



Illinois Science Assessment



# TEST ADMINISTRATOR MANUAL

**2024 SPRING**

Computer-Based Testing (CBT)  
Science

Throughout this document, the \* symbol signifies a statement of high importance.

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## 1.0 Overview

The Illinois Science Assessment (ISA) will be administered in either computer-based testing (CBT) or paper-based testing (PBT) format. For all of the PBT students, schools will have to place an additional order to receive paper testing materials. Schools will also need to set up a “Transcription English” or “Transcription Spanish” test session and transcribe these student responses directly into TestNav by the established deadline.

The Illinois Science Assessment assesses progress of students in grades 5, 8, and 11 in meeting the Illinois Learning Standards in Science incorporating the Next Generation Science Standards (NGSS).

### 1.1 About this Manual

This manual provides instructions applicable to Test Administrators necessary for the computer-based administration of the ISA, as well as the procedures and protocols for the Test Administrator to complete before, during, and after test administration. This manual also contains the protocols that Test Administrators and Proctors must follow related to test security and test administration. Definitions for terms used in this manual can be found in **Appendix A**.

When administering the computer-based ISA to students, the Test Administrator should turn to the page that contains the script (i.e., student directions that are read aloud during testing) for the section he or she is administering. All administration instructions are contained within each script. In addition to English, the scripts are translated into the following languages: Arabic, Chinese (Mandarin), Gujarati, Hindi, Polish, Russian, Spanish, Tagalog, Ukrainian, and Urdu. The translated scripts are available at <http://il.mypearsonsupport.com>.

All documents referenced in this manual can be found at <http://il.mypearsonsupport.com>.

### 1.2 Roles of Individuals

**District Test Coordinator (DTC)** is the individual at the district level who is responsible for the overall coordination of test administration.

**School Test Coordinator (STC)** is the individual at the school level who is responsible for the overall coordination of test administration. The role may be taken on by the Principal or Designee based on established criteria. This individual is responsible for coordinating test administration and resolving testing issues at his or her school. This individual is also responsible for all post testing procedures (e.g., stopping all online test sessions).

**Test Administrator (TA)** is an individual at the school who is responsible for administering the assessment. Refer to your School Test Coordinator for qualifications.

In general, the following individuals may serve as a Test Administrator:

- Individuals employed by the district as teachers
- District- and school-level administrators
- Other certified educational professionals

Parents or legal guardians may **\*NOT\*** serve as a Test Administrator, unless otherwise specified by Illinois State Board of Education (ISBE). In addition, student teachers may **\*NOT\*** serve as a Test Administrator in charge of administering the ISA.

**Proctor** is an individual who may be called on to help a Test Administrator monitor a testing session under the supervision of the Test Administrator. A Test Administrator must be in the room at all times during testing if a Proctor is used. Student teachers may serve as Proctors who assist the Test Administrators. Refer to your School Test Coordinator for more information.

A Proctor is recommended for all classrooms due to the nature of computer-based testing.

**Technology Coordinator (TC)** is an individual at the school or district level who is responsible for setting up testing devices for computer-based testing. The School Test Coordinator must designate an individual who will be on-site to serve in this role during the administration.

Technology Coordinator responsibilities include but are not limited to:

- Configuring student testing devices
  - Ensuring each device meets minimum technology requirements
  - Installing/updating the TestNav App on each testing device
- Ensuring the infrastructure (e.g., wireless access points, bandwidth) is adequate
- Configuring TestNav in PearsonAccess<sup>next</sup>
- Helping with the Student Registration/Personal Needs Profile (SR/PNP)
- Managing problems with firewalls
- Removing (or turning off) any software that would allow secure test material on testing devices to be viewed on another testing device during testing
- Providing technical support for School Test Coordinators and Test Administrators

## 2.0 Test Security and Administration Policies

### 2.1 Maintaining the Security of Test Materials and Content

The administration of an ISA is a secure testing event. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results.

Students may not have access to secure test materials before testing. For a full list of testing materials, refer to Section 4.2. The following test materials are secure:

- Student testing tickets
- Scratch paper written on by students
- Human Reader scripts for Science (if applicable)

Follow the security plan developed by your School Test Coordinator and/or principal for your school. Contact your School Test Coordinator with any questions about your school's security plan.

Make sure to follow your school's chain-of-custody protocol at all times. Failure to follow proper chain-of-custody requirements may result in test invalidations. The handling of test materials must be documented before, during, and after test administration in order to maintain their security.

#### 2.1.1 Test Administrator Responsibilities

##### 1. Receive training in administering test sessions properly and securely.

- Review the *Test Administrator Manual (TAM)* and all relevant test security requirements before administering test sessions.
- Attend any training session(s) led by the School Test Coordinator/Designee before test administration.
- Understand and follow the protocols related to administering accessibility features and accommodations, if applicable.

##### 2. Administer all tests according to appropriate protocols.

- Administer tests during the testing window and in the prescribed order.
- Follow the directions and read the scripts in the *TAM* verbatim to students. Translated scripts are available on <http://il.mypearsonsupport.com> in the following languages: Arabic, Chinese (Mandarin), Gujarati, Hindi, Polish, Russian, Spanish, Tagalog, Ukrainian, and Urdu.
- Cover or remove any display resource (e.g., posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing (refer to Section 2.3).
- Provide students with all required test materials as listed in the *TAM*.
- Prevent the use of prohibited materials (refer to Section 2.3) during testing sections. Note that results may be invalidated for students who use cell phones or other electronic devices during a test section, including after a student turns in his or her test materials and during a break (see exception listed in Section 2.2.1).
- Manage test sessions in PearsonAccess<sup>next</sup>.

##### 3. Focus full attention on the testing environment at all times during testing.

- Monitor the testing process by continually moving unobtrusively about the room.
- Ensure that students are supervised during testing, including during breaks.
- Ensure students are working only on the section being administered. If a Test Administrator observes a student working in the incorrect section, this can be a testing irregularity that must be reported to the School Test Coordinator. Refer to **Appendix C** of the *Test Coordinator Manual* for more information on how to handle these situations.

4. **Ensure that students do not participate in any form of cheating.**
  - Ensure that students do not consult notes, textbooks, or other teaching materials; do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.
5. **Do not provide unauthorized assistance to a student that could impact his/her answers.**
  - At any time during a test session, a Test Administrator may repeat a portion of the *Test Administrator Manual* script if necessary for clarification.
  - However, Test Administrators must not assist a student during testing or alter or interfere with a student's response in any way that would impact his/her answers. Examples of unauthorized assistance include, but are not limited to:
    - Providing answers to a student
    - Indicating that a student has answered a question incorrectly or left a question blank
    - Defining words or providing synonyms
    - Spelling words
    - Influencing a student's responses by offering verbal or non-verbal hints, clues, or cues
    - Altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
    - Suggesting that a student write more on a question, check his or her work, or review or reconsider a response to a question
6. **Follow proper test security procedures for providing accessibility features or accommodations.**
  - Ensure that students are only provided accommodations that are listed specifically for use during ISA testing in an approved Individualized Education Plan (IEP) or a 504 plan, and an English Learner (EL) plan if required for EL students.
  - Follow guidelines on proper administration of accommodations as prescribed in the *Accessibility Features and Accommodations (AF&A) Manual*.
7. **Follow chain-of-custody requirements to return all test materials after testing each day.**

### 2.1.2 Security Forms

In the event of a testing irregularity or a test security breach, Test Administrators should be prepared to provide their School Test Coordinator or District Test Coordinator with information needed to complete the security forms.

