IL Assessment of Readiness (IAR)

For administrators with 2+ years experience

Pearson

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.

2

Outline of Tasks for District / School Test Coordinators

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

PearsonAccess^{next}

LIVE SITE

TRAINING SITE

http://il.pearsonaccessnext.com

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

PearsonAccess^next 2023–2024 Enhancements

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.
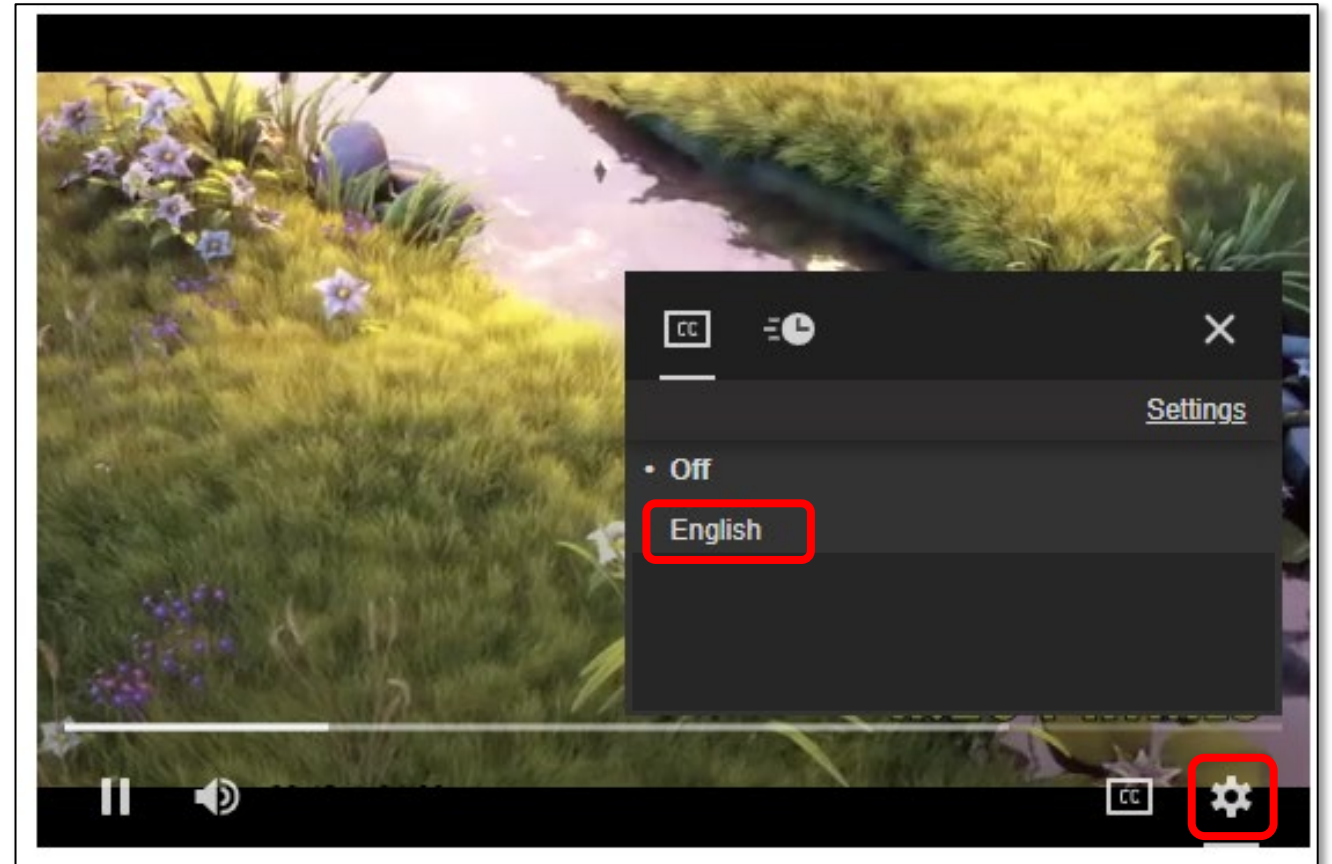
- PearsonAccess^{next} Enhancements

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)!

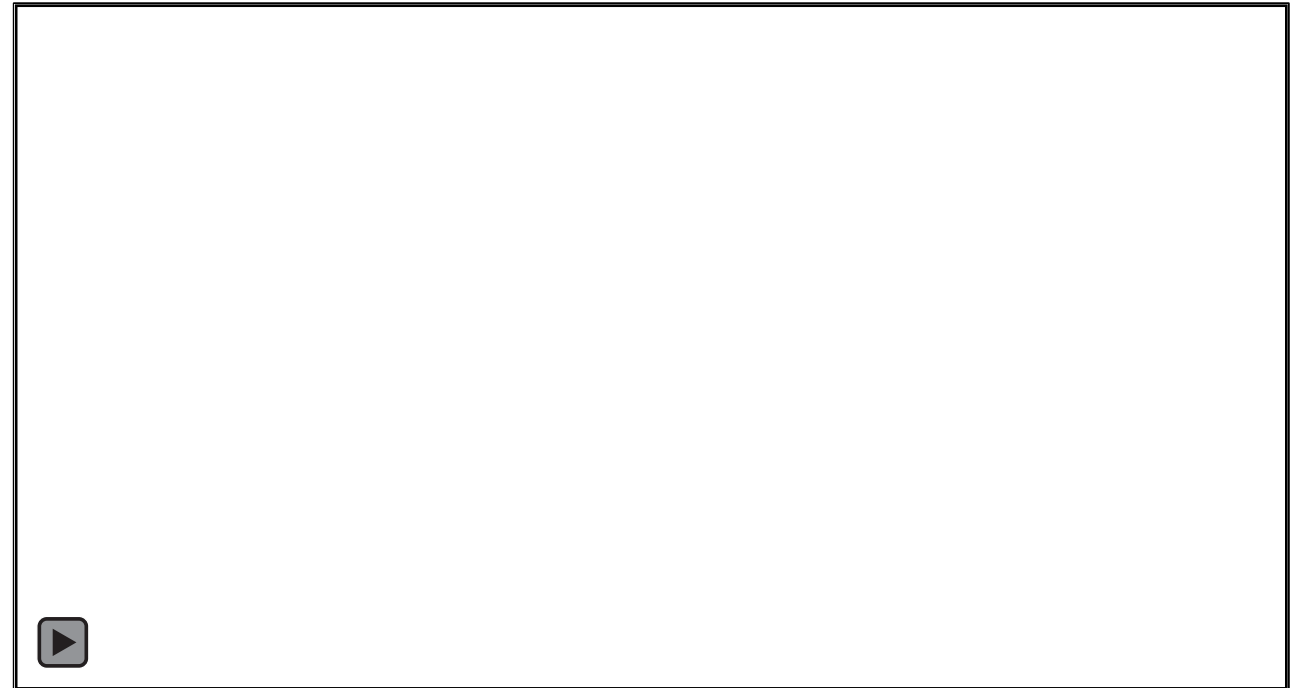Play the video to the right to learn more about the SRT.

