

Invest in Kids Act Reference Guide



ILLINOIS 
Assessment of Readiness

ELA/L and Mathematics

Spring 2021 Administration

The purpose of this document is to provide step by step references to assist in activities needed to register students, set up and manage sessions and complete the IAR assessment in PearsonAccess^{next}.

IAR / PearsonAccess^{next}

1. Organization Participation
2. User Accounts
3. Student Registration
4. Student Accommodations
5. Creating Sessions
6. Managing Sessions
7. Student Testing Ticket
8. TestNav

Organization Participation

Before students can be registered in PearsonAccess^{next}, the Invest in Kids Act school must be marked as participating in the Spring 2021 administration. Schools must sign up annually with Illinois State Board of Education. More information on the Invest in Kids Act can be found on ISBE on the Invest in Kids Act- Assessment page at <https://www.isbe.net/Pages/testinvestinkidsact.aspx>.

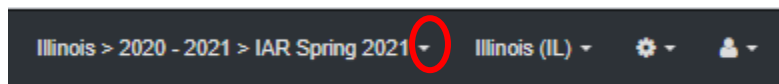
Once registered with ISBE, Pearson will mark the schools as participating in PearsonAccess^{next}.

PearsonAccess^{next} User Accounts

IAR assessment management is within the PearsonAccess^{next} (PAN) website.
<https://il.pearsonaccessnext.com>

A training site is also available for users to practice PearsonAccess^{next} activities.
<https://trng-il.pearsonaccessnext.com/>

When logging into PearsonAccess^{next}, be sure the administration is set to 2020-2021 in the upper right corner of the screen. If the administration does not show IAR Spring 2021, the dropdown can be used to change administrations.



School personnel who will be setting up and administering the IAR assessment will need a user account to log into PearsonAccess^{next}. Pearson will set up an initial School Test Coordinator based on the contact information provided when registering with ISBE to participate in the Invest in Kids Act. If that user is a new user in PearsonAccess^{next}, they will receive an email (like the one shown below) from Pearson directing them to set up a password on the site. Note: users may need to check their Spam folder on their email account.

Welcome to PearsonAccess Next! You have been assigned a User ID on the PearsonAccess Next Website.
 This information is intended for:

* Name: Kathy Johnson
 * Email: kathy.johnson@pearson.com
 * Username: Kathy_testschool

Please do not share your username or this email with anyone, as it serves as a secure access link into the system.

To establish your initial password, please click on the link below or paste it into your browser.
 Password must be between 8 and 32 characters long, cannot be any of the last 5 passwords used and must contain 3 out of the 4 character types listed below:
 Uppercase
 Lowercase
 Number
 Special Character except < > ' ' - ;

https://urldefense.proofpoint.com/v2/url?u=https-3A_u19266916.ct.sendgrid.net_ls_click-3Fupn-3DG0FA1vkjSIAgb01PyrtSvhl3qu85i79YHJn1HPNhOQIR10ISkyaJoaFfbFeFpK6Lu60TiBvro2vkWWAcINr88FyNHx7s9b78Ke4v27SLwRlUif0cTExWTWuLWfKJ-2D2Bb1THxRdHH4NEvOyYnYfU93xMRbJny8RvSpNWnaQOgJqG3CthHF-2D2BicdA5TeRUeUdBMGtAo5iLjBo3LjDO-2D3D-2D3DLRU9-

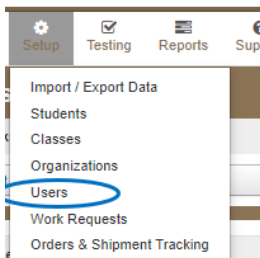
Users who were in the system in a previous year, can use their current Username and password. If a user does not recall their Username or password, the Forgot options can be selected on the PearsonAccess^{next} landing page.



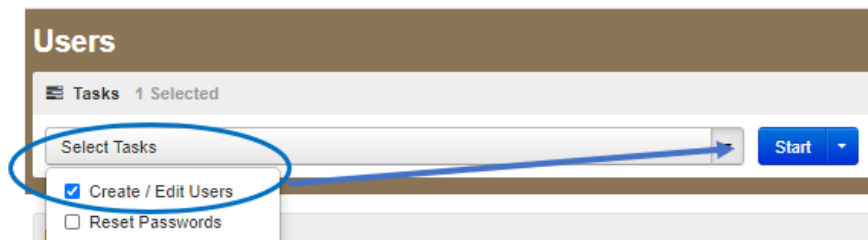
Once the initial School Test Coordinator has been established, that user can create additional users in their school. Users within the school can be assigned various roles with most common being School Test Coordinator or Test Administrator.

Users can be created manually within PearsonAccess^{next} or via a file import if several users need to be added.

To create a user manually, go to the Setup dropdown and select “Users”.



Once on the User page, use the “Select Tasks” dropdown and check “Create/Edit Users”, then select the blue “Start” button.



