Test Management for District and School Test Coordinators

Spring 2025

Pearson

Agenda

District/School Test Coordinator Test Management Activities in the *Illinois Administration Platform:* il.mypearsonsupport.com/resources/training-resources/District%20School%20Test%20Coordinator%20Test%20Managment%20Activities%20in%20the%20Illinois%20Administration%20Platform%20Final.pdf

- Upload Student Accommodations
- Prepare Network and Computers
- Provide Practice Tests
- Review Testing Resources and Provide Training
- Create Proctor Groups
- Check Student Accommodations
- Organize and Print Proctor Group and Student Print Cards before testing
- Monitor Testing through the Proctor Dashboard

Test Management Activities

IL Support Site Training
il.mypearsonsupport.com/training

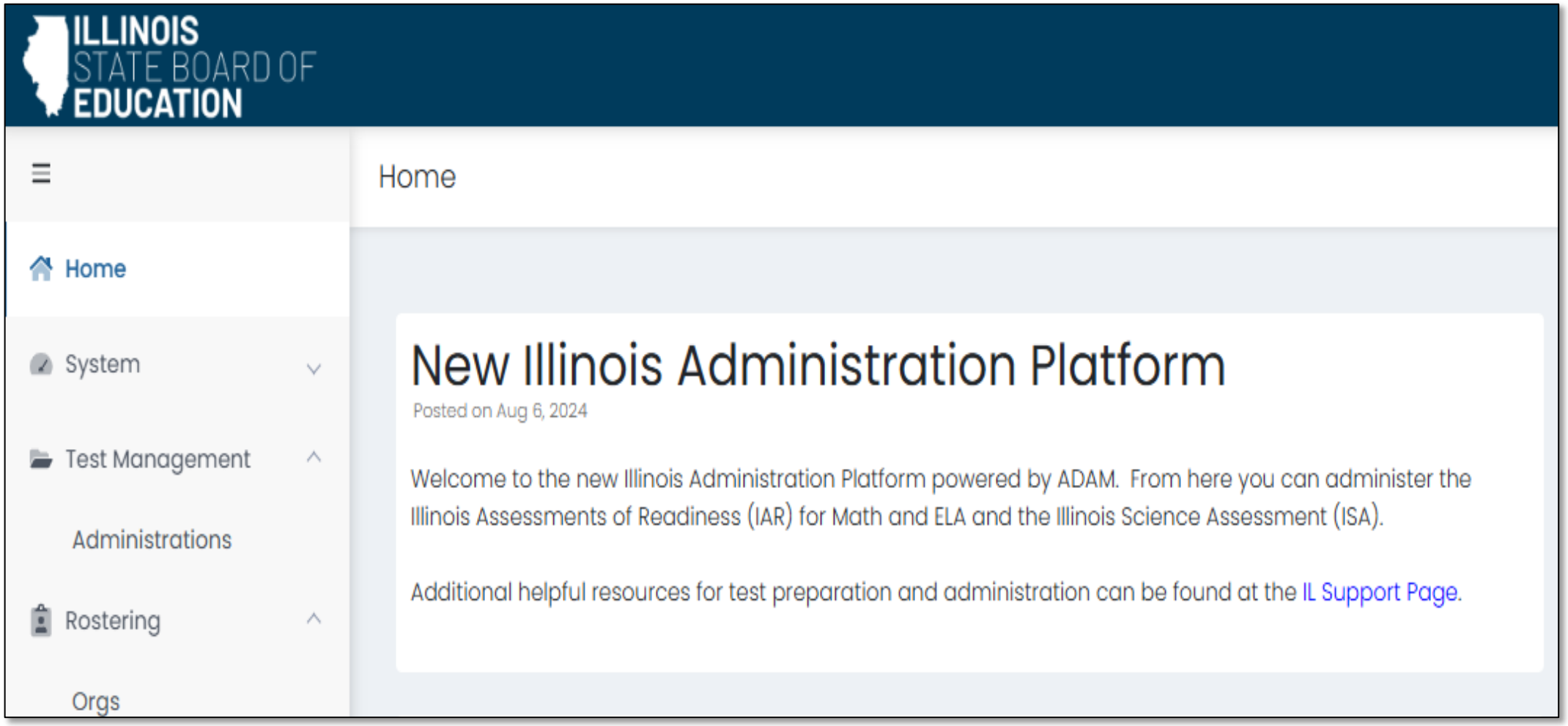
- Upload student accommodations into the *Illinois Administration Platform*
- Test technology infrastructure
  - Student Practice Items and Student Readiness Tool - il.mypearsonsupport.com/practice-items
  - Training and Materials for Test Proctors and Test Support Staff - il.mypearsonsupport.com/iar-summative-resources
- Create Proctor Groups
- Check student accommodations
- Print Proctor Group and student print cards
- Monitor testing

Test Management Activities

School Test Coordinators will:

- Create Sessions (Proctor Groups)
  - No students added to these Proctor Groups
- Form groups to generate test codes
  - Based on content and grade level
- Populate each Proctor Group
- Print student print cards
- Choose student seating arrangements per Proctor Group
- Assign Test Support Staff
- Monitor testing

Create Proctor Groups



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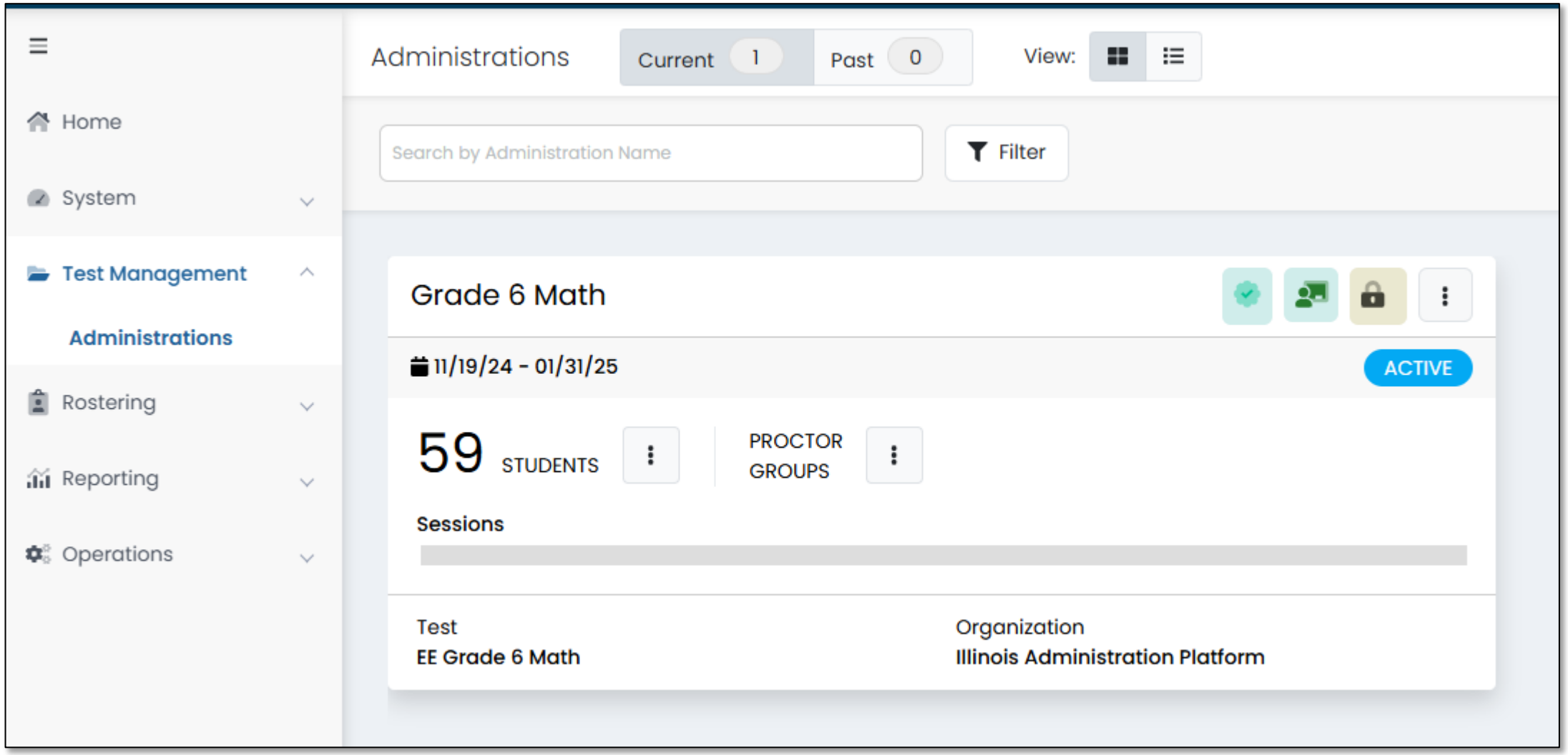

