



IL Assessment of Readiness (IAR)

For administrators with 2+ years
experience



Agenda

Today's training will cover the Outline of Tasks for District/School Test Coordinators at a higher level.

Please ask questions.

Outline of Tasks



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.
 - ii. **Note:** If you already have a PAN account and receive an error when trying to log in, please reset your password. An email will be sent to your registered email address with a link to reset your password.
 - 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:** The TestNav application needs to be downloaded prior to testing for the 23-24 school year even if you tested in Spring 24. 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 12/27/23**
 - a. The initial student import will be loaded from SIS to PAN on 12/27/23. This means students entered after 12/26 will not be in the initial load from SIS to PAN. Additional students will be updated once the API nightly feed begins on 12/27/24.
 - b. Enter test window into SIS.
6. **Update Student Accommodations in PAN – Complete 12/27/23 – 1/26/24**
 - a. Use SR/PNP template to update student accommodations for Spring 2024 test administration.
 - b. **January 26, 2024** 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 12/27/23 – 4/19/24**
 - 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.

Outline of Tasks for District / School Test Coordinators

Outline of Tasks

Create PearsonAccess^{next} (PAN) Accounts

Check Network / Computers for Compatibility with PAN and TestNav

Practice Tests

Training and Materials for Test Administrators

Student Information Import

Update Student Accommodations in PAN

Create and Place Students in Test Sessions in PAN

Prepare Test Sessions

Start Test Sessions

Stop Test Sessions

Return Secure Materials

PearsonAccess^{next}

- PearsonAccess^{next} Live Site
 - Complete the majority of test administration tasks
- PearsonAccess^{next} Training Site
 - Practice all live activities
 - Secure practice tests

The screenshot displays the PearsonAccess^{next} website. At the top, there is a navigation bar with 'Home' and 'Support' links. Below this is a banner featuring five photographs of diverse students working on laptops. The main content area is divided into three columns, each representing a different assessment program: the Illinois Assessment of Readiness (IAR), the Illinois Science Assessment (ISA), and the Learning Renewal Interim Assessments. Each column includes the program's logo, title, and a brief description of its purpose. On the right side of the page, there is a sidebar with a 'Sign In' section containing a 'Sign In' button and links for 'Forgot Username' and 'Forgot Password'. Below this is a 'Contact Us' section with the Illinois Customer Support phone number (1-833-213-3879) and operating hours (Monday - Friday, 6:00 am - 6:00 pm CT). At the bottom of the sidebar is a 'Related Links' section with links to 'Help and FAQs', 'PearsonAccess^{next} Training Site', 'PearsonAccess^{next}', 'Practice Tests', 'Illinois Support Page', and 'Illinois Learning Management System'.

PearsonAccess^{next}

Home Support

Sign In

Sign In

[Forgot Username](#) | [Forgot Password](#)

Contact Us

Illinois Customer Support
1-833-213-3879
Monday - Friday
6:00 am - 6:00 pm (CT)

Please log into your secure PearsonAccess^{next} account to access the Chat feature.

Related Links

- [Help and FAQs](#)
- [PearsonAccess^{next} Training Site](#)
- [PearsonAccess^{next}](#)
- [Practice Tests](#)
- [Illinois Support Page](#)
- [Illinois Learning Management System](#)

ILLINOIS
Assessment of Readiness

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

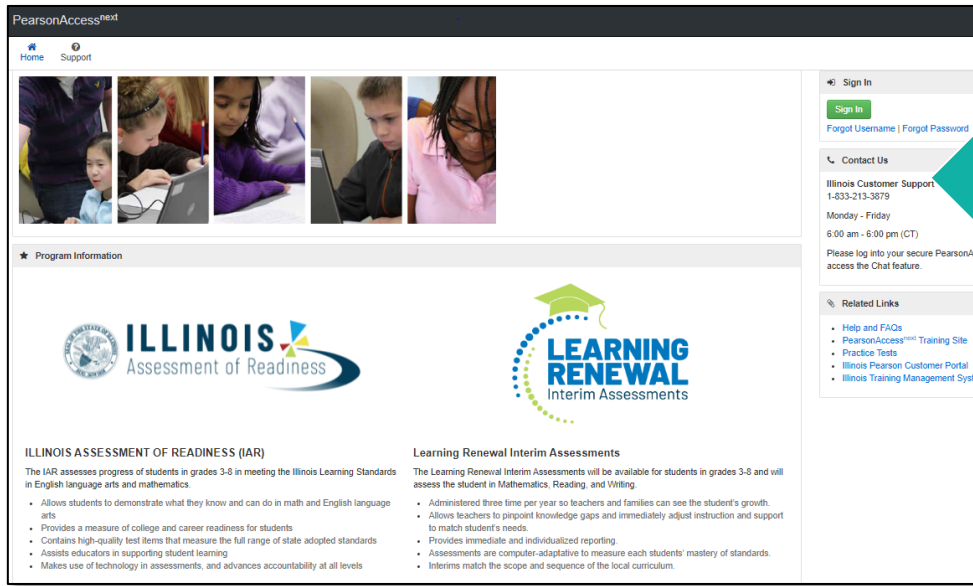
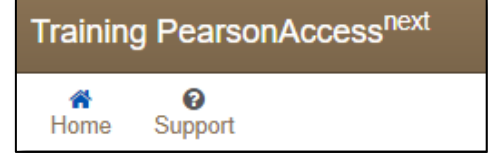
Illinois Science Assessment

Illinois Science Assessment (ISA)
In compliance with federal testing requirements, Illinois will administer a science assessment to students enrolled in a public school district in grades 5, 8 and 11. The

LEARNING RENEWAL
Interim Assessments

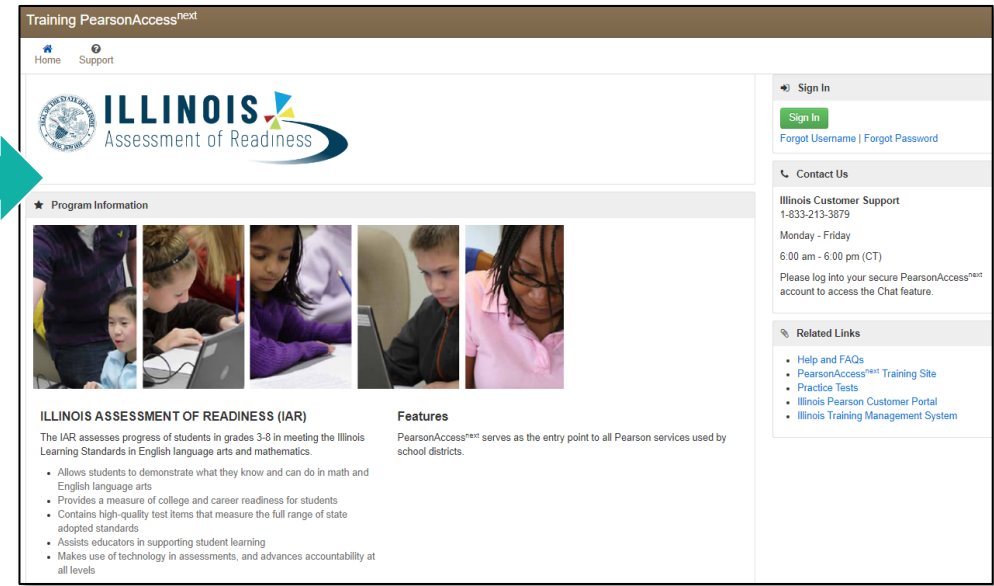
Learning Renewal Interim Assessments
The Learning Renewal Interim Assessments will be available for students in grades 3-8 and will assess the student in Mathematics, Reading, and Writing.

PearsonAccess^{next}



LIVE SITE

<http://il.pearsonaccessnext.com>



TRAINING SITE

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



PearsonAccess^{next} 2023–2024 Enhancements



Pearson

What's New for Spring Administration

New 2023

- All initial orders will be shipped as an individual student kit
- Illinois Student Readiness Tool

New 2024

- Closed Captions are included for all videos. The player is set by default as off and can be turned on within the video player.
- Illinois Student Readiness Tool addition of grade 11.
- PearsonAccess^{next} Enhancements

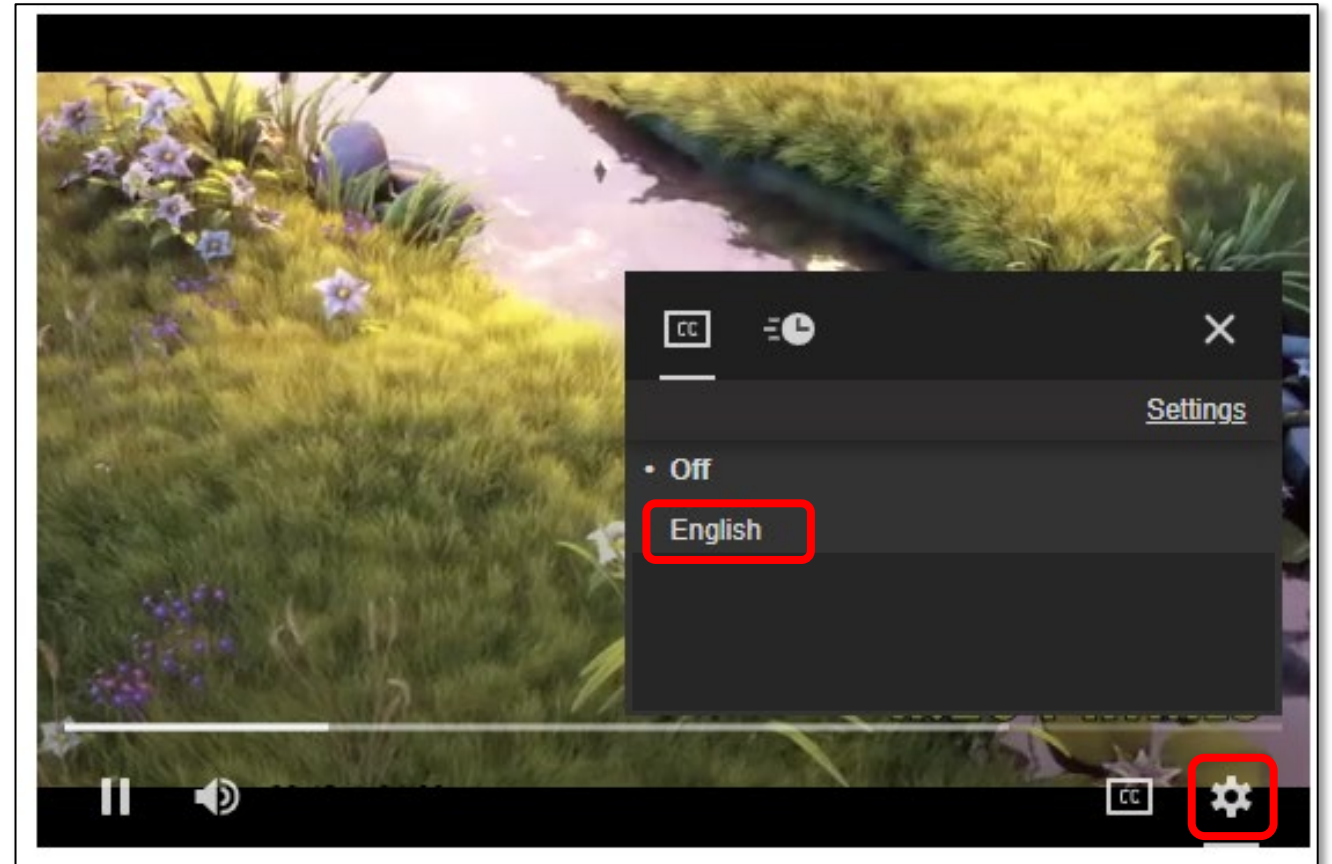
New for Spring 2024

Closed Captions for all Videos

Closed Captions for all videos will default to being turned off.