On the “Create User” task, complete the following information:

- Selected Organization - the organization options will appear in the dropdown when clicking in the select box.
- Selected Roles - the role options will appear in the drop down. Most users will have School Test Coordinator and Test Administration.

- Active Begin and End dates are not required.
- Complete First Name, Last Name and Email.
- The Username will default to the email. This can be changed if desired.

Once user information is complete, select the blue “Create” button.

The new user will receive an email like the earlier example.

Note: Users will need to be created in both the live site and the training site if the user intends to use the training site. Once created, one password will be used for both sites.

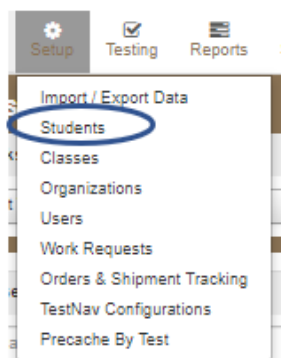
More information on user roles and detailed instructions for user imports can be found at https://il.mypearsonsupport.com/resources/training-resources/IL_User_Role_Matrix_V2.pdf

Student Registration and Accommodations

In order to take the IAR assessment, students must be created and registered within PearsonAccess^{next}. Student registration includes the student’s demographic information, grade level, tests to be taken, and any testing accommodations that student may need (i.e. Large Print paper document or online Text-to-Speech). Students can be created manually within the system or by importing a student registration file.

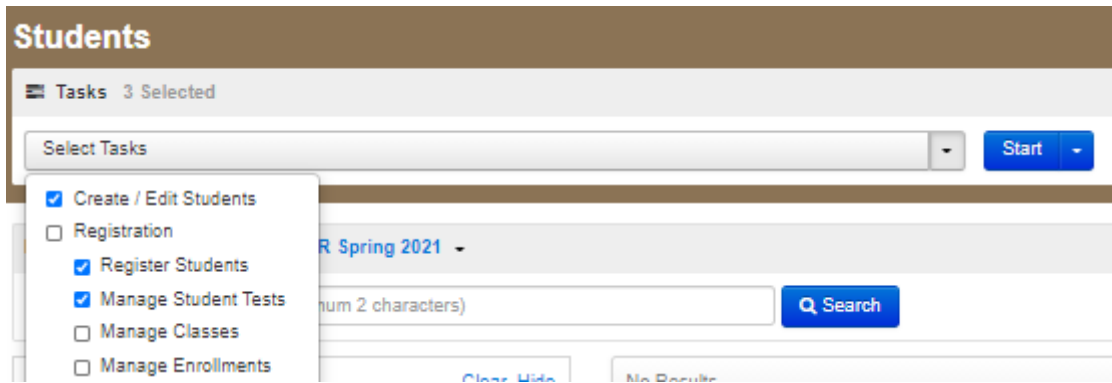
Students can be created and registered either manually within the system or via a file import.

To create and register a student manually, go to the “Setup” dropdown and select “Students”.



On the Student page, use the “Select Tasks” dropdown, select the following options and click the “Start” button:

- Create/ Edit Students
- Register Students
- Manage Student Tests



On the Create / Edit Students tab, complete the core student information and select the “Create” button.

 A screenshot of the "Tasks for Students" interface, specifically the "Create / Edit Students" tab. The "STUDENTS (0)" section has a "Create Students" button. The "DETAILS" section is titled "New Student" and contains the following fields:

- Organization* (Select dropdown)
- State Student Identifier* (text input)
- Local Student Identifier (text input)
- Last or Surname* (text input)
- First Name* (text input)
- Birthdate* (CCYY-MM-DD date picker)
- Middle Name (text input)
- Sex* (dropdown menu)
- State Field 1 (text input)
- Temporary (False dropdown menu)
- Unique Pearson Student ID (text input)

 A yellow note states: "Note: Creating student does not register student." At the bottom, there is a legend for "* Required" and "Create" and "Reset" buttons.

On the Register Student tab, check the “Registered” box, complete additional demographic data and choose “Save”.

 A screenshot of the "Tasks for Students" interface, specifically the "Register Students" tab. The "STUDENTS (1)" section shows a student record: "SAMPLELAST32, SAMPLEFIRS J (2474535517)". The "LAR SPRING 2021" section contains the following fields:

- Grade Level When Assessed* (dropdown)
- Home School Code* (dropdown)
- Ship Report School Code* (dropdown)
- Ethnicity (Hispanic or Latino Ethnicity dropdown)
- Federal Race/Ethnicity (dropdown)
- Race - At least one of the following fields must be selected:
 - Asian (dropdown)
 - American Indian or Alaska Native (dropdown)
 - Black or African American (dropdown)
 - Native Hawaiian or Other Pacific Islander (dropdown)
 - White (dropdown)
 - Two or More Races (dropdown)
- Student Status (English Learner (EL) dropdown)
- Title III Limited English Proficient Participation Status* (dropdown)
- Gifted and Talented (dropdown)
- Migrant Status (dropdown)
- Economic Disadvantage Status (dropdown)
- Student With Disabilities (dropdown)
- Primary Disability Type (dropdown)

 At the bottom, there is a legend for "* Required" and "Save" and "Reset" buttons.

