

# Illinois Assessment of Readiness (IAR)

## Test Administration Training





# Agenda

Outline of Tasks for  
District/School Test Coordinators

PearsonAccess<sup>next</sup> Demonstrations

Key Dates

Paper Testers

What's New for the Spring  
Administration

TestNav

PearsonAccess<sup>next</sup> Account Access

Support

Accommodations

Questions



# Outline of Tasks for New District / School Test Coordinators

Outline of Tasks



Please ask questions





# Key Dates

[Support Page](#)



Task / Description	Date(s)
SR/PNP District/School Imports for Accommodations	12/27/23
Deadline for Schools/Districts to have student information in PAN for Pre-ID	1/26/24
<b>Pre-Test</b>	
Additional Order window for districts/schools (all paper testing materials)	2/20/24 – 4/2/24
Additional Order Window for districts/schools (computer materials only)	2/20/24 - 4/17/24
Additional Order Window for districts/schools (return materials only)	2/20/24 – 5/3/24
Create Session (in PAN) Start/End	12/21/23 – 4/19/24
Prepare Session Start	2/29/24
Start Session Start/End	3/4/24 – 4/19/24
<b>Illinois Assessment of Readiness Spring 2024 Testing Window</b>	<b>3/4/24-4/5/24 (PBT)</b> <b>3/4/24-4/19/24 (CBT)</b>
Deadline to return paper-based testing scorable and nonscorable materials to Pearson (1 week after testing) – Test booklets, answer documents, accommodated test materials	4/12/24
Deadline to return computer-based testing nonscorable materials to Pearson (1 week after testing) – Math Human Reader scripts, tactile graphics	4/26/24



# Where to Find Training Webinars

Spring 2024 Training Webinars  
can be found at:

[Administration Information  
Training Modules](#)



# PearsonAccess<sup>next</sup>

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

The screenshot displays the PearsonAccess<sup>next</sup> website. At the top, a dark header bar contains the site name. Below this, a navigation bar includes 'Home' and 'Support' links. A central banner features five small photographs of students working on laptops. To the right, a 'Sign In' section includes a green 'Sign In' button and links for 'Forgot Username' and 'Forgot Password'. Below the sign-in area is a 'Contact Us' section for 'Illinois Customer Support' with a phone number and operating hours. Further down, a 'Program Information' section is divided into three columns, each featuring a logo and a brief description of an assessment program: the Illinois Assessment of Readiness (IAR), the Illinois Science Assessment (ISA), and the Learning Renewal Interim Assessments. A 'Related Links' sidebar on the right lists additional resources like 'Help and FAQs', 'PearsonAccess<sup>next</sup> Training Site', and 'Practice Tests'.

PearsonAccess<sup>next</sup>

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<sup>next</sup> account to access the Chat feature.

★ Program Information

**ILLINOIS**  
Assessment of Readiness

**Illinois Science Assessment**

**LEARNING RENEWAL**  
Interim Assessments

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

**Related Links**

- [Help and FAQs](#)
- [PearsonAccess<sup>next</sup> Training Site](#)
- [PearsonAccess<sup>next</sup>](#)
- [Practice Tests](#)
- [Illinois Support Page](#)
- [Illinois Learning Management System](#)

# PearsonAccess<sup>next</sup>


Training PearsonAccess<sup>next</sup>

Home

Support

PearsonAccess<sup>next</sup>

Home Support



Sign In

Sign In

Forgot Username | Forgot Password

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Related Links

- Help and FAQs
- PearsonAccess<sup>next</sup> Training Site
- PearsonAccess<sup>next</sup>
- Practice Tests
- Illinois Support Page
- Illinois Learning Management System


Program Information



Illinois Assessment of Readiness (IAR)



Illinois Science Assessment (ISA)




Learning Renewal Interim Assessments

**LIVE SITE**

Training PearsonAccess<sup>next</sup>

Home Support



Sign In

Sign In

Forgot Username | Forgot Password

Contact Us


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Related Links

- Help and FAQs
- PearsonAccess<sup>next</sup> Training Site
- PearsonAccess<sup>next</sup>
- Practice Tests
- Illinois Support Page
- Illinois Learning Management System


Program Information



Illinois Assessment of Readiness (IAR)



Illinois Science Assessment (ISA)



