Illinois Assessment of Readiness (IAR) Test Administration Training
Today’s Agenda

- Key Dates
- Outline of Tasks for District/School Coordinators
- What’s New for the Fall Administration
- PearsonAccess next Account Access
- Accommodations
- PearsonAccess next Demonstrations
- Paper Testers
- TestNav
- Support
- Questions
Tasks for New District/School Test Coordinators

Task Checklist

Please ask questions
<table>
<thead>
<tr>
<th>Task / Description</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAR Training available</td>
<td>8/1/21</td>
</tr>
<tr>
<td>IAR Live 2021 Fall PearsonAccess available</td>
<td>8/1/21</td>
</tr>
<tr>
<td>SR/PNP District/School Imports for Accommodations</td>
<td>8/3/21</td>
</tr>
</tbody>
</table>

### Pre-Test

<table>
<thead>
<tr>
<th>Task</th>
<th>Date(s)</th>
</tr>
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<tbody>
<tr>
<td>Additional Order window for districts/schools (all paper testing materials)</td>
<td>8/3/21—9/22/21</td>
</tr>
<tr>
<td>Additional Order window for districts/schools (computer materials – reader scripts)</td>
<td>8/3/21—10/7/21</td>
</tr>
<tr>
<td>Additional Order window for districts/schools (return materials only)</td>
<td>8/3/21—10/29/21</td>
</tr>
<tr>
<td>Create Session (in PAN) Start/End</td>
<td>8/3/21—10/8/21</td>
</tr>
<tr>
<td>Prepare Session Start</td>
<td>8/5/21—10/8/21</td>
</tr>
<tr>
<td>Start Session Start</td>
<td>8/9/21-10/8/21</td>
</tr>
</tbody>
</table>

**Illinois Assessment of Readiness Fall 2021 Testing Window**

<table>
<thead>
<tr>
<th>Task</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>Deadline to return paper-based testing scorable and nonscorable materials to Pearson (picked up by vendor)</td>
<td>10/1/21</td>
</tr>
<tr>
<td>(3 Week After testing) – Test booklets, answer documents, accommodated test materials</td>
<td></td>
</tr>
<tr>
<td>Deadline to return computer-based testing nonscorable materials to Pearson (One week after testing) – Math Human Reader scripts, tactile graphics</td>
<td>10/15/21</td>
</tr>
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<td></td>
<td></td>
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https://il.mypearsonsupport.com/
Where to Find Training Webinars

Fall 2021 Training Webinars can be found at:

https://il.mypearsonsupport.com/training-resources/#TestAdmin
PearsonAccess\textsuperscript{next} Live Site

- Complete the majority of Test Administrator tasks.

PearsonAccess\textsuperscript{next} Training Site

- Practice all live activities.
- Secure practice tests.
PearsonAccessnext

Live Site
http://il.pearsonaccessnext.com

Training Site
https://trng-il.pearsonaccessnext.com/
What’s New for the Fall Administration?
What’s New for the Fall Administration?

• No Initial Shipments
• All Additional Orders are from 8/3/21 through 9/22/21 for Paper testing materials
• All Additional Orders from 8/3/21 through 10/7/21 for Computer materials
• Deadline to return paper-based testing scorables and non-scorables 10/1/21
• Deadline to return computer-based testing non-scorables materials 10/15/21
• New PearsonAccess\textsuperscript{next} enhancements
PearsonAccess\textsuperscript{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\textsuperscript{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.
Users can set a predefine home page upon login.

The Home Icon will change to the Home icon with the person in it to designate that is the users default home page.

The Home icon with the person in it will also appear next to the menu option if the user returns to the original home page.
PearsonAccess\textsuperscript{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 available 9/3/21. As any user accessing PAN, can see the most relevant and useful data in an easy to view menu dashboard.
PearsonAccess\textsuperscript{next} – New Dashboards

• 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.
From the Dashboards page, users will "Go to Dashboard User Settings". Users will have the ability 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 Coordinators

1. Establish an account for yourself as district/school test coordinator in PearsonAccess\textsuperscript{next} (PAN). \textit{(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\textsuperscript{next} user account, contact your District Test Coordinator.

   • If you are the District Test Coordinator and do not have an account, you may need to contact ISBE at assessment@isbe.net.

   • Familiarize yourself with how PearsonAccess\textsuperscript{next} works.
Outline of Tasks for District/School Coordinators

Additional tasks / information once account is established

1. 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.

