

2012 ISAT & IAA REFERENCE GUIDE

Assessment Network Activities & Pre-Test Information

PEARSON



Profile Update and Ordering Special Format Tests for ISAT
October 31, 2011 – December 21, 2011



I DO NOT TEST ISAT OR IAA STUDENTS. WHY AM I RECEIVING THIS INFORMATION? HOW DO I GET REMOVED FROM THIS LIST?

- Your facility was listed as a **Testing School** in SIS as of January 7, 2011, and you received spring 2011 ISAT test materials directly from Pearson for at least one (1) student, or
- Your facility is listed in ISBE’s Directory of Educational Entities as providing educational instruction for students in grades 3 – 8 (ISAT or IAA), and additionally grade 11 for IAA.

Pearson DOES NOT have the authority to remove your facility from distribution lists.

To have your facility removed from future distribution lists contact the **Illinois State Board of Education’s HELP Desk at 1-217-558-3600. Do NOT contact Pearson.**



E-mail Addresses

VALID E-MAIL ADDRESSES ARE REQUIRED FOR ALL FACILITY CONTACTS!

You will not receive important and time-sensitive information about your facility’s test material shipments, additional order status, or general information about the spring 2012 ISAT or IAA without a valid e-mail address.

Additionally, it is the ISAT or IAA Test Coordinator’s responsibility to communicate with your technology department to ensure that e-mails from ‘@pearson.com’, ‘@support.pearson.com’, and ‘@schoolsuccess.pearson.com’ are not being locally blocked or sent to junk mail.



User IDs and Passwords

There are **TWO** user IDs and passwords being issued to each facility. One is specifically assigned to the ISAT test coordinator, the second assigned to the IAA test coordinator, and are being mailed separately.



In addition to the Illinois Customer Service Center, visit Pearson’s enhanced

INTERACTIVE *FREQUENTLY ASKED QUESTIONS* LINK

www.pearsonaccess.com/il

Link located under **Related Links** – upper right side of the Pearson Access screen.



ISAT & IAA 2011-2012 – *Important Dates*

net = No Earlier Than nlt = No Later Than

ISAT & IAA ASSESSMENT NETWORK ACTIVITIES						
	OPEN			CLOSE		
Profile Updates	October 31, 2011			December 21, 2011 ⁽¹⁾		
ISAT ONLY Entry of Special Format Test Enrollments	October 31, 2011			December 21, 2011		
ISAT TEST MATERIAL DELIVERY/PICK UP						
	EARLY TESTERS ⁽²⁾		REGULAR TESTERS		LATE TESTERS ⁽²⁾	
Test Windows	February 27, 2012	March 9, 2012	March 5, 2012	March 16, 2012	March 12, 2012	March 23, 2012
	net ⁽³⁾	nlt	net	nlt	net	nlt
Non-Secure	February 3, 2012	February 10, 2012	February 10, 2012	February 17, 2012	February 17, 2012	February 24, 2012
Secure	February 10, 2012	February 17, 2012	February 17, 2012	February 24, 2012	February 24, 2012	March 2, 2012
ISAT Test Material Pick Up ⁽⁴⁾	--	March 16, 2012	--	March 23, 2012	--	March 30, 2012
Sample Test Booklet	<i>No hardcopy (PAPER) copies available. Available on-line only! ⁽⁵⁾</i>					
IAA TEST MATERIAL DELIVERY/PICK UP						
	net ⁽³⁾			nlt		
Test Window	February 20, 2012			March 16, 2012		
Test Material Delivery	On or before February 6, 2012					
IAA Test Material Pick Up ⁽⁴⁾	March 21, 2012					
Sample Tasks	<i>Available on-line only! ⁽⁶⁾</i>					
ISAT ADDITIONAL ORDERS/DELIVERIES						
	EARLY TESTERS ⁽²⁾⁽³⁾		REGULAR TESTERS		LATE TESTERS ⁽²⁾	
Test Window	February 27, 2012	March 9, 2012	March 5, 2012	March 16, 2012	March 12, 2012	March 23, 2012
	RECEIVED NO LATER THAN		RECEIVED NO LATER THAN		RECEIVED NO LATER THAN	
To GUARENTEE delivery of materials by the First Day of Testing Submit Orders By	12:00 p.m.	February 22, 2012	12:00 p.m.	February 29, 2012	12:00 p.m.	March 7, 2012
ORDERS SUBMITTED	FROM	February 6, 2012		TO	February 10, 2012 (before 12 p.m.)	
Orders Received in District/School (NLT)	February 15, 2012					
ORDERS SUBMITTED	FROM	February 10, 2012 (after 12 p.m.)		TO	February 17, 2012 (before 12 p.m.)	
Orders Received in District/School (NLT)	February 22, 2012					
ORDERS SUBMITTED	FROM	February 17, 2012 (after 12 p.m.)		TO	February 24, 2012 (before 12 p.m.)	
Orders Received in District/School (NLT)	February 29, 2012					
ORDERS SUBMITTED	FROM	February 24, 2012 (after 12 p.m.)		TO	March 2, 2012 (before 12 p.m.)	
Orders Received in District/School (NLT)	March 7, 2012					
ORDERS SUBMITTED	FROM	March 2, 2012 (after 12 p.m.)		TO	March 9, 2012 (before 12 p.m.)	
Orders Received in District/School (NLT)	March 14, 2012					
ORDERS SUBMITTED ⁽⁶⁾	AFTER 12:00 p.m. March 9, 2012					
Orders Received in District/School	Within 3 Business Days from Order Approval					
IAA ADDITIONAL ORDERS/DELIVERIES						
	open			close		
IAA Additional SECURE Test Material Order Window	February 6, 2012			March 14, 2012 ⁽⁷⁾		
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 21, 2011, will be used for distribution of spring 2012 test materials. Updates entered after 12 a.m., December 21, 2011, will not be extracted until August 2012.

