2011 ISAT & IAA

Assessment Network & Pre-Test Information

For Your Convenience

The following are available on ISBE's website:

- This PowerPoint presentation:
  www.isbe.net/assessment/isat.htm
  - ▸ Assessment Network Activities & Pre-Test Information

- The 2011 ISAT & IAA Reference Guide
  www.isbe.net/assessment/isat.htm
  - ▸ 2011 ISAT & IAA Reference Guide: Assessment Network Activities & Pre-Test Information

IMPORTANT INFORMATION 2010-2011

- **The writing assessment has been suspended for the spring 2011 ISAT & IAA for grades 3, 5, 6, and 8. Grade 11 IAA will be assessed in writing.**

- **ISAT Users – All information that is placed in the enrollment table for special format test materials (Braille, large-print, reader scripts, audio test versions, and linguistically modified –– Form LM), should be entered as the NUMBER OF STUDENTS ENROLLED that require a special format test version.**

- **Sample Test Books – available on-line only**

Important Dates

Profile Update and Ordering Special Format Tests for ISAT
November 1, 2010 – December 17, 2010

Refer to page 3 of the Reference Guide

Profile Updates November 1-December 17, 2010

ISAT

- Test Window: February 28 – March 11, 2011
- Material Delivery
  - non-secure: February 4-10, 2011
  - secure: February 14-18, 2011
- Material Pickup
  - March 18, 2011

IAA

- Test Window: February 21 – March 18, 2011
- Material Delivery: on or before February 7, 2011
- Material Pickup: March 23, 2011

Additional Material Orders Begin February 7, 2011

net = No Earlier Than   **nlt** = No Later Than

ISAT & IAA ASSESSMENT NETWORK ACTIVITIES					
	open			close	
Profile Updates	November 1, 2010			December 17, 2010 [1]	
ISAT - Entry of Special Format Test Enrollments	November 1, 2010			December 17, 2010	

ISAT TEST MATERIAL DELIVERY/PICK UP					
	EARLY TESTERS [2]		REGULAR TESTERS		LATE TESTERS [2]
Test Windows	February 21, 2011	March 4, 2011	February 28, 2011	March 11, 2011	March 7, 2011	March 18, 2011
	net [3]	nlt	net	nlt	net	nlt
Non-Secure	January 31, 2011	February 4, 2011	February 4, 2011	February 10, 2011	February 14, 2011	February 18, 2011
Secure	February 4, 2011	February 10, 2011	February 14, 2011	February 18, 2011	February 18, 2011	February 25, 2011
ISAT Test Material Pick Up [4]		March 11, 2011		March 18, 2011	- -	March 25, 2011
Sample Test Booklet	No hardcopy (PAPER) copies available. Available on-line only! [5]					

IAA TEST MATERIAL DELIVERY/PICK UP		
	net [3]	nlt
Test Window	February 21, 2011	March 18, 2011
Test Material Delivery	On or before February 7, 2011	
IAA Test Material Pick Up [4]	March 23, 2011	

ISAT ADDITIONAL ORDERS/DELIVERIES					
	EARLY TESTERS [2] [3]		REGULAR TESTERS		LATE TESTERS [2]
	February 21, 2011	March 4, 2011	February 28, 2011	March 11, 2011	March 7, 2011	March 18, 2011
	open	close/nlt	open	close/nlt	open	close/nlt
Additional SECURE Test Material Order Window	February 7, 2011	February 24, 2011	February 7, 2011	March 3, 2011	February 7, 2011	March 10, 2011
RELEASE #1 - Orders submitted and approved between	February 7, 2011	February 11, 2011	February 7, 2011	February 11, 2011	February 7, 2011	February 11, 2011
Orders Received in District/School (NLT)	- -	February 16, 2011		February 18, 2011	- -	February 18, 2011
RELEASE #2 - Orders submitted and approved between	February 12, 2011	February 18, 2011	February 12, 2011	February 18, 2011	February 12, 2011	February 18, 2011
Orders Received in District/School (NLT)	- -	February 23, 2011	- -	February 23, 2011	- -	February 23, 2011
RELEASE #3 - Orders submitted and approved between	February 19, 2011	February 24, 2011 [6]	February 19, 2011	March 3, 2011 [6]	February 19, 2011	March 10, 2011 [6]
Orders Received in District/School	3-Business Days from Order Approval					

IAA ADDITIONAL ORDERS/DELIVERIES		
	open	close
IAA Additional SECURE Test Material Order Window	February 7, 2011	March 15, 2011 [6]
Orders Received in District/School	3-Business Days from Order Approval	

[1] Profile updates in Pearson's Assessment Network as of 11:59 p.m., December 17, 2010, will be used for distribution of spring 2011 test materials. Updates entered after 12 a.m., December 18, 2010, will not be extracted until August 2011.

