



Illinois Assessment of Readiness
and Illinois Science Assessment

TEST ADMINISTRATION AND PROCTORING MANUAL

2025 SPRING

Computer-Based & Paper-Based Testing
English Language Arts/Literacy, Math, and Science

Throughout this document, the * symbol signifies a statement of high importance.

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1.0 Overview

The Illinois Assessment of Readiness (IAR) assessments will be administered in either computer-based testing (CBT) or paper-based testing (PBT) formats. Paper-based testing is available only for students who need a paper-based accommodation. English language arts/literacy (ELA/L) assessments will focus on writing effectively when analyzing text. Mathematics assessments will focus on applying skills and concepts, and understanding multi-step problems that require abstract reasoning and modeling real-world problems, precision, perseverance, and strategic use of tools. In both content areas, students will also demonstrate their acquired skills and knowledge by answering selected response items and fill-in-the-blank questions.

The Illinois Science Assessment (ISA) will be administered in a computer-based format. Paper-based testing is available only for students who need a paper-based accommodation. Student responses from a paper-based accommodation will need to be transcribed directly into TestNav. The Illinois Science Assessment assesses the progress of students in grades 5 and 8 in meeting the Illinois Learning Standards in Science incorporating the Next Generation Science Standards (NGSS).

1.1 About this Manual

This manual provides instructions applicable to Test Proctors for the administration of the computer-based and paper-based versions of the assessment, as well as the procedures and protocols to complete before, during, and after administration. All documents referenced in this manual can be found at <https://il.mypearsonsupport.com/>.

1.2 Administration Windows and Key Dates

All test sessions, including make-up testing, must be completed during the test administration window.

Test Window	Date Range
IAR Spring 2025 Testing Window – Paper Testing	03/03/2025 – 04/04/2025
IAR Spring 2025 Testing Window – Computer-Based Testing	03/03/2025 – 04/18/2025
ISA Spring 2025 Testing Window – Computer-Based Testing *paper assigned as an accommodation must be transcribed into a computer-based test	03/03/2025 – 04/30/2025

1.3 Roles of Individuals

District Test Coordinator (DTC) is the individual at the district level who is responsible for the overall coordination of test administration.

School Test Coordinator (STC) is the individual at the school level who is responsible for the overall coordination of test administration. The role may be taken on by the Principal or Designee based on established criteria. This individual is responsible for coordinating test administration and resolving testing issues at his or her school. This individual is also responsible for all post testing procedures.

Test Proctor (TP) is an individual at the school who is responsible for administering the assessment. Refer to your School Test Coordinator for qualifications.

In general, the following individuals may serve as a Test Proctor:

- Individuals employed by the district as teachers
- District- and school-level administrators
- Other certified educational professionals

Parents or legal guardians may ***NOT*** serve as a Test Proctor, unless otherwise specified by Illinois State Board of Education (ISBE). In addition, student teachers may ***NOT*** serve as a Test Proctor.

Test Support Staff is an individual who may be called on to help a Test Proctor monitor a testing session under the supervision of the Test Proctor. A Test Proctor must be in the room at all times during testing. Student teachers may serve as Test Support Staff who assist the Test Proctor. Refer to your School Test Coordinator for more information.

Technology Coordinator (TC) is an individual at the school or district level who is responsible for setting up testing devices for computer-based testing. The School Test Coordinator must designate an individual who will be on-site to serve in this role during the administration. Technology Coordinator responsibilities include providing technical support for School Test Coordinators and Test Proctors.

2.0 Testing Security and Administration Policies

To ensure fair student results and access to information, follow security and administration policies. The administration of Illinois Assessment of Readiness and Illinois Science Assessments are secure testing events.

2.1 Maintaining the Security of Test Materials and Content

The handling of test materials must be documented before, during, and after test administration in order to maintain their security. Follow the security plan developed by your STC and/or principal for your school. Contact your STC with any questions about your school's security plan.

- Do not reproduce any test content
- Do not photograph any screens with content
- Make sure to follow your school's chain-of-custody protocol at all times. Failure to follow proper chain-of-custody requirements may result in test invalidations. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results.

2.1.1 Test Proctor Responsibilities

1. Receive training in administering assessments properly and securely

- Review this manual and all relevant test security requirements before administering IAR and ISA assessments.
- Attend any training session(s) led by your STC before test administration.