Learning Renewal Interim Assessments

**TRAINING SITE**

<http://il.pearsonaccessnext.com>

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



# PearsonAccess<sup>next</sup> 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<sup>next</sup> Enhancements

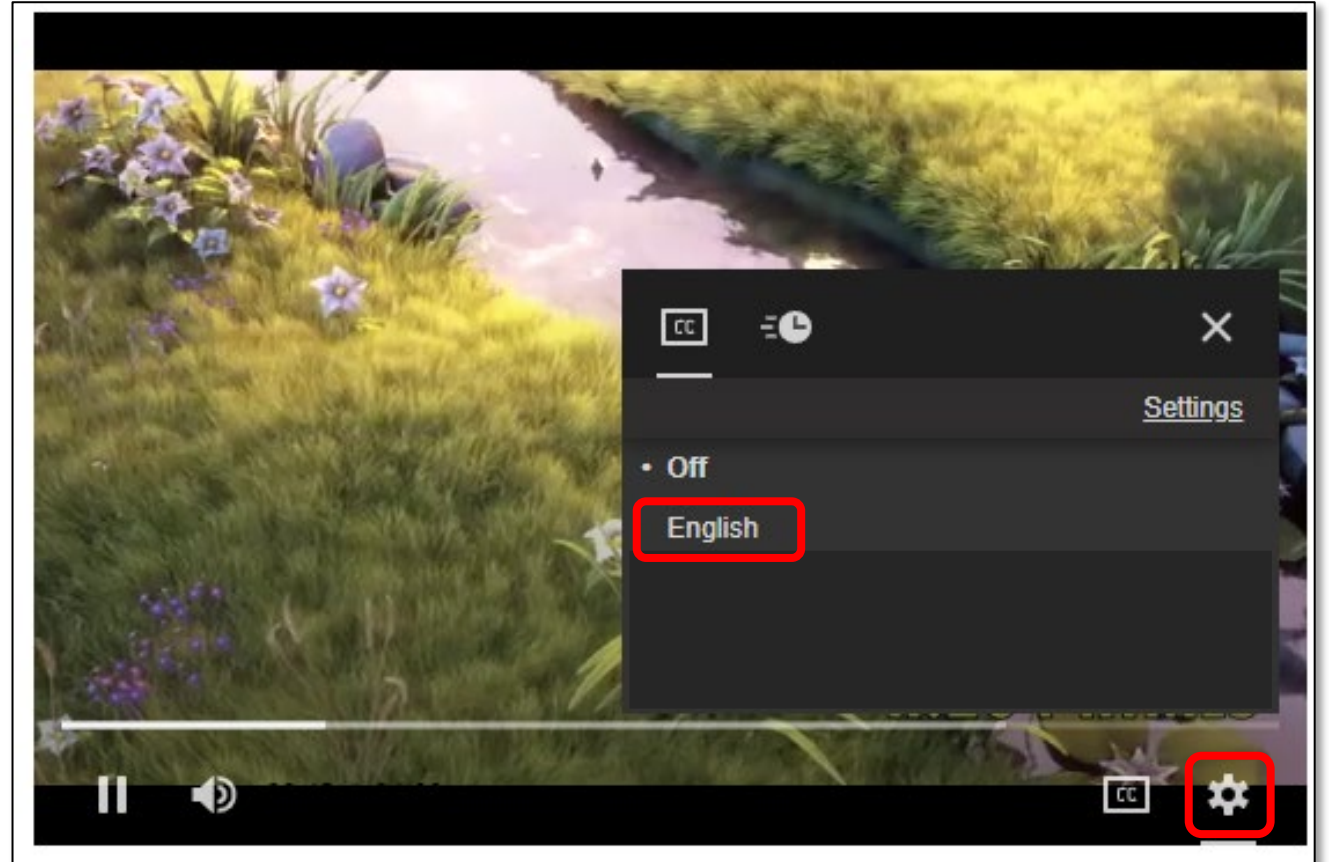
# New for Spring 2024

## 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<sup>next</sup> Enhancements

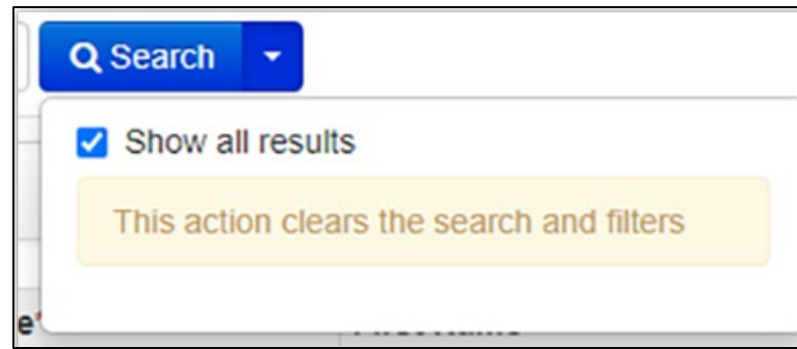
## Student Search – Show All Results

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

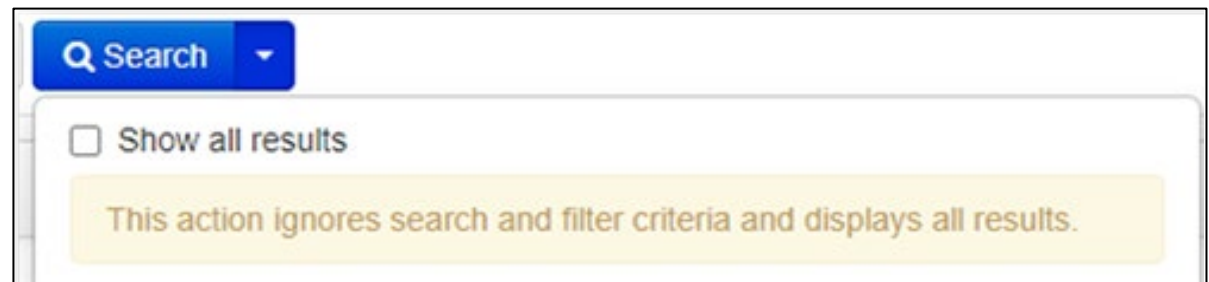
Users can hover over **Show all results** to see descriptive text.

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

### Previous



### Updated

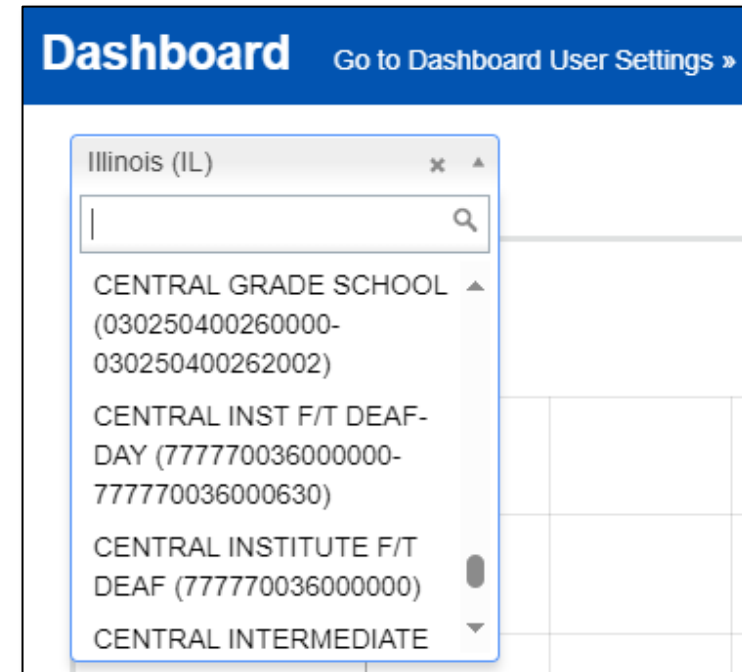
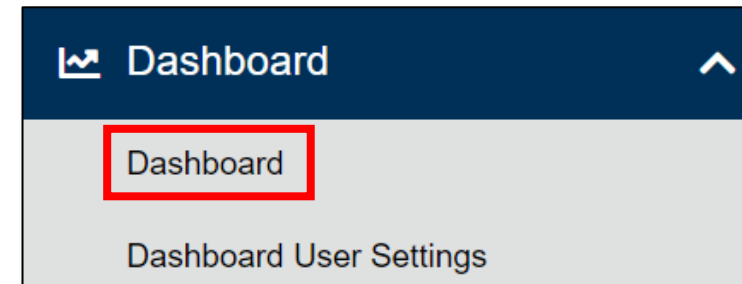


# PearsonAccess<sup>next</sup> Enhancements

## 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.

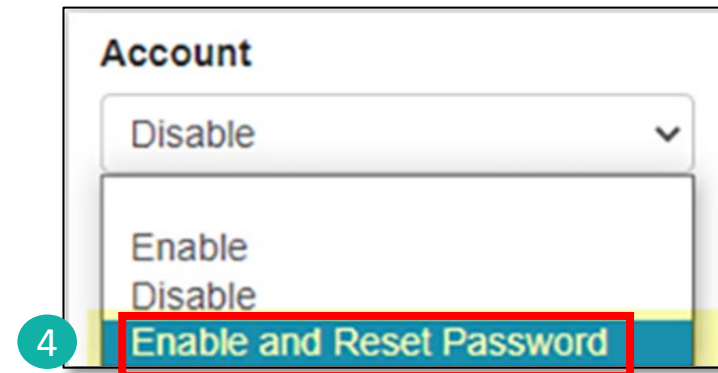
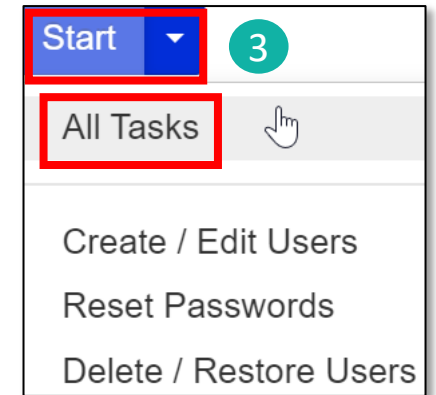
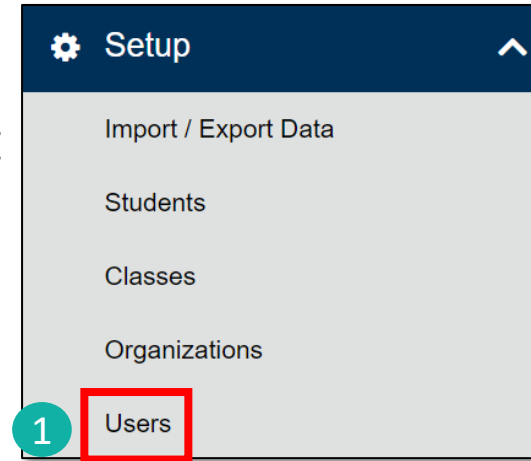


