

# IL SIS Vendor Training New Accommodation Upload Template Recording Final

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This training is for Illinois Student Information System third-party vendors to support districts with creating an accommodation

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upload file to assign student accommodations for the Illinois Assessment of Readiness (IAR) and the Illinois Science Assessment (ISA).

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The accommodations upload template for Spring 2025 is changing from the template that was previously used in this training.

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We'll explain why the template is changing, discuss key dates, and provide detailed information on the new accommodation upload template.

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More detailed training for district test coordinators and school test coordinators on reviewing and updating student accommodations in the new Illinois Administration Platform will be available in January.

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Why are we making this change?

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Beginning in Spring 2025, PearsonAccess Next or PAN is being retired and a new administration platform will be used to administer the IAR and ISA.

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The new Illinois Administration Platform requires a different layout to upload student accommodations for testing.

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There are three ways to assign accommodations

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in the Illinois Administration platform. 1. Accommodations can be assigned student-by-student manually

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in the user interface.

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2. Accommodations can be assigned to a group of students via a student accommodation upload export/import process.

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This allows districts to select all students or a group of students, export out an accommodation upload template that is pre-populated with student information, update student accommodations, and then import the file into the Illinois Administration Platform.

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Or 3.

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A third-party vendor creates an accommodation upload file based on the template provided that districts can import into the Illinois Administration Platform.

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This is the option that we are going to discuss in detail today.

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Training for options 1 and 2 will be provided in early January.

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Before we dig in to the new template, we wanted to share some upcoming key dates.

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The Illinois Administration Platform will go live in mid-November.

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Trainings on specific features and functionalities within the system will be available on a rolling basis starting in November.

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Detailed training for districts and schools on reviewing and assigning student accommodations in the Illinois Administration Platform will be available no later than January 7th.

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So now let's take a look at the new template.

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Each student will have up to three rows, one row for each test profile, ELA, Science and Math.

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ELA and Math are given at all grades 3-8.

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Science is only administered at grades 5 and 8.

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If a cell is marked with an NA in the template, it means that the accommodation is not available for that test profile.

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In the example here, the Answers Recorded in Test Book accommodation is not available for Science.

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To enable accommodations for a student for that test profile, enter a 1 in the template.

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To remove, place either a zero (0) or set the cell to blank.

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If an accommodation type has multiple columns associated with it, for example Mouse Pointer or Directions in Native Language, only one of the columns can be enabled.

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All columns need to be included on the file in the order they appear in the template.

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The file needs to be saved as a comma separated values (.csv) file to be uploaded into the Illinois Administration Platform.

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Now let's take a closer look at the specific fields in the template.

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We are going to start with columns B-G which include student demographic information.

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These columns need to be included on the file, but the data that is populated here will not overwrite any of the student demographic information in the platform.

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Student demographic information will flow to the Illinois Administration Platform from the Illinois SIS.

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It is critical that all student demographic updates are made in SIS.

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The table here details each of the demographic fields included in the template.

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orgName is the organization or school where the student is enrolled.

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Identifier is the student's 9-digit state identifier.

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familyName is the student's last name.

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givenName is the student's first name, middleName is the student's middle name, or middle Initial.  
Grades is the student's enrolled grade.

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Again, these columns must be included in the template, but the data populated in the file will not overwrite the demographic information received from SIS.

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Column H is the test profile.

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This is similar to the test code field in the previous PAN accommodation layout.

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These profiles must match exactly what is on the template.

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Acceptable values are ELA, Science, and Math. Columns

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I-BJ include each of the available accommodations.

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These columns all must be included in the file in the order they appear on the template.

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To enable an accommodation for a student for that profile, place a 1 in the cell.

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To remove an accommodation, place a zero or leave the cell blank.

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Accommodations are not automatically applied to all test profiles.

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A 1 must be entered in the column for each test profile in order for the student to receive the accommodation for each test.

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Accommodations must be assigned either manually or via the accommodation file upload prior to testing.

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Column A is the sourcedID.

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This is the only field that will be used to match the student to the correct record in the Illinois Administration Platform.

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The sourced ID is created by entering the Illinois Administration platform ID followed by the student's identifier.

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The Illinois Administration platform ID is lowercase L, lowercase P, lowercase I, colon, lowercase P, lowercase R, lowercase D, colon, uppercase L, the number 3, lower case S, lowercase C, lowercase C, the number 3, lowercase J, lowercase N, colon, lowercase U, lowercase S, lowercase E, lowercase R, colon. This value is appended to the front of the student's identifier, their 9-digit state ID.

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To create the sourcedID, the sourcedID must match the Illinois Administration Platform ID followed by the student's identifier exactly in order for the student record to match and update correctly in the Illinois Administration Platform.

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Please note if you export the accommodation template from the Illinois Administration Platform, the sourcedID will be pre-populated in the template.

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You can find the accommodation upload template we reviewed today on the Pearson support.page@il.mypearsonsupport.com.

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Training on how to load the accommodation upload template in the Illinois Administration Platform will be available in early January.

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If you have questions following this training, please schedule an office hours session with one of our program delivery team members.

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Office hours scheduling is available on the Pearson Support page.

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Thank you for your time and support of the Spring 2025 IAR and ISA administrations.