# Illinois Assessment of Readiness (IAR)

**Test Administration Training**

Pearson

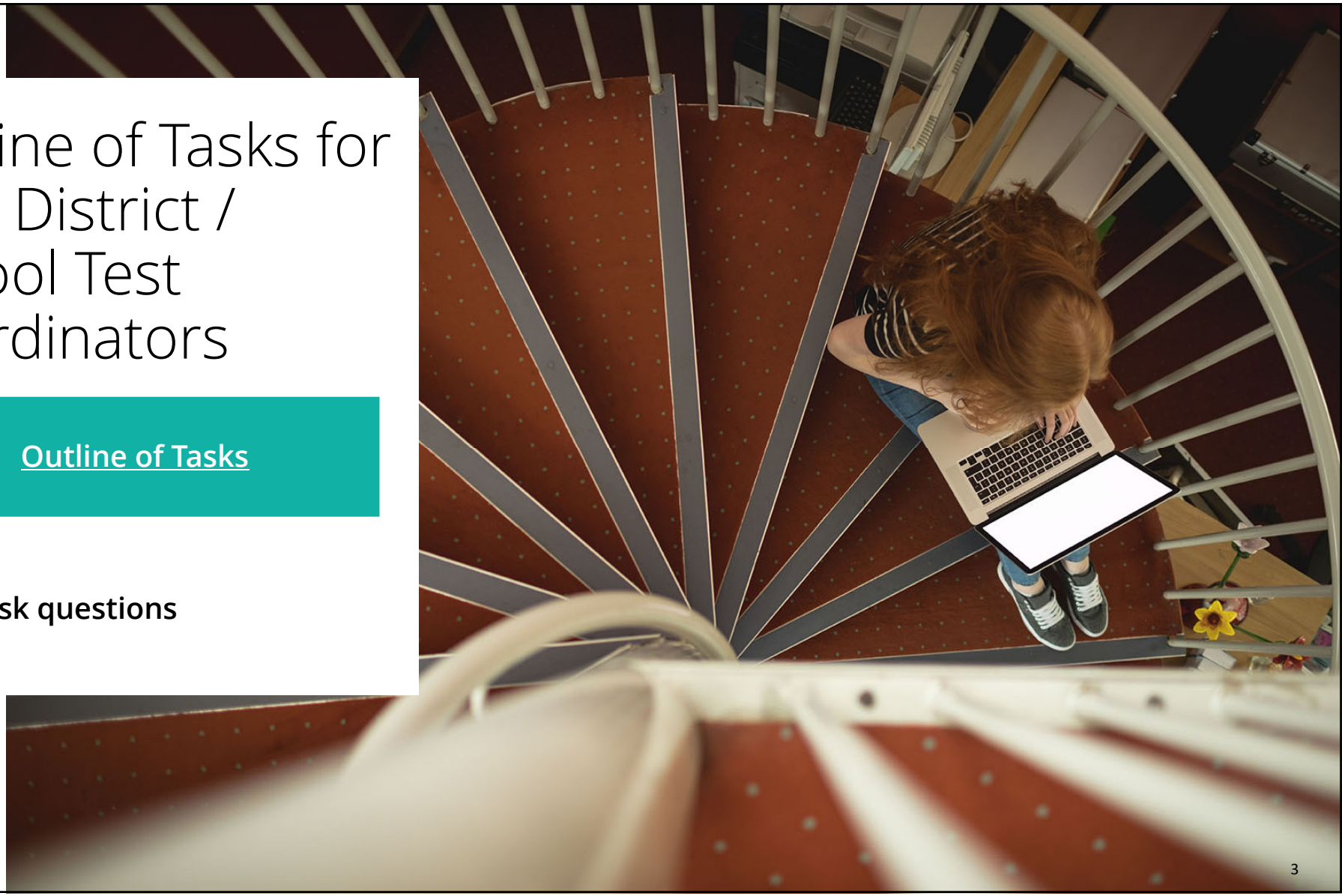
# Agenda

- Outline of Tasks for District/School Test Coordinators
- Key Dates
- What's New for the Spring Administration
- PearsonAccess$^{next}$ Account Access
- Accommodations
- PearsonAccess$^{next}$ Demonstrations
- Paper Testers
- TestNav
- Support
- Questions

# Outline of Tasks for New District / School Test Coordinators

Outline of Tasks

**Please ask questions**



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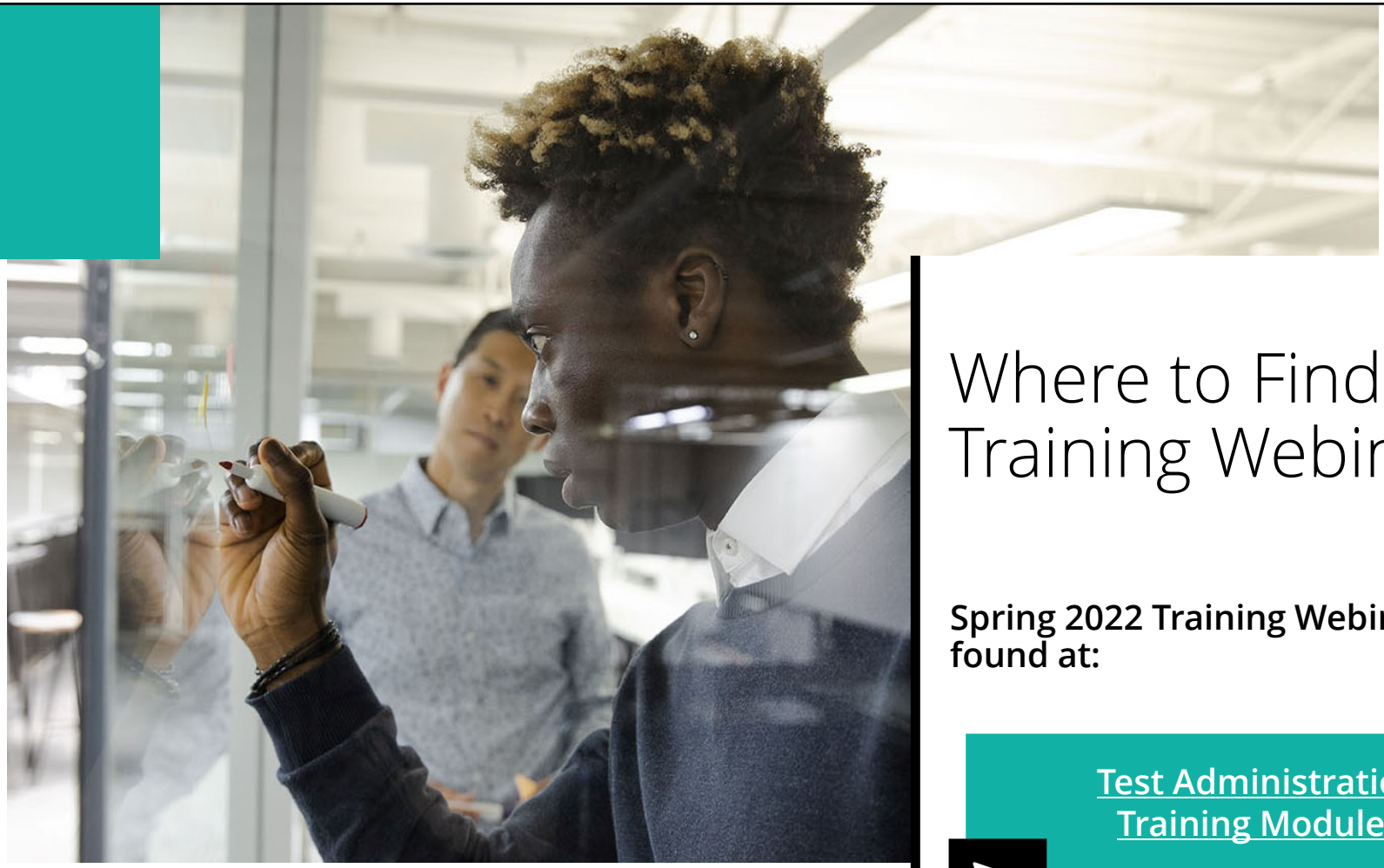
# Key Dates

Support Page

| Task / Description | Date(s) |
|---|---|
| SR/PNP District/School Imports for Accommodations | 12/28/21 |
| Deadline for Schools/Districts to have student information in PAN for Pre-ID | 1/28/22 |
| **Pre-Test** | |
| Additional Order window for districts/schools (all paper testing materials) | 2/21/22 – 4/7/22 |
| Additional Order Window for districts/schools (computer materials only) | 2/21/22 – 4/21/22 |
| Additional Order Window for districts/schools (return materials only) | 2/21/22 – 4/29/22 |
| Create Session (in PAN) Start/End | 12/28/21 – 4/22/22 |
| Prepare Session Start | 3/3/22 |
| Start Session Start/End | 3/7/22 – 4/22/22 |
| **Illinois Assessment of Readiness Spring 2022 Testing Window** | **3/7/22 – 4/8/22 (PBT)**<br>**3/7/22 – 4/22/22 (CBT)** |
| Deadline to return paper-based testing scorable and nonscorable materials to Pearson<br>(1 week after testing) – Test booklets, answer documents, accommodated test materials | 4/15/22 |
| Deadline to return computer-based testing nonscorable materials to Pearson<br>(1 week after testing) – Math Human Reader scripts, tactile graphics | 4/29/22 |