[2] Applications to test either one week before or one week after the regular test window need to be submitted to ISBE on or before December 1, 2010.

[3] Although February 21, 2011, is the first day of testing for IAA and the early test window for ISAT, ISBE offices will be closed for President's Day. However, there will be staff available at Pearson's Illinois Customer Support Center to answer your questions.

[4] Test materials can be picked up earlier than the date indicated, but no more than three (3) business days after the indicated pick up date.

[5] There will be no hardcopy distribution of Sample Test Booklets. Sample Test Booklets are available at: www.isbe.net/assessment/isat.htm. Questions relating to Sample Test Booklets should be directed to the ISBE.

[6] Material return labels can be ordered for thirty (30) calendar days beyond indicated date.

Profile

Updating Your Contact & Shipping Information

Assessment Network User ID & Passwords

- ID's & Passwords are being mailed out October 25th along with a copy of the Reference Guide

- 2010-2011 User ID's and Passwords are identical to 2009-2010

- User ID and Password are the same for both ISAT and IAA

- Refer to page 6 of the Reference Guide for FAQ's regarding misplaced ID & Password

Interactive Frequently Asked Questions

ISAT TEST COORDINATOR
TEST MATERIAL SHIPPING ADDRESS

SECONDARY DISTRICT ISAT TEST COORDINATOR
** Optional but recommended **
Back-up District Coordinator

The individual listed in this profile will be the primary contact for all ISAT related matters. The address [i] provided will be where ISAT test materials will be delivered and picked up from after testing is completed.

A VALID E-MAIL ADDRESS IS REQUIRED!

The individual listed in this profile will be the backup contact for ISAT related matters. This is an individual designated by the ISAT Test Coordinator.

In addition to a name and telephone,
A VALID E-MAIL ADDRESS IS REQUIRED!

· District Superintendent
· Chicago District 299 School Principal
· Special Education Cooperative Director
· Regional Superintendent/ISC Executive Director
· Private School District Administrator

IAA TEST COORDINATOR
TEST MATERIAL SHIPPING ADDRESS

The individual listed in this profile will be the primary administrator for your educational entity.

In addition to name and telephone,
A VALID E-MAIL ADDRESS IS REQUIRED!

The individual listed in this profile will be the primary contact for all IAA related matters The address [i] provided will be where IAA test materials will be delivered and picked up from after testing is completed.

A VALID E-MAIL ADDRESS IS REQUIRED!

Neither Pearson nor ISBE can update your profile information or delete your information from the system

* Name: [   ]
Title: [   ]
* Address: [   ]
[   ]
* City: [   ]
* State: [IL ▾]
* Zip: [   ] - [   ]
* Email: [   ]
* Phone: ([   ]) [   ] - [   ] ext [   ]
Fax: ([   ]) [   ] - [   ]
* - Required

[Save Changes] [Cancel] [Reset]

Test Materials

Reference Guide: Pages 10-11

IAA - You will receive one shipment

- ☐ District Test Coordinator Packet
- ☐ Implementation Manual
- ☐ Test Booklets (Grade & Form Specific)

ISAT - You will receive a non-secure and secure shipment

- ■ Non-Secure
  - ☐ District Test Coordinator Kit
  - ☐ School Coordinator Kit
  - ☐ Chicago School Coordinator Kit
  - ☐ Test Administration Manuals
  - ☐ Professional Testing Practices for Educators manuals
  - ☐ Grade 4-8 Answer Documents and Grade 4-8 LM Answer Documents
  - ☐ Pre-ID Packet

- ■ Secure
  - ☐ Grade 3-8 Test Booklets
  - ☐ Special Format Tests
  - ☐ Form LM Test Booklets