⁽²⁾ Applications to test either one week before or one week after the regular test window need to be submitted to ISBE on or before December 1, 2011.

⁽³⁾ Although February 20, 2012, is the first day of testing for IAA, ISBE offices will be closed for President's Day. However, there will be staff available at Peason's Illinois Customer Support Center to answer your questions.

⁽⁴⁾ 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 Peason's Illinois Customer Support Center, not UPS or the Illinois State Board of Education.

⁽⁵⁾ There will be no hardcopy distribution of Sample Test Booklets. Sample Test Booklets are available at: www.isbe.net/assessment/isat.htm. Questions relating to Sample Test Booklets should be directed to the ISBE.

⁽⁶⁾ Sample Tasks are available at: www.isbe.net/assessment/iaa.htm.

⁽⁷⁾ Material return labels can be ordered for thirty (30) calendar days beyond indicated date.

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Contact Information & Essential Systems



Illinois State Board of Education



Student Assessment Division

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

TELEPHONE: 1-217-782-4823 or Toll Free at 1-866-317-6034

HOURS: Monday - Friday, 8:30 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.

WEBSITES: www.isbe.net/sis/default.htm



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 order requests (Window reopens on February 6, 2012) – ISAT and IAA.
- 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).



IAA only

The SchoolSuccess website is designed for Illinois Alternate Assessment (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.

ASSESSMENT NETWORK URL: www.IAApearson.com

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 2011-2012 enrollment information in IMPACT is accurate and up-to-date. Questions relating to entering 2011-2012 enrollment information into IMPACT should be directed to the Chicago District 299-Department of Student Assessment at 773-553-2424.

Frequently Asked Questions



I did not get or misplaced my Assessment Network user ID and/or password; what do I do?

See bottom of page 7 for misplaced user IDs and password.



Is the 2011-2012 Assessment Network user ID and/or password the same one as I received for 2010-2011?

No. New user IDs and passwords will be issued. See page 7.



Why do we get ISAT and/or IAA test materials in January and February when we do not test these students?

*A student's **Home School** district has listed your facility in SIS as a **Testing School** for one or more students taking ISAT or IAA. If you receive test materials that you believe you should not have received, **DO NOT** immediately call Pearson to have the test materials picked up and returned. Rather, contact the **Illinois State Board of Education HELP Desk** at 1-217-558-3600, to determine the Home School district that has listed your facility as a **Testing School**. For ISAT users, have the Student ID Label(s) or Student ID Student Roster (that was received in Shipment 1 – non-secure test materials) available when you contact the Illinois State Board of Education HELP Desk.*



Who determines who gets ISAT and IAA test materials shipped directly to them?

