IL Assessment of Readiness (IAR) Test Administration

For administrators with 2+ years experience

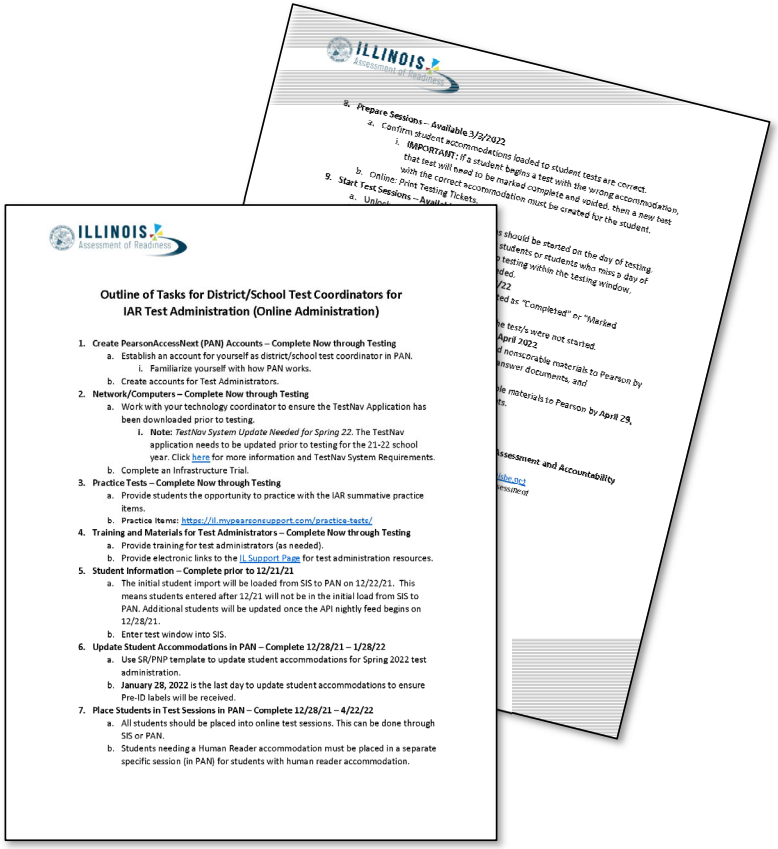
Pearson

Agenda

Today's training will cover the Outline of Tasks for district/school test coordinators at a higher level.

Please ask questions.

Outline of Tasks



ILLINOIS Assessment of Readiness

Outline of Tasks for District/School Test Coordinators for IAR Test Administration (Online 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.
      i. **Note:** *TestNav System Update Needed for Spring 22*. The TestNav application needs to be updated prior to testing for the 21-22 school year. Click here for more information and TestNav System Requirements.
   b. Complete an Infrastructure Trial.
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-tests/
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. **Student Information – Complete prior to 12/21/21**
   a. The initial student import will be loaded from SIS to PAN on 12/22/21. This means students entered after 12/21 will not be in the initial load from SIS to PAN. Additional students will be updated once the API nightly feed begins on 12/28/21.
   b. Enter test window into SIS.
6. **Update Student Accommodations in PAN – Complete 12/28/21 – 1/28/22**
   a. Use SR/PNP template to update student accommodations for Spring 2022 test administration.
   b. **January 28, 2022** is the last day to update student accommodations to ensure Pre-ID labels will be received.
7. **Place Students in Test Sessions in PAN – Complete 12/28/21 – 4/22/22**
   a. All students should be placed into online test sessions. This can be done through SIS or PAN.
   b. Students needing a Human Reader accommodation must be placed in a separate specific session (in PAN) for students with human reader accommodation.

Outline of Tasks for District / School Test Coordinators

Outline of Tasks

- Create PearsonAccess^{next} (PAN) Accounts
- Check Network / Computers for Compatibility with PAN and TestNav
- Practice Tests
- Training and Materials for Test Administrators
- Student Information Import
- Update Student Accommodations in PAN
- Create and Place Students in Test Sessions in PAN
- Prepare Test Sessions
- Start Test Sessions
- Stop Test Sessions
- Return Secure Materials

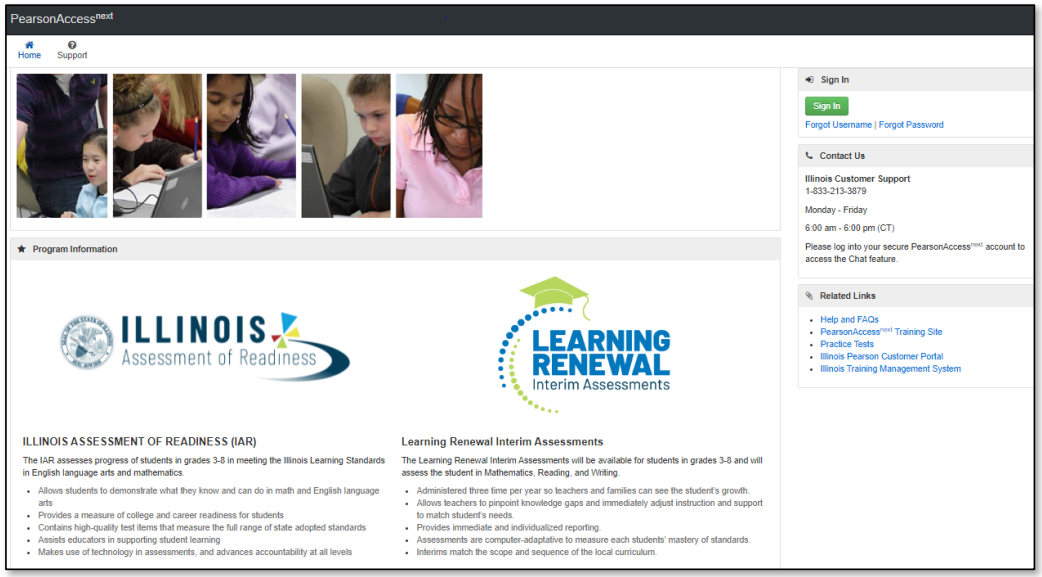
PearsonAccess^{next}

PearsonAccess^{next} live site

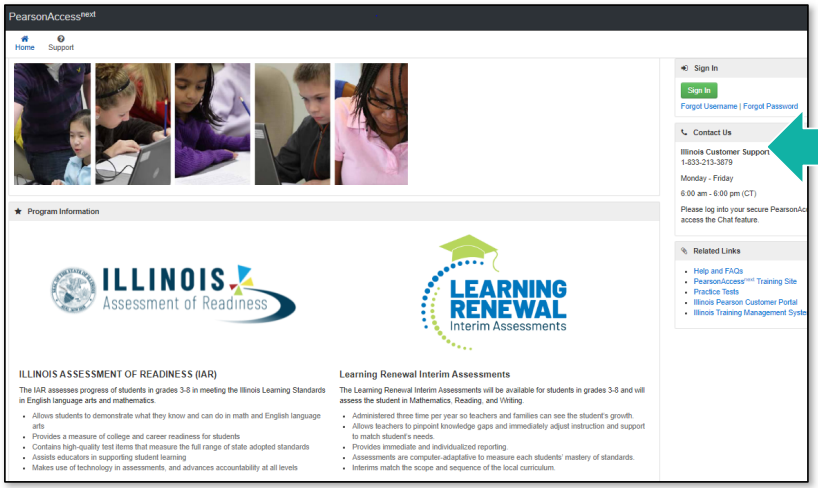
- Complete the majority of test administration tasks.

PearsonAccess^{next} Training Site

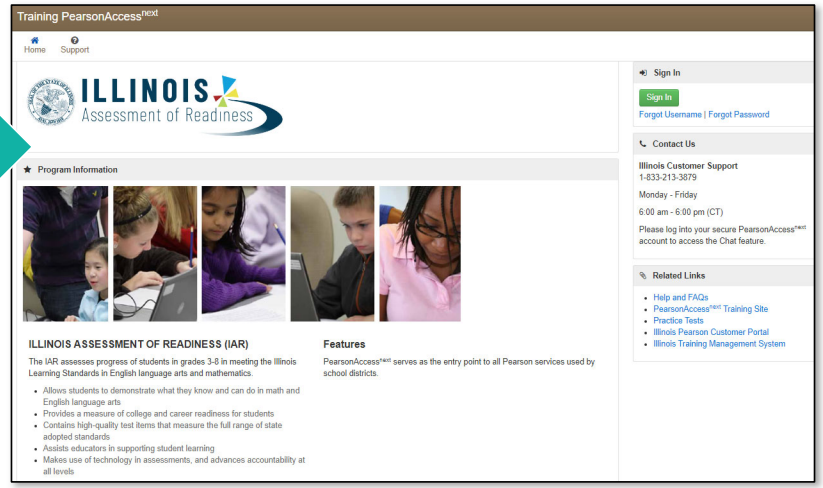
- Practice all live activities.
- Secure practice tests.



PearsonAccess^{next}



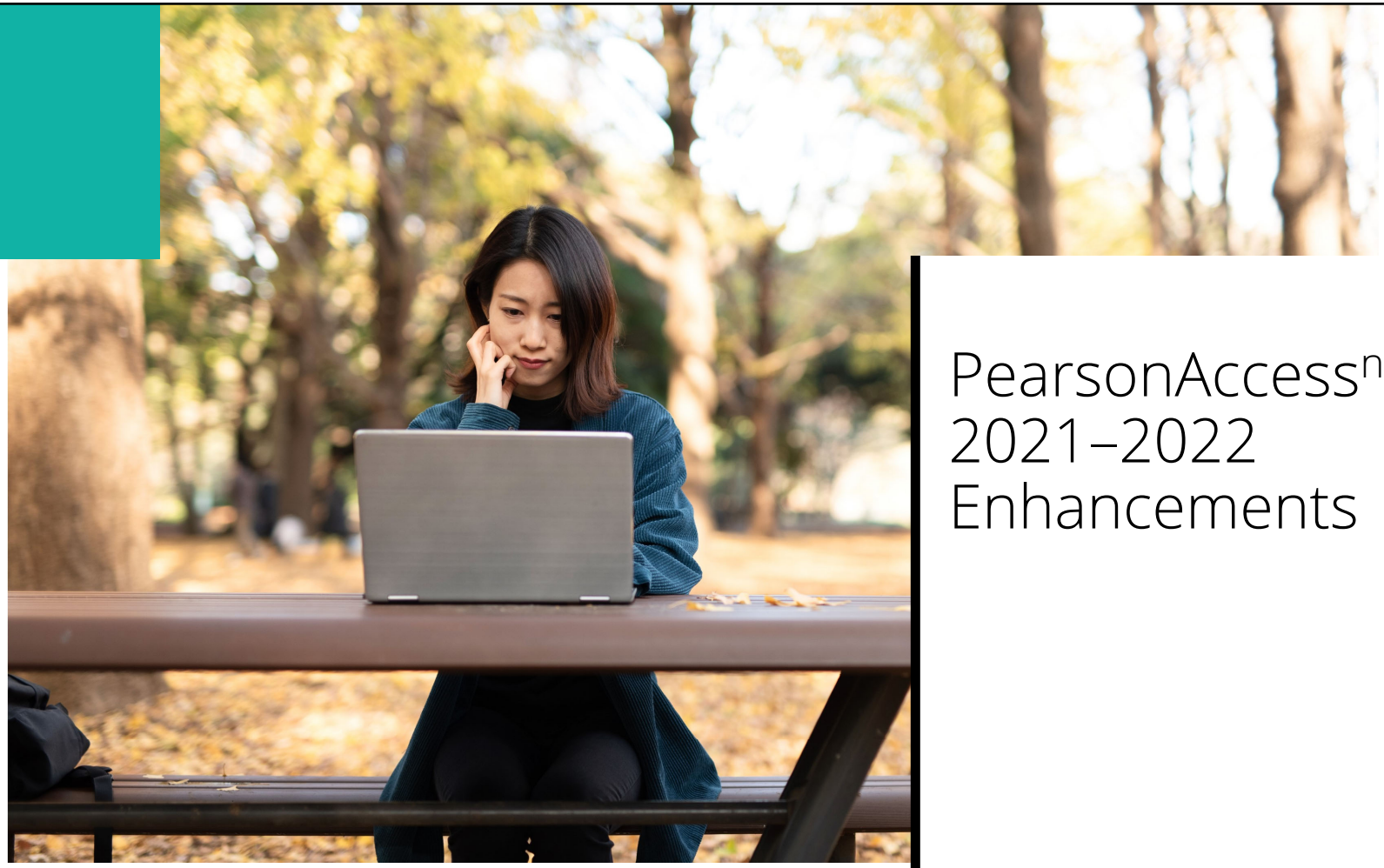
LIVE SITE



TRAINING SITE

http://il.pearsonaccessnext.com

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



PearsonAccess^{next} 2021–2022 Enhancements

Pearson

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.

