

IL Assessment of Readiness (IAR) Test Administration

For administrators with 2+ years
experience

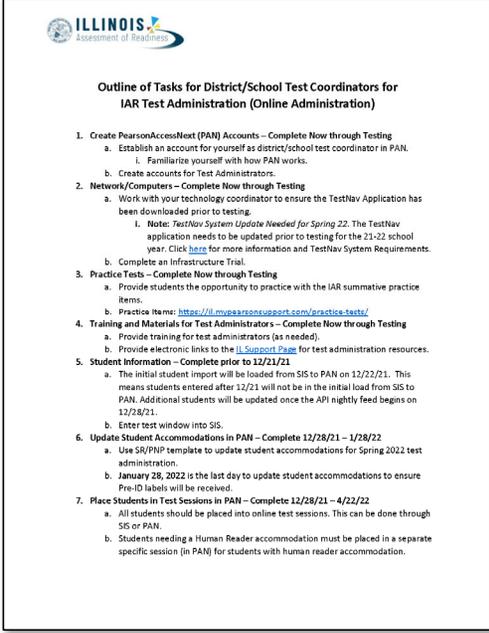


Agenda

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

Please ask questions.

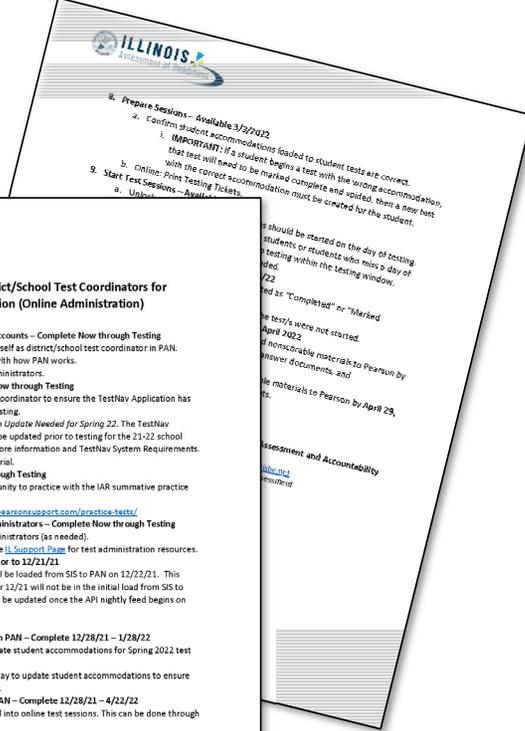
Outline of Tasks



ILLINOIS
Assessment of Readiness

Outline of Tasks for District/School Test Coordinators for IAR Test Administration (Online Administration)

1. Create PearsonAccessMeet (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.
 - i. Practice Item: <https://i.mqa.pearsonsupport.com/varsities-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 [IAR 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.



ILLINOIS
Assessment of Readiness

Prepare Sessions – Available 3/29/2022

- 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 marked complete and voided, then a new test with the correct accommodation must be created for the student.
- b. Online: Print Testing Tickets

Start Test Sessions – Available 3/29/2022

- a. Upload

Students should be started on the day of testing. Students or students who miss a day of testing within the testing window, 3/29-4/22, should be marked as "Completed" or "Marked Incomplete" if they were not started. April 2022. If non-scorable materials to Pearson by answer documents, and materials to Pearson by April 28, 2022.

Assessment and Accountability

Subject

Resource

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.

The screenshot shows the PearsonAccess^{next} website. At the top, there are navigation links for 'Home' and 'Support'. Below this is a banner image showing students working on laptops. The main content area is divided into two columns. The left column features the 'ILLINOIS Assessment of Readiness' logo and a section titled 'ILLINOIS ASSESSMENT OF READINESS (IAR)' with a brief description and a bulleted list of features. The right column features the 'LEARNING RENEWAL Interim Assessments' logo and a section titled 'Learning Renewal Interim Assessments' with a brief description and a bulleted list of features. On the right side of the page, there is a sidebar with a 'Sign In' button, a 'Forgot Username | Forgot Password' link, a 'Contact Us' section with customer support information, and a 'Related Links' section with several links.

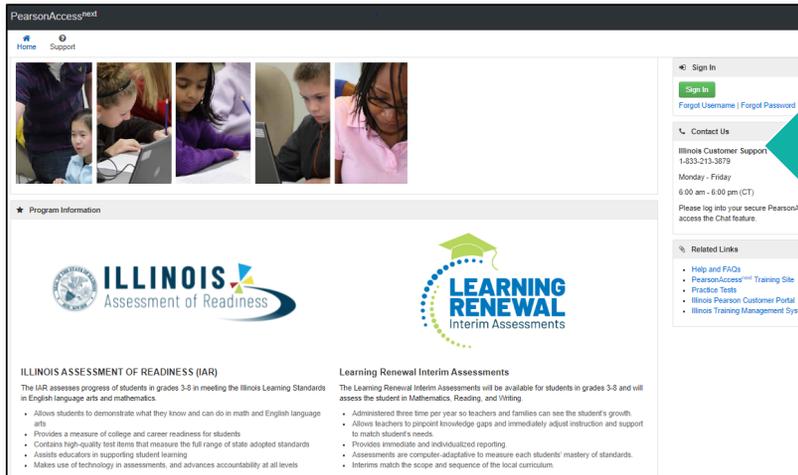
ILLINOIS ASSESSMENT OF READINESS (IAR)
The IAR assesses progress of students in grades 3-8 in meeting the Illinois Learning Standards in English language arts and mathematics.

- Allows students to demonstrate what they know and can do in math and English language arts
- Provides a measure of college and career readiness for students
- Contains high-quality test items that measure the full range of state-adopted standards
- Assists educators in supporting student learning
- Makes use of technology in assessments, and advances accountability at all levels

Learning Renewal Interim Assessments
The Learning Renewal Interim Assessments will be available for students in grades 3-8 and will assess the student in Mathematics, Reading, and Writing.

- Administered three times per year so teachers and families can see the student's growth.
- Allows teachers to pinpoint knowledge gaps and immediately adjust instruction and support to match student's needs.
- Provides immediate and individualized reporting.
- Assessments are computer-adaptive to measure each student's mastery of standards.
- Interims match the scope and sequence of the local curriculum.

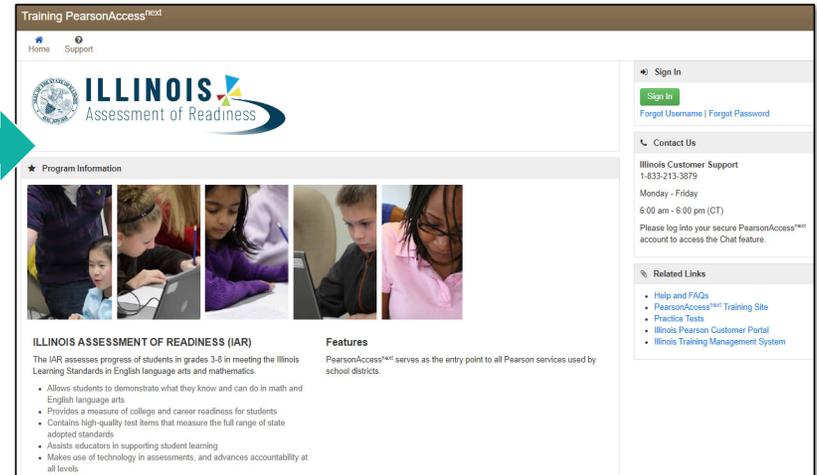
PearsonAccess^{next}



The screenshot shows the main PearsonAccessNext website. At the top, there are navigation links for Home and Support. Below this is a banner with five small images of students working. On the right side, there is a 'Sign In' section with a 'Sign In' button and links for 'Forgot Username' and 'Forgot Password'. Below that is a 'Contact Us' section with the Illinois Customer Support phone number (1-833-213-3879) and operating hours (Monday - Friday, 6:00 am - 6:00 pm (CT)). A 'Please log into your secure PearsonAccessNext account to access the Chat feature.' message is also present. At the bottom, there are two main sections: 'ILLINOIS ASSESSMENT OF READINESS (IAR)' and 'Learning Renewal Interim Assessments', each with a brief description and a list of features.

