



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.
 - b. Complete an Infrastructure Trial
 - c. **Note:** The TestNav application needs to be downloaded prior to testing for the 22-23 school year even if you tested in Spring 22.
- 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 12/18/22**
 - 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 student will be updated once the API nightly feed begins.
 - 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 4/28/23**
 - a. Return all computer-based testing nonscorable materials to Pearson by April 28, 2023

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
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