



# Illinois Assessment of Readiness (IAR)

# Invest in Kids Private Schools PearsonAccess<sup>next</sup> Training

January 8, 2020



## Purpose

- The purpose of today's training is to provide information to Private Schools who are participating in the Invest in Kids Act so they can successfully administer the Illinois Assessment of Readiness (IAR) to students.
- Pearson and ISBE staff will cover information on the following topics:
  - Invest in Kids
    - Sign up at ISBE.net
  - PearsonAccess<sup>next</sup>
    - Navigation
    - Student registration and test management
  - TestNav
    - Student testing platform





## **Invest in Kids Act**

• The Invest in Kids Act is a 5-year tax credit scholarship pilot program that awards scholarships to eligible students who attend qualified non-public schools in Illinois.

https://www.isbe.net/Pages/InvestinKids.aspx

- A portion of the Act requires that, beginning in the 2019-20 school year, scholarship recipients shall be annually assessed.
- The State Board of Education has been hosting a series of general meetings throughout the state upcoming meetings are listed below. Registration is avilable at <a href="https://www.isbe.net/Pages/testinvestinkidsact.aspx">https://www.isbe.net/Pages/testinvestinkidsact.aspx</a>
  - Thursday, January 9, 2 4 p.m. : Blanchette Catholic Center, 16555 Weber Rd, Crest Hill, IL
  - Thursday, January 16, 2 4 p.m.: Calvary Church, Hazel Dell Campus, 501 W. Hazel Dell Rd., Springfield





### **Invest in Kids Act - Assessment**

### ASSESSMENT

Invest in Kids Act - Assessment

### RESOURCES

- Invest in Kids Act Established Test Sites – Assessing Students in Grades 3-8 24
- Invest in Kids Act Established Test Sites – Assessing Students in Grades 9, 10, and 11 4
- Invest in Kids Testing Site Establishment Form (Please ensure that you are not logged into a Microsoft O365 environment before clicking this link.)

### ASSESSMENT INVEST IN KIDS ACT - ASSESSMENT

Public Act 100-465 🔐 established the Invest in Kids Act. The Act includes a 5-year tax credit scholarship program for eligible students who attend qualified non-public schools.

A portion of the Act requires that, beginning in the 2019-20 school year, scholarship recipients shall be annually assessed at the qualified school where the student attends school in the same manner in which students that attend public schools are annually assessed pursuant to Section 2-3.64a5 of the School Code and that such qualified schools shall pay costs associated with this requirement.

The State Board of Education is hosting a series of general meetings throughout the state regarding administration of the Illinois Assessment of Readiness (IAR) and SAT, PSAT 10, and PSAT 8/9 in nonpublic schools to Invest in Kids scholarship recipients. The meetings are targeted at nonpublic school faculty and staff who will be responsible for administering the assessment. ISBE staff will offer a brief presentation followed by questions from attendees. Faculty and staff are invited to attend the events listed below.

Note: Test Coordinator training for SAT, PSAT 10, and PSAT 8/9 dates and locations are forthcoming. Registration information will be posted under "Presentations and Webinars" on this page when available.

### https://www.isbe.net/Pages/testinvestinkidsact.aspx





### **Invest in Kids Act - Assessment**

### Resources and Documents

### Illinois Assessment of Readiness: Grades 3-8

- 2020 Test Administration Manual for Paper Administration July
- 2020 Test Administration Manual for Online Administration
- 2020 Test Coordination Manual 🛓
- 2020 Accessibility Features & Accommodations Manual

### PSAT 8/9, PSAT 10, and SAT: Grades 9, 10, and 11, respectively

- Manuals
  - 🔹 SAT School Day Test Coordinator Manual 🎴
  - SAT School Day Standard Testing Manual
  - SAT School Day Accommodated Testing Manual
  - PSAT 10 Test Coordinator Manual 🕌
  - 🔹 PSAT 8/9 Manual 🕌
- Student Guides
  - SAT 🛓
  - PSAT 10 🛓
  - PSAT 8/9 🛓
- 🔹 General Timeline 🕌
- Off-Site Testing Information





 $\checkmark$ 

### **Invest in Kids Act - Assessment**

### **Recorded Presentations**

Presentations and Webinars

×

- December 17, 2019: Invest in Kids Act Webinar Assessing Students in Grades 9, 10, and 11
  ISBE and College Board staff provide detailed information regarding test site establishment, materials orders,
  staffing, and general testing logistics and protocol.
  - Presentation
  - Webinar 🏝
- Invest in Kids Act General Information
  - Presentation
- September 26, 2019: Invest in Kids Act Webinar
  - Presentation
  - Webinar H



### https://www.isbe.net/Pages/testinvestinkidsact.aspx



### Invest in Kids Act - PearsonAccess<sup>next</sup>

- Pricing
  - \$300 set-up fee
  - \$12 per student
- For questions on pricing contact Pearson Customer Support and ask for Program Team.







### TestNav

- TestNav is the software students will use to login and test the Spring 2020 Illinois Assessment of Readiness (IAR).
- The Technology Coordinator or Test Coordinator will need to download TestNav and setup computers well ahead of the testing window.
- Detailed information is available at il.mypearsonsupport.com on the Technology tab.
- Once TestNav is download, auto updates should be turned off.

| /iew hardware and software r         | equirements for administering online tests.   |
|--------------------------------------|---|
|                                      | Technology Requirements -   |
| TestNav System Requirem              | ents  |
| PearsonAccess <sup>next</sup> System | I Requirements  |
|                                      | List of Giffornebooks +   |
|                                      |   |
|                                      |   |
| Additional Technology Res            | ources  |
|                                      |   |
| Jser Guides are product guid         | es to be used by Test Coordinators, Test Administrators, and technology personnel for technical instructions and troubleshooting.   |
|                                      | Additional Technology Resources 🕶   |
|                                      | 87  |
|                                      |   |
|                                      |   |
| Prostor Caching                      |   |
| Proctor Caching                      |   |
|                                      | rations to securally download test content from the Pearson service to the concoration or school. This reduces the amount of handwidth required                             |
|                                      | vrations to securely download test content from the Pearson server to the corporation or school. This reduces the amount of bandwidth required                              |
| Proctor caching enables corp         |   |
| Proctor caching enables corp         | vations to securely download test content from the Pearson server to the corporation or school. This reduces the amount of bandwidth required<br>Proctor Cache Installers > |
| Proctor caching enables corp         | Proctor Cache Installers »  |
| Proctor caching enables corp         |   |





TN TestNav

• The first time using TestNav, you will need to choose a customer

– 🗆 ×

### TestNav.







### **TestNav**

- Once the customer is chosen, students will be directed to the login screen.
- The customer screen will not show up again, unless you select choose a different customer.









## **PearsonAccess**<sup>next</sup>

- PearsonAccess<sup>next</sup> live site
  - Register students
  - Add student testing information
    - Test to be taken
    - Accommodations / accessibilities
  - Add students to sessions (for online testing)
  - Manage sessions (for online testing)
  - Monitor online testing
  - View scores
    - Scores will be available online via OnDemand Reporting in PAN..
- PearsonAccess<sup>next</sup> Training Site
  - Practice all live activities
  - Secure practice tests





### **Outline of Tasks for District/School Coordinators**

- Establish an account for yourself as district/school test coordinator in PearsonAccess<sup>next</sup> (PAN)
- Check network/computers for compatibility with PearsonAccess<sup>next</sup> and TestNav
- 3. Load student information or create within PearsonAccessnext
- 4. Install Proctor Cache software (IF needed)
- 5. Create accounts for test administrators in PearsonAccess<sup>next</sup>
- 6. Create and place students in test sessions in PearsonAccess<sup>next</sup>
- 7. Prepare test sessions
- 8. Start test sessions
- 9. Stop test sessions
- 10. Return any secure materials to Pearson





### **PearsonAccess**<sup>next</sup> - Live Site

### http://il.pearsonaccessnext.com



- Assists educators in supporting student learning
- · Makes use of technology in assessments, and advances accountability at all levels

# PearsonAccess<sup>next</sup> - Training Site

### https://trng-il.pearsonaccessnext.com/



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 du in math and English language arts
- · Provides a measure of college and career readiness for sludents
- · 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

PearsonAccess\*\*\*\* serves as the entry point to all Pearson services

# **PearsonAccess**<sup>next</sup> - Signing In

- Users currently signed up with ISBE, should have received a Welcome email from Pearson.
- Follow the Instructions to create a password.
  - This same username and password can be used for both the live and training sites