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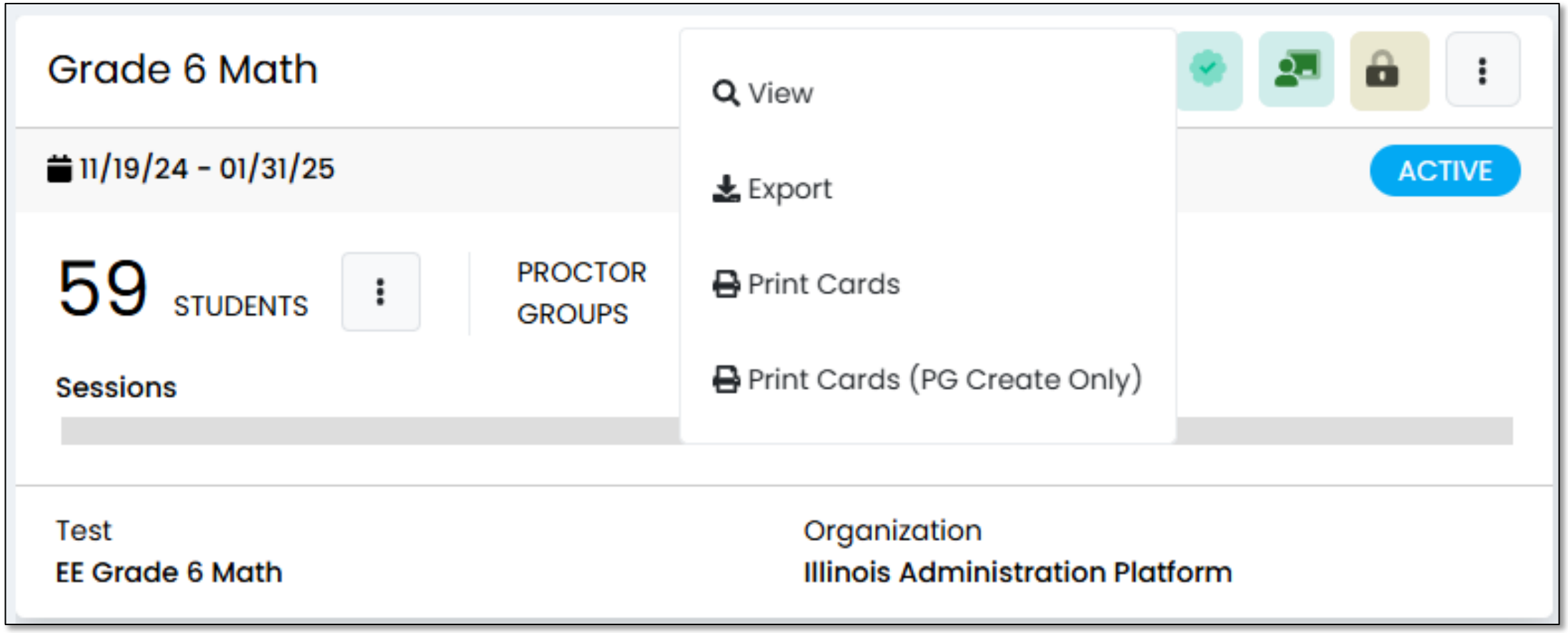

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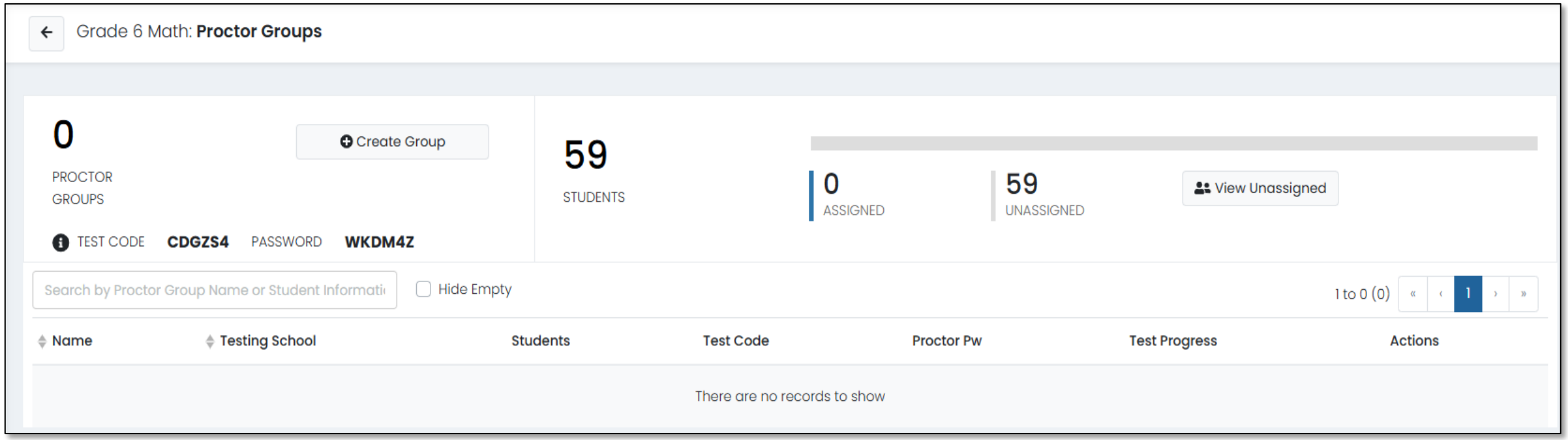