## 2.2 Testing Irregularities and Security Breaches

Any action that compromises test security or score validity is prohibited. These may be classified as testing irregularities or security breaches. In Section 2.2.1, there are examples of activities that compromise test security or score validity (note that these lists are not exhaustive). It is highly recommended that School Test Coordinators discuss these and other possible testing irregularities and security breaches with Test Administrators during training. Refer to Section 2.2.2 for information on reporting testing irregularities and security breaches.



### 2.2.1 Testing Irregularities and Security Breaches

Examples of test security breaches and irregularities include but are not limited to:

- **Electronic Devices Irregularities**
  - Using a cell phone or other prohibited handheld electronic device (e.g., smartphone, iPod®, smart watch, personal scanner, eReader) while secure test materials are still distributed, while students are testing, after a student turns in his or her test materials, or during a break.
    - Exception: Test Coordinators, Technology Coordinators, Test Administrators, and Proctors are permitted to use cell phones in the testing environment \*ONLY\* in cases of emergencies or when timely administration assistance is needed. Districts may set additional restrictions on allowable devices as needed.
    - Exception: Certain electronic devices may be allowed for medical or audiological purposes during testing. Refer to **Appendix C** of the *Test Coordinator Manual* for more information.
- **Test Supervision Irregularities**
  - Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
  - Engaging in activities (e.g., grading papers, reading a book, newspaper, or magazine) that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
  - Leaving students unattended without a Test Administrator for any period of time while secure test materials are still distributed or while students are testing (Proctors must be supervised by a Test Administrator at all times)
  - Allowing cheating of any kind
  - Providing unauthorized persons with access to secure materials
  - Unlocking a test in PearsonAccess<sup>next</sup> during non-testing times without ISBE approval
  - Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate
  - Allowing students to test before or after the test administration window without ISBE approval
- **Test Materials Irregularities**
  - Losing Human Reader scripts
  - Leaving test materials unattended or failing to keep test materials secure at all times
  - Reading or viewing the passages or test items before, during, or after testing
  - Copying or reproducing (e.g., taking a picture of) any part of the passages or test items or any secure test materials or online test forms
  - Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
  - Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test

- **Testing Environment Irregularities**
  - Failing to follow administration directions exactly as specified in the *Test Administrator Manual*
  - Displaying any resource (e.g., posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing; this includes material that has been visible in the classroom all year
  - Allowing preventable disruptions such as talking, making noises, or excessive student movement around the classroom
  - Allowing unauthorized visitors in the testing environment
    - Unauthorized Visitors—Visitors, including parents/guardians, school board members, reporters, and school staff not authorized to serve as Test Administrators or Proctors, are prohibited from entering the testing environment.
    - Authorized Visitors—Visitors by ISBE assessment office monitors, district monitors, and other authorized observers are allowed, as long as these individuals do not disturb the testing process. Refer to your School Test Coordinator for details about observation visits.

### 2.2.2 Reporting Testing Irregularities and Security Breaches

For a list of testing irregularities and security breaches that must be reported and documented, refer to your School Test Coordinator. If an incident must be reported, follow the protocol outlined below.

- The incident must be reported to the School Test Coordinator immediately.
- If follow-up documentation is required by your District Test Coordinator, complete any additional documentation required.

## 2.3 Testing Environment

The testing environment is defined as the location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet testing environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

- Some students may finish testing before others and the expectations for what those students may do must be determined and established in advance of the testing day. Refer to your School Test Coordinator for what students may do after testing.
- Unauthorized visitors are prohibited from entering the testing environment as described in the Testing Environment Irregularities section.
- The testing sign in **Appendix C** should be posted on the outside of the room door.
- Prohibited classroom resources (see below for more information) should be removed or covered.

### Administration Considerations for Students

With the support of the school administration, the School Test Coordinator has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, School Test Coordinators may determine that any student may require one or more of the following test administration considerations, regardless of the student's status as a student with a disability or as an English Learner:

- Small-group testing
- Frequent breaks

- Time of day
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture

For more information on administrative considerations that are available for ALL students, refer to Table 2 of the *Accessibility Features and Accommodations Manual*.

### Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials must be covered or removed from the testing room.

The following are materials that may not be used at any time during a section, including after a student has completed testing (e.g., submits section) or during a break. Students, Test Administrators, Proctors or other authorized persons in the test environment may not possess these or any other materials.

- **Materials Prohibited During All Sections**
  - All personal electronic equipment not related to testing (e.g., cell phones, iPods®, personal document scanners, eBooks, electronic pens, smart watches; refer to Section 2.2.1 for one exception)
  - Any resource (e.g., books, posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing; this includes material that has been visible in the classroom all year. Refer to the *AF&A Manual* for additional information on approved resources for a student with a disability or an English Learner.
  - Any manipulative not approved through a unique accommodation request prior to testing (refer to your School Test Coordinator for more information)<sup>^</sup>  
<sup>^</sup>May be allowable if listed in the student's IEP or 504 plan.

Follow the general rule that if the material in question may help the student answer or find an answer, post or copy materials, it is not allowed in the testing environment.

Prior to testing, Test Administrators should instruct students to place all prohibited materials out of reach during testing (e.g., locker, book bag). If a student is found to have any prohibited materials in his/her possession upon arrival for testing, instruct the student to hand the materials to the Test Administrator or follow your local policy. As a reminder, if a student is found to have prohibited materials (including cell phones) during live testing, the test may be invalidated.

Other materials may be permitted after a student has completed testing. Refer to your School Test Coordinator.

### Exceptions for Test Accommodations

A student with a disability or who is an English Learner may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student's IEP or 504 plan (or EL plan, if required). Remember, the Human Reader script must be used if a Human Reader is administering the science assessment, and Human Reader scripts are secure test materials.

Students receiving the human reader accommodation must have their test placed in a specific session designed for the human reader accommodation.

## 2.4 Scheduling and Testing Time

All test sections, including make-up testing, must be completed during the appropriate testing window. Sections may be scheduled at any time during your testing window. Contact your School Test Coordinator if you have any questions about your testing dates.

