Learning Renewal Interim Assessment

Test Administration Training







Overview of Learning Renewal Interim Assessment	Braille Testers
Outline of Tasks for District/School Coordinators	TestNav
Key Dates	Support
PearsonAccess ^{next} Enhancements	Questions
Tasks in PearsonAccess ^{next} and Demonstrations	



Learning Renewal Interim Assessment

	Reading	5	Ma	themat	tics		Writing	
Interim 1	Interim 2	Interim 3	Interim 1	Interim 2	Interim 3	Interim 1	Interim 2	Interim 3
\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark			\checkmark

Testing Windows

Interim 1: 10/4/21 - 10/29/21

Interim 2: 1/24/22 - 2/18/22

Interim 3: 5/2/22 - 5/27/22

Overview Learning Renewal Interim Assessment







Tasks for District/School Test Coordinators

Please ask questions

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Task Checklist

Key Dates

Learning Renewal Interim Assessment 2021–2022 School Year	Start Date	End Date
Interim 1 Testing Window	10/4/2021	10/29/2021
Districts Set Scope & Sequence	9/15/2021	9/29/2021
Student Registration (Load SR/PNP, creating test sessions, transfer requests, etc.)	9/21/2021	10/29/2021
Prepare Sessions	9/30/2021	10/29/2021
Additional Order Window (Braille paper materials only)	9/13/2021	10/28/2021
Deadline to return to paper-based nonscorable materials to Pearson (one week after testing)	6/8/2021	6/8/2022
Interim 2 Testing Window	1/24/2022	2/18/2022
Interim 3 Testing Window	5/2/2022	5/27/2022



Learning Renewal Interim Resources



Where to Find Training Webinars

Learning Renewal Interim Training Webinars can be found at:

> <u>Learning Renewal Interim</u> <u>Resources</u>



PearsonAccess^{next} Live Site



· Makes use of technology in assessments, and advances accountability at all levels

- · Provides immediate and individualized reporting.
- · Assessments are computer-adaptative to measure each students' mastery of standards.
 - · Interims match the scope and sequence of the local curriculum.

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Complete the majority of Test Administrator tasks.



http://il.pearsonaccessnext.com

<u>https://trng-</u> il.pearsonaccessnext.com/



New PearsonAccess^{next} Enhancements

2021-2022 School Year



New Home Page

- Information can be accessed via the dropdown links across the upper left of the screen.
- Depending on your access, the panel may be expanded (see all menu items up login) or collapsed.



PearsonAccess^{next} New Home Page Notifications

- Urgent notifications will remain at the top of the screen.
- Important and informational notifications will shift to the main text section, above your Program Information.



PearsonAccess^{next} New Home Page View Upon Login

• Users can set a predefined home page upon login.

<u> </u>			Sessions Go to Students in Sessions »
	Sessions 0 Selected Clear		Tasks 0 Selected
•	Manage	 ✓ Start 	Select Tasks
	Manage	▼ Start ▼	Select Tasks

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- The Home Icon will change to the user's designated icon, showing that it is the user's default home page.
- The user's Home Icon will also appear next to the menu option if they return to the original home page.



New Home Page View Upon Login

- Users can change their personal Home Page from the "Your Account" page and select the Default Home Personal Home Page option.
- Only pages that the user has access to will be available.

our Account		
Profile	First Name	
Tonic	Mary	
Update Password	Last Name	
	Allen	
	Email	
	mary.allen1@pearson.com	
	Default Personal Home Page	
	Home	~
	Save	
These properties are managed	by your account administrator	
Organizations		
Illinois		
Roles		
INTERNAL FORM SETUP State		
reature Date ignore		

PearsonAccess^{next} New Dashboards

• New dashboards are now available. Any user accessing PAN can see the most relevant and useful data in an easy-to-view menu dashboard.



PearsonAccess^{next} New Dashboards

- Testing Session Status
- Testing Student Test Session Status
- Test Status Online
- Test Status Paper
- Test Status Alternate
- The data on the dashboard will refresh every 30 minutes





New Dashboards

From the Dashboard, users will go to "Dashboard User Settings."

