

2014 ISAT & IAA Assessment Network & Pre-Test Information

MODULE II Pearson Assessment Network Updating Profiles & Ordering ISAT Special-Format Materials

Module II – Updating Profiles & Ordering ISAT Special-Format Materials

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

Pearson Assessment Network



Pearson Access Illinois ISAT & IAA

PEMSolutions



- ▶ 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

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Related Links

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[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

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Module II – Updating Profiles & Ordering ISAT Special-Format Materials

Purpose of this Module

- Updating Profiles for IAA & ISAT contact and material shipping information.
- Ordering ISAT special-format testing materials which include Braille, Large Print, Reader Scripts, Audio CD's & Cassettes, and the Linguistically Modified Form LM.

Module II – Updating Profiles & Ordering ISAT Special-Format Materials

IMPORTANT DATES

- The regular test window for ISAT is **Monday, March 3 through Friday, March 14, 2014**
- The testing window for IAA is **Monday, February 17 through Friday, March 28, 2014.**
- Pearson's Assessment Network is open **Friday, November 1, 2013 through Wednesday, December 18, 2013** for updating profiles and entering initial ISAT special format material orders.
- Request Deadline for Modified Two-Week Test Window is **Sunday, December 1, 2013**

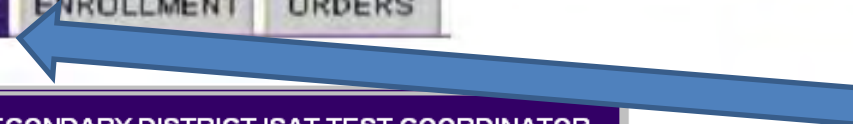
Module II – Updating Profiles



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- SELECT CUSTOMER
- ADMIN
- HOME
- PROFILE**
- ENROLLMENT
- ORDERS



**ISAT TEST COORDINATOR
TEST MATERIAL SHIPPING ADDRESS**

The individual listed in this profile will be the primary contact for all ISAT related matters. The address ⁽¹⁾ provided will be where ISAT test materials will be delivered and picked up from after testing is completed.

A VALID E-MAIL ADDRESS IS REQUIRED!

- District Superintendent
- Chicago District 299 School Principal
- Special Education Cooperative Director
- Regional Superintendent/ISC Executive Director
- Private School District Administrator

The individual listed in this profile will be the primary administrator for your educational entity.

In addition to name and telephone,
A VALID E-MAIL ADDRESS IS REQUIRED!

SECONDARY DISTRICT ISAT TEST COORDINATOR
**** Optional but recommended ****
Back-up District Coordinator

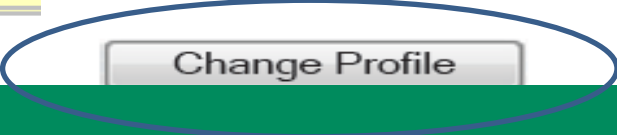
The individual listed in this profile will be the backup contact for ISAT related matters. This is an individual designated by the ISAT Test Coordinator.

In addition to a name and telephone,
A VALID E-MAIL ADDRESS IS REQUIRED!


**IAA TEST COORDINATOR
TEST MATERIAL SHIPPING ADDRESS**

The individual listed in this profile will be the primary contact for all IAA related matters. The address ⁽¹⁾ provided will be where IAA test materials will be delivered and picked up from after testing is completed.


A VALID E-MAIL ADDRESS IS REQUIRED!




Module II – Updating Profiles

*** Name:**  **REQUIRED** - The contact's **FULL NAME** in each of the designated categories. For the ISAT and IAA TEST COORDINATOR, person indicated is the individuals to whom test materials will be delivered.


Title:


*** Address:**
  **Street Address** **NO**
Post Office Boxes

*** City:**

*** State:** IL  **MUST BE Illinois**

*** Zip:** -

*** Email:**  **REQUIRED!!**

*** Phone:** () - ext  **All contacts listed in designated categories MUST PROVIDE A VALID TELEPHONE NUMBER !**

Fax: () -

*** - Required**

All contacts listed in designated categories **MUST PROVIDE A VALID E-MAIL ADDRESS !**

For ISAT and IAA Test Coordinators, this is where shipment confirmation and additional order approvals will be sent.

