

IAR Invest in Kids Checklist 2020

Testing Window: March 11-April 24, 2020

At Least One Week Before Testing Window	Reference
<input type="checkbox"/> Ensure your Pearson Access Next login works and that you are assigned to the correct school/district.	Pearson Access Next Login
<input type="checkbox"/> Download TestNav and setup computers.	Pearson Support
<input type="checkbox"/> Upload additional users (test administrators) into Pearson Access Next.	Presentation
<input type="checkbox"/> Upload Invest in Kids Students into Pearson Access Next using Student Creation Import.	Presentation
<input type="checkbox"/> Install Proctor Cache Software (if needed).	Technology Presentation
<input type="checkbox"/> Enter Student Accommodations and Accessibility Features (Orders can be placed 2/26/20).	Presentation Accommodations Manual
<input type="checkbox"/> Review Policies and Instructions for test administration in this manual.	Test Administration Manual
<input type="checkbox"/> Complete any required training with the School Test Coordinator to review test security, administration, protocols and plans, and day of test activities.	Test Administration Manual Section 3.2 Test Coordinator Manual
<input type="checkbox"/> Complete recommended online training modules or in-person training: <ul style="list-style-type: none"> • Introduction to Training-For All User Roles • Pearson Access Next • Student Readiness Resources for IAR • Administration of Computer-Based Testing for Test Administrators • Accessibility Features and Accommodations (if applicable) 	Test Administration Manual Section 3.2
<input type="checkbox"/> Review the Security Agreement. Sign and submit it to the School Test Coordinator according to state policy.	Test Administration Manual Section 3.4

Beginning March 9, 2020	
<input type="checkbox"/> Prepare Test Sessions in Pearson Access Next. <input type="checkbox"/> Add Students to a Session in Pearson Access Next.	Presentation
Anytime once testing window opens and sessions have been Prepared	
<input type="checkbox"/> Start Test Sessions.	Presentation
<input type="checkbox"/> Unlock Units.	Presentation
One Day Before Testing	
<input type="checkbox"/> Check for an accommodation indicator to confirm accommodations for applicable students.	Test Administration Manual Section 3.3
<input type="checkbox"/> Prepare the testing environment.	Test Administration Manual Section 3.5
Day of Testing	
<input type="checkbox"/> Receive test materials from school Test Coordinator and track receipt using Computer-Based-Chain-of-Custody Form.	Test Administration Manual Section 4.2
<input type="checkbox"/> Manage test sessions and review each student’s status in Pearson Access Next <ul style="list-style-type: none"> • Check for an accommodation indicator • Test Administrator log in • Confirm test sessions have been prepared • Start Test Sessions • Unlock the applicable unit • Lock the unit for absent students • Resume Students (As Needed) • Ensure students have submitted completed test units 	Presentation Test Administration Manual Section 4.3
<input type="checkbox"/> Distribute test materials to students and administer the IAR assessment according to directions in the manual and using the appropriate administration script.	Test Administration Manual Section 4.4
<input type="checkbox"/> Check for an accommodation indicator to confirm accommodations for applicable students	Test Administration Manual Section 3.3
<input type="checkbox"/> Help students log in to TestNAV http://il.testnav.com	Test Administration Manual Section 4.5

<input type="checkbox"/> Monitor Testing Time.	Test Administration Manual Section 4.4
<input type="checkbox"/> Supervise test administration and provide breaks (if applicable).	Test Administration Manual Section 4.7 and 4.8
<input type="checkbox"/> Troubleshoot computer-based testing issues as needed.	Test Administration Manual Section 4.7.1
<input type="checkbox"/> Return all testing materials to the School Test Coordinator	Test Administration Manual Section 4.9.3
After Testing	
<input type="checkbox"/> Ensure all materials have been returned.	Test Administration Manual Section 5.2
<input type="checkbox"/> Complete any documentation necessary for reporting any testing irregularity or security breach.	Test Administration Manual Section 2.2.2
<input type="checkbox"/> Lock units and stop sessions in Pearson Access Next	Test Administration Manual Section 5.3