Reset Password

00-6fd3c74756ed:1

|         | Username                    |
|---------|-----------------------------|
|         | kathy.test3                 |
|         | Reset Token                 |
|         | 8c2b387e-343c-4a34-a100-6fd |
|         | New Password                |
|         | Confirm Password            |
| P       |                             |
| Pearson | Update Password Cancel      |

| PM | PearsonAccessNext System Message <noreply@mail.pearsonaccessnext.com><br/>Web 17/2020 147 AM<br/>Shrinon, Ketty w</noreply@mail.pearsonaccessnext.com>   | 3 | 2 |  |  |  |  |  |  |  |  |  |
|----|--|---|---|--|--|--|--|--|--|--|--|--|
|    | Dear Kathy,  |   |   |  |  |  |  |  |  |  |  |  |
|    | Welcome to PearsonAccess Next! You have been assigned a User ID on the PearsonAccess Next Website.<br>This information is intended for:  |   |   |  |  |  |  |  |  |  |  |  |
|    | * Name: Kathy Johnson<br>* Email: kathy johnson⊕pearson.com  |   |   |  |  |  |  |  |  |  |  |  |
|    | * Username: kathy.test3<br>Please do not share your username or this email with anyone, as it serves as a secure access link into the system.  |   |   |  |  |  |  |  |  |  |  |  |
|    | To establish your initial password, please click on the link below or paste it into your browser.<br>Password must be between 8 and 32 characters long, cannot be any of the last 5 passwords used and must contain 3 out of the 4 character types listed below:<br>Uppercase<br>Lowercase<br>Number<br>Special Character except < > ** - *;   |   |   |  |  |  |  |  |  |  |  |  |
|    | https://urldefense.proofpoint.com/v2/url?u=https:3A_il.pearsonaccessnext.com_customer_change-2Dpassword.action-3Fusername-3Dkathy.test3-26token-3D8c2b387e-2D343c-2D4a34-2Da100<br>2D6fd3c74756ed-253A1&d=DwiCAg&c=0YLnzTkWOd/lub_yToAx80&r=x5-OacZvSAu6X5n68DESET8eCE4X8EmD9UF-2a26w3c&m=slG3-eW-RRnfecug6oxW3Vu5G80rE2O8p_bsNw-<br>8Kol8x=E_A_MTfvzFzzyRbokcfXGrilRiz4z-7UD1SH4K5bbDM&e= |   |   |  |  |  |  |  |  |  |  |  |
|    | If you wish to change your password, this can be done at any time by using the Reset Password functionality within the PearsonAccess Next site.  |   |   |  |  |  |  |  |  |  |  |  |
|    | Use this link to access the site:<br>https://uldefense.proofpoint.com/v2/ul?u=https:3A_il.pearsonaccessnext.com_customer&d=DwiCAg&c=0YLnzTKWOdJub_V7gAx8D&r=v5-OacZvSAu6XSn68QEsET8eCE4X8EmD9UF-<br>2a26w3c&m=siG3-eW-RRnfecug6oxW3Vu5G80rE2O8p_bsNw=8Kol&s=_TdY6o0deit4NgMD0ZK8O5Xji48JmabgQ8xNKgak0b8&e=   |   |   |  |  |  |  |  |  |  |  |  |
|    | Sincerely,   |   |   |  |  |  |  |  |  |  |  |  |
|    | Pearson  |   |   |  |  |  |  |  |  |  |  |  |



## **PearsonAccess**<sup>next</sup> - Signing In

According

| Assessment of Readiness   |                 | (   | Sign In     Sign In     Forgot Usemane   Singot Password     C conduct Us   |
|---|-----------------|---|---|
| Program Information   |                 |   | Minois Customer Support<br>1-833-213-3879<br>Monday - Friday  |
|   |                 |   | 6:00 am - 6:00 pm (CT)<br>Related Links<br>Help and FAGs<br>PearsonAccess <sup>mell</sup> Training Site<br>Practice Tests<br>Illinois Pearson Customer Portal |
| LINOIS ASSESSMENT OF READINESS (IAR)<br>e IAR assesses progress of students in grades 3-8 in meeting the Illinois Learning Standards in<br>gish language arts and mathematics.  | Featu<br>Pearso | PearsonAccess next  |   |
| Allows students to demonstrate what they know and can do in math and English language arts<br>Provides a measure of college and career readiness for students<br>Contains high-quality test items that measure the full range of state adopted standards<br>Assists educators in supporting student learning<br>Makes use of technology in assessments, and advances accountability at all levels |                 | Password  |   |
|   |                 | Login Forgot Username Forgot Password Support Username is not case sensitive Password is case sensitive |   |
| Pearson   | l               |   |   |



## **PearsonAccess**<sup>next</sup> - **Signing In**

 The first time you sign in, you will be asked to agree to the Web Site Terms and Conditions.

#### PearsonAccessnext WEB SITE TERMS AND CONDITIONS OF USE

#### YOU ARE REQUIRED TO READ THESE TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING THIS SITE.

Before using this Site, please read these Terms of Use and the Privacy Policy carefully. By using this Site and its services, you acknowledge that you understand, accept and agree to the terms of this Privacy Policy and the Terms of Use for this Site. Hyou do not agree to these Terms of Use, you are prohibide from using this Site. Pleason reserves the right at its discretion, to change, modify, add, or remove portions of these Terms of Use at any time. Your continued use of the Site following the positing of changes to these Terms of Use at any time. Your continued use of the Site following the positing of changes to these Terms of Use at any time. Your continued use of the Site following the positing of changes to these Terms of Use at any time. Your continued use of the Site following the positing of changes to these Terms of Use at any time. Your continued use of the Site following the positing of changes to these Terms of Use at any time. Your continued use of the Site following the positing of changes to these Terms of Use at any time. Your continued use of the Site following the positing of changes to these Terms of Use at any time. Your continued use of the Site following the positing of changes to these Terms of Use at any time. Your continued use of the Site following the positing of changes to these Terms of Use at any time. Your continued use of the Site following the positing of changes to the Site. Please contact Pearson at ParatonAccessite have any contact the site of the Site. Terms of Use for this Site, please contact Pearson at ParatonAccessite the site of the site of the site of the site of the Site. Terms of Use for this Site. Please contact Pearson at ParatonAccessite the site of the site of the site of the Site of the Site. Terms of Use the Site of t

#### A. RESTRICTIONS ON USE OF MATERIALS

 This site is operated by NCS Parsion. Inc. ("Pearson"). Pearson is under contract with certain education agencies (including state education agencies) and educational institutions or organizations ("Education Agency") or Customers to provide services for designated educational assessment programs ("Assessment Programs"). Each State Education Agency with Pearson by provide this state pursuant to specifications that are developed for the State Education Agency.

 To the extent that You are an Education Agency using this Ste as provided in the contract with the Education Agency, and in the event any of these Website Terms and Conditions of Use conflict with the terms of the contract with the Education Agency, the terms of the contract with the Education Agency shall apply.

 Pearson restricts access to the site by password to users that are authorized by the Education Agency sponsoring the Assessment Program. Some authorized users, including School District personnel, may use the Site to submit personally identifiable information to Pearson to allow for the registration, processing, and scoring of educational assessments, to order materials for educational assessments, view and download score reports, and for related services. Other authorized users, including students or parents, may access portions of this site to view student results and related information.

4. Personally identifiable information, score reports, or materials found on this Site may not be disclosed to any unauthorized third party, or used for any purpose not authorized by the Education Agency which sponsors the applicable Assessment Program. No data or material from the Site may be copied, reprodued, republished, uploaded, posted, transmitted, or distributed in any way that is not authorized by these Terms and Conditions of Use or the Education Agency which sponsors the authorized user's Assessment Program.

#### B. DISCLAIMER

THE MATERIALS IN THIS SITE ARE PROVIDED "AS IS" AND WITHOUT WARRANTIES OF ANY KIND EITHER EXPRESS OR IMPLIED. TO THE FULLEST EXTENT PERMISSIBLE PURSUANT TO APPLICABLE LAW PERSON AND EDUCATION ABONY DISCLAMM ALL WARRANTIES, EXPRESS OR IMPLIED. NOLUMISE DT IN UNITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. PEARSON AND EDUCATION AGENCY DO NOT WARRANT THAT THE FUNCTIONS CONTAINED IN THE MATERIALS WILL BE UNINTERRUPTED OR ERROR-FREE. APPLICABLE LAW MAY NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION WAY NOT APPLY TO YOU.

#### C. INDEMNIFICATION

YOU ARE ENTIRELY RESPONSIBLE FOR MAINTAINING THE CONFIDENTIALITY OF YOUR PASSWORD AND ACCOUNT. FURTHERMORE, YOU ARE ENTIRELY RESPONSIBLE FOR ANY AND ALL ACTIVITIES WHICH OCCUR UNDER YOUR ACCOUNT AND ACCOUNT HOLDERS OTHER THAN EDUCATION AGENCIES AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS PEARSON AND EDUCATION AGENCY FOR ANY LIABILITY OR EXPENSE ARISING FROM SUCH USE OR MISUSE. YOU AGREE TO INDEMNIFY, DEFEND, AND HOLD FOR ANY UNAUTHORIZED USE OF YOUR ACCOUNT OR ANY COMER BREACH OF SECURITY KNOWN TO YOU.

#### D. LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES, INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE, SHALL, PEARSON AND EDUCATION AGENCY BE LIABLE TO YOU OR ANY PARTY FOR ANY DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF, OR INABILITY TO USE. THIS WEB SITE, APPLICABLE LAW MAY NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABLITY OR INDIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION AWN NOT APPLY TO YOU.

IN ADDITION, NOTHING IN THESE TERMS AND CONDITIONS IS INTENDED TO WAIVE OR LIMIT THE SOVEREIGN IMMUNITY OF THE EDUCATION AGENCY.

#### E. TERMINATION

You may terminate your use of this site at any time by ceasing to use this site. Your use of this site may also be terminated immediately by the Education Agency or Pearson if in the Education Agency or Pearson's sole determination you fail to comply with any term or provision of these terms and conditions.

#### F. OTHER

Except as stated in A.2. These terms shall be governed by and construed in accordance with the laws of the State of Minnesota or the Eighth Circuit (for U.S. (aw where applicable), without giving effect to any principles of conflicts of law. If any provision of these terms shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from these terms and shall not affect wilding and enforceability of any remaining provisions.

G. PRIVACY

Users of this site must review and uphold the terms of the Privacy Policy found on this site.

Copyright @ 2010 Pearson Education, Inc. or its affiliate(s). All rights reserved.

