

# **Packaging & Distribution**

### Receiving and Returning Test Materials Ordering Additional Test Materials

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www.isbe.net/assessment



## Receiving and Returning Test Materials

- Initial Shipment
- Verifying Inventory
  - Coordinator Kit
  - Test Booklets





# **Initial Shipment**

- IAA materials will be delivered by Monday, February 3
- UPS will be the courier
- For Chicago Schools, Box 1 will contain the Coordinator kit and test booklets.
- For non-Chicago Districts, Box 1 will only contain the Coordinator kit. There will be additional boxes, a box for each school with test booklets.
- Save the boxes. Use them to return materials.



PEARSON 9200 EARHART LANE SW	ADDRESS LINE 1			
CEDAR RAPIDS, IA 52404-9078 RRCCCDDDDTTSSSS	SEQ: 00001			
IAA COORDINATOR NAME DISTRICT OR SCHOOL NAME ADDRESS LINE 1 CITY, STATE, ZIP				
PHONE: 555-555-5555				
IAA TEST MATERIALS				
02000083596				

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# **Verifying Inventory**

### Coordinator Kit

- Packing List
- District and School Security Checklists
- Coordinator Memo
- UPS Return Labels
- Pearson BLUE Return Labels
- IAA Implementation Manual
- Test Booklets



# **Verifying Inventory**

### **District and School Security Checklists**

- Verify that each test booklet on the checklist was received.
- Track the test booklet as it is issued to the teacher and returned after testing.
  - Coordinator signs and dates the form when a test booklet is issued.
  - Teacher signs and dates the form when the test booklet is returned to the Coordinator.

PEARS		ILLINOIS ALTERNATE ASSESSMENT					
		SPRING 2014 TEST MATERIALS READING/MATHEMATICS/SCIENCE					
		DISTRICT &	SCHOOL SECURITY	CHECK	LIST	$C \setminus$	
Deliver To:	District Street City, Si IAA CC Phone:	CDDDDTTSSSS or CPS School Nan Address tate, Zip DORDINATOR NAM (217) 7654321 (17) 1234567		To:	RRCCCDDDDTTSSSS District or CPS School Name Street Address City, State, Zip IAA COORDINATOR NAME Phone: (217) 7654321 Fax: (217) 1234567 issued to teachers and document		
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# Verifying Inventory Coordinator Memo

- IAA Testing Window
- Online Score Entry Deadline
- Changes for 2014

#### ILLINOIS ALTERNATE ASSESSMENT

#### Spring 2014 Assessment

#### **IMPORTANT INFORMATION FOR 2014**

IAA Testing Window: February 17 – March 28, 2014. New six week window.

All student scores MUST be entered in SchoolSuccess: Online Scoring System by 11:59
 p.m. on March 28, 2014.

Writing will be assessed at grade 11 for 2014.

- For ALL tasks, the teacher will no longer repeat the primary task after an incorrect response (at Score Level 4) same as 2013. Review the rubric prior to test administration.
- For some Reading tasks, students without a read-aloud accommodation will be instructed to read this
  passage. The teacher will pause for student to read before reading the question and answer options.
  For some Reading tasks, all students, regardless of read-aloud accommodation, will have the
  passage read aloud. These tasks are identified on the Reading subject divider page (same as 2013).
- Refer to the Mathematics and Science divider pages prior to administration to identify tasks with
  materials lists that are required for administration.
- Reasons for Not Testing will be captured ONLY in the Student Information System (SIS) and NOT in SchoolSuccess. It will be the IAA Coordinator's and/or the teacher's responsibility to provide the student's home school SIS. In SchoolSuccess, select "Did Not Participate in the 2014 IAA Test Administration" check box, and the student will be marked as complete. Refer to <a href="http://www.isbe.net/sis/pdf/not\_testing.pdf">http://www.isbe.net/sis/pdf/not\_testing.pdf</a> for a list of Reasons for Not Testing.

#### SCHOOLSUCCESS: ONLINE SCORING SET-UP

#### WWW.IAAPEARSON.COM – SchoolSuccess: Online Scoring System

After you have received the 2014 test materials, the online scoring administrative functions should also be completed prior to the opening of the test window. Please take time to review this list and ensure that these Coordinator activities are completed:

- Create Teacher Accounts- Every teacher that will be entering student scores into the online scoring system should have an account created.
- 2. Create Teacher Classrooms- Every teacher account that has been created for online scoring needs a Classroom to assign students to for scoring.
- Assign/Create Students- All IAA students that were Pre-ID to your school(s) should be assigned to a Classroom for scoring. If there are missing students, they either need to be created by the Coordinator, or transferred in from another location (requested by the Coordinator).