Test Material Quantities

- Calculated based on NUMBER OF STUDENTS ENROLLED

- ISAT - 10% Overage
  - Standard Format Tests (Forms 1-6)
  - Form LM
  - Form SF
  - Answer Documents
  - Test Manuals
  - Reader Scripts

- Standard Format Enrollment numbers are reduced by special format orders

- FAQ Reference Guide page 7

Enrollments

Reference Guide: Pages 11-16

Enrollments
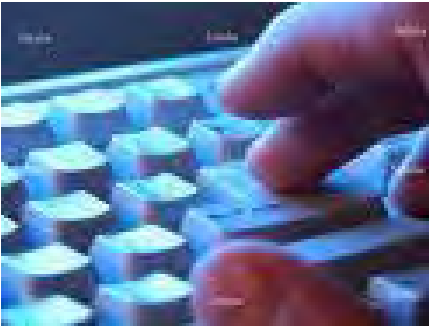
- *Home School Districts* upload/enter their district's 2010- 11 school year ENROLLMENTS to the Illinois State Board of Education's Student Information System (SIS).

- The ISBE deadline to upload initial 2010-11 enrollments to SIS was Friday, October 15, 2010. Pearson will utilize this enrollment information from SIS to populate Current (Curr) enrollment fields in Assessment Network.

  NOTE: Districts should continue to enroll and exit students in ISBE's Student Information System (SIS) throughout the school year as students enter and leave the district.

Enrollment Tables

IAA Enrollment Table

RCDTS Code	School Name	IAA Test Materials - Spring 2011												
		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Grade 11	
		Prev	**Curr**	Prev	**Curr**	Prev	**Curr**	Prev	**Curr**	Prev	**Curr**	Prev	**Curr**	Prev	**Curr**
999999999012039	SAMPLE SCHOOL														
	2010-11 STUDENT INFORMATION/SIS	0	**14**	9	**20**	6	**51**	0	**6**	7	**9**	11	**12**	17	**15**

For ISAT Special Format Orders – Enter NUMBER of STUDENTS

ISAT Enrollment Table

RCDTS Code	School Name	Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
		Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
999999999012039	SAMPLE SCHOOL												
	2010-11 STUDENT INFORMATION/SIS	0	**137**	144		142	**152**	139	**0**	135	**122**	99	**101**
	BRAILLE – Number of students being assessed	0	**0**	0		0	**0**	0	**0**	0	**0**	0	**0**
	LARGE-PRINT – Number of students being assessed	0	**0**	0		0	**1**	0	**0**	0	**0**	0	**0**
	READER SCRIPT – Number of students being assessed INDIVIDUALLY	0	**0**	0	**11**	0	**0**	0	**0**	0	**0**	0	**0**
	READER SCRIPT – Number of students being assessed in a GROUP Setting	0	**0**	0	**13**	0	**0**	0	**17**	0	**0**	0	**0**
	AUDIOCASSETTE – Number of students being assessed	0	**0**	0	**0**	0	**0**	2	**0**	0	**0**	0	**0**
	AUDIO CD-ROM – Number of students being assessed	0	**0**	0	**0**	0	**1**	0	**0**	3	**0**	0	**0**
	FORM LM (LINGUISTICALLY MODIFIED) -- Number of students being assessed	0	**0**	0	**120**	0	**0**	0	**0**	0	**0**	0	**0**
ESTIMATED NUMBER OF STANDARD -FORMAT (Form 1-6) TEST BOOKLETS			**137**		**2**		**150**		**-17**		**122**		**101**

Calculating ISAT Enrollments
Reference Guide: Pages 14

RCDTS Code	School Name	ISAT Test Materials - Spring 2011											
		Enter below the NUMBER OF STUDENTS currently enrolled that require a special format test.											
		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
		Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
999999999012039	SAMPLE SCHOOL												
	2010-11 STUDENT INFORMATION/SIS	0	137	144	146	142	152	139	0	135	122	99	101
	BRAILLE – Number of students being assessed	0	0	0	0	0	0	0	0	0	0	0	0
	LARGE-PRINT – Number of students being assessed	0	0	0	0	0	1	0	0	0	0	0	0
	READER SCRIPT – Number of students being assessed INDIVIDUALLY	0	0	0	11	0	0	0	0	0	0	0	0
	READER SCRIPT – Number of students being assessed in a GROUP Setting	0	0	0	13	0	0	0	17	0	0	0	0
	AUDIOCASSETTE – Number of students being assessed	0	0	0	0	0	0	2	0	0	0	0	0
	AUDIO CD-ROM – Number of students being assessed	0	0	0	0	0	1	0	0	3	0	0	0
	FORM LM (LINGUISTICALLY MODIFIED) -- Number of students being assessed	0	0	0	120	0	0	0	0	0	0	0	0
ESTIMATED NUMBER OF STANDARD -FORMAT (Form 1-6) TEST BOOKLETS			137		2		150		-17		122		101

