



# Illinois Science Assessment (ISA)

**Test Administration Training**





# Outline of Tasks for New District / School Test Coordinators

[Outline of Tasks](#)

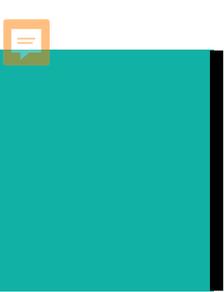


Please ask questions



Pearson





# Agenda

Outline of Tasks for ISA Test Administration

PearsonAccess<sup>next</sup> Demonstrations

ISA Key Dates

Paper Testers

What's Unique to ISA and New for Spring 2024

TestNav

PearsonAccess<sup>next</sup> Account Access

Support

Accommodations

Questions

# Key Dates



Task / Description	Date(s)
Student registration available in PearsonAccessNext (PAN)	12/27/23
<b>Pre-Test</b>	
Additional Order window for districts/schools (all paper testing materials)	2/26/24 – 4/24/24
Create Session (in PAN) Start/End	12/22/23 – 4/24/24
Prepare Session Start	2/29/24
Start Session Start/End	3/4/24 – 4/30/24
<b>Illinois Assessment of Readiness Spring 2024 Testing Window</b>	<b>3/4/24-4/30/24 (PBT)</b> <b>3/4/24-4/30/24 (CBT)</b>
Deadline to return paper-based materials to Pearson (1 week after testing) – Test booklets and accommodated test materials	5/7/24



# Where to Find Training Webinars

Spring 2024 Training Webinars can be found at:

[Administration Information Training Modules](#)





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## What's Unique to ISA?

### 2024

- All paper materials will be ordered via the Additional Orders process. There will not be initial orders shipped for ISA.
- Manuals will be available on the support site only. They will not be printed and shipped.
- Paper tests will need to be transcribed into TestNav.
- Illinois Student Readiness Tool addition of grade 11.

# 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

**NOTE:** To become familiar with the system, Grade 4 Math practice tests are available in the Training Site.

The screenshot shows the PearsonAccess<sup>next</sup> website interface. At the top, there are navigation links for "Home" and "Support". Below this is a banner image featuring five students working on laptops. The main content area is divided into three columns, each representing a different assessment program:

- 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.

On the right side of the page, there is a "Sign In" section with a "Sign In" button and links for "Forgot Username" and "Forgot Password". Below this is a "Contact Us" section for "Illinois Customer Support" with the phone number 1-833-213-3879 and operating hours from Monday to Friday, 6:00 am to 6:00 pm (CT). A note states: "Please log into your secure PearsonAccess<sup>next</sup> account to access the Chat feature." At the bottom right, there is a "Related Links" section with the following 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](#)

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) 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

Illinois Customer Support  
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Program Information

ILLINOIS Assessment of Readiness

Illinois Science Assessment

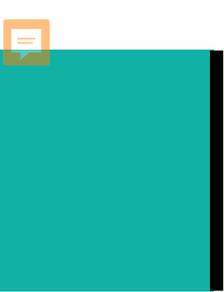
LEARNING RENEWAL Interim Assessments

Illinois Assessment of Readiness (IAR) Illinois Science Assessment (ISA) Learning Renewal Interim Assessments

**TRAINING SITE**

<http://il.pearsonaccessnext.com>

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



# 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

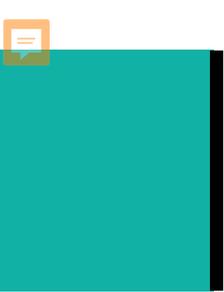
7th Grade

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.



# Outline of Tasks for District / School Test Coordinators

## Task 1: Create PearsonAccess<sup>next</sup> (PAN) Accounts (*timeframe – now*)

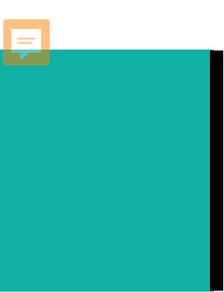
- If you already have an account, confirm you can still access PAN and reset passwords if necessary.
- If you are new and do not have a PearsonAccessnext user account, contact your Superintendent, District ISA Coordinator, Principal, or School ISA coordinator.
- If you are listed in EPS as a Superintendent, District ISA Coordinator, Principal, or School ISA 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](#)