To turn on Closed Captions (CC):

1. Open the video.
2. Select the **Settings Gear** icon.
3. Select **English**.



New for Spring 2024

Illinois Student Readiness Tool

Student Readiness Tool

Welcome to the Illinois Student Readiness Tool (SRT)!
Play the video to the right to learn more about the SRT.
Then select your grade below to learn more.

3rd Grade

4th Grade

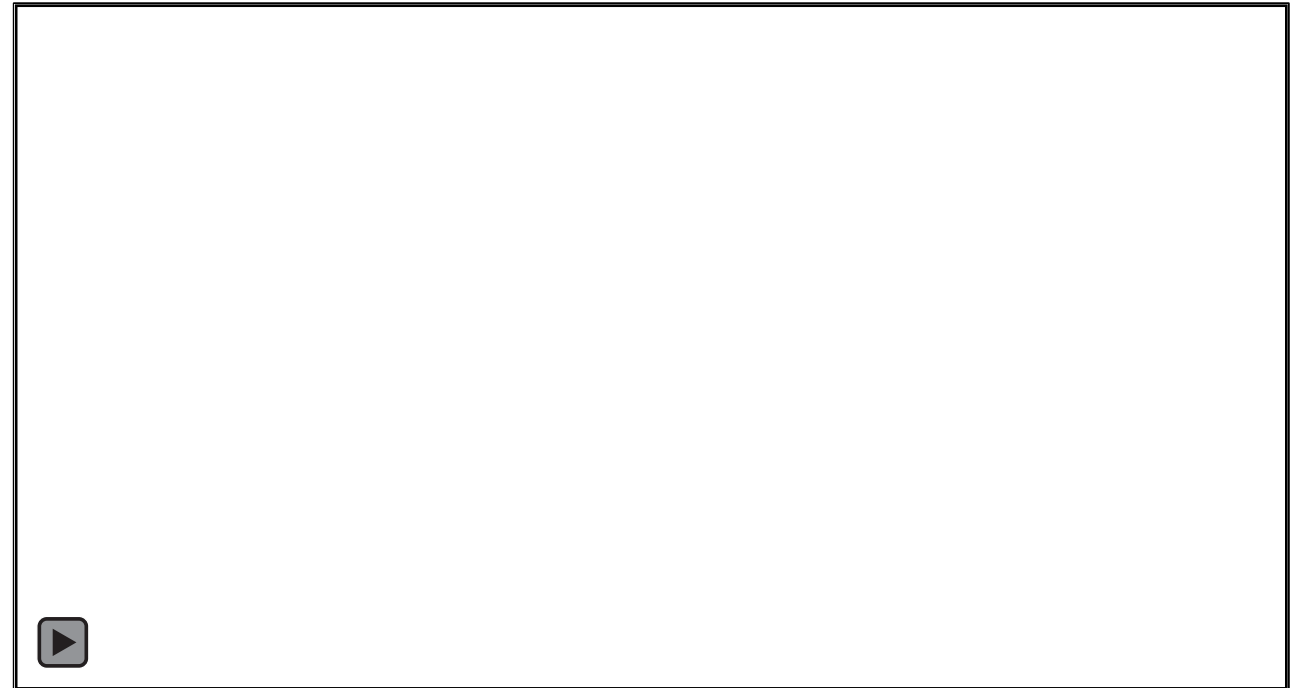
5th Grade

6th Grade

7th Grade

8th Grade

11th Grade



The Student Readiness Tool (SRT) now includes 11th Grade. The tool engages students in learning how to navigate TestNav, using elements that support visual, auditory, and kinesthetic learning. The SRT ensures fairness and inclusion for all students by showing them how to use TestNav tools, item types, and features that will appear on their assessments. With the SRT, we improve student readiness and confidence before test time, laying the foundation for their success.

PearsonAccess^{next} Enhancements

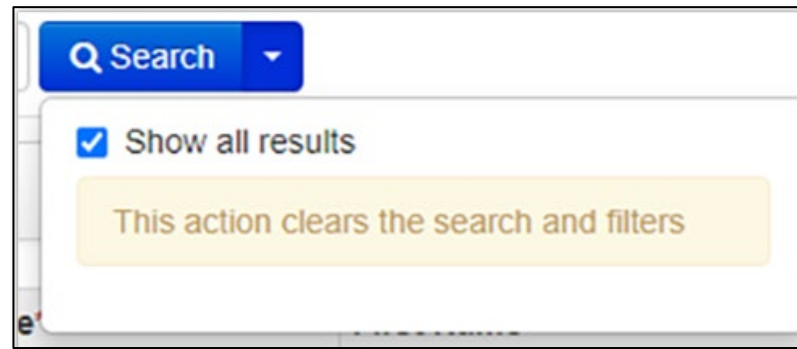
Student Search – Show All Results

To search for student(s) from the **Students** screen:

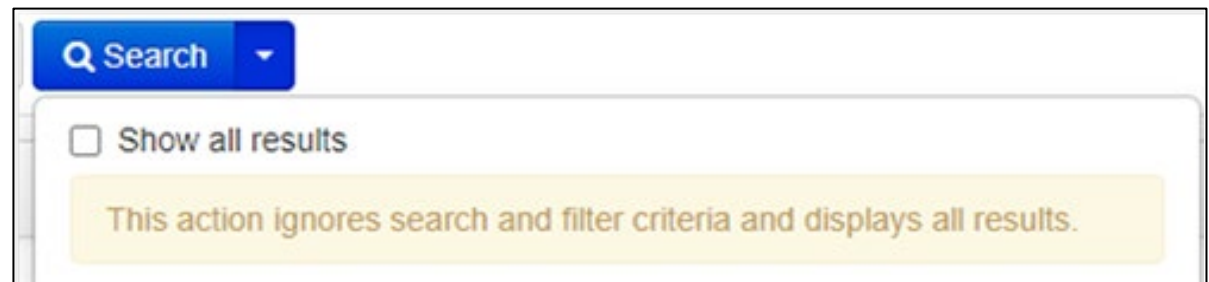
Users can hover over **Show all results** to see descriptive text.

If **Show all results** checkbox is selected, system will ignore any search and filter criteria and will display all results.

Previous



Updated

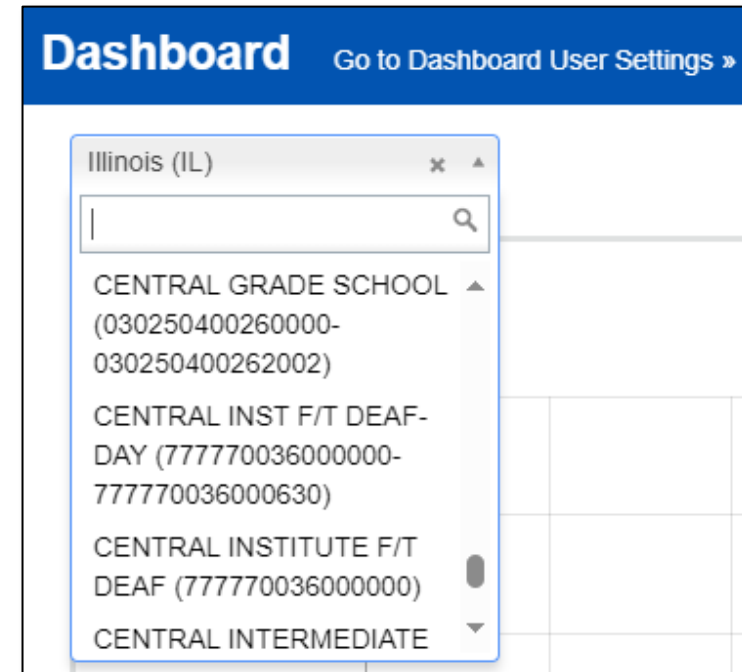
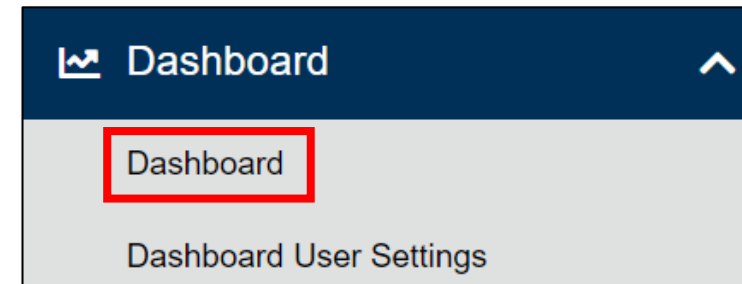


PearsonAccess^{next} Enhancements

Organizations

View data for a specific organization:

1. In the **Dashboard** dropdown, select **Dashboard**.
2. Select the organization filter dropdown to review lower-level organizations.
3. Select an organization to see specific data.

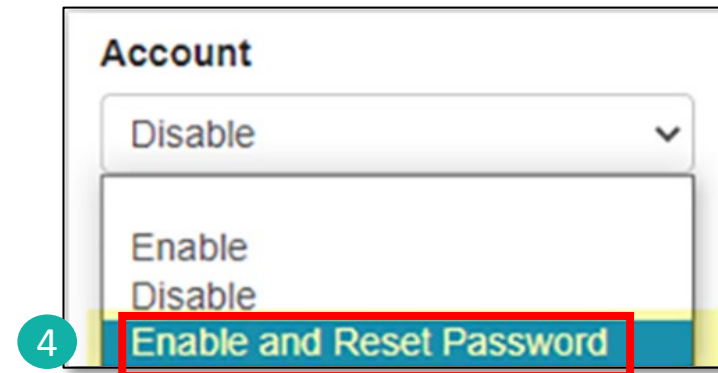
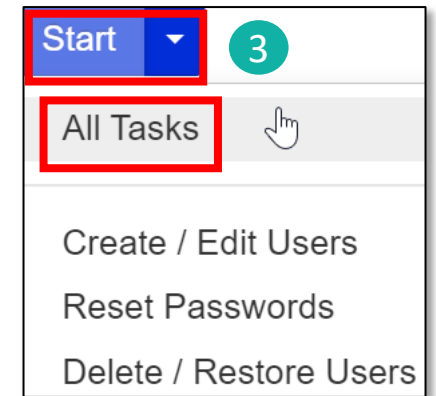
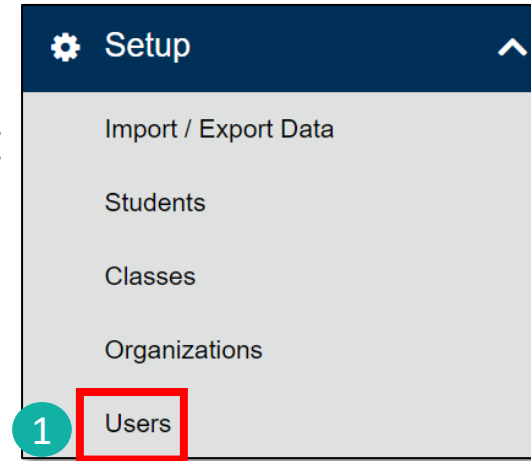


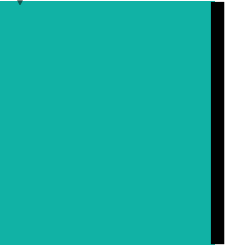
PearsonAccess^{next} Enhancements

Enable User

To enable a user and reset their password:

1. In the **Setup** dropdown, select **Users**.
2. Use the **Find User** search field or **Account Status** filter to locate the disabled user and select the checkbox.
3. Select **Start** and choose **All Tasks**.
4. After selecting the disabled user from the **Users** list in the left margin, select **Enable and Reset Password** in the **Account** dropdown.
5. Then, click **Save**.