Module II – Updating Profiles

Request for Modified Two-Week Test Window

- For 2014, requests to modify your districts two- week test window must be entered into Pearson Assessment Network.
- The deadline to submit requests is **Sunday, December 1, 2013.**
- Early Test Window
Monday, February 24 – Friday, March 7, 2014
- Late Test Window
Monday, March 10 – Friday, March 21, 2014

Module II – Updating Profiles

Request for Modified Two-Week Test Window

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NCS School House

SELECT CUSTOMER ADMIN PROFILE ENROLLMENT ORDERS

Detailed Instructions Enrollment **Additional Information** Reports

999999 ILLINOIS ADMIN /999999999010000 SAMPLE DISTRICT

Test: EARLY/LATER TESTERS

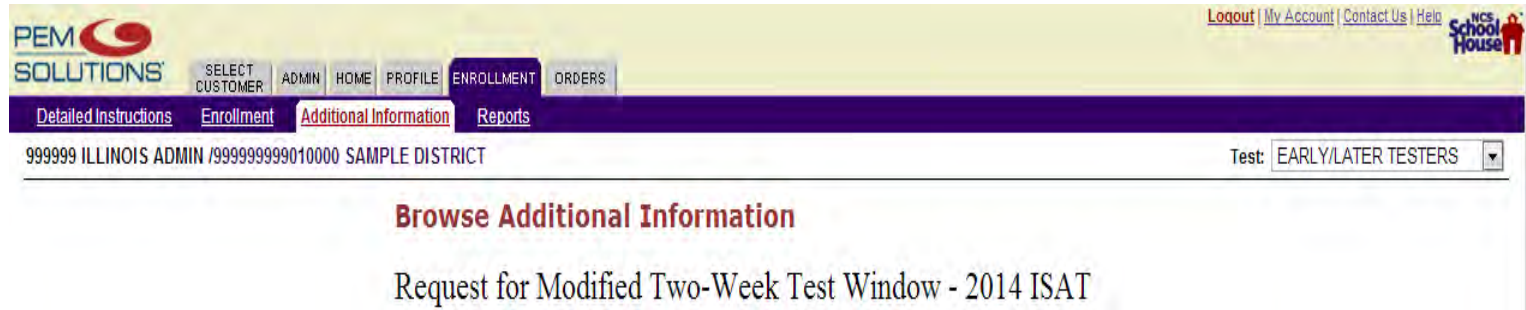
Browse Additional Information

Request for Modified Two-Week Test Window - 2014 ISAT

- This request can be found under the Enrollment Tab – Additional Information by selecting the Early/Late Testers drop-down box as shown.

Module II – Updating Profiles

Request for Modified Two-Week Test Window



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SELECT CUSTOMER ADMIN HOME PROFILE ENROLLMENT ORDERS

Detailed Instructions Enrollment Additional Information Reports

999999 ILLINOIS ADMIN /999999999010000 SAMPLE DISTRICT

Test: EARLY/LATER TESTERS

Browse Additional Information

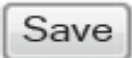
Request for Modified Two-Week Test Window - 2014 ISAT

Edit Additional Information



Edit Additional Information

Click on Edit Additional Information at bottom of the page.

- Choose early or later test window by clicking on the radio button to the left of your choice.
- You must provide a reason for your request to modify your 2014 ISAT test window.
- Click the  button at the bottom of the page.

Module II

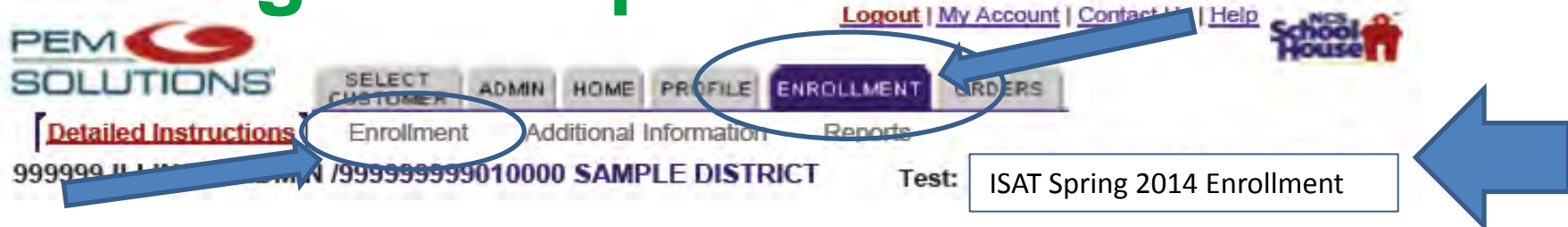
Ordering ISAT Special-Format Materials

Test Materials

- IAA test materials will be shipped to Testing School District based on information in the January 3, 2014 Pre-ID file from ISBE.
- Specific information on what to expect in your IAA and ISAT shipments will be covered in Module III – Material Delivery and Tracking.
- ISAT special-format materials are ordered based on the number of students you are testing with the special-format materials.