LIVE SITE

<http://il.pearsonaccessnext.com>



The screenshot shows the Training PearsonAccessNext website. It features the Illinois Assessment of Readiness logo at the top. Below the logo is a 'Sign In' section with a 'Sign In' button and links for 'Forgot Username' and 'Forgot Password'. A 'Contact Us' section follows, providing the same customer support information as the live site. The main content area is titled 'Program Information' and includes a banner with the same five student images. Below the banner, there are two columns: 'ILLINOIS ASSESSMENT OF READINESS (IAR)' and 'Features'. The IAR section describes the assessment and lists its benefits. The Features section lists specific capabilities of the PearsonAccessNext platform.

TRAINING SITE

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



PearsonAccess^{next}
2021-2022
Enhancements

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.

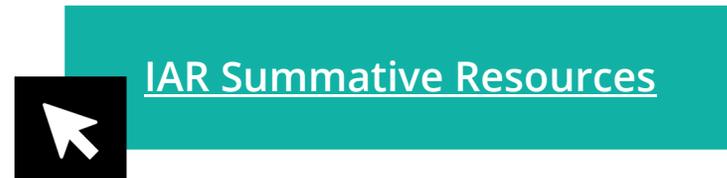
New 2022

- 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



TestNav Extensions

The screenshot shows the TestNav application window. The title bar contains the TestNav logo on the left and the user name 'TestNav User' with a dropdown arrow on the right. The main content area is titled 'Select Extensions' and lists two available extensions:

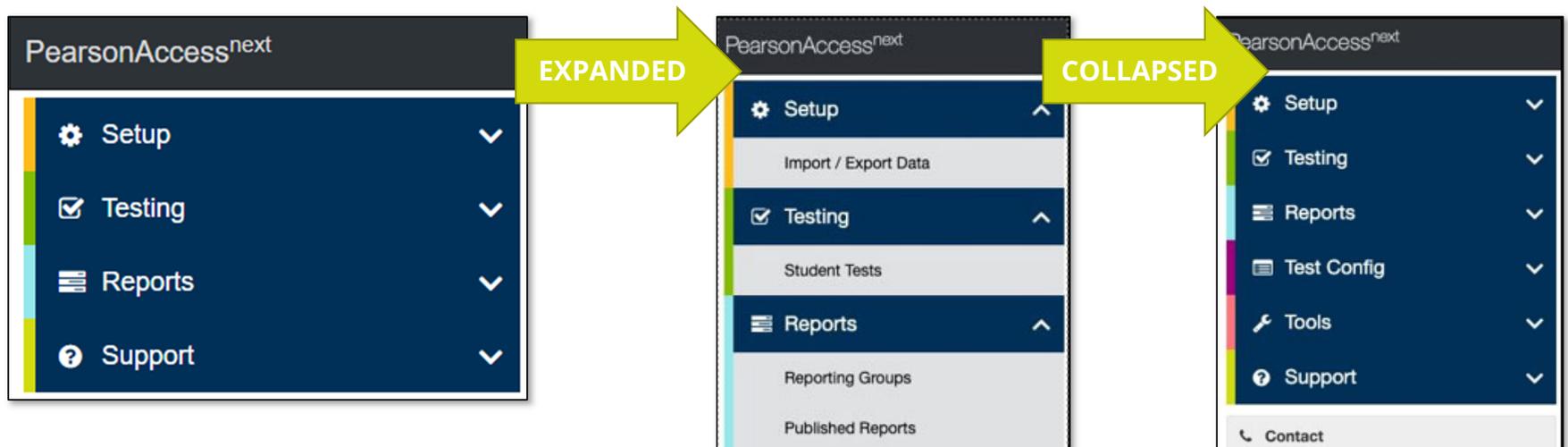
- Co:Writer Universal**
 - Offered By: Don Johnston Inc.
 - Version: 7
 - Speech-to-Text and/or Word Prediction
 - Install button
- Read&Write for TestNav**
 - Offered By: Texthelp
 - Version: 1
 - Read&Write support for TestNav
 - Install button

At the bottom center of the interface is a 'Continue To Test' button.

PearsonAccess^{next}

New Home Page

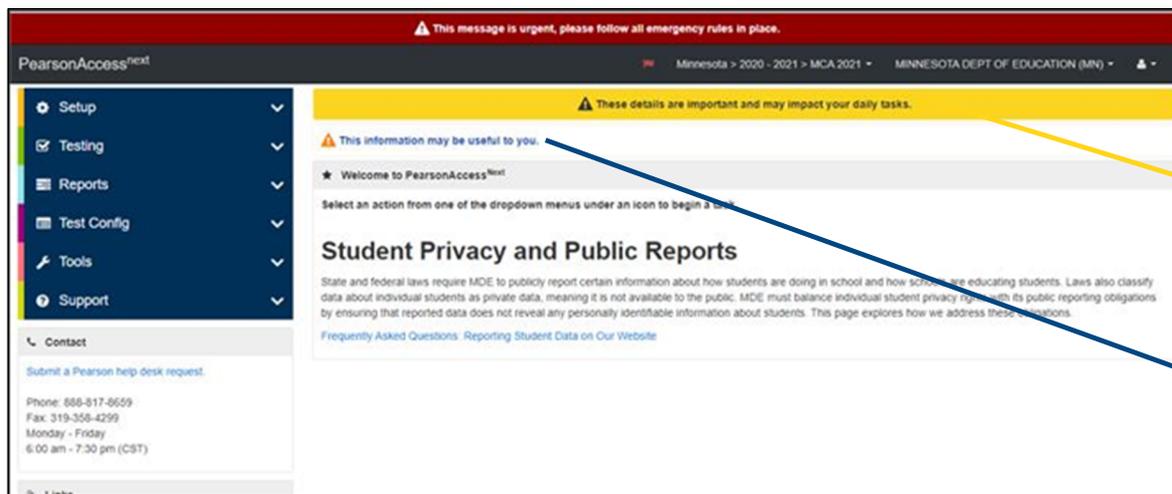
- Information can be accessed via the dropdown links across the upper left of the screen.
- Depending on your access, the panel may be expanded (see all menu items up login) or collapsed.



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)

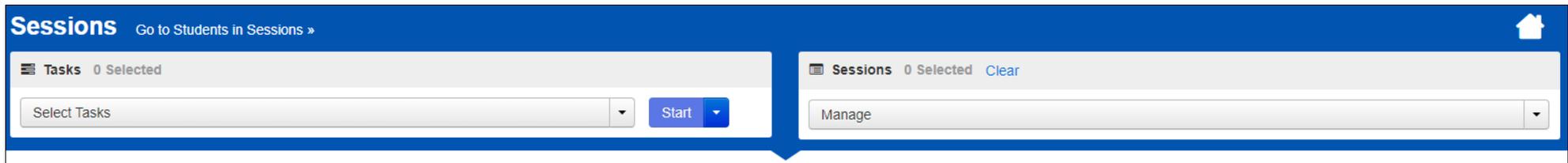
Important
(yellow banner)

Informational
(with orange warning icon)

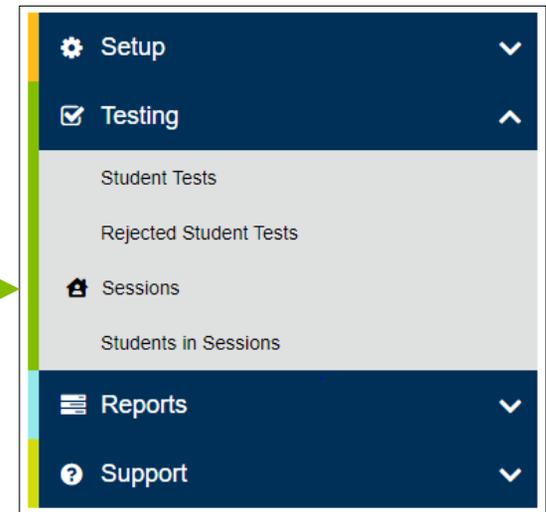
PearsonAccess^{next}

New Home Page View Upon Login

- Users can set a predefined home page upon login.



