# 2014 ISAT & IAA REFERENCE GUIDE

## Assessment Network Activities & Pre-Test Information

PEARSON

Assessment Network Activities are **REQUIRED** Activities!

Profile Updates (ISAT & IAA) & Ordering Special-Format Tests (ISAT)

# November 1, 2013 – December 18, 2013

# Your Important Notes & Information

**Write assigned ISAT 2013-14 USER ID here**

**Write your NEW PASSWORD here**

**Write assigned IAA 2013-14 USER ID here**

**Write your NEW PASSWORD here**

If one person serves as both the ISAT and IAA coordinator, he/she may use either USER ID and PASSWORD for Assessment Network activities.

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# *ISAT Test Window Modification*

All requests to modify your district's testing window one week earlier or one week later will be made through Pearson's Assessment Network, **not** ISBE.

*Districts may request a Test Window Modification for ISAT from Friday, November 1 through 11:59 p.m. Sunday, December 1, 2013.*

See page 7 in this guide for detailed instructions on how to request a Test Window Modification.

# Frequently Asked Questions

**Search for answers to your ISAT and IAA questions on your own time and skip the customer service telephone queue with Pearson's** *INTERACTIVE FREQUENTLY ASKED QUESTIONS* **LINK** www.pearsonaccess.com/il

*Link located under **Related Links** - upper right side of the PearsonAccess screen.*

### I DO NOT TEST ISAT OR IAA STUDENTS. WHY AM I RECEIVING THIS INFORMATION?

*There are two (2) possible reasons your facility is receiving Assessment Network information from Pearson.*

1. *Your facility was listed as a **Testing School,** which was populated based on the Serving School indicated in the Fall Enrollment file in SIS as of October 15, 2013.*

2. *Your facility is listed in ISBE's Entity Profile System (EPS) as providing educational instruction/services for students in grades 3-8 (ISAT or IAA) or grade 11 for IAA. If this is not correct, you need to update your profile in the EPS. Please see the next question.*

   *Note: If you will not test ISAT spring 2014, please notify Pearson's Illinois Customer Support Center at 1-888-705-9413, Monday through Friday, 6 a.m. to 7 p.m. (central time), or by e-mail at ISAT@support.pearson.com.*

### HOW DO I UPDATE EPS TO HAVE THE CORRECT GRADE LEVELS ON FILE FOR MY FACILITY?

**Public Districts and Regional Offices of Education**

Login to your IWAS account from the ISBE homepage - www.isbe.net - and click on the IWAS link. Select the **Entity Profile System** and submit your changes. If you need assistance, please contact ISBE at **217-558-3600**.

**All Other Organizations** (for example, special education cooperatives, private special education facilities).

If the grade levels you serve are listed incorrectly in EPS, please contact JoEllen Danenberger at 217-558-3600 or jdanenbe@isbe.net.

### HOW DOES SIS INFORMATION GENERATE ISAT/IAA TEST MATERIAL ORDERS?
### SEE APPENDIX ON PAGE 20.

# ISAT & IAA 2013-2014 – *Important Dates*

NET = No Earlier Than     NLT = No Later Than

| 2013-2014 ISAT & IAA ASSESSMENT NETWORK ACTIVITIES | | | | | |
|---|---|---|---|---|---|
| | OPEN | | | CLOSE | |
| Profile Updates | November 1, 2013 | | | December 18, 2013 [1] | |
| ISAT ONLY Entry of Special-Format Test Enrollments | November 1, 2013 | | | December 18, 2013 | |
| **ISAT TEST MATERIAL DELIVERY/PICK UP** | | | | | |
| | EARLY TESTERS [2] | | REGULAR TESTERS | | LATE TESTERS [2] | |
| Test Windows | February 24, 2014 | March 7, 2014 | March 3, 2014 | March 14, 2014 | March 10, 2014 | March 21, 2014 |
| | NET [3] | NLT | NET | NLT | NET | NLT |
| Non-Secure -- Delivery | February 3, 2014 | February 7, 2014 | February 10, 2014 | February 14, 2014 | February 17, 2014 | February 21, 2014 |
| Secure --Delivery | February 12, 2014 | February 14, 2014 | February 19, 2014 | February 21, 2014 | February 26, 2014 | February 28, 2014 |
| **INVENTORY YOUR INITIAL MATERIAL SHIPMENTS WITHIN 2 BUSINESS DAYS OF RECEIPT** | | | | | |
| ISAT Test Material Pick Up | - - | March 14, 2014 [4] | - - | March 21, 2014 [3] | - - | March 28, 2014 [4] |
| **IAA TEST MATERIAL DELIVERY/PICK UP** | | | | | |
| Test Window | February 17 - March 28, 2014 | | | | |
| Test Material Delivery | On or before February 3, 2014 | | | | |
| IAA Test Material Pick Up [3] | April 2, 2014 | | | | |
| Sample Tasks | *Available on-line only!* [5] | | | | |
| **ISAT ADDITIONAL ORDERS/DELIVERIES** | | | | | |
| | EARLY TESTERS [2] [3] | | REGULAR TESTERS | | LATE TESTERS [2] | |
| Test Window | February 24, 2014 | March 7, 2014 | March 3, 2014 | March 14, 2014 | March 10, 2014 | March 21, 2014 |
| | open | | | close | |
| ISAT Additional SECURE Test Material Order Window | February 3, 2014 | | | March 19, 2014 [6] | |
| | RECEIVED NO LATER THAN | | RECEIVED NO LATER THAN | | RECEIVED NO LATER THAN | |
| To GUARANTEE delivery of materials by the First Day of Testing Submit Orders By | 12:00 p.m. | February 19, 2014 | 12:00 p.m. | February 26, 2014 | 12:00 p.m. | March 5, 2014 |
| **ALL ISAT ADDITIONAL ORDERS ARE SUBJECT TO REVIEW** | | | | | |
| Receipt of Additional Orders | Within 3 Business Days of Order Approval | | | | |
| IMPORTANT - It may become necessary to validate your need for your additional test materials requests. To prevent delayed approval and processing of your additional order, please respond to telephone and e-mail inquiries from Pearson within 1 business day. | | | | | |
| **IAA ADDITIONAL ORDERS/DELIVERIES** | | | | | |
| | open | | | close | |
| IAA Additional SECURE Test Material Order Window | February 3, 2014 | | | March 26, 2014 [6] | |
| Orders Received in District/School | Within 3 Business Days from Order Approval | | | | |

[1] Profile updates in Pearson's Assessment Network as of 11:59 p.m., December 18, 2013, will be used for distribution of spring 2014 test materials. Updates entered after 12 a.m., December 18, 2013, will not be extracted until June 2014, for purposes of sending reports.

