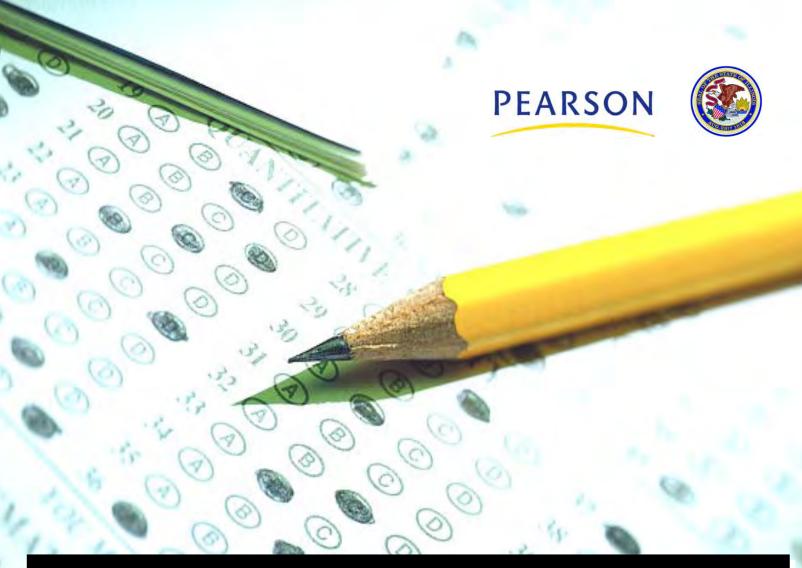# 2011 ISAT & IAA REFERENCE GUIDE

Assessment Network Activities & Pre-Test Information

PEARSON

Profile Update and Ordering Special Format Tests for ISAT

November 1, 2010 – December 17, 2010

IMPORTANT INFORMATION 2010-2011

- The writing assessment has been suspended for the spring 2011 ISAT & IAA for grades 3, 5, 6, and 8. Grade 11 IAA will 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.

New

INTERACTIVE *FREQUENTLY ASKED QUESTIONS* LINK

ADDITIONAL FREQUENTLY ASKED QUESTIONS CAN BE FOUND AT:

www.pearsonaccess.com/il

(Located under *Related Links* – upper right side of screen.)

ISAT & IAA 2010-2011 – *Important Dates*

net = No Earlier Than   **nlt** = No Later Than

ISAT & IAA ASSESSMENT NETWORK ACTIVITIES					
	open			close	
Profile Updates	November 1, 2010			December 17, 2010 [1]	
ISAT - Entry of Special Format Test Enrollments	November 1, 2010			December 17, 2010	

ISAT TEST MATERIAL DELIVERY/PICK UP					
	EARLY TESTERS [2]		REGULAR TESTERS		LATE TESTERS [2]
Test Windows	February 21, 2011	March 4, 2011	February 28, 2011	March 11, 2011	March 7, 2011	March 18, 2011
	net [3]	nlt	net	nlt	net	nlt
Non-Secure	January 31, 2011	February 4, 2011	February 4, 2011	February 10, 2011	February 14, 2011	February 18, 2011
Secure	February 4, 2011	February 10, 2011	February 14, 2011	February 18, 2011	February 18, 2011	February 25, 2011
ISAT Test Material Pick Up [4]	- -	March 11, 2011	- -	March 18, 2011	- -	March 25, 2011
Sample Test Booklet	*No hardcopy (PAPER) copies available. Available on-line only!* [5]				

IAA TEST MATERIAL DELIVERY/PICK UP		
	net [3]	nlt
Test Window	February 21, 2011	March 18, 2011
Test Material Delivery	On or before February 7, 2011	
IAA Test Material Pick Up [4]	March 23, 2011	

ISAT ADDITIONAL ORDERS/DELIVERIES					
	EARLY TESTERS [2] [3]		REGULAR TESTERS		LATE TESTERS [2]
	February 21, 2011	March 4, 2011	February 28, 2011	March 11, 2011	March 7, 2011	March 18, 2011
	open	close/nlt	open	close/nlt	open	close/nlt
Additional SECURE Test Material Order Window	February 7, 2011	February 24, 2011	February 7, 2011	March 3, 2011	February 7, 2011	March 10, 2011
RELEASE #1 - Orders submitted and approved between	February 7, 2011	February 11, 2011	February 7, 2011	February 11, 2011	February 7, 2011	February 11, 2011
Orders Received in District/School (NLT)	- -	February 16, 2011	- -	February 18, 2011	- -	February 18, 2011
RELEASE #2 - Orders submitted and approved between	February 12, 2011	February 18, 2011	February 12, 2011	February 18, 2011	February 12, 2011	February 18, 2011
Orders Received in District/School (NLT)	- -	February 23, 2011	- -	February 23, 2011	- -	February 23, 2011
RELEASE #3 - Orders submitted and approved between	February 19, 2011	February 24, 2011[6]	February 19, 2011	March 3, 2011[6]	February 19, 2011	March 10, 2011[6]
Orders Received in District/School	3-Business Days from Order Approval				

IAA ADDITIONAL ORDERS/DELIVERIES		
	open	close
IAA Additional SECURE Test Material Order Window	February 7, 2011	March 15, 2011 [6]
Orders Received in District/School	3-Business Days from Order Approval	

[1] Profile updates in Pearson's Assessment Network as of 11:59 p.m., December 17, 2010, will be used for distribution of spring 2011 test materials.
Updates entered after 12 a.m., December 18, 2010, will not be extracted until August 2011.

