

Illinois Administration Platform Test Management Activities for District/School Test Coordinators for IAR and ISA Test Administration

1. **Update Student Accommodations in the Illinois Administration Platform– Complete now through Testing**
 - a. Use the Accommodations Upload Template to update student accommodations for Spring 2025 test administration.
 - b. **January 22, 2025** was the last day to update paper student accommodations to ensure Pre-ID labels will be received. Continue to update student paper accommodations in the Illinois Administration Platform as needed.
 - c. **February 20, 2025** place additional orders for paper materials needed beyond the initial Pre-ID deadline. Look for an Additional Orders Training on the support site February 20.
 - d. Link to Accommodations Overview Training:
https://il.mypearsonsupport.com/assets/vid/Accommodations%20Overview_MW_FNL2/Accommodations%20Overview_MW.html
2. **Network/Computers – Complete Now through Testing**
 - a. Work with your technology coordinator to ensure the TestNav Application has been downloaded prior to testing.
 - i. **Note:** The TestNav application needs to be downloaded prior to testing for the 24-25 school year even if you tested in Spring 24. Click [here](#) for more information and TestNav System Requirements.
 - b. Complete an Infrastructure Trial.
 - c. Link to Technology Readiness Training:
https://il.mypearsonsupport.com/assets/vid/Technology%20Readiness_MW_FNL/Technology%20Readiness_MW_FNL.html
3. **Practice Tests – Complete Now through Testing**
 - a. Provide students the opportunity to practice with the IAR summative practice items.
 - b. Practice Items: <https://il.mypearsonsupport.com/practice-items/>
4. **Training and Materials for Test Proctors and Test Support Staff – Complete Now through Testing**
 - a. Review the Test Coordinator Manual and Test Administration Manual.
 - b. Provide training for test proctors and test support staff.
 - c. Provide electronic links to the [IL Support Page](#) for test administration resources.
5. **Create Proctor Groups – Now through Testing**
 - a. A proctor group is a Test Proctor Testing Ticket that includes the Test Proctor name, grade and subject to be tested, and ending with the testing room

number/location.

6. Check Student Accommodations – One week 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 voided, then a new test with the correct accommodation must be created for the student.
- b. Place additional material orders if needed.

7. Print Proctor Group and Student Print Cards – One week prior to testing

- a. Confirm Proctor Groups
- b. Online: Print Proctor and Student Testing Tickets.

8. Monitor Testing

- a. Monitor testing through the Proctor Dashboard.
- b. Encourage Test Proctors to remind students to submit tests once they have completed each section. After testing, all test units should be listed as “Completed” or “Marked Complete.”
- c. STC no longer must mark tests complete or remove student tests from sessions that were not started. This is an automated process that will be completed by Pearson after testing.

9. Return Secure Materials to Pearson – Complete April-May 2025

- a. Return all ELA/L and mathematics paper-based testing scorable and nonscorable materials to Pearson by **April 11, 2025**. This includes test booklets, answer documents, and accommodated test materials.
- b. Return all ELA/L and mathematics computer-based testing nonscorable materials to Pearson by **April 25, 2025**.
- c. Return all science paper-based and computer-based testing scorable and nonscorable materials to Pearson by **May 7, 2025**. This includes test booklets, answer documents, and accommodated test materials.