2. Administer all tests according to appropriate protocols

- Understand and follow the protocols related to administering accessibility features and accommodations, if applicable.
- Administer tests during the statewide testing window and in the prescribed order.
- Follow the directions and read the scripts verbatim to students. The translated scripts are available at <https://il.mypersonsupport.com>.
- Remove or cover any classroom displays that provide information related to the content being assessed or test-taking strategies.
- Provide students with all required test materials as listed in the Test Proctor Script.
- Prevent the use of prohibited materials during testing sections. Note that results may be invalidated for students who use cell phones or other electronic devices during a test section, including during a break and after a student turns in their test materials.

3. Focus full attention on the testing environment at all times during testing

- Monitor the testing process by continually moving unobtrusively about the room.
- Ensure that students are supervised during testing, including during breaks.
- Ensure students are working only on the section being administered. If a Test Proctor observes a student working in the incorrect section, this is a testing irregularity that must be reported.
- While monitoring the classroom, for paper-based testing, a Test Proctor may view students' test booklets and answer documents for the sole purpose of confirming that students are working in the correct section. A Test Proctor may not review test booklets and answer documents and/or confirm whether a student has responded to all test items.

4. Do not provide unauthorized assistance to a student that could impact their answers

It is a breach of professional ethics for school personnel to provide verbal or nonverbal clues or answers to students; teach items on the test; share writing prompts; or coach, hint, or in any way influence a student's performance during the test administration. It is a breach of professional ethics not to administer all assessment items to a student or to knowingly administer the assessment in any manner that is inconsistent with this manual or training. A breach of ethics may result in the invalidation of a student's test results and disciplinary action for the Test Proctor and any other participating member.

Test Proctors must not assist a student during testing or alter or interfere with a student's response in any way that would impact their answers. Examples of unauthorized assistance include, but are not limited to:

- Providing answers to a student
- Indicating missing or incorrect student responses
- Defining words or providing synonyms
- Spelling words
- Influencing a student's responses by offering verbal or non-verbal hints, clues, or cues
- Altering, explaining, simplifying, or paraphrasing test questions, reading passages, writing prompts, or multiple-choice answer options
- Suggesting that a student write more on a question, check their work, or review or reconsider a response to a question

Test Proctors and Test Support Staff may not individually remind or encourage a student to answer all questions. Test Proctors and Test Support Staff may not point or gesture to the student to complete a specific test item or encourage a student to select an answer choice.

5. Ensure that students do not participate in any form of cheating

- Ensure that students do not consult notes, textbooks, or other teaching materials; do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.
- Ensure that students are supervised during testing, including during breaks.

2.1.2 Guidance for Clarifying Directions During Administration

Test Proctors are permitted to clarify ONLY general administration instructions after reading the script word-for-word. No passages or test items may be read or clarified. If you have questions, consult your STC. At any time during an assessment administration, a Test Proctor may repeat a portion of the Test Proctor script if necessary for clarification.

If a Test Proctor is providing the General Administration Directions Clarified in Student's Native Language (by Test Proctor) accommodation to an English learner (EL), then these guidelines must also be followed in providing clarifications in a student's native language.

2.1.3 Guidance for Redirecting Students

The Test Proctor or Test Support Staff may redirect the student's attention to the test without coaching or assisting the student in any way. Examples may include:

- Providing reminders to stay on task and focus during the assessment.
- Providing a visual cue to the student to remain on task.

2.1.4 Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials must be covered or removed from the testing room.

The following materials may NOT be used at any time during a section, including during a break or after a student has completed testing (e.g., turns in their test booklet). Test Proctors and support staff may possess their electronic devices but cannot conduct any business unrelated to testing. Students should not possess their electronic devices unless approved by a unique accommodation request prior to testing.

Materials Prohibited During All Sections

- All personal electronic equipment not related to testing
- Any resource (e.g., books, posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing
- Mathematical formulas, number lines, and conversion tables other than the grade-specific reference sheets
- Any manipulative not approved through a unique accommodation request prior to testing

Exceptions for Test Accommodations

A student with a disability or who is an English learner may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student's IEP, 504, or EL plan. Ask your School Test Coordinator for more information.

Follow the general rule that if the material in question may help the student answer or find an answer, it is NOT allowed in the testing environment. Prior to testing, Test Proctors should instruct students to place all prohibited materials out of reach during testing (e.g., locker, book bag). If a student is found to have any prohibited materials in their possession upon arrival for testing, the Test Proctor must instruct the student to hand in the materials or follow school policy. As a reminder, if a student is found to have prohibited materials (including cell phones) during live testing, an irregularity report must be submitted and the test may be invalidated.