# Outline of Tasks for District / School Test Coordinators

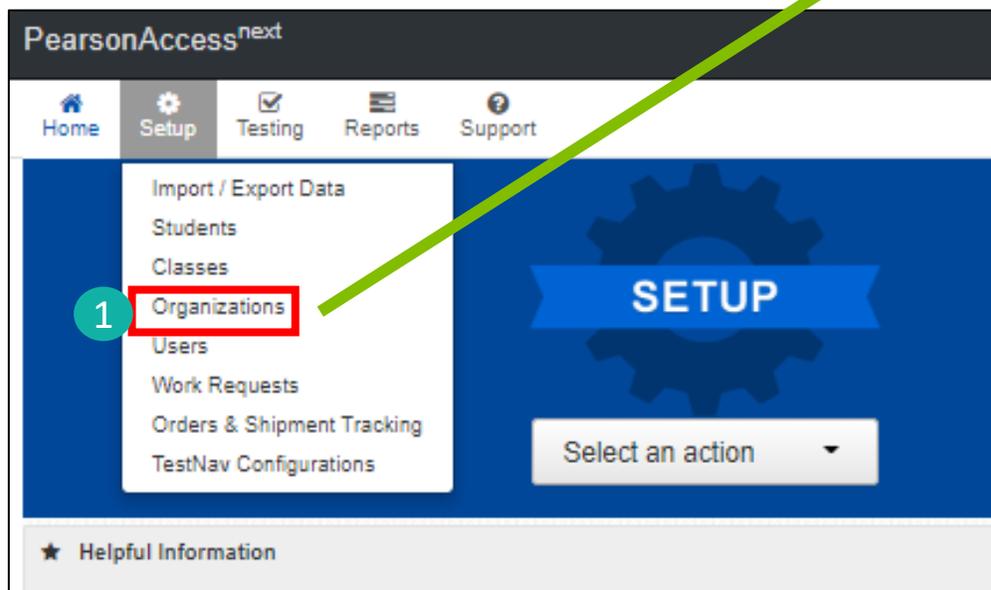
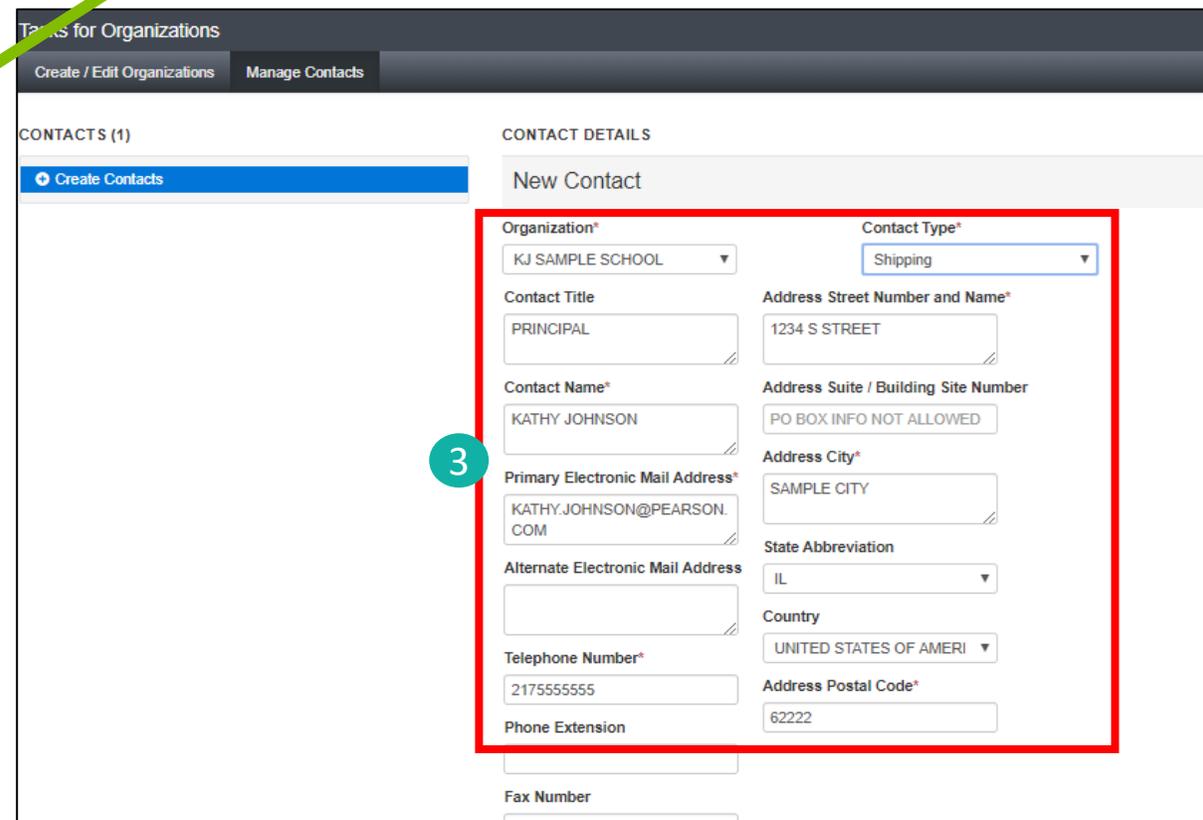
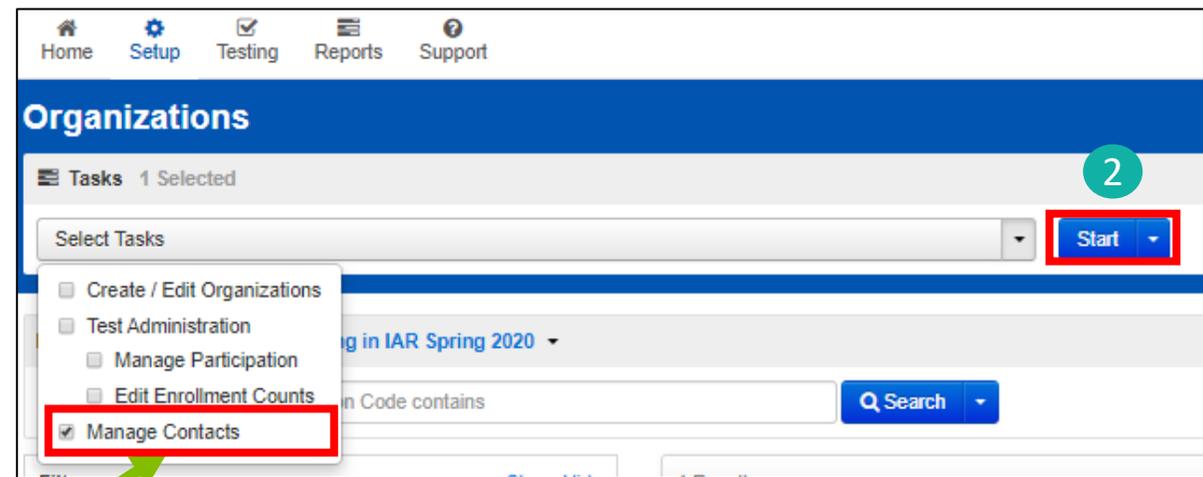
## Additional tasks / information once account is established