[2] Applications to modify your test window, one week before or one week after the regular test window need to be submitted into Pearson's Assessment Network on or before December 1, 2013.

[3] Test materials can be picked up earlier than the date indicated, but no more than three (3) business days after the indicated pick up date. Requests for rescheduled pick-ups should be directed to Pearson's Illinois Customer Support Center, not UPS or ISBE.

[4] If you are testing during the Early or Late test windows, test materials must be picked up no later than 4:30 p.m. (CST) on the dates listed above. Requests for a later pick up date is subject to the approval of ISBE.

[5] There will be no hardcopy distribution of IAA Sample Tasks. IAA Sample Test Booklets and Sample Tasks are available at: http://www.isbe.net/assessment/htmls/sample_tasks.htm.

[6] Material return labels can be ordered for thirty (30) calendar days beyond indicated date.

# Contact Information & Essential Systems

## Illinois State Board of Education (ISBE)

## Student Assessment Division

Questions and/or concerns about state policy and the administration of the ISAT or IAA.

**TELEPHONE:** Toll Free at **1-866-317-6034**　　　　**HOURS:** Monday - Friday, 8:00 a.m. to 5:00 p.m.
**WEBSITES:** http://www.isbe.net/assessment/default.htm
　　　　　www.isbe.net/assessment/isat.htm
　　　　　www.isbe.net/assessment/iaa.htm

## Student Information System (SIS) - HELP Desk

Questions and/or concerns about SIS and/or student information.

**TELEPHONE:** 1-217-558-3600　　　　**HOURS:** Monday - Friday, 8:30 a.m. to 5:00 p.m.
**WEBSITE:** www.isbe.net/sis/default.htm

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**PEARSON**

## PEM SOLUTIONS  Assessment Network - ISAT and IAA

Questions and/or concerns about **Pearson's PEM Solutions Assessment Network**, your test material orders, delivery of test materials, ordering additional test materials, and return of your test materials.

**TELEPHONE: 1-888-705-9413**　　　　**HOURS:** Monday - Friday, 6:00 a.m. to 7:00 p.m.

**ASSESSMENT NETWORK URL:** www.pearsonaccess.com/il
**E-MAIL:** ISAT@support.pearson.com
　　　　IAA_pearson@support.pearson.com

- Update Profile information - ISAT and IAA.
- Provide material shipping and pick up address information - ISAT and IAA.
- Enter additional test material orders - ISAT and IAA window reopens February 3, 2014.
- Track and confirm test material shipments/deliveries - ISAT and IAA.
- ISAT - Enter the number of students that require a special-format test version (i.e., Braille, large-print, reader script, linguistically modified, and audio test versions).

## school ✓ success  IAA only

The SchoolSuccess website is designed for IAA score entry.

**CONTACT:** Pearson's Illinois Customer Support Center
**TELEPHONE: 1-888-705-9413**　　　　**HOURS:** Monday - Friday, 6:00 a.m. to 7:00 p.m.
**SCHOOLSUCCESS URL:** www.IAApearson.com

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## IMPACT - Chicago District 299

Enrollment information that has been entered into Chicago's IMPACT system will be provided to SIS by the Chicago district office on your behalf. It is the responsibility of each school's ISAT and IAA Test Coordinator to ensure that your school's 2013-2014 enrollment information in IMPACT is accurate and up-to-date. Questions relating to entering 2013-2014 enrollment information into IMPACT should be directed to the Chicago District 299-Department of Student Assessment at 773-553-2424.

# ISAT Test Window Modification

All requests to modify your district's testing window one week earlier or one week later than the statewide testing window **must** be made through Pearson's Assessment Network, **not** ISBE. Assessment Network will time-stamp your *Test Window Modification* request and track its history. In most cases Pearson will contact you via e-mail within five (5) business days as to whether your request is approved.

*Districts may request a Test Window Modification for ISAT from Friday, November 1 through 11:59 p.m. Sunday, December 1, 2013.*

*If your Test Window Modification is approved, the modification applies to ALL SCHOOLS in your district.*

*Chicago Schools: Contact the Chicago District 299 office for your district's spring 2014 test window.*

- **EARLY TEST WINDOW: Monday, February 24 through Friday, March 7, 2014**
  To qualify, schools in the district are closed and classes are not scheduled sometime between March 3 and March 14, 2014.

  1. *Observance of Casimir Pulaski Day (March 3, 2014) is **not** considered a valid reason to modify your district's spring 2014 test window.*
  2. *Your test materials **must** be packed and ready to pick up no later than **Friday, March 14, 2014**.*
  3. *Extensions to your material pick up date will not be allowed. If you wish to have your test materials picked up earlier than Friday, March 14, 2014, contact Pearson at 1-888-705-9413 at least 48 hours prior to the date you want your test materials picked up.*

- **REGULAR TEST WINDOW: Monday, March 3 through Friday, March 14, 2014**
  *Districts testing during the regular test window do not need to apply.*

- **LATE TEST WINDOW: Monday, March 10 through Friday, March 21, 2014**
  To qualify, schools in the district are closed and classes are not scheduled sometime between March 3 and March 14, 2014.

  1. *Observance of Casimir Pulaski Day (March 3, 2014) is **not** considered a valid reason to modify your district's spring 2014 test window.*
  2. *Your test materials **must** be packed and ready to pick up no later than **Friday, March 28, 2014**.*
  3. *Extensions to your material pick up date will not be allowed. If you wish to have your test materials picked up earlier than Friday, March 28, 2014, contact Pearson at 1-888-705-9413 at least 48 hours prior to the date you want your test materials picked up.*

## How to submit a request to modify your district 2014 ISAT test window:

1. Log onto Pearson's Assessment Network. Your account must be activated to submit a request to modify your district's 2014 ISAT test window. Refer to page 8 for instructions on activating your account.
2. From the dropdown menu located towards the upper right hand corner of your screen, select the *EARLY/LATER TESTERS* option, and then click on the Additional Information sub-link.
3. Click the radio button which represents the modified test window you are requesting: early or late.
4. Click on the radio button which represents the reason you are requesting a modified test window.
5. Click on the **Save** button located at the bottom of the screen to submit your request.