# PearsonAccess<sup>next</sup> Enhancements

## 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<sup>next</sup> 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	Organization INT ORG A SCHOOL (122333444455555-122333444455556)
Session Status Started	Actual Start Date 2023-01-12 04:52 PM
	Created By pv_nirmpogu
Test & Form	Scheduling
Test Assigned	Scheduled Start Date

# PearsonAccess<sup>next</sup> 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.

The screenshots illustrate the process of editing report file names in PearsonAccess<sup>next</sup>:

- Step 1:** The 'Reports' dropdown menu is shown with 'OnDemand Reports' selected.
- Step 2:** The 'Requested Reports' dropdown menu is shown, displaying a list of reports.
- Step 3:** A report name is selected, and the edit pencil icon is clicked to open the edit dialog.
- Step 4:** The report name is updated to 'UpdateName.xls', and the green checkmark icon is clicked to save the changes.

# PearsonAccess<sup>next</sup> 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 with "Operational Reports" highlighted by a red box and a green circle with the number 1.
- Step 2:** A "Report Categories" panel is shown with "Orders & Shipment Tracking" selected (checked) and highlighted by a red box and a green circle with 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)."). A green circle with the number 3 is next to the "Security Checklist - Full" option.
- Step 4:** A dropdown menu titled "Include all child orgs\*" is shown with "Include all child orgs" selected and highlighted by a blue bar. A green circle with the number 4 is next to the dropdown. Below this dropdown is a button labeled "Request Report Refresh".



# PearsonAccess<sup>next</sup> 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).

The screenshot displays the PearsonAccess next Parent Portal interface. On the left, the 'My Students' section lists three students: Scott Brimeyer, Andy Brimeyer, and Nate Brimeyer. Below this is a 'Find Test Results' section with input fields for the student's first name, last name, date of birth (mm/dd/yyyy), and a claim code, followed by a 'Find Results' button. On the right, the 'Test Results for Scott' section shows a dropdown menu set to 'Grade 8'. Below the dropdown, a red box highlights the test results for Scott, including Grade 8 Reading (476, Proficient), Grade 8 Math (497, Advanced), Grade 8 Science (469, Proficient), Grade 8 Reading - Preliminary (519, Advanced), Grade 8 Math - Preliminary (476, Proficient), and Grade 8 Science - Preliminary (468, Proficient). Each result includes a link to click for a video overview and a link to download the individual student report.

Test Results for Scott	Grade 8
Grade 8 Reading	476 Proficient
Grade 8 Math	497 Advanced
Grade 8 Science	469 Proficient
Grade 8 Reading - Preliminary	519 Advanced
Grade 8 Math - Preliminary	476 Proficient
Grade 8 Science - Preliminary	468 Proficient



# Outline of Tasks for District / School Test Coordinators

## Task 1: Create PearsonAccess<sup>next</sup> (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<sup>next</sup> 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](mailto:assessment@isbe.net).
- Familiarize yourself with how PearsonAccess<sup>next</sup> works.



[Email ISBE](#)