- Users will be able to update the following:
 - Add/Remove dashboards
 - Change the number of columns displayed (1-3, with 2 being the default)
 - Change the display order
 - Change the graph type

AVAILABLE DASHBOARDS (0)			
	Your Dashboards		
	Number of Columns		
	2 0		
	+ Session Status	++ Student Test Status by Subject	
	Chart Type	Chart Type	
	Speedometer Chart ~	Speedometer Chart ~	
	Remove		Remove
	+ Test Status - Online	+ Test Status - Paper	
	Chart Type	Chart Type	
	Donut Chart 🗸	speedometer	
	Bemove		Bemove

VAILABLE DASHBOARDS (1)				
Test Status - Paper	Your Dashboards			Se
Shows the testing status for all paper- based assignments.	Number of Columns			
	+ Test Status - Online	+ Session Status	+ Student Test Status by S	
	Chart Type	Chart Type	Chart Type	
	Donut Chart 🗸	Stacked Bar Chart v	Bar Chart - with Filter 🗸	
	Bemove	Remove	Remove	

Outline of Tasks for District/School Coordinators Create PearsonAccessnext (PAN) Accounts (timeframe – now)

- If you already have an account, confirm you can still access PAN and reset passwords if necessary.
- If you are new and do not have a PearsonAccess^{next} user account, contact your District Test Coordinator.
- If you are the District Test Coordinator and do not have an account, contact ISBE at <u>assessment@isbe.net</u>.
- Familiarize yourself with how PearsonAccess^{next} works.

Outline of Tasks for District/School Coordinators Additional tasks / information once account is established



Confirm you are in the correct site (live vs. training).



Make sure you are in the correct administration:

- IL_Interim Reading and Math 2021-2022
- IL_Interim Writing 2021-2022



Confirm organization information:

- Confirm shipping address
- Confirm "ship to district" vs. "ship to school"





PearsonAccess^{next} Account Access

Demonstration

Outline of Tasks for District/School Coordinators Create PearsonAccess^{next} (PAN) Accounts

District Test Coordinators can create additional users as needed for their schools. User Roles are:









PearsonAccess^{next} Create Test Administrator Accounts

Demonstration

Outline of Tasks for District/School Check network/computers for compatibility with PearsonAccess^{next} and TestNav (now)

- Download latest TestNav App
- Run App Check (top right of the Test Nav-Application)
- Kiosk Mode
- Students need to be familiar with TestNav functionality



Support Page - Technology Setup

Outline of Tasks for District/School Coordinators Practice Tests (now through testing)

Reading and Math Learning Renewal Interim practice tests are available at:

Practice Tests

Do you want to know what taking the Reading and Mathematics portion of the Learning Renewal Interims Assessments is like? A practice test for each grade is available below for you to use to familiarize yourself with the kinds of items and format used for the tests.

View Practice Tests »



Learning Renewal Interim Resources



Outline of Tasks for District/School Coordinators Training and Materials for Test Administrators (now through testing)

- Provide training for test administrators (as needed)
- Provide materials to test administrators

Learning Renewal Interim Resources



Outline of Tasks for District/School Coordinators Set District Scope and Sequence in PAN (9/15 *through* testing)

- The district coordinator is responsible for setting the scope and sequence
- The scope and sequence sets the standards to be measured on the assessment
- The scope and sequence must be set prior to preparing sessions
- You can set the scope and sequence for all three interims now or you can set them prior to each administration window



IMPORTANT: Once students begin testing, you can NOT change the scope and sequence for that interim testing window.

Outline of Tasks for District/School Coordinators Set District Scope and Sequence – Resources

- Intelligence Blueprint (ITB) Process Document
- Best Practice for Setting District Scope and Sequence

Learning Renewal Interim Resources







PearsonAccess^{next} Setting District Scope & Sequence

Demonstration

Outline of Tasks for District/School Coordinators Load Student Information or Create Students in PearsonAccess^{next}

- Initial Student Import from SIS loaded PAN 9/15/21
- Prior to each Interim Assessment Administration an Initial Student Registration will be loaded from SIS to PAN:
 - Interim 1: loaded to PAN on 9/20/21
 - Interim 2: loaded to PAN on 1/10/22
 - Interim 3: loaded to PAN on 4/18/22
- Districts and schools can register students in PAN via SR/PNP Import or manually

Outline of Tasks for District/School Coordinators Update student accommodations in PAN

- Update student accommodation information (Student Registration/Personal Needs Profile – SR/PNP):
 - Change via student registration import
 - Change manually using the PAN user interface
- Confirm SR/PNP information using the Operational Report:
 - <u>PNP Report Accessibility Features and Accommodations for Student Tests</u>
 - SR/PNP report presents a list of students and tests with identified Accessibility Features and Accommodations

PearsonAccess^{next}



Outline of Tasks for District/School Coordinators Update student accommodations in PAN

Class Name:

- SIS will NOT push Class Name to PAN
- Districts/School must add Class Name with SR/PNP upload or manually
- Important: Generate grouping of student class roster
 - Additional information will be provided in Reporting Training on October 6 and 7
- Default Class Name If Class Name is not loaded, student will be defaulted
 - Example default name: Math Grade 03 Interim Class





