

WHAT TO DO IN THE CASE OF AN INCORRECT PNP/ACCOMMODATION DELIVERY ISSUE:

	School submits an irregularity report to ISBE and updates PNP information in SIS and PAN	Determines if student can re-test on a case-by-case basis *	If re-testing, void and reset a test to ENABLE feature using directions on page 2	If re-testing, void and reset a test DISABLE feature using directions on page 2	If continuing to test, ENABLE feature (color contrast and/or answer masking) using directions on page 3. Text-to-Speech for Math cannot be added. PROVIDE Human Reader if continuing to test.
Student with an IEP/504 Plan or EL student <u>does not</u> receive an accommodation listed in a IEP/504 plan or PNP documentation (EL student)	✓	✓	✓		
Any student receives an accommodation they should <u>not</u> have received	✓	✓		✓	
Student with an IEP/504 Plan or EL student <u>does not</u> receive an accessibility feature listed in a IEP/504 plan or PNP documentation (EL student)	✓	✓	✓		✓
Any student <u>receives</u> an accessibility feature <u>not</u> in PNP documentation	✓	✓		✓	
Any student <u>does not</u> receive an accessibility feature listed in PNP documentation	✓	✓	✓		✓

**For students with an IEP/504 Plan or EL students, determination to re-test is a team decision (prior to re-testing, initial test form must be voided). For all other students, re-testing is a local school or district decision.*

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USE Pearson Access^{next} TO VOID AND RESET A TEST FOR A STUDENT:

Fax [Test Irregularity Form](#) to 217-782-6097

DTC (District Test Coordinator) marks the test complete.

DTC Voids test using these directions:

- The VOID TEST option is found in Manage Students Tests –
- In SETUP - choose STUDENTS - Use the FIND STUDENTS search field to locate the specific student
- Check the box by the student's name
- In the TASK BAR - click on the SELECT TASKS field to open the dropdown list. Check the box for Manage Student Tests.
- Click the Blue START button
- Click on the completed test name in the list that will open on the left side of the Create/Edit Students Window
- Check the box for VOID PBA/EOY SCORE CODE
- Use the VOID PBA/EOY Score Reason drop down to select code 1 for accommodations issue (2 for any other reason)
- Scroll all the way down and click on the blue SAVE button;

DTC creates new student test with correct accessibility features/accommodations using these directions:


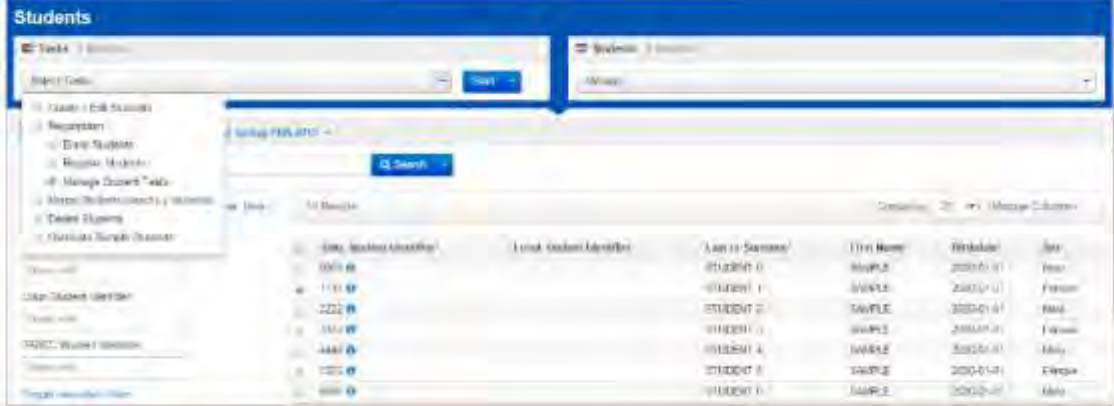
- On the MANAGE STUDENT TESTS screen referenced above, click CREATE STUDENT TESTS.
- Fill out/select the necessary information (be sure to correct PNP issues)
- Click CREATE

DTC reassigns a new test session.

DTC re-caches the system.

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For students who continue testing with their current form, follow these steps to ENABLE COLOR CONTRAST and/or ANSWER MASKING:

Steps	Screen Shot/Directions
<p>Exit Test in TestNav</p> <ul style="list-style-type: none"> The student must click the gray button next their name in the upper right corner of the screen. Click Logout of TestNav. Click Save and Return Later. 	
<p>Update PNP Information</p> <ul style="list-style-type: none"> Go to Setup > Students and search for the student in the Find Students search bar or click the drop down to choose Show all results. Check the box for the student. Select Manage Student Tests under the Tasks drop down and click Start. On the Manage Student Tests screen, mark the accommodations. Refer to the PNP training module. Click Save. 	
<p>Resume Test</p> <ul style="list-style-type: none"> Go to Testing > Students in Sessions and search for the student in the Find Students search bar or click the drop down to choose Show all results. Check the box for the student. Select Resume Student Tests under the Tasks drop down and click Start. On the Resume Student Tests Screen, click the student name and Resume. 	