- 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

Confirm organization information:

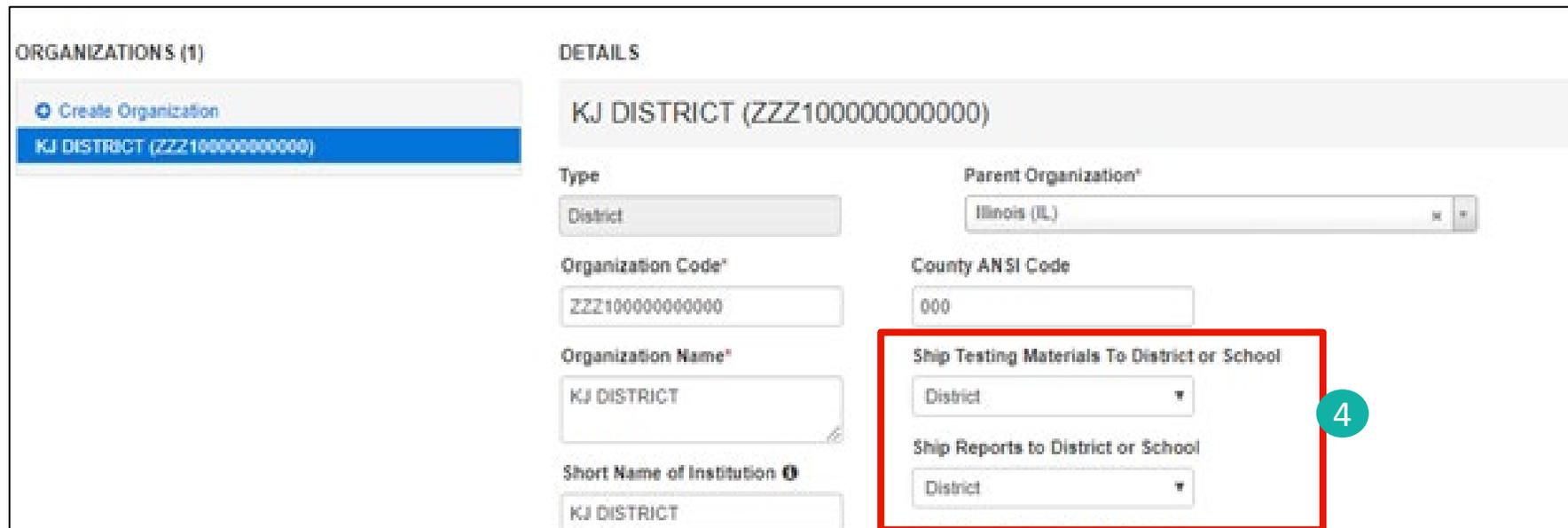
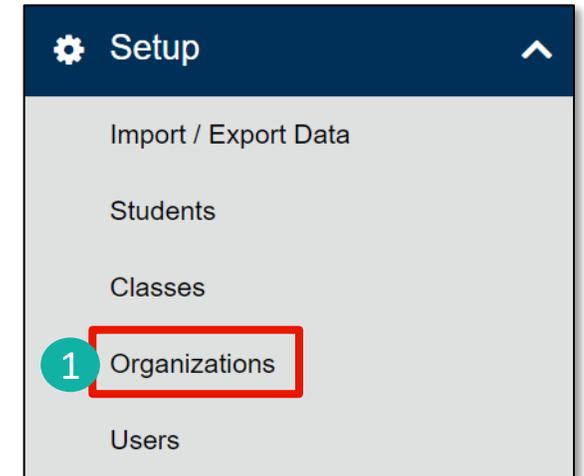
1. In the **Setup** dropdown, select **Organizations**.
2. On the Organizations screen, select **Manage Contacts** and select the **Start** button.
3. Confirm your shipping information.