Original enrollment upload

Number of students using reader scripts

Standard Format Tests you will receive

Number of students using Form LM

Calculating ISAT Enrollments

RCDTS Code	School Name	ISAT Test Materials - Spring 2011											
		Enter below the NUMBER OF STUDENTS currently enrolled that require a special format test.											
		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
		Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
999999999012039	SAMPLE SCHOOL												
	2010-11 STUDENT INFORMATION/SIS	0	**137**	144	**146**	142	**152**	139	**0**	135	**122**	99	**101**
	BRAILLE – Number of students being assessed	0	**0**	0	**0**	0	**0**	0	**0**	0	**0**	0	**0**
	LARGE-PRINT – Number of students being assessed	0	**0**	0	**0**	0	**1**	0	**0**	0	**0**	0	**0**
	READER SCRIPT – Number of students being assessed INDIVIDUALLY	0	**0**	0	**11**	0	**0**	0	**0**	0	**0**	0	**0**
	READER SCRIPT – Number of students being assessed in a GROUP Setting	0	**0**	0	**13**	0	**0**	0	**17**	0	**0**	0	**0**
	AUDIOCASSETTE – Number of students being assessed	0	**0**	0	**0**	0	**0**	2	**0**	0	**0**	0	**0**
	AUDIO CD-ROM – Number of students being assessed	0	**0**	0	**0**	0	**1**	0	**0**	3	**0**	0	**0**
	FORM LM (LINGUISTICALLY MODIFIED) -- Number of students being assessed	0	**0**	0	**120**	0	**0**	0	**0**	0	**0**	0	**0**
ESTIMATED NUMBER OF STANDARD -FORMAT (Form 1-6) TEST BOOKLETS			137		2		150		-17		122		101

At **no time** should standard format test booklets be less than zero

When enrollment numbers are updated with the January Pre-ID file, if there are no Pre-ID records, the order for that grade level will be deleted – Pearson will contact you. Additional orders will not be allowed without ISBE approval.

Entering ISAT Enrollments
Reference Guide: Pages 15

•From Enrollment Tab, select ISAT Spring 2011 Enrollment from the Test drop-down box and select enrollment link.

•If no special format tests are needed, click the **Complete Enrollment** button

•If special format tests are needed, click the **Edit Enrollment** button

ISAT Test Materials - Spring 2011											
Enter below the **NUMBER OF STUDENTS** currently enrolled that require a special format test.											
Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
0	137	144	146	142	152	139	0	135	122	99	101
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0	0			0
0	0	0	11	0	0	0	0	0	0		0
0	0	0	13	0	0	0	17	0	0		0
0	0	0	0	0	0	2	0	0	0		0
0	0	0	0	0	1	0	0	3	0	0	0
0	0	0	120	0	0	0	0	0	0	0	0
	137		2		150		-17		122		101

Grade 7
Curr
0
0
0

Entering ISAT Enrollments

Reference Guide: Pages 15

- When ALL special format tests are entered, click on **Complete Enrollment**

- Review the **Additional Information** page carefully – click **Next**

- Review **Profile** page - click Next

- Carefully review the enrollments – click **Confirm Enrollment**

Complete Enrollment

Confirm Enrollment
Enrollment Order Confirmation Successful

Pre-ID File

Friday, January 7, 2011

- Is the <u>FINAL DAY</u> *Home School* districts can upload Student ID (pre-ID) information to ISBE's Student Information System, and still receive a Student ID (pre-ID) label for ISAT and have that student populated in the online scoring system for IAA for the spring 2011 test cycle.
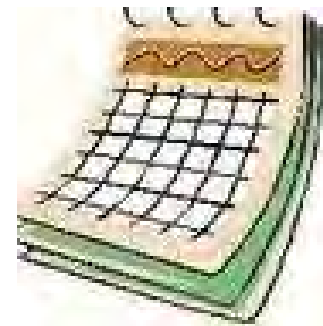
Chicago District 299 Schools enter school spring 2011 Student ID (pre-ID) information into the Chicago District's IMPACT system.