**Table 2.0 Administration Time**

Task	Time to be Allotted for Test Administration
1. Pre-administration tasks, including reading instructions to students and answering questions	5 minutes
2. Distribution of test materials to students	5 minutes
3. Administration of section	Should be able to complete in 40 minutes with a 2 hour time limit per section/unit (should not allow more than 2 hours per section/unit)^
4. End-of-section activities, including logging students out of TestNav and collecting test materials	5 minutes

^TestNav will not automatically stop testing after 2 hours. Students with extended time in their IEP or 504 plan can take up until the end of a school day to complete any one section.

### Make-Up Testing

Ensure that your School Test Coordinator knows who is absent on testing day, so that make-up testing can be scheduled. Students must complete all sections within the district testing window.

### Breaks

Speak with your School Test Coordinator to clarify local procedures for breaks. For more information about breaks refer to Section 4.7.

## 3.0 BEFORE Testing

### 3.1 Checklist of Tasks for Test Administrators to Complete \*BEFORE\* Testing

This section describes activities the Test Administrator (TA) must complete before the first day of testing. It is highly recommended that you complete these tasks no later than the timeline suggested.

At Least One Week Before Testing	Reference
<ul style="list-style-type: none"> <li>Review policies and instructions for test administration in this manual.</li> </ul>	n/a
<ul style="list-style-type: none"> <li>Complete any required training with the School Test Coordinator to review test security, administration protocols and plans, and day of test activities.</li> </ul>	<a href="http://il.mypearsonsupport.com">http://il.mypearsonsupport.com</a>
<ul style="list-style-type: none"> <li>Complete recommended online training modules or in-person training:               <ul style="list-style-type: none"> <li>Introduction to Training - For All User Roles</li> <li>PearsonAccess<sup>next</sup></li> <li>Student Readiness Resources for ISA</li> <li>Administration of Computer-Based Testing for Test Administrators</li> <li>Accessibility Features and Accommodations (if applicable)</li> </ul> </li> </ul>	<a href="http://il.mypearsonsupport.com">http://il.mypearsonsupport.com</a>
<ul style="list-style-type: none"> <li>Review the Security Agreement. Sign and submit it to the School Test Coordinator.</li> </ul>	<b>Appendix B</b>
<ul style="list-style-type: none"> <li>Review all testing accommodations to be administered for your students and develop a plan to monitor their use.</li> </ul>	Section 3.2
<ul style="list-style-type: none"> <li>Strongly Recommended: Administer the Computer-Based Testing Practice Tests and Tutorial.</li> </ul>	Section 3.3
One Day Before Testing	Reference
<ul style="list-style-type: none"> <li>Ensure your PearsonAccess<sup>next</sup> login works and that you have access to the correct test session.</li> </ul>	Section 4.3
<ul style="list-style-type: none"> <li>In the correct test session, check for an accommodation indicator next to the State Student Identification (SSID) to confirm accommodations (i.e., Text-to-Speech).</li> </ul>	Section 3.2
<ul style="list-style-type: none"> <li>Prepare the testing environment.</li> </ul>	Section 3.4

### 3.2 Preparing to Administer Accessibility Features and Accommodations During Illinois Science Assessment (ISA)

The School Test Coordinator will provide Test Administrators with a list of all required accessibility features and accommodations for applicable students. If you are administering a test with an accessibility feature or accommodation, be sure you have received the proper training. Refer to Section 6.0 for additional information about accessibility features and accommodations. It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. If a Human Reader is administering the science assessment, the Human Reader Test Script must be used and is a secure test material. Test Administrators may check students' accessibility

features and accommodations by completing the steps in the *Personal Needs Profile Guidance Managing Incorrect Accessibility Features and Accommodation PNP* Data document at <http://il.mypearsonsupport.com>. Check with your School Test Coordinator for additional information.

### 3.3 Administer Tutorials

Administering the tutorials is an important preparation step for both administration staff and students. It is highly recommended that all students who will participate in the ISA first take the tutorials available at <http://il.mypearsonsupport.com>.

During the test, Test Administrators will \*NOT\* be allowed to assist students with TestNav functionality and navigation. Therefore, it is important that these questions be answered during tutorials. Computer-based tutorials contain test items to help familiarize students with computer-based testing tools and the process for identifying and responding to different item types on the testing devices.

Your School Test Coordinator will provide you with instructions for administering the tutorials. It will take up to 30 minutes to administer each tutorial. Throughout the school year, students should be provided access to the tutorials. Students with accommodations may need additional practice time to become familiar with all computer-based testing features.

### 3.4 Prepare the Testing Environment

Every assessment setting should have good lighting and ventilation, a comfortable room temperature, and should be as free as possible from noise and other interruptions. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good working condition.

To maintain security in a computer-based testing environment, ISA recommends the following ideal configurations for seating students (unless local policy and procedures do not allow):

- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely spaced rows or in every other row.

If an ideal seating configuration is not possible, physical and visual barriers between testing devices should be used to prevent students from viewing other testing devices. Schools may already have one or more of the following materials available that can be adapted for this purpose:

- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices.
- Tri-fold display boards (such as those used for science project exhibits) that can stand freely between testing devices.
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible only to someone sitting directly in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

Before students enter the test environment:

- Check to make sure your login to PearsonAccess<sup>next</sup> works.
- Cover or remove from the testing environment all materials containing content in the subject area being tested, including any materials listed in Section 2.3.
- Post a “Testing — Please Do Not Disturb” sign (refer to **Appendix C** of this manual) on the outside of the door of the testing room.

BEFORE  
Testing

## 4.0 DURING Testing

### 4.1 Checklist of Tasks for Test Administrators to Complete \*DURING\* Testing

This section describes activities Test Administrators must complete during the day of testing.

Day of Testing	Reference
<ul style="list-style-type: none"> <li>Receive test materials from School Test Coordinator and track receipt using the Computer-Based Chain-of-Custody Form.</li> </ul>	Section 4.2
<ul style="list-style-type: none"> <li>Manage test sessions and review each student’s status in PearsonAccess<sup>next</sup>:                             <ul style="list-style-type: none"> <li>Check for an accommodation indicator next to the State Student Identification (SSID) to confirm accommodations (e.g., Text-to-Speech).</li> <li>Test Administrator log in.</li> <li>Confirm test sessions have been prepared.</li> <li>Start test sessions.</li> <li>Unlock the applicable section.</li> <li>Lock the section for absent students.</li> <li>Resume students (as needed).</li> <li>Ensure students have submitted completed test sections.</li> </ul> </li> </ul>	Section 4.3
<ul style="list-style-type: none"> <li>Distribute test materials to students, and administer the ISA according to the directions in this manual and using the appropriate administration script.</li> </ul>	Section 4.4
<ul style="list-style-type: none"> <li>Help students log in to the TestNav application.</li> </ul>	Section 4.4
<ul style="list-style-type: none"> <li>Supervise test administration and provide breaks (if applicable).</li> </ul>	Sections 4.6 and 4.7
<ul style="list-style-type: none"> <li>Troubleshoot computer-based testing issues as needed.</li> </ul>	Section 4.6.1
<ul style="list-style-type: none"> <li>Return all testing materials to the School Test Coordinator.</li> </ul>	Section 4.8.3
<ul style="list-style-type: none"> <li>Complete any documentation necessary for reporting any testing irregularity or security breach.</li> </ul>	Section 2.2.2

DURING Testing

### 4.2 Receive Test Materials from the School Test Coordinator (Day of Testing)

The School Test Coordinator will distribute test materials to and collect materials from the Test Administrators each test administration day. Test materials must not be stored in classrooms prior to or following the day of administration.

