



Pearson

Illinois Assessment of Readiness (IAR)

Test Administration Training

for administrators with 2+ years
experience

January 28, 2021



ILLINOIS
Assessment of Readiness





Agenda

The agenda for the training this morning will cover the outline of tasks for district/school test coordinators at a higher level.

<https://il.mypearsonsupport.com/resources/training-resources/OutlineforIARTestAdmininstrator.pdf>

Please ask questions

Outline of Tasks for District/School Coordinators

1. Establish an account for yourself as district/school test coordinator in PearsonAccess^{next} (PAN).
2. Check network/computers for compatibility with PearsonAccess^{next} and TestNav.
3. Load student information or create student records within PearsonAccess^{next}.
4. Install Proctor Cache software (IF needed).
5. Create accounts for test administrators in PearsonAccess^{next}.
6. Create and place students in test sessions in PearsonAccess^{next}.
7. Prepare test sessions.
8. Start test sessions.
9. Stop test sessions.
10. Return any secure materials to Pearson.

<https://il.mypearsonsupport.com/>

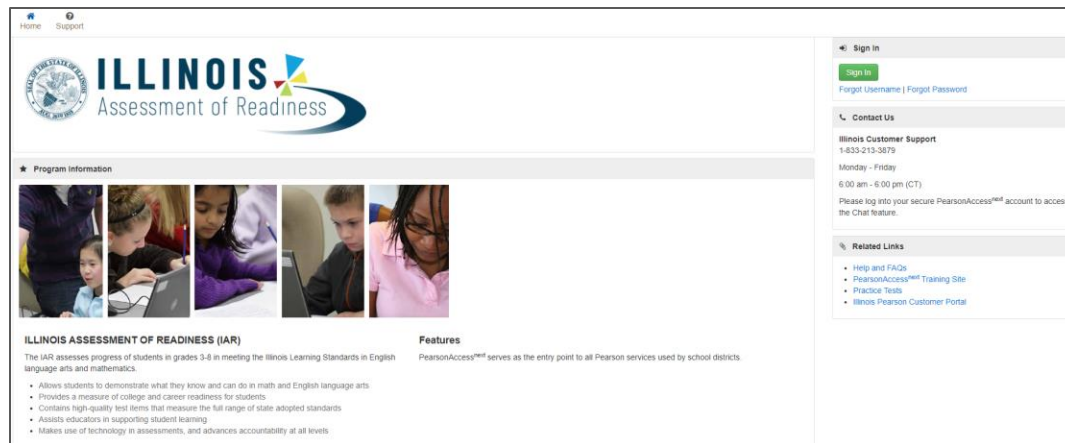
PearsonAccess^{next}

PearsonAccess^{next} live site

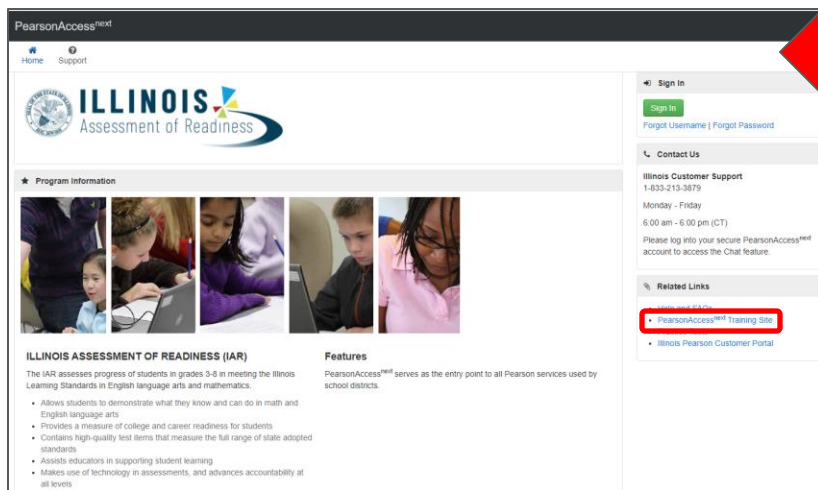
- Complete the majority of test administration tasks.

PearsonAccess^{next} Training Site

- Practice all live activities.
- Secure practice tests.

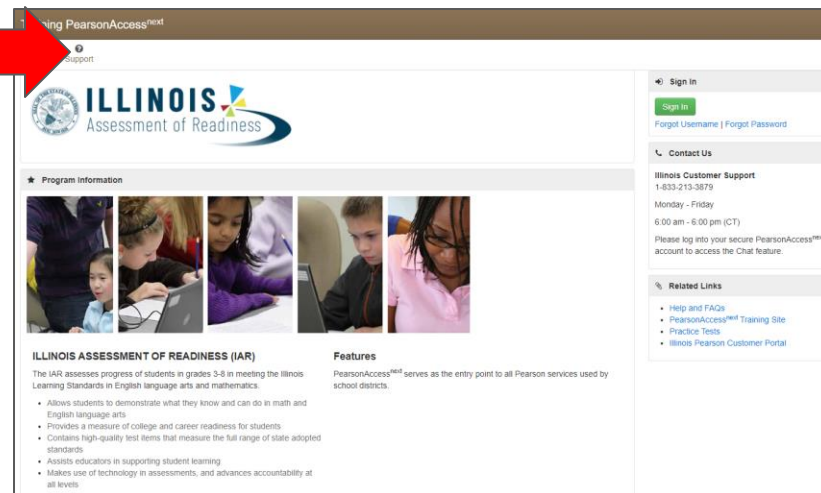


PearsonAccess^{next}



Live Site

<http://il.pearsonaccessnext.com>



Training Site

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



Pearson

What's New for the Spring Administration



What's New for the Spring Administration

- All student accommodations and accessibility features will be entered directly into PearsonAccess^{next}.
- All student demographic information must still be entered in SIS.
- Proctor Cache is no longer required under certain conditions.
- Spanish and Spanish Text-to-Speech will no longer have an EL validation in PAN.
- Student Pre-ID labels can be printed onsite if necessary.
- All additional orders will be shipped as kits.

Field Test Information for Spring 2021

<https://www.isbe.net/pages/IAR.aspx>

- All students taking an online test form will take three (3) test units for the ELA assessment.
- The schools/students selected for the 2020 administration will be rolled over and participate in the 2021 administration.
 - The schools and grades selected to participate are listed on the isbe.net site.
<https://www.isbe.net/Documents/2021-ELA-FT-Sample.pdf>
 - The time needed to administer the three sessions is described in the administration manuals.
- All the remaining students in the state who are scheduled to be administered the online IAR assessment will be given a shortened 3rd session.
 - This session will be composed entirely of multiple-choice items and will not be used in the calculation of a student score.
 - The time needed for the 3rd unit is no more than 20 minutes.

Outline of Tasks for District/School Coordinators

1. Establish an account for yourself as district/school test coordinator in PearsonAccess^{next} (PAN). *(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, you may need to contact ISBE at assessment@isbe.net.

Familiarize yourself with how PearsonAccess^{next} works.