# YOUR ACCOUNT

## USER ID AND PASSWORD

Located towards the bottom of the letter received with this guide, you will find your assigned 2013-14 Assessment Network USER ID and PASSWORD.

Each district or Chicago school test coordinator is assigned a unique USER ID and PASSWORD. Most facilities will receive two unique USER IDs and PASSWORDS: one for ISAT and one for IAA. If one person serves as both the ISAT and IAA coordinator, he/she may use either USER ID and PASSWORD for Assessment Network activities. However, grade 11-only facilities will receive one unique USER ID and PASSWORD for IAA.

USER ID:   IL123456

PASSWORD:   ABcd123Xyz

This PASSWORD is temporary. You will be asked to change it after activating your 2014 Assessment Network account.

## 1. ACTIVATE YOUR ACCOUNT

When you log onto Pearson's Assessment Network for the first time for the 2014 test cycle, you will be required to activate your account by entering required information (* - Required as shown in the example to the right). The e-mail address provided will be the e-mail address used by Pearson when accounts and/or PASSWORD need to be reset.

User ID:   **il_distco**
*First Name:
*Last Name:
* E-mail Address:

* - Required

## 2. CHANGING YOUR PASSWORD

The PASSWORD that Pearson provides is a temporary PASSWORD. When you activate your Assessment Network account, (see **1.** above), you will be required to change this PASSWORD. * **Old Password** = Temporary PASSWORD.

User ID:   **il_distco**
* Old Password:
* New Password:
* Confirm New Password:

* - Required

When you create a new PASSWORD:

- The temporary PASSWORD becomes invalid. Space is provided at the front of this guide for you to write your USER ID and NEW PASSWORD.
- Internet security prevents Pearson from seeing or having the ability to retrieve the new PASSWORD you created. If you lose or forget your PASSWORD, your account will have to be reset and a temporary PASSWORD issued. A new temporary PASSWORD will be sent to the e-mail address provided (in **1.** above).

## 3. FORGOT/LOST YOUR USER ID/PASSWORD

User ID:
Password:                    (Forgot your Password?)
☐ Remember my User ID. ❓

**Forgot/Lost Your USER ID:** Contact Pearson at 1-888-705-9413. Pearson will reset your account and provide you with your USER ID.

**Forgot/Lost Your PASSWORD:** If you have your assigned USER ID, click the Forgot your Password link (see example, above, right), then follow the screen prompts. A temporary PASSWORD will be e-mailed to the address contained in the account registration (see **1.** above).

*Note: If you **are not** the test coordinator or school administrator listed in your Assessment Network ACCOUNT and/or PROFILE, the appropriate administrator will be contacted (via e-mail) to validate that you are the current ISAT or IAA Test Coordinator. Upon validation, Pearson will update your account e-mail address, reset your account, and e-mail your USER ID and temporary PASSWORD to you within two business days.*

# YOUR PROFILE

The process of updating PROFILE information and the purpose of PROFILES is the same as in previous years. There are four PROFILE blocks for each educational entity as indicated below.

<table>
<tr>
<td>

**ISAT TEST COORDINATOR**
**TEST MATERIAL SHIPPING ADDRESS**

**IAA TEST COORDINATOR**
**TEST MATERIAL SHIPPING ADDRESS**

</td>
<td>

- The individuals listed in each of these respective PROFILES will be the PRIMARY contact for all test-related matters.
- The addresses provided will be the location where ALL test materials are delivered and picked up after testing.
- **A valid e-mail address IS REQUIRED for these individuals as information from Pearson and ISBE is distributed electronically.**
- The IAA Test Coordinator listed will be set up with SchoolSuccess account information.

</td>
</tr>
<tr>
<td>

**SECONDARY DISTRICT ISAT TEST COORDINATOR**
**\*\* Optional but recommended \*\***
**Back-up District Coordinator**

</td>
<td>

- Is designated by the district/Chicago School ISAT test coordinator as their backup contact.
- **A valid e-mail address IS REQUIRED for these individuals as information from Pearson and ISBE is distributed electronically.**

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<tr>
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· **District Superintendent**
· **Chicago District 299 School Principal**
· **Special Education Cooperative Director**
· **Regional Superintendent/ISC Executive Director**
· **Private School District Administrator**

</td>
<td>

- The PRIMARY administrator for your district/Chicago school.
- **A valid e-mail address IS REQUIRED for these individuals as information from Pearson and ISBE is distributed electronically.**

</td>
</tr>
</table>

Updating PROFILE information **IS REQUIRED** by all educational entities. It is the responsibility of the respective ISAT Test Coordinator (or their alternate designee) and the IAA Test Coordinator to ensure that their PROFILE information is updated during the designated window. Information contained within PROFILES at midnight on Wednesday, December 18, 2013, will be used for distribution of spring 2014 test materials.

- City of Chicago Schools, Special Education Cooperatives - Category 2, State Department of Human Services, and 77777 Special Education Private Facilities (where a facility operates in Illinois but the primary district office is located outside the state), provide this information at a SCHOOL LEVEL. This should be the facility's physical address. For all other educational entities provide this information at a DISTRICT LEVEL. This should be one central address within the district.

To update/change PROFILE INFORMATION, click on the change button within each Profile box. Areas indicated by **\*** are required fields and must have accurate information provided. **Do not** forget to **Save Changes** when your updates are complete.

| | |
|---|---|
| **\* Name:** [_____] | |
| **Title:** [_____] | - **DO NOT USE PUNCTUATION IN ANY OF THE FIELDS.** *(Periods, commas, hyphens, etc.)* |
| **\* Address:** [_____] [_____] | - **Each line is limited to 25 characters. With the exception of your city name, please abbreviate whenever possible in the address line.** (Examples: Street = St; Avenue = Ave; Boulevard = Blvd; Circle = Cir) |
| **\* City:** [_____] | |
| **\* State:** [IL ▾] | |
| **\* Zip:** [____] - [____] | - **Shipping address CANNOT BE or CANNOT CONTAIN A POST OFFICE BOX (P.O. Box) in any portion of an address.** |
| **\* Email:** [_____] | |
| **\* Phone:** ( ___ ) ___ - ___ ext [___] | |
| **Fax:** ( ___ ) ___ - ___ | |
| *\* - Required* | |
| [ Save Changes ] [ Cancel ] [ Reset ] | |

# Understanding the Enrollment Tables
## on Assessment Network

**IMPORTANT** - Pearson will calculate a school's test material quantities based on data from:

- STUDENT INFORMATION SYSTEM (SIS) (ISAT and IAA), and
- Special-Format Test enrollments entered into Assessment Network (ISAT only).