All students must have both an English language arts (ELA) and a Mathematics test assigned to them. Test can be created manually using the Manage Student Test tab. Each test must be created separately. At a minimum the following fields must be completed:

- **Student** - select from the drop down (all students either newly created on the previous tab or selected on the student page will appear).
- **Test** - select the appropriate grade ELA or Math assessment. (one test must be created for each subject)
- **Organization** - select from the dropdown. If at a school level, only that organization will be available.
- **Test Format** - online or paper must be selected. If paper is chosen after the deadline for initial paper orders, then an additional order must be placed to receive materials. The deadline for initial orders for Spring 2021 is February 5, 2021.
 - For assistance with placing an Additional Order, if necessary, contact the support center at 1-833-213-3879 or visit customer support at <https://il.mypearsonsupport.com/support/>

IF there are no testing accommodations needed for the selected student / test, then click the blue “Create” button on the right or bottom of the screen.

Student Accommodations

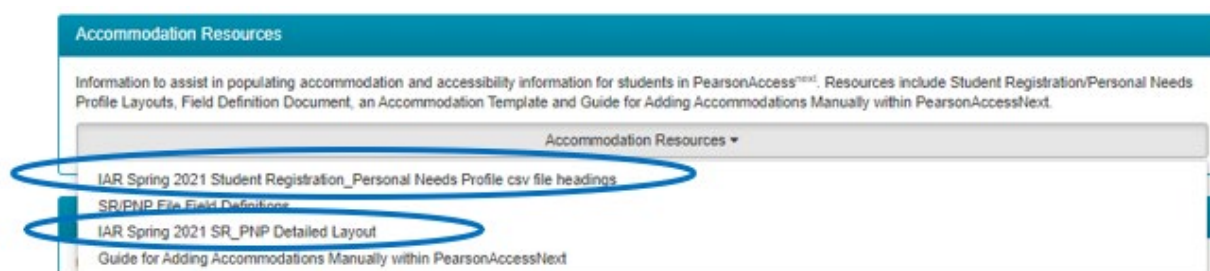
IF the student has any specific accommodations or accessibility features for testing, these can also be added on the “Manage Student Tests” tab.

For step by step details regarding adding student accommodations manually within PearsonAccess^{next}, refer to the *Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccess^{next}*
<https://il.mypearsonsupport.com/resources/training-resources/Guide%20for%20Adding%20Accommodations%20Manually%20within%20PearsonAccessNext.pdf>

For detailed information on all accommodations and accessibility features including what the testing impact, refer to the *Accessibility Features and Accommodations Manual*
[https://il.mypearsonsupport.com/resources/training-resources/AccessibilityFeaturesandAccommodationsManual\(BodyandAppendices\)-Full%20Document.pdf](https://il.mypearsonsupport.com/resources/training-resources/AccessibilityFeaturesandAccommodationsManual(BodyandAppendices)-Full%20Document.pdf)

To create and register a student via the Student Registration/Personal Needs Profile (SR/PNP) file, download the csv file layout and the IAR Spring 2021 SR_PNP Detailed Layout located on the IAR Pearson Support page on the Resources tab.

<https://il.mypearsonsupport.com/training-resources/>



The csv file will provide the appropriate headings and template for the file import. The Detailed layout provides the valid values and examples for completing the file.

Below are additional notes for completing the SR/PNP file layout; some notes are specific to Invest in Kids schools.