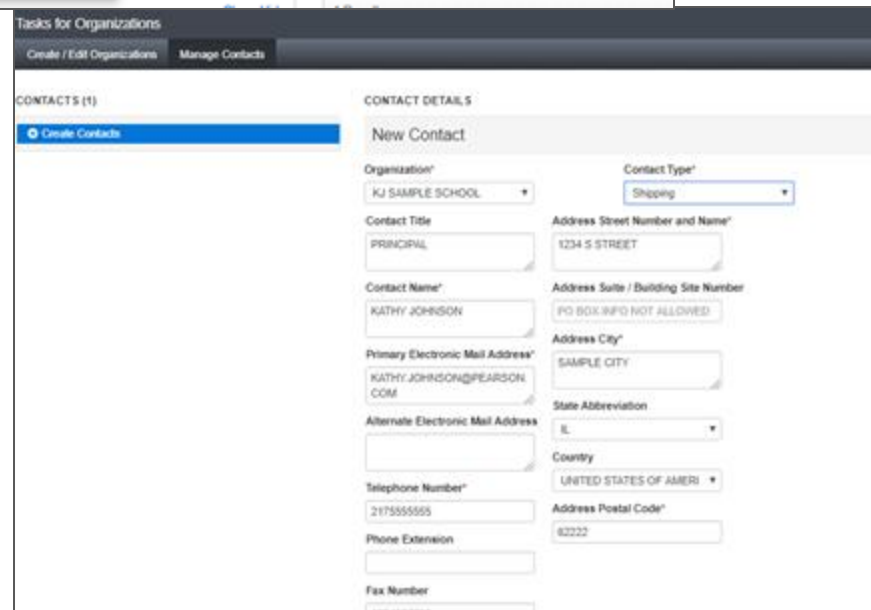
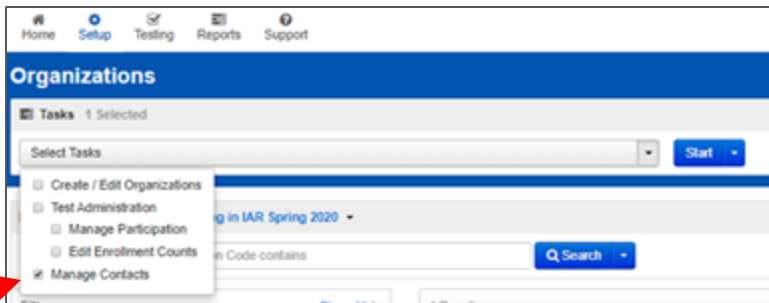
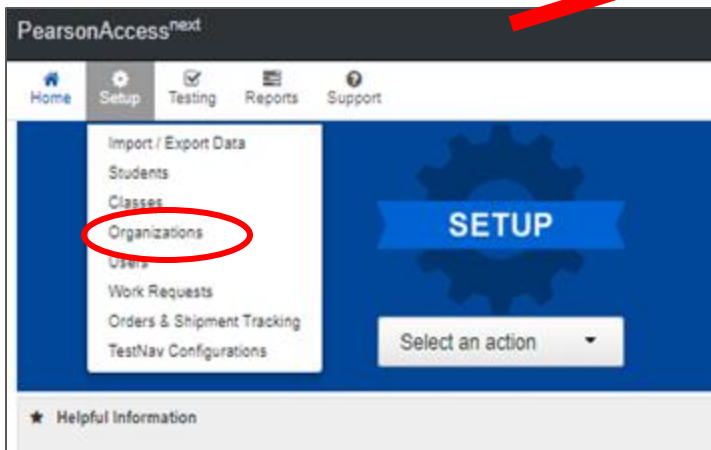
Outline of Tasks for District/School Coordinators

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 user name 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”.

PearsonAccess^{next} - Confirm Organization Information

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



A screenshot of the 'New Contact' form. The form is titled 'CONTACT DETAILS' and includes fields for 'Organization' (KJ SAMPLE SCHOOL), 'Contact Type' (Shipping), 'Contact Title' (PRINCIPAL), 'Contact Name' (KATHY JOHNSON), 'Primary Electronic Mail Address' (KATHY.JOHNSON@PEARSON.COM), 'Alternate Electronic Mail Address', 'Telephone Number' (2175555555), 'Phone Extension', 'Fax Number', 'Address Street Number and Name' (1234 S STREET), 'Address Suite / Building Site Number' (PO BOX INFO NOT ALLOWED), 'Address City' (SAMPLE CITY), 'State Abbreviation' (IL), 'Country' (UNITED STATES OF AMERICA), and 'Address Postal Code' (62222).

- Confirm your correct shipping information

PearsonAccess^{next} - Confirm Organization Information

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

ORGANIZATIONS (1)

- Create Organization
- KJ DISTRICT (ZZZ100000000000)**

DETAILS

KJ DISTRICT (ZZZ100000000000)

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

Outline of Tasks for District/School Coordinators

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

- Complete an infrastructure trial.

https://il.mypearsonsupport.com/resources/tech-setup/ILInfrastructureTrialGuide_Spring2021.pdf

- Determine if a Proctor Cache server is needed.

<https://il.mypearsonsupport.com/resources/tech-setup/Proctor%20Cache%20Decision%20Tree.pdf>

- Run app check.
- Use the Practice Test / Training Site.
- Students need to be familiar with TestNav functionality.

Outline of Tasks for District/School Coordinators

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

Additional Resources:

<https://www.isbe.net/Pages/Assessment-Webinars.aspx>

<https://www.isbe.net/Pages/Assessment-Communications.aspx>

February 4, 2021 10:00 a.m.: Technology Coordinator Webinar

Outline of Tasks for District/School Coordinators

3. Load student information into or create student records within PearsonAccess^{next}. *(timeframe - now thru testing)*

- The initial student import was sent to PAN and available starting January 6th.
- 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.

3. Load student information into or create student records within PearsonAccess^{next} (continued)

- Enter or Update student demographic information in ISBE's Student Information System (SIS).
- Once student records appear in PAN, add student accommodation information (Student Registration/Personal Needs Profile - SR/PNP).
 - Change via student registration import.
 - Change manually using the PAN user interface (available in February).
- 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.



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 & 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

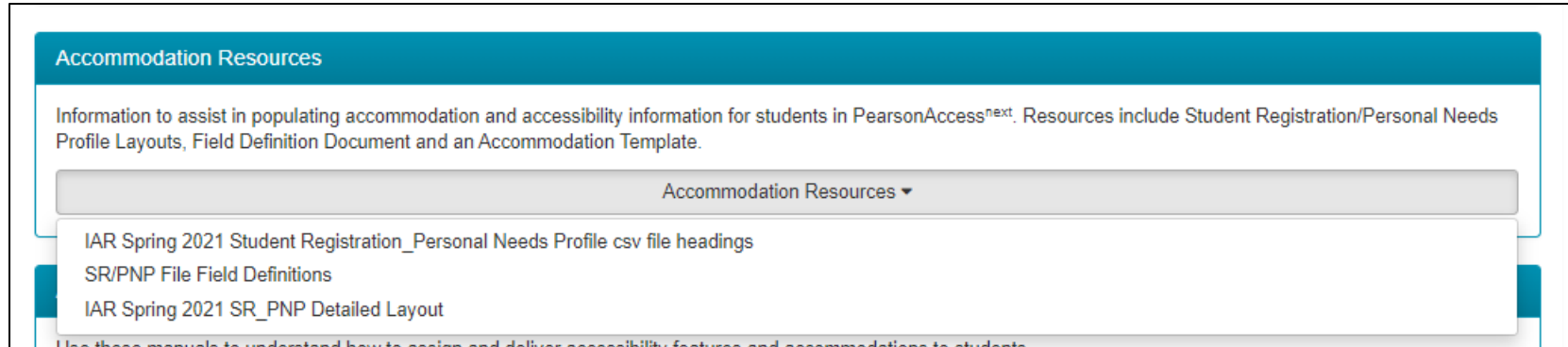
Details on all Accommodations and Accessibilities are in the
Accessibility Features and Accommodations Manual
<https://il.mypearsonsupport.com/training-resources/>

PearsonAccess^{next} - Student Registration / Accommodations - Import

- 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.

