



Illinois Assessment Update



Illinois State Board of Education
February 17, 2017



2016-17 Testing ISA (Illinois Science Assessment)



2016-17 ISA

- Students in grades 5, 8, and high school biology must test (course list below)
 - 03051A000 Biology
 - 03052A000 Biology—Advanced Studies
 - 03056A000 AP Biology
 - 03057A000 IB Biology
- Test Window: Wednesday, March 1 - Friday, April 28, 2017
- ISBE will collect school-level test windows via the ISBE Import Wizard/new rostering tool created this past ISA cycle.
- Students are being loaded now.
- After students are loaded, users will be loaded.
- <http://www.isbe.net/assessment/isa.htm>



2016-17 ISA

Illinois Science Assessment (ISA) 2017 Webinar

February 24, 2017 at 11:00 AM

[Register for the webinar](#)

- This webinar will cover the following items:
 - Review ISA
 - Highlight System Enhancements
 - Demonstrate ISA Systems:
 - ISBE Rostering Tool (Import Wizard)
 - ISBE-Teach
 - ISBE-Learn
- The webinar will be recorded and posted for those unable to attend.



2016-17 PARCC

(Partnership for Assessment of
Readiness for College and Careers)



2016-17 PARCC

- PARCC Test Coordinator Webinar:
Wednesday, February 8, 2017
- PowerPoint and Video are posted here:
www.isbe.net/Pages/Assessment-Communications.aspx
under "Presentations and Webinars"



2016-17 PARCC

- Test Scheduling Information - pages 9-13 in Coordinator Manual
- Illinois Addendum – pages 87-90 in Coordinator Manual
- Guidance on Testing Multiple Grade/Courses Concurrently – pages 123-126 in Coordinator Manual
- Guidance for Administering the ELA Field Test – pages 128-130 in Coordinator Manual
- Back Cover of the Manuals
- ISBE Contact for PARCC: Jim Palmer
 - jpalmer@isbe.net
- Coordinator Manual direct link:
www.isbe.net/Documents/parcc-ela-math-cbt-pbt-test-coord-manual-16-17.pdf



2016-17 PARCC

- **Student Records are Loaded into PAN.**
- What you can do in PAN now:
 - Create test sessions
 - Add students to test sessions*
 - *If a student moves to a new school, remove the student from the session in PAN.
- What you can not do in PAN now:
 - Edit student's PNP; Do this in PARCC Pre-ID until Feb. 24
 - Edit student's demographic information; Do this in PARCC Pre-ID until Feb. 24
- ISBE Contact for PARCC: Jim Palmer
 - jpalmer@isbe.net



PearsonAccess^{next} (PAN) Information

- Superintendents should update information in PearsonAccess^{next} as needed, including the following:
 - Adding/Enabling user accounts for new/current staff
 - Disabling accounts for staff who are no longer at your district
 - Updating user roles as needed
 - Updating user email addresses (*Note: “User Name” will stay the same*)
- Contact ISBE Assessment for assistance with the following:
 - Adding an organization (e.g., new school, reconfigured grade levels within an existing school, or any RCDTS code changes)
 - Adding a user account for new Superintendent

Contact Pearson for PAN
navigation assistance:
(888) 493-9888



2016-17 PARCC

- The following is captured via SIS and sent to PAN:
 - PARCC Test Window
 - Test windows were sent to PAN on January 20 to determine test materials shipment dates.
 - *In PAN, select District organization and “Manage Participation” to view dates.*
 - *In SIS, update Test Window “End Date” in to match reality.*
 - PARCC Test Format
 - *Until February 24, update as needed in SIS PARCC Pre-ID.*
 - *Beginning February 27, update as needed in PAN.*
 - PARCC Pre-ID Student Test Details
 - *Until February 24, update as needed in SIS PARCC Pre-ID.*
 - *Beginning February 27, update as needed in PAN.*



2016-17 PARCC

- Home District enrolls students in SIS and identifies Home School and Serving School RCDTS codes.
- Testing School is initially defaulted to Serving School but Home District may edit Testing School.
(New in 2017: Both Home and Testing School may edit student test details in the SIS PARCC Pre-ID.)
- Testing School is used to determine where student will be registered in PAN.
- New in 2017: Student may have only one registration at a time in PAN (i.e., “Testing School” for ELA and Math must be the same).



2016-17 PARCC (Pre-ID in SIS)

2017 PARCC Pre-ID (Step 2) and DLM-AA Pre-ID Now Available in ISBE's Student Information System (SIS)

PARCC Pre-ID (Step 2) Including Accommodations and Accessibility Features

For grades 3-8, both an ELA/L and a Math grade-level test record are created in the PARCC Pre-ID when the student is enrolled in SIS. If applicable, an ELA/L and/or Math course-based test may be selected in place of the default grade-level test.

The initial PARCC Pre-ID data will be sent to Pearson weekly beginning on January 20, 2017. PARCC Pre-ID labels for paper tests, test materials for paper administrations, paper manuals quantities, and testing windows are generated based on data in PARCC Pre-ID as of January 20, 2017. Updates will be sent each Friday until February 24, 2017.

Grades 3-8 students on the PARCC Pre-ID can be moved to DLM-AA Pre-ID by searching for the student under Assessment Pre-ID → PARCC and selecting the "Move to DLM-AA" button.

To update [PARCC data elements](#) online, log into SIS, select Assessment Pre-ID, and select PARCC. Search for the student by his/her SID and one of the three: first name, last name, or DOB.

Note: IEP and LEP indicators must be adjusted as needed in the SIS enrollment, not in Pre-ID.

To request the PARCC Pre-ID file, log into SIS, select Batch Files and Request File. Once processed, the requested file will be returned to the Download file page. The PARCC Pre-ID Template, Tips and Steps can be found at <https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx>.

DLM-AA Pre-ID (February 3, 2017, Deadline)

Students in grades 3-8 and 11 will be included on the DLM-AA Pre-ID if the following are true:

- The student's most recent past assessment is IAA or DLM-AA, and
- The student's IEP indicator is "yes."