Effective Date: July 1, 2014





### **PearsonAccess**<sup>next</sup>



### **PearsonAccess**<sup>next</sup>

- Users will see their school in the upper right hand corner.
- The administration year should be IAR Spring 2020.
  - If it is not, use the drop down to change

| PearsonAccess <sup>ned</sup>  | 👗 🍽 Minois > 2019 - 2020 > MAR Spring 2  | 2020 • KJ SAMPLE SCHOOL (ZZZ1000000000-ZZZ100000001001) •             |
|---|--|---|
| Home Setup Testing Reports Test Config Support  |  |   |
| Select an action  | TESTING<br>Select an action  | REPORTS<br>Select an action   |
| * Helpful Information   |  | % Contact Us  |
| Welcome to PearsonAccess <sup>nest</sup> . To access training modules on how to u   | se PearsonAccess <sup>teel</sup> , please visit http://il.mypearsonsupport.com/  | Illinois Customer Support<br>1-833-213-3879;                          |
| Hover over specific tasks in the action drop down menus to learn more<br>Go to Setup tasks to:<br>Import or export data files<br>Manage organizations, participation, and enrollment<br>Manage user accounts (excluding your own)<br>Manage students including demographic data and test registrations<br>Manage material orders including tracking shipments and placing a | Illinois > 2019 - 2020 > IAR Spring 2020         KJ SAMPLE SCHOOL (ZZZ1000000000-ZZZ100000001001) * *           Illinois         • | Monday = Friday<br>6:00 am - 6:00 pm (CT)<br>Contact Illinois Support |
| Hange Interim Order and backup file save locations     Manage Protor Caching and backup file save locations     Go to <b>Texting</b> tasks to:     Manage Text Setsions   | 2018 - 2019 <del>-</del><br>2019 - 2020 <del>-</del><br>IAR Spring 2020  | Available during hours listed above<br>% Links                        |
| manage rest sessions     Manage and monitor Student Testing     Resolve Rejected Student Test Alerts     Go to <b>Report</b> tasks to:  | REPORTS  | Help and FAOs<br>PearsonAccess Next Online Support                    |

# $PearsonAccess^{next}\,$ - Navigating the Site

OR

• Information can be accessed via the dropdown links across the upper left of the screen.

| ome | Setup Testin          | ig Reports | Support            |
|-----|-----------------------|------------|--------------------|
|     | Import / Expor        | t Data     |                    |
|     | Students              |            |                    |
|     | Classes               |            | SETUP              |
|     | Organizations         |            | SETOP              |
|     | Users<br>Work Request | -          |                    |
|     | Orders & Ship         |            |                    |
|     | TestNav Confi         | -          | Select an action 👻 |
|     |                       | -          |                    |



• Information can be accessed using the dropdown menus located in the blue banner (brown if in training site) on the home screen.

| gyned<br>Se III O<br>Tastra Rajon Sugon   |                                  |  | Invois • 2018 - 2019 • HAT Spring 2019 • KJ SAMPLE SCHOOL Ø<br>KJ SAMPLE SCHOOL Ø |
|---|----------------------------------|--|---|
| SETUP<br>Seed an issor  | <u> </u>                         | TESTING<br>et an action                              | REPORTS<br>Select an action •   |
| PearsonAccess <sup>ne.t</sup>   |                                  |  |   |
| n 💏 🐼 🗹<br>Home Setup Testing   | Reports Support                  |  |   |
|   |                                  | AND L  |   |
|   |                                  | SETUP  | 7   |
|   |                                  |  |   |
|   |                                  | Select an action                                     |   |
| ★ Helpful Information   |                                  | Import / Export Data<br>Students<br>Classes          |   |
| Welcome to PearsonAccess <sup>ne</sup>  | <sup>ext</sup> . To access train | Organizations  | rsonAcces   |
| Hover over specific tasks in<br>Go to <b>Setup</b> tasks to:<br>• Import or export data fik |                                  | Users<br>Work Requests<br>Orders & Shipment Tracking | their func <b>i S</b><br>Readiness  |
| <ul> <li>Manage organizations, p.</li> <li>Manage user accounts (e)</li> </ul>              |                                  | TestNav Configurations                               |   |

Confirm Organization Information

# **PearsonAccess**<sup>next</sup> - Confirm Organization Information

Ô.

Setup

Create / Edit Organizations

Organizations
Tasks 1 Selected
Select Tasks

Testina

Home

Reports Support

0

- Under the Setup drop down, select Organizations.
- On the Organization screen select Manage Contacts and click on Start.





Start





### **PearsonAccess**<sup>next</sup> - User Roles

- Users included in the information from ISBE were created as District Test Coordinators (DTC) at the school listed.
- District Test Coordinators can create additional users as needed for their school.
- User Roles:
  - District Test Coordinator
  - School Test Coordinator
  - Test Administrator Role
  - Technology Coordinator Role
  - Report Access Role
- Details about each role and what they have access to can be found in the User Role Matrix posted at



II.mypearsonsupport.com



### **PearsonAccess**<sup>next</sup> - Creating New Users

- To create a new user, select "Users" from the setup dropdown
- On the User screen, use the "Select Tasks" dropdown and choose "Create/Edit Users"
- Click the blue "Start" button to the right of the "Select Tasks" bar.

Pearson





## **PearsonAccess**<sup>next</sup> - Creating New Users

- Select Organization
  - Clicking in the box should bring up the school available.
- Select Role(s)
  - A user can have more than one role, but if a District or School Test Coordinator, no additional roles are needed.
- Complete First Name, Last Name and Email address.
- The Username will default to the Email address, but can be changed if desired.
- It is not necessary to provide Active Begin/End Dates.

| New User             |     |                   | Creat    |
|----------------------|-----|-------------------|----------|
| Selected Organizatio | ns* |                   | <b>_</b> |
| Select               |     |                   |          |
| Selected Roles*      |     |                   |          |
| Select               |     |                   |          |
| Account              |     |                   |          |
| Enabled              | •   |                   |          |
| First Name*          |     | Active Begin Date |          |
|                      |     |                   |          |
|                      |     | Active End Date   |          |
| Last Name*           |     | <b></b>           |          |
|                      |     | Delete Date       |          |
| Email*               | /i  | <b>*</b>          |          |
|                      |     |                   |          |
| Username*            |     |                   |          |
|                      |     |                   |          |
| * Required           |     |                   |          |





### **PearsonAccess**<sup>next</sup> - Students

- In order to administer the IAR ELA and math assessments, students must be registered in PearsonAccesss<sup>next</sup> (PAN).
- Each student will have a test assignment created for each assessment (ELA and math)
- Student Registration / Personal Needs Profile (SR/PNP) information is needed for each test (one for ELA and one for math). Each student will have two records in the file.
  - The SR/PNP tells the system what test format (paper/online) and what (if any) specific accommodations or accessibility features the student will need (Text-to-Speech, Color Contrast, etc)
- For student testing paper, or students testing with a Human Reader Script, this information needs to be in PAN no later than Friday, January 24, 2020. This will ensure the student receives all their testing materials with the initial order.
  - Additional orders will be available for student needs if this date is missed.

• Students can be imported using the SR/PNP layout and templates found on the il.mypearsonsupport.com customer support site.

### Accommodation Resources

Information to assist in populating accommodation and accessibility information for students in PearsonAccess<sup>mext</sup>. Resources include Student Registration/Personal Needs Profile Layouts, Field Definition Document and an Accommodation Template.

Accommodation Resources •

IAR Spring 2020 Student Registration\_Personal Needs Profile Layout\_csv Template

IAR Spring 2020 Student Registration\_Personal Needs Profile Template

IAR Spring 2020 SR\_PNP Field Definitions

IAR Spring 2020 SR\_PNP Detailed Layout

The 8th edition of this manual has one major change. Any student may receive the math test in Spanish. In past years, a student needed the EL designation in order to receive





• The SR/PNP Template provides a short description about each field.



• The SR/PNP CSV Template provides the shell with header rows that can be used to import the Student Registration file.

|     | A          | 8                     | c                   | F                        | G                                       | H      | 1               |            | к   | L          | M   | N     | 0       | AW           | AX           |
|-----|------------|-----------------------|---------------------|--------------------------|---|--------|-----------------|------------|-----|------------|-----|-------|---------|--------------|--------------|
| 1   | State Abbr | Testing District Code | Testing School Code | State Student Identifier | Loca                                    | I Uniq | Last or Surname | First Name | Mic | Birthdate  | Sex | State | GradeLe | ve Test Code | Test Form: R |
| 2   | H.         | 99999999999x0000      | 1231000000X1001     | 9999999999               |   |        | sample1         | First1     |     | 2000-05-30 | F.  |       |         | 3 MATOS      | 0            |
| 3   | IL.        | 99999999999x0000      | 1231000000X1001     | 999999999                | ( – – – – – – – – – – – – – – – – – – – |        | sample1         | First1     |     | 2000-05-30 | ŧ.  |       |         | 3 ELACS      | 0            |
| 4   | 11.        | 99999999999x0000      | 1231000000x1001     | 999999999                | è                                       |        | sample2         | First2     |     | 2000-04-07 | м   |       |         | 4 MAT04      | 0            |
| 5   | IL.        | 999999999990000       | 1231000000X1001     | 9999999999               | 6                                       |        | sample2         | First2     |     | 2000-04-07 | м   |       |         | 4 ELA04      | 0            |
| 6   | IL .       | 999999999990000       | 1231000000X1001     | 9999999999               | (                                       |        | sample3         | First3     |     | 1999-04-12 | м   |       |         | 5 MAT05      | 0            |
| 7   | IL .       | 99999999999x0000      | 1231000000X1001     | 9999999999               |   |        | sample3         | First3     |     | 1999-04-12 | м   |       |         | S ELAOS      | 0            |
| 8   |            |                       |                     |                          |   |        |                 |            |     |            |     |       |         |              |              |
| 1.4 |            |                       |                     |                          |   |        |                 |            |     |            |     |       |         |              |              |

- The Testing District Code and Testing School codes are the codes shown in the upper right corner when logging into PAN
- The Home District and Home School should be left blank, they will default to the Testing Code values.
- Since Private Schools do not have enrollments within ISBE's Student Information System, the students do not have State Student IDs.
  - Files will need to be imported using a generic 9 byte ID use **999999999**
  - Once the student is imported, the generic ID will be converted into an 11 byte student ID
- The file must include a test code and test format
  - Test formats are O = online or P = paper
  - Test code examples are ELA03, MAT03, ELA04, MAT04

- Complete the information in the layout.
- Save file as a .csv file
- Under the Setup drop down menu, select Import/Export Data





### \* Helpful Information

• Select Import / Export Data and click the blue Start button.