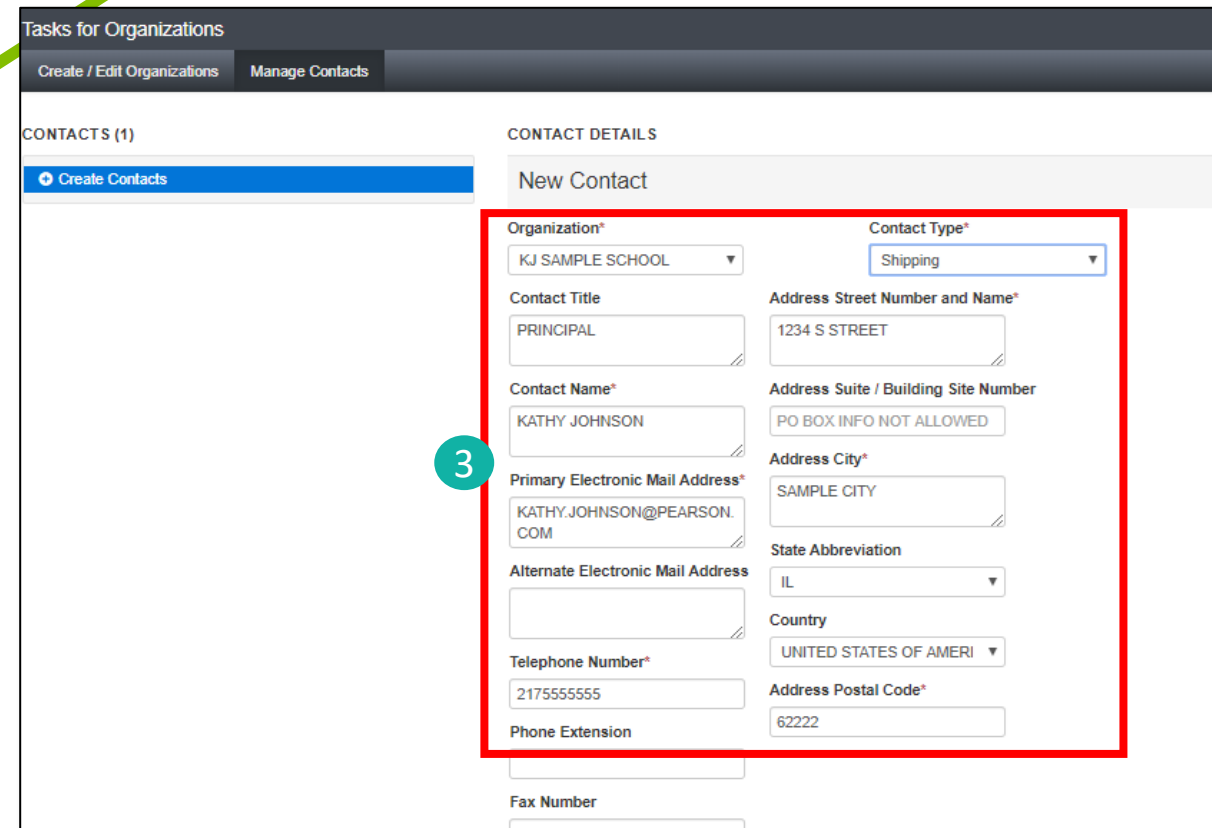
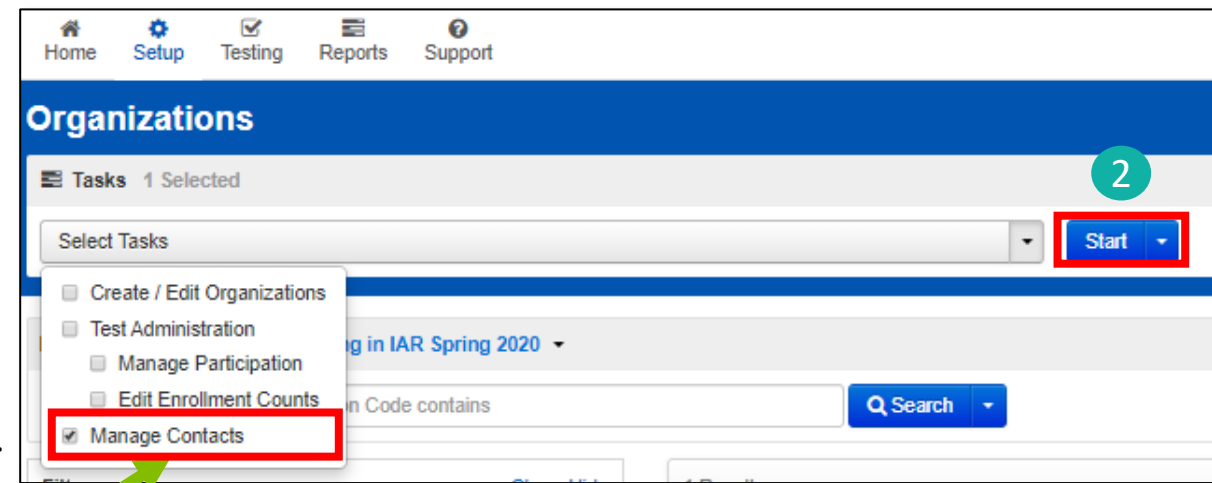
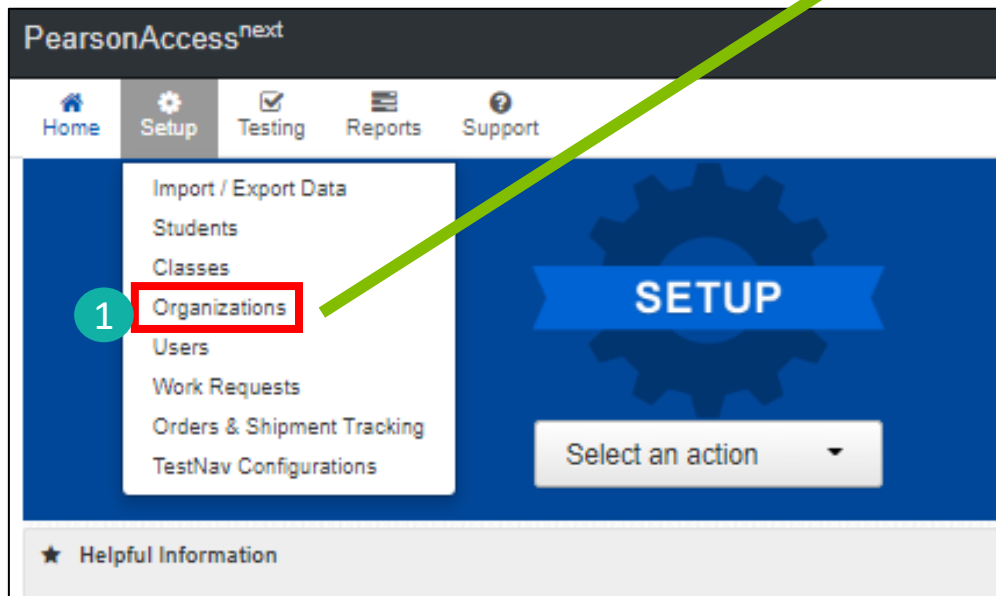


[Outline of Tasks](#)

# 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

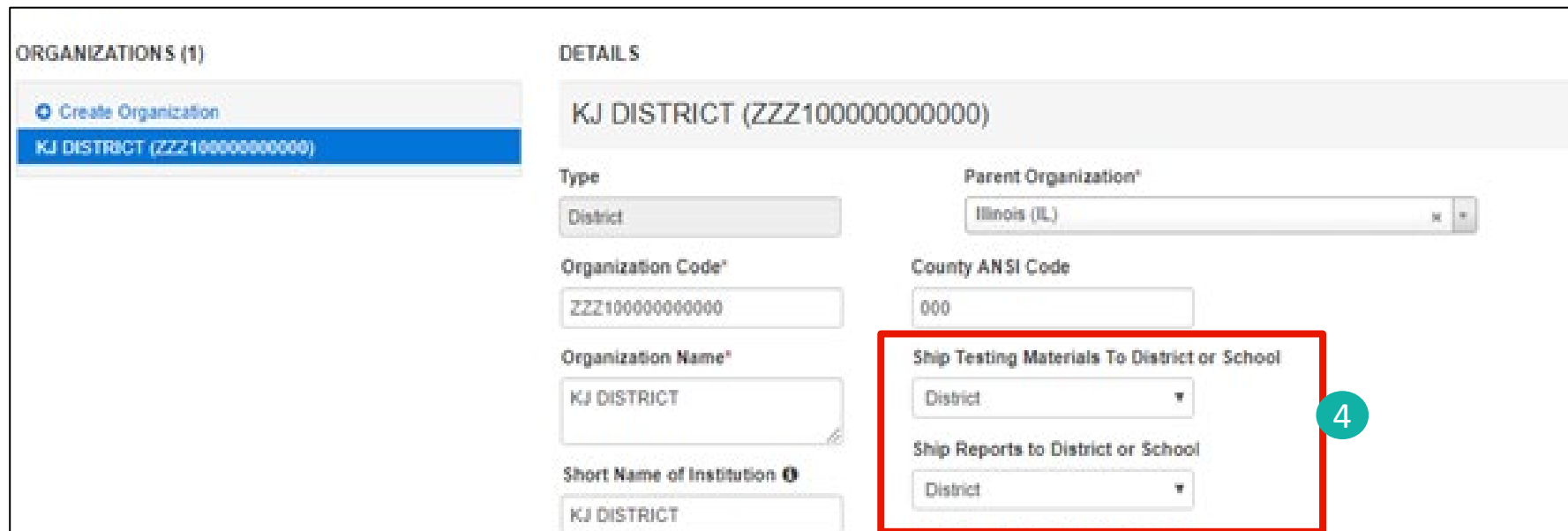
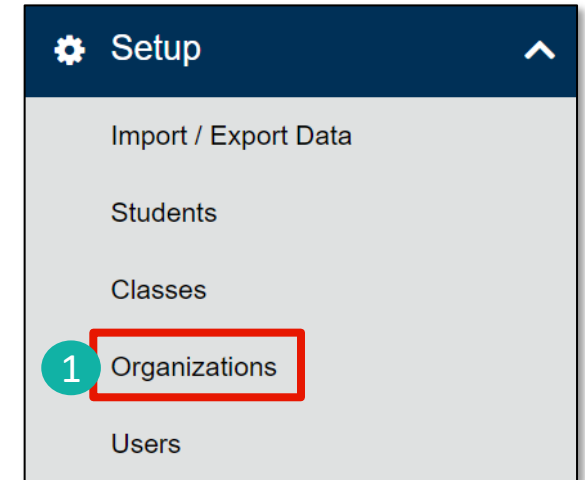
## Additional tasks / information once account is established

- 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.