[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, 2010.

[3] Although February 21, 2011, is the first day of testing for IAA and the early test window for ISAT, 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.

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

Table of Contents

Contact Information & Essential Systems

The Assessment Network for ISAT & IAA can be accessed at: www.pearsonaccess.com/il

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 through 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 through Friday, 8:30 a.m. to 5 p.m.
WEBSITES: www.isbe.net/sis/default.htm

Pearson

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 through Friday, 6 a.m. to 7 p.m.

ASSESSMENT NETWORK URL: www.pearsonaccess.com/il ISAT & IAA users
SCHOOLSUCCESS URL: www.IAApearson.com IAA users only
E-MAIL: ISAT@support.pearson.com
                               IAA_pearson@support.pearson.com

This Pearson system is where Illinois test coordinators:

- Update Profile information. (Profile information provides essential current school year contact information about ISAT and IAA Test Coordinators.)
- Provide material shipping and pick up address information – 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).
- Enter additional test material order requests – ISAT and IAA. (Window reopens on February 7, 2011)
- Track test material shipments.
- Confirm test material deliveries.

SchoolSuccess – IAA only

The SchoolSuccess website, at www.IAApearson.com, is designed for Illinois Alternate Assessment (IAA) score entry.

CONTACT: Pearson's Illinois Customer Support Center
TELEPHONE: 1-888-705-9413
HOURS: Monday through Friday, 6:00 a.m. to 7 p.m.

IMPACT – Chicago District 299

Enrollment information that has been entered into Chicago's IMPACT system will be provided to ISBE by the Chicago district office on your behalf as designated by the Illinois State Board of Education. It is the responsibility of EACH SCHOOL'S ISAT and IAA Test Coordinator to ensure that your school's 2010 enrollment information in IMPACT is accurate and up-to-date. Questions relating to entering 2010 enrollment information into IMPACT should be directed to the Chicago District 299-Department of Student Assessment at 773-553-2424.

Frequently Asked Questions

I do not test ISAT and/or IAA students and do not need an Assessment Network user ID and password; how do I get my educational entity removed from Pearson's distribution list?

Pearson **DOES NOT** have the authority to remove your education entity from distribution lists.

If you receive an Assessment Network user ID and password from Pearson, this means one of two things:

1.) your educational entity is listed in the ISBE *Directory of Education Entities* as providing educational services in grades 3 - 8, and grade 11 (for IAA) or

2.) a home school district has listed your educational entity as a Testing School for one or more or their students

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

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

Send an e-mail to ISAT@support.pearson.com (ISAT users), or IAA_pearson@support.pearson.com (IAA users). Be advised that Pearson is not authorized to provide your assigned user ID and password over the telephone. A valid e-mail address for both the ISAT and IAA Test Coordinator is required in your educational entities Profile (on Assessment Network) to receive a copy of your assigned Assessment Network user ID and password.

1.) If you **are** the current ISAT or IAA Test Coordinator listed in your Assessment Network PROFILE, your user ID and password will be reissued/reset (for both the ISAT and IAA Test Coordinators) and e-mailed to you within one business day to the e-mail addresses indicated in your Assessment Network PROFILE.

2.) If you **are not** the current ISAT or IAA Test Coordinator listed in your Assessment Network PROFILE, the appropriate administrator will be contacted to validate that you are the current ISAT or IAA Test Coordinator. Upon validation, Pearson will update the e-mail address in your respective PROFILE, reissue/reset your user ID and password, and e-mail it to both the ISAT and IAA Test Coordinators within two business days.

Is the 2010-2011 Assessment Network user ID and/or password the same one as I received for 2009-2010?

Yes. Only those educational entities that are new for 2010-2011 will be issued new user IDs and passwords.

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

A 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 to have the test materials picked up and returned to Pearson. Rather, contact the **Illinois State Board of Education HELP Desk** at **1-217-558-3600**, to determine the home school district that listed your facility as a **TESTING SCHOOL**. For ISAT users, have the Student ID Label(s) or Student ID Student Roster 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 that a student's Home School district enters 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, you should communicate this with the student's **HOME SCHOOL** district's ISAT and/or IAA Test Coordinator 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 17, 2010, to determine who is going to be accountable for ordering test materials, or 2.) enter special format enrollment numbers into Assessment Network between November 1, 2010, and December 17, 2010. If the Home School has listed you as a Testing School, the special format test order will be activated. However, if a Home School does not list you as a 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 and believe I should have; what do I do, and can I still get ISAT and IAA test materials sent to me?