*A student's **Home School** district – **not** ISBE or Pearson – determines who will receive ISAT and/or IAA test materials directly from Pearson. The Testing School RCDTS Code entered into a student's pre-ID record determines where test materials for a student will be shipped. If you serve as a **Testing School** (different from the Home School) and would like to receive a student's ISAT and/or IAA test materials directly from Pearson, communicate this with the student's **Home School** district's ISAT and/or IAA Test Coordinator before 11:59 p.m., Friday, January 6, 2012, to coordinate test material logistics.*



Testing School ISAT Coordinator: Did (or Will) the HOME SCHOOL district order test materials for students tested at my facility?

There is no way for either ISBE or Pearson to know whether a student's Home School will order or has ordered special format test materials for students at your facility. When in doubt, you should: 1) contact the student's Home School before Assessment Network closes on December 21, 2011, to determine who is going to be accountable for ordering test materials, or 2) enter special format enrollment numbers into Assessment Network between October 31, 2011, and December 21, 2011. If the Home School has listed you as the Testing School, the special format test order will be activated. However, if you are not listed as the Testing School, the special format test order will be cancelled.



I am a TESTING SCHOOL and I did not receive an ISAT and/or IAA test material shipment directly from Pearson as I expected. What do I do? Can I still get test materials sent to me?

***FOR ISAT** – Your facility was not listed as a **Testing School** for students you serve. To avoid “double distribution” of test materials ISBE prefers that you contact the student's **Home School** test coordinator to acquire the necessary test materials. If ISBE authorizes a shipment, a supplemental order, it will be fulfilled through Pearson's additional order system and will not contain any personalized ancillary materials.*

***FOR IAA** – Contact the student's **Home School** test coordinator and have the student's SIS record - Testing School RCDTS Code updated. Then submit a **Student Transfer** request to Pearson, who will update the student's demographic record in SchoolSuccess; then the testing school should place an Additional Test Material order on Assessment Network.*

Assessment Network: Account & Profile



ASSESSMENT NETWORK ACTIVITIES ARE REQUIRED ACTIVITIES!

IMPORTANT ISAT ONLY: Pearson will monitor Assessment Network activity during the window (October 31, 2011 – December 21, 2011) and provide regular reports to ISBE. During the week of December 5, 2011, 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. If special format test enrollments have not been entered into Assessment Network by 11:59 p.m., Friday, December 21, 2011, you will need to place an additional order, selecting the appropriate Shipment Reason. See page 16 for detailed information.



USER IDS AND PASSWORD

Located on the letter received with this guide you will find a USER ID and PASSWORD.

- The USER ID and PASSWORD **is not** the same USER ID and PASSWORD used for the 2011 test cycle.
- 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. However, grade 11 only facilities will receive one unique USER ID and PASSWORD for IAA. If one person serves as both the ISAT and IAA coordinator, he/she may use either password for Assessment Network activities.



USER ID: IL123456

PASSWORD: ABcd123Xyz

This PASSWORD is temporary. You will be asked to change it after activating your 2012 Assessment Network account.

1. ACTIVATE YOUR ACCOUNT

When you log onto Pearson's Assessment Network for the first time for the 2012 test cycle, you will be required to activate your account by entering required information. Pearson will electronically distribute information throughout the 2012 test cycle to the e-mail address indicated in the account.

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.

When you create a new PASSWORD:

- The temporary password becomes invalid.
- 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 be reset and another temporary password³ again issued.

3. FORGOT/LOST YOUR USER ID/PASSWORD

Forgot/Lost Your USER ID: Contact Pearson at 1-888-705-9413 or by e-mail at ISAT@support.pearson.com (ISAT users); IAA_pearson@support.pearson.com (IAA users). Pearson will reset your account and e-mail your assigned USER ID.

Pearson is **not** authorized to provide your assigned USER ID (or password) over the telephone. A valid e-mail address is required in your ACCOUNT (see 1. above) to receive a copy of your USER ID and a temporary PASSWORD.

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

After entering your USER ID, check this box and your internet browser will save your USER ID.

- If you know your user ID click the [Forgot your Password](#) link (see diagram on page 7), then follow the screen prompts. A temporary password will be e-mailed to the address contained in the account registration (see 1. on page 7).