2. Make sure you are in the correct administration - IAR Spring 2021.

3. Confirm organization information.
   • Confirm shipping address.
   • Confirm “ship to district” vs “ship to school”.


Demonstration

PearsonAccess next Account Access
Outline of Tasks for District/School Coordinators

3. Load Student Information into or create Students within PearsonAccess\textsuperscript{next}. *(timeframe - now thru testing)*

- Students who were registered in Spring are already in PAN for Fall
- Districts and schools will need to register any new students in both SIS and PAN
4. Update student accommodations in PAN

- If accommodation updates are needed from Spring, update student accommodation information (Student Registration/Personal Needs Profile - SR/PNP).
  - 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 - link
  - SR/PNP report presents a list of students and tests with identified Accessibility Features and Accommodations.
- Paper Material Not Already in the District or School need to be placed as Additional Orders (including Math Computer Based Human Reader Accommodation).
Accommodations
Accommodations & Accessibilities

**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**
- **Closed Captioning (ELA)**
- **Braille** - (Refreshable Braille, Braille with Tactile Graphics, Braille Response)

- **Directions** (Human Signer for Test Directions, Clarification, Native Language)
- **Capture Response** (Answers Recorded in Test Book, External Devices, Monitor)
- **Calculation Device/Math Tools**
- **Word Prediction**
- **Unique Accommodations**
- **Emergency Accommodation**
- **Extended Time**
- **Accommodations**
- **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**
- **Closed Captioning (ELA)**
- **Braille** - (Refreshable Braille, Braille with Tactile Graphics, Braille Response)
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

Frequent breaks, separate/alternate location, small group testing, specialized equipment/furniture, specified area or setting, time of day

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

https://il.mypearsonsupport.com/training-resources/
Verify these steps have already been completed:

• The SR/PNP CSV Template provides the shell with header rows that can be used to import the Student Registration file.

• Recommend first doing an SR/PNP export, adding accommodations then re-importing the file.

• The entire file does not have to be imported, you can import only students with accommodations to update.

• The State Student ID as listed in PAN must be included on the SR/PNP import.
PearsonAccess\textsuperscript{next} - Student Registration / Accommodations - Import

- Student records can be imported using the SR/PNP layout and templates found on the \url{il.mypearsonsupport.com} customer support site on the Resources tab.
PearsonAccess<sup>next</sup> - Student Registration

- Complete the information in the layout or add accommodations to SR/PNP export.
- Save file as a .csv file.
- Under the Setup drop down menu, select Import/Export Data and from the Select Tasks bar.
- In the Type drop down, select Student Registration Import.
• File Layout Type can be fixed or csv.
• 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.
• Importing will modify students, registrations and tests. Check box if you do not want this to happen.
• Select Choose File.
• Select Process.
PearsonAccess\textsuperscript{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.

- A list of errors is shown at the bottom of the screen. Error record files and error messages can be downloaded.
Manually create student records or update accommodations within PearsonAccessnext.

- 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.
Fill out additional demographic information to complete the Student Registration.

- Check the Registered box.
- Complete grade level.
- Complete Home School code (for Private Schools this will be the same as the testing school).
- Select Ethnicity/Race.
- Select additional status information including EL and Students with Disabilities.

Click on Save.
PearsonAccess\textsuperscript{next} - Student Registration / Accommodation Entry

- **IMPORTANT**: *Student records should only be created manually, if necessary, to test during the testing window.*
- All student records must be entered in SIS, however, for Fall, students must also be registered in PAN. Fall records **WILL NOT** be automatically transferred into PAN.
- Student records created manually, will be given a temporary ID, if there is not a match to a permanent ID within PAN.
- Enter student information in PAN **EXACTLY AS IT EXISTS** in SIS to ensure correct State ID is assigned.
Demonstration
Outline of Tasks for District/School Coordinators

5. Create accounts for Test Administrators.

District Test Coordinators can create additional users as needed for their school.

User Roles:
- District Test Coordinator
- School Test Coordinator
- Test Administrator Role
- Technology Coordinator Role
- Report Access Role

https://il.mypearsonsupport.com/resources/training-resources/IL_User_Role_Matrix_V1.pdf

Distribute Test Administration manuals and Paper Materials.

