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 23-24 school year even if you tested in Spring 24. 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 12/27/23**
   a. The initial student import will be loaded from SIS to PAN on 12/27/23. This means students entered after 12/26 will not be in the initial load from SIS to PAN. Additional students will be updated once the API nightly feed begins on 12/27/24.
   b. Enter test window into SIS.

6. **Update Student Accommodations in PAN – Complete 12/27/23 – 1/26/24**
   a. Use SR/PNP template to update student accommodations for Spring 2024 test administration.
   b. **January 26, 2024** 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 12/27/23 – 4/19/24**
   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 2/29/2024**
   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 3/4/24**
   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 3/4/24 – 4/19/24**
   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 2024**
   a. Return all paper-based testing scorable and nonscorable materials to Pearson by **April 12, 2024**. This includes test booklets, answer documents, and accommodated test materials.
   b. Return all computer-based testing nonscorable materials to Pearson by **April 26, 2024**. This includes Math Human Reader scripts.