| Pearso | nAcces      | ss <sup>next</sup>  |              |                  |              |  |   |       |   |
|--------|-------------|---------------------|--------------|------------------|--------------|--|---|-------|---|
| A Home | ¢<br>Setup  | <b>⊡</b><br>Testing | E<br>Reports | 🔲<br>Test Config | 0<br>Support |  |   |       |   |
| Impo   | t/Ex        | port D              | ata          |                  |              |  |   |       |   |
| 📰 Task | s 1 Sele    | cted                |              |                  |              |  |   |       |   |
| Select | Tasks       |                     |              |                  |              |  | - | Start | - |
| 🕑 Imp  | port / Expo | ort Data            | >-           |                  |              |  |   |       |   |
|        | W File De   | laito               |              |                  |              |  |   |       |   |

 In the Type drop down, select Student Registration Import





- File Layout Type can be fixed or csv
- Sessions will be auto created if the session field is completed. If you do not want sessions to be created check the "Don't auto-create" box.
- Importing will modify students, registrations and tests. Check box if you do not want this to happen
- Choose File
- Select Process

| Tasks for Importing and Exporting          |  |
|--|--|
| Import / Export Data                       |  |
|  |  |
| Туре*                                      |  |
| Student Registration Import 🔹              |  |
| File Layout Type                           |  |
| CSV  |  |
| Don't auto-create Test Sessions for online | testing  |
|  | auto-create test sessions but you do not want test sessions created from this import, check the box above. |
|  |  |
| Don't modify student tests                 |  |
| Note: This import modifies students, st    | udent registrations and student tests. If you don't want student tests modified, check the box above.      |
| Course File                                |  |
| Source File                                | Additional e-mails   |
| Choose File No file chosen                 | Enter a valid e-mail address   |
| Process Reset                              |  |
|  |  |
|  |  |
|  | Assessment of Readiness  |
#### **PearsonAccess**<sup>next</sup> - **Student Creation - Import**

- The Student Registration / Personal Needs Profile (SR/PNP) file includes
  - all the necessary demographic / registration information
  - information to create student tests
    - Each student must have two records; one for ELA (English language arts) and one for Mathematics.
  - Session information (if using to create sessions)
- Check the import view detail page to confirm there were no records in error.
  - Under Setup choose
     Import/Export Data
  - Choose the file to view
  - Under Select Tasks select View File Details and click start

| Select Tasks                 |   |                            | -                     | Start |
|------------------------------|---|----------------------------|-----------------------|-------|
| □ Import / Export Data       |   |                            |                       |       |
| Name starts with             |   |                            | Q Search              |       |
|                              |   |                            |                       |       |
| Filters Clear Hide<br>Status | 4 | 86 Results                 |                       |       |
|                              |   | 86 Results<br>Request Date | Name                  |       |
| Status<br>Select one or more |   | Request Date 2020-01-08    | Name<br>test smpn.csv |       |
| Status                       |   | Request Date               |                       |       |





#### **PearsonAccess**<sup>next</sup> - **Student Creation - Import**

• Check the import view detail page to confirm there were no records in error.



#### **PearsonAccess**<sup>next</sup> - Student Creation

- Students can also be created in PAN by either importing students via the Student Registration/Personal Needs Profile layout or
- Manually within the PearsonAccessn<sup>ext</sup> user interface (UI)
   NOTE: This option is currently not available.
- To create students within in the UI
- Under the Setup drop down menu, select Students



## **PearsonAccess**<sup>next</sup> - **Student Creation**

• On the Student screen, use the "Select Tasks" drop down and select Create/ Edit Students and the Registration tasks.

| <ul> <li>Under the Select</li> </ul> | Pearso    | onAcces                            | ss <sup>next</sup>      |              |                  |              |                           |           | •       | ×        | Illino |
|--------------------------------------|-----------|------------------------------------|-------------------------|--------------|------------------|--------------|---------------------------|-----------|---------|----------|--------|
| Task drop down,                      | A<br>Home | ¢<br>Setup                         | ☑<br>Testing            | E<br>Reports | 🔳<br>Test Config | 0<br>Support |                           |           |         |          |        |
| select                               |           |                                    | rooting                 | Reports      | lost obling      | Capport      | ·<br>                     |           |         |          |        |
| Create/Edit                          | Stude     | ents                               |                         |              |                  |              |                           |           |         |          |        |
| Students and the                     | 🖺 Task    | ks 5 Sele                          | cted                    |              |                  |              |                           |           |         |          | Studer |
| Registration Tasks                   | Select    | t Tasks                            |                         |              |                  |              | ¢                         | Start -   |         | м        | anage  |
|                                      | 🖉 Cr      | reate / Edit                       | Students                |              |                  |              |                           |           |         |          |        |
|                                      |           | egistration                        |                         | AR Spri      | ng 2020 👻        |              |                           |           |         |          |        |
| _                                    | V         | Register S<br>Manage S<br>Manage C | Student Tests           | 3            |                  |              | Q Search 💌                |           |         |          |        |
|                                      |           | Manage E<br>udents - M             | Enrollments<br>ove Test |              | Clear H          | ide          | No Results                |           |         |          |        |
|                                      | De        | elete Stude                        | ents                    |              |                  |              | State Student Identifier* | Local Stu | dent lo | lentifie | er     |
|                                      | Starts    | with                               |                         |              |                  |              | ONo results found.        |           |         |          |        |

## **PearsonAccess**<sup>next</sup> - Student Creation

- On the Create/Edit screen, complete the student information.
- Click on the blue Create button on the right of the screen

| Tasks for Students     |                       |                     |                    |       |                          | O Add Task | Previous Task | Next Task 3 | Exit Tasks <b>X</b> |
|------------------------|-----------------------|---------------------|--------------------|-------|--------------------------|------------|---------------|-------------|---------------------|
| Create / Edit Students | Register Students Mar | nage Student Tests  | Manage Classes     | Manag | ge Enrollments           |            |               |             |                     |
| STUDENTS (0)           |                       | DETAILS             |                    |       |                          |            |               |             |                     |
| Create Students        |                       | New S               | tudent             |       |                          |            |               | Crea        | ite Reset           |
|                        |                       | Organization Select | on*                |       |                          |            |               | Ļ           |                     |
|                        |                       | State Stud          | ent Identifier" () | _     | Local Student Identifier | •          | To retu       | irn to th   | ne                  |
|                        |                       | MUST BE             | 9 DIGITS           |       |                          |            | Home          | page a      | fter                |
|                        |                       | Last or Su          | rname" 0           |       | First Name* O            |            | comple        |             |                     |
|                        |                       |                     | 0                  |       |                          |            | select l      | Exit Ta     | sks.                |
|                        |                       | Birthdate*          |                    |       | Middle Name O            |            |               |             |                     |
|                        |                       | Sex" O              | -00                |       | State Field 1            |            |               |             |                     |
|                        |                       |                     |                    | *     |                          |            |               |             |                     |

# **PearsonAccess**<sup>next</sup> - **Student Creation - Registration**

\* Required

|            | IAR SPRING 2020                                    |   |                            |
|------------|--|---|----------------------------|
| 11111)     | SAMPLE, 03 STUDENT                                 | 3 (323111112)   |                            |
|            | Registered   |   |                            |
|            | Grade Level When Assessed* 0                       | Home School Code* 0                                     | Ship Report School Code 0  |
| C          | •  | Select *  | select *                   |
| tudent     | Ethnicity<br>Hispanic or Latino Ethnicity <b>0</b> | Federal Race/Et   | nnicity<br>v               |
|            | Race - At least one of the fol<br>Asian <b>O</b>   | llowing fields must be select<br>American Indian or Ala |                            |
|            | <b></b>  |   | T                          |
|            | Black or African American ()                       | Native Hawaiian or Oth                                  | er Pacific Islander 0      |
|            | <b>.</b>   |   | Ŧ                          |
| e (for     | White 0  | Two or More Races 0                                     |                            |
| · ·        | <b>T</b>   |   | T                          |
| he same as | Student Status<br>English Learner (EL) 🛛           | Title III Limited English Profi                         | cient Participation Status |
|            |  |   | •                          |
| including  | Gifted and Talented 0                              | Migrant Status ()                                       | T                          |
| lities     | Economic Disadvantage Status 0                     | Student with Disabilities 0                             |                            |
|            | Ť  | Primary Disability Type <b>0</b>                        | •                          |
|            |  |   | T                          |

- Fill out additional demographic information to complete the Student Registration.
  - check the Registered box
  - complete grade level
  - complete Home School code (for Private Schools this will be the same as the testing school)

STUDENTS (2)

SAMPLE, 03 STUDENT 2 (3231 SAMPLE, 03 STUDENT 3 (3231

- Ethnicity/Race
- Additional status information including EL and Students with Disabilities
- Click on Save



# **PearsonAccess**<sup>next</sup> - Manage Student Tests

 Each student must have both an ELA and a Mathematics test assignment.

ind Students Registered to IAR Spring 2020 +

Pearson

- To create test assignments in the user interface, under the Setup drop down, select Students
- Choose a student by using the search filters or select the desired student from the list (you may need to choose "show all results" from the search drop down).

| ine ensure integration is in the pring to |            |    |                           |                          |                  |              |
|---|------------|----|---------------------------|--------------------------|------------------|--------------|
| Last or Surname starts with               |            |    | Q Search -                |                          |                  |              |
| Filters Across All Organizations          | Clear Hide | 11 | Result                    |                          |                  |              |
| State Student Identifier                  |            |    | State Student Identifier* | Local Student Identifier | Last or Surname* | First Name*  |
| Starts with                               |            |    | 323111112 0 📵             |                          | SAMPLE           | 03 STUDENT 3 |
| Local Student Identifier                  |            |    |                           |                          |                  |              |

 Under the Select Task drop down, choose Manage Student Tests

PearsonAccessnex

Testing

Import / Export Data Students

Organizations Users

Work Requests Orders & Shipment Tracking

Helpful Information

TestNav Configurations

Q Search

Show all results

This action clears the search and filters

0 Reports Support

SETUP

Select an action



# **PearsonAccess**<sup>next</sup> - Manage Student Tests

- A test assignment will need to be created for each test
- Click on Create Student Tests to complete the student test information.

