



**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<sup>next</sup>

## 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<sup>next</sup>
    - Navigating PearsonAccess<sup>next</sup>
    - 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<sup>next</sup>
- 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<sup>next</sup> timeout alert - 2 minutes before automatic log out occurs due to inactivity an alert popup will appear on the screen.

il.pearsonaccessnext.com says

Your session will timeout in 2 minutes. Click OK to continue working.


OK

Cancel




PearsonAccess<sup>next</sup>

Home Support



★ Program Information



**ILLINOIS ASSESSMENT OF READINESS (IAR)**  
The IAR assesses progress of students in grades 3-8 in meeting the Illinois Learning Standards in English language arts and mathematics.

- Allows students to demonstrate what they know and can do in math and English language arts
- Provides a measure of college and career readiness for students
- Contains high-quality test items that measure the full range of state adopted standards
- Assists educators in supporting student learning
- Makes use of technology in assessments, and advances accountability at all levels

**Features**  
PearsonAccess serves as the entry point to all Pearson services used by school districts.

Sign In

Sign In

[Forgot Username](#) | [Forgot Password](#)

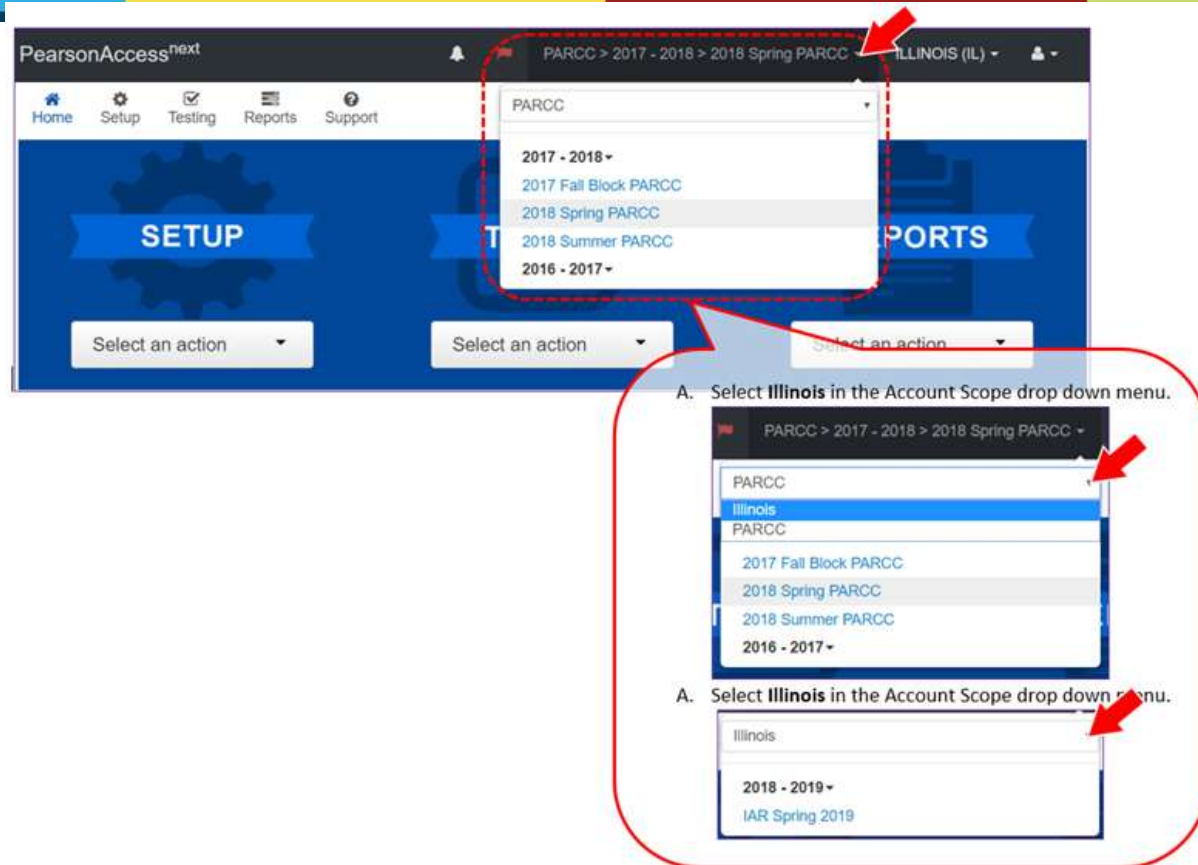
Contact Us

Illinois Customer Support  
1-833-213-3679  
Monday - Friday  
6:00 am - 6:00 pm (CT)

Related Links

- [Help and FAQs](#)
- [PearsonAccess<sup>next</sup> Training Site](#)
- [Practice Tests](#)
- [Illinois Pearson Customer Portal](#)

# IAR - PAN Scopes



The screenshot shows the PearsonAccessnext interface. The breadcrumb trail is PARCC > 2017 - 2018 > 2018 Spring PARCC. The account scope dropdown menu is open, showing options: PARCC, 2017 - 2018 ->, 2017 Fall Block PARCC, 2018 Spring PARCC, 2018 Summer PARCC, and 2016 - 2017 ->. A red arrow points to the dropdown arrow. A second screenshot shows the dropdown menu with 'Illinois' selected and highlighted in blue. A red arrow points to the 'Illinois' option. A third screenshot shows the dropdown menu with 'Illinois' selected and highlighted in blue. A red arrow points to the 'Illinois' option.

A. Select **Illinois** in the Account Scope drop down menu.

A. Select **Illinois** in the Account Scope drop down menu.



## 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<sup>next</sup>

Sign in to PearsonAccess<sup>next</sup> for all administrative tasks for test administration.

[View PearsonAccess<sup>next</sup> >](#)

### 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 >](#)



# Simplified User Role Matrix

If the user has been granted this role...	...then the user may grant these role(s) to others.
State Role	<ul style="list-style-type: none"><li>• State Role</li><li>• District Test Coordinator Role</li><li>• School Test Coordinator Role</li><li>• Test Administrator Role</li><li>• Technology Coordinator Role</li><li>• Report Access Role</li></ul>
District Test Coordinator Role	<ul style="list-style-type: none"><li>• District Test Coordinator Role</li><li>• School Test Coordinator Role</li><li>• Test Administrator Role</li><li>• Technology Coordinator Role</li><li>• Report Access Role</li></ul>
School Test Coordinator Role	<ul style="list-style-type: none"><li>• School Test Coordinator Role</li><li>• Test Administrator Role</li><li>• Technology Coordinator Role</li><li>• Report Access Role</li></ul>
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>





# What is the same?

- PearsonAccess<sup>next</sup> and TestNav platforms and functionality will be familiar to the experienced user.



# Key Dates

## ★ 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
<p>Deadline to have student information loaded into ISBE's Student Information System (SIS) for Pre-ID; this transmission to PearsonAccess<sup>next</sup> will:</p> <ul style="list-style-type: none"> <li>inform the production of Pre-ID labels for students testing with the paper format,</li> <li>place orders for paper test books and answer sheets (as applicable) automatically,</li> <li>determine quantities for paper manuals for paper and online testing, and</li> <li>load student data into PearsonAccess<sup>next</sup>, based on the Testing RCDTS in the Pre-ID file.</li> </ul>	2/15/2019
Initial Paper test materials arriving in districts	no later than 3/18/2019
<p>Additional Order Window (all materials)</p> <p>Note: materials for Spring 2019 testing must be approved by 2pm on 4/19/19</p>	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
<p>Deadline to have student information loaded in SIS for Pre-ID-this transmission will:</p> <ul style="list-style-type: none"> <li>auto-create test sessions for students whose "Session Name" field is populated and</li> <li>load any student data updates since February 15, 2019, into PearsonAccess<sup>next</sup>, based on the Testing RCDTS in the Pre-ID file.</li> </ul> <p>Note: This transmission <u>will NOT</u> have any effect on paper materials orders or Pre-ID labels.</p>	3/1/2019
Create Sessions Start/End in PearsonAccess <sup>next</sup>	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



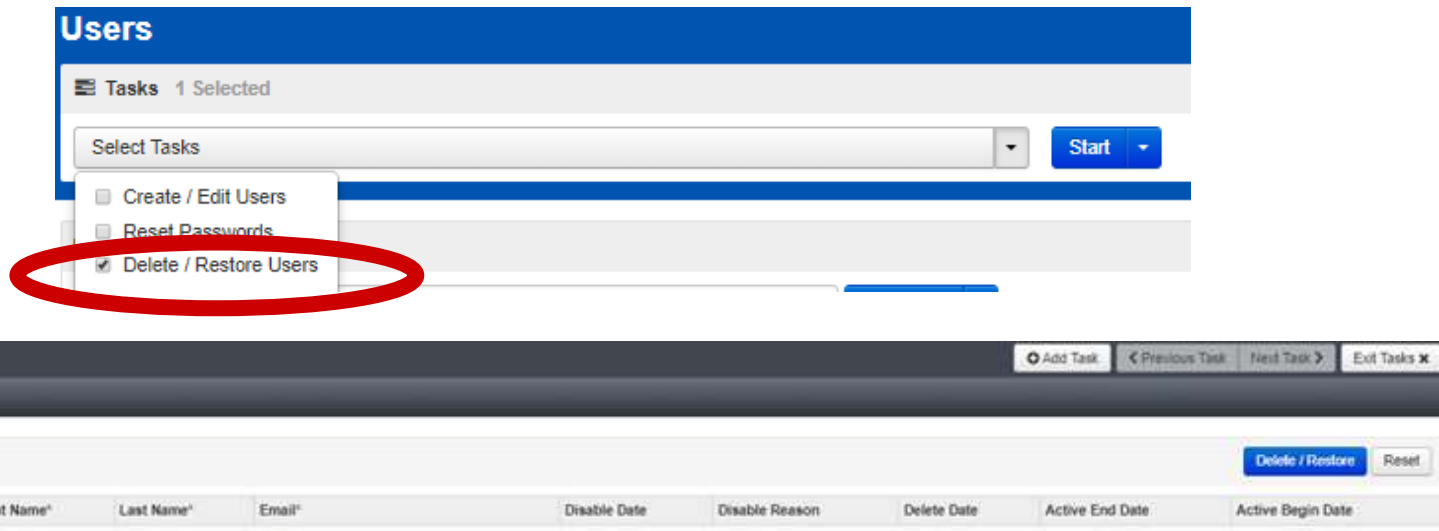
# User Accounts

- 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



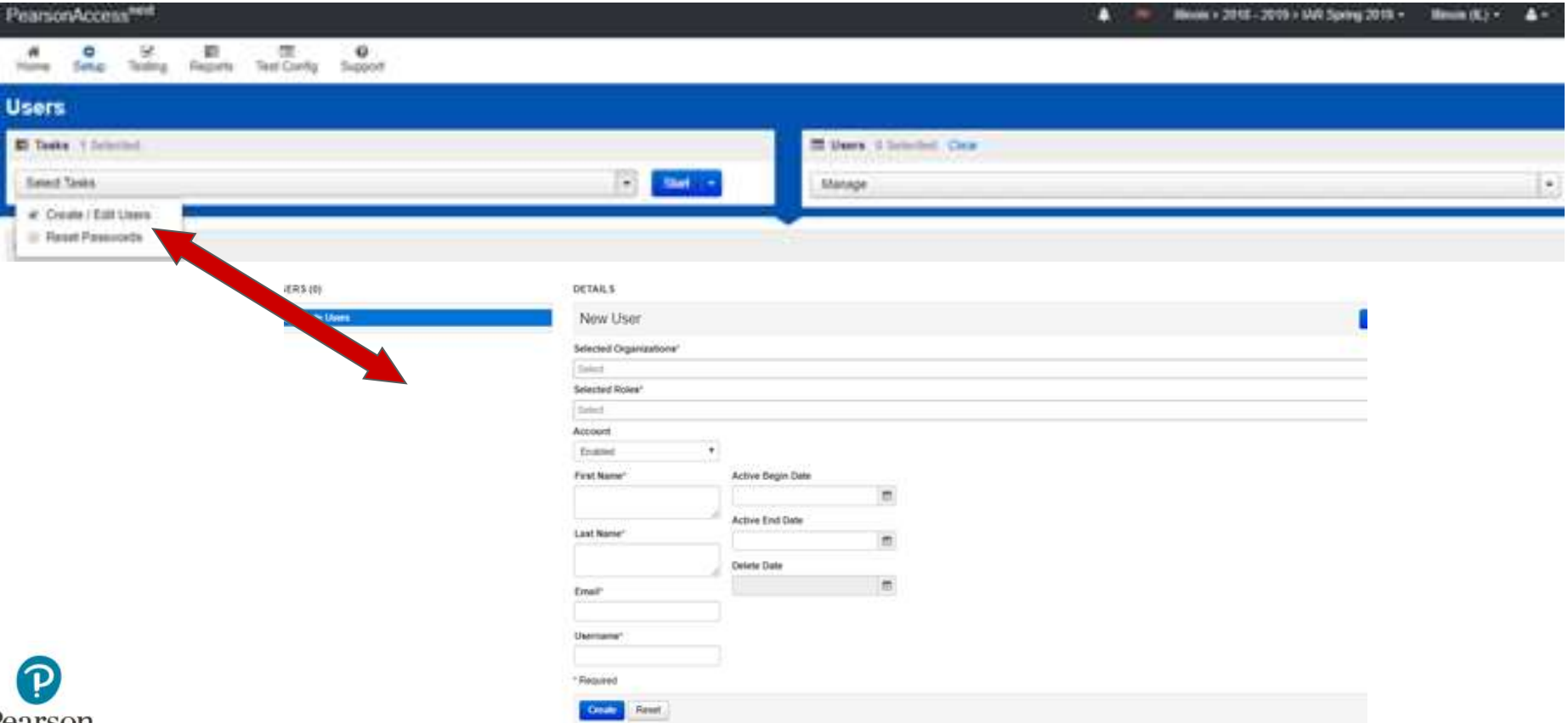
# User Accounts

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



The screenshot displays the 'Users' management interface. At the top, there is a blue header with the word 'Users'. Below it, a grey bar indicates 'Tasks 1 Selected'. A dropdown menu is open, showing three options: 'Create / Edit Users', 'Reset Passwords', and 'Delete / Restore Users'. The 'Delete / Restore Users' option is selected and highlighted with a red oval. To the right of the dropdown is a blue 'Start' button. Below the dropdown, there is a dark grey bar with navigation buttons: 'Add Task', '< Previous Task', 'Next Task >', and 'Exit Tasks ✕'. Below this is a white bar with the text 'Delete / Restore Users' and two buttons: 'Delete / Restore' and 'Reset'. At the bottom, a table header is visible with columns: 'Username\*', 'First Name\*', 'Last Name\*', 'Email\*', 'Disable Date', 'Disable Reason', 'Delete Date', 'Active End Date', and 'Active Begin Date'.