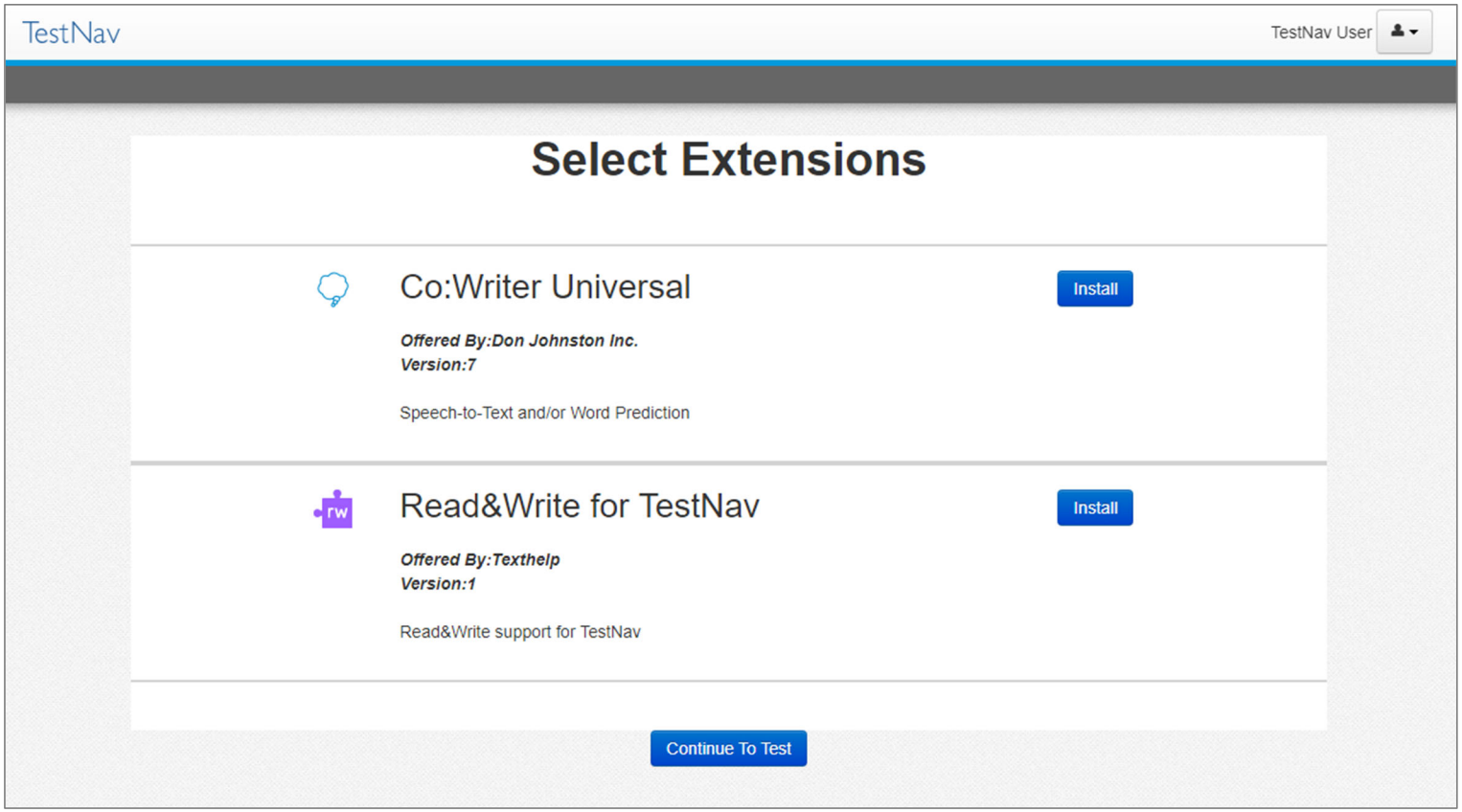
Extensions Accommodation

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

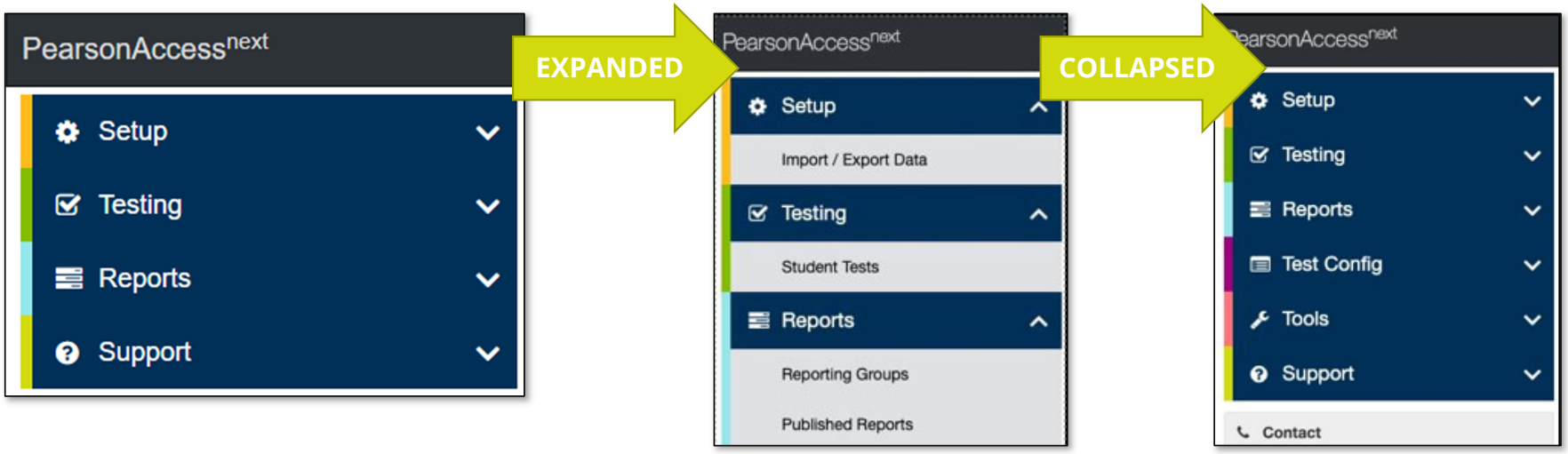
TestNav Extensions



PearsonAccess^{next}

New Home Page

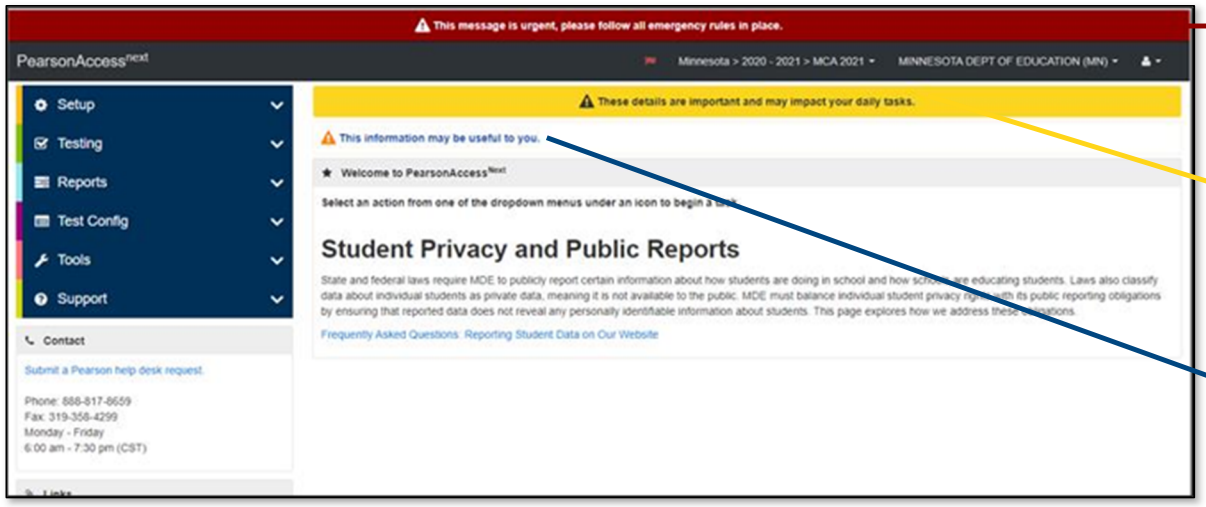
- Information can be accessed via the dropdown links across the upper left of the screen.
- Depending on your access, the panel may be expanded (see all menu items up login) or collapsed.



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)

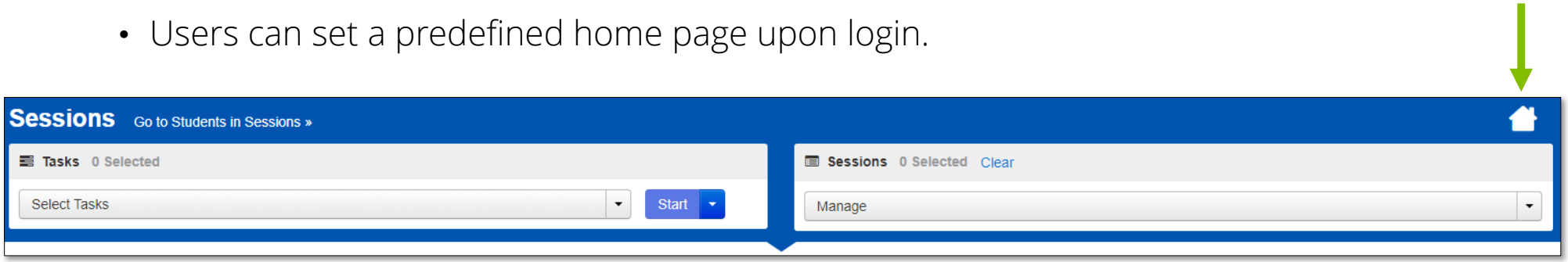
Important
(yellow banner)

Informational
(with orange warning icon)

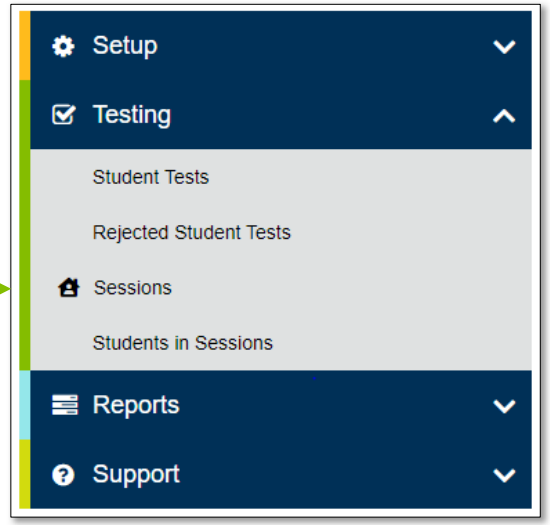
PearsonAccess^{next}

New Home Page View Upon Login

- Users can set a predefined home page upon login.



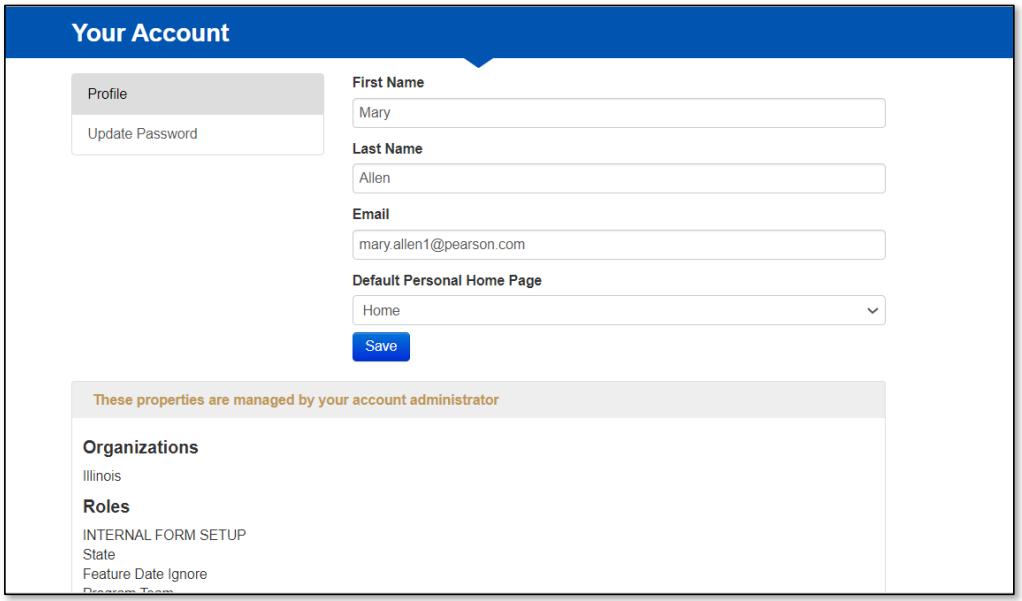
- The Home Icon will change to the user's designated icon, showing that it is the user's default home page.
- The user's Home Icon will also appear next to the menu option if they return to the original home page.



