.com

If you have questions about the administration of the ISAT or IAA tests, or have questions about Illinois State Board of Education policies, contact:

**Illinois State Board of Education**  
Monday through Friday 9 a.m. to 4:30 p.m.  
1-217-782-4823  Toll Free 1-866-317-6034

If you have questions about the Illinois State Board of Education’s Student Information System, contact:

**Illinois State Board of Education HELP Desk**  
217-558-3600  
Monday through Friday 8:30 a.m. to 5:00 p.m.
This year your shipment of regular format tests is based on the number of students HOME SCHOOL districts entered into the Student Information System (SIS). (Pearson packs extra tests over and above the enrollment to take care of shortages.)

On Wednesday, October 17, 2008, the Illinois State Board of Education supplied Pearson with a file that contained 2008-09 enrollment data that had been entered into SIS by HOME SCHOOL districts as of Wednesday, October 15, 2008.

While it is understood that actual enrollments could change between October 15, and your district’s ISAT or IAA first day of testing, enrollments had to be loaded into Pearson’s Assessment Network so that ordering could proceed.

NOTE: The HOME SCHOOL DISTRICTS must enter 2008-09 enrollment information into SIS. Chicago District 299 schools enter enrollments into the Chicago IMPACT system and the Chicago district office loads enrollments into SIS.

Student ID (pre-ID) Deadline

To determine where test materials and ISAT student ID labels are sent.

Friday, January 9, 2009

NOTE: The HOME SCHOOL DISTRICTS must enter 2008-09 Student ID (pre-ID) information into SIS. Chicago District 299 schools enter Student ID (pre-ID) information into the Chicago IMPACT system and the Chicago district office loads Student ID (pre-ID) into SIS.

Whether a student is sitting for the spring 2009 ISAT or IAA test, the Testing School RCDTS code that the student’s Home School enters into the student’s Student ID (pre-ID) record determines where a student’s ISAT or IAA test materials will be shipped. The student’s Home School ISAT or IAA Test Coordinator (working with the SIS administrator) is ultimately responsible for determining where a student’s ISAT or IAA test materials are sent.

If you serve as a Testing School, it is the responsibility of the ISAT and/or IAA Test Coordinator’s from BOTH the student’s HOME SCHOOL and TESTING SCHOOL to work out test material logistics prior to the close of the state’s Student ID (pre-ID) upload window – Friday, January 9, 2009. Once Student ID (pre-ID) information is passed to Pearson from the Illinois State Board of Education, it cannot be changed.

Questions relating to Student ID (pre-ID) Upload to Student Information System should be directed to the Illinois State Board of Education at 217-558-3600, or can be viewed by going to www.isbe.net/sis/html/user_manual.htm.
Profile and Order Window of ISAT and IAA

Monday, November 3 – Sunday, December 21, 2008

ISAT Material Distribution &
Material Pick-up Dates

<table>
<thead>
<tr>
<th>ISAT Test Window</th>
<th>TEST MATERIAL DELIVERY</th>
<th>TEST MATERIAL PICK-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NON-SECURE</td>
<td>SECURE</td>
</tr>
</tbody>
</table>

*NOTE: Districts may request to shift their ISAT test window one week earlier or one week later. Requests to shift your test window must be submitted to the Student Assessment Division of ISBE by no later than December 1, 2008.

**You are permitted to reschedule your ISAT test material pick-up date earlier or later than the date indicated above by calling Pearson’s Illinois Customer Support Center Monday through Friday, 6 a.m. – 7 p.m. (CST) at 800-627-7990, state code 814. Later pick-up date requests cannot exceed three business days beyond the date indicated for your test window.

SHIPMENT COMPOSITION – Two separate shipments

Non-Secure Material Shipment

The following test materials will be included with your non-secure test materials shipment.

- District Test Coordinator Packet (One for each district – includes Test Material Return Labels)
- School Test Coordinator Packet (One for each school – includes Test Material Return Labels)
- Test Administration Manuals (Grades 3-5 and Grades 6-8)
- Professional Teaching Practices for Educators document
- Grades 4-8 Answer Documents
- Student ID (pre-ID) Packet (Includes Student ID labels sorted alphabetically by grade and school, Testing School ID labels, Student ID/Test School ID Roster)

Secure Material Shipment

The following test materials will be included with your secure test materials shipment.

- ALL Standard Format test booklet (including Writing) – grades 3-8
- ALL Special Format test kits (including Writing) – grades 3-8
**You are permitted to reschedule your IAA test material pick-up date earlier or later than the date indicated above by calling Pearson’s Illinois Customer Support Center Monday through Friday, 6 a.m. – 7 p.m. (CST) at 800-627-7990, state code 814. Later pick-up date requests cannot exceed three business days beyond the date indicated for your test window.**

*NOTE: Districts may request to shift their IAA test window one week earlier or one week later. Requests to shift your test window must be submitted to the Student Assessment Division of ISBE by no later than December 1, 2008.*

**SHIPPING COMPOSITION**

**ONE Material Shipment**

The following test materials will be included with your IAA test materials shipment.

- **District Test Coordinator Packet** (One for each district– includes Test Material Return Labels)
- **School Test Coordinator Packet** (One for each school)
- **Implementation Manual** (Grades 3-8 and 11)
- **Test Booklets** (Grade and form specific)

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### TEST MATERIAL DELIVERY

<table>
<thead>
<tr>
<th>IAA Test Window</th>
<th>17-Feb-2009</th>
<th>09-Apr-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAA Early *</td>
<td>02-Mar-2009 through 20-Mar-2009</td>
<td></td>
</tr>
<tr>
<td>IAA Late *</td>
<td>16-Mar-2009 through 03-Apr-2009</td>
<td></td>
</tr>
</tbody>
</table>

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**ADDITIONAL TEST MATERIALS**

**First Day Orders for Additional Test Materials Can Be Submitted**

- **ISAT** Wednesday, February 4, 2009
- **IAA** Tuesday, February 17, 2009
Providing accurate and current PROFILE information is essential because:

- After December 21, 2008, the persons listed for an educational entity will become the sole contacts for the spring 2009 test cycle – material distribution through reporting. Communications to Pearson from anyone other than those persons indicated in the PROFILE will be referred back to these persons.
- The ISAT and IAA Test Coordinator’s name you provide will be the name to whom ISAT and IAA test materials will be shipped. This includes both initial orders and additional test material orders.