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.
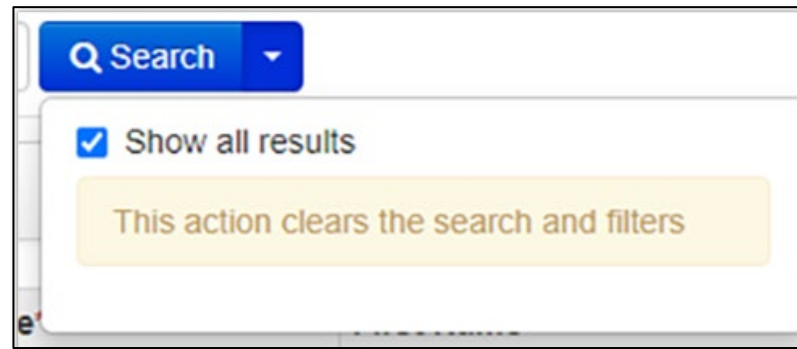
PearsonAccess^next Enhancements

Student Search – Show All Results

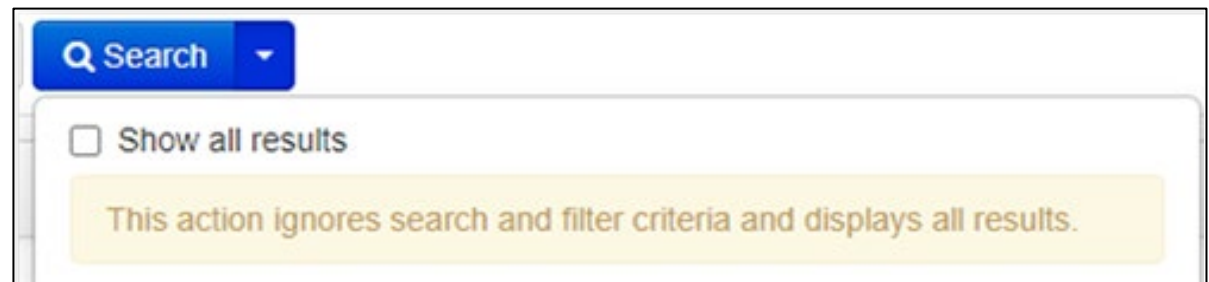To search for student(s) from the **Students** screen:

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.
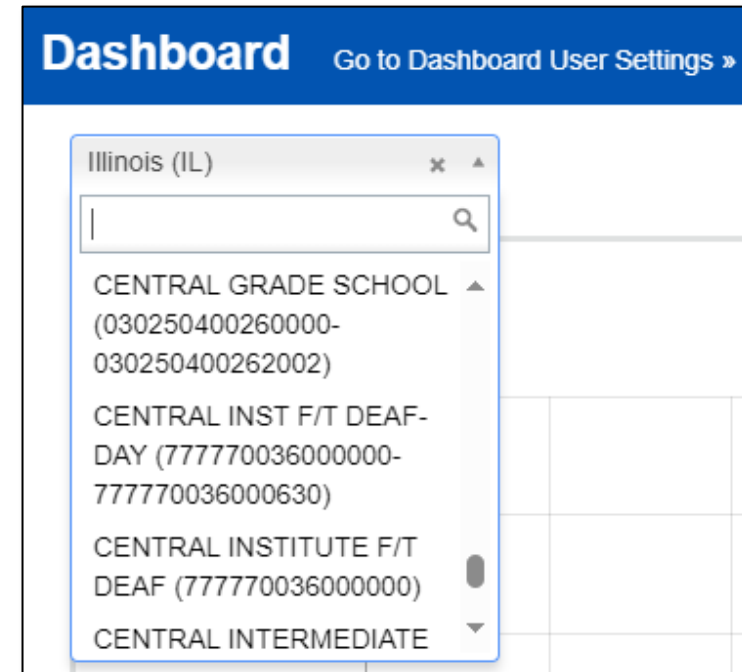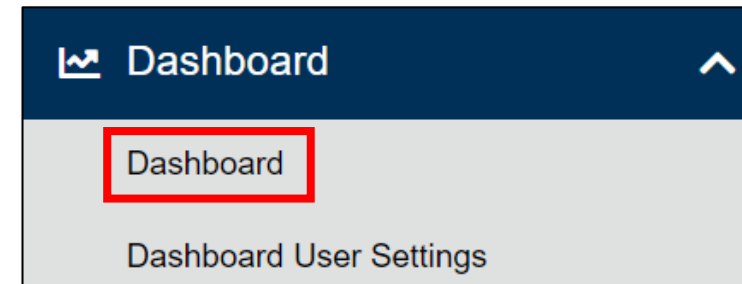
Previous