- Manuals (TCM, TAMs - CBT & PBT) if not already received, must be entered as an Additional Order.
- Paper Materials for accommodations entered as Additional Orders.
PearsonAccessnext
Create Test
Administrator Accounts
Demonstration
6. Place students in test sessions. *(If previously created test sessions for Spring 2021, this step is unnecessary.)*

- Sessions are created in PearsonAccess\textsuperscript{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<sup>next</sup>
Create Test Sessions / Add Students to Sessions

Demonstration
Outline of Tasks for District/School

2. Check network/computers for compatibility with PearsonAccess\textsuperscript{next} and TestNav. \textit{(timeframe - now)}

- Download latest TestNav App
- If necessary, complete an infrastructure trial. \textbf{Find the guide here.}
- Run app check (found in the top right corner in the Test Nav Application)
- Use the Practice Test / Training Site.
- Students need to be familiar with TestNav functionality.
Outline of Tasks for District/School Coordinators- continued

2. Check network/computers for compatibility with PearsonAccess\textsuperscript{next} and TestNav. (timeframe - now)

Additional Resources:

https://www.isbe.net/Pages/Assessment-Webinars.aspx
https://www.isbe.net/Pages/Assessment-Communications.aspx
https://il.mypearsonsupport.com/technology-setup/
Outline of Tasks for District/School Coordinators

7. Prepare Sessions.
   • Sessions must be prepared before students can log into TestNav to take the test.
   • Preparing the session assigns the test form, specifically form specific accommodations.
   • Once the form has been assigned, Test Coordinators can confirm that students with form specific accommodations have been provided with the correct form.
     • If a student starts a test with an incorrect accommodation, that test must be marked complete, voided and a new test assigned.

Print Testing Tickets.
   • Testing tickets for all sessions can now be printed at one time.
PearsonAccess next
Prepare Sessions

Demonstration
Outline of Tasks for District/School Coordinators

8. Start Sessions.

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

Place additional orders for paper materials, if needed.
PearsonAccess\textsuperscript{next}
Start Sessions

Demonstration
Outline of Tasks for District/School Coordinators


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 test units that have been started must be in “Complete” or “Marked Complete” status.
PearsonAccess next
Stop Sessions

Demonstration
Paper Testers
Outline of Tasks for District/School Coordinators

10. **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

- **Student Registration / Personal Needs Profile**
  - Registration window: **8/3/21-9/23/21**
  - Materials received at school (March 2021 if the materials were received with the initial order in the Spring)
    - 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)

- **Additional Orders**
  - A/O window open: **8/3/21**
  - All additional orders for paper test books shipped in kits.

Kits will include all materials needed: Test Book, Answer Document, Math Tools as needed (Reference Sheet, Protractor, Ruler).
IAR - Students Testing on Paper

Initial Material Order (Arrived March 2021)

• 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)
• Tactile Graphics with registrations for Assistive Technology - Screen Reader

Return Labels

Scorable

Non-Scorable
If students were registered by 2/5/21, 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 **10/1/21**.
  • 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 **10/15/21**
  • 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 2021 Test Coordinator Manual found on the Resource page at [il.mypearsonsupport.com](http://il.mypearsonsupport.com).
TestNav
TestNav

• TestNav is the software students will use to login and test the Fall 2021 Illinois Assessment of Readiness (IAR).

• The Technology Coordinator or Test Coordinator will need to download TestNav and setup computers well ahead of the testing window.

• Detailed information is available at il.mypearsonsupport.com on the Technology tab.

• Once TestNav is downloaded, auto updates should be turned off.
TestNav

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

• Once the customer is chosen, students will be directed to the login screen.

• The customer screen will not show up again, unless you select choose a different customer.
Support
Customer Support Site - [il.mypearsonsupport.com](http://il.mypearsonsupport.com)

- Manuals
- Tutorials
- Practice Tests (non-secure)
- User Guides
- Technology Information
- Support Documents
- Teacher Resources
Customer Support Site Continued-
il.mypearsonsupport.com

PearsonAccess<sup>next</sup>

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

Note: For security purposes, your PearsonAccess<sup>next</sup> 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<sup>next</sup> (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™ 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
ISBE - Pearson Contacts Information

- ISBE Assessment & Accountability
  - 866-317-6034
  - assessment@isbe.net
  - www.isbe.net/Pages/Assessment.aspx
  - https://www.isbe.net/Pages/testinvestinkidsact.aspx

Pearson Customer Support
  - 833-213-3879
  - https://il.mypearsonsupport.com
Questions?