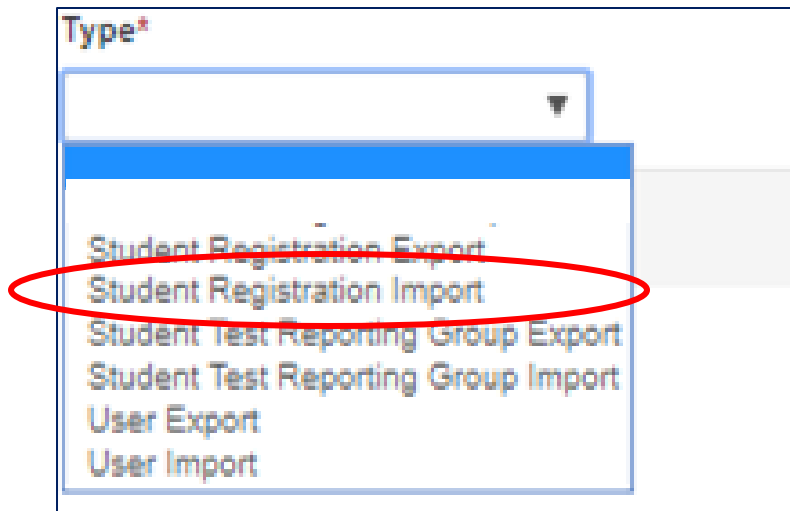
PearsonAccess^{next} - Student Registration / Accommodations - Import

- Students can be imported using the SR/PNP layout and templates found on the il.mypearsonsupport.com customer support site on the Resources tab.



PearsonAccess^{next} - Student Registration /Accommodations- Import

- Complete the information in the layout or add accommodations to SR/PNP export.
- Save the file as a .csv file.
- Under the Setup drop down menu, select Import/Export Data and from the gray task bar.
- In the Type drop down, select Student Registration Import.



PearsonAccess^{next} - Student Registration / Accommodations - 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.

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

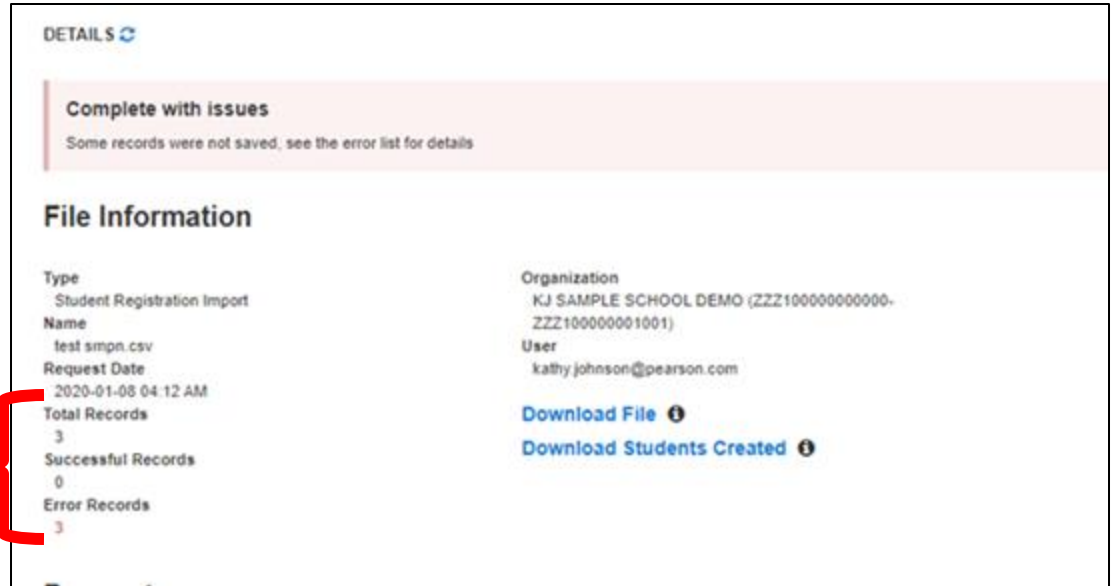
Additional e-mails

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.

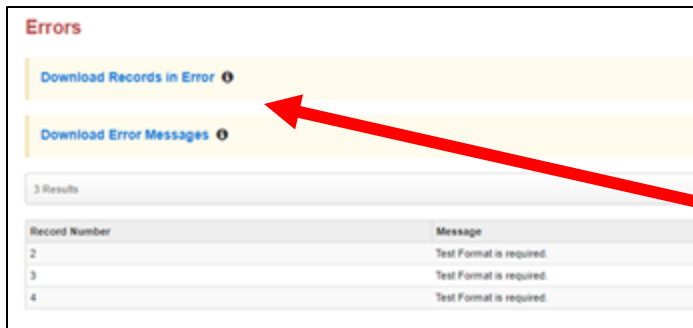


DETAILS

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 (ZZZ1000000000000- ZZZ1000000001001)
Name	test smpn.csv	User	kathy.johnson@pearson.com
Request Date	2020-01-08 04:12 AM		
Total Records	3	Download File	
Successful Records	0	Download Students Created	
Error Records	3		



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.

- A list of errors is shown at the bottom of the screen. Error record files and error messages can be downloaded.

PearsonAccess^{next} - Student Registration /Accommodation Entry

Manually create students or 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 /Accommodation Entry

STUDENTS (2)

SAMPLE, 03 STUDENT 2 (323111111)

SAMPLE, 03 STUDENT 3 (323111112)

IAR SPRING 2020

SAMPLE, 03 STUDENT 3 (323111112)

☒ Registered

Grade Level When Assessed* ⓘ Home School Code* ⓘ Ship Report School Code ⓘ

Select Select

Ethnicity

Hispanic or Latino Ethnicity ⓘ Federal Race/Ethnicity ⓘ

Race - At least one of the following fields must be selected:

Asian ⓘ American Indian or Alaska Native ⓘ

Black or African American ⓘ Native Hawaiian or Other Pacific Islander ⓘ

White ⓘ Two or More Races ⓘ

Student Status

English Learner (EL) ⓘ Title III Limited English Proficient Participation Status ⓘ

Gifted and Talented ⓘ Migrant Status ⓘ

Economic Disadvantage Status ⓘ Student with Disabilities ⓘ

Primary Disability Type ⓘ

* Required

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^{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 still be entered in SIS.
- Student records created manually will be given a temporary ID, if there is not a match to a permanent ID within PAN (as imported from SIS).
- Once a permanent ID match is provided from SIS, the temporary ID will be converted to that SIS ID.

Outline of Tasks for District/School Coordinators

4. Install Proctor Cache Software (if needed).

(timeframe - now)

- Determine if a Proctor Cache server is needed.

<https://il.mypearsonsupport.com/resources/tech-setup/Proctor%20Cache%20Decision%20Tree.pdf>

- Review archived webinar presentations.
- Attend or have the Technology Coordinator attend the February 4th webinar.