1.) **FOR ISAT** – If you did not receive an initial ISAT test material shipment directly from Pearson, your facility was not listed as a Testing School for students you serve. To avoid "*double distribution*" of test materials it is ISBE's preference 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.

2.) **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

ASSESSMENT NETWORK ACTIVITIES ARE REQUIRED ACTIVITIES!

ISAT and IAA Test Coordinator's responsibility must ensure that all contact and material shipping information reflected in Assessment Network is accurate and up-to-date. ISAT users should enter enrollment information for those students requiring a special format test version (Braille, large-print, reader script, audio test version, and linguistically modified tests).

User IDs and Passwords

For the spring 2010 test cycle, your educational entity was coded in ISBE's SIS (Student Information System) as a Testing School with at least one student assigned; therefore you are receiving a 2010-2011 Assessment Network user ID and password from Pearson. Your educational entity is also listed in ISBE's *Directory of Educational Entities* as providing:

- Educational services to students in grades 3-8 for ISAT, and/or

- Educational services to students in grades 3-8 plus grade 11 for IAA.

There will be ONE (1) user ID and password issued to each educational entity used by BOTH the ISAT and IAA Test Coordinators. Assigned user IDs and passwords cannot be changed by an assigned user in the field.

Identical copies of the assigned Assessment Network user ID and password will be distributed to both the ISAT and IAA Test Coordinator as indicated in your Assessment Network **PROFILE** as of September 15, 2010.

Profiles

Updating PROFILE information IS REQUIRED by all educational entities if they are participating in the spring 2011 ISAT or IAA. There is ONE (1) web portal where PROFILES will be updatable for both ISAT and IAA users. ISAT and IAA users can be in the PROFILE tab simultaneously updating their respective profile information providing they are not updating the same profile.

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 17, 2010, will be used for distribution of spring 2011 test materials. Test Coordinators will be able to update PROFILE information after December 17, 2010; however, these updates will not be applied until report distribution.

- PROFILES provide current information with regard to who the ISAT and IAA Test Coordinators are and how to contact them. 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, while all other educational entities provide this information at a DISTRICT LEVEL.

- PROFILES provide information about where test material orders – initial and additional – are to be shipped and picked up. For 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), the address provided should be the school's physical address. For all other educational entities, the address provided should be one central address within the district.

The process to update Profile information is much the same as it has been in previous years. There are four Profile blocks for each educational entity as indicated below.

ISAT TEST COORDINATOR TEST MATERIAL SHIPPING ADDRESS	SECONDARY DISTRICT ISAT TEST COORDINATOR ** Optional but recommended ** Back-up District Coordinator
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!**	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!**

To update/change a Profile, 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 click on the **Save Changes** button when your updates are complete.

(1)

- **DO NOT USE PUNCTUATION IN THE ADDRESS OR CITY FIELDS.** (Examples: '.', ',', ':')

- **The address lines are limited to 25 characters, each line. 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!**

* Name: _____

Title: _____

* Address: _____
_____

* City: _____

* State: IL ▾

* Zip: _____ - _____

* Email: _____

* Phone: (___) ___ - ___ ext ___

Fax: (___) ___ - ___

* - Required

[Save Changes] [Cancel] [Reset]

Test Materials - IAA

INITIAL spring 2011 IAA test material orders will be based on information a student's HOME SCHOOL uploaded into SIS. You will only receive test material shipments from Pearson if your district/school is indicated as a Testing School in SIS on January 7, 2011.

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

ISAT test materials will arrive in two shipments from Pearson – Non-secure materials and Secure materials. You will only receive test material shipments from Pearson if your district/school is indicated as a Testing School in SIS on January 7, 2011. Additionally, if your district/school does not receive a non-secure test material shipment from Pearson, you <u>will not</u> receive a secure test material shipment.

NON-SECURE TEST MATERIAL SHIPMENT

The following test materials will be included in non-secure ISAT shipments. Each school should receive at least one box.

- ❖ **District Test Coordinator Kit** (one white box for each district)
- ❖ **School Coordinator Kit** (one white box for each non-Chicago school)
- ❖ **Chicago School Coordinator Kit** (one for each Chicago School)
- ❖ **Bulk -** *Test Administration Manuals* (Grades 3-5 and Grades 6-8) *****
- ❖ **Bulk -** *Professional Testing Practices for Educators* *****
- ❖ **Bulk - Answer Documents – Grades 4-8** (reading, mathematics, science) ******
- ❖ **Bulk - Form LM Answer Documents – Grades 4-8** (reading, mathematics, science) *******
- ❖ **Pre-ID Packet** (Includes Student ID Labels, Testing School Labels, and Student Roster.)

