

2013 ISAT & IAA Assessment Network & Pre-Test Information

MODULE II Pearson Assessment Network Updating Profiles & Ordering ISAT Special-Format Materials

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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

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Pearson Assessment Network

The screenshot shows the PearsonAccess Illinois ISAT & IAA website. At the top, there is a logo for PearsonAccess Illinois ISAT & IAA. Below the logo, there is a section titled 'PEMSolutions' with a list of links: 'Update Your PROFILE', 'Review and Enter ISAT Enrollment Numbers', 'Review Test Materials Quantities (IAA)', 'Order Additional Test Materials', 'Track Test Material Shipments', and 'Confirm Test Material Shipments'. To the right of this section is a 'Related Links' section with links to 'Illinois State Board of Education', 'Illinois State Board of Education ISAT Assessment', and 'Illinois Alternate Assessment'. Below that is a 'FREQUENTLY ASKED QUESTIONS' link. Further down is a 'Latest News & Announcements' section. At the bottom right, there is a 'Illinois Customer Support' section with the phone number 1-888-705-9413, hours of operation (Monday thru Friday, 8:00 am - 7:00 pm (CDT)), and email addresses: ISAT@support.pearson.com and IAA_pearson@support.pearson.com. A copyright notice at the bottom reads: Copyright © 2011 Pearson Education, Inc. or its affiliate(s). All rights reserved.

www.pearsonaccess.com/il

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Pearson Assessment Network

Assessment Network Account Activation

The screenshot shows the account activation page. It displays the 'PEM SOLUTIONS' logo, a 'USER ID: IL123456', and a 'PASSWORD: ABcd123Xyz'. A red arrow points from a text box to the password field. The text box contains the message: 'This PASSWORD is temporary. You will be asked to change it after activating your 2013 Assessment Network account.'

By the end of October you will receive a User ID and a temporary password from Pearson.

User ID: IL351394

* New Password:

* Confirm New Password:

* - Required

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.

User ID: IL123456

* First Name:

* Last Name:

* E-mail Address:

* - Required

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.

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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 & Cassettes and the Linguistically Modified Form LM.

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

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**

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Module II – Updating Profiles

PEM SOLUTIONS [Logout](#) | [My Account](#) | [Contact Us](#) | [Help](#)

SELECT CUSTOMER ADMIN HOME **PROFILE** ENROLLMENT ORDERS

ISAT TEST COORDINATOR
TEST MATERIAL SHIPPING ADDRESS

The individual listed in this profile will be the primary contact for all ISAT related matters. The address ¹⁰ provided will be where ISAT test materials will be delivered and picked up from after testing is completed.

A VALID E-MAIL ADDRESS IS REQUIRED!

SECONDARY DISTRICT ISAT TEST COORDINATOR
** Optional but recommended **
Back-up District Coordinator

The individual listed in this profile will be the backup contact for ISAT related matters. This is an individual designated by the ISAT Test Coordinator.

In addition to a name and telephone,
A VALID E-MAIL ADDRESS IS REQUIRED!

District Superintendent
- Chicago District 299 School Principal
- Special Education Cooperative Director
- Regional Superintendent/SC Executive Director
- Private School District Administrator

IAA TEST COORDINATOR
TEST MATERIAL SHIPPING ADDRESS

The individual listed in this profile will be the primary administrator for your educational entity.

In addition to name and telephone,
A VALID E-MAIL ADDRESS IS REQUIRED!

The individual listed in this profile will be the primary contact for all IAA related matters. The address ¹⁰ provided will be where IAA test materials will be delivered and picked up from after testing is completed.

A VALID E-MAIL ADDRESS IS REQUIRED!

[Change Profile](#)

Module II – Updating Profiles

* Name: **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.

Title:

* Address:
 Street Address
NO Post Office Boxes

* City:

* State: IL **MUST BE Illinois**

* Zip: -
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.

* Email: **REQUIRED!!**

* Phone: () - ext **All contacts listed in designated categories MUST PROVIDE A VALID TELEPHONE NUMBER !**

Fax: () -

* - Required

[Save Changes](#) [Cancel](#) [Reset](#)

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.

