



Procedures for Assigning and Administering the Human Reader Paper-Based ELA, Math, and Science and the Human Reader and Human Signer Computer-Based ELA, Math, and Science tests.

For Spring 2025, there are changes to assigning and administering paper-based and computer-based Human Reader tests and computer-based Human Signer tests for the Illinois Assessment of Readiness and Illinois Science Assessment. The following procedures should be followed for assigning and administering these assessments.

Paper Changes

ELA/L and Math

Paper Human Reader kits for ELA and Paper Human Reader kits with a Human Reader Script for Math are **no longer available** for the IAR. For students who are unable to take a computer-based Human Reader assessment due to a disability, beliefs, or a lack of familiarity with technology, the School Test Coordinator will assign the student a paper test in the Illinois Administration Platform before the Pre-ID due date and then an additional test book for the Test Proctor will automatically be ordered and be delivered by the beginning of the additional orders window. The additional test book will be a single student test kit and will include all of the materials the student will need to take a test. The Test Proctor will use the test book to read aloud the test to the student. The single student test kit ordered for the Test Proctor must be returned with non-scorable test materials no later than one week after the testing window closes. If the Pre-ID deadline is missed, order **two** test books during the additional order window, one for the student and one for the Test Proctor.

Test Proctors must follow Appendix B of the Accessibility Features and Accommodations Manual, located on the Pearson Support Site, while administering a Human Reader Accommodation for ELA/L and Human Reader Accessibility Feature for Math. Because Human Reader Scripts for Math are no longer available, the Test Proctor administering the Human Reader paper-based Math test must follow the guidelines provided in Appendix H: Mathematics Audio Guidelines in the Accessibility Features and Accommodations Manual.

Science

For students who are unable to take the Science computer-based Human Reader assessment, the School Test Coordinator will assign the student a paper test only and order the paper test kit through additional orders. The School Test Coordinator will not assign the Test Proctor a paper test kit through additional orders. For Science, an online version of the paper test will be assigned to the student at the time the School Test Coordinator assigns the student a paper test. The Test Proctor will use the Proctor Read Aloud functionality to read the test to the student. After testing, the School Test Coordinator and Test Proctor will log into the student's online form with the student testing ticket and transcribe the student's answers verbatim from the paper test and into the online test in TestNav. Refer to the Science Paper Transcription Directions under the ISA Resources page of the Illinois Support Site for those instructions.

Test Proctors must follow Appendix B of the Accessibility Features and Accommodations Manual, located on the Illinois Support Site, while administering a Human Reader Accommodation for ELA/L and Human Reader Accessibility Feature for Math or Science.

Online Changes

ELA/L, Math and Science

The computer-based Human Reader and Human Signer accommodations for ELA and the computer-based Human Reader and Human Signer accessibility features for Math and Science are available for both the IAR and ISA.

School Test Coordinators are no longer required to create specific test sessions to prompt the system to create the Read Aloud version of the test for the Test Proctor. Assigning the Human Reader or Human Signer accommodation in the platform has replaced this step.

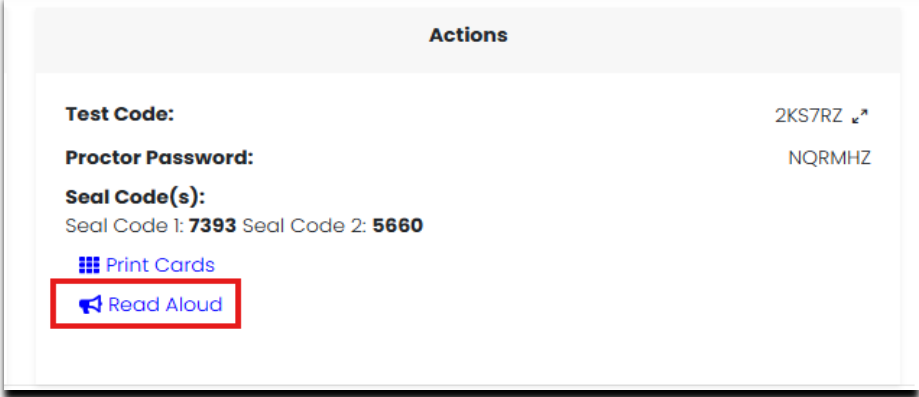
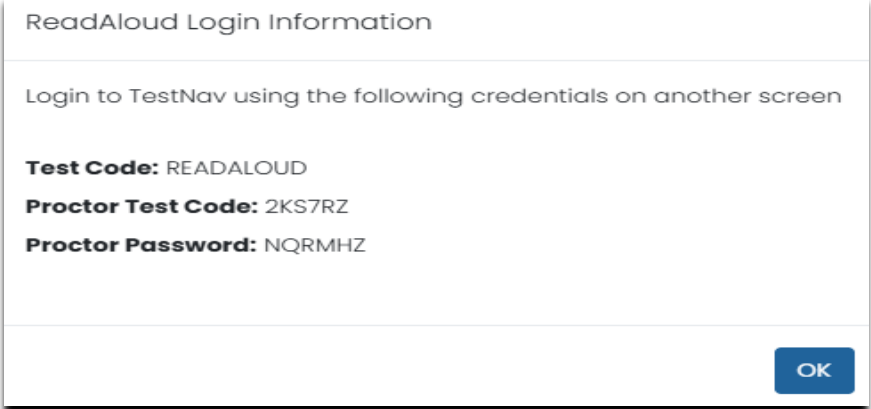
Students taking a Human Reader or Human Signer test may not be tested in the same location as students who are not receiving this accommodation or accessibility feature. Therefore, it is recommended that students taking either the Human Reader or Human Signer test be grouped together in unique proctor groups by grade and subject.