Outline of Tasks for District/School Coordinators

5. Create accounts for Test Administrators. *(timeframe - February/March)*

- 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

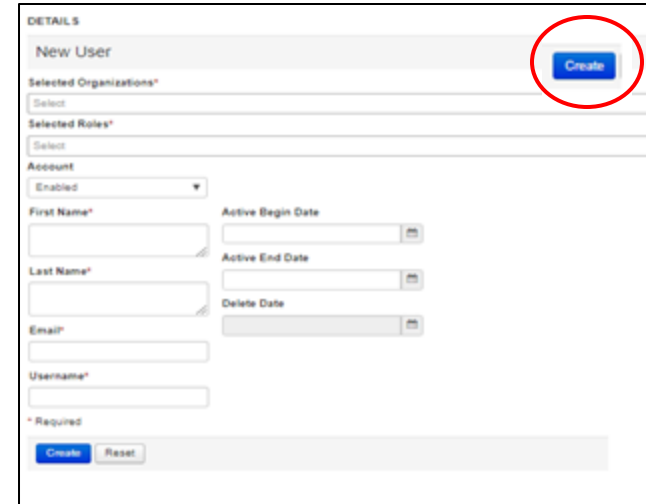
https://il.mypearsonsupport.com/resources/training-resources/IL_User_Role_Matrix_V1.pdf

Distribute Test Administration Manuals and Paper Materials.

- Manuals (TCM, TAMs - CBT & PBT) will arrive by February 16th.
- Paper Materials for accommodations entered by February 5th will arrive on March 1st.

PearsonAccess^{next} - Creating New User

- To create a new user, select “Users” from the setup dropdown.
- On the User screen, use the “Select Tasks” dropdown and choose “Create/Edit Users”.
- Click the blue “Start” button to the right of the “Select Tasks” bar.
- Select Organization.
 - Clicking in the box should bring up the schools available.
- 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.
- Complete First Name, Last Name and Email address.
- The Username will default to the Email address but can be changed if desired.
- It is not necessary to provide Active Begin/End Dates.



The screenshot shows the 'DETAILS' section of the 'New User' form. It includes fields for 'Selected Organizations*', 'Selected Roles*', 'Account' (with a dropdown set to 'Enabled'), 'First Name*', 'Last Name*', 'Email*', and 'Username*'. There are also date pickers for 'Active Begin Date', 'Active End Date', and 'Delete Date'. At the bottom, there are 'Create' and 'Reset' buttons. The 'Create' button is circled in red.

Outline of Tasks for District/School Coordinators

6. 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 accommodation 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.

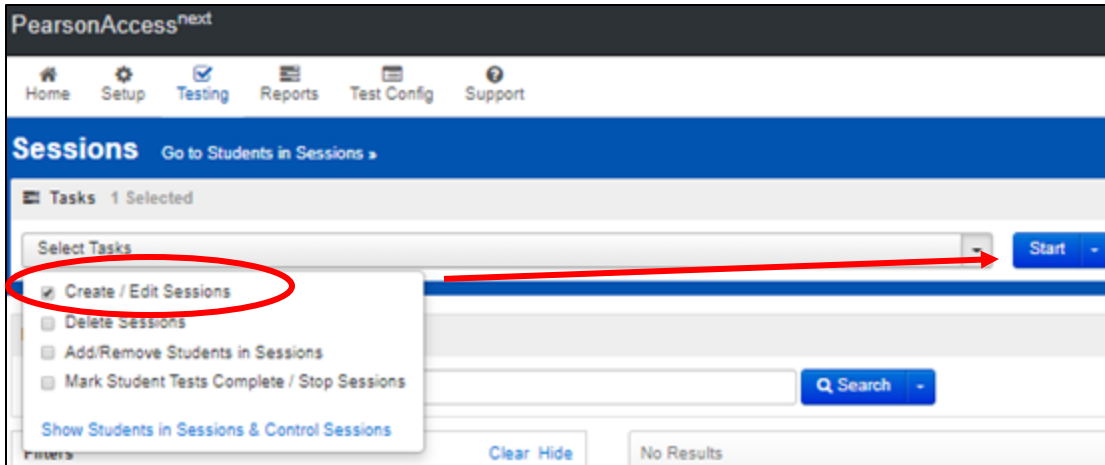
PearsonAccess^{next} - Importing Sessions

- 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} - Creating Sessions

In order 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} - Creating 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.
- Create a session Name.
- Select Test Assigned (e.g. Grade 05 ELA).
- Select Form Group Type (This will be Main unless the student has a Human Reader Accommodation).
- Add your Scheduled Start Date.
- Click on Create.

SESSIONS (1)

Create Session

ELA05_MAIN

DETAILS

ELA05_MAIN Save Reset

<p>Session Name*</p> <input type="text" value="ELA05_MAIN"/> <p>Session Status</p> <p>@ Ready</p> <p>Test & Form</p> <p>Test</p> <p>Grade 05 ELALiteracy</p> <p><input type="radio"/> Proctor Reads Aloud</p> <p>Password</p> <input type="password" value="1C49CD"/> <p>Form Group Type*</p> <input type="text" value="Main"/> <p>Use Custom TestNav Settings</p> <p>Precaching Computer*</p> <input type="text" value="Add"/> <p>A pre-caching computer is required when there is one or more available.</p>	<p>Organization</p> <p>BEDERMAN SCHOOL (XXXXXXXXXXXX-XXXXXXXXXXXX)</p> <p>Actual Start Date</p> <p>Session has not been started</p> <p>Scheduling</p> <p>Scheduled Start Date*</p> <input type="text" value="2019-02-18"/> <p>Scheduled Start Time</p> <input type="text" value="07:25 AM"/> CST
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Lab Location

Find by Name or ID in BEDERMAN SCHOOL (XXXXXXXXXXXX-XXXXXXXXXXXX) •

Students

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.

SESSIONS (1)

[Create Session](#)
MRS. ROGERS ELA GRADE 5

DETAILS

New Session [Create](#) [Reset](#)

Session Name*
ELA-5-SMITH-301B-A.M.

Organization*
TRAINING RTW SCHO...

Test & Form

Test Assigned*
Grade 5 ELA/Literacy

☒ Proctor Reads Aloud

Form Group Type*
Main

Scheduling

Scheduled Start Date*
2016-02-16

Scheduled Start Time
01:00 AM CST

Lab Location

Session Users

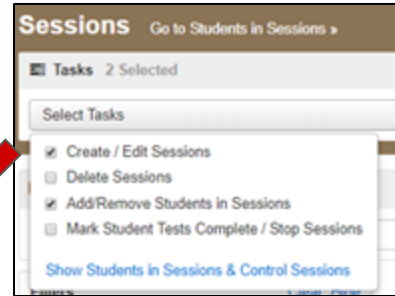
[Settings](#)

Find by Class in TRAINING RTW SCHOOL (ZZ-59877-6611) ▾
ROGERS

* Required

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.



This screenshot shows the 'Create/Edit Sessions' form. It includes fields for 'Test' (Grade 05 ELA/Literacy), 'Proctor Reads Aloud' (unchecked), 'Password' (1C49CD), 'Form Group Type*' (Main), 'Precaching Computer*' (Add), 'Scheduled Start Date' (2019-02-18), 'Scheduled Start Time' (07:25 AM), 'Lab Location', and 'CST C'. Below the form, there is a section for 'Find by Name or ID in BIEDERMAN SCHOOL' with a search bar and a list of 'Assigned Students (80)' including ELA GR FIVE, MAIN I through ELA GR FIVE, MAIN LIV.