# 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 the 'ORGANIZATION'S (1)' details page. The page shows a list of organizations with 'KJ DISTRICT (ZZZ1000000000000)' selected. The details for this organization are shown in a form:

- Organization Code\***: ZZZ1000000000000
- Organization Name\***: KJ DISTRICT
- Short Name of Institution ⓘ**: KJ DISTRICT
- Type**: District
- Parent Organization\***: Illinois (IL)
- County ANSI Code**: 000
- Ship Testing Materials To District or School**: District
- Ship Reports to District or School**: District

The 'Ship Testing Materials To District or School' and 'Ship Reports to District or School' dropdown menus are highlighted with a red rectangular box and a green circle containing the number '4' to its right.



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

**Demonstration**

# Outline of Tasks for District/School Test Coordinators

## Create PearsonAccess<sup>next</sup> (PAN) Accounts

Superintendent, District ISA Coordinator, Principal, or School ISA coordinator 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**

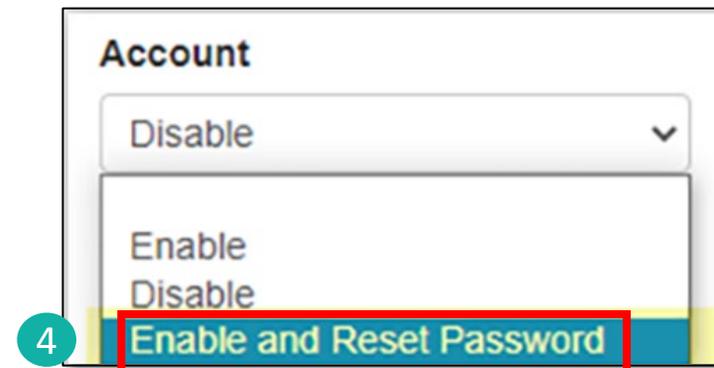
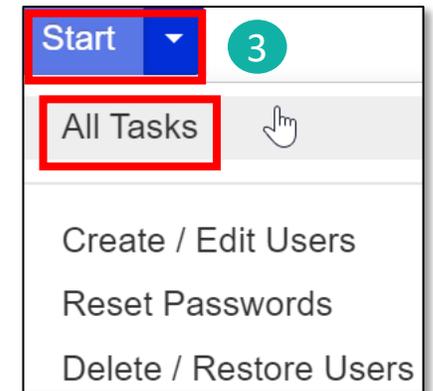
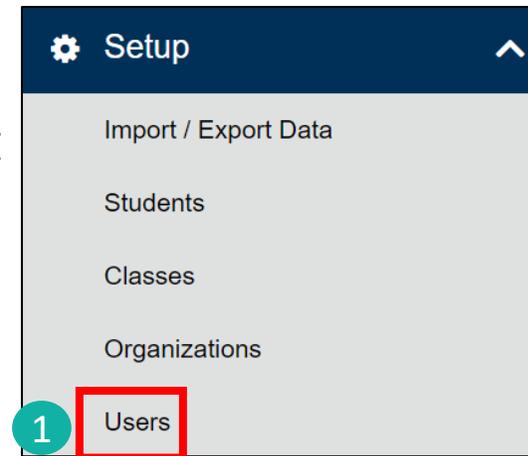


# PearsonAccess<sup>next</sup>

## Enable User

To enable a user and reset their password:

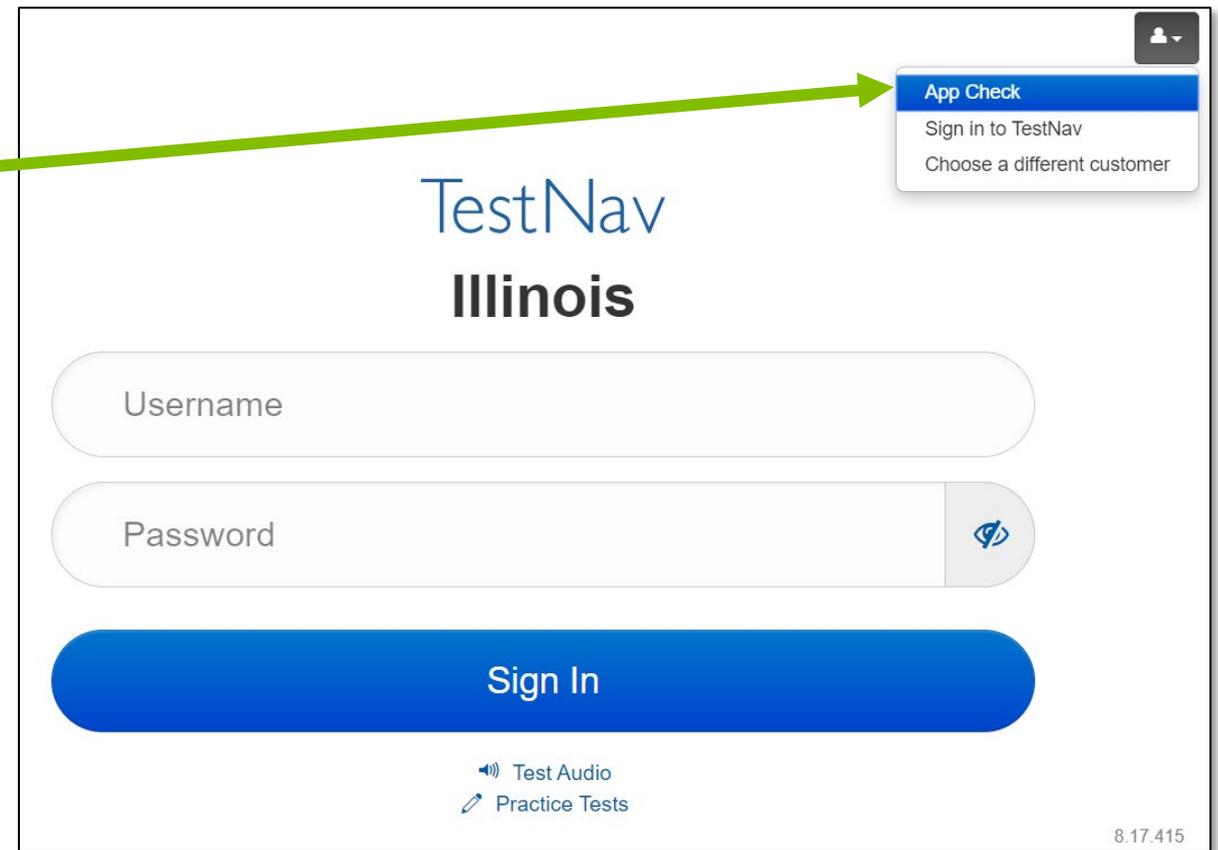
1. In the **Setup** dropdown, select **Users**.
2. Use the **Find User** search field or **Account Status** filter to locate the disabled user and select the checkbox.
3. Select **Start** and choose **All Tasks**.
4. After selecting the disabled user from the **Users** list in the left margin, select **Enable and Reset Password** in the **Account** dropdown.
5. Then, click **Save**.



# 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](#)



# 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](#)



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# Outline of Tasks for District / School Test Coordinators

## Task 4: 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 ISA Coordinator**



# Outline of Tasks for District / School Test Coordinators

## Task 5: 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.



Paper Materials for accommodations MUST be ordered as Additional Orders, which will arrive within 5 days of the order.

# PearsonAccess<sup>next</sup>

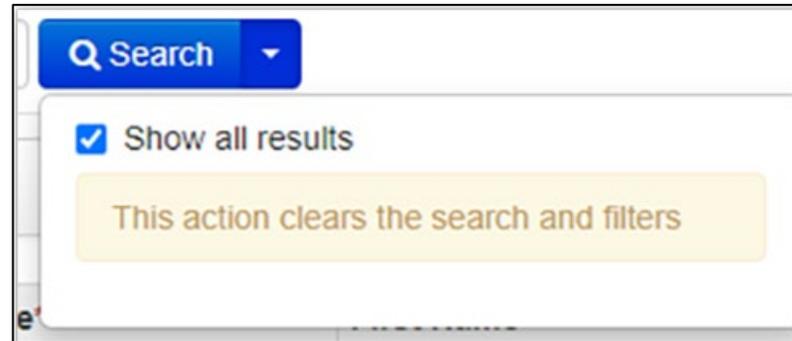
## Student Search – Show All Results

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

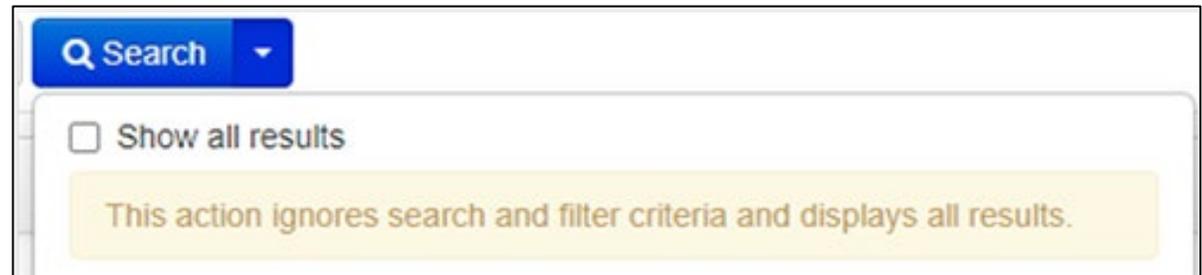
Users can hover over **Show all results** to see descriptive text.