Monday, November 3 through Sunday, December 21, 2008

This is your window to update your PROFILES for the spring 2009 ISAT and IAA test cycles.

NOTE – Please be aware, once the primary material distribution file has been created (mid-January 2009), this will be the PROFILE information Pearson uses through reporting in August 2009. Although you will be able to update PROFILE information throughout the 2008-09 calendar year to keep your district’s or Chicago school contact information as accurate as possible, such updates will not be applied until September 2009 without consent from the Illinois State Board of Education.

Two PROFILES are required for both ISAT and IAA! The first is your educational entity’s primary administrator, the second, your ISAT or IAA Test Coordinator. On the next page you will find an example of how PROFILES screens will display for both ISAT and IAA test administrations.

NOTE – Updating a PROFILE in one of the web portals will not update the PROFILE information in another. PROFILE updates will need to be made in both the ISAT and IAA web portals.

DO NOT call the Illinois State Board of Education, your Regional Office of Education, or Pearson to have your PROFILE changed or updated on your behalf. It is your responsibility to log onto Pearson’s Assessment Network and ensure that your educational entity’s PROFILE is accurate and up to date.

If your PROFILE information is complete and accurate, no action is required of you in terms of your PROFILE.

IMPORTANT FACTS about information in your PROFILE

- Shipping address CANNOT BE or CANNOT CONTAIN A POST OFFICE BOX (P.O. Box) in any portion of an address!
- A valid e-mail address is required for BOTH PROFILES shown for ISAT and IAA.

E-MAIL AND E-BLASTS FROM PEARSON ARE NOT SPAM! Please ensure that your district or Chicago school technology department is not blocking the e-mail address with an extension of @pearson.com or @support.pearson.com. Neither Pearson nor the Illinois State Board of Education is responsible for important information not being delivered electronically (via e-mail or e-blast) because your district or Chicago school is blocking e-mail addresses, or you provided an inaccurate e-mail address.
Editing Your Profile

- District Superintendent (Non-Chicago District 299), or
- Chicago District 299 School Principal, or
- Special Education Cooperative Director, or
- Regional Superintendent/IEC Executive Director, or
- Special Education Private Facility District Administrator

ISAT TEST COORDINATOR
MATERIALS SHIPPING ADDRESS

<ISAT TEST COORDINATOR’S NAME>
<Title>
<Shipping Address 1>
<Shipping Address 2>
<City> <State> <Zip>
E-Mail: <isat test coordinator@>
Phone: (xxx) xxx - xxxx
Fax: (xxx) xxx - xxxx

IAA TEST COORDINATOR

<IAA TEST COORDINATOR’S NAME>
<Title>
<Shipping Address 1>
<Shipping Address 2>
<City> <State> <Zip>
E-Mail: <iaa test coordinator@>
Phone: (xxx) xxx - xxxx
Fax: (xxx) xxx - xxxx

- DO NOT USE PUNCTUATION IN THE ADDRESS OR CITY FIELDS.
- The address lines are limited to 25 characters.
  With the exception of your city name, please abbreviate whenever possible in the address line.
  (Examples: Street = St; Avenue = Ave; Boulevard = Blvd; Circle = Cir)

1. Click on the [Change Profile] button located at the bottom of the PROFILE box that needs updating and an editing screen will appear similar to the one displayed to the left.

2. Update PROFILE information as needed. Fields marked with an asterisk (*) are required fields and information must be provided.

3. When complete, click [Save Changes].

You can repeat this process as many times as needed during the November 3, 2008, through December 21, 2008, window to ensure your PROFILE information is as accurate and as complete as possible. For ISAT, you will also be asked, while confirming your enrollments, to verify your PROFILE information, at which time you can update if necessary.
This section of the *Assessment Network User & Pre-Test Information Guide* is broken down into two sections – one for ISAT related activities and another for IAA activities. The respective test logos will differentiate related activities.

**Frequently Asked Question**

Who determines who gets ISAT and/or IAA test materials?

Ultimately, it is up to a student’s *Home School* district to determine who will actually receive test materials for a student. The *Testing School* RCDTS code that a *Home School* district enters into a student’s Student ID (pre-ID) record in SIS determines where test materials for a student will be delivered.

If you serve as a *Testing School* (different from the Home School) and would like to receive a student’s ISAT and/or IAA test materials directly from Pearson, it is your responsibility as a test coordinator to communicate with the student’s *Home School* district ISAT and/or IAA test coordinator(s) to discuss test material logistics. Keep in mind it is ultimately up a student’s *Home School* district – not ISBE or Pearson, as to who will receive ISAT and/or IAA test materials directly from Pearson.

How does the new ordering system work for Home Schools and Testing Schools with SIS providing enrollment information to the Assessment Network?

**Example 1:**

**School A** (a K – 3 building) has 100 grade 3 students. Ten of these grade 3 students are sent to Special Education Coop B for services and will be tested at **Coop B**. For this example assume that these 10 students are the only students served by Coop B.

If the Home School District listed Coop B as the Testing School for these 10 students on SIS, then the following would show up on the Assessment Network.

- School A will show 90 grade 3 students since 90 of their 100 students will be tested there. Pearson will send 90 grade 3 test booklets (plus some extras) to the home district for School A.

- Coop B will show 10 grade 3 students since the 10 students sent by School A will be tested at Coop B. Pearson will send 10 grade 3 test booklets (plus some extras) to Coop B.

However, orders for special format tests (such as reader scripts or Braille) must be entered into the Assessment Network since information about special format test needs are not part of the information collected by SIS.

