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

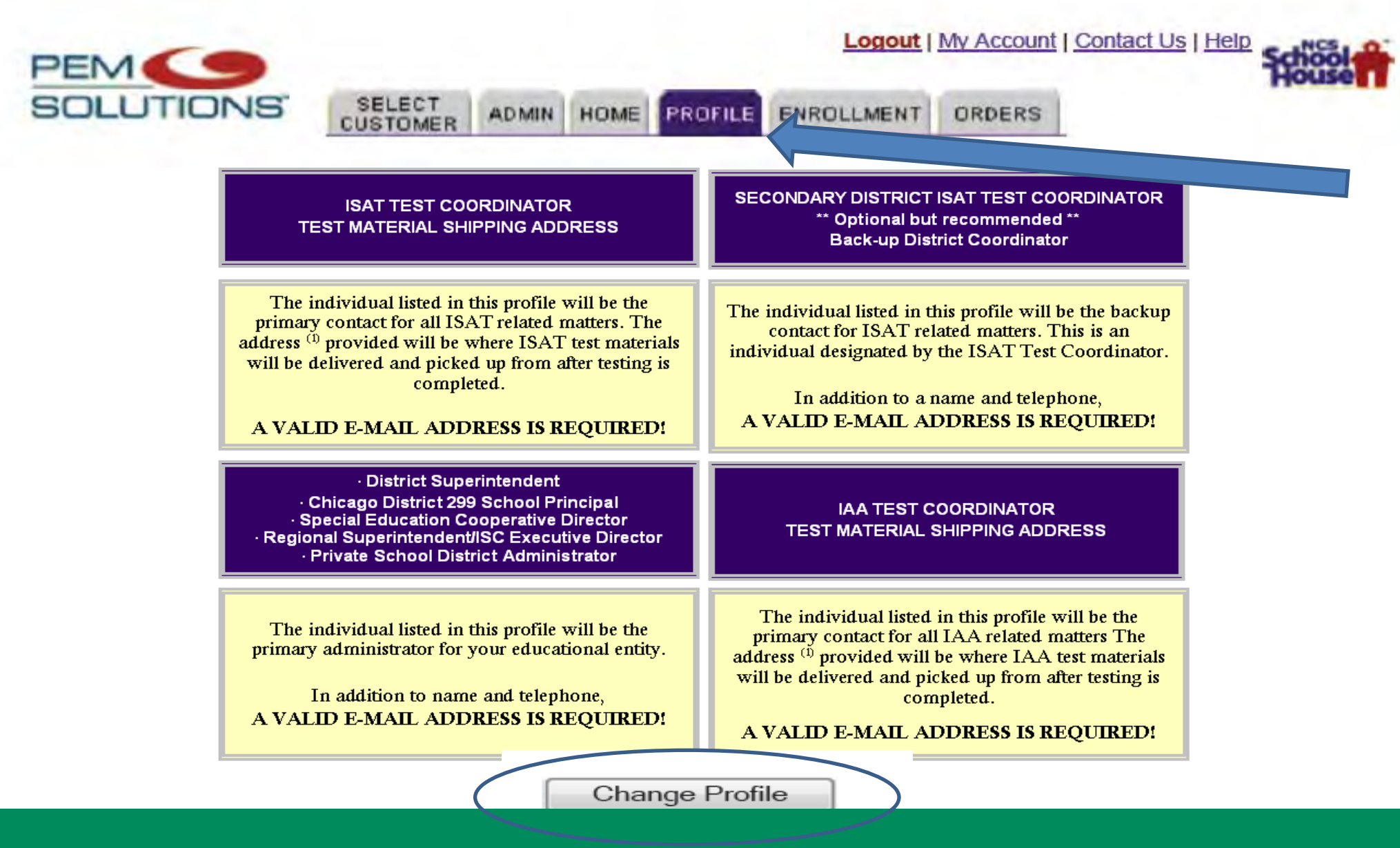
- Updating Profiles for IAA & ISAT contact and material shipping information.
- Ordering ISAT special-format testing materials which include Braille, Large Print, Reader Scripts, Audio CD's & Cassettes, and the Linguistically Modified Form LM.

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



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 ***NO***
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 TELEPHONE NUMBER !***

*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

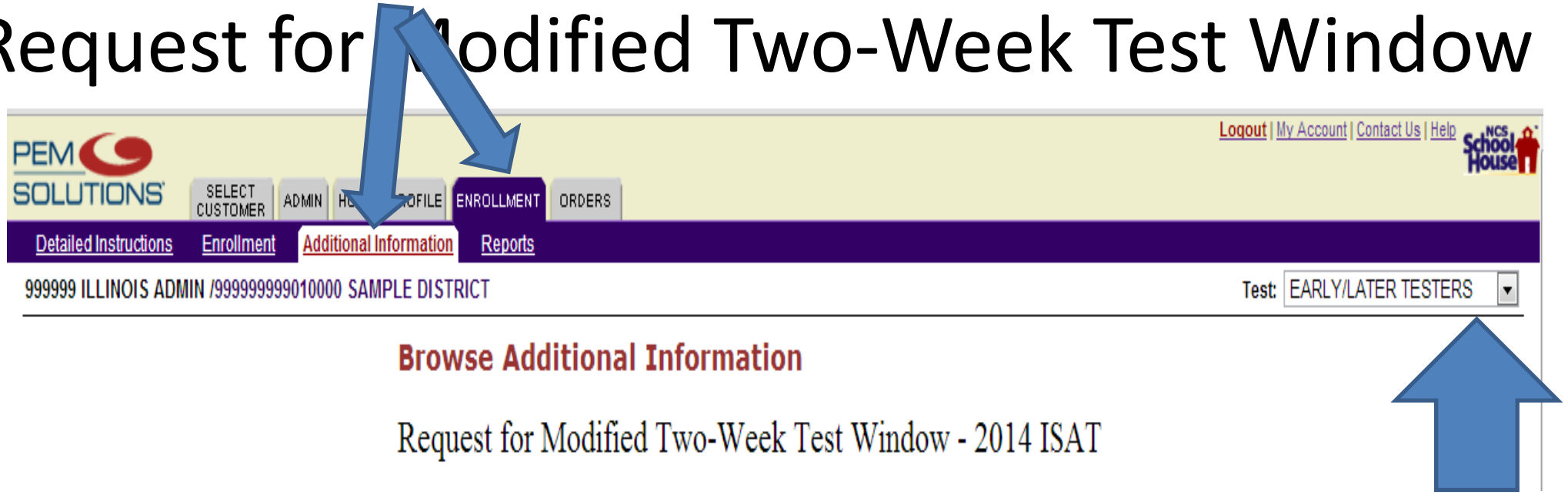
- For 2014, requests to modify your districts two- week test window must be entered into Pearson Assessment Network.

