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

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.
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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**.
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Important Information about placing additional test material orders

Additional Order Window opens
February 3, 2014 for both ISAT and IAA
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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.
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- 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.
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Placing an additional order

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

- 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.
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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 cancelation request is received within thirty (30) minutes of the Additional Order being submitted.

- To request a cancelation, 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 cancelation. See example to the right.
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