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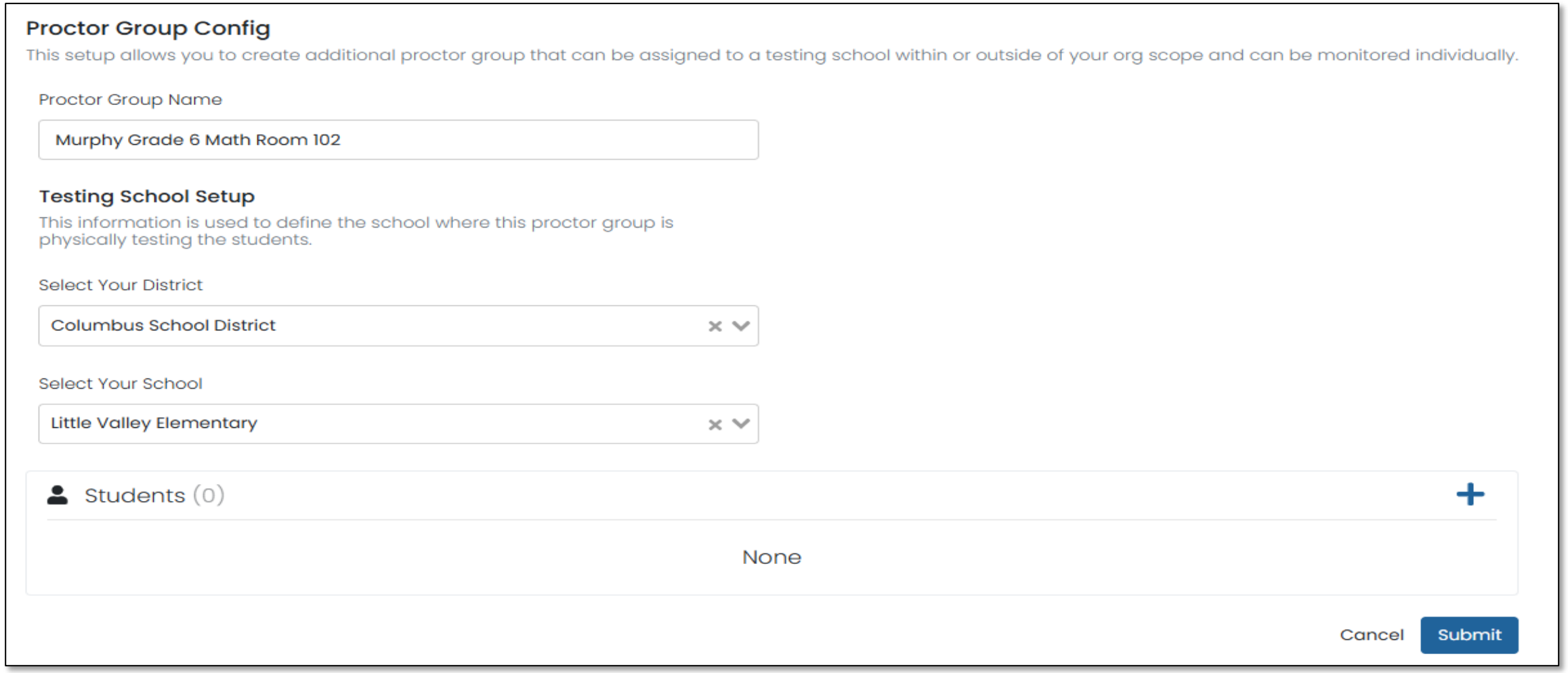

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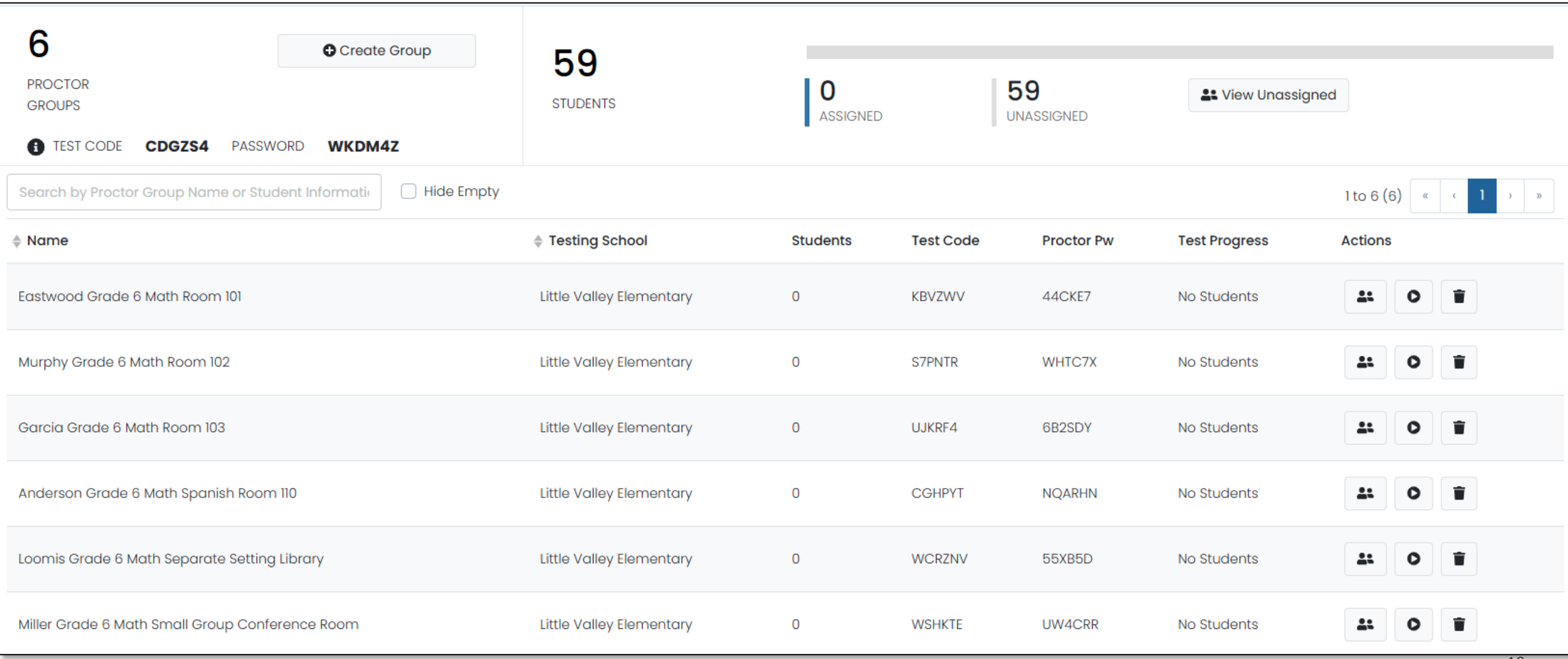
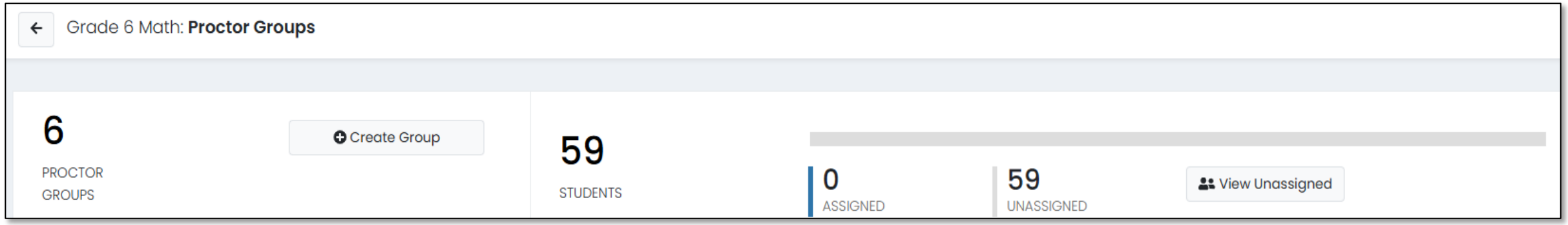


Confirm Accommodations



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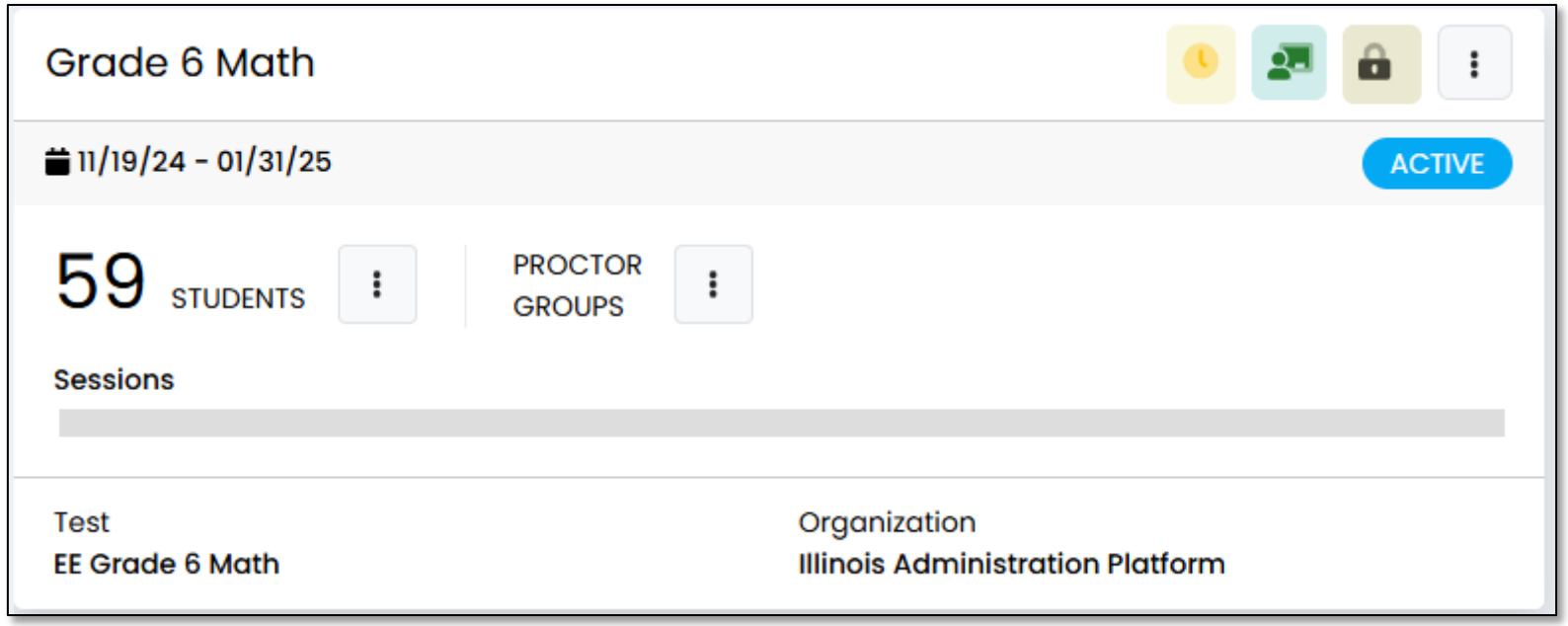