PearsonAccess^{next} Enhancements

Session Creation

Session Details now show a username under **Created by:** to identify who created the session.

Session Details

Session Name

INT PVFE ELA03 HR

Session Status

Started

Organization

INT ORG A SCHOOL (122333444455555-122333444455556)

Actual Start Date

2023-01-12 04:52 PM

Created By

pv_nirmpogu

Test & Form

Test Assigned

Scheduling

Scheduled Start Date

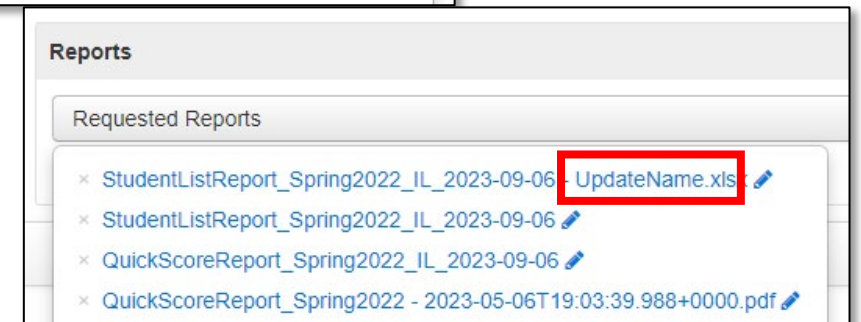
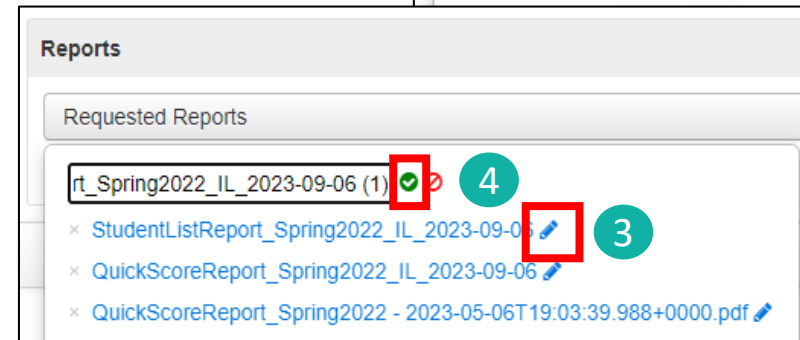
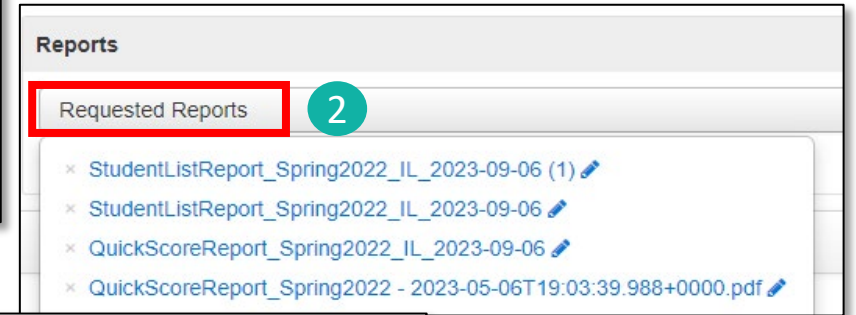
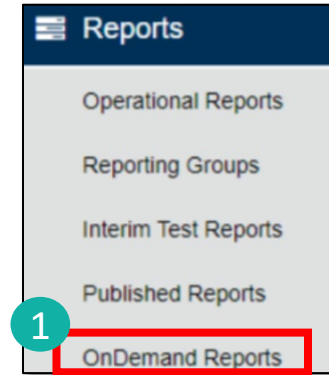
PearsonAccess^{next} Enhancements

Reports – On-Demand Reports

NOTE: Report file names are editable with asynchronous reporting.

Report file names can be edited:

1. In the **Reports** dropdown, select **On-Demand** then filter reports as needed.
2. Select the **Requested Reports** dropdown in the **Reports** section.
3. Select the edit pencil icon next to any report to immediately edit the report file name.
4. Select the green checkmark to accept the edited name or the red cancel icon.



PearsonAccess^{next} Enhancements

Reports – Operational Reports

Organization additional filtering options are now available.

1. In the **Reports** dropdown, select **Operational Reports**.
2. Select **Orders & Shipment Tracking**.
3. Select **Security Checklist** or **Security Checklist – Full** and specify data to **Include all child orgs** or **Include only selected org**.
4. Specify data to include then select **Request Report Refresh**.

The screenshot illustrates the process of generating an Operational Report in PearsonAccess next. It is divided into four numbered steps:

- Step 1:** A dropdown menu titled "Reports" is shown. The option "Operational Reports" is highlighted with a red box and a green circle containing the number 1.
- Step 2:** A "Report Categories" panel is displayed. The checkbox for "Orders & Shipment Tracking" is checked and highlighted with a red box and a green circle containing the number 2.
- Step 3:** Two options are shown: "Security Checklist" (described as "Lists secure bar code ranges for materials sent to an organization.") and "Security Checklist - Full" (described as "Lists each secure material sent to an organization (separate record for each secure material)."). The "Security Checklist - Full" option is highlighted with a green circle containing the number 3.
- Step 4:** A dropdown menu titled "Include all child orgs*" is shown. The option "Include all child orgs" is selected and highlighted with a blue bar. Below it, the option "Include only selected org" is visible. A green circle containing the number 4 is next to the dropdown. Below the dropdown is a button labeled "Request Report Refresh".

PearsonAccess^{next} Enhancements

Parent Portal

Select the filter dropdown to see specific results by Grade.

See students organized in a list under My Students.

Display results of a specific student within My Students.

List is sorted first by date-of birth (oldest to youngest) then by first name (if students have the same birthdate).

My Students

- Scott Brimeyer
- Andy Brimeyer
- Nate Brimeyer

Find Test Results

Student's First Name

Student's Last Name

Student's Date of Birth

Claim Code

Find Results

Test Results for Scott

Grade 8

Grade 8 Reading <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	476 Proficient
Grade 8 Math <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	497 Advanced
Grade 8 Science <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	469 Proficient
Grade 8 Reading - Preliminary <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	519 Advanced
Grade 8 Math - Preliminary <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	476 Proficient
Grade 8 Science - Preliminary <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	468 Proficient



Outline of Tasks for District / School Test Coordinators

Task 1: Create PearsonAccess^{next} (PAN) Accounts (*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, contact ISBE at assessment@isbe.net.
- Familiarize yourself with how PearsonAccess^{next} works.



[Email ISBE](#)



[Outline of Tasks](#)