#### STUDENT TESTS (3)

Create Student Tests

SAMPLE1, KATHY (16959717334)

Grade 03 Mathematics

Assigned



| Grade 08 ELA/Literacy<br>Assigned(in progress)<br>Organization*  |                 | Class Name O      |   | Show Student De     O Show Audit Trail     I Reminder(s)  |
|--|-----------------|-------------------|---|---|
| BIEDERMAN SCHOOL (999999999  | 9999 🛪 🔹        | Select            | v   |   |
| Student Test UUID  | Test Administ   | rator             | Void Test Score Code  | Summative Flag 0  |
| 1F7C0DC4-0AB3-4346-8332-48E  |                 |                   | Void Test Score Reason  |   |
| Test Format"   | Staff Member    | Identifier 0      | Ŧ   |   |
| Online x ×   |                 |                   | Unsubmitted   |   |
| Retest 0   |                 |                   | Reason for No Valid Test Attempt (R   | IVTA) codes must  |
| No 🔻   |                 |                   | be entered in SIS   | (VIA) Codes musi  |
| Administration Consideration<br>Frequent Breaks ①<br>Separate/Alternate Location ①<br>Small Group Testing ①<br>Accessibility Features Idem |                 | ince              | <ul> <li>Specialized Equipment or Furnit</li> <li>Specified Area or Setting ①</li> <li>Time of Day ①</li> </ul> | ture O  |
| Answer Masking  Color Contrast   |                 |                   | Student Reads Assessment Aloud t  | o Self O  |
| Presentation Accommodati   | ut proper docum | entation may resu | It in the student's test being invalidated  | <ul> <li>Large Print ①</li> <li>Human Signer for Test Directions ①</li> <li>Assistive Technology - Non-Screen Reader ① A</li> <li>Assistive Technology - Screen Reader ① A</li> </ul> |

# **PearsonAccess**<sup>next</sup> - Manage Student Tests

- Required student test information:
  - $\circ$  Organization
  - Test
    - E.g. Grade 3
       Mathematics
  - Test Format
    - Online
    - Paper
- Additional Information as needed:
  - Accommodations
  - Accessibilities

| SAMPLET MATUY (18             | 60747224       | \<br>\       |  |                         | -         |
|-------------------------------|----------------|--------------|--|-------------------------|-----------|
| SAMPLE1, KATHY (169           | 939717334      | )            |  |                         | Save      |
| Grade 03 Mathematics          |                |              |  |                         | O Show St |
| Assigned                      |                |              |  |                         | O Show Au |
| Organization*                 |                | Class Name O |  |                         |           |
| KJ SAMPLE SCHOOL DEMO (ZZZ    | 1000 w +       | Select       | *  |                         |           |
|                               |                |              |  |                         |           |
| Student Test UUID 0           | Test Administ  | trator O     | Void Test Score Code   | Summative Flag <b>0</b> |           |
| 8153818F-0D60-4964-8900-07D   |                |              | Void Test Score Reason   |                         | ۲         |
| Test Format*                  | Staff Member   | Identifier O |  |                         |           |
| Online x +                    |                |              | Unsubmitted  |                         |           |
| Retest O                      |                |              | Reason for No Valid Test Attempt (RNVTA) codes must be entered in SIS        |                         |           |
| 7                             |                |              | unitation of the same rest remaining forest of cones must be entitled in Sta |                         |           |
| Administration Consideration  | on             |              |  |                         |           |
| Frequent Breaks 0             |                |              | Specialized Equipment or Furniture 0   |                         |           |
| Separate/Alternate Location 0 |                |              | Specified Area or Setting O  |                         |           |
| Small Group Testing 0         |                |              | Time of Day 0  |                         |           |
| Accessibility Features Iden   | tified in Adva | nce          |  |                         |           |
| Answer Masking 0              |                |              | Student Reads Assessment Aloud to Self 0                                     |                         |           |



# **Accommodations & Accessibilities**

#### • Accommodations

- Alternate Representation Paper
- Large Print
- Text-To-Speech (ELA IEP required, Text Decoding disability)
- Human Reader
- American Sign Language (ASL) video
- Assistive Technology Screen Reader / Non-Screen Reader
- Closed Captioning (ELA)
- Braille (Refreshable Braille, Braille with Tactile Graphics, Braille Response)
- Directions (Human Signer for Test Directions, Clarification, Native Language
- Capture Response (Answers Recorded in Test Book, External Devices, Monitor)
- Calculation Device/Math Tools
- Word Prediction
- Unique Accommodations
- Emergency Accommodation
- Extended Time

Pearson



# **Accommodations & Accessibilities**

#### • Accessibilities

- Spanish Transadaption of the Mathematics Assessment
- Text-To-Speech (Math)
- Answer Masking
- Color Contrast
- Student Reads Assessment Aloud to Self

#### Administration Considerations

• Frequent breaks, separate/alternate location, small group testing, specialized equipment/furniture, specified area or setting, time of day

Details on all Accommodations and Accessibilities are in the Accessibility Features and Accommodations Manual https://il.mypearsonsupport.com/training-resources/







### **PearsonAccess**<sup>next</sup> - Manage Sessions

- In order for students to test online, they must be placed in a Session
  - Students testing on paper do not need to be in a session
- Under the Testing drop down menu, select Sessions
- From the Select Tasks drop down, choose Create/Edit Sessions and click Start

| Pearso    | nAcces      | ss <sup>next</sup>  |               |             |              |            |            |   |         |
|-----------|-------------|---------------------|---------------|-------------|--------------|------------|------------|---|---------|
| #<br>Home | ¢<br>Setup  | <b>⊠</b><br>Testing | Reports       | Test Config | 8<br>Support |            |            |   |         |
| Sessi     | ons         | Go to Stude         | ents in Sessi | ions »      |              |            |            |   |         |
| 📰 Task    | s 1 Sele    | cted                |               |             |              |            |            |   |         |
| Select    | Tasks       |                     |               |             |              |            |            | • | Start - |
| 🖉 🖉 Cre   | eate / Edit | Sessions            | >             |             |              |            |            |   |         |
| De De     | IELE DESS   | OTS                 |               |             |              |            |            |   |         |
| 🗆 Ad      | d/Remove    | e Students ir       | n Sessions    |             |              |            |            |   |         |
| 📄 Ma      | irk Studen  | it Tests Com        | nplete / Stop | Sessions    |              |            | Q Search + |   |         |
| Show      | Students    | in Sessions         | & Control S   | essions     |              |            |            |   |         |
| ritters   |             |                     |               |             | Clear Hide   | No Results |            |   |         |





## **PearsonAccess**<sup>next</sup> - Manage Sessions

• Sessions are grade and content specific. An session with test selected as Grade 05 ELA can only include students in Grade 5 with an ELA05 test assignment.

SESSIONS (1) O Create Session

ELA05 MAIN

- Create a session Name
- Test Assigned (e.g. Grade 05 ELA)
- Form Group Type (Main unless Human Reader Accommodation)
- Add your Scheduled Start Date
- Click on Create



| ELA05_MAIN                  | S   |
|-----------------------------|---|
| Session Name*               | Organization  |
| ELA05_MAIN                  | BIEDERMAN SCHOOL (99999999999999999999999999999999999 |
| Session Status              | Actual Start Date<br>Session has not been started     |
| Ready                       | Session has not been started                          |
| Test & Form                 | Scheduling  |
| Test                        | Scheduled Start Date*                                 |
| Grade 05 ELA/Literacy       | 2019-02-18  |
| Proctor Reads Aloud         | Scheduled Start Time                                  |
| Password                    | 07:25 AM CST O  |
| 1C49CD                      | Lab Location  |
| Form Group Type*            | Lab Eccation  |
| Main +                      |   |
| Use Custom TestNav Settings |   |
| Precaching Computer"        |   |
| Add                         |   |
| Add •                       | available.  |

Add students to session

# **PearsonAccess**<sup>next</sup> - Manage Sessions

- Most Sessions will be in the Form Group Type of "Main"
- If you have students who need the Human Reader Accommodation, those students will need to be in the Form Group Type for Human Reader.



| SESSIONS (1)                               | DETAILS   |                       |              |
|--|---|-----------------------|--------------|
| Create Session     MRS, ROGERS ELA GRADE 5 | New Session   |                       | Create Reset |
| MRS. RUGERS ELA GRADE D                    | Session Name*<br>ELA-5-SMITH301B-A.M.                 | Organization*         |              |
|  | Test & Form   | Scheduling            |              |
|  | Test Assigned'  | Scheduled Start Date* |              |
|  | Grade 5 ELA/Literacy x *                              | 2016-02-16            | **           |
|  | Proctor Reads Aloud                                   | Scheduled Start Time  |              |
|  | Form Group Type*                                      | 01:00 AM              | CST 0        |
|  | Main x *  | Lab Location          |              |
|  |   |                       |              |
| For Read Aloud session                     |   | Session Users         |              |
| Reads Aloud box MUST                       | be checked  |                       |              |
| and  | / Settings  |                       |              |
| Form Group Type MUS                        |   |                       |              |
| Human Reader or                            | * *   |                       |              |
| Spanish Human Reader                       | r is required when there is one or more ava           | llable.               |              |
|  | Find by Class in TRAINING RTW SCHOOL (ZZ-998877-6611) | •                     |              |
|  | × ROGERS  |                       |              |
|  | * Required  |                       |              |

## **PearsonAccess**<sup>next</sup> - Adding Students to a

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

Test

Grade 05 ELA/Literacy
Proctor Reads Aloud
Password
1C49CD
Form Group Type\*
Main

Use Custom TestNav Settings Precaching Computer\*

Add students to session
Assigned Students (80)