PearsonAccess^{next}

New Home Page View Upon Login

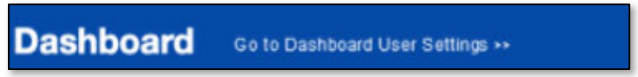
- Users can change their personal Home Page from the "Your Account" page and select the Default Home Personal Home Page option.
- Only pages that the user has access to will be available.



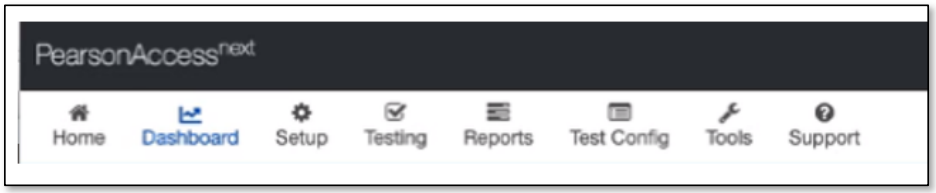
PearsonAccess^{next}

New Dashboards

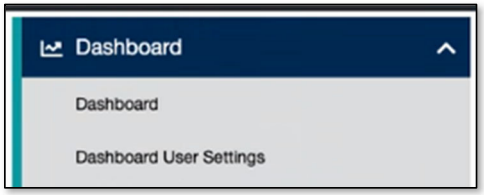
- New dashboards are now available. Any user accessing PAN can see the most relevant and useful data in an easy-to-view menu *Dashboard*.



All other pages: Top menu bar



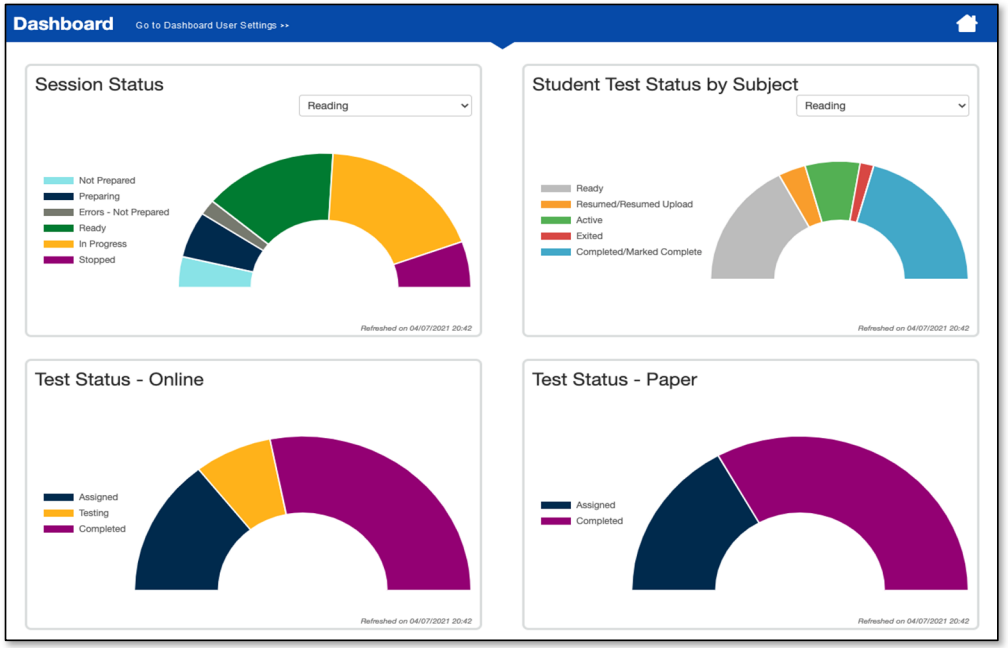
Home page: New menu on left panel

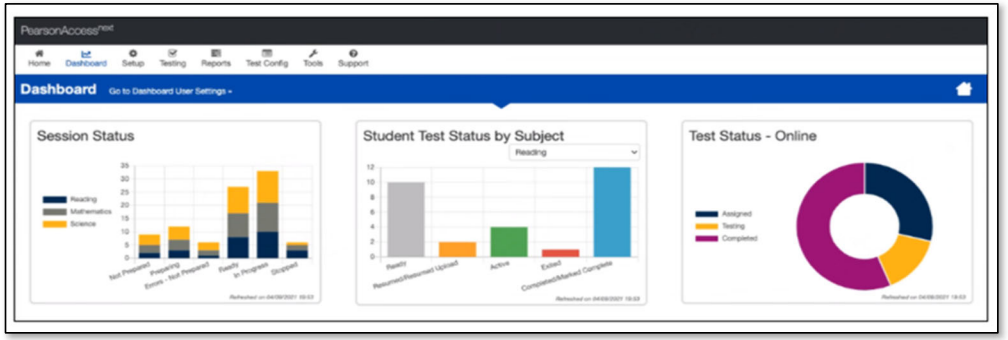


PearsonAccess^{next}

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

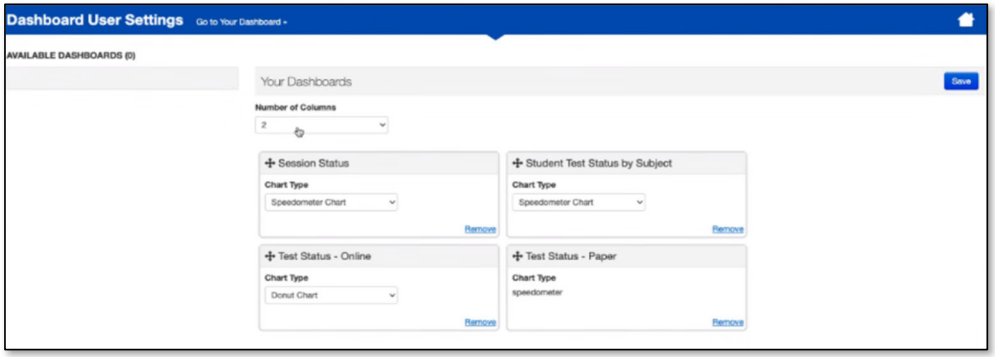


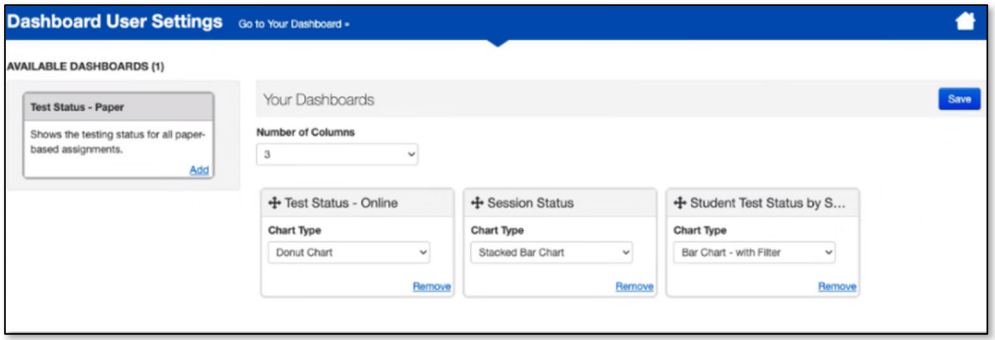


PearsonAccess^{next}

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.

Email ISBE

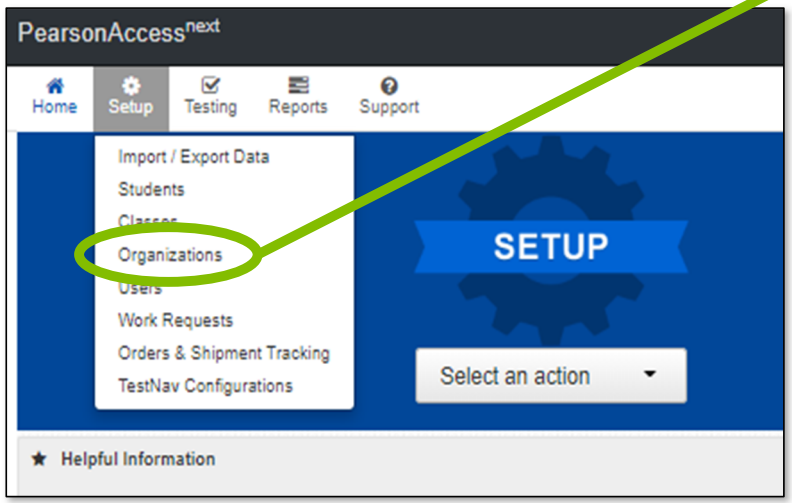
Outline of Tasks for District / School Test Coordinators

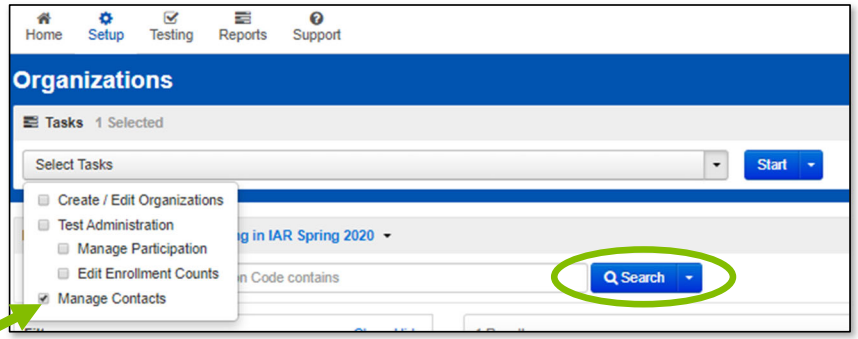
Additional tasks / information once account is established

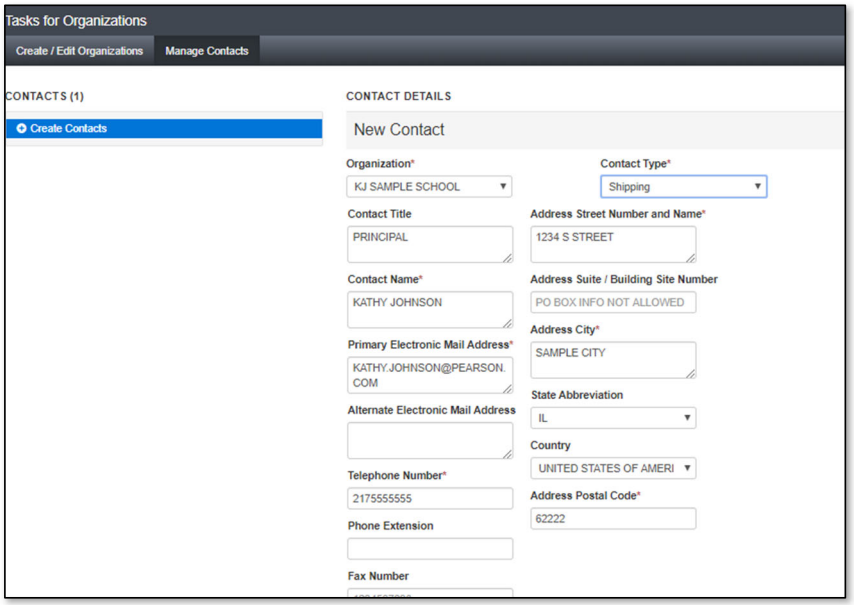
- Confirm you are in the correct site (live vs. training).
  - An account must be set up in both sites. If you are using the same username in the live and the training site, then the password will be the same for both sites.
  - You can export users from the live site and import into training.
- Make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

Confirm Organization Information

- Under the *Setup* drop down, select *Organizations*.
- On the *Organization* screen, select *Manage Contacts* and click *Start*.



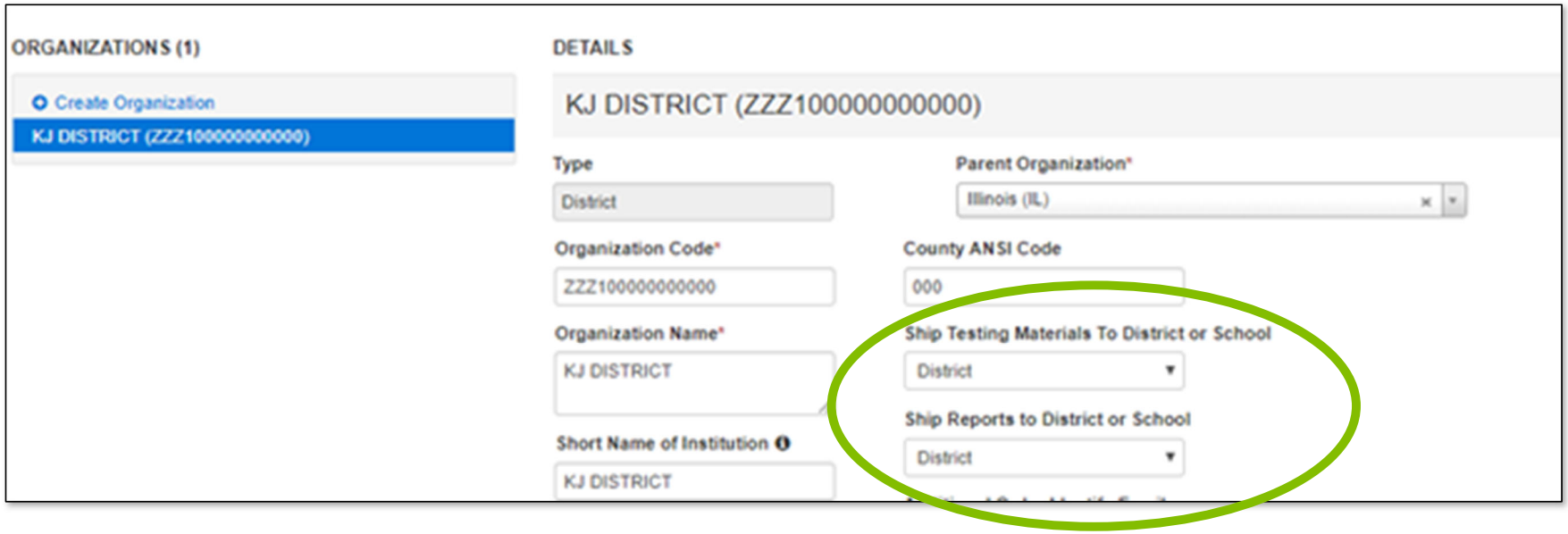




- Confirm your shipping information.