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.**
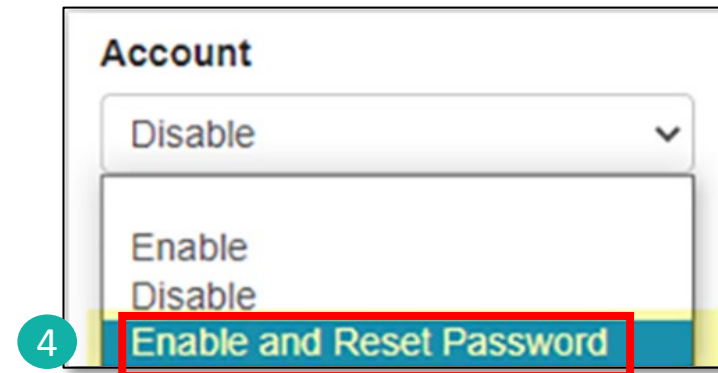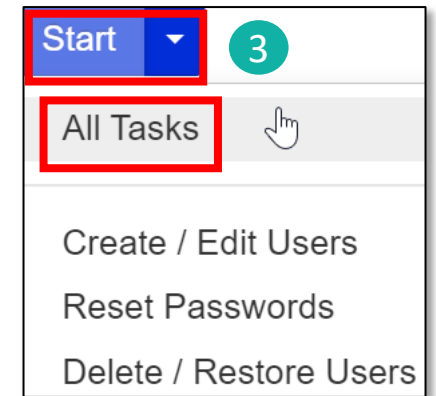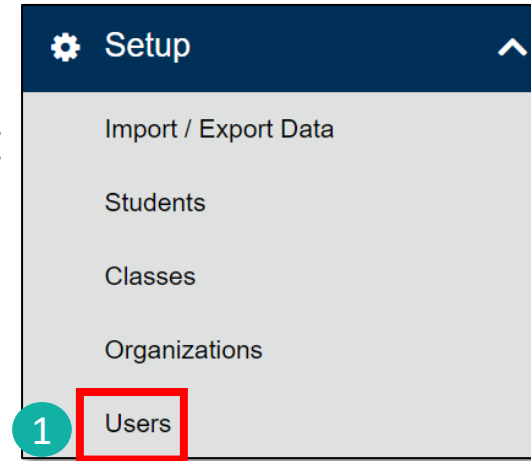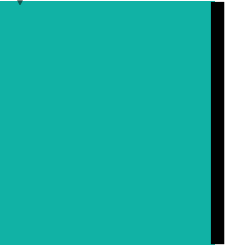
PearsonAccess^next Enhancements

Session Creation

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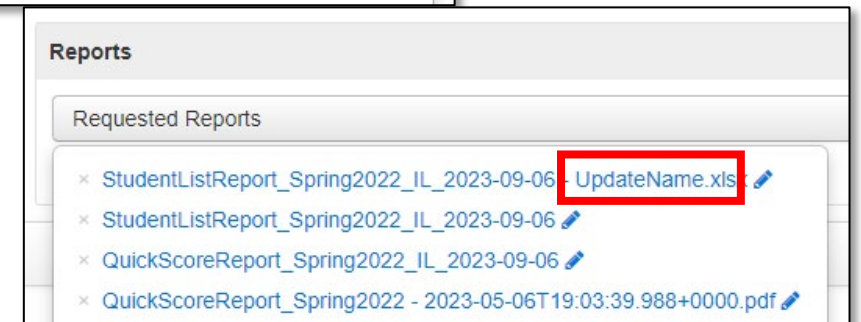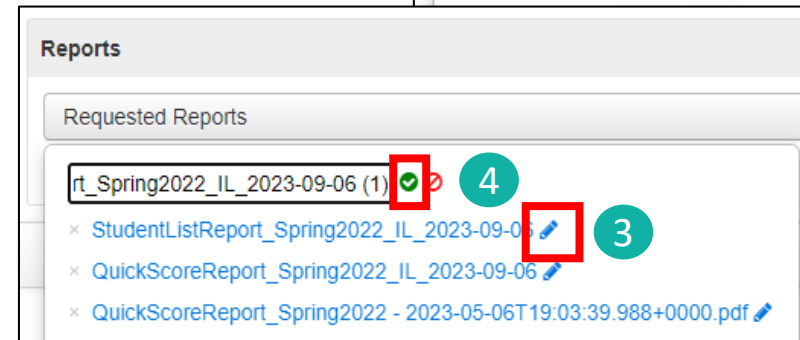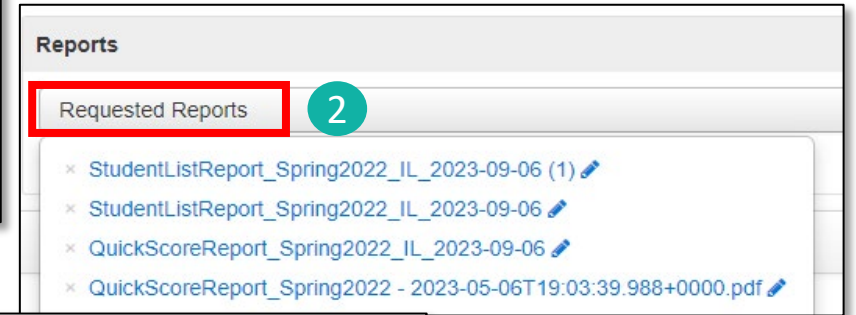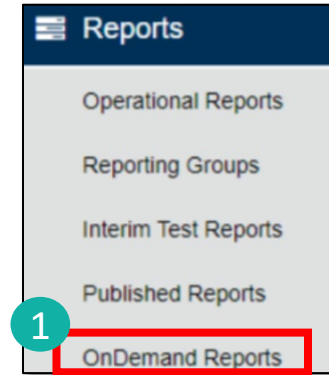
PearsonAccess^next Enhancements

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.**

15

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).