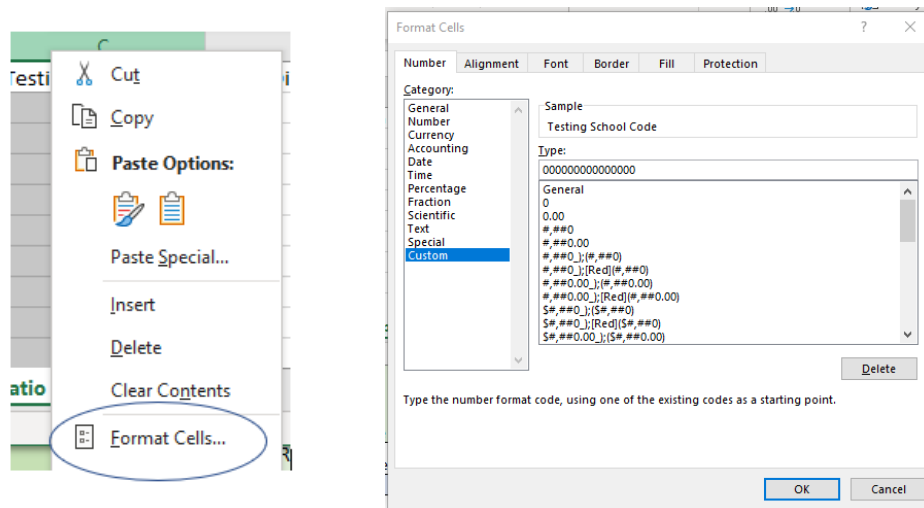
Column	Heading	Notes
A	State Abbreviation	This must be populated with "IL"
B	Testing District Code	This is the 15-byte Organization code found in the upper right corner of the PearsonAccess ^{next} screen once logged in. The district code is the first set of numbers shown and will be one of the following: 9999999999X0000 9999999997X0000 9999999998X0000
C	Testing School Code	This is the 15-byte RCDTS code from ISBE. It is the second set of numbers in the upper right corner of the PearsonAccess ^{next} screen.
D	Home District Code	These can be left blank for Invest in Kids schools. It will default to the same as the Testing District.
E	Home School Code	These can be left blank for Invest in Kids schools. It will default to the same as the Testing School.
F	State Student ID from SIS	On the initial import to register students this should be left blank. The system will assign an ID.

		<p>On any subsequent imports (if needed), the user should first complete a student export, update that file and import so the student IDs are included.</p> <p>NOTE: starting in Spring 2021, the system will assign one ID per student based on the student demographics. Duplicate students will not be created.</p>
G	Local Student ID	This is an optional field. It can include a value or be left blank.
H	Unique Pearson ID	This field should be left blank on initial imports. On any subsequent imports, users should first do a student registration export, update that file, then import. This field will contain a Pearson value at that time.
I-M		Student information fields for name, dob, gender
N	State Field 1	All State Fields can be left blank
O	Grade Level When Assessed	This is the grade of the student. 03-08 (3-8 accepted).
P-W		<p>Race/Ethnicity fields. Valid values are Y=Yes, N=No and Blank. (Column V is a filler field and should be blank)</p> <p>Note: at least one of these fields should be completed.</p>
X	English Learner (EL)	<p>Valid values are Y=Yes, N=No and Blank.</p> <p>Note: some accommodations must have EL = Y if chosen.</p>
Y	Title III	Valid values are Y=Yes, N=No, X= Not Collected or N/A and Blank.
Z	Gifted and Talented	Valid values are Y=Yes, N=No, X= Not Collected or N/A and Blank.
AA	Migrant Status	Valid values are Y=Yes, N=No and Blank.
AB	Economic Disadvantage Status	Valid values are Y=Yes, N=No and Blank.
AC	Students with Disabilities	<p>Valid values are IEP, 504 or B = Both IEP and 504, N=No and blank.</p> <p>Note: you must have IEP, 504 or B as this value in order to chose certain accommodations.</p>
AD	Primary Disability	If field AC has IEP or B, then this field must be populated. NC = not collected is acceptable.
<p>Note: For fields X - AC, If left blank you may see a “warning” in PearsonAccess^{next} (PAN), however this will not cause any issues with testing or reporting.</p>		
AE - AR	State Field use	These should all be left blank
AS	Session Name	This field is used to auto create sessions using the SR/PNP file import. See section “Session Creation

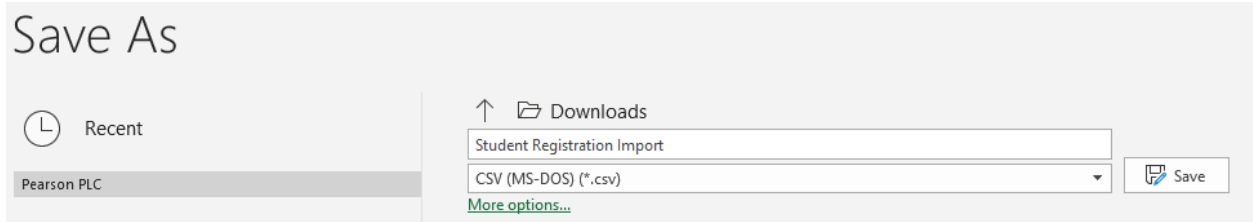
		and Management” for more information.												
AT	Class Name	Optional field												
AU	Test Administrator	Optional field												
AV	Staff Member Identifier	Optional field												
AW	Test Code	This field must be populated with the student test. On record should be created for each student. One record for the ELA test and one record for the Math test. Both records can be imported on the same file. Valid Values: <table style="margin-left: 20px;"> <tr><td>ELA03</td><td>MAT03</td></tr> <tr><td>ELA04</td><td>MAT04</td></tr> <tr><td>ELA05</td><td>MAT05</td></tr> <tr><td>ELA06</td><td>MAT06</td></tr> <tr><td>ELA07</td><td>MAT07</td></tr> <tr><td>ELA08</td><td>MAT08</td></tr> </table>	ELA03	MAT03	ELA04	MAT04	ELA05	MAT05	ELA06	MAT06	ELA07	MAT07	ELA08	MAT08
ELA03	MAT03													
ELA04	MAT04													
ELA05	MAT05													
ELA06	MAT06													
ELA07	MAT07													
ELA08	MAT08													
AX	Test Format	This field must be populated. Valid values are O = Online / P=Paper If paper is selected after the 2/5/21 deadline for initial orders, an additional order must be placed in order to receive paper materials.												
<p>If there are no testing accommodations or accessibility features needed, the remaining fields (AY-CL) can be left blank. All headings in the csv header row must however remain in the file.</p> <p>If the student has a testing accommodation or accessibility feature, see the Detailed Layout for valid values of each field.</p> <p>NOTE: Even if you use the SR/PNP import for your initial student registration, accommodations can be entered later either manually or via another import. If importing another SR/PNP file later, be sure to first do at Student Registration Export to ensure all student information is reloaded correctly.</p>														
CM	End of Record	Must have value = Y												