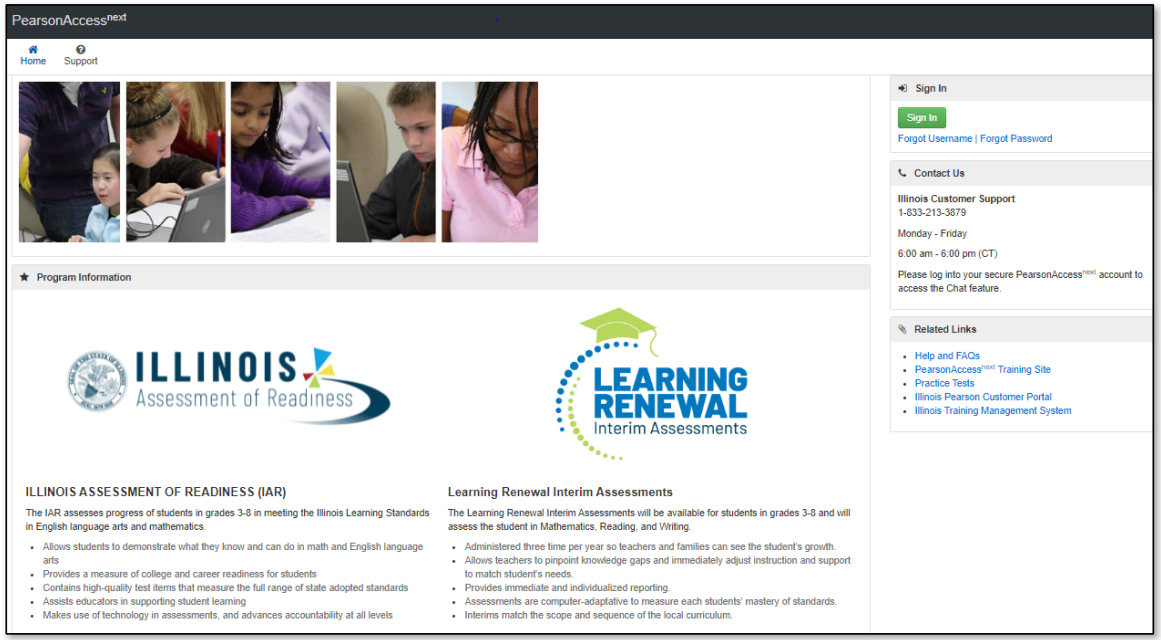
# Where to Find Training Webinars

**Spring 2022 Training Webinars can be found at:**

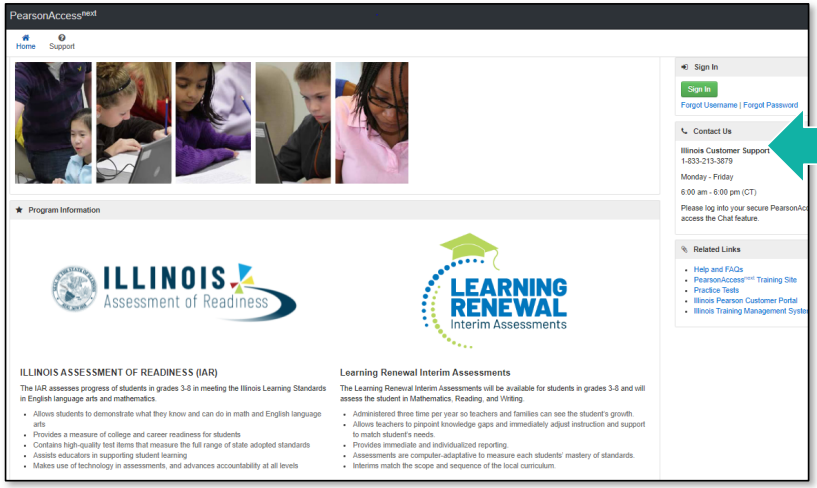
Test Administration Training Modules

# PearsonAccess$^{next}$

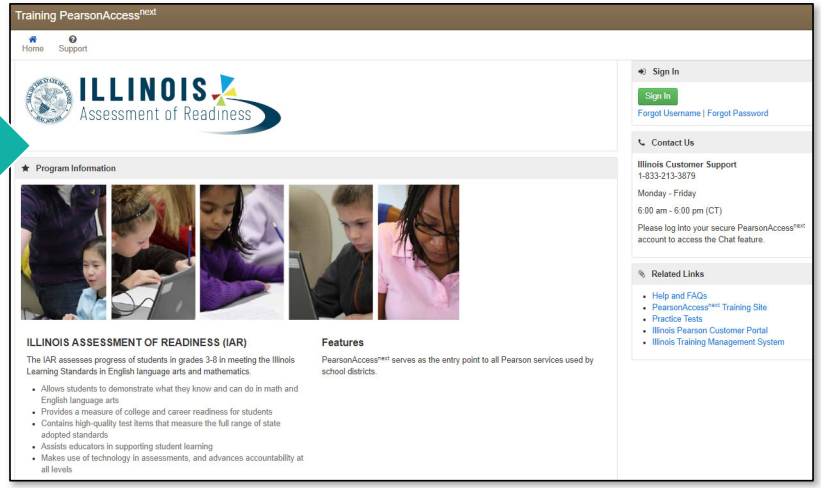
- PearsonAccess$^{next}$ Live Site
  - Complete the majority of Test Administrator tasks.
- PearsonAccess$^{next}$ Training Site
  - Practice all live activities.
  - Secure practice tests.



# PearsonAccess$^{next}$




LIVE SITE




TRAINING SITE

http://il.pearsonaccessnext.com

https://trng-il.pearsonaccessnext.com/

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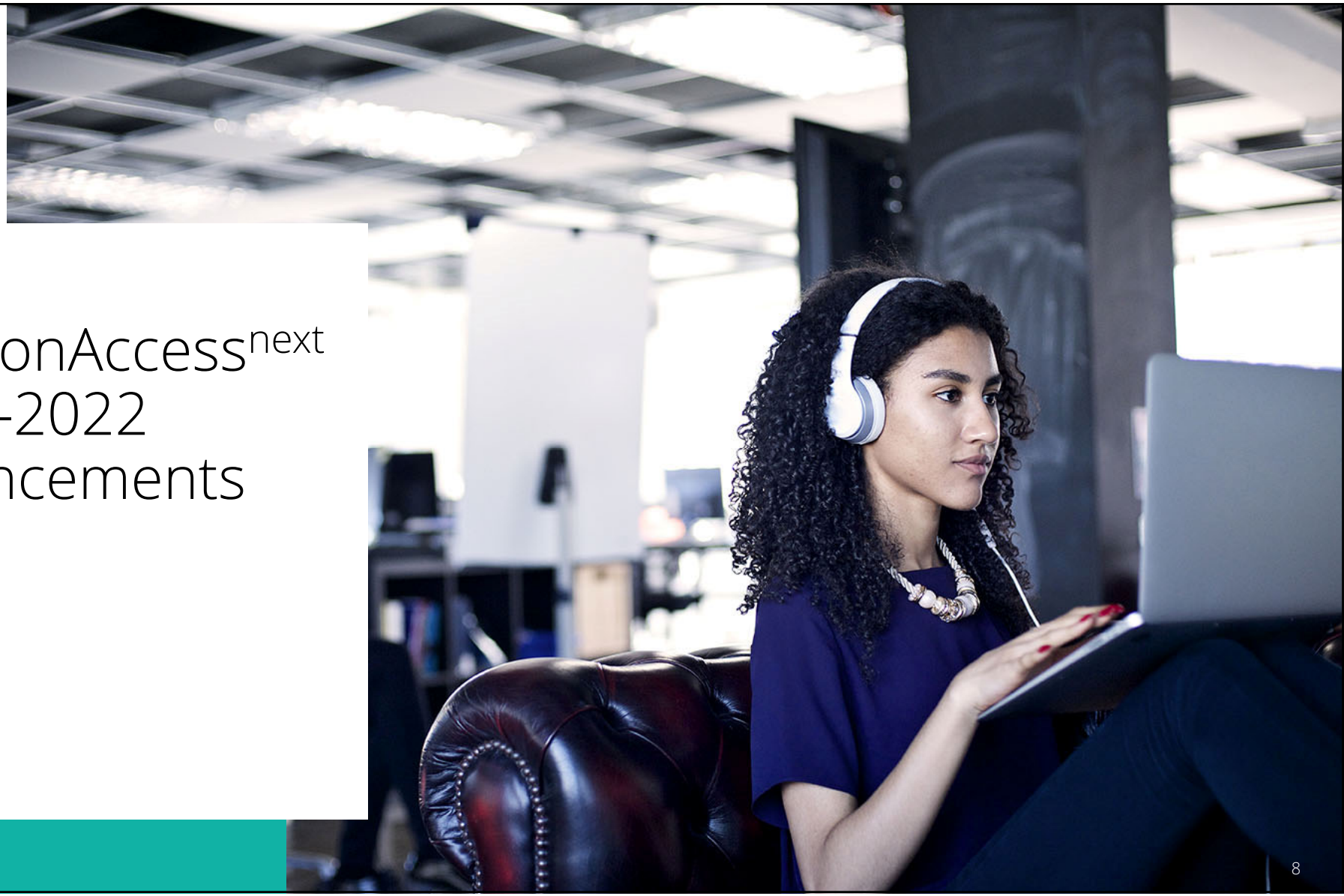
# PearsonAccess$^{next}$ 2021–2022 Enhancements



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# What's New for Spring Administration

## New 2021

- All student accommodations and accessibility features will be entered directly into PearsonAccess$^{next}$
- All student demographic information must still be entered in SIS
- Student Pre-ID labels can be printed onsite if necessary
- All additional orders will be shipped as kits

## New 2022

- Full Braille books now sent for the Assistive Technology – Screen Reader Accommodation
- Read & Write & Co:Writer Extensions Accommodation
- PearsonAccess$^{next}$ Enhancements

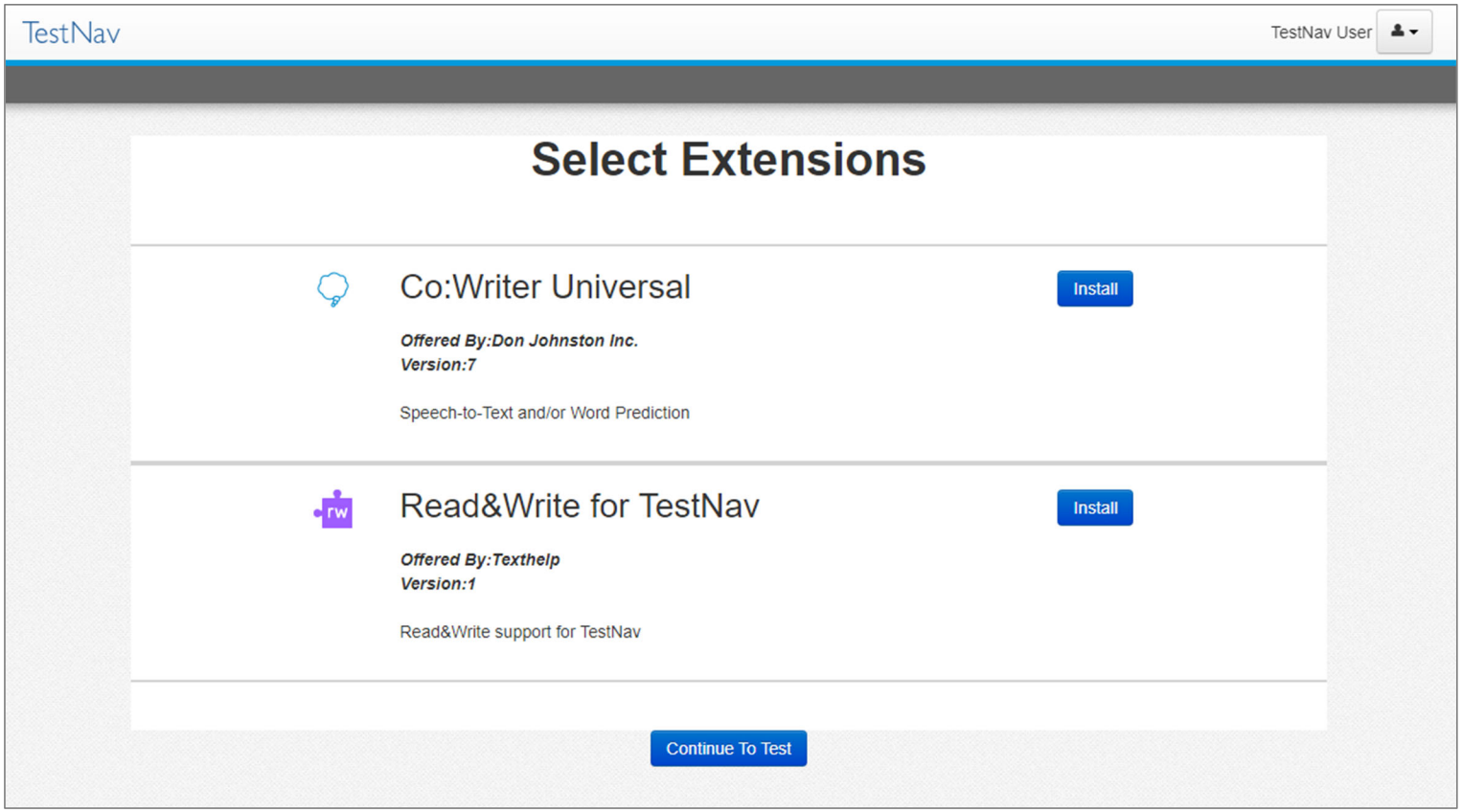
# Extensions Accommodation

## Read & Write and Co:Writer

- For ELA Only
- Must be enabled via the SR/PNP
- If a student has a Read & Write or Co:Writer extension, they MUST also select the Assistive Technology: Non-Screen Reader Accommodation in the SR/PNP
- Not used with students who are blind
- More information available in the Accessibility Features and Accommodations Manual