The Chicago District Office then provides ISBE with a Student ID (pre-ID) extract at the designated – ISBE mandated – time.

RCDTS Codes
within a student's SIS Pre-ID record

Student ID	Student Name	Birth Date	Home RCDTS	Serving RCDTS	Testing RCDTS	A	B	C	D	E	F	G	H	Error Code
123456789	Student Last Name, Sample 1	07/2/1997	123456789123456	123456789123456	123456789123456	04	N	07	03	Y	Y	ISAT	Y	
123456790	Student Last Name, Sample 2	07/3/1993	123456789123456	123456789123456	123456789123456	08	N	07	03	Y	Y	IAA	Y	
123456791	Student Last Name, Sample 3	07/4/1988	123456789123456	123456789123456	123456789123456	12	N	07	03	Y	Y	PSAE	Y	
123456792	Student Last Name, Sample 4	07/5/1992	123456789123456	123456789123456	12345678912012C	08	N	07	03	Y	Y	ISAT	Y	
123456793	Student Last Name, Sample 5	07/6/1996	123456789123456	123456789123456	123456789123456	04	N	07	03	Y	Y	ISAT	Y	
123456794	Student Last Name, Sample 6	07/7/1994	123456789123456	123456789123456	123456789123456	06	N	07	03	Y	Y	ISAT	Y	

- **HOME** School
  - ☐ **Essential for reporting.**

- **SERVING** School

- **TESTING** School
  - ☐ **Essential for test material distribution.**

Test Materials Shipped to the Testing School District

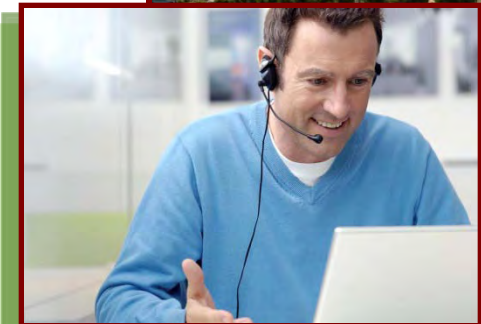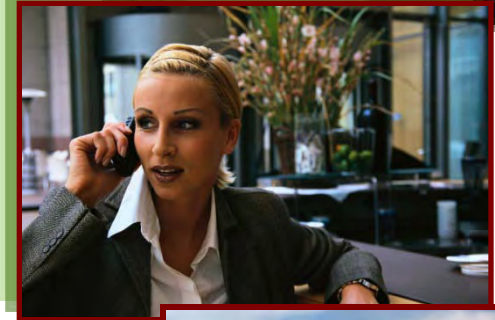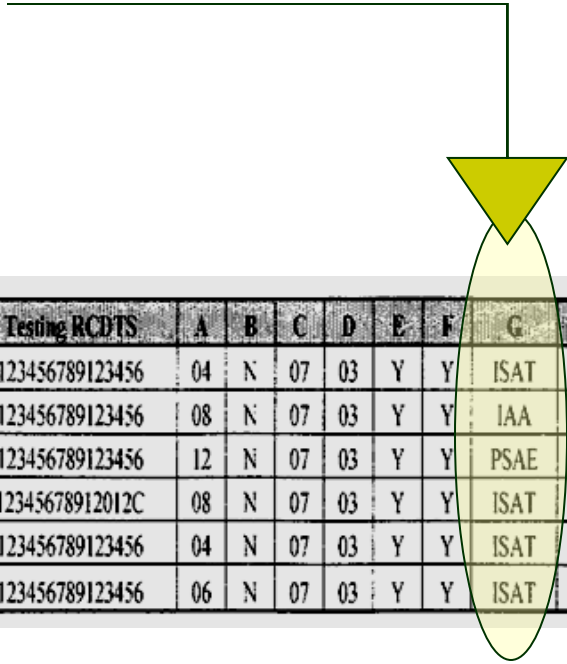| Student ID	Student Name	Birth Date	Home RCDTS	Serving RCDTS	RCDTS	A	B	C	D	E	F	G	H	Error Code
123456789	Student Last Name, Sample 1	07/2/1997	123456789123456	123456789123456	9123456	04	N	07	03	Y	Y	ISAT	Y	
123456790	Student Last Name, Sample 2	07/3/1993	123456789123456	123456789123456	9123456	08	N	07	03	Y	Y	IAA	Y	
123456791	Student Last Name, Sample 3	07/4/1988	123456789123456	123456789123456	9123456	12	N	07	03	Y	Y	PSAE	Y	
123456792	Student Last Name, Sample 4	07/5/1992	123456789123456	123456789123456	12345678912012C	08	N	07	03	Y	Y	ISAT	Y	
123456793	Student Last Name, Sample 5	07/6/1996	123456789123456	123456789123456	123456789123456	04	N	07	03	Y	Y	ISAT	Y	
123456794	Student Last Name, Sample 6	07/7/1994	123456789123456	123456789123456	123456789123456	06	N	07	03	Y	Y	ISAT	Y	