The file must be saved as a .csv file, not excel. Because of this, some formatting issues may occur with Columns C and E (Testing and Home School Codes). If the school RCDTS code begins with a zero, you will need to custom format those columns for 15-bytes.

To format, right click on the column (C) and choose “Format Cells”. Then on the Number tab, select “Custom” and type 15 zeros in the Type box and say click “OK”



Save the file as a .csv by choosing File>Save as then selecting .csv in the file dropdown (in this example CSV (MS-DOS) (*.csv) is chosen. If using a Mac computer, select that .csv option.



To import the SR/PNP file, go to Setup>Import/Export Data. In the “Type” dropdown, select “Student Registration Import”.



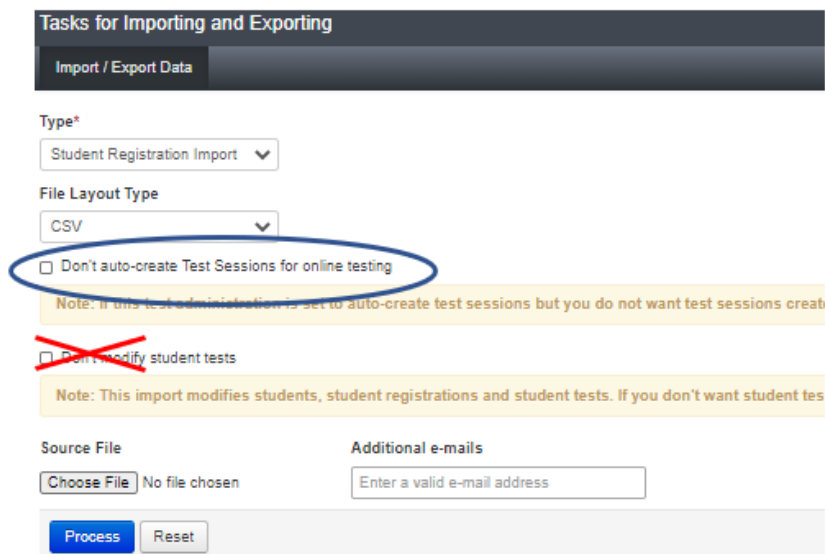
Click “Choose File” and select the .csv file you created earlier.

Do NOT check the box that says “Don’t modify student tests”. This option should only be selected when updating demographic data without updating test registration data.

The check box “Don’t auto-create Test Sessions for online testing” is the option that can be used to create test sessions and add students to those sessions. (See Create and Manage Session section for more details).

If you are doing an initial student registration and do not want to create sessions with this file import, then check the box. If you are creating sessions or importing a file specifically to create sessions, then make sure the box is checked. Be sure to complete the session information in field AS - Session Name of the file layout.

Once a student is added to a session in PearsonAccess^{next}, they must be removed from that session before they can be added to a new session.



Additional details on how to import/export the file, as well as how to check for errors on the import of the Student Registration/Personal Needs Profile file can be found in the Field Definitions document at <https://il.mypearsonsupport.com/resources/training-resources/IAR-Spring-2021-SR-PNP-Field-Definitions%20V1.0.pdf>.

This document contains references to ISBE’s Student Information System (SIS) that do not apply to schools participating in the Invest in Kids Act and can be ignored.