After a student has checked and submitted their work, the Test Proctor may dismiss the student or the student may sit quietly and use allowable materials. Books and materials not related to the tested subject may be permitted ONLY AFTER a student has submitted their test and after ALL secure materials have been collected. Test materials must be collected by the Test Proctor prior to the students having any other materials. Any blank paper used after testing should be collected by the Test Proctor before students leave the testing environment.

Allowable materials after test submission include:

- Recreational books (subject matter of recreational books to be unrelated to content being assessed).
- Pens or colored pencils and blank paper.
- Non-content related recreational activities including a crossword puzzle after a mathematics section or a Sudoku puzzle after an ELA section.

2.2 Testing Irregularities and Security Breaches

2.2.1 Testing Irregularities and Security Breaches

Testing irregularities and security breaches include, but are not limited to, the following list.

- **Electronic Devices Irregularities for Students**
 - Using a cell phone, smart watch, or other prohibited handheld electronic device while secure test materials are still distributed, while students are testing, after a student turns in their test materials, or during a break. Certain electronic devices may be allowed for students with accommodations, if pre-approved by the state. Contact your STC if you have questions regarding electronic devices.
 - Test Coordinators, Technology Coordinators, Test Proctors, and Test Support Staff are permitted to use cell phones in the testing environment **ONLY** in cases of emergencies.
- **Test Supervision Irregularities**
 - Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
 - Engaging in activities (e.g., grading papers, reading a book, newspaper, or magazine) that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
 - Leaving students unattended without a Test Proctor for any period of time while secure test materials are still distributed or while students are testing
 - Deviating from testing time procedures
 - Allowing cheating of any kind
 - Providing unauthorized persons with access to secure materials
 - Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate
 - Allowing students to test before or after test administration window without state approval
- **Test Materials Irregularities**
 - Losing a student testing ticket
 - Losing list of proctor codes
 - Damaged testing materials
 - Leaving test materials unattended or failing to keep test materials secure at all times
 - Reading or viewing the passages or test items before, during, or after testing. Test Proctors assigned to a session with an accommodation to read or sign the test to a student are exempt from this irregularity.
 - Copying or reproducing (e.g., taking a picture of) any part of the passages or test items or any secure test materials or online test forms.

- **For Computer-Based Testing:** If the issue being experienced is with a particular item, the Test Proctor should instruct the student to bookmark the item and continue testing. At the end of testing, the Test Proctor should try to troubleshoot the issue with the remaining item by contacting their Technology Coordinator or by using troubleshooting guidance available at <https://il.mypearsonsupport.com>. If troubleshooting does not resolve the issue, the Test Proctor, Technology Coordinator, or School Test Coordinator should call the Support Center to report the issue.
 - If a timely solution cannot be found, the Test Proctor should:
 - ◊ Instruct the student to proceed with the test.
 - ◊ Note the content area, grade level, form ID (CBT only), item number, test format (online or paper), and a brief description of the issue and provide that information to The School Test Coordinator to complete the *Form to Report a Testing Irregularity or Security Breach*. Actual wording from the question should never be included either verbally or in writing.
 - Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication.
 - Removing secure test materials from the school’s campus or removing them from a locked storage for any purpose other than administering the test.
- **Testing Environment Irregularities**
 - Failing to follow administration directions exactly as specified in the trainings, the script and this manual.
 - Displaying any resource (e.g., posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing.
 - Allowing preventable disruptions such as talking, making noises, or excessive student movement around the classroom.
 - Allowing unauthorized visitors in the testing environment.
 - Unauthorized Visitors—Visitors, including parents/guardians, school board members, reporters, and school staff not authorized to serve as Test Proctors or Test Support Staff, are prohibited from entering the testing environment.
 - Authorized Visitors—Visits by state assessment office monitors, district monitors, and state-authorized observers are allowed based on state policy, as long as these individuals do not disturb the testing process.

2.2.2 Reporting Testing Irregularities and Security Breaches

In the event of a testing irregularity or a test security breach, Test Proctors should be prepared to provide their School Test Coordinator with information needed to complete a Testing Irregularity or Security Breach form. The form can be downloaded from <https://il.mypearsonsupport.com/> to review. Report all testing irregularities described in this manual to the School Test Coordinator. The STC will determine whether a form should be completed.