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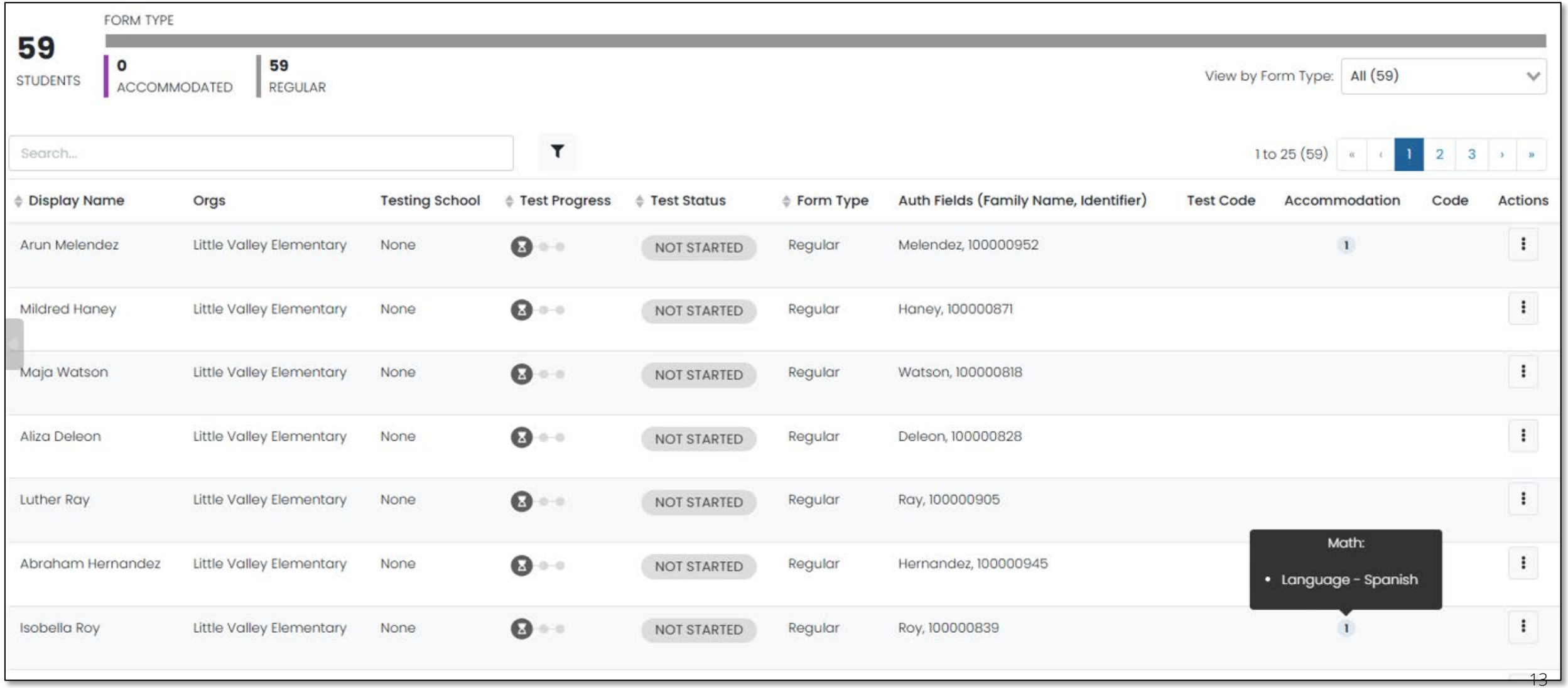

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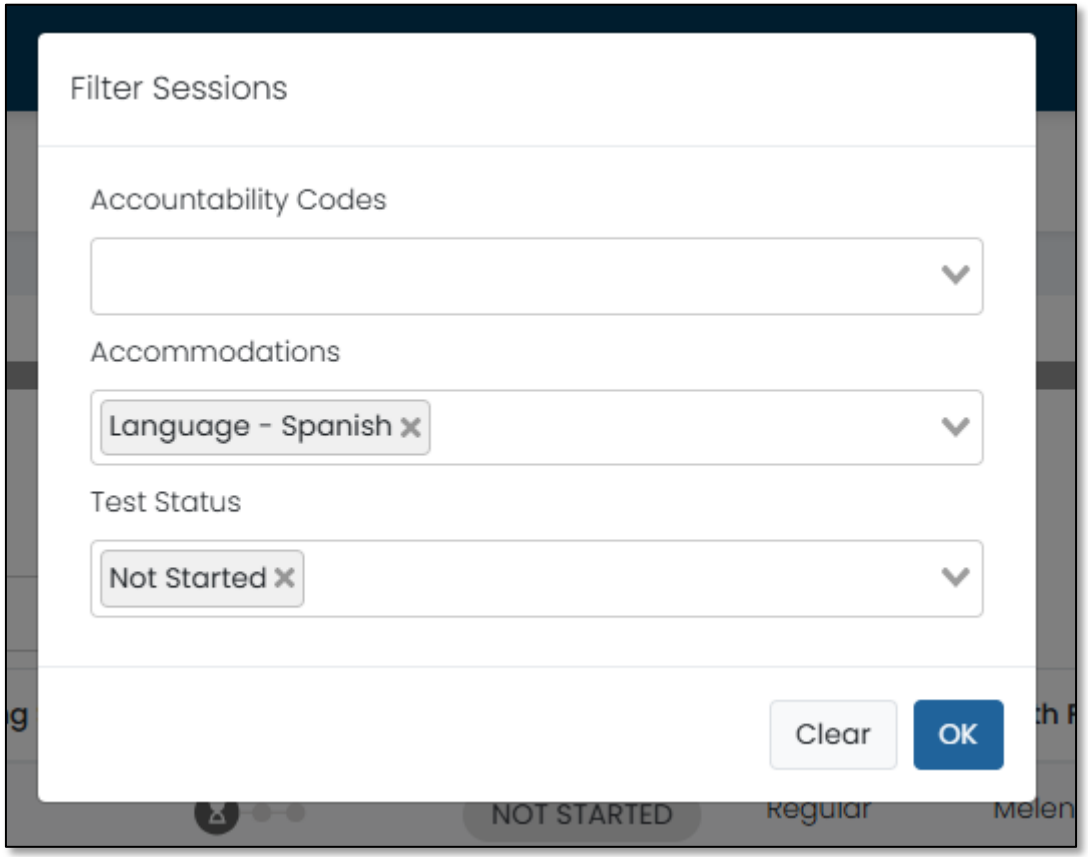

