

**2014 ISAT & IAA  
Assessment Network & Pre-Test  
Information**

**MODULE III  
Pearson Assessment Network  
Material Delivery and Tracking**

# Module III – Material Delivery and Tracking

## 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](http://www.isbe.net/assessment/isat.htm) or

[www.isbe.net/assessment/iaa.htm](http://www.isbe.net/assessment/iaa.htm) or

[www.pearsonaccess.com/il](http://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

[Go to PEMSolutions](#)

### Related Links

[Illinois State Board of Education](#)

[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](mailto:ISAT@support.pearson.com)

[iaa\\_pearson@support.pearson.com](mailto:iaa_pearson@support.pearson.com)

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[www.pearsonaccess.com/il](http://www.pearsonaccess.com/il)

# Module III – Material Delivery and Tracking

## Purpose of this Module

- Review what you will receive in your ISAT & IAA shipments and understand test material quantities.
- Reiterate the Importance of someone being available to receive ISAT and IAA materials.
- Understand the packing list and how to track materials received in Assessment Network.
- Confirming special-format order and inventory test material shipments received

# Module III – Material Delivery and Tracking

## IMPORTANT DATES

### ISAT Material Delivery

- Early Test Material Delivery Window- No earlier than **February 3, 2014** and no later than **February 14, 2014**.
- Regular Test Material Delivery Window- No earlier than **February 10, 2014** and no later than **February 21, 2014**.
- Late Test Material Delivery Window- No earlier than **February 17, 2014** and no later than **February 28, 2014**.

### IAA Material Delivery

- IAA Test Material Delivery will be on or before **February 3, 2014**

# Module III – Material Delivery and Tracking

## What you will receive in your ISAT & IAA shipment

### IAA - You will receive one shipment

- District Test Coordinator Packet
- Implementation Manual
- Test Booklets (Grade & Form Specific)

### ISAT - You will receive a non-secure and secure shipment

#### ■ Non-Secure

- District Test Coordinator Kit
- School Coordinator Kit
- Chicago School Coordinator Kit
- Test Administration Manuals
- Professional Testing Practices for Educators manuals
- Grade 4-8 Answer Documents and Grade 4-8 LM Answer Documents
- Pre-ID Packet

#### ■ Secure

- Grade 3-8 Test Booklets
- Special Format Kits- Braille, Large-Print, Audio Cassette, Audio CD-Rom, Reader Script
- Form LM Test Booklets

# Module III – Material Delivery and Tracking

## ISAT Test Material Quantities

- Calculated based on NUMBER OF STUDENTS ENROLLED
- ISAT - 10% Overage
  - Standard Format Tests (Form 1)
  - Form LM Tests
  - Answer Documents – Regular and LM
  - Test Manuals
  - Reader Scripts
- Standard Format Enrollment numbers are reduced by special format orders

# Module III – Material Delivery and Tracking

## *Signature* Required

- ISAT and IAA test materials **will not** be deliverable by test material handlers based on “*signature on file.*” While it is understood that some material handlers allow this practice as a convenience to districts and schools, this practice does not conform to test security practices and guidelines of ISBE.
- An individual at least 18 years of age and an employee of the school or district must physically accept and sign for ISAT and IAA test material shipments.
- If there is no staff available that meets this requirement, test materials will not be delivered and another delivery attempt will be made the following business day.



# Module III – Material Delivery and Tracking

## Packing List

### Test Materials(1273772)

[Return to Order List](#)

Order Details	
Submission Date:	02/06/2014
Customer:	SAMPLE DISTRICT
User:	SYSTEM
Status:	Delivered

[View Palet Detail](#)

Shipping Details	
Ship To:	999999999010000
	SAMPLE DISTRICT
	ILLINOIS STATE BOARD OF EDUCAT
	100 NORTH FIRST STREET
	SPRINGFIELD, IL 62777-0001
	Jim Palmer
Phone:	(866) 3176034
Fax:	(217) 7828097

Shipment #1 Shipped: 02/06/2014			
Estimated Arrival: 02/07/2014		<a href="#">View Packing List</a>	
Shipment not yet confirmed		<a href="#">View Confirmation</a>	
Box	Status	Delivery Date	Tracking Number
1	Delivered	2/7/2014	<a href="#">UPS - 1ZE 2643E0304512053</a>
2	Delivered	2/7/2014	<a href="#">UPS - 1ZE 2643E0304512062</a>
3	Delivered	2/7/2014	<a href="#">UPS - 1ZE 2643E0304512071</a>

Material Selection		
Item	Description	Quantity
IL00008577	TB, GRD 3, R/M, ISAT 2014, PK 5	5
IL00003480	ISAT RULER, GRD 3, 25 EACH	25
IL00008583	TB, GRD 6, R/M, ISAT 2014, PK 5	5
IL00008581	TB, GRD 5, R/M, ISAT 2014, PK 5	5
IL00008579	TB, GRD 4, R/M/S, ISAT 2014, PK 5	5
IL00003483	ISAT RULER, GRD 4-8, 25 EACH	25
IL00008587	TB, GRD 8, R/M, ISAT 2014, PK 5	5
IL00008585	TB, GRD 7, R/M/S, ISAT 2014, PK 5	5
IL00004842	MATH REFERENCE KIT, GR. 7-8, PK 25	25
IL00008224	SCHOOL PACKING LISTS	1

[View Packing List](#) – This hyperlink enables you to view an electronic copy of the packing list associated with this particular test material order. This can be routed to your local printer by clicking on the print button located at the upper left of the screen.

# Module III – Material Delivery and Tracking

- Check Assessment Network History Tracking

Shipment #1 Shipped: 02/06/2014			
Estimated Arrival: 02/07/2014		<a href="#">View Packing List</a>	
Shipment not yet confirmed <a href="#">View Confirmation</a>			
Box	Status	Delivery Date	Tracking Number
1	Delivered	2/7/2014	<a href="#">UPS - 1ZE2643E0304512053</a>
2	Delivered	2/7/2014	<a href="#">UPS - 1ZE2643E0304512062</a>
3	Delivered	2/7/2014	<a href="#">UPS - 1ZE2643E0304512071</a>

- Confirm Your Order

Save Cancel

**Shipment Confirmation**

Date Received:  /  /  (MM/DD/YYYY)

All materials received - no problems

Materials missing or other problems

Description of problem:

PEARSON

**IMPORTANT** ISAT & IAA Test Coordinators should inventory shipments within 2 business days of being received. This will ensure that if an additional order is needed, the materials will arrive before testing.

# Contact Information

**Pearson 1-888-705-9413**

[ISAT@support.pearson.com](mailto:ISAT@support.pearson.com)

[IAA\\_pearson@support.pearson.com](mailto:IAA_pearson@support.pearson.com)

## **Illinois State Board of Education**

**Student Assessment Division**

**866-317-6034**

**Student Information System HELP Desk**

**217-558-3600**