Test materials that must be distributed by School Test Coordinators to Test Administrators for computer-based test administration include:

- Pearson-supplied materials**
  - Student testing tickets (printed from PearsonAccess<sup>next</sup> at the district or school)
  - Test Administrator Manual* (available on IL Support Site)
  - Human Reader Scripts for science (if necessary)



- **School-supplied material**
  - Wooden Number 2 pencil(s) with eraser(s)
  - Blank scratch paper
    - Test Administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student. Students can request more scratch paper during the section, if needed.
    - Test Administrators are responsible for collecting all used scratch paper to be securely destroyed. Schools may reuse unused scratch paper (only if paper is completely blank).
  - Calculators, if using hand-held calculator
  - Testing devices that meet the minimum technology specifications set forth by Pearson (**Note:** Student should not supply his/her own device for testing)
  - Headphones (see Headphones section for more information)
  - Materials necessary for the administration of accommodations or accessibility features (For a full list of materials included in accommodated kits, refer to Section 6.2)
  - “Testing — Please Do Not Disturb” sign to post on the doors of the testing rooms or the board (a copy of the sign is available in **Appendix C** of this manual)

### Headphones

Headphones are needed for all students who receive the Text-to-Speech accessibility feature for science assessments. A Test Audio button will appear before the start of each section.

For computer-based tests (accessibility features/accommodation) students should set the volume to the highest level on the device at the sign-in screen in TestNav. Students can adjust the volume level within TestNav at any point in the section.

Stand-alone headphones (i.e., headphones not connected to a device) are also an accessibility feature; therefore, some students may use headphones as noise buffers to minimize distractions or filter external noise during testing. If students use headphones just as noise buffers, Test Administrators are responsible for ensuring that the headphones are not plugged into any device. Students may use Bluetooth hearing aids if supported in the student’s IEP. \*If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).\*

**Note:** Music programs on all testing devices are to be closed and not running in the background.

### 4.3 Manage Test Sessions in PearsonAccess<sup>next</sup> (Day of Testing)

Before students can begin testing, the School Test Coordinator will need to validate that accommodations have been assigned as appropriate and “Prepare” the test session in PearsonAccess<sup>next</sup>. Then, you or your School Test Coordinator will need to log in to PearsonAccess<sup>next</sup> to start the test session and unlock the appropriate section for students. After a session is started, you can monitor the real-time status of students by refreshing your browser. Table 4.1 describes the possible statuses for a student during each section.

**Table 4.1 Student Statuses in PearsonAccess<sup>next</sup>**

Status	Description
Ready	The student has not yet started the section.
Active	The student has logged in and started the section.
Exited	The student has exited TestNav but has not submitted section responses. (Student cannot resume testing unless authorized by Test Administrator.)
Resumed	The student has been authorized to resume the section.  Resume a section when a student exits a section (either intentionally or unintentionally) before finishing the section and you want the student to continue the same section.  Only students in <b>Exited</b> status can be resumed. Students in <b>Ready</b> , <b>Completed</b> , or <b>Marked Complete</b> statuses cannot be resumed.
Resumed-Upload	Resume Upload should only be used in rare circumstances when TestNav cannot locate the Student Response File (SRF) and an error code appears on the student testing device. Resume Upload will force the user to browse for an SRF on the testing device.
Completed	The section has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The Test Administrator or School Test Coordinator must mark a section complete when a student has exited TestNav and will not return.

Students should **Submit** each section upon completion. When the next section begins, you or the School Test Coordinator will need to unlock the section.

Refer to the PearsonAccess<sup>next</sup> Session Management training module, or the *PearsonAccess<sup>next</sup> Online Support* for instructions on logging into PearsonAccess<sup>next</sup>, unlocking and locking sections, and performing the tasks described in this section.

**Note:** Ensure students do not have any programs or apps running prior to launching TestNav. These programs may interrupt testing or cause a testing irregularity or security breach.

### 4.4 Distribute Materials and Read Script (Day of Testing)

After students are seated, verify student roster/attendance and note absent students for make-up testing. Lock the section for any absent students in PearsonAccess<sup>next</sup>. Then, read the appropriate administration script and distribute student testing tickets and scratch paper when instructed to do so.

Test Administrators are required to adhere to the scripts provided in this manual for administering the ISA. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes the first time through the directions. Some of the SAY boxes are outlined with a dashed line and should **\*ONLY\*** be read aloud if they are applicable to your students. If after the first reading students still have questions, refer to Section 4.6.2. Text that is outside the SAY boxes includes directions meant for Test Administrators and should **\*NOT\*** be read to students. You may repeat any part of the scripted directions as many times as needed while you are delivering the script.

## 4.5 Maintain Test Security

Adhere to the test security protocols at all times and report violations or concerns to your School Test Coordinator immediately. It is essential to follow security measures at all times in order to ensure the validity, reliability, and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in this manual and the assessment security instructions and procedures provided by Pearson.

If testing is interrupted at any time during the section (e.g., safety threat, fire emergency, student becoming ill), follow the procedures in Sections 4.6.1 and 4.6.6.

## 4.6 Supervise Test Administration

During testing, you are expected to actively proctor and focus your full attention on students at all times to confirm they are working independently. This means ensuring students are **\*NOT\*** involved in questionable activities. Ensure that all student desks are free of any prohibited materials and that all prohibited aids have been removed or covered. Refer to Sections 2.2 and 2.3 for information on prohibited activities and prohibited materials.

### 4.6.1 Guidance for Troubleshooting Computer-Based Testing

If student testing devices are experiencing technical problems during a test, such as freezing, error messages, or blank screens, that prevent the student(s) from normal continuation of testing, the Test Administrator should follow the procedures outlined below.