# Create New User Accounts



The screenshot shows the PearsonAccess user management interface. At the top, there is a navigation bar with 'PearsonAccess' and a menu with 'Home', 'Setup', 'Testing', 'Reports', 'Test Config', and 'Support'. Below this is a 'Users' section with a 'Tasks' dropdown menu. The 'Tasks' menu is open, showing 'Create / Edit Users' and 'Reset Passwords'. A red arrow points from 'Create / Edit Users' to the 'New User' form. The 'New User' form includes fields for 'Selected Organizations\*', 'Selected Roles\*', 'Account' (with a dropdown set to 'Enabled'), 'First Name\*', 'Last Name\*', 'Email\*', and 'Username\*'. There are also date pickers for 'Active Begin Date', 'Active End Date', and 'Delete Date'. At the bottom of the form are 'Create' and 'Reset' buttons. A footer with the Pearson logo is visible in the bottom left corner.

# 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<sup>next</sup> 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

## Organizations

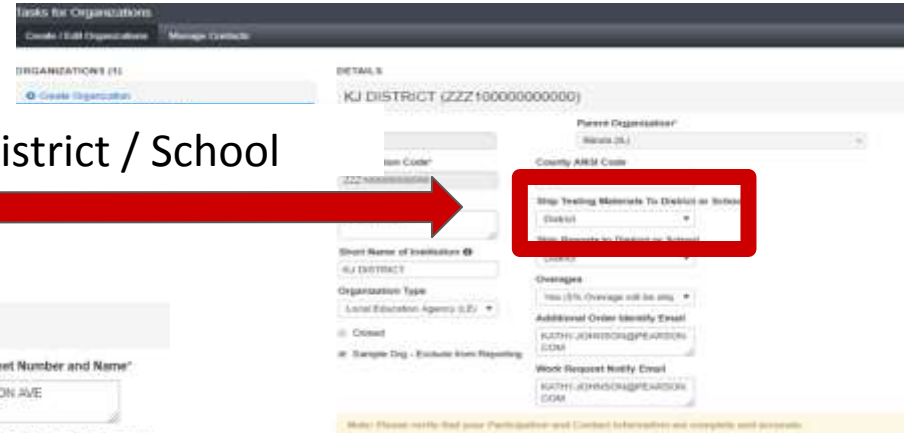
Tasks 2 Selected

Select Tasks

- Create / Edit Organizations
- Test Administration
  - Manage Participation
  - Edit Enrollment Counts
  - Manage Completion Statuses
- Manage Contacts
- Delete Organizations

Select one or more

- Confirm ship to District / School



### CONTACT DETAILS

#### Shipping

Contact Title	Address Street Number and Name*
DISTRICT TEST COORDINATOR	111 PEARSON AVE
Contact Name*	Address Suite / Building Site Number
KATHY JOHNSON	PO BOX INFO NOT ALLOWED
Primary Electronic Mail Address*	Address City*
KATHY.JOHNSON@PEARSON.COM	SAMPLE CITY
Alternate Electronic Mail Address	State Abbreviation
	IL
Telephone Number*	Country
1217222222	UNITED STATES OF AMER
Phone Extension	Address Postal Code*
	12345-1234
Fax Number	
1234567890	

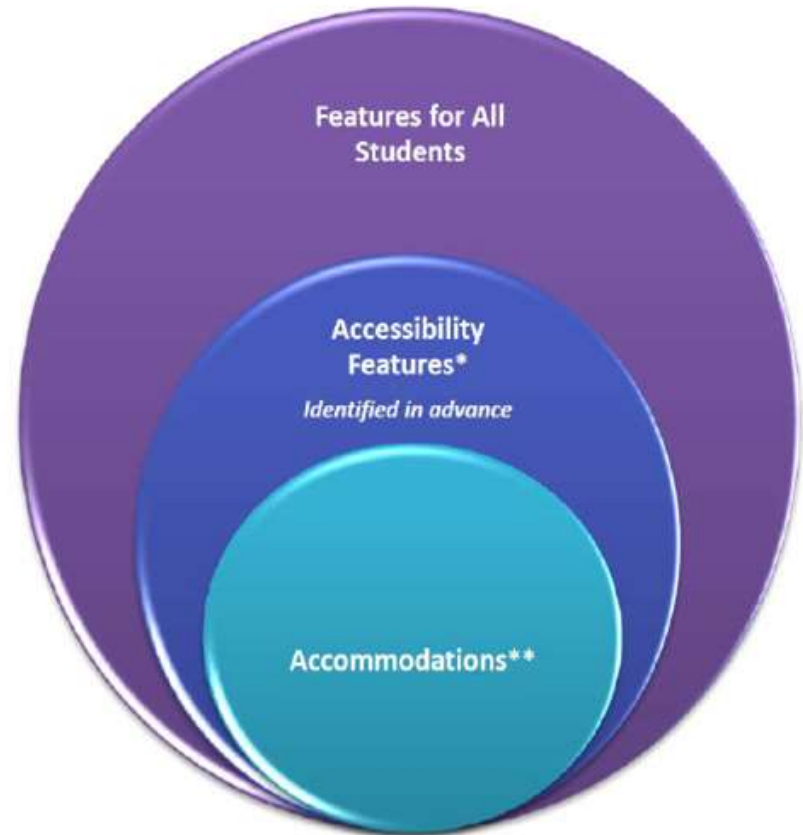
\* Required

- 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)





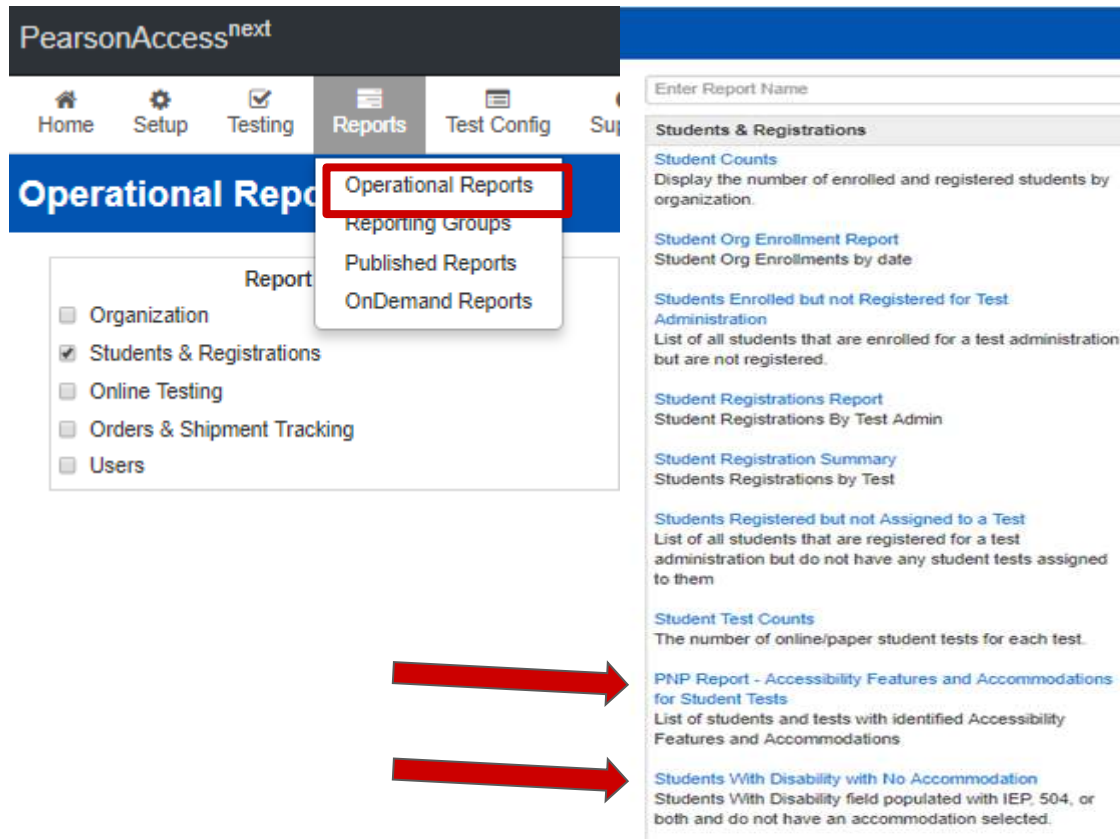
- Information is provided on the individual student testing experience via Student Registration/Personal Needs Profile (SR/PNP) either by file upload or directly in the user interface.
  - Initial SR/PNP information was uploaded from ISBE's Student Information System (SIS) during the week of 2/18 based 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 Human Reader Scripts for Computer Based Testing

- 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*



The screenshot shows the PearsonAccess next interface. The 'Reports' menu is open, with 'Operational Reports' highlighted in a red box. Below the menu, a list of report categories is shown, with 'Students & Registrations' selected. On the right side of the page, a list of reports is displayed under the heading 'Enter Report Name'. Two red arrows point from the 'Operational Reports' menu item to the 'PNP Report - Accessibility Features and Accommodations for Student Tests' and 'Students With Disability with No Accommodation' reports in the list.

PearsonAccess<sup>next</sup>

Home Setup Testing Reports Test Config Su

Operational Reports

- Operational Reports
- Reporting Groups
- Published Reports
- OnDemand Reports

Report

- Organization
- Students & Registrations
- Online Testing
- Orders & Shipment Tracking
- Users

Enter Report Name

Students & Registrations

[Student Counts](#)  
Display the number of enrolled and registered students by organization.

[Student Org Enrollment Report](#)  
Student Org Enrollments by date

[Students Enrolled but not Registered for Test Administration](#)  
List of all students that are enrolled for a test administration but are not registered.

[Student Registrations Report](#)  
Student Registrations By Test Admin

[Student Registration Summary](#)  
Students Registrations by Test

[Students Registered but not Assigned to a Test Administration](#)  
List of all students that are registered for a test administration but do not have any student tests assigned to them

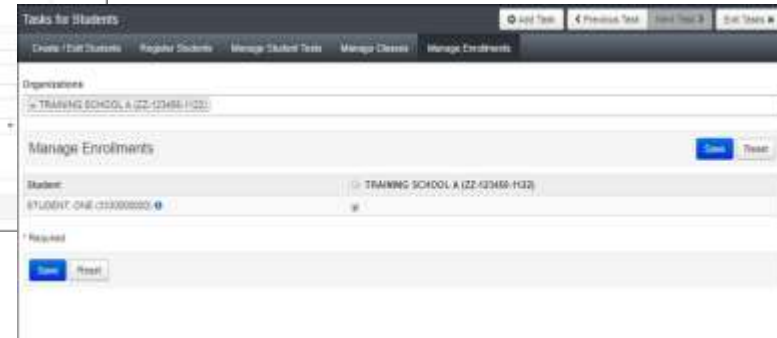
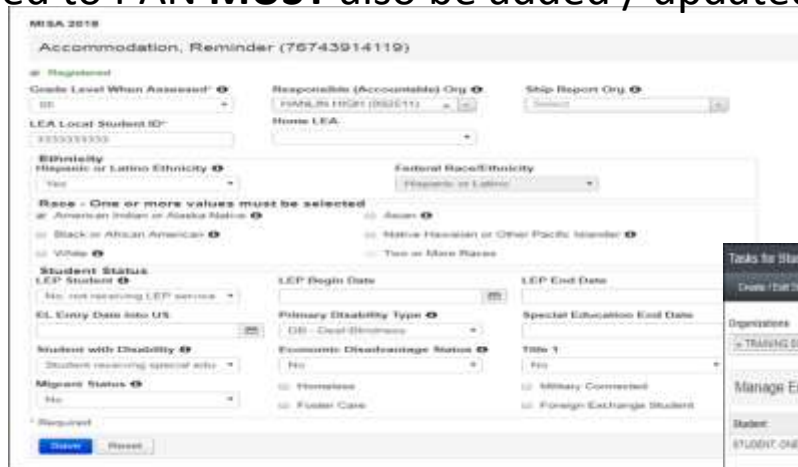
[Student Test Counts](#)  
The number of online/paper student tests for each test.

[PNP Report - Accessibility Features and Accommodations for Student Tests](#)  
List of students and tests with identified Accessibility Features and Accommodations

[Students With Disability with No Accommodation](#)  
Students With Disability field populated with IEP, 504, or both and do not have an accommodation selected.

# Student Registrations

- Students were created in PearsonAccess<sup>next</sup> 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.



The screenshot shows a web interface for student registration. At the top left, it says 'STUDENTS (1)'. Below that, a blue bar contains the text 'STUDENT, NEW (866444404)'. To the right of this bar, the text 'IAR SPRING 2019' is visible. The main form area has a header 'STUDENT, NEW (866444404)' and two buttons: 'Save' and 'Reset'. Below the header, there is a section for 'Registered' information. It includes three dropdown menus: 'Grade Level When Assessed\*' (set to 'Sixth Grade'), 'Responsible (Accountable) School Code\*' (set to 'KJ SAMPLE SCHOOL D...'), and 'Ship Report School Code\*' (set to 'Select'). On the right side of the form, there are two links: 'Show Student Detail' and 'Show Audit Trail'.

