2012 ISAT & IAA
Assessment Network & Pre-Test Information

Kathy Johnson, Pearson
Dennis Goedecke, ISBE
Jessica Dare, ISBE
For Your Convenience

- Assessment Network Activities & Pre-Test Information
  - This PowerPoint presentation:
  - The 2012 ISAT & IAA Reference Guide
  - 2012 ISAT & IAA Reference Guide: Assessment Network Activities & Pre-Test Information

[Links]
- [www.isbe.net/assessment/isat.htm](http://www.isbe.net/assessment/isat.htm)
- [www.isbe.net/assessment/iaa.htm](http://www.isbe.net/assessment/iaa.htm)
Important Information 2011-2012

• The writing assessment has been suspended again for the spring 2012 ISAT & IAA assessments for grades 3, 5, 6, and 8. New for 2012 Grade 11 IAA will NOT be assessed in writing.

• ISAT Users – All information that is placed in the enrollment table for special format test materials (Braille, large-print, reader scripts, audio test versions, and linguistically modified -- Form LM), should be entered as the NUMBER OF STUDENTS ENROLLED that require a special format test version.

• Sample Test Books – available on-line only. NOTE: 2012 Sample Test Books are not being created, please use the 2011 Sample Test Book posted on ISBE’s website.
IMPORTANT DATES

ISAT & IAA Assessment Network Activities
These Activities Are REQUIRED ACTIVITIES!

OCTOBER 31, 2011 – DECEMBER 21, 2011

ISAT & IAA Test Coordinators
• Activate Accounts in Pearson’s Assessment Network
• Update Profile Information

ISAT Test Coordinators
• Enter Special-Format Test Enrollment Numbers

Refer to page 3 of the Reference Guide for all Important Dates
ISAT Materials

• Test Windows

<table>
<thead>
<tr>
<th>ISAT TEST MATERIAL DELIVERY/PICK UP</th>
<th>EARLY TESTERS</th>
<th>REGULAR TESTERS</th>
<th>LATE TESTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Windows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 27, 2012</td>
<td>March 9, 2012</td>
<td>March 5, 2012</td>
<td>March 12, 2012</td>
</tr>
<tr>
<td></td>
<td>net</td>
<td>nlt</td>
<td>net</td>
</tr>
<tr>
<td>Non-Secure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISAT Test Material Pick Up</td>
<td>- -</td>
<td>March 16, 2012</td>
<td>March 23, 2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>March 30, 2012</td>
</tr>
</tbody>
</table>

ISAT Early and Late Test Windows

To be eligible to test the Early or the Late test window, districts should have submitted a Testing Window Modification form to ISBE on or before December 1, 2011.

ISAT Material Delivery

Test materials will be delivered in two (2) shipments – non-secure and secure, and will be delivered based on your testing window.

ISAT Material Pick Up

Test material pick ups are pre-scheduled by Pearson, one week from your last day of testing. There will be one (1) pick up scheduled for both scoreable and non-scoreable materials.
IAA Materials

• Test Windows

<table>
<thead>
<tr>
<th>Test Window</th>
<th>net (3)</th>
<th>nlt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Material Delivery</td>
<td>February 20, 2012</td>
<td>March 16, 2012</td>
</tr>
<tr>
<td>IAA Test Material Pick Up (4)</td>
<td>On or before February 6, 2012</td>
<td>March 21, 2012</td>
</tr>
<tr>
<td>Sample Tasks</td>
<td>Available on-line only! (5)</td>
<td></td>
</tr>
</tbody>
</table>

IAA Test Window

There will be only one test window for IAA. Testing must be done starting no earlier than February 20, 2012 and must be completed no later than March 16, 2012.

March 16, 2012 is also the deadline for entering IAA scores online.

IAA Material Delivery

Test materials will be delivered in one shipment.

IAA Material Pick Up

Test material pick up will be March 21, 2012.
ASSESSMENT NETWORK

a.k.a. PEMS Solutions Schoolhouse
Interactive Frequently Asked Questions

PearsonAccess Illinois ISAT & IAA

PEMSolutions

- Update Your PROFILE
- Review and Enter ISAT Enrollment Numbers
- Order Additional Test Materials
- Track Test Material Shipments
- Confirm Test Material Shipments

Go to PEMSolutions

Related Links
- Illinois State Board of Education
- Illinois State Board of Education ISAT Assessment
- Illinois Alternate Assessment
- FREQUENTLY ASKED QUESTIONS

Latest News & Announcements

Illinois Customer Support
1-888-705-0413, Monday thru Friday
8:00 am - 7:00 pm (CST)
ISAT@support.pearson.com
iaa.pearson@support.pearson.com

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Assessment Network for ISAT & IAA
Select IAA or ISAT, and then click on SEARCH.