Accommodations

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Accommodations & Accessibilities

Accommodations:

- **Dynamic Text-To-Speech** (ELA IEP required, Text Decoding disability)
- **Braille** (Braille with Tactile Graphics, Braille Response)
- Directions (Clarification, Native Language)
- Calculation Device/Math Tools
- Word Prediction
- Unique Accommodations
- Emergency Accommodation
- Extended Time



Accommodations & Accessibilities

Accessibilities:

- Form-specific:
 - Spanish transadaptation
 - Dynamic text-to-speech
- TestNav features:
 - Answer masking
 - Color contrast

Learning Renewal Interim Resources

Administration considerations:

- Separate / alternate location
- Small group testing
- Specialized equipment / furniture
- Specified area or setting
- Time of day



Details on all Accommodations and Accessibilities are in the **Accessibility Features and Accommodations Manual.**

Student Registration / Accommodations – Import

Verify these steps have already been completed:

- 1. The SR/PNP CSV Template provides the shell with header rows that can be used to import the Student Registration file.
- 2. Recommend first doing an SR/PNP export, adding accommodations then reimporting the file.
- 3. The entire file does not have to be imported; you can import only students with accommodations to update.
- 4. The State Student ID as listed in PAN must be included on the SR/PNP import.

Student Registration / Accommodations – Import

Student records can be imported using the SR/PNP layout and templates found on the <u>il.mypearsonsupport.com</u> Customer Support site on the Learning Renewal tab.

Accommodation Resources

Information to assist in populating accommodation and accessibility information for students in PearsonAccess^{next}. Resources include Student Registration/Personal Needs Profile Layouts, Field Definition Document, an Accommodation Template and Guide for Adding Accommodations Manually within PearsonAccessNext.

Accommodation Resources - Coming Soon -

21-22 Interim Student Registration_Personal Needs Profile csv file headings

SR/PNP File Field Definitions

21-22 Interim SR_PNP Detailed Layout

Guide for Adding Accommodations Manually within PearsonAccessNext

Learning Renewal Interim Resources



Student Registration

- 1. Complete the information in the layout or add accommodations to SR/PNP export.
- 2. Save file as a .csv file.
- Under the Setup drop down menu, select Import/Export Data. Then, from the Select Tasks bar, select Import/Export Data, then Start.
- 4. In the Type drop down, select Student </br>Registration Import.



PearsonAccess^{next}

Student Registration / Accommodations – Import

- 1. File Layout Type can be fixed or csv.
- 2. Sessions will be auto created, if the session field is completed. If you do not want sessions to be created, check the "Don't auto-create" box.
- 3. Importing will modify students, registrations and tests. Check box if you do not want this to happen.
- 4. Select Choose File.
- 5. Select Process.

Type*	
Student Registration Import	
File Layout Type	
CSV V	
Don't auto-create Test Sessions fo	r online testing
Note: If this test administration is	set to auto-create test sessions but you do not want test sessions created from this import, check the box abov
Don't modify student tests	
Don't modify student tests Note: This import modifies stude	nts, student registrations and student tests. If you don't want student tests modified, check the box above.
Don't modify student tests Note: This import modifies stude Source File	nts, student registrations and student tests. If you don't want student tests modified, check the box above.

Student Registration / Accommodations – Import

- Check the import view detail page to confirm there were no records in error.
- The import detail screen will indicate the number of records that imported successfully as well as any records in error.



Student Registration / Accommodations – Entry

Manually create student records or update accommodations within PearsonAccess^{next}.

- Under the Setup drop down menu, select Students.
- On the Student screen, use the "Select Tasks" drop down and select Create / Edit Students and the Registration tasks.

Student Registration / Accommodations – Entry

Fill out additional demographic information to complete the Student Registration.

- Check the Registered box.
- Complete grade level.
- Complete Home School code
- Select Ethnicity / Race.
- Select additional status information including EL and Students with Disabilities.
- Click on Save.

STUDENTS (2)	IAR SPRING 2020					
SAMPLE, 03 STUDENT 2 (323111111) SAMPLE, 03 STUDENT 3 (323111112)	SAMPLE, 03 STUDENT	r <mark>3 (</mark> 32	23111112)			
Shim (22, 00 3100 Citt 0 (22011112)	Registered					
	Grade Level When Assessed* 0	Home	School Code* 0		Ship Rep	ort School Code 0
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	×					*
	Race - At least one of the for Asian O	llowing	g fields must be American India	selecte n or Alas	ed: ska Native	0
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	Black or African American O		Native Hawaiian	n or Othe	er Pacific Is	slander Ø
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	White O		Two or More Ra	ices O		
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	Student Status		and the local state of Free State			
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					<u> </u>	
	Gifted and Talented O	M	ligrant Status O			
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	· · · ·		den en Direchille T			
		P	rimary Disability Ty	pe O		

Student Registration / Accommodations – Entry

IMPORTANT: Student records should only be created manually, if necessary, to test during the testing window.

