Illinois Science Assessment (ISA) Paper Transcription

When administering the secure paper tests (i.e., regular paper, Braille, or Large Print) of the ISA there is a requirement to transcribe student responses directly into TestNav. Student responses can be recorded into a test booklet prior to transcribing into TestNav. Sites must establish a "Transcription English" or "Transcription Spanish" test session within PearsonAccess^next (PAN) and transcribe all student responses directly into TestNav.

Test Administration Window
Students taking the secure paper tests of the ISA must complete testing during the prescribed testing window.

Test Administration Policy and Procedures
The following test administration procedures must be adhered to at all times:
1. Secure paper tests administration must follow all security protocols, test administration policies and procedures, and testing accommodation and accessibility features as specified in the Test Coordinator Manual (TCM), Test Administrator Manual (TAM), and the Accessibility Features and Accommodations (AFA) Manual.
2. The administration of the secure paper tests should occur during the hours the student typically receives instruction.
3. **Students taking the secure paper test forms must be placed in a "Transcription English" or "Transcription Spanish" test session. Transcription of a student's test requires two people for all transcription; one to enter the responses and one to confirm the responses are verbatim.**
   a. If a student's test is being transcribed while the student is testing the responses must be transcribed directly into TestNav. The responses must be entered verbatim into TestNav.
   b. If the responses are not being transcribed at the time of testing, the student's responses from their test booklet must be transcribed verbatim into TestNav for scoring. **Failure to transcribe student responses from the test booklet into TestNav will result in the student not receiving a valid scale score.**

Students requiring a paper test will be registered with an online test format selected with Alternate Representation – Paper Tests also selected. A DTC or STC must set up a "Transcription English" or "Transcription Spanish" test session and add the test registrations.

For more details about registering students, refer to the *Student Registration/Personal Needs Profile (SR/PNP) Field Definitions Document*.
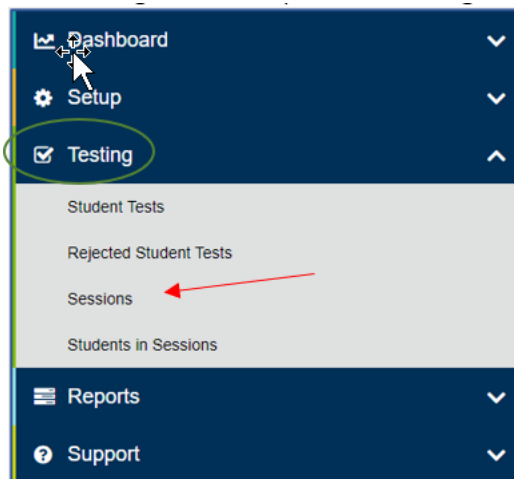
Creating Transcription English or Transcription Spanish Test Session Guidance

Follow the steps below to create Transcription English or Transcription Spanish test sessions for secure paper test forms:
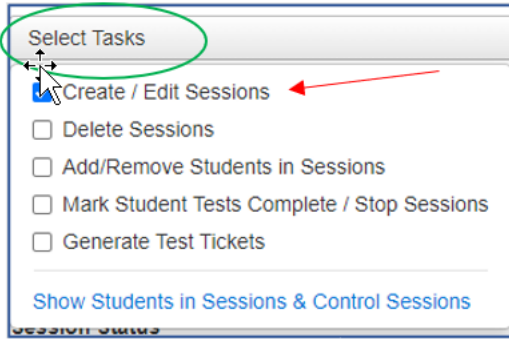
1. Ensure you are in the correct PearsonAccess^next (PAN) scope:
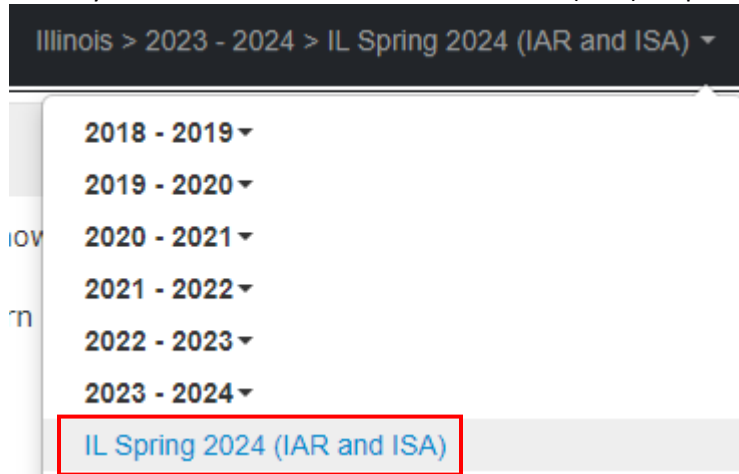
2. In the navigation menu, under "Testing" select "Sessions" from the drop-down menu
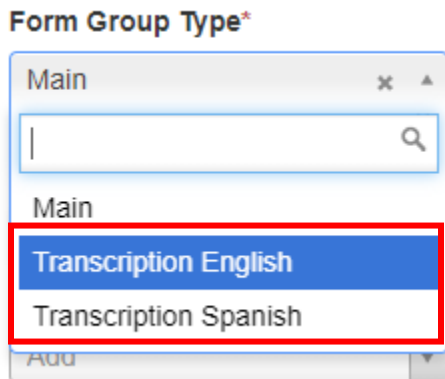

3. Once in the page, click on "Select Tasks" and place cursor in the box titled "Create/Edit Sessions"

Afterward click on the blue "Start" button

4. Complete the required fields: Session Name, Organization, Test Assigned, Scheduled Start Date and Form Group Type

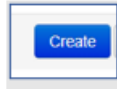5. For "Form Group Type", select either "Transcription English"or "Transcription Spanish"

6. Find the student(s) and place into the newly created Transcription English or Transcription Spanish test session.

and click "Create".

Transcribing After Testing

A DTC or STC must transcribe student responses directly into TestNav by the established deadline. When transcribing student responses from the test booklet into TestNav, the following guidance must be adhered to at all times:

- At least two persons must be present during any transcription of student responses. One of these persons will be the transcriber, and the other will be an observer confirming the accuracy of the transcription. It is highly recommended that one of the individuals be an authorized District Test Coordinator or School Test Coordinator.
- **Braille transcription**: Only an eligible Test Administrator who is a certified Teacher of Students with Visual Impairment, including Blindness, or someone working under the direct supervision of an eligible Test Administrator who is a certified Teacher of Students with Visual Impairment, including Blindness may transcribe the student's responses into the regular test booklet. Afterwards, districts must transcribe student responses from the regular test booklet directly into TestNav.
- **Assistive technology**: Any original student responses that were printed from an assistive technology device or recorded separately on blank paper (or on other external devices) must be transcribed directly into the student's test booklet and afterwards, transcribed into TestNav. All responses from an assistive technology device must be cleared from the device and all scribed or written responses on blank paper must be securely shredded or destroyed.

The student's responses from the test booklet must be transcribed verbatim into TestNav. After transcribing the student's responses from the test booklet into TestNav, the student's test booklet must be returned to Pearson.

Returning nonscorable paper test booklets to vendor

 A DTC or STC are required to return all secure paper test booklets to Pearson. It is strongly encouraged to keep all shipment boxes for return.

All used and unused secure paper version test forms are to be shipped back to Pearson using non-scorable return labels that are included in the shipment.

A DTC or STC is required to return secure paper version test forms immediately after testing has concluded for IL Science testing window.