2013 ISAT & IAA
Assessment Network & Pre-Test
Information

MODULE IV
Pearson Assessment Network
Additional Orders

Module IV – Additional Orders
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
Assessment Network Account Activation

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.
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Purpose of this Module

- Review steps prior to placing an additional order.
- Important Information about placing additional test material orders.
- Understanding how to place an additional order in Assessment Network.

IMPORTANT DATES

ISAT Additional Order Window

- The additional order window opens on February 4, 2013 and closes on March 20, 2013.
- For the Early Test Window, to guarantee delivery of materials by the first day of testing, orders must be received and approved no later than February 20, 2013.
- For the Regular Test Window, to guarantee delivery of materials by the first day of testing, orders must be received and approved no later than February 27, 2013.
- For the Late Test Window, to guarantee delivery of materials by the first day of testing, orders must be received and approved no later than March 6, 2013.

IAA Additional Order Window

- The additional order window opens on February 11, 2013 and closes on March 20, 2013.
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Important Information about placing additional test material orders

Additional Order Window opens
February 4, 2013 for ISAT and February 11, 2013 for IAA

Pearson’s additional test material order system is for placing small additional test material orders.

Must Be entered into Pearson’s Assessment Network system. Additional order requests via e-mail, fax, or telephone, will NOT be accepted.

Placed at least 72 hours prior to when the test material will be used. Additional test material orders will be shipped UPS Ground to the same address and the same person as the initial test material order. Editing of shipping address and educational entity contact is not allowed.

ISAT requests to expedite processing and or shipping of additional test materials orders will not be granted without the expressed approval of ISBE.

ALL additional test material orders will be subject to review and approval by ISBE.

Please try to place just ONE additional order.
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- Inventory all test material shipments and consult with your test coordinators, school counselors, special education staff, etc., to determine if sufficient test materials have been received to assess students currently enrolled.

- Do not order more materials than you need. If an additional order is placed that is greater than 10% more than the total enrollment, the order will not be approved.

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Placing an additional order

Click on the ORDERS tab located toward the top right of your screen, then select Order Additional Materials sub-tab located toward the top left of your screen.
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Placing an additional order

- Complete all required fields (marked with an asterisk *).

- When you have entered the number of students who need additional test materials, click on the NEXT >> button located at the bottom of the screen.

- Verify the enrollment numbers you have entered. If these numbers are not correct, click the << PREV button and correct your enrollment numbers. If enrollment numbers are correct, click the Submit button.

- Your additional test material order has been submitted when you see an order confirmation screen.

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Once an Additional Order is submitted to Pearson, it cannot be updated.

If you need to cancel an Additional Order, it may be possible if the cancelation request is received within thirty (30) minutes of the Additional Order being submitted.

- To request a cancelation, call Pearson’s Illinois Customer Support Center at 1-888-705-9413, Monday through Friday, 6 a.m. to 7 p.m.

- Please have the Order ID number that you were provided on your order confirmation screen available when requesting an Additional Order cancelation. See example to the right.
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