Outline of Tasks for District / School Test Coordinators

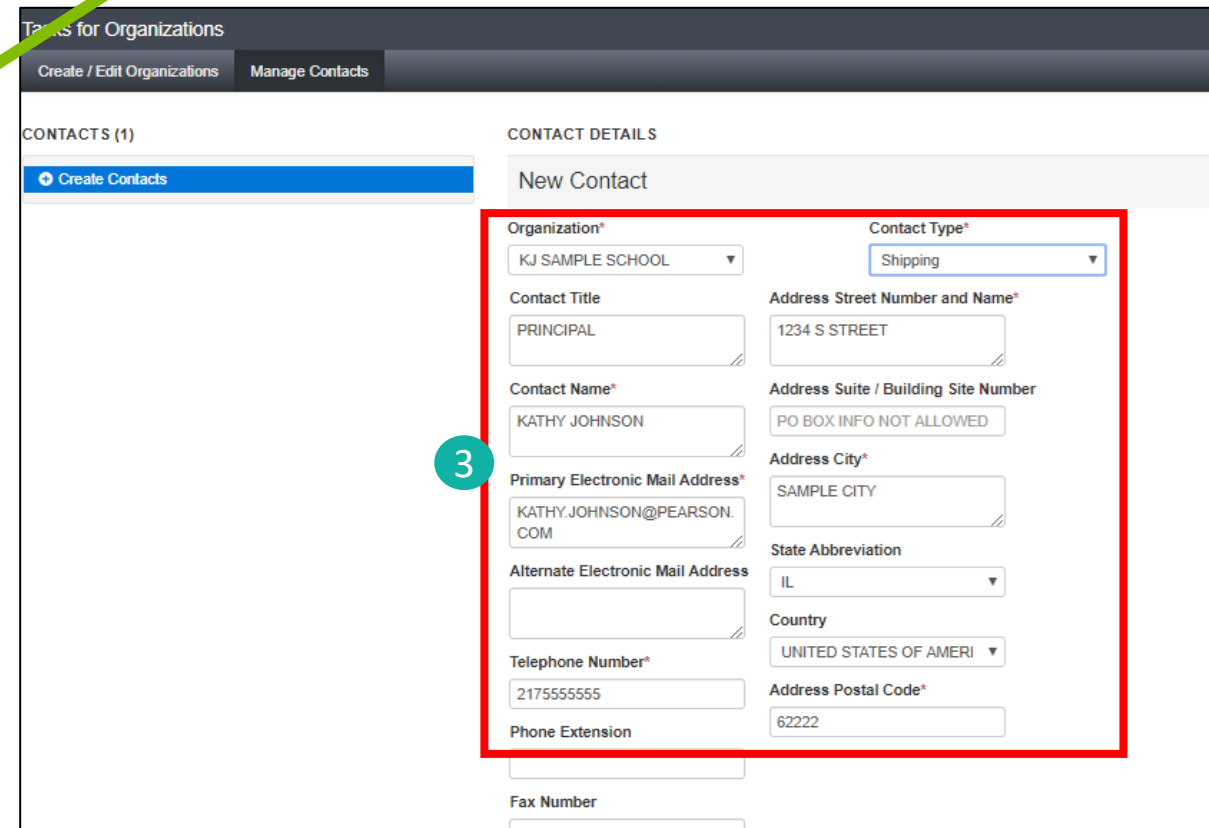
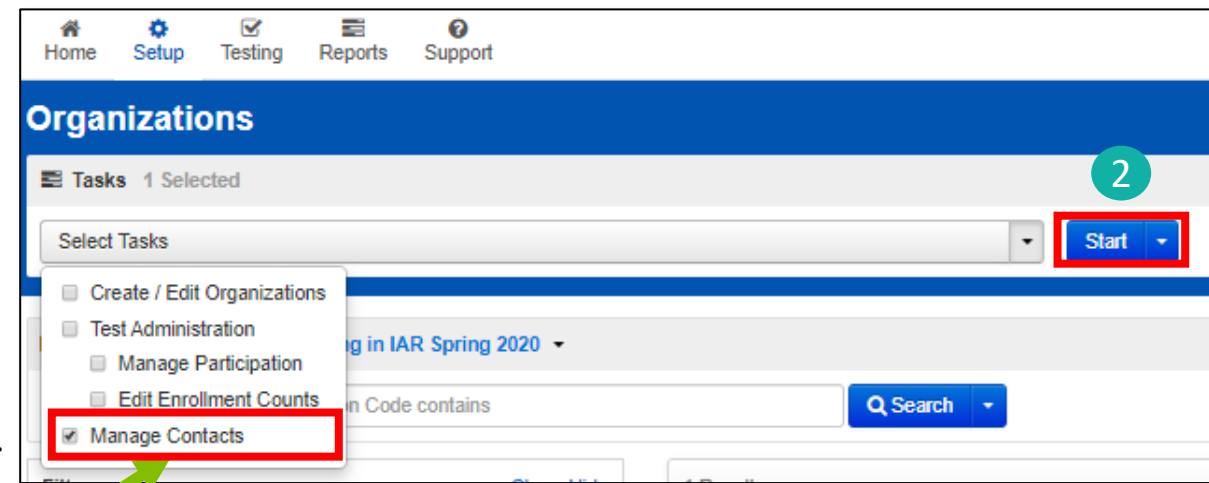
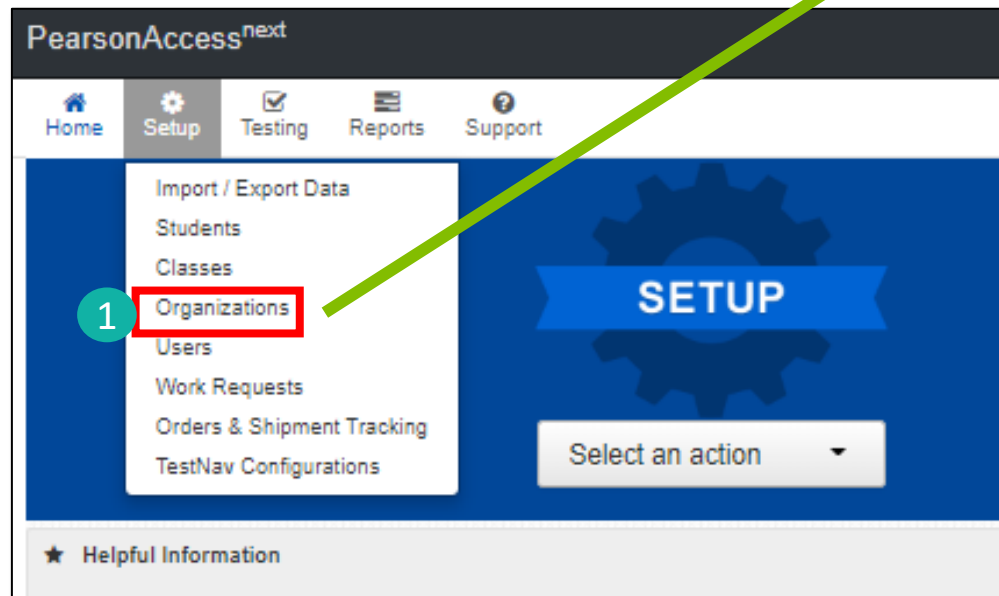
Additional tasks / information once account is established

- 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.
- Make sure you are in the correct administration – IL Spring 2024 (IAR and ISA)
 - Illinois Assessment of Readiness (IAR) and Illinois Science Assessment (ISA).
- Confirm organization information.
 - Verify contact name of either the superintendent or principal.
 - Confirm shipping address.
 - Confirm “ship to district” vs “ship to school”.

Confirm Organization Information

Confirm organization information:

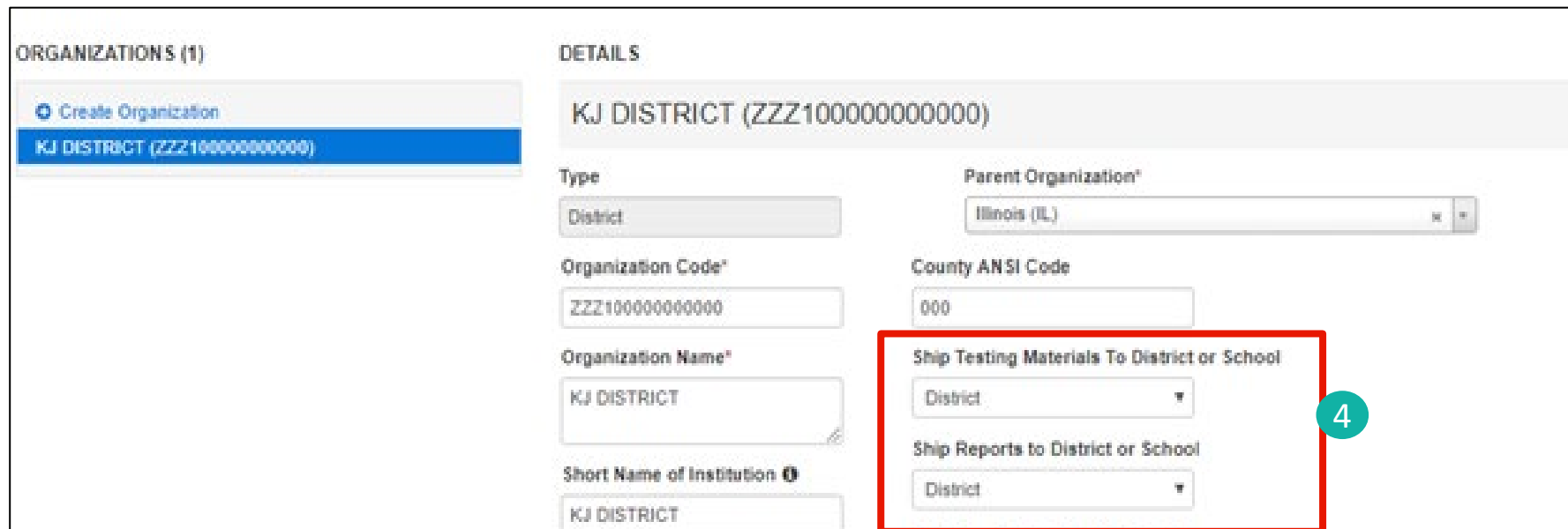
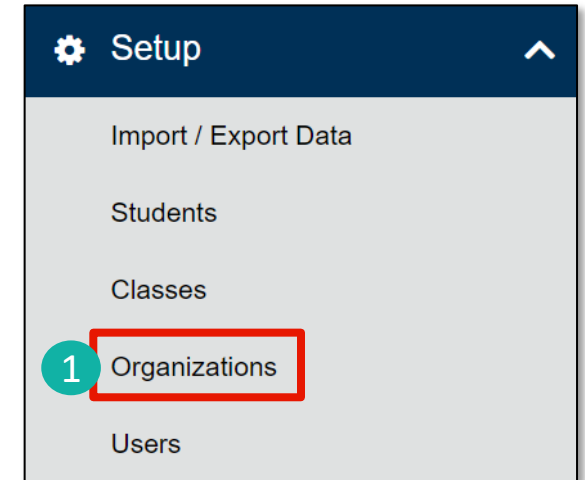
1. In the **Setup** dropdown, select **Organizations**.
2. On the Organizations screen, select **Manage Contacts** and select the **Start** button.
3. Confirm your shipping information.



Confirm Organization Information

Choose location for testing material and report deliveries:

1. Under the **Setup** dropdown, select **Organizations**.
2. From the Select Tasks dropdown, select **Create/Edit Organizations**.
3. Select the **Start** button.
4. Using dropdown list, select desired delivery locations.

A screenshot of a web application form titled 'ORGANIZATIONS (1)'. On the left, there is a list of organizations with 'KJ DISTRICT (ZZZ1000000000000)' selected. The main area is titled 'DETAILS' and contains fields for 'Type' (District), 'Parent Organization*' (Illinois (IL)), 'Organization Code*' (ZZZ1000000000000), 'County ANSI Code' (000), 'Organization Name*' (KJ DISTRICT), and 'Short Name of Institution' (KJ DISTRICT). On the right side of the details section, there are two dropdown menus: 'Ship Testing Materials To District or School' and 'Ship Reports to District or School', both set to 'District'. A red rectangular box highlights these two dropdown menus, and a green circle with the number '4' is placed to the right of the box.

Outline of Tasks for District/School Test Coordinators

Create PearsonAccess^{next} (PAN) Accounts

District Test Coordinators can create additional users as needed for their schools. User Roles are:

**District Test
Coordinator Role**

**School Test
Coordinator Role**

**Test
Administrator
Role**

**Technology
Coordinator Role**

**Report Access
Role**

[User Role Matrix](#)

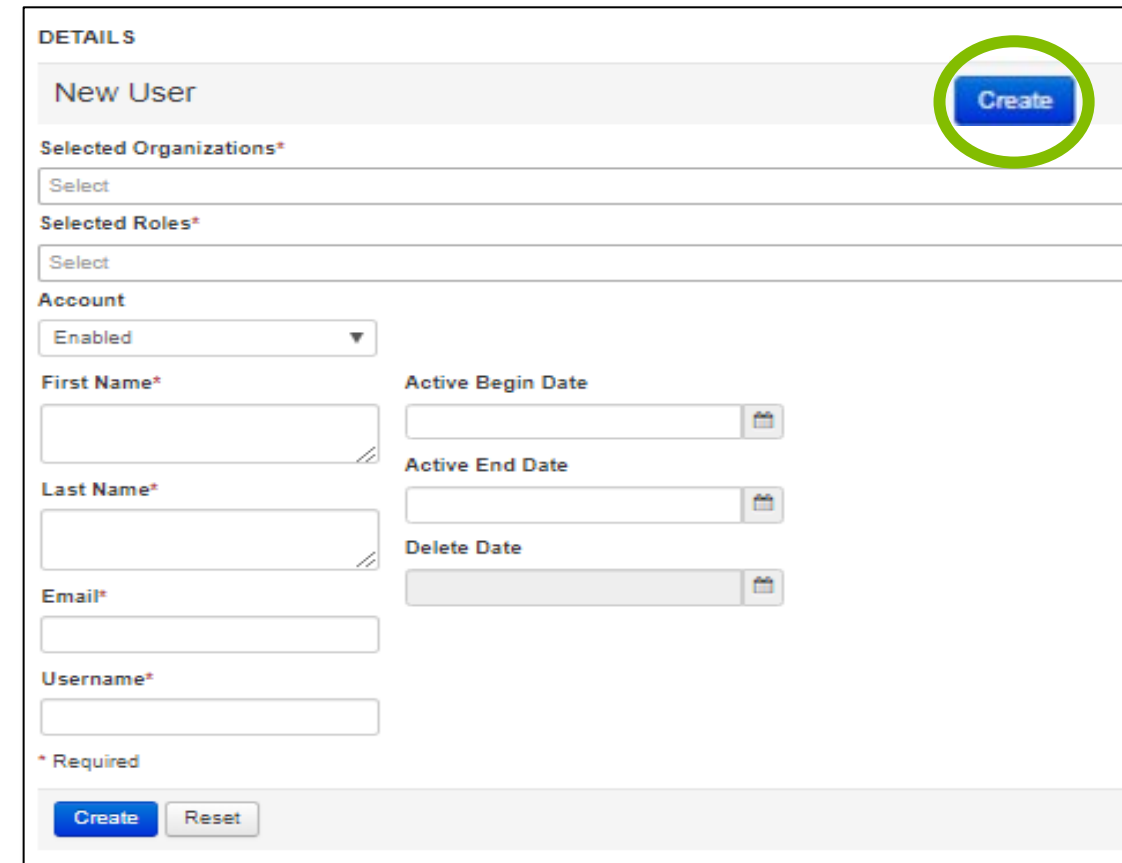


PearsonAccess^{next}

Creating a New User

To create a new user:

1. Select **Users** from the **Setup** dropdown.
2. On the User screen, use the **Select Tasks** dropdown and choose **Create/Edit Users**.
3. Select the blue **Start** button (to the right of **Select Tasks**).
4. Select **Organization**.
 - Selecting the box should bring up the schools available.
5. 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.
6. Fill in **First Name**, **Last Name**, and **Email Address** fields.
7. The Username will default to the email address but can be changed, if needed.
8. It is not necessary to provide Active Begin/End Dates.

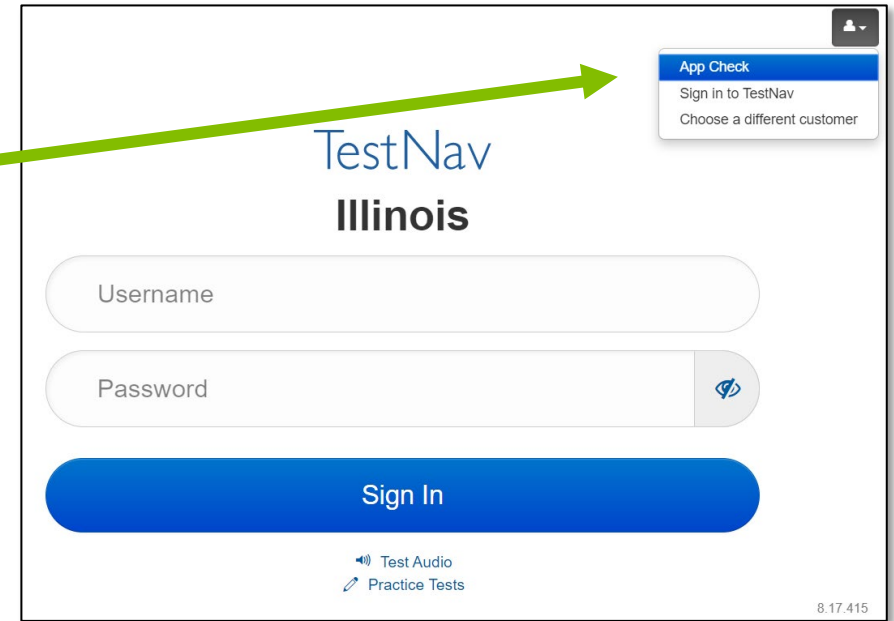


The screenshot shows the 'DETAILS' section of the 'New User' form. At the top right, a blue 'Create' button is circled in green. Below the title, there are two dropdown menus: 'Selected Organizations*' and 'Selected Roles*', both with 'Select' as the current choice. The 'Account' section includes a dropdown set to 'Enabled'. Below this are input fields for 'First Name*', 'Last Name*', and 'Email*', each with a small icon to its right. To the right of these are date pickers for 'Active Begin Date', 'Active End Date', and 'Delete Date'. At the bottom, there is a 'Username*' field. A legend at the bottom left indicates '* Required'. At the bottom right, there are 'Create' and 'Reset' buttons.

Outline of Tasks for District / School Test Coordinators

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

- Download latest TestNav App.
- Complete an infrastructure Trial
- Run **App Check** (top right of the Test Nav Application)
- Use the Practice Test / Training Site
- Students need to be familiar with TestNav functionality



TestNav System Requirements



TestNav System update is needed prior to testing for the 2023-24 school year.



Outline of Tasks for District / School Test Coordinators

Check network/computers for compatibility with PearsonAccess^{next} and TestNav (timeframe – now)

Additional resources:



[Technology Setup](#)



[Communications](#)



[Presentations and Webinars Archive](#)



Outline of Tasks for District / School Test Coordinators

Task 5: Student Information in PearsonAccess^{next} (timeframe – now thru testing)

- The initial student import was sent to PAN and is currently available.
- 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.

NOTE: If additional assistance is needed to help with this feature, please contact the ISBE IAR Coordinator.



Outline of Tasks for District / School Test Coordinators

Task 6: Student Information in PearsonAccess^{next} (timeframe – now thru testing)

Add student accommodations in PAN:

- 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](#)
 - SR/PNP report presents a list of students and tests with identified Accessibility Features and Accommodations.



Deadline for Districts/Schools to have student information loaded into PAN for Pre-ID is January 26, 2024.



Accommodations



Accommodations & Accessibilities

IAR Summative Resource



- **Accommodations:**

Test Form
Specific

- **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**
- **Read & Write and Co:Writer Extensions**
- **Braille** (Refreshable Braille, 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 in bold teal font are test form specific. Those listed in bold teal and in black should be added to the student's PNP in order to receive the form.

Accommodations & Accessibilities

Accessibilities:

Test Form
Specific

- **Spanish Transadaption of the Mathematics Assessment**
- **Text-To-Speech** (Math)

Identify in
Student's
PNP

- **Answer Masking**
- **Color Contrast**
- Student Reads Assessment Aloud to Self

Administration Considerations:

- Separate / alternate location
- Small group testing
- Specialized equipment / furniture
- Specified area or setting
- Time of day
- Frequent breaks



- Accommodations listed in **bold teal** are test form specific.
- Those listed in **bold teal** and in black should be added to the student's PNP in order to receive the form.
- Items listed in **bold green** must be identified in the student's PNP in order to appear in TestNav.



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

Student Registration / Accommodations – Import

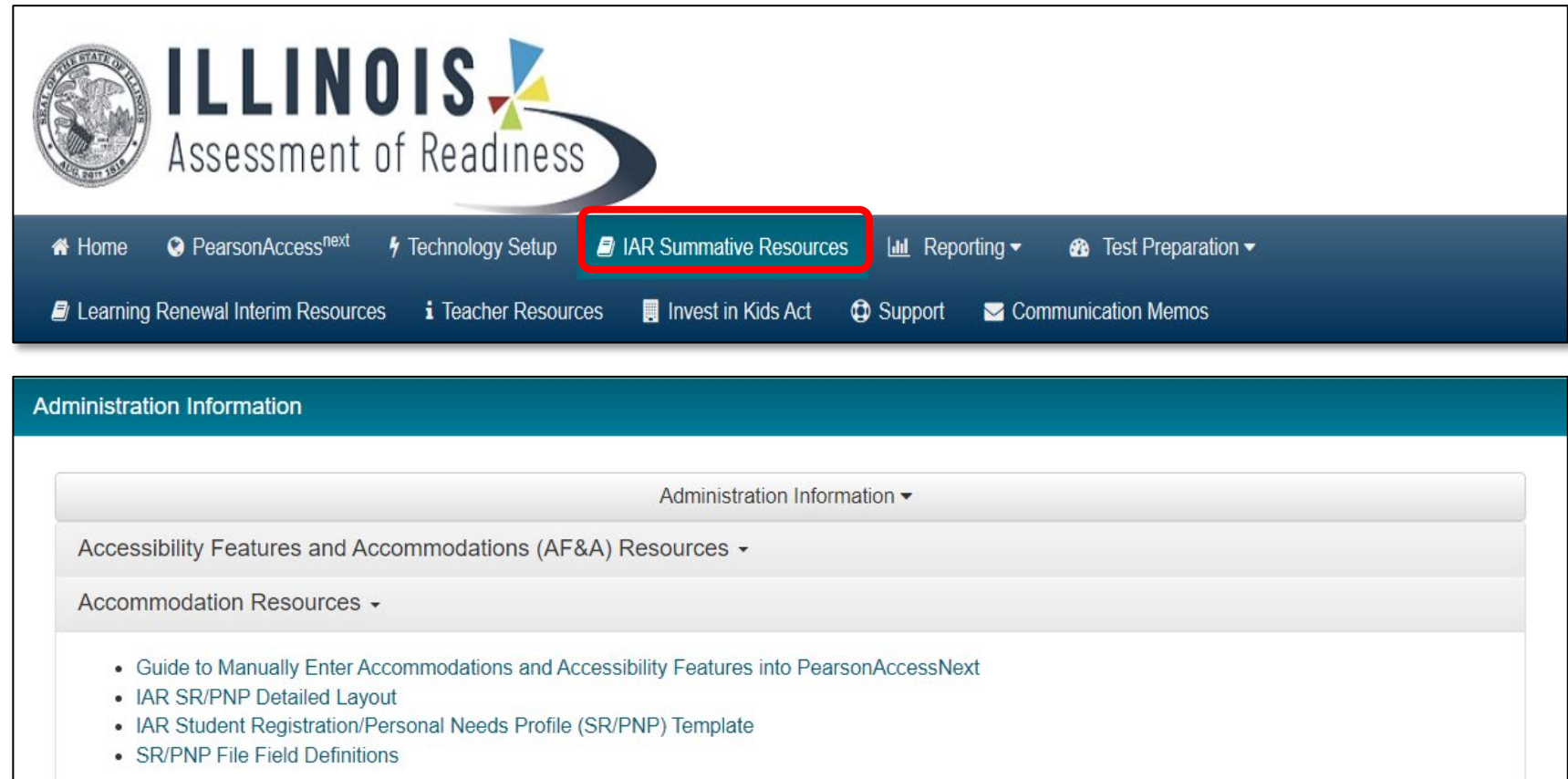
Verify these steps have already been completed:

1. The SR/PNP CSV Template provides the shell with header rows that can be used to import the Student Registration file.
2. Recommend first doing an SR/PNP export, adding accommodations then reimporting the file.
3. The entire file does not have to be imported. You can import only students with accommodations to update.
4. The State Student ID as listed in PAN must be included on the SR/PNP import.

PearsonAccess^{next}

Student Registration / Accommodations – Import

Student records can be imported using the SR/PNP layout and templates found on the Support Page on **IAR Summative Resources** tab under *Accommodation Resources*.