- 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

Grade 08 ELA/Literacy [Show Student Det](#)  
[Show Audit Trail](#)  
**1 Reminders**

Assigned (in progress)  
Organization: BIEDERMAN SCHOOL (999999999999...)  
Class Name: Select

Student Test UUID: 1F7C0DC4-0AB3-4346-8332-40E  
Test Administrator: [Text Field]  
Test Format: Online  
Staff Member Identifier: [Text Field]

Void Test Score Code  
 Void Test Score Reason  
 Unsubmitted

Summative Flag: [Text Field]

Retest: No  
Reason for No Valid Test Attempt (RNVT) codes must be entered in SIS

**Administration Consideration**

Frequent Breaks  
 Separate/Alternate Location  
 Small Group Testing

Specialized Equipment or Furniture  
 Specified Area or Setting  
 Time of Day

**Accessibility Features Identified in Advance**

Answer Masking  
 Student Reads Assessment Aloud to Self

Color Contrast: [Text Field]

**Presentation Accommodations**

ASL Video  
**Reminder!** Adding ASL Video without proper documentation may result in the student's test being invalidated

Closed Captioning for ELA/L  
 Refreshable Braille Display for ELA/L  
 Alternate Representation - Paper Test

Large Print  
 Human Signer for Test Directions  
 Assistive Technology - Non-Screen Reader  
 Assistive Technology - Screen Reader

Braille With Tactile Graphics: [Text Field]

**Response Accommodations**

Answers Recorded in Test Book  
 Monitor Test Response  
 Word Prediction for ELA/L

Calculation Device and Mathematics Tools: [Text Field]

Mathematics Response: [Text Field]

Braille Response: [Text Field]

ELA/L Constructed Response: [Text Field]

ELA/L Selected Response or Technology Enhanced Items: [Text Field]

**Accommodations for English Learners (EL)**

Mathematics Response - EL: [Text Field]

Spanish Transadaptation of the Mathematics Assessment: [Text Field]

Administration Directions Read Aloud in Student's Native Language: [Text Field]

Administration Directions Clarified in Student's Native Language  
 Word to Word Dictionary (English/Native Language)

**Timing and Scheduling Accommodations for English Learners and Students with Disabilities**

Extended Time: [Text Field]

**Other Accessibility Features and Accommodations**

Human Reader or Human Signer: [Text Field]

Text-to-Speech: [Text Field]

Emergency Accommodation: [Text Field]

Unique Accommodation

# 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

## TEST DETAILS

ELA GR EIGHT, ASL I (999995052)

Save

Reset

Grade 08 ELA/Literacy

Assigned (in progress)

Organization\*

Class Name ⓘ

ⓘ Show Student Details

ⓘ Show Audit Trail

1 Reminder(s)

## Presentation Accommodations

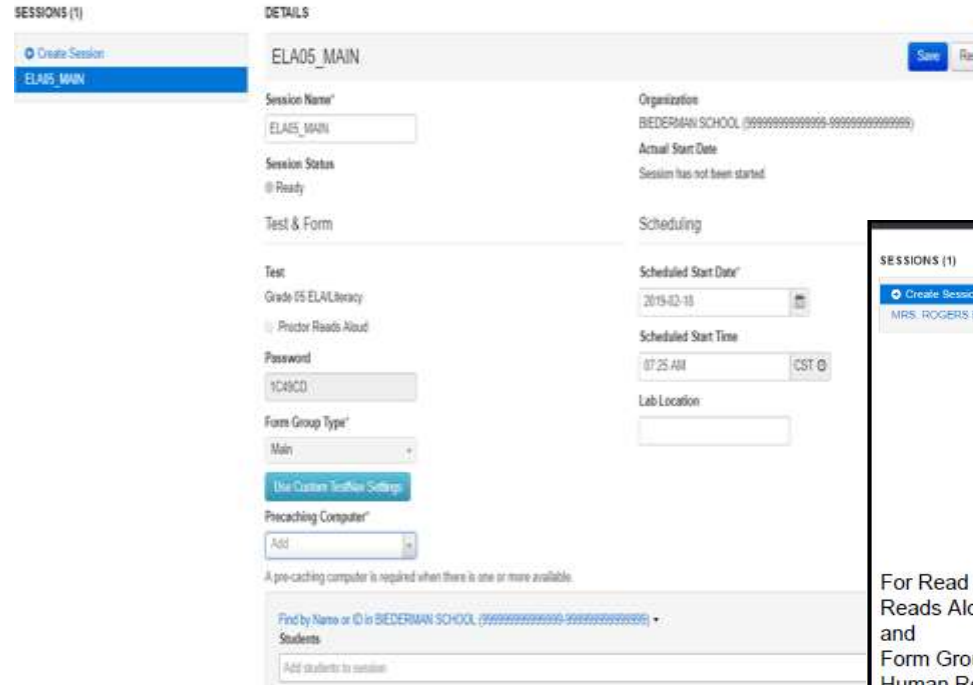
ASL Video ⓘ

Reminder! Adding ASL Video without proper documentation may result in the student's test being invalidated



# Create Sessions

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



SESSIONS (1)

DETAILS

ELA05\_MAIN

Organization: BEDERMAN SCHOOL

Actual Start Date: Session has not been started.

Scheduling

Scheduled Start Date: 2015-02-15

Scheduled Start Time: 07:25 AM CST

Lab Location:

Test: Grade 05 ELA Literacy

Proctor Reads Aloud

Password: 1C49CD

Form Group Type: Main

Use Custom Testfile Settings

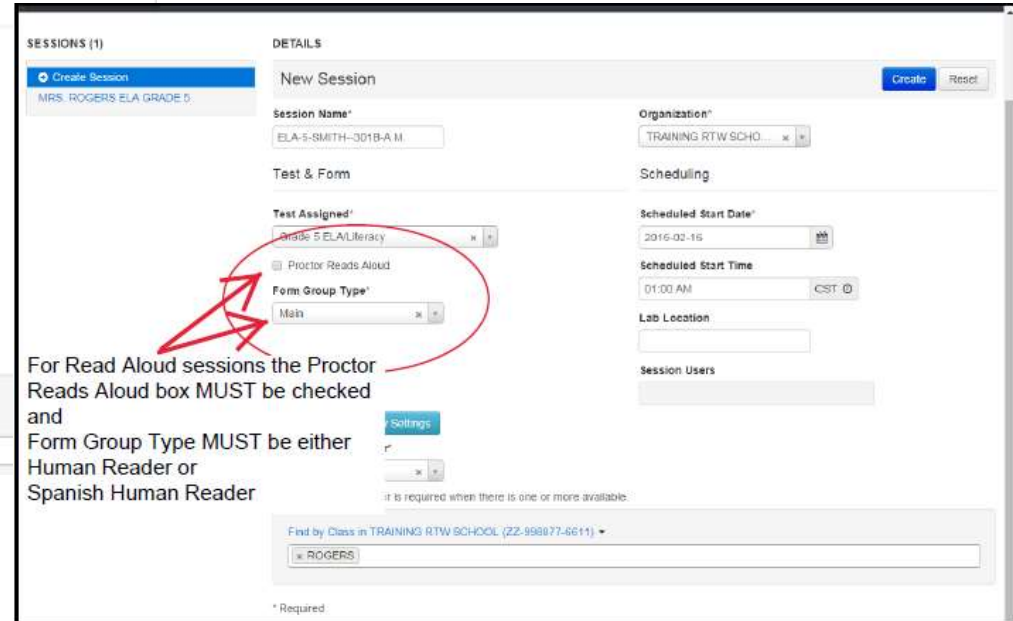
Pre-caching Computer: Add

A pre-caching computer is required when there is one or more available.

Find by Name or ID in BEDERMAN SCHOOL

Students

Add students to session



SESSIONS (1)

DETAILS

New Session

Organization: TRAINING RTW SCHO...

Scheduling

Scheduled Start Date: 2016-02-15

Scheduled Start Time: 01:00 AM CST

Lab Location:

Session Users:

Test Assigned: Grade 5 ELA Literacy

Proctor Reads Aloud

Form Group Type: Main

Settings

A pre-caching computer is required when there is one or more available.

Find by Class in TRAINING RTW SCHOOL

ROGERS

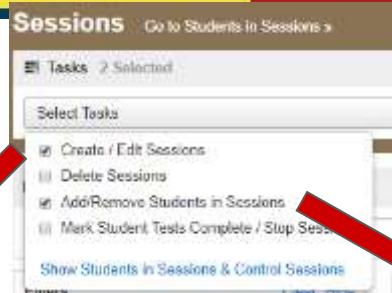
\* Required

For Read Aloud sessions the Proctor Reads Aloud box MUST be checked and Form Group Type MUST be either Human Reader or Spanish Human Reader

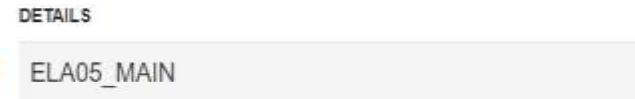
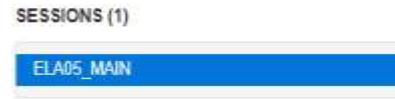


# Add Students to Sessions

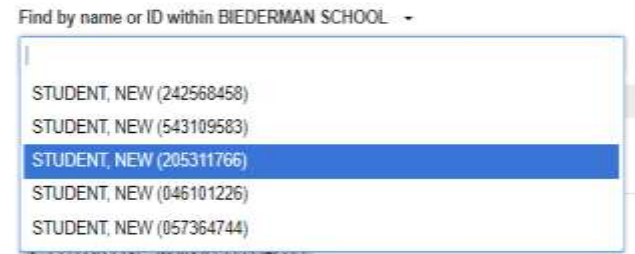
- Students will be added to a session via the 3/1 SR/PNP upload IF the student is NOT currently in a PAN session.



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



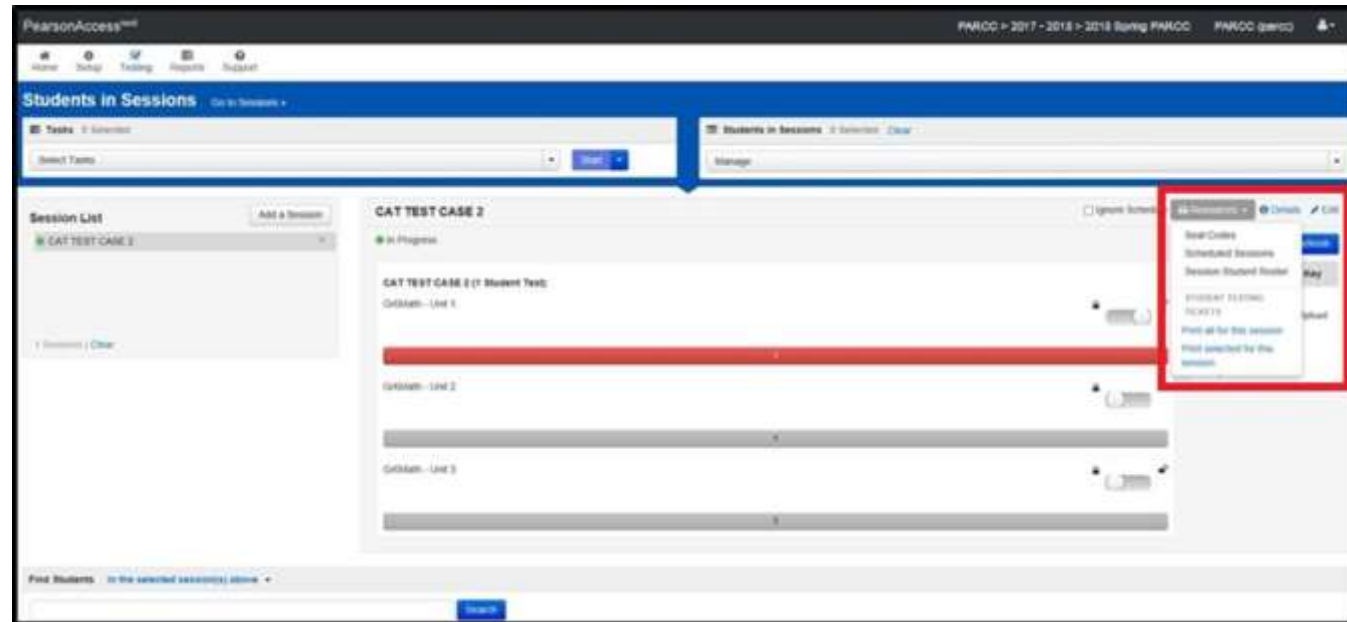
Add Students



# 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.



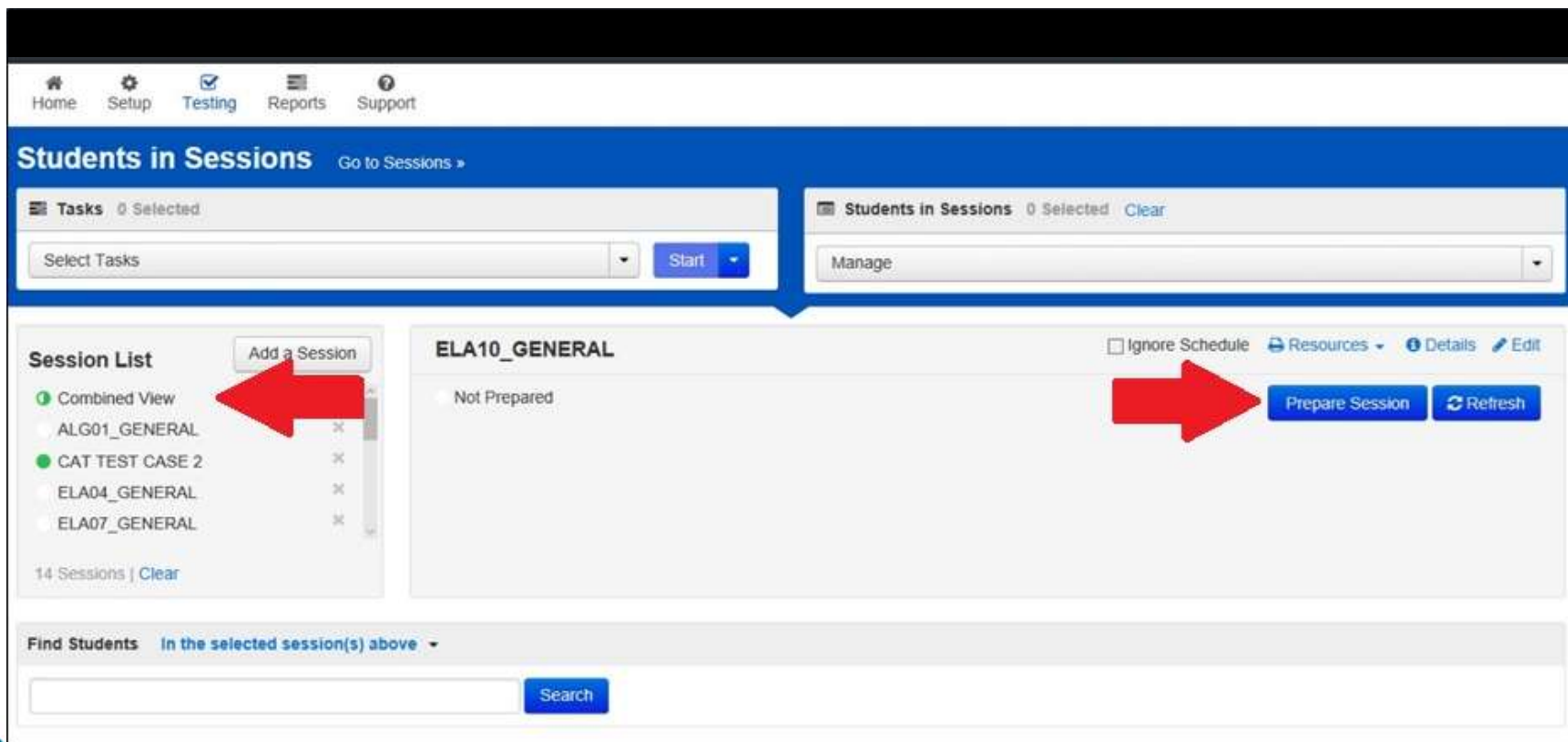
The screenshot displays the PearsonAccess interface. At the top, it shows 'PearsonAccess™' and navigation links for Home, Setup, Testing, Reports, and Support. The main header indicates 'PARCC - 2017 - 2018 - 2018 Spring PARCC' and 'PARCC (parcc)'. Below this, there are sections for 'Students in Sessions' and 'CAT TEST CASE 2'. A dropdown menu is open on the right side, showing options: 'Print Codes', 'Scheduled Sessions', 'Session Student Number', 'Print Student Tickets', 'Print all for this session', and 'Print selected for this session'. The 'Print Student Tickets' option is highlighted with a red box.



