ILLINOIS Assessment of Readiness

Test Administration Training

Pearson

February 25 - 26, 2019

Agenda

Part I: Before Testing	What's new for 2019? Key Dates Accommodations Managing Organizations PearsonAccess^{next}
Part II: During Testing	Session Management Resolve Rejected Test Alerts
Part III: After Testing	Session Clean-Up
Part IV: Paper Testing	Paper Materials
Part V: Additional Information	Resources & Support

Part I: Before Testing

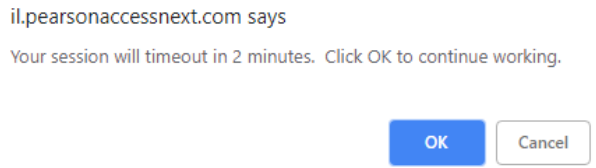
- What's new this year?
- Key Dates
- User Accounts
- Managing Organizations
- Accommodations

- PearsonAccess^{next}
  - Navigating PearsonAccess^{next}
  - Student Registration/Personal Needs Profile (SR/PNP)
  - Student Registrations
  - Create Sessions
  - Print Student Testing Tickets
  - Prepare Session
  - Start Session
  - Operational Reports
  - Students Who Move Between Organizations

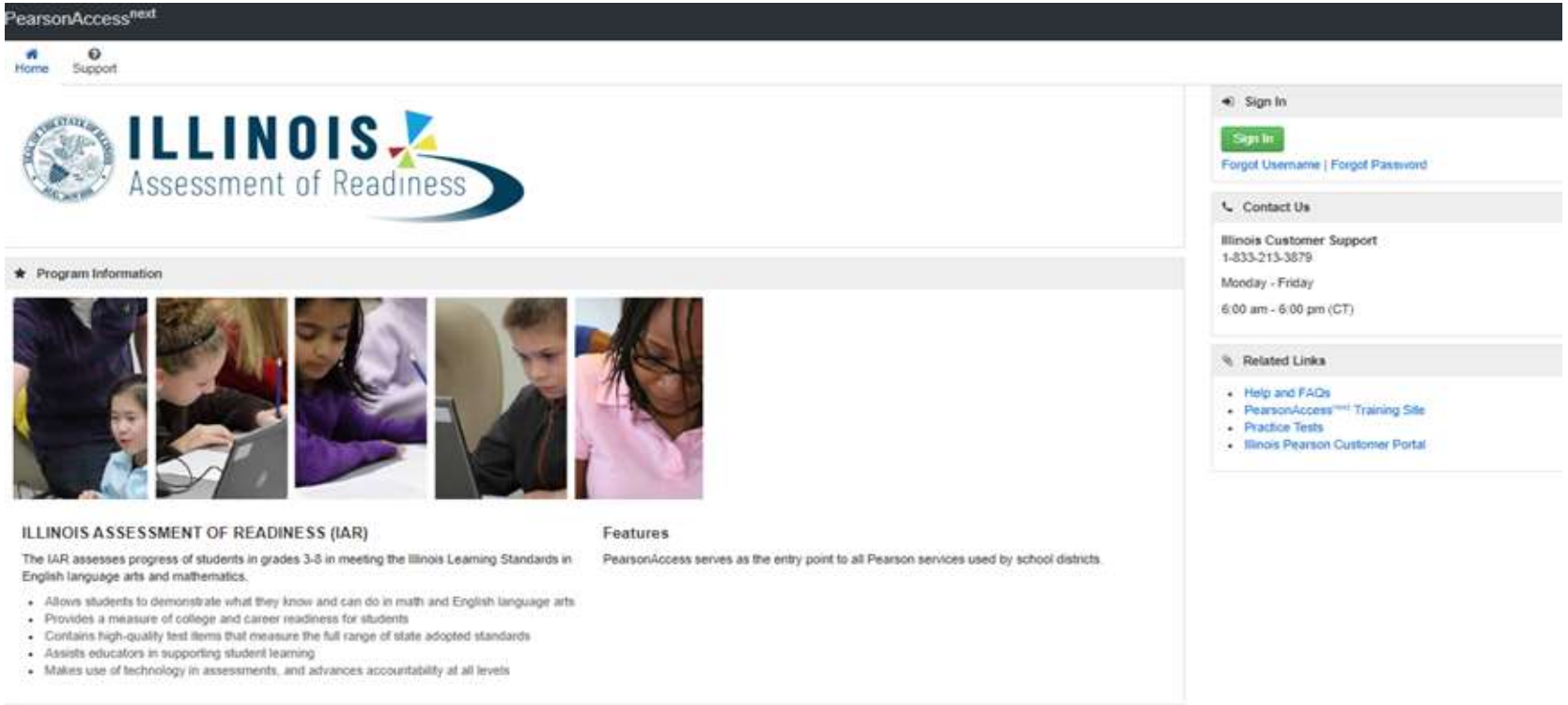
What's New for 2019?

- Illinois Assessment of Readiness separate scope in PearsonAccess^{next}
- IAR Customer Support Page

  https://il.mypearsonsupport.com
- Simplified User Role Matrix
- For students receiving read aloud accommodations, an audio icon is displayed on the student test ticket.
- Improved performance of the Equation Editor in TestNav
- PearsonAccess^{next} timeout alert - 2 minutes before automatic log out occurs due to inactivity an alert popup will appear on the screen.

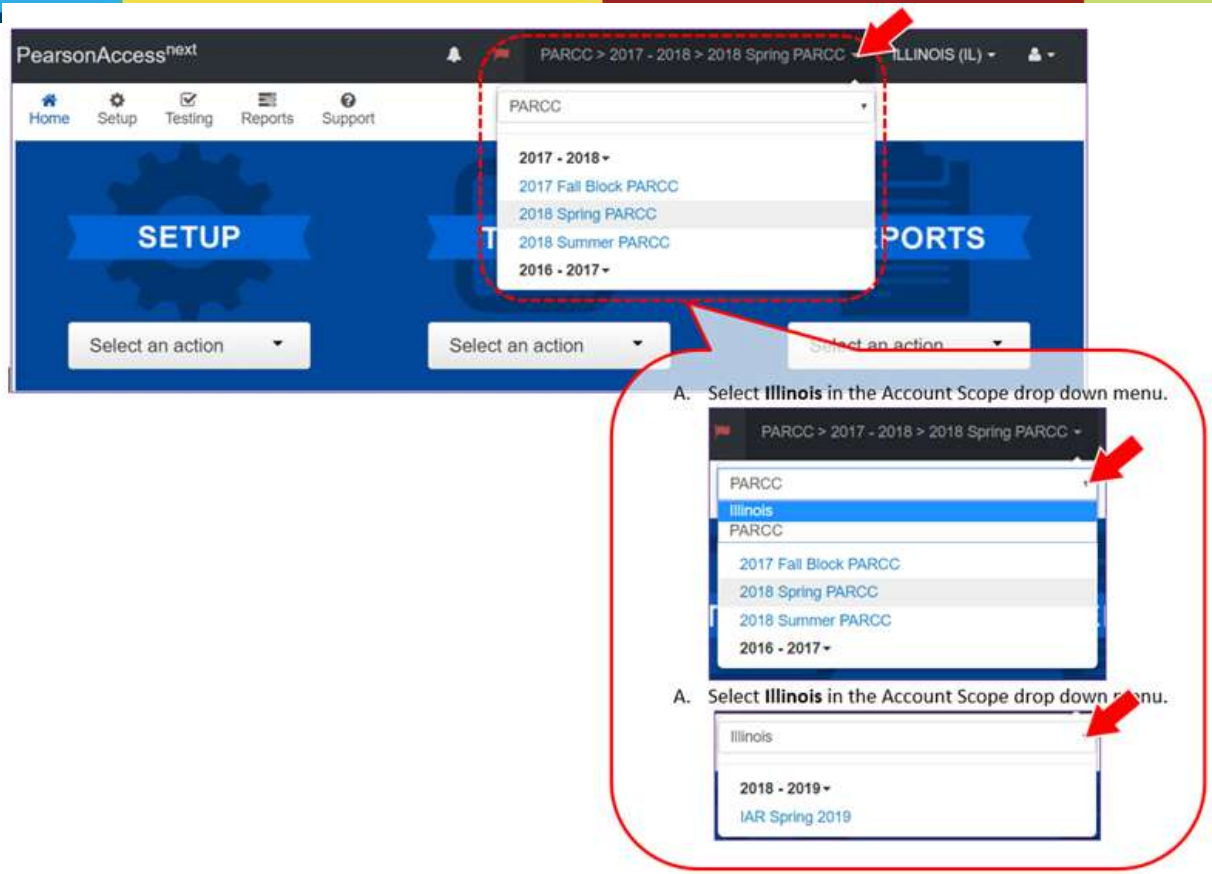


IAR / PearsonAccess^{next}



http://il.pearsonaccessnext.com

IAR - PAN Scopes



IAR / PearsonAccess^{next}

https://il.mypearsonsupport.com/

ILLINOIS Assessment of Readiness

Home | PearsonAccess^{next} | Technology Setup | Resources | Reporting | Test Preparation | Support

Home

The Illinois Assessment of Readiness (IAR) assesses progress of students in grades 3-8 in meeting the Illinois Learning Standards in English language arts and mathematics.

This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer assessments.

PearsonAccess^{next}

Sign in to PearsonAccess^{next} for all administrative tasks for test administration.

View PearsonAccess^{next} »

Technology Setup

Prepare your system for online assessments.

View Technology Setup »

Resources

Access trainings, manuals, and other resources to prepare for and administer assessments.

View Manuals, Training Modules, and Documents »

Test Preparation

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

View Test Preparation

Reporting

Access a variety of reporting resources from interpretive guides, to report samples, and file layouts.

View Reporting »

Support

Assistance is available via email, chat, or phone.

View Support »

★ Key Dates - Spring 2019

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Simplified User Role Matrix

ILLINOIS Assessment of Readiness

If the user has been granted this role...	...then the user may grant these role(s) to others.
State Role	• State Role • District Test Coordinator Role • School Test Coordinator Role • Test Administrator Role • Technology Coordinator Role • Report Access Role
District Test Coordinator Role	• District Test Coordinator Role • School Test Coordinator Role • Test Administrator Role • Technology Coordinator Role • Report Access Role
School Test Coordinator Role	• School Test Coordinator Role • Test Administrator Role • Technology Coordinator Role • Report Access Role
Test Administrator Role	Does not have ability to create other accounts
Technology Coordinator Role	Does not have ability to create other accounts
Report Access Role	Does not have ability to create other accounts

Detailed User Role Matrix information is posted on the PAN support page

http://il.pearsonaccessnext.com

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What is the same?

- PearsonAccess^{next} and TestNav platforms and functionality will be familiar to the experienced user.

Key Dates

ILLINOIS Assessment of Readiness

★ Key Dates - Spring 2019

IAR Spring 2019 Testing Window - online testing	**3/11/2019 - 4/26/2019**
IAR Spring 2019 Testing Window - paper testing	**3/25/2019 - 4/26/2019**
Deadline to have student information loaded into ISBE's Student Information System (SIS) for Pre-ID; this transmission to PearsonAccess^{next} will: • inform the production of Pre-ID labels for students testing with the paper format, • place orders for paper test books and answer sheets (as applicable) automatically, • determine quantities for paper manuals for paper and online testing, and • load student data into PearsonAccess^{next}, based on the Testing RCDTS in the Pre-ID file.	2/15/2019
Initial Paper test materials arriving in districts	no later than 3/18/2019
Additional Order Window (all materials) Note: materials for Spring 2019 testing must be approved by 2pm on 4/19/19	3/18/19 - 4/19/2019
Return Materials Additional Order Window (e.g., return labels, header sheets, etc.)	4/22/19 - 5/10/2019
Proctor Caching available	3/4/2019
Add Session Name in the IAR Pre-ID in ISBE's SIS (optional)	now - 3/1/2019
Deadline to have student information loaded in SIS for Pre-ID-this transmission will: • auto-create test sessions for students whose "Session Name" field is populated and • load any student data updates since February 15, 2019, into PearsonAccess^{next}, based on the Testing RCDTS in the Pre-ID file. *Note:* This transmission will NOT have any effect on paper materials orders or Pre-ID labels.	3/1/2019
Create Sessions Start/End in PearsonAccess^{next}	3/4/2019 - 4/25/2019
Prepare Session Start/End	3/7/2019 - 4/25/2019
Start Session Start/End	3/11/2019 - 4/25/2019
Deadline to return paper-based testing scorable and nonscorable materials to Pearson (one week after testing)	5/3/2019
Deadline to return computer-based testing nonscorable materials to Pearson (one week after testing)	5/3/2019

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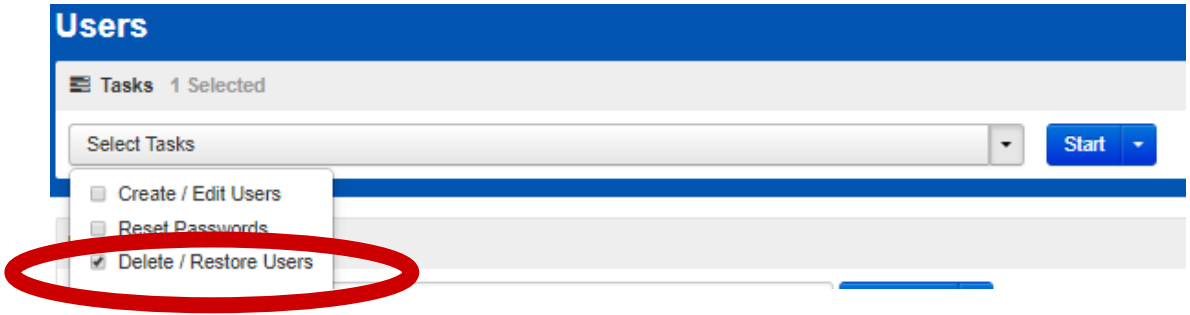
User Accounts

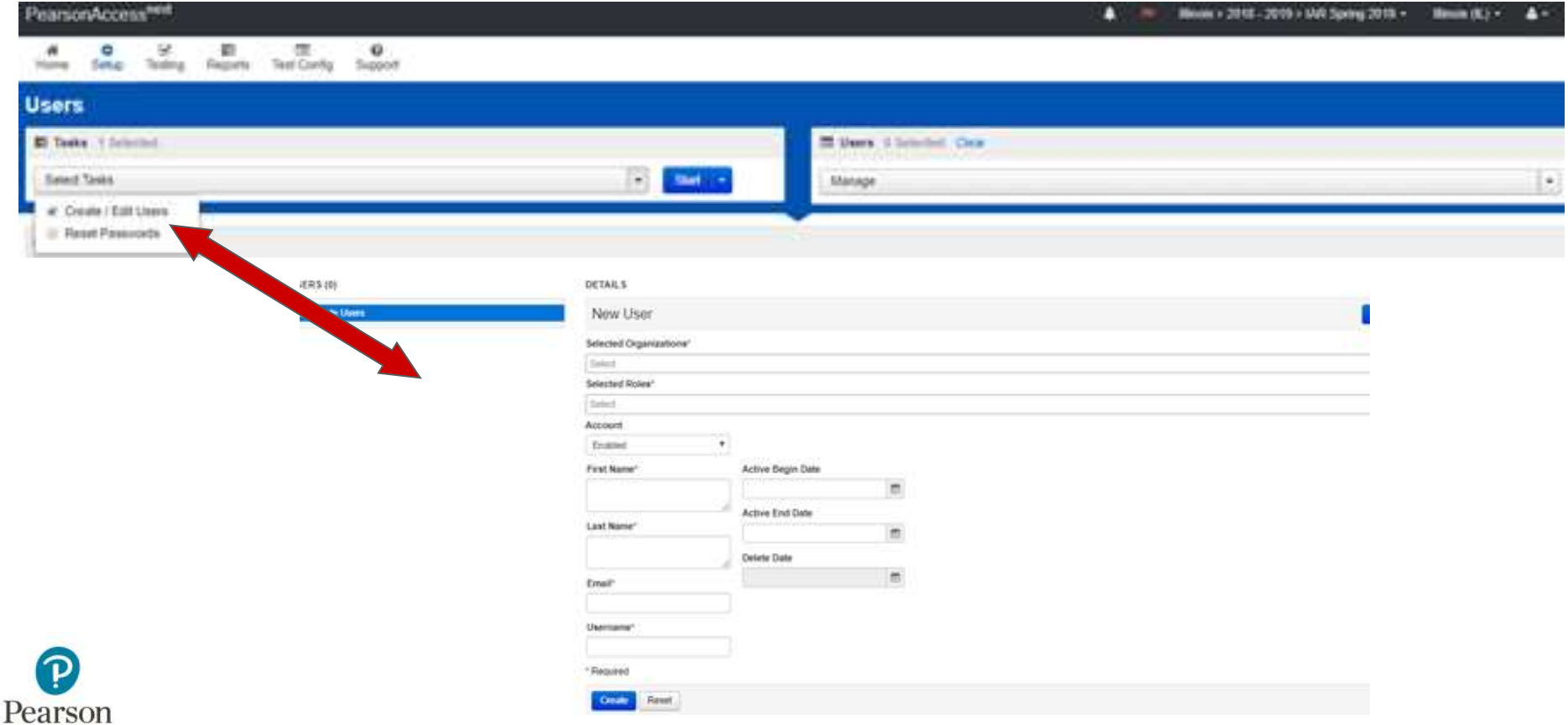
- As Users were moved from the previous PARCC scope to the new IAR scope, Pearson attempted to:
  - Pulled in active users
  - Re-enabled users with an inactive date of 8/1/18 or after
  - Map organizations and roles from previous scope
- If you are missing users, or have users that have been deleted and need restored, continue to contact the Pearson Call Center.
  - Provide the user email, organization and role

User Accounts

- The ability for District Test Coordinators to restore deleted users will be available mid-week.



