2014 ISAT & IAA
Assessment Network & Pre-Test Information

MODULE I
Pearson Assessment Network
Enrollment Information
Module I – Enrollment Information

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
- 2014 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 should have received 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.
Module I – Enrollment Information

Purpose of this Module

- Understand relationship between district enrollments and pre-id files in the Illinois State Board of Education’s Student Information System (SIS) and Pearson’s Assessment Network.

- Understand how these student enrollment numbers affect IAA and ISAT testing material orders.
Module I – Enrollment Information

IMPORTANT DATES

- The ISBE deadline to upload initial 2013-14 enrollments in SIS was Thursday, October 17, 2013.

- The ISBE deadline for updating the Pre-ID file in SIS for the 2014 ISAT and IAA assessments is January 3, 2014.
Module I – Enrollment Information

- **Home School Districts** are responsible for entering and uploading their district’s 2013-14 school year ENROLLMENTS and PRE-ID information to ISBE through via IWAS/SIS.

  *NOTE: Districts should continue to enroll and exit students in SIS throughout the school year as students enter and leave the district even after the enrollment and pre-id deadlines.*

- **Serving School Districts** who are not the home district should confirm within SIS and/or communicate with their student’s home district to ensure their enrollment information and testing information has been uploaded correctly.
Module I – Enrollment Information

Enrollment File and Pre-ID file Information

- Information that is uploaded by the Home District for student enrollments includes Home School and Serving School RCDTS codes for the October enrollment file and Home, Serving and Testing RCDTS codes for the January Pre-ID file.

- As students are enrolled, information is automatically populated in the Pre-ID file.

- Districts must make any necessary changes in the Pre-ID file prior to the January deadline to ensure accurate testing information is provided to Pearson.
RCDTS Codes within a student’s SIS Pre-ID record

• **HOME** School
  - Essential for reporting.

• **SERVING** School

• **TESTING** School
  - Essential for test material distribution.
Module I – Enrollment Information

October 17, 2013 Enrollment File

- ISBE sent Pearson a file after the October 17th deadline.

- Pearson will use this information to populate the current enrollment field in Assessment Network for both IAA and ISAT.
### Module I – Enrollment Information

#### Assessment Network

## Enrollment Tables

<table>
<thead>
<tr>
<th>RCDTS Code</th>
<th>School Name</th>
<th>IAA Test Materials - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grade 3</td>
</tr>
<tr>
<td>999999999012039</td>
<td>SAMPLE SCHOOL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT INFORMATION/SIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

### ISAT Test Materials - Spring

- **Enter below the NUMBER OF STUDENTS currently enrolled that require a special format test.**

<table>
<thead>
<tr>
<th>RCDTS Code</th>
<th>School Name</th>
<th>ISAT Test Materials - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grade 3</td>
</tr>
<tr>
<td>999999999012039</td>
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<td>0</td>
</tr>
</tbody>
</table>

- **BRAILLE** – Number of students being assessed
- **LARGE-PRINT** – Number of students being assessed
- **READER SCRIPT** – Number of students being assessed INDIVIDUALLY
- **READER SCRIPT** – Number of students being assessed in a GROUP Setting
- **AUDIOCASSETTE** – Number of students being assessed
- **AUDIO CD-ROM** – Number of students being assessed
- **FORM LM (LINGUISTICALLY MODIFIED)** – Number of students being assessed

<table>
<thead>
<tr>
<th>ESTIMATED NUMBER OF STANDARD-FORMAT (Form 1-6) TEST BOOKLETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>137</td>
</tr>
</tbody>
</table>
Module I – Enrollment Information

January 3, 2014 Pre-ID File

- Final numbers for all IAA materials and for ISAT regular testing materials will be derived from the January 3, 2014 Pre-ID file. Home and Testing School codes need to be accurate by that deadline.

- ISAT special-format materials (Braille, Reader Scripts, Large Print, etc.) MUST be ordered from Pearson’s Assessment Network during the November 1-December 18, 2013 window.

- Specific information regarding the ordering of special format materials will be covered in Module II – Updating Profiles and Ordering ISAT Special-Format Materials.
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