

Outline of Tasks for District/School Test Coordinators for ISA Test Administration (Online Administration)

- 1. Create PearsonAccessNext (PAN) Accounts – Complete Now through Testing**
 - a. Establish an account for yourself as district/school test coordinator in PAN.
 - i. Familiarize yourself with how PAN works.
 - ii. **Note:** If you already have a PAN account and receive an error when trying to log in, please reset your password. An email will be sent to your registered email address with a link to reset your password.
 - b. Create accounts for Test Administrators.
- 2. Network/Computers – Complete Now through Testing**
 - a. Work with your technology coordinator to ensure the TestNav Application has been downloaded prior to testing.
 - i. **Note:** The TestNav application needs to be downloaded prior to testing for the 23-24 school year even if you tested in Spring 23. Click [here](#) for more information and TestNav System Requirements.
 - b. Complete an Infrastructure Trial.
- 3. Training and Materials for Test Administrators – Complete Now through Testing**
 - a. Provide training for test administrators (as needed).
 - b. Provide electronic links to the [IL Support Page](#) for test administration resources.
- 4. Student Information – Verify beginning 12/27/23**
 - a. The initial student import will be loaded from SIS to PAN on 12/21/23. This means students entered after 12/20 will not be in the initial load from SIS to PAN. Additional students will be updated once the API nightly feed begins on 12/27/23.
 - b. Enter test window into SIS.
- 5. Update Student Accommodations in PAN – Complete 12/27/23 – 4/30/24**
 - a. Use SR/PNP template to update student accommodations for Spring 2024 test administration.
 - b. **Complete an additional order for any paper test materials.**
- 6. Place Students in Test Sessions in PAN – Complete 12/27/23 – 4/30/24**
 - a. All students should be placed into online test sessions. This can be done through SIS or PAN.
 - b. Students needing a Human Reader accommodation must be placed in a separate specific session (in PAN) for students with human reader accommodation.
 - c. Students testing with a paper-based test must have a separate transcription English or transcription Spanish test session created. All student responses must be transcribed into TestNav by following the transcription guidelines which requires two people (one to transcribe and one to verify responses are verbatim). Any paper tests that are not transcribed into TestNav will not be scored.

7. Prepare Sessions – Available 2/29/2024

- a. Confirm student accommodations loaded to student tests are correct.
 - i. **IMPORTANT:** 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.
- b. Online: Print Testing Tickets.

8. Start Test Sessions – Available 3/4/24

- a. Unlock student test in PAN. Sessions should be started on the day of testing.
- b. Administer Tests. Keep track of new students or students who miss a day of testing, so you can schedule make-up testing within the testing window.
- c. Place additional material orders if needed.

9. Stop Test Sessions – Complete 3/4/24 – 4/30/24

- a. After testing, all test units should be listed as “Completed” or “Marked Complete.”
- b. Remove students tests from sessions if the test/s were not started.

10. Return Secure Materials to Pearson – Complete April 2024

- a. Return all paper-based testing materials to Pearson by **May 7, 2024**. This includes test booklets and accommodated test materials.

<p>Illinois Customer Support 833-213-3879 ll.mypearsonsupport.com</p>	<p>ISBE Division of Assessment and Accountability 866-317-6034 Email: assessment@isbe.net Website: isbe.net/assessment</p>
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