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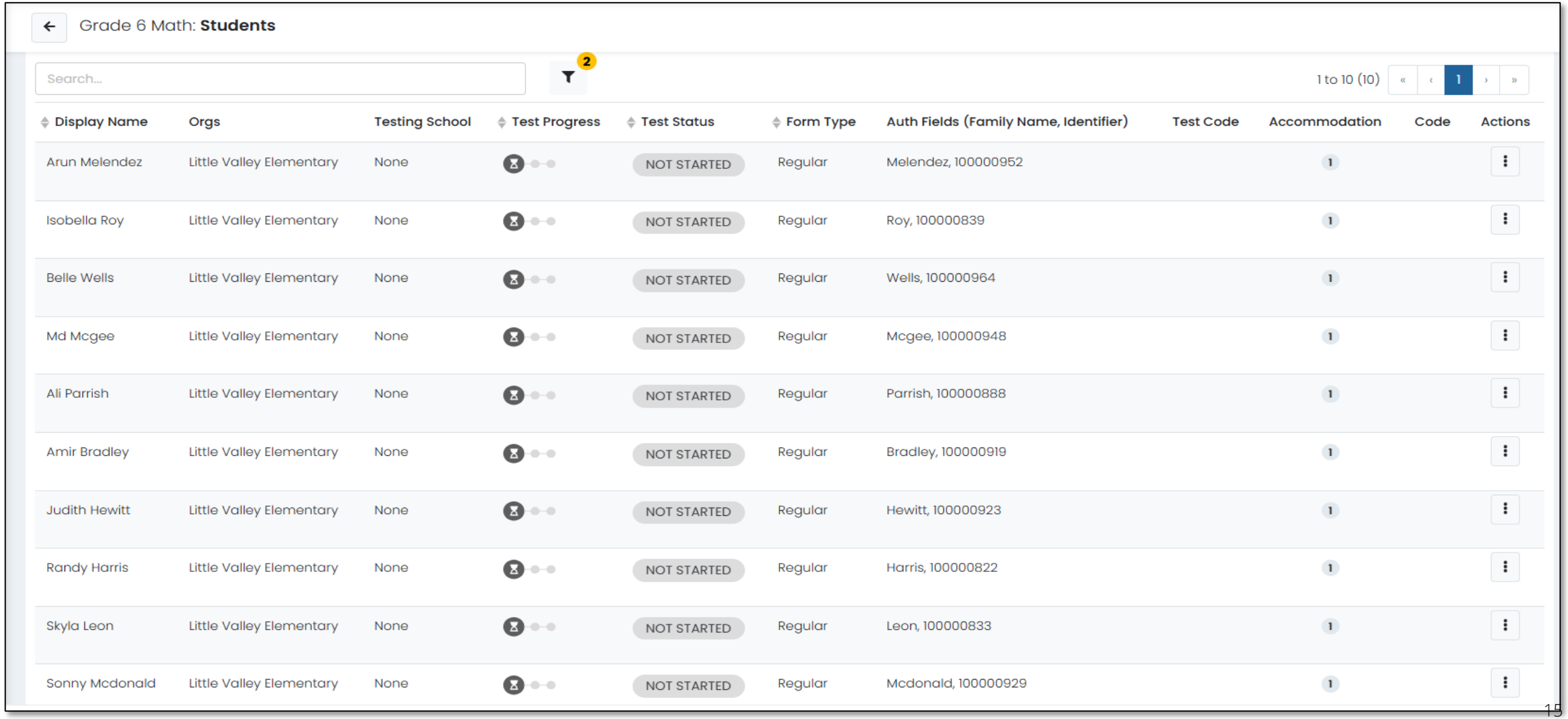

Display Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Auth Fields (Family Name, Identifier)	Test Code	Accommodation	Code	Actions
Arun Melendez	Little Valley Elementary	None		NOT STARTED	Regular	Melendez, 100000952		1		
Isobella Roy	Little Valley Elementary	None		NOT STARTED	Regular	Roy, 100000839		1		
Belle Wells	Little Valley Elementary	None		NOT STARTED	Regular	Wells, 100000964		1		
Md Mcgee	Little Valley Elementary	None		NOT STARTED	Regular	Mcgee, 100000948		1		
Ali Parrish	Little Valley Elementary	None		NOT STARTED	Regular	Parrish, 100000888		1		
Amir Bradley	Little Valley Elementary	None		NOT STARTED	Regular	Bradley, 100000919		1		
Judith Hewitt	Little Valley Elementary	None		NOT STARTED	Regular	Hewitt, 100000923		1		
Randy Harris	Little Valley Elementary	None		NOT STARTED	Regular	Harris, 100000822		1		
Skyla Leon	Little Valley Elementary	None		NOT STARTED	Regular	Leon, 100000833		1		
Sonny Mcdonald	Little Valley Elementary	None		NOT STARTED	Regular	Mcdonald, 100000929		1		