This screenshot shows the 'Add/Remove Students in Sessions' form. It has a tabbed interface with 'Create / Edit Sessions' and 'Add/Remove Students in Sessions'. The 'Add/Remove Students in Sessions' tab is active. It shows 'SESSIONS (1)' with 'ELA05_MAIN' selected. Below this, there is a 'DETAILS' section for 'ELA05_MAIN' and an 'Add Students' section. The 'Add Students' section has a search bar and a list of students: 'STUDENT, NEW (242568458)', 'STUDENT, NEW (543109583)', 'STUDENT, NEW (205311766)' (highlighted), 'STUDENT, NEW (046101226)', and 'STUDENT, NEW (057364744)'.

Outline of Tasks for District/School Coordinators

7. Prepare Sessions. *(timeframe – March-May)*

- 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 session can now printed at one time.

PearsonAccess^{next} - Preparing a Session

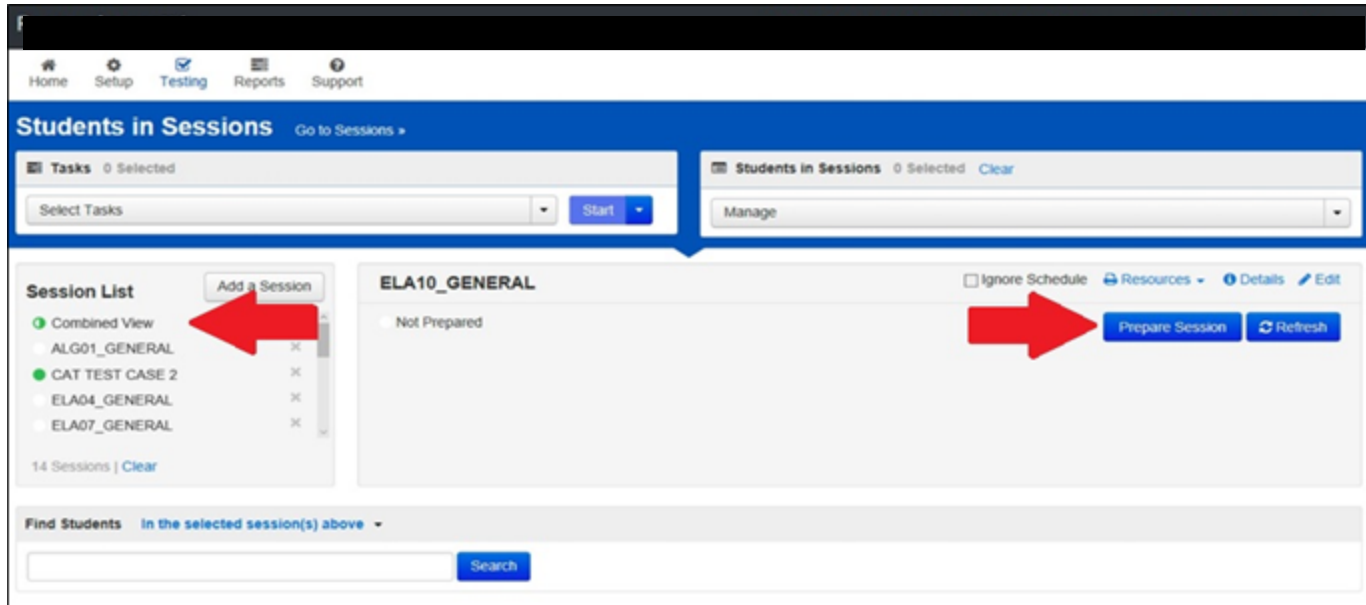
- Preparing a session is the process that assigns the student a specific form. If the student needs a form specific accommodation such as text-to-speech, they will be assigned the form during session prepare.
- Sessions can be prepared starting **March 11, 2021**.
- On the Sessions screen, select the sessions you wish to prepare. Multiple sessions can be prepared at once.

The screenshot displays the 'Sessions' interface in PearsonAccess^{next}. At the top, there's a blue header with 'Sessions' and a link 'Go to Students in Sessions'. Below this, a 'Tasks' section shows '0 Selected' and a 'Start' button. A 'Sessions' section on the right shows '4 Selected' and a 'Clear' button. The main area is titled 'Find Sessions' and includes a search bar with 'Name starts with' and a 'Search' button. On the left, there are filters for 'Session Status' (with 'Not Prepared' selected) and 'Organization'. The main table shows '6 Results' with columns: Session, Session Status, Scheduled Start Date, Test, and # Stud. The first three rows are selected, indicated by checked checkboxes in the 'Session' column, which are circled in red. The first row is 'ELA04AMYTEST', the second is 'STOPPED SESSION', and the third is 'TRANSFER - Grade 04 ELA/Literacy'.

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 Students in Session.
- Select one session or select combined view to prepare multiple sessions.
- Click on the blue Prepare Session button on the right.



PearsonAccess^{next} - 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).

2 Results

Displaying 25

Ma

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr6ELA - Unit 1	Gr6ELA - Unit 2	Form Group
<input type="checkbox"/>	413629946 ⓘ	STUDENT	NEW		6853420811	● KJ ELA GRADE 6 (Grade 06 ELA/Literacy)	Ready	Ready	Main
<input checked="" type="checkbox"/>	180573043 ⓘ TTS	STUDENT	NEW		5574696535	● KJ ELA GRADE 6 (Grade 06 ELA/Literacy)	Ready	Ready	Main

Indicator

ASL

- 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

PearsonAccess^{next} - Incorrect Test Accommodations

- 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.

Outline of Tasks for District/School Coordinators

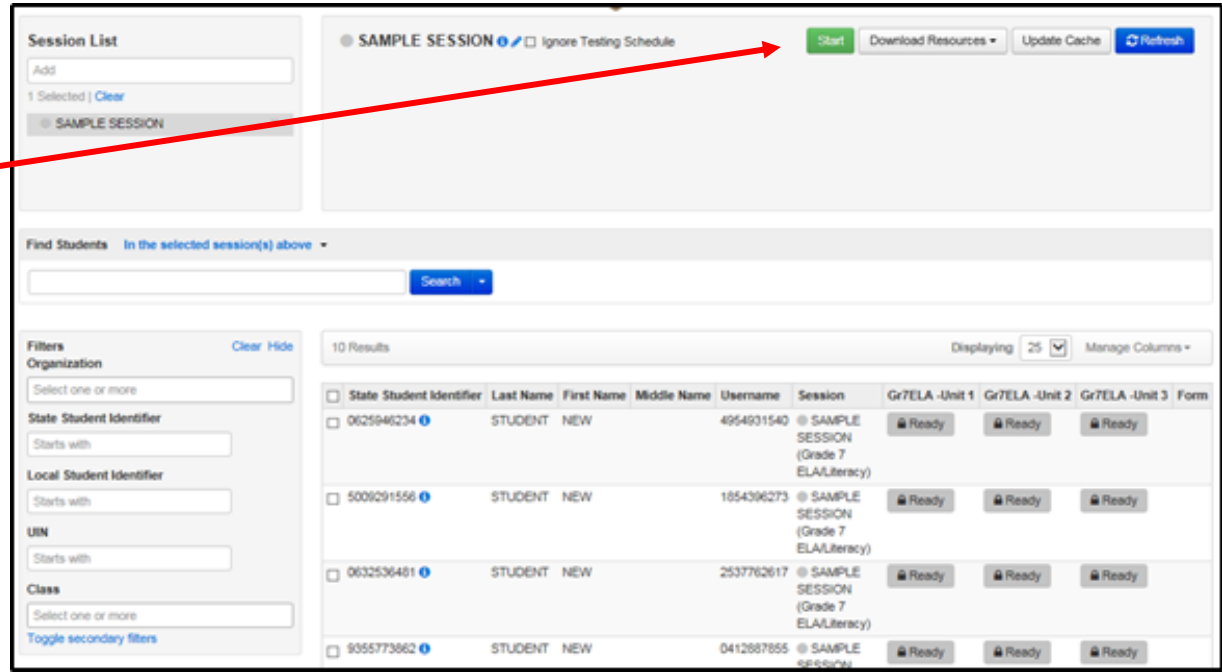
8. Start Sessions. *(timeframe – March-May)*

- 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.