3.0 Before Testing

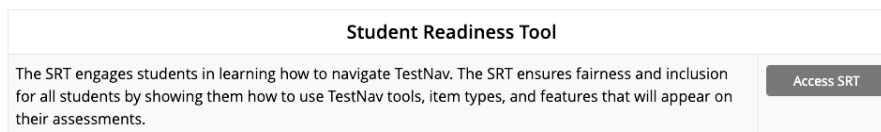
This section describes activities the Test Proctor must complete before the first day of testing. It is highly recommended that Test Proctors complete these tasks no later than the timeline suggested.

Before Testing Activities	
<input type="checkbox"/>	Complete required training provided by the School Test Coordinator.
<input type="checkbox"/>	Complete the Test Management for Test Proctors and Test Support Staff training on the Illinois Support Site.
<input type="checkbox"/>	Click through the Student Readiness Tool found on the Illinois Support Site under Practice Items.
<input type="checkbox"/>	Review this Test Administration and Proctoring Manual.
<input type="checkbox"/>	Download and review the Test Proctor Script from the Illinois Support Site.
<input type="checkbox"/>	Download, review, sign, and submit the Security Agreement to the School Test Coordinator.
<input type="checkbox"/>	Prepare the testing environment.
<input type="checkbox"/>	Review student accommodations assignments.

3.1 At Least One Week Before Testing

3.1.1 Training Activities

- Complete any required training with the School Test Coordinator to review test security, administration protocols and plans, and day of test activities.
- Complete **Test Management for Test Proctors and Test Support Staff Training** on the Illinois Support Site <https://il.mypearsonsupport.com/training/>. The training video presentation can be found under the Training tab. This video presentation will demonstrate how Test Proctors will proctor a test and manage a test administration through the Proctor Dashboard.
- Familiarize yourself with TestNav, the student testing platform, by clicking through the Student Readiness Tool on the Illinois Support Site. The Student Readiness Tool can be found under the **Practice Items** tab <https://il.mypearsonsupport.com/practice-items/>.



Reviewing how each interaction type within the TestNav system operates is important information for Test Proctors. Understanding how the interactions operate will help Proctors understand whether a student reporting a problem is experiencing an irregularity or is unfamiliar with an item interaction.

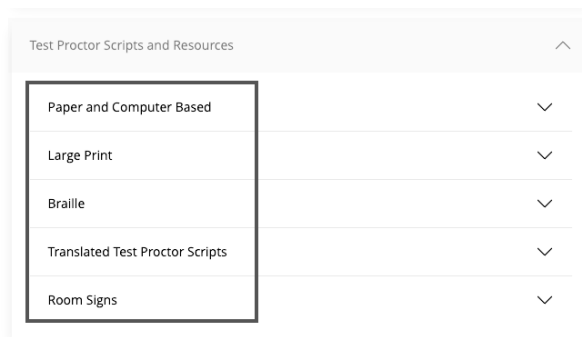
3.1.2 Administrative Activities

- Review policies and instructions for test administration in this manual.
- Download and review the Test Proctor script from the Illinois Support Site.
- Download and review the Security Agreement from the Illinois Support Site.
- Sign and submit the Security Agreement to the School Test Coordinator.

Reading this manual and reviewing the Test Proctor Script prior to the day of testing will ensure that you are minimally prepared to successfully proctor a test administration. Computer-based and Paper-based

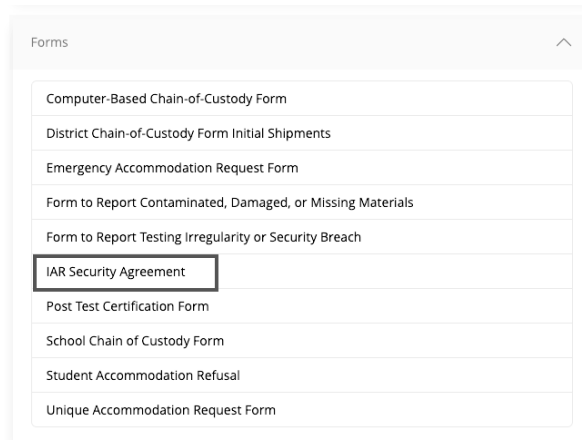
Test Proctor Scripts, including paper accommodations and translated scripts, may be downloaded from the Illinois Support Site <https://il.mypearsonsupport.com> under **Resources>Illinois Assessment of Readiness>Test Proctor Scripts and Resources**.

Administration Information



The School Test Coordinator is required to provide Test Proctor training prior to the administration. During the training, the STC may have Test Proctors sign the Security Agreement at that time. If you have not signed and returned the Security Agreement, you may download the form from the Illinois Support Site <https://il.mypearsonsupport.com/> under **Resources>Illinois Assessment of Readiness>Forms**.