Confirm Accommodations

IL Support Site Training
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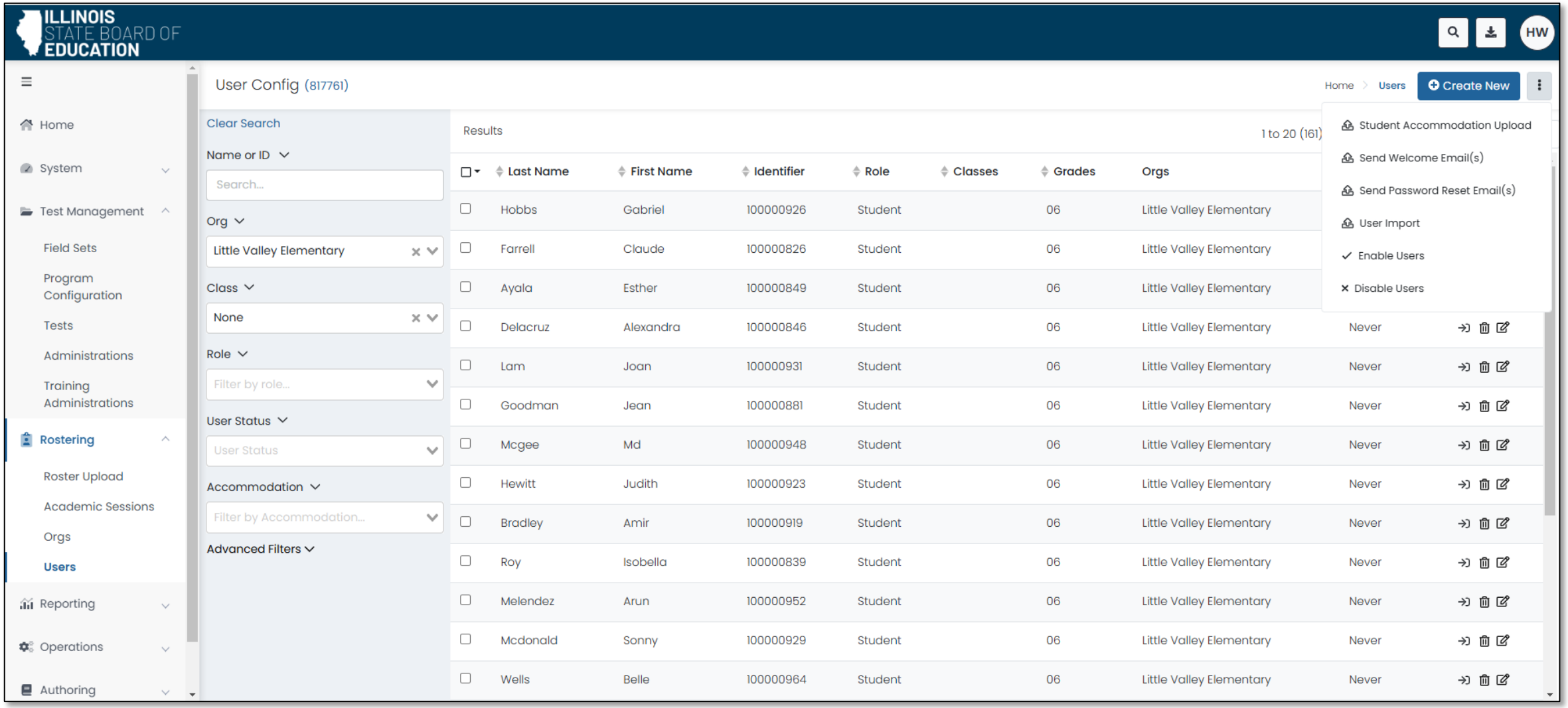
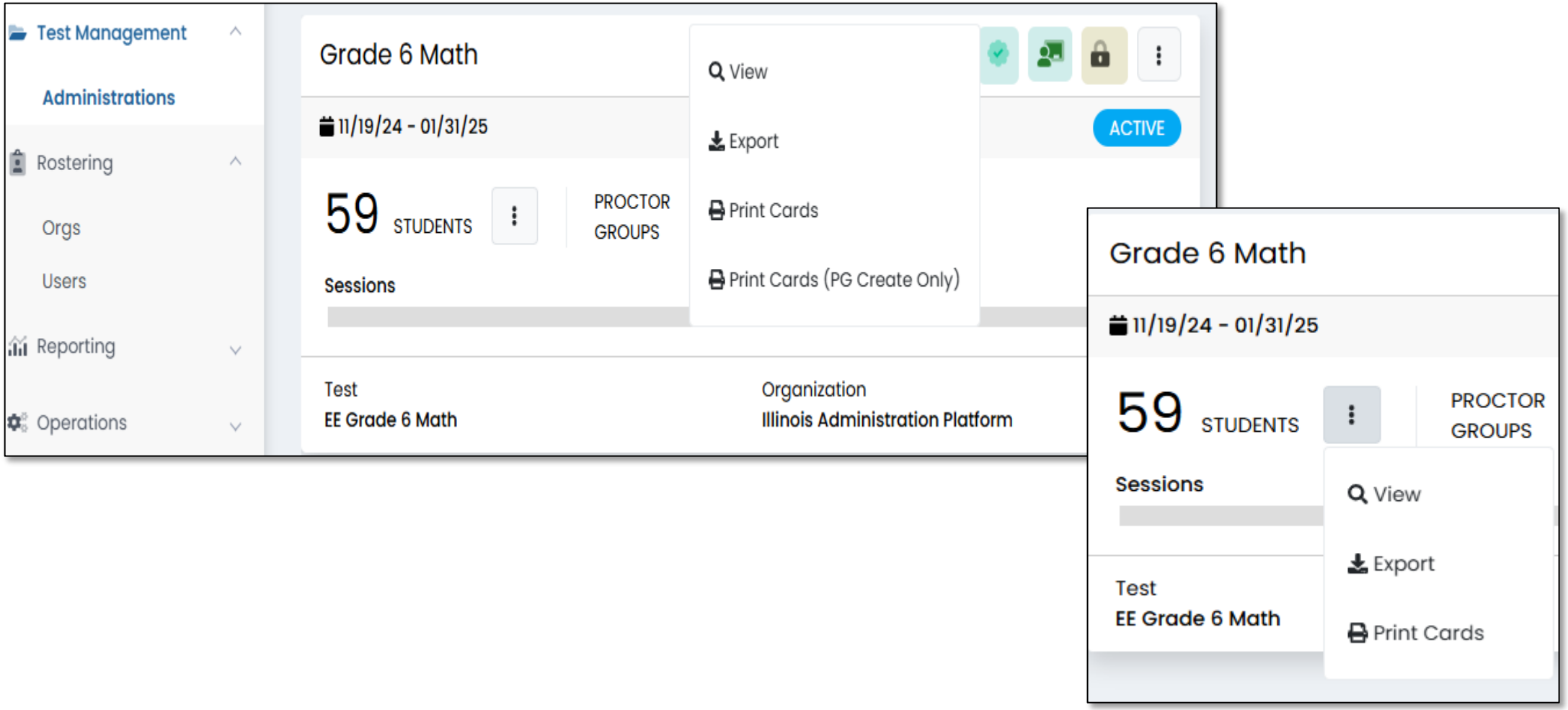


Print Proctor and Student Print Cards



Print Proctor and Student Print Cards

Illinois Summative ELA, Math, and Science Assessment
Eastwood Grade 6 Math Room 101
Grade 6 Math
Test Code KBVZWV
Proctor Password 44CKE7
Seal Code 1: **1889**
Seal Code 2: **1925**
Seal Code 3: **5447**
EE Grade 6 Math
Use these credentials to login to this proctor group

Illinois Summative ELA, Math, and Science Assessment
Murphy Grade 6 Math Room 102
Grade 6 Math
Test Code S7PNTR
Proctor Password WHTC7X
Seal Code 1: **1889**
Seal Code 2: **1925**
Seal Code 3: **5447**
EE Grade 6 Math
Use these credentials to login to this proctor group

Illinois Summative ELA, Math, and Science Assessment
Garcia Grade 6 Math Room 103
Grade 6 Math
Test Code UJKRF4
Proctor Password 6B2SDY
Seal Code 1: **1889**
Seal Code 2: **1925**
Seal Code 3: **5447**
EE Grade 6 Math
Use these credentials to login to this proctor group

Illinois Summative ELA, Math, and Science Assessment
Anderson Grade 6 Math Spanish Room 110
Grade 6 Math
Test Code CGHPYT
Proctor Password NQARHN
Seal Code 1: **1889**
Seal Code 2: **1925**
Seal Code 3: **5447**

Illinois Summative ELA, Math, and Science Assessment
Loomis Grade 6 Math Separate Setting Library
Grade 6 Math
Test Code WCRZNV
Proctor Password 55XB5D
Seal Code 1: **1889**

Illinois Summative ELA, Math, and Science Assessment
Miller Grade 6 Math Small Group Conference Room
Grade 6 Math
Test Code WSHKTE
Proctor Password UW4CRR
Seal Code 1: **1889**
EE Grade 6 Math
Use these credentials to login to this proctor group

IL Support Site Training
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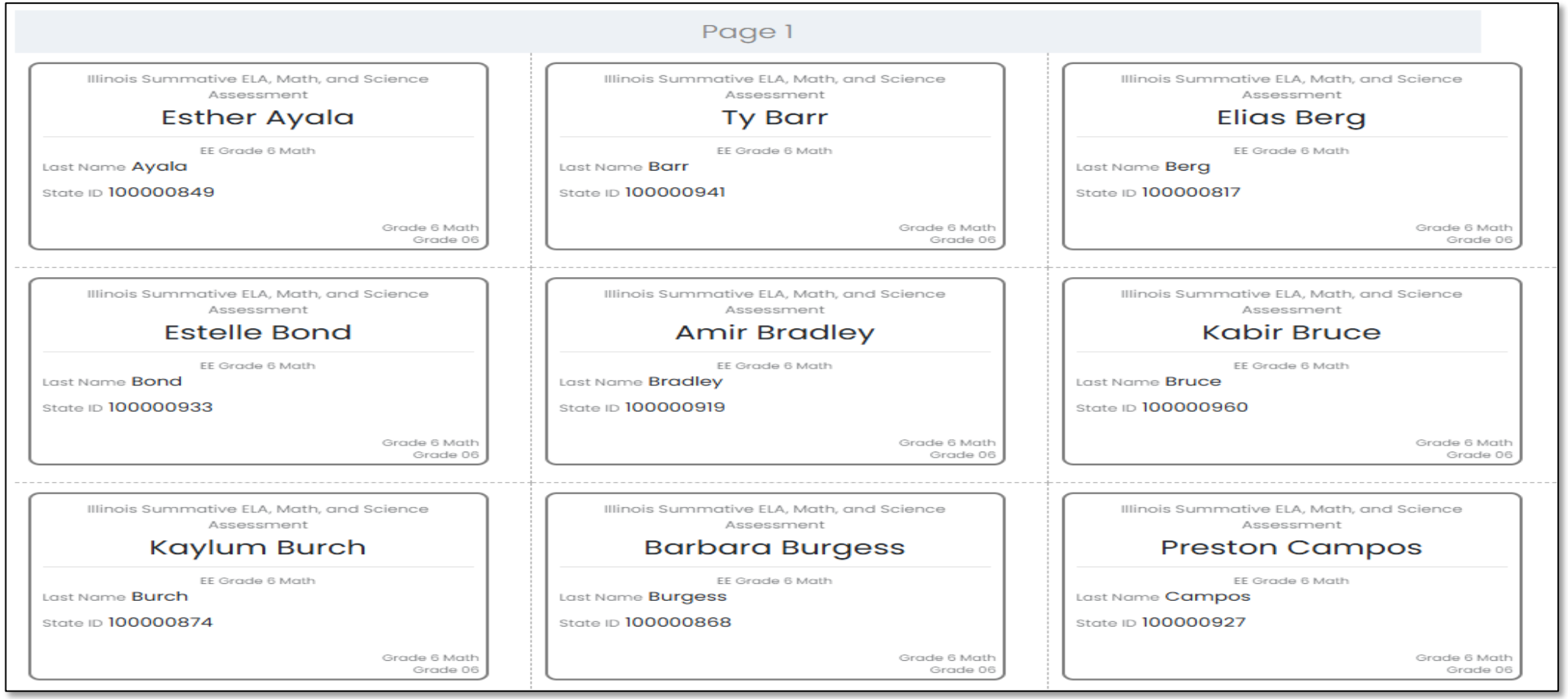