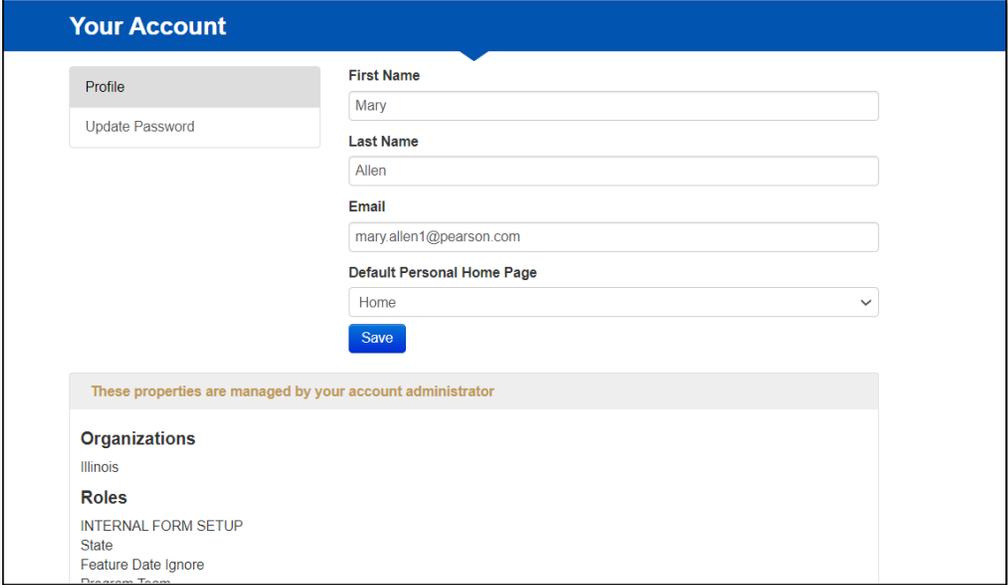
- The Home Icon will change to the user's designated icon, showing that it is the user's default home page.
- The user's Home Icon will also appear next to the menu option if they return to the original home page.



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.



Your Account

Profile
Update Password

First Name
Mary

Last Name
Allen

Email
mary.allen1@pearson.com

Default Personal Home Page
Home

Save

These properties are managed by your account administrator

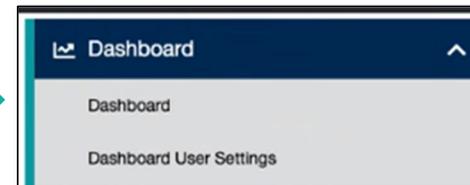
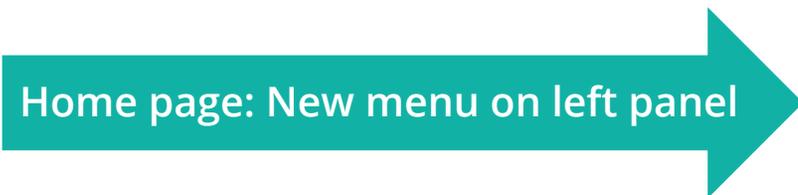
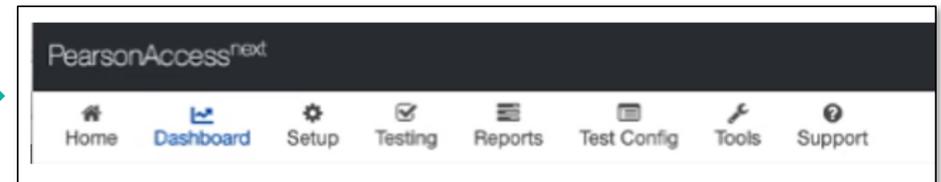
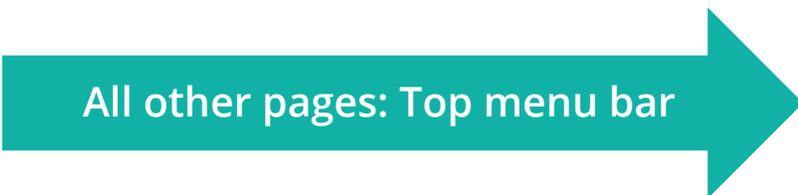
Organizations
Illinois

Roles
INTERNAL FORM SETUP
State
Feature Date Ignore
Program Team

PearsonAccess^{next}

New Dashboards

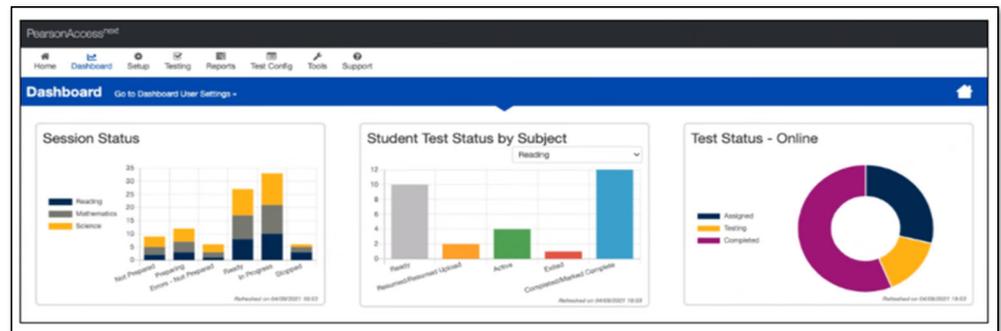
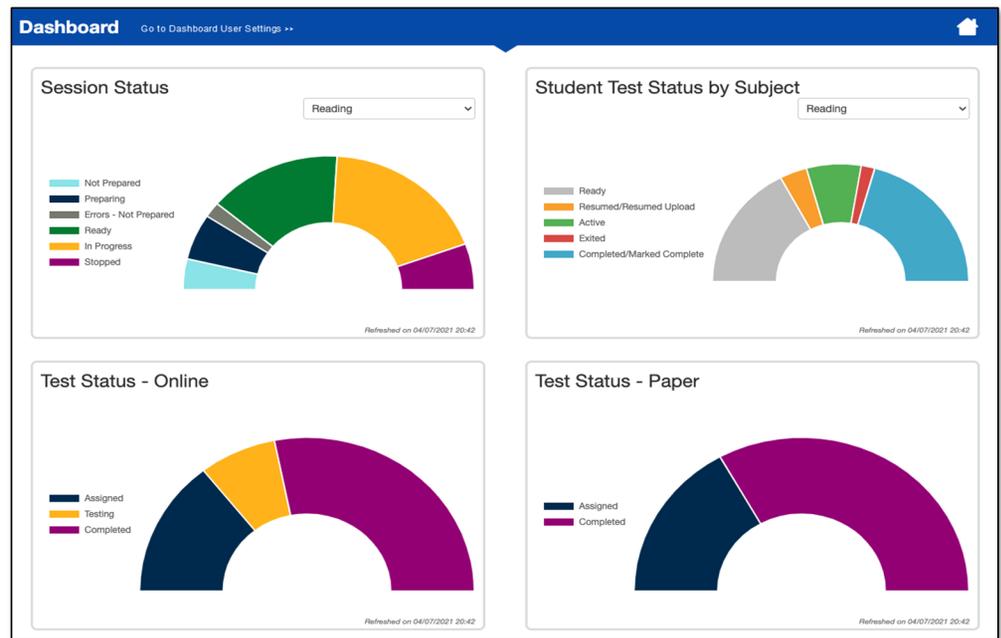
- New dashboards are now available. Any user accessing PAN can see the most relevant and useful data in an easy-to-view menu *Dashboard*.