Note: There are multiple layers to the search engine.
Assessment Network
User ID & Passwords

Reference Guide: Page 7

USER ID:  IL123456
PASSWORD:  ABcd123Xyz

• User IDs & Temporary Passwords were mailed the week of October 17, along with a copy of the 2012 ISAT & IAA Reference Guide. You will be asked to change your Temporary Password to something you designate.

• The 2011-2012 Assessment Network User ID is **not** the same User ID used in 2010-2011.

• There are up to two (2) User IDs and Passwords issued to each district and Chicago School. One (1) is assigned to the ISAT Test Coordinator, the other is for the IAA Test Coordinator.
First Time You Log In – Change Your Password

You MUST change your temporary password. Keep your new password secure, because if you forget it, your account will have to be reset and a new temporary password will have to be assigned.

To do this you MUST:

- Enter the First and Last Name of the person responsible for ALL ISAT or IAA activities.
- Enter a VALID e-mail address. All communications regarding the ISAT or IAA test administration will be sent to this individual.
PROFILE

Updating Your Contact & Shipping Information
ISAT TEST COORDINATOR
TEST MATERIAL SHIPPING ADDRESS

The individual listed in this profile will be the primary contact for all ISAT related matters. The address (1) provided will be where ISAT test materials will be delivered and picked up from after testing is completed.

A VALID E-MAIL ADDRESS IS REQUIRED!

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

The individual listed in this profile will be the backup contact for ISAT related matters. This is an individual designated by the ISAT Test Coordinator.

In addition to a name and telephone,
A VALID E-MAIL ADDRESS IS REQUIRED!

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

IAA TEST COORDINATOR
TEST MATERIAL SHIPPING ADDRESS

The individual listed in this profile will be the primary administrator for your educational entity.

In addition to name and telephone,
A VALID E-MAIL ADDRESS IS REQUIRED!

The individual listed in this profile will be the primary contact for all IAA related matters. The address (1) provided will be where IAA test materials will be delivered and picked up from after testing is completed.

A VALID E-MAIL ADDRESS IS REQUIRED!

Pearson nor ISBE will update your Profile information for you!

Assessment Network for ISAT & IAA
REQUIRED - The contact’s FULL NAME in each of the designated categories. For the ISAT and IAA TEST COORDINATOR, person indicated is the individuals to whom test materials will be delivered.

**Street Address**

**NO Post Office Boxes**

REQUIRED – In the ISAT and IAA Test Coordinator blocks, this address should be to where test materials will be delivered and picked up from at the district or Chicago school.

REQUIRED!!

All contacts listed in designated categories MUST PROVIDE A VALID E-MAIL ADDRESS!

For ISAT and IAA Test Coordinators, this is where shipment confirmation and additional order approvals will be sent.
TEST MATERIALS

ISAT & IAA
IAA - You will receive one shipment
- District Test Coordinator Packet
- Implementation Manual
- Test Booklets (Grade & Form Specific)

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

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

Secure
- Grade 3-8 Test Booklets
- Special Format Tests
- Form LM Test Booklets
Test Material Quantities

- Calculated based on NUMBER OF STUDENTS ENROLLED
- ISAT - 10% Overage
  - Standard Format Tests (Forms 1-6)
  - Form LM
  - Form SF
  - Answer Documents
  - Test Manuals
  - Reader Scripts
- Standard Format Enrollment numbers are reduced by special format orders
ENROLLMENTS

SIS & Assessment Network
Enrollments
Reference Guide: Page 10-14

- **Home School Districts** upload/enter their district’s 2011-12 school year ENROLLMENTS to the Illinois State Board of Education’s Student Information System (SIS).

- The ISBE deadline to upload initial 2011-12 enrollments to SIS was Friday, October 14, 2011. Pearson will utilize this enrollment information from SIS to populate Current (Curr) enrollment fields in Assessment Network.