IAR Summative Resources

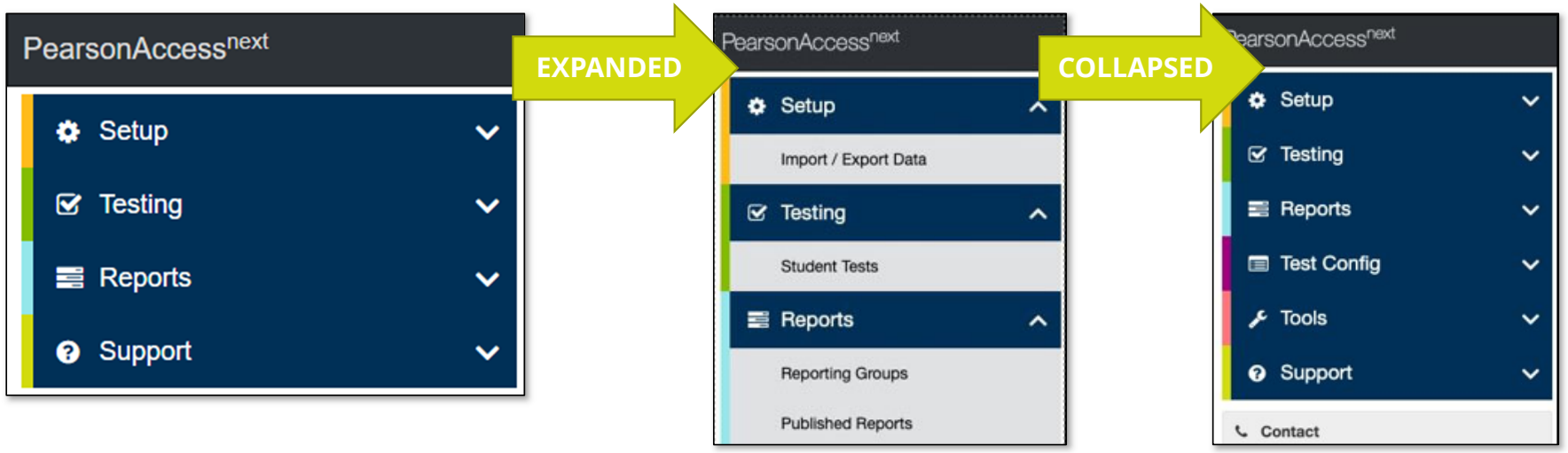
# TestNav Extensions



# PearsonAccess$^{next}$

## New Home Page

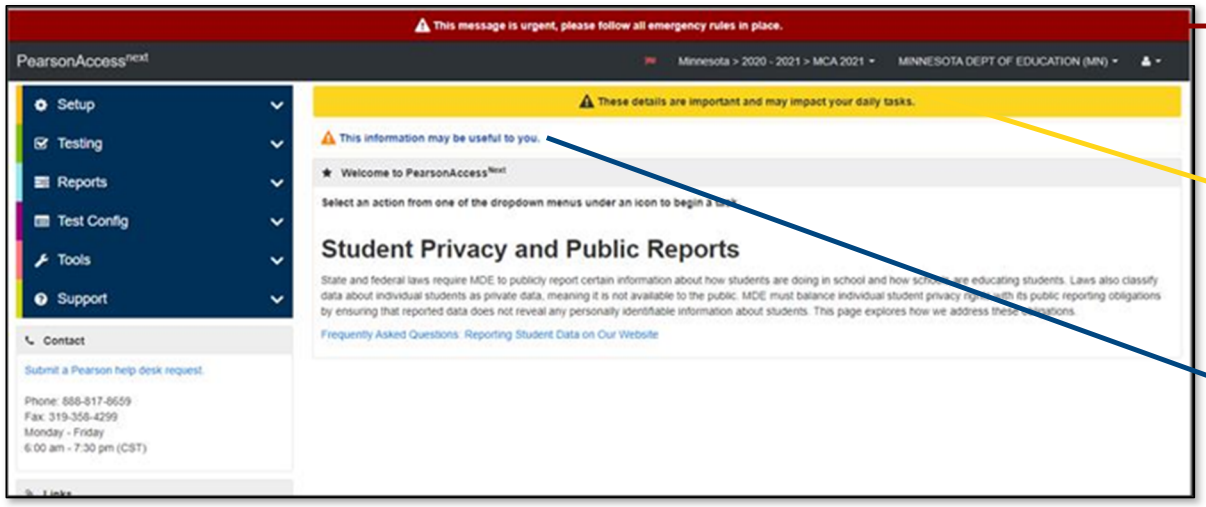
- Information can be accessed via the dropdown links across the upper left of the screen.
- Depending on your access, the panel may be expanded (see all menu items up login) or collapsed.



# 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.




**Urgent**
(red banner)

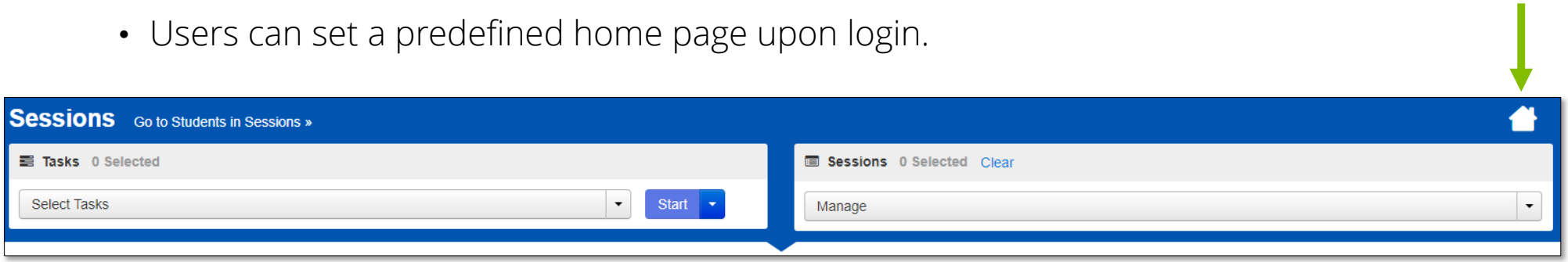
**Important**
(yellow banner)

**Informational**
(with orange warning icon)

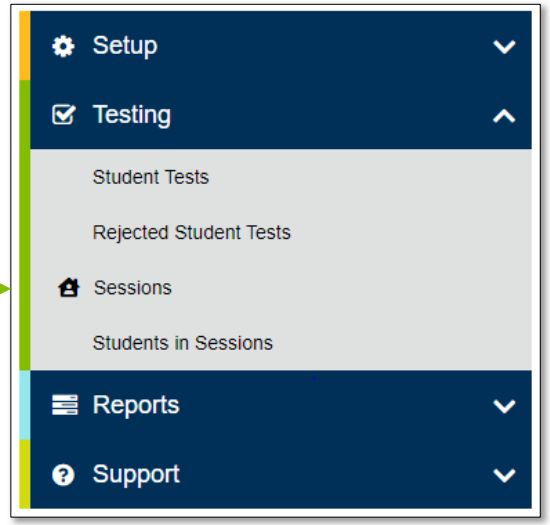
# PearsonAccess$^{next}$

## New Home Page View Upon Login

- Users can set a predefined home page upon login.



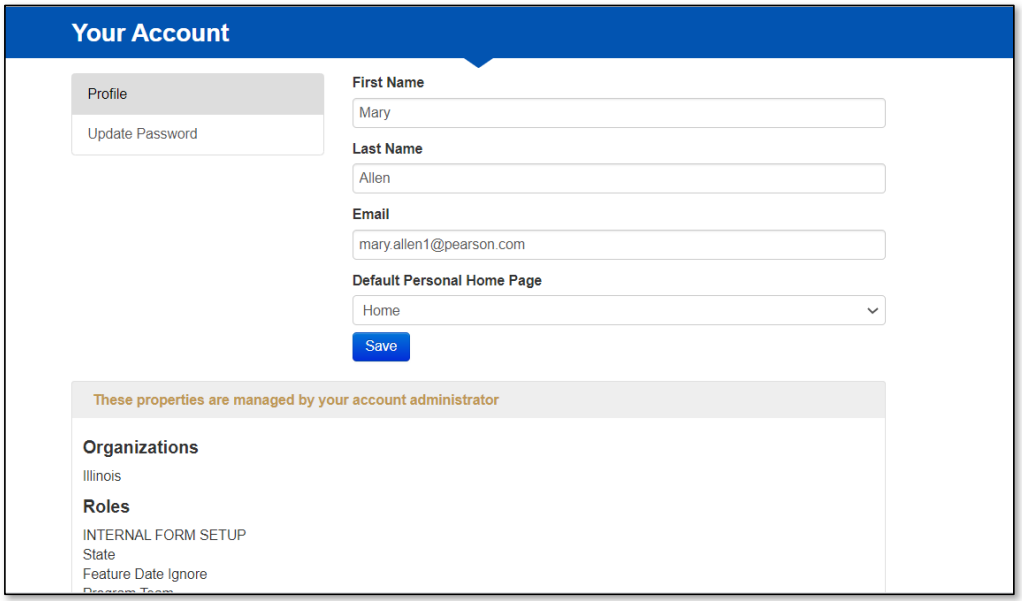

- The Home Icon will change to the user's designated icon, showing that it is the user's default home page.
- The user's Home Icon will also appear next to the menu option if they return to the original home page.



# PearsonAccess$^{next}$

## New Home Page View Upon Login

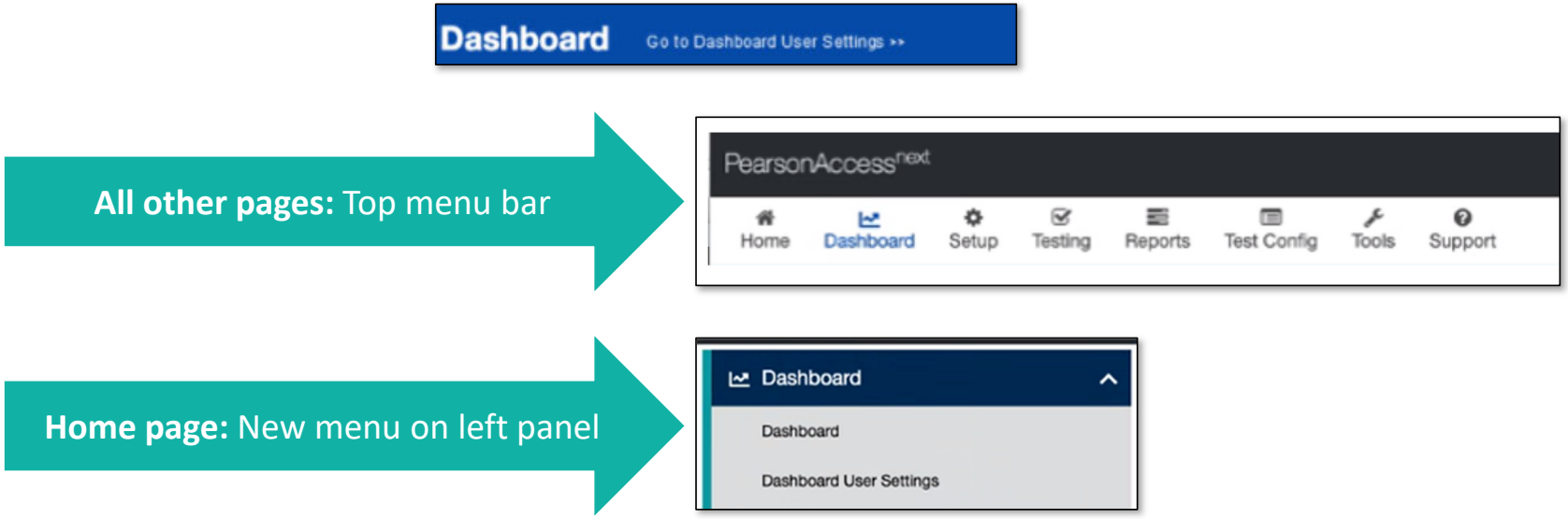
- Users can change their personal Home Page from the "Your Account" page and select the Default Home Personal Home Page option.
- Only pages that the user has access to will be available.



