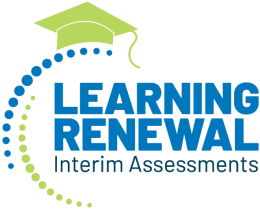


## Outline of Tasks for District/School Test Coordinators for Learning Renewal Interim Test Administration

- 1. Create PearsonAccessNext (PAN) Accounts – Complete Now through Testing**
  - a. Establish an account for yourself as district/school test coordinator in PAN.
    - i. Familiarize yourself with how PAN works.
  - b. Create accounts for Test Administrators.
- 2. Network/Computers – Complete Now through Testing**
  - a. Work with your technology coordinator to ensure the TestNav Application has been downloaded prior to testing.
  - b. **Note:** The TestNav application needs to be downloaded prior to testing for the 21-22 school year even if you tested in spring 21.
- 3. Practice Tests – Complete Now through Testing**
  - a. Provide students the opportunity to practice with the new Learning Renewal Interim Assessment practice items.
  - b. Practice Items:  
<https://il.mypearsonsupport.com/learningRenewalInterimResources/>
- 4. Training and Materials for Test Administrators– Complete Now through Testing**
  - a. Provide training for test administrators (as needed).
  - b. Provide electronic links to the [IL Support Page](#) for test administration resources.
- 5. Set District Scope and Sequence – Complete 9/15 through 9/29**
  - a. District test coordinator sets the district scope and sequence.
  - b. This **MUST** be completed before you prepare sessions. You can register students and put them into sessions prior to completing this step if desired.
  - c. For any braille testers, provide the scope and sequence to the test administrator. This is critical to ensure the correct items are presented to the student.
- 6. Student Information –**
  - a. The initial student import will be loaded from SIS to PAN on 9/15/21. This means you have until 9/14 to get all of your students into SIS. This will establish the State ID in PearsonAccessNext.
  - b. Prior to each Interim Administration an Initial Student Registration will be loaded from SIS to PAN:
    - i. Interim 1: loaded to PAN on 9/20/21
    - ii. Interim 2: loaded to PAN on 1/10/22
    - iii. Interim 3: loaded to PAN on 4/18/22



**7. Update Student Accommodations in PAN–**

- a. Use SR/PNP template to update student accommodations.
- b. Order braille kits for braille testers via additional orders process in PAN.

**8. Place Students in Test Sessions in PAN – Complete 9/20 - 10/29**

- a. All students should be placed into Online Test Session (Including braille testers).

**9. Prepare Sessions – Complete 9/30 - 10/29**

- a. Confirm student accommodations loaded to student tests are correct.
  - i. **IMPORTANT:** If a student begins a test with the wrong accommodation that test will need to be marked complete and the student will NOT be able to retest that specific interim assessment.
- b. Online: Print Test Tickets

**10. Start Test Sessions – Complete 10/4 – 10/29**

- a. Sessions should be started on the day of testing.
- b. Keep track of new students or students who miss a day of testing, so you can schedule make-up testing within the interim window.

**11. Stop Test Sessions – Complete 10/4 – 11/5**

- a. After testing, all tests should be listed as “Completed” or “Marked Complete.”
- b. Remove students tests from sessions if the test/s were not started

**12. Braille Specific Instructions**

- a. Order braille kits for braille testers via additional orders process in PAN.
- b. Keep braille booklets until all three interim assessments are completed.

**13. Return Braille Materials to Pearson– 6/8/22**

- a. After the third interim is complete for all subjects, return the braille test booklets to Pearson.

**Illinois Customer Support**

833-213-3879

ll.mypearsonsupport.com

**ISBE Division of Assessment and Accountability**

866-317-6034

Email: [assessment@isbe.net](mailto:assessment@isbe.net)

Website: [isbe.net/assessment](http://isbe.net/assessment)