Confirm Organization Information

- Under the *Setup* drop down, select *Organizations*.
- On the *Organization* screen select *Create/Edit Organization* and click on *Start*.



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:

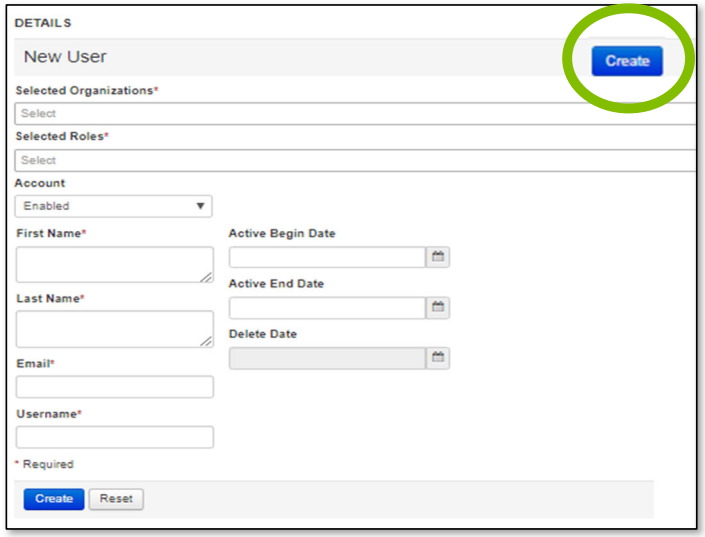
- District Test Coordinator
- School Test Coordinator
- Test Administrator Role
- Technology Coordinator Role
- Report Access Role

User Role Matrix

PearsonAccess^{next}

Creating a New User

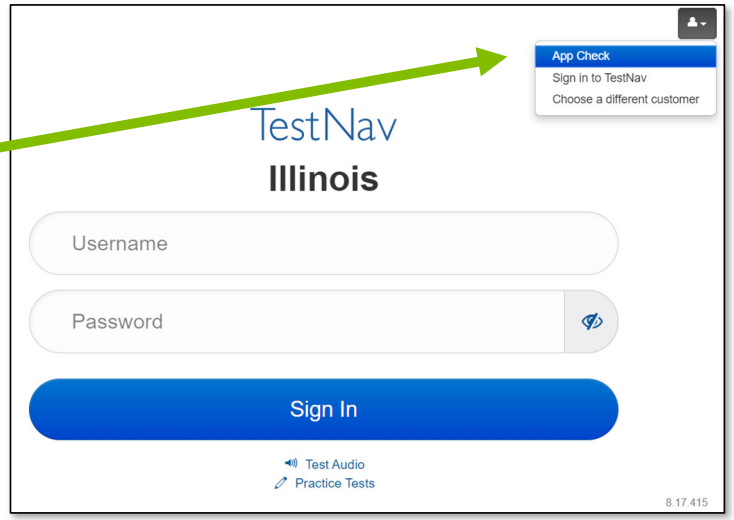
1. To create a new user, select *Users* from the *Setup* dropdown.
2. On the User screen, use the *Select Tasks* dropdown and choose *Create/Edit Users*.
3. Click the blue *Start* button (to the right of *Select Tasks*).
4. Select *Organization*.
   - Clicking in the box should bring up the schools available.
5. Select role(s).
   - A user can have more than one role, but if the user is a District or School Test Coordinator, no additional roles are needed.
6. Fill in First Name, Last Name, and Email Address.
7. The Username will default to the email address but can be changed, if needed.
8. It is not necessary to provide Active Begin/End Dates.



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



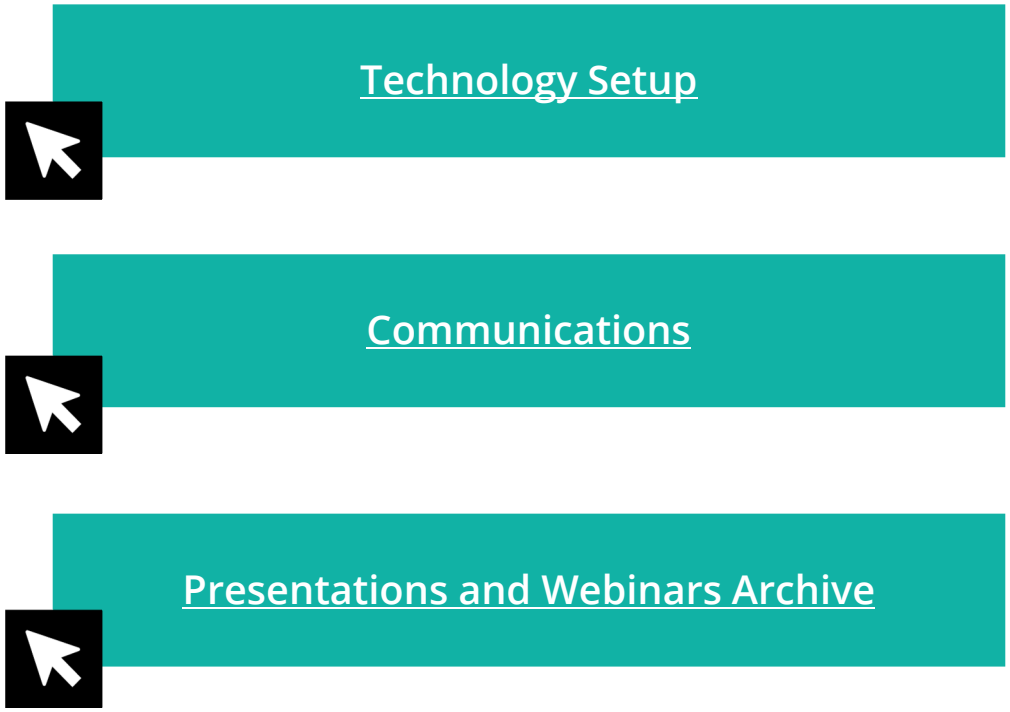
TestNav System Requirements

TestNav System update is needed prior to testing for the 2021-22 school year.

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 PAN:

- 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.

Pearson

Accommodations

Accommodations & Accessibilities

IAR Summative Resource

- **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
  - 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

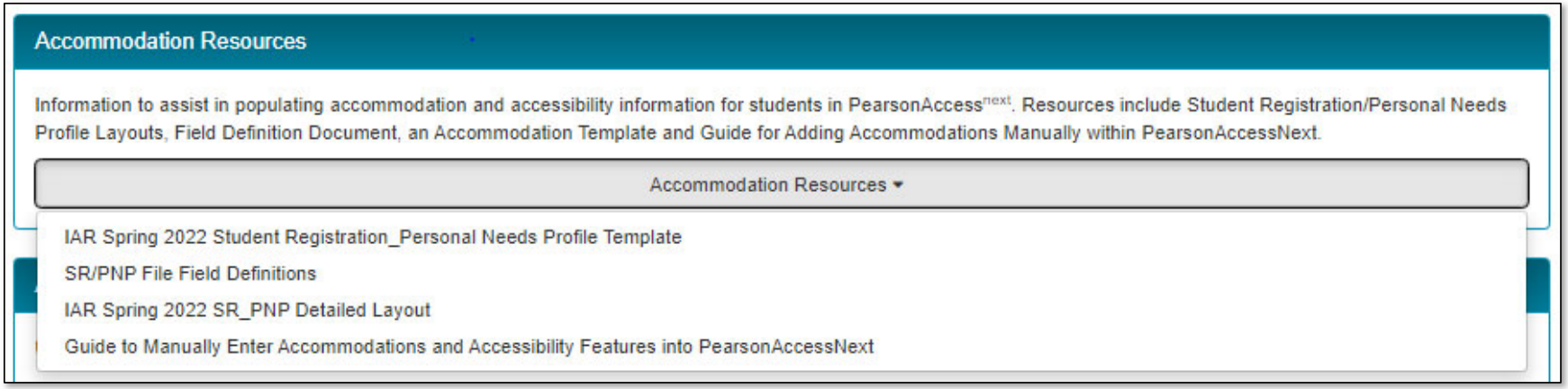
Verify these steps have already been completed:

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 PAN 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*.

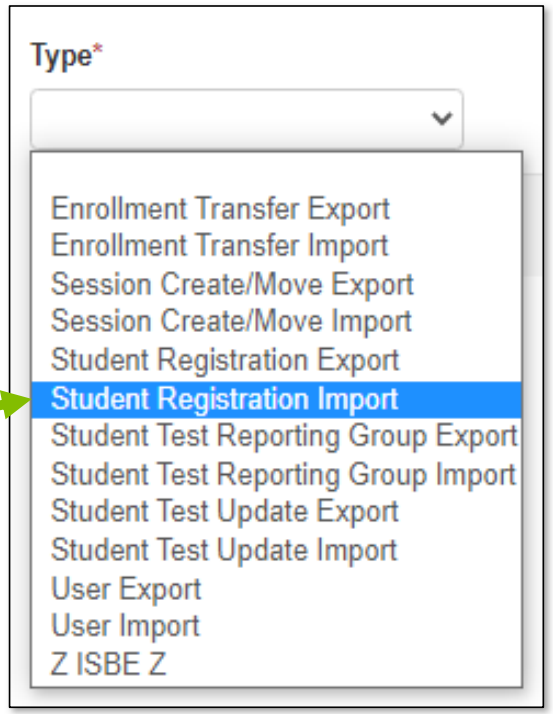


Support Page

PearsonAccess^{next}

Student Registration

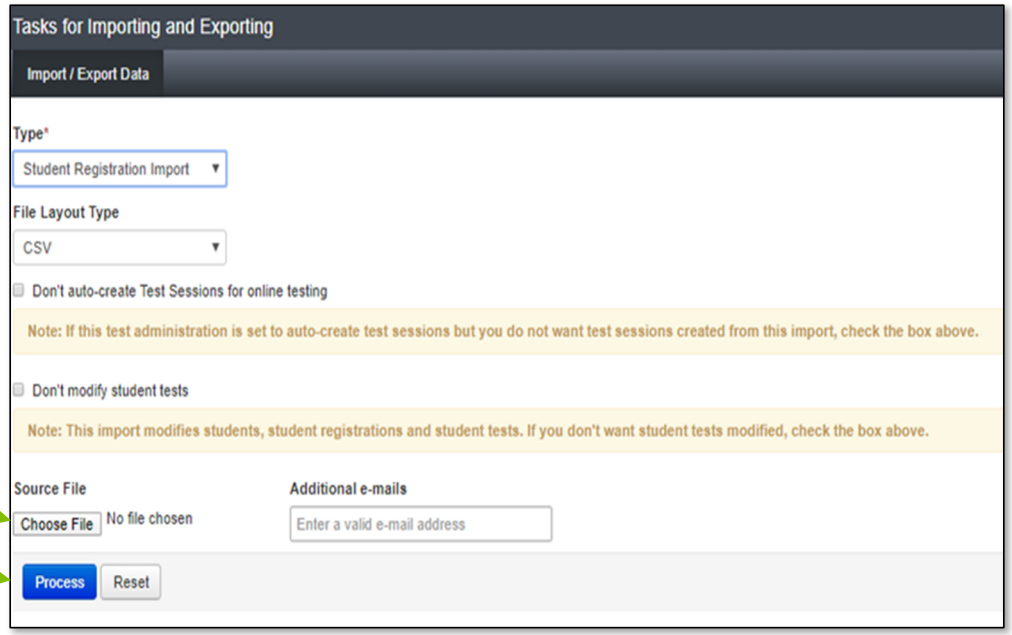
1. Complete the information in the layout or add accommodations to SR/PNP export.
2. Save as a .csv file.
3. Under the *Setup* drop down menu, select *Import/Export Data*. Then, from the *Select Tasks* bar, select *Import/Export Data*, then Start.
4. In the *Type* drop down, select *Student Registration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