*Note: If you **are not** the ISAT or IAA Test Coordinator listed in your Assessment Network ACCOUNT and/or PROFILE, the appropriate administrator will be contacted 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.*

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.

<p>ISAT TEST COORDINATOR TEST MATERIAL SHIPPING ADDRESS</p>	<ul style="list-style-type: none"> • 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 test materials, including additional ordered materials, are delivered, and picked up from after testing. • A valid e-mail address IS REQUIRED for these individuals as information from Pearson and the Illinois State Board of Education is distributed electronically.
<p>IAA TEST COORDINATOR TEST MATERIAL SHIPPING ADDRESS</p>	<ul style="list-style-type: none"> • 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.
<p>SECONDARY DISTRICT ISAT TEST COORDINATOR ** Optional but recommended ** Back-up District Coordinator</p>	<ul style="list-style-type: none"> • The PRIMARY administrator for your district/Chicago school. • A valid e-mail address IS REQUIRED for these individuals as information from Pearson and the Illinois State Board of Education is distributed electronically.

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 Monday, December 21, 2011, will be used for distribution of spring 2012 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:

* Address:

* City:

* State: IL

* Zip: -

* Email:

* Phone: () - ext

Fax: () -

* - Required

- **DO NOT USE PUNCTUATION IN ANY OF THE FIELDS.** (Examples: ', ', ':')
- 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)
- Shipping address **CANNOT BE** or **CANNOT CONTAIN A POST OFFICE BOX (P.O. Box)** in any portion of an address.

Test Materials - IAA



INITIAL spring 2012 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 district/school is indicated as a Testing School in SIS by Friday, January 6, 2012.** Initial test materials will arrive in one shipment from Pearson. Refer to *Important Dates* on page 3 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 and form specific)

Test Materials - ISAT



Test materials will be shipped in two shipments from Pearson – non-secure shipment and secure shipment. **You will only receive test material shipments from Pearson if your facility is indicated as a Testing School in SIS by Friday, January 6, 2012.** 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.

Packing/Shipping of Test Materials to Various Test Sites

- **Districts** – Packaged by school and sent to the district's ISAT Test Coordinator.
- **Chicago District 299 Schools** – Packaged by school and sent to the Chicago School ISAT Test Coordinator.
- **ROE/ISC** – For ROE/ISC that choose to participate or where the ROE/ISC is listed in SIS as the Test School for at least one student, ISAT test materials are packaged by program and sent to the regional office in care of the ISAT Test Coordinator.
- **Special Education Private Facilities** – Packaged by school and sent to the facility's district-level ISAT Test Coordinator.
- **All other facilities** – Packaged by facility and sent to the main office in care of the facility's ISAT Test Coordinator.

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** (Standard-Format 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** – regular English Forms 1-6
- **Special Format Test Kits** – Form SF tests
- **Form LM Test Booklets**
- **Grade 3 and Grades 4-8 Rulers**
- **Grade 7-8 Mathematics Reference Kits**

Understanding the Enrollment Tables on Assessment Network

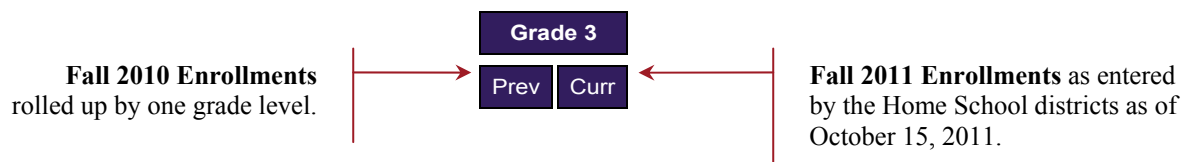


IMPORTANT - Pearson will calculate a school's test material quantities based on data from:

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

2011-2012 SIS information is collected at two different times. This information is displayed as READ ONLY and cannot be changed on Assessment Network.

- October 31, 2011 - December 21, 2011: SIS information **Curr** reflects **Fall 2011 Enrollments** as entered by the Home School districts as of October 15, 2011. These enrollment numbers are preliminary and only provide a basis to establish test material distribution quantities. **Prev** enrollment numbers reflect Fall 2010 Enrollments rolled up by one grade level.
- On or before January 20, 2012, **Curr** enrollments will be updated based on SIS information as of January 6, 2012, for the Pre-ID file. All information displayed in Assessment Network at this point will be READ ONLY.