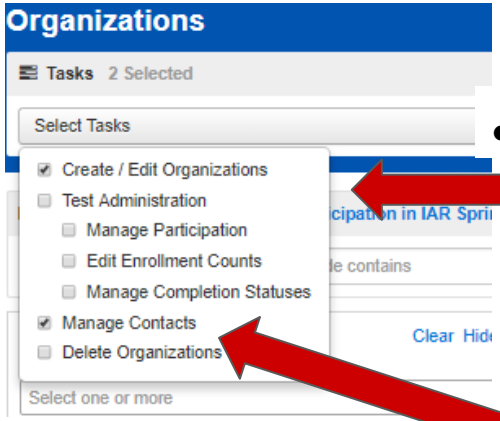
Create New User Accounts



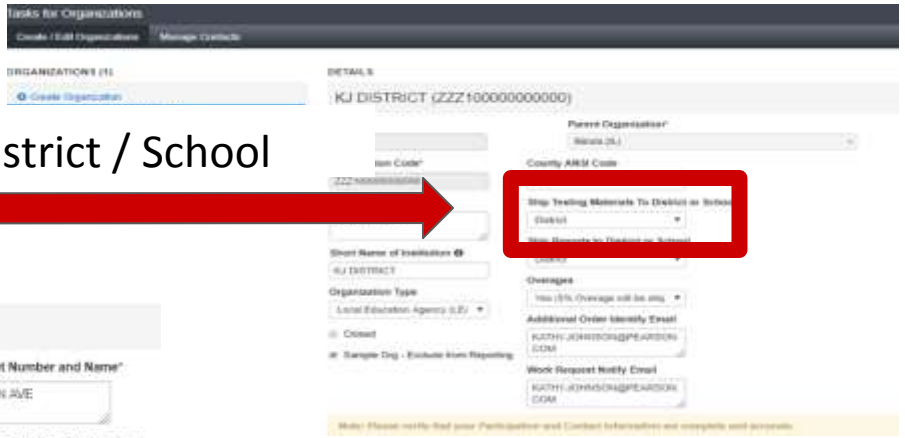
Managing Organizations

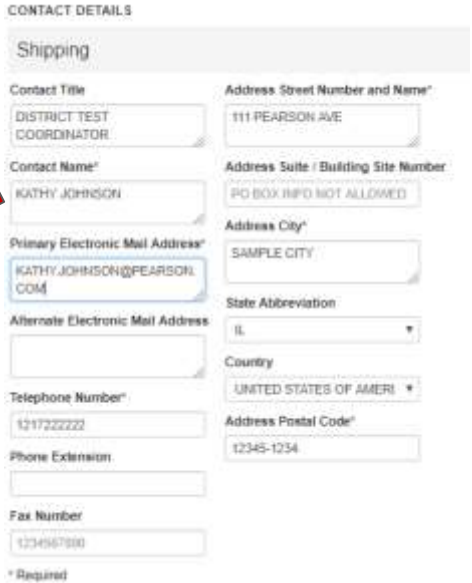
- Organizations and Organization Participation files were loaded the week of 2/18 for districts and schools who indicated they were responsible for or testing students in Grades 3-8.
- If you are missing an organization in PearsonAccess^{next} contact Pearson.
- Review Organization shipping contact information for accuracy. P.O. Boxes are not allowed for material shipments. Note: for most organizations, materials are shipped to the district for distribution. Shipping P.O. Box address resolutions and changes to the ship to District/School field need to be updated by end of day **Wednesday, February 27th**.

Managing Organizations



- Confirm ship to District / School

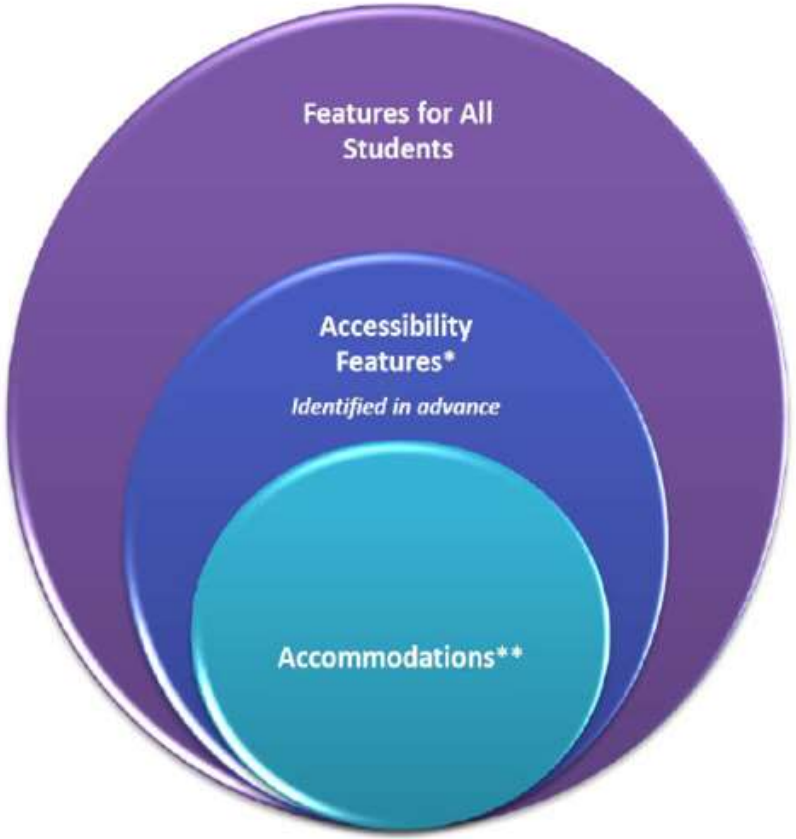




- Confirm contact information
- Confirm no P.O. Box in address

Accessibility Features / Accommodations

- Accessibility Features for All Students within TestNav
  - Example: Line Reader, Answer Eliminator & Magnifier Tool
- Accessibility Features Identified in Advance (available to all students)
  - Example: Answer Masking, Color Contrast, TTS for Math
  - Administration Considerations (Example: Frequent Breaks)
- Accommodations (Students with Disabilities (SWD), English Learners (EL))
  - Example: ASL Video, TTS for ELA, Braille)



Student Registration/Personal Needs Profile (SR/PNP)

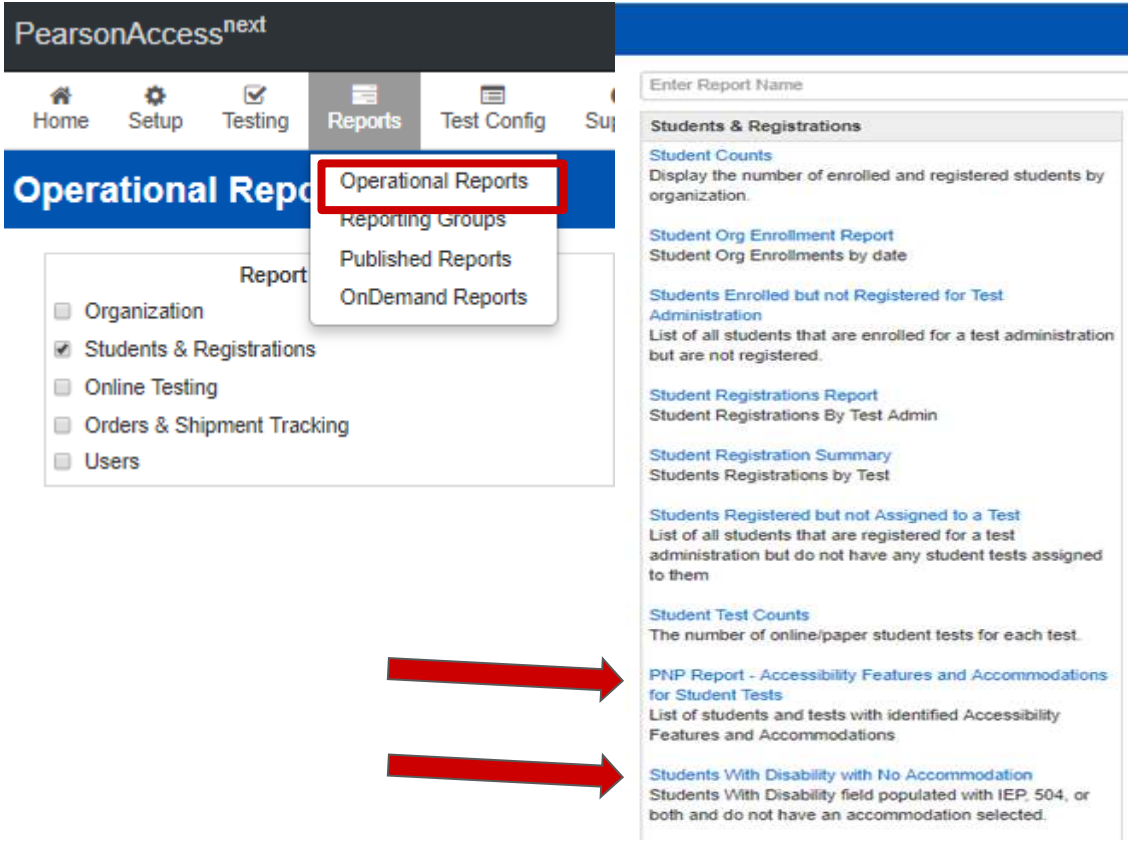
- Information is provided on the individual student testing experience via Student Registration/Personal Needs Profile (SR/PNP) either by file upload or directly in the user interface.
    - Initial SR/PNP information was uploaded from ISBE's Student Information System (SIS) during the week of 2/18 based on information in SIS as of 2/15
    - This information was used to derive counts to create order for Paper Materials
        - Large Print
        - Braille (UEB - Unified English Braille)
        - Tactile Graphics for screen reader users
        - Read Aloud kits
        - Spanish Paper Tests (Regular and Large Print) (Math Only)
        - Mathematics Humar Reader Scripts for Computer Based Testing

Student Registration/Personal Needs Profile (SR/PNP)

- Information from the Student's PNP is used for computer-based testing to:
  - Enable tools embedded in the TestNav Platform - Accessibility Features
    - Answer Masking - the interface launches with the answer choices covered
    - Color Contrast - the interface launches with the color contrast combination selected in the student SR/PNP
  - Assign computer based forms for features and accommodations supported within the content:
    - ASL (American Sign Language) Video
    - TTS (Text-To-Speech) - *Accommodation for ELA*
    - TTS (Text-To-Speech) - *Accessibility Feature for Math*
    - Assistive Technology - Screen Reader / Non-Screen Reader
    - Spanish or Spanish TTS (Text-To-Speech) (Math only)

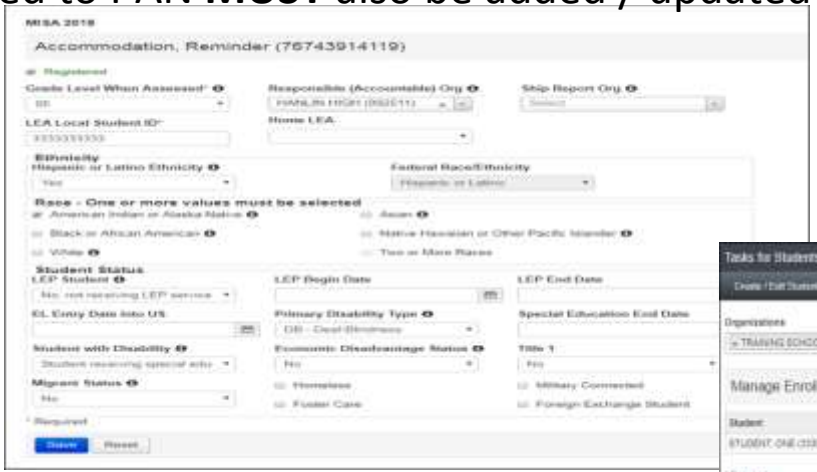
Student Registration/Personal Needs Profile (SR/PNP

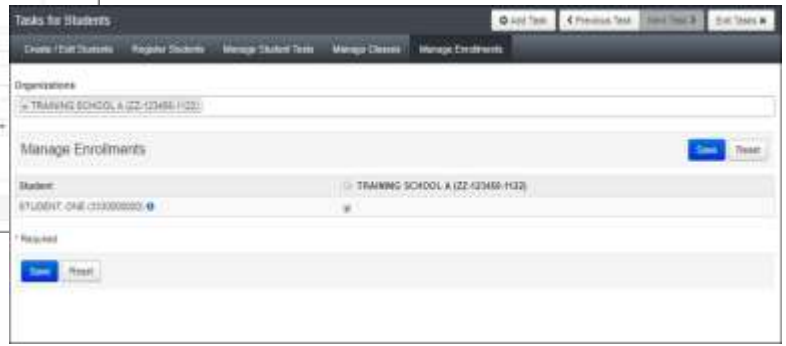
- Operational Reports useful in confirming that a student has the appropriate Personal Needs Profile for the IAR assessment.
  - *PNP Report - Accessibility Features and Accommodations for Student Tests*
  - *Students with Disability with No Accommodation*



Student Registrations

- Students were created in PearsonAccess^{next} via SR/PNP imports from ISBE on 2/18 and 3/1
- If needed before or during testing, Students can also be created via the User Interface in PAN.
- Any student added to PAN **MUST** also be added / updated in SIS.



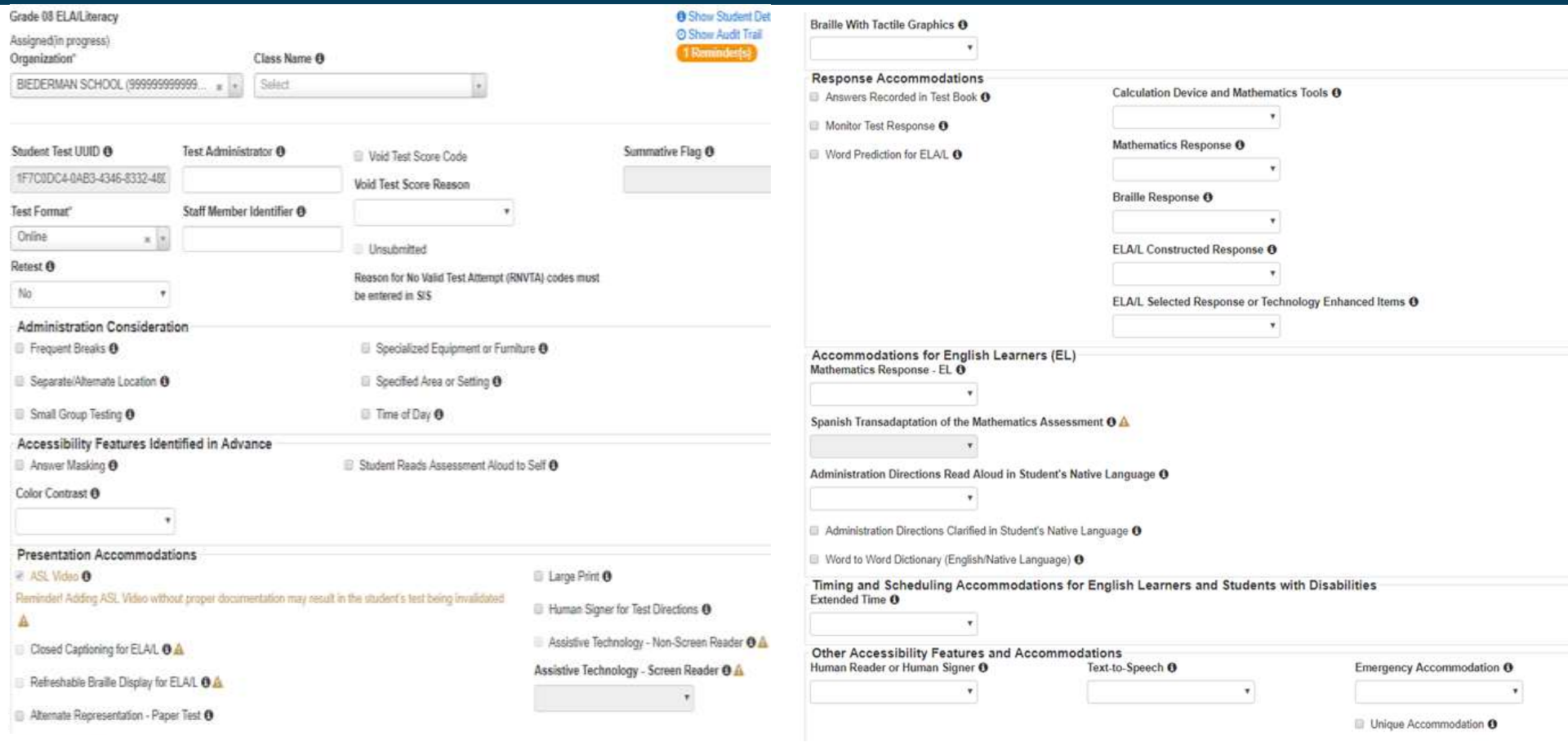


Student Registrations

- Records are loading as Testing organizations in PAN based on the Serving School indicated in SIS
- Student records are visible in PAN at the testing RCDTS (org) code.
- To View the SIS Home school/code, go to the Register student task under students.