# 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



The screenshot shows the 'Students in Sessions' interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. Below this is a blue header with the title 'Students in Sessions' and a link 'Go to Sessions >'. The main area is divided into two panels. The left panel, titled 'Tasks', shows '0 Selected' and a 'Start' button. The right panel, titled 'Students in Sessions', shows '0 Selected' and a 'Clear' button. Below these panels is a 'Session List' on the left and a session details view for 'ELA10\_GENERAL' on the right. The 'Session List' includes an 'Add a Session' button and a list of sessions: 'Combined View', 'ALG01\_GENERAL', 'CAT TEST CASE 2', 'ELA04\_GENERAL', and 'ELA07\_GENERAL'. The 'ELA10\_GENERAL' view shows 'Not Prepared' and a 'Prepare Session' button. A red arrow points from the 'Add a Session' button to the 'Prepare Session' button. At the bottom, there is a 'Find Students' section with a search box and a 'Search' button.

Home Setup Testing Reports Support

**Students in Sessions** [Go to Sessions >](#)

**Tasks** 0 Selected [Start](#)

Select Tasks [Manage](#)

**Students in Sessions** 0 Selected [Clear](#)

**Session List** [Add a Session](#)

- Combined View
- ALG01\_GENERAL
- CAT TEST CASE 2
- ELA04\_GENERAL
- ELA07\_GENERAL

14 Sessions | [Clear](#)

**ELA10\_GENERAL**  Ignore Schedule [Resources](#) [Details](#) [Edit](#)

Not Prepared [Prepare Session](#) [Refresh](#)

**Find Students** [In the selected session\(s\) above](#)

[Search](#)

# Accommodation Indicators

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



# 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

Displaying 25 ▼ Ma

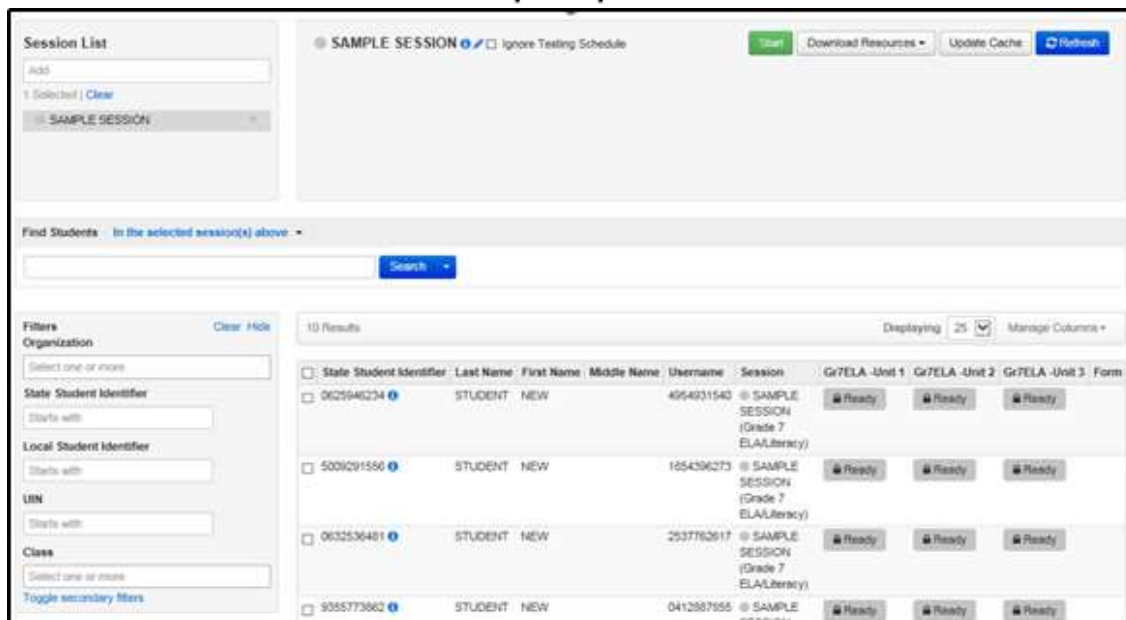
<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr6ELA - Unit 1	Gr6ELA - Unit 2	Form Group
<input type="checkbox"/>	413629946 ⓘ	STUDENT	NEW		6853420811	● KJ ELA GRADE 6 (Grade 06 ELA/Literacy)	🔒 Ready	🔒 Ready	Main
<input checked="" type="checkbox"/>	180573043 ⓘ	STUDENT	NEW		5574696535	● KJ ELA GRADE 6 (Grade 06 ELA/Literacy)	🔒 Ready	🔒 Ready	Main



# 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.



The screenshot shows the 'Start Sessions' interface. At the top, there is a 'Session List' section with an 'Add' button and a dropdown menu currently showing 'SAMPLE SESSION'. Below this, there are buttons for 'Start', 'Download Resources', 'Update Cache', and 'Refresh'. A search bar is located below the session list with the text 'Find Students in the selected session(s) above'. On the left side, there are filter sections for 'Organization', 'State Student Identifier', 'Local Student Identifier', 'LBN', and 'Class'. The main area displays a table of 10 results for the 'SAMPLE SESSION'. Each row includes a checkbox, a student identifier, last name, first name, middle name, username, session name, and three 'Ready' buttons for different units.

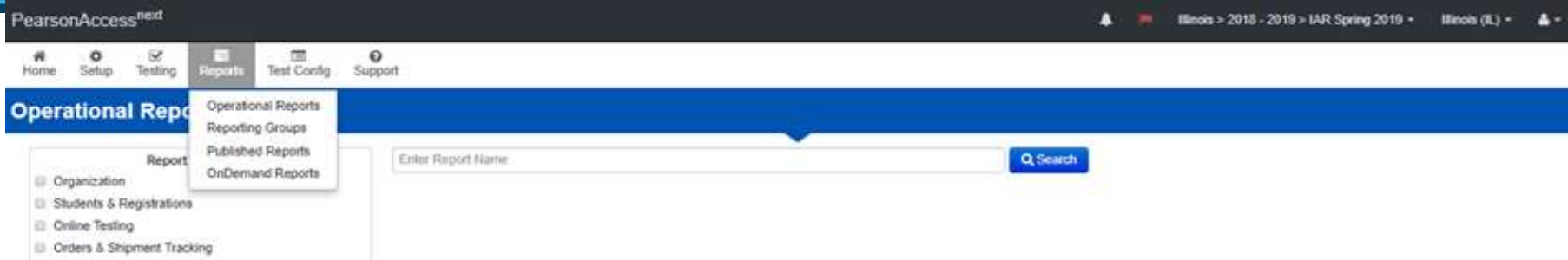
<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3
<input type="checkbox"/>	0025940234	STUDENT	NEW		4954931540	@@ SAMPLE SESSION (Grade 7 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready
<input type="checkbox"/>	5009291556	STUDENT	NEW		1654396273	@@ SAMPLE SESSION (Grade 7 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready
<input type="checkbox"/>	0632530481	STUDENT	NEW		2637762617	@@ SAMPLE SESSION (Grade 7 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready
<input type="checkbox"/>	9355773862	STUDENT	NEW		0412887655	@@ SAMPLE	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready

# 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

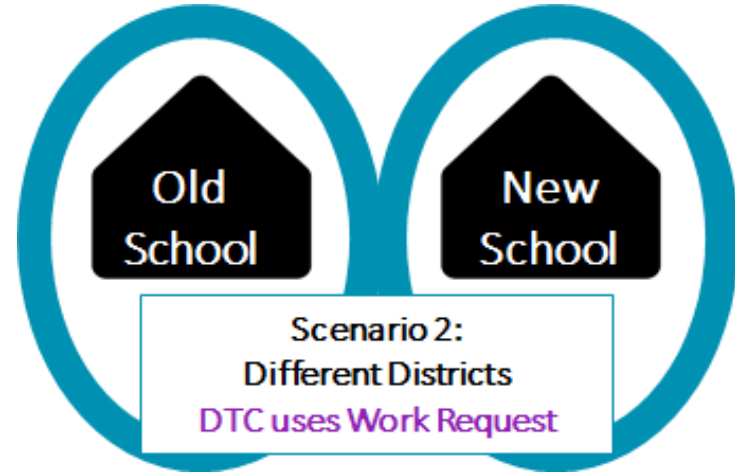
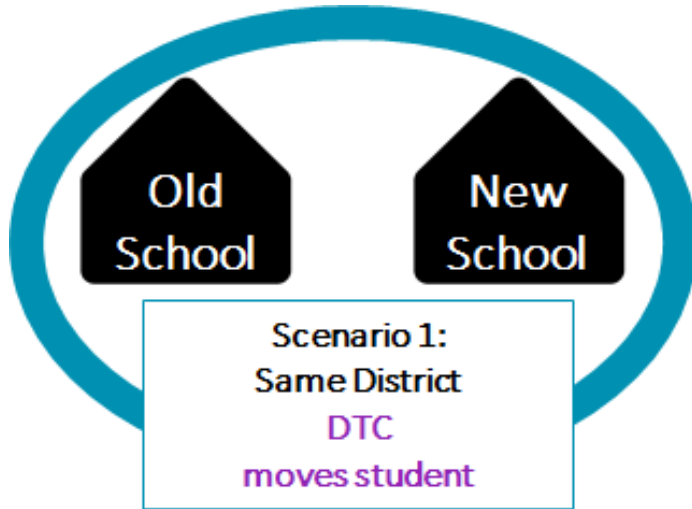


# Operational Reports



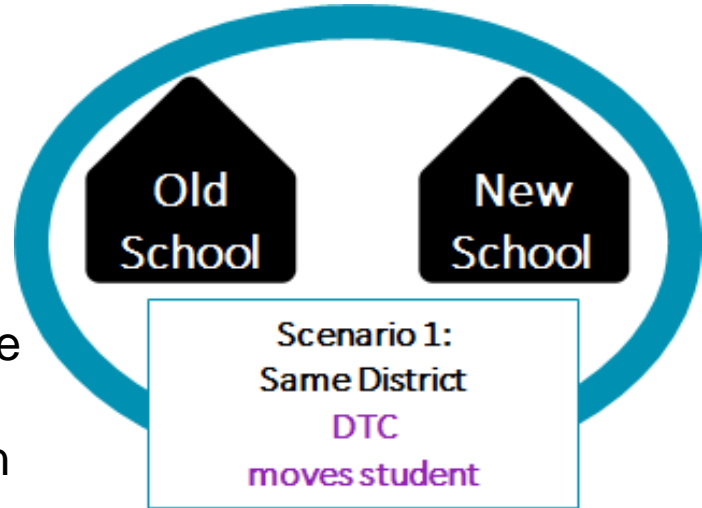
- **Operational Reports** - Reports that are useful for pre-administration activities:
  - Student Counts: Display the number of enrolled and registered students
  - Students Registered but not Assigned to a Test
  - PNP/Accommodations for Student tests: List of students and tests for specific accommodations.
  - 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

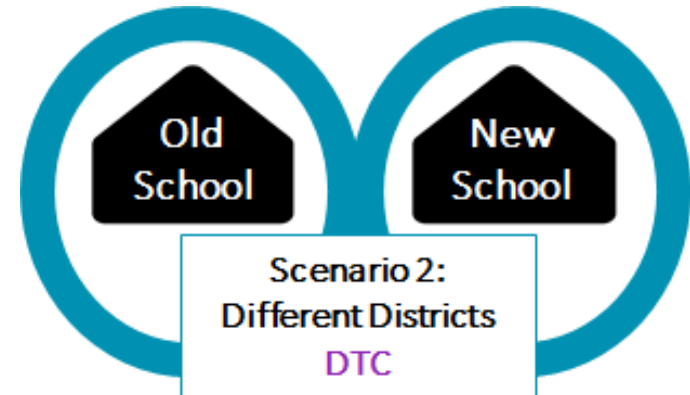
- Use the user Interface to move the student between schools.
  - Remove the student from his/her assigned Test Session.
  - Change the Student Organization in the Create/Edit Student task screen
  - Update Accountable Organization on the Register Students task screen (this should match the Home RCTDS 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

Home Setup Testing Reports

Work

- Import / Export Data
- Students
- Classes
- Organizations
- Users
- Published Report Access
- Work Requests**
- Feature Dates
- Notifications
- Review / Send Emails
- Orders & Shipment Tracking
- TestNav Configurations
- Precache By Test

Task

Select

Find Wo

Filters

Status

× Wait

Work Ty

Select

## Work Requests

Tasks 0 Selected

Select Tasks

Start

- Request / Delete Enrollment Transfer
- Approve / Reject Enrollment Transfer

Filters

Clear Hide

Status

× Waiting for Approval

No Results

<input type="checkbox"/>	Status	Work Type	Requested By
--------------------------	--------	-----------	--------------