HOME School

Communication is KEY

It is up to a student's _Home School_ district who determine who will receive test materials for a student via entry in ISBE's Student Information System.

It is the Testing District test coordinator's **responsibility** to communicate with the student's _Home School_ district ISAT and/or IAA test coordinator to test material distribution.

TEST TAKEN

Student ID	Student Name	Birth Date	Home RCDTS	Serving RCDTS	Testing RCDTS	A	B	C	D	E	F	G	H	Error Code
123456789	Student Last Name, Sample 1	07/2/1997	123456789123456	123456789123456	123456789123456	04	N	07	03	Y	Y	ISAT	Y	
123456790	Student Last Name, Sample 2	07/3/1993	123456789123456	123456789123456	123456789123456	08	N	07	03	Y	Y	IAA	Y	
123456791	Student Last Name, Sample 3	07/4/1988	123456789123456	123456789123456	123456789123456	12	N	07	03	Y	Y	PSAE	Y	
123456792	Student Last Name, Sample 4	07/5/1992	123456789123456	123456789123456	12345678912012C	08	N	07	03	Y	Y	ISAT	Y	
123456793	Student Last Name, Sample 5	07/6/1996	123456789123456	123456789123456	123456789123456	04	N	07	03	Y	Y	ISAT	Y	
123456794	Student Last Name, Sample 6	07/7/1994	123456789123456	123456789123456	12345678912345C	06	N	07	03	Y	Y	ISAT	Y	

Make Sure Test to Be Taken is Accurate
Prior to January 7, 2011

Additional Test Material

Orders & Approval

Important Information

about placing additional test material orders:

Reference Guide: Pages 17-22

Additional Order Window opens February 7, 2011

Important Information

about placing additional test material orders:

- **PEARSON'S ADDITIONAL TEST MATERIAL ORDER SYSTEM IS FOR PLACING SMALL 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.**

- **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!**

- **ISAT requests to expedite processing and or shipping of additional test materials orders will not be granted without the expressed approval of ISBE.**

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

- **Please try to place just ONE additional order.**

Packaging, Distribution, Receipt & Pick-Up

Reference Guide: Pages 23-25

Reference Guide: Pages 23–25

- ✓ *Signature* **Required**

- ✓ Check packing list carefully

- ✓ Check Assessment Network History Tracking

Shipment #1 Shipped: 01/28/2010			
Estimated Arrival: **01/29/2010**			View Packing List
Shipment not yet confirmed View Confirmation			
Box	**Status**	**Delivery Date**	**Tracking Number**
5	**Delivered**	01/29/2010	FedEx - 402371369841

- ✓ Confirm your order

Save Cancel

Shipment Confirmation

Date Received: ___ / ___ / ___ (MM/DD/YYYY)

○ All materials received - no problems

○ Materials missing or other problems

Description of problem:

PEARSON

Contact Information
Reference Guide: Pages 5 & 6

The Assessment Network for ISAT & IAA can be accessed at:
www.pearsonaccess.com/il

Pearson 1-888-705-9413

ISAT@support.pearson.com
IAA_pearson@support.pearson.com

Illinois State Board of Education

Student Assessment Division 217-782-4823 or 866-317-6034

Student Information System HELP Desk 217-558-3600