# PearsonAccess$^{next}$

## New Dashboards

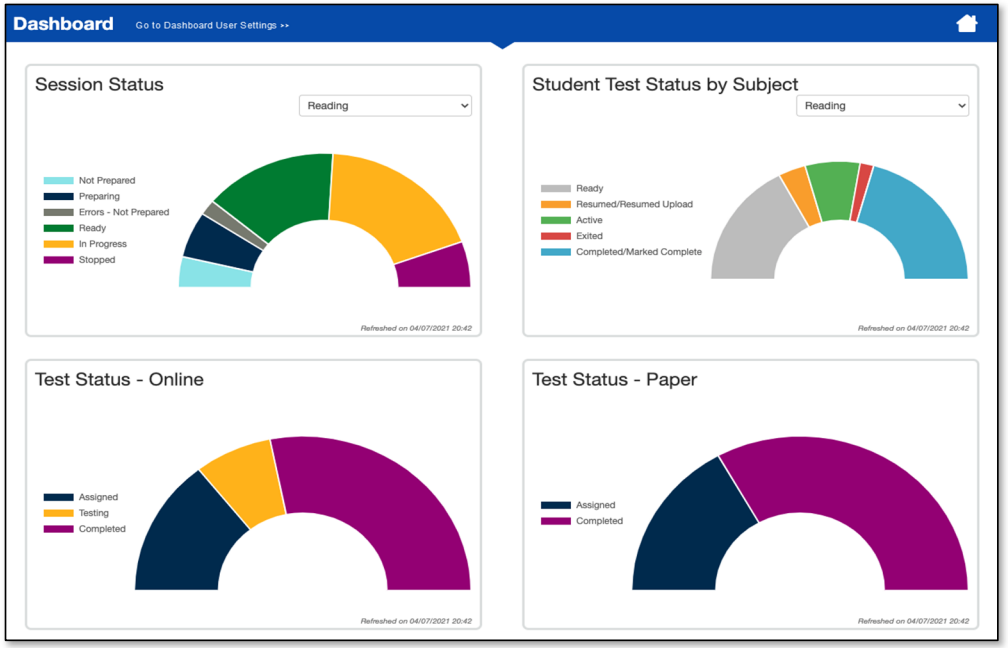
- New dashboards are now available. Any user accessing PearsonAccess$^{next}$ can see the most relevant and useful data in an easy-to-view menu *Dashboard*.

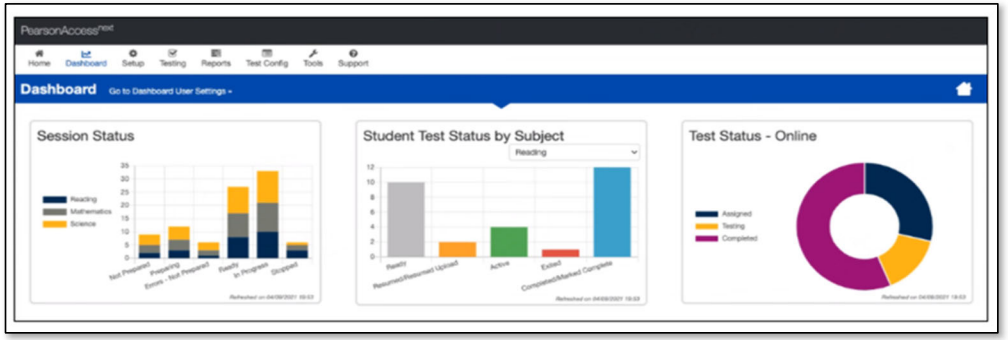


# PearsonAccess$^{next}$

## 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

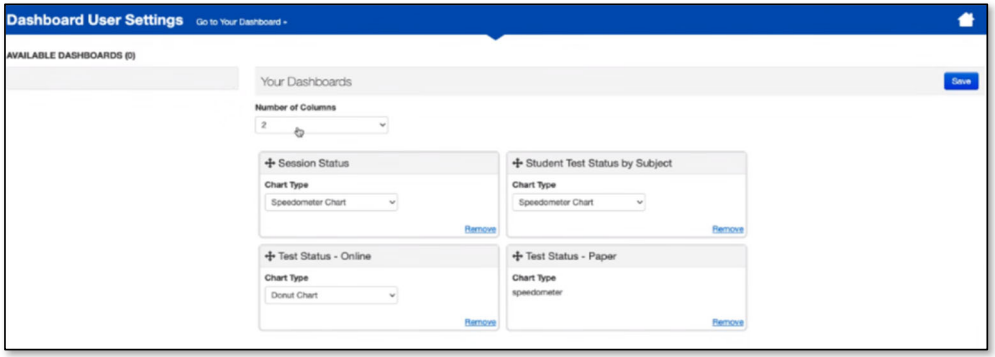


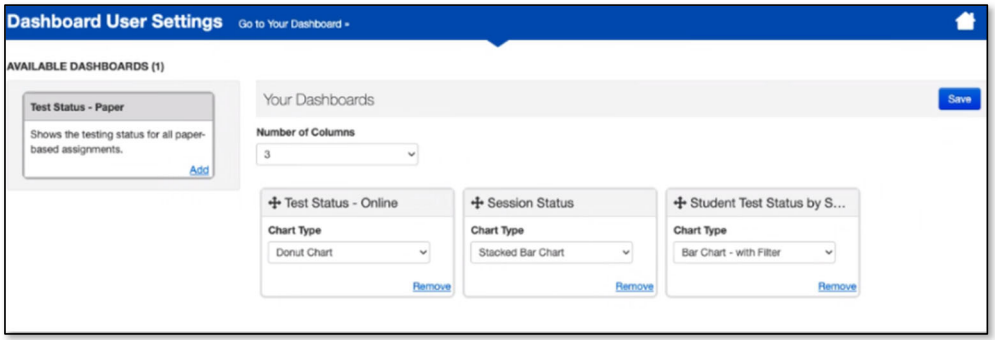



# PearsonAccess$^{next}$

## 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

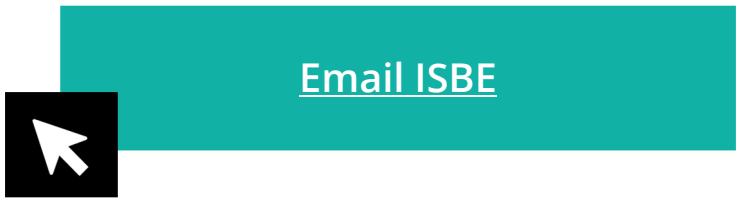


# Outline of Tasks for District / School Test Coordinators

## Create PearsonAccess$^{next}$ (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 assessment@isbe.net.
- Familiarize yourself with how PearsonAccess$^{next}$ works.



# Outline of Tasks for District / School Test Coordinators

## Additional tasks / information once account is established

- Confirm you are in the correct site (live vs training).
  - An account must be set up in both sites. If you are using the same username in the live and the training site, then the password will be the same for both sites.
  - You can export users from the live site and import into training.
- Make sure you are in the correct administration - IAR Spring 2022.
- Confirm organization information.
  - Confirm shipping address.
  - Confirm “ship to district” vs “ship to school”.

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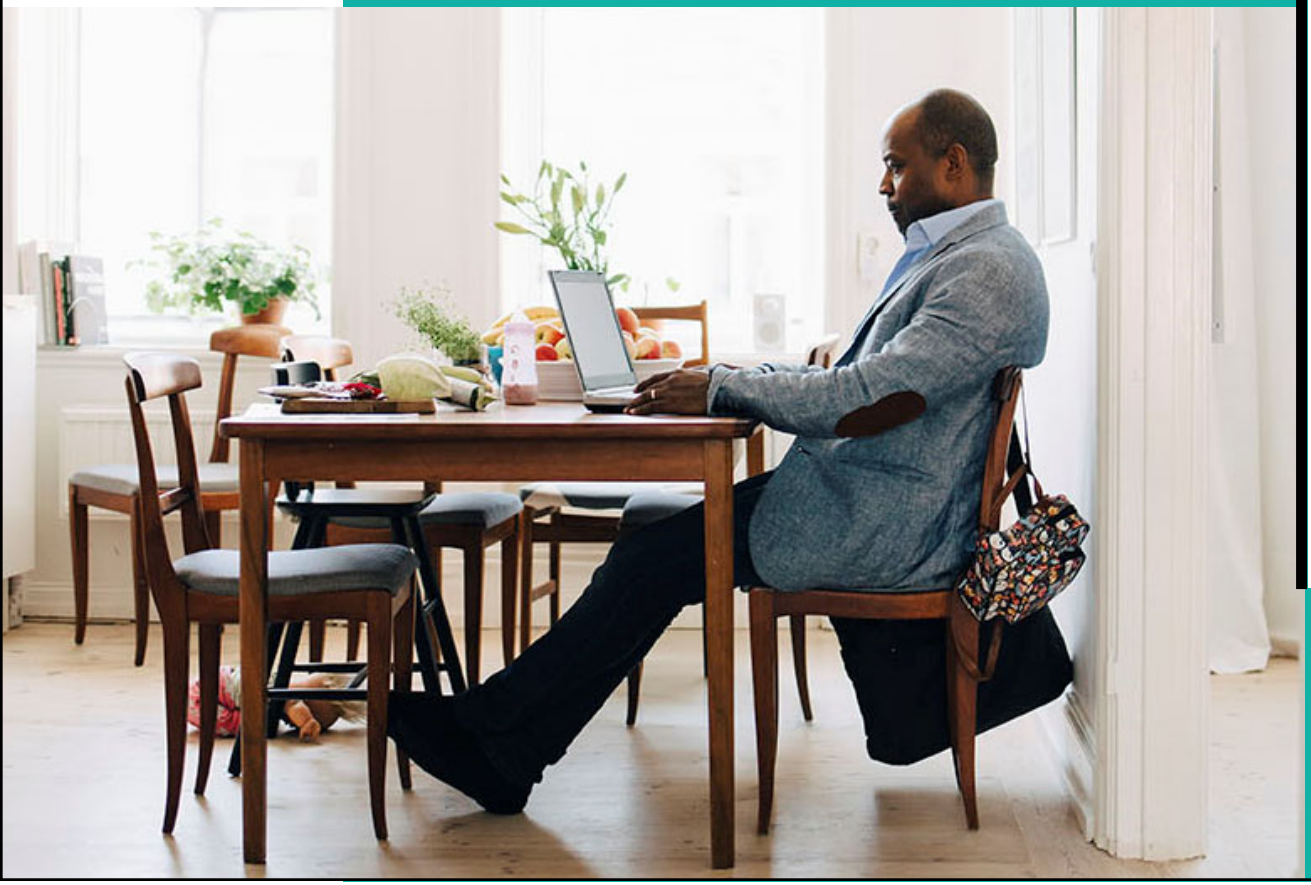

# PearsonAccess$^{next}$ Account Access

**Demonstration**

# Outline of Tasks for District/School Test Coordinators

## Create PearsonAccess$^{next}$ (PAN) Accounts

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

- District Test Coordinator
- School Test Coordinator
- Test Administrator Role
- Technology Coordinator Role
- Report Access Role