To add missing students to the DLM-AA, first locate the student under SAT Pre-ID or PARCC Pre-ID and select the "Move to DLM-AA Pre-ID" button (student must be IEP).

Grades 3-8 students who are incorrectly included on the DLM-AA Pre-ID can be moved to the PARCC Pre-ID by searching for the student under DLM-AA Pre-ID and selecting the "Move to PARCC" button.

Data updates in the DLM-AA Pre-ID are sent to the DLM-AA vendor weekly until February 3, 2017.

To update [DLM-AA data elements](#) online, log into SIS, select Assessment Pre-ID, and select DLM-AA. Search for the student by his/her SID and one of the three: first name, last name, or DOB.

Note: IEP and LEP indicators must be adjusted as needed in the SIS enrollment, not in Pre-ID.

To request the DLM-AA Pre-ID file, log into SIS, select Batch Files and Request File. Once processed, the requested file will be returned to the Download file page. The DLM-AA Pre-ID Template, Tips and Steps are located at <https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx>.

PARCC and DLM-AA Pre-ID "Summary" and "Detail" reports are available in SIS. To access the reports, log into SIS, Select the "Reports" link, and expand the "Assessment" Category.

PARCC Pre-ID Reports

The PARCC Pre-ID "Summary" report will provide overall counts for each PARCC data element. The PARCC Pre-ID "Detail" report will show a roster of each student along with the PARCC data element details.

DLM-AA Pre-ID Reports

The DLM-AA "Summary" report will provide overall counts for each DLM-AA data element. The DLM-AA Pre-ID "Detail" report will show a roster of each student along with the DLM-AA data element details.

If you need assistance with the PARCC or DLM-AA Pre-ID, please contact the ISBE Help Desk at 217-558-3600, Option 3. If you have questions about testing in general, please contact the Assessment Division at 866-317-6034 or assessment@isbe.net.

PARCC and DLM-AA: Guidance for Reviewing Pre-ID Data




2016-17 PARCC SIS to PAN Pre-ID Schedule

- **Friday, January 20, 2017:** First capture of student data in SIS, including test details, sent to PAN
- **Friday, February 3, 2017:** Second capture of student data in SIS, including test details, sent to PAN
- **Friday, February 10, 2017:** Updates from PARCC Pre-ID captured for loading to PAN
- The February 3 capture from SIS automatically placed orders for paper test materials and Pre-ID labels and was also used to derive quantities for printed administration manuals to be shipped.
- **Important:** Districts must place additional orders, as needed, for students who need paper test materials but were not identified with "Paper" format in SIS as of February 3. Pre-ID labels will not be provided for these students.

The additional orders window opens on February 22 in PAN.



2016-17 PARCC “Reminders” in PAN

- Some students may have a “reminder” in PAN (oval with a number inside).
- These are displayed to remind users that local documentation should exist for a selected accommodation.
- “Setup ⇒ Students” screen 
- “Manage Student Tests” screen

[Create Student Tests](#)

STUDENT, SAMMY (123456789)

Grade 03 ELA/Literacy Assigned

Grade 03 Mathematics 1 Assigned

[Add Task](#) [Previous Task](#) [Next Task](#) [Exit Tasks](#)

Filter by Test Status

☐ Complete ☐ Assigned [Apply](#)

TEST DETAILS

STUDENT, SAMMY (123456789) [Save](#) [Reset](#)

Grade 03 Mathematics

☒ Assigned [Show Student Details](#) [Show Audit Trail](#) 1 Reminder(s)

Response Accommodations

☐ Answers Recorded in Test Book **Calculation Device and Mathematics Tools**

☒ Uses calculator on non-calcul

☐ Monitor Test Response

Reminder! Adding Calculation Device and Mathematics Tools without proper documentation may result in the student's test being invalidated.



2016-17 PARCC SIS to PAN Pre-ID Schedule

- Districts should review student data in PAN now.
- **Friday, February 17 and 24, 2017:** SIS will send updates* and Session Name** to PAN.
- If the “Session Name” loaded from the PARCC Pre-ID on Feb. 17 for any student needs to be edited, edit this directly in PAN.
The “Session Name” loaded from the PARCC Pre-ID on Feb. 24 will not change a session in which a student already exists.

** Updates will be sent only for student records that are new or contain a difference in any field from its most recent transmission (e.g., Test Code was updated from MAT08 to ALG01).*

*** The PARCC Pre-ID “Session Name” field will auto-create an online Session for the student only if the student is not already in an online Session in PAN.*



2016-17 PARCC SIS to PAN Pre-ID Verification

- Verify that all PARCC ELA and math records appear in PAN.
- New PAN Requirement (if not met, one content record will not load to PAN):
“Testing School” for ELA/L must equal “Testing School” for Math
- All validations must be met for accommodations and accessibility features (see www.isbe.net/Documents/parcc-pre-id.pdf).
 - Common examples of combinations that cause records **not** to load to PAN:
 - Paper format and Text-to-Speech
 - Online format and Alternate Representation Paper Test
 - LEP=No and Spanish Transadaptation of the Mathematics Assessment
 - Spanish Text-to-Speech and Spanish Transadaptation of the Mathematics Assessment



2016-17 PARCC SIS to PAN Pre-ID Schedule

Important!

- On or Before Friday, February 24, 2017, update all student demographic and test data in SIS.
- Beginning Monday, February 27, 2017* update student test data in PAN. *Continue to update demographics and enroll/exit students in/from SIS.*
- Beginning Monday, February 27, 2017 * students new to any school must be entered into PAN or transferred within PAN using a new transfer process.

* *For large numbers of students, you may contact SIS for assistance at 217-558-3600, option 3.*



2016-17 PARCC Materials Receipt

- Monday, March 6, 2017, is the earliest start date for PARCC testing.
- For districts with any school beginning testing the week of March 6, 2017, materials from Pearson, including paper manuals and any secure paper test materials, will arrive no later than February 27, 2017 (one week prior to testing).
- For districts with all schools beginning testing the week of March 13 or later, materials from Pearson, including paper manuals and any secure paper test materials, will arrive approximately two weeks prior to the earliest start date for any school.