ELA GR FIVE, MAIN I (99994270) ELA GR FIVE, MAIN II (999994270) ELA GR FIVE, MAIN II (999994274) ELA GR FIVE, MAIN IV (99994276) ELA GR FIVE, MAIN IX (99994278) ELA GR FIVE, MAIN IX (99994282) ELA GR FIVE, MAIN LII (99994284) ELA GR FIVE, MAIN LII (99994284) ELA GR FIVE, MAIN LII (999994286) ELA GR FIVE, MAIN LII (999994286)

Students

| n k    | be added to                      | Sessions Go to Stude   | ents in Sessions »                           |
|--------|----------------------------------|--|--|
| ate    | e/Edit                           | Tasks 2 Selected   |  |
|        | ove students                     | Select Tasks   |  |
|        |                                  | <ul> <li>Create / Edit Sessions</li> <li>Delete Sessions</li> <li>Add/Remove Students in</li> <li>Mark Student Tests Com</li> <li>Show Students in Sessions</li> </ul> | nplete / Stop Sessions                       |
|        | Scheduled Start De               | Fillers  |  |
|        | 2019-02-18                       | <b>*</b>   |  |
|        | Scheduled Start Time             | Tasks for Sessions   |  |
|        | 07:25 AM                         | CST C<br>Create / Edit Sessions A  | Add/Remove Students in Sessions              |
|        | Lab Location                     |  |  |
|        |                                  | SESSIONS (1)   | DETAILS                                      |
|        |                                  | ELA05_MAIN   | ELA05_MAIN                                   |
|        |                                  |  | Add Students                                 |
| 999999 | <del>,</del> 99999) <del>▼</del> |  | Find by name or ID within BIEDERMAN SCHOOL - |
|        |                                  |  |  |
|        |                                  |  | STUDENT, NEW (242568458)                     |
|        |                                  |  | STUDENT, NEW (543109583)                     |
|        |                                  |  | STUDENT, NEW (205311766)                     |
|        |                                  |  | STUDENT, NEW (046101226)                     |
|        |                                  |  | STUDENT, NEW (057364744)                     |
|        |                                  |  |  |

#### **PearsonAccess**<sup>next</sup> - **Preparing a Session**

- Preparing a session is the process that assigns the student a specific form. If the student needs a form specific accommodation such as text-to-speech, they will be assigned the form during session prepare.
- Sessions can be prepared starting March 9, 2020
- On the Sessions screen, select the sessions you wish to prepare. Multiple sessions can be prepared at once.

| essions Go to Students in Sessions » |                                   |                |                      |                       |       |
|--------------------------------------|-----------------------------------|----------------|----------------------|-----------------------|-------|
| Tasks 0 Selected                     |                                   |                | Sessions             | 4 Selected Clear      |       |
| Select Tasks                         |                                   | Start -        | Manage               |                       |       |
| Find Sessions                        |                                   |                |                      |                       |       |
| Name starts with                     | Q Search -                        |                |                      |                       |       |
| Filters Clear Hide<br>Session Status | Results                           |                |                      |                       |       |
| × Not Prepared                       | Session                           | Session Status | Scheduled Start Date | Test                  | # Stu |
| Organization                         | ELA04AMYTEST 0                    | O Not Prepared | 2019-03-15           | Grade 04 ELA/Literacy |       |
| Select one or more                   | STOPPED SESSION 0                 | O Not Prepared | 2019-03-13           | Grade 03 ELA/Literacy | 1     |
| Test                                 | RANSFER - Grade 04 ELA/Literacy 0 | O Not Prepared | 2019-04-23           | Grade 04 ELA/Literacy | 1     |
| ien.                                 | TRANSFER Code Ad Mathematica A    | ONING          | 2010 04 22           | Conde Of Mathematics  |       |

## **PearsonAccess**<sup>next</sup> - **Preparing a Session**

- Next click the link in the blue bar to switch from Sessions to Students in Session.
- Select one session or select combined view to prepare multiple sessions.
- Click on the blue Prepare Session button on the right.

| Students in Sess                 |               |                             | Students in Sessions | s 0 Selected Clear                        |
|----------------------------------|---------------|-----------------------------|----------------------|---|
| Select Tasks                     |               | <ul> <li>■ Start</li> </ul> |                      |   |
| Session List                     | Add a Session | ELA10_GENERAL               |                      | ☐ Ignore Schedule 🔒 Resources 🗸 ④ Details |
| Combined View     ALG01_GENERAL  |               | Not Prepared                |                      | Prepare Session 2 Ref                     |
| CAT TEST CASE 2<br>ELA04_GENERAL | ×             |                             |                      |   |
| ELA04_GENERAL                    | ×             |                             |                      |   |
| 14 Sessions   Clear              |               |                             |                      |   |

# **PearsonAccess**<sup>next</sup> - **Preparing a Session**

 Once the session is prepared, student form assignments including any accommodations can be reviewed on the session screen (details are not available when on the combined view).

| 2 R | esults                    |           |            |             |            |   |                 | Displaying      | 25   | ۲         | Mai   |  |
|-----|---------------------------|-----------|------------|-------------|------------|---|-----------------|-----------------|------|-----------|-------|--|
| 0   | State Student Identifier  | Last Name | First Name | Middle Name | Username   | Session   | Gr6ELA - Unit 1 | Gr6ELA - Unit 2 | Form | n Gro     | oup 1 |  |
|     | 413629946 <mark>()</mark> | STUDENT   | NEW        |             | 6853420811 | <ul> <li>KJ ELA</li> <li>GRADE 6</li> <li>(Grade 06</li> <li>ELA/Literacy)</li> </ul> | Ready           | Ready           | Main |           |       |  |
| 8   | 180573043 O TTS           | STUDENT   | NEW        |             | 5574696535 | KJ ELA  GRADE 6   | Ready           | Ready           | Main |           |       |  |
|     |                           |           |            |             |            | (Grade 06   |                 | [               | Inc  | dica      | tor   | Accommodation                              |
|     |                           |           |            |             |            | ELA/Literacy)   |                 |                 |      | ASL       |       | American Sign Language                     |
|     |                           |           |            |             |            |   |                 |                 | 1    | SR        |       | Assistive Technology—<br>Screen Reader     |
|     |                           |           |            |             |            | n specific<br>will have a   | an              |                 |      | Non<br>SR | -     | Assistive Technology—<br>Non-Screen Reader |
|     |                           |           |            |             |            | eir stude   |                 |                 |      | CC        |       | Closed Captioning                          |
|     | 5                         |           |            | entifier as |            |   | -               | Ī               |      | TTS       |       | Text-to-Speech                             |
|     | 2                         |           |            |             |            |   |                 |                 |      | STTS      | 5     | Spanish Text-to-Speech                     |
| ea  | rson                      |           |            |             |            |   |                 | ĺ               | 1    | S         |       | Spanish                                    |

# **PearsonAccess**<sup>next</sup> - **Starting a Session**

- Before students can log into TestNav, the session must be started and individual Units being tested must be unlocked.
- Sessions can be started at anytime once the testing window opens and sessions have been prepared.
- On the Session screen, click the green start button to start the session(s).
- Multiple sessions can be started at one time.



| Add<br>1 Selected   Clear<br>SAMPLE SESSION |                  |                          |           |            |             |            |                     |                |                |                  |
|---|------------------|--------------------------|-----------|------------|-------------|------------|---------------------|----------------|----------------|------------------|
|   |                  |                          |           |            |             |            |                     |                |                |                  |
| SAMPLE SESSION                              |                  |                          |           |            |             |            |                     |                |                |                  |
|   |                  |                          |           |            |             |            |                     |                |                |                  |
|   |                  |                          |           |            |             |            |                     |                |                |                  |
|   |                  |                          |           |            |             |            |                     |                |                |                  |
|   |                  |                          |           |            |             |            |                     |                |                |                  |
|   |                  |                          |           |            |             |            |                     |                |                |                  |
| Find Students In the selected               | session(s) above | -                        |           |            |             |            |                     |                |                |                  |
|   |                  | Search -                 |           |            |             |            |                     |                |                |                  |
|   |                  | Domini -                 |           |            |             |            |                     |                |                |                  |
|   |                  |                          |           |            |             |            |                     |                |                |                  |
| Filters<br>Organization                     | Clear Hide       | 10 Results               |           |            |             |            |                     | Displ          | aying 25 💌     | Manage Columns   |
| Select one or more                          |                  | State Student Identifier | Last Name | First Name | Middle Name | Username   | Session             | Gr7ELA -Unit 1 | Gr7ELA -Unit 2 | Gr7ELA -Unit 3 F |
| State Student Identifier                    |                  | 0625946234 0             | STUDENT   | NEW        |             | 4954931540 | 0 SAMPLE            | Ready          | Ready          | Bready           |
| Starts with                                 |                  |                          |           |            |             |            | SESSION<br>(Grade 7 |                |                |                  |
| Local Student Identifier                    |                  |                          |           |            |             |            | ELALiteracy)        |                |                |                  |
| Starts with                                 |                  | 5009291556 0             | STUDENT   | NEW        |             | 1854396273 |                     | Ready          | A Ready        | Beady            |
| JIN   |                  |                          |           |            |             |            | SESSION<br>(Grade 7 |                |                |                  |
|   |                  |                          |           |            |             |            | ELA/Literacy)       |                |                |                  |
| Starts with                                 |                  | 0632536481 0             | STUDENT   | NEW        |             | 2537762617 | <b>O SAMPLE</b>     | Ready          | Ready          | Beady            |
| Class                                       |                  | _                        |           |            |             |            | SESSION             |                |                |                  |
|   |                  |                          |           |            |             |            | (Grade 7            |                |                |                  |
| Select one or more                          |                  |                          |           |            |             |            | ELA/Literacy)       |                |                |                  |