Administration Information



3.2 Accommodations

The School Test Coordinator will provide Test Proctors with a list of all required accessibility features and accommodations for applicable students. If you are administering a test with an accessibility feature or accommodation, be sure you have received the proper training.

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing.

You can review student accommodations in your proctor group by placing your mouse cursor over the number associated with the accommodations column in the proctor dashboard. The sample students in the following proctor group have a combined twelve accommodations. Shown is a Text to Speech with Graphics Math accommodation.

← Parker Grade 6 Math Room 100: **Students**

FORM TYPE

11 STUDENTS | 0 ACCOMMODATED | 11 REGULAR | View by Form Type: All (11)

Search... Test Code: ECHHUN Edit Proctor Group 1 to 11 (11)

Display Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Family Name Identifier)	Accommodation	Code	Actions
Bronte Leblanc	Summerville Middle School	PDT School	1	NOT STARTED	Regular	Grade 6 Mathematics - 25MT06SF0EB1001IL	Leblanc, 100000980			
Cormac O'Brien	Summerville Middle School	PDT School	1	NOT STARTED	Regular	Grade 6 Mathematics - 25MT06SF0EB1001IL	O'Brien, 100001153	2		
Antonio Grant	Summerville Middle School	PDT School	1	NOT STARTED	Regular	Grade 6 Mathematics - 25MT06SF0EB1001IL	Grant, 100000992	1		
Darcy Kemp	Summerville Middle School	PDT School	2	NOT STARTED	Regular	Grade 6 Mathematics - 25MT06SF0EB1001IL	Kemp, 100000971	2		
Brittney Finley	Summerville Middle School	PDT School	3	NOT STARTED	Regular	Grade 6 Mathematics - 25MT06SF0EB1001IL	Finley, 100001019	6		
Audrey Allen	Summerville Middle School	PDT School	3	NOT STARTED	Regular	Grade 6 Mathematics - 25MT06SF0EB1001IL	Allen, 100001310			
Bernard Mueller	Summerville Middle School	PDT School	3	NOT STARTED	Regular	Grade 6 Mathematics - 25MT06SF0EB1001IL	Mueller, 100001031	1		

Math:
• Text to Speech with Graphics Math
1

Before Testing

3.3 One Day Before Testing

3.3.1 Prepare the Testing Environment

The testing environment is defined as the location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet testing environment throughout testing.

Test Proctors should review the testing room prior to the day of testing. Cover or remove any display resource (e.g., posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing.

Every assessment setting should have good lighting and ventilation, a comfortable room temperature, and should be as free as possible from noise and other interruptions. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate workspace and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good working condition.

To maintain security in a computer-based testing environment, the following ideal configurations for seating students are recommended:

- Seat students in every other seat.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely spaced rows or in every other row.

If an ideal seating configuration is not possible, physical and visual barriers between testing devices should be used to prevent students from viewing other testing devices. Schools may already have one or more of the following materials available that can be adapted for this purpose:

- Tri-fold display boards (such as those used for science project exhibits) that can stand freely between testing devices
- Cardboard carrels

Note: Any material used to create visual barriers must be free of writing. If a barrier is written on during an assessment, it is considered secure material and must be securely destroyed according to school policy.

4.0 Testing Day

4.1 Receive Test Materials from the School Test Coordinator

The STC will distribute test materials to and collect materials from the Test Proctors each test administration day. Test materials must not be stored in classrooms prior to or following the day of administration.

The morning of testing, report to the secure location where you will pick up your materials for your administration. You will be collecting materials both for students and for yourself as the proctor. Your student and proctor required materials are listed in the tables below. Student materials are also listed at the top of your Test Proctor Script. You may print the Test Proctor Script from the Illinois Support Site <https://il.mypearsonsupport.com/> under **Resources>Illinois Assessment of Readiness>Test Proctor Scripts and Resources**.

In addition to required test materials for each student, some students may require additional accommodations, materials, or hardware to test. For paper testing, ask your School Test Coordinator if you have paper students who require additional accommodations, such as cover overlays, to test. For computer-based testing ask your STC if you have online students who require additional accommodations, such as headphones, to test. Computer-based Test Proctors will also have directions for checking accommodations in the Test Proctor Script.

The following tables describe required student test materials for paper-based and computer-based testing.