2016-17 PARCC Manuals and Resources

ASSESSMENT

PARCC Place

- PARCC Archives


RESOURCES

- PARCC Released Items
- PARCC Sample Items
- PARCC Technology Guidelines
- PARCC Website
- PearsonAccess^{Next}

LATEST NEWS

- Illinois Assessment Update Webinars
- Superintendent Smith Letter to Families Regarding 2016 PARCC Score Reports
- Spanish Version
- 2016 Preliminary State-Level PARCC Results
- PARCC Spring 2016 Score Report Interpretation Guides
 - For Educators
 - For Parents
- 2016-17 State Assessment Dates
- Illinois Assessment Updates listserv
- Illinois Assessment Home Page

ASSESSMENT
PARCC PLACE



The Partnership for Assessment of Readiness for College and Careers (PARCC) is the state assessment and accountability measure for Illinois students enrolled in a public school district. PARCC assesses the New Illinois Learning Standards Incorporating the Common Core and will be administered in English Language Arts and Mathematics.

PARCC assessments in English Language Arts and Mathematics will be administered to all students in grades 3-8.

UNDERSTAND THE SCORE

UnderstandtheScore.org is designed to help parents and community members know what to expect when their children's score reports arrive at home.

ADMINISTRATORS & TEST COORDINATORS

2016-17 Information

2015-16 Information

Posted on ISBE PARCC PLACE web page:
<https://www.isbe.net/Pages/PARCC-Place.aspx>

Spring 2017 PARCC Test Administrator Manuals now posted!

- Computer-Based Testing: <http://avocet.pearson.com/PARCC/Home#16723>
- Paper-Based Testing: <http://avocet.pearson.com/PARCC/Home#16724>
- These will be linked from the ISBE PARCC web page soon.



PARCC Accessibility Features and Accommodations Worksheets

- Worksheets are intended to assist in identifying accessibility features and accommodations for PARCC testing
 - Computer-Based
 - Paper-Based

Posted on ISBE PARCC PLACE web page:
<https://www.isbe.net/Pages/PARCC-Place.aspx>

The screenshot shows the PARCC PLACE website interface. At the top is a dark blue navigation bar with icons and labels for TEACHERS, FAMILIES & STUDENTS, COMMUNITY & PARTNERS, and NEWS & MEDIA. Below this is a section for ADMINISTRATORS & TEST COORDINATORS, which includes a dropdown menu for 2016-17 Information. The main content area is titled ADMINISTRATORS and lists several resources with red document icons: PARCC Resource Center (PRC), 2017 Assessment Talking Points, PARCCOnline.org Educator Resources, 2016-17 State Assessment Dates, 2017 Assessment Talking Points, and PARCC Manuals. The PARCC Manuals section is expanded, showing sub-items: Spring Test Coordinator and Test Administrator Manuals, 2016-2017 Spring Administration Computer-Based & Paper-Based Testing Math & English Language Arts/Literacy Test Coordinator Manual, and Accessibility and Accommodations Manual, Fifth Edition (complete, includes Appendices A-M; 226 pg. 5.6MB). The last two sub-items are further detailed: What's New in the 5th Edition?, PARCC Computer-Based Accessibility Features/Accommodations Form and Instructions [34-50], and PARCC Paper-Based Accessibility Features/Accommodations Form and Instructions [34-50AA]. The last two items are highlighted with a green border.

- PARCC Resource Center (PRC)
- 2017 Assessment Talking Points
- PARCCOnline.org Educator Resources
- 2016-17 State Assessment Dates
- 2017 Assessment Talking Points
- PARCC Manuals
 - Spring Test Coordinator and Test Administrator Manuals
 - 2016-2017 Spring Administration Computer-Based & Paper-Based Testing Math & English Language Arts/Literacy Test Coordinator Manual
 - Accessibility and Accommodations Manual, Fifth Edition (complete, includes Appendices A-M; 226 pg. 5.6MB)
 - What's New in the 5th Edition?
 - PARCC Computer-Based Accessibility Features/Accommodations Form and Instructions [34-50]
 - PARCC Paper-Based Accessibility Features/Accommodations Form and Instructions [34-50AA]



PARCC Practice and Released Items

- **PARCC Practice Tests**

<https://parcc.pearson.com/>

The sample tests have been reconfigured/reformatted to match the current tests, but the tests do not contain any new items.

- **PARCC Released Items**

<https://prc.parconline.org/assessments/parcc-released-items>

This site now has released items from the 2015-16 administration.




PARCC Websites

- <https://parcc.pearson.com/>
- <http://avocet.pearson.com/parcc/home>



<https://parcc.pearson.com/>

**PARCC** Partnership for Assessment of
Readiness for College and Careers


HomePearsonAccess^{next}Technology SetupManuals, Modules, AvocetTest PreparationBulletinsSupport

Home

The **Partnership for Assessment of Readiness for College and Careers (PARCC)** is a group of states working together to develop a set of assessments that measure whether students are on track to be successful in college and careers.


What can you find on this site? This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer PARCC English Language Arts/Literacy and Mathematics Assessments.

Where can you find information about the test design, released items, and resources for parents? Click [here](https://parcconline.org) to visit parcconline.org.

**PearsonAccess^{next}**


PearsonAccess^{next} serves as the entry point to all Pearson services used by schools and districts participating in the PARCC consortium.

[View PearsonAccess^{next} »](#)

**Technology Setup**


Prepare your system for the computer-based PARCC assessment. Access technical guidelines, user guides, and TestNav.

[View Technology Setup »](#)

**Manuals, Training & Documents**


Manuals, training modules, and Avocet documents are used by Test Coordinators, Test Administrators, and Technology Coordinators to plan and administer the PARCC test.

[View Manuals, Training Modules and Documents ▼](#)

**Test Preparation**


Users can access sample items, TestNav 8 tutorials, and practice tests to prepare for the PARCC tests.