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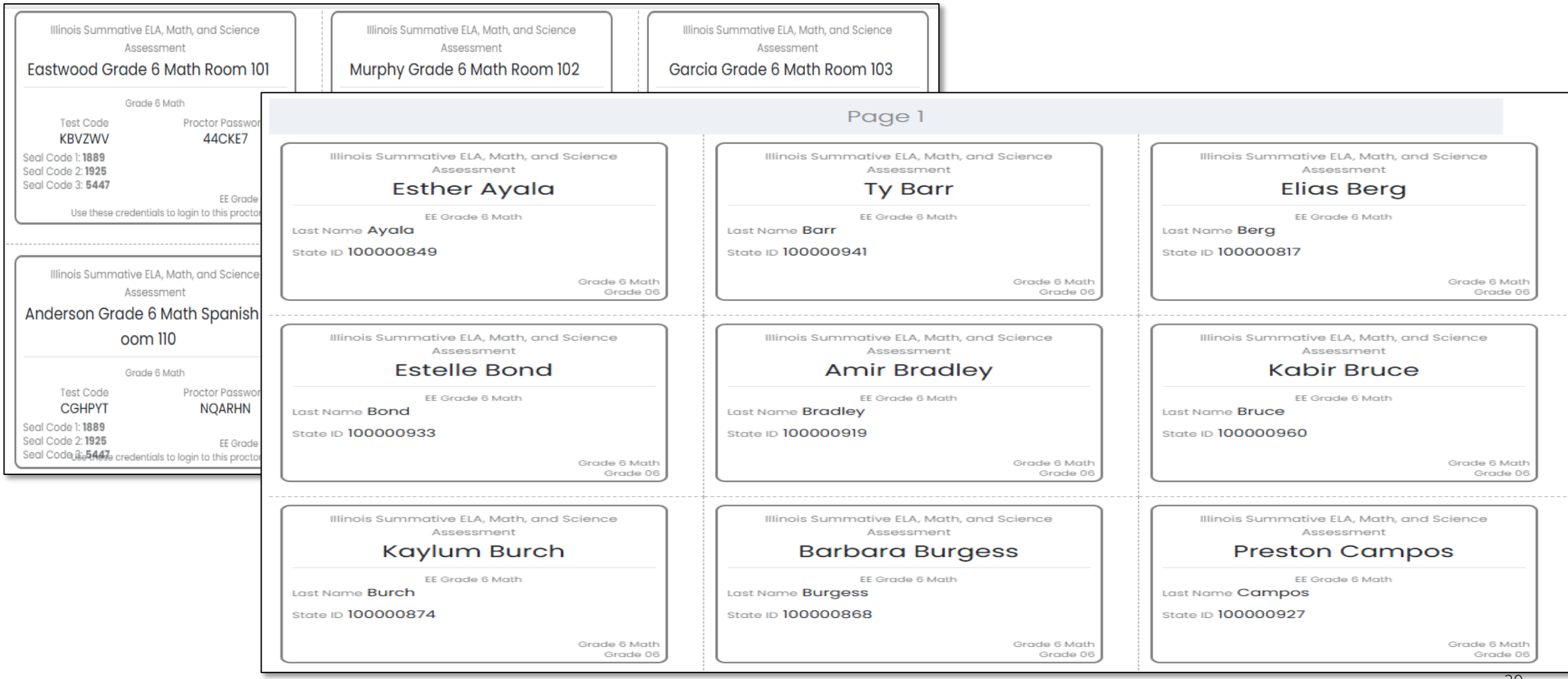
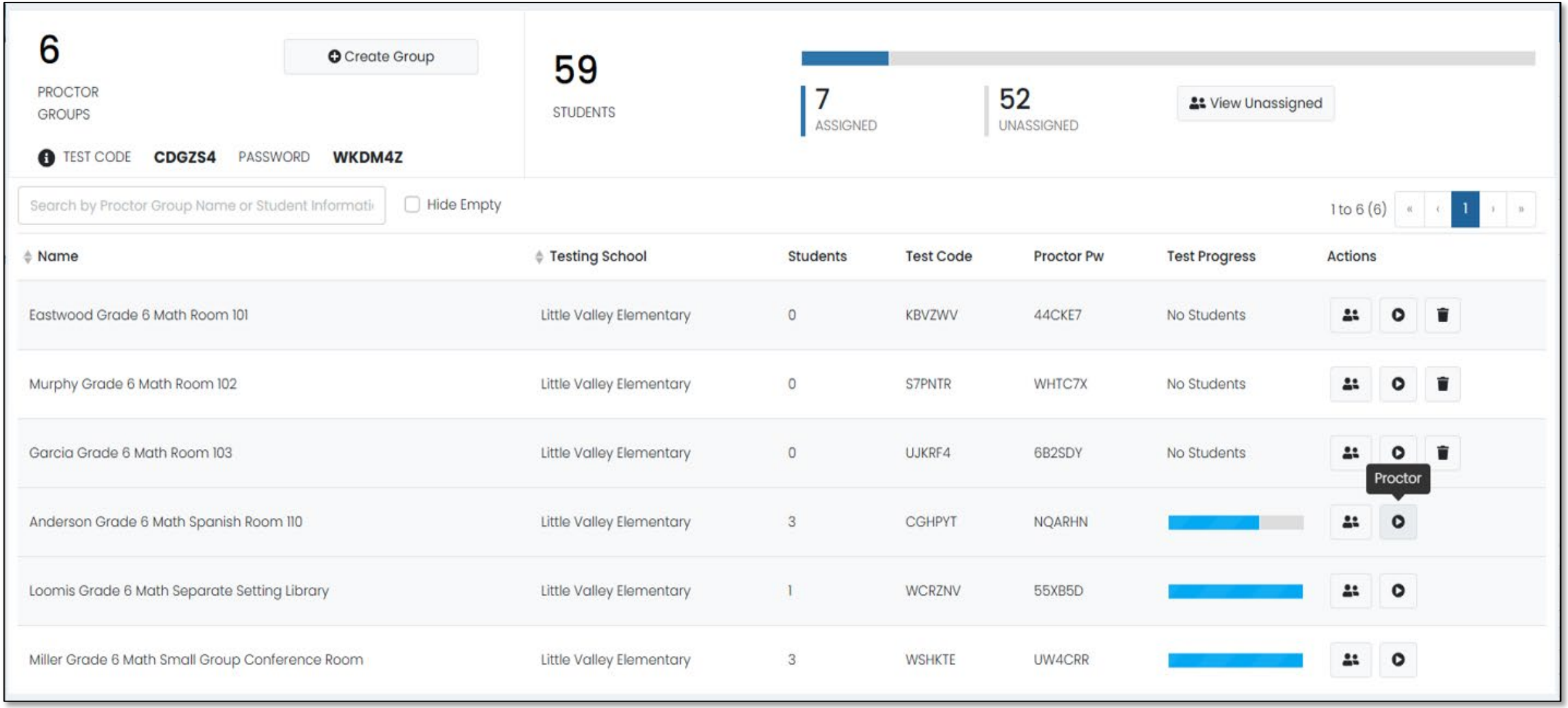