## **PearsonAccess**<sup>next</sup> - Unlocking / Locking Units

- Before students can log into TestNav, the Unit being tested must be unlocked.
- Units can be unlocked for all students in that session or individual student units can be unlocked for make-up test.
- Only ONE Unit can be unlocked at a time.

| ELA03_CLOSEDCAP          |                 |              |             |            |   |                 |                 | ule   |
|--------------------------|-----------------|--------------|-------------|------------|---|-----------------|-----------------|-------|
| Stopped                  |                 |              |             |            |   |                 |                 |       |
|                          | New Joint Tools |              |             |            |   |                 |                 |       |
| ELA03_CLOSEDCAP (1 S     | student lest)   |              |             |            |   |                 | <b>4</b>        |       |
| Gr3ELA - Unit 1          |                 |              |             |            |   |                 | A ( ) 4         | 2     |
|                          |                 |              |             | 1          |   |                 |                 |       |
| Gr3ELA - Unit 2          |                 |              |             |            |   |                 | •               | P     |
|                          |                 |              |             | 1          |   |                 |                 |       |
|                          |                 |              |             |            |   |                 |                 | -     |
|                          |                 |              |             |            |   |                 |                 |       |
|                          |                 |              |             |            |   |                 |                 |       |
| Search                   | 1 -             |              |             |            |   |                 |                 |       |
|                          |                 |              |             |            |   |                 |                 |       |
| 1 Results                |                 |              |             |            |   |                 | Dis             | playi |
|                          | 1               | <b>T</b> (1) |             |            | <b>D</b> and an                         | 0.0514.11-144   | 0.051.0.11-11.0 |       |
| State Student Identifier | Last Name       | First Name   | Middle Name | Username   | Session                                 | Gr3ELA - Unit 1 | Gr3ELA - Unit 2 | Fo    |
| 999993700 <b>6</b> CC    | ELA GR THREE    | CLOSEDCAP II |             | 9067361913 | ELA03_CLOSEDCAP (Grade 03 ELA/Literacy) | Completed       | Completed       |       |

- Unlock but sliding the bar from lock to the unlocked position. This will unlock the test for all students in the session
- Individual students can be unlocked via the Unit drop down for that student.



#### **PearsonAccess**<sup>next</sup> - **Student Testing Ticket**

• Student Testing Tickets contain the login and password information that students need to access the assessment. Testing Tickets are considered secure material and should be kept secure during testing, and securely destroyed after testing is complete.



#### **PearsonAccess**<sup>next</sup> - **Student Testing Ticket**

•

#### Select a print format 1 Per Page

#### STUDENT TESTING TICKET

| Student:       | ELA GR THREE, CLOSEDCAP I |
|----------------|---------------------------|
| State ID#:     | 999993700                 |
| Session:       | ELA03_CLOSEDCAP           |
| Date of Birth: | 2000-08-28                |
| Test:          | Grade 03 ELA/Literacy     |
|                |                           |

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

|   | Select Illinois in the applica | lion.      |        |  |
|---|--------------------------------|------------|--------|--|
| < | Username: 9067361913           | Password:  | 6da664 |  |
|   | (OPTIONAL) Local Testing L     | Device ID: |        |  |

• Students will need the Username and Password to log into TestNav





# **PearsonAccess**<sup>next</sup> - Monitoring Testing Status

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

Ready - Resumed, Resumed Upload - A

**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



## **PearsonAccess**<sup>next</sup> - **Resuming a Student**

- A student test may need to be resumed. This could occur if the student is for some reason kicked out of the test or the student accidently exits before finishing the test.
- A student can be resumed on the Students in Session screen by selecting the drop down for that student's exited Unit and selecting Resume.

| State Student Identifier                                    | Last Name                   | First Name                    | Middle Name | Username   | Session  | Gr7ELA -Unit 1 | Gr7ELA -Unit 2 | Gr7ELA -Unit 3    | Form                                    |
|---|-----------------------------|-------------------------------|-------------|------------|--|----------------|----------------|-------------------|---|
| 0625946234  | STUDENT                     | NEW                           |             | 4954931540 | SAMPLE SESSION (Grade 7<br>ELA/Literacy)   | Exited -       | Ready -        | Ready •           | Grade 7 ELA/Literacy Practice<br>Test 3 |
| 5009291556 0  | STUDENT                     | NEW                           |             | 1854396273 | SAMPLE SESSION (Grade 7<br>ELA/Literacy)   | Resume         | dy 👻           | Ready •           | Grade 7 ELA/Literacy Practice<br>Test 3 |
| j 0632536481 <b>()</b>                                      | STUDENT                     | NEW                           |             | 2537762617 | SAMPLE SESSION (Grade 7<br>ELA/Literacy)   | Lock           | dy -           | Ready -           | Grade 7 ELA/Literacy Practice<br>Test 4 |
|   |                             |                               | the         | 1          | Tasks 0 Selected   |                |                | nts in Sessions 1 | Selected                                |
|   |                             |                               |             |            |  |                |                |                   |   |
| <ul> <li>Or student<br/>resumed b<br/>student(s)</li> </ul> | y sele                      | ecting                        |             |            | Select Tasks   | • Start        |                |                   | Selected                                |
|   | y sele<br>and u             | ecting<br>ising t             | he 📍        |            | Select Tasks Student Test Statuses Mark Student Tests Complete Resume Student Tests  | SAMPLE SESSION | Manage         |                   | Selected                                |
| resumed b<br>student(s)                                     | by sele<br>and u<br>sk drop | ecting<br>ising the down      | he<br>n     |            | Select Tasks Student Test Statuses Mark Student Tests Complete   |                | Manage         |                   |   |
| resumed b<br>student(s)<br>Select Tas                       | and usk drop                | ecting<br>ising the<br>o down | he<br>n     |            | Select Tasks Student Test Statuses Mark Student Tests Complete Resume Student Tests Undo Student Test Submissions Students | SAMPLE SESSION | Manage         |                   |   |

#### **PearsonAccess**<sup>next</sup> - **Incorrect Test Accommodations**

- If a student is assigned a test using an incorrect accommodations (e.g. the student should have had ASL video but did not):
  - If the student has not logged into TestNav the student can be removed from the session, SR/PNP can be updated and the student re-added to the session
  - If the student has already started the test the test must be marked complete, voided and a new test assigned to the student.
- Detailed instructions are posted on il.mypearsonsupport.com under Additional Resources
  - Personal Needs Profile Guidance Managing Incorrect Accessibility Features and Accommodations PNP
- Contact Pearson Customer Support for assistance: 1-833-213-3879

## **PearsonAccess**<sup>next</sup> - Marking a 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)



## **PearsonAccess**<sup>next</sup> - Void a Test

| STUDENT TESTS (3)        | TEST DETAILS  |              |  |   |      |
|--------------------------|---|--------------|--|---|------|
| Create Student Tests     | STUDENT, NEW (0467  | 701288)      |  |   |      |
| STUDENT, NEW (046701288) | Grade 06 Mathematics<br>Crassigned<br>Organization"<br>BIEDERMAN SCHOOL (99999999 | 99999 x ×    | Class Name 0<br>Select                   | •   |      |
|                          | Student Test UUID <b>O</b><br>A2B48D7F-DCCB-45E7-91A7-DI<br>Test Format*          | Test Adminis | 10 - 5 - 10 - 10 - 10 - 10 - 10 - 10 - 1 | Void Test Score Code<br>Void Test Score Reason  |      |
|                          | Online × * Retest 0   |              |  | Resent for to Valid Test Attempt (RNVTA) codes n<br>the entered in SIS<br>Void Test Score Code<br>d Test Score Reason | nust |
| Pearson                  |   |              |  | ▼<br>correct Accommodation<br>II Other  | NVT. |

- During testing it may be necessary to invalidate (void) a student's test.
- Under Students, select task, choose Manage Student Tests.
- Check the Void Test Score box
- In the Void Test Score Reason choose:
  - Incorrect Accommodation or
  - All Other





# **PearsonAccess**<sup>next</sup> - **Stopping Sessions**

| Session List             |               |      | DEMO 0 /                 |            |             |              |             |                           |                  |
|--------------------------|---------------|------|--------------------------|------------|-------------|--------------|-------------|---------------------------|------------------|
| Add                      |               |      | Stop Download Reso       | urces • U  | pdate Cache | C Refresh    | 🔄 Ignore Te | sting Schedule            |                  |
| 1 Selected   Clear       |               |      | STUDENT TESTS (3)        |            |             |              | ·           |                           |                  |
| DEMO                     | х             |      |                          |            |             | 3            |             |                           |                  |
|                          |               |      | Ready Resumed,           | Resumed Up | picad 📕 Act | ive 📕 Exited | Complete    | d, Marked Comp            | iete             |
| Find Students In th      | e selected se | ssio | n(s) above 💌             |            |             |              |             |                           |                  |
| Last or Sumame starts    | s with        |      | Search -                 |            |             |              |             |                           |                  |
|                          |               |      |                          |            |             |              |             |                           |                  |
| Filters<br>Organization  | Clear Hide    |      | 3 Results                |            |             |              | Displaying  | 25 💌 Mana                 | ge Columns •     |
| Select one or more       |               |      | State Student Identifier | Last Name  | First Name  | Middle Name  | Username    | Session                   | Student Test Sta |
| State Student Identifier |               |      | 3452342112 0             | STUDENT    | STUDENT     |              | 2602105166  |                           | Marked Complet   |
| Starts with              |               |      |                          |            |             |              |             | (Grade 9<br>ELA/Literacy) |                  |
| Local Student Identifier |               |      |                          |            |             |              |             |                           |                  |
| Starts with              |               |      | 1231231111 0             | STUDENT    | STUDENT     |              | 3976100533  | 3 DEMO<br>(Grade 9        | Marked Complet   |
| UIN                      |               |      |                          |            |             |              |             | ELA/Literacy)             |                  |
| Starts with              |               |      | 2340982304 0             | STUDENT    | STUDENT     |              | 4243793921  | DEMO                      |                  |
| Class                    |               |      | 2040/02/04               | STODENT    | STODENT     |              | 424319392   | (Grade 9                  | Marked Complet   |
| Select one or more       |               |      |                          |            |             |              |             | ELA/Literacy)             |                  |
| -                        |               |      |                          |            |             |              |             |                           |                  |

- All sessions that have been started should be stopped at the conclusion of the test administration window.
- 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.