- Make sure that the students SIS testing / serving information is the same for both the ELA and Math records. If a student is loaded with two different testing codes, the second record will error and not load correctly.

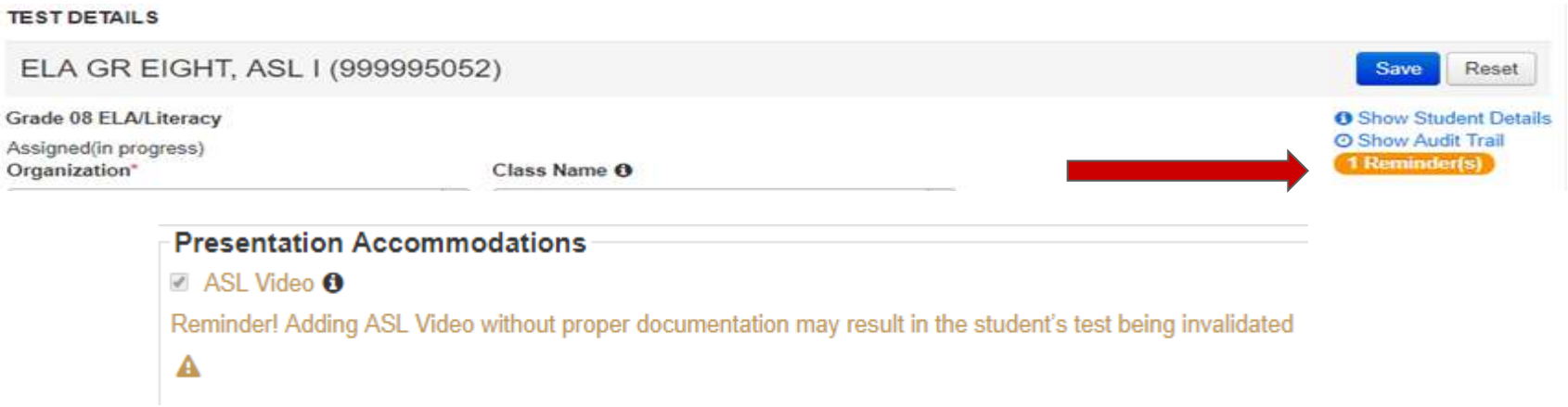
Manage Student Tests



Accommodation Reminders

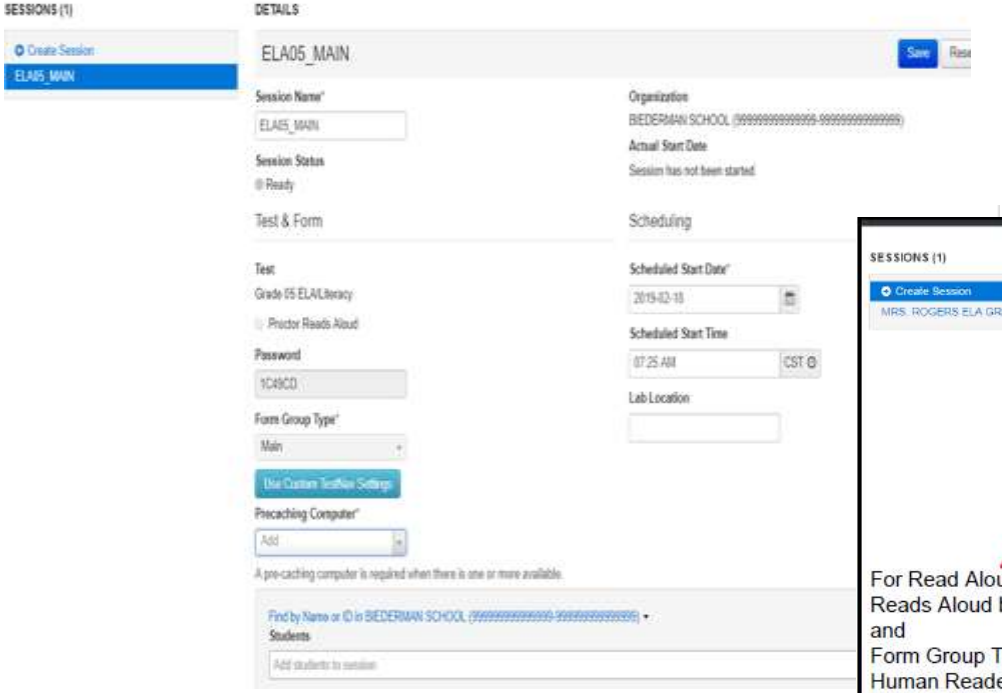
The accommodation reminder will appear for the following accommodations:

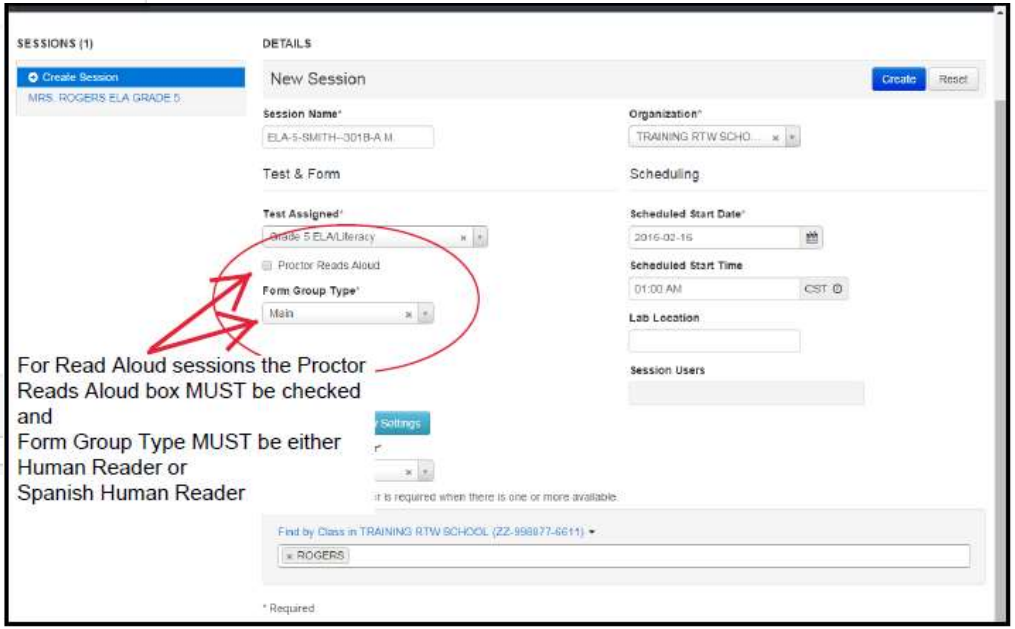
- Text-to-Speech – for ELA tests only
- Calculation Device and Mathematics Tools
- ELA Constructed Responses – Human scribe value only
- Human Reader/Signer – for ELA tests only
- ASL Video for ELA tests only



Create Sessions

- Sessions are grade and content specific. An ELA05 session can include only Grade 5 students taking an ELA test.

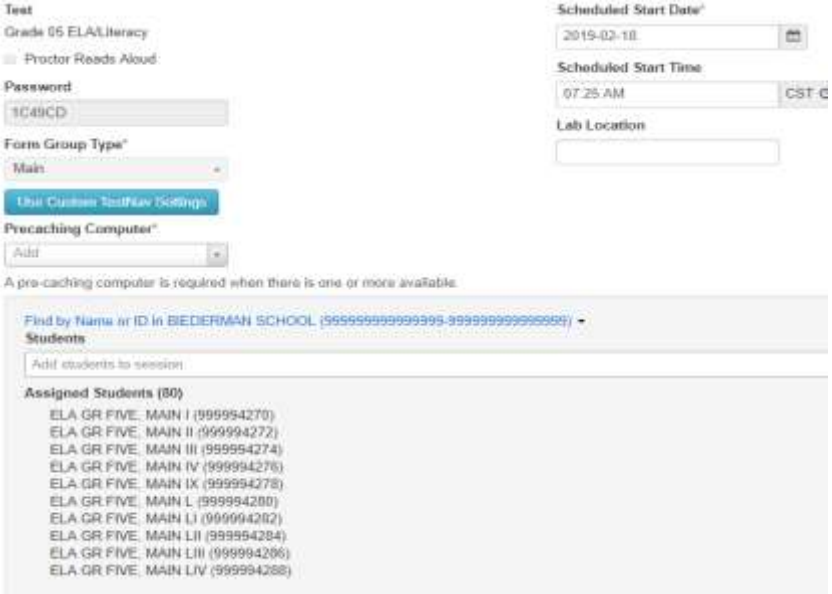


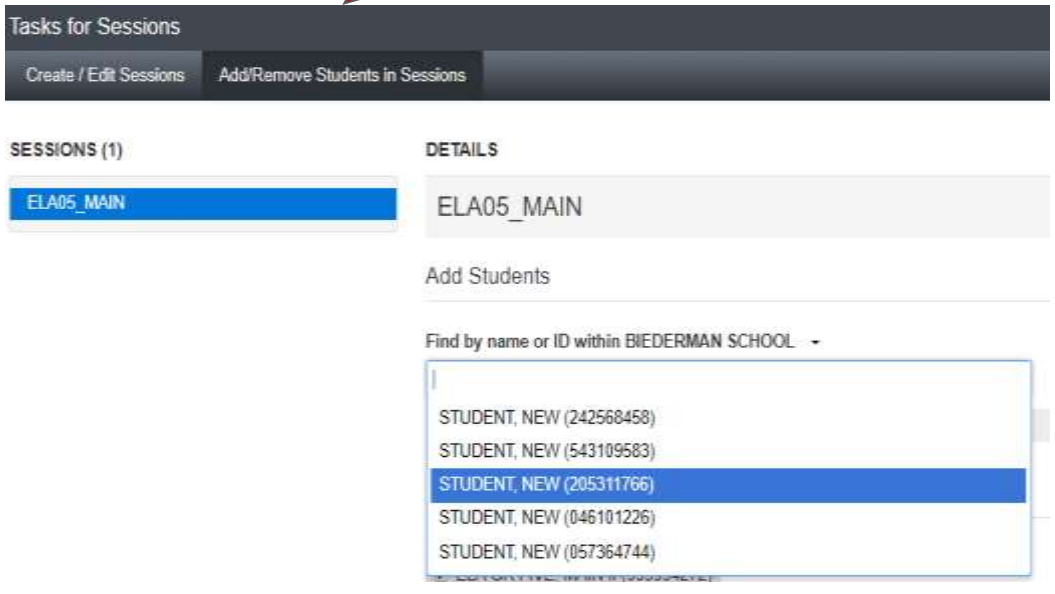


Add Students to Sessions

- Students will be added to a session via the 3/1 SR/PNP upload IF the student is NOT currently in a PAN session.

- In PAN, students can be added to sessions via the Create/Edit Sessions or Add/Remove students in Sessions tasks.

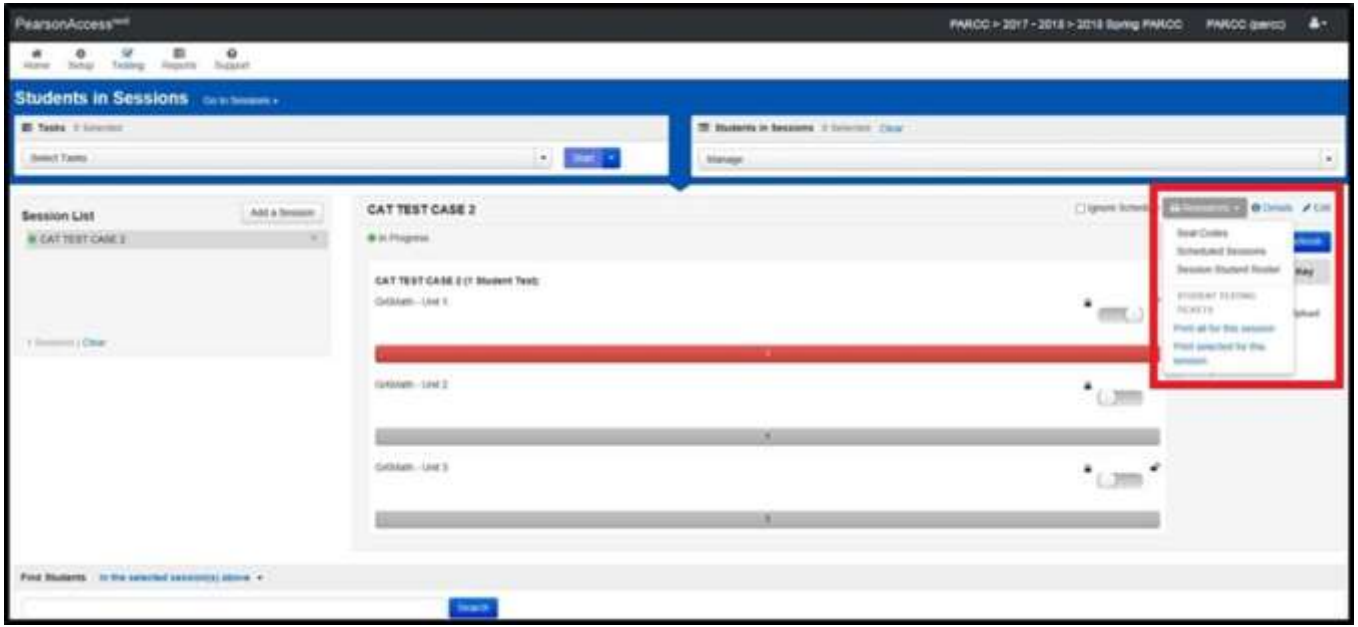




Print Student Authorization Test Tickets

Student test tickets contain the log in and TestNav URL that students need in order to access their assigned tests. **Test tickets are secure materials and can only be printed by the District/School Test Coordinator.**