- If an assigned accommodation is not appearing correctly for a student, instruct the student to exit the test immediately and contact the School Test Coordinator.
- When a technology disruption affecting a single student occurs, Test Administrators should follow these steps:
  - Follow the procedures outlined by your school on who to contact for troubleshooting guidance.
    - Guidance for troubleshooting common errors is available on <http://il.mypearsonsupport.com>.
    - Technology Coordinators and Test Administrators must **\*NOT\*** take photos of error screens.
  - If the issue cannot be resolved in a timely manner without disruption to the other students testing, the student should be moved to another testing device. Make a note of any device the student uses.
  - If no alternate device is available, the student should be dismissed from the testing environment and resume the test on a functioning device as soon as possible on the same day. The student may not alter any previously entered response.
  - Document the situation in writing. Contact your School Test Coordinator for reporting a testing irregularity.
- When a technology disruption affecting multiple students occurs, Test Administrators should follow these steps:

- Pause testing in the room until the problem is resolved.
  - Follow the procedures outlined by your school on who to contact for troubleshooting guidance.
    - Guidance for troubleshooting common errors is available on <http://il.mypearsonsupport.com>.
    - Technology Coordinators and Test Administrators must **\*NOT\*** take photos of error screens.
  - Once the issues are resolved, prepare students to resume testing for the continuation of the section:
    - Test Administrators must resume students' tests in PearsonAccess<sup>next</sup> before the students can continue with the same test; refer to resuming a test in *PearsonAccess<sup>next</sup> Online Support* or at <http://il.mypearsonsupport.com>.
  - Document the situation in writing. Refer to your School Test Coordinator for reporting a testing irregularity. During testing, Test Administrators are not permitted to help students navigate or use the functionalities within TestNav.
- If a student exits TestNav (either unintentionally or intentionally) before completing a test:
    - Verify that TestNav is shut down for the student.
    - Resume the student's test in PearsonAccess<sup>next</sup>.
      - The student's test will resume from the point at which the test was interrupted.
      - The system will upload any test responses that the student entered after the interruption if resuming on the same testing device.

#### 4.6.2 Guidance for Clarifying Directions During Administration

Test Administrators are permitted to clarify **\*ONLY\*** general administration instructions after reading the script word-for-word. **\*No passages or test items may be read or clarified.\***

If you have questions, consult your School Test Coordinator.

If a Test Administrator is providing the **\*General Administration Directions Clarified in Student's Native Language (by Test Administrator)\*** accommodation to an English Learner (EL), then these guidelines must also be followed in providing clarifications in a student's native language.

#### 4.6.3 Guidance for Redirecting Students

The Test Administrator or Proctor may redirect the student's attention to the test without coaching or assisting the student in any way. Examples may include:

- Providing reminders to stay on task and focused during the assessments
- Providing a visual cue to the student to remain on task

Test Administrators and Proctors may not individually remind or encourage a student to answer all questions. Test Administrators and Proctors may not point or gesture to the student to complete a specific test item or encourage a student to select an answer choice.

#### 4.6.4 Dismissing Students for Misconduct

The Test Administrator has the authority to dismiss any student for misconduct according to your local policy. If student misconduct warrants dismissal, collect the student's test materials. The student will then be dismissed from the testing environment. The student may be eligible to continue testing in another location (e.g., guidance counselor's office) according to local policy. The school or district must submit a *Form to Report a Testing Irregularity or Security Breach* within five school days unless otherwise directed by your District Test Coordinator.

If a student is dismissed, the Test Administrator must exit the student's test in TestNav and ensure the student's section is locked in PearsonAccess<sup>next</sup>. If a student is observed with any of the items listed in Section 2.3 during testing or during breaks, the Test Administrator should collect the prohibited materials. The school or district should complete the *Form to Report a Testing Irregularity or Security Breach* in **Appendix D** of the *Test Coordinator Manual*.

#### 4.6.5 Item Irregularities During Testing

If during testing, a student alerts a Test Administrator to a possible unanswerable or misprinted test item, use the following steps:

- If the issue being experienced is with a particular item, the Test Administrator should instruct the student to bookmark the item and continue testing. At the end of testing, the Test Administrator should try to troubleshoot the issue with the remaining item by contacting their Technology Coordinator or by using troubleshooting guidance available at <http://il.mypearsonsupport.com>. If troubleshooting does not resolve the issue, the Test Administrator, Technology Coordinator, or School Test Coordinator should call the Pearson Support Center to report the issue.
- If a timely solution cannot be found, the Test Administrator should:
  - Instruct the student to proceed with the test.
  - Note the content area, grade level, form ID (CBT), item number, test format (online), and a brief description of the issue and provide that information to the School Test Coordinator to complete the *Form to Report a Testing Irregularity or Security Breach*. Actual wording from the question should never be included either verbally or in writing.
  - Remember, school personnel may **\*NOT\*** read or review a test item [Exception: Accommodations that require review of items].

#### 4.6.6 Procedures for Safety Threats and Severe Weather

In all instances of safety and severe weather threats, consult your local evacuation policy. In the event there is a building evacuation, lockdown, or school closure that occurs **\*before\*** the start of a section, follow the protocol outlined below:

- Proceed with testing only if the section can be completed that day.
  - If the section cannot be completed, reschedule the section during make-up testing.
- Document the situation, noting the event, date and time, students affected, and any other specific details regarding the situation.
- Refer to your School Test Coordinator for reporting a testing irregularity.

In the event there is a building evacuation, lockdown, or school closure that occurs **\*during\*** the section, follow the protocol outlined below:

- If leaving the test environment, take necessary steps to ensure the security of the test materials, if time permits. For computer-based testing, lock the test sections in PearsonAccess<sup>next</sup>, if time permits.
- Upon returning to the testing room, prepare students for the continuation of the section:
  - Students may need to be Resumed in PearsonAccess<sup>next</sup>.
- Using the *Form to Report a Testing Irregularity or Security Breach*, document the situation.
- Refer to your School Test Coordinator for reporting a testing irregularity.

#### 4.7 Administer Breaks

During a break, there should **\*NOT\*** be conversations among students, and students are **\*NOT\*** permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test. Students must be supervised at all times during breaks, including breaks between sections.

Test Administrators are responsible for ensuring that students are **\*NOT\*** able to see the content on other students' test materials or on other students' testing devices. Policies for breaks are below. Refer to your School Test Coordinator for additional requirements regarding breaks.

#### 4.7.1 Breaks During a Section

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom is allowed during testing for each section.
- Individual restroom breaks are allowed. It is recommended that no more than one student at a time be allowed to use the restroom and students be supervised.
- Students are **\*NOT\*** permitted to talk.

During these breaks, visual blocks should be applied to students' testing devices (e.g., turn off the monitor, tape folders to the screen) instead of having students use online functions to exit and resume the test. The Test Administrator should also ensure the security of students' scratch paper.

**Frequent breaks:** Frequent breaks may be offered as an administration consideration.

#### 4.7.2 Breaks Between Sections

If your School Test Coordinator scheduled sections back-to-back for students, breaks are highly recommended between sections to stretch, go to the restroom, or get a drink for the entire classroom. All students in the session must break at the same time between sections.

