

## **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.
    - ii. **Note:** If you already have a PAN account and receive an error when trying to log in, please reset your password. An email will be sent to your registered email address with a link to reset your password.
  - 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:** The TestNav application needs to be downloaded prior to testing for the 22-23 school year even if you tested in Spring 22. 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 12/17/22**
  - a. The initial student import will be loaded from SIS to PAN on 12/19/22. This means students entered after 12/18 will not be in the initial load from SIS to PAN. Additional students will be updated once the API nightly feed begins on 12/28/22.
  - b. Enter test window into SIS.
- 6. Update Student Accommodations in PAN – Complete 12/28/22 – 1/27/23**
  - a. Use SR/PNP template to update student accommodations for Spring 2022 test administration.
  - b. **January 27, 2023** 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 12/28/22 – 4/21/23**
  - 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.

**8. Prepare Sessions – Available 3/2/2023**

- 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.

**9. Start Test Sessions – Available 3/6/23**

- a. Unlock student test in PAN. Sessions should be started on the day of testing.
- b. Administer Tests. Keep track of new students or students who miss a day of testing, so you can schedule make-up testing within the testing window.
- c. Place additional material orders if needed.

**10. Stop Test Sessions – Complete 3/6/23 – 4/25/23**

- a. After testing, all test units should be listed as “Completed” or “Marked Complete.”
- b. Remove students tests from sessions if the test/s were not started.

**11. Return Secure Materials to Pearson – Complete April 2023**

- a. Return all paper-based testing scorable and nonscorable materials to Pearson by **April 14, 2023**. This includes test booklets, answer documents, and accommodated test materials.
- b. Return all computer-based testing nonscorable materials to Pearson by **April 28, 2023**. This includes Math Human Reader scripts.

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