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 - October 31, 2011, through December 21, 2011, ISAT Test Coordinators MUST enter into Assessment Network the NUMBER OF STUDENTS at each school that will require a special format test (Braille, Large-Print, Reader Script, Audiocassette, Audio CD-ROM, and Form LM), for the spring 2012 ISAT.

It is an ISAT Test Coordinator’s responsibility to get all special format test needs gathered from test coordinators and school counselors within their district or Chicago school, and enter it into Pearson’s Assessment Network on or before 11:59 p.m. December 21, 2011. All information displayed in Assessment Network at this point will be READ ONLY.

Entering ISAT Special Format Test Enrollment Numbers



If you do **NOT** need special format tests for the spring 2012 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; from the **ENROLLMENT** tab select **ISAT Spring 2012 ENROLLMENT** from the **Test** drop-down box located toward the upper right corner of your screen, then select the sub-link **Enrollment**. When you are ready to enter special format test enrollments click the **Edit Enrollment** button located toward the top or the very bottom of your screen and an edit enrollment entry screen will display.

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 **NUMBER OF STUDENTS** that require a special format test for the spring 2012 ISAT. **DO NOT** inflate your enrollment numbers! Enrollment numbers exceeding 10% of your spring 2011 material distribution quantities will be subject to review and approval of the Illinois State Board of Education.

IMPORTANT –

- The cumulative total of special format tests at any grade level within a school cannot exceed your STUDENT INFORMATION/SIS total.
 - The cumulative total of all special format tests is deducted 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 is what 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.

ISAT Test Materials - Spring 2012											
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	0	0	11	0	0	0	0	0	0	0	0
0	0	0	0	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	0	0	0	3	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
137						-17		122			101

Grade 7

Cur

0

0

0

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

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.

IMPORTANT

The enrollment confirmation process is not complete until you come to a screen that displays:



Complete Enrollment
Confirm Enrollment
Enrollment Order Confirmation Successful

RCDTS Code	School Name	ISAT Test Materials - Spring 2012											
		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
99999999012039	SAMPLE SCHOOL												
	2011-12 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

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 (Forms 1-6) will be calculated. Remember, the more special format tests ordered, the fewer standard-format test booklets (Forms 1-6) you will receive.

EXAMPLE: RE: Grade 4

2011-12 SIS INFORMATION	146
<i>Reader Script INDIVIDUALLY</i>	- 011
<i>Reader Script GROUP</i>	- 010
<i>Form LM</i>	- 053

STANDARD-FORMAT TESTS	072
<i>x10%</i>	7.2

Total Grade 4 Standard-Format Test Booklets Shipped	080
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If special format test enrollment numbers total more than 50% of your **2011-12 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 the Illinois State Board of Education. Additionally, at no time will a negative number be allowed to be saved to Pearson's system.

IMPORTANT INFORMATION ABOUT ENROLLMENT CONFIRMATION

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 need to step away from your computer before you have completed your entries, you are strongly advised 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.

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.

Ordering Additional Test Material



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 not designed or intended to fulfill initial test material orders.**

Before placing an additional test material order:

- Inventory **ALL** test material shipments and consult with your test coordinators and school counselors, to determine if sufficient test materials have been received to assess students currently enrolled.
 - **If additional test materials are needed, ONE additional test material order is encouraged and recommended!** (**One** additional order for ISAT; **one** for IAA is acceptable.) Pearson will report **ALL** additional order activity to ISBE with the reason(s) why the additional order(s) are being placed. Pearson is also authorized to 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.** Refer to the *Important Dates* table located on page 3 of this guide for order fulfillment schedules. Orders received via e-mail, fax, or telephone, **will not** 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 **is not** 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 approval of ISBE and only if one of the two following conditions occur:
 - Inaccurate SIS information was provided to Pearson by ISBE on January 6, 2012.
 - There is a **CONFIRMED** 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 received. 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.