Place additional orders for paper materials if needed.

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.



The screenshot displays the 'Session List' interface. On the left, there is a 'Session List' sidebar with an 'Add' button and a 'SAMPLE SESSION' entry. The main area shows a 'SAMPLE SESSION' with an 'Ignore Testing Schedule' checkbox. A red arrow points from the 'Start' button in the top right to the 'SAMPLE SESSION' entry in the list. Below this, there is a 'Find Students' section with a search bar and a 'Search' button. The bottom section contains filters for Organization, State Student Identifier, Local Student Identifier, UIN, and Class. The main table displays 10 results, showing student information and session status.

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)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	
<input type="checkbox"/> 5009291556	STUDENT	NEW		1054396273	◎ SAMPLE SESSION (Grade 7 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	
<input type="checkbox"/> 0632536481	STUDENT	NEW		2537762617	◎ SAMPLE SESSION (Grade 7 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	
<input type="checkbox"/> 9355773662	STUDENT	NEW		0412687855	◎ SAMPLE SESSION (Grade 7 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> 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.
- 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.

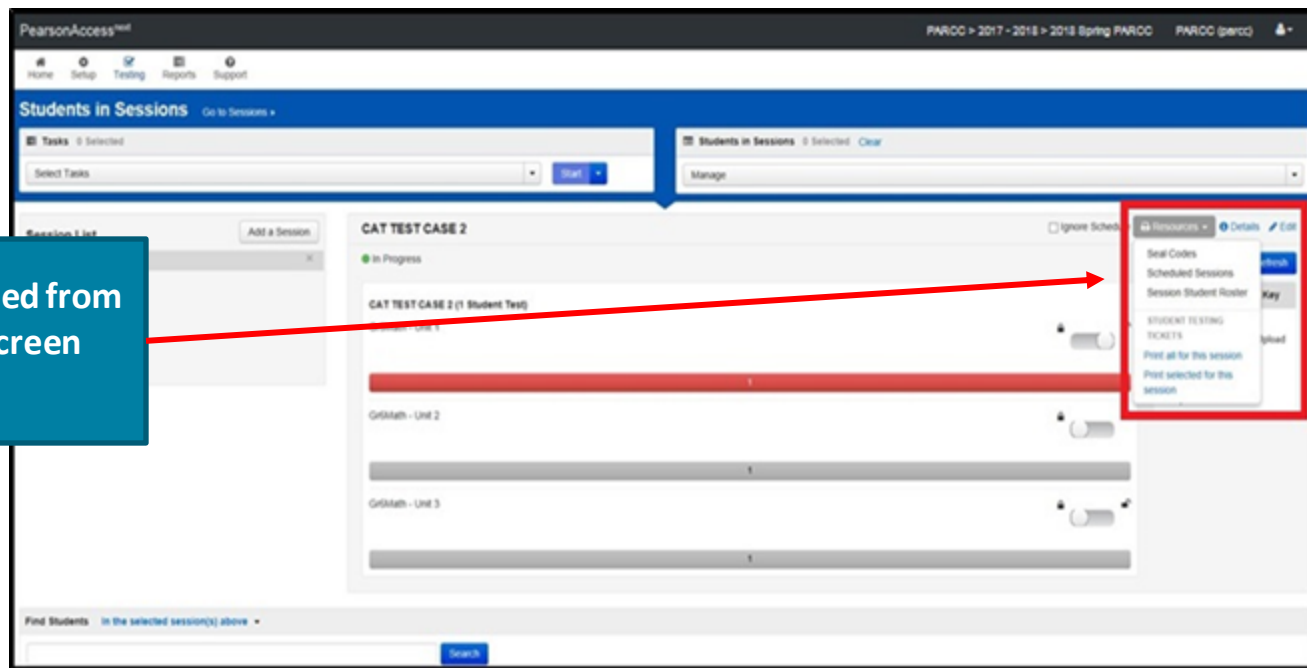
The screenshot displays the PearsonAccessnext interface for the ELA03_CLOSEDCAP session. At the top, it shows 'Stopped' and 'Ignore Schedule'. Below, there are two unit controls: 'Gr3ELA - Unit 1' and 'Gr3ELA - Unit 2'. Each unit has a blue progress bar and a toggle switch. A red arrow points to the toggle switch for 'Gr3ELA - Unit 1', which is currently in the 'locked' position. Below the units, there is a 'Search' button. At the bottom, there is 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 'Fo' column. The first row shows a student with the username '9007301913' and session 'ELA03_CLOSEDCAP (Grade 03 ELA/Literacy)'. The 'Gr3ELA - Unit 1' and 'Gr3ELA - Unit 2' columns for this student show 'Completed' with a red arrow pointing to the 'Completed' button.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr3ELA - Unit 1	Gr3ELA - Unit 2	Fo
9000003700	ELA GR THREE	CLOSEDCAP II		9007301913	ELA03_CLOSEDCAP (Grade 03 ELA/Literacy)	Completed	Completed	

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

Ready

The student is ready to login to TestNav.

Exited

The student has exited out of TestNav.

Resumed

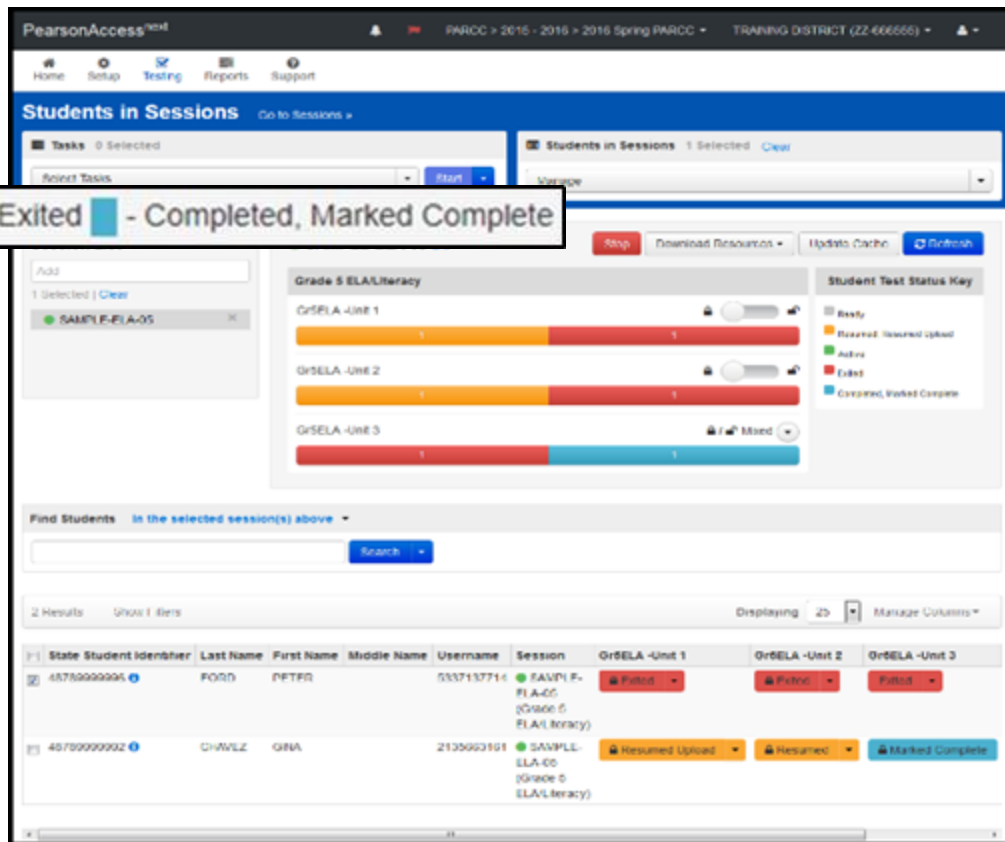
The Student was in Exited status and had to be resumed so they can log back in.

