

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 PearsonAccess^{Next} (PAN).
 - a. December 2020
 - i. Familiarize yourself with how PAN works.
 2. Check network/computers for compliance with TestNav.
 - a. Winter of 2021
 - 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 practice site.
 - iii. Administer practice tests to students.
 1. Students need to be familiar with TestNav functionality.
 3. Load Student Information from Student information System (SIS) to PearsonAccess^{Next}.
 - a. January 2021
 - i. Student information is sent from SIS to PAN – February 5, 2021.
 1. Include student accommodations needed for test administration.
 2. Continue to update student accommodations as needed.
 - a. Personal Needs Profile (PNP)
 - b. Enter test window in SIS.
4. Install Proctor Cache software if needed.
 - a. March 2021
5. Create accounts for Test Administrators.
 - a. January of 2021
 - b. Pass out test administration manuals.
 - i. Paper test materials will be shipped by February 16, 2021 or by March 1, 2021.
6. Place students in test sessions in PAN.
 - a. March 2021
 - i. Either through SIS or 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 2021
 - 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 2021
 - 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. May 2021
 - 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. May 2021
 - i. Reader scripts are secure documents.

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