[View Test Preparation ▼](#)

**Bulletins**

News for Test Coordinators, Test Administrators, Technology Coordinators, districts, and schools.

[View Bulletins »](#)

**Support**

Assistance is available via email, phone, and frequently asked questions.

[View Support »](#)

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<http://avocet.pearson.com/parcc/home>



Home

★ Most Popular

Test Administration Manuals

Accessibility Features and Accommodations

Bulletins and FAQs

Results Reporting

Technology Information

Test Administration Information for Computer-Based Testing

Test Administration Information for Paper-Based Testing

Test Administration Manuals

COLLAPSE ALL

Fall Block 2016 Documentation Update

12/15/2016

The following documents have been updated and posted for the Fall Block 2016 Administration. Below is the outline with the documents listed where they can be found.

Test Administration Manuals

[PARCC 2016-2017 CBT and PBT Math & English Language Arts-Literacy Test Coordinator Manual](#)

[PARCC 2016 Fall Block Computer-Based Testing Test Administrator Manual](#)

[PARCC 2016 Fall Block Paper-Based Testing Test Administrator Manual](#)

[PARCC 2017 Spring Computer-Based Testing Test Administrator Manual](#)

[PARCC 2017 Spring Paper-Based Testing Test Administrator Manual](#)

Technology Information

PearsonAccess Next

- Data Clean-up: Rejected Student Tests
- Managing Test Sessions and Student Classes
- Operational Report Guidance
- PARCC Personal Needs Profile (PNP) Guidance—Managing Incorrect Accessibility Features and Accommodation PNP Data
- Reassigning Student Registrations Under the Move Test Function in PearsonAccess Next
- Unsubmit Computer-Based Tests Directions

TestNav

- Technology Crosswalk
- TestNav Expected Behaviors
- TestNav Login and Logout Instructions

Test Administration Information for Computer-Based Testing

BEFORE Computer-Based Testing

- Additional Orders Procedures
- Managing Test Sessions and Student Classes
- PARCC Infrastructure Readiness Guide
- PARCC Personal Needs Profile (PNP) Guidance—Managing Incorrect Accessibility Features and Accommodation PNP Data

DURING Computer-Based Testing



2016-17 PARCC Accommodated Scripts

- Accommodated Scripts are now posted in Avocet.
- ELA Braille: <http://avocet.pearson.com/PARCC/Home#16252>
- Math Braille: <http://avocet.pearson.com/PARCC/Home#16253>
- ELA Large Print: <http://avocet.pearson.com/PARCC/Home#11134>
- Math Large Print: <http://avocet.pearson.com/PARCC/Home#11135>
- Spanish Large Print: <http://avocet.pearson.com/PARCC/Home#16254>



2016-17 PARCC Technology Update



TestNav for Spring 2017

- Pearson has confirmed that there will be **NO** updates to the TestNav apps for Spring 2017 assessments.
- This means that the current released versions (*see next slide*) are the final versions.
 - Please begin planning to ensure that all devices used for testing have the correct “TestNav app” installed.
 - (Or Firefox 45 ESR if you are running Mac OS 10.12)
 - Use the App Check in TestNav to quickly confirm the correct version.



Current Software Versions

Tool	Version	Release Date
TestNav Desktop App	1.5.2	August 2016
ChromeOS App (Chromebooks)	1.5.78	August 2016
iOS App (iPads)	1.5.1	August 2016
Android App	1.5.7	August 2016
Proctor Caching Software*	2016.9	August 2016
<i>*Note: The new version of ProctorCache is required for the 2016-2017 test administrations. Previous versions cannot be used to download and deliver test content.</i>		

Link to Technology Bulletins: <https://parcc.pearson.com/bulletins/>



SIGN IN

App Check

Sign in to TestNav

Choose a different customer

PARCC Training

Sign In



Username



Password

Sign In



Test Audio



Practice Tests

8.8.166



Precaching Computers

CRPARCC-1

Computer Name*

CRPARCC-1

☒ Default computer used for

IP Address

172.17.15.253

Port

4480

Configuration Identifier ⓘ

8E2C55C2QZ

Configuration Identifier
is part of the TestNav
Config. in PAN

App Check

Enter a configuration identifier or click "Run App Check" to run the default app check.

Configuration Identifier (optional):

8E2C55C2QZ

Run App Check

App Check is complete but one or more issues require your attention:

✓ Kiosk Mode Passed.

✓ Connectivity to TestNav Passed.

✓ Proctor Cache Passed.



“Preparing” Session

- A new step this year, you must “Prepare” sessions before you can “Start” sessions.
- This step assigns test forms to students. Do not “Prepare” sessions until student accommodations have been verified.
- You will be able to “Prepare All” and “Start All” sessions.
- “Prepare” also removes the limit on the number of students who can be in a session.
- The process takes time and runs in the background.
 - You can do other tasks while in process.



Preparing vs. Precaching

- These two processes are completely **INDEPENDENT!**
Order doesn't matter: Prepare then Precache or Precache then Prepare or Do Both Simultaneously
 - “Preparing” sessions assigns test forms to students – must be done prior to “Starting” tests.
 - District and School Test Coordinators can “Prepare”
 - All students are in sessions with accommodations before “Preparing”
 - “Precaching” downloads the encrypted test content to your precache machine.
 - Technology Coordinators and Test Coordinators can “Precache”
 - “Precache” a few days before your test window opens



Prepare and Precache Dates

- “Prepare” will be available in the **Live** PAN site on **March 1**.

*Note: You cannot see “Prepare” in **Live** PAN site now.*

- “Precaching” the test content will be available for precaching on **February 27**.



“Preparing” Session - Steps

1. Go to **Sessions**.
2. Select the session(s) you want to prepare.
3. Go to **Students in Sessions**.
4. Select the session.
5. Click **Prepare Session**.
 - Display will show “Waiting.”
 - The more sessions you “prepare” the longer it takes.
6. Click the **blue** refresh arrows.
7. Displays “Ready” and “Start Session” buttons when complete.