ILLINOIS
Assessment of Readiness

Home PearsonAccess^{next} Technology Setup **IAR Summative Resources** Reporting Test Preparation

Learning Renewal Interim Resources Teacher Resources Invest in Kids Act Support Communication Memos

Administration Information

Administration Information ▼

Accessibility Features and Accommodations (AF&A) Resources ▼

Accommodation Resources ▼

- Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccessNext
- IAR SR/PNP Detailed Layout
- IAR Student Registration/Personal Needs Profile (SR/PNP) Template
- SR/PNP File Field Definitions

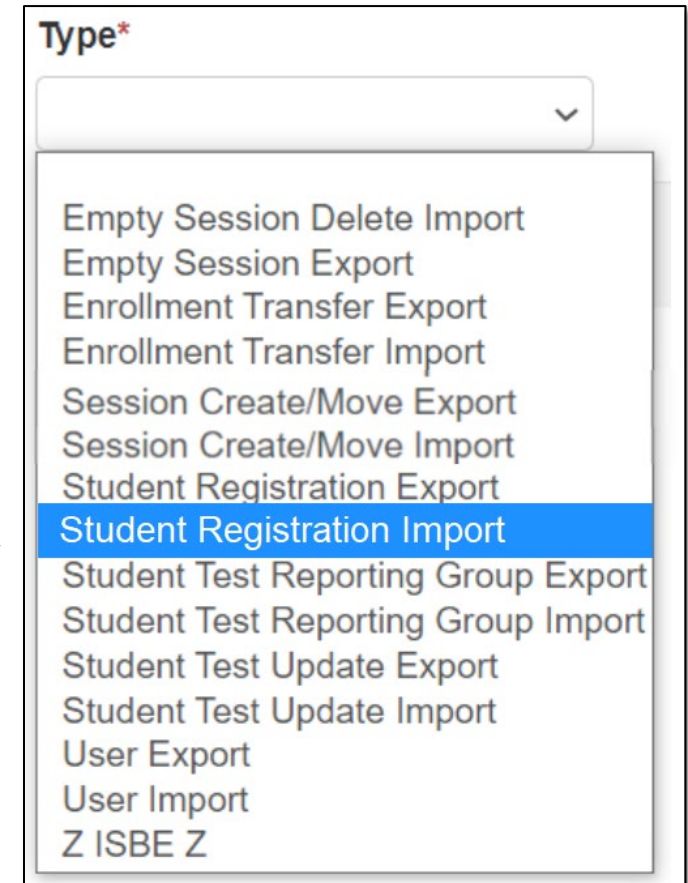
Support Page

PearsonAccess^{next}

Student Registration

To import student registrations:

1. Complete the information in the layout or add accommodations to SR/PNP export.
2. Save as a CSV file.
3. Under the **Setup** dropdown menu, select **Import/Export Data**. Then, from the **Select Tasks** bar, select **Import/Export Data**, then select the **Start** button.
4. In the **Type** dropdown, select **Student Registration Import**.



Type*

- Empty Session Delete Import
- Empty Session Export
- Enrollment Transfer Export
- Enrollment Transfer Import
- Session Create/Move Export
- Session Create/Move Import
- Student Registration Export
- Student Registration Import**
- Student Test Reporting Group Export
- Student Test Reporting Group Import
- Student Test Update Export
- Student Test Update Import
- User Export
- User Import
- Z ISBE Z

PearsonAccess^{next}

Student Registration / Accommodations – Import

5. File Layout Type can be fixed or CSV.
6. Sessions will be auto created, if the session field is completed. If you do not want sessions to be created, select the **Don't auto-create Test Sessions for online testing** box.
7. Importing will modify students, registrations and tests. Select the **Don't modify student test** box if you do not want this to happen.
8. Select the **Choose File** button.
9. Select the **Process** button.

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

☒ 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 abo

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 DETAILS page to confirm there were no records in error.
- The import DETAILS screen will indicate the number of records that imported successfully as well as any records in error.

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.

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 (ZZZ100000000000- ZZZ100000001001)
Name	test smpn.csv	User	kathy.johnson@pearson.com
Request Date	2020-01-08 04:12 AM		
Total Records	3		
Successful Records	0		
Error Records	3		

[Download File](#) ⓘ

[Download Students Created](#) ⓘ



Pearson

PearsonAccess^{next}

Student Registration / Accommodations – Entry

Manually update accommodations within PearsonAccess^{next}.

- Under the **Setup** dropdown menu, select **Students**.
- On the Student screen, use the **Select Tasks** dropdown and select **Create/ Edit Students** and the **Registration** tasks.

PearsonAccess^{next}

Student Registration / Accommodations – 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

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

NOTE: Required fields are indicated with a red asterisk.

Fill out additional demographic information to complete the Student Registration.

1. Select the **Registered** box.
2. Select a **Grade Level** from the dropdown.
3. Select a **Home School Code** from the dropdown (for Private Schools this will be the same as the testing school).
4. Select an **Ethnicity/Race** from the dropdown.
5. Select additional status information including **English Learner (EL)** and **Students with Disabilities**.
6. Select the **Save** button.



Pearson

Outline of Tasks for District/School Coordinators

Task 7: 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 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^{next}

Import Sessions

- Students can be imported using the Student Registration / Personal Needs Profile (SR/PNP) file (see import directions for SR/PNP file).
- Once students have been placed in a session, the session cannot be changed via reimporting. Students must first be removed from the session for a new import to update sessions.

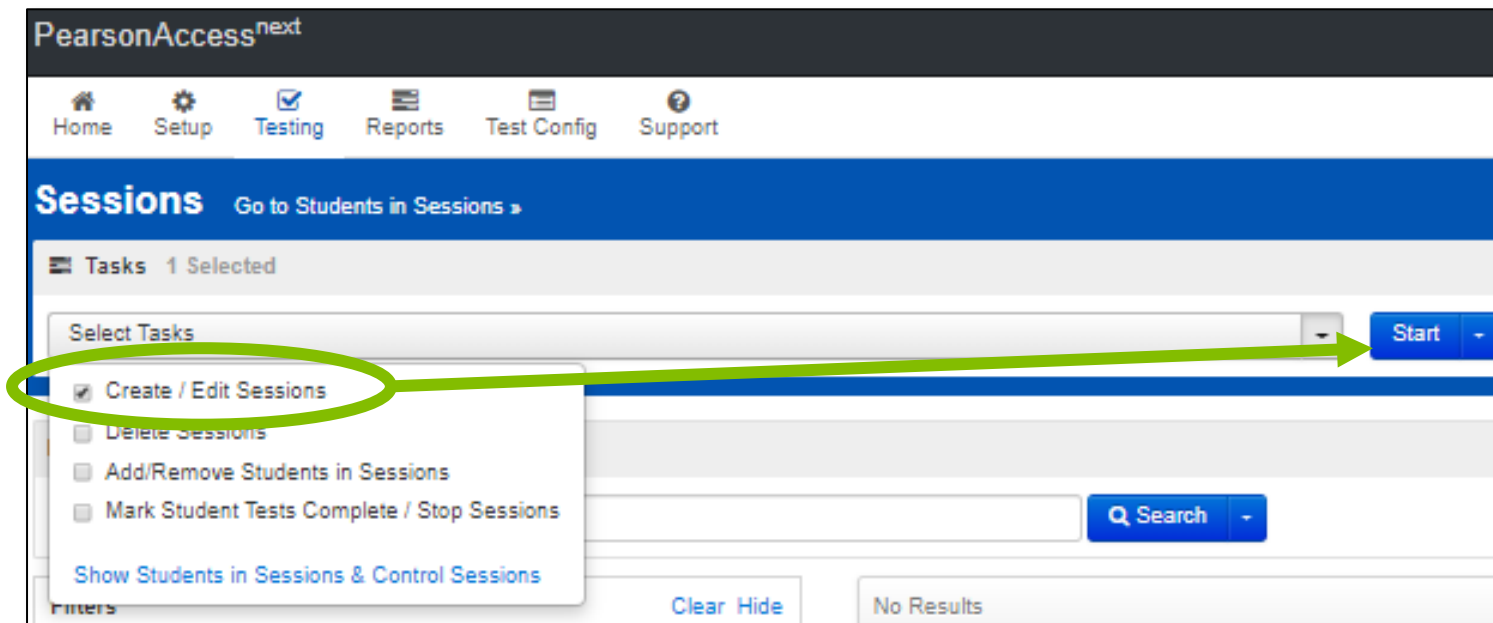


IMPORTANT: To avoid overwriting any accommodation information, users should do a Student Registration Export, then add sessions to that file and reimport.

PearsonAccess^{next}

Manage Sessions

- 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** dropdown menu, select **Sessions**.
 - From the **Select Tasks** dropdown, choose **Create/Edit Sessions** and select the **Start** button.



PearsonAccess^{next}

Manage 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.

1. Create a **Session Name**.
2. Select *Test Assigned* (e.g., Grade 05 ELA).
3. Select **Form Group Type** (This will be Main unless the student has a Human Reader Accommodation).
4. Add your **Scheduled Start Date**.
5. Select the **Create** button.

The screenshot displays the 'Manage Sessions' interface in PearsonAccessnext. It is divided into two main sections: 'SESSIONS (1)' on the left and 'DETAILS' on the right. In the 'SESSIONS (1)' section, there is a '+ Create Session' button and a list containing 'ELA05_MAIN', which is highlighted in blue. In the 'DETAILS' section, the session name 'ELA05_MAIN' is shown at the top right with a 'Create' button and a 'Reset' button. Below this, the 'Session Name*' field contains 'ELA05_MAIN'. The 'Session Status' is set to 'Ready'. The 'Test & Form' section shows 'Test' as 'Grade 05 ELA/Literacy' and 'Form Group Type*' as 'Main'. The 'Scheduling' section shows 'Scheduled Start Date*' as '2019-02-18' and 'Scheduled Start Time' as '07:25 AM' in 'CST'. At the bottom, there is a 'Precaching Computer*' dropdown menu with 'Add' selected. A search bar at the very bottom allows finding students by name or ID in 'BIEDERMAN SCHOOL'. Numbered callouts 1 through 5 are placed over the interface to correspond with the steps in the list: 1 points to the 'Session Name*' field, 2 points to the 'Test' dropdown, 3 points to the 'Form Group Type*' dropdown, 4 points to the 'Scheduled Start Date*' field, and 5 points to the 'Create' button.

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.

For Read Aloud sessions:

1. The Proctor Read Aloud box MUST be checked, and
2. Form Group Type MUST either be Human Reader or Spanish Human Reader.

The screenshot displays the 'DETAILS' view for a session named 'ELA05_MAIN'. The 'Test' section is highlighted with a green box, showing the 'Proctor Reads Aloud' checkbox checked, the password '1C49CD', and the 'Form Group Type' set to 'Main'. A callout box on the right, outlined in teal, provides a closer look at the 'Proctor Reads Aloud' checkbox and the 'Form Group Type' dropdown menu, which is also highlighted with a green box. The interface includes fields for 'Session Name', 'Session Status', 'Test & Form', 'Test', 'Password', 'Form Group Type', and 'Pre-caching Computer'. A large teal arrow points from the callout box to the main session details area.

