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 PearsonAccessNext (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 PearsonAccessNext.
   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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