Managing Users

- Passwords expire after 180 days (inactivity).
- Users are “Disabled” after 270 days.
- Training (brown) and Live (blue) sites are independent.
- You will need to add “new” users and disable or delete those who should no longer have access.
- Can do through PAN “User” interface or by using file Export/Import both under **Setup**.



Who are your Users?

- In PAN under **Setup** select **Users** from the menu.
- User screen displays, then click the arrow by **Search** and check “Show All.”
- The users that appears are ONLY your “Active” users. You may need to click on “Forgot Password” but these users do have access to the PAN site you are on currently (i.e., live or training).
- These are your “Active” users not ALL your users!
 - Use the **Account Status** filter to see “Disabled” or “Deleted” Users.



2016-17 State-Funded SAT



State-Funded 2016-17 SAT Highlights

- All grade 11 students (unless they take DLM-AA)
 - LEP students who are “First Year in U.S. School” are exempt from ELA portions
- Test Dates:
 - Initial Test Date: Wednesday, April 5, 2017
 - Makeup Test Date: Tuesday, April 25, 2017
 - Accommodated Window: April 5-18, 2017
- Paper/Pencil format in spring 2017
- Does include an essay
- Manuals Posted! <https://www.isbe.net/Pages/SAT.aspx>
 - [Supplemental Instructions for Illinois SAT School Day Administration](#)
 - [SAT School Day Supervisor's Manual](#)
 - [SAT School Day SSD Coordinator Manual](#)
 - [SAT School Day Test Room Manual](#)



State-Funded SAT Information

- ISBE Website: www.isbe.net/Pages/SAT.aspx
- College Board Microsite for Illinois: www.collegeboard.org/illinois
- Established SAT Test Center list (Updated 02/06/17):
www.isbe.net/Documents/SAT_Test_Centers.pdf

The screenshot shows the Illinois State Board of Education website. The header includes the ISBE logo, navigation links (System Quick Links, Illinois Report Card, Careers at ISBE, Contact Us), social media icons (Twitter, Facebook), a search bar, and a Translate dropdown. The main navigation bar has links for HOME, ADMINISTRATORS, TEACHERS, FAMILIES & STUDENTS, COMMUNITY & PARTNERS, NEWS & MEDIA, and TOPICS. The breadcrumb trail reads: Home > Assessment > SAT. On the left, a sidebar shows 'ASSESSMENT' and 'SAT' (highlighted). The main content area is titled 'ASSESSMENT SAT' and contains three expandable sections: 'News and Updates', '2016-17 SAT® Information', and 'Presentations & Webinars'. At the bottom, a 'CONTACT INFORMATION' section provides contact details for the Assessment Division and the College Board.

CONTACT INFORMATION

Questions?

- Assessment Division – (866) 317-6034, assessment@isbe.net
- College Board – (844) 688-9995, ilsat@collegeboard.org

College Board Contact:
(844) 688-9995
ilsat@collegeboard.org



2016-17 SAT (SIS Pre-ID)

- All students enrolled in grade 11 are automatically included in the SAT Pre-ID file in SIS unless their most recent assessment record was IAA or DLM-AA and their IEP indicator is “Yes.”
- SIS provided data in the 2017 SAT Pre-ID file as of **Friday, January 20, 2017**, to College Board to derive non-accommodations test materials orders and for Pre-ID label production.
- Note: If the “Testing School” field in the SAT Pre-ID file was not an established SAT Test Center, SIS sent the Home School field so a label will be printed.
- Continue to enroll/exit students in/from SIS so the SAT Pre-ID file will be current.



2016-17 SAT Timeline



SAT School Day – Timeline for April 2017 Administration

For updates, see <https://www.isbe.net/Documents/SAT-general-timeline.pdf>

College Board Phone: 844-688-9995

College Board Email: ilsat@collegeboard.org

Activity	Timeline
Staff & Test Center Setup Email Invitation from College Board to Principal	11/07/16
SAT Overview Webinar Recording PPT	11/15/16
Offsite Testing Request Window	11/15/16-12/15/16
College Board Accommodations Webinar Recording PPT	11/16/16
Deadline for School and Staff Setup	11/16/16
Testing Sites Receive Confirmation of School AI Code and TC Number	January 2017
Deadline to Request Off-site Testing	01/13/17
Deadline to Verify Pre-ID Information in ISBE Student Information System (SIS)	01/20/17
Required Test Administrator Training Online	02/09/17-03/22/17
Training Kits Arrive in Schools	02/15/17
Deadline for SSD Coordinators to Submit College Board Approved Accommodations Requests	02/15/17
Late College Board Approved Accommodations Request Window for specific scenarios: <ul style="list-style-type: none"> New student to school New plan/accommodation needed 	02/16/17-03/21/17
Admission Tickets Arrive in Schools	03/01/17
Student Data Questionnaires Arrive in Schools	03/06/17-03/08/17
Answer Sheets and Pre-ID Labels Arrive in Schools	03/06/17-03/08/17
Preadministration Session Held in Schools	03/10/17-04/04/17
Deadline for SSD Coordinators to Submit State Allowed Accommodations Requests	03/21/17
Test Materials Arrive in Schools on Spring Break during 03/29/17-03/31/17	03/23/17
Test Materials Arrive in Schools <u>not</u> on Spring Break during 03/29/17-03/31/17	03/29/17-03/31/17
Initial Test Date	04/05/17
Accommodated Testing Window (students that appear on the NAR)	04/05/17-04/18/17
Deadline to Ship Materials and Answer Sheets for Scoring for Tests Given on Initial Test Date (April 5)	04/06/17
Testing Sites Provide Counts of Students Requiring Makeup Testing	04/07/17
Last Day* to Use Four Free Score Sends <i>*Students who test only on 04/25/17 will be able to complete their score sends on their answer sheet on test day.</i>	04/14/17
Deadline to Ship Materials and Answer Sheets for Scoring for Tests Given during Accommodated Testing Window (April 5-18)	04/19/17
Makeup Test Materials Arrive in Schools	04/21/17
Makeup Test Date	04/25/17
Deadline to Ship Materials and Answer Sheets for Scoring for Tests Given on Makeup Test Date (April 25)	04/26/17
Student Score Release	May/June 2017