School Test Coordinators can choose how to setup Proctor Groups for students with these accommodations;

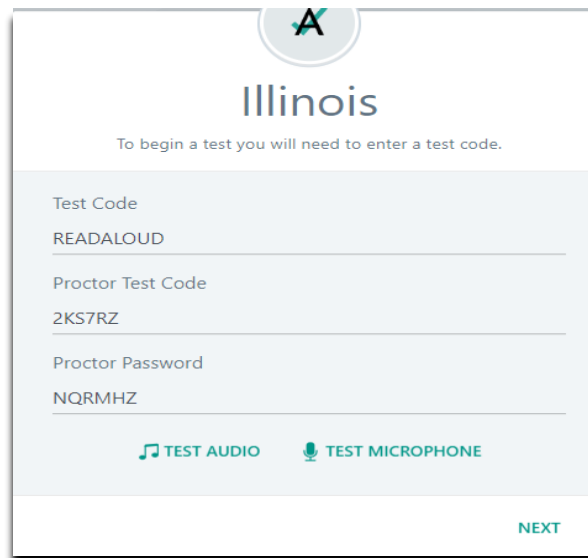
- Coordinators can opt to create a unique Test Proctor Group and pre-populate the Test Proctor Group with students. The Proctor Read Aloud version of the test will be available under the Actions area of the screen.
- Coordinators can opt to create a unique Test Proctor Group that is not pre-populated with students. As students who are assigned either the Human Reader or Human Signer accommodation log into their test, the Proctor Read Aloud version of the test will appear under the Actions area of the screen.

The Test Proctor will click on the Read Aloud Proctor Testing Ticket from the Test Proctoring Dashboard after the Test Proctor logs into the Illinois Administration Platform with a Test Proctor ticket. The Test Proctor should be provided a second device to log into the Read Aloud test to maintain a view and manage the Test Proctor Dashboard.

After logging into TestNav, the Test Proctor will read the test to the student as instructed in Appendix B of the Accessibility Features and Accommodations manual located on the Illinois Support Site.

Steps for Logging into an Online Human Reader or Signer Test	Visual Steps
<p>The Read Aloud option for the Test Proctor will be found in the upper right side of the Proctor Dashboard after the Test Proctor logs into the Proctor Group using the Test Proctor ticket. The Human Signer Test Proctor will also use the Read Aloud option to sign the test.</p>	
<p>After clicking on the Read Aloud button, the Test Proctor will be instructed by a pop-up to login to TestNav using the following credentials on another screen. TestNav will lockdown in kiosk mode after logging in and it is recommended that Test Proctors login to TestNav on a second device and continue to monitor the Proctor Dashboard on the first device.</p>	

The Test Proctor will open the TestNav app and enter the Test Code, Proctor Test Code, and Proctor Password provided from the pop-up, click next and start the test.



The screenshot shows the Illinois TestNav app interface. At the top, there is a green 'A' icon in a circle. Below it, the word 'Illinois' is displayed in a large, dark font. Underneath, a smaller line of text reads: 'To begin a test you will need to enter a test code.' The main area of the screen is a light gray box containing three input fields. The first field is labeled 'Test Code' and contains the text 'READALLOUD'. The second field is labeled 'Proctor Test Code' and contains '2KS7RZ'. The third field is labeled 'Proctor Password' and contains 'NQRMHZ'. At the bottom of this gray box, there are two green icons with text: a music note icon followed by 'TEST AUDIO' and a microphone icon followed by 'TEST MICROPHONE'. In the bottom right corner of the entire app screen, there is a green 'NEXT' button.