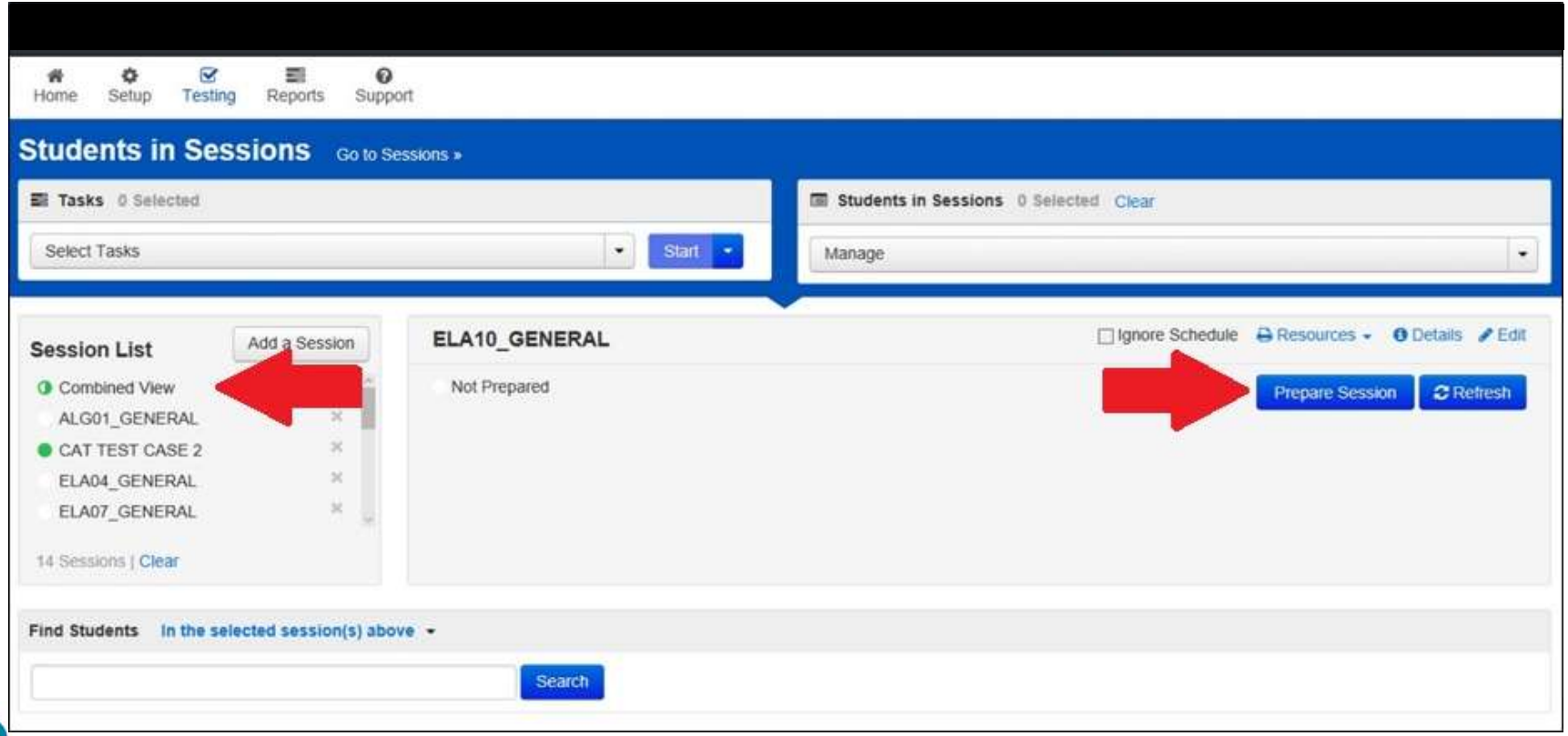
- **Test Tickets must be securely destroyed after testing is complete.**



Prepare Sessions

- **This step can be completed 2 school days prior to the start of the state test window. (3/7/19)**
  - Multiple test sessions can be prepared at one time. This step can take time, which is why preparing 2 days prior is recommended.
  - Can only be done by users with the District Test Coordinator (DTC) or School Test Coordinator (STC) roles
- **This step will assign forms to each student in the test session**
  - **Prior** to completing this step, ensure that the appropriate accommodations are assigned to students.
  - If accommodations are not accurately indicated prior to this step, the student will need to be removed from the test session, have their PNP updated, and then be added back to the test session.
- **Once this step is completed, and the testing window is open, the test session can be started.**

Prepare Sessions



Accommodation Indicators

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A marker appears next to the Student ID on the Students in Session screen if an accommodation was identified for a student record on the Manage Student Test Screen or through an SR/PNP import

Indicator	Accommodation
ASL	American Sign Language
SR	Assistive Technology—Screen Reader
Non-SR	Assistive Technology—Non-Screen Reader
CC	Closed Captioning
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

- These forms are independent forms and cannot be combined.
- Use these indicators to identify errors in accommodation settings

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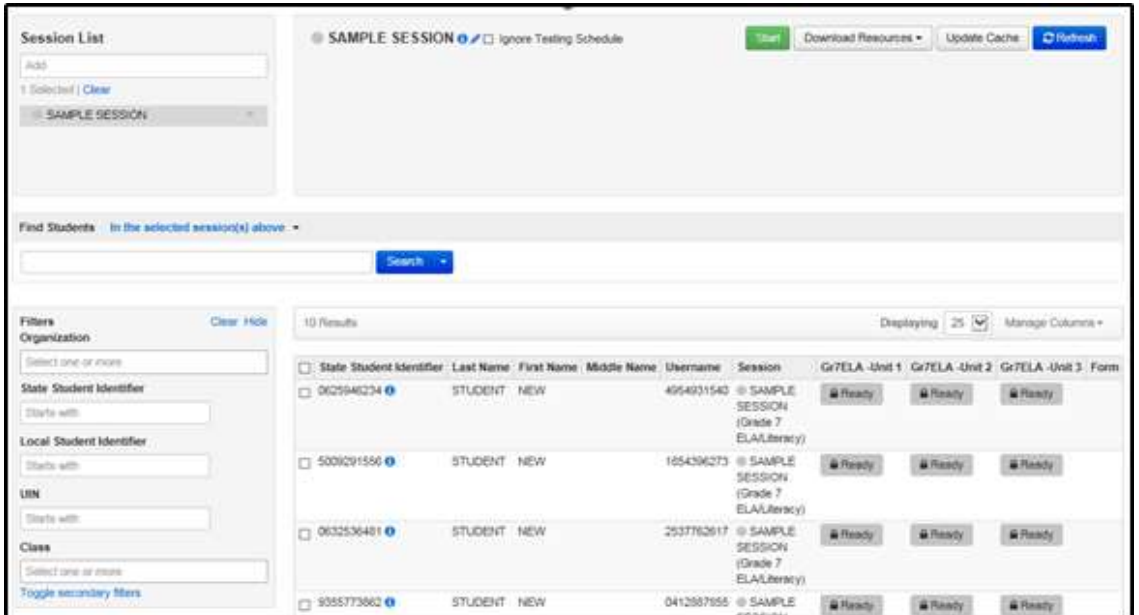
Accommodation Indicators

Indicator	Accommodation
ASL	American Sign Language
SR	Assistive Technology—Screen Reader
Non-SR	Assistive Technology—Non-Screen Reader
CC	Closed Captioning
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

Start Sessions

A session must be started and a unit must be unlocked before students can log in and take their tests.

This can be done at any time before testing once the IAR testing window is open and the session has been prepared.



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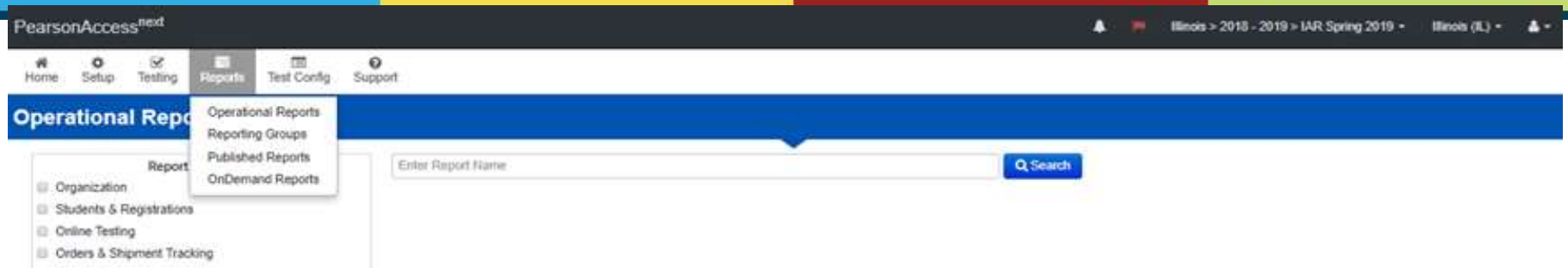
Students / Sessions

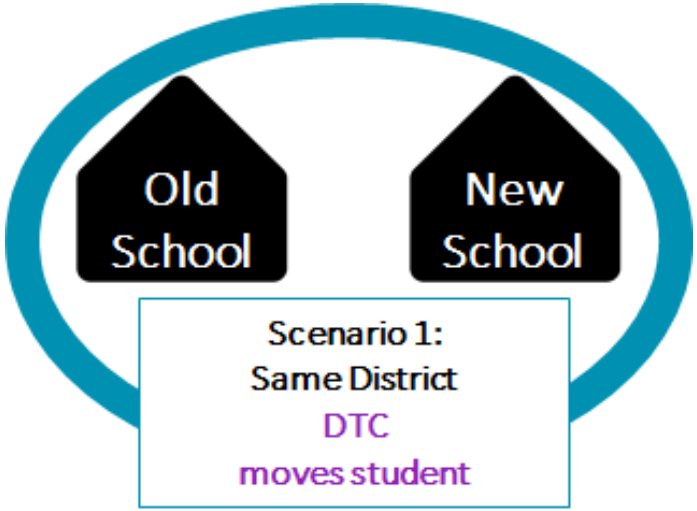
- Demonstration in Training Site
  - Create Students Via User Interface (UI)
  - Create Sessions
    - Regular Online (Main) vs Human Reader
  - Print Student Tickets
  - Prepare Sessions
  - Start Sessions

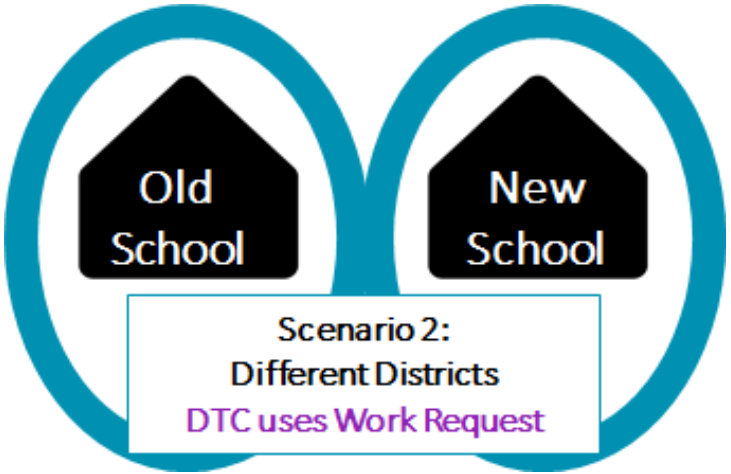
Operational Reports



- **Operational Reports** - Reports that are useful for pre-administration activities**:**
  - Student Counts: Display the number of enrolled and registered students
  - Students Registered but not Assigned to a Test
  - PNP/Accommodations for Student tests: List of students and tests for specific accommodations.
  - Session Roster: List of all students for all sessions
  - Students with Online Test but not Assigned to a Session
  - Students where Accountable District/School is different from Testing District/School (also for accountable organization)

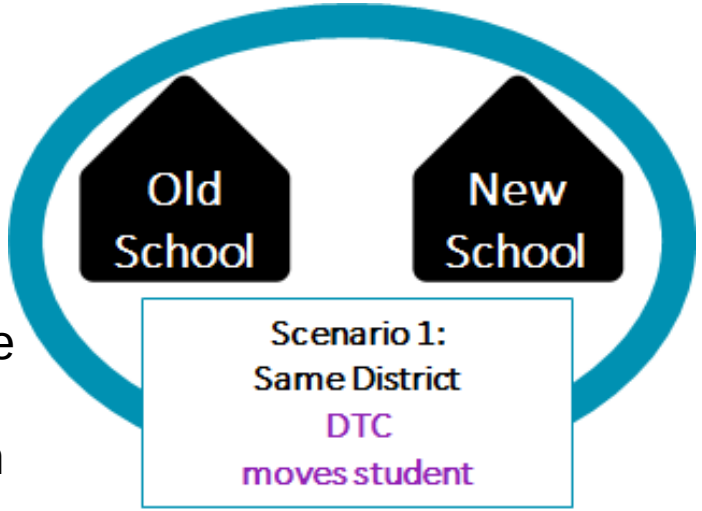
Students Who Transfer Between Organizations





Students Who Transfer Between Organizations

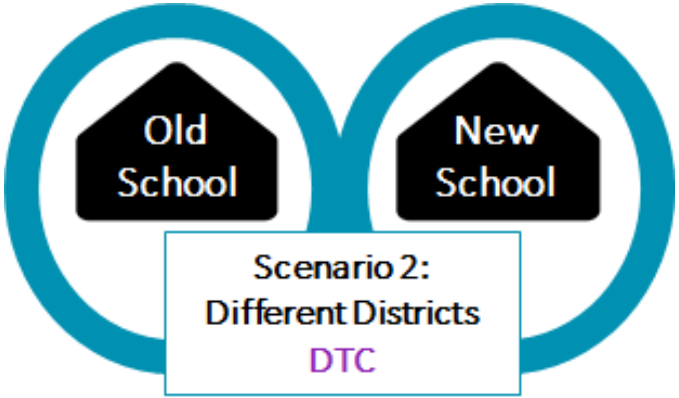
- Use the user Interface to move the student between schools.
  - Remove the student from his/her assigned Test Session.
  - Change the Student Organization in the Create/Edit Student task screen
  - Update Accountable Organization on the Register Students task screen (this should match the Home RCTDS code in the SIS enrollment).
  - Add the moved student to a new test session



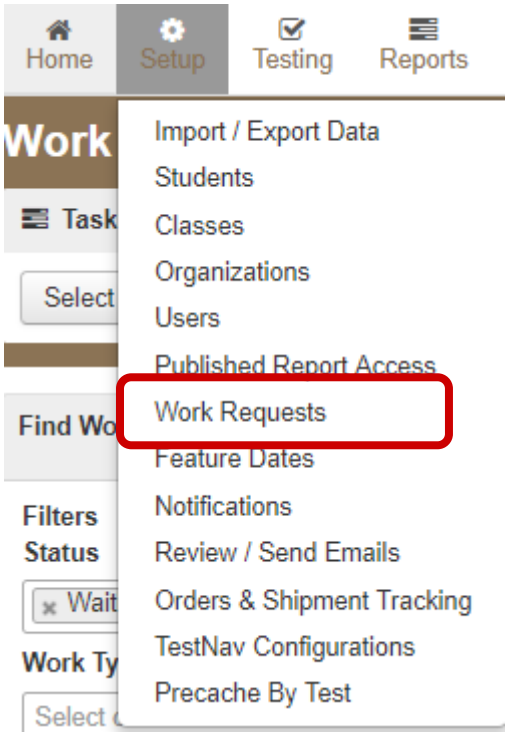
Work Request - Student Transfer Process

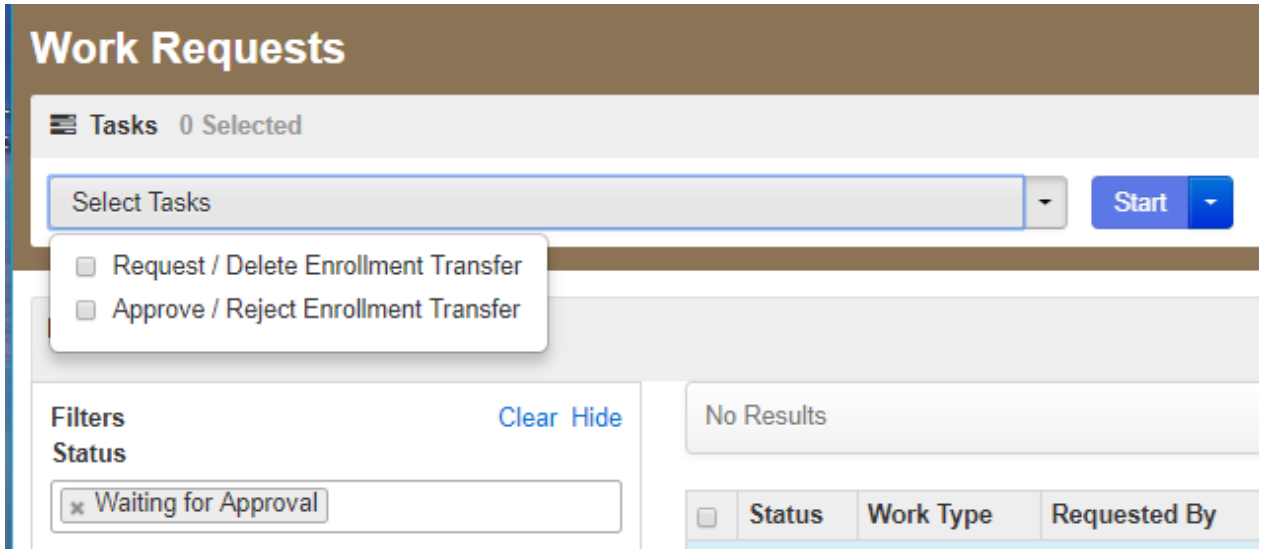
- District B completes a work request within PAN.
- District A approves the work request
  - The online tests assigned to the student are automatically transferred to District B
    - If a student was in a session, the tests are placed in a “Transferred (subject - grade)” test session.
    - The tests must be moved into another test session, transferred sessions cannot be prepared.
  - The Responsible / Accountable School Code on the Register Students tab will need to be updated (this should match the Home RCDTS code in the SIS enrollment).

NOTE: If District B is not the Home RCDTS you will need to contact ISBE. This situation would occur if the Home and Serving are different in SIS.