PearsonAccess^{next}

New Dashboards

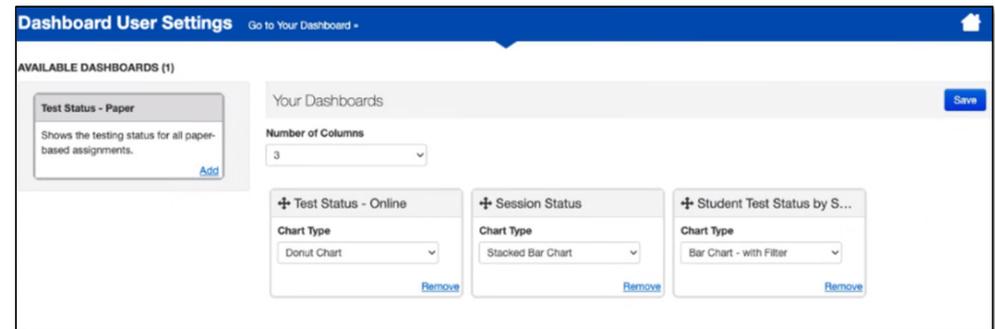
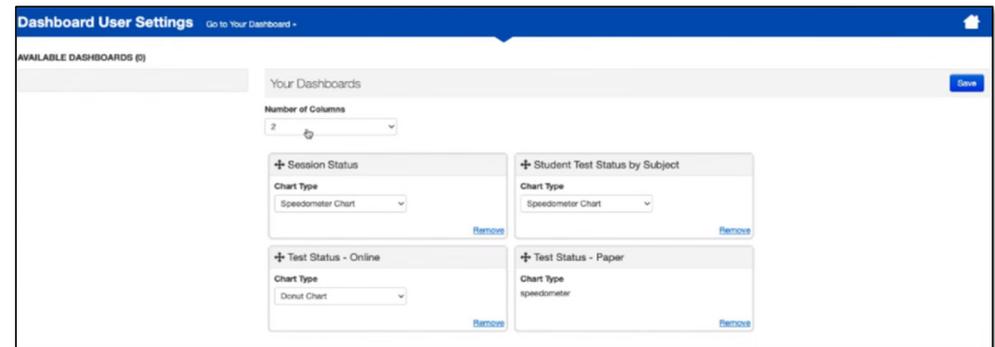
- Testing – Session Status
- Testing – Student Test Session Status
- Test Status – Online
- Test Status – Paper
- Test Status – Alternate
- The data on the dashboard will refresh every 30 minutes



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

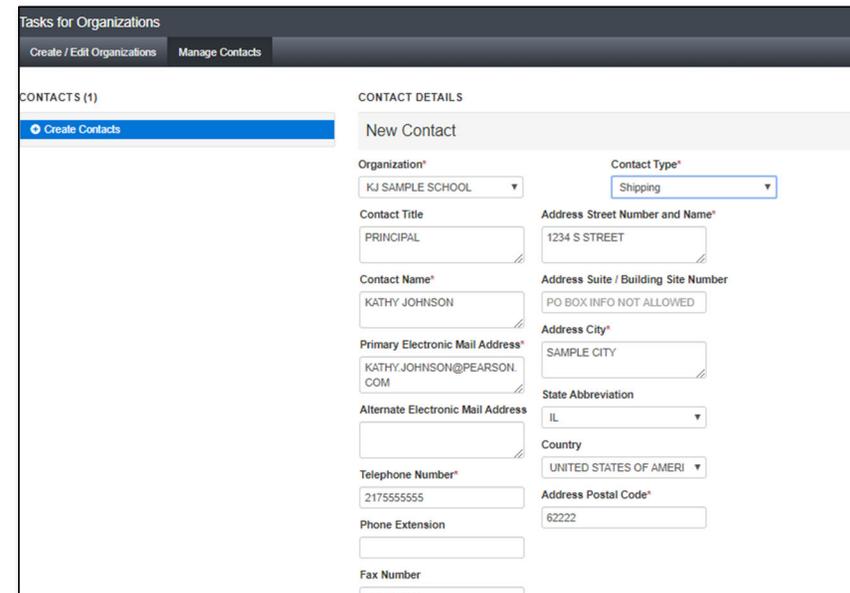
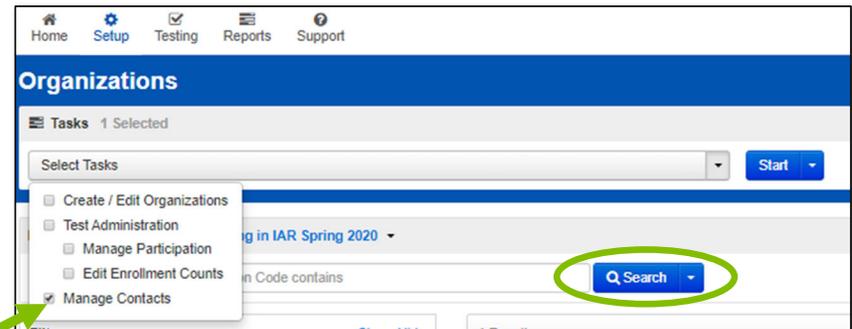
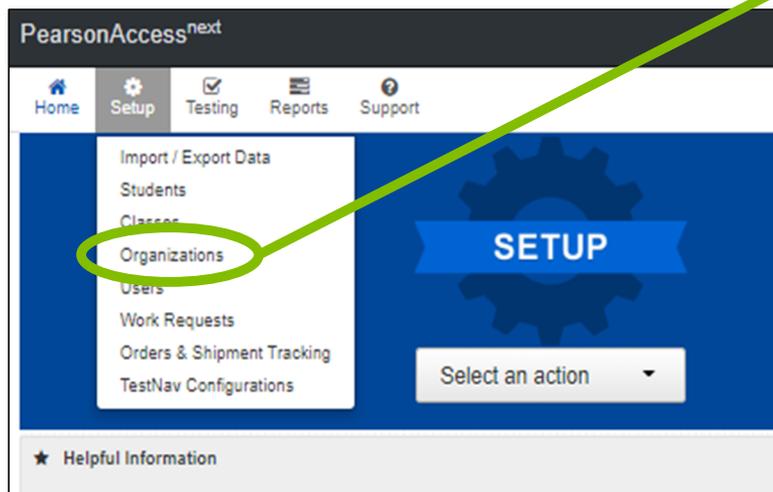
- ✓ Confirm you are in the correct site (live vs. training).
 - An account must be set up in both sites. If you are using the same username in the live and the training site, then the password will be the same for both sites.
 - You can export users from the live site and import into training.

- ✓ 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*.

The screenshot displays the 'ORGANIZATIONS (1)' interface. On the left, a list shows 'Create Organization' and 'KJ DISTRICT (ZZZ100000000000)'. The main area, titled 'DETAILS', shows the following information:

- Type:** District
- Parent Organization*:** Illinois (IL)
- Organization Code*:** ZZZ100000000000
- County ANSI Code:** 000
- Organization Name*:** KJ DISTRICT
- Short Name of Institution ⓘ:** KJ DISTRICT
- Ship Testing Materials To District or School:** District
- Ship Reports to District or School:** District

A green oval highlights the two dropdown menus for 'Ship Testing Materials To District or School' and 'Ship Reports to District or School', both of which are currently set to 'District'.

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

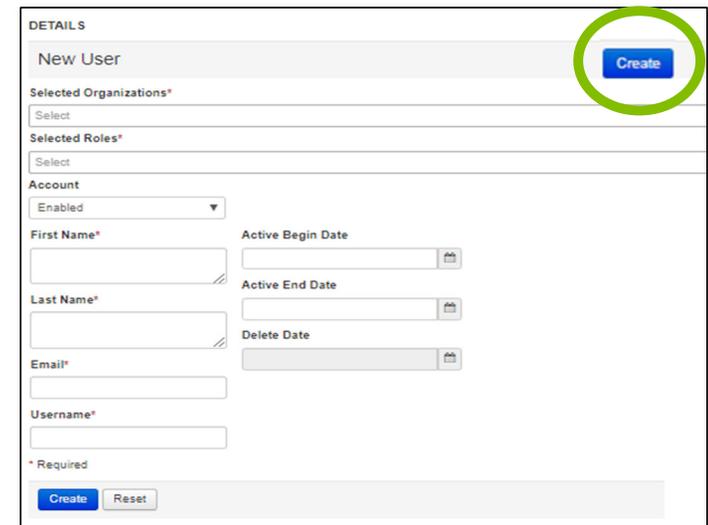
[User Role Matrix](#)



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.



