Module II – Updating Profiles & Ordering ISAT Special-Format Materials

For Your Convenience

The following Assessment Network Activities & Pre-Test Information is posted in the locations listed below.

- The PowerPoint presentations for Modules I, II, III & IV
- 2013 ISAT & IAA Reference Guide: Assessment Network Activities & Pre-Test Information

www.isbe.net/assessment/isat.htm or
www.isbe.net/assessment/iaa.htm or
www.pearsonaccess.com/il
By the end of October you will receive a User ID and a temporary password from Pearson.

**First Time You Log In – Change Your Password**

You MUST change your temporary password. Keep your new password secure, because if you forget it, your account will have to be reset and a new temporary password will have to be assigned.

The first time you log into your Assessment Network account, you will need to activate it. To do this you MUST:

- Enter the First and Last Name of the person responsible for ALL ISAT or IAA activities.
- Enter a VALID e-mail address. All communications regarding the ISAT or IAA test administration will be sent to this individual.
Module II – Updating Profiles & Ordering ISAT Special-Format Materials

Purpose of this Module

- Updating Profiles for IAA & ISAT contact and material shipping information.
- Ordering ISAT special-format testing materials which include Braille, Large Print, Reader Scripts, Audio CD’s & Cassette and the Linguistically Modified Form LM.

IMPORTANT DATES

- The regular test window for ISAT is Monday, March 4 through Friday, March 15, 2013
- The testing window for IAA is Monday, February 25 through Friday, March 22, 2013.
- Pearson’s Assessment Network is open Friday, November 2, 2012 through Wednesday, December 19, 2012 for updating profiles and entering initial ISAT special format material orders.
- Request for Modified Two-Week Test Window is Saturday, December 1, 2012
Module II – Updating Profiles

**REQUIRED** - The contact’s **FULL NAME** in each of the designated categories. For the ISAT and IAA TEST COORDINATOR, person indicated is the individuals to whom test materials will be delivered.

**Street Address**

NO Post Office Boxes

**REQUIRED** – In the ISAT and IAA Test Coordinator blocks, this address should be to where test materials will be delivered and picked up from at the district or Chicago school.

**MUST BE Illinois**

All contacts listed in designated categories **MUST PROVIDE A VALID E-MAIL ADDRESS**!

For ISAT and IAA Test Coordinators, this is where shipment confirmation and additional order approvals will be sent.

**REQUIRED!!**

All contacts listed in designated categories **MUST PROVIDE A VALID TELEPHONE NUMBER**!
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Request for Modified Two-Week Test Window

- New for 2013, requests to modify your districts two-week test window must be entered into Pearson Assessment Network.

- The deadline to submit requests is Saturday, December 1, 2012.

- Early Test Window
  Monday, February 25 – Friday, March 8, 2013

- Late Test Window
  Monday, March 11 – Friday, March 22, 2013

This request can be found under the Enrollment Tab – Additional Information by selecting the Early/Later Testers drop-down box as shown.
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Request for Modified Two-Week Test Window

Choose early or later test window by clicking on the radio button to the left of your choice.

You must provide a reason for your request to modify your 2013 ISAT test window.

Click the Save button at the bottom of the page.

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Ordering ISAT Special-Format Materials

Test Materials

IAA test materials will be shipped to Testing School District based on information in the January 4, 2013 Pre-ID file from ISBE.

Specific information on what to expect in your IAA and ISAT shipments will be covered in Module III – Material Delivery and Tracking.

ISAT special-format materials are ordered based on the number of students you are testing with the special-format materials.
### Module II
Ordering ISAT Special-Format Materials

1. From Enrollment Tab, select ISAT Spring 2013 Enrollment from the Test drop-down box and select enrollment link.

2. If no special-format tests are needed, click the **Complete Enrollment** button.

3. If special-format tests are needed, click the **Edit Enrollment** button.

#### ISAT Test Materials - Spring

Enter below the **NUMBER OF STUDENTS currently enrolled that require a special format test**.

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
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<tbody>
<tr>
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<td>1</td>
<td>146</td>
<td>1</td>
<td>142</td>
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**Estimated Number of Standard-Format (Forms 1-6) Test Booklets**

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<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>137</td>
<td>2</td>
<td>196</td>
<td>175</td>
<td>322</td>
<td>181</td>
</tr>
</tbody>
</table>

Original enrollment upload
Number of students using reader scripts
Number of students using Form LM
Standard Format Tests you will receive
Module II
Ordering ISAT Special-Format Materials

At no time should standard format test booklets be less than zero.

When enrollment numbers are updated with the January Pre-ID file, if there are no Pre-ID records, the order for that grade level will be deleted – Pearson will contact you. Additional orders will not be allowed without ISBE approval.

Module II
Ordering ISAT Special-Format Materials

- When ALL special-format tests are entered, click on Complete Enrollment
- Review the Additional Information page carefully – click Next
- Review Profile page - click Next
- Carefully review the enrollments – click Confirm Enrollment

Complete Enrollment
Confirm Enrollment
Enrollment Order Confirmation Successful
Contact Information

Pearson  1-888-705-9413
ISAT@support.pearson.com
IAA_pearson@support.pearson.com

Illinois State Board of Education
Student Assessment Division
866-317-6034

Student Information System HELP Desk
217-558-3600