2013-2014 SIS information is collected at two different times. This information is displayed as READ ONLY and cannot be changed on Assessment Network.

- November 1 through December 18, 2013: SIS information **Curr** reflects **Fall 2013 Enrollments** as entered by the Home School districts as of October 15, 2013. These enrollment numbers are preliminary and only provide a basis to establish test material distribution quantities. **Prev** enrollment numbers reflect **Spring 2013 Enrollments** rolled up by one grade level.

- On or before January 17, 2014, **Curr** enrollments will be updated based on SIS information as of January 3, 2014, for the Pre-ID file. All information displayed in Assessment Network at this point will be READ ONLY.

|  | Grade 3 |  |
| --- | --- | --- |

**Spring 2013 Enrollments** rolled up by one grade level. → | Prev | Curr | ← **Fall 2013 Enrollments** as entered by the Home School districts as of October 15, 2013. These enrollments are updated by January 17, 2014, using the Pre-Id entries in SIS as of January 3, 2014.
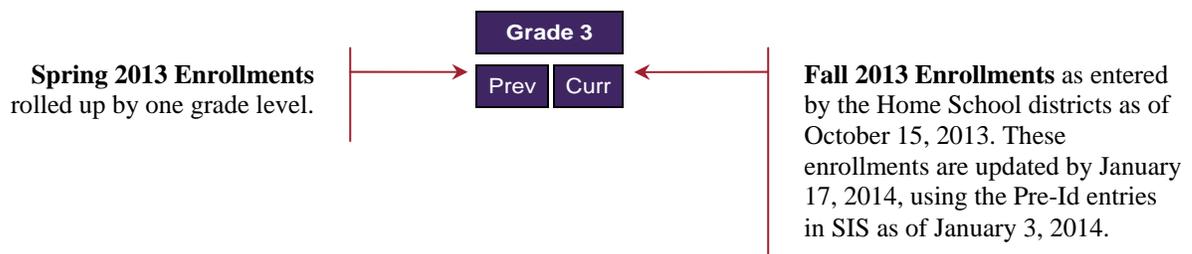
On or before January 3, 2014, Test Coordinators <u>MUST</u> make sure that the students taking ISAT and IAA are coded correctly in SIS.

Assistance in correcting potentially inaccurate SIS information can be obtained by calling ISBE's HELP Desk at 217-558-3600. Chicago schools, contact the Chicago District 299 Office of Student Assessment at 773-553-2424 with questions about your enrollment numbers.

**ISAT ONLY** - November 1 through December 18, 2013, ISAT Test Coordinators <u>**MUST**</u> enter into Assessment Network the <u>**NUMBER OF STUDENTS**</u> at each school that will require special-format tests (Braille, Large-Print, Reader Script, Audiocassette, Audio CD-ROM, and Form LM) for the spring 2014 ISAT.

**IMPORTANT - District Coordinators and Chicago School Coordinators should get all special-format test needs from school coordinators, school counselors, special education staff, etc. These must be entered into Pearson's Assessment Network on or before 11:59 p.m. December 18, 2013. All information displayed in Assessment Network after this point will become READ ONLY. If special-format test enrollments have not been entered into Assessment Network by 11:59 p.m., Wednesday, December 18, 2013, you will need to place an additional order, selecting the appropriate Shipment Reason. See page 16 for detailed information.**

# Entering ISAT Special-Format Test Enrollment Numbers

**(Reader Scripts, Braille, Large-Print, Audio Versions, Form LM)**

**Assessment Network will not allow me to enter <u>any</u> special-format test enrollments - WHY?**

*Refer to the 2013-14 STUDENT INFORMATION/SIS line in Assessment Network; look under **Curr** at each grade level; are there zeros (0) displayed? If so, this could be as a result of:*

- *As of October 15, 2013 there were no students in SIS with your facility's RCDTS code indicated as their Testing School, which was populated based on the Serving School indicated in the Fall Enrollment file.*
- *A student's Home School did not upload 2013-14 School Year Enrollments to SIS by ISBE's deadline.*
- *Inaccurate information was provided by the student's Home School district.*

*In any of these cases, your ability to enter special-format tests enrollments between November 1 and December 18, 2013, will be restricted. However, you will be able to order special-format test materials through Assessment Network's additional order system beginning February 3, 2014. Such additional orders can occur only if updated SIS records are given to Pearson on or before January 3, 2014, listing your facility's RCDTS code as the student's Testing School.*

**Assessment Network will allow me to enter only <u>*some*</u> of my special-format test enrollments - WHY?**

*Assessment Network purposely has restrictions in place that will not allow you to order more special-format tests than you have students listed in the **Curr** numbers (i.e., more than your total enrollment for that grade). For example, if you have '10' displayed **Curr** for Grade 3, Assessment Network will not allow you to exceed '10' on your special-format enrollments. If you actually need more than 10, beginning February 3, 2014, you may be able to order special-format tests through Assessment Network's additional order system, assuming your facility's enrollment in SIS (or IMPACT for Chicago schools) reflects an enrollment increase.*

**I am a Testing School - not the student's Home School, and my facility has *Curr* 2013-14 STUDENT INFORMATION/SIS enrollment numbers (not zeros) displayed in Assessment Network. Who orders a student's special-format test - the Testing School or the Home School?**

*For special-format tests there is no way for ISBE or Pearson to know whether a student's Home School will order or has ordered these test materials for students at your facility. **As test coordinators, it is vital that the Home School and Testing School coordinators communicate <u>before</u> December 18, 2013, to determine material logistics and what each test coordinator will be responsible for.***

*It is important to note that some Home School district test coordinators prefer to order special-format test materials for their out-placed students. In these cases, it will be the home district's responsibility to provide the necessary test materials for students you provided services to.*

*This is a local decision and neither ISBE nor Pearson has control over who should order materials for these students.*

## ORDERING SPECIAL-FORMAT TESTS

If you do **NOT** need special-format tests for the spring 2014 ISAT, click on the **Complete Enrollment** button located toward the top or very bottom of your screen, and proceed to step 3.