Work Request Process





Work Request - Releasing District

- Check email and PearsonAccess^{next} periodically
- Look for the red bell at the top of the PearsonAccess^{next} home screen
  - Click on the bell to go to the pending requests for transfer
  - Verify that the student listed in the Work Request has moved from your district and
    - **Approve the transfer**
  - If the student has not moved from your district
    - **Reject the transfer**
      - You will have to provide reason (e.g., student has not moved)
    - The other district may have requested the wrong student
  - If there is an error in the school field upon opening the work request, decline the request (the student has already been removed from your district)

ISBE will monitor and assist as time permits but will only approve if updates have been made in SIS.

Work Request - Receiving District

Review the student registration in all applicable administrations and update the responsible school and district

- Updates to a accountable school that is not within your district must be done via a file upload.
- Updates to schools within your district can be done in the UI or via a file upload.
- If the responsible school and district field **appears blank in the UI**, then the student has a accountable school outside of your district
- Use the Operational Report "Students Where Accountable District/School is different from Testing District/School"
  - If your district should be the accountable district, change this in the student's registration either via the UI or through a SR/PNP file upload

ISBE will monitor and assist as time permits but will only approve if updates have been made in SIS.

Questions - Part 1

Agenda

Part I: Before Testing	What's new for 2019? Key Dates Accommodations Managing Organizations PearsonAccess^{next}
Part II: During Testing	Session Management Resolve Rejected Test Alerts
Part III: After Testing	Session Clean-Up
Part IV: Paper Testing	Paper Materials
Part V: Additional Information	Resources & Support

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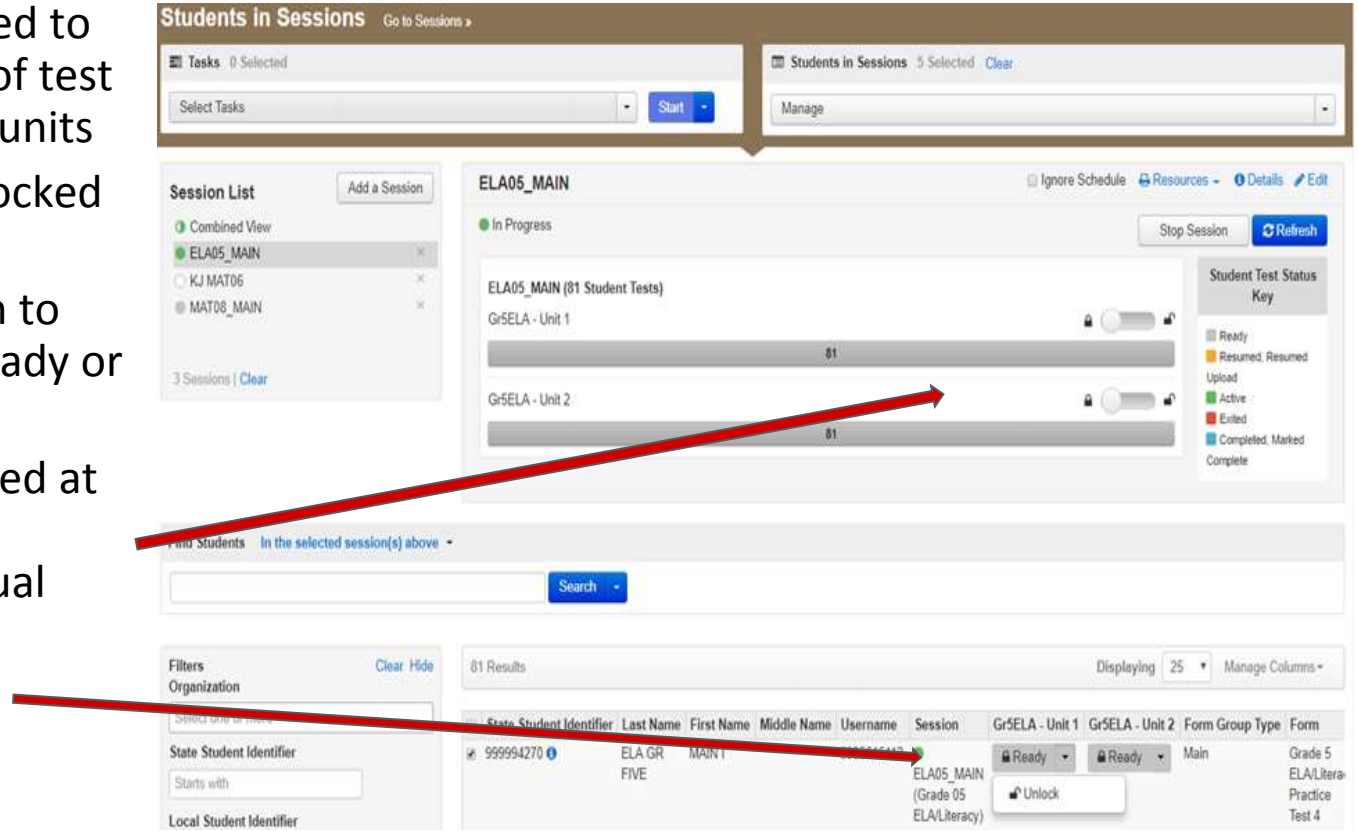
Part II: During Testing

- Session Management
  - Lock/Unlock Units
  - Monitor Testing
  - Change a Student's PNP
  - Make-Up Testing
  - Undo test Submissions
  - Mark Tests Complete
  - Void
  - Not Tested
- Resolve Rejected Test Alerts

Lock / Unlock Units

- Administrators will need to lock and unlock Units of test for students to access units
- Only 1 Unit can be unlocked at a time in a session.
- Students can only login to tests if they are in a Ready or Resumed status
- Sessions can be unlocked at the session level for all students or for individual students.



Monitor Student Progress

As students being to log into TestNav, Test Administrators will be able to monitor their testing status.

- Ready - Resumed, Resumed Upload - Active - Exited - Completed, Marked Complete

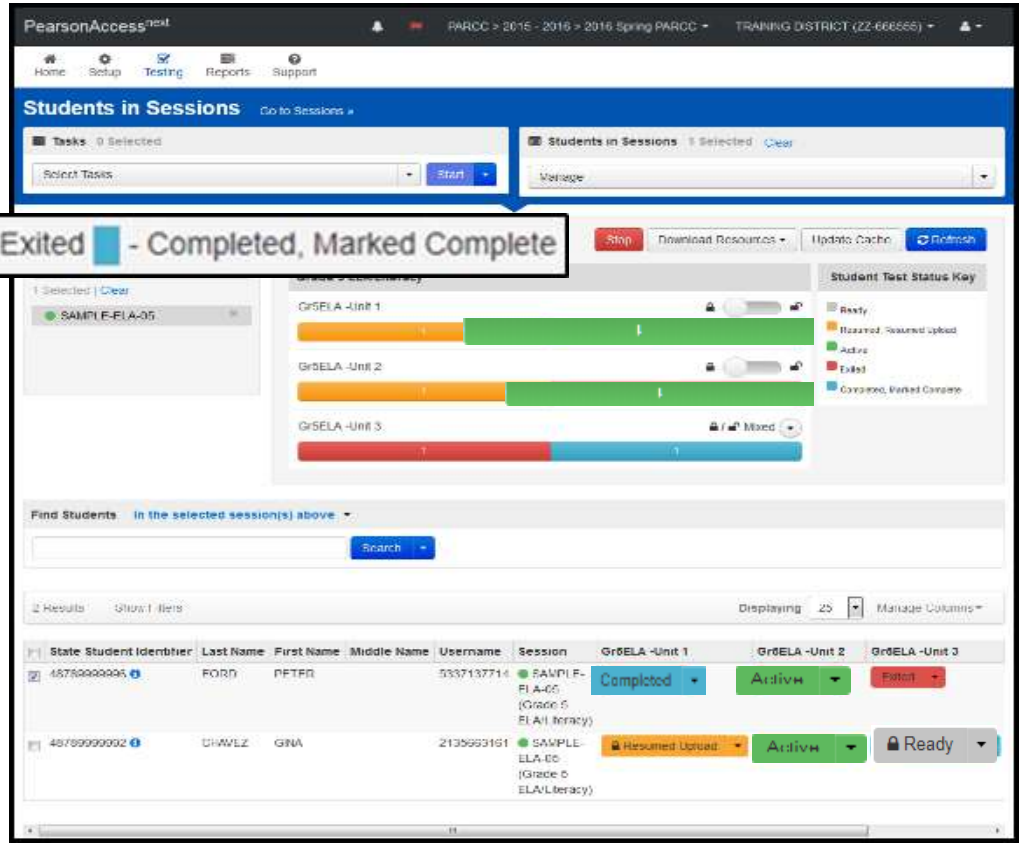
Ready: The student is ready to login to TestNav

Exited: The student has exited out of TestNav

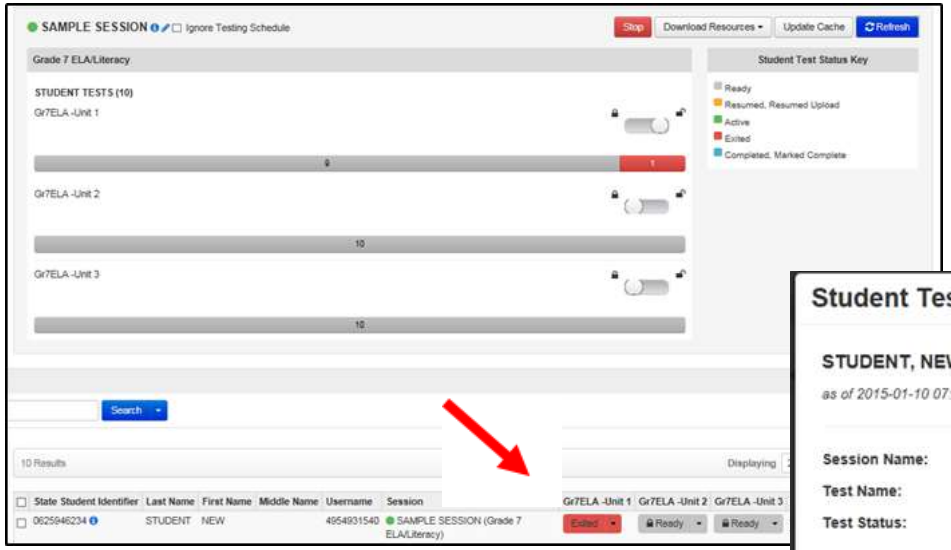
Resumed: The Student was in Exited status and had to be resumed so they can log back in.

Active: The student is logged into TestNav

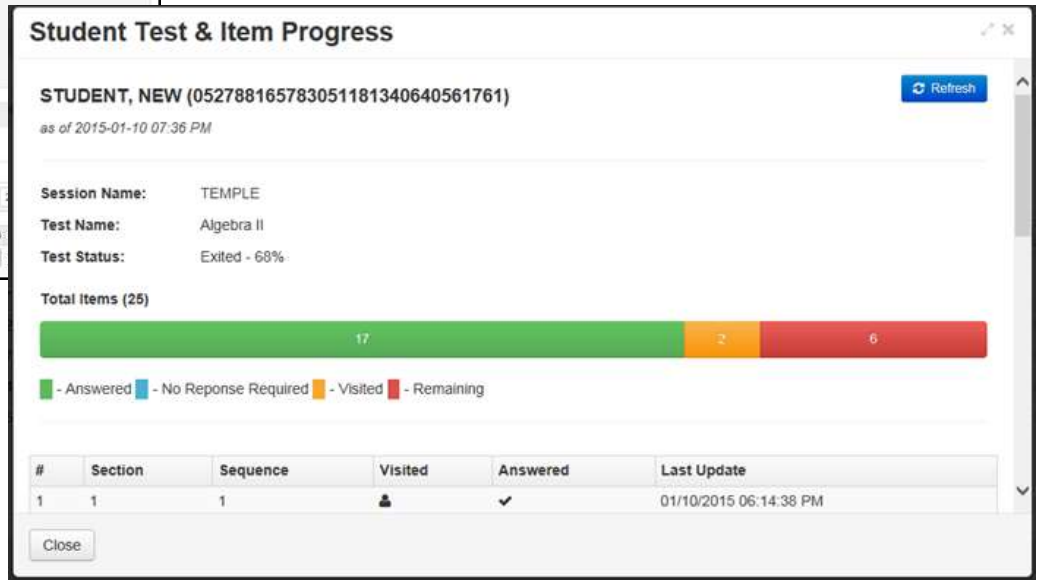
Completed: The student has submitted the test



View Student Item Progress



- Click on student status to view student item progress



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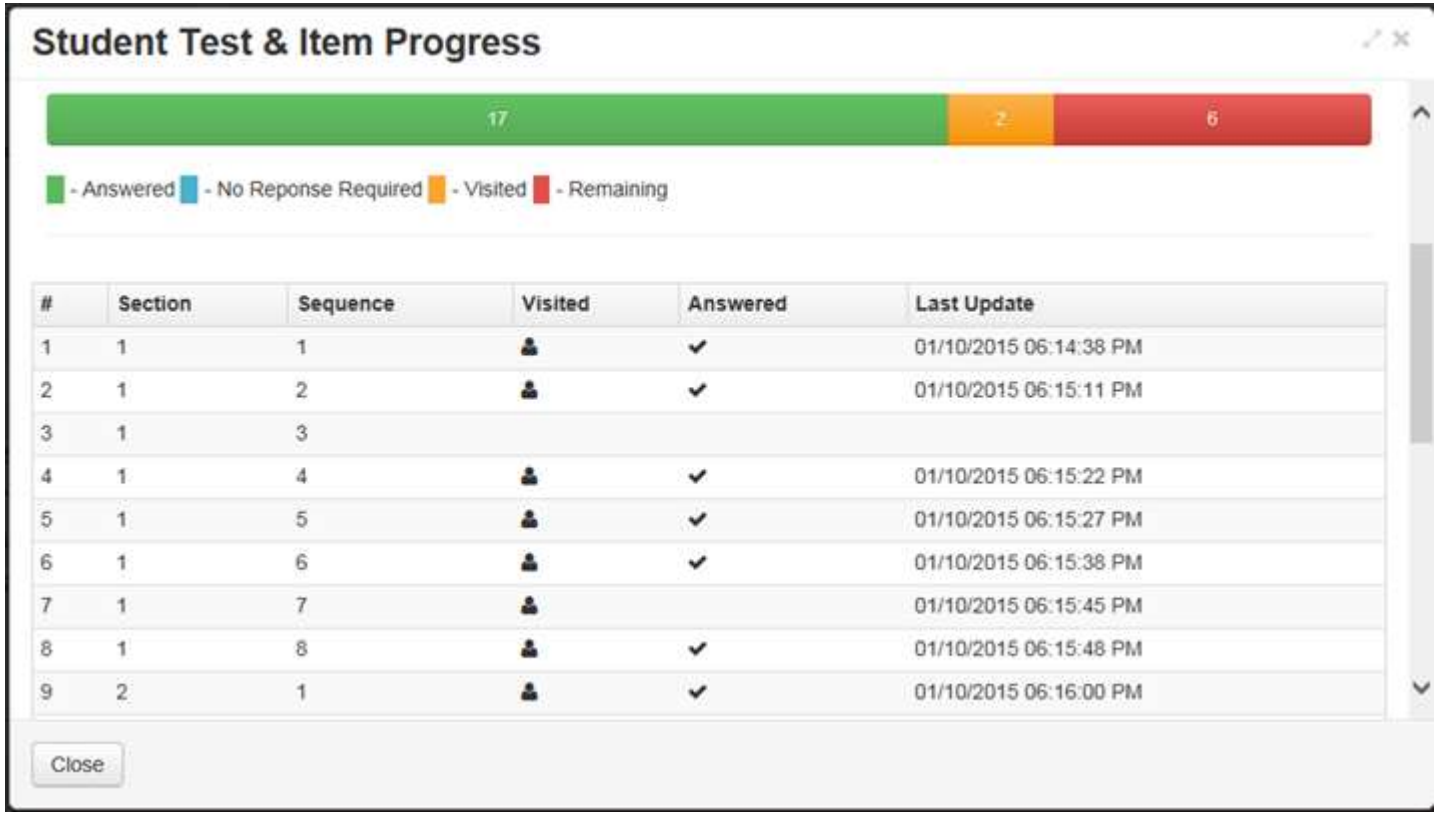
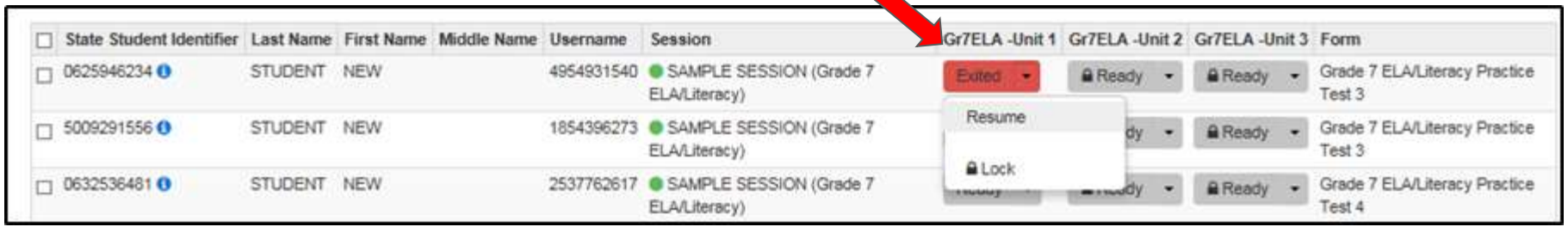
View Student Item Progress