Updated 01/19/17

Originally Posted 10/31/16

Click here to access
the SAT timeline:

<https://www.isbe.net/Documents/SAT-general-timeline.pdf>



State-Funded SAT Information

- SAT Test Center Supervisors will receive communications regarding the SAT School Day administration from both the College Board and ETS.
- Please add **collegeboard.org** and **ets.org** to your list of acceptable addresses in your email application to ensure you receive these important messages



SAT Required Training

- Test Center Supervisor should have received an email from SAT on February 8, 2017. (CollegeBoard@noreply.collegeboard.org)
- Subject line: *Important Test Day Training information for the Illinois-Provided SAT*
- If you have trouble accessing the training or other technical issues, contact SAT Customer Service at 866-260-5211.
- Please direct questions about procedures addressed in the training to the Illinois Educator Support 844-688-9995 (opt. 1) or illinoisadministratorsupport@collegeboard.org.



SAT Accommodations Information

- *Accommodations Process for the ISBE-Sponsored SAT[®]*
www.isbe.net/Documents/IL-College-Board-Accommodations-Spring-2017.pdf
- Contact SSD Department with questions: 844-688-9995



SAT Accommodations Information

Two Types of Accommodations

- College Board Approved (requested in SSD Online)
 - For Students with Disabilities
 - College Reportable
 - Request Deadline: **February 15, 2017**
 - *Late Request Deadline: March 21, 2017*
(Late Requests only for new and newly-diagnosed students)
- State-Allowed (requested in SSD Online)
 - Students with Disabilities (Declined for College Board Accommodations)
 - For English Learners
 - Not College Reportable
 - Request Deadline: March 21, 2017



State-Funded SAT Information

- **English Learner Supports** *(no accommodations request is needed)*

- **Translated Test Directions**

Directions in eight languages (Spanish, Arabic, Chinese Mandarin, Portuguese, Haitian Creole, Russian, Vietnamese, and Polish) will be available for download in mid-February. School staff may print and provide these directions to students on test day. School staff may also provide translated test directions for other languages using district/school translators. **Students using translated test directions will receive college-reportable scores.**

- Translated test directions are now posted under “News and Updates” on <https://www.isbe.net/Pages/SAT.aspx>

- **Word-to-Word Glossaries**

Approved glossaries may be used by students on test day. The approved glossaries should be distributed to students for their use on test day. **Students using approved glossaries will receive college-reportable scores.**



2017-18 SAT Test Dates!

- Initial Test Date: Tuesday, April 10, 2018
- Makeup Test Date: Tuesday, April 24, 2018
- Accommodated Test Window: April 10-23, 2018



2016-17 DLM-AA

(Dynamic Learning Maps-Alternate Assessment)



2016-2017 DLM-AA

Data Lockdown

- During data lockdown, the state DLM coordinator will verify/correct rosters and exited students from a location if duplicate years appear.
- Districts are able to create/edit rosters, add/edit users, and exit students.
- Student uploads will need to be requested, but districts need to ensure that the information was corrected/updated in SIS.



2016-2017 DLM-AA

Data Lockdown: Student Uploads

- Continue to update the DLM Pre-ID in SIS.
- Uploads of students, who are not appearing in DLM, must be completed using the Upload Enrollment template found in Educator Portal under settings, students, upload enrollment.

The screenshot displays the 'Students' tab in the DLM-AA interface. The 'Select Action' dropdown is set to 'Upload Enrollment'. The 'SELECT ORGANIZATION' section shows 'STATE: Illinois', 'DISTRICT: Select', and 'SCHOOL: Select'. The 'FILE' section has a text input field and a CSV icon. A table lists upload records with columns for Date, Time, Status, and File. A red arrow points to the 'Upload' button at the bottom left.

Date	Time	Status	File
02/09/2017	11:09:14 AM	Completed: Records Created/Updated: 1 Rejected: 0 Alerts: 0	
02/09/2017	11:03:46 AM	Completed: Records Created/Updated: 0 Rejected: 1 Alerts: 0	
02/09/2017	11:01:24 AM	Completed: Records Created/Updated: 0 Rejected: 1 Alerts: 0	
02/09/2017	10:51:42 AM	Completed: Records Created/Updated: 24 Rejected: 0 Alerts: 1	
02/09/2017	10:38:36 AM	Completed: Records Created/Updated: 22 Rejected: 2 Alerts: 10	
02/09/2017	10:29:50 AM	Completed: Records Created/Updated: 0 Rejected: 24 Alerts: 0	
02/09/2017	09:56:25 AM	Completed: Records Created/Updated: 0 Rejected: 24 Alerts: 0	
02/09/2017	09:23:51 AM	Completed: Records Created/Updated: 1 Rejected: 0 Alerts: 0	
02/09/2017	09:21:16 AM	Completed: Records Created/Updated: 0 Rejected: 1 Alerts: 0	
		Completed: Records Created/Updated: 0 Rejected: 1 Alerts: 0	

Please use the current version of the [Enrollment Upload Template](#).