A screenshot of a web application showing the 'DETAILS' for an organization named 'KJ DISTRICT (ZZZ1000000000000)'. The form is divided into two main sections: 'ORGANIZATIONS (1)' on the left and 'DETAILS' on the right. In the 'ORGANIZATIONS (1)' section, there is a 'Create Organization' button and a list of organizations with 'KJ DISTRICT (ZZZ1000000000000)' selected. In the 'DETAILS' section, various fields are populated: 'Type' is 'District', 'Parent Organization\*' is 'Illinois (IL)', 'Organization Code\*' is 'ZZZ1000000000000', 'County ANSI Code' is '000', and 'Organization Name\*' is 'KJ DISTRICT'. At the bottom, 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.



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

## Demonstration

# Outline of Tasks for District/School Test Coordinators

## Create PearsonAccess<sup>next</sup> (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<sup>next</sup> Create Test Administrator Accounts

## Demonstration

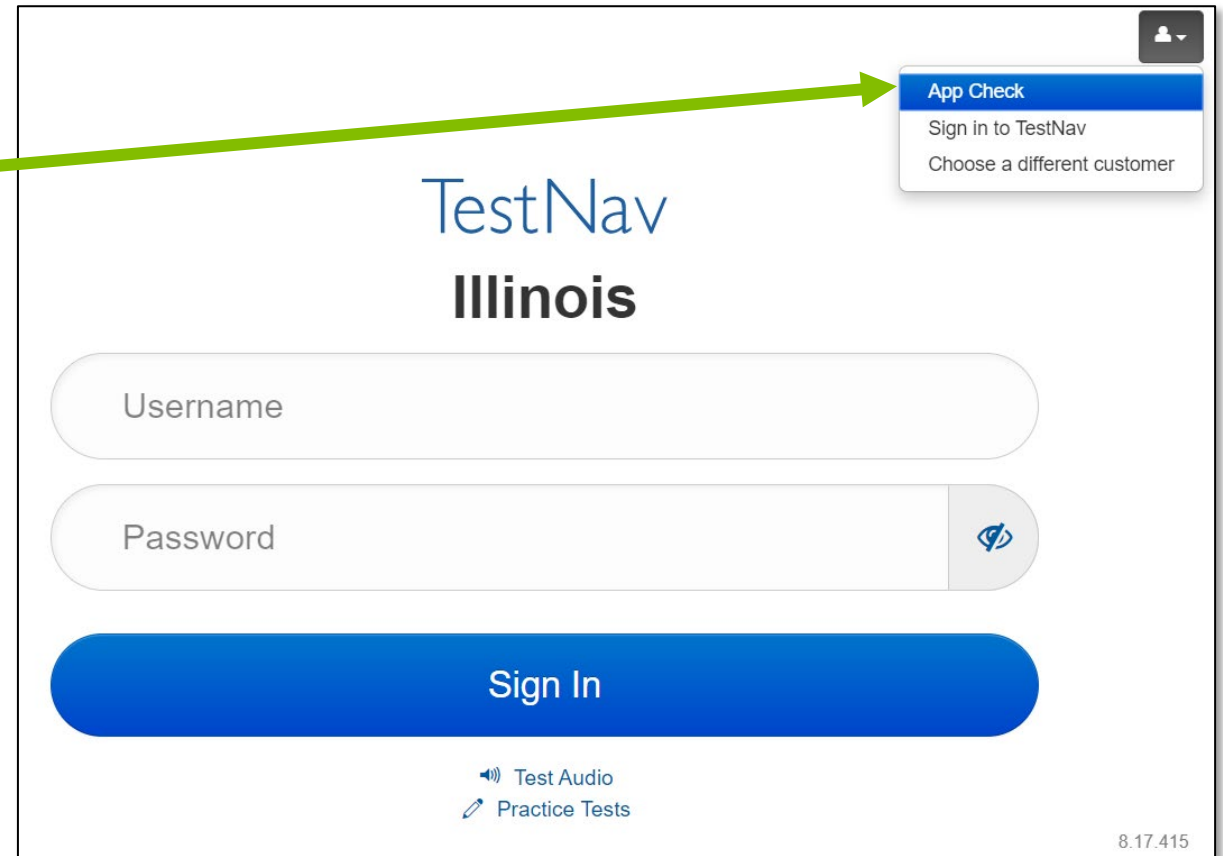


# Outline of Tasks for District / School Test Coordinators

## Task 2: Check network/computers for compatibility with PearsonAccess<sup>next</sup> 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

[Support Page – Technology Setup](#)



The screenshot shows the TestNav Illinois login page. At the top right, there is a user menu with the following options: **App Check**, Sign in to TestNav, and Choose a different customer. Below the menu, the page displays the TestNav Illinois logo, followed by input fields for Username and Password, and a large blue Sign In button. At the bottom, there are links for Test Audio and Practice Tests, and a version number 8.17.415 in the bottom right corner.



# Outline of Tasks for District / School Test Coordinators

Check network/computers for compatibility with PearsonAccess<sup>next</sup> 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<sup>next</sup> (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<sup>next</sup>. 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<sup>next</sup> 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<sup>next</sup> (timeframe – now thru testing)

### Add student accommodations in PearsonAccess<sup>next</sup>:

- 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 Resources](#)

