

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.
 - 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.
 - 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 12/21/21**
 - 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.

8. Prepare Sessions – Available 3/3/2022

- 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.

9. Start Test Sessions – Available 3/7/22

- 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 3/7/22 – 4/27/22

- 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 2022

- a. Return all paper-based testing scorable and nonscorable materials to Pearson by **April 15, 2022**. This includes test booklets, answer documents, and accommodated test materials.
- b. Return all computer-based testing nonscorable materials to Pearson by **April 29, 2022**. This includes Math Human Reader scripts.

Illinois Customer Support

833-213-3879

ll.mypearsonsupport.com

ISBE Division of Assessment and Accountability

866-317-6034

Email: assessment@isbe.net

Website: isbe.net/assessment