DETAILS

New User

Selected Organizations*
Select

Selected Roles*
Select

Account
Enabled

First Name*
Active Begin Date

Last Name*
Active End Date

Email*
Delete Date

Username*

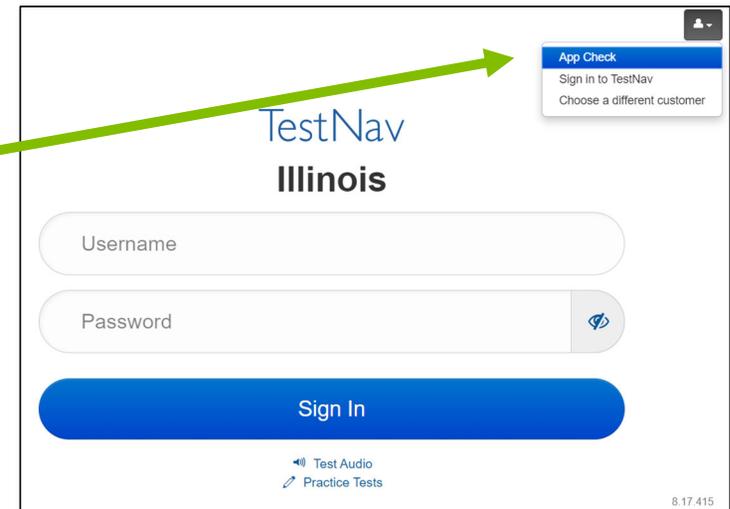
* Required

Create Reset

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:



[Technology Setup](#)



[Communications](#)



[Presentations and Webinars Archive](#)

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.



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

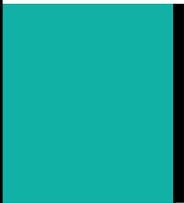


Accommodations in bold teal font are test form specific.

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

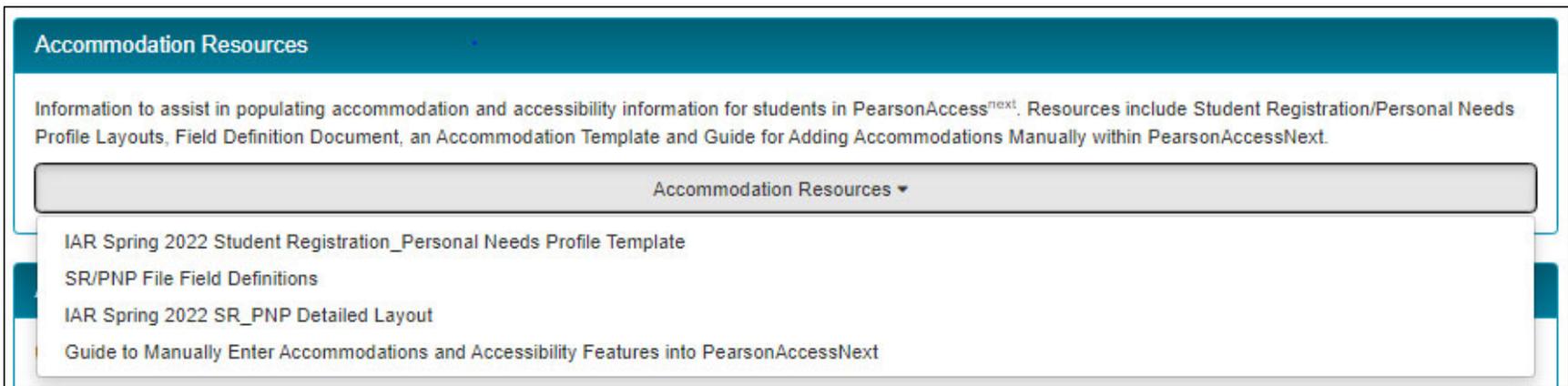
Verify these steps have already been completed:

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*.



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 ▾

- IAR Spring 2022 Student Registration_Personal Needs Profile Template
- SR/PNP File Field Definitions
- IAR Spring 2022 SR_PNP Detailed Layout
- Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccessNext

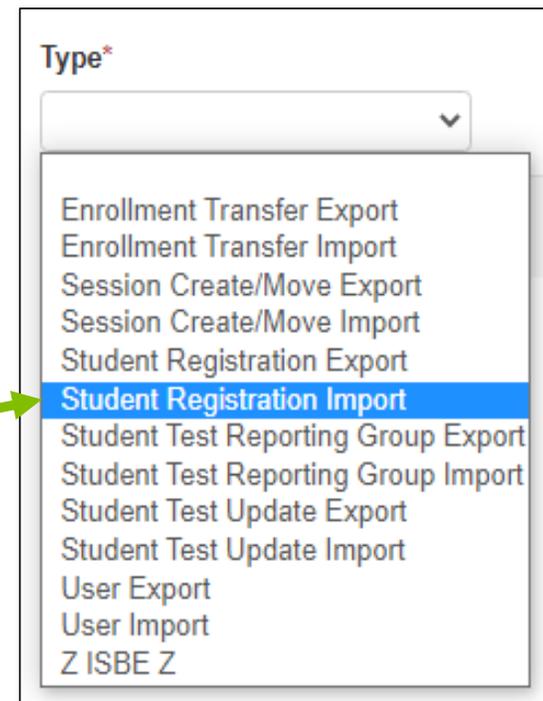
[Support Page](#)



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*.

Tasks for Importing and Exporting

Import / Export Data

Type*

Student Registration Import

File Layout Type

CSV

Don't auto-create Test Sessions for 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 above.

Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File

Choose File No file chosen

Additional e-mails

Enter a valid e-mail address

Process Reset

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.

Errors

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

3 Results

Record Number	Message
2	Test Format is required.
3	Test Format is required.
4	Test Format is required.

DETAILS ↻

Complete with issues
Some records were not saved, see the error list for details

File Information

Type	Student Registration Import	Organization	KJ SAMPLE SCHOOL DEMO (ZZZ100000000000- ZZZ100000001001)
Name	test srmpn.csv	User	kathy.johnson@pearson.com
Request Date	2020-01-08 04:12 AM		

Total Records
3

Successful Records
0

Error Records
3

[Download File](#) ⓘ

[Download Students Created](#) ⓘ



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*.

The screenshot shows the 'STUDENTS (2)' list on the left with 'SAMPLE, 03 STUDENT 3 (323111112)' selected. The main form area is titled 'IAR SPRING 2020' and 'SAMPLE, 03 STUDENT 3 (323111112)'. The form includes the following sections:

- Registered:** A checked checkbox.
- Grade Level When Assessed:** A dropdown menu.
- Home School Code:** A dropdown menu with 'Select' as the current value.
- Ship Report School Code:** A dropdown menu with 'Select' as the current value.
- Ethnicity:** A dropdown menu.
- Federal Race/Ethnicity:** A dropdown menu.
- Race - At least one of the following fields must be selected:**
 - Asian:** A dropdown menu.
 - American Indian or Alaska Native:** A dropdown menu.
 - Black or African American:** A dropdown menu.
 - Native Hawaiian or Other Pacific Islander:** A dropdown menu.
 - White:** A dropdown menu.
 - Two or More Races:** A dropdown menu.
- Student Status:**
 - English Learner (EL):** A dropdown menu.
 - Title III Limited English Proficient Participation Status:** A dropdown menu.
 - Gifted and Talented:** A dropdown menu.
 - Migrant Status:** A dropdown menu.
 - Economic Disadvantage Status:** A dropdown menu.
 - Student with Disabilities:** A dropdown menu.
 - Primary Disability Type:** A dropdown menu.

