

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

**MODULE IV
Pearson Assessment Network
Additional Orders**

Module IV – Additional Orders

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

[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

iaa_pearson@support.pearson.com

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www.pearsonaccess.com/il

Module IV – Additional Orders

Purpose of this Module

- Review steps prior to placing an additional order.
- Important Information about placing additional test material orders.
- Understanding how to place an additional order in Assessment Network.

Module IV – Additional Orders

IMPORTANT DATES

ISAT Additional Order Window

- The additional order window opens on **February 3, 2014** and closes on **March 19, 2014**.
- For the Early Test Window, to guarantee delivery of materials by the first day of testing, orders must be received and approved no later than **February 19, 2014**.
- For the Regular Test Window, to guarantee delivery of materials by the first day of testing, orders must be received and approved no later than **February 26, 2014**.
- For the Late Test Window, to guarantee delivery of materials by the first day of testing, orders must be received and approved no later than **March 5, 2014**.

IAA Additional Order Window

- The additional order window opens on **February 3, 2014** and closes on **March 26, 2014**.

Module IV – Additional Orders

Important Information about placing additional test material orders

Additional Order Window opens

February 3, 2014 for both ISAT and IAA

* Need By Date: / / (MM/DD/YYYY)

* Delivery Method:

* Shipment Reason: Other:

Special Instructions:

Ship To:

-
-
-
-
-
-

* Address Line 1

Address Line 2

* City

Module IV – Additional Orders

Important Information about placing additional test material orders

- Pearson's additional test material order system is for placing small additional test material orders.
- **Must be** entered into Pearson's Assessment Network system. Additional order requests via e-mail, fax, or telephone, will NOT be accepted.
- Placed at least 72 hours prior to when the test material will be used. Additional test material orders will be shipped UPS Ground to the same address and the same person as the initial test material order. Editing of shipping address and educational entity contact is not allowed.
- ISAT requests to expedite processing and or shipping of additional test materials orders will not be granted without the expressed approval of ISBE.
- ALL additional test material orders will be subject to review and approval by ISBE.
- Please try to place just ONE additional order.

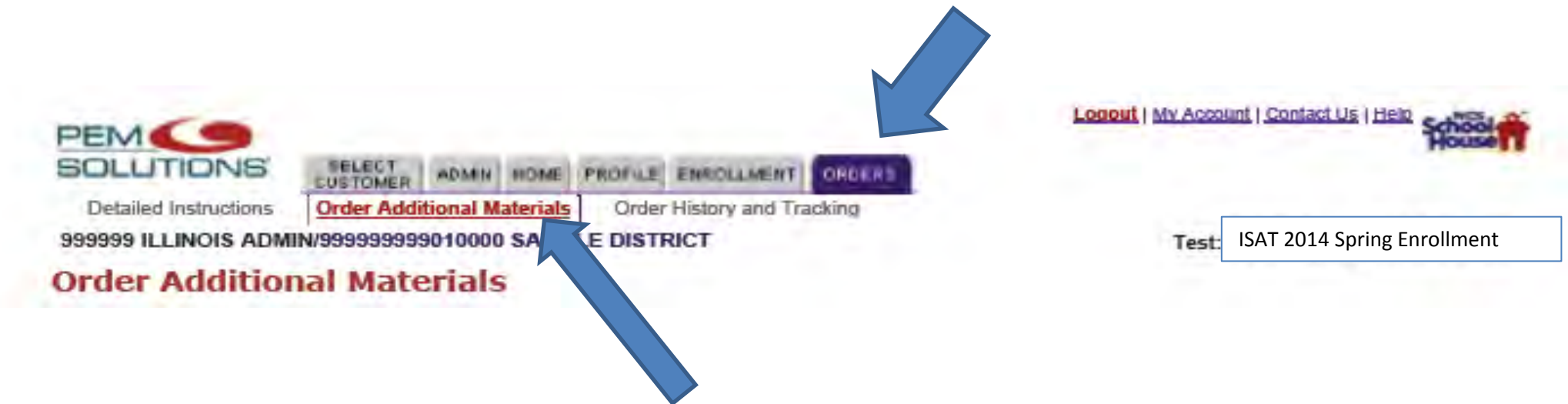
Module IV – Additional Orders

- Inventory all test material shipments and consult with your test coordinators, school counselors, special education staff, etc., to determine if sufficient test materials have been received to assess students currently enrolled.
- Do not order more materials than you need. If an additional order is placed that is greater than 10% more than the total enrollment, the order will not be approved.

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Placing an additional order

Click on the **ORDERS** tab located toward the top right of your screen, then select **Order Additional Materials** sub-tab located toward the top left of your screen.



The screenshot displays the PEM SOLUTIONS web interface. At the top left is the PEM SOLUTIONS logo. Below it are links for "Detailed Instructions" and "999999 ILLINOIS ADMIN/9999999999010000 SA... E DISTRICT". A navigation bar contains tabs: "SELECT CUSTOMER", "ADMIN", "HOME", "PROFILE", "ENROLLMENT", and "ORDERS". The "ORDERS" tab is highlighted in purple. Below the navigation bar, the "Order Additional Materials" sub-tab is highlighted in red, with a blue arrow pointing to it. Other sub-tabs include "Order History and Tracking". In the top right corner, there are links for "Logout", "My Account", "Contact Us", and "Help", along with the "School House" logo. A "Test:" dropdown menu is visible, showing "ISAT 2014 Spring Enrollment".

Module IV – Additional Orders

Placing an additional order

- Complete all required fields (marked with an asterisk *).

Material selection		0 Test Materials Selected show selected			
Sequence ▲	Quantity	Test Material	Type	Grade	Test
1	<input type="text"/>	TEST ADMIN, GRD 3-5, ISAT 2013	TEST ADMINISTRATION MANUALS		
2	<input type="text"/>	TEST ADMIN, GRD 6-8, ISAT 2013	TEST ADMINISTRATION MANUALS		
3	<input type="text"/>	AD GRADE 4 PT	ANSWER DOCUMENTS	Grade 4	STANDARD-FORMAT
4	<input type="text"/>	AD GRADE 5 PT	ANSWER DOCUMENTS	Grade 5	STANDARD-FORMAT
5	<input type="text"/>	AD GRADE 6 PT	ANSWER DOCUMENTS	Grade 6	STANDARD-FORMAT
6	<input type="text"/>	AD GRADE 7 PT	ANSWER DOCUMENTS	Grade 7	STANDARD-FORMAT

Next >

- When you have entered the number of students who need additional test materials, click on the **NEXT >>** button located at the bottom of the screen.
- Verify the enrollment numbers you have entered. If these numbers are not correct, click the **<< PREV** button and correct your enrollment numbers. If enrollment numbers are correct, click the **Submit** button.
- Your additional test material order has been submitted when you see an order confirmation screen.

Module IV – Additional Orders

Once an Additional Order is submitted to Pearson, it cannot be updated.


If you need to cancel an Additional Order, it may be possible if the cancellation request is received within thirty (30) minutes of the Additional Order being submitted.

- To request a cancellation, call Pearson's Illinois Customer Support Center at **1-888-705-9413**, Monday through Friday, 6 a.m. to 7 p.m.
- Please have the **Order ID** number that you were provided on your order confirmation screen available when requesting an Additional Order cancellation. See example to the right.

Order Additional Materials

Order Submitted Pending Approval

Your order has been submitted pending approval.

Order ID:	131018	
Order Date:	2012-08-20 11:53:13 CT	
User ID:	IL_CARTA1	

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