# Work Request - Releasing District

- Check email and PearsonAccess<sup>next</sup> periodically
- Look for the red bell at the top of the PearsonAccess<sup>next</sup> 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<sup>next</sup>

## 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

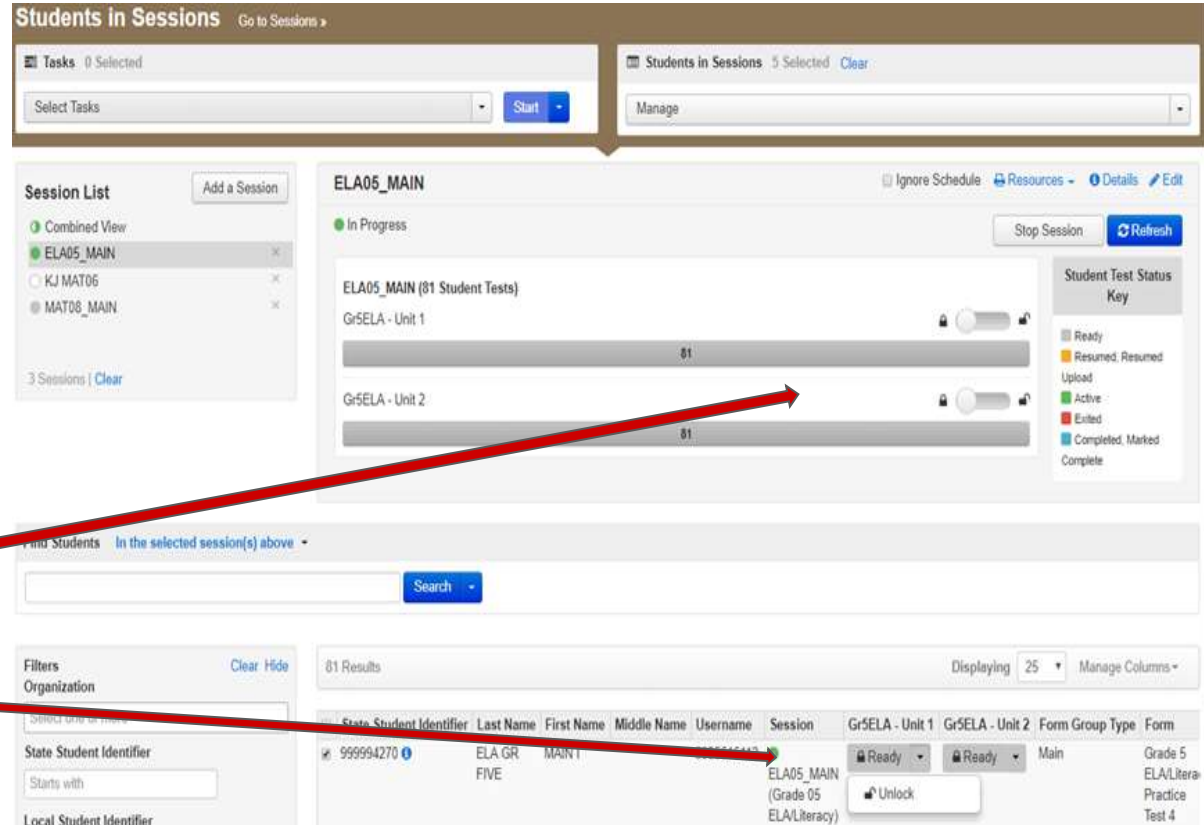
Resources & Support

# Part 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.



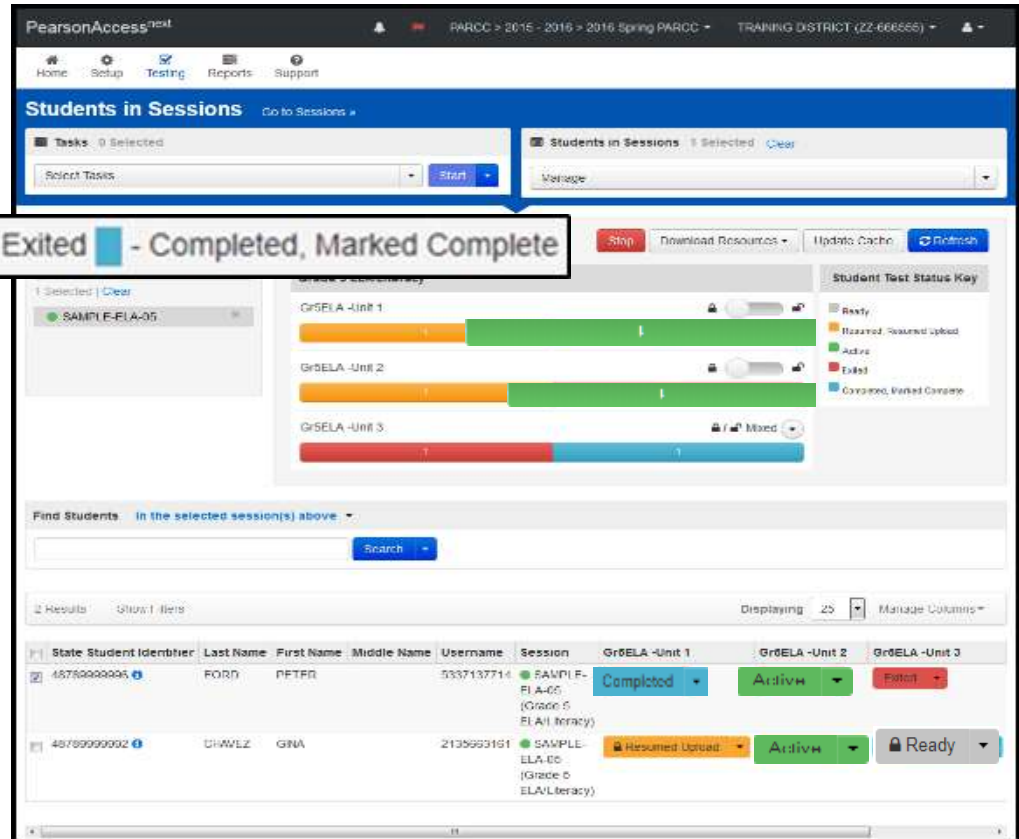
The screenshot displays the 'Students in Sessions' interface. At the top, there are two panels: 'Tasks' (0 Selected) and 'Students in Sessions' (5 Selected). Below these is a 'Session List' on the left with options for 'Combined View', 'ELA05\_MAIN', 'KJ MAT06', and 'MAT06\_MAIN'. The main area shows the 'ELA05\_MAIN' session in progress, with a list of units: 'Gr5ELA - Unit 1' and 'Gr5ELA - Unit 2', each with a progress bar and a lock icon. A 'Student Test Status Key' is visible on the right. At the bottom, a table shows 81 results for the selected session(s). The table has columns for State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Gr5ELA - Unit 1, Gr5ELA - Unit 2, Form Group Type, and Form. A red arrow points from the 'Gr5ELA - Unit 1' column in the table to the 'Gr5ELA - Unit 1' unit in the session details above. Another red arrow points from the 'Gr5ELA - Unit 1' column in the table to the 'Unlock' button in the session details above.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA - Unit 1	Gr5ELA - Unit 2	Form Group Type	Form
999994270	ELA GR	MAINT			ELA05_MAIN (Grade 05 ELA/Literacy)	Ready	Ready	Main	Grade 5 ELA/Literacy Practice Test 4



# Monitor Student Progress

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



The screenshot shows the PearsonAccess test administrator interface. At the top, there are navigation tabs for Home, Setup, Testing, Reports, and Support. The main heading is "Students in Sessions" with a "Go to Sessions" link. Below this, there are controls for "Tasks" (0 Selected) and "Students in Sessions" (1 Selected). A legend for "Student Test Status Key" is visible, showing: Ready (grey), Resumed, Resumed Upload (orange), Active (green), Exited (red), and Completed, Marked Complete (blue). The main area displays a list of sessions for a selected student (SAMPLE-ELA-05) across three units: Gr5ELA-Unit 1 (Completed), Gr5ELA-Unit 2 (Active), and Gr5ELA-Unit 3 (Mixed). Below this is a "Find Students" search box and a table of results.

State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3
4875000000004		FORD	PETER		5337137714	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	Completed	Active	Exited
4875000000002		GRWEZ	GINA		2135693151	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	Resumed Upload	Active	Ready

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

**Ready:** The student is ready to login to TestNav

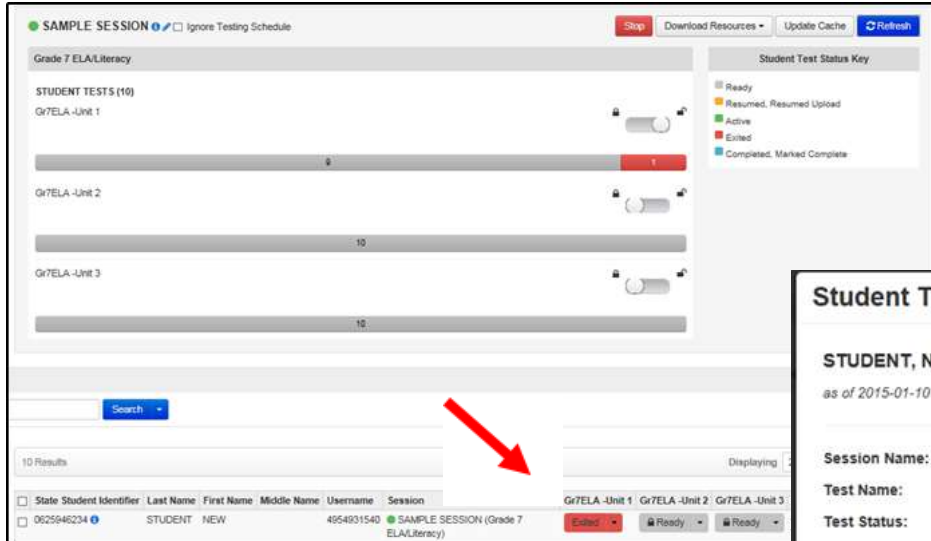
**Exited:** The student has exited out of TestNav

**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



**STUDENT TESTS (10)**

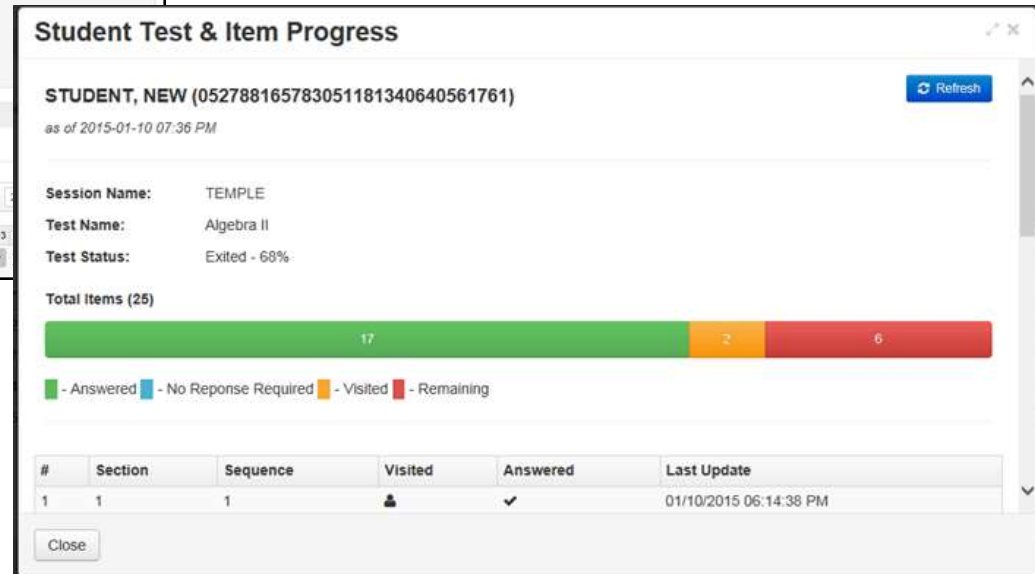
- Gr7ELA-Unit 1
- Gr7ELA-Unit 2
- Gr7ELA-Unit 3

**Student Test Status Key**

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

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3
0625946234	STUDENT	NEW		4654931540	SAMPLE SESSION (Grade 7 ELA/Literacy)	Exited	Ready	Ready

- Click on student status to view student item progress



**STUDENT, NEW (052788165783051181340640561761)**

as of 2015-01-10 07:36 PM

**Session Name:** TEMPLE  
**Test Name:** Algebra II  
**Test Status:** Exited - 68%

**Total Items (25)**


17 - Answered | 2 - No Reponse Required | 6 - Visited | 6 - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1			01/10/2015 06:14:38 PM



# View Student Item Progress

### Student Test & Item Progress



17 2 6

■ - Answered ■ - No Reponse Required ■ - Visited ■ - Remaining

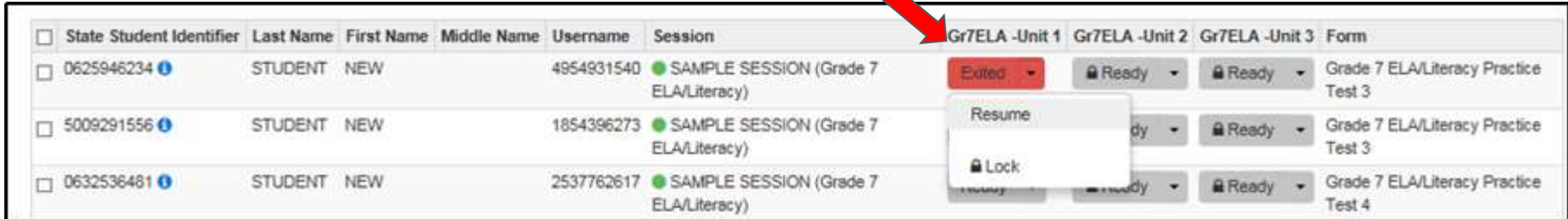
#	Section	Sequence	Visited	Answered	Last Update
1	1	1	👤	✓	01/10/2015 06:14:38 PM
2	1	2	👤	✓	01/10/2015 06:15:11 PM
3	1	3			
4	1	4	👤	✓	01/10/2015 06:15:22 PM
5	1	5	👤	✓	01/10/2015 06:15:27 PM
6	1	6	👤	✓	01/10/2015 06:15:38 PM
7	1	7	👤		01/10/2015 06:15:45 PM
8	1	8	👤	✓	01/10/2015 06:15:48 PM
9	2	1	👤	✓	01/10/2015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