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
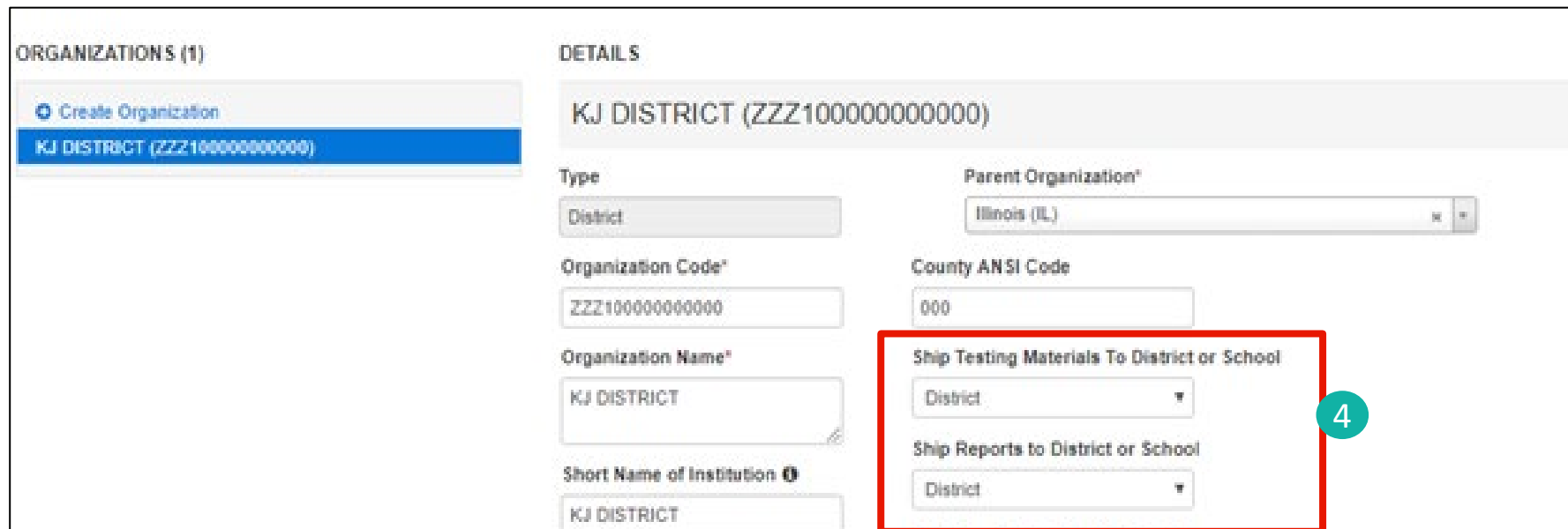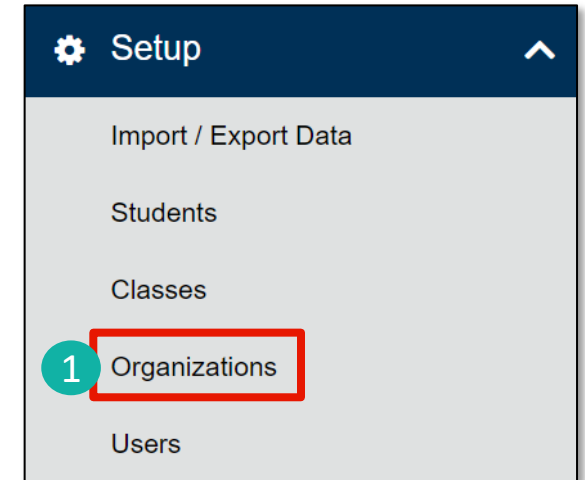
Confirm organization information:

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.
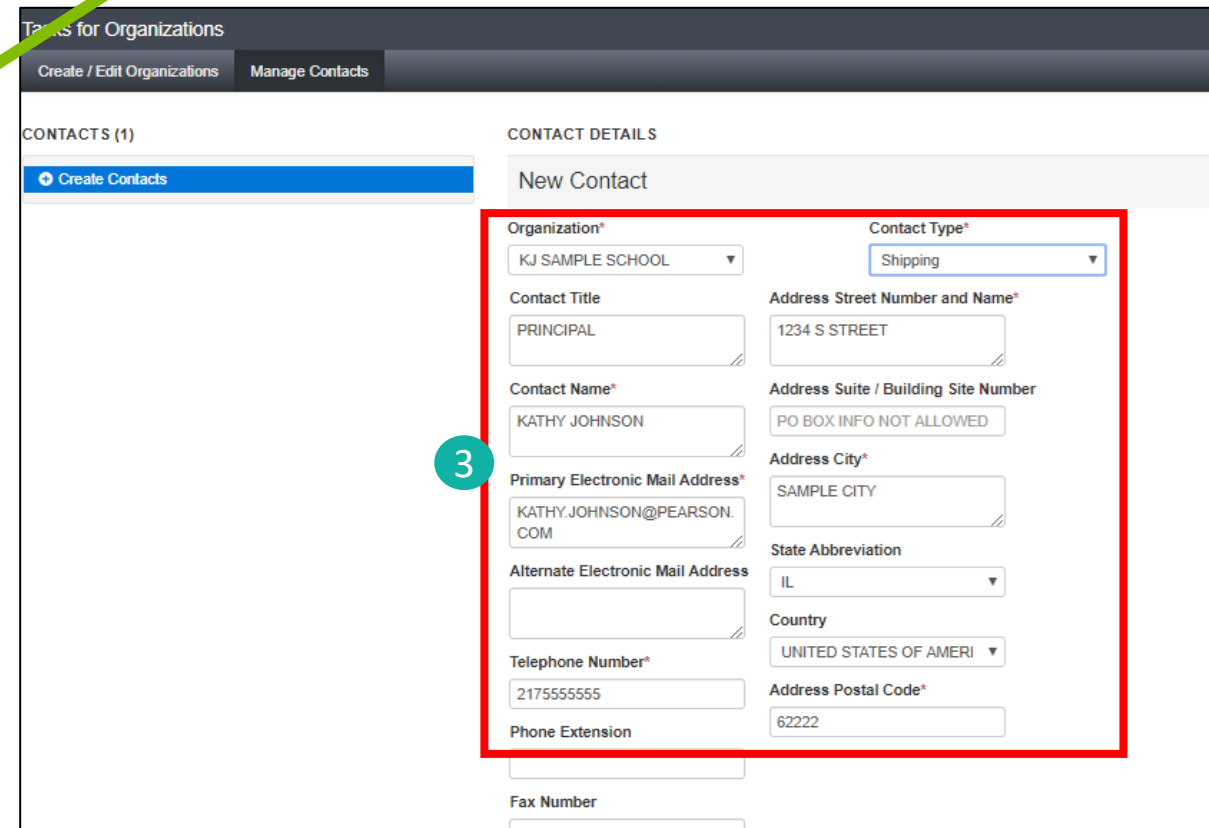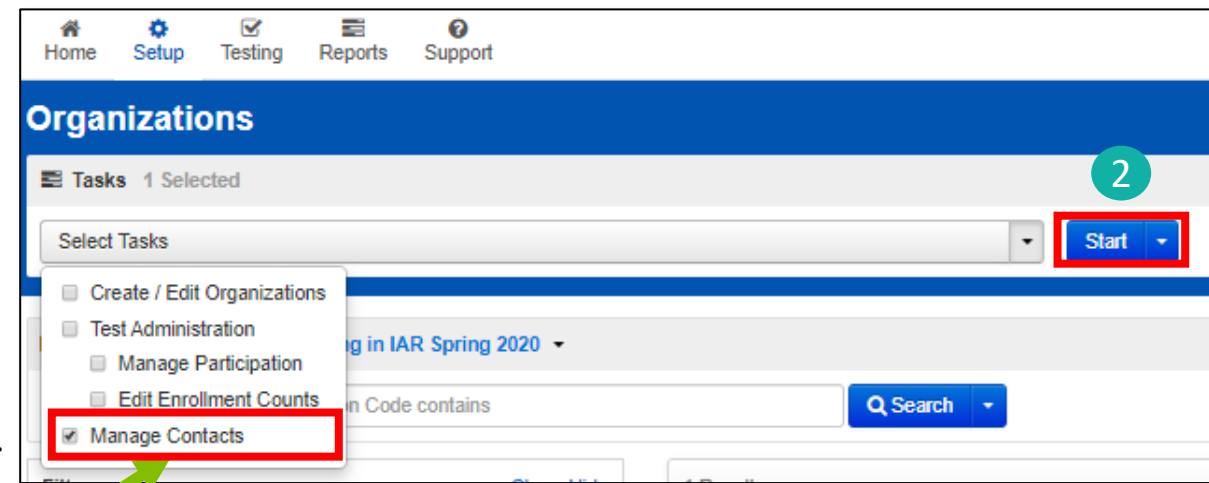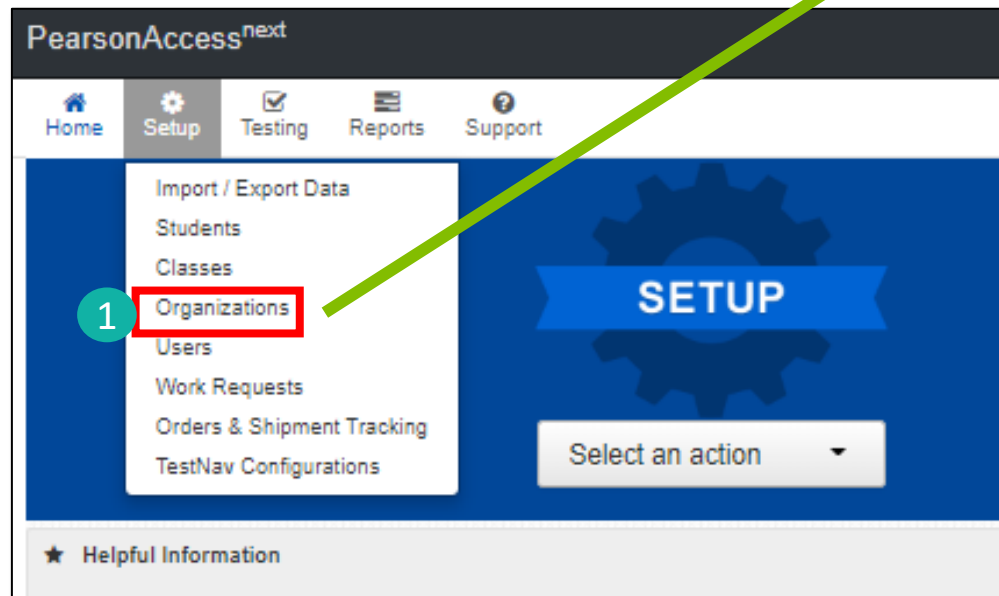
Confirm Organization Information

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.

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:

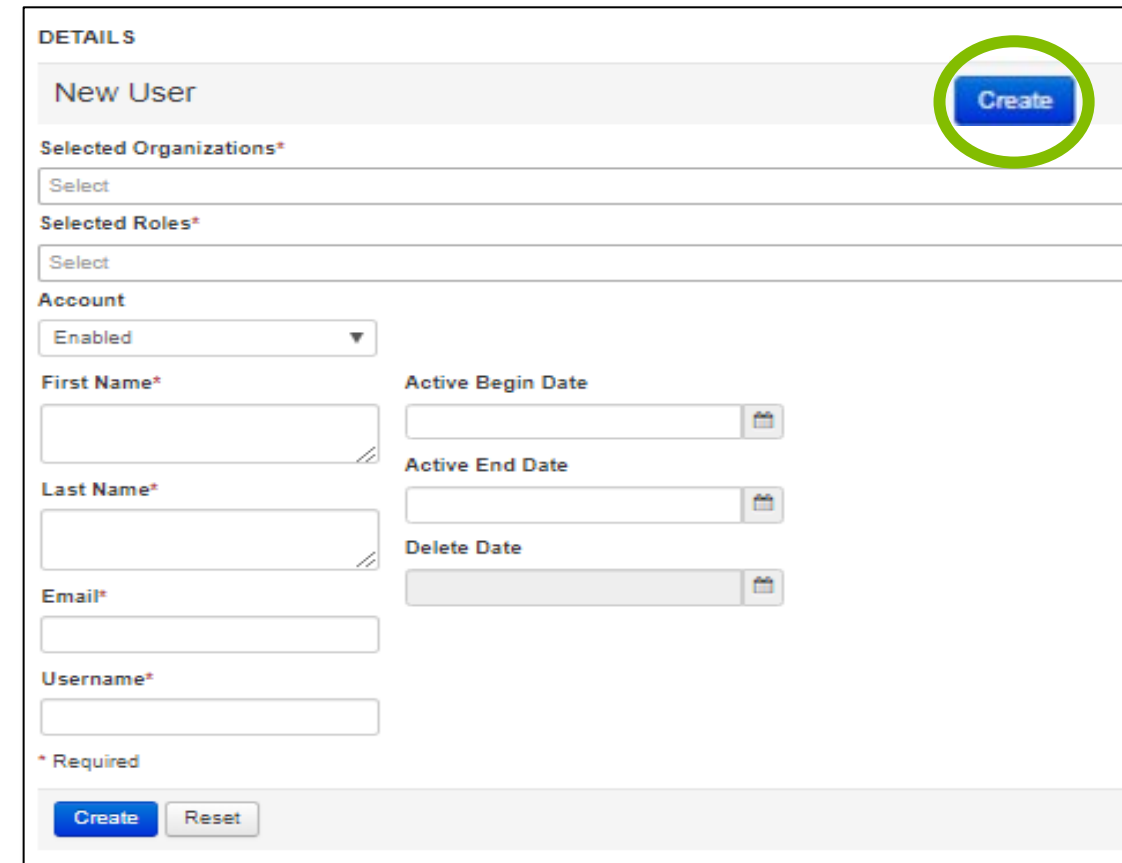|		
District Test Coordinator Role	**School Test Coordinator Role**	**Test Administrator Role**
Technology Coordinator Role	**Report Access Role**	

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.

DETAILS

New User   Create

Selected Organizations*

Select

Selected Roles*

Select

Account

Enabled ▼

First Name*   Active Begin Date

Last Name*   Active End Date

                                     Delete Date

Email*

Username*

* Required

Create   Reset

22

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
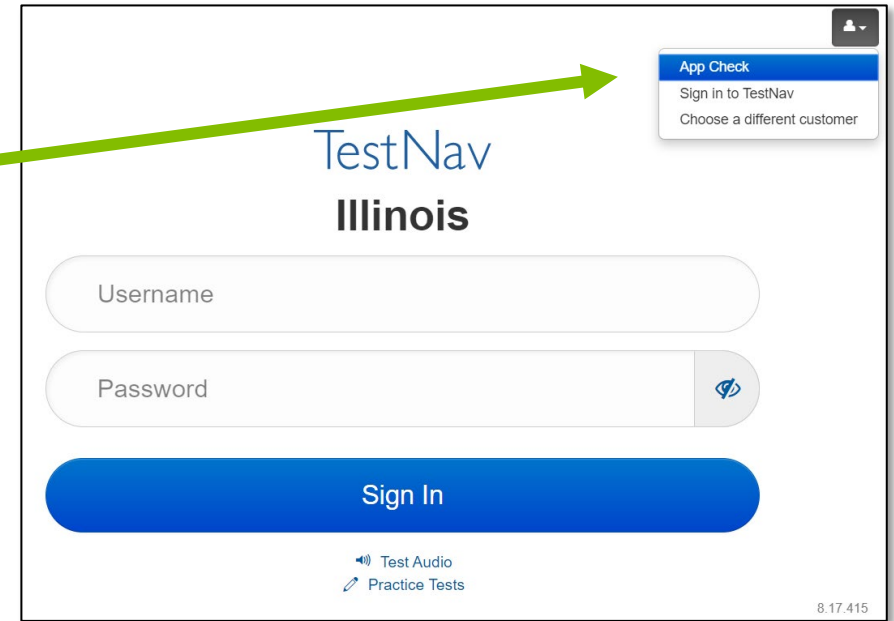
TestNav System Requirements

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

- **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.