- All student records must be entered in SIS, however, for Interim Assessments, students must also be registered in PAN (after Student Registration load).
 Interim records <u>will not</u> be automatically transferred into PAN.
- Student records created manually, will be given a temporary ID, if there is not a match to a permanent ID within PAN.
- Enter student information in PAN <u>exactly as it exists</u> in SIS to ensure correct State ID is assigned.





PearsonAccess^{next} Student Information

Demonstration



Outline of Tasks for District/School Coordinators Place students in test sessions

Sessions are created in PearsonAccess^{next} either by doing a student import or by manually creating within PAN.

• If importing sessions, user should first do a student export to capture all accommodations that were previously input prior to adding session information.

PearsonAccess^{next} Create Test Sessions / Add Students to Sessions

Demonstration







Outline of Tasks for District/School Coordinators Prepare Sessions

- Ensure district scope and sequence is set.
- Sessions must be prepared before students can log into TestNav to take the test.
- Preparing the session assigns the test form, specifically form specific accommodations.
- Once the form has been assigned, Test
 Coordinators can confirm that students with form specific accommodations have been provided with the correct form.

Print Testing Tickets

 Testing tickets for all sessions can now be printed at one time.

IMPORTANT:

If a student starts a test with an incorrect accommodation, that test must be marked complete and then student will NOT be able to continue testing.



PearsonAccess^{next} Prepare Sessions

Demonstration



Outline of Tasks for District/School Coordinators Start Sessions

- Sessions must be started before students can log into TestNav to take the test.
- Track students for make-up tests and new arriving students.
- Students moving out of the district who did not start any interim assessments should be removed from any sessions.





PearsonAccess^{next} Start Sessions

Demonstration



Outline of Tasks for District/School Coordinators Stop Sessions

- Sessions should be stopped at the end of the testing window.
 - Remove students who did not start any interim assessment from test sessions.
 - All tests that have been started must be in "Complete" or "Marked Complete" status.





PearsonAccess^{next} Stop Sessions

Demonstration





Braille-Specific Instructions



Outline of Tasks for District / School Coordinators Braille-specific Instructions

- Order Braille Kit
- Additional order window: September 13 October 28
- Keep braille books until all three administrations are completed



Kits will include all necessary materials, e.g., test book, math tools (reference sheet, protractor, ruler), etc. Outline of Tasks for District / School Coordinators Braille-specific Instructions (continued)

- Student must have the following in their SR/PNP:
 - Braille Transcription (Column BR)
- Student MUST be placed into an Online Test Session
- Prior to administration, ensure the test administrator has the scope and sequence document
- Student answers MUST be transcribed into TestNav

Outline of Tasks for District / School Coordinators Braille-specific Resources

- Braille Test Administration Process Document
- Braille Test Administration Document and Answer Sheet
- Braille Test Administrator Scripts

Learning Renewal Interim Resources







- TestNav is the software students will use to login and test 2021-2022 Learning Renewal Interim Assessment.
- The Technology Coordinator or Test Coordinator will need to download TestNav and setup computers well ahead of the testing window.
- Detailed information is available at <u>il.mypearsonsupport.com</u> on the Technology tab.
- Once TestNav is downloaded, auto updates should be turned off.

F Technology Setup Use the information and tools on this page to prepare technology for online TestNav8 Downloads Page » testing, including downloading or accessing TestNav. TestNav is used to deliver online tests to students. Illinois IAR districts - schedule a time with Pearson Field Engineer staff to discuss technology questions/concerns. Use this calendar to set-up time with the Pearson Technology Field Engineering Team to address questions on the following: How your district infrastructure interacts with Pearson systems (examples may include: firewalls, content filters, student devices, proctor caching servers, wifi access points, etc.) · How to prepare and complete an infrastructure trial in your district · Discuss issues or questions that arose while performing an infrastructure trial · How to set-up proctor caching in your district · Other recommendations on online testing set-up for your district or school Note: During live testing, please call Illinois Customer Support for immediate assistance Technology Requirements View hardware and software requirements for administering online tests. Technology Requirements -List of Chromebooks that have reached Auto Update Expiration (AUE) and will not deliver the IAR in Spring of 2021 (see models highlighted in red) List of Chromebooks -Additional Technology Resources User Guides are product guides to be used by Test Coordinators, Test Administrators, and technology personnel for technical instructions and troubleshooting. Additional Technology Resources -



• The first-time using TestNav, you will need to choose a customer.