### 4.8 Ending Each Section

#### 4.8.1 Log Students Out of TestNav and Lock Units/Sections

As students complete testing, Test Administrators will use the instructions at the end of the administration script or in the TestNav Logout Instructions (posted at <http://il.mypearsonsupport.com>) to help them log out of TestNav. Test Administrators may provide navigational guidance as students click through the log out steps and may reference a printed copy of the TestNav Logout Instructions during testing.

After all students are logged out of TestNav, the Test Administrator or School Test Coordinator should lock the units/sections in PearsonAccess<sup>next</sup>. Refer to Section 3.2 in the *Test Coordinator Manual* for more information.

#### 4.8.2 Collect Test Materials

Collect student testing tickets and scratch paper. Count the number of items to ensure each student has returned his or her student testing ticket and scratch paper. If a student loses or destroys his or her student testing ticket, contact your School Test Coordinator.

**Note:** Follow your local chain-of-custody procedure to ensure all materials have been collected.

#### 4.8.3 Return Materials to School Test Coordinator

The following are materials that must be returned to the School Test Coordinator:

- Student testing tickets
- Accommodated test materials (inform the School Test Coordinator of any tests needing transcription)
- Used and unused scratch paper

## 4.9 Make-Up Testing

If a student starts a section and leaves the testing environment (e.g., due to illness, family emergency, natural disaster) without finishing that section, he or she may be allowed to complete that test on a different day. If you have concerns about a student completing a section, you should **\*NOT\*** allow the student to begin. If a student leaves during a section, note the exact place in the test where the student stopped, lock the section in PearsonAccess<sup>next</sup>, and then contact the School Test Coordinator.

For students taking a make-up test, unlock the appropriate section in PearsonAccess<sup>next</sup> to allow the student to log in to the missed section. Students are **\*NOT\*** allowed to alter any previously entered responses. They must pick up exactly where they left off. Tests will automatically resume at the exact point where a student exited. Test Administrators must closely monitor make-up testing to ensure students do not alter any previously entered responses.

Multiple test sessions and/or sections may be tested together according to the directions in *Testing Multiple Grades Guidance* at <http://il.mypearsonsupport.com> as long as the administration scripts are the same.

## 4.10 Script for Administering Science


### 4.10.1 All Grades – All Sections

The administration script under Section 4.11.1 will be used for all sections of the grades 5, 8, or 11 science test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the ISA. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes. Some of the SAY boxes are outlined with a dashed line and should **\*ONLY\*** be read aloud if they are applicable to your students. Some directions may differ slightly by section and are noted within the administration script.

Section	Required Materials
Sections 1–3	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.2 for further instructions on how to check accessibility features and accommodations. Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the section must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the TestNav application (or follow your school/district instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **\*If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).\***

 <p><b>Say</b></p>	<p><b>Today, you will take the Science Assessment.</b></p> <p><b>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

#### Checking Audio (for Science Accessibility Features only)

 <p><b>Say</b></p>	<p><b>Make sure your headphones are plugged in and put them on. On your screen, below the “Sign In” button is a link called “Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.</b></p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

### Instructions for Logging In


<b>Say</b>	<p><b>Please sit quietly while I distribute your student testing tickets and scratch paper. Do <i>*NOT*</i> log in until I tell you to do so.</b></p>
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Distribute scratch paper and student testing tickets. Make sure students have pencils.

<b>Say</b>	<p><b>Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <i>*YOUR*</i> ticket.</b></p>
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If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.


<b>STUDENT TESTING TICKET</b>	
Student:	Sample Student
State ID#:	123456789
Session:	Sample Session
Date of Birth:	2017-01-01
Test:	Grade 08 Science
<p>You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.</p>	
<p>Select Illinois in the application.</p>	
Username:	1112223334 Password: 12ab34cd
<p>(OPTIONAL) Local Testing Device ID: _____</p> <p>.....</p>	

 <p><b>Say</b></p>	<p><b>Now, enter your Username as shown on the bottom of your ticket.</b></p> <p>(Pause.)</p>
	<p><b>Next, enter the Password as shown on your ticket.</b></p> <p>(Pause.)</p>
	<p><b>Now, select the “Sign In” button.</b></p> <p>(Pause.)</p>
	<p><b>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Welcome” screen. Select the “Start” button.</b></p>


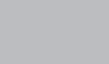
Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, have the student log out of the application, and log the student back in with the correct student testing ticket.

**Instructions for Administering All Sections**

 <p><b>Say</b></p>	<p><b>Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along.</b></p>
	<p><b>Today, you will take Section __ of the Grade __ (grade 5, 8, or 11 — select the appropriate grade level) Science Test.</b></p>
	<p><b>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.</b></p>
	<p><b>If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the section, you may review your answers and any question you may have bookmarked in this section ONLY.</b></p>

 <p><b>Say</b></p>	<p><b>This is the end of the testing directions. Do not go on until you are told to do so.</b></p>
	<p><b>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</b></p>

Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

 <p><b>Say</b></p>	<p>OPTION A</p>
	<p><b>After you have submitted your answers, sit quietly until the section has ended.</b></p>
	<p>OPTION B</p>
	<p><b>After you have submitted your answers, I will dismiss you.</b></p>
 <p><b>Say</b></p>	<p>OPTION C</p>
	<p><b>After you have submitted your answers, you may read a book or other allowable materials until the section has ended.</b></p>

<b>Say</b>	<b>Do you have any questions?</b>
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Answer any questions.

### Instructions for Starting the Test

<b>Say</b>	<p><b>Scroll to the bottom of the screen.</b></p> <p>(Pause.)</p> <p><b>Select the “Start” button.</b></p> <p>(Pause.)</p> <p><b>You should now be in the test.</b></p>
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Pause to make sure all students are in the correct section.

<b>Say</b>	<b>You may begin working now.</b>
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.6.1, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav as they complete the section (Section 4.8.1).
- Collect test materials as students complete testing (Section 4.8.2).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is not functioning appropriately, refer to Section 4.6.5.
- Ensure that any absent students are locked out of the section (Section 4.3).

### Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each section.
- Individual restroom breaks during testing.

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are not permitted to talk to each other during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the section:

**Say** Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.

After taking a classroom break, be sure students are seated and device screens are visible:

**Say** You may now resume testing.

Continue to actively proctor while students are testing.

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.

- Ensure all students are in **Exited** status if they have not completed the test, or **Completed** status if they have finished all sections.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering more than one section in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next section.

## 5.0 AFTER Completion of Each Day of Testing

### 5.1 Checklist of Tasks for Test Administrators to Complete \*AFTER\* Testing

This section describes activities Test Administrators must complete after testing.