PearsonAccess^{next}

Student Registration / Accommodations – Import
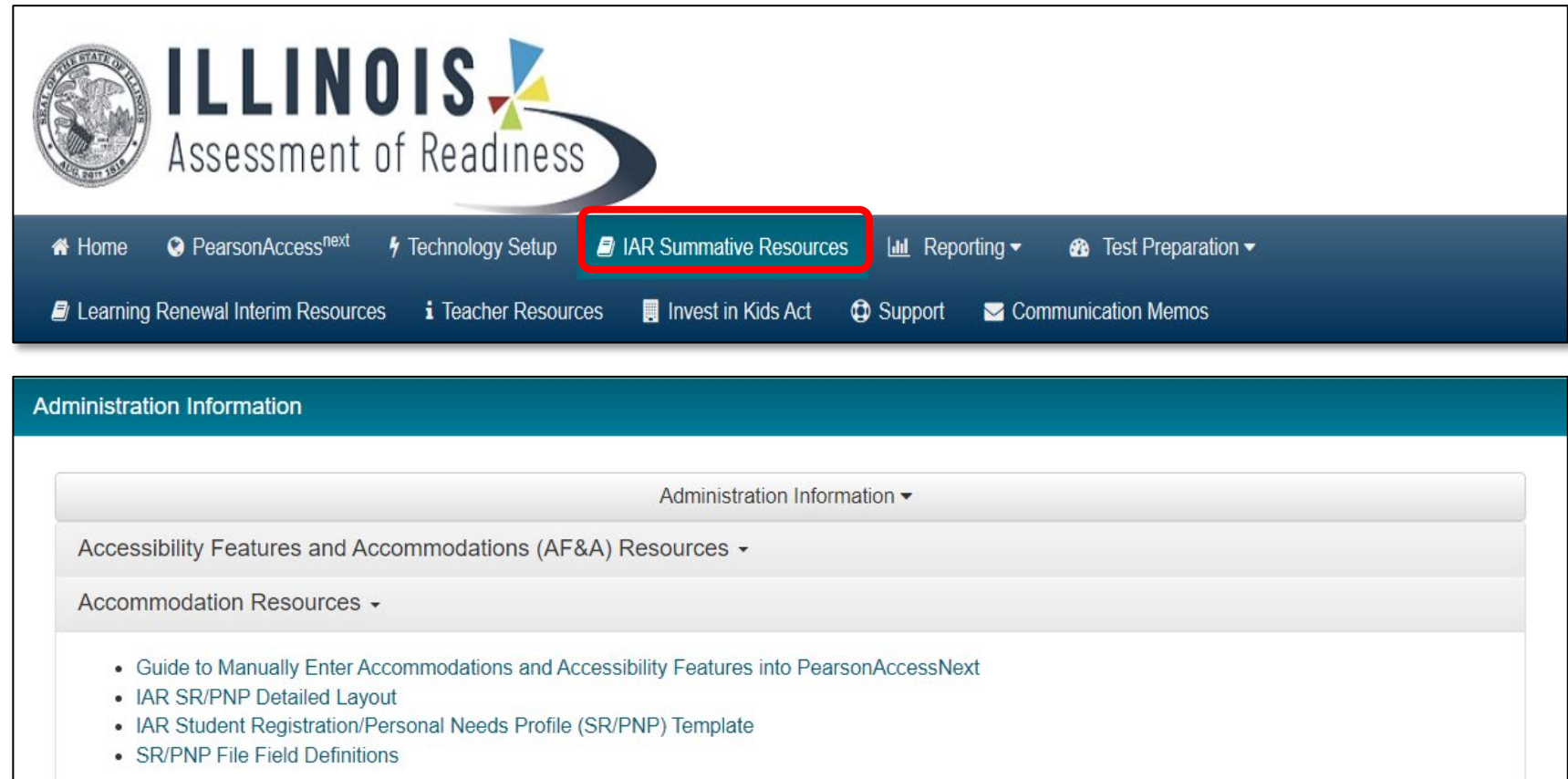
Verify these steps have already been completed:

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.*

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 Seasons 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.

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.

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

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.

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.
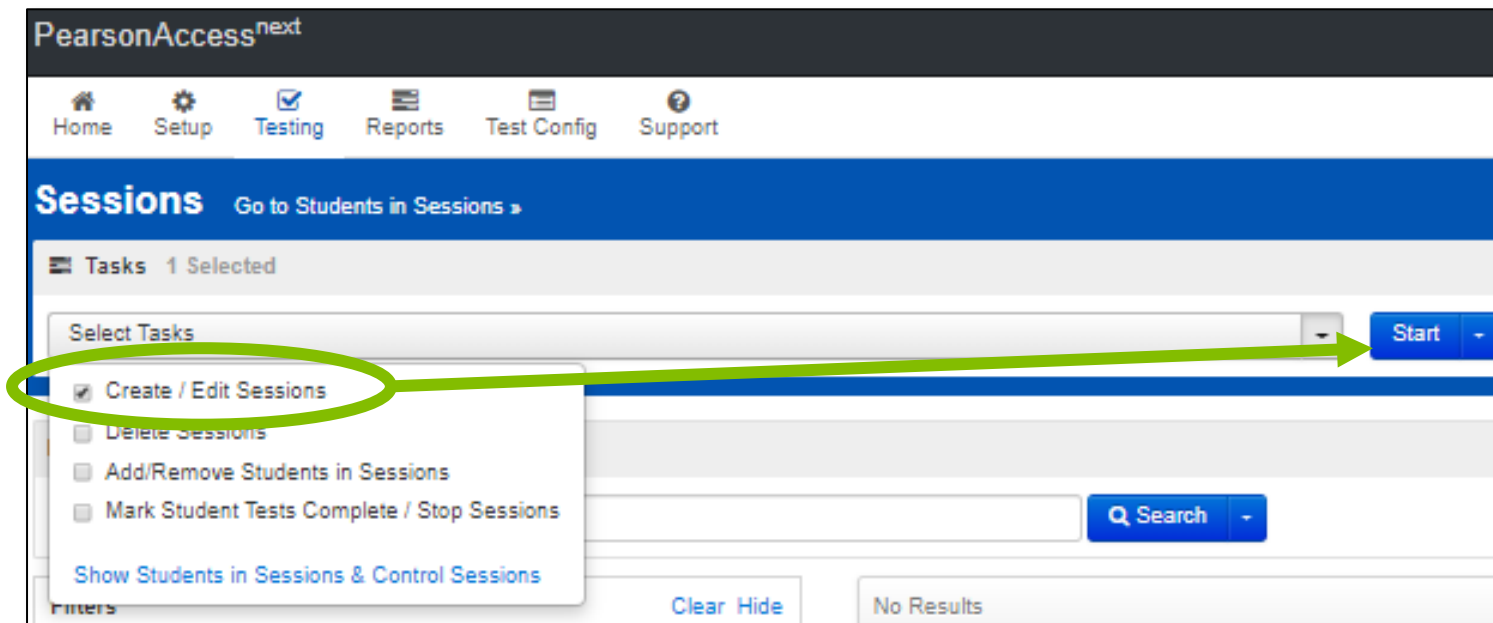
PearsonAccess^next

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.

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**.

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.

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.

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.

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.

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

46

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 *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.

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** dropdown for that student.