PearsonAccess^{next}

Adding Students to a Session

In PearsonAccess^{next}, students can be added to sessions via the **Create/Edit Sessions** or **Add/Remove Students in Sessions** tasks.

The screenshot displays the PearsonAccess^{next} interface with three main components:

- Test Configuration Panel (Left):** Includes fields for Test (Grade 05 ELA/Literacy), Password (1C49CD), Form Group Type (Main), and Precaching Computer (Add). A green arrow points from the 'Add students to session' button in the 'Students' section to the 'Add/Remove Students in Sessions' task.
- Sessions Task List (Middle):** Shows a list of tasks with '2 Selected'. The tasks are:
 - ☒ Create / Edit Sessions
 - ☐ Delete Sessions
 - ☒ Add/Remove Students in Sessions
 - ☐ Mark Student Tests Complete / Stop SessionsA green box highlights 'Create / Edit Sessions' and an orange box highlights 'Add/Remove Students in Sessions'. A link 'Show Students in Sessions & Control Sessions' is also visible.
- Tasks for Sessions Window (Right):** Shows the 'Add/Remove Students in Sessions' task selected. It displays a list of sessions (ELA05_MAIN) and a details section for 'ELA05_MAIN'. The 'Add Students' section shows a search bar with the text 'Find by name or ID within BIEDERMAN SCHOOL'. Below the search bar, a list of students is displayed, with 'STUDENT, NEW (205311766)' highlighted. An orange arrow points from the 'Add/Remove Students in Sessions' task to this section.



Outline of Tasks for District/School Coordinators

Task 8: Prepare Sessions (timeframe: March–April)

- 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.

Print Testing Tickets

- Testing Tickets for all session can now printed at one time.



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.

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.

1. On the Sessions screen, select the sessions you wish to prepare. Multiple sessions can be prepared at once.

NOTE: Sessions can be prepared starting February 29, 2024.

The screenshot shows the 'Sessions' interface in PearsonAccessnext. A green box labeled '2' highlights the 'Go to Students in Sessions' link in the top navigation bar. A green arrow points from this box to a table of sessions. In the table, the first three rows are selected, indicated by checkboxes in a column labeled '1'. The table has columns for Session, Session Status, Scheduled Start Date, Test, and # Stud.

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

2. Next, select the **Go to Students in Sessions** link in the top blue bar to switch from **Sessions** to **Students in Sessions**.
3. Select one session or select **Combined View** to prepare multiple sessions.
4. Select the blue **Prepare Session** button on the right.

The screenshot displays the PearsonAccessnext interface. The top navigation bar includes links for Home, Dashboard, Setup, Testing, Reports, Test Config, and Support. A blue bar highlights the 'Students in Sessions' link (marked with a green circle and the number 2). Below this, a 'Session List' panel on the left shows 'DEMO GRADE 5 MATH' selected (marked with a green circle and the number 3). The main area displays 'DEMO GRADE 5 MATH' with a 'Not Prepared' status. A blue 'Prepare Session' button is highlighted with a green circle and the number 4. At the bottom, there is a search bar and a table showing 2 results.

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).
- Students with form-specific accommodations will have an indicator next to their student identifier as shown.

2 Results Displaying 25 ▼

<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	Accommodation
ASL	American Sign Language
SR	Assistive Technology – Screen Reader
Non-SR	Assistive Technology – Non-Screen Reader
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish
WebX	Web Extensions

- 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 *Administration Information* then *Resource Materials*.
 - See Personal Needs Profile Guidance – Managing Incorrect Accessibility Features and Accommodations PNP.



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.



Outline of Tasks for District/School Coordinators

Task 9: Start Sessions (timeframe: March–April)

- 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. This allows other districts to register the student for testing.



Place additional orders for paper testing materials, if needed, by April 2, 2024.

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 any time once the testing window opens and sessions have been prepared.
- On the Session screen, select the green **Start** button to start the session(s).
- Multiple sessions can be started at one time.

The screenshot shows the 'Session List' interface. At the top, there's a 'Session List' section with an 'Add' button and a '1 Selected | Clear' link. Below this is a 'SAMPLE SESSION' card. In the top right corner of this card, there are four buttons: 'Start' (green), 'Download Resources' (grey), 'Update Cache' (grey), and 'Refresh' (blue). A green arrow points from the text 'select the green Start button' to the 'Start' button. Below the session card, there's a 'Find Students' section with a search bar and a 'Search' button. At the bottom, there's a 'Filters' section with 'Organization', 'State Student Identifier', 'Local Student Identifier', 'UBIN', and 'Class' filters. To the right of the filters is a table with 10 results. The table has columns for 'State Student Identifier', 'Last Name', 'First Name', 'Middle Name', 'Username', 'Session', and three columns for 'Gr7ELA -Unit 1', 'Gr7ELA -Unit 2', and 'Gr7ELA -Unit 3'. Each row shows a student's information and their status for each unit, with 'Ready' buttons in the unit columns.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3
0625946234	STUDENT	NEW		4954931540	© SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready
5009291556	STUDENT	NEW		1854396273	© SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready
0632536481	STUDENT	NEW		2537762617	© SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	Ready	Ready
9355773662	STUDENT	NEW		0412887855	© SAMPLE	Ready	Ready	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.

The screenshot displays the 'ELA03_CLOSEDCAP' test configuration page. At the top, it indicates the test is 'Stopped'. Below, there are two unit entries: 'Gr3ELA - Unit 1' and 'Gr3ELA - Unit 2'. Each unit has a blue progress bar and a toggle switch. A green arrow points to the toggle switch for 'Gr3ELA - Unit 1', which is currently in the 'locked' position. Another green arrow points to the 'Unit' dropdown menu in the table below, which is currently set to 'Gr3ELA - Unit 1'. The table shows one result for the session 'ELA03_CLOSEDCAP (Grade 03 ELA/Literacy)', with both units marked as 'Completed'.

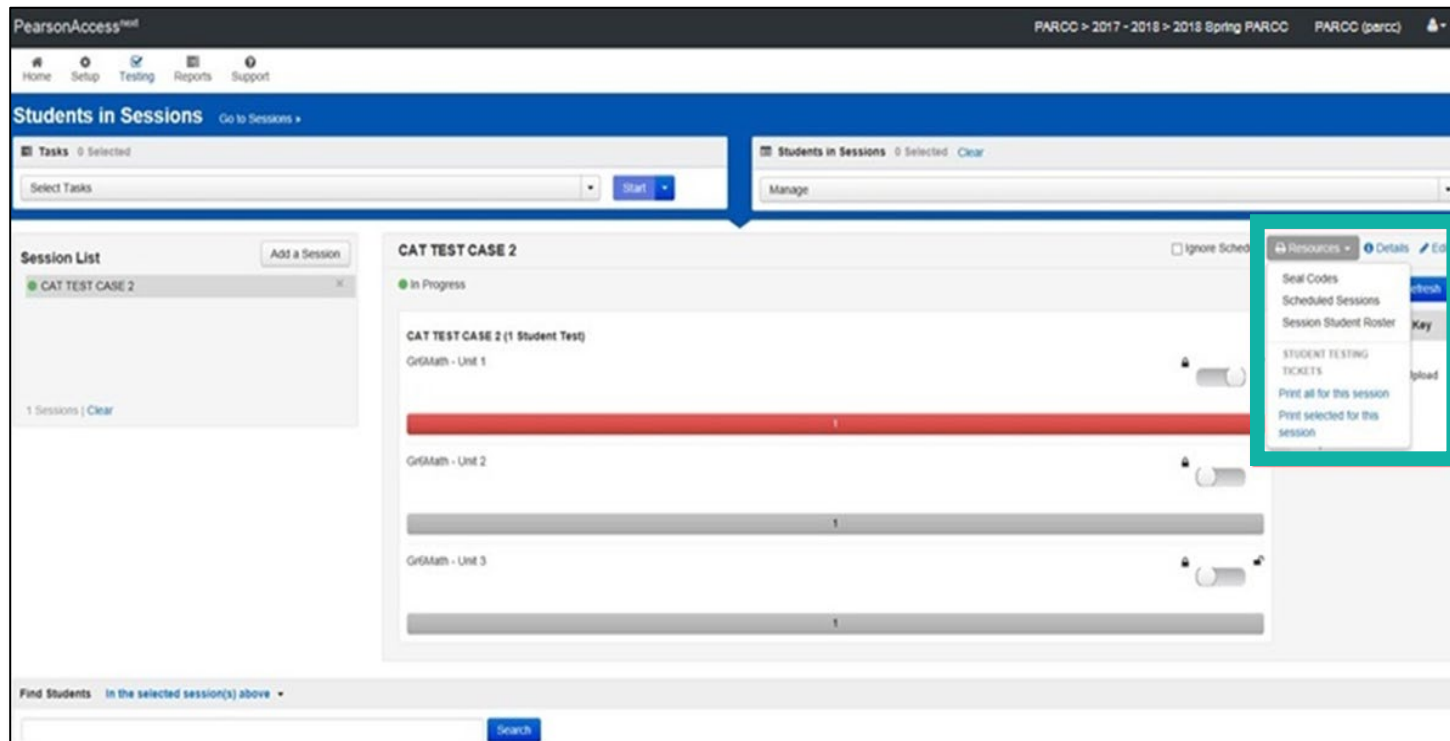
State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr3ELA - Unit 1	Gr3ELA - Unit 2	For
999993700	ELA GR THREE	CLOSEDCAP II		9067361913	ELA03_CLOSEDCAP (Grade 03 ELA/Literacy)	Completed	Completed	Ma

- 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** dropdown for that student.

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.



Scheduled Sessions
Session Student Roster

**STUDENT TESTING
TICKETS**

[Print all for this session](#)

[Print selected for this
session](#)

Student test tickets
are printed from the
Students in Sessions
Screen under the
Resources tab.

PearsonAccess^{next}

Monitoring Testing Status

As students begin logging into TestNav, Test Administrators will be able to monitor their testing status:

Ready: The student is ready to login to 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.

Exited: The student has exited out of TestNav.

Completed: The student has submitted the test.