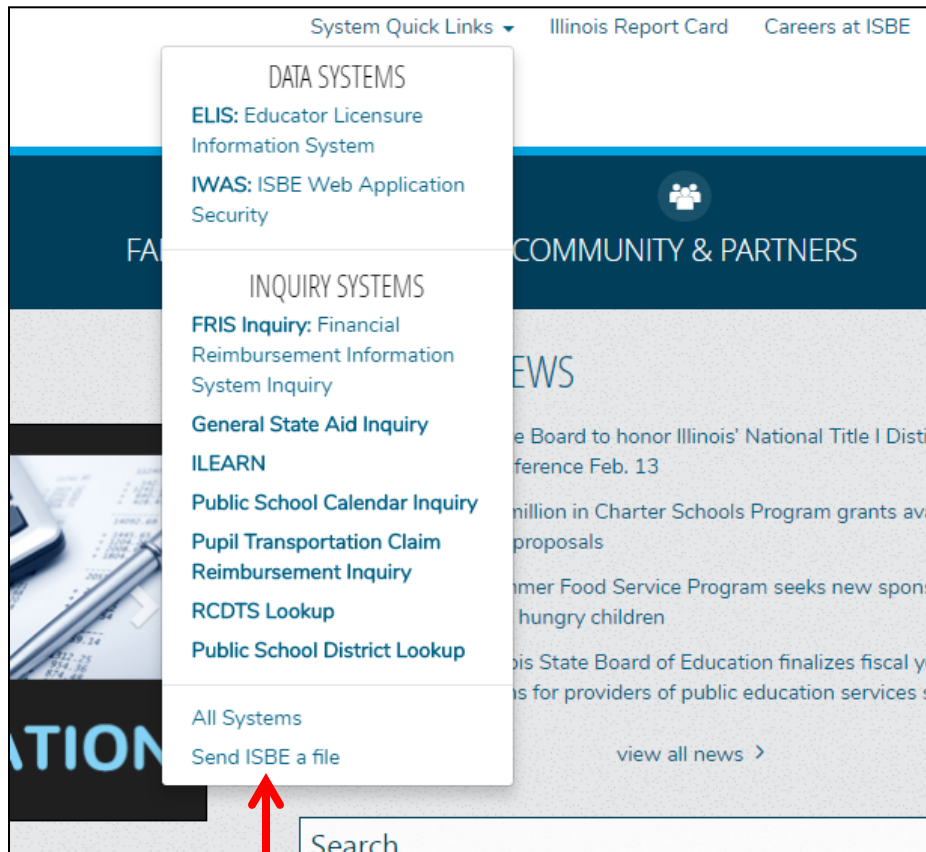
Page 1 of 3



2016-2017 DLM-AA

Data Lockdown: Student Uploads

- Once the template is completed, the template must be submitted to ISBE through “Send ISBE a File” link from www.isbe.net.





2016-2017 DLM-AA

Data Lockdown: Student Uploads

- Completed the sender information.
- Receiver information must be QUIMBY, LAURA A
- Choose the file
- No subject or message
- Click submit.

Welcome to ISBE's file transfer page. Enter the information below to transmit a data file to an ISBE employee.
For technical assistance, please contact our Call Center at 217-558-3600.

Sender Information

Name :

Entity Name :

eMail Address :

Receiver Information

ISBE eMail Name :

Attachment(s)

Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

If uploading from a removable drive please do not remove the media from the drive.

Message

Subject :

Message :



2016-2017 DLM-AA

Rosters

- Subject should **only** be English language arts, mathematics, and science (if grade appropriate).
- When completing the rosters, choose the subject only. Do not put in a course.
- Rosters should be created for the teacher with multiple students.
- Roster name is suggested as teacher's last name and ELA, math, or science (e.g. Smith ELA, Smith Math, Smith Science).

Rosters



2016-2017 DLM-AA

Students

- Students should be located in the district in which the assessment will be administered.
- Home districts who do not serve their outplaced students should not see those students when verifying student enrollment.
- Double year students need to be exited out of one of the locations.
- District test coordinators can exit and transfer students.

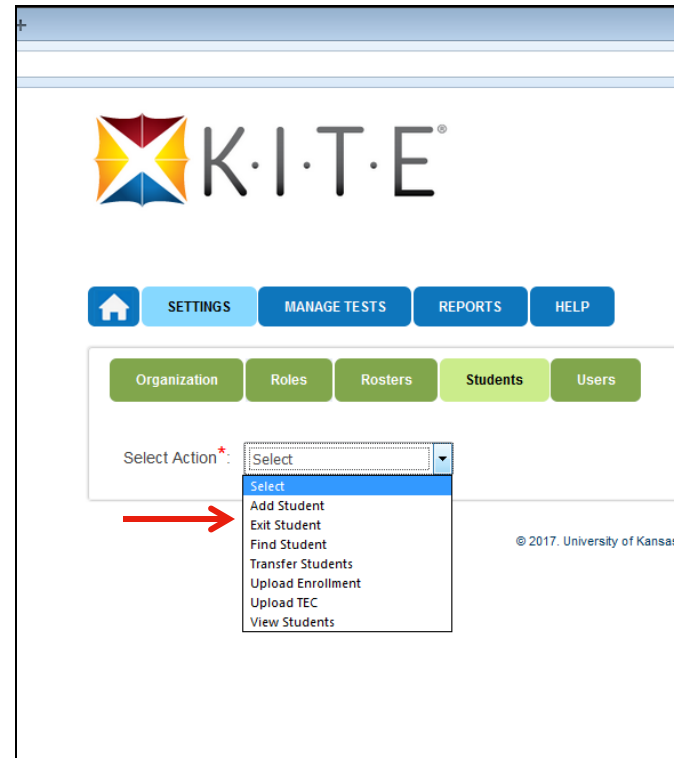
Students



2016-2017 DLM-AA

Students

- To exit a student follow these steps:
 - Log in to Educator Portal
 - Click on Settings
 - Click on Students
 - Click on Exit Student



Students



2016-2017 DLM-AA

Students

- To exit a student follow these steps:
 - Choose District, School.
 - Click Search.
 - Click on the student that needs to be exited.
 - Click continue

STATE:

DISTRICT*:

SCHOOL*:

State ID	First Name	Last Name	Current School Year	Local Id
111111111	Jane	Doe	2017	
222222222	John	Doe	2017	
333333333	Abe	Lincoln	2017	
444444444	Mary	Todd	2017	
555555555	William	Gates	2017	
666666666	Albert	Stein	2017	
777777777	Katy	Erry	2017	
888888888	Jay	Cartwright	2017	
999999999	Son	Bono	2017	

Page 1 of 1 10 View 1 - 9 of 9

Students



2016-2017 DLM-AA

Students

- To exit a student follow these steps:
 - Choose either 1, 2, or 18 for the exit reason.
 - Click exit student.
 - Click yes to proceed.