A small asterisk and the word 'Required' are visible at the bottom left of the form area.



Pearson

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}

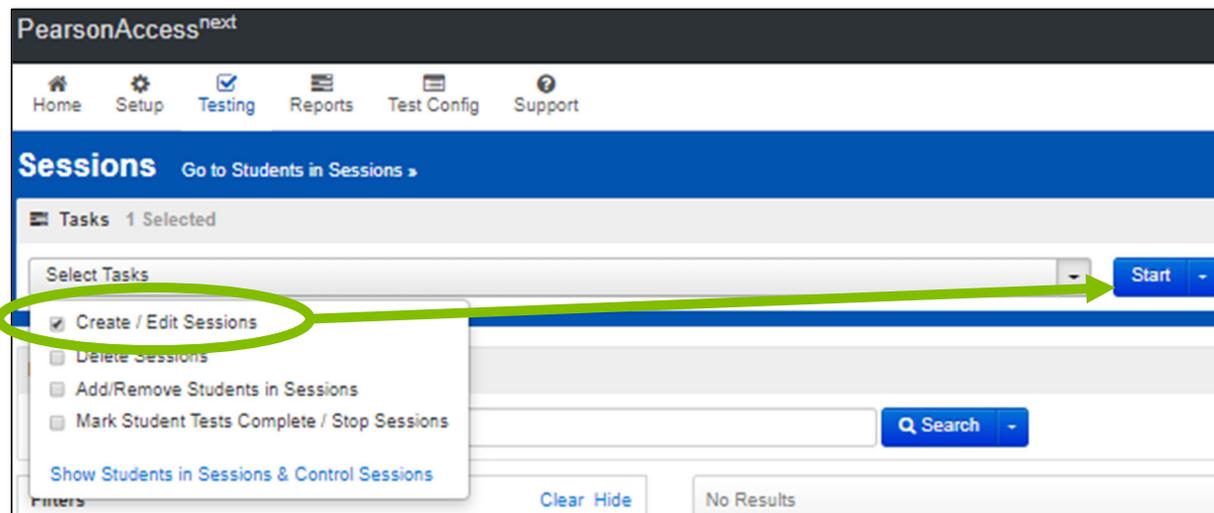
Import Sessions

- 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}

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.

The screenshot illustrates the workflow for adding students to a session in PearsonAccessNext. It is divided into three main sections:

- Test Configuration (Left):** Shows fields for Test (Grade 05 ELA/Literacy), Password (1C49CD), Form Group (Main), and Precaching Computer (Add). A list of assigned students (80) is shown at the bottom, including ELA GR FIVE, MAIN I through IV.
- Sessions Task Menu (Center):** A dropdown menu titled 'Sessions' with 'Go to Students in Sessions >' link. It shows 'Tasks 2 Selected' and lists: Create / Edit Sessions, Delete Sessions, Add/Remove Students in Sessions, and Mark Student Tests Complete / Stop Sessions. A link 'Show Students in Sessions & Control Sessions' is also present.
- Tasks for Sessions (Right):** A panel with tabs for 'Create / Edit Sessions' and 'Add/Remove Students in Sessions'. The 'Add/Remove Students in Sessions' tab is active, showing 'SESSIONS (1)' with 'ELA05_MAIN' selected. The 'DETAILS' section shows 'ELA05_MAIN' and an 'Add Students' section with a search field 'Find by name or ID within BIEDERMAN SCHOOL' and a list of student IDs: STUDENT, NEW (242568458), STUDENT, NEW (543109583), **STUDENT, NEW (205311766)**, STUDENT, NEW (046101226), and STUDENT, NEW (057364744).

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.



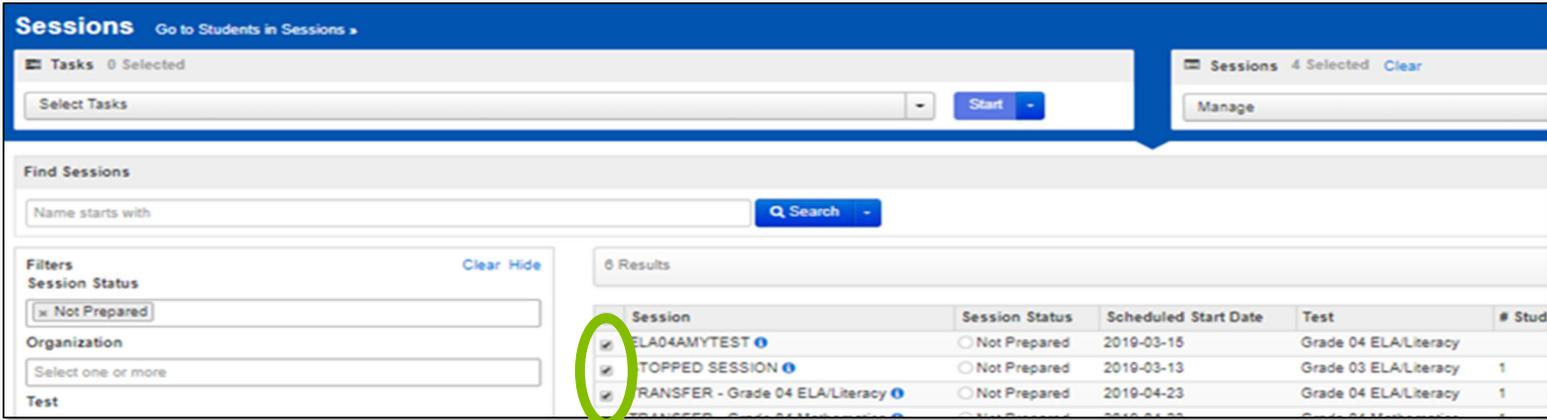
IMPORTANT:

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:



The screenshot shows the 'Sessions' management interface. At the top, there are buttons for 'Tasks' (0 Selected) and 'Sessions' (4 Selected). Below this is a search bar and a 'Find Sessions' section with a search button. On the left, there are filter options for 'Session Status' (Not Prepared) and 'Organization'. The main area displays a table with 6 results. A red circle highlights the checkboxes for the first three rows of the table.

Session	Session Status	Scheduled Start Date	Test	# Stud
ELA04AMYTEST	Not Prepared	2019-03-15	Grade 04 ELA/Literacy	
STOPPED SESSION	Not Prepared	2019-03-13	Grade 03 ELA/Literacy	1
TRANSFER - Grade 04 ELA/Literacy	Not Prepared	2019-04-23	Grade 04 ELA/Literacy	1

PearsonAccess^{next}

Preparing a Session

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

2

3

4

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.

State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr6ELA - Unit 1	Gr6ELA - Unit 2	Form Group
	413629946	STUDENT	NEW		6853420811	KJ ELA GRADE 6 (Grade 06 ELA/Literacy)	Ready	Ready	Main
	180573043	STUDENT	NEW		5574696535	KJ ELA GRADE 6 (Grade 06 ELA/Literacy)	Ready	Ready	Main

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 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.

Session List

ADD

Selected | Clear

SAMPLE SESSION

Start Download Resources Update Cache Refresh

Ignore Testing Schedule

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

UN

Starts with

Class

Select one or more

Toggle secondary filters

10 Results

Displaying 25 Manage Columns

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
0625946234	STUDENT	NEW		4954931540	SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	
5000291556	STUDENT	NEW		1854396273	SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	
0632536481	STUDENT	NEW		2537762617	SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready	
9055773662	STUDENT	NEW		0412687955	SAMPLE	Ready	Ready	Ready	

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.