If you **NEED** special-format tests do the following:

1. From the **ENROLLMENT** tab select **ISAT Spring 2014 ENROLLMENT** from the **Test** drop-down box located toward the upper right corner of your screen.
2. Select the sub-link **Enrollment**.
3. Click the **Edit Enrollment** button located toward the top or the very bottom of your screen. An edit enrollment entry screen will display and you can enter your numbers accordingly.

**NOTE:** If you have numerous schools in your district, you may have to use the scroll bar located along the right side of your screen to view all your schools. In addition you may have multiple pages to view.

1. For each school, grade, and special-format test type enter the **<u>NUMBER OF STUDENTS</u>** that require a special-format test for the spring 2014 ISAT. **<u>DO NOT</u>** inflate your enrollment numbers! Enrollment numbers exceeding 10% of your spring 2013 material distribution quantities will be subject to review and approval of ISBE.

   **IMPORTANT –**

   - The cumulative total of special-format tests at any grade level within a school cannot exceed your STUDENT INFORMATION/SIS total for that grade.
   - The cumulative total of all special-format tests is subtracted from the STUDENT INFORMATION/SIS total, thus reducing the number of standard-format tests you will receive.
   - You may order more than one special-format test for a single student. For example, you may need a Braille form and a reader script to accommodate the needs of a student with visual impairments.

2. When you have entered **ALL** your special-format test enrollment numbers, click on the **Complete Enrollment** button located toward the top or the very bottom of your screen. You will then be taken to the **Additional Information** page.

3. Review the information presented on this page carefully and respond to the query (question 2) if it is applicable to your non-Chicago district. When completed, click on the **Next** button located toward the bottom of your screen. You will be taken to the **Profile** confirmation page.

4. Review your PROFILE information for accuracy. The information contained in your Profile will be used for distribution of test materials and any other Pearson mailings. If the Profile information is accurate, click on the **Next** button located toward the bottom of your screen. If your Profile information needs to be updated, click on the **Change Profile** button, update the information as necessary, and then follow the on-screen prompts. When complete, click on the **Next** button located toward the bottom of your screen, and you will be taken to the **Complete Enrollment** page.

5. REVIEW YOUR CUMULATIVE ENROLLMENTS CAREFULLY AND COMPLETELY as these enrollment numbers, once confirmed, will become the basis for calculating your test material orders. If your enrollment numbers are accurate, click on the **Confirm Enrollment** button located toward the bottom of your screen. If the enrollments are not accurate, click on the **Prev** button located toward the bottom of your screen, make the necessary corrections, and repeat the confirmation process.

| ISAT Test Materials - Spring 2014 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Enrollment as of January 3, 2014 | | | | | | | | | | | |
| 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 | 0 | 0 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 13 | 0 | 0 | 0 | 17 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 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 |

**Grade 7**

Curr

0

0

0

Editable fields will display when clicking on the **Edit Enrollment** button.

# IMPORTANT

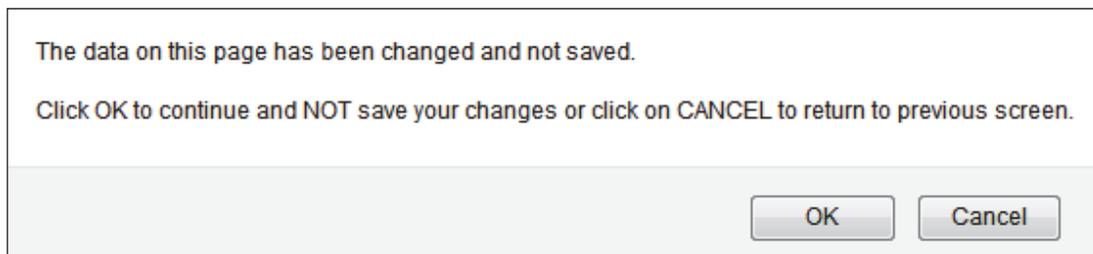**The enrollment confirmation process is not complete until the following screen is displayed:**

**Complete Enrollment**

**Confirm Enrollment**
**Enrollment Order Confirmation Successful**

12

# ISAT Special-Format Test Enrollment Entry *Example*

| RCDTS Code | School Name | ISAT Test Materials - Spring 2014 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Enrollment as of January 3, 2014 | | | | | | | | | | | |
| | | Grade 3 | | Grade 4 | | Grade 5 | | Grade 6 | | Grade 7 | | Grade 8 | |
| | | Prev | Curr | Prev | Curr | Prev | Curr | Prev | Curr | Prev | Curr | Prev | Curr |
| 999999999912039 | SAMPLE SCHOOL | | | | | | | | | | | | |
| | **2013-14 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 TEST BOOKLETS** | | | 137 | | 2 | | 150 | | -17 | | 122 | | 101 |

The standard-format test booklet calculator (darkened line at the bottom of the table) provides you with an estimated enrollment number from which your standard-format test booklets will be calculated. **Remember, the more special-format tests ordered, the fewer standard-format test booklets you will receive.**

*EXAMPLE: RE: Grade 4*

| | |
|---|---|
| ***2013-14 SIS INFORMATION*** | *146* |
| *Reader Script INDIVIDUAL* | *- 011* |
| *Reader Script GROUP KITS (2)* | *- 010* |
| *Form LM* | *- 053* |
| | |
| *STANDARD-FORMAT TESTS* | *072* |
| *x10%* | *7.2* |
| | |
| *Total Grade 4 Standard-Format* | |
| *Test Booklets Shipped* | *080* |

If special-format test enrollment numbers total more than 50% of your **2013-2014 SIS** enrollments, Pearson's system will prompt you to check your special-format enrollment entries. If confirmed, these special-format test enrollments will be subject to review and approval of ISBE.

At no time will negative numbers be saved to Pearson's system.

When you have a negative number appear, that means you have ordered more test materials than you have students enrolled.