## 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 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:

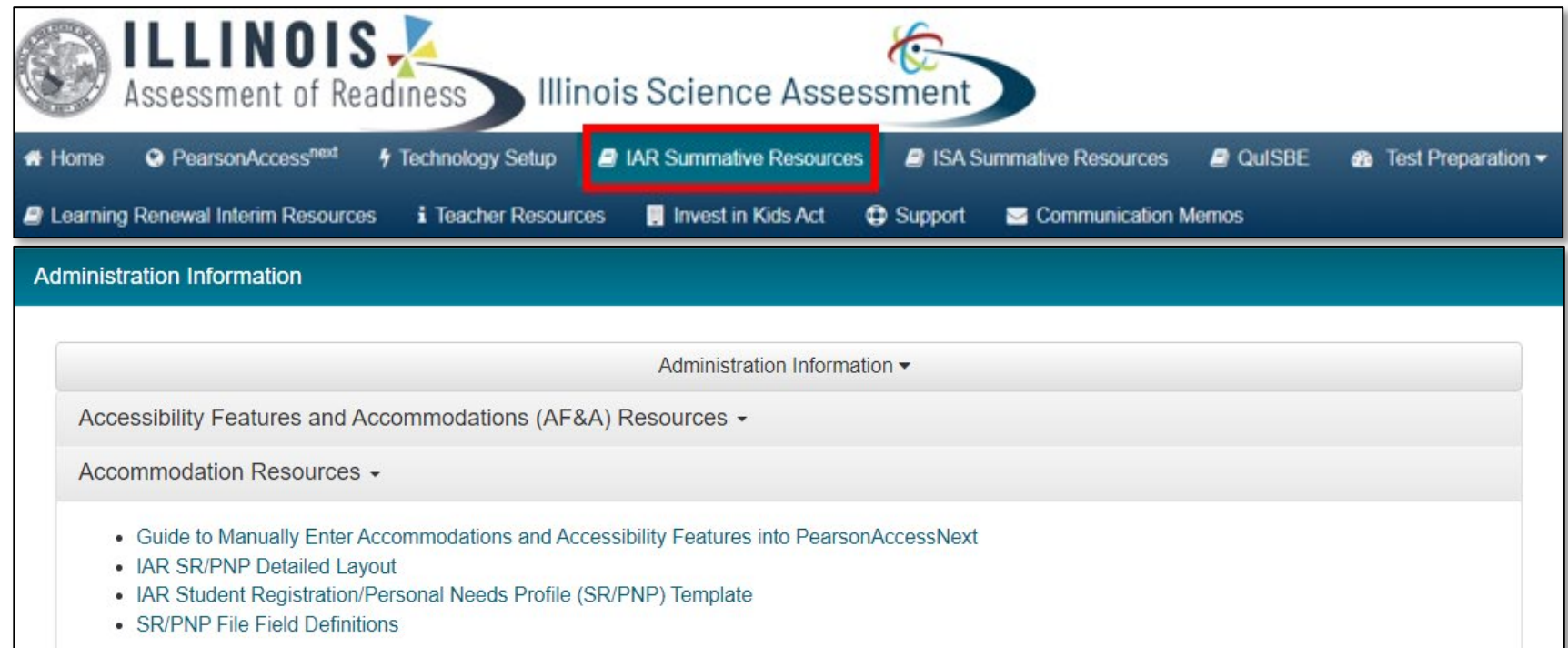
1. The SR/PNP CSV Template provides the shell with header rows that can be used to import the Student Registration file.
2. Recommend first doing an SR/PNP export, adding accommodations then reimporting the file.
3. The entire file does not have to be imported. You can import only students with accommodations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

# PearsonAccess<sup>next</sup>

## 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



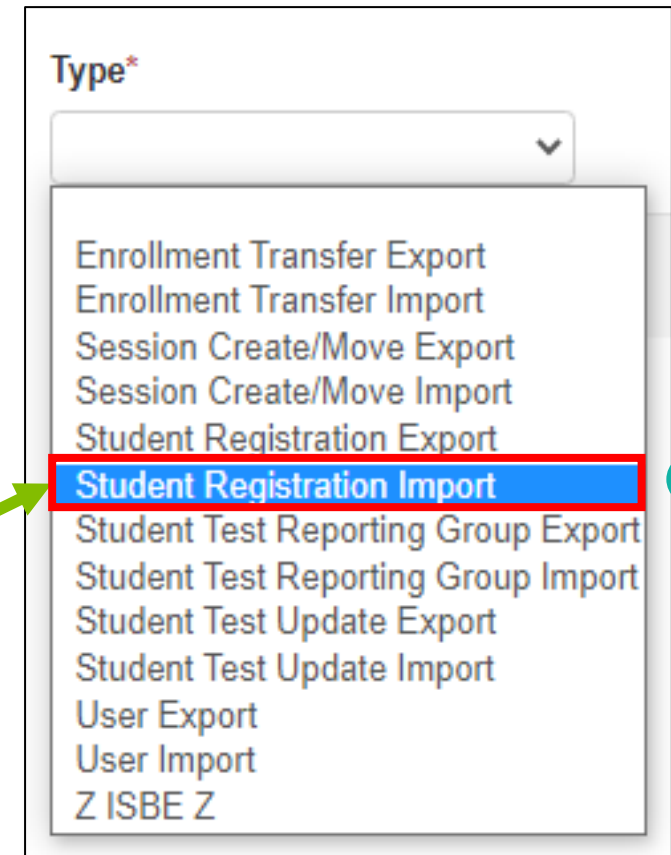
The screenshot displays the Illinois Science Assessment website. The header includes the Illinois Assessment of Readiness logo and the Illinois Science Assessment logo. The navigation bar contains links to Home, PearsonAccess<sup>next</sup>, Technology Setup, **IAR Summative Resources** (highlighted with a red box), ISA Summative Resources, QuISBE, and Test Preparation. Below the navigation bar, there are links for Learning Renewal Interim Resources, Teacher Resources, Invest in Kids Act, Support, and Communication Memos. The main content area is titled "Administration Information" and contains a dropdown menu for "Administration Information". The dropdown menu is open, showing "Accessibility Features and Accommodations (AF&A) Resources" and "Accommodation Resources". Under "Accommodation Resources", there is a list of links: "Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccessNext", "IAR SR/PNP Detailed Layout", "IAR Student Registration/Personal Needs Profile (SR/PNP) Template", and "SR/PNP File Field Definitions".

# PearsonAccess<sup>next</sup>

## 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, 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**.



Type\*

- 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<sup>next</sup>

## 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

## 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	<a href="#">Download File</a> ⓘ	
Successful Records	0	<a href="#">Download Students Created</a> ⓘ	
Error Records	3		



Pearson

# PearsonAccess<sup>next</sup>

## Student Information in PearsonAccess<sup>next</sup> (timeframe – now thru testing)

Manually update accommodations within PearsonAccess<sup>next</sup>.

- 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.

# PearsonAccess<sup>next</sup>

## Student Registration / Accommodations Entry

STUDENTS (2)

SAMPLE, 03 STUDENT 2 (323111111)

SAMPLE, 03 STUDENT 3 (323111112)

IAR SPRING

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.



# PearsonAccess<sup>next</sup> Student Information

## Demonstration





Pearson

# Outline of Tasks for District/School Coordinators

## Task 7: Place students in test sessions (timeframe: February–March)

Sessions are created in PearsonAccess<sup>next</sup> 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<sup>next</sup> 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.

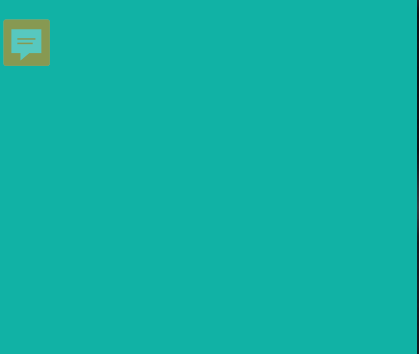
### PNP Guidance



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 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<sup>next</sup> 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<sup>next</sup> Start Sessions

## Demonstration



# PearsonAccess<sup>next</sup>

## 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.

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

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



Pearson

# 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<sup>next</sup> 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.