Assume that 3 of the 10 students at Coop B need a reader script. Since Coop B was listed as the Testing School for these 10 students, it is the responsibility of Coop B to order three reader scripts for the students tested at Coop B. Pearson will send three grade 3 reader scripts to Coop B.
Frequently Asked Question – continued

How does the new ordering system work for Home Schools and Testing Schools with SIS providing enrollment information to the Assessment Network?

Example 2:

Assume the same School A and Coop B with the same number of students attending each facility.

In this example the home district of School A does NOT list Coop B as the Testing School. Rather School A is listed in SIS as the Testing School for all 100 students, even though 10 students attend Coop B for services and will be tested at Coop B. The following will happen.

- School A will show 100 grade 3 students in Assessment Network. The home district for School A will have to order three reader scripts for the students who will be tested at Coop B. Pearson will send 100 grade 3 test booklets (plus some extras) and any special format tests ordered by the home district. The home district (or School A) will have to transport grade 3 test materials (regular tests and reader scripts) to Coop B so that the 10 students can be tested at Coop B. The home district (or School A) will have to pick up all the test materials from Coop B when testing is complete so that the home district of School A can return the test materials for all 100 students to Pearson.

In this example, since Coop B was not listed as a Testing School in SIS, it will not show up on Assessment Network, and it will not be able to do any ordering of test materials for its 10 grade 3 students.
Understanding the IAA Enrollment Table

Prev represents quantities of test materials Pearson shipped your school in the INITIAL spring 2008 IAA test material shipment, rolled up to the next grade. (Example - Spring 2008 grade 3 quantities will appear in grade 4 Prev for spring 2009; grade 4 spring 2008 quantities will appear as grade 5 Prev for 2009, and so on. Because grade 2 did not test the IAA in the spring 2008, Prev quantities for grade 3 for spring 2009 will appear as zero '0'.) Prev quantities DO NOT reflect supplemental (additionally ordered) test materials you might have ordered, or initial test materials orders that were generated outside the initial ordering system. If you did not receive an initial test materials shipment from Pearson for the spring 2008 IAA, zero (0) will be displayed.

Curr represents 2008-09 enrollment numbers that Home School districts entered into SIS, on or before Wednesday, October 15, 2008. This enrollment data is merely "a snapshot" in time to aid you in determining whether or not your 2008-09 enrollment numbers are accurate.

This 2008-09 enrollment information will not be editable on Pearson’s Assessment Network. If it is believed the enrollment data is inaccurate, it is the Home School district’s responsibility to update the information on SIS – updates will be applied upon receipt of the SIS Student ID (pre-ID) file from the Illinois State Board of Education on or about January 9, 2009, and soon after posted to the Assessment Network. These updated numbers will then determine the quantities of IAA test materials you will receive.

While it is understood and is being anticipated that there is the potential that 2008-09 enrollment numbers will vary between October 15, 2008, and March 2009, this is the most accurate information available to forecast test materials quantities.

**CHICAGO SCHOOLS** – Enrollment information that you enter into Chicago’s IMPACT system will be provided to the state’s SIS on your behalf at the appropriate time, as designated by the Illinois State Board of Education. It is YOUR RESPONSIBILITY to ensure that your 2008-09 enrollment information is accurate and up-to-date. Questions relating to Chicago schools entering 2008-09 enrollments in IMPACT should be directed to the Chicago District 299-Department of Student Assessment at 773-553-2424.

**TESTING SCHOOLS** (Special Education Private Facilities, Special Education Cooperatives, Regional Offices of Education) - If you believe the 2008-09 enrollment numbers displayed are not accurate it is YOUR RESPONSIBILITY to contact the Home School district of the students you serve (test), to get the enrollment data corrected in the student’s demographic record. If you believe the enrollment data remains inaccurate after the January update, it will be your responsibility to obtain necessary test materials from the student’s Home School district IAA test coordinator.
IMPORTANT

- Beginning with the spring 2009 ISAT test the initial numbers of regular format test booklet
  comes from the enrollments your district entered into SIS for each grade.

- You will still be required to enter the number of students using special format tests (e.g., reader
  scripts) for the spring 2009 ISAT test.

- Available this year is a special test form for students who are English language learners (ELL).
  This is the last section in the list of special format test kits.

Understanding the ISAT Enrollment Table

<table>
<thead>
<tr>
<th>Code</th>
<th>School Name</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>Prev</th>
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</thead>
<tbody>
<tr>
<td>12345789012345</td>
<td>SAMPLE SCHOOL NAME</td>
<td>0</td>
<td>117</td>
<td>115</td>
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<td>98</td>
<td>95</td>
<td>101</td>
<td>105</td>
<td>109</td>
<td></td>
</tr>
</tbody>
</table>

2008-09 ENROLLMENTS FROM SIS

- IMPORTANT: Your school’s enrollment numbers are based on the number of students your district entered into
  the Student Information System (SIS). Pearson ships quantities over and above the enrollment in take care of
  shortages. If the enrollment form SIS indicates that you are not average for your school, the numbers will be
  updated by the Home School District on SIS, on or before the close of Illinois Student ID updated windows Friday, January 9, 2009.
- IMPORTANT: Data in SIS is not in real time. Last year’s numbers are not in SIS.

PREV represents quantities of test materials Pearson shipped your school in the INITIAL spring 2008 ISAT test
material shipment, rolled up by one grade. (Example - spring 2008 grade 3 quantities will appear in grade 4 Prev, for
spring 2009; grade 4 spring 2008 quantities will appear as grade 5 Prev for 2009, and so on. Because grade 2 did not test the
ISAT in the spring 2008, Prev quantities for grade 3 for spring 2009 will appear as zero 0.) Prev quantities DO NOT reflect
supplemental (additionally ordered) test materials you might have ordered, or initial test materials orders that were
generated outside the initial ordering system. If you did not receive an initial test materials shipment from Pearson for
the spring 2008 ISAT, zero (0) will be displayed. Curr represents 2008-09 enrollment numbers Home School districts
entered into SIS, on or before Wednesday, October 15, 2008.