User Role Matrix

# PearsonAccess$^{next}$ Create Test Administrator Accounts

**Demonstration**

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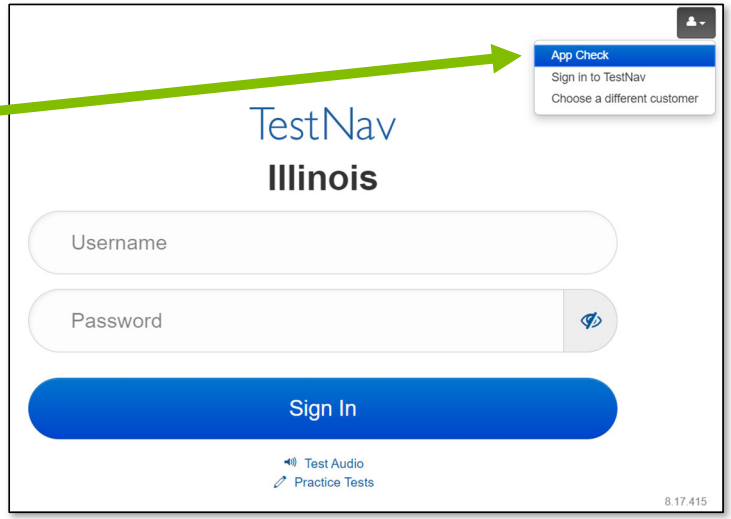
# Outline of Tasks for District / School Test Coordinators

## Check network/computers for compatibility with PearsonAccess$^{next}$ and TestNav *(timeframe – now)*

- Download latest TestNav App
- Complete an infrastructure trial
- Run app check (top right of the Test Nav Application)
- Use the Practice Test / Training Site
- Students need to be familiar with TestNav functionality

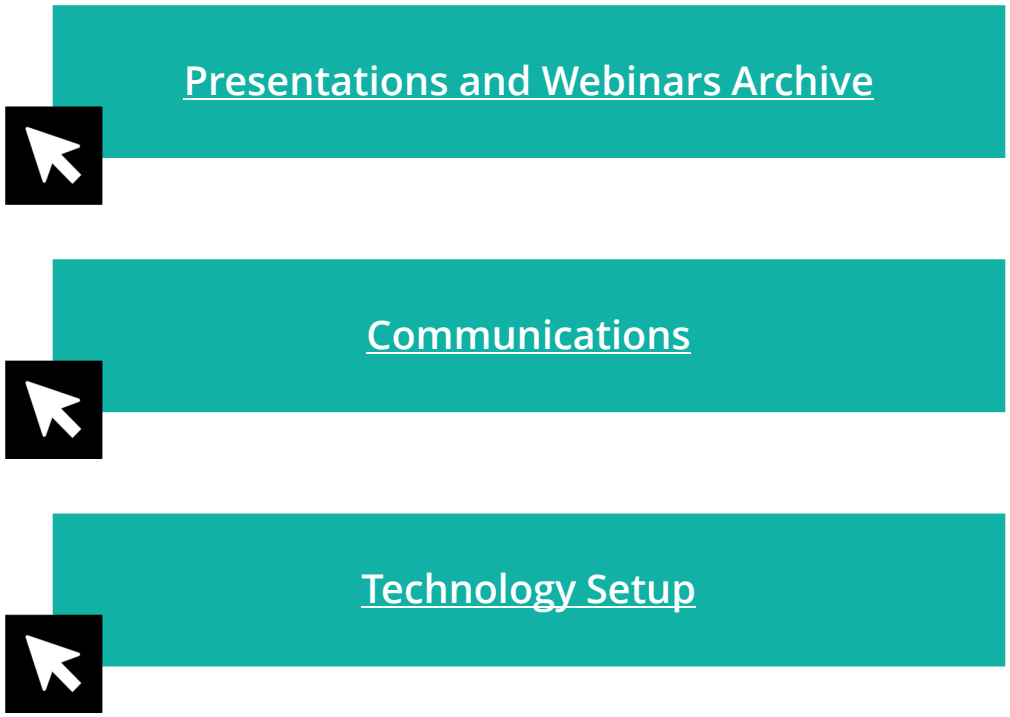



Support Page – Technology Setup

# Outline of Tasks for District / School Test Coordinators

## Check network/computers for compatibility with PearsonAccess$^{next}$ and TestNav *(timeframe – now)*

Additional resources:



# Outline of Tasks for District / School Test Coordinators

## Student Information in PearsonAccess$^{next}$ *(timeframe – now thru testing)*

- The initial student import was sent to PAN and is currently available.
- Nightly feeds from ISBE's SIS will import into PearsonAccess$^{next}$. This import will include core student demographic and organization registration information only.
- District and school staff with IWAS/SIS access have the ability via an on-demand option in SIS to submit an update to PearsonAccess$^{next}$ without waiting for the nightly feed.

# Outline of Tasks for District / School Test Coordinators

## Student Information in PearsonAccess$^{next}$ *(timeframe – now thru testing)*

**Add student accommodations in PearsonAccess$^{next}$:**

- Change via *Student Registration Import*.
- Change manually using the PAN user interface.
- Confirm SR/PNP information using the Operational Report.
  - PNP Report - Accessibility Features and Accommodations for Student Tests
  - SR/PNP report presents a list of students and tests with identified Accessibility Features and Accommodations.

**Paper material deadline for initial orders is January 28, 2022.**

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# Accommodations

# Accommodations & Accessibilities

IAR Summative Resources

- **Accommodations:**
  - **Alternate Representation – Paper**
  - **Large Print**
  - **Text-To-Speech** (ELA - IEP required, Text Decoding disability)
  - **Human Reader**
  - **American Sign Language (ASL) video**
  - **Assistive Technology – Screen Reader / Non-Screen Reader**
  - **Read & Write and Co:Writer Extensions**
  - **Closed Captioning (ELA)**
  - **Braille** (Refreshable Braille, Braille Response)
  - Directions (Human Signer for Test Directions, Clarification, Native Language)
  - Capture Response (Answers Recorded in Test Book, External Devices, Monitor)
  - Calculation Device/Math Tools
  - Word Prediction
  - Unique Accommodations
  - Emergency Accommodation
  - Extended Time

**Accommodations in bold teal font are test form specific. Those listed in teal and in black should be added to the student's PNP in order to receive the form.**

# Accommodations & Accessibilities

- **Accessibilities:**
  - **Spanish Transadaption of the Mathematics Assessment**
  - **Text-To-Speech** (Math)
  - **Answer Masking**
  - **Color Contrast**
  - Student Reads Assessment Aloud to Self
- **Administration Considerations:**
  - Separate / alternate location
  - Small group testing
  - Specialized equipment / furniture
  - Specified area or setting
  - Time of day
  - Frequent breaks

**Accommodations in bold teal font are test form specific.**

**Those listed in teal and in black should be added to the student's PNP in order to receive the form.**

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

# PearsonAccess$^{next}$

## Student Registration / Accommodations – Import

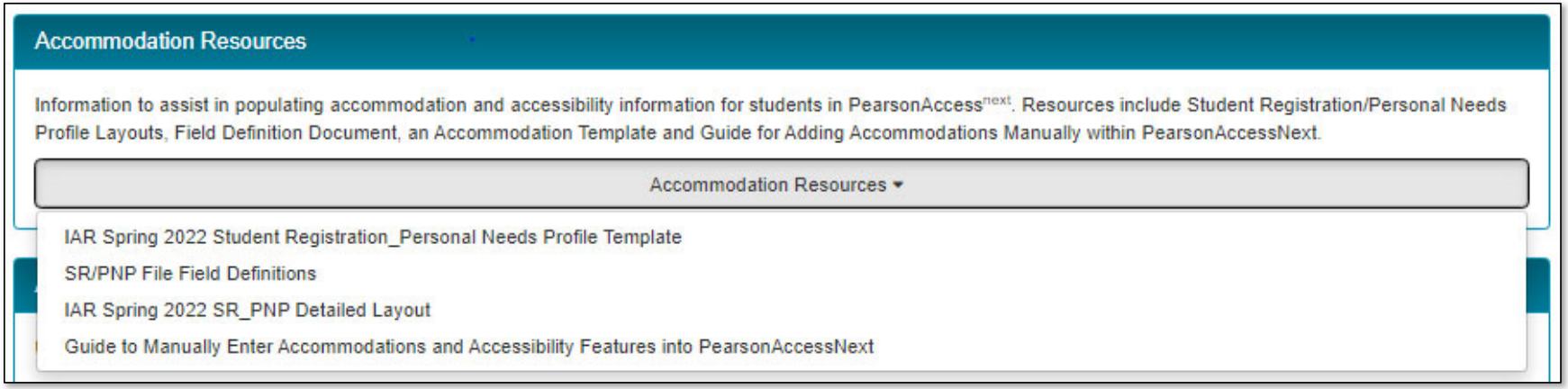
**Verify these steps have already been completed:**

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 re-importing 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 PearsonAccess$^{next}$ must be included on the SR/PNP import.

# PearsonAccess$^{next}$

## Student Registration / Accommodations – Import

Student records can be imported using the SR/PNP layout and templates found on the Support Page on *IAR Summative Resources* tab under *Accommodation Resources*.

