

2013 ISAT & IAA Assessment Network & Pre-Test Information

MODULE III Pearson Assessment Network Material Delivery and Tracking

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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

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Pearson Assessment Network

PearsonAccess Illinois ISAT & IAA

PEMSolutions

Related Links

- [Illinois State Board of Education](#)
- [Illinois State Board of Education ISAT Assessment](#)
- [Illinois Alternate Assessment](#)
- [FREQUENTLY ASKED QUESTIONS](#)

Latest News & Announcements

Illinois Customer Support
1-888-705-9413, Monday thru Friday
6:00 am - 7:00 pm (CDT)
ISAT@support.pearson.com
IAA_Pearson@support.pearson.com

Update Your PROFILE
Review and Enter ISAT Enrollment Numbers
Review Test Materials Quantities (IAA)
Order Additional Test Materials
Track Test Material Shipments
Confirm Test Material Shipments
[Go to PEMSolutions](#)

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www.pearsonaccess.com/il

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Pearson Assessment Network

Assessment Network Account Activation

PEMSOLUTIONS

USER ID: IL123456

PASSWORD: ABcd123Xyz

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 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

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Module III – Material Delivery and Tracking

IMPORTANT DATES

ISAT Material Delivery

- Early Test Material Delivery Window- No earlier than **February 4, 2013** and no later than **February 15, 2013**.
- Regular Test Material Delivery Window- No earlier than **February 11, 2013** and no later than **February 22, 2013**.
- 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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Module III – Material Delivery and Tracking

Packing List

Test Materials(1036128)

[Return to Order List](#)

Approval		Shipping Details	
View Packing List Submission Date: 01/28/2011 Customer: SAMPLE DISTRICT User: SYSTEM Status: Delivered		Ship To: 999999999010000 SAMPLE DISTRICT ILLINOIS STATE BOARD OF EDUCAT 100 NORTH FIRST STREET SPRINGFIELD, IL 62777-0001 DENNIS GODECKE Phone: (217) 7824823 Fax: (217) 7826097	

Shipment #1 Shipped: 01/28/2011

Estimated Arrival: 01/31/2011

[View Packing List](#)

Shipment not yet confirmed [View Confirmation](#)

Box	Status	Delivery Date	Tracking Number
1	Delivered	01/31/2011	FedEx - 620242583261821
2	Delivered	01/31/2011	FedEx - 620242583261852
3	Delivered	01/31/2011	FedEx - 620242583261845

Material Selection		
Item	Description	Quantity
IL00005076	TB, GRD 2, READ/MATH, ISAT 2011, PK 5	5
IL00003480	ISAT RULER, GRD 3, 25 EACH	25
IL00005082	TB, GRD 6, READ/MATH, ISAT 2011, PK 5	5
IL00005080	TB, GRD 5, READ/MATH, ISAT 2011, PK 5	5
IL00005078	TB, GRD 4, READ/MATH/SCI, ISAT 2011, PK 5	5
IL00003483	ISAT RULER, GRD 4-8, 25 EACH	25
IL00005086	TB, GRD 8, READ/MATH, ISAT 2011, PK 5	5
IL00005084	TB, GRD 7, READ/MATH/SCI, ISAT 2011, PK 5	5
IL00004942	MATH REFERENCE KIT, GR 7-8, PK 25	25

[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



Box	Status	Delivery Date	Tracking Number
5	Delivered	01/29/2010	FedEx - 402371369841

- Confirm Your Order



IMPORTANT

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.

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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

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