2008-09 ENROLLMENTS FROM SIS - Beginning with the spring 2009 ISAT test cycle, enrollment
information that Home School districts enter into SIS, on or before Wednesday, October 15, 2008, will become the
preliminary source of information in determining test material quantities provided to schools. This preliminary 2008-09
enrollment information will not be editable on Pearson’s Assessment Network. If it is believed the enrollment data is
inaccurate, it is the Home School districts responsibility to update the information on SIS and updates will be applied
when your school’s Student ID (pre-ID) files is received from the state in early January 2009.
While it is understood and is being anticipated that there is the potential that your 2008-09 enrollment numbers will vary between October 2008 and March 2009, this is the most accurate information available to forecast test materials quantities. In addition, Pearson packs extra test booklets to take care of small shortages.

**CHICAGO SCHOOLS** – Enrollment information that you enter into Chicago’s IMPACT system will be provided to the state’s SIS on your behalf at the appropriate time, as designated by the Illinois State Board of Education. It is **YOUR RESPONSIBILITY** to ensure that your 2008-09 enrollment information in IMPACT is accurate and up-to-date. Questions relating to Chicago schools entering 2008-09 enrollments in IMPACT should be directed to the Chicago District 299-Department of Student Assessment at 773-553-2424.

**TESTING SCHOOLS (Special Education Private Facilities, Special Education Cooperatives, Regional Offices of Education)** - If you believe the 2008-09 enrollments displayed are not accurate it is **YOUR RESPONSIBILITY** to contact the Home School of the student’s you serve (test) to get the correct enrollment information entered in to the student’s demographic record.

Beginning with the spring 2009 ISAT test cycle, you are providing Pearson with the **NUMBER OF STUDENTS** that will be tested in your school using a special format test version. Also, there are a couple of new special format test versions for spring 2009 and one item with a new packaging configuration. Carefully review the Composition of Special Format Tests on pages 18-20 before you submit orders for special format test.

Beginning with the spring 2009 ISAT test cycle, the ISAT writing component will be ordered through Pearson’s Assessment Network and delivered by Pearson. Reminder, grades 4 and 7 do not test ISAT writing.

**Before You Begin Completing Your Enrollments . . .**

You will need the following information to complete your spring 2009 ordering. Have **ALL** this information ready prior to completing and confirming your spring 2009 ISAT order process. **DO NOT INFLATE** order quantities as Pearson will track returned unused test materials.

- Current enrollment numbers of students that will be assessed using a special format test version: Braille, Large-Print, Reader Script, etc.
- Current enrollment numbers of students that will be assessed using the linguistically modified/trans-adapted test version. Mathematics (grades 3-8) and science (grade 4 and 7) multiple-choice linguistically modified, with mathematics ER and SR items trans-adapted into Spanish.
- Current enrollment numbers of grades 3, 5, 6, and 8 students that **will not** be assessed on the ISAT writing component.

Confirming your order quantities means they are complete and accurate. If you need to update your confirmed enrollment(s) prior to Sunday, December 21, 2008, you will need to call Pearson at 800-627-7990, to have your enrollment confirmation unconfirmed.

**INFORMATION ABOUT MAKING ADDITIONAL ORDERS, AFTER THE INITIAL ORDER WINDOW HAS CLOSED ON SUNDAY, DECEMBER 21, 2008, IS ON PAGES 21 & 22.**

Pearson’s additional order system is only for smaller test material orders due to enrollment increases and occasional test material shortages.

Additionally before you enter and confirm your district’s or Chicago school spring 2009 ISAT enrollments, review the **Special Format Test Composition** information located on pages 18-20 of this guide. This information is also available by clicking on the **Composition of Special Format Test Kits** hyperlink located within the enrollment table on Pearson’s Assessment Network.
Now let’s enter your spring 2009 enrollment numbers!

**COMPLETING YOUR SPRING 2009 ENROLLMENT**

1. When you are ready to enter your order quantities, click on the **Edit Enrollment** button located toward the top or at the very bottom of your screen and an enrollment entry screen will display similar to the one shown below.  If you have numerous schools in your district, you have to use the scroll bar located along the right side of your screen to view all your schools.

Numbers appearing under the **Curr** heading at each grade level in the **2008-09 ENROLLMENTS FROM SIS** row are not an editable field on Pearson’s Assessment Network. If you feel these numbers are not accurate, the **Home School** districts are solely responsible for making the numbers accurate in SIS – DO NOT CALL PEARSON!

<table>
<thead>
<tr>
<th>RCOTS Code</th>
<th>School Name</th>
<th>ISAT Test Material</th>
<th>Spring 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789012345</td>
<td>SAMPLE SCHOOL NAME [change]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2008-09 ENROLLMENTS FROM SIS:

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre</td>
<td>Pre</td>
<td>Pre</td>
<td>Pre</td>
<td>Pre</td>
<td>Pre</td>
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<td>Curr</td>
<td>Curr</td>
<td>Curr</td>
<td>Curr</td>
<td>Curr</td>
<td>Curr</td>
</tr>
</tbody>
</table>

* Your shipment of regular format is based on the number of students your district entered into the Student Information System (SIS). Pearson, Pacic, extra re-works and above, the condition is to take care of shortages. If the enrollments from SIS is indicated below are not accurate for this school, the numbers will have to be updated by the Home School District. In SIS, we before the class of English student ID upload window: Friday, January 9, 2009. Current numbers are in bold. Last year’s numbers are not in bold.

Enter the **number of students currently enrolled** at each school listed that will be assessed using one of the ISAT special format test versions. **DO NOT INFLATE YOUR ENROLLMENT NUMBERS**! You do not need to enter zero (0) in those special format test version field where you have no students that test the specific special format test version.

**NOTE** – For Reader Script test versions there are two (2) kits available: **Tested One-on-One** - sufficient test materials to test ONE student, and **Test Group Setting** – sufficient test materials to test FIVE students. Enter the number of students enrolled that will be assessed one-on-one and in a group setting.

3. Enter the **number of students currently enrolled** at each school listed that **WILL NOT** be assessed on the ISAT writing component. **THESE ARE ELL STUDENTS WHO WILL TAKE ACCESS WRITING**. You do not need to enter zero (0) in those grade level fields where there are no students that will not be assessed on the ISAT writing component.
Click on the **Complete Enrollment** button when you have completed entering your order quantities at each grade level where students are currently enrolled.