PearsonAccess^{next}

Student Registration / Accommodations – Import

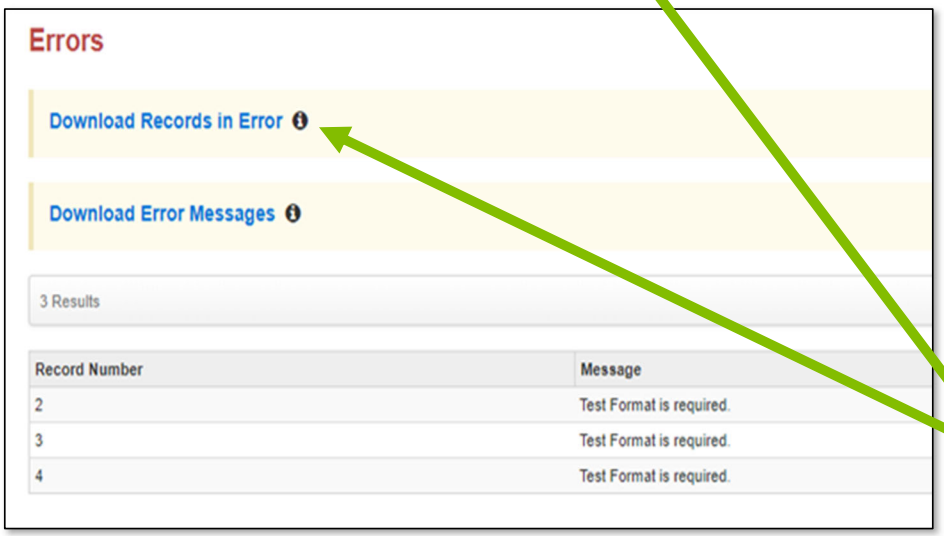
1. File *Layout Type* can be fixed or csv.
2. Sessions will be auto created, if the session field is completed. If you do not want sessions to be created, check the *Don't auto-create* box.
3. Importing will modify students, registrations and tests. Check box if you do not want this to happen.
4. Select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

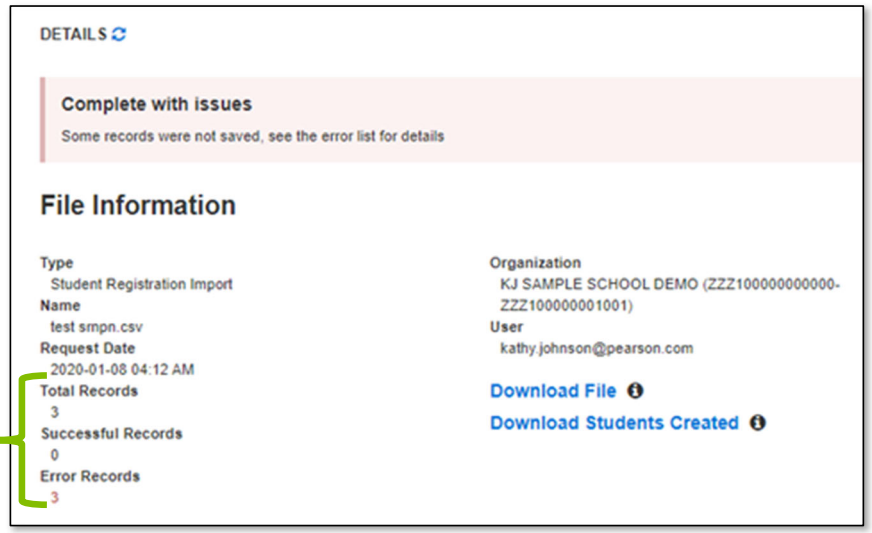


PearsonAccess^{next}

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.





Pearson

PearsonAccess^{next}

Student Registration / Accommodations – Entry

Manually update accommodations within PearsonAccess^{next}.

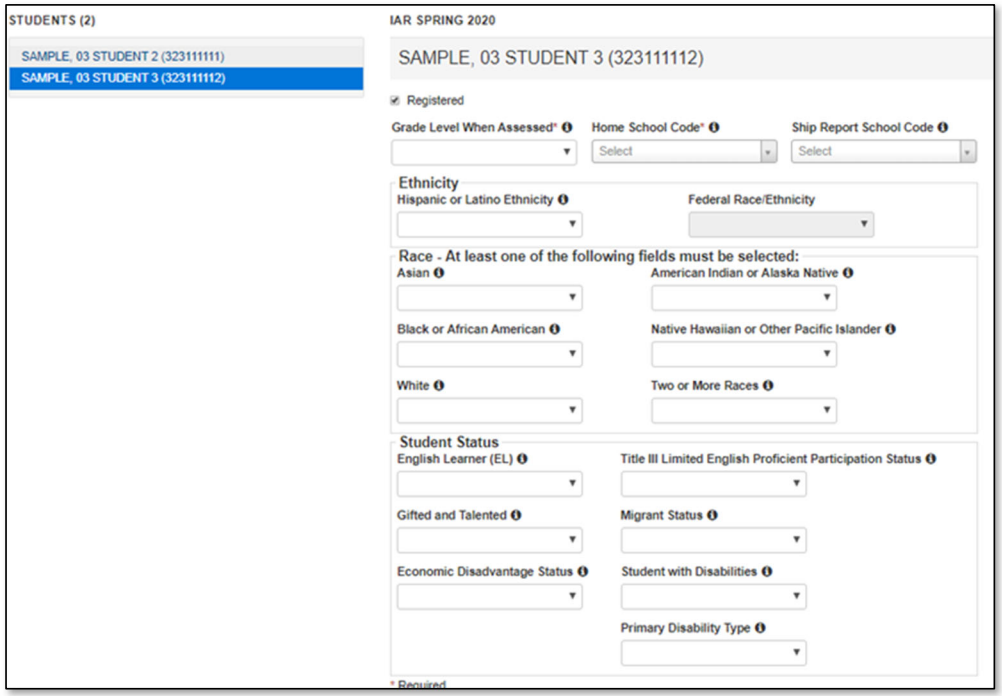
- Under the *Setup* drop down menu, select *Students*.
- On the Student screen, use the *Select Tasks* drop down and select *Create/ Edit Students* and the *Registration* tasks.

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 *Save*.



Outline of Tasks for District/School Coordinators

Place students in test sessions (*timeframe: February–March*)

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}

Import Sessions

- Students can be imported using the Student Registration / Personal Needs Profile (SR/PNP) file (see import directions for SR/PNP file).

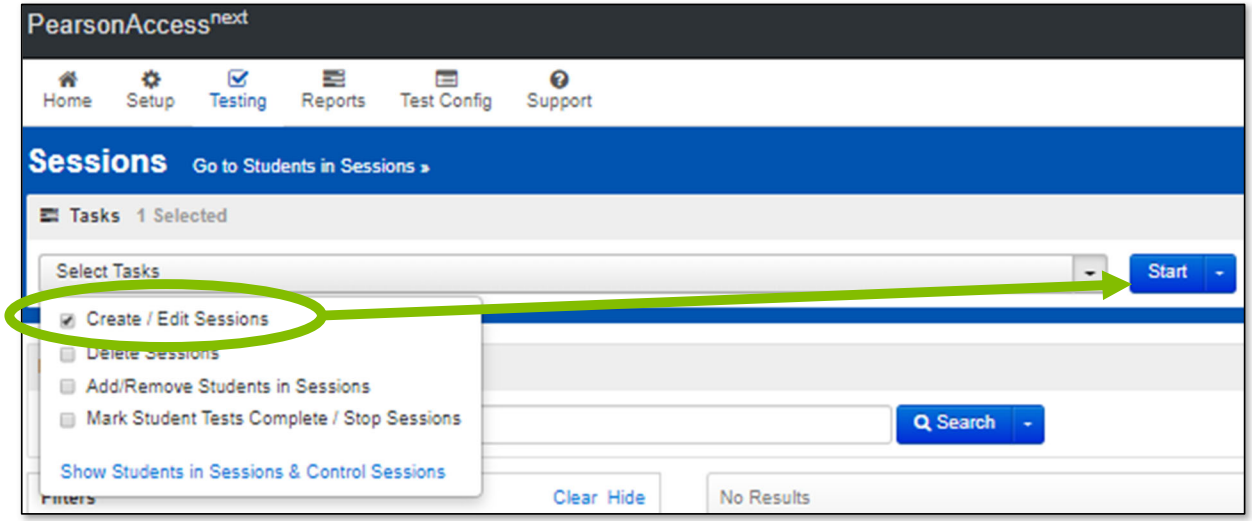
- **IMPORTANT:** to avoid overwriting any accommodation information, users should do a *Student Registration Export*, then add sessions to that file and re-import.

- Once students have been placed in a session, the session cannot be changed via re-importing. Students must first be removed from the session for a new import to update sessions.

PearsonAccess^{next}

Manage Sessions

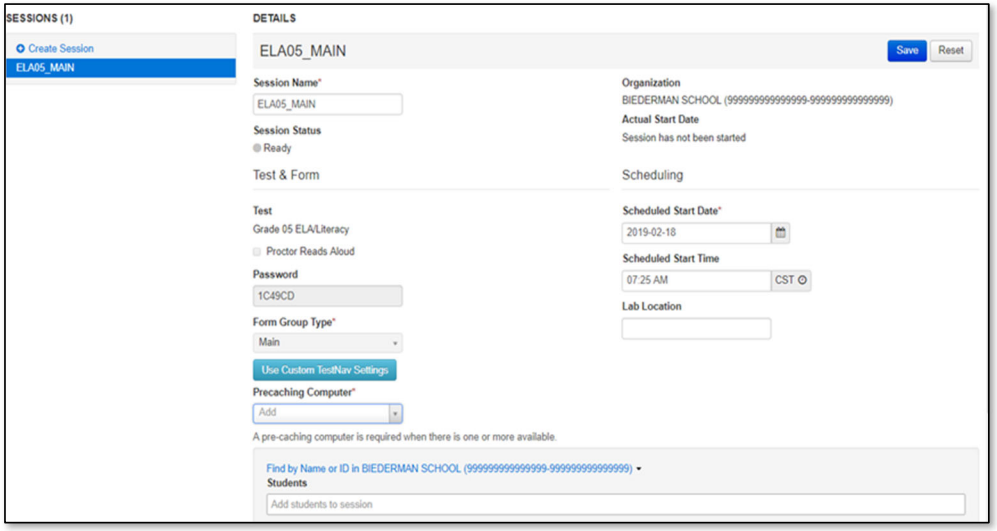
- For students to test online, they must be placed in a Session.
  - Students testing on paper do not need to be in a session.
  - Under the *Testing* drop down menu, select *Sessions*.
  - From the *Select Tasks* drop down, choose *Create/Edit Sessions* and click *Start*.



PearsonAccess^{next}

Manage Sessions

- Sessions are grade and content specific. For example, a session with test selected as Grade 05 ELA can only include students in Grade 5 with an ELA05 test assignment.
  1. Create a *Session Name*.
  2. Select *Test* Assigned (e.g., Grade 05 ELA).
  3. Select *Form Group Type* (this will be *Main* unless the student has a *Human Reader* Accommodation).
  4. Add your *Scheduled Start Date*.
  5. Click on *Create*.



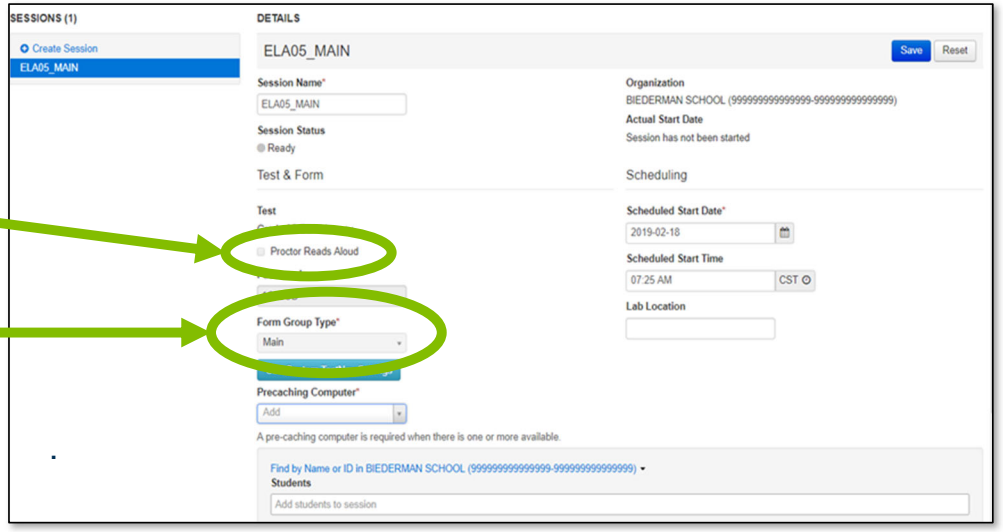
PearsonAccess^{next}

Manage Sessions

- Most Sessions will be in the *Form Group Type* of *Main*.
- If you have students who need the Human Reader Accommodation, those students will need to be in the *Form Group Type* for *Human Reader*.

