2013 ISAT & IAA
Assessment Network & Pre-Test
Information

MODULE III
Pearson Assessment Network
Material Delivery and Tracking

Module III – Material Delivery and Tracking

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 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 III – Material Delivery and Tracking

Purpose of this Module

- Review you will receive in your ISAT & IAA shipments and understand test material quantities.
- Reiterate the Importance of someone being available to receive ISAT and IAA materials.
- Understand the packing list and how to track materials received in Assessment Network.
- Confirming special-format order and inventory test material shipments received.

IMPORTANT DATES

ISAT Material Delivery

- Late Test Material Delivery Window- No earlier than February 18, 2013 and no later than March 1, 2013.

IAA Material Delivery

- IAA Test Material Delivery will be on or before February 11, 2013.
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What you will receive in your ISAT & IAA shipment

IAA - You will receive one shipment
- District Test Coordinator Packet
- Implementation Manual
- Test Booklets (Grade & Form Specific)

ISAT - You will receive a non-secure and secure shipment
- Non-Secure
  - District Test Coordinator Kit
  - School Coordinator Kit
  - Chicago School Coordinator Kit
  - Test Administration Manuals
  - Professional Testing Practices for Educators manuals
  - Grade 4-8 Answer Documents and Grade 4-8 LM Answer Documents
  - Pre-ID Packet
- Secure
  - Grade 3-8 Test Booklets
  - Special Format Tests
  - Form LM Test Booklets

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ISAT Test Material Quantities

- Calculated based on NUMBER OF STUDENTS ENROLLED

- ISAT - 10% Overage
  - Standard Format Tests (Forms 1-6)
  - Form LM
  - Form SF
  - Answer Documents
  - Test Manuals
  - Reader Scripts

- Standard Format Enrollment numbers are reduced by special format orders
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**Signature Required**

- ISAT and IAA test materials will not be deliverable by test material handlers based on “signature on file.” While it is understood that some material handlers allow this practice as a convenience to districts and schools, this practice does not conform to test security practices and guidelines of ISBE.

- An individual at least 18 years of age and an employee of the school or district must physically accept and sign for ISAT and IAA test material shipments.

- If there is no staff available that meets this requirement, test materials will not be delivered and another delivery attempt will be made the following business day.

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**Packing List**

View Packing List – This hyperlink enables you to view an electronic copy of the packing list associated with this particular test material order. This can be routed to your local printer by clicking on the print button located at the upper left of the screen.
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- Check Assessment Network History Tracking

- Confirm Your Order

ISAT & IAA Test Coordinators should inventory shipments within 2 business days of being received. This will ensure that if an additional order is needed, the materials will arrive before testing.

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