* Test Administration Manuals are distributed at a 1:22 ratio, one manual for every twenty-two test booklets distributed. The Professional Testing Practices for Educator's document is distributed at a 1:30 ratio, plus five copies to the district office.

** Quantities are calculated based on the number of students in the pre-ID file obtained from SIS (January 7, 2011), minus Form LM students enrolled as entered into Assessment Network between November 1, 2010, and December 17, 2010, plus 10% overage.

*** Linguistically modified (Form LM) quantities are based on the number of students entered in Assessment Network between November 1, 2010, and December 17, 2010, plus 10% overage.

SECURE TEST MATERIAL SHIPMENT

The following test materials will be included in secure ISAT shipment. Each school should receive at least one box.

- ❖ **Bulk - Grades 3 - 8 Test Booklets** – regular English Forms 1-6 *
- ❖ **Bulk - Special Format Test Kits** – Form SF tests
- ❖ **Bulk - Form LM Test Booklets** – grades 3 – 8 **

* Quantities are calculated based on the number of students in the pre-ID file obtained from SIS (January 7, 2011), minus ALL special format test enrollments as entered into Assessment Network between November 1, 2010, and December 17, 2010, plus 10% overage.

** Linguistically modified (Form LM) quantities are based on the number of students entered in Assessment Network between November 1, 2010, and December 17, 2010, plus 10% overage.

CALCULATING INITIAL TEST MATERIAL QUANTITIES – ISAT

All too often there seems to be misunderstanding about how the Illinois State Board of Education has instructed Pearson to calculate final test material quantities. These misunderstandings ultimately result in initial material shortages and at times extreme test material overages, all of which ends up with a need to place additional test material orders.

- **All test material quantities are calculated based on the <u>NUMBER OF STUDENTS ENROLLED</u> and these numbers are displayed in Assessment Network.**

- **Your shipment of test materials includes a 10% overage. This includes Standard Format tests (Forms 1 – 6), Form LM and SF tests, answer documents, test manuals, and Reader Scripts. No overage is included for Braille, Large-Print, Audiocassette, or Audio CD-ROM formats.**

- **For Standard Format tests at each grade your Assessment Network enrollment number is reduced by the number of special format tests you order and the overage is based on this reduced number.**

- **Generally for some facilities (e.g., non-Chicago districts) a 3% overage goes to the district and a 7% overage goes to each school. For other facilities (e.g., Chicago 299 schools) the entire 10% goes to the school.**

For a detailed illustration of how overage is calculated for the various test materials and to see how the overage distribution is applied to different types of facilities, log onto www.pearsonaccess.com/il, and go to the *Test Material Calculations* link under **RELATED LINKS**, on the Assessment Network homepage.

Understanding the Enrollment Tables
on Assessment Network

Beginning with the 2010-2011 test cycle, you will be able to monitor more closely your ISAT and IAA enrollment and pre-ID status.

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

    o SIS (ISAT and IAA), and
    o Special Format Test enrollments entered in Assessment Network (ISAT only).

The enrollment information displayed in Assessment Network will reflect SIS information collected at two different times.

- For the Assessment Network window (November 1, 2010 -- December 17, 2010) the SIS numbers in Assessment Network come from the **Fall 2010 Enrollments** as of October 15, 2010. These enrollments are preliminary and provide a basis to establish test material distribution quantities.

- On January 18, 2011, the ISAT and IAA enrollments will be updated and will be based on the numbers entered in SIS as of January 7, 2011, for the Pre-ID file. All information displayed in Assessment Network at this point will be READ ONLY.

During the Assessment Network window (November 1, 2010 -- December 17, 2010) you will see the following on the screen:

Prev – The quantity of test materials sent at a grade level for the previous year (spring 2010), rolled up by one grade. For example, grade 3 numbers from last year become grade 4 numbers this year. This is READ ONLY.

Curr – The first enrollment numbers (displayed from November 1 -- December 17, 2010) come from the Fall 2010 Enrollments as of October 15, 2010. If these numbers are incorrect, they must be corrected in SIS. Do not call Pearson to make the correction. On January 18, 2011 updated enrollment numbers will be displayed as READ ONLY. These are based on Pre-ID file numbers entered in SIS as of January 7, 2010.

During the Assessment Network window (November 1, 2010 -- December 17, 2010) ISAT Test Coordinators can order special format tests (Braille, Large-Print, Reader Script, Audiocassette, Audio CD_ROM, and Form LM). At 11:59 p.m., December 17, 2010, the order-entry site and all its data will be frozen and become READ ONLY.