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

### Previous



### Updated





Accommodations





# Accommodations & Accessibilities



## Accommodations:

Test Form Specific

- **Alternate Representation – Paper**
- **Large Print**
- **Text-To-Speech**
- **Human Reader**
- **American Sign Language (ASL) video**
- **Assistive Technology – Screen Reader / Non-Screen Reader**
- **Braille** (Braille Response)
- Directions (Human Signer for Test Directions, Clarification, Native Language)
- Capture Response (External Devices, Monitor)
- Unique Accommodations
- Emergency Accommodation



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**
- **Text-To-Speech**
- **Answer Masking**

Identify in Student's PNP

- **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 *ISA Summative Resources* tab under *Accommodation Resources*.



The screenshot shows the top navigation bar of the PearsonAccessNext website. It features the Illinois Assessment of Readiness logo on the left and the Illinois Science Assessment logo on the right. Below the logos is a dark blue navigation menu with several items: Home, PearsonAccess<sup>next</sup>, Technology Setup, IAR Summative Resources, **ISA Summative Resources** (highlighted with a red box), QulSBE, and Test Preparation. A second row of menu items includes Learning Renewal Interim Resources, Teacher Resources, Invest in Kids Act, Support, and Communication Memos.

[Support Page](#)

### Administration Information

Administration Information ▾

#### Accommodation Resources ▾

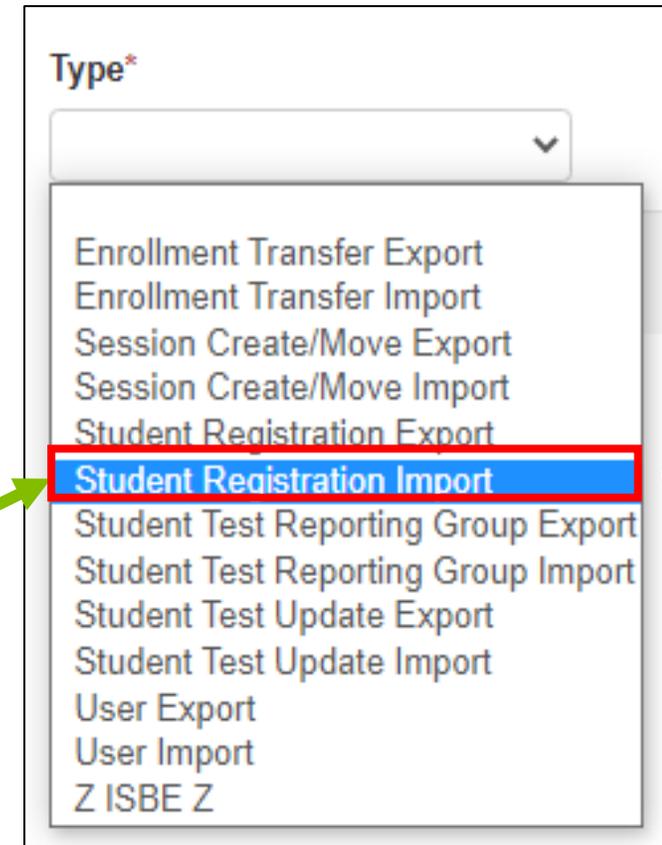
- Guide to Manually Enter Accommodations and Accessibility Features into PAN
- PNP Guidance- Managing Incorrect Accessibility Features & Accommodations
- IL SRPNP File Field Definitions
- IL Spring 2024 SRPNP Detailed Layout
- IL Student Registration\Personal Needs Profile (SRPNP) Template

# 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.

The screenshot shows the 'Tasks for Importing and Exporting' interface. The 'Import / Export Data' section is active. The 'Type' dropdown is set to 'Student Registration Import'. The 'File Layout Type' dropdown is set to 'CSV'. There are three checkboxes: 'Don't auto-create Test Sessions for online testing', 'Don't modify student tests', and 'Choose File'. The 'Process' button is highlighted. The 'Additional e-mails' field is empty.

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.

# PearsonAccess<sup>next</sup>

## 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		



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# 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

**4** 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**



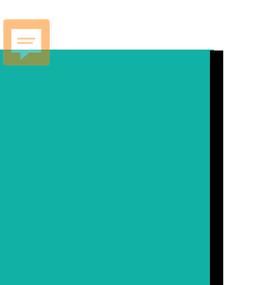
Pearson

# Outline of Tasks for District/School Coordinators

## **Task 6: 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.



# Outline of Tasks for District/School Coordinators

## Task 6: Place students in test sessions (timeframe: February–March)

- 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 found in the Test Coordinator Manual, 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.