Close



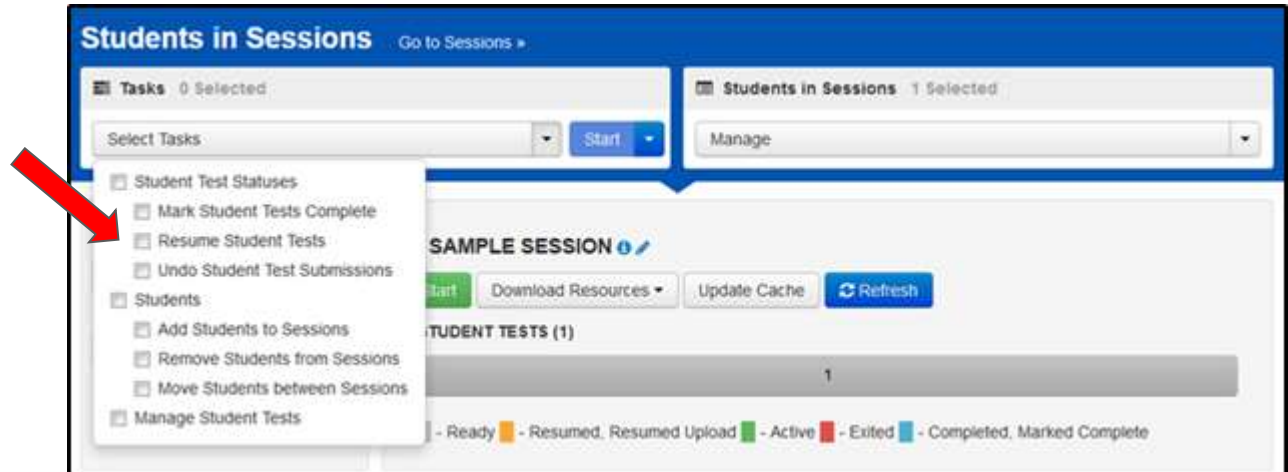
# Resume Students

## Option 1 to Resume Students:



<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234	STUDENT	NEW		4954931540	SAMPLE SESSION (Grade 7 ELA/Literacy)	Exited	Ready	Ready	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	5009291556	STUDENT	NEW		1854396273	SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	0632536481	STUDENT	NEW		2537762617	SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	Grade 7 ELA/Literacy Practice Test 4

## Option 2 to Resume Students:



**Students in Sessions** [Go to Sessions >](#)

**Tasks** 0 Selected

Select Tasks

**Students in Sessions** 1 Selected

Manage

- Student Test Statuses
  - Mark Student Tests Complete
  - Resume Student Tests
  - Undo Student Test Submissions
- Students
  - Add Students to Sessions
  - Remove Students from Sessions
  - Move Students between Sessions
  - Manage Student Tests

**SAMPLE SESSION**

**STUDENT TESTS (1)**


1

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

# 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.

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr9ELA -Unit 1	Gr9ELA -Unit
<input checked="" type="checkbox"/>	PT16FA0580 	ELA09	MAIN22		9823485100	<span style="color: green;">●</span> ELA09_GENERAL (Grade 9 ELA/Literacy)	<span style="background-color: orange; padding: 2px;">🔒 Resumed</span> ▾	<span style="background-color: #ccc; padding: 2px;">Ready</span> ▾
<input checked="" type="checkbox"/>	PT16FA0581 	ELA09	MAIN23		9349275225	<span style="color: green;">●</span> ELA09_GENERAL	<span style="background-color: orange; padding: 2px;">🔒 Resumed</span> ▾	<span style="background-color: #ccc; padding: 2px;">Ready</span> ▾

Resume Upload

---

 Unlock





# 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

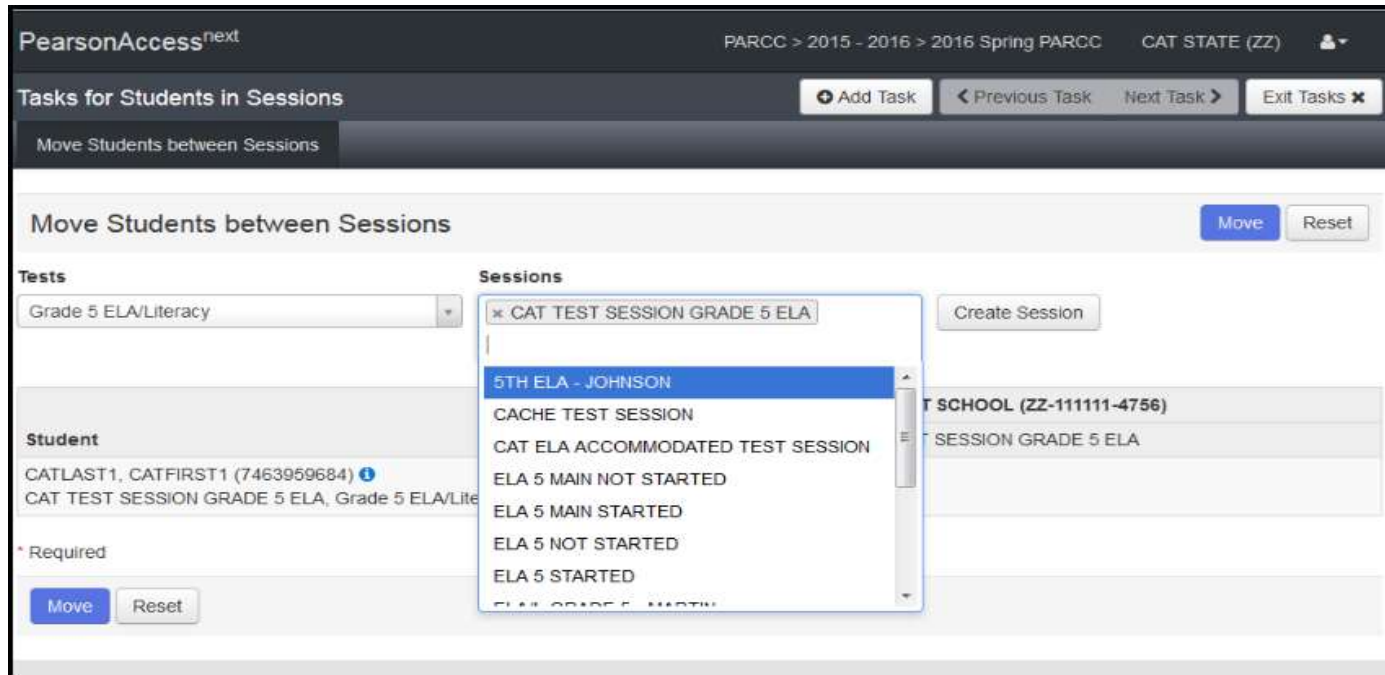
- **Form Specific PNP changes - student HAS started the test**
  - Example: A student was added to a session and the session prepared but Text-to-Speech was not in the student's PNP when they were added to the session.
    - IF the student HAS logged into any unit of the test:
      1. Mark all units 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.



PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC CAT STATE (ZZ)

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks

Move Students between Sessions

Move Students between Sessions Move Reset

Tests Sessions

Grade 5 ELA/Literacy

5TH ELA - JOHNSON

CREATE SESSION

ST SCHOOL (ZZ-111111-4756)

SESSION GRADE 5 ELA

Student

CATLAST1, CATFIRST1 (7463959684)

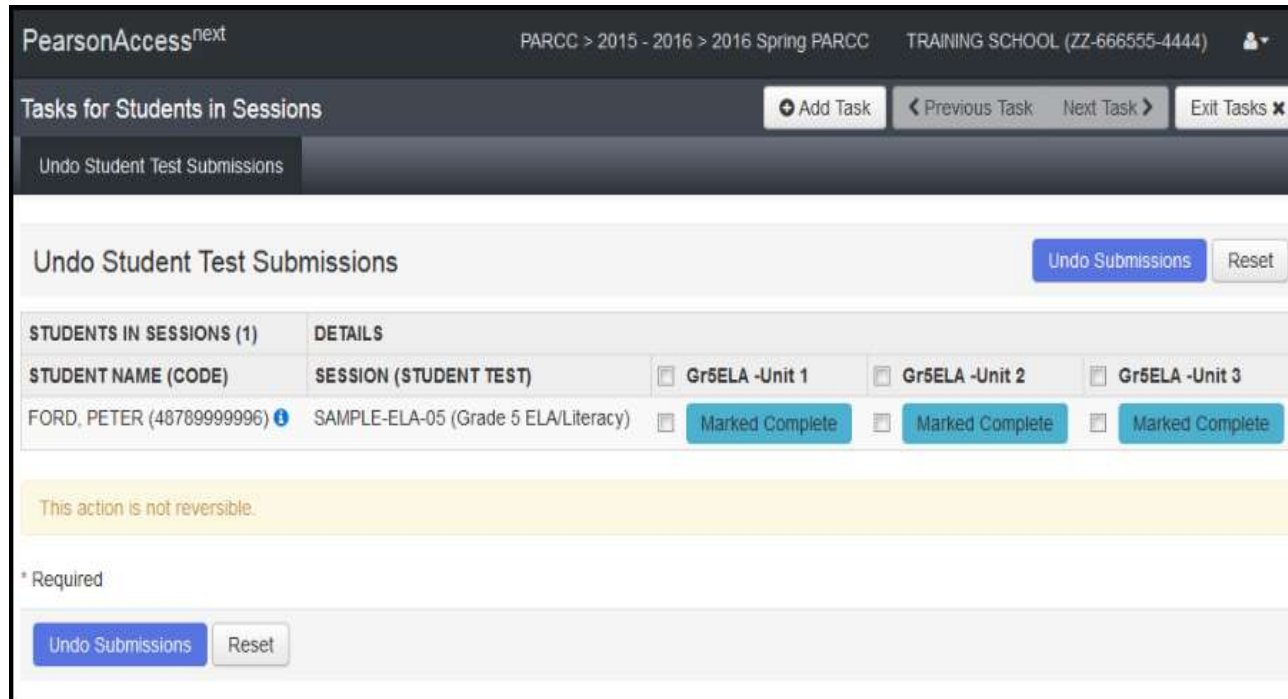
CAT TEST SESSION GRADE 5 ELA, Grade 5 ELA/Lite

\* Required

Move Reset

# Undo Student Test Submissions

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



PearsonAccess<sup>next</sup> PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING SCHOOL (ZZ-666555-4444)

Tasks for Students in Sessions [+ Add Task](#) [← Previous Task](#) [Next Task →](#) [Exit Tasks ✕](#)

Undo Student Test Submissions

Undo Student Test Submissions [Undo Submissions](#) [Reset](#)

STUDENTS IN SESSIONS (1)	DETAILS
STUDENT NAME (CODE)	SESSION (STUDENT TEST) <input type="checkbox"/> Gr5ELA -Unit 1 <input type="checkbox"/> Gr5ELA -Unit 2 <input type="checkbox"/> Gr5ELA -Unit 3
FORD, PETER (48789999996) ⓘ	SAMPLE-ELA-05 (Grade 5 ELA/Literacy) <input type="checkbox"/> <a href="#">Marked Complete</a> <input type="checkbox"/> <a href="#">Marked Complete</a> <input type="checkbox"/> <a href="#">Marked Complete</a>

This action is not reversible.

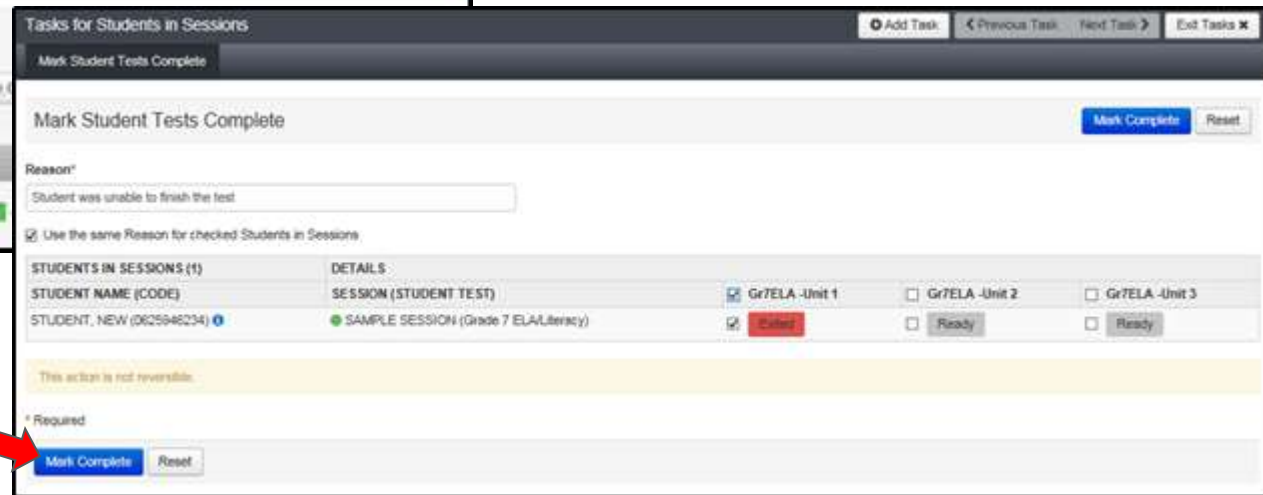
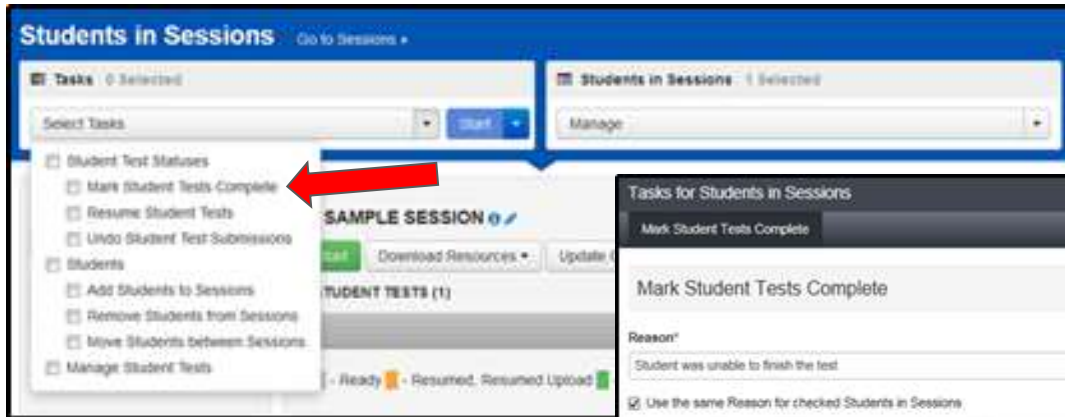
\* Required

[Undo Submissions](#) [Reset](#)



# 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

STUDENT TESTS (3)

Create Student Tests

STUDENT, NEW (046701288)

Grade 05 Mathematics Assigned

TEST DETAILS

STUDENT, NEW (046701288)

Grade 05 Mathematics

Assigned

Organization\* BIEDERMAN SCHOOL (999999999999...)

