Illinois Assessment of Readiness (IAR)

Test Administration Training
Agenda

- Outline of Tasks for District/School Test Coordinators
- Key Dates
- What’s New for the Spring Administration
- PearsonAccessnext Account Access
- Accommodations
- PearsonAccessnext Demonstrations
- Paper Testers
- TestNav
- Support
- Questions
Outline of Tasks for New District / School Test Coordinators

Outline of Tasks

Please ask questions
## Key Dates

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<td>Deadline for Schools/Districts to have student information in PAN for Pre-ID</td>
<td>1/26/24</td>
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<td>2/20/24 – 4/2/24</td>
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<td>Additional Order Window for districts/schools (computer materials only)</td>
<td>2/20/24 - 4/17/24</td>
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<td>(1 week after testing) – Test booklets, answer documents, accommodated test materials</td>
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<tr>
<td>Deadline to return computer-based testing non-scorable materials to Pearson</td>
<td>4/26/24</td>
</tr>
<tr>
<td>(1 week after testing) – Math Human Reader scripts, tactile graphics</td>
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</tbody>
</table>
Where to Find Training Webinars

Spring 2024 Training Webinars can be found at:

Administration Information
Training Modules
PearsonAccessnext

- PearsonAccessnext Live Site
  - Complete the majority of Test Administrator tasks
- PearsonAccessnext Training Site
  - Practice all live activities
  - Secure practice tests
PearsonAccess<sup>next</sup>

LIVE SITE

http://il.pearsonaccessnext.com

TRAINING SITE

https://trng-il.pearsonaccessnext.com/
PearsonAccess<sup>next</sup>
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.
• PearsonAccessnext 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

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\textsuperscript{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.
PearsonAccess\textsuperscript{next} Enhancements

Organizations

View data for a specific organization:

1. In the \textbf{Dashboard} dropdown, select \textbf{Dashboard}.

2. Select the organization filter dropdown to review lower-level organizations.

3. Select an organization to see specific data.
PearsonAccess\textsuperscript{next} Enhancements

Enable User

To enable a user and reset their password:

1. In the \textit{Setup} dropdown, select \textit{Users}.

2. Use the \textit{Find User} search field or \textit{Account Status} filter to locate the disabled user and select the checkbox.

3. Select \textit{Start} and choose \textit{All Tasks}.

4. After selecting the disabled user from the \textit{Users} list in the left margin, select \textit{Enable and Reset Password} in the \textit{Account} dropdown.

5. Then, click \textit{Save}.
PearsonAccess\textsuperscript{next} Enhancements

**Session Creation**

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

<table>
<thead>
<tr>
<th>Session Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session Name</strong></td>
</tr>
<tr>
<td>INT PVFE ELA03 HR</td>
</tr>
<tr>
<td><strong>Session Status</strong></td>
</tr>
<tr>
<td>Started</td>
</tr>
<tr>
<td><strong>Test &amp; Form</strong></td>
</tr>
<tr>
<td>Test Assigned</td>
</tr>
</tbody>
</table>

Created By: pv_nirmpogu
PearsonAccess next Enhancements

Reports – On-Demand Reports

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.

**NOTE:** Report file names are editable with asynchronous reporting.
PearsonAccessNext 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.
PearsonAccess\textsuperscript{next} Enhancements

Parent Portal

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).

Select the filter dropdown to see specific results by Grade.
Outline of Tasks for District / School Test Coordinators

Task 1: Create PearsonAccess\textsuperscript{next} (PAN) Accounts \textit{(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\textsuperscript{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\textsuperscript{next} works.
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.
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

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.
PearsonAccess<sup>next</sup>
Account Access

Demonstration
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
PearsonAccessnext
Create Test
Administrator
Accounts

Demonstration
Outline of Tasks for District / School Test Coordinators

Task 2: Check network/computers for compatibility with PearsonAccess\textsuperscript{next} and TestNav \textit{(timeframe – now)}

- Download latest TestNav App
- Complete an Infrastructure Trial
- Run \textbf{App Check} (top right of the Test Nav Application)
- Use the Practice Test / Training Site
- Students need to be familiar with TestNav functionality

Support Page – Technology Setup
Outline of Tasks for District / School Test Coordinators

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

Additional resources:

- Presentations and Webinars Archive
- Communications
- Technology Setup
Outline of Tasks for District / School Test Coordinators

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

Add student accommodations in PearsonAccess\textsuperscript{next}:

- Change via \textit{Student Registration Import}.
- Change manually using the PAN user interface.
- Confirm SR/PNP information using the Operational Report.
  - \textit{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:

- 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)

Test Form Specific

- **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 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:

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

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

- 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.
PearsonAccess<sup>next</sup>

**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 PearsonAccess<sup>next</sup> must be included on the SR/PNP import.
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.
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, choose Import/Export Data. Then, from the Select Tasks bar, choose Import/Export Data, then select the Start button.
4. In the Type dropdown, choose Student Registration 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 tests box if you do not want this to happen.

8. Select the Choose File button.

9. Select the Process button.
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\textsuperscript{next}

\textbf{Student Information in PearsonAccess\textsuperscript{next} (timeframe – now thru testing)}

Manually update accommodations within PearsonAccess\textsuperscript{next}.

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

Student Registration / Accommodations Entry

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.

**NOTE:** Required fields are indicated with a red asterisk.
PearsonAccess\textsuperscript{next} 
Student Information

Demonstration
Sessions are created in PearsonAccessnext 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\textsuperscript{next} Create Test Sessions / Add Students to Sessions

Demonstration
Outline of Tasks for District / School Test Coordinators

Task 8: Prepare Sessions

• 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 sessions can now be printed at one time.

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\textsuperscript{next}
Prepare Sessions

Demonstration
Outline of Tasks for District / School Test Coordinators

Task 9: Start Sessions

• 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\textsuperscript{next}
Start Sessions

Demonstration
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.
Outline of Tasks for District / School Test 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\textsuperscript{next} Stop Sessions

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

- Materials shipped to school (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
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)
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.
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 2024 Test Coordinator Manual* found on the Support page.
TestNav

• TestNav is the software students will use to login and test the IL Spring 2024 (IAR and ISA)).

• The Technology Coordinator or Test Coordinator will need to download TestNav and setup computers well ahead of the testing window.

• Detailed information is available on the Support Page on the Technology Setup tab.

• Once TestNav is downloaded, auto updates should be turned off.

TestNav System update is needed prior to testing for the 2023-2024 school year.
TestNav

- The first-time using TestNav, you will need to choose a customer.
TestNav

• Once the customer is chosen, students will be directed to the login screen.
• The customer screen will not show up again, unless you select choose a different customer.
Support
Customer Support Page

il.mypearsonsupport.com

- Manuals
- Tutorials
- Practice Tests (non-secure)
- User Guides
- Technology Information
- Support Documents
- Teacher Resources
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\textsuperscript{next} serves as the entry point to all Pearson services used by school districts participating in IAR assessments. Select either Sign In to PearsonAccess\textsuperscript{next} Operational Site or Sign In to the Training Site. PearsonAccess\textsuperscript{next} and the Training Site use the same username and password.

Note: For security purposes, your PearsonAccess\textsuperscript{next} password will be valid for 190 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.
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 PearsonAccessNext 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)
ISBE – Pearson Contacts Information

ISBE Assessment Department
866-317-6034
• Email ISBE
• ISBE Assessment Site

Pearson Customer Support
833-213-3879
• Support Page
Questions?