Read the **Additional Information** page carefully and complete the optional material shipment grid if the questions apply to your district. See page 16 for complete details. These material shipment options do not apply to Chicago District 299 schools or districts that typically do not receive shipments on pallet(s)/skids. This page also includes detailed information about testing dates, test material delivery and pick-up dates, and final report delivery.

When complete, click on the **Next** button at the bottom of the screen.

Review your **PROFILE** information. Remember this information must be complete and accurate as it is the sole source used for test material delivery and pick up. Click on the **Change Profile** button if revisions are necessary (see **Profile** instructions in this guide). Otherwise if profile information is accurate, click on the **Next** button located at the bottom of your screen.

Review your final enrollment numbers. If the **PROFILE** information and order quantities are accurate, click on the **Confirm Enrollment** button and you are finished – you have completed your spring 2009 enrollment process on Pearson’s Assessment Network.

If enrollment numbers **ARE NOT** accurate, click on the **Cancel** button and begin the **ENROLLMENT** process again.

**IMPORTANT** - If you do not confirm your enrollments by clicking on the **Confirm Enrollment** button and seeing a confirmation screen displayed prior to moving to the next section and/or logging out/timing out of the website, **unconfirmed material order quantities will revert to zero** and you will have to reenter your test material order quantities. You may update your test material order quantities as many times as necessary during the November 3 through December 21, 2008, window, however, each time material order quantities are updated, you will need to confirm your updates by clicking on the **Confirm Enrollment** button and repeat steps 6-8 and have a confirmation screen displayed.
PACKAGING & DISTRIBUTION OF ISAT & IAA TEST MATERIALS

How are ISAT and IAA Test Materials Packaged & Shipped?

How it works (as directed by the Illinois State Board of Education):

- **Districts other than Chicago District 299**: test materials are packaged by SCHOOL and shipped to the DISTRICT address, in-care-of the ISAT or IAA test coordinator as indicated in their Assessment Network PROFILE, including Special Format test versions (Braille, large-print, etc.).

- **Chicago District 299 Schools, State Department of Human Service Agencies, Category 2 Special Education Cooperatives, and Special Education Private Facilities** (where their “district office” is located outside the state of Illinois): test materials are packaged by SCHOOL and shipped to the SCHOOL address, in-care-of the ISAT or IAA test coordinator as indicated in their Assessment Network PROFILE, including Special Format test versions (Braille, large-print, etc.).

One principle behind this packaging and distribution method is TEST SECURITY.

**NEW! TEST MATERIAL DELIVERY POLICY**

**Signature Required**

Beginning with the spring 2009 ISAT and IAA test cycle, test materials will **NO LONGER** be deliverable by test material handlers based on “signature on file”. While it is understood that some material handlers allow this practice as a convenience to districts and schools, this practice does not conform to test security practices and guidelines of the Illinois State Board of Education.

Beginning with the spring 2009 ISAT and IAA test material distribution efforts, an individual at least 18 years of age and on staff at an Illinois school district or Chicago District 299 school, **must** physically sign for and accept ISAT and IAA test material shipments – “signature on file” will not be permitted for delivery of Illinois ISAT and/or IAA test materials.

If there is no district or Chicago District 299 school staff available that meets this requirement, test materials will not be delivered and another delivery attempt will be made the following business day.

- Physical signatures will provide Pearson, ISBE, and districts increased capability to trace and track test material shipments.

- This will allow Pearson and ISBE greater abilities to address problematic issues relative to test material handlers.

- This will greatly increase test security and reliability of the distribution process.
NEW FOR 2009 ISAT

Transportation & Delivery of Test Material Delivery

ISAT writing tests at grades 3, 5, 6, and 8 will be printed, distributed, and retrieved by Pearson.

In response to feedback from larger Illinois school districts relative to freight delivery of test materials, beginning with the spring 2009 test cycle Pearson, in cooperation with freight handlers, will implement a new material distribution enhancement.

This enhancement is for ISAT only!

- Options NOT available/applicable to Chicago District 299 schools.
- Options do not apply to those Illinois Districts that typically do not receive regular shipments/deliveries on a pallet (skid).

Based on the volume (total overall weight) of ISAT test material being sent to your Illinois district, your test materials may be shipped via a freight handler (semi-trailer). For those districts that ‘typically’ have shipments delivered on pallets (skids), you are going to be given an opportunity to answer a couple questions to simplify and uncomplicate your ISAT test material deliveries.

The two questions you will need to answer are:

- I would prefer to receive my ISAT test materials on a pallet(s).
- Lift gate required.

Note – If the above options are selected and your Illinois school district does not qualify for “freight shipment”, your responses will be invalidated. Conversely, if you do not respond to these two queries, your test material shipment will default to “best shipping method”.

IMPORTANT STATEMENT ABOUT FREIGHT DELIVERIES – The industry freight delivery policy states that freight handlers are only responsible for disembarking pallet(s) from the delivery vehicle and placing them on the ground just outside or just inside the primary freight delivery area. Once the pallet(s) are placed on the ground they become the district’s responsibility. While some freight handlers voluntarily extend assistance to a district receiving pallets, they are under no obligation to do so.

TEST MATERIAL DELIVERIES can occur Monday through Friday, between the hours of 7 a.m. and 5 p.m. (central time). It is very important that someone from your district be available during these hours to accept and secure your test material shipments. While both Pearson and the ISBE understand Illinois districts and Chicago schools have specific business hours, it is very difficult to guarantee specific delivery times. Beginning with the Spring 2009 ISAT test administration, all ISAT test materials – reading, mathematics, science, and writing will be distributed by Pearson.
NOTE 1 – Beginning with the spring 2009 ISAT test cycle, Form 1 standard format test versions will not be included in special format test kits. Form 1 standard format test versions are being replaced by a special accommodations test form (Form SF), specifically for use with special format test versions. **DO NOT** pull Form 1 standard format test versions from the general population’s prepackaged packs of 5’s and 10’s for use with special format test versions.