Session List

- 1 Selected | Clear
- SAMPLE-ELA-05

Grade 5 ELA/Literacy

- Gr5ELA-Unit 1: Exited
- Gr5ELA-Unit 2: Exited
- Gr5ELA-Unit 3: Mixed

Student Test Status Key

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

Find Students In the selected session(s) above

2 Results Show 1 filters

State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA-Unit 1	Gr5ELA-Unit 2	Gr5ELA-Unit 3
	48789999995	FORD	PETER		5337137714	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	Exited	Exited	Exited
	48789999992	CHWELZ	GINA		2130993161	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	Resumed Upload	Resumed	Marked Complete

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

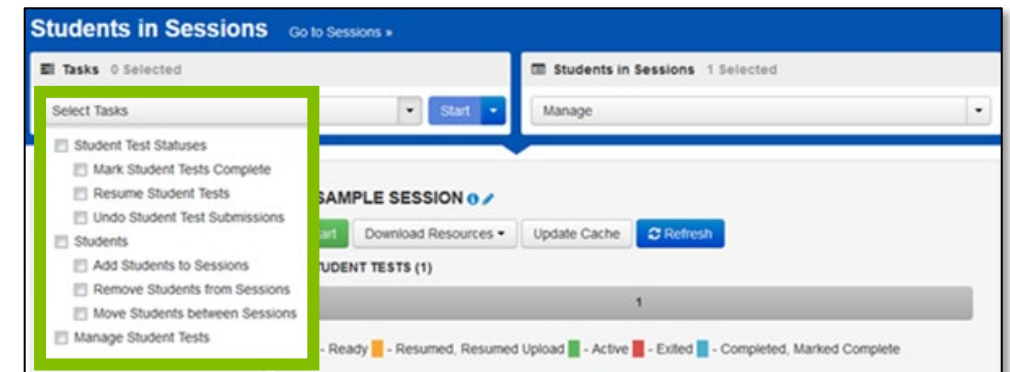
PearsonAccess^{next}

Resuming a Student

- A student test may need to be resumed. This could occur if the student is 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 dropdown for that student's exited Unit and selecting **Resume**.

<input type="checkbox"/>	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)	Resume	🔒 Ready ▾	🔒 Ready ▾	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	0632536481 ⓘ	STUDENT	NEW		2537762617	● SAMPLE SESSION (Grade 7 ELA/Literacy)	🔒 Lock	🔒 Ready ▾	🔒 Ready ▾	Grade 7 ELA/Literacy Practice Test 4

- Or students can be resumed by selecting the student(s) and using the **Select Task** dropdown.
- The student can now log back into TestNav.





Pearson

Outline of Tasks for District / School Coordinators

Task 10: Stop Sessions (timeframe: March–April)

- 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 tests 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 [i](#) [/](#)

[Stop](#) [Download Resources ▾](#) [Update Cache](#) [Refresh](#) ☐ Ignore Testing Schedule

STUDENT TESTS (3)

1

☐ 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

State Student Identifier

Local Student Identifier

UIN

Class

3 Results

Displaying 25 ▾ [Manage Columns ▾](#)

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Sta
<input type="checkbox"/>	3452342112 i	STUDENT	STUDENT		2602105166	DEMO (Grade 9 ELA/Literacy)	Marked Complete
<input type="checkbox"/>	1231231111 i	STUDENT	STUDENT		3976100533	DEMO (Grade 9 ELA/Literacy)	Marked Complete
<input type="checkbox"/>	2340962304 i	STUDENT	STUDENT		4243793921	DEMO (Grade 9 ELA/Literacy)	Marked Complete

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

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).

The screenshot displays the 'Students in Sessions' interface. On the left, a 'Tasks' sidebar lists various actions. A green box highlights 'Student Test Statuses', and a green arrow points from it to a modal window titled 'Mark Student Tests Complete'. This modal window contains a 'Reason' text field with the text 'Student was unable to finish the test', a checked checkbox for 'Use the same Reason for checked Students in Sessions', and a table of student sessions. The table has columns for 'STUDENT NAME (CODE)', 'SESSION (STUDENT TEST)', and three unit checkboxes. The first student, 'STUDENT, NEW (0625948234)', is in a 'SAMPLE SESSION (Grade 7 ELA/Literacy)' and has the 'Gr7ELA -Unit 1' checkbox checked and marked 'Exited'. A yellow warning banner at the bottom states 'This action is not reversible'. At the bottom of the modal, a green box highlights the 'Mark Complete' button.

Students in Sessions Go to Sessions »

Tasks 0 Selected

Select Tasks

- ☐ Student Test Statuses
- ☐ Mark Student Tests Complete
- ☐ Resume Student Tests
- ☐ Students
 - ☐ Add Students to Sessions
 - ☐ Remove Students from Sessions
 - ☐ Move Students between Sessions
- ☐ Student Tests
 - ☐ Manage Student Tests
 - ☐ Set Section Start

Students in Sessions 0 Selected Clear

Manage

Mark Student Tests Complete Mark Complete Reset

Reason*

Student was unable to finish the test

☒ Use the same Reason for checked Students in Sessions

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 (0625948234)	SAMPLE SESSION (Grade 7 ELA/Literacy)	<input checked="" type="checkbox"/> Exited	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready

This action is not reversible

Mark Complete Reset



Outline of Tasks for District / School Test Coordinators

Task 11: 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

- Materials shipped to schools (February 20, 2024)
 - 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))
- Student Registration / Personal Needs Profile
 - Registration window: 12/27/23–1/26/24
- Additional Orders
 - A/O window open: 2/20/24
 - All additional orders for paper test books shipped in kits.



Kits will include all materials needed: Test Book, Answer Document, Math Tools (Reference Sheet, Protractor, Ruler).

IAR – Students Testing on Paper

Test Coordinator Kit and Material Order (Arriving February 2024)

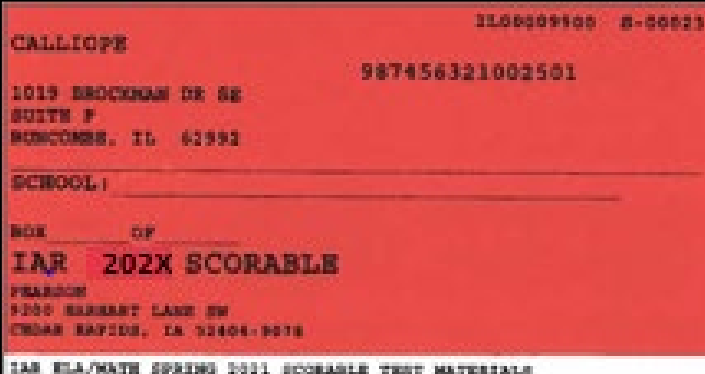
Test Coordinator Kit:

- 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

Additional Order items available:

- 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)

Return Labels Scorable

A red return label with black text. At the top right is the tracking number 1L00009100 8-00021. The address is CALLIOPE, 1019 BROCKMAN DR SE, SUITE F, BIRMINGHAM, IL 61992. The label includes a line for 'SCHOOL:' and 'BOX OF'. The text 'IAR 202X SCORABLE' is prominently displayed in the center. At the bottom, it says 'PEARSON', '1400 IRVING DRIVE NW', 'CEDAR RAPIDS, IA 52404-8014', and 'IAR ELA/MATH SPRING 2021 SCORABLE TEST MATERIALS'.

Non-Scorable

A purple return label with black text. At the top right is the tracking number 1L00009100 8-00021. The address is CALLIOPE, 1019 BROCKMAN DR SE, SUITE F, BIRMINGHAM, IL 61992. The label includes a line for 'SCHOOL:' and 'BOX OF'. The text 'IAR 202X NONSCORABLE' is prominently displayed in the center. At the bottom, it says 'PEARSON', '1400 IRVING DRIVE NW', 'CEDAR RAPIDS, IA 52404-8014', and 'IAR ELA/MATH SPRING 2021 NONSCORABLE TEST MATERIALS'.

IAR – Students Testing on Paper

- If students are registered by 1/26/24, the school should receive two individual students pre-ID label (one for the ELA test and one for the Math test).

AADPVML, AADPVMF B
BIRTH DATE: 09/04/1998 GENDER: M IAR ELA/MATH GR: 04
ST-DIST-SCHL: 9999999999999999
DIST: TEST
SCH: INTTESTSCH
SID: 2288911004

960000001-3

- 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.

DO NOT AFFIX STUDENT ID LABEL HERE

1

A Student Name _____
School Name _____
District/LEA Name _____

B Last Name First Name MI
[Hand-gridded area for student identification]

C Place the Student ID Label Here

D Gender
☐ Female ☐ Male
☐ Non-Binary

E Date of Birth
Day Month Year
[Hand-gridded area for date of birth]

F State Student Identifier
[Hand-gridded area for state student identifier]

ILLINOIS Assessment of Readiness
Grade 4 English Language Arts/Literacy Answer Document Spring 202X

School Use Only

303889-001-321 Printed in the USA by Pearson ISD38895



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 4/12/24.
 - 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 4/26/24.
 - 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 Spring 2024 ELA/Math Test Coordinator Manual** found on the Support Page.



[Support Page](#)



Support



Customer Support Page

il.mypearsonsupport.com

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

The screenshot shows the homepage of the Illinois Assessment of Readiness (IAR) and Illinois Science Assessment website. The header features the Illinois state seal, the text "ILLINOIS Assessment of Readiness", and the "Illinois Science Assessment" logo. A navigation bar includes links for Home, PearsonAccess^{next}, Technology Setup, IAR Summative Resources, ISA Summative Resources, OutSBE, Test Preparation, Learning Renewal Interim Resources, Teacher Resources, Invest in Kids Act, Support, and Communication Memos. A red banner announces the "spring 2024 Illinois Assessment of Readiness and Illinois Science Assessment Training Webinar Series". Below this, a message encourages users to click the "Spring 2024 IAR and ISA Assessment Training Webinar Series" link to register. The main content area, titled "Home", contains three paragraphs: the first describes the IAR for grades 3-8 in English language arts and mathematics; the second describes the Illinois Science Assessment for grades 5, 8, and 11 in Science, incorporating the Next Generation Science Standards (NGSS); the third states that the site hosts tools for Test Coordinators, Technology Coordinators, and Test Administrators. On the right side of the main content area is a graphic of the state of Illinois filled with various educational terms like "Quality", "Partner", "Standards", "Commitment", "Innovation", "Success", "Improvement", "Students", "Collaboration", "Accessible", "Direct", "Leader", "Experience", "Educators", and "Support".

Customer Support Page (continued)

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ILLINOIS Assessment of Readiness **Illinois Science Assessment**

Home PearsonAccess^{next} Technology Setup IAR Summative Resources ISA Summative Resources QulSBE Test Preparation

Learning Renewal Interim Resources Teacher Resources Invest in Kids Act Support Communication Memos

Please join us for the spring 2024 Illinois Assessment of Readiness and Illinois Science Assessment Training Webinar Series

Click **Spring 2024 IAR and ISA Assessment Training Webinar Series **** to register for an upcoming training webinar. A confirmation email will be sent shortly after you register.

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 Site. PearsonAccess^{next} and the Training Site 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} (PAN)»

Forgot PAN Username » Forgot PAN Password »

Sign In to the Training Site (TS)»

Forgot TS Username » Forgot TS 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 - 6:00 pm (CT)

Phone


ISBE Division of Assessment and Accountability

 [1-866-317-6034](tel:1-866-317-6034)

email: assessment@isbe.net

website: isbe.net/assessment

Illinois Customer Support

 1-833-213-3879

Monday - Friday
6:00 am - 6:00 pm (CT)



Training Dates

Technology Coordinator Webinar

Tuesday, January 9, 2024
3:15 p.m. CT

Thursday, January 11, 2024
10:00 a.m. CT



ISBE – Pearson Contacts Information



ISBE Assessment Department

866-317-6034

- [Email ISBE](#)
- [ISBE Assessment Site](#)



Pearson Customer Support

833-213-3879

- [Support Page](#)



Pearson