ISA STUDENT MOBILITY GUIDANCE
SPRING 2024

Each school establishes its own ISA test window. The earliest date on which schools may begin testing is March 4, 2024 and the latest date on which schools may test is April 30, 2024.

Due to the wide variance of test windows established by Illinois schools, ISBE is providing the following guidance regarding student mobility. Below are important considerations to note:

1. **ISBE's Student Information System (SIS) and PearsonAccess[next] (PAN):** SIS sends automatic nightly student update transmissions to PAN starting on December 28, 2024 through May 6, 2024. Districts should continue to enroll students in SIS and exit students from SIS through the end of the school year.

   The preferred method to transfer student records of a new student is to enroll the student in your district/school in SIS and use the API tool in SIS to forward/move the student record to PAN. This way, the student records align in both databases.

   i.   If the student has been placed in a test session and the session has been prepared (or the student has started the test), this method will not move the student record.
   ii. If the student has started any unit of any test (but has not completed the test) and moved to a new district or school, use the transfer request tool in PAN to request that the student be moved to the new district or school so the student can complete the test.

NOTE: If a student moves from your district or school and had not yet started a test, it is best to just remove that test from the session. If the student enrolls in another district or school during the test window, moving the test will be a smoother process.

2. For guidance on transferring new student test records from another district, contact ISA Support at 1-833-213-3879.

3. **Students who transfer OUT of your school:** If a student is in an online test session in PearsonAccess[next] and transfers OUT of your school before starting testing (i.e., is in "Ready" status), REMOVE that student test record from the test session so the student is available for the new school to test.

4. **Test Window Adjustments:** Each school's test window (start date and end date) must be entered into SIS and will be used to populate students into the ISA Assessment Correction file after the test window end date. Districts may choose to keep any school's test window open, or, if any school's test window changes from what is recorded in SIS (e.g., testing is completed earlier than anticipated), districts may adjust any school's test window in SIS to reflect the actual start date and/or end date.

5. **Attemptedness Criteria:** Students will receive a scale score in science if they answer *at least one item in at least half of the units for the content area (i.e., one or more items are answered in at least 2 out of 3 total operational units).*

6. **Test Format:** Students must complete all units of ISA testing using the same test format (paper based or computer based). Within a content area, no mixed-mode testing is allowed. If a student who has transferred into your school has partially completed an ISA test using a different format in his or her previous school, use discretion as to whether it is feasible for your school to complete testing. As needed, contact the ISBE Student Assessment for guidance at 1-866-317-6034 or email assessment@isbe.net.

ISA STUDENT MOBILITY GUIDANCE, SPRING 2024

REMINDER-Test Window Adjustments: If any school's test window changes from what is recorded in SIS (e.g., testing is completed earlier than anticipated), districts may adjust any school's test window in SIS to reflect the actual start date and/or end date.

SCHOOLS ADMINISTERING IAR COMPUTER-BASED TESTING
If a new student transfers into your school <u>from within your district</u>, follow these protocols:

If your school's test window has ENDED*: Follow your district's protocol. ISBE does not require the new student to be tested.
*For computer-based testing, this means that all students are in "complete" or "marked complete" status and all sessions are stopped.

If your school's test window has NOT YET STARTED or is IN PROGRESS, ask the new student's previous school:

Did the student start or complete all units of ISA?

If the student…
- **Completed All Testing: Do NOT test the student.**
  During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did Not Start Testing Yet: The student must be scheduled to complete the test. Your local test coordinator must move the student to the new school in PAN, update the "Responsible/Accountable School" field in the "Register Students" tab as needed to match the <u>Home School</u> in the current SIS enrollment, and make sure online format is identified in the "Manage Student Tests" tab.**
- **Started but Did Not Yet Complete Testing: If at all feasible, the new school should complete testing. Follow PAN instructions for transferring the student record in bullet #2 above. Contact the ISBE Assessment Department for guidance at 1-866-317-6034 or email assessment@isbe.net.**

Note: If the student started but did not yet complete a paper-based test, contact the ISBE Assessment Department for guidance by calling 1-866-317-6034 or emailing assessment@isbe.net.

SCHOOLS ADMINISTERING IAR COMPUTER-BASED TESTING
If a new student transfers into your school <u>from outside your district</u>, follow these protocols:

If your school's test window has ENDED*: Follow your district's protocol. ISBE does not require the new student to be tested.
*For computer-based testing, this means that all students are in "complete" or "marked complete" status and all sessions are stopped.

If your school's test window has NOT YET STARTED or is IN PROGRESS, ask the new student's previous school:

Did the student start or complete all units of ISA testing?

If the student…

- **Completed All Testing: Do NOT test the student.**
  During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did Not Start Testing Yet: The student must be scheduled to complete the test. Contact your local test coordinator to add the student to the new school directly in PAN for testing, and make sure online format is identified. If the student is from an Illinois district, see "TRANSFER STUDENT GUIDANCE," linked from https://il.mypearsonsupport.com, or contact ISA Support at *1-833-213-3879*. Once the student is in the new school, your local test coordinator must update the "Responsible/Accountable School" field in the "Register Students" tab as needed to match the <u>Home School</u> in the current SIS enrollment, and make sure online format is identified in the "Manage Student Tests" tab.**
- **Started but Did Not Yet Complete Testing: If at all feasible, the new school should complete testing. Follow PAN instructions for transferring the student record in bullet #2 above. Contact the ISBE Assessment Department for guidance at 1-866-317-6034 or email assessment@isbe.net.**

Note: If the student started but did not yet complete a paper-based test, contact the ISBE Assessment Department for guidance by calling 1-866-317-6034 or emailing assessment@isbe.net.