NOTE 2 – Grades 4 though 8 answer documents will not be included within special format test kits. As part of the non-secure test material shipment blanks answer documents for ALL STUDENTS will arrive approximately two weeks prior to your first day of testing, along with your Student ID labels. This includes standard format test answer documents and a new special answer document for grades 4 through 8 LEP students who are tested with linguistically modified test form.

NOTE 3 – Provide special format test enrollments information for the exact number of students you have who will use test forms. Do **not** over-order! Pearson will begin closely monitoring and reporting to the Illinois State Board of Education those districts and Chicago District 299 schools that request and are shipped special format test materials and then return them unused.

**Linguistically-Modified (1) Test Kit – For LEP Students Who Qualify**

(1) *Linguistic modification is a process of simplifying the English text for multiple-choice items for mathematics and science and for ER and SR items for mathematics. ER and SR items in mathematics will also be translated into Spanish. No reading items will be linguistically modified or translated into Spanish.*

**NOTE:** There is no reader script, audiocassette, or audio CD-ROM available for use with the linguistically-modified test forms.

**Single Administration**

*Test materials to test ONE student.*

1 – Linguistically-Modified Test Booklet
1 each – Standard Format Ruler (all grades) and **Standard Format Mathematics Reference Sheet** (grades 7 and 8)
1 – Test Administration Manual

**Group Administration**

*Test materials to test FIVE students.*

5 – Linguistically-Modified Test Booklet
5 each – Standard Format Ruler (all grades) and **Standard Format Mathematics Reference Sheet** (grades 7 and 8)
1 – Test Administration Manual
## Special Format Test Versions - con't

### Audiocassette Kit (1)

Test materials to test **ONE** student.

1 set – Audio Cassette(s) [Grades 3, 5, 6, and 8 will include two (2) audiocassettes; grades 4 and 7 will include three (3) audiocassettes.]
1 – Form SF Test Booklet
1 each – Standard Format Ruler (all grades) and **Standard Format Mathematics Reference Sheet** (grades 7 and 8)
1 – Test Administration Manual

(1) ISAT reading is not included on the audiocassettes.

### Audio CD-ROM Kit (1)

Test materials to test **ONE** student.

1 set – Audio CD-ROM [Grades 3, 5, 6, and 8 will include three (3) CDs; grades 4 and 7 will include five (5) CDs.]
1 – Form SF Test Booklet
1 each – Standard Format Ruler (all grades) and **Standard Format Mathematics Reference Sheet** (grades 7 and 8)
1 – Test Administration Manual

(1) ISAT reading is not included on the CD-ROM.

### Braille Kit – Writing (2)

Test materials to test **ONE** student.

**Braille Writing Prompt** - [One (1) prompt grades 3 and 5; two (2) prompts grades 6 and 8]
**Writing Prompt** – Standard Format test version
1 – Test Administration Manual

(2) Students with appropriate LEP accommodation may be excused from testing the ISAT writing component, and will instead assess ACCESS writing.

### Braille Kit - Reading, Mathematics, and Science

Test materials to test **ONE** student.

1 set – Braille Test Booklets
1 – Form SF Test Booklet
1 each – Braille/Large-Print Ruler (all grades) and **Braille Mathematics Reference Sheet** (grades 7 and 8)
1 each – Standard Format Ruler (all grades) and **Standard Format Mathematics Reference Sheet** (grades 7 and 8)
1 – Test Administration Manual
1 – Braille Administration Notes

### Large-Print Kit – Writing (2)

Test materials to test **ONE** student.

**Large-Print Writing Prompt** - [One (1) prompt grades 3 and 5; two (2) prompts grades 6 and 8]
**Writing Prompt** – Standard Format test version
1 – Test Administration Manual

(2) Students with appropriate LEP accommodation may be excused from testing the ISAT writing component, and will instead assess ACCESS writing.
Special Format Test Versions - con't

Large-Print Kit - Reading, Mathematics, and Science

*Test materials to test ONE student.*

1 – Large-Print Test Booklet
1 – Form SF Test Booklet
1 each - Braille/Large-Print Ruler (all grades) and Braille Mathematics Reference Sheet (grades 7 and 8)
1 each – Standard Format Ruler (all grades) and Standard Format Mathematics Reference Sheet (grades 7 and 8)
1– Test Administration Manual

Reader Script Kit

Single Administration

*Test materials to test ONE student.*

1 – Reader Script
1 – Form SF Test Booklet
1 each – Standard Format Ruler (all grades) and Standard Format Mathematics Reference Sheet (grades 7 and 8)
1 – Test Administration Manual

Group Administration

*Test materials to test FIVE students.*

1 – Reader Script
5 – Form SF Test Booklets
5 each – Standard Format Rulers (all grades) and Standard Format Mathematics Reference Sheets (grades 7 and 8)
1 – Test Administration Manual
The ORDER functionality on Pearson’s Assessment Network serves a variety of important purposes to an Assessment Network user.

- Allows you to place additional test material orders,
- Is the place where you will go to confirm receipt of your test material orders,
- Provides tracking of test materials from and back to Pearson.

This section of the user’s guide will provide details for all these areas.

Additional Test Material Orders . . .

Window for placing additional orders for spring 2009 ISAT test materials:

Wednesday, February 4, 2009 - Wednesday, March 18, 2009

Window for placing additional orders for spring 2009 IAA test materials:

Wednesday, February 17, 2009 - Wednesday, April 09, 2009

Important information about placing additional test material orders:

- PEARSON’S ADDITIONAL TEST MATERIAL ORDER SYSTEM IS FOR PLACING SUPPLEMENTAL (smaller) ADDITIONAL TEST MATERIAL ORDERS AFTER YOUR SHIPMENT OF SECURE MATERIALS HAS BEEN DELIVERED.

- Before placing an additional ISAT test material order, do two things. First, inventory your district test material shipment. Second, check with ALL your schools and test coordinators to ensure they have sufficient test materials! If possible place only one additional test material order.

