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

www.pearsonaccess.com/il
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.
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

ISAT TEST COORDINATOR
TEST MATERIAL SHIPING ADDRESS

The individual listed in this profile will be the primary contact for all ISAT related matters. The address 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!

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!

- District Superintendent
- Chicago District 269 School Principal
- Special Education Cooperative Director
- Regional Superintendent/ISC Executive Director
- Private School District Administrator

IAA TEST COORDINATOR
TEST MATERIAL SHIPING ADDRESS

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!

The individual listed in this profile will be the primary contact for all IAA related matters. The address 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

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.

Street Address
Post Office Boxes

REQUIRED – In the ISAT and IAA Test Coordinator blocks, this address should be to where test materials will be delivered and picked up from at the district or Chicago school.

MUST BE Illinois

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

- 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

- 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.

Click on Edit Additional Information at 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

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
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## Module II
Ordering ISAT Special-Format Materials

<table>
<thead>
<tr>
<th>RCDTS Code</th>
<th>School Name</th>
<th>ISAT Test Materials - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999012039</td>
<td>SAMPLE SCHOOL</td>
<td>Enter below the <strong>NUMBER OF STUDENTS</strong> currently enrolled that require a special format test.</td>
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</tbody>
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### STUDENT INFORMATION/SIS

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- **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
- **AUDIOLANGUAGE** – Number of students being assessed
- **AUDIO CD-ROM** – Number of students being assessed
- **FORM LM (LINGUISTICALLY MODIFIED)** – Number of students being assessed

### 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
Standard Format Tests you will receive
Module II
Ordering ISAT Special-Format Materials

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<th>Grade 3 Curr</th>
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**STUDENT INFORMATION/SIS**

- **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 0 17 0 0 0 0
- **AUDIOCASSETTE** – Number of students being assessed
  - 0 0 0 0 0 2 0 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 0
- **FORM LM (LINGUISTICALLY MODIFIED)** – Number of students being assessed
  - 0 0 0 120 0 0 0 0 0 0 0 0 0

**ESTIMATED NUMBER OF STANDARD-FORMAT (Form 1-6) TEST BOOKLETS**

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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