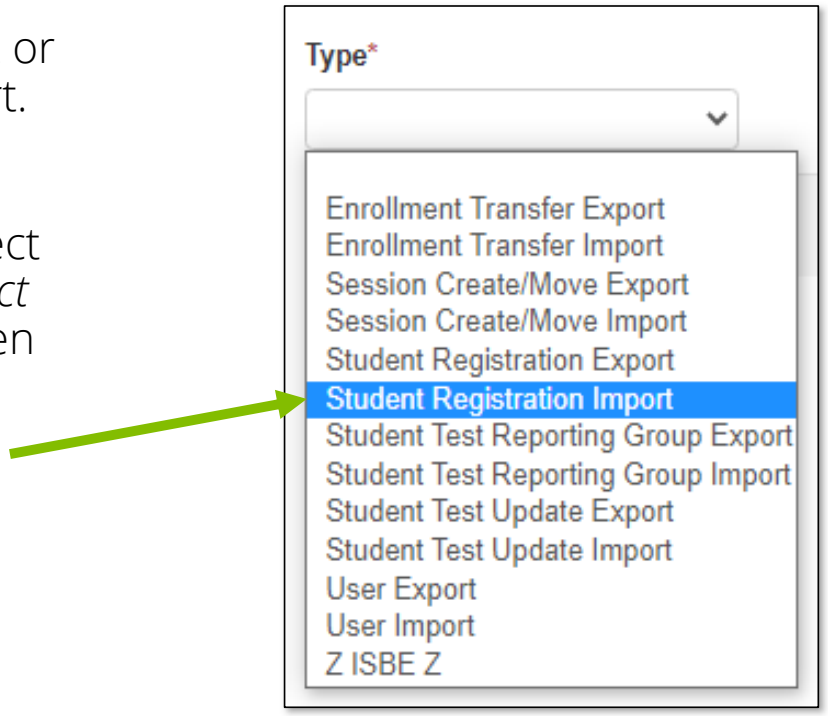



**Support Page**

# PearsonAccess$^{next}$

## Student Registration

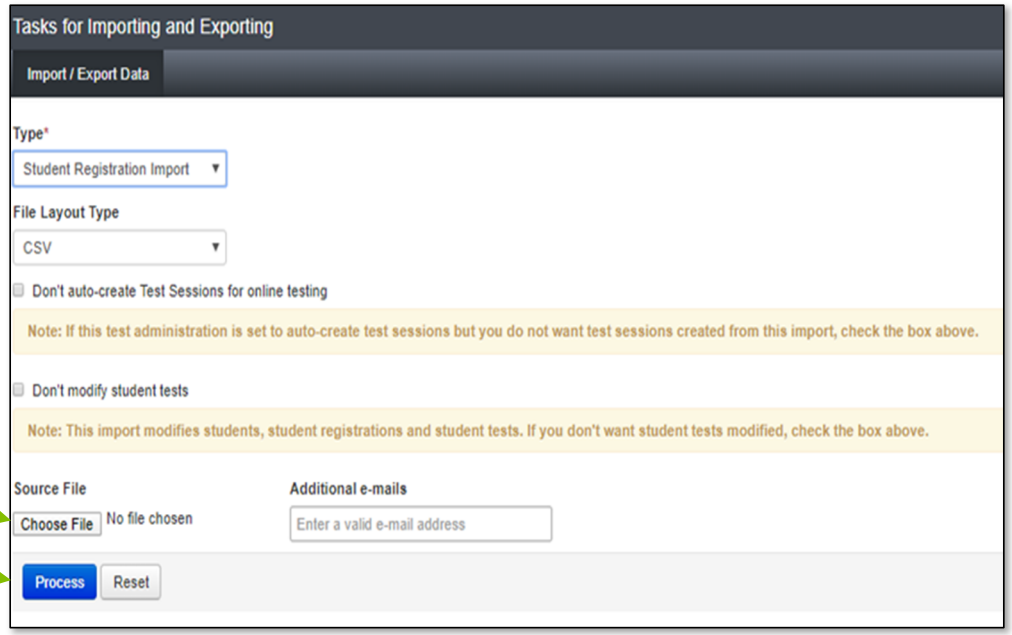
1. Complete the information in the layout or add accommodations to SR/PNP export.
2. Save as a .csv file.
3. Under the *Setup* drop down menu, select *Import/Export Data*. Then, from the *Select Tasks* bar, select *Import/Export Data*, then Start.
4. In the *Type* drop down, select *Student Registration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



# PearsonAccess$^{next}$

## Student Registration / Accommodations – Import

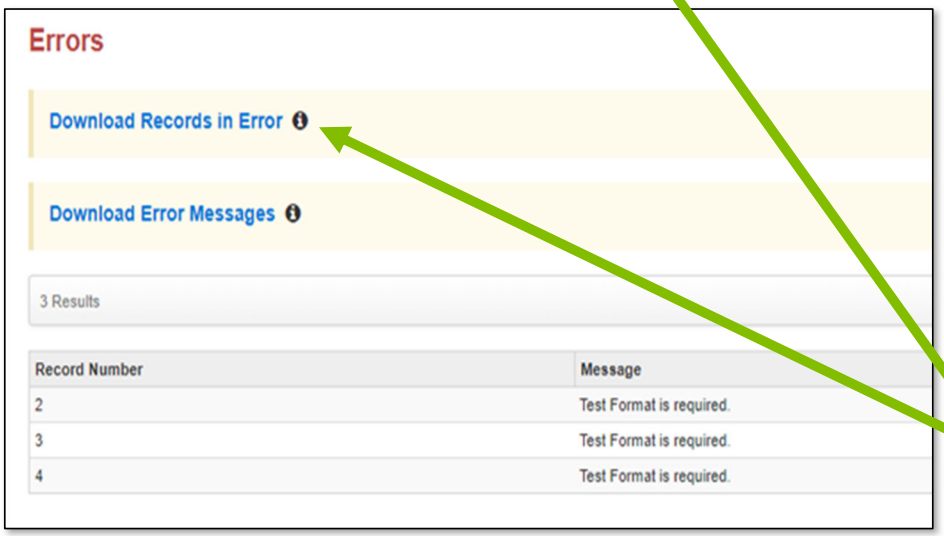
1. *File Layout Type* can be fixed or csv.
2. Sessions will be auto created, if the session field is completed. If you do not want sessions to be created, check the *Don't auto-create* box.
3. Importing will modify students, registrations and tests. Check box if you do not want this to happen.
4. Select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

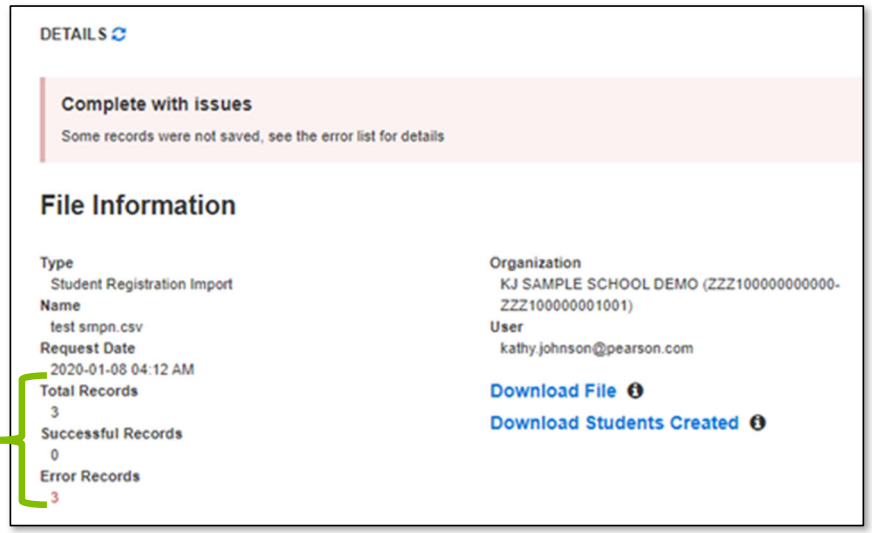


# PearsonAccess$^{next}$

## 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.



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# PearsonAccess$^{next}$

## Student Information in PearsonAccess$^{next}$ *(timeframe – now thru testing)*

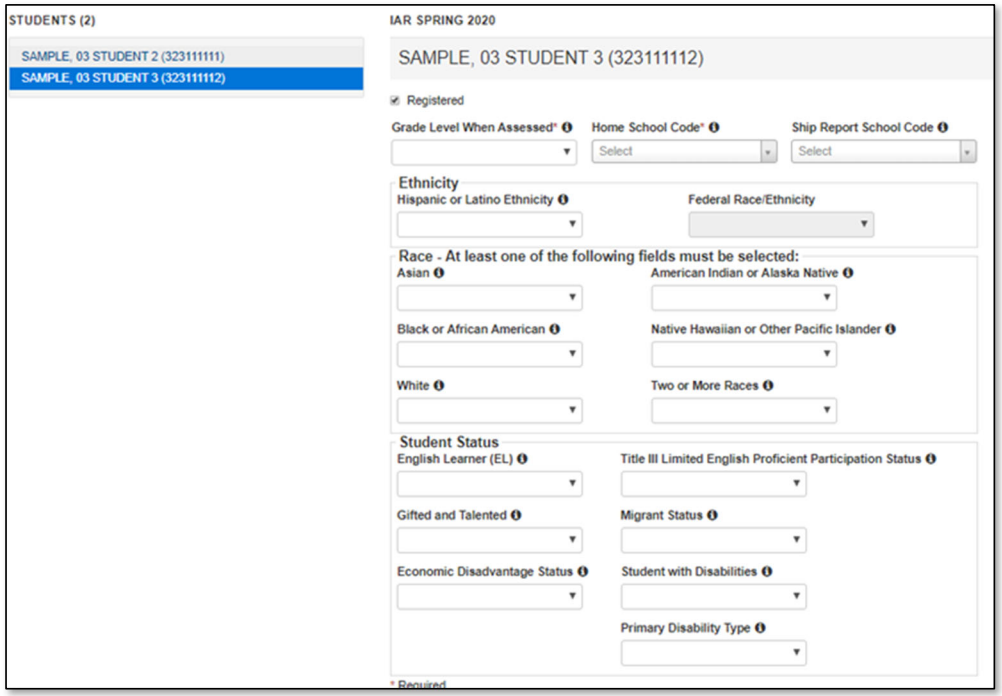
- Manually update accommodations within PearsonAccess$^{next}$.
- Under the *Setup* drop down menu, select *Students*.
- On the Student screen, use the *Select Tasks* drop down and select *Create/ Edit Students* and the *Registration* tasks.

# PearsonAccess$^{next}$

## 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* (for Private Schools this will be the same as the testing school).
- Select *Ethnicity/Race*.
- Select additional status information including *EL* and *Students with Disabilities*.
- Click on *Save*.



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# PearsonAccess$^{next}$ Student Information

**Demonstration**

# Outline of Tasks for District / School Test 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.
- Students with a human reader accommodation need to be placed in a session specific to that accommodation to ensure all students receive the same form.

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

**Demonstration**

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# Outline of Tasks for District / School Test Coordinators

## Prepare Sessions

- 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.

**PNP Guidance**

| Indicator | Accommodation |
|---|---|
| ASL | American Sign Language |
| SR | Assistive Technology – Screen Reader |
| Non-SR | Assistive Technology – Non-Screen Reader |
| CC | Closed Captioning |
| TTS | Text-to-Speech |
| STTS | Spanish Text-to-Speech |
| S | Spanish |
| WebX | Web Extensions |

**If a student begins a test with the wrong accommodation, that test will need to be marked complete and voided, then a new test with the correct accommodation must be created for the student.**

# PearsonAccess$^{next}$ Prepare Sessions

**Demonstration**

# Outline of Tasks for District / School Test Coordinators

## Start Sessions

- Sessions must be started before students can log into TestNav to take the test.
- Units must be unlocked prior to testing and locked at the end of testing for that unit.
- Track students for make-up tests and new arriving students.
- Monitor students who may need their test resumed.
- Students moving out of the district who did not start any unit of test should be removed from any sessions. This allows other districts to register the student for testing.

**Place additional orders for paper testing materials, if needed, by April 7, 2022.**

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# PearsonAccess$^{next}$ Start Sessions

**Demonstration**

# Outline of Tasks for District / School Test Coordinators

## Stop Sessions *(timeframe: March–April)*

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

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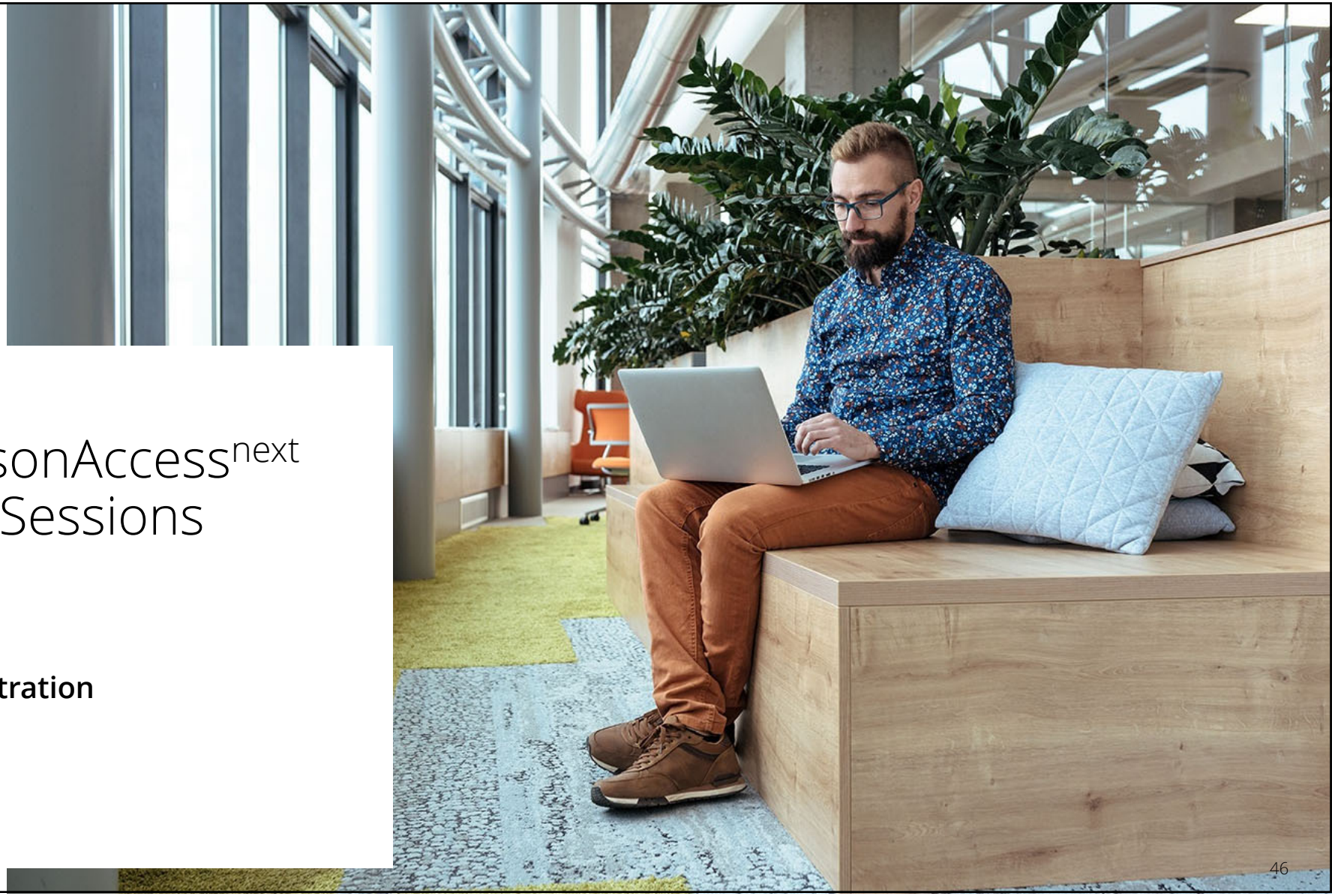