REMINDER: DO NOT contact Pearson if enrollment numbers (Curr) appear to be inaccurate. This needs to be updated/corrected by close of business on January 7, 2011, in SIS by the Home School district(s). Additional assistance in correcting potentially inaccurate data can be obtained by calling ISBE's HELP Desk at 217-558-3600. Chicago schools, please contact the Chicago District 299 Office of Student Assessment at 773-553-2424 with questions about your enrollment numbers.

IAA Enrollment Table (READ ONLY at all times)

RCDTS Code	School Name	IAA Test Materials - Spring 2011													
		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Grade 11	
		Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr	Prev	Curr
999999999012039	SAMPLE SCHOOL														
	2010-11 STUDENT INFORMATION/SIS	0	14	9	20	6	51	0	6	7	9	11	12	17	15

ISAT Enrollment Table

RCDTS Code	School Name	ISAT Test Materials - Spring 2011											
		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
999999999012039	SAMPLE SCHOOL												
	2010-11 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 screen above is a snapshot of the spring 2011 ISAT enrollment table. In this table you will be entering the **NUMBER OF STUDENTS** **currently enrolled that require a special format test:** Braille, Large-Print, Reader Script, Audiocassette, Audio CD_ROM, or Form LM. Enter the number of **students** needing a special format test. Entering "*the number of packages*" will result in initial test material shortages, and will be deemed "*district error.*"

ALL ENROLLMENTS FOR SPECIAL FORMAT TESTS SHOULD BE ENTERED DURING THE ASSESSMENT NETWORK WINDOW (November 1, 2010 – December 17, 2010 at 11:59 P.M.). YOUR ENTIRE SPECIAL FORMAT TEST ORDER SHOULD NOT BE DONE AS AN ADDITIONAL ORDER.

IMPORTANT NOTICE

Pearson will monitor Assessment Network activity during the window (November 1, 2010 – December 17, 2010) and provide regular reports to the Illinois State Board of Education. During the week of December 6, 2010, if it is discovered that an educational entity has not logged into Assessment Network and completed the required tasks, Pearson will begin communicating with your Superintendent level Profile contact, that Assessment Network activities have not been completed as required. If special format test enrollments have not been entered into Assessment Network by 11:59 p.m., Friday, December 17, 2010, you will need to place an additional order, selecting the appropriate *Shipment Reason*. See page 19 for detailed information.

A standard-format test booklet calculator has been added to the ISAT enrollment table (darkened line at the bottom of the table). This calculator will provide 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.

RCDTS Code	School Name	ISAT Test Materials - Spring 2011											
		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
999999999012039	SAMPLE SCHOOL												
	2010-11 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

If your special format test orders are more than 50% of your SIS enrollments, Pearson's system will prompt you to check your special format enrollment entries. Confirmed special format test enrollments that total more than 50% of SIS enrollments will/may be subject to review and approval of the Illinois State Board of Education.

At **NO TIME** should the standard-format (Form 1-6) test booklet estimator be less than zero (0), meaning that you have ordered more special format tests than you have students in a grade. If this occurs, Pearson's system **will not** allow you to confirm your enrollment entries until a number equal to or greater than zero (0) is estimated. **NOTE: When Curr numbers are updated in Assessment Network on January 18, 2011, if your enrollment numbers change AND your special format test orders at a given grade exceed the SIS Pre-ID n-counts, your special format test order at that grade will be cancelled. Pearson will be contacting you if this should occur.**

ISAT Coordinators -- before you begin ordering special format tests, have you –

✓ Gathered special format test needs from **ALL** test coordinators within your district or Chicago school.
✓ Gathered special format test needs from **ALL** Special Education personnel or case workers

It is the ISAT Test Coordinators' responsibility to gather special format test needs and get those numbers entered into Assessment Network between November 1, 2010, and December 17, 2010. Not entering special format test enrollments within the Assessment Network window and using the additional order system to order your special format tests will be tallied as *District Error – Didn't Order in Time*. This may be reported to ISBE in extreme cases.

To Enter Enrollments

From the **ENROLLMENT** tab, select **ISAT Spring 2011 ENROLLMENT** from the **Test** drop-down box located toward the upper right corner of your screen. Then select the sub-link **Enrollment**.

1. If you do **not** need any special format tests for the spring 2011 ISAT, click on the **Complete Enrollment** button located toward the top or very bottom of your screen, and proceed to 4.

2. If you **do** need special format tests, click on the **Edit Enrollment** button located toward the top or the very bottom of your screen and an edit enrollment entry screen will display. See insert example below. 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 or you may have multiple pages to view.

3. For each school, grade, and special format test type enter the **NUMBER OF STUDENTS** that require a special format test for the spring 2011 ISAT. **DO NOT** inflate your enrollment numbers! Enrollment numbers exceeding 10% of your spring 2010 material distribution quantities will be subject to review and approval of the Illinois State Board of Education.

4. 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.

5. 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.