Day of Testing	Reference
<ul style="list-style-type: none"> <li>Ensure all materials have been returned after testing.</li> </ul>	Section 5.2
<ul style="list-style-type: none"> <li>Complete any documentation necessary for reporting any testing irregularity or security breach.</li> </ul>	Section 2.2.2
<ul style="list-style-type: none"> <li>Lock sections and stop test sessions in PearsonAccess<sup>next</sup> (this task may be completed by your School Test Coordinator).</li> </ul>	Section 5.3

### 5.2 Return Materials to the School Test Coordinator

The following are materials that must be returned to the School Test Coordinator:

- *Test Administrator Manual* (after all sections are completed)
- Student testing tickets
- Accommodated test materials
- Used and unused scratch paper

### 5.3 Lock Sections and Stop Test Sessions in PearsonAccess<sup>next</sup>

At the end of each testing day, ensure that all sections are locked. To lock sections for all students in a session, slide the indicator for the section to lock in the session box at the top of the screen. To lock sections for individual students, click the appropriate section by the student's name. Notify School Test Coordinators of any sections that need to be marked complete, and any students that need to make up sections.

After students have completed all sections of the test and submitted their responses, or have been marked complete, make sure test sessions have been stopped (this task may be completed by your School Test Coordinator). Refer to the *PearsonAccess<sup>next</sup> Online Support* for specific instructions. This can only be done if all students in the testing session are in completed or marked complete status.

## 6.0 Accessibility Features and Accommodations

The *Accessibility Features and Accommodations Manual, 1st Edition (AF&A Manual)* is available online at: <http://il.mypersonsupport.com>. Schools/districts must refer to the *AF&A Manual* for full information about identifying and administering accessibility features and accommodations.

### 6.1 Test Administration of Accessibility Features and Accommodations

In Sections 2 and 3 of the *AF&A Manual*, guidance is provided for Test Coordinators and Test Administrators on before testing, during testing, and after testing activities necessary for successful administration of each accessibility feature and accommodation.

The examples below are excerpted from the *AF&A Manual*.

#### Accessibility Feature Example from Section 2

Accessibility Feature	Administration Guidelines
<b>Text-to-Speech for the Science Assessments</b> <i>(SR/PNP Column Reference CG)</i>	<p><b>Before Testing:</b></p> <ul style="list-style-type: none"> <li>• Identification for SR/PNP: The student’s SR/PNP must have Text-to-Speech selected to activate the feature on the platform. Once a student is placed into a test session, the student will be assigned a form with embedded Text-to-Speech.</li> <li>• Test Administrator Training: Refer to the Text-to-Speech Tutorial on <a href="http://il.mypersonsupport.com">http://il.mypersonsupport.com</a> for full training on tool functionality.</li> <li>• Differences Between Text Only and Text Plus Graphics:               <ul style="list-style-type: none"> <li>◦ Text Plus Graphics—Reads all printed text and the hidden alternate text descriptions for images.</li> <li>◦ Text Only—Reads printed text but does not read any alternate text descriptions for images.</li> </ul> </li> </ul> <p><b>During Testing:</b> The student selects the “Text-to-Speech Player” icon on the toolbar on the right side of the screen. The test is read aloud to the student using embedded Text-to-Speech software. The student may pause and resume the audio. To choose a speed (slow, normal, fast), select the “Text-to-Speech Settings” icon.</p>

#### Accommodations Example from Section 3

Accommodation	Administration Guidelines
<b>Science Response Options</b> <b>Speech-to-Text</b> <b>Human Scribe</b> <b>Human Signer</b> <b>Assistive Technology Device</b> <i>(SR/PNP Column Reference BY)</i>	<p><b>During Testing:</b> Student dictates responses either verbally, using an external Speech-to-Text device, an augmentative/assistive communication device (e.g., picture/word board), or by dictating, signing, gesturing, pointing, or eye-gazing. The student must be tested in a separate setting. The student must be familiar with any assistive technology external device used for test administration. <b>*Note: TestNav does not have embedded Speech-to-Text functionality—students must use allowable Assistive Technology or an external third party device (responses must be transcribed).*</b></p> <p><b>After Testing:</b></p> <ul style="list-style-type: none"> <li>• Responses must be transcribed exactly as dictated/signed (e.g., the human scribe/signer may not change, embellish, or interpret a student’s responses when transcribing) into TestNav. <b>*Only transcribed responses will be scored.*</b></li> <li>• Refer to <b>Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses</b> for protocol.</li> <li>• Test Administrators are responsible for collecting all paper non-scorable student work created using assistive technology devices. Test-related content must be deleted from all devices. Non-scorable student work must be securely shredded.</li> </ul>

## 6.2 Before Testing: Preparing for Accessible Test Administration

If you will be administering any accessibility features or accommodations be sure you receive the proper training and materials from your School Test Coordinator. Ask your School Test Coordinator for a list of any students in your group receiving accessibility features and/or accommodations.

If you will be administering any of the accommodations/accessibility features below, review the corresponding documentation.

Accommodation	ISA AF&A Manual References
<b>Human Reader</b>	<p><b>Appendix B:</b> Test Administration Protocol for the Human Reader Accessibility Feature for Science Assessments</p> <p><b>Human Reader scripts:</b> These are secure materials which are *NOT* included in the manual. These must be indicated in the SR/PNP and an additional order must be placed for the testing materials. Scripts are required to ensure science assessments are read consistently. Note: Students who receive the human reader accommodation - their test must be placed in a test session specifically designed for that accommodation.</p>
<b>Human Scribe</b>	<p><b>Appendix C:</b> Protocol for the Use of the Scribe Accommodation, used to ensure consistency of scribing and transcription</p>
<b>Human Signer</b>	<p><b>Appendix H:</b> Human Signer Guidelines gives guidance to signers to ensure consistency in administration</p>
<b>Braille</b>	<p><b>Appendix I:</b> Illinois Science Assessment for Students with Visual Impairment including Blindness</p>
<b>Assistive Technology Screen Reader and Non-Screen Reader</b>	<p><b>Assistive Technology Guidance</b> available at <a href="http://il.mypearsonsupport.com">http://il.mypearsonsupport.com</a></p>

Accessibility Features and Accommodations

## 6.3 During Testing: Test Administration of Accessibility Features and Accommodations

Tables 1, 3, 4, and 6 in the *AF&A Manual* outline administration directions for each accessibility feature and accommodation. The following accessibility features and accommodations require actions by the Test Administrator during testing.

Test Administrators may provide the following accessibility features to a student during testing:

- General Administration Directions Read Aloud, Repeated, or Clarified as needed
- Redirect Student to the Test
- Human Reader for the Science Assessment (*students must be placed in a test session identified as Proctor Reads Aloud in PearsonAccess<sup>next</sup>*)—must be administered using the Human Reader script
- Human Signer for the Science Assessment (*students must be placed in a test session identified as Proctor Reads Aloud in PearsonAccess<sup>next</sup>*)

Test Administrators may need to provide the following accommodations to a student with an IEP/504 plan during testing:

- Human Signer for Test Directions
- Human Scribe for Dictated Responses
- Human Scribe for Signed Responses
- Monitor Test Response

Test Administrators may need to provide the following accommodations to an English Learner during testing:

- Human Scribe for Science
- General Administration Directions Read Aloud, Repeated, or Clarified as needed in Student's Native Language

### Special Accommodations Circumstances During Testing

Reference the following appendices of the *AF&A Manual* for special circumstances regarding accommodations:

- **Appendix E: Emergency Accommodation Form**
  - An emergency accommodation may be appropriate for a student who incurs a temporary disabling condition that interferes with test performance shortly before or within the ISA testing window (e.g., a student breaks his or her arm and needs a scribe).
- **Appendix F: Student Accommodation Refusal Form**
  - If a student refuses the accommodation(s) listed in his or her IEP, 504 plan, or EL plan, the school must document in writing that the student refused the accommodation(s). However, the accommodation(s) must be offered and remain available to the student during the test administration.