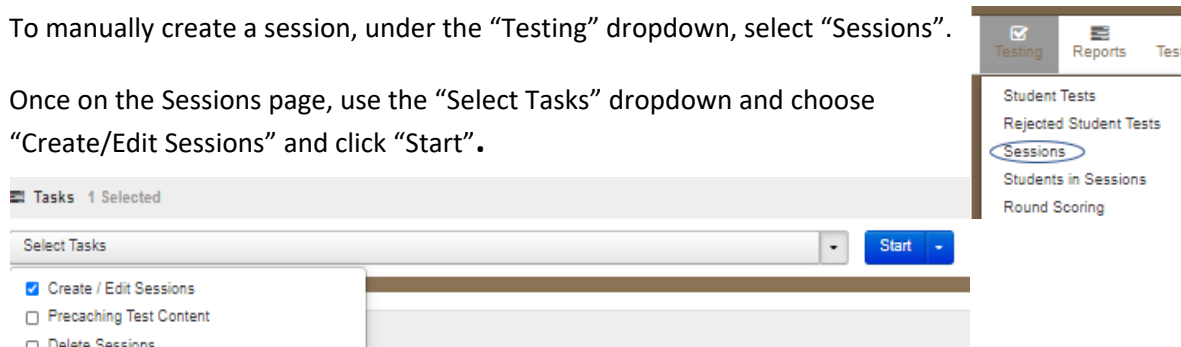
Session Creation

All students testing online must be placed in a session in PearsonAccess^{next}. Students testing on a paper form, do not have to be in a session.

Sessions can be created, and students added either manually within PearsonAccessnext or via the Student Registration/Personal Needs Profile (SR/PNP) file import.

To manually create a session, under the “Testing” dropdown, select “Sessions”.

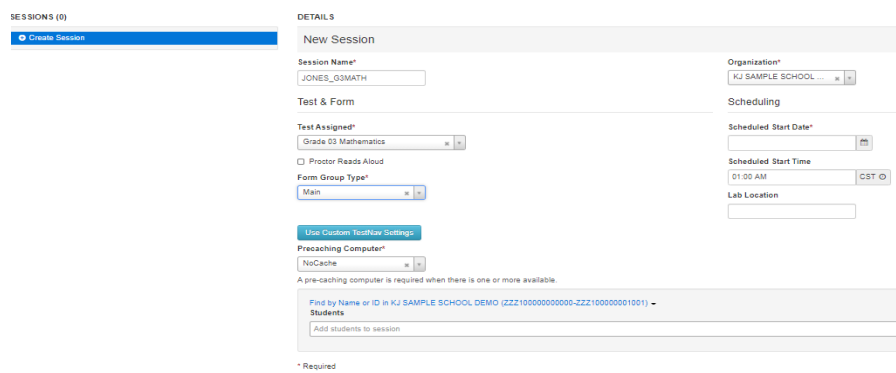
Once on the Sessions page, use the “Select Tasks” dropdown and choose “Create/Edit Sessions” and click “Start”.



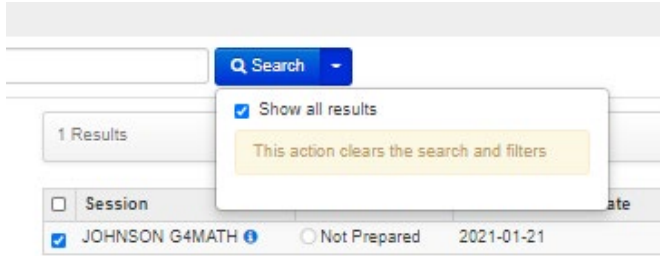
On the “Create/Edit Sessions” tab, complete the following information:

- **Session Name** - this can be whatever makes sense for the school. Many sessions are created using the teacher/grade/subject (example: jonesG3ELA).
- **Organization** - choose the school from the dropdown.
- **Test Assigned** - Each grade and subject must be in a separate session in PAN.
- **Scheduled Start Date** - The schedule start date must be added but note that this does not affect when sessions can actually be started. It can be the date the session was created or the date of testing start.
- **Form Group Type** - For most sessions this will be “Main” from the dropdown. IF students are using the accommodation for Human Read Aloud, then the box “Proctor Reads Aloud” must be checked and the Form Group Type must be “Human Reader”.
- **Precaching Computer** - It is not necessary to set up a Precaching Computer but you may need to use the dropdown and choose “nocaching” if prompted.

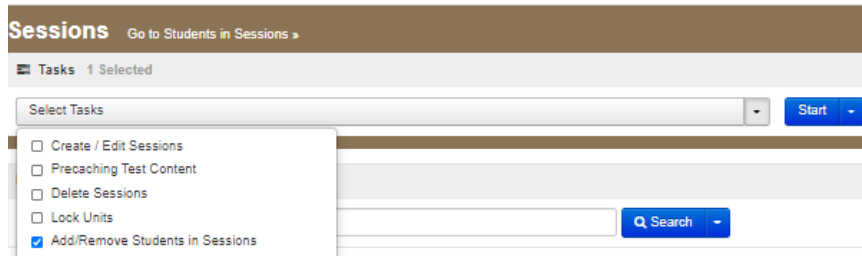
Students can be added during the creation of the session by click in the “Students” box at the bottom of the Session page. Students who have a test set up for the grade and subject matching the session grade/subject will appear in the dropdown and can be selected for that session. Students who are already in another session for that grade/subject will not appear. Once all desired students are added, click the “Create” button.