- Once the customer is chosen, students will be directed to the login screen.
- The customer screen will not show up again, unless you select choose a different customer.

11111015	
Username	
Password	G D
Sign In	



Support



Customer Support Site

il.mypearsonsupport.com

- Manuals
- Practice Tests (non-secure)
- User Guides
- Technology Information
- Support Documents

Learning Renewal Interim Resources



Learning Renewal Interim Resources

Access trainings, manuals, and other resources to prepare for and administer the Learning Renewal Interim assessments. The links to the correct file layouts are contained in the relevant manual.

* Learning Renewal Interim Assessments 21- 22 School Year - Key Dates

Learning Renewal Interim Assessments 21- 22 School Year	Starting Date	Ending Date
Interim 1 Tecting Window	10/4/2021	10/28/2021
Load Org Files	9/7/2021	9/13/2021
Districts Set Scope & Sequence	9/15/2021	9/29/2021
Student Registration (Load SRIPNP, creating test sessions, transfer requests etc)	9/21/2021	10/29/2021
Prepare Sessions	9/30/2021	10/29/2021
Additional Order Window (Braille paper materials only)	9/13/2021	10/28/2021
Deadline to return paper-based nonscorable materials to Pearson (one week after testing)	6/8/2021	6/8/2022
Interim 2 Testing Window	1/24/2022	2/18/2022
Interim 3 Testing Window	6/2/2022	6/27/2022

Test Manuals

The test administration and test coordinator manuals provide instructions for the Learning Renewal Interim Assessments

Test Manuals 💌

Test Administrator Scripts

Test Administrator Scripts for administration directions are provided for Computer-Based testing (English Only) and Braille

Test Administrator Scripts 💌

Accommodation Resources

Information to assist in populating accommodation and accessibility information for students in PearsonAccess^{next}. Resources include Student Registration/Personal Needs Profile Layouts, Field Definition Document, an Accommodation Template and Guide for Adding Accommodations Manually within PearsonAccessNext.

Customer Support Site il.mypearsonsupport.com (continued)

Learning Renewal Interim Resources	🚦 Invest in Kids Act 🛛 🗘 Support		
PearsonAcce	ss ^{next}		
earsonAccess ^{next} serves a	s the entry point to all Pearson s	services used by school distric	ts participating in IAR
earsonAccess ^{next} and the lote: For security purposes, your Pearson at your password must be reset to retain	Sign In to PearsonAccess ^{next} Op Training Center use the same us Access ^{next} password will be valid for 180 days. access. A link for resetting your password will b	perational Site or Sign In to the sername and password. If you do not reset your password in that time e provided in the email notification.	e Training Center. eframe you will receive an email notificatio
assessments. Select either s PearsonAccess ^{next} and the lote: For security purposes, your Pearson hat your password must be reset to retain Sign In to Pearson	Sign In to PearsonAccess ^{next} Op Training Center use the same us Access ^{next} password will be valid for 180 days. access. A link for resetting your password will b Access ^{next} (PAN)»	Sername and password. If you do not reset your password in that time e provided in the email notification. Sign In to the Trai	e Training Center. eframe you will receive an email notification

Customer Support

Customer support and assistance is available via email, chat, or phone. Pearson technical and customer support is available Monday through Friday for assistance with installation of software, test session management, or technical troubleshooting during testing.

Customer support FAQs



Phone

ISBE Division of Assessment and Accountability 1-866-317-6034 email: assessment@isbe.net website: isbe.net/assessment

Illinois Customer Support 1-833-213-3879

Monday - Friday 6:00 am - 6:30 pm (CT)

🖵 email

Submit a Pearson help desk request





LRIA Office Hours

September 15 – October 27 Wednesdays at 1pm, CT <u>Sign Up!</u>



Pearson



ISBE – Pearson Contact Information



ISBE Assessment & Accountability

866-317-6034

- <u>assessment@isbe.net</u>
- <u>https://www.isbe.net/Pages/Assessment-Communications.aspx</u>
- <u>www.isbe.net/Pages/Assessment.aspx</u>
- <u>https://www.isbe.net/Pages/Learning-Renewal-Interim-Assessments.aspx</u>
- <u>https://www.isbe.net/Pages/Assessment-Webinars.aspx</u>
- <u>https://il.mypearsonsupport.com/learningRenewalInterimResources</u>



Pearson Customer Support

833-213-3879

• <u>https://il.mypearsonsupport.com</u>





Questions?