Monitor Testing



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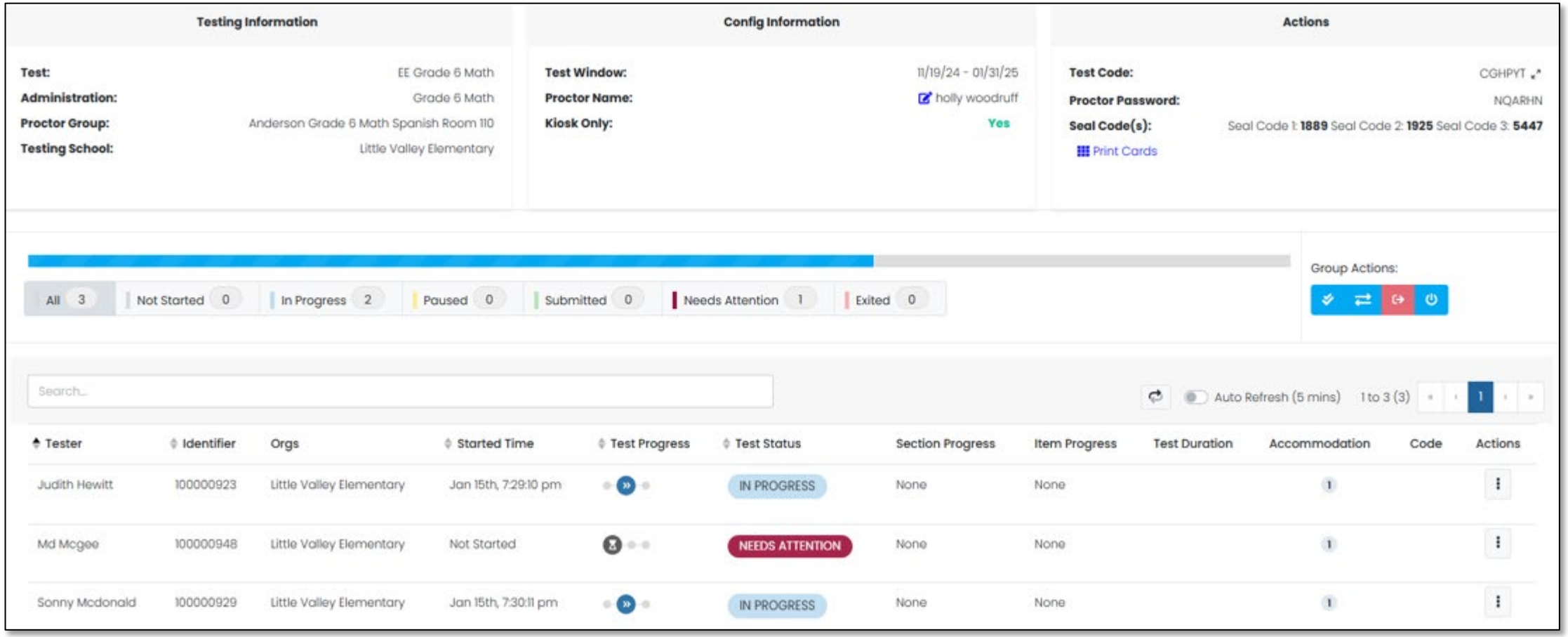

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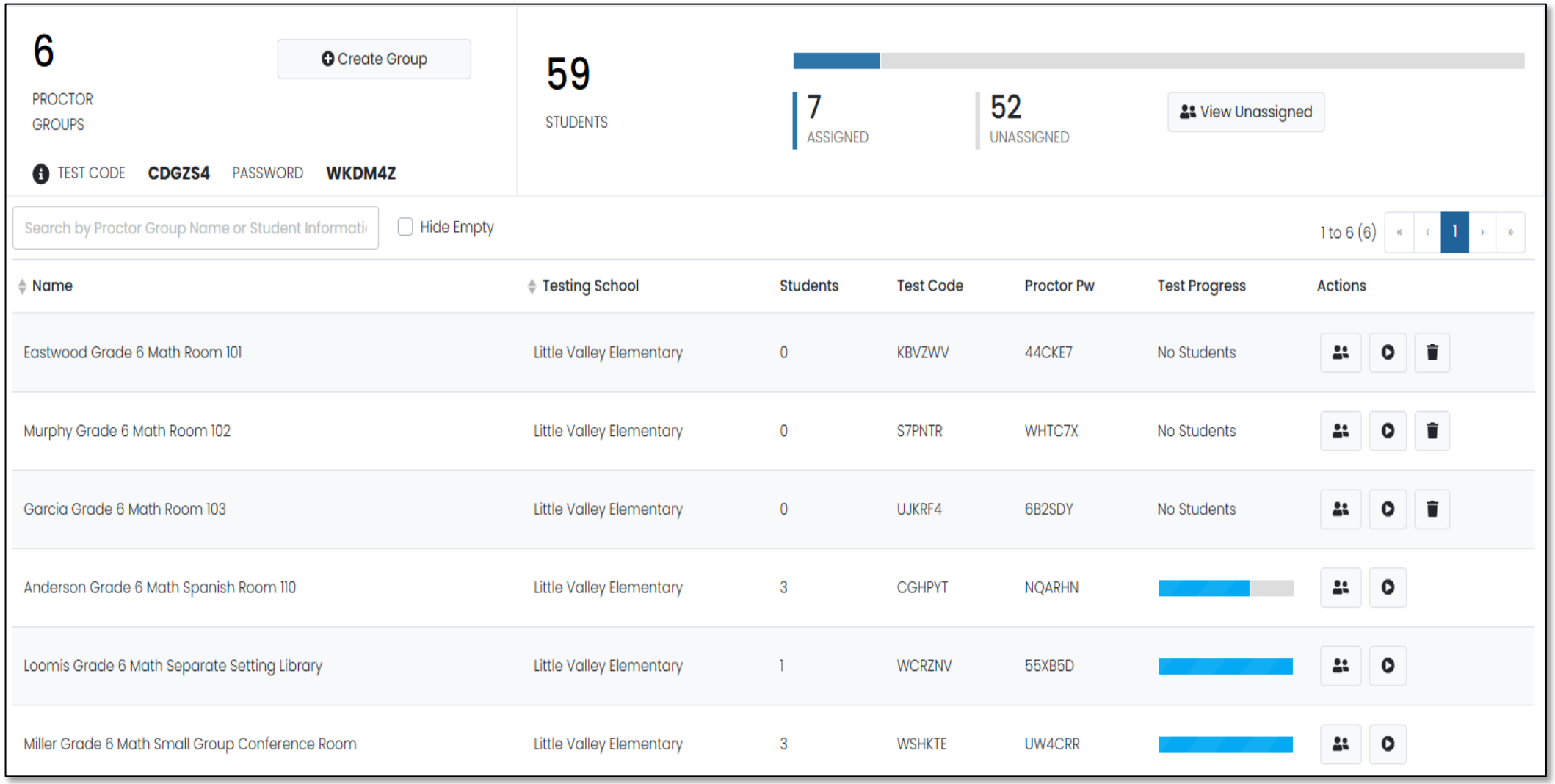

Monitor Testing

IL Support Site Training
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Contact Information

Email Pearson:

SCHIllinoisTeam@pearson.com

Illinois Customer Support:
1-833-213-3879

Illinois Support Page
il.mypearsonsupport.com

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