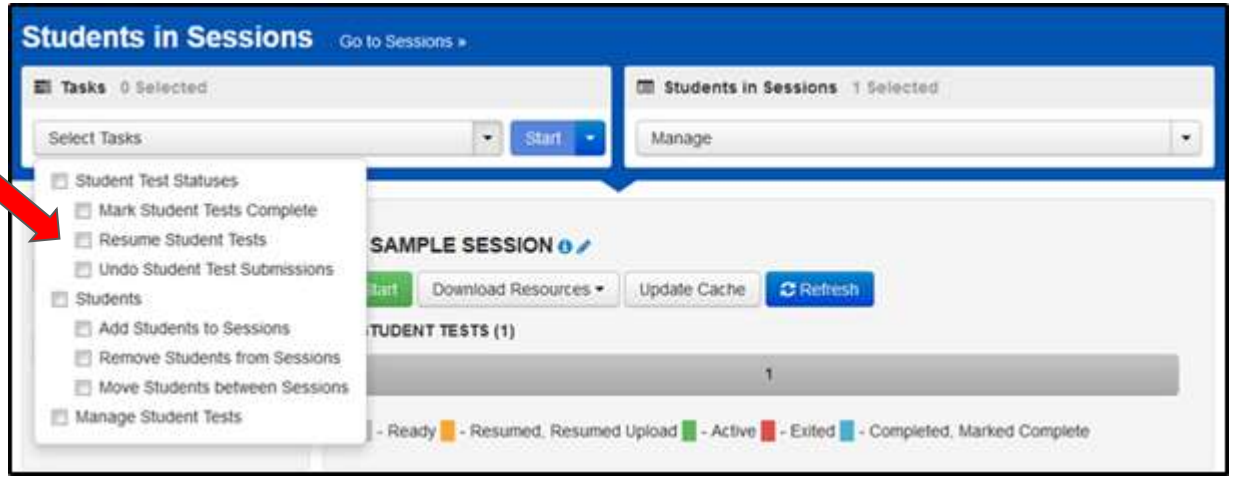
#	Section	Sequence	Visited	Answered	Last Update
1	1	1	✔	✔	01/10/2015 06:14:38 PM
2	1	2	✔	✔	01/10/2015 06:15:11 PM
3	1	3			
4	1	4	✔	✔	01/10/2015 06:15:22 PM
5	1	5	✔	✔	01/10/2015 06:15:27 PM
6	1	6	✔	✔	01/10/2015 06:15:38 PM
7	1	7	✔		01/10/2015 06:15:45 PM
8	1	8	✔	✔	01/10/2015 06:15:48 PM
9	2	1	✔	✔	01/10/2015 06:16:00 PM

Resume Students

Option 1 to Resume Students:



Option 2 to Resume Students:



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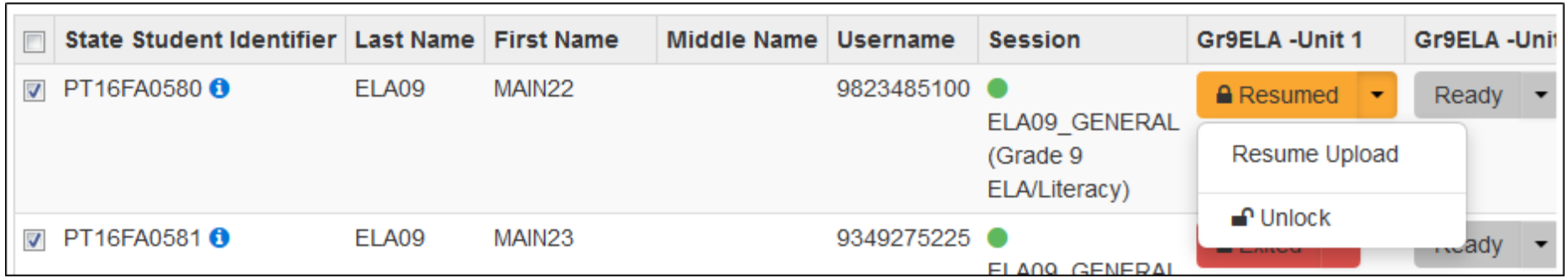
Resume Upload

In most cases, resuming a student is all a Proctor or Test Administrator will need to do to log a student back into TestNav. By default, TestNav will look for any saved responses and upload them to Pearson.

If a student is inadvertently kicked out of TestNav they resume testing on a device that does not have a saved response file, Resume Upload can be used to allow a proctor to search for the saved response file.



Changes to Student PNP

In the event that an incorrect PNP has been assigned to a student and the test session has been prepared and therefore a test has been assigned to the student; actions need to be taken prior to the student starting a unit.

- Only certain PNP options can be changed without removing a student from the session (examples: Answer Masking or Color Contrast).

- Other PNP options will require that the student be removed from the session before the PNP can be updated. (ASL, TTS, Spanish, Spanish TTS)

Changes to Student PNP

- **Form Specific PNP changes - student has not logged into any unit of the test**
  - Example: A student was added to a session and the session prepared but Text-to-Speech was not in the student's PNP when they were added to the session.
    - IF the student has NOT logged into any unit of the test:
      1. Remove the student from the session
      2. Update the student's PNP
      3. Add the student back to the session
      4. Verify via the Accommodation Indicators the correct test has been assigned.

Note: Re-caching is not necessary when changing form assignments or adding new students to a session

Changes to Student PNP

- **Form Specific PNP changes - student HAS started the test**
  - Example: A student was added to a session and the session prepared but Text-to-Speech was not in the student's PNP when they were added to the session.
    - IF the student HAS logged into any unit of the test:
      1. Mark all units that are not in complete status complete
      2. Void the student test
      3. Create a new Test Assignment
      4. Add the student to a new session
      5. Test as normal

Make-Up Testing

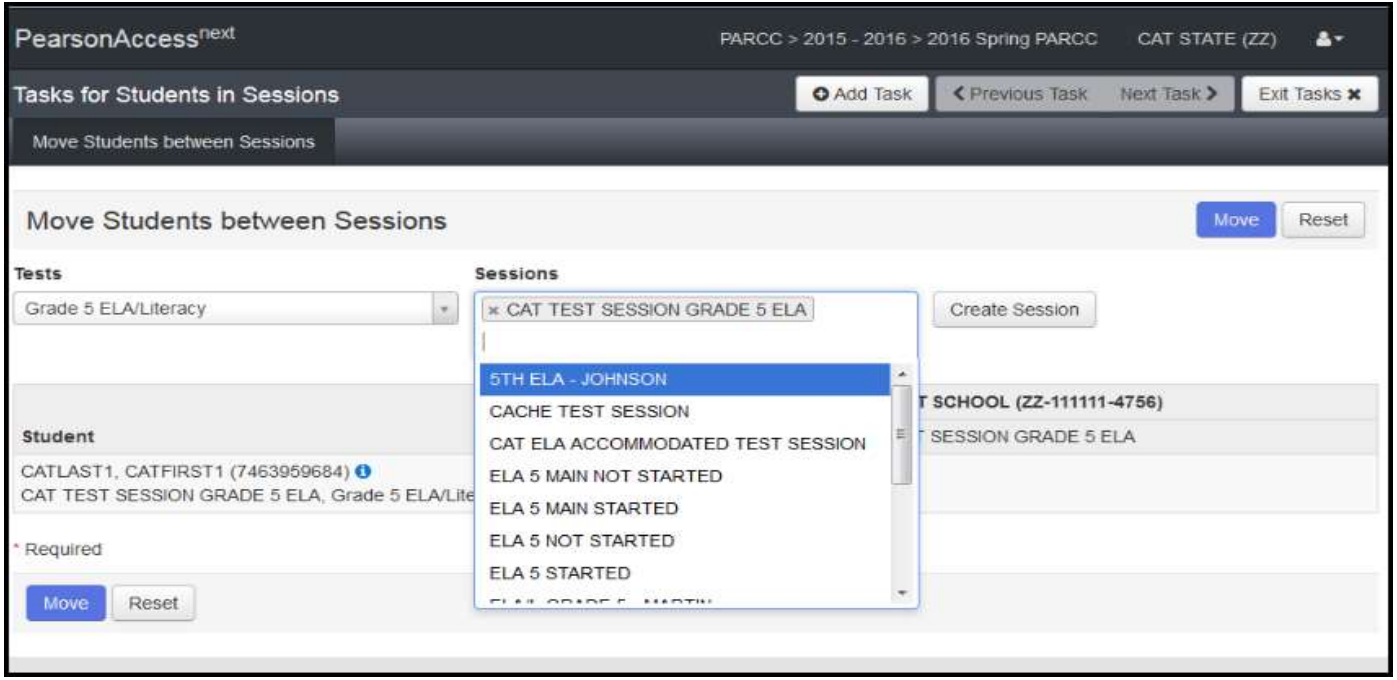
- Schools can choose to move students who miss a day of testing into separate make-up sessions, or they can leave students in their original sessions.
- Units can be taken out of order for make-up testing only
- Students should continue units as possible with their class, taking only the units missed as a make-up.

- Keep the original testing session:
  - ❑ Unlock the unit that the student will be testing.
  - ❑ Use the original Student Testing Ticket to log in.
  - ❑ Administer the test.
  - ❑ Have the student submit the unit when finished.

- Create a new make-up testing session:
  - ❑ Create a make-up test session and add the students.
  - ❑ Unlock the unit that the student will be testing.
  - ❑ Print and use new Student Testing Ticket.
  - ❑ Administer the test.
  - ❑ Have the student submit the unit when finished.

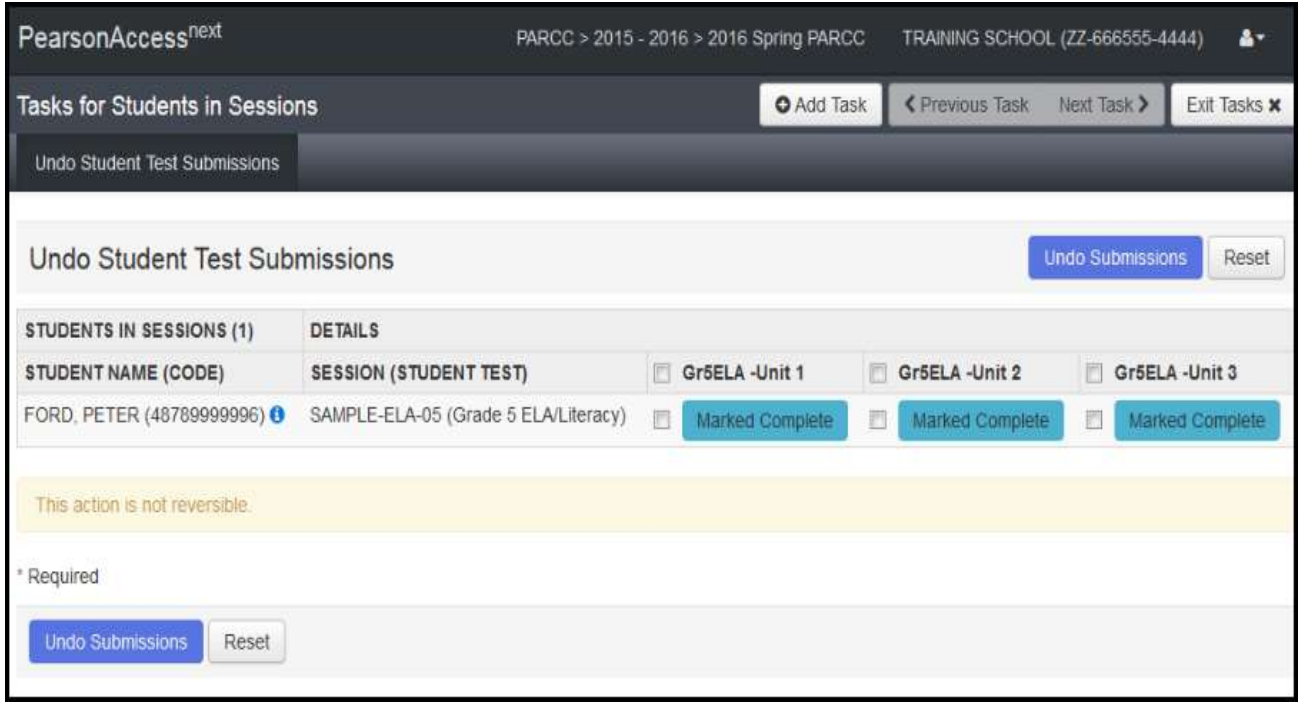
Move Students Between Sessions

- A student may need to be moved from one session to another, for example if a school wanted to move students to a make-up session.



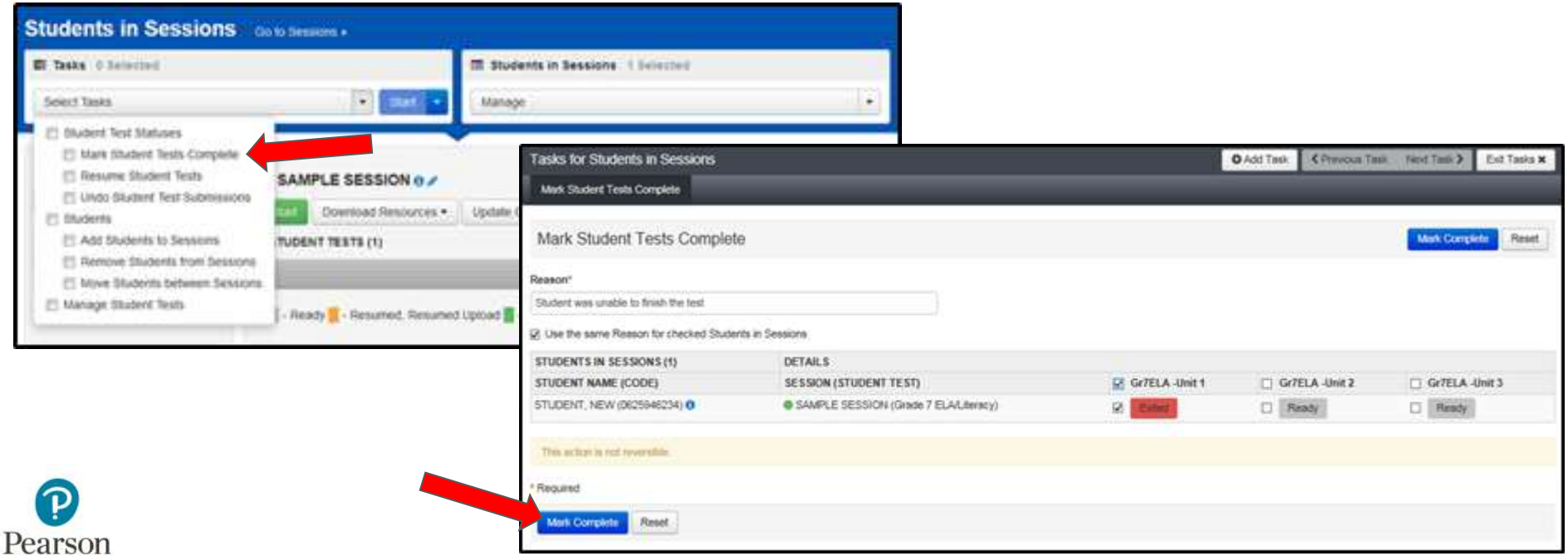
Undo Student Test Submissions

- If a student submits a test as final by mistake, the District Test Coordinator can unsubmit that test.