PBT Required Materials	ELA	Science	Math	Section
test booklets	3-8	5 & 8	3-8	All
pencils	3-8	5 & 8	3-8	All
scratch paper	3-8	5 & 8	3-8	All
answer documents	4-8	N/A	4-8	All
rulers	N/A	N/A	3-8	All
reference sheets	N/A	N/A	6-7	All
protractors	N/A	N/A	6-7	All
calculators	N/A	N/A	6-7	1
calculators	N/A	N/A	6-8	2-3

CBT Required Materials	ELA	Science	Math	Section
pencils	3-8	5 & 8	3-8	All
scratch paper	3-8	5 & 8	3-8	All
testing ticket	3-8	5 & 8	3-8	All
testing device	3-8	5 & 8	3-8	All

The following table describes required Test Proctor test materials for paper-based and computer-based testing.

Proctor Required Materials	PBT	CBT
Test Proctor Group ticket	N/A	All
Test Proctor Script	All	All
Testing – Please Do Not Disturb room sign	All	All
Go-On and Stop room sign	All	N/A
A way to monitor time. Smart devices are acceptable.	All	All

4.2 Room Preparation

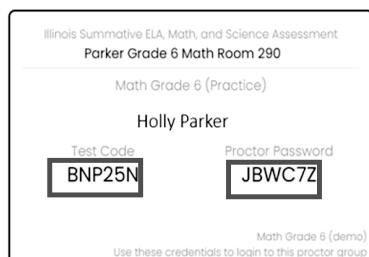
Before students enter the test environment:

- Ensure that any potential resource (e.g., posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing was covered or removed from the testing environment.
- Post “Testing-Please Do Not Disturb” sign on the outside of the door of the testing room.
- Display a timing box on the board or in another location that is visible to all testers.
- If PBT, post the Go-On and Stop room sign on the board or in another location that is visible to all testers.

GO ON ►



- If CBT, login to <https://il.adamexam.com/#/proctor> with your Test Proctor Group test code and proctor password from the Proctor Card your STC gave you to open and confirm the proctor dashboard is performing as expected.



Login to Proctor a Test

Enter Test Code

Enter Proctor Password

Submit

Room signs and Test Proctor Scripts may be downloaded from the Illinois support site under **Resources>Illinois Assessment of Readiness>Test Proctor Scripts and Resources**

Use the testing times from your Test Proctor Script to monitor testing time. In the timing box displayed at the front of the room, write the name of the section you are administering and the number of minutes of testing time for the section. After reading the script and beginning the test, note the time and fill in the starting and stopping time on the timing box.



Section Name: _____
Section Testing Time: _____
Starting Time: _____
Stopping Time: _____

4.3 Start Testing

Once students have arrived and attendance has been taken, use the Test Proctor Script and follow the instructions to begin testing. Follow the directions and read the script verbatim to students.

5.0 During Testing

This section describes activities Test Proctors must complete during the day of testing. Administer the assessment according to instructions in the script, this manual, and communicated in trainings. Follow the communications protocol for the school and, if an issue occurs, immediately notify the School Test Coordinator.

Supervise Test Administration	
<input type="checkbox"/>	Monitor Testing Time.
<input type="checkbox"/>	Refer to the Test Proctor Script for the number of minutes allowed for the test section. Fill out the displayed timing box. Let students know when there are 10 minutes of testing time left. Remember that failure to provide correct amount of time may result in test invalidation.
<input type="checkbox"/>	Adhere to test security protocols at all times, ensuring the validity, reliability, and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in this manual and the assessment security instructions and procedures.
<input type="checkbox"/>	Redirect students as needed.
<input type="checkbox"/>	Clarify directions as needed.
<input type="checkbox"/>	Actively proctor while students are testing.
<input type="checkbox"/>	For CBT, help students login to TestNav.
<input type="checkbox"/>	For CBT, manage student testing through the Proctor Dashboard.
<input type="checkbox"/>	Report Irregularities.

5.1 Dismissing Students for Misconduct

The Test Proctor has the authority to dismiss any student for misconduct according to your local policy. If student misconduct warrants dismissal, collect the student’s test materials. The student will then be dismissed from the testing environment. The student may be eligible to continue testing in another location or on another day (e.g., guidance counselor’s office) according to local policy. The school or district must submit a *Form to Report a Testing Irregularity or Security Breach* within five school days unless otherwise directed by your District Test Coordinator.