## Your enrollment entries will not be saved to Assessment Network if:

- Your Web session times out (after fifteen minutes due to lack of ongoing activity) before you have confirmed your special-format test enrollment numbers. If this occurs, you will need to reenter all your special-format test orders and follow through with the confirmation process.

- You completed entering your special-format test enrollment numbers but did not follow through with the confirmation process as indicated on the previous page, starting with step 3 in the confirmation process. If you try exiting the enrollment entry area without saving your enrollment entries, you will receive an alert pop-up window as shown below.

The data on this page has been changed and not saved.

Click OK to continue and NOT save your changes or click on CANCEL to return to previous screen.

<div align="right">[ OK ] [ Cancel ]</div>

- If you click **OK**, your enrollment entries WILL NOT be saved and you will have to reenter your enrollment numbers.

- If you click **CANCEL**, you will be returned to the enrollment entry process.

If you need to step away from your computer before you have completed your entries, you are strongly urged to follow through with the confirmation process, and confirm what you have entered. This will save the enrollment numbers you had entered up to the time you need to step away from your computer.

**NOTE: You can update or complete entering your special-format test enrollments and confirm them as many times as needed during the Assessment Network window. Refer to pages 11-13 to repeat the process.**

## History Tracking

Pearson tracks performance activities on Assessment Network. Assessment Network History Tracking can provide valuable information such as:

- If and when (date and time of day) a user has logged into and out of the network.
- If and when (date and time of day) a user has updated his/her Profile information.
- If and when (date and time of day) an ISAT user has entered special-format test enrollments.
- If and when (date and time of day) an ISAT user has confirmed their district's/school's special-format enrollments.
- If and when (date and time of day) a user has entered an Additional Order and what was ordered.


*IMPORTANT ISAT ONLY: Pearson will monitor Assessment Network activity during the window (November 1 – December 18, 2013) and provide regular reports to ISBE. During the week of December 9, 2013, if it is discovered that an educational entity has not completed/confirmed the required Assessment Network activities, Pearson will begin communicating with your Superintendent-level Profile contact, advising that Assessment Network activities have not been completed/confirmed as required.*

# Ordering Additional Test Material

**IMPORTANT**

Pearson's additional test material ordering system is for placing **SUPPLEMENTAL** (smaller) additional test material orders after your initial test material shipments have been delivered and a complete inventory has been performed.

## It is <u>not</u> designed or intended to fulfill initial test material orders.

<u>ALL</u> additional test material requests are reviewed and validated before being approved for fulfillment. In some cases you will be asked to provide a reason why you are requesting additional test materials. This validation request will come from Pearson via telephone and/or e-mail. To minimize delays in fulfillment of your additional order request, you are encouraged to respond to calls and/or e-mail from Pearson as quickly as possible.

If your additional material request cannot be justified based on your current enrollments in SIS (and/or IMPACT) in combination with the materials your facility has already received, your additional test material request is subject to being reduced, or perhaps cancelled.

**Before placing an additional test material order:**

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. **If additional test materials are needed, <u>ONE</u> additional test material order is encouraged and recommended!** *(One additional order for ISAT and a separate additional order for IAA is acceptable.)*

- *Pearson is authorized to hold and combine multiple additional test material orders without notification to the district test coordinator.*

- **All additional test material orders (ISAT and IAA) must be submitted through the Assessment Network ORDERS system.** Orders received via e-mail, fax, or telephone <u>**will not**</u> be processed. Additional test material orders are shipped UPS Ground to the same address and the same person as initial test material shipments. Editing of shipping address and contact information <u>**is not**</u> allowed.

- Requests to expedite processing/shipping of additional orders (e.g., Express Overnight Service - Guaranteed A.M. delivery or Guaranteed Next Day delivery) will not be granted without the advanced approval of ISBE and only if one of the two following conditions occur:
  - Inaccurate SIS information was provided to Pearson by ISBE on January 3, 2014.
  - There is a **<u>CONFIRMED</u>** error in Pearson's packaging or an issue with the delivery of test materials.

    *Note: Pearson and their material handlers have a comprehensive material tracking system in place to track the movement of test materials to and from a testing school. While occasional packaging irregularities may and do occur, these are rare. Every test item packed for a testing school is security barcoded, and is scanned-confirmed to an order before it is packaged. If an order is shorted or over-packed, Pearson's system alerts the packer that the specified order is not complete, and will not allow closing of the order until the irregularity has been resolved.*

    *Pearson's system also provides detailed information regarding which items are included in each box. This information is printed on each Packing List a facility receives. For those districts with multiple schools, Pearson also provides the district test coordinator with a Pallet Detail that provides information as to which boxes belong to each respective testing school within the given district.*

*ISAT ONLY - If you are a Testing School (but <u>**not**</u> the student's Home School) and you did not receive initial test material shipment(s) from Pearson, your additional test material order will <u>**not**</u> be processed without the expressed approval of ISBE. It is the responsibility of the ISAT Test Coordinators from <u>**both**</u> the student's Home School and Testing School to make the necessary test material logistic arrangements prior to 11:59 p.m. Friday, January 3, 2014, and enter that information accurately into SIS.*

**If you have questions relating to additional test materials and additional test material orders, contact Pearson Illinois Customer Support Center at 1-888-705-9413, Monday through Friday, 6 a.m. to 7 p.m. (CST). Or e-mail Pearson at <u>ISAT@support.pearson.com</u> or <u>IAA_pearson@support.pearson.com</u>.**

# Additional Order Information



**Need By Date** is no longer a required field for IAA, and the field will not be visible. For ISAT: the requested Need by Date will be reviewed by Pearson and is subject to update based on the date the additional order is received and when your first day of testing is scheduled. See the *Important Dates* table on page 5 of this guide for additional order processing and fulfillment dates.

*Your additional order must be accompanied by a Shipment Reason and will be reported to ISBE at the conclusion of the spring 2014 test cycle.*

**Enrollment Increase:** Use this reason when you have had additional students move into your district or Chicago school and the test material overages sent to either a school or district are not sufficient. Remember each ISAT testing school is sent a material overage of 7-10%. Use these additional test materials first before placing an additional order. If requested materials exceed 10% of your initial test materials shipment, your additional order will be subject to verification/justification, which may delay fulfillment of your order.