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# Verifying Inventory

### **UPS and Pearson Return Labels**





# Both labels <u>must</u> be used to return materials.

**PRE-SCHEDULED** Pick-up is April 2nd





## Verifying Inventory Official Tracking Document

#### OFFICIAL TRACKING DOCUMENT Unreturned IAA Test Booklets

All test booklets sent to you are secure, must be accounted for before,  $\phi$  ing, and aft he IA<sup>A</sup> est administration, and must be returned. If a test booklet is not being returned. Make every effort to locate any missing test  $h = h^{-1}$  being returned. Make every effort to locate any missing test  $h = h^{-1}$  being this form and faxing it to Pearson. Duplicate  $h = h^{-1}$  ded.

#### REQUIRED INFORMATION

If missing from district overage District RCDT Code: Complete District me: In e <sup>32:</sup> m, if missin, t, school m esting 2 shool RC DTS 'e: esting School Na le:	a. rials, . ste the sing two li	ONELTURNED TEST     BOOKLET CODES     20 - District/School Lost Test     Booldef()     21 - District/School Lost Test     Booldef()     Destroyed Test Booldef()     22 - District/School Never     Received Test Booldef()     23 - District/School Never     Test Booldef() Stolen     24 - District/School Test     Booldef(s) Stolen     State
GRADE LEVEL NU SER OF MISS JT BOOKLE	ING DESCRIPTION OF WHY THI	L KLET CODE (from above) OR DETAILED E TEST BOOKLET WAS NOT RETURNED

- This form is found in the IAA Implementation Manual
- ONLY use this form if you have test booklets that are missing and will not be returned to Pearson
- This form needs to be faxed to Pearson. It is not to be packaged with the return shipment.

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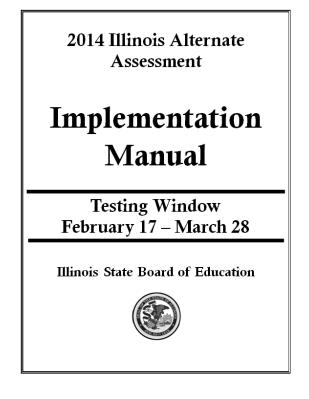
## Verifying Inventory IAA Implementation Manual

### Coordinators

- Roles and responsibilities
- SchoolSuccess: Online Scoring System

### Teachers

 Responsibilities prior to, during, and after administration







# Verifying Inventory Test Booklets

- One test booklet per student, based on Pre-ID file
- Distribute test booklets to teachers immediately upon receipt.
- Sharing of test booklets is allowed between students in the same grade, as long as each student receives only their appropriate accommodations.





# **Ordering Additional Test Materials**

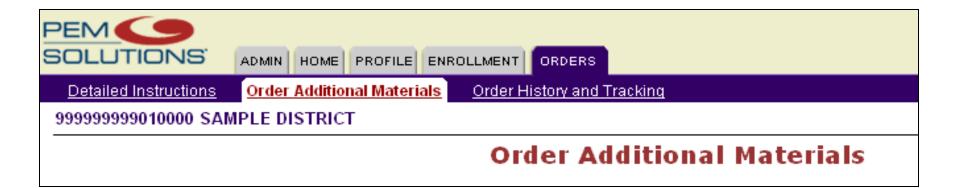
- Pearson's Assessment Network
- Placing an Additional Order





## Ordering Additional Test Materials Pearson's Assessment Network

- MUST BE entered into Pearson's Assessment Network
   system <u>www.pearsonaccess.com/il</u>
- Additional Order Window opens Monday, February 3rd





## Ordering Additional Test Materials Placing an Additional Order

- Order the same form number received in the initial shipment
- Didn't receive any test booklets at that grade level in the initial shipment, choose any form number

Please try to place just ONE additional order.

- Placed at least 72 hours prior to when the test material will be used.
- Additional orders will be shipped UPS Ground to the same address and to the same person as provided for the initial shipment.





## Interactive Frequently Asked Questions Database

### www.pearsonaccess.com/il



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## Questions

### **Interactive Frequently Asked Questions Database**



### Packaging and Distribution Pearson's Illinois Customer Support Center 1-888-705-9413 Email: iaa\_pearson@support.pearson.com