- 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

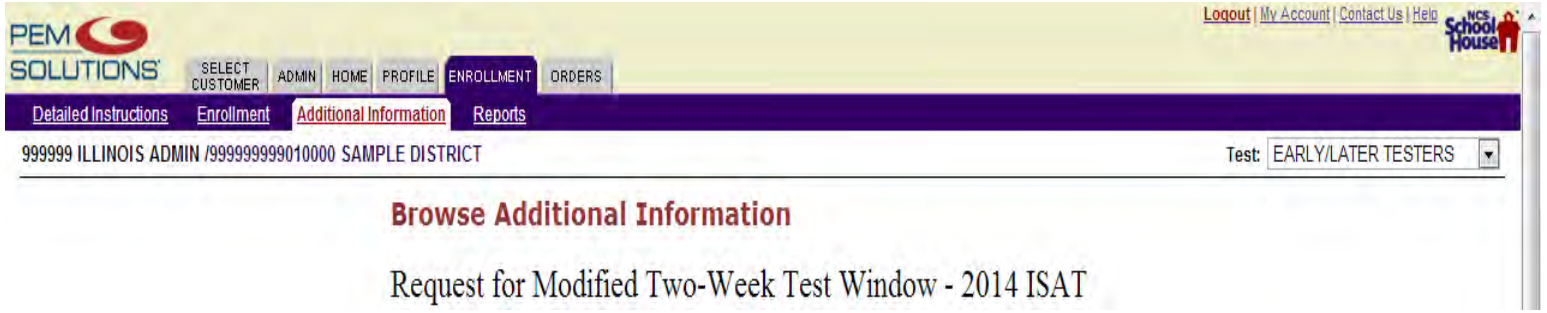
Request for Modified Two-Week Test Window

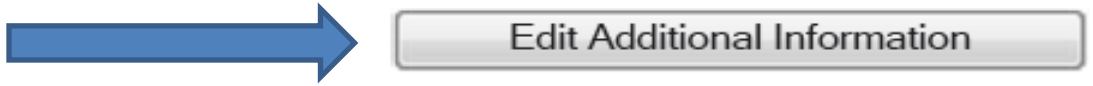


- This request can be found under the Enrollment Tab – Additional Information by selecting the Early/Late Testers drop-down box as shown.

Module II – Updating Profiles

Request for Modified Two-Week Test Window





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.

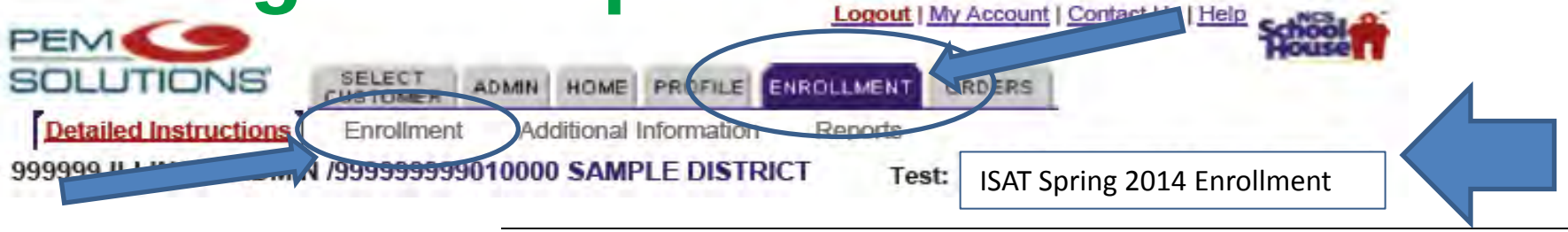
Module II
Ordering ISAT Special-Format Materials
Test Materials

- 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 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
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			0	0
0	0	0	11	0	0	0	0			0	0
0	0	0	13	0	0	0	17			0	0
0	0	0	0	0	0	2	0			0	0
0	0	0	0	0	1	0	0	3	0	0	0
0	0	0	120	0	0	0	0	0	0	0	0
	137		2		150		-17		122		101

Module II
Ordering ISAT Special-Format Materials

RCDTS Code	School Name	ISAT Test Materials - Spring [redacted]											
		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
999999999012039	SAMPLE SCHOOL												
	[redacted] 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

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
999999999012039	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**

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