Select Date and Reason, then Click Exit Student

Student's Exit date, the date on which the change is effective:
02/10/2017

Reason for Removing Student:
Select

Select

- 01- Transfer to public school, same district
- 02- Transfer to public school, different district, same state
- 03- Transfer to public school, different state

Demographic

Gender: Male
First Language: English

Comprehensive Race: White
Hispanic Ethnicity: No

Profile

Primary Disability: Autism
Assessment Program: DLM - Dynamic Learning Maps

Access Profile (PNP): [Custom](#)
First Contact Survey: [Completed](#)

School Enrollment

- ISBE DEMO SCHOOL, Grade 8, School Year 2017

District: ISBE DEMO Student Local ID: AYP School ID: 00000000000000000000 Gifted Student: No

State Entry: School Entry: 08/25/2016 District Entry:

Subject	Course	Educator	Roster
English Language Arts		Laura Quimby	Quimby ELA

Continue

Students



2016-2017 DLM-AA

Users

- Required training should be completed.
- New users who have not been added; please add them as soon as possible.
- Deactivate users who are no longer in your district.
- Users who have previously administered, update those old accounts instead of adding a DLM account.

Users



2016-17 DLM-AA

Next Steps

- Rosters should be completed.
- During data lock down, districts are still able to roster students, add users, and complete the first contact survey.
- District test coordinators need to verify student data.
- Teachers need to complete the first contact survey and access profile.





2016-17 DLM-AA UPDATES

- Data Verification

- District test coordinators should complete data verification in Educator Portal to ensure the following is true:
 - The correct students are enrolled in the testing school.
 - Students are not missing from the enrolled testing school.
 - Rosters have been created for ELA, math, and science for teachers.

- KITE Client updated

- The testing platform KITE Client was updated.
- Verify that the testing platform being used is up-to-date.
- Find the new updates on Dynamic Learning Maps website.
 - <http://dynamiclearningmaps.org/kite>



2016-17 ACCESS for ELLs



2016-17 ACCESS for ELLs

End of Testing

- February 17 is the last day to order additional materials.
- Materials should be picked up for return to DRC within one week after your window ends.
- Materials to return: Response Booklets, CDs, Scripts, Kindergarten Manipulatives.
- Testing functions in WIDA AMS will stop on February 24, 2017.



2016-17 ACCESS for ELLs

ACCESS Data Corrections

- SIS EL Data will be set aside on February 24. Please, make data corrections accordingly (especially grade level).
- Correction Window = May 8-26, 2017.
- ACCESS corrections done in SIS, not WIDA AMS.
- Final ACCESS results posted in Mid-July, 2017.
- Final reports arrive August 1, 2017.



2016-17 ACCESS for ELLs

Two important Websites

- www.wida.us, 866-276-7735 – for preparation
- www.wida-ams.us, 855-787-9615 – for operation

ISBE Contact for ACCESS for ELLs:

Barry Pedersen, bpederse@isbe.net, 866-317-6034



2016-17 KIDS

(Kindergarten Individual Development Survey)

- KIDS is coordinated by the Early Childhood Division
 - Phone: 217-524-4835
 - Division Email: earlychi@isbe.net
 - Division Webpage: <https://www.isbe.net/Pages/Early-Childhood.aspx>
 - Staff Contact (Margaret Burgett) Email: mburgett@isbe.net



2016-17 Illinois Physical Fitness Assessment

- Coordinated by the Nutrition & Wellness Programs Division
- Summary of New Rules – see the Superintendent's Weekly Message from November 22, 2016, page 4:
https://www.isbe.net/Documents_Superintendent_Weekly_Message/message-11222016.pdf
- Q&A: <https://www.isbe.net/Documents/fitness-asmt-faq.pdf>
 - List of requirements
 - Links to training manuals and videos
 - Links to templates for collecting data
 - Contact information if questions



Illinois Assessment Update Webinars:

- *Assessment Update Webinars are archived and posted at:*
<https://www.isbe.net/Pages/Assessment-Communications.aspx>
under “Presentations and Webinars”
- *Next Scheduled Assessment Update Webinar: 02/24/17*

Illinois State Board of Education

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Important Links and Resources ▾

Presentations and Webinars ▾



Summary of State Content Area Testing

- First, determine the appropriate state assessment path for a student:
 - PARCC, SAT, and ISA state assessment or DLM-AA alternate state assessment
 - Contact Assessment Division if, in rare cases, a combination is needed.

Grade(s)	Content Area to be Assessed ✓=assessment is available							
	ELA/L			Mathematics			Science	
	PARCC	SAT	DLM-AA	PARCC	SAT	DLM-AA	ISA	DLM-AA
3	✓		✓	✓		✓		
4	✓		✓	✓		✓		
5	✓		✓	✓		✓	✓	✓
6	✓		✓	✓		✓		
7	✓		✓	✓		✓		
8	✓		✓	✓		✓	✓	✓
9-12		✓ Must be in Grade 11			✓ Must be in Grade 11		✓ Must be in HS Biology Course	✓ Must be in Grade 11



Contacts

ISBE Assessment Office

- 866-317-6034
- www.isbe.net/Pages/Assessment.aspx
- assessment@isbe.net

SIS Helpdesk

- 217-558-3600 (option 3)
- www.isbe.net/Pages/Student-Information-System.aspx

PARCC Support Center

- 888-493-9888
- parcc@support.pearson.com

DLM Support Center

- 855-277-9751
- DLM-support@ku.edu

College Board (SAT Assistance)

- 844-688-9995
- ilsat@collegeboard.org

LTC (Learning Technology Center)

- ltcillinois.org
- netspecs@ltcillinois.org

Join our Listservs!

- Assessment Listserv: Send a blank email with "SUBSCRIBE" in the subject line to assessment@isbe.net.
- Technology Point-of-Contact Listserv: Send a blank email with "SUBSCRIBE" in the subject line to jbaiter@isbe.net.