*NOTE: Districts should continue to enroll and exit students in ISBE's Student Information System (SIS) throughout the school year as students enter and leave the district.*
## Enrollment Tables

### IAA Enrollment Table

<table>
<thead>
<tr>
<th>RCDTS Code</th>
<th>School Name</th>
<th>IAA Test Materials - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grade 3</td>
</tr>
<tr>
<td>999999999012039</td>
<td>SAMPLE SCHOOL</td>
<td></td>
</tr>
</tbody>
</table>

| STUDENT INFORMATION/SIS | 0 | 14 | 9 | 20 | 6 | 51 | 0 | 6 | 7 | 9 | 11 | 12 | 17 | 15 |

### ISAT Enrollment Table

**For ISAT Special Format Orders – Enter NUMBER of STUDENTS**

<table>
<thead>
<tr>
<th>RCDTS Code</th>
<th>School Name</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999012039</td>
<td>SAMPLE SCHOOL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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 0 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 0 2 0 0 0 0
- **AUDIO CD-ROM** – Number of students being assessed
  - 0 0 0 0 0 0 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 |

Assessment Network for ISAT & IAA
## Calculating ISAT Enrollments

**Reference Guide: Page 13**

<table>
<thead>
<tr>
<th>RCDTS Code</th>
<th>SAMPLE SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999012039</td>
<td></td>
</tr>
</tbody>
</table>

### Student Information/SIS

<table>
<thead>
<tr>
<th></th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>137</td>
<td>144</td>
<td>146</td>
<td>142</td>
<td>152</td>
<td>139</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### ISAT Test Materials - Spring

Enter below the **NUMBER OF STUDENTS** currently enrolled that require a special format test.

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>135</td>
<td>122</td>
<td>99</td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
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<td></td>
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<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

- **BRAILLE** – Number of students being assessed
- **LARGE-PRINT** – Number of students being assessed
- **READER SCRIPT** – Number of students being assessed INDIVIDUALLY
- **READER SCRIPT** – Number of students being assessed in a GROUP Setting
- **AUDIOCASSETTE** – Number of students being assessed
- **AUDIO CD-ROM** – Number of students being assessed
- **FORM LM (LINGUISTICALLY MODIFIED)** – Number of students being assessed

### Estimated Number of Standard-Format (Form 1-6) Test Booklets

<table>
<thead>
<tr>
<th></th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTIMATED NUMBER OF STANDARD-FORMAT (Form 1-6) TEST BOOKLETS</td>
<td>137</td>
<td>2</td>
<td>150</td>
<td>-17</td>
<td>122</td>
<td>101</td>
</tr>
</tbody>
</table>

Original enrollment upload: **Number of students** using reader scripts

Standard Format Tests you will receive: **Number of students** using Form LM

**PEARSON**
## Calculating ISAT Enrollments

### ISAT Test Materials - Spring

Enter below the **NUMBER OF STUDENTS** currently enrolled that require a special format test.

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RCDTS Code</th>
<th>School Name</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999012039</td>
<td>SAMPLE SCHOOL</td>
<td>0</td>
<td>137</td>
<td>144</td>
<td>146</td>
<td>142</td>
<td>152</td>
</tr>
</tbody>
</table>

### STUDENT INFORMATION/SIS

<table>
<thead>
<tr>
<th>Number of students being assessed</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRAILLE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>LARGE-PRINT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td>READER SCRIPT INDIVIDUALLY</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>READER SCRIPT GROUP</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>0</td>
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<tr>
<td>AUDIOCASSETTE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>AUDIO CD-ROM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>FORM LM (LINGUISTICALLY MODIFIED)</td>
<td>0</td>
<td>0</td>
<td>120</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### ESTIMATED NUMBER OF STANDARD-FORMAT (Form 1-6) TEST BOOKLETS

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>137</td>
<td>2</td>
<td>150</td>
<td>-17</td>
<td>122</td>
<td>101</td>
</tr>
</tbody>
</table>

At **no time** should standard format test booklets be less than zero.

When enrollment numbers are updated with the January Pre-ID file, if there are no Pre-ID records, the order for that grade level will be deleted – Pearson will contact you. Additional orders will not be allowed without ISBE approval.

**Assessment Network for ISAT & IAA**
Enter below the \textbf{NUMBER OF STUDENTS} currently enrolled that require a special format test.

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>137</td>
<td>144</td>
<td>146</td>
<td>142</td>
<td>152</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>120</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>137</td>
<td>2</td>
<td>150</td>
<td>-17</td>
<td>122</td>
<td>101</td>
</tr>
</tbody>
</table>

- From Enrollment Tab, select ISAT Spring 2011 Enrollment from the Test drop-down box and select enrollment link.

- If no special format tests are needed, click the \textbf{Complete Enrollment} button.