**Packaging Error:** Indicating this reason will result in system tracking and verification of your test material order. Every test item included within your test material shipments is scanned into Pearson's order system and therefore can be tracked down to the box the test materials were packed in, the date and time of day the test material was packed, and the actual packer. If this reason is used and it is determined that there was not a packaging error, Pearson will update the Shipment Reason to the appropriate reason. Losing/misplacing a confirmed delivered package does not constitute a *Packaging Error.*

**Did Not Order In Time:** Use this reason only when you did not order any special-format tests between November 1 and December 18, 2013. Pearson will update a Shipment Reason to this reason if system tracking indicates no Assessment Network activity November 1 - December 18, 2013. This option constitutes *District Error* and will be reported to ISBE as such.

**Forgot To Order:** Use this reason when you did order special-format tests between November 1 and December 18, 2013, but inadvertently forgot to order for a small number of students. This reason should not be used if a special-education counselor or case worker did not get their enrollment number to you by December 18, 2013, so that it could be entered into Assessment Network – use *Did Not Order In Time* instead.

**Special Ed Class:** This reason should be used if **there is a change in a student's accommodation**, meaning, for example, if you originally ordered a reader script for a student who was reclassified after December 18, 2013, and now needs an audio test version. Or, for example, prior to December 18, 2013, a student was being assessed with a regular-format test version, but now needs a special-format test version, use this order option.

**Additional Classroom:** Use this reason **ONLY** if you have had an additional classroom created after the close of the order entry window on December 18, 2013.

**Other:** This reason should be used for situations such as "shipping issues," or no other reasons above apply.

**None:** *For Pearson use only!*

# **Placing Additional Orders**

## **Additional Orders Window opens:**

- ### **ISAT and IAA - Monday, February 3, 2014**

  *Refer to Important Dates on page 5 of this guide for additional order fulfillment schedules/dates.*

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

**2.)** Complete all required fields (marked with an asterisk *).  Additional 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 contact information is not allowed!**  Requests for expedited shipment methods (overnight delivery) are subject to the sole approval of ISBE.

**3.)** Indicate **THE NUMBER OF STUDENTS** requiring additional test materials. Order test materials ONLY for students you have enrolled – do not inflate your enrollment numbers.

**4.)**  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 as displayed (to the right).

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.

**Order Additional Materials**

Order Submitted Pending Approval

Your order has been submitted pending approval.

| | |
|---|---|
| **Order ID:** | 131018 |
| **Order Date:** | |
| **User ID:** | |

When your Additional Order has been approved, you will receive an e-mail from Pearson. You must provide an accurate e-mail address in your Assessment Network profile to receive this approval notification.

This completes the process of additional material orders.

**NOTE – For ISAT users, Student ID labels and Testing School ID labels are not available through the Additional Order process.  If you need Testing School labels, call Pearson's Illinois Customer Support Center at 1-888-705-9413, Monday through Friday, 6 a.m. to 7 p.m.**

# Shipping and Tracking of Test Materials

## Material Handlers

- UPS (United Parcel Service) - all ground shipments
- N & M Transfer or FedEx Freight - freight shipments (on pallets)

## Transportation - Deliveries

There are **two** ISAT test material distributions from Pearson and **one** for IAA.  Refer to the *Important Dates* on page 5 of this guide for test material delivery dates. **Deliveries can occur anytime between the hours of 8 a.m. and 4:30 p.m., Monday through Friday.**

**IMPORTANT** INVENTORY YOUR TEST MATERIAL SHIPMENTS WITHIN 3 BUSINESS DAYS OF BEING RECEIVED!

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### 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.

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**IMPORTANT INFORMATION - ISAT FREIGHT DELIVERY DISTRICTS:** If you are a non-Chicago district testing during the regular or the late ISAT testing window and you typically have your test material delivered by a freight handler – on pallets – your test materials will be delivered four (4) to six (6) business days earlier than the dates indicated in the *Important Dates* table located on page 5 of this guide. This distribution method allows larger non-Chicago districts additional time to inventory and distribute their test materials within their district.  This earlier shipment does not affect your material pick up date.

If you typically receive your test materials via a freight handler – on pallets – you have the opportunity to respond to two questions that appear on the Additional Information page under the ENROLLMENT tab.

- **I would prefer to receive my ISAT test materials on a pallet(s).**
- **Lift gate required.**

**Note –** If the above options are selected and your Illinois school district does not qualify for "freight shipment," your responses will be invalidated. Conversely, if you are a "freight" district and you do not respond to these two queries, your test material shipment will default to "best shipping method."  These options do not apply to City of Chicago Schools.

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**IMPORTANT STATEMENT ABOUT FREIGHT DELIVERIES –** Industry freight delivery policy states that freight handlers are responsible for disembarking pallet(s) from the delivery vehicle and placing them on the ground just outside or just inside the primary freight delivery area.  Once the pallet(s) are placed on the ground they become the receiver's responsibility.  While some freight handlers voluntarily assist districts in terms of moving test material pallets to an internal secure area, they are under no obligation to do so.

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## Viewing Shipment Information

At the top center of your Assessment Network home page screen click on the ORDERS tab, then click on the Orders History and Tracking sub-tab located slightly below the ORDERS tab.  A screen similar to what is shown below will display.

Choose whether you want to see Orders from Pearson or Shipments to Pearson.

### Order History and Tracking

View By:  ◉ Orders from Pearson    ○ Shipments to Pearson

Approve                                                                                      Orders 1 - 10 of 10

| | Edit? | Delete? | Order | Sales Order Number | Code | Customer | Status | Submission Date | Approval Date | Delivery Date | Confirmation |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Test Materials (1273773) | 3510523/1 | 999999999011079 | SAMPLE DISTRICT | Delivered | | | 2/7/2014 | |
| | | | Test Materials (1273774) | 3510523/2 | 999999999012009 | SAMPLE DISTRICT | Delivered | | | 2/7/2014 | |
| | | | Test Materials (1273775) | 3510523/3 | 999999999012039 | SAMPLE ELEMENTARY A | Delivered | | | 2/7/2014 | |
| | | | Test Materials (1266750) | 3506802/4 | 999999999012059 | SAMPLE ELEMENTARY B | Delivered | | | 1/30/2014 | |

**Test Materials** or **Additional Order** will display depending on the test material order.

- **Test Materials** are initial test material shipments.
- **Additional Order** is those materials ordered on or after February 3 (ISAT and IAA)

**Test Materials** and **Additional Order** are hyperlinks.  To view details of the shipment, click on the hyperlink.

**View Pallet Detail** – This hyperlink enables you to view district/school box number assignments within your material shipment. This can be routed to your local printer by clicking on the print button located at the upper left of the screen.