# PearsonAccess$^{next}$ Stop Sessions

**Demonstration**

Pearson

# Paper Testers

# Outline of Tasks for District / School Test Coordinators

## Return any secure materials to Pearson

- All paper scorable documents need to be returned under the scorable label.
  - Return completed or partially completed Grade 3 test books and Grades 4-8 Answer Documents.
  - Documents that may have been started but should not be scored, should be noted as “Do Not Score” and placed in the non-scorable materials return box.
- Return all non-scorable secure material such as Human Reader Scripts.
- Large Print and Braille documents MUST be transcribed onto a scannable document.
  - Use the regular Grade 3 book or Grades 4-8 answer documents included in the kit.

# IAR – Students Testing on Paper

- Materials shipped to school (February 21, 2022)
  - Regular paper
  - Accommodated paper (braille, large print, Spanish, Spanish large print, Human Reader)
  - Math tools (rulers, protractors, math reference sheets)
  - Manuals (Test Coordinator Manual, Test Administrator Manual (CBT / PBT)
- Student Registration / Personal Needs Profile
  - Registration window: 12/28/21–1/28/22
- Additional Orders
  - A/O window open: 2/21/22
  - All additional orders for paper test books shipped in kits.

**Kits will include all materials needed: Test Book, Answer Document, Math Tools (Reference Sheet, Protractor, Ruler).**

# IAR – Students Testing on Paper

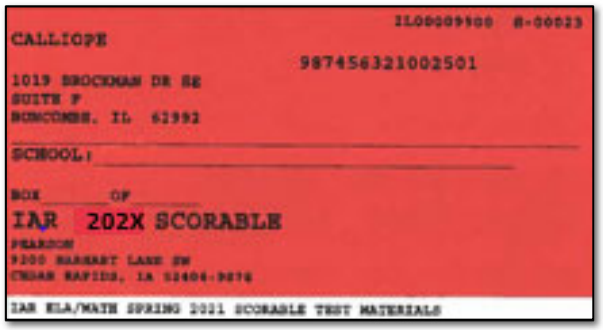
## Material Order (Arriving February 2022)

**Test Coordinator Kit:**

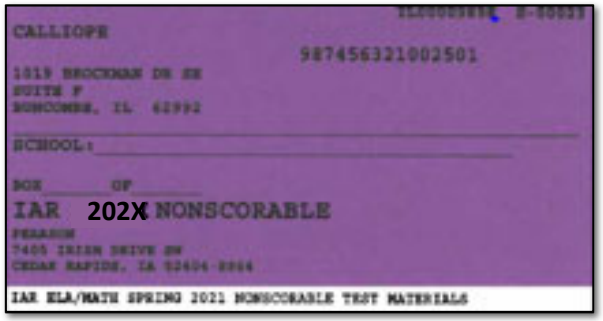
- Resealable plastic bag
- Paper Bands
- Pearson Scorable and Nonscorable Labels (in different colors)
- Pre-printed/pre-gridded Return School Header
- Student ID Labels and Roster
- Return Instructions Sheet
- Shipping Carrier Return Instructions
- Packing List and Chain-of-Custody Forms
- Test Coordinator Manual
- Test Administrator Manuals
- Test Booklets and answer documents
- Math Reference Sheets, Rulers and Protractors, if applicable
- Large Print kits
- Braille kits
- Human Reader kits (paper only)
- Mathematics Human Reader Scripts (not in a kit, Computer-Based only)

**Return Labels**

**Scorable**

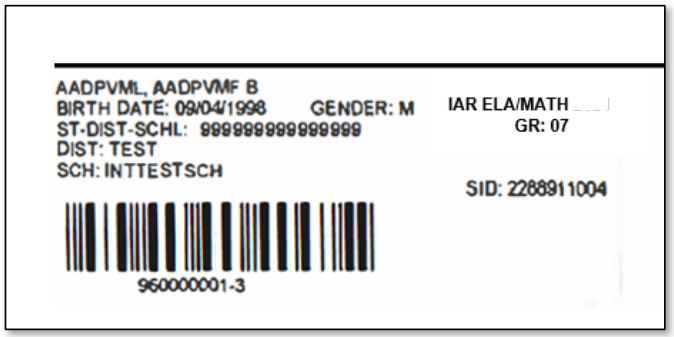



**Non-Scorable**

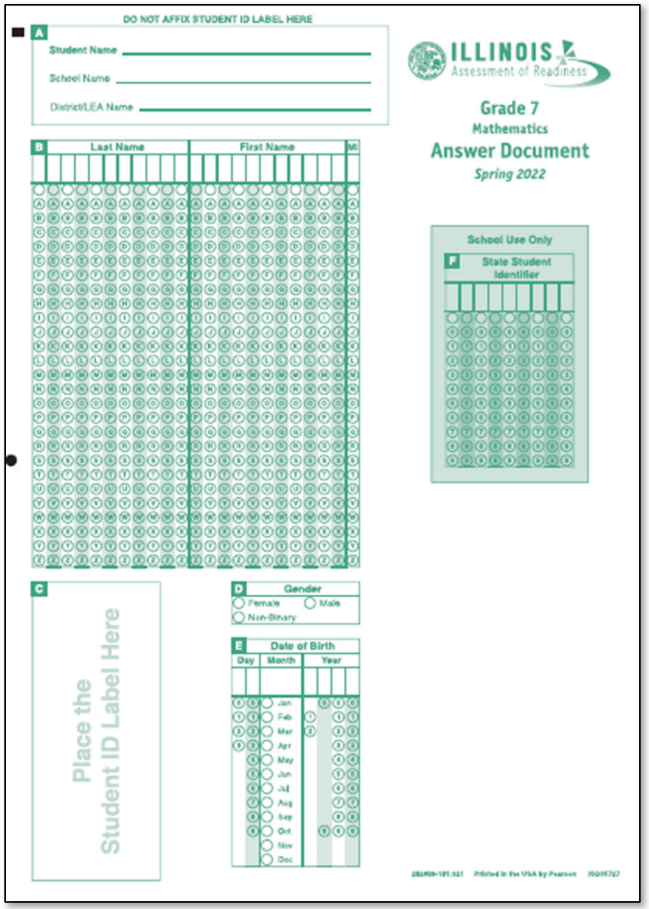


# IAR – Students Testing on Paper

- If students were registered by 1/28/22, the school should have received two individual students pre-ID label (one for the ELA test and one for the Math test.




- The student label is placed on the Grade 3 test booklet or the grade 4-8 answer document.
- If the student does not have a student label, the demographic page will need to have the information hand gridded.



# IAR – Students Testing on Paper

- After testing, all secure materials need to be returned to Pearson.
  - Paper Materials are due one week after testing; no later than 4/15/22.
    - All secure materials include all test books, scorable answer documents, and human reader scripts.
  - Human reader scripts for computer-based materials must be returned by 4/29/22.
  - Scratch paper that students used should be considered secure material and destroyed or returned.
  - It is not necessary to return manuals or math tools.
- Detailed information regarding the return of paper materials can be found in the *IAR 2022 Test Coordinator Manual* found on the Support Page.

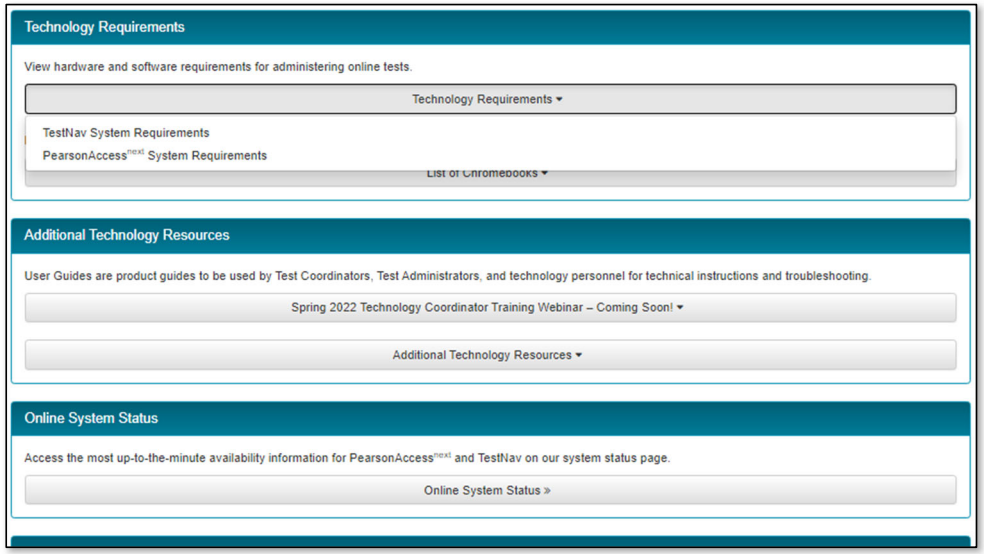
**Support Page**

Pearson

# TestNav

# TestNav

- TestNav is the software students will use to login and test the Spring 2022 Illinois Assessment of Readiness (IAR).
- The Technology Coordinator or Test Coordinator will need to download TestNav and setup computers well ahead of the testing window.
- Detailed information is available on the Support Page on the *Technology Setup* tab.
- Once TestNav is downloaded, auto updates should be turned off.