Active

The student is logged into TestNav.

Completed

The student has submitted the test.



Students in Sessions

Tasks: 0 Selected | Report Tasks | Mark

Students in Sessions: 1 Selected | Clear | Manage

Stop | Download Resources | Update Cache | Refresh

Grade 5 ELA/Literacy

Gr5ELA-Unit 1: 1 Ready, 1 Exited

Gr5ELA-Unit 2: 1 Ready, 1 Exited

Gr5ELA-Unit 3: 1 Exited, 1 Completed

Student Test Status Key

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

Find Students In the selected session(s) above


Search

2 Results | Show 1 item | Displaying 25 | Manage Columns

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA-Unit 1	Gr5ELA-Unit 2	Gr5ELA-Unit 3
45789999995	FORD	PETER		5337137714	SAMPLE-FLA-05 (Grade 5 ELA/Literacy)	Exited	Exited	Exited
45789999992	CHWELZ	GINA		2135663161	SAMPLE-FLA-05 (Grade 5 ELA/Literacy)	Resumed Upload	Resumed Upload	Marked Complete

PearsonAccess^{next} - Resuming a Student

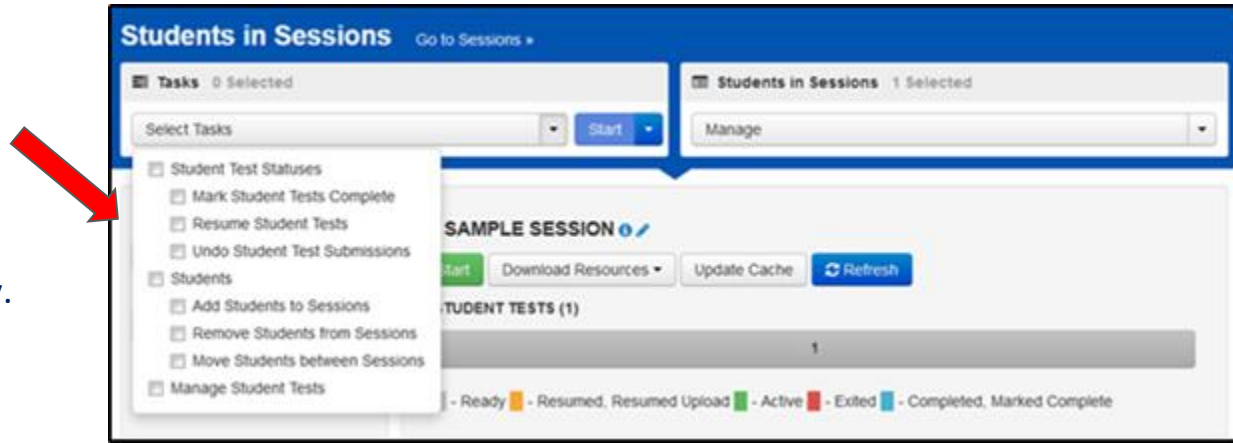
- A student test may need to be resumed. This could occur if the student is for some reason kicked out of the test or the student accidentally exits before finishing the test.
- A student can be resumed on the Students in Session screen by selecting the drop down for that student's exited Unit and selecting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



The screenshot shows a table with columns: State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Gr7ELA -Unit 1, Gr7ELA -Unit 2, Gr7ELA -Unit 3, and Form. The first student's 'Gr7ELA -Unit 1' dropdown is open, showing 'Exited', 'Resume', and 'Lock' options. A red arrow points to the 'Resume' option.

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	Ready	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/> 0632536481	STUDENT	NEW		2537762617	SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	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. The 'Select Tasks' dropdown is open, showing options like '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'. A red arrow points to the 'Resume Student Tests' option. The main interface shows a 'SAMPLE SESSION' with buttons for 'Start', 'Download Resources', 'Update Cache', and 'Refresh'. A legend at the bottom indicates status colors: Ready (orange), Resumed, Resumed Upload (green), Active (blue), Exited (red), and Completed, Marked Complete (light blue).

Outline of Tasks for District/School Coordinators

9. Stop Sessions. *(timeframe – April/May)*

- 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} - Stopping Sessions

Session List

Add

1 Selected | Clear

DEMO X

DEMO

Stop Download Resources Update Cache Refresh Ignore Testing Schedule

STUDENT TESTS (3)

3

Ready Resumed, Resumed Upload Active Exited Completed, Marked Complete

Find Students In the selected session(s) above

Last or Surname starts with Search

Filters Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

UIN

Starts with

Class

Select one or more

3 Results

Displaying 25 Manage Columns

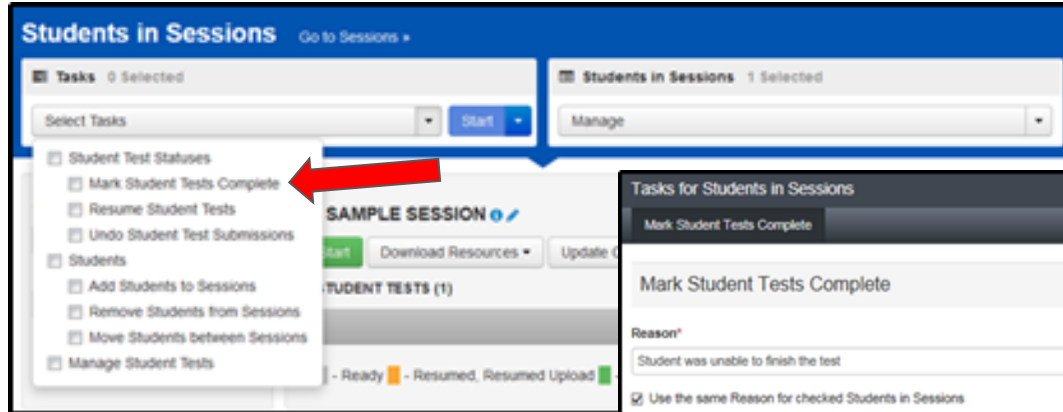
	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Sta
<input checked="" type="checkbox"/>	3452342112	STUDENT	STUDENT		2602105166	DEMO (Grade 9 ELA/Literacy)	Marked Complet
<input checked="" type="checkbox"/>	1231231111	STUDENT	STUDENT		3976100533	DEMO (Grade 9 ELA/Literacy)	Marked Complet
<input checked="" type="checkbox"/>	2340982304	STUDENT	STUDENT		4243793921	DEMO (Grade 9 ELA/Literacy)	Marked Complet

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

- Remove students in Ready Status from the sessions.
- Any tests which were started but not finished need to be changed to Marked Complete.
- All students must be listed in Complete or Marked Complete status before a session can be stopped.