Module II

Ordering ISAT Special-Format Materials



- From Enrollment Tab, select ISAT Spring 2014 Enrollment from the Test drop-down box and select enrollment link.

- If no special-format tests are needed, click the **Complete Enrollment** button

- If special-format tests are needed, click the **Edit Enrollment** button

ISAT Test Materials - Spring											
Enter below the <u>NUMBER OF STUDENTS</u> currently enrolled that require a special format test.											
Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
0	137	144	146	142	152	139	0	135	122	99	101
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0	Grade 7		0	0
0	0	0	11	0	0	0	0	Curr		0	0
0	0	0	13	0	0	0	17	<input type="text"/>		0	0
0	0	0	0	0	0	2	0	<input type="text"/>		0	0
0	0	0	0	0	1	0	0	<input type="text"/>		0	0
0	0	0	120	0	0	0	0	3	0	0	0
	137		2		150		-17		122		101

Module II

Ordering ISAT Special-Format Materials

RCDTS Code	School Name	ISAT Test Materials - Spring											
		Enter below the NUMBER OF STUDENTS currently enrolled that require a special format test.											
		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
		Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
99999999012039	SAMPLE SCHOOL												
STUDENT INFORMATION/SIS		0	137	144	146	142	152	139	0	135	122	99	101
BRAILLE – Number of students being assessed		0	0	0	0	0	0	0	0	0	0	0	0
LARGE-PRINT – Number of students being assessed		0	0	0	0	0	1	0	0	0	0	0	0
READER SCRIPT – Number of students being assessed INDIVIDUALLY		0	0	0	11	0	0	0	0	0	0	0	0
READER SCRIPT – Number of students being assessed in a GROUP Setting		0	0	0	13	0	0	0	17	0	0	0	0
AUDIOCASSETTE – Number of students being assessed		0	0	0	0	0	0	2	0	0	0	0	0
AUDIO CD-ROM – Number of students being assessed		0	0	0	0	0	1	0	0	3	0	0	0
FORM LM (LINGUISTICALLY MODIFIED) -- Number of students being assessed		0	0	0	120	0	0	0	0	0	0	0	0
ESTIMATED NUMBER OF STANDARD -FORMAT (Form 1-6) TEST BOOKLETS			137		2		150		-17		122		101

Original enrollment upload

Number of students using reader scripts

Number of students using Form LM
Standard Format Tests you will receive

Module II

Ordering ISAT Special-Format Materials

RCDS Code	School Name	ISAT Test Materials - Spring											
		Enter below the NUMBER OF STUDENTS currently enrolled that require a special format test.											
		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
		Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
99999999012039	SAMPLE SCHOOL												
STUDENT INFORMATION/SIS		0	137	144	146	142	152	139	0	135	122	99	101
BRAILLE – Number of students being assessed		0	0	0	0	0	0	0	0	0	0	0	0
LARGE-PRINT – Number of students being assessed		0	0	0	0	0	1	0	0	0	0	0	0
READER SCRIPT – Number of students being assessed INDIVIDUALLY		0	0	0	11	0	0	0	0	0	0	0	0
READER SCRIPT – Number of students being assessed in a GROUP Setting		0	0	0	13	0	0	0	17	0	0	0	0
AUDIOCASSETTE – Number of students being assessed		0	0	0	0	0	0	2	0	0	0	0	0
AUDIO CD-ROM – Number of students being assessed		0	0	0	0	0	1	0	0	3	0	0	0
FORM LM (LINGUISTICALLY MODIFIED) -- Number of students being assessed		0	0	0	120	0	0	0	0	0	0	0	0
ESTIMATED NUMBER OF STANDARD -FORMAT (Form 1-6) TEST BOOKLETS			137		2		150		-17		122		101

At **no time** should standard format test booklets be less than zero

When enrollment numbers are updated with the January Pre-ID file, if there are no Pre-ID records, the order for that grade level will be deleted – Pearson will contact you. Additional orders will not be allowed without ISBE approval.

Module II

Ordering ISAT Special-Format Materials

- When ALL special-format tests are entered, click on **Complete Enrollment**
- Review the **Additional Information** page carefully – click **Next**
- Review **Profile** page - click Next
- Carefully review the enrollments – click **Confirm Enrollment**

Complete Enrollment

Confirm Enrollment

Enrollment Order Confirmation Successful

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