Placing multiple additional test materials orders can lead to confusion of the orders and potential delays in receiving additional test material orders. If you need to place more than one additional test material order, Pearson reserves the right to combine your initial and subsequent additional test material order if they are received and approved within the same shipment window.

- Additional test material orders MUST BE entered into Pearson’s Assessment Network system. Additional order requests via e-mail, fax, or telephone, will NOT be accepted.

- Additional test material orders MUST BE placed at least 72 hours prior to when the test material will be used. Additional test material orders will be shipped FedEx Ground to the same address and the same person as the initial test material order. Editing of shipping address and educational entity contact is not allowed! Requests for expedited shipment methods will be subject to approval by the ISBE.
Additional test materials orders placed prior to 1 p.m. (Central Standard Time) Monday through Friday will be shipped the same business day the order is placed, providing your order for additional test materials is approved without issue. Orders placed after 1 p.m. (CST), will ship the following business day providing your order for additional test materials is approved without issue.

If you are a Testing School (but NOT the student's Home School) and you did not receive an initial test material shipment from Pearson, you will not be permitted to place an additional test material order with Pearson without permission from the ISBE. If you are a Testing School that tests students from districts that ordered test materials for all of their students, you will need to contact the student's Home School to obtain the necessary test materials to test your student(s). It is the responsibility of the ISAT test coordinators at BOTH the student's Home School and Testing School to have made the necessary arrangements prior to January 9, 2009, as to which educational entity (the testing school or the home school) will receive from Pearson the student's test materials. January 9, 2009, is the deadline for home districts to submit Student ID information to SIS, which determines where test materials are delivered.

ALL additional test material orders will be subject to review and approval by ISBE.

If you have questions relating to additional test materials, additional test material orders, confirming receipt of your test material shipments, or tracking your material shipments, contact Pearson Illinois Customer Support Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. (CST). Or e-mail Pearson at ISAT@support.pearson.com or iaa_pearson@support.pearson.com.

### Placing An Additional Test Material Order . . . .

1. Click on the ORDERS tab located towards the top right of your screen, then click on the Order Additional Materials sub-tab located towards the top left of your screen.

2. Complete all required fields (marked with an asterisk *). Additional test material orders will be shipped FedEx Ground to the same address and the same person as the initial test material order. Editing of shipping address and educational entity contact is not allowed! Requests for expedited shipment methods will be subject to approval by the ISBE.

3. Indicate the quantities of additional test materials you need. **DO NOT** inflate your order numbers; order only test materials for students you have enrolled in your district or Chicago District 299 school. Additional test material orders exceeding 10% of your initial test material shipment (by grade) will be subject to approval by the Illinois State Board of Education prior to being approved for fulfillment.

**NOTE – For ISAT, Student ID labels, testing school ID labels, and testing school ID sheets are not available through additional order process. If you need testing school labels or testing school ID sheets call Pearson at 800-627-7990, state code 814.**

4. When you have completed entering your additional order quantities, click on the Next >> button located at the bottom of the screen.

5. Verify that the quantities you have entered are accurate. If not, click on the << Prev button and correct your additional test material order.

If correct, click Submit.

Once you have submitted an additional test material order and it has been approved, you will receive an e-mail from Pearson. Once an additional test material order is submitted to Pearson it cannot be added to. If you need to cancel an additional test material order you can do so within one hour of being submitted by calling Pearson’s Illinois Customer Support Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. Please have the additional order confirmation number available when calling to cancel an additional order.

This completes the process of additional material orders.
Pearson’s Assessment Network will allow you to track your test material shipments from Pearson and back to Pearson. This section of the guide will guide you through the process.

NEW for ISAT

Beginning with the spring 2009 ISAT material distribution effort, FedEx Freight shipments will also be traceable via Pearson’s Assessment Network Shipment Tracking.

There will be three ISAT test material distribution waves from Pearson:

- ISAT Sample Test Booklets
- Non-Secure Test Materials
- Secure Test Materials

Shipment Compositions: Non-secure test materials will arrive no later than two-weeks prior to your first day of testing but no sooner than three weeks prior. Secure test materials will arrive no later than one week prior to your first day of testing, but no earlier than eight (8) days prior.

There will be one IAA test material distribution wave from Pearson.

TEST MATERIAL DELIVERIES can occur Monday through Friday, between the hours of 7 a.m. and 5 p.m. (central time). It is very important that someone from your district be available during these hours to accept and secure your test material shipments. While both Pearson and the ISBE understand educational facilities have specific business hours, it is very difficult to guarantee specific delivery times.

If you have not received your test materials by 5 p.m. on the dates as indicated on page 5, do not contact the assigned material handler, the Illinois State Board of Education, or your Regional Office of Education. Instead contact Pearson’s Illinois Customer Support Center by calling 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. (central time); by e-mail isat@support.pearson.com or iaa_pearson@support.pearson.com, or track the status of your material shipment by going to www.pearsonaccess.com/il, then click ORDERS.

TEST MATERIAL PICK-UP: For ISAT, there will be one test material pick-up for both scorable and non-scorable test materials one week following your last day of testing. For IAA there will be one test material pick-up on Thursday, April 9, 2009. Your test material pick-up dates are prescheduled by Pearson (refer to pages 5 and 6 of this guide), and can occur anytime between 7 a.m. and 5 p.m. (central time), Monday through Friday. While both Pearson and the ISBE understand Illinois districts and Chicago schools have specific business hours, it is very difficult to guarantee specific material pick-up times.

It is important that someone from your district be present to facilitate the material pick-up. Additionally it is important you have your test material ready for pick-up before the material handler arrives.
If you need to reschedule a material pick-up date, your request **must be** submitted/made a minimum of 72 hours prior to your scheduled pick-up date, by calling Pearson's Illinois Customer Support Center at 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. **Do not** call ISBE, your ROE, or your assigned material handler to reschedule your material pick-up date! Requests for a rescheduled material pick-up date can be earlier then the date indicated on page 4, but cannot be 3-business days later than the date indicated for your test window.