The screenshot displays the 'ELA03_CLOSEDCAP' test configuration page. At the top, it shows 'Stopped' and 'Ignore Schedule'. Below, there are two unit entries: 'Gr3ELA - Unit 1' and 'Gr3ELA - Unit 2'. Each unit has a blue progress bar and a toggle switch with a lock icon. A green arrow points to the toggle switch for 'Gr3ELA - Unit 1', which is currently in the 'locked' position. Below the units is a search bar and a table with 1 result. The table has columns for State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Gr3ELA - Unit 1, Gr3ELA - Unit 2, and a 'Completed' status column. The first row shows a student with the session 'ELA03_CLOSEDCAP (Grade 03 ELA/Literacy)' and both units marked as 'Completed'. A second green arrow points to the 'Completed' button for 'Gr3ELA - Unit 2' in the table.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr3ELA - Unit 1	Gr3ELA - Unit 2	Completed
999993700	ELA GR THREE	CLOSEDCAP II		9067381913	ELA03_CLOSEDCAP (Grade 03 ELA/Literacy)	Completed	Completed	Completed

- Unlock by sliding the bar from lock to the unlocked position. This will unlock the test for all students in the session.

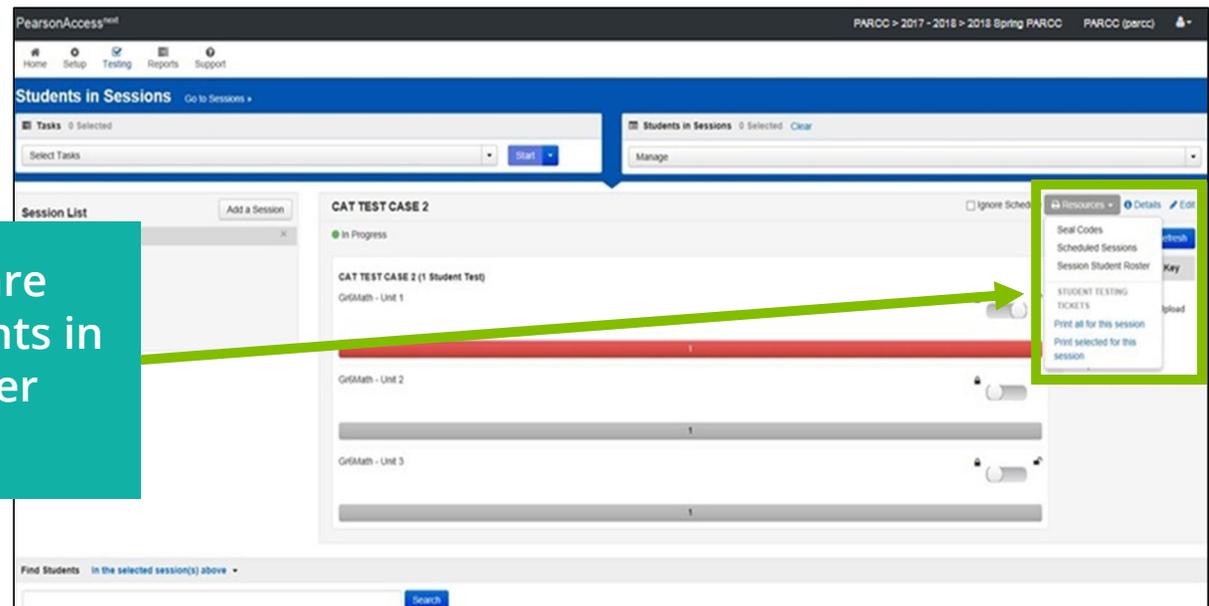
- Individual students can be unlocked via the Unit drop down for that student.

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:

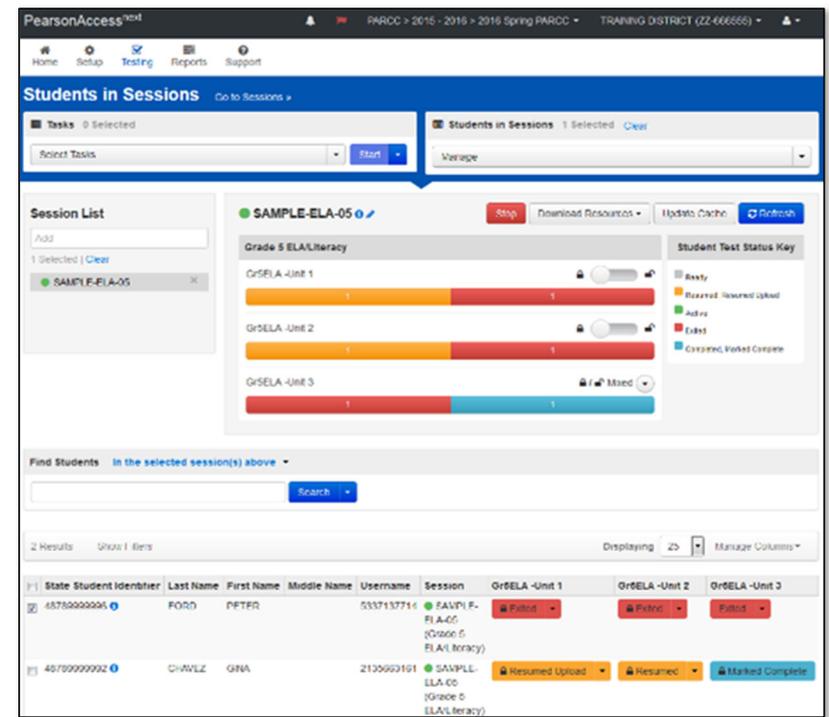
Ready: The student is ready to login to TestNav.

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.



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 accidentally 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*.

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234	STUDENT	NEW		4954931540	SAMPLE SESSION (Grade 7 ELA/Literacy)	Exited	Ready	Ready	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	5009291556	STUDENT	NEW		1854396273	SAMPLE SESSION (Grade 7 ELA/Literacy)		Ready	Ready	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	0632536481	STUDENT	NEW		2537762617	SAMPLE SESSION (Grade 7 ELA/Literacy)		Ready	Ready	Grade 7 ELA/Literacy Practice Test 4

- 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.

The screenshot shows the 'Students in Sessions' interface. A 'Select Tasks' dropdown menu is open, listing various actions such as 'Student Test Statuses', 'Mark Student Tests Complete', 'Resume Student Tests', 'Undo Student Test Submissions', 'Students', 'Add Students to Sessions', 'Remove Students from Sessions', 'Move Students between Sessions', and 'Manage Student Tests'. The 'Resume Student Tests' option is highlighted with a green box. The main interface shows a table of students in sessions, with one student selected. The status bar at the bottom indicates 'Ready', 'Resumed, Resumed Upload', 'Active', 'Exited', and 'Completed, Marked Complete'.



Pearson

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

The screenshot displays the PearsonAccessNext interface. At the top, there is a 'Session List' section with a search bar and a '1 Selected | Clear' indicator. Below this, a 'DEMO' session is listed. To the right, there are control buttons: 'Stop', 'Download Resources', 'Update Cache', 'Refresh', and 'Ignore Testing Schedule'. A 'STUDENT TESTS (3)' section shows a progress bar and a legend for session statuses: Ready, Resumed, Resumed Upload, Active, Exited, and Completed, Marked Complete.

Below the session list, there is a 'Find Students' section with a search bar and a 'Search' button. The search criteria is 'Last or Surname starts with'. Below this, there are filters for Organization, State Student Identifier, Local Student Identifier, UIN, and Class.

The main table displays 3 results. The columns are: State Student Identifier, Last Name, First Name, Middle Name, Username, Session, and Student Test Status. The data rows are:

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status
3452342112	STUDENT	STUDENT		2602105166	DEMO (Grade 9 ELA/Literacy)	Marked Complete
1231231111	STUDENT	STUDENT		3976100533	DEMO (Grade 9 ELA/Literacy)	Marked Complete
2340982304	STUDENT	STUDENT		4243793921	DEMO (Grade 9 ELA/Literacy)	Marked Complete

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

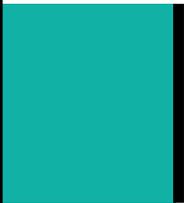
PearsonAccess^{next}

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).

