Outline of Tasks for New District/School Test Coordinators for IAR Test Administration (for online administration)

1. Establish an account for yourself as district/school test coordinator in Pearson AccessNext (PAN).
   a. Fall of 2019
      i. Familiarize yourself with how PAN works.

2. Check network/computers for compliance with Test Nav.
   a. Fall of 2019
   b. Complete an Infrastructure trial.
   c. Use Practice site. (May need to proctor cache.)
      i. Practice test site and live test site are independent of each other.
      ii. Establish user accounts for test administrators on the practice site.
      iii. Administer practice tests to students.
         1. Students need to be familiar with Test Nav functionality.

3. Load Student Information from Student Information System (SIS) to Pearson AccessNext.
   a. January of 2020
      i. Student information is sent from SIS to PAN – January 3, 2020.
      ii. Load student accommodations to Pearson AccessNext
          1. Students who need a paper test as an accommodation must be loaded in PAN by January 24, 2020.
          2. Continue to update student accommodations as needed in PAN.
             a. Personal Needs Profile (PNP)
      b. Enter test window in SIS.

4. Install Proctor Cache software if needed.
   a. December of 2019/January of 2020

5. Create accounts for Test Administrators.
   a. February/March of 2020
   b. Pass out test administration manuals.
      i. Paper test materials will arrive by February 26 or by March 16.

6. Place students in test sessions in PAN.
   a. February/March of 2020
      i. Through PAN
      ii. Students with human reader accommodation need to be placed in specific session (in PAN) for students with human reader accommodation.

7. Prepare Sessions.
   a. March/April 2020
   b. Pre-cache test content if using proctor caching.
   c. Confirm correct accommodations loaded to student tests.
      i. Tests started with incorrect accommodations must be marked complete and voided, and then a new test with correct accommodations must be created.
   d. Print test tickets.
8. Start test sessions.
   a. March/April 2020
   b. Unlock student tests in PAN.
   c. Administer tests.
      i. Track students for make-up tests and new arriving students.
      ii. Place additional orders (if needed).

9. Stop test sessions.
   a. April 2020
      i. All test units must be listed as “Complete” or “Marked Complete.”
      ii. Remove student tests from sessions if the test(s) were never started.

10. Return any secure materials to Pearson.
    a. April 2020
       i. Reader scripts are secure documents.

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