ISAT Test Materials - Spring 2011											
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	0	0	0	0
0	0	0				0	0	0	0	0	0
0	0	0		0		0	17	0	0	0	0
0	0	0		0		2	0	0	0	0	0
0	0	0		0		0	0	3	0	0	0
0	0	0				0	0	0	0	0	0
	137		2		150		-17		122		101

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

6. 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.

7. You are given the opportunity to review your cumulative enrollments (special format test orders). REVIEW THIS INFORMATION 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.

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

Complete Enrollment

Confirm Enrollment
Enrollment Order Confirmation Successful

IMPORTANT INFORMATION ABOUT ENROLLMENT CONFIRMATION

Your enrollment entries **will not** be saved to Pearson's system 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 above, starting with #5 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 their 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 contained within the given order.

Ordering Additional Test Material
on Assessment Network

Additional Order Window opens February 7, 2011

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 completed. It is not designed or intended to fulfill initial test material orders.

Before placing an additional test material order, inventory **ALL** test material shipments from Pearson and consult with **ALL** your school test coordinators and counselors, to determine if sufficient test materials have been received to assess students currently enrolled. **Place ONE additional test material order!** (One additional order for ISAT and one for IAA is acceptable.) Pearson has been directed to report **ALL** additional order activity to the Illinois State Board of Education at the end of the test cycle, along with the reason(s) the additional order is being placed, and the associated shipping costs.

Multiple additional test material orders lead to confusion and potential delays in processing, fulfillment, and receiving your orders. If you need to place more than one additional test material order, ISBE allows Pearson to hold and combine your initial and subsequent additional test material orders without notification.

All additional test material orders (ISAT and IAA) must be submitted through the Assessment Network ORDERS system no later than 72 hours (3 business days) prior to your scheduled first day of testing. Refer to the *Important Dates* table located on the inside of the front cover of this guide for order fulfillment schedules. Additional test material orders received via e-mail, fax, telephone, or placed within ORDERS CONFIRMATION on Pearson's website **will not** be processed. Additional test material orders are shipped FedEx Ground to the same address and the same person as initial test material shipments. Editing of shipping address and contact information **is not** allowed.

NEW FOR ISAT ADDITIONAL ORDERS

Except as noted below, requests to expedite processing and or shipping of additional test materials orders will not be granted without the expressed approval of ISBE. (i.e., Express Overnight Services – Guaranteed A.M. Delivery or Guaranteed Next Day).

Two exceptions:

1.) **Inaccurate SIS information was provided to Pearson on January 10, 2011.**

2.) **A CONFIRMED error in Pearson's packaging and or delivery of test materials.**

It is important to note that Pearson has a comprehensive material tracking system in place to track the movement of test materials to and from a testing school (district). While occasional packaging irregularities may and do occur, these are rare. Every test item packed for a testing school is barcoded. During packaging, every item contained within an order must be scanned-confirmed to the order before it is packaged. If an order is shorted or over-packed, Pearson's system alerts the packer that the specified testing school order is not complete, and will not allow closing of the test material order until the irregularity has been resolved.

Pearson's system provides details about which items are included in each box. This information is printed on each packing list an educational entity received. Additionally, for those districts with multiple schools, Pearson also provides a district test coordinator with a Pallet Detail providing 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/validation/justification. This process will likely delay fulfillment of your additional test material order. If Pearson and or ISBE cannot validate/verify/justify the requested need for additional test materials, additional test material orders may be rejected and cancelled.

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 the Illinois State Board of Education. 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 7, 2011, and that information is entered into ISBE SIS accurately.

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

Field	
Need By Date:	☐ / ☐ / ☐ (MM/DD/YYYY)
Delivery Method:	`<select>` ▾
* **Shipment Reason:**	`Did Not Order In Time` ▾ **Other:** ☐
Special Instructions:	`<blank>`
	`Enrollment Increase`
	`Packaging Error`
	`Did Not Order In Time`
	`Forgot To Order`
	`Special Ed Class`
Ship To:	`Additional Classroom`
	`Other`
	`None`
	* **Address Line 1**
	`ILLINOIS STATE BOARD OF EDUCAT`
	Address Line 2
	`100 NORTH FIRST STREET`
	* **City**
	`SPRINGFIELD`

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 district's or Chicago School's first day of testing is scheduled. See the *Important Dates* table on the inside of the front cover 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 2011 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 validation/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 November 1, 2010, and December 17, 2010. Pearson will switch a Shipment Reason to this reason if system usage indicated no Assessment Network activity November 1 - December 17, 2010. This option constitutes *District Error*.

Forgot To Order: Use this reason when you did order special format tests between November 1, 2010, and December 17, 2010, but inadvertently forgot to order for a small number of students. This reason should not used if a special education counselor or case worker did not get their enrollment number to you by December 17, 2010, so that it could be entered into Assessment Network.

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 17, 2010, and now needs an audio test version. Or for example prior to December 17, 2010, 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 17, 2010.