5.2 Procedures for Safety Threats and Severe Weather

In all instances of safety and severe weather threats, consult your local evacuation policy. In the event there is a building evacuation, lockdown, or school closure that occurs ***before*** the start of a unit, follow the protocol outlined below:

- Proceed with testing only if the section can be completed that day.
 - If the unit cannot be completed, reschedule the unit during make-up testing.
- Document the situation, noting the event, date and time, students affected, and any other specific details regarding the situation.
- Refer to your School Test Coordinator for reporting a testing irregularity.

In the event there is a building evacuation, lockdown, or school closure that occurs ***during*** the section, follow the protocol outlined below:

- If possible, note the time of the disruption so that the remaining time for the section can be calculated.



- If leaving the test environment, take necessary steps to ensure the security of the test materials, if time permits. For computer-based testing, pause all sessions in the Illinois Administration Platform if time permits.
- Upon returning to the testing room, prepare students for the continuation of the section:
 - Inform students how many minutes remain in the unit.
 - Write on the board the updated start time and stop time of the unit.
 - Reseat students in the Illinois Administration Platform.
- Use the *Form to Report a Testing Irregularity or Security Breach* to document the situation.
- Refer to your School Test Coordinator for reporting a testing irregularity.

5.3 Procedures for Contaminated, Torn, or Damaged Paper Materials

If any test materials (e.g., test booklets, answer documents) become contaminated with bodily fluids (e.g., student becomes ill on a test booklet or answer document) the following procedures must be followed.

5.3.1 Contamination

1. The Test Proctor must immediately:
 - a. Stop testing for the student or group, as needed.
 - b. Record the amount of time remaining.
 - c. If possible, record the item number and page number where the student stopped testing.
 - d. Follow your school procedure for medical emergencies.
2. Qualified school personnel must safely handle the soiled test booklet or answer document and place it in a resealable plastic bag with the security barcode label visible from the exterior. Handling materials must be done in accordance with procedures outlined in Occupational Safety and Health Administration (OSHA) regulations.
3. After the testing area is cleaned and the students have returned, the Test Proctor must remind students of the amount of time remaining for the section prior to the disruption. Testing may then resume.
 - a. If the ill student returns to resume testing, and the completed responses can be transcribed into a replacement answer document, the Test Proctor must provide the student with a new test booklet or answer document. The Test Proctor must ensure the student's name is recorded on the front of the replacement test booklet or answer document for proper identification.
 - b. If the ill student returns to resume testing and the completed responses cannot be transcribed into a replacement answer document, the student may be given the opportunity to retake those sections, using a replacement test booklet and/or answer document, during make-up testing.
4. Your School Test Coordinator will take care of the contaminated materials.

5.3.2 Damaged

If any test materials are damaged (e.g., ripped pages, incorrectly applied labels), the following procedures must be followed.

1. The test booklet or answer document must be replaced. After testing but within the test window, the student's answers must be transcribed into a replacement test booklet or answer document.

Answers must be transcribed following the guidelines for transcribing student responses in the Test Coordinator Manual.

2. Your School Test Coordinator will take care of the damaged materials.

5.4 Procedures for a Technology Disruption for Computer-Based Testing

If student testing devices are experiencing technical problems during a test, such as freezing, error messages, or blank screens, that prevent the student(s) from normal continuation of testing, the Test Proctor should follow the procedures outlined below.

- When a technology disruption affecting a single student occurs, Test Proctors should follow these steps:
 - Note the time of the disruption so that the remaining time for the section can be calculated.
 - Follow your school communication protocol to ask for technology support.
 - If the issue cannot be resolved in a timely manner, the student should be moved to another testing device and given time to account for any delay caused by the error and the switch in devices. Make a note of any device the student uses.
 - If no alternate device is available, the student should be dismissed from the testing environment and resume the test on a functioning device as soon as possible on the same day. The student may not alter any previously entered response and must be given the amount of time remaining in the test section when the technical problem occurred.
 - Document the situation in writing. Refer to your STC for policy about reporting a testing irregularity.
- When a technology disruption affecting multiple students occurs, Test Proctors should follow these steps:
 - Pause testing in the room until the problem is resolved.
 - Note the time of the disruption so that the remaining time for the section can be calculated.
 - Follow your school communication protocol to ask for technology support.
 - Once the issues are resolved, prepare students to resume testing for the continuation of the section:
 - Test Proctors must inform students how many minutes remain in the section.
 - Test Proctors must write on the board the updated start time and stop time of the section.