The image shows a screenshot of the 'Create Session' form in PearsonAccessnext. The form is titled 'SESSIONS (0)' and has a 'Create Session' button. The form is divided into two main sections: 'DETAILS' and 'SCHEDULING'. The 'DETAILS' section includes fields for 'Session Name*' (with the value 'JONES_G3MATH'), 'Organization*' (with a dropdown menu showing 'KJ SAMPLE SCHOOL'), 'Test Assigned*' (with a dropdown menu showing 'Grade 03 Mathematics'), 'Form Group Type*' (with a dropdown menu showing 'Main'), and 'Precaching Computer*' (with a dropdown menu showing 'NoCache'). There is a checkbox for 'Proctor Reads Aloud' and a note: 'A pre-caching computer is required when there is one or more available.' The 'SCHEDULING' section includes fields for 'Scheduled Start Date*', 'Scheduled Start Time' (with a dropdown menu showing '01:00 AM' and a time zone dropdown showing 'CST'), and 'Lab Location'. At the bottom of the form, there is a section for 'Students' with a search bar and a list of students. The search bar contains the text 'Find by Name or ID in KJ SAMPLE SCHOOL DEMO (ZZZ10000000000-ZZZ10000001001) - Students'. Below the search bar is a button that says 'Add students to session'.

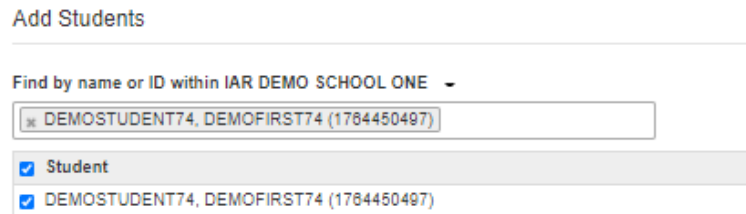
Students can also be added later by going to the Session page. To show all sessions that have been created, you may need to use the “Search” dropdown and click the box for “Show all results”.



From the “Select Tasks” dropdown, check “Add/Remove Students in Sessions” and click the “Start” button.

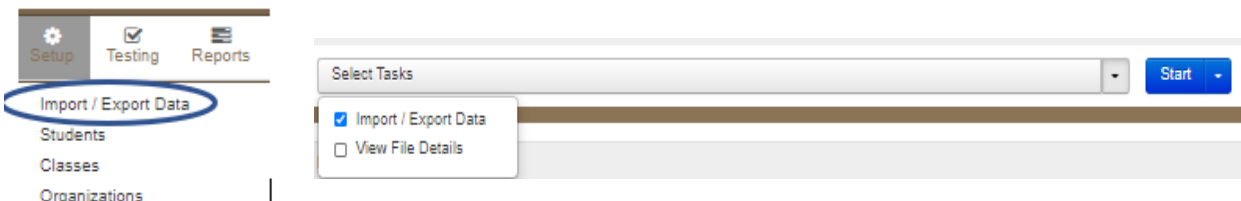


Eligible students for that grade/subject session will show when clicking the select a Student box. After selecting students, you must check the box next to the student then click “Save”.



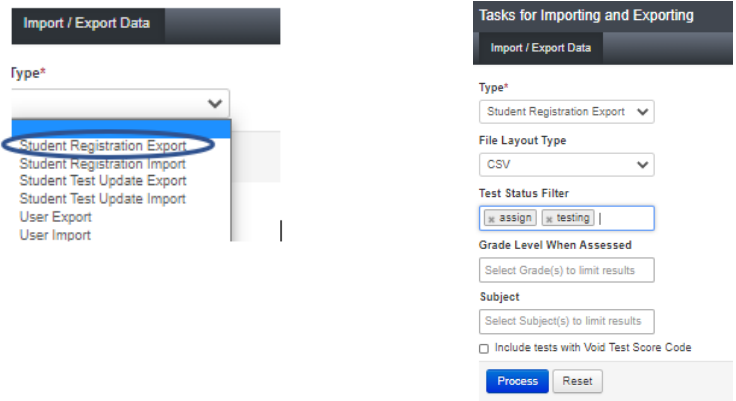
The SR/PNP file can also be used to import sessions. This import will create sessions and add students to sessions at one time. The session information can be included in the initial file import when registering students or an additional file can be imported later.

To import a file for session creation after the original SR/PNP file has been loaded, first do a Student Registration Export. Under the “Setup” dropdown, choose “Import/Export Data”. Next, using the “Select Tasks” dropdown, check “Import/Export Data” and click “Start”



Under the “Type” dropdown, select “Student Registration Export”. Under Test Status Filter, the default is “assign” and “testing”. Keep these filters. The additional filter is “attempt” which is not needed for this export. You can select a grade and subject if desired, but if these are left blank, the file will include all

students and all grades. Click the “Process” button.