ISA Paper Transcription Process



**Important: Any paper tests that are not transcribed into TestNav will not be scored.**



# PearsonAccess<sup>next</sup> Create Test Sessions / Add Students to Sessions

**Demonstration**



# Outline of Tasks for District / School Test Coordinators

## Task 7: 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



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 8: 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 24, 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
	48789999995	FORD	PETER		5337137714	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	Exited	Exited	Exited
	48789999992	CHWELZ	GNA		2139993161	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	Resumed Upload	Resumed	Marked Complete

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



# PearsonAccess<sup>next</sup>

## Session Creation

Session Details now show a username under **Created by:** to identify who created the session.

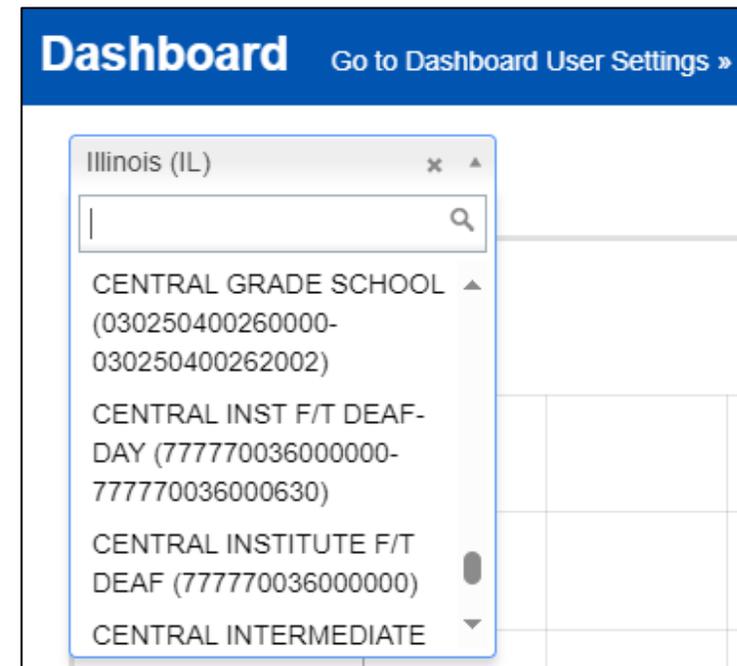
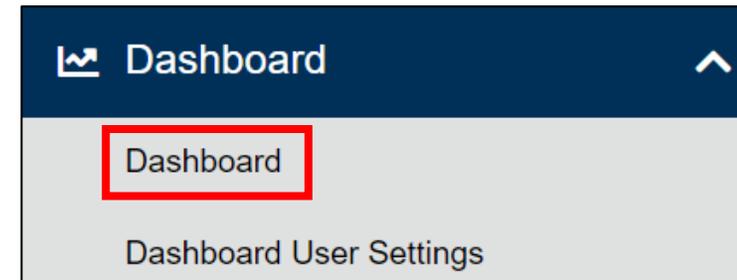
Session Details	
<b>Session Name</b> INT PVFE ELA03 HR	<b>Organization</b> INT ORG A SCHOOL (122333444455555-122333444455556)
<b>Session Status</b> Started	<b>Actual Start Date</b> 2023-01-12 04:52 PM
	<b>Created By</b> pv_nirmpogu
<b>Test &amp; Form</b>	<b>Scheduling</b>
<b>Test Assigned</b>	<b>Scheduled Start Date</b>

# PearsonAccess<sup>next</sup>

## Session and Test Status via Dashboard

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.