If you missed your scheduled material pick-up date, it is your **responsibility** to contact Pearson’s Illinois Customer Support Center by calling 800-627-7990, state code 814, Monday through Friday, 6 a.m. to 7 p.m. (central time); by e-mail isat@support.pearson.com or iaa_pearson@support.pearson.com, to arrange for a rescheduled pick-up date.

The following steps will guide you through viewing and tracking of your processed/shipped test material shipments.

**Order History & Tracking**

At the top center of your Assessment Network home page screen click on the **ORDERS** tab, then click on the **Orders History and Tracking** sub-tab, located slightly below the **ORDERS** tab. A screen similar to what is shown below will display. Next, select whether you want to view **Orders from Pearson** or **Shipments to Pearson**.

<table>
<thead>
<tr>
<th>View By:</th>
<th>Orders from Pearson</th>
<th>Shipments to Pearson</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Orders History and Tracking</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View By:</td>
<td>Orders from Pearson</td>
<td>Shipments to Pearson</td>
</tr>
<tr>
<td><strong>Orders History and Tracking</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orders 1 - 10 of 10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order</th>
<th>Date</th>
<th>Code</th>
<th>Customer</th>
<th>Status</th>
<th>Submission Date</th>
<th>Approval Date</th>
<th>Delivery Date</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Materials (294482)</td>
<td>1523653/4</td>
<td>6991999999012029</td>
<td>SAMPLE ELEMENTARY A</td>
<td>Delivered</td>
<td>01/07/2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Materials (377525)</td>
<td>15490132/3</td>
<td>6999999999012029</td>
<td>SAMPLE ELEMENTARY A</td>
<td>Delivered</td>
<td>02/26/2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Materials (294482)</td>
<td>1523653/3</td>
<td>6999999999012029</td>
<td>SAMPLE ELEMENTARY SCHOOL C</td>
<td>Delivered</td>
<td>03/07/2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Materials (377524)</td>
<td>15490132/2</td>
<td>6999999999012029</td>
<td>SAMPLE ELEMENTARY SCHOOL C</td>
<td>Delivered</td>
<td>02/26/2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Materials (294487)</td>
<td>1523652/2</td>
<td>6999999999012079</td>
<td>SAMPLE MIDDLE SCHOOL A</td>
<td>Delivered</td>
<td>02/07/2009</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Order** – **Test Materials** or **Additional Order** will display depending on the test material order. **Test Materials** are initial test material shipments. **Additional Order** is additionally ordered test material shipments.
- **Status** – Reflects where your shipment is in the system.
- **Submission Date** – Reflects when your test material order was entered into Pearson’s system.
- **Approval Date** - Reflects when your additional test material order was approved by Pearson and/or the Illinois State Board of Education.
- **Delivery Date** – Reflects the date(s) your material shipments were delivered to your facility.
- **Confirmation** – Reflects when you have confirmed your test material shipment(s) and if there were issues reported.

**Let’s view, track, and confirm shipments!**
Under the ORDERS column select the order you wish to view. All orders shipped to your facility for the spring 2009 ISAT and IAA test cycle will be displayed. Initial orders will appear as Test Materials; additional test material orders will appear as Additional Order.

Select the ORDER you wish to view by clicking on Test Materials or Additional Order hyperlink in the Orders column. Four (4) information boxes will then display.

- **Order Details** – Detail indicates when an order was submitted for fulfillment; the customer the order is being fulfilled for; the user, the responsible party requesting the order; and the status of the order being fulfilled.

- **Shipping Details** – To whom and where the order is being shipped.

- **Shipment Shipped** – Provides high level details in terms of when the order was shipped from Pearson’s order fulfillment center; the estimated arrival date and actual delivery date of the shipment to the district or Chicago District 299 school; the shipment tracking number; and the number of boxes in the overall shipment.

- **Material Selection** – A high-level detail of what is contained in this selected order.
Viewing Orders - con't

Viewing Order Details

Order Details – Located within the gray bar towards the top of this box there is a hyperlink View Pallet Detail.

If you have multiple schools within your district, this link will provide you with valuable information to assist you in determining which boxes contain test materials for each respective school within your district. This Pallet Detail can be routed to your local printer by clicking on the print button located at the upper left of the screen.

<table>
<thead>
<tr>
<th>Order Details</th>
<th>View Pallet Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Date:</td>
<td>02/05/2009</td>
</tr>
<tr>
<td>Customer:</td>
<td>ILLINOIS CUDS</td>
</tr>
<tr>
<td>User:</td>
<td>SYSTEM</td>
</tr>
<tr>
<td>Status:</td>
<td>Delivered</td>
</tr>
</tbody>
</table>

Shipment(s) Shipped – There are three (3) hyperlinks located within the shipment box: View Packing List, View Confirmation, and Tracking Number FedEx.

For additional assistance with shipment tracking or questions about your test material shipment(s), you can call Pearson’s Illinois Customer Service Center at 800-627-7990, state code 814, Monday through Friday 6 a.m. to 7 p.m. (CST). Or, you can e-mail your question or query to: isat@support.pearson.com or iaa_pearson@support.pearson.com.
Beginning with the spring 2009 ISAT and IAA test material distribution cycle, you are being asked and strongly encouraged to confirm receipt of your test material shipments, and indicate any issues you may encounter with those shipments.

You are being asked to cooperate with this effort for a variety reasons including -

- This will provide Pearson and the ISBE with greater visibility to potential issues with packaging procedures, which will aid in identifying test material shortages (and overages) that might occur.
- This will provide Pearson with increased abilities to trace and track test material shipments more efficiently.
- This will allow Pearson and the ISBE with greater visibility to potential and problematic issues relative to test material handlers.
- This will increase test security reliability.

**NOTE:** If you happen to indicate “Materials missing or other problems” a notification e-mail will be sent by the Assessment Network materials tracking system to the appropriate Illinois program team. This will enable Pearson to be proactive in obtaining information about your test material issue before speaking with you about it.
The following blank pages are being provided so that you can make notes about Pearson’s PEM Solutions Assessment Network. We also suggest that you attach your user ID and password to this guide for quick reference.