- Additional test material orders exceeding 10% of your initial test material shipments are subject to SIS (IMPACT) verification/justification. This process will likely delay fulfillment of your additional test material order. If Pearson and/or ISBE cannot verify/justify the requested need for additional test materials, the additional test material orders may be reduced or entirely rejected.
- ISAT ONLY - If you are a Testing School (but **not** the student's Home School) and you did not receive initial test material shipment(s) from Pearson, your additional test material order **will not** be processed without the expressed approval of ISBE. It was the responsibility of the ISAT Test Coordinators from **both** the student's Home School and Testing School to have made the necessary test material logistic arrangements prior to 11:59 p.m. Friday, January 6, 2012, 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 ISAT@support.pearson.com or IAA_pearson@support.pearson.com.

Additional Order Information

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

Delivery Method:

* Shipment Reason: Other:

Special Instructions:

Ship To:

* Address Line 1:

Address Line 2:

* City:

Need By Date is no longer a required field. The date will be populated by Pearson 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 3 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 2012 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 change the Shipment Reason setting to the appropriate reason setting.

Did Not Order In Time: Use this reason only when you did not order any special format tests between October 31, 2011, and December 21, 2011. Pearson will switch a Shipment Reason to this reason if system usage indicated no Assessment Network activity October 31 - December 21, 2011. This option constitutes *District Error*.

Forgot To Order: Use this reason when you did order special format tests between October 31, 2011, and December 21, 2011, 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 21, 2011, 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 21, 2011, and now needs an audio test version. Or for example prior to December 21, 2011, 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 21, 2011.

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 Monday, February 6, 2012

Refer to Important Dates on page 3 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 the Illinois State Board of Education.
- 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 completed entering 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.

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 one hour 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 Additional Order confirmation number that you were provided on your order confirmation screen available when requesting an Additional Order cancelation.

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, Testing School ID labels, and Testing School ID Sheets are not available through the Additional Order process. If you need testing school labels or testing school ID sheets, 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 3 of this guide for test material delivery dates. Deliveries can occur anytime between the hours of 9 a.m. and 4:30 p.m., Monday through Friday.

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 the Illinois State Board of Education.

- 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.

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 3 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.

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.

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.

Order History and Tracking

View By: Orders from Pearson Shipments to Pearson

Choose whether you want to see Orders from Pearson or 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 (1036128)	2171128/1	999999999010000	SAMPLE DISTRICT	Delivered			01/31/2011		
		Test Materials (1036136)	2170525/1	999999999010000	SAMPLE DISTRICT	Delivered			01/31/2011		
		Test Materials (1036129)	2171128/2	999999999011079	SAMPLE MIDDLE SCHOOL A	Delivered			01/31/2011		
		Test Materials (1036159)	2170525/2	999999999011079	SAMPLE MIDDLE SCHOOL A	Delivered			01/31/2011		

[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 6, 2012.

[Test Materials](#) and [Additional Order](#) are hyperlinks. To view details of the shipment, click on the hyperlink

Test Materials(1036128)

[Return to Order List](#)

Approval

Order Details

[View Pallet Detail](#)

Submission Date: **01/28/2011**
 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
 DENNIS GOECKE
 Phone: (217) 7824823
 Fax: (217) 7826097

[View Packing List](#) – This hyperlink enables you to view a copy of the packing list associated with a 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.

[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: 01/28/2011

Estimated Arrival: **01/31/2011**

[View Packing List](#)

Shipment not yet confirmed [View Confirmation](#)

Box	Status	Delivery Date	Tracking Number
1	Delivered	01/31/2011	FedEx - 620242583261821
2	Delivered	01/31/2011	FedEx - 620242583261852
3	Delivered	01/31/2011	FedEx - 620242583261845

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
IL00005076	TB, GRD 3, READ/MATH, ISAT 2011, PK 5	5
IL00003480	ISAT RULER, GRD 3, 25 EACH	25
IL00005082	TB, GRD 6, READ/MATH, ISAT 2011, PK 5	5
IL00005080	TB, GRD 5, READ/MATH, ISAT 2011, PK 5	5
IL00005078	TB, GRD 4, READ/MATH/SCI, ISAT 2011, PK 5	5
IL00003483	ISAT RULER, GRD 4-8, 25 EACH	25
IL00005086	TB, GRD 8, READ/MATH, ISAT 2011, PK 5	5
IL00005084	TB, GRD 7, READ/MATH/SCI, ISAT 2011, PK 5	5
IL00004842	MATH REFERENCE KIT, GR 7-8, PK 25	25

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

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