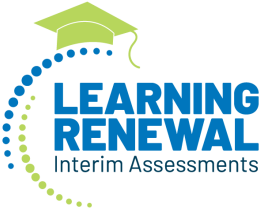


Outline of Tasks for District/School Test Coordinators for Learning Renewal Interim Test Administration

- 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 22-23 school year even if you tested in spring 22.
- 3. Practice Tests (Reading and Math) – 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 (Reading and Math) – Complete Prior to Preparing Sessions**
 - 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 9/15/22. 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 a Student Registration will be loaded from SIS to PAN:
 - i. **Interim 1: loaded to PAN on 9/15/22**
 - ii. **Interim 2: loaded to PAN on 1/5/23**
 - iii. **Interim 3: loaded to PAN on 4/13/23**



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 Prior to Testing

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

9. Prepare Sessions – Complete Prior to Testing

- 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 Prior to Testing

- 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 After Testing

- a. After testing, all tests should be listed as “Completed”
- 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– 6/8/23

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

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