# IAR – Students Testing on Paper

- 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



**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)

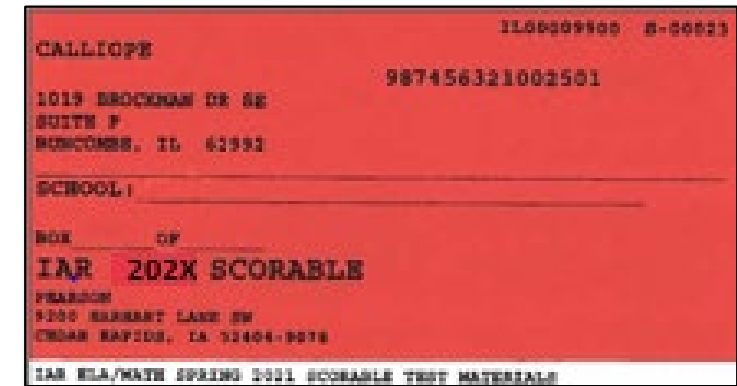
### Test Coordinator Kit:

- 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:

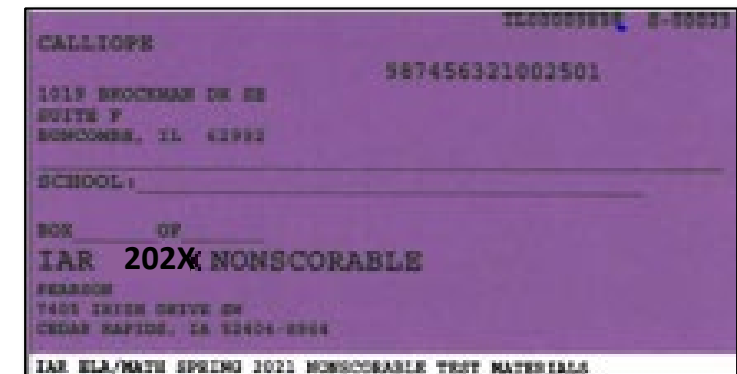
- Packing List and Chain-of-Custody Forms
- Test Coordinator Manual
- Test Administrator Manuals
- Test Booklets and answer documents
- Math Reference Sheets, Rulers and Protractors, if applicable
- Large Print kits
- Braille kits
- Human Reader kits (paper only)
- Mathematics Human Reader Scripts (not in a kit, Computer-Based only)

### Return Labels Scorable



CALLIOPE IL00209900 B-00021  
987456321002501  
1015 BROCKMAN DR SE  
SUITE F  
BONCOMER, IL 61831  
SCHOOL: \_\_\_\_\_  
BOX OF  
IAR 202X SCORABLE  
PEARSON  
9100 BURNBURY LANE SW  
CEDAR RAPIDS, IA 52404-8078  
IAR ELA/MATH SPRING 2021 SCORABLE TEST MATERIALS

### Non-Scorable



CALLIOPE IL00209900 B-00021  
987456321002501  
1015 BROCKMAN DR SE  
SUITE F  
BONCOMER, IL 61831  
SCHOOL: \_\_\_\_\_  
BOX OF  
IAR 202X NONSCORABLE  
PEARSON  
9100 BURNBURY LANE SW  
CEDAR RAPIDS, IA 52404-8078  
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: 2268911004

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

C Place the Student ID Label Here

D Gender  
☐ Female ☐ Male  
☐ Non-Binary

E Date of Birth  
Day Month Year

F State Student Identifier

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

School Use Only

30389-001-321 Printed in the USA by Pearson IS036995



# 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 2024 Test Coordinator Manual* found on the Support page.



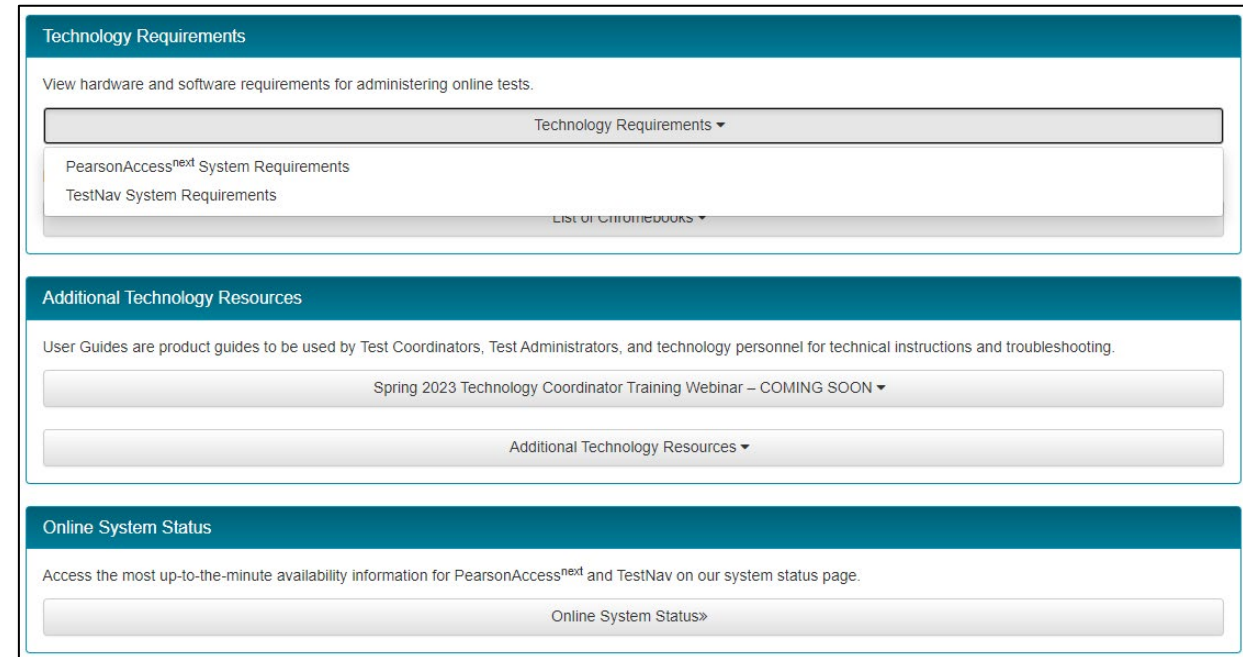
[Support Page](#)



TestNav

# 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.



The screenshot shows a web interface with three main sections: 'Technology Requirements', 'Additional Technology Resources', and 'Online System Status'. The 'Technology Requirements' section includes a dropdown menu for 'Technology Requirements' with options for 'PearsonAccess<sup>next</sup> System Requirements' and 'TestNav System Requirements'. The 'Additional Technology Resources' section includes a dropdown menu for 'Additional Technology Resources' with an option for 'Spring 2023 Technology Coordinator Training Webinar – COMING SOON'. The 'Online System Status' section includes a link for 'Online System Status'.