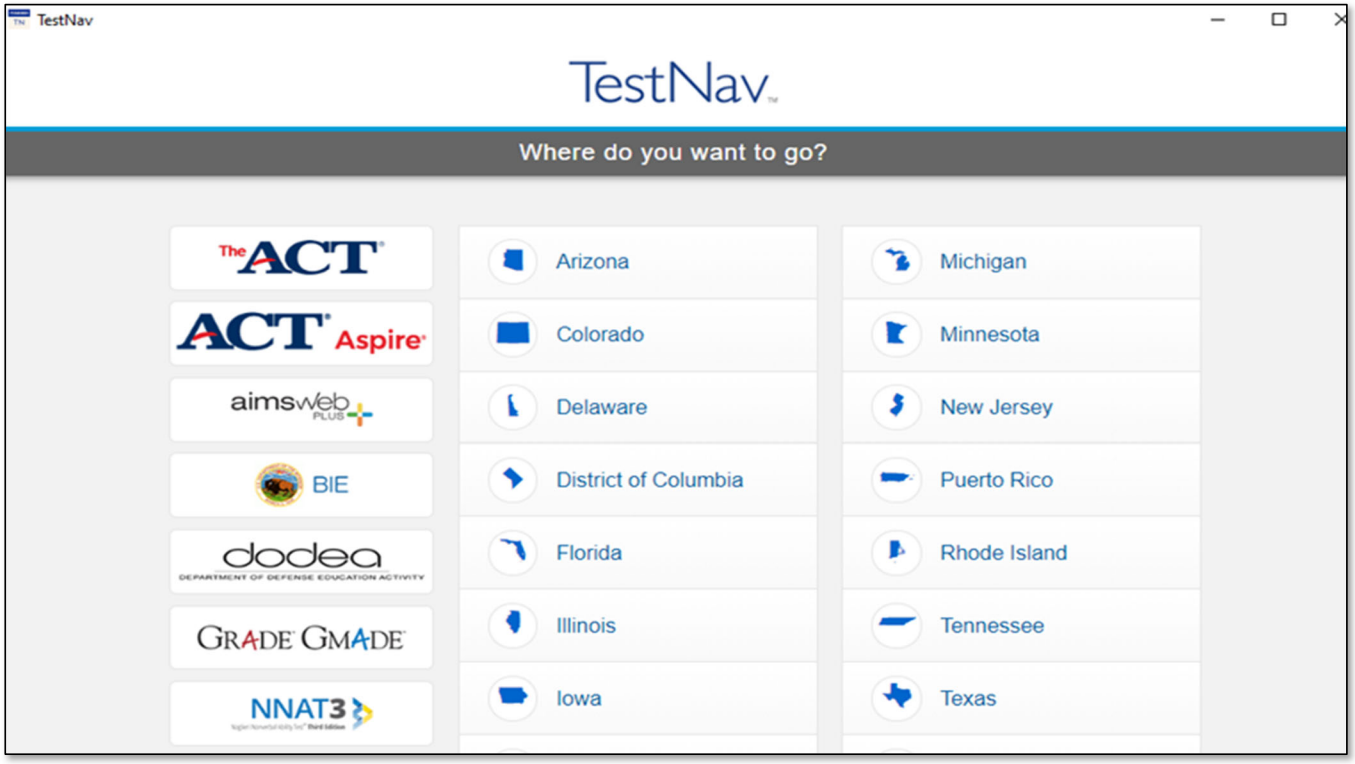

TestNav System Requirements

Technology Setup

**TestNav System update is needed prior to testing for the 2021-2022 school year.**

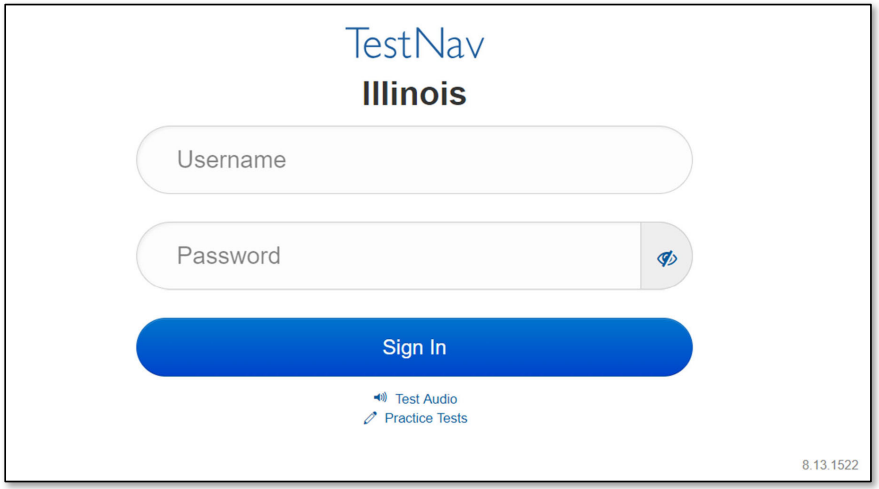
# TestNav

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



# TestNav

- 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.



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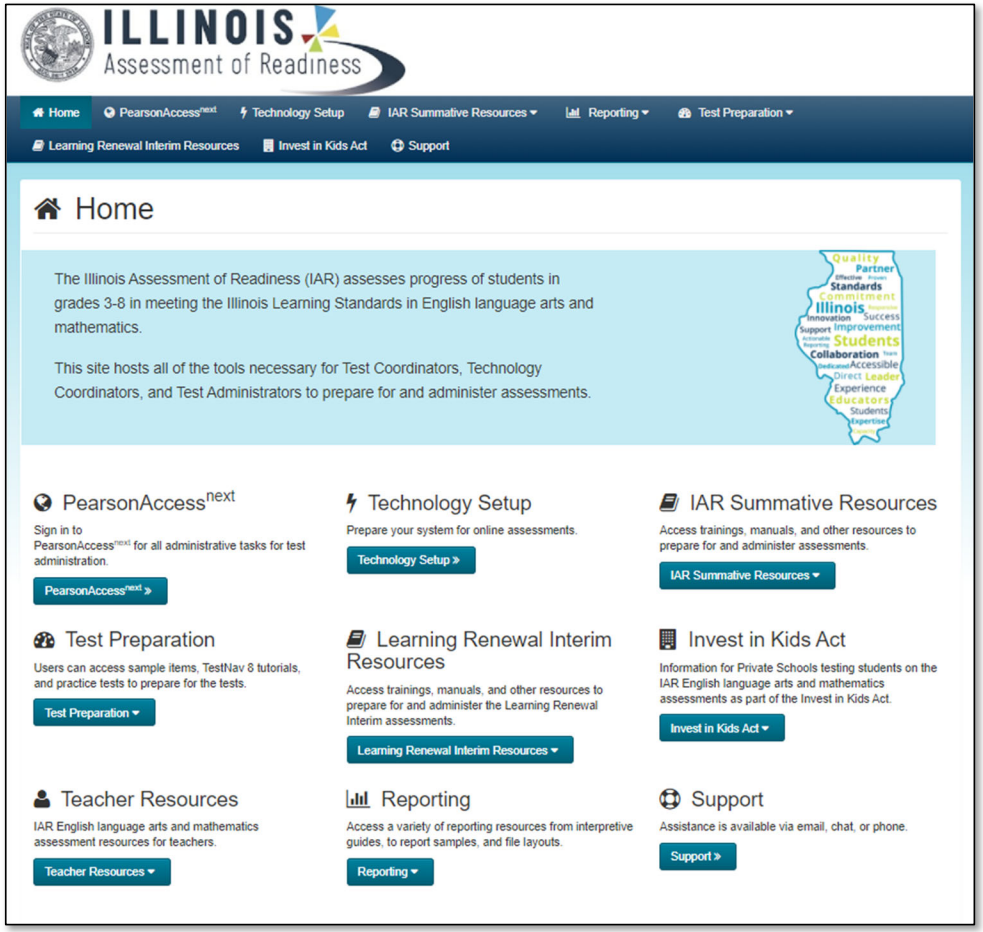
# Support

# Customer Support Page

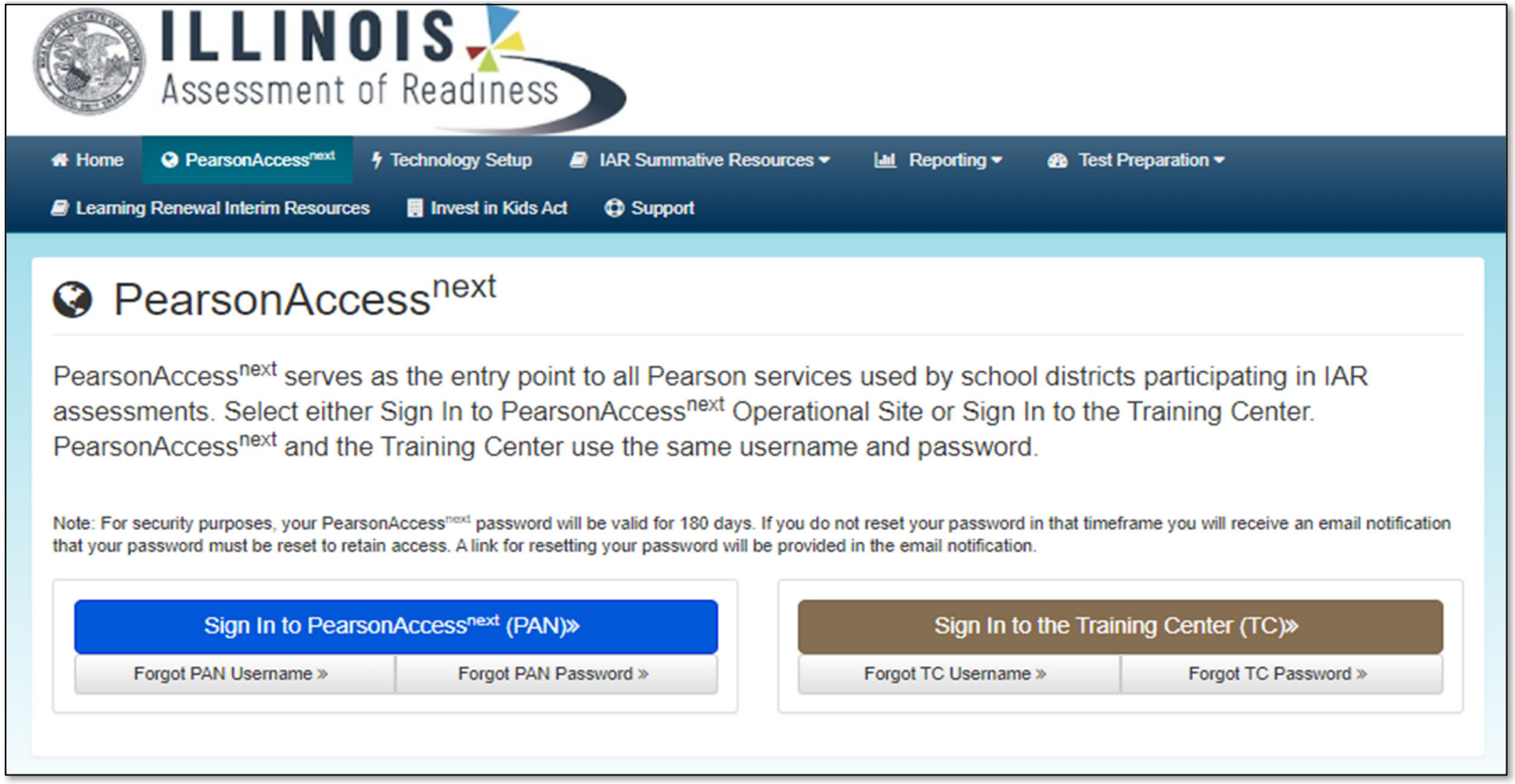
[il.mypearsonsupport.com](il.mypearsonsupport.com)

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



# Customer Support Page (continued)

[il.mypearsonsupport.com](il.mypearsonsupport.com)



# 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

## Chat

Please log into your secure PearsonAccess[next] account to access the Chat feature.

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

## 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

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# ISBE – Pearson Contacts Information

**ISBE Assessment Department**

866-317-6034

- Email ISBE
- ISBE Assessment Site

**Pearson Customer Support**

833-213-3879

- Support Page

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# Questions?

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