Other: This reason should be used for situations such as "shipping issues," or no other reasons above apply.

None: *For Pearson use only!*

Additional Test Materials

For spring 2011 Pearson is automating much of ISAT additional test material ordering. When you need additional test materials, you will be entering **HOW MANY ADDITIONAL STUDENTS** you need test materials for. This applies to the number of new students enrolled since January 7, 2011, and the number of students that might have been reclassified from one special format test to another.

NOTE - Stand alone Form SF (special format) test booklets <u>are not</u> available for additional orders. The overage of Form SF test booklets comes in the form of additional Reader Script kits. Specific stand alone test items (i.e., rulers, mathematics reference kits, answer documents), are available on an "as needed basis." Requests for additional available stand alone test items should be made by calling the Pearson Illinois Customer Support Center at 1-888-705-9413, Monday through Friday, 6 a.m. to 7 p.m. (CST).

Below is what you will see displayed within the ISAT additional order environment for spring 2011, and what you will receive.

DISPLAYED

- **Test Administration Manual 3-5**
- **Test Administration Manual 6-8**

Enter the number of additional manuals you desire and Pearson's system will automatically calculate appropriate quantities of packs of 5's and 10's. Orders exceeding 10% of the initial quantities shipped in your initial test material shipment are subject to approval of the Illinois State Board of Education.

DISPLAYED

- **Standard-Format (regular-English) – Grade 3**
- **Standard-Format (regular-English) – Grade 4**
- **Standard-Format (regular-English) – Grade 5**
- **Standard-Format (regular-English) – Grade 6**
- **Standard-Format (regular-English) – Grade 7**
- **Standard-Format (regular-English) – Grade 8**

Pearson's system will calculate appropriate quantities of the following based on how many additional students you entered into Assessment Network:

- Standard-Format (regular-English) Test Booklets
- Standard Format/Form SF (Special Format) Answer Documents (grades 4-8)
- Rulers
- Mathematics Reference Kits (grade 7-8)
- Additional Material Return Labels (every 15 additional test booklets)

DISPLAYED

- **Linguistically Modified Form LM – Grade 3**
- **Linguistically Modified Form LM – Grade 4**
- **Linguistically Modified Form LM – Grade 5**
- **Linguistically Modified Form LM – Grade 6**
- **Linguistically Modified Form LM – Grade 7**
- **Linguistically Modified Form LM – Grade 8**

Pearson's system will automatically calculate appropriate quantities of the following based on how many additional students you entered into Assessment Network:

- Linguistically Modified Form LM Test Booklets
- Linguistically Modified Form LM Answer Documents (grades 4-8)
- Rulers
- Mathematics Reference Kits (grade 7-8)
- Additional Material Return Labels (every 15 additional test booklets)

DISPLAYED

There will be one listing for each grade (3-8) in each of the following special format test groups.

- **Braille**
- **Large-Print**
- **Audiocassette**
- **Audio CD-ROM**

Pearson's system will automatically calculate appropriate quantities of the following based on how many additional students you entered into Assessment Network:

- Special Format Test Kits which will include:
  o 1- Special Format Tests (Braille test booklets, large-print test booklet, set of audiocassette, or set of audio CD-ROM)
  o 1- Form SF* (Special Format) Test Booklet
  o 1- Ruler(s)
  o 1- Mathematics Reference Sheet(s) (grade 7-8)
  o 1- Test Administration Manual
- Standard Format/Form SF (Special Format) Answer Documents (grades 4-8)
- Additional Material Return Labels (every 5 additional special format test kits)

DISPLAYED

- **Reader Script – Individually – Grade 3**
- **Reader Script – Individually – Grade 4**
- **Reader Script – Individually – Grade 5**
- **Reader Script – Individually – Grade 6**
- **Reader Script – Individually – Grade 7**
- **Reader Script – Individually – Grade 8**

Pearson's system will automatically calculate appropriate quantities of the following based on how many additional students you entered into Assessment Network:

- Reader Script – INDIVIDUALLY Kits which will include:
  o 1- Reader Script
  o 1- Form SF* (Special Format) Test Booklets
  o 1- Ruler
  o 1- Mathematics Reference Sheets (grade 7-8)
  o 1- Test Administration Manual
- 1- Standard Format/Form SF (Special Format) Answer Document (grades 4-8)
- Additional Material Return Labels (every 10 additional Reader Script Group Kits)

DISPLAYED

- **Reader Script – GROUP Setting – Grade 3**
- **Reader Script – GROUP Setting – Grade 4**
- **Reader Script – GROUP Setting – Grade 5**
- **Reader Script – GROUP Setting – Grade 6**
- **Reader Script – GROUP Setting – Grade 7**
- **Reader Script – GROUP Setting – Grade 8**

Pearson's system will automatically calculate appropriate quantities of the following based on how many additional students you entered into Assessment Network:

- Reader Script GROUP Kits which will include:
  o 1- Reader Script
  o 5- Form SF* (Special Format) Test Booklets
  o 5- Rulers
  o 5- Mathematics Reference Sheets (grade 7-8)
  o 1- Test Administration Manual
- Standard Format/Form SF (Special Format) Answer Documents (grades 4-8)
- Additional Material Return Labels (every 5 additional Reader Script Group Kits)

Placing an Additional Test Material Order

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 test material orders will be shipped FedEx 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 test material order is submitted to Pearson it cannot be updated. If you need to cancel an additional test material order, it may be possible if the cancelation request is received within one hour of the additional test material order being submitted. To request an additional test material order 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 test material order cancelation.