For Read Aloud sessions:

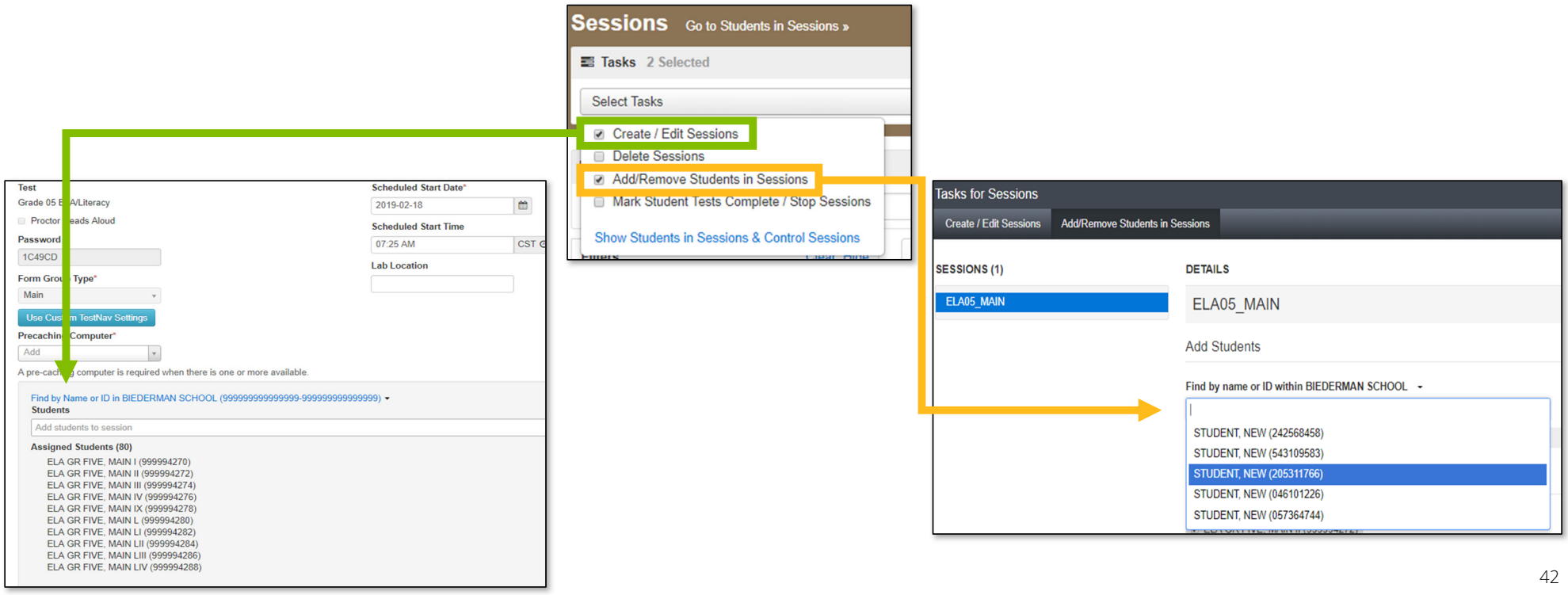
1. The ***Proctor Read Aloud*** box MUST be checked, and
2. Form Group Type MUST either be Human Reader or Spanish Human Reader.



PearsonAccess^{next}

Adding Students to a Session

- In PAN, students can be added to sessions via the *Create/Edit Sessions* or *Add/Remove Students in Sessions* tasks.



Outline of Tasks for District/School Coordinators

Prepare Sessions *(timeframe: March–April)*

- 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 session can now printed at one time.

IMPORTANT:

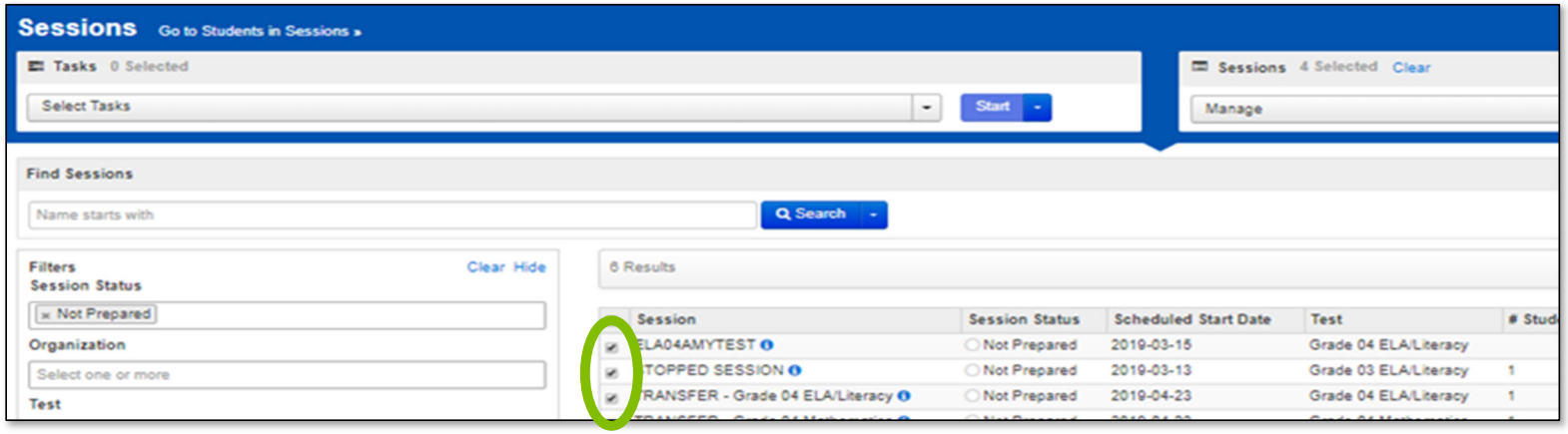
If a student begins a test with the wrong accommodation, that test will need to be marked complete and voided, then a new test with the correct accommodation must be created for the student.

PearsonAccess^next

Preparing a Session

- Preparing a session is the process that assigns the student a specific form. If the student needs a form specific accommodation such as text-to-speech, they will be assigned the form during session prepare.
- Sessions can be prepared starting March 3, 2022.

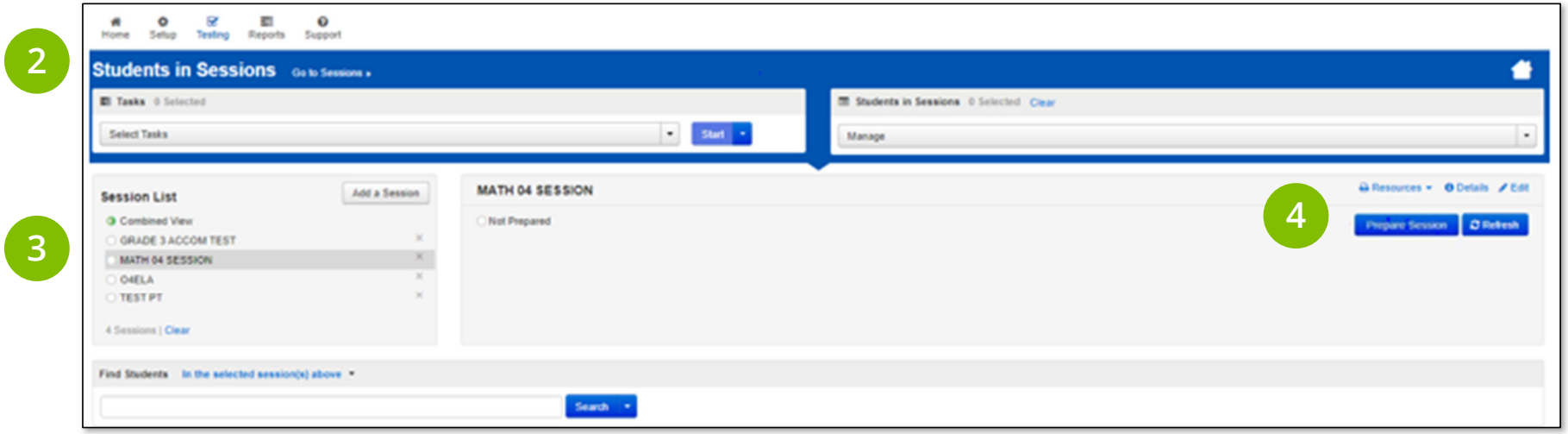
1. On the Sessions screen, select the sessions you wish to prepare. Multiple sessions can be prepared at once:



PearsonAccess^next

Preparing a Session

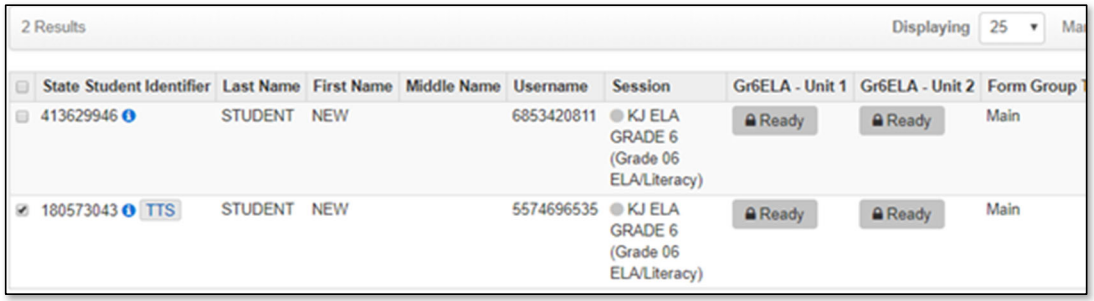
2. Next, click the link in the blue bar to switch from *Sessions* to *Go to Students in Session*.
3. Select one session or select *Combined View* to prepare multiple sessions.
4. Click on the blue *Prepare Session* button on the right.



PearsonAccessnext

Preparing a Session

- Once the session is prepared, student form assignments – including any accommodations – can be reviewed on the session screen (details are not available when on the Combined View).
- Students with form-specific accommodations will have an indicator next to their student identifier as shown.



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

PearsonAccess^{next}

Incorrect Test Accommodations

PNP Guidance

- If a student is assigned a test using an incorrect accommodations (e.g., the student should have had ASL video but did not):
  - If the student has not logged into TestNav – the student can be removed from the session, SR/PNP can be updated, and the student re-added to the session.
  - If the student has already started the test – the test must be marked complete, voided and a new test assigned to the student.
- Detailed instructions are posted on il.mypearsonsupport.com under *Additional Resources*.
  - See Personal Needs Profile Guidance – Managing Incorrect Accessibility Features and Accommodations PNP.

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.

Outline of Tasks for District/School Coordinators

Start Sessions *(timeframe: March–April)*

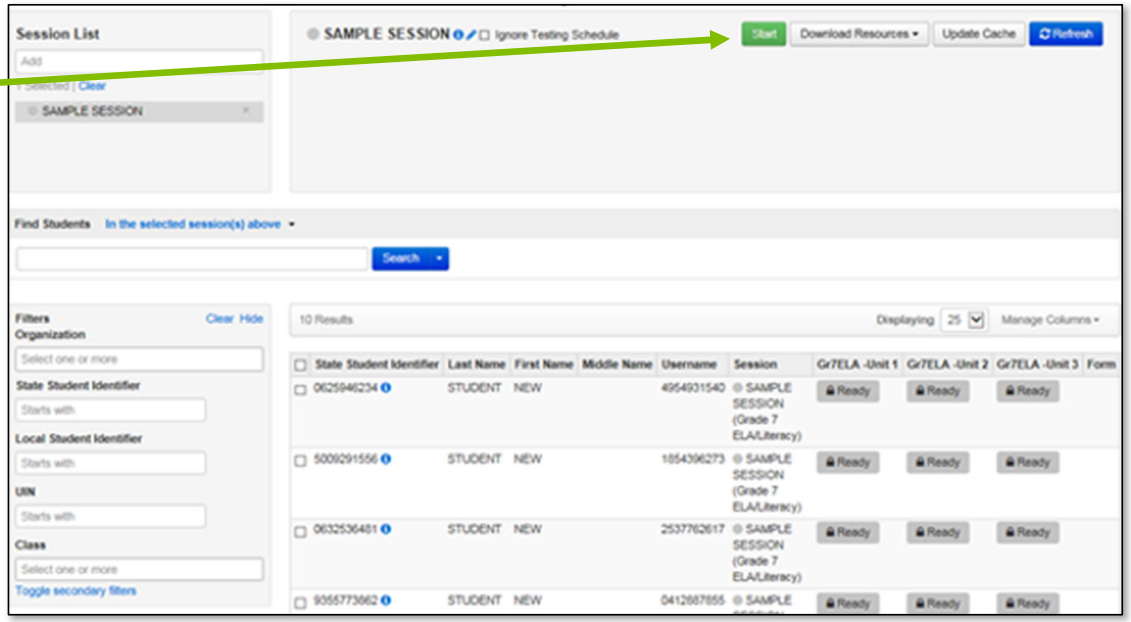
- Sessions must be started before students can log into TestNav to take the test.
- Units must be unlocked prior to testing and locked at the end of testing for that unit.
- Track students for make-up tests and new arriving students.
- Monitor students who may need their test resumed.
- Students moving 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.