PearsonAccess^{next}

Student Testing Ticket

Student Testing Tickets contain the login and password information that stdents 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.
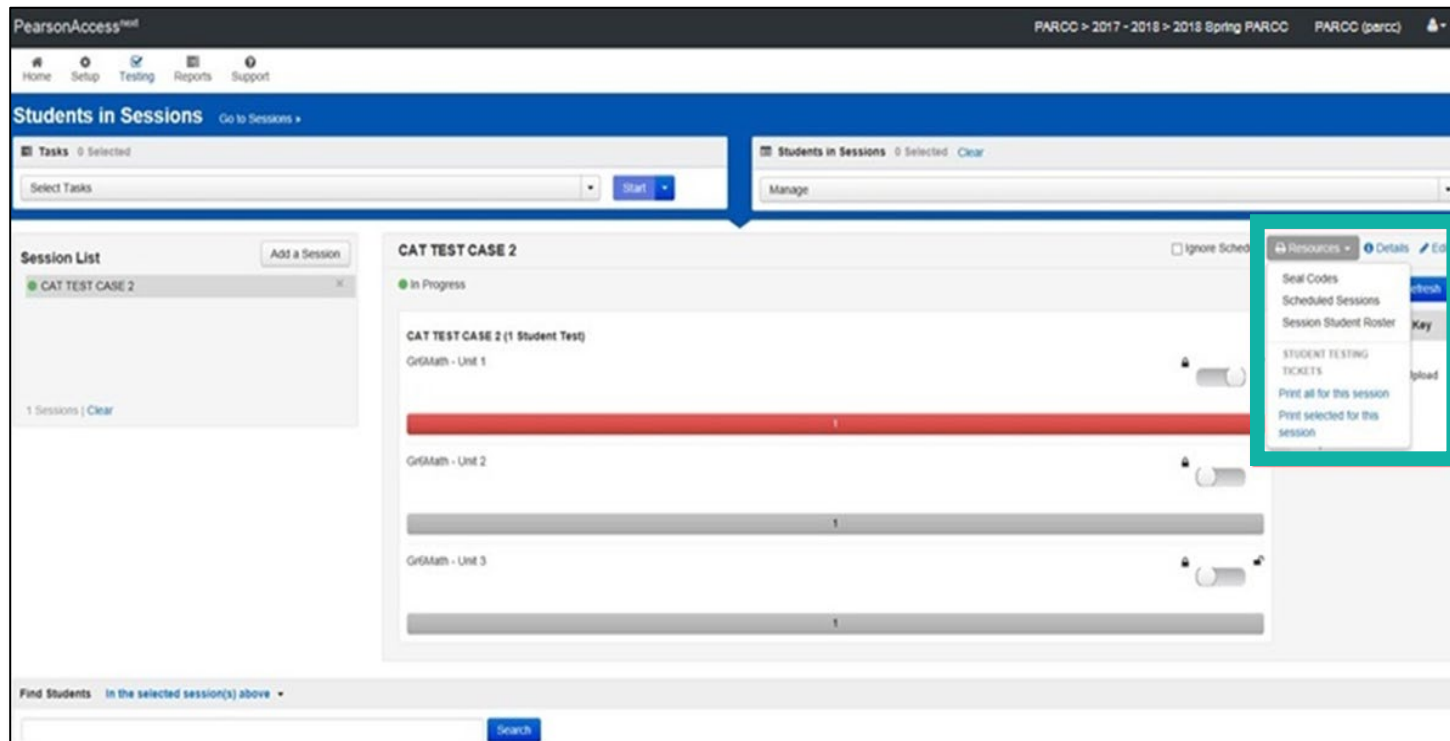
Student test tickets are printed from the Students in Sessions Screen under the Resources tab.

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.

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 accidently 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**.

- Or students can be resumed by selecting the student(s) and using the **Select Task** dropdown.

- The student can now log back into TestNav.
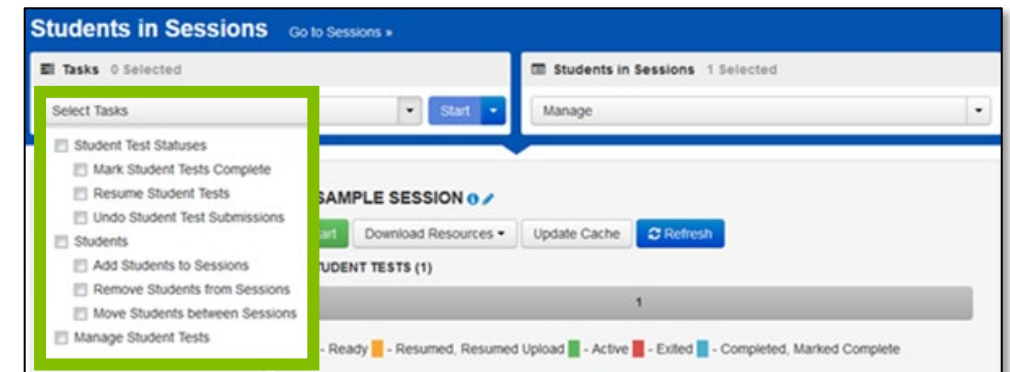
Outline of Tasks for District / School Coordinators

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

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).

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)
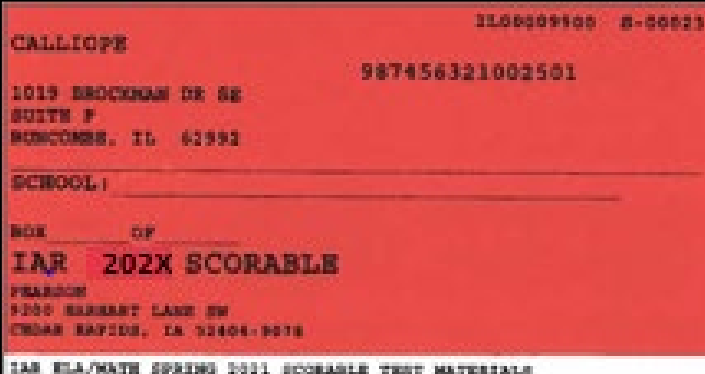
Test Coordinator Kit:

- 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

Non-Scorable

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.

- 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.

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

Customer Support Page (continued)

il.mypearsonsupport.com

⊕ 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
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