- If special format tests are needed, click the \textbf{Edit Enrollment} button.
Entering ISAT Enrollments
Reference Guide: Page 11-12

- When ALL special format tests are entered, click on Complete Enrollment
- Review the Additional Information page carefully – click Next
- Review Profile page - click Next
- Carefully review the enrollments – click Confirm Enrollment

Complete Enrollment
Confirm Enrollment
Enrollment Order Confirmation Successful
Pre-ID

Student Information System
Friday, January 6, 2012

- Is the **FINAL DAY Home School** districts can upload Student ID (pre-ID) information to ISBE’s Student Information System, and still receive a Student ID (pre-ID) label for ISAT and have that student populated in the online scoring system for IAA for the spring 2012 test cycle.

**Chicago District 299 Schools** enter school spring 2011 Student ID (pre-ID) information into the Chicago District’s IMPACT system.

The Chicago District Office then provides ISBE with a Student ID (pre-ID) extract at the designated – ISBE mandated – time.
RCDTS Codes within a student’s SIS Pre-ID record

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Birth Date</th>
<th>Home RCDTS</th>
<th>Serving RCDTS</th>
<th>Testing RCDTS</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>Error Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>Student Last Name, Sample 1</td>
<td>07/2/1997</td>
<td>123456789123456</td>
<td>123456789123456</td>
<td>123456789123456</td>
<td>04</td>
<td>N</td>
<td>07</td>
<td>03</td>
<td>Y</td>
<td>Y</td>
<td>ISAT</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>123456790</td>
<td>Student Last Name, Sample 2</td>
<td>07/3/1993</td>
<td>123456789123456</td>
<td>123456789123456</td>
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<td>07</td>
<td>03</td>
<td>Y</td>
<td>Y</td>
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<td></td>
</tr>
<tr>
<td>123456791</td>
<td>Student Last Name, Sample 3</td>
<td>07/4/1988</td>
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<td>123456789123456</td>
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<td>07</td>
<td>03</td>
<td>Y</td>
<td>Y</td>
<td>PSAE</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>123456792</td>
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</table>

- **HOME** School
  - Essential for reporting.

- **SERVING** School

- **TESTING** School
  - Essential for test material distribution.
Communication is **KEY**

It is up to a student’s *Home School* district who determine who will receive test materials for a student via entry in ISBE’s Student Information System.

It is the Home & Testing District test coordinators’ **responsibilities** to communicate with each other to ensure all students testing are included in the pre-id file and receive the materials they need.
# TEST TAKEN

Make Sure Test to Be Taken is Accurate Prior to January 6, 2012

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
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<th>C</th>
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ADDITIONAL TEST MATERIAL

Orders & Approvals
Important Information
about placing additional test material orders:
Reference Guide: Page 15-16

Additional Order Window opens February 6, 2012
Important Information about placing additional test material orders:

• PEARSON’S ADDITIONAL TEST MATERIAL ORDER SYSTEM IS FOR PLACING SMALL ADDITIONAL TEST MATERIAL ORDERS.

• MUST BE entered into Pearson’s Assessment Network system. Additional order requests via e-mail, fax, or telephone, will NOT be accepted.

• Placed at least 72 hours prior to when the test material will be used. Additional test material orders will be shipped UPS Ground to the same address and the same person as the initial test material order. Editing of shipping address and educational entity contact is not allowed!

• ISAT & IAA requests to expedite processing and or shipping of additional test materials orders will not be granted without the expressed approval of ISBE.

• ALL additional test material orders will be subject to review and approval by ISBE.

• Please try to place just ONE additional order.
PACKAGING, DISTRIBUTION, RECEIPT & PICK-UP

ISAT & IAA
✓ Signature Required
✓ Check packing list carefully
✓ Check Assessment Network History Tracking

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

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.
**Division of Student Assessment**

**Assessment Network for ISAT & IAA**

**Order Details**
- **Submission Date:** 01/28/2011
- **Customer:** SAMPLE DISTRICT
- **User:** SYSTEM
- **Status:** Delivered

**Shipping Details**
- **Ship To:** 999999999010000
  - SAMPLE DISTRICT
  - ILLINOIS STATE BOARD OF EDUCATION
  - 100 NORTH FIRST STREET
  - SPRINGFIELD, IL 62777-0001
  - DENNIS 00EDBCFE
  - Phone: (217) 7824823
  - Fax: (217) 7826097

**Shipment #1 Shipped: 01/28/2011**
- **Estimated Arrival:** 01/31/2011

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**Material Selection**

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The Assessment Network for ISAT & IAA can be accessed at:

www.pearsonaccess.com/il

Pearson  1-888-705-9413
ISAT@support.pearson.com
IAA_pearson@support.pearson.com

Illinois State Board of Education
Student Assessment Division  1-866-317-6034
Student Information System HELP Desk  217-558-3600