PearsonAccess^next

Starting a Session

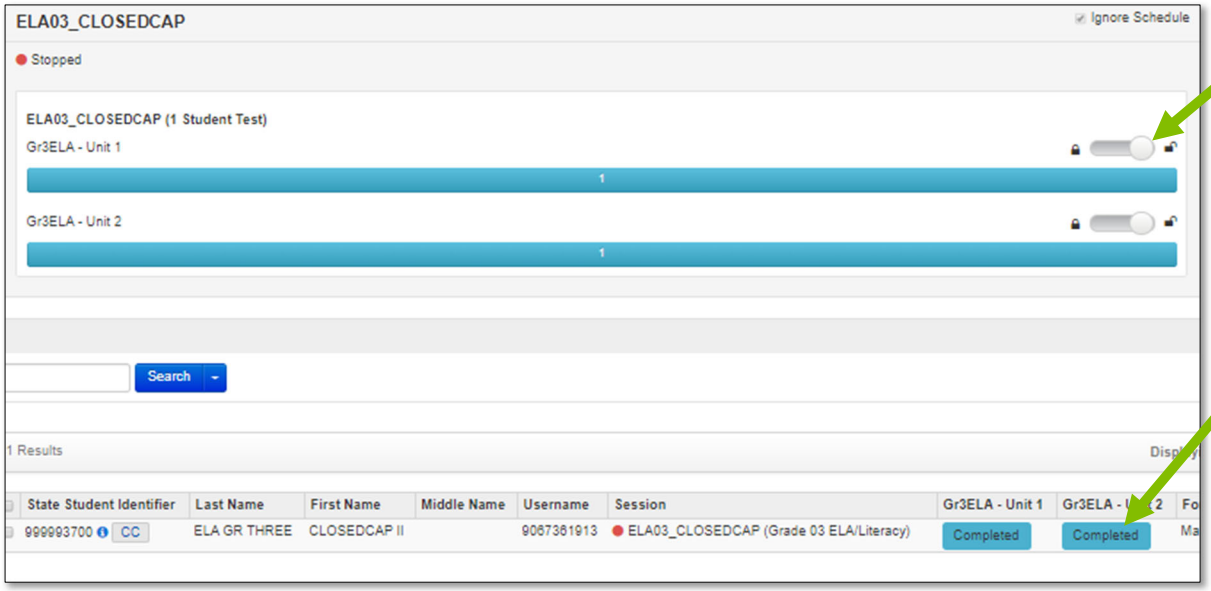
- Before students can log into TestNav, the session must be started, and individual Units being tested must be unlocked.
- Sessions can be started at anytime once the testing window opens and sessions have been prepared.
- On the Session screen, click the green *Start* button to start the session(s).
- Multiple sessions can be started at one time.



PearsonAccess^{next}

Unlocking / Locking Units

- Before students can log into TestNav, the Unit being tested must be unlocked.
- Units can be unlocked for all students in that session or individual student units can be unlocked for a make-up test.
- Only ONE Unit can be unlocked at a time.



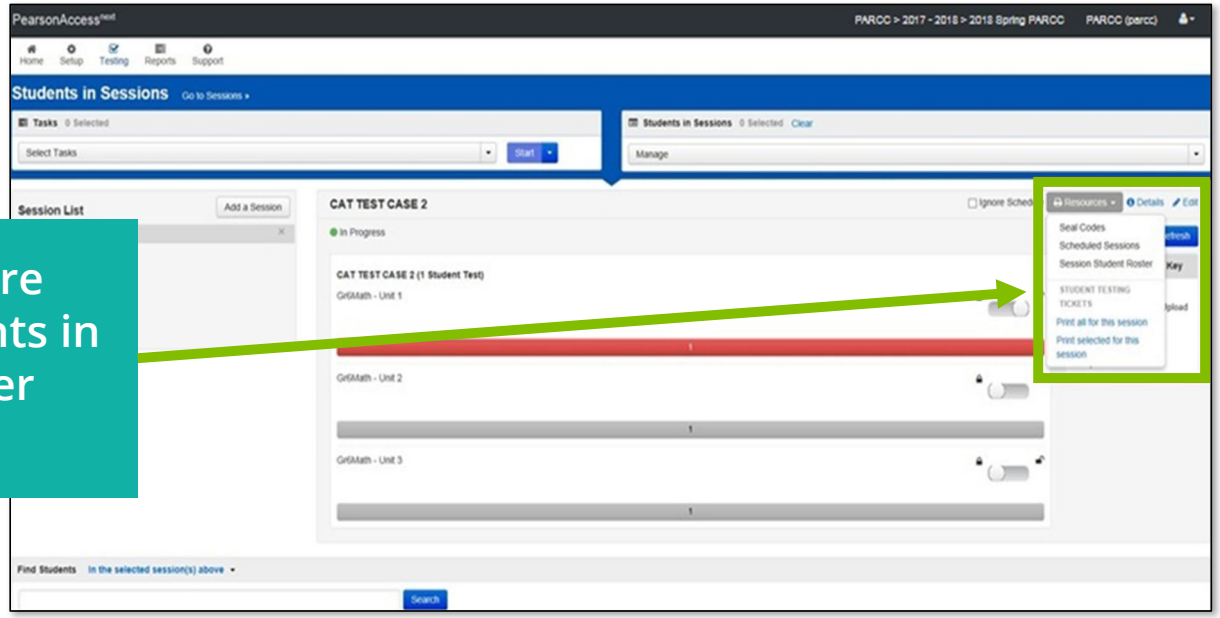
- Unlock by sliding the bar from lock to the unlocked position. This will unlock the test for all students in the session.
- Individual students can be unlocked via the Unit drop down for that student.

PearsonAccess^{next}

Student Testing Ticket

- Student Testing Tickets contain the login and password information that students need to access the assessment. Testing Tickets are considered secure material and should be kept secure during testing, and securely destroyed after testing is complete.

Student test tickets are printed from the Students in Sessions Screen under resources



PearsonAccess^{next}

Monitoring Testing Status

As students begin logging into TestNav, Test Administrators will be able to monitor their testing status:

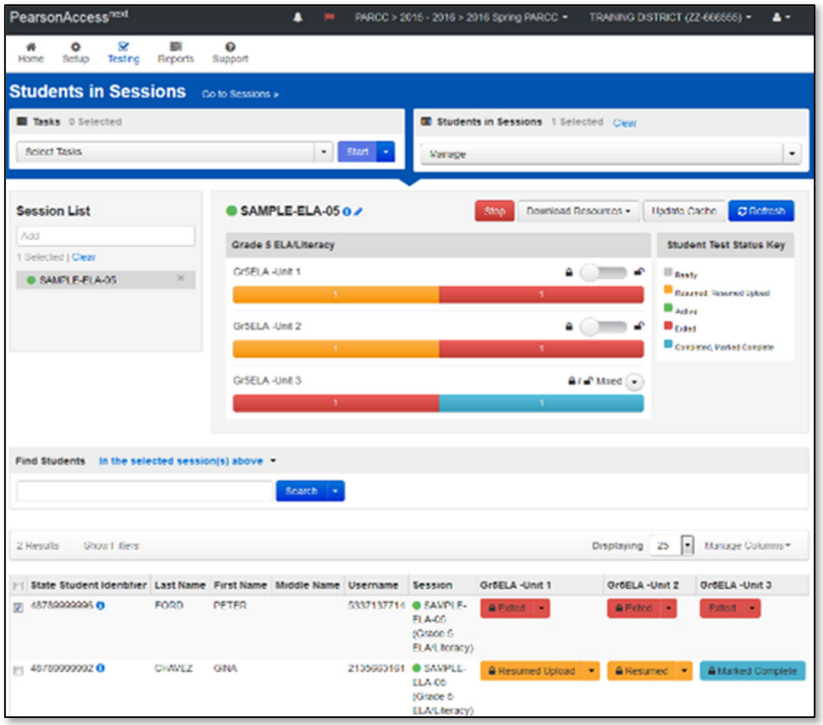
Ready: The student is ready to login to TestNav.

Resumed: The Student was in Exited status and had to be resumed so they can log back in.

Active: The student is logged into TestNav.

Exited: The student has exited out of TestNav.

Completed: The student has submitted the test.

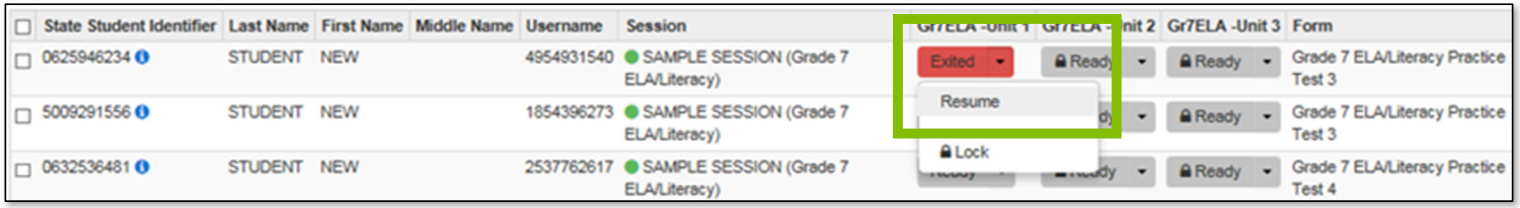


- Ready - Resumed, Resumed Upload - Active - Exited - Completed, Marked Complete

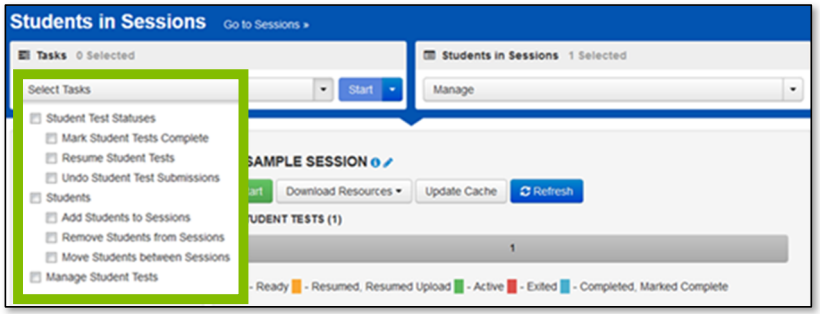
PearsonAccess^next

Resuming a Student

- A student test may need to be resumed. This could occur if the student is kicked out of the test, or the student accidently exits before finishing the test.
- A student can be resumed on the *Students in Session* screen by selecting the drop down for that student's exited Unit and selecting *Resume*.



- Or students can be resumed by selecting the student(s) and using the *Select Task* drop down.
- The student can now log back into TestNav.



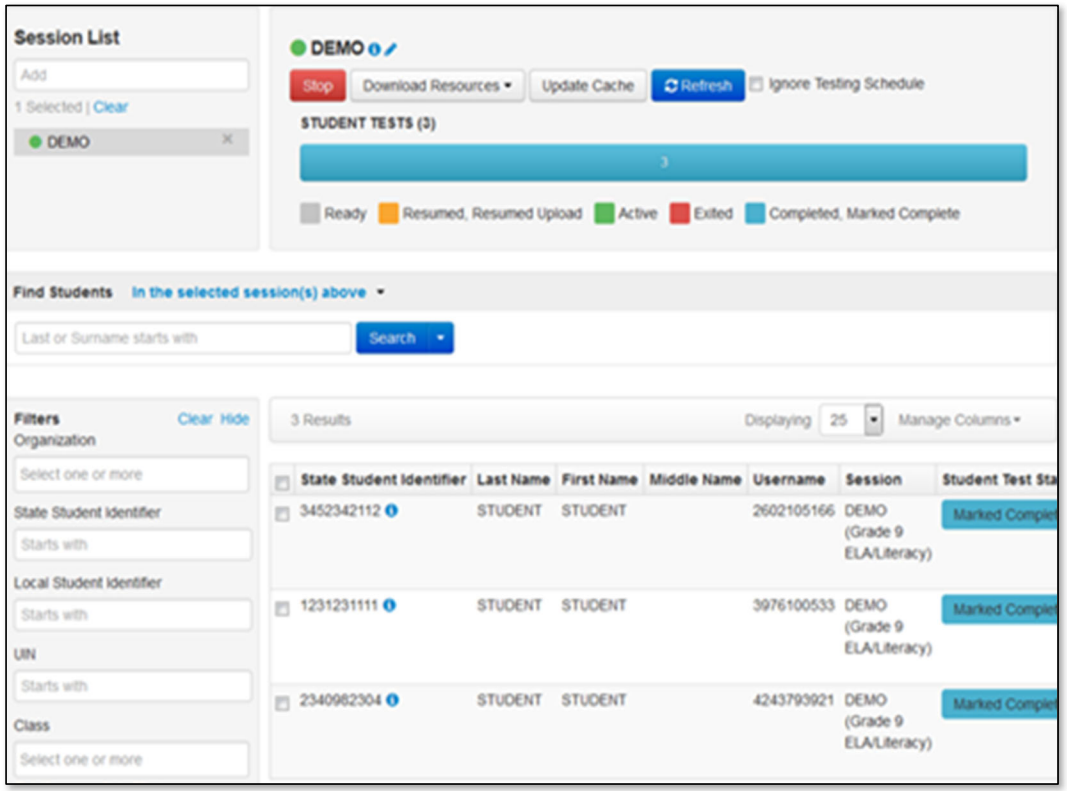
Outline of Tasks for District / School Coordinators

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.