Contact your School Test Coordinator if either of these circumstances occurs.

## 6.4 After Testing: Completing Accessible Test Administration

Tables 1, 3, 4, and 6 in the *AF&A Manual* outline post-administration directions for each accessibility feature and accommodation.

After testing, your School Test Coordinator may ask you to assist with transcription of student responses or other after testing activities for accessibility features and accommodations. Remember, accommodated student responses (e.g., AT, scribe) are secure and must be treated as secure test materials.



# Appendix A

## Glossary of Illinois Science Assessment (ISA)-Specific Terminology

## Glossary of ISA-Specific Terminology

This glossary contains ISA-specific terms. The manual covers ISA policies, and there are ISA policies in **Appendix C** of the *Test Coordinator Manual*.

Term	Definition
<b>Accommodations</b>	An accommodation is an assessment practice or procedure that changes the presentation, response, setting, and/or timing and scheduling of assessments. Accommodations are intended to remove barriers that may exist due to a student’s disability or level of English proficiency. Accommodations must be listed in the student’s approved Individualized Education Plan (IEP), 504 plan, or English Learner (EL) plan. More information on ISA accommodations is available at <a href="http://il.mypersonsupport.com">http://il.mypersonsupport.com</a> .
<b>Accessibility Feature</b>	Accessibility features are tools or preferences that are either built into the assessment system or provided externally by Test Administrators. Accessibility features can be used by any student taking the ISA. A small selection of accessibility features available to all students need to be identified in advance.
<b>District Test Coordinator</b>	District Test Coordinator is the individual at the local education agency/ district level responsible for the overall coordination of test administration.
<b>IEP, 504 Plan, or EL Plan</b>	IEP refers to Individualized Education Program plan. It is a program developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives specialized instruction and related services.  The 504 plan refers to a plan developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.  An English Learner (EL) plan refers to a plan developed to ensure that a student who is learning English has equal rights and access to a high-quality education.
<b>Non-secure</b>	Test materials that have been made available to the public, including manuals and user guides. The availability of non-secure materials does not compromise test security or score validity.
<b>PearsonAccess<sup>next</sup></b>	The website used for the registration, setup, preparation, and management of both the paper-based and computer-based formats of the ISA. PearsonAccess <sup>next</sup> requires username and password setup. More information about setup and operation for the ISA is available in the <i>PearsonAccess<sup>next</sup> Online Support</i> .
<b>Section</b>	The ISA is comprised of three sections.
<b>Secure</b>	A test item, reading passage, or test that has not been made available to the public. It also includes test items and student responses. For the paper-based administration, secure materials refer to test booklets and any accommodated materials provided by Pearson. For both the paper-based and computer-based administrations, secure materials also refer to scratch paper written on by students.
<b>SR/PNP</b>	The Student Registration File and Personal Needs Profile (SR/PNP) have been combined into one file layout: Student Registration/Personal Need Profile. This is the data file for registering students for testing, including a student’s testing condition, materials, or accessibility features and accommodations that are needed to take an ISA.

Term	Definition
<b>Testing Environment</b>	All aspects of the test surroundings during testing, this includes what a student can see, hear, or access.
<b>TestNav</b>	The application used to administer the computer-based ISA is available to download at <a href="http://il.testnav.com">http://il.testnav.com</a> .
<b>Test Session</b>	In PearsonAccess <sup>next</sup> , a session is the group of students registered to test a content area together (same time and location).

# Appendix B

## Security Agreement

# 2024 Illinois Science Assessment (ISA) Security Agreement

The content of the ISA is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the ISA or have access to test materials, including Technology Coordinators, or those authorized to observe administration, must sign this security agreement and agree to the statements below. Failure to abide by the terms of the agreement may result in sanctions by ISBE including (but not limited to) score invalidation or employment and licensure consequences.

### For School Test Coordinators

- I will establish and carry out an ISA security plan.
- I will provide training in ISA’s test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure test materials, and I will keep all test materials locked in a secure storage area with limited access when they are **\*NOT\*** in use.
- I will follow all security policies and test administration protocols described in the *Test Coordinator Manual (TCM)*.

### For School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers

- I will not view test content or student responses except if necessary to administer certain accommodations.
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, or photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns, as specified in the *TCM* and *Test Administrator Manual (TAM)*.
- I will follow the procedures as specified in the *TCM* and *TAM* regarding the disposition of all test materials.

### For Test Administrators and Proctors

- I will complete training necessary to understand ISA’s test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student’s test materials or testing device, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
  - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
  - Not allow students to access cell phones or other unapproved electronic devices during testing.
  - Not allow students to access notes, books, or any instructional materials during testing.
  - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
  - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the *TAM* and by my School Test Coordinator.
- Some testing accommodations require a **Test Administrator to view, read, or transcribe test content or student responses**. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocols described in the *TAM*.

I have read the ISA Security Agreement and understand my role in this test administration.

First Name (print)	Last Name (print)
Role <input type="checkbox"/> School Test Coordinator <input type="checkbox"/> Technology Coordinator <input type="checkbox"/> Test Administrator <input type="checkbox"/> Proctor <input type="checkbox"/> Other: _____	
Signature	Date

**\*Submit this form (signed) to your School Test Coordinator, and keep a copy for your records.\***  
 The signed agreement must be maintained by the school at least three years.

# Appendix C

## Signs

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# TESTING

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Please  
Do Not Disturb

Test Direction Symbols in Test Booklets

**GO ON ►**



**DO NOT GO ON**



## Computer-Based Testing: Are You Ready?

- Cover or remove any display resource (e.g., posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing.
- Manage test sessions and review each student's status in PearsonAccess<sup>next</sup>.
- Check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations (e.g., TTS).
- Test the Administrator's log in.
- Confirm that the Test Coordinator has prepared the test sessions.
- Start test sessions and unlock the applicable section (lock the section for absent students).
- Resume students (as needed).
- Ensure students have submitted completed test sections.

## Confirming Accessibility Features and Accommodations

**Before starting every session**, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

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

**Note:** Students utilizing a Human Reader must be placed in a Human Reader session.

***If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.***