Class Name\* Select

Student Test UUID\* A2B48D7F-DCCB-45E7-91A7-DI

Test Administrator\* [Empty]

Test Format\* Online

Retest\* [Empty]

Void Test Score Code

Void Test Score Reason [Empty]

Unsubmitted

Reason for No Valid Test Attempt (RNVT) codes must be entered in SIS

Void Test Score Code

Void Test Score Reason [Empty]

Unsubmitted

Reason for No Valid Test Attempt (RNVT) codes must be entered in SIS

- 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<sup>next</sup>

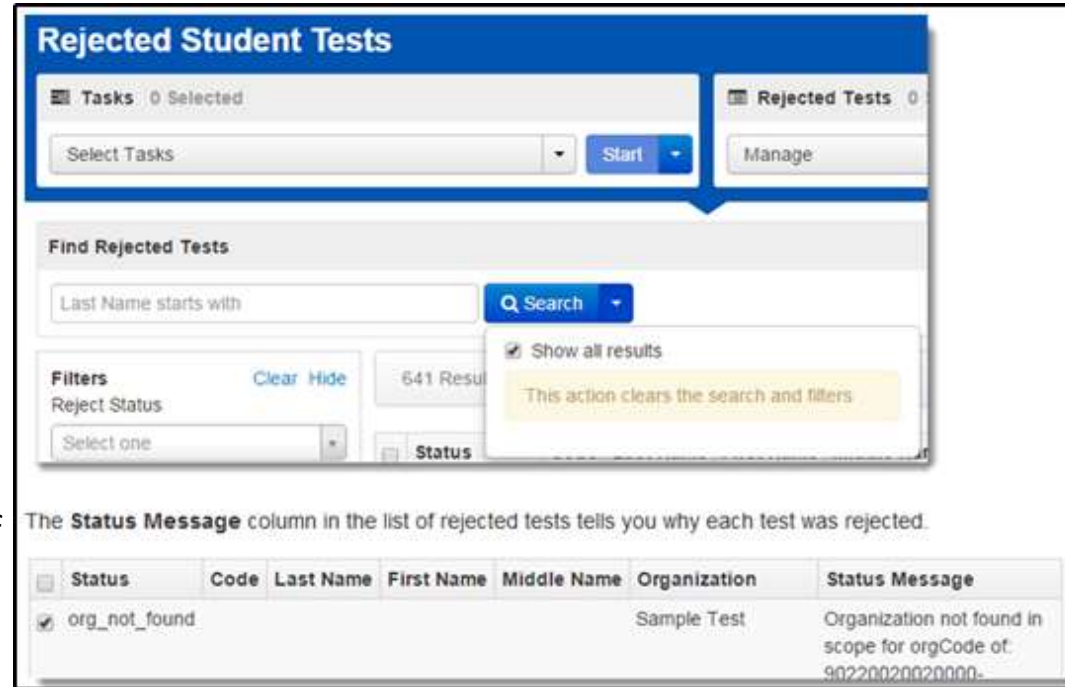


# Void vs Testing Irregularities

- 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<sup>next</sup>. 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.

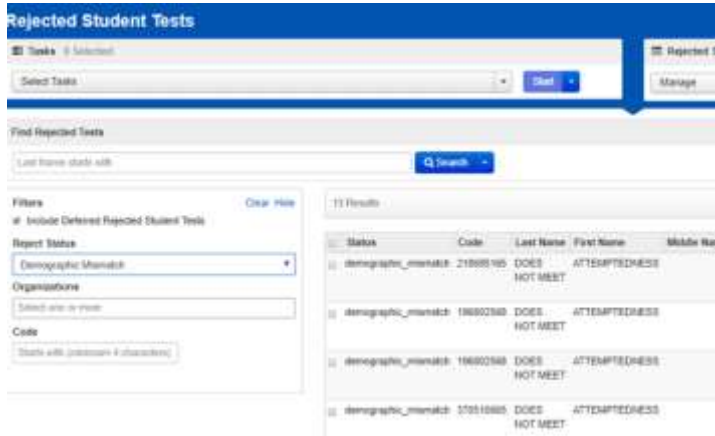
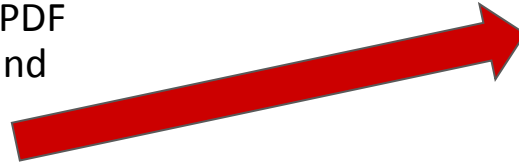


The **Status Message** column in the list of rejected tests tells you why each test was rejected.

Status	Code	Last Name	First Name	Middle Name	Organization	Status Message
<input checked="" type="checkbox"/>	org_not_found				Sample Test	Organization not found in scope for orgCode of: 90220020020000-

# 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.



Status	Code	Last Name	First Name	Middle Name
DOES NOT MEET	21868195		ATTEMPTEDNESS	
DOES NOT MEET	19602580		ATTEMPTEDNESS	
DOES NOT MEET	19602580		ATTEMPTEDNESS	
DOES NOT MEET	37010885		ATTEMPTEDNESS	

clipUn  
00102842088113201804

Defer Resolution

Defer Resolution Reason  
Blank? tested at another school

Attempt Attributes

Organization Code

State Student Identifier

Last or Surname ⓘ  
DOES NOT MEET

First Name ⓘ  
ATTEMPTEDNESS

Middle Name

Birthdate ⓘ  
2008-05-06

Sex ⓘ  
F

Grade



# Activities During Testing

- [Demonstration in Training Site](#)
  - Session Management

# Questions - Part II



# Agenda

## Part I: Before Testing

What's new for 2019?

Key Dates

Accommodations

Managing Organizations

PearsonAccess<sup>next</sup>

## 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 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

Tasks for Students in Sessions Add Task < Previous Task Next Task > Exit Tasks

Mark Student Tests Complete Mark Complete Reset

Your student list includes more than one test. Filter by test to see the other selected students.

Student Test: Grade 05 ELA/Literacy - Reason\*

Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (4)	DETAILS	Gr5ELA - Unit 1	Gr5ELA - Unit 2
STUDENT NAME (CODE)	SESSION (STUDENT TEST)		
ELA GR FIVE, MAIN I (999994270) ⓘ	● ELA05_MAIN (Grade 05 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready
ELA GR FIVE, MAIN II (999994272) ⓘ	● ELA05_MAIN (Grade 05 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready
ELA GR FIVE, MAIN III (999994274) ⓘ	● ELA05_MAIN (Grade 05 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready
ELA GR FIVE, MAIN IV (999994276) ⓘ	● ELA05_MAIN (Grade 05 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready

Notes in the Reason box are for local use only and will not stop the student's test from being scored. Contact the appropriate individual in your organization if the student's test needs to be voided.

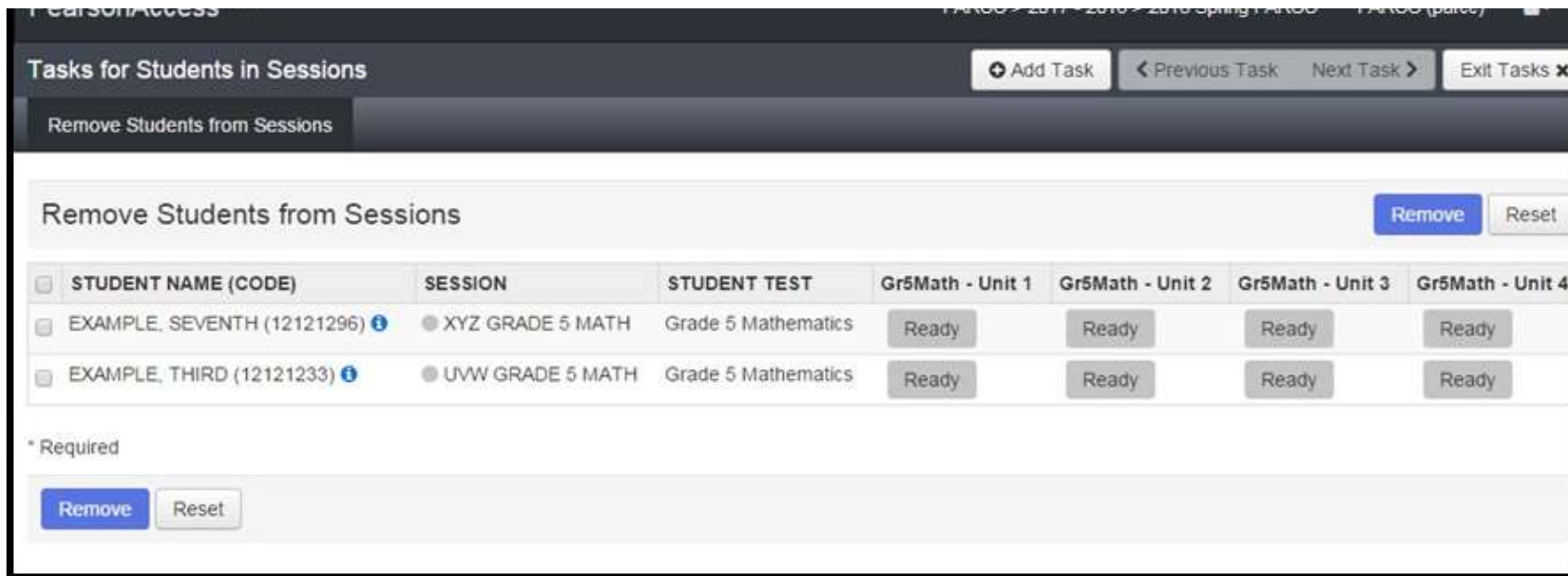
This action is not reversible.

\* Required



# 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.



Tasks for Students in Sessions

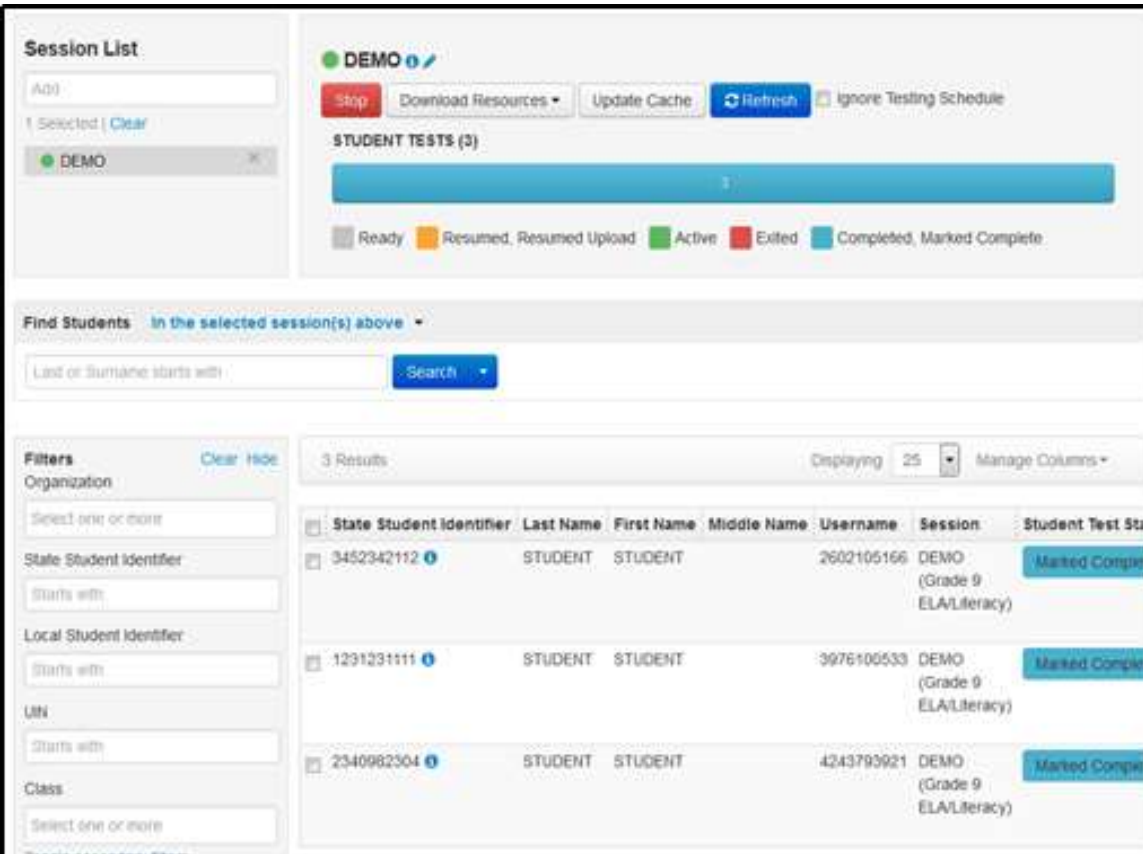
Remove Students from Sessions

Remove Students from Sessions

<input type="checkbox"/>	STUDENT NAME (CODE)	SESSION	STUDENT TEST	Gr5Math - Unit 1	Gr5Math - Unit 2	Gr5Math - Unit 3	Gr5Math - Unit 4
<input type="checkbox"/>	EXAMPLE, SEVENTH (12121296) ⓘ	● XYZ GRADE 5 MATH	Grade 5 Mathematics	Ready	Ready	Ready	Ready
<input type="checkbox"/>	EXAMPLE, THIRD (12121233) ⓘ	● UVW GRADE 5 MATH	Grade 5 Mathematics	Ready	Ready	Ready	Ready

\* Required

# Stop Sessions



**Session List**

ADD

1 Selected | Clear

DEMO

**DEMO**

Stop Download Resources Update Cache Refresh Ignore Testing Schedule

**STUDENT TESTS (3)**

1

Ready Resumed, Resumed Upload Active Exited Completed, Marked Complete

Find Students In the selected session(s) above

Last or Surname starts with Search

**Filters** Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

UTN

Starts with

Class

Select one or more

3 Results Displaying 25 Manage Columns

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Sta
3452342112	STUDENT	STUDENT		2602105166	DEMO (Grade 9 ELA/Literacy)	Marked Complete
1291231111	STUDENT	STUDENT		3976100533	DEMO (Grade 9 ELA/Literacy)	Marked Complete
2340982304	STUDENT	STUDENT		4243793921	DEMO (Grade 9 ELA/Literacy)	Marked Complete

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



# Agenda

## Part I: Before Testing

What's new for 2019?