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).



This screenshot shows the 'Mark Student Tests Complete' form. It includes a 'Reason*' text box with the text 'Student was unable to finish the test'. Below this is a checkbox labeled 'Use the same Reason for checked Students in Sessions'. A table lists students in sessions, with columns for 'STUDENT NAME (CODE)', 'SESSION (STUDENT TEST)', and three unit checkboxes: 'Gr7ELA -Unit 1', 'Gr7ELA -Unit 2', and 'Gr7ELA -Unit 3'. The first student, 'STUDENT, NEW (0625946234)', is marked as 'Exited' for Unit 1 and 'Ready' for Units 2 and 3. A yellow warning box states 'This action is not reversible.' At the bottom, a red arrow points to the 'Mark Complete' button.

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

Outline of Tasks for District/School Coordinators

10. Return any secure materials to Pearson. *(timeframe - April-May)*

- 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

Initial Material Order

- 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

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

Non-Scorable

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

- Students registered by February 5th, 2021 will receive two individual student pre-ID label (one for the ELA test and one for the Math test).

le 3 test booklet or

- 

53

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 **May 7, 2021**.
 - All secure materials include all test books, scorable answer documents, human reader scripts.
 - Human reader scripts for computer-based materials must be returned by **May 21, 2021**.
 - 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.



Pearson

Support



Customer Support Site - il.mypearsonsupport.com

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

ILLINOIS
Assessment of Readiness

Home PearsonAccessnext Technology Setup Resources Reporting Test Preparation Private Schools Support

Home

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

This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer assessments.

Quality Partner
Standards
Commitment
Illinois
Innovation
Support
Improvement
Success
Students
Collaboration
Accessible
Direct
Leader
Experience
Educators
Students
Expertise

PearsonAccess^{next}
Sign in to PearsonAccess^{next} for all administrative tasks for test administration.
[View PearsonAccess^{next} »](#)

Technology Setup
Prepare your system for online assessments.
[View Technology Setup »](#)

Resources
Access trainings, manuals, and other resources to prepare for and administer assessments.
[View Manuals, Training Modules, and Documents »](#)

Test Preparation
Users can access sample items, TestNav 8 tutorials, and practice tests to prepare for the tests.
[View Test Preparation »](#)

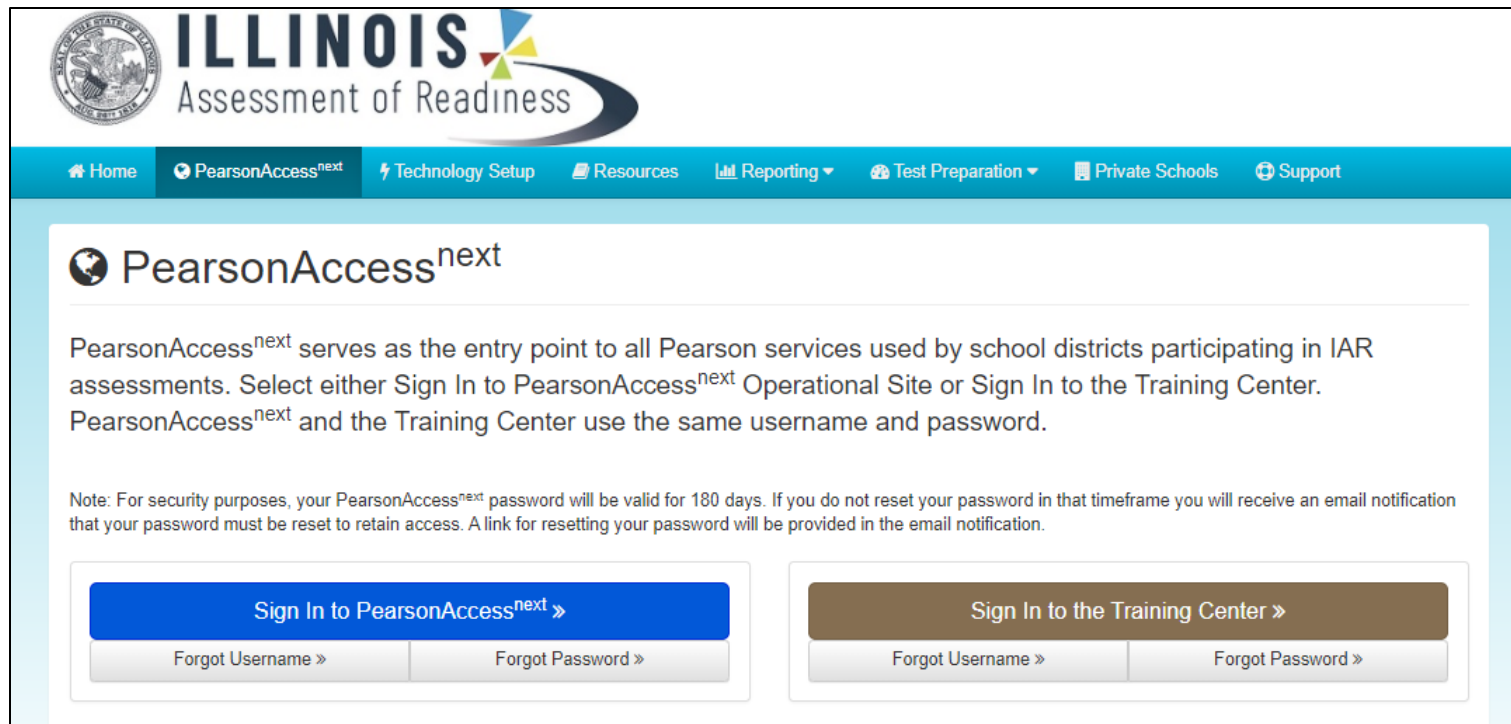
Private Schools
Information for Private Schools testing students on the IAR English language arts and mathematics assessments.
[Private Schools »](#)

Teacher Resources
IAR English language arts and mathematics assessment resources for teachers.
[Teacher Resources »](#)

Reporting
Access a variety of reporting resources from interpretive guides, to report samples, and file layouts.
[Reporting »](#)

Support
Assistance is available via email, chat, or phone.
[View Support »](#)

Customer Support Site - il.mypearsonsupport.com



The screenshot shows the homepage of the Illinois Assessment of Readiness (IAR) PearsonAccessnext website. At the top, there is a header with the Illinois state seal and the text "ILLINOIS Assessment of Readiness". Below this is a blue navigation bar with links: Home, PearsonAccess^{next}, Technology Setup, Resources, Reporting, Test Preparation, Private Schools, and Support. The main content area features the PearsonAccess^{next} logo and a paragraph explaining its role as the entry point to Pearson services for school districts. It includes instructions to sign in to either the Operational Site or the Training Center, noting that both use the same credentials. A security note states that passwords are valid for 180 days and will trigger a reset notification. At the bottom, there are two large buttons: "Sign In to PearsonAccess^{next} »" and "Sign In to the Training Center »". Each button has a "Forgot Username »" and "Forgot Password »" link below it.

ILLINOIS
Assessment of Readiness

Home PearsonAccess^{next} Technology Setup Resources Reporting Test Preparation Private Schools 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} »
Forgot Username » Forgot Password »

Sign In to the Training Center »
Forgot Username » Forgot 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](#)



Pearson

Training Dates

Technology Coordinator Webinar

Thursday, February 4, 2021 10:00-11:00 a.m.

- will cover all Technology activities for IAR



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?