The screenshot displays the 'Students in Sessions' interface. The sidebar menu on the left includes 'Student Test Stations' and 'Mark Student Tests Complete', which is highlighted with a green box. A modal window titled 'Tasks for Students in Sessions' is open, showing the 'Mark Student Tests Complete' task. The modal includes a 'Reason*' field with the text 'Student was unable to finish the test', a checkbox for 'Use the same Reason for checked Students in Sessions', and a table of student sessions. The 'Mark Complete' button is highlighted with a green box.

STUDENTS IN SESSIONS (1)	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3
STUDENT, NEW (0625946234)		SAMPLE SESSION (Grade 7 ELALiteracy)	<input checked="" type="checkbox"/> Exited	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready



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 Non-scorable 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

CALLIOPE	IL00009900	S-00023
	987456321002501	
1019 BROCKMAN DR SE SUITE F BUNCOMBE, IL 62992		
SCHOOL: _____		
BOX _____ OF _____		
IAR 2021 SCORABLE		
PEARSON 9200 MARHART LANE SW CEDAR RAPIDS, IA 52404-9078		
IAR ELA/MATH SPRING 2021 SCORABLE TEST MATERIALS		

Non-Scorable

CALLIOPE	IL00009898	S-00023
	987456321002501	
1019 BROCKMAN DR SE SUITE F BUNCOMBE, IL 62992		
SCHOOL: _____		
BOX _____ OF _____		
IAR 2021 NONSCORABLE		
PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964		
IAR ELA/MATH SPRING 2021 NONSCORABLE TEST MATERIALS		

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](#)





Support



Customer Support Page

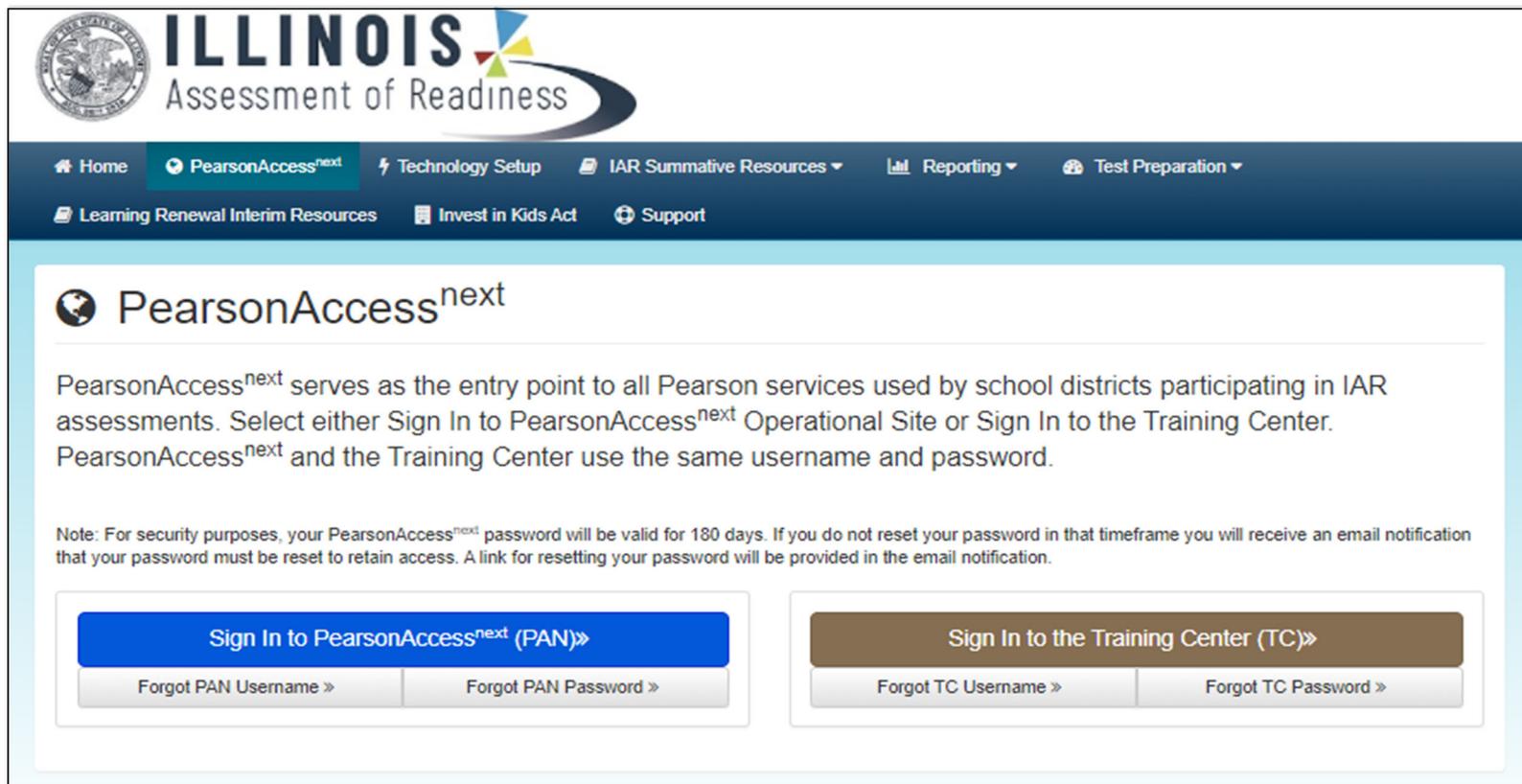
il.mypearsonsupport.com

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

The screenshot shows the Illinois Assessment of Readiness (IAR) website. At the top, there is a navigation bar with links for Home, PearsonAccess^{next}, Technology Setup, IAR Summative Resources, Reporting, and Test Preparation. Below the navigation bar, the main content area features a 'Home' section with a description of the IAR and a list of tools for Test Coordinators, Technology Coordinators, and Test Administrators. To the right of this text is a graphic of the state of Illinois with various educational goals listed: Quality, Partner, Standards, Commitment, Innovation, Success, Support, Improvement, Students, Collaboration, Direct Leader, Experience, Educators, and Students. Below the Home section, there are nine tiles, each representing a different resource category: PearsonAccess^{next}, Technology Setup, IAR Summative Resources, Test Preparation, Learning Renewal Interim Resources, Invest in Kids Act, Teacher Resources, Reporting, and Support. Each tile includes a brief description and a button to access the resources.

Customer Support Page (continued)

il.mypearsonsupport.com



The screenshot shows the PearsonAccessnext website. At the top left is the Illinois Assessment of Readiness logo. A dark blue navigation bar contains links for Home, PearsonAccess^{next}, Technology Setup, IAR Summative Resources, Reporting, and Test Preparation. Below this is a light blue bar with links for Learning Renewal Interim Resources, Invest in Kids Act, and Support. The main content area features the PearsonAccess^{next} logo and a paragraph explaining its role as an entry point to Pearson services. Below the text is a note about password validity. At the bottom, there are two sign-in buttons: a blue one for PearsonAccess^{next} (PAN) and a brown one for the Training Center (TC). Each button has a 'Forgot' link below it.

ILLINOIS
Assessment of Readiness

Home PearsonAccess^{next} Technology Setup IAR Summative Resources Reporting Test Preparation
Learning Renewal Interim Resources Invest in Kids Act Support

PearsonAccess^{next}

PearsonAccess^{next} serves as the entry point to all Pearson services used by school districts participating in IAR assessments. Select either Sign In to PearsonAccess^{next} Operational Site or Sign In to the Training Center. PearsonAccess^{next} and the Training Center use the same username and password.

Note: For security purposes, your PearsonAccess^{next} password will be valid for 180 days. If you do not reset your password in that timeframe you will receive an email notification that your password must be reset to retain access. A link for resetting your password will be provided in the email notification.

Sign In to PearsonAccess^{next} (PAN)»
Forgot PAN Username » Forgot PAN Password »

Sign In to the Training Center (TC)»
Forgot TC Username » Forgot TC Password »

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](#)



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