

2013 ISAT & IAA Assessment Network & Pre-Test Information

MODULE IV Pearson Assessment Network Additional Orders

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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

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www.pearsonaccess.com/il

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Assessment Network Account Activation

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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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.

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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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Module IV – Additional Orders

Important Information about placing additional test material orders

Additional Order Window opens

February 4, 2013 for ISAT and February 11, 2013 for IAA

* Need By Date: / / (MM/DD/YYYY)

* Delivery Method:

* Shipment Reason: Other:

Special Instructions:

Ship To:

- <blank>
- Enrollment Increase
- Packaging Error
- Did Not Order In Time
- Forgot To Order
- Special Ed Class
- Additional Classroom
- Other
- None

* Address Line 1
ILLINOIS STATE BOARD OF EDUCAT

Address Line 2
100 NORTH FIRST STREET

* City
SPRINGFIELD

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Important Information about placing additional test material orders

- 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 cancellation request is received within thirty (30) minutes of the Additional Order being submitted.

- To request a cancellation, 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 cancellation. See example to the right.

Order Additional Materials

Order Submitted Pending Approval

Your order has been submitted pending approval.

Order ID: 131018
 Order Date: 2012-08-20 11:53:13 CT
 User ID: IL_CARTA1

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