Packaging & Distribution

Receiving and Returning Test Materials
Ordering Additional Test Materials

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IAA Spring 2014
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.
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.
Verifying Inventory
Coordinator Memo

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

**ILLINOIS ALTERNATE ASSESSMENT**
Spring 2014 Assessment

**IMPORTANT INFORMATION FOR 2014**

- 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 read-aloud accommodation will be instructed to read the passage. The teacher will pause for students 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 to their home school IAA Administrator the Not Tested Reason to be entered into 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 http://www.isbe.net Pixarnet Testing 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:

1. **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.

3. **Assign/Create Students** – All IAA students that were Pre-IA 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 from another location (requested by the Coordinator).
Verifying Inventory

UPS and Pearson Return Labels

Both labels must be used to return materials.

PRE-SCHEDULED Pick-up is April 2nd
Verifying Inventory
Official Tracking Document

• 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.

### Official Tracking Document

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>SECURITY BARCODE</th>
<th>UNRETURNED TEST BOOKLET CODE (from above)</th>
<th>UNRETURNED TEST BOOKLET CODE (from above) ON DETAILED DESCRIPTION OF WHY THE TEST BOOKLET WAS NOT RETURNED</th>
</tr>
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<tr>
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*NOTE: This form is to be faxed to Pearson. It is not to be packaged with the return shipment.*
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 [www.pearsonaccess.com/il](http://www.pearsonaccess.com/il)

• 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
Questions

Interactive Frequently Asked Questions Database

www.pearsonaccess.com/il

Click on Frequently Asked Questions link to access database

Packaging and Distribution

Pearson’s Illinois Customer Support Center
1-888-705-9413

Email: iaa_pearson@support.pearson.com