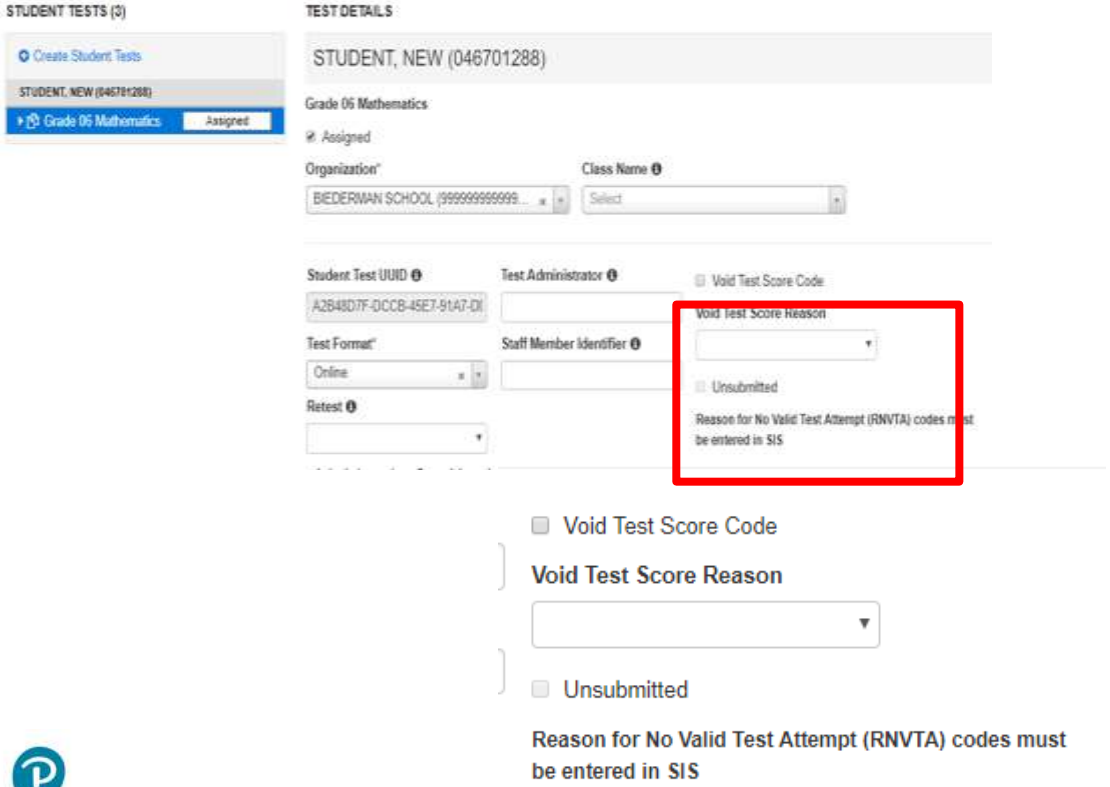


Mark Test Complete

- A student's test MUST be marked complete if the student is unable to complete all units in the test. (example: student moves from the district or becomes ill and is unable to return to school prior to the end of the testing window)



Void a Test Attempt



- During testing in may be necessary to invalidate (void) a student's test.
- Under ***Students***, use the task ***Manage Student Tests.***
- In order to void a test, a user must have the District Test Coordinator or School Test Coordinator Role.

Not Tested Reason

- Reasons for No Valid Test Attempt (RNVTA) codes **must** be entered in ISBE's Student Information System (SIS) after your designated testing window has ended based on the end date captured in SIS. For assistance in editing your testing window end date contact the SIS Helpdesk at 217-558-3600 option 3.

- Reasons for No Valid Test Attempt (RNVTA) codes are **NOT** entered in PearsonAccess^{next}

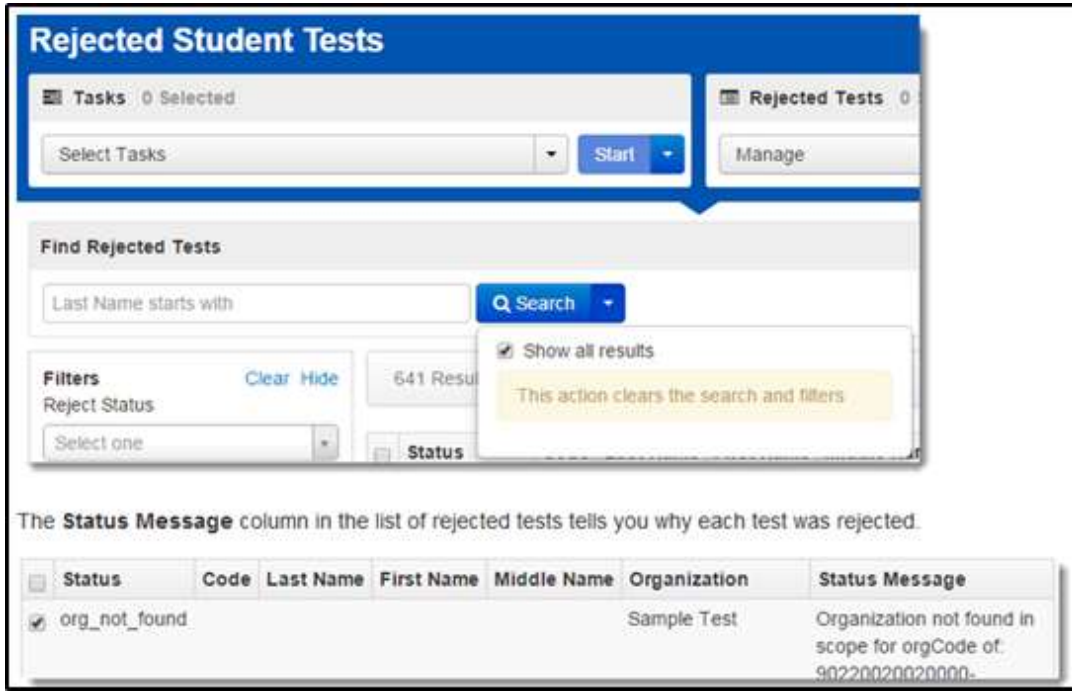
Void vs Testing Irregularities

- Examples of when to Void
  - Incorrect accommodation was given to the student and the student logged into at least one unit of the test.

- Examples of a Testing Irregularity
  - Student completed entire test without the appropriate accommodation. In this situation, contact the ISBE Assessment and Accountability Division at 866-317-6034.

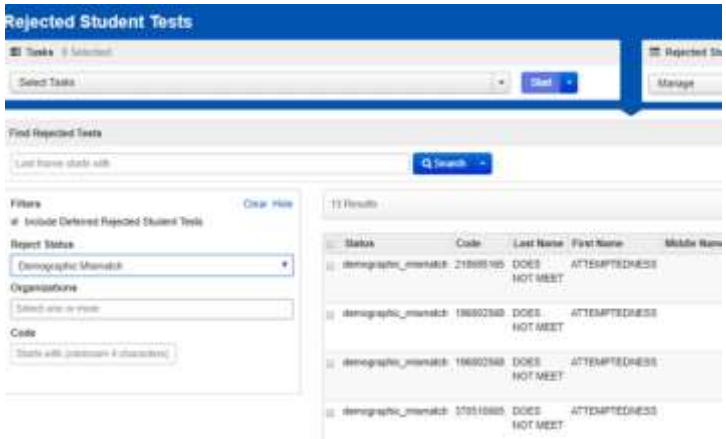
Resolve Rejected Test Alerts

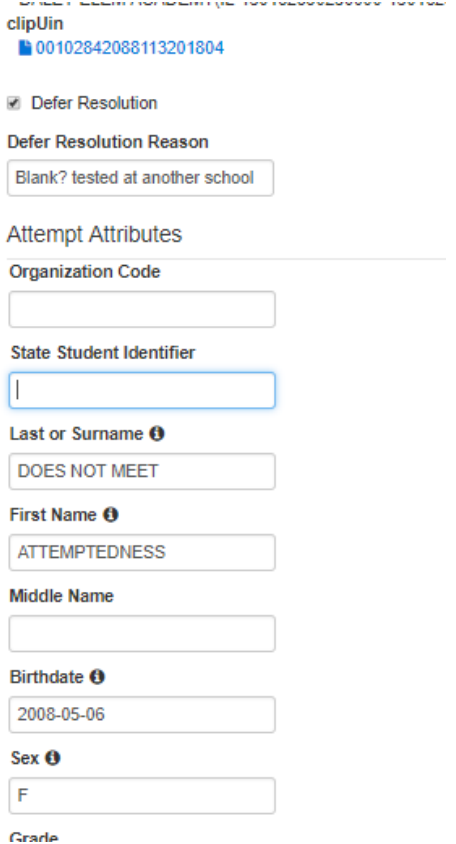
- As paper grade 3 test books and grade 4-8 answer documents are scanned, a student's test may cause an alert in the system due to a mismatch of information on the scanned demographic page as compared to what has been loaded into PearsonAccess^{next} . These alerts are referred to as "Rejected Tests"
- These must be resolved to allow the test to continue flowing through the scoring process.
- ISBE staff will also monitor and resolve these if possible and will contact districts if assistance is needed.



Resolve Rejected Test Alerts

- When resolving, you must view the PDF of the answer document to confirm hand gridded information from the demographic page.
- If you have any questions regarding resolving these alerts, contact the ISBE Assessment and Accountability Division at 866-317-6034.





Activities During Testing

- Demonstration in Training Site
    - Session Management

Questions - Part II

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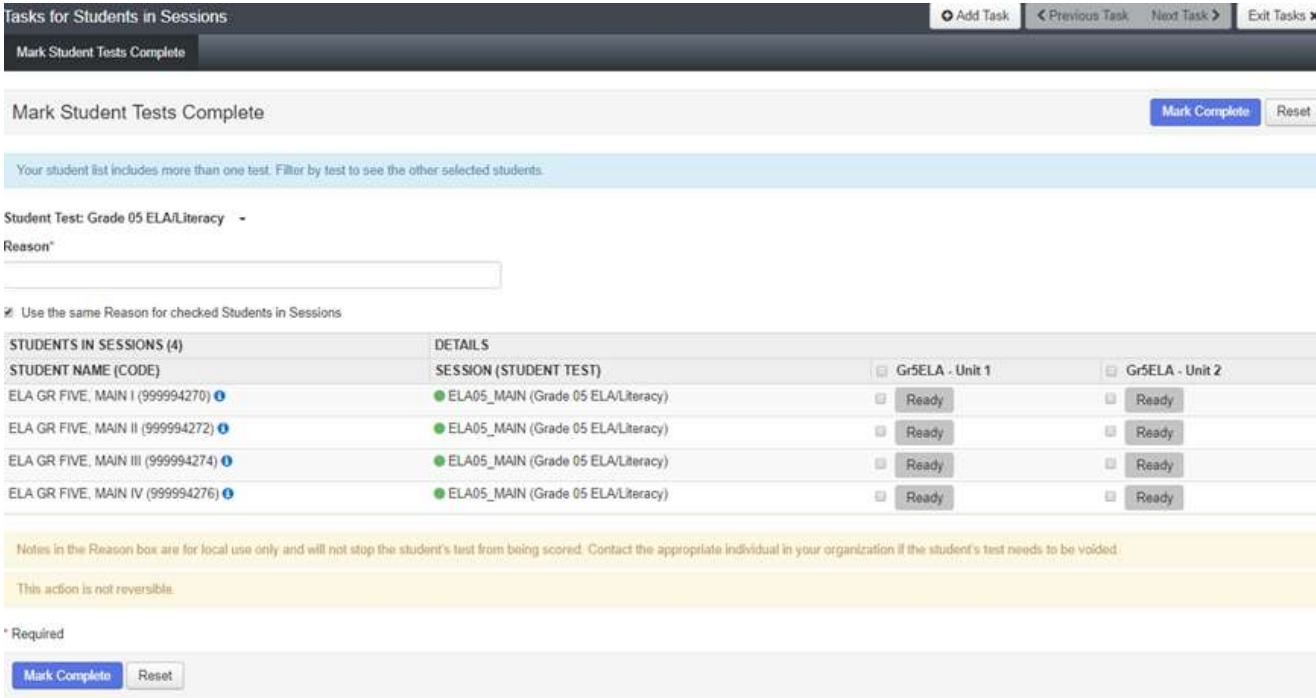
Part III: After Testing

- Session Clean-Up
  - Mark partially completed tests complete for all units
  - Remove unconsumed tests from prepared and started sessions
  - Stop Sessions
- Student Data Clean-Up
  - Confirm all student demographic data is accurate in SIS

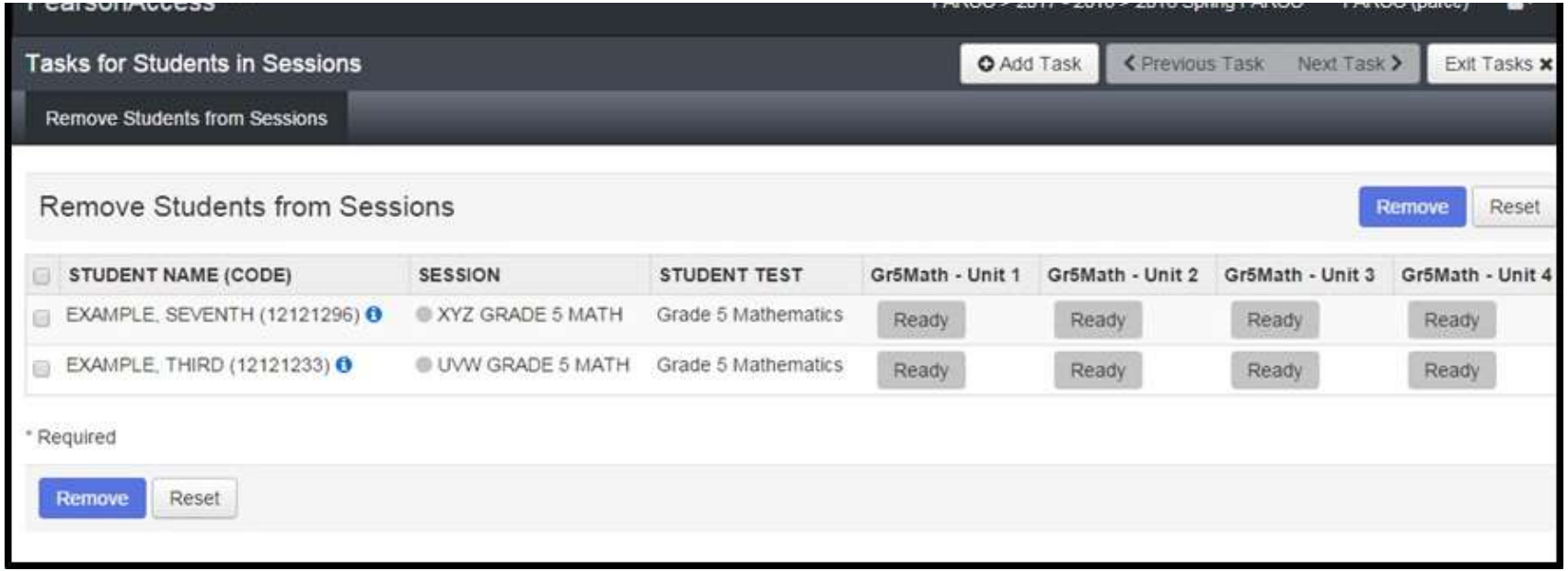
Mark Tests Complete

- If a student starts a unit within the test but is unable to complete all units prior to the end of the test window, the Test Administrator will need to mark all units complete.
- Student tests that have all units appearing in Ready status should NOT be marked complete

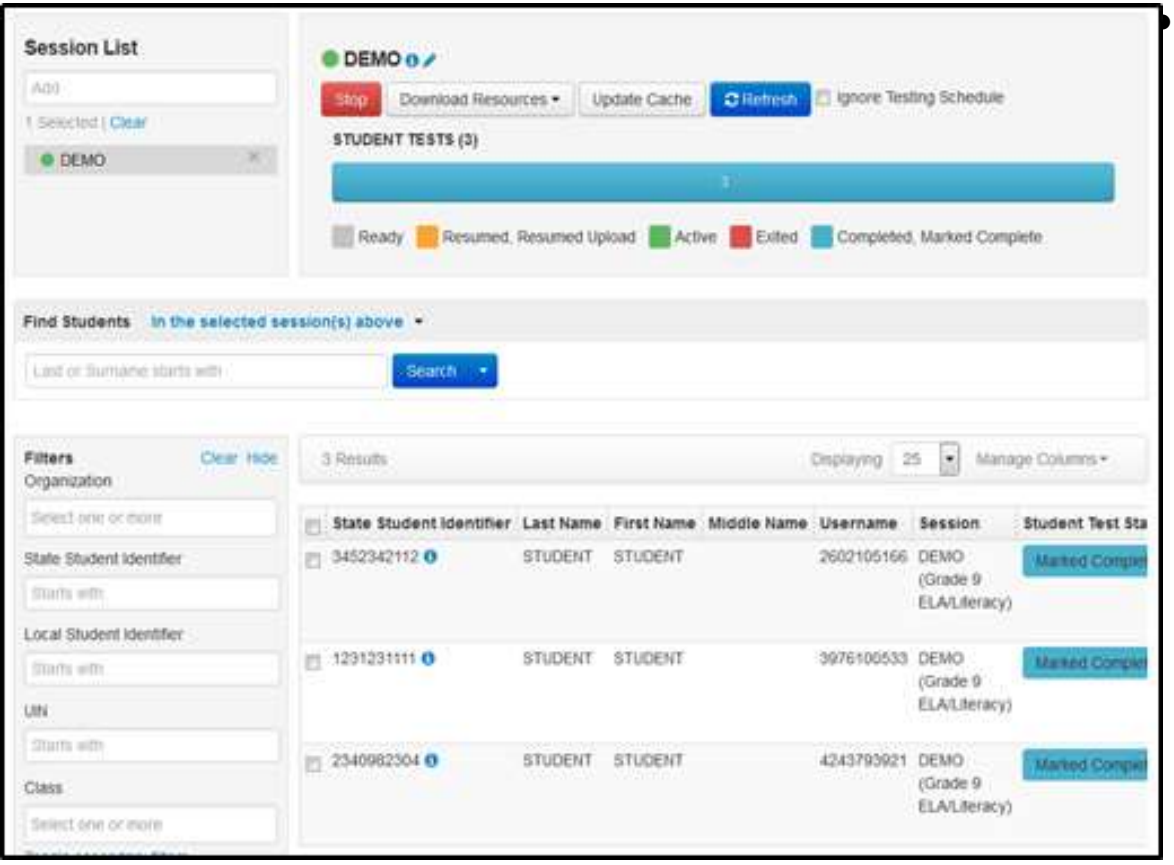


Remove Students from Session

- Any tests where ALL units are in Ready status must be removed from the session in order for that session to be stopped.