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Module II – Updating Profiles

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

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Module II – Updating Profiles

Request for Modified Two-Week Test Window

PEARSON SOLUTIONS Logout | My Account | Contact Us | Help
 SELECT CUSTOMER ADMIN HQ PROFILE **ENROLLMENT** ORDERS Science School House
 Detailed Instructions Enrollment **Additional Information** Reports
 999999 ILLINOIS ADMIN /999999999010000 SAMPLE DISTRICT Test: EARLY/LATER TESTERS

Browse Additional Information
Request for Modified Two-Week Test Window - 2013 ISAT

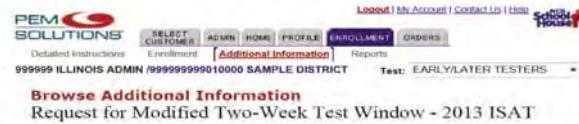
- This request can be found under the Enrollment Tab – Additional Information by selecting the Early/Later Testers drop-down box as shown.

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Module II – Updating Profiles

Request for Modified Two-Week Test Window



Edit Additional Information

Click on Edit Additional Information at bottom of the page.

- 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 button at the bottom of the page.

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Module II 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.

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Module II Ordering ISAT Special-Format Materials



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

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

•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.											
Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
0	137	144	146	142	152	139	0	135	122	99	101
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0	Grade 7	0	0	0
0	0	0	11	0	0	0	0	Curr	0	0	0
0	0	0	13	0	0	0	17	0	0	0	0
0	0	0	0	0	0	2	0	0	0	0	0
0	0	0	0	0	1	0	0	3	0	0	0
0	0	0	120	0	0	0	0	0	0	0	0
	137		2		150		-17		122		101

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Module II Ordering ISAT Special-Format Materials

RCDS Code	School Name	ISAT Test Materials - Spring											
		Enter below the NUMBER OF STUDENTS currently enrolled that require a special format test.											
		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr		
99999999012039	SAMPLE SCHOOL	0	137	144	146	142	152	139	0	135	122	99	101
STUDENT INFORMATION/SIS		0	0	0	0	0	0	0	0	0	0	0	0
BRaille - Number of students being assessed		0	0	0	0	0	0	0	0	0	0	0	0
LARGE-PRINT - Number of students being assessed		0	0	0	0	0	1	0	0	0	0	0	0
READER SCRIPT - Number of students being assessed INDIVIDUALLY		0	0	0	11	0	0	0	0	0	0	0	0
READER SCRIPT - Number of students being assessed in a GROUP Setting		0	0	0	13	0	0	0	17	0	0	0	0
AUDIOCASSETTE - Number of students being assessed		0	0	0	0	0	0	2	0	0	0	0	0
AUDIO CD-ROM - Number of students being assessed		0	0	0	0	0	1	0	3	0	0	0	0
FORM LM (LINGUISTICALLY MODIFIED) -- Number of students being assessed		0	0	0	120	0	0	0	0	0	0	0	0
ESTIMATED NUMBER OF STANDARD-FORMAT (Form 1-6) TEST BOOKLETS			137		2		150		-17		122		101

Original enrollment upload

Number of students using reader scripts

Number of students using Form LM
Standard Format Tests you will receive

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Module II Ordering ISAT Special-Format Materials

RCDTS Code	School Name	ISAT Test Materials - Spring											
		Enter below the NUMBER OF STUDENTS currently enrolled that require a special format test.											
		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
		Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
99999999012039	SAMPLE SCHOOL												
STUDENT INFORMATION/SIS		0	137	144	146	142	152	139	0	135	122	99	101
BRAILLE – Number of students being assessed		0	0	0	0	0	0	0	0	0	0	0	0
LARGE-PRINT – Number of students being assessed		0	0	0	0	0	1	0	0	0	0	0	0
READER SCRIPT – Number of students being assessed INDIVIDUALLY		0	0	0	11	0	0	0	0	0	0	0	0
READER SCRIPT – Number of students being assessed in a GROUP Setting		0	0	0	13	0	0	0	17	0	0	0	0
AUDIOCASSETTE – Number of students being assessed		0	0	0	0	0	0	2	0	0	0	0	0
AUDIO CD-ROM – Number of students being assessed		0	0	0	0	0	1	0	0	3	0	0	0
FORM LM (LINGUISTICALLY MODIFIED) – Number of students being assessed		0	0	0	120	0	0	0	0	0	0	0	0
ESTIMATED NUMBER OF STANDARD -FORMAT (Form 1-6) TEST BOOKLETS			137		2		150		-17		122		101

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.

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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

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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