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PearsonAccess<sup>next</sup>

## Part II: During Testing

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Resolve Rejected Test Alerts

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Session Clean-Up

## Part IV: Paper Testing

Paper Materials



## Part V: Additional Information

Resources & Support

# Part IV: Paper Testing

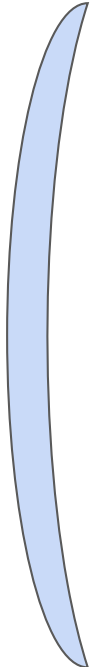
- Paper Materials
  - Initial Material Order
  - Additional Orders
  - Returning Materials



# 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

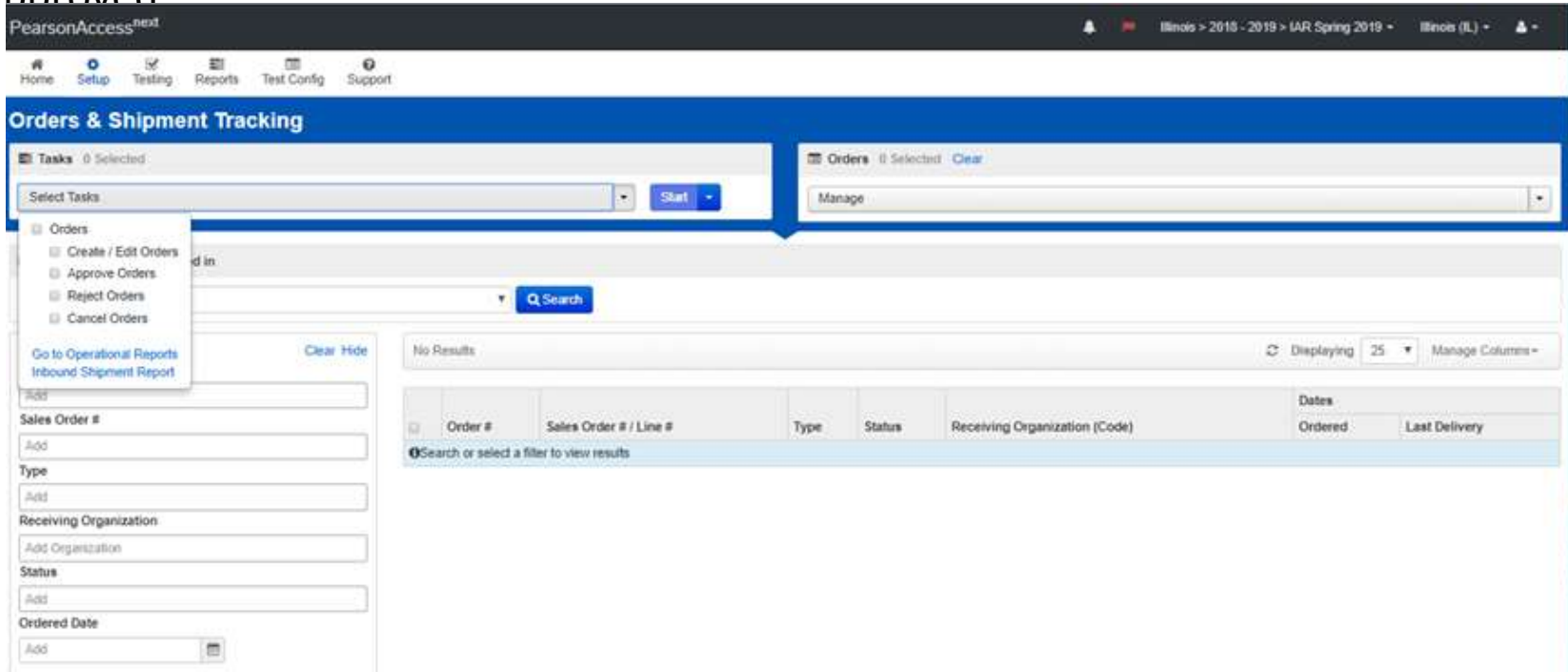
- 
- Test Coordinator Kit
    - Resealable plastic bag
    - Paper Bands
    - Pearson Scorable and Nonscorable Labels (in different colors)
    - Pre-printed/pre-gridded Return School Header
    - Student ID Labels and Roster
    - Return Instructions Sheet
    - Shipping Carrier Return Instructions
  - 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



The screenshot shows the PearsonAccess.next interface for 'Orders & Shipment Tracking'. The top navigation bar includes 'Home', 'Setup', 'Testing', 'Reports', 'Test Config', and 'Support'. The main content area is divided into two sections: 'Tasks' and 'Orders'. The 'Tasks' section has a 'Select Tasks' dropdown menu with a 'Start' button. The 'Orders' section has a 'Manage' dropdown menu. A search bar is located below these sections. The main table area displays 'No Results' and a table with columns: Order #, Sales Order # / Line #, Type, Status, Receiving Organization (Code), and Dates (Ordered, Last Delivery). A search prompt 'Search or select a filter to view results' is visible below the table. On the left side, there are input fields for 'Sales Order #', 'Type', 'Receiving Organization', 'Status', and 'Ordered Date', each with an 'Add' button. A 'Go to Operational Reports Inbound Shipment Report' link is also present.

# 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.

IL000009154 S-00000

DIST: \_\_\_\_\_ DIST #: \_\_\_\_\_

\_\_\_\_\_

SCHOOL: \_\_\_\_\_ SCH #: \_\_\_\_\_

BOX \_\_\_\_\_ OF \_\_\_\_\_ STATE: \_\_\_\_\_

**IAR 2019 SCORABLE**

PEARSON  
9200 EARHART LANE SW  
CEDAR RAPIDS, IA 52404-9078

IAR ELA/MATH SPRING 2019 SCORABLE TEST MATERIALS

IL000009153 S-00000

DIST: \_\_\_\_\_ DIST #: \_\_\_\_\_

\_\_\_\_\_

SCHOOL: \_\_\_\_\_ SCH #: \_\_\_\_\_

BOX \_\_\_\_\_ OF \_\_\_\_\_ STATE: \_\_\_\_\_

**IAR 2019 NONSCORABLE**

PEARSON  
7405 IRISH DRIVE SW  
CEDAR RAPIDS, IA 52404-8964

IAR ELA/MATH SPRING 2019 NONSCORABLE TEST MATERIALS

# Questions - Part IV



# Agenda



## Part I: Before Testing

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## Part II: During Testing

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Paper Materials

## Part V: Additional Information

Resources & Support

# 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](http://www.isbe.net/Pages/IAR.aspx)
- Pearson Program Team / ISBE Contact information (see final slide)

# PearsonAccess<sup>next</sup> Support



PearsonAccess<sup>next</sup>

Home Support



## ★ Program Information



### ILLINOIS ASSESSMENT OF READINESS (IAR)

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

- Allows students to demonstrate what they know and can do in math and English language arts
- Provides a measure of college and career readiness for students
- Contains high-quality test items that measure the full range of state adopted standards
- Assists educators in supporting student learning
- Makes use of technology in assessments, and advances accountability at all levels

## Contact Us

Illinois Customer Support

1-833-213-3879

Monday - Friday

6:00 am - 6:00 pm (CT)

## Related Links

- [Help and FAQs](#)
- [PearsonAccess<sup>next</sup> Training Site](#)
- [Practice Tests](#)
- [Illinois Pearson Customer Portal](#)

Sign In

Sign In

Contact Us

Illinois Customer Support

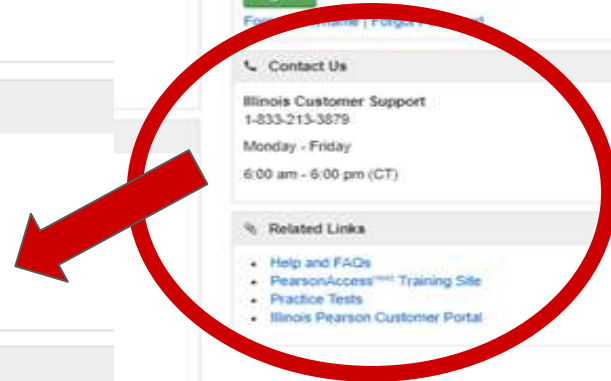
1-833-213-3879

Monday - Friday

6:00 am - 6:00 pm (CT)

Related Links

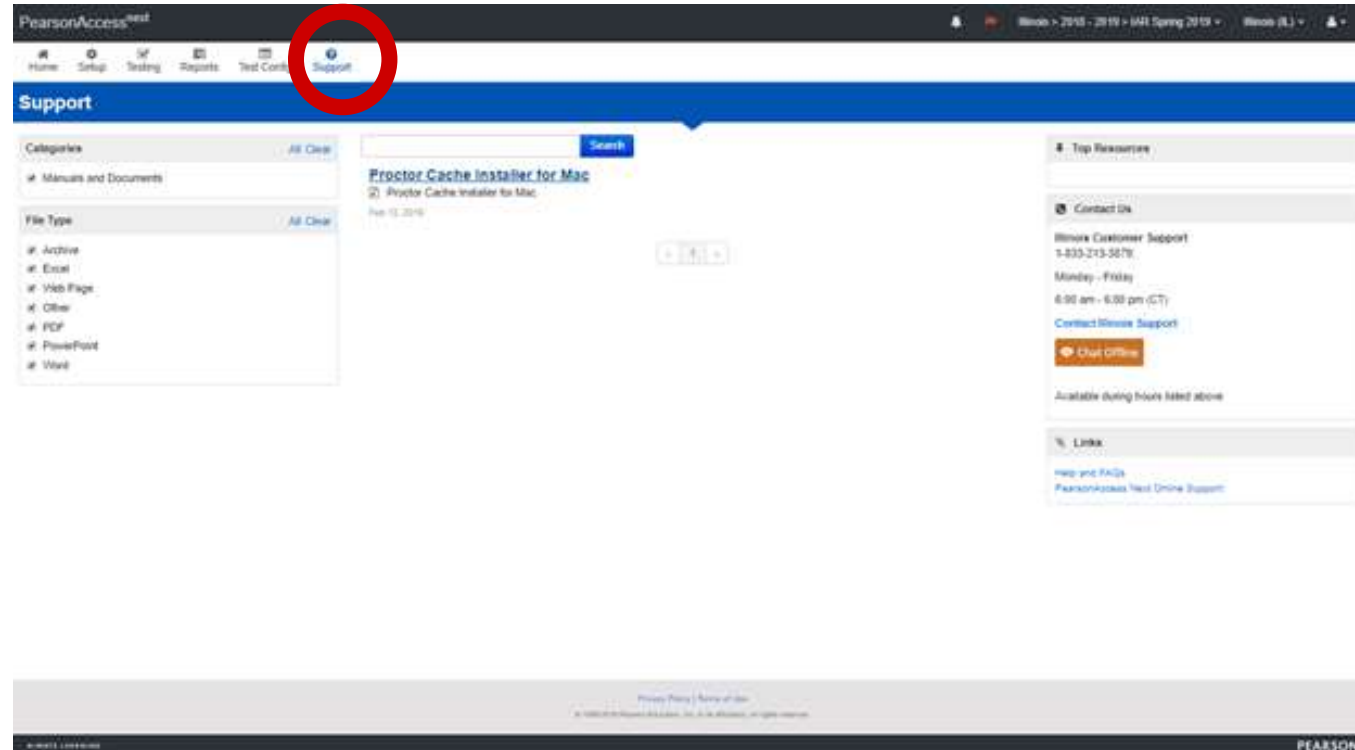
- [Help and FAQs](#)
- [PearsonAccess<sup>next</sup> Training Site](#)
- [Practice Tests](#)
- [Illinois Pearson Customer Portal](#)



Pearson

<http://il.pearsonaccessnext.com>

- Support tab (after logging in)



The screenshot shows the PearsonAccess<sup>next</sup> Support page. The 'Support' tab in the top navigation bar is circled in red. The page content includes a search bar, a list of categories and file types, a search result for 'Proctor Cache Installer for Mac', and a 'Top Resources' section with contact information and a chat button.

# Pearson Customer Support



- Home
- PearsonAccess<sup>next</sup>
- Technology Setup
- Resources
- Reporting
- Test Preparation
- Support

## Customer Support

Customer support and assistance is available via email, chat, or phone. Pearson technical and customer support is available Monday through Friday for assistance with installation of software, test session management, or technical troubleshooting during testing.

### [Customer support FAQs](#)

#### Chat

Chat Offline

Monday - Friday  
6:00 am - 6:00 pm (CT)

#### Phone

**ISBE Division of Assessment and Accountability**  
1-866-317-6034  
email: [assessment@isbe.net](mailto:assessment@isbe.net)  
website: [isbe.net/assessment](http://isbe.net/assessment)

**Illinois Customer Support**  
1-833-213-3879

Monday - Friday  
6:00 am - 6:00 pm (CT)

#### email

Submit a Pearson help desk request





# ISBE/Pearson Contact Information



## ISBE Assessment & Accountability

866-317-6034

[assessment@isbe.net](mailto:assessment@isbe.net)

[www.isbe.net/Pages/Assessment.aspx](http://www.isbe.net/Pages/Assessment.aspx)

## Pearson

833-213-3879

<https://il.mypearsonsupport.com>

## SIS Helpdesk

217-558-3600 (option 3)

[www.isbe.net/Pages/Student-Information-System.aspx](http://www.isbe.net/Pages/Student-Information-System.aspx)



# Questions