You can monitor the download progress and click the “Download File” button when the file has completed processing.



Open the exported/downloaded file and complete field AS-Session Name field for all online students. You can split the students into as many sessions as desired but there must at least be a separate session for each grade and subject. Once complete, save as a .csv file and import using the Import/Export task described under the student registration section.

Human Reader Accommodations

Students who have the human reader accommodation for online must all be placed in a session specific to Human Reader. This ensures that all the students in that session will receive the same form. Users can import students via the SR/PNP file to include Human Reader Sessions, but the session will need to be edited within PearsonAccess^{next} to have the Proctor Read Aloud box checked and Form group changed to Human Reader from Main. See more information under manual session creation above.

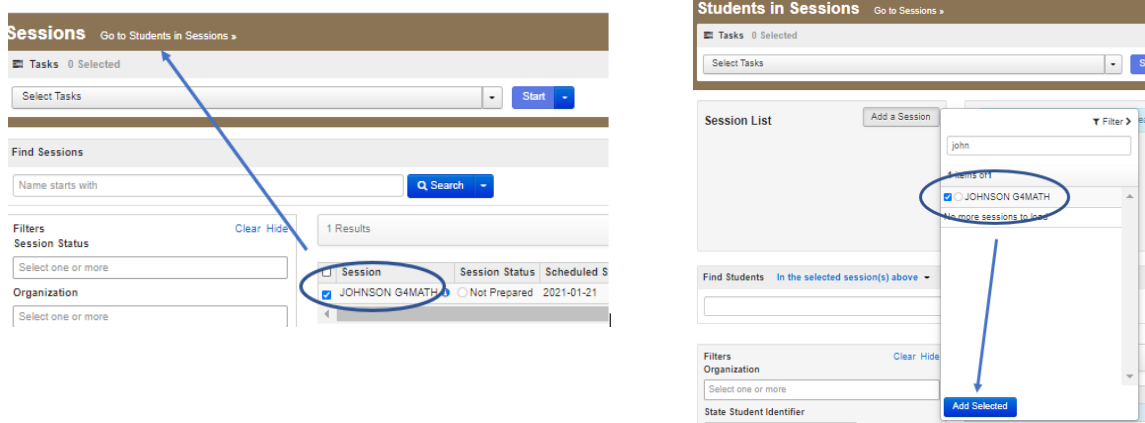
If a student has an incorrect accommodation or needs an accommodation added later, that can be done on the session management screen or via another SR/PNP import. However once the session is prepared there are additional steps that need to be taken to be sure the student tests with the correct accommodations. Please see the document *Personal Needs Profile Guidance* on the support page for additional information. [https://il.mypearsonsupport.com/resources/training-resources/PersonalNeedsProfile\(PNP\)Guidance-ManagingIncorrectAccessibilityFeaturesandAccommodationsPNPV2.pdf](https://il.mypearsonsupport.com/resources/training-resources/PersonalNeedsProfile(PNP)Guidance-ManagingIncorrectAccessibilityFeaturesandAccommodationsPNPV2.pdf)

Session Management

Once sessions are created and students have been added to sessions, nothing more is needed until the testing window. In order to test, sessions must be prepared and started, and units must be unlocked. Detailed information about session management can be found in the *Starting Test Sessions, Locking/Unlocking Units, and Resuming Test Guidance* located at https://il.mypearsonsupport.com/resources/training-resources/Starting_Test_Sessions_Locking_Unlocking_Resuming.pdf

Student Testing Ticket

A student must have a Student Test Ticket in order to log into TestNav. Student Testing Tickets are printed from within the Students in Sessions screen in PearsonAccess^{next}. Select your session(s) either by selecting “Testing>Sessions” and checking the box next to the session name(s) then going to “Students in Sessions” or by using the “Add a Session” option on the “Students in Sessions” screen.



Once the session or sessions are selected, use the “Resources” dropdown from the “Students in Session” screen to print the Student Testing Tickets. Tickets for all students in the session or individual selected students can be printed.



Tickets for all sessions can be printed by highlighting “Combined View” for all sessions selected on the “Students in Session” screen.

The Student Testing Ticket provides the Username and Password information needed to log into TestNav.

STUDENT TESTING TICKET

Student: DEMOSTUDENT1, DEMOFIRST1 A
State ID#: 6735511178
Session: DEMOONEELA03
Date of Birth: 2011-01-01
Test: Grade 03 ELA

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select Illinois in the application.

Username: 9904929192 Password: 9751b3

TestNav

All students must have the TestNav application downloaded on their devices in order to take the IAR assessments.

TestNav downloads can be found at <https://download.testnav.com/>

Technology requirements and resources are available on the Il.mypersonsupport.com resource site.
<https://il.mypersonsupport.com/technology-setup/>

This includes TestNav Online Support
<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

Student devices who were set up for Spring 2020 will need to be updated to the current version of TestNav prior to testing.