[TestNav System Requirements](#)

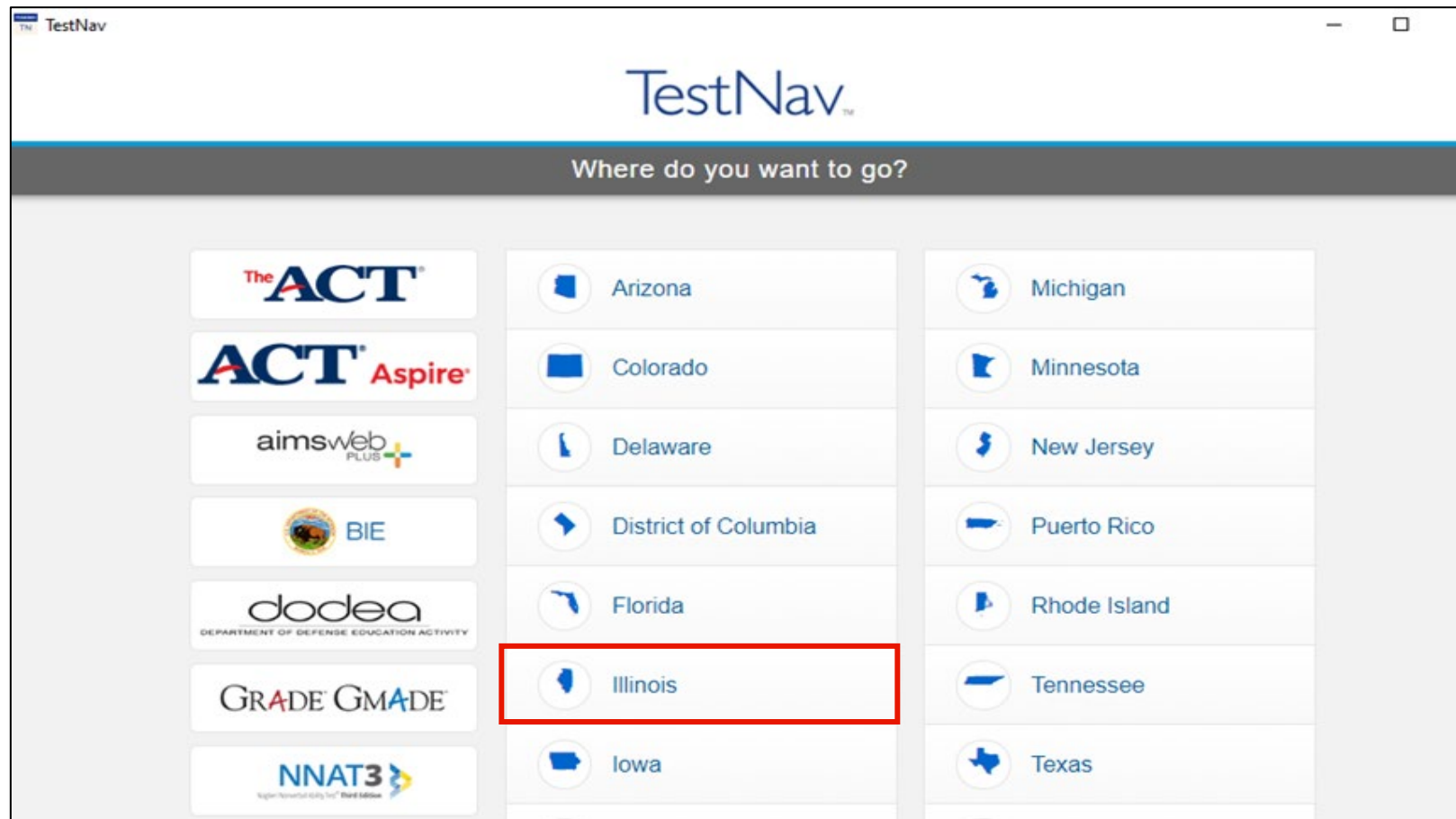
[Technology Setup](#)



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

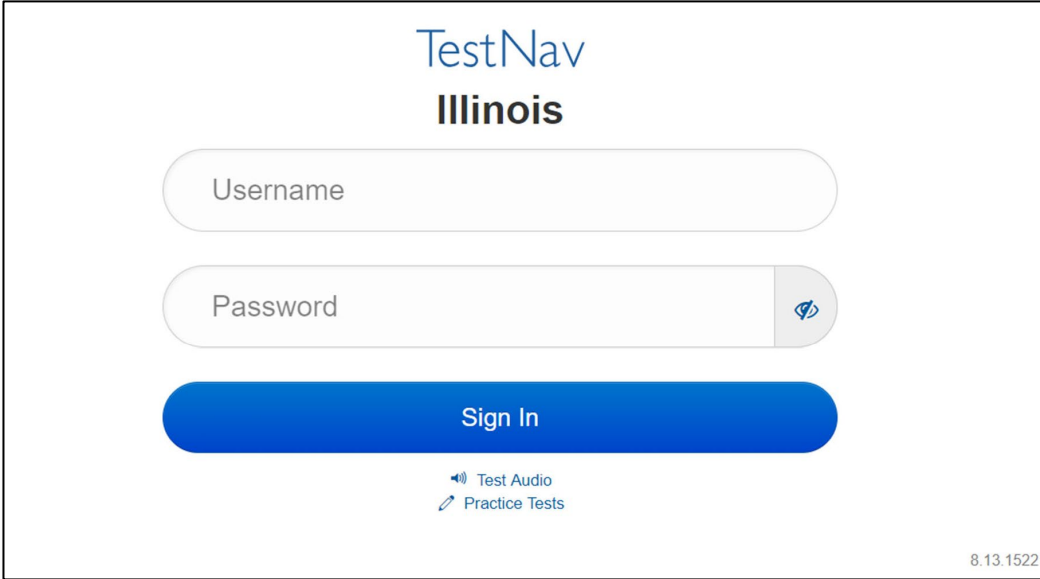
# TestNav

- 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.



The image shows a login interface for 'TestNav Illinois'. At the top, the text 'TestNav' is in blue and 'Illinois' is in bold black. Below this are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon on its right side. A large blue 'Sign In' button is positioned below the password field. At the bottom center, there are two links: 'Test Audio' with a speaker icon and 'Practice Tests' with a pencil icon. The version number '8.13.1522' is located in the bottom right corner.

TestNav  
Illinois

Username

Password

Sign In

[Test Audio](#)  
[Practice Tests](#)

8.13.1522



Support



# Customer Support Page

[il.mypearsonsupport.com](https://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 state seal and logos for 'ILLINOIS Assessment of Readiness' and 'Illinois Science Assessment'. A navigation bar includes links for Home, PearsonAccess<sup>next</sup>, 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 promotes the 'spring 2024 Illinois Assessment of Readiness and Illinois Science Assessment Training Webinar Series'. Below this, a text block encourages users to click the 'Spring 2024 IAR and ISA Assessment Training Webinar Series \*\*' link to register for an upcoming training webinar, noting that a confirmation email will be sent shortly after registration. The main content area is titled 'Home' and contains three paragraphs: the first describes the IAR assessing progress in grades 3-8 in English language arts and mathematics; the second describes the Illinois Science Assessment assessing progress in grades 5, 8, and 11 in meeting the Illinois Learning Standards in Science incorporating the Next Generation Science Standards (NGSS); and the third states that the site hosts all necessary 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 'Students'.

# Customer Support Page (continued)

[il.mypearsonsupport.com](https://il.mypearsonsupport.com)



**ILLINOIS** Assessment of Readiness **Illinois Science Assessment**

Home PearsonAccess<sup>next</sup> 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<sup>next</sup>**

PearsonAccess<sup>next</sup> serves as the entry point to all Pearson services used by school districts participating in IAR assessments. Select either Sign In to PearsonAccess<sup>next</sup> Operational Site or Sign In to the Training Site. PearsonAccess<sup>next</sup> and the Training Site use the same username and password.

Note: For security purposes, your PearsonAccess<sup>next</sup> 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<sup>next</sup> (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<sup>next</sup> 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](mailto:assessment@isbe.net)

website: [isbe.net/assessment](http://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?



Pearson