### Test Materials (1273772)

Return to Order List

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

**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) 7826097

**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.

### Shipment #1 Shipped: 02/06/2014
Estimated Arrival: **02/07/2014**
Shipment not yet confirmed _View Confirmation_          View Packing List

| Box | Status | Delivery Date | Tracking Number |
|---|---|---|---|
| 1 | Delivered | 2/7/2014 | UPS - 1ZE2643E0304512053 |
| 2 | Delivered | 2/7/2014 | UPS - 1ZE2643E0304512062 |
| 3 | Delivered | 2/7/2014 | UPS - 1ZE2643E0304512071 |

**Tracking Number(s)** – By clicking on this hyperlink you will be redirected to the material handler's Shipment Tracking website that will provide you with detailed tracking information.

**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, ISAT 2014, PK 5 | 5 |
| IL00004842 | MATH REFERENCE KIT, GR 7-8, PK 25 | 25 |
| IL00008224 | SCHOOL PACKING LISTS | 1 |

Provides a snapshot of what was contained within the specified test material order.

**How does SIS information generate ISAT/IAA test material orders?**

*The number of students at each grade taking ISAT and taking IAA entered by the home district into SIS on or before January 3, 2014, is the basis for determining how many ISAT and IAA test materials are sent.*

**How is it determined who gets ISAT and IAA test materials shipped directly to them from Pearson?**

*Home School Districts decide.*

*Material distribution from Pearson is based **solely** on the information uploaded in SIS by October 15, 2013, and January 3, 2014.*

**How are final test material quantities determined?**

*There are two points in time when information about the quantity of materials and where they are distributed is provided to Pearson from ISBE/SIS.*

- *October 15, 2013 – School Year Enrollments*

   *School Year Enrollments are entered into SIS by Home School districts. These enrollment numbers provide ISBE and Pearson with a snapshot of what 2013-14 enrollments look like throughout the state of Illinois.*

   *In the Assessment Network screen if the 2013-14 STUDENT INFORMATION/SIS (Curr) displays zeros (0) or is inaccurate, it is likely inaccurate in SIS. Inaccurate information must be corrected in SIS by the Home School district.*

   *If you are a Testing School (different from the Home School) and want to receive a student's ISAT/IAA test materials directly from Pearson, you need to contact the ISAT or IAA District Test Coordinator of the student's Home School district before 11:59 p.m., Friday, January 3, 2014. Do not contact Pearson or ISBE. The Coordinator must update the student's Testing School RCDTS code in SIS on or before the January 3, 2014, deadline.*

   *Note: Enrollment information updated in SIS between November 1 and December 18, 2013, will **not** be reflected in Assessment Network until on or before January 17, 2014.*

- *January 3, 2014 – Student Pre-ID*

   *Shortly after the January 3, 2014, deadline for updating SIS, ISBE will provide Pearson with the Student Pre-ID file. Distribution of test materials is based solely on the Testing School RCDTS code that a student's Home School district enters into a student's SIS Pre-ID record.*

   *After January 3, 2014, this information is final and cannot be altered in Assessment Network or in SIS.*

   *Pearson will update **Curr** enrollment information in Assessment Network no later than January 17, 2014. This will provide districts with a snapshot of what their initial test material order will look like in terms of quantities of test materials that will be shipped. For ISAT, these enrollment numbers do not include any material overages.*

## Packing/Shipping of Test Materials to Various Test Sites – ISAT and IAA

- **Districts -** All test materials will be packaged by school and sent to the district's test coordinator.
- **Chicago District 299 Schools -** All test materials will be packaged by school and sent to the school's test coordinator.
- **Special Education Cooperatives (with Schools) -** All test materials will be packaged by school and sent to the cooperative's test coordinator.
- **Special Education Cooperatives (without Schools) -** Special Education Cooperatives (without valid schools with the same RCDTS code) will have test materials packaged by cooperative and sent to the main cooperative office in care of the cooperative test coordinator.
- **ROE/ISC -** For ROE/ISC that choose to participate in direct test material distribution, test materials will be packaged by program and sent to the regional office in care of the test coordinator.
- **Special Education Private Facilities -** All test materials will be packaged by school and sent to the facility's district-level test coordinator.

## IAA

Initial spring 2014 IAA test material orders will be based on information that a student's Home School district uploads into SIS. **You will only receive an initial test material shipment from Pearson if your facility is indicated as a Testing School in SIS by Friday, January 3, 2014.** Initial test materials will arrive in one shipment from Pearson. Refer to *Important Dates* on page 5 of this guide for material distribution dates.

The following test materials will be included with your IAA test materials shipment.

- **District Test Coordinator Packet** (One for each district - includes Test Material Return Labels)
- **Implementation Manual** (Grades 3-8 and 11)
- **Test Booklets** (Grade specific)

## ISAT

Test materials will be shipped in two shipments from Pearson - non-secure shipment and secure shipment. **You will only receive initial test material shipments from Pearson if your facility is indicated as a Testing School in SIS by Friday, January 3, 2014.** Refer to *Important Dates* on page 5 of this guide for material distribution dates. If your district/school does not receive a non-secure test material shipment from Pearson:

- You **will not** receive a secure test material shipment, and
- Your ability to acquire test materials via the additional order process may be limited.

## Test Materials Within Each Shipment

### NON-SECURE TEST MATERIAL SHIPMENT

- **District Test Coordinator Kit**
- **School Coordinator Kit** or **Chicago School Coordinator Kit**
- **Test Administration Manuals**
- **Professional Testing Practices for Educators**
- **Answer Documents - Grades 4-8** (Regular-English and Form LM)
- **Pre-ID Packet** (Student ID labels, Testing School ID labels, and Student Roster)

### SECURE TEST MATERIAL SHIPMENT

- **Grades 3-8 Test Booklets**
- **Special-Format Test Kits**
- **Form LM Test Booklets**
- **Grade 3 and Grades 4-8 Rulers**
- **Grades 7-8 Mathematics Reference Kits**

**Notes**