PearsonAccess^next

Stopping Sessions

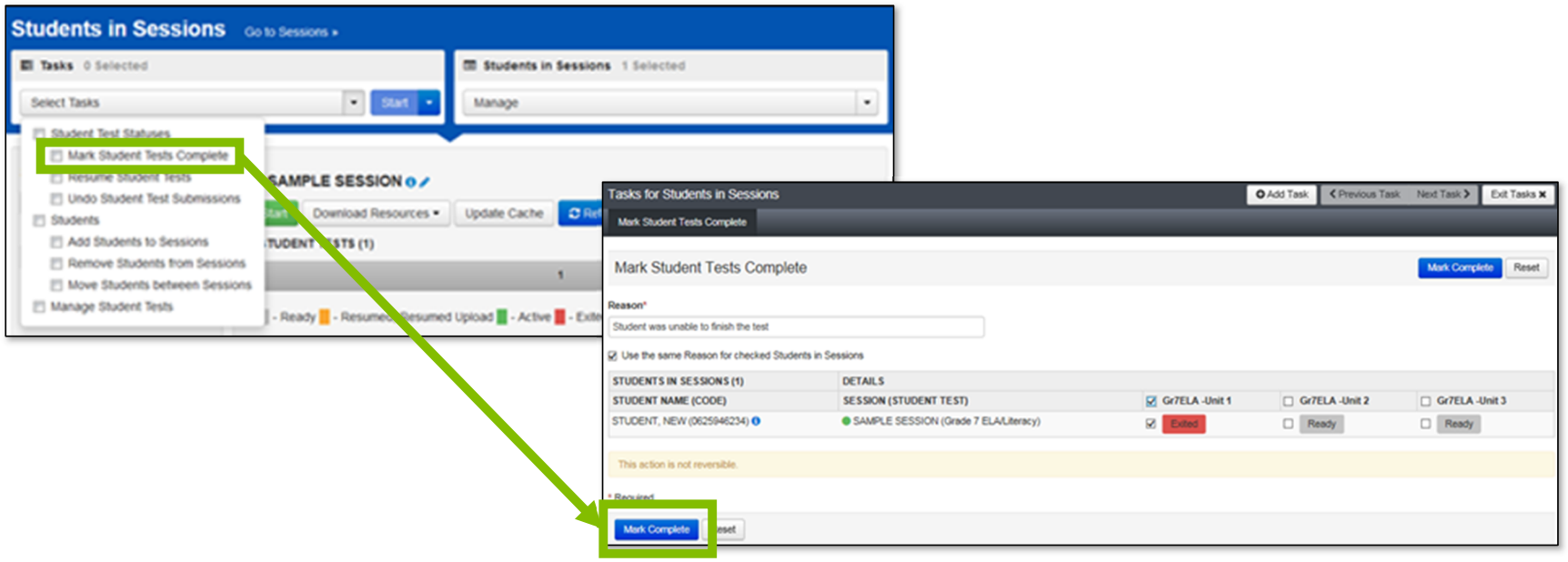


All sessions that have been started should be stopped at the conclusion of the test administration window.

PearsonAccess^{next}

Marking a Test Complete

- A student's test MUST be marked *Complete* if the student is unable to complete all units in the test (e.g., a student moves from the district or becomes ill and is unable to return to school prior to the end of the testing window).



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 schools (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

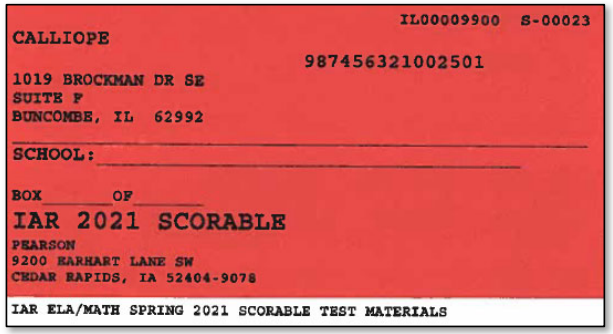
Material Order (Arriving February 2022)

Test Coordinator Kit:

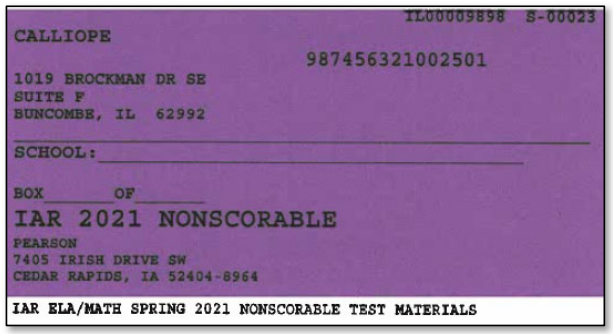
- Resealable plastic bag
- Paper Bands
- Pearson Scorable and Nonscorable Labels (in different colors)
- Pre-printed/pre-gridded Return School Header
- Student ID Labels and Roster
- Return Instructions Sheet
- Shipping Carrier Return Instructions
- Packing List and Chain-of-Custody Forms
- Test Coordinator 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

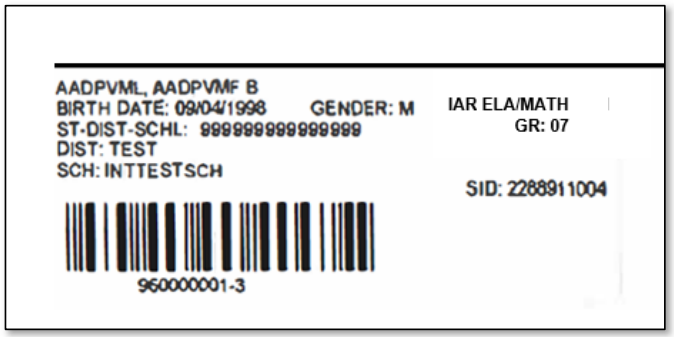


Non-Scorable

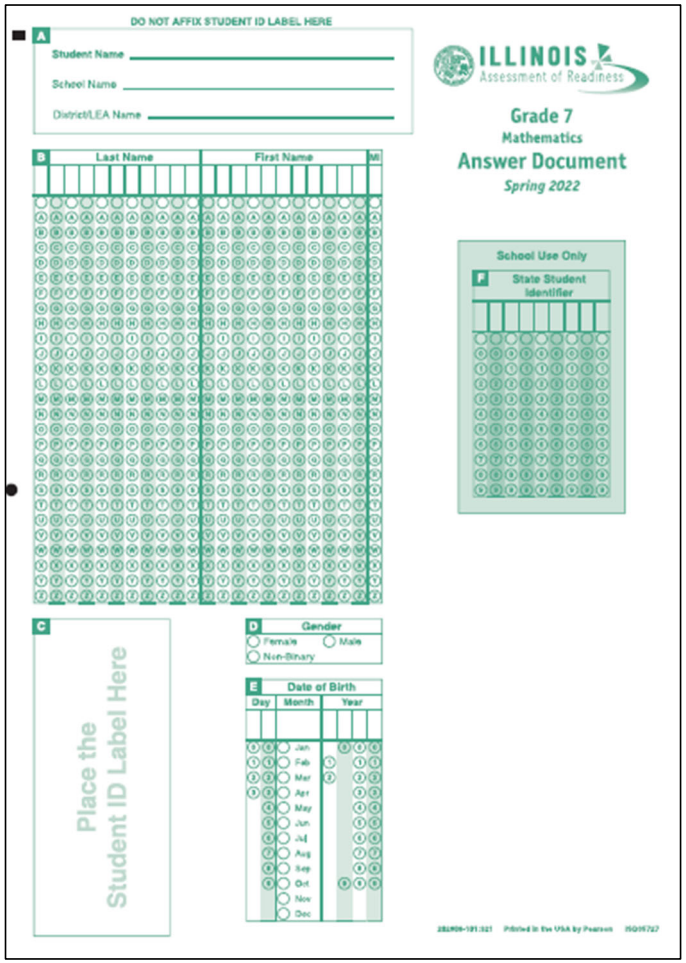


IAR – Students Testing on Paper

- 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

Support

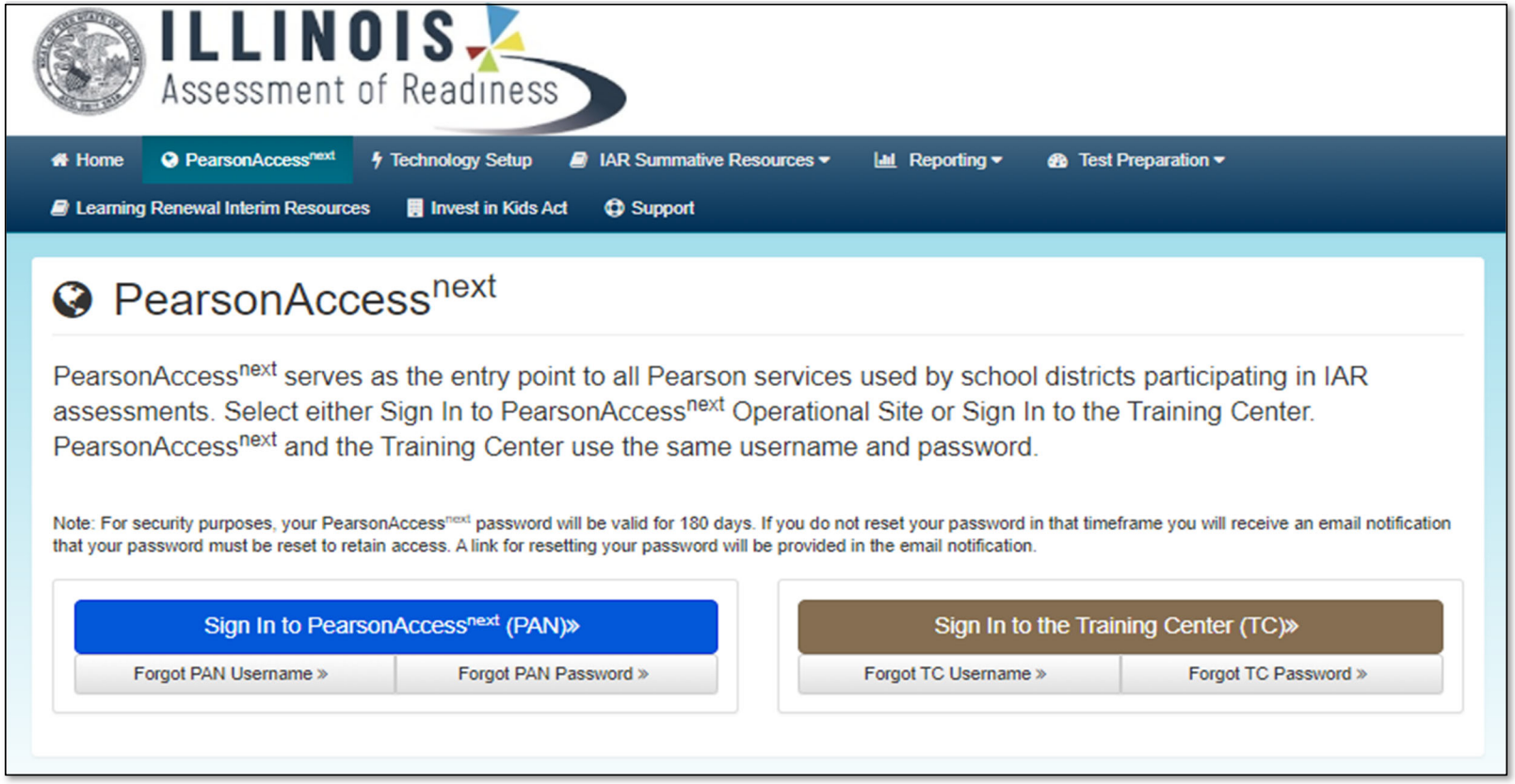
Customer Support Page

il.mypearsonsupport.com

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

Customer Support Page (continued)

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

Pearson

Pearson

Training Dates

Technology Coordinator Webinar

Tuesday, January 11, 2022
10:00-11:00 a.m.

Wednesday, January 12, 2022
2:00-3:00 p.m.

ISBE – Pearson Contacts Information

ISBE Assessment Department

866-317-6034

- Email ISBE
- ISBE Assessment Site

Pearson Customer Support

833-213-3879

- Support Page

Pearson