# **IAR - Students Testing on Paper**

- Student Registration / Personal Needs Profile
  - Deadline to receive material in the initial paper order is 1/24
- Materials received at school
  - Regular paper
  - Accommodated paper (braille / large print / spanish / spanish large print / Human Reader)
  - Math tools (rulers, protractors, math reference sheets)
  - Manuals (Test Coordinator Manual, Test Administrator Manual (CBT / PBT)
  - Schools will still receive 5% overages on manuals and regular paper materials.
- Private Schools will receive their paper materials by 2/26/20
- Additional Orders
  - A/O window will open 2/26 (once wave 1 initial orders are shipped/received)
  - All additional orders for paper test books will be shipped in kits. Kits will include all materials needed: Test Book, Answer Document, Math Tools as needed (Reference Sheet, Protractor, Ruler)





# **IAR - Students Testing on Paper**

#### Initial Material Order

- 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

#### **Return Labels**

| IL000009154 S-00000<br>DIST #:<br>SCH #:<br>STATE: |
|--|
| SCH #:   |
|  |
| STATE  |
|  |
|  |
|  |
| BLE TEST MATERIALS                                 |
| orable   |
| IL000009153 S-0000                                 |
| DIST #:  |
| SCH #:   |
| STATE:   |
|  |

IAR ELA/MATH SPRING 2019 NONSCORABLE TEST MATERIALS

7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964

ess
# **IAR - Students Testing on Paper**

• Students registered by 1/24 will receive two individual students pre-ID label (one for the ELA test and one for the Math test.



- The student label is placed on the Grade 3 test booklet or the grade 4-8 answer document.
- If the student does not have a student label, the demographic page will need to have the information gridded.



### **IAR - Students Testing on Paper**

- After testing all secure materials need to be returned to Pearson.
  - Paper Materials: One week after testing; no later than May 1, 2020
    - All secure materials including: all test books, scorable answer documents, human reader scripts
  - Computer Based Materials: human reader scripts; no later than May 5, 2020
  - Scratch paper that students used should be considered secure material and destroyed or returned.
  - It is not necessary to return manuals or math tools
- Detailed Information regarding the return of paper materials can be found in the IAR 2020 Test Coordinator Manual found on the Resource page at il.mypearsonsupport.com



### **IAR - Student Scores**

- After testing, student records will be scored.
- Some item types are machine scored, while other items will be hand scored.
- In late May as scoring completes for student records, scores will start populating in PearsonAccessnext under Reports>OnDemand Reports







### **IAR - Student Scores**

- **Lists Students**
- Provides Scale Score and Performance Level
- Can be filtered by  $\bullet$ Test Name, Subject, Grade or Performance Level

| Lists Students   | OnDemand - Prelimin                      | ary Data   |   |  |  |  |                |                                  |                          |
|--|--|------------|---|--|--|--|----------------|----------------------------------|--------------------------|
|  | Find Students                            |            |   |  |  |  |                |                                  |                          |
| Provides Scale Score   | Enter Student Name or Unique ID Q Search |            |   |  |  |  |                |                                  |                          |
| and Performance<br>Level<br>Can be filtered by<br>Test Name, Subject,<br>Grade or<br>Performance Level | Filters<br>Organization                  | Clear Hide | Total Students Reported: 408  |  |  |  |                |                                  |                          |
|  | Select one or more                       |            |   |  |  |  |                |                                  |                          |
|  | Test Name                                |            | State Student<br>Identifier   | Last or<br>Surname                             | First<br>Name  | Date of<br>Birth   | Scale<br>Score | Performance Level                | Test Name                |
|  | Select one or more                       |            | 11111111  | Sample1  | First1   | XX-XX-XXXX   | 724            | Partially Met<br>Expectations    | Grade 05<br>Mathematics  |
|  | Subject Name                             |            | 222222222   | Sample2  | First2   | XX-XX-XXXX   | 733            | Approached<br>Expectations       | Grade 05<br>ELA/Literacy |
|  | Select one or more                       |            | 33333333  | Sample3  | First3   | XX-XX-XXXX   | 890            | Did Not Yet Meet<br>Expectations | Grade 07<br>Mathematics  |
|  | Grade                                    |            |   |  |  |  |                | Expectations                     | Mathematica              |
|  | Select one or more                       |            | IAR Spring 2019   |  | Prelimina  | ry Student Report  |                |                                  |                          |
|  | Performance Level Select one or more     |            |   |  |  |  |                |                                  |                          |
|  | Select one or more                       |            | Test Details<br>Test Name<br>Grade 05 Mathematics<br>State<br>ILLINOIS  | Grade<br>05<br>Testine District                | Date of Birth<br>Testino Sch   |  |                |                                  |                          |
| Clicking on the inform   | ational                                  |            | How Did. Perform Overa  | re: 724 Ma                                     | athematics Assessment Report<br>is report shows whether<br>pectations and is on track for th<br>sessment is just one measure<br>and is performing academically | met grade-level<br>e next grade level. This  |                |                                  |                          |
| "i" will provide an indiv  |  |            | 650 Partially Met Exp<br>Did Not Yet Meet Expectations<br>Approached Expectations<br>Exceeded Expectations  | Partially Met Expectations<br>Met Expectations |  |  |                |                                  |                          |
| student report that car<br>printed as a PDF  | n be                                     |            | Hew Did Your Child Perform In Ma<br>Category<br>-> Major Context<br>-> Adjora & Supporting<br>Context<br>-> Expressing Multi-mutical<br>Reasoning<br>-> Modeling & Application<br>Reads provided in Pearson/accessm | Score  | App<br>Did Not<br>Did Not<br>Did Not   | ubclaim Indicator<br>roached Expectations<br>Yet Meet or Partially Met<br>Expectations<br>Yet Meet or Partially Met<br>Expectations<br>Yet Meet or Partially Met<br>Expectations |                | Assessment of Rea                | adiness                  |

### **OnDemand Reports**



### Customer Support Site - II.mypearsonsupport.com

- Manuals
- Tutorials
- Practice Tests (non-secure)
- User Guides
- Technology Information
- Support Documents
- Teacher Resources





🖷 Home 🔍 PearsonAccess<sup>mext</sup> 🕴 Technology Setup 🖉 Resources 🕍 Reporting 👻 🧟 Test Preparation 👻 📑 Private Schools 🛟 Support

### A 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> »

#### Test Preparation

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

#### View Test Preparation -

#### Frechnology Setup Prepare your system for online assessments.

View Technology Setup »

#### Private Schools

Information for Private Schools testing students on the IAR English language arts and mathematics assessments.

#### Private Schools -

#### Resources

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

#### View Manuals, Training Modules, and Documents »

#### Lacher Resources

IAR English language arts and mathematics assessment resources for teachers.

Teacher Resources 🕶

### Customer Support Site - trng-il.pearsonaccessnext.com

Training Resources



Technology Setup

PearsonAccess<sup>next</sup>

# Home

PearsonAccess<sup>next</sup> serves as the entry point to all Pearson services used by school districts participating in IAR assessments. Select either Sign In to PearsonAccess<sup>next</sup> Operational Site or Sign In to the Training Center. PearsonAccess<sup>next</sup> and the Training Center use the same username and password.

Note: For security purposes, your PearsonAccessnext password will be valid for 180 days. If you do not reset your password in that timeframe you will receive an email notification that your password must be reset to retain access. A link for resetting your password will be provided in the email notification.

Test Preparation

| Sign In to Pear   | sonAccess <sup>next</sup> » |
|-------------------|-----------------------------|
| Forgot Username » | Forgot Password ×           |

Sign In to the Training Center » NOTE: IAR Training Site available 2/18/19

Documents

Forgot Username »

Las Reporting

Forgot Password »

Support



🖷 Home 🔍 PearsonAccess<sup>next</sup> 🕴 Technology Setup 🛛 🖉 Resources 🛛 🕍 Reporting 👻 👩 Test Preparation 👻 📑 Privat

#### 

### 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

Please log into your secure PearsonAccess<sup>next</sup> account to access the Chat feature.

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

#### Phone

ISBE Division of Assessment and Accountability 1-885-317-8034 email: assessment@isbe.net website: 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



#### PearsonAccessnext





#### \* 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-guality 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

|     | •   |   |    |     | 2.22 |  |
|-----|-----|---|----|-----|------|--|
| - 1 | - E | ы | τu | Ine | 98   |  |

PearsonAccess s

# 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

# Illinois Customer Support

Forgot Username | Forgot Password

1-833-213-3879

C Sign In

Sign In

Monday - Friday

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

#### Related Links

- Help and FAQs
- PearsonAccess<sup>test</sup> Training Site
- Practice Tests
- Illinois Pearson Customer Portal

# **Training Dates**

### **Test Administration Webinars**

- Tuesday, January 21, 2020 10:00-11:30 a.m.
  - geared towards new test administrators (1-2 years in the position)
  - Provide detailed step by step information

- Tuesday, January 21, 2020 1:30-2:30 p.m.
  - geared towards experienced users (2+ years in the position)
  - shorter, covering "what's new" information





### **Training Dates**

### **Technology Webinars**

Tuesday, January 28, 2020 10:00-11:30 p.m.
 will cover all Technology activities for IAR





# **ISBE - Pearson Contacts Information**

### **ISBE Assessment & Accountability**

866-317-6034

assessment@isbe.net

www.isbe.net/Pages/Assessment.aspx

https://www.isbe.net/Pages/testinvestinkidsact.aspx

Pearson Customer Support

833-213-3879

https://il.mypearsonsupport.com





# Questions