When your additional test material 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.

Transportation – Deliveries

There are **two** ISAT test material distributions from Pearson and **one** for IAA. Refer to the *Important Dates* on the inside of the front cover of this guide for test material delivery dates.

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 the inside of the front cover 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 also have the opportunity to respond to two questions that appear on the Additional Information page under Assessment Network 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.

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.
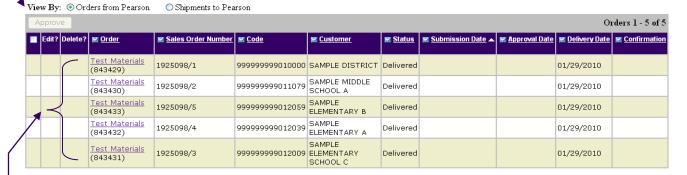
Test Material Pick Up

Please review the *ISAT District and School Coordination Manual* and the *IAA Implementation Manual* for detailed information about returning test materials to Pearson. Refer to the *Important Dates* table located inside the front cover of this guide for test material pick up dates.

Tracking Your Test Material Shipments
& Viewing Shipment Information

Assessment Network allows you to track your test material shipments from Pearson and back to Pearson.

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.

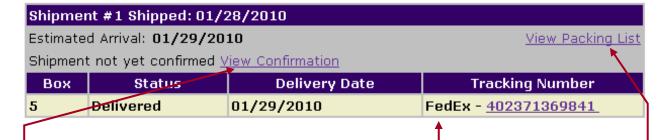| View By	You can view test material orders FROM Pearson to you, or shipments you are returning to Pearson.

View By: ● Orders from Pearson   ○ Shipments to Pearson

Approve   Orders 1 - 5 of 5

	Edit?	Delete?	☑ Order	☑ Sales Order Number	☑ Code	☑ Customer	☑ Status	☑ Submission Date ▲	☑ Approval Date	☑ Delivery Date	☑ Confirmation
			Test Materials (843429)	1925098/1	999999999010000	SAMPLE DISTRICT	Delivered			01/29/2010	
			Test Materials (843430)	1925098/2	999999999011079	SAMPLE MIDDLE SCHOOL A	Delivered			01/29/2010	
			Test Materials (843433)	1925098/5	999999999012059	SAMPLE ELEMENTARY B	Delivered			01/29/2010	
			Test Materials (843432)	1925098/4	999999999012039	SAMPLE ELEMENTARY A	Delivered			01/29/2010	
			Test Materials (843431)	1925098/3	999999999012009	SAMPLE ELEMENTARY SCHOOL C	Delivered			01/29/2010	

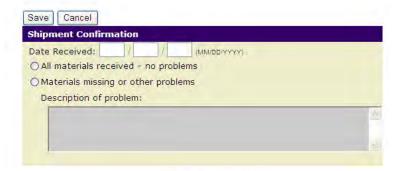**Test Materials** or **Additional Order** will display depending on the test material order.

Test Materials are initial test material shipments.
Additional Order -- those materials ordered on or after February 7, 2011.

Test Materials and **Additional Order** are hyperlinks. To view details of the shipment, click on the hyperlink.

Shipment #1 Shipped: 01/28/2010

Estimated Arrival: **01/29/2010**   View Packing List

Shipment not yet confirmed View Confirmation

Box	Status	Delivery Date	Tracking Number
5	Delivered	01/29/2010	FedEx - 402371369841

You are encouraged to confirm receipt of your test material shipments, and indicate any potential issues you may encounter with those shipments. This provides Pearson and the ISBE with greater visibility to potential issues with packaging procedures and material shipments, which will aid in identifying test material shortages (and overages) that might occur.

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.

Save Cancel

Shipment Confirmation

Date Received: ___ / ___ / ___ (MM/DD/YYYY)

○ All materials received - no problems
○ Materials missing or other problems

Description of problem:

PEARSON

FedEx Tracking Number – By clicking on this hyperlink Pearson's Assessment Network will redirect you to FedEx Shipment Tracking (http://www.fedex.com/Tracking), and will provide you tracking details about your test material shipment(s).

NOTE: Freight deliveries will not always be directed to FedEx Freight tracking.

NOTES