Stop Sessions



- All sessions should be stopped at the conclusion of the test administration window.
  - Tests in which all units are in Ready status must be removed from prepared and started sessions in order to stop the session.
  - All partially completed tests must have all units in a Marked Complete or Completed status. Tests are only scored once all units are completed or marked complete.

Student Data Clean-Up in SIS

- Confirm that all student demographics are correct in ISBE's Student Information System (SIS). (e.g. if the IEP indicator is added ***only in PAN***, this will not change the SIS enrollment IDEA Services/IEP indicator to "yes").
- Demographics in ISBE's SIS system will be used for official accountability calculations.
- Any data corrections will be handled entirely through ISBE's SIS.

Questions - Part III

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Part IV: Paper Testing

- Paper Materials
  - Initial Material Order
  - Additional Orders
  - Returning Materials

Initial Paper Material Order

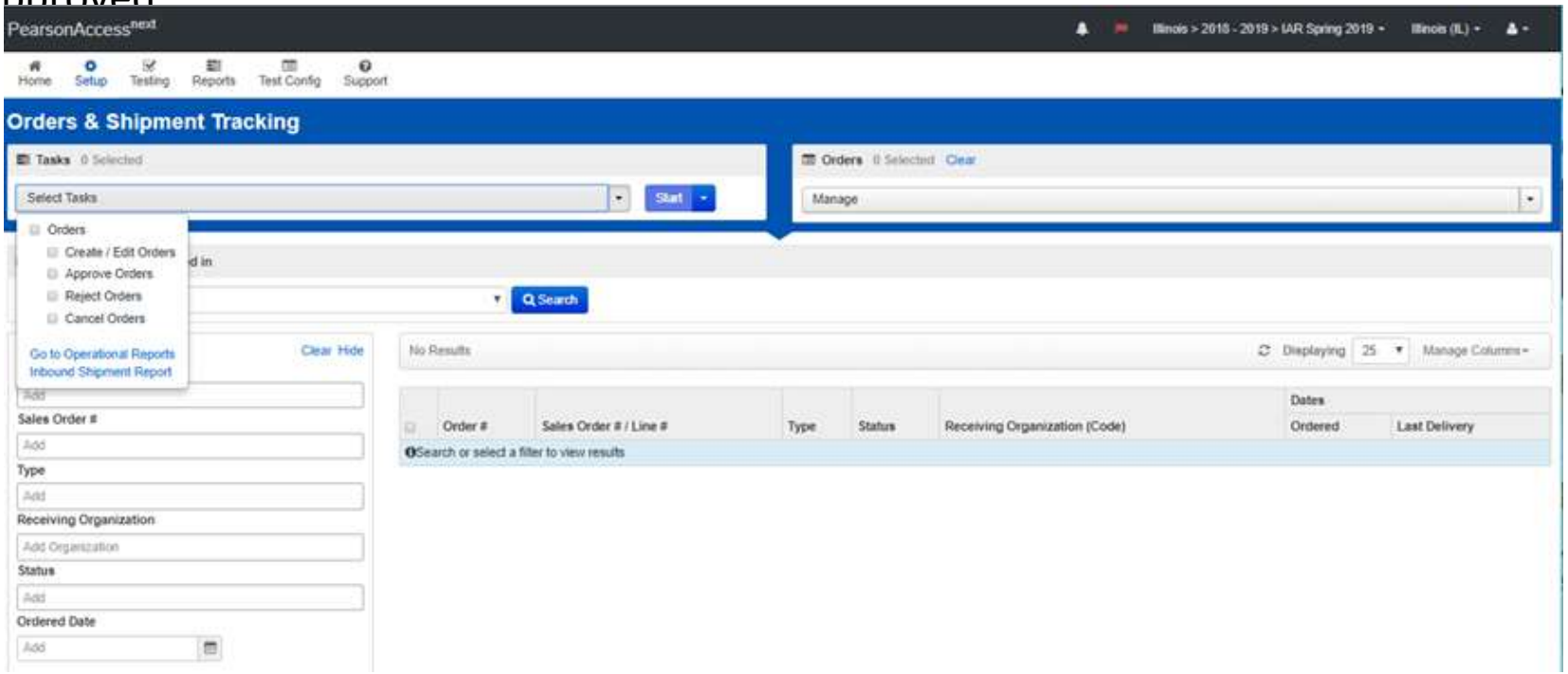
- Materials for Schools testing online will arrive March 6th
- Materials for Schools testing paper will arrive on or before March 18th.
- Initial orders will include a 5% overage for districts and schools on regular test books and answer documents.

Initial Order will include

- Test Coordinator Kit
  - Resealable plastic bag
  - Paper Bands
  - Pearson Scorable and Nonscorable Labels (in different colors)
  - Pre-printed/pre-gridded Return School Header
  - Student ID Labels and Roster
  - Return Instructions Sheet
  - Shipping Carrier Return Instructions
- Packing List and Chain-of-Custody Forms
- Test Coordinator Manual
- Test Administrator Manuals
- Test Booklets and answer documents
- Math Reference Sheets, Rulers and Protractors, if applicable
- Large Print kits
- Braille kits
- Human Reader kits (paper only)
- Mathematics Human Reader Scripts (not in a kit, Computer Based only)
- Tactile Graphics with registrations for Assistive Technology - Screen Reader

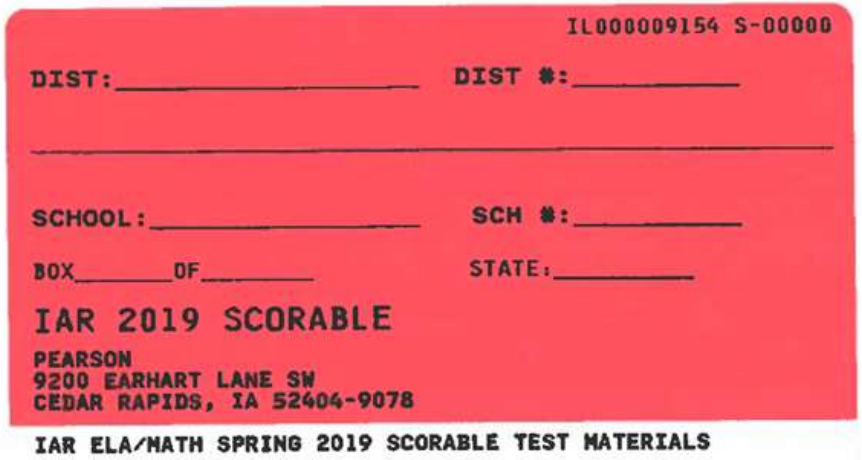
Additional Orders

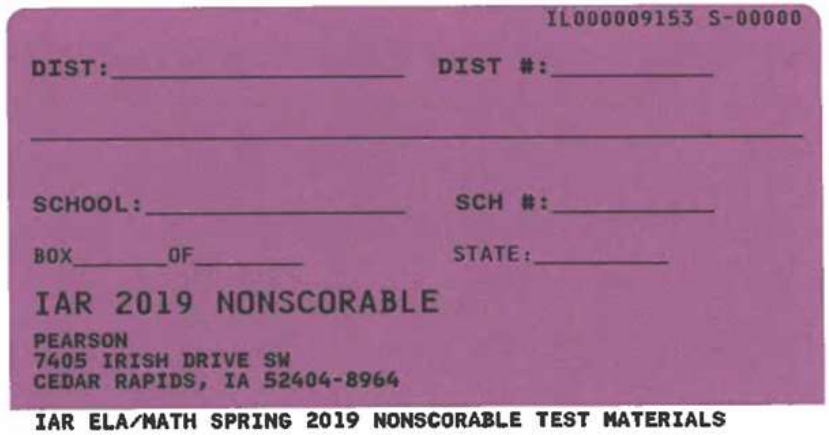
- The Additional Order Window will open 3/18 and close 4/19. Orders must be approved by ISBE no later than noon on 4/19. All Additional Orders must be ISBE approved



Returning Materials

- Paper material orders will include labels for returning scorable and non-scorable materials
- Returns should be shipped back to Pearson within one week of the completion of testing.
- All materials must be returned no later than May 3rd.





Questions - Part IV

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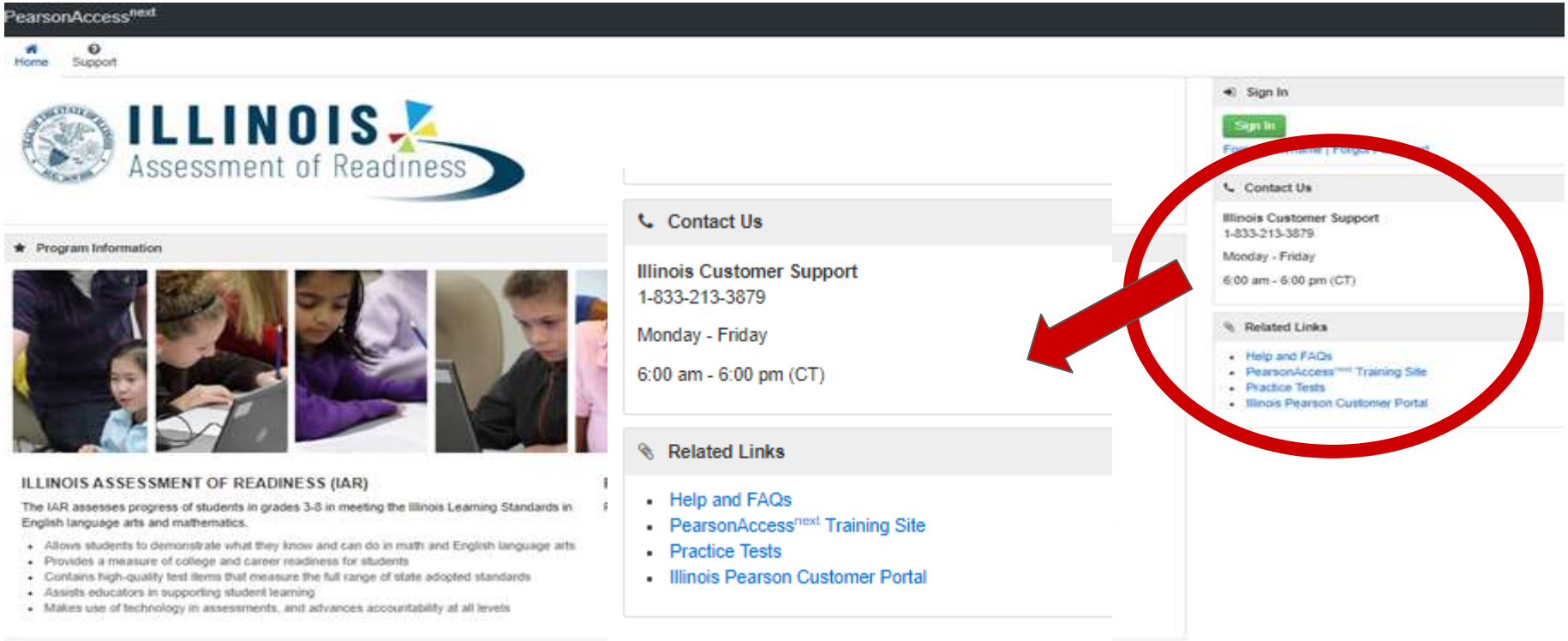
Part V: Resources and Support

- IAR Support Page https://il.mypearsonsupport.com/
- Field Services Engineering - Schedule office hours https://il.mypearsonsupport.com/technology-setup/
- PAN Support Resources / Support Page https://il.pearsonaccessnext.com
- Pearson Customer Support FAQs https://assessmentsupport.pearson.com/getsupport/s/
- ISBE IAR Resource page www.isbe.net/Pages/IAR.aspx
- Pearson Program Team / ISBE Contact information (see final slide)

PearsonAccess^{next} Support



http://il.pearsonaccessnext.com

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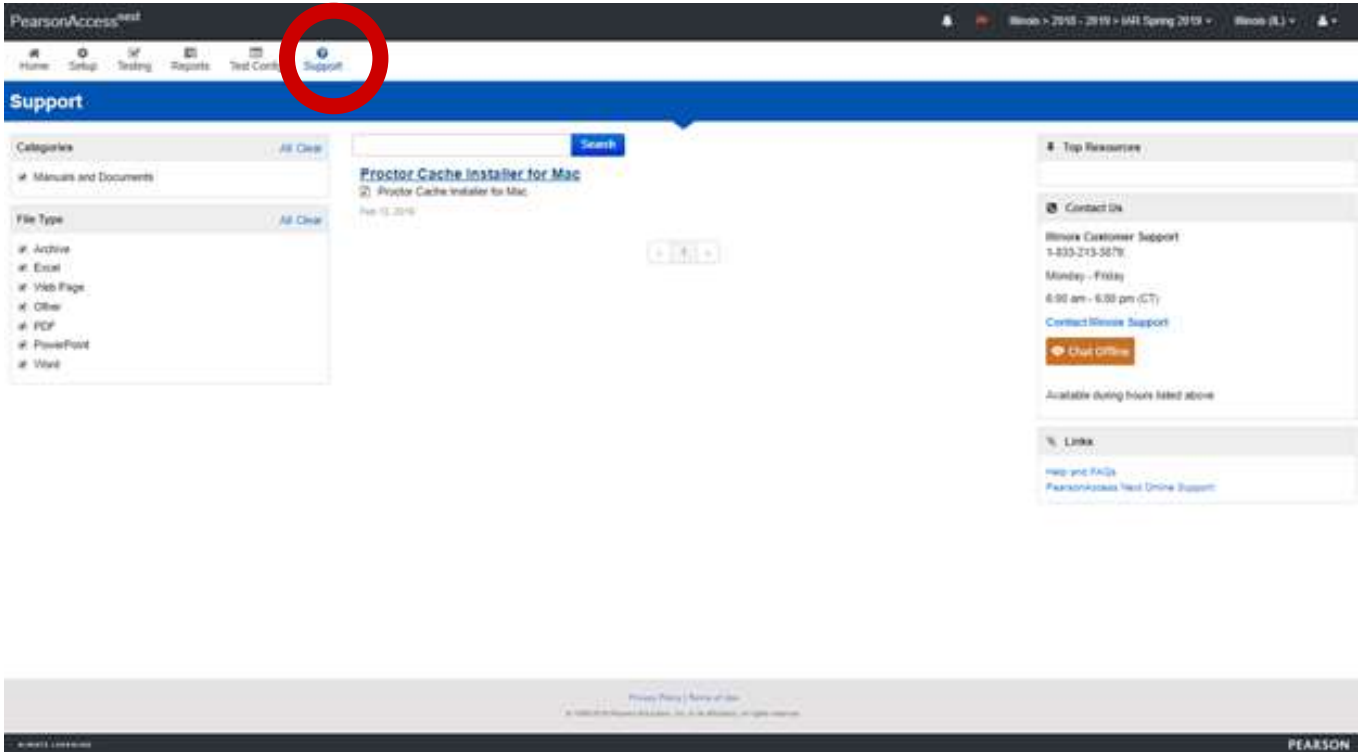
PearsonAccess^{next} Support

- Support tab (after logging in)



http://il.pearsonaccessnext.com

Pearson Customer Support

ISBE/Pearson Contact Information

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

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

Pearson
833-213-3879
https://Il.mypearsonsupport.com

Questions