5.5 Procedures for an Item-level Technology Issue or Misprint

If during testing, a student alerts a Test Proctor to a possible unanswerable or misprinted test item instruct the student to bookmark the item and continue testing. Contact the School Test Coordinator to report the issue to the Pearson Support Center at 1-833-213-3879.

- **For Computer-Based Testing:** If the issue being experienced is with a particular item, the Test Proctor should instruct the student to bookmark the item and continue testing. At the end of testing, the Test Proctor should try to troubleshoot the issue with the remaining item by contacting their Technology Coordinator or by using troubleshooting guidance available at <https://il.mypearsonsupport.com>. If troubleshooting does not resolve the issue, the Test Proctor, Technology Coordinator, or School Test Coordinator should call the Support Center to report the issue.
 - If a timely solution cannot be found, the Test Proctor should:
 - Instruct the student to proceed with the test.
 - Note the content area, grade level, form ID (CBT only), item number, test format (online or paper), and a brief description of the issue and provide that information to The School Test Coordinator to complete the *Form to Report a Testing Irregularity or Security Breach*. Actual wording from the question should never be included either verbally or in writing.

5.6 Early Dismissal, Family Emergency or Illness Disruption

If a student stops testing due to an early dismissal, family emergency, or illness, the student must still complete the test during the testing window. The School Test Coordinator must schedule all students for makeup testing. Refer to section 6.2 Makeup Testing for more information.

If a student starts a section and leaves the testing environment (e.g., due to illness, family emergency, or early dismissal) without finishing that section, he or she may be allowed to complete that section on a different day. Students are ***NOT*** allowed to alter any previously entered or written responses. They must pick up exactly where they left off.

If a student leaves the testing environment, the Test Proctor must immediately:

- a. Stop testing for the student or group, as needed.
- b. Record the amount of time remaining.
- c. If possible, record the item number and/or page number where the student stopped if paper testing.
- d. Follow your school procedures.

6.0 After Testing

This section describes the required activities for Test Proctors at the end of each day of testing.

After Each Day of Testing	
<input type="checkbox"/>	Return all testing materials to the School Test Coordinator.
<input type="checkbox"/>	Complete any documentation necessary for reporting any testing irregularity or security breach.
<input type="checkbox"/>	Ensure that your School Test Coordinator knows who is absent on testing day, so that make-up testing can be scheduled. Students must complete all sections within the testing window.
<input type="checkbox"/>	For Science Paper Testers Only: Ensure that your School Test Coordinator knows that the materials you are turning in are for a science paper tester. Answers for all science paper testers must be transcribed directly into TestNav. The School Test Coordinator may ask for you to assist as a witness while answers are being transcribed into the computer-based test.

6.1 Return Materials to the School Test Coordinator

At the end of each section, count the number of items to ensure each student has returned their student testing ticket and scratch paper. If a student loses or destroys their student testing ticket, contact your STC.

Note: Follow your local chain-of-custody procedure to ensure all materials have been collected.

The following are materials that must be returned to the School Test Coordinator:

- Student print cards (testing tickets)
- Used and unused scratch paper
- Test booklets
- Answer documents
- Mathematics reference sheets
- Calculators, and mathematics tools for administration (if applicable)
- Accommodated test materials
- Test Proctor print card

6.2 Make-Up Testing

Students who are ***NOT*** tested on the regular administration date should participate in make-up testing. Make-up tests may be scheduled after the original section as long as it falls within the testing window. Every attempt should be made to administer make-up tests to students who were absent during the originally scheduled sections.

If a student starts a section and leaves the testing environment (e.g., due to illness, family emergency) without finishing that section, he or she may be allowed to complete that section on a different day. Students are ***NOT*** allowed to alter any previously entered or written responses. They must pick up exactly where they left off.

For make-up testing, it is recommended that the student who missed a section continue testing with his or her original testing group when he or she returns. The student will then complete the missed section during make-up testing. Alternatively, if the school is able to schedule the make-up section before the original testing group moves onto the next section, the school may allow the student to make up the section and then continue with his or her original testing group. School Test Coordinators should advise Test Proctors that the same test security and administration protocols must be in place for makeup tests as for the tests administered on the regularly scheduled days. When establishing a testing schedule, School Test Coordinators should identify specific make-up testing day(s).

For Computer-Based Testing: Because all in-progress tests will be “auto-submitted” at the end of the test window, no action is required for:

- Students who were not able to complete makeup testing before the end of the test window and only completed some sections.
- For students who did complete all sections but appear on the Proctor Dashboard in Exited, Reseated or In Progress status.



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