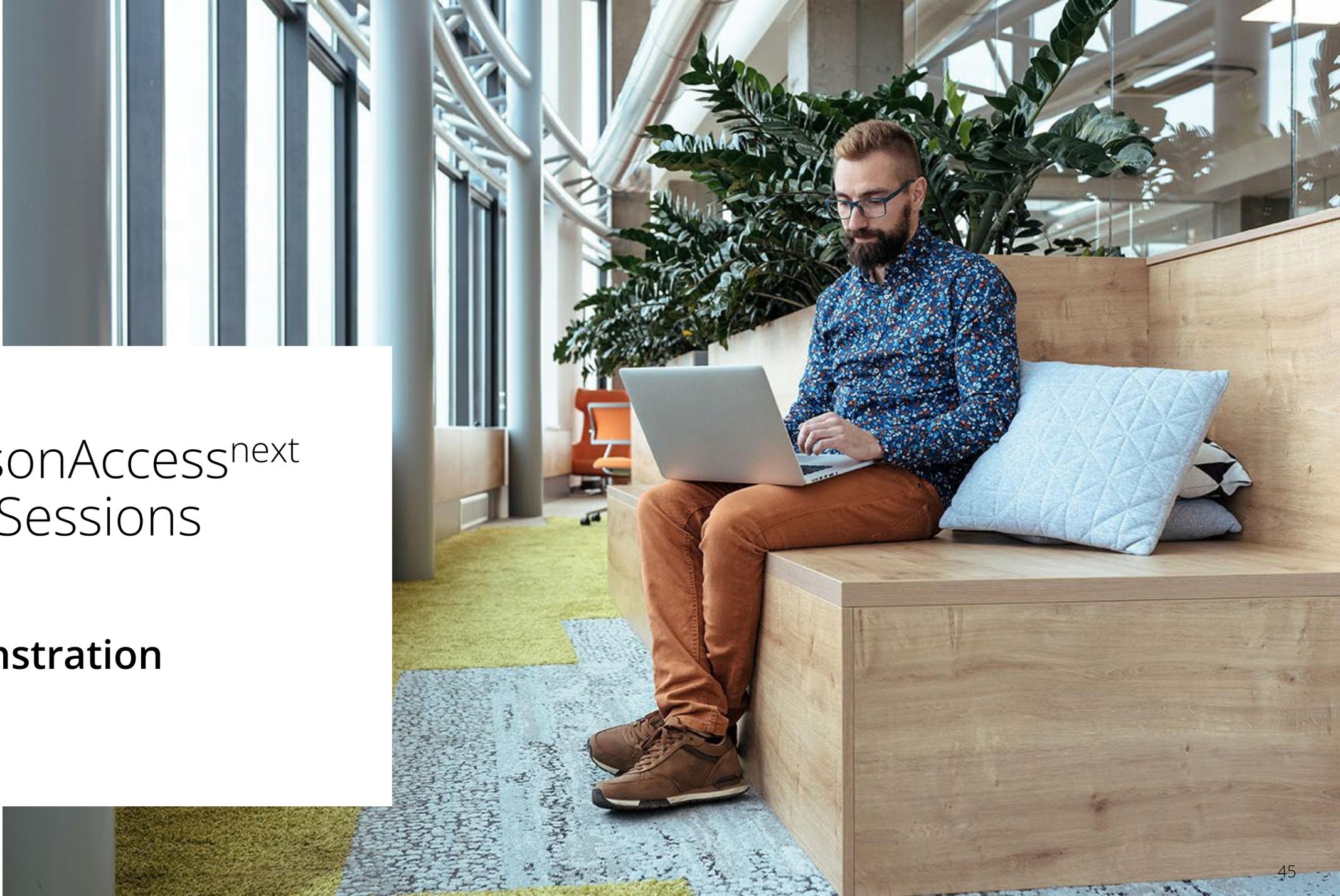


Pearson

## Outline of Tasks for District / School Test Coordinators

### **Task 9: Stop Sessions (timeframe: March–April)**

- Sessions should be stopped at the end of the testing window.
- Remove students who did not start any unit/section 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



# ISA – Students Testing on Paper

- All paper materials MUST be ordered via the additional orders process in PAN.
- All materials will be shipped to the school
  - Regular paper
  - Accommodated paper (braille, large print, Spanish, Spanish large print, Human Reader)
  - Transcribing Instructions
- Student Registration / Personal Needs Profile
  - Registration window: 12/27/23–4/24/24
- Additional Orders
  - A / O window: 2/26/24 – 4/24/24
  - All additional orders for paper test books shipped in kits



**Kits will include all materials needed: Test Book, transcription instructions, and test administrator scripts.**

# ISA – Students Testing on Paper

## Additional Order Material

Additional Order items available:

- Test Book kits
- Large Print kits
- Braille kits
- Human Reader kits (paper only)

Additional Order shipment includes:

- Packing List
- Chain-of-Custody Forms
- Return Instructions Sheet
- Shipping Carrier Return Instructions
- Paper Transcription Instructions

Return Labels

Non-Scorable

CALLTOPS  
1019 BROCKMAN DR SE  
SUITE F  
BOWLING GREEN, IL 61912  
SCHOOL:  
BOX OF  
IAR: 202X NONSCORABLE  
PERSON  
7400 IRISH DRIVE SW  
CEDAR RAPIDS, IA 52404-8984  
IAR ELA/MATH SPRING 2021 NONSCORABLE TEST MATERIALS

# ISA – Students Testing on Paper

## Transcription Process

### ISA Paper Transcription Process



#### Transcription Session:

- Students requiring a paper test will be registered with an online test format selected with Alternate Representation – Paper Tests also selected.
- A District Test Coordinator (DTC) or School Test Coordinator (STC) must set up a “Transcription English” or “Transcription Spanish” test session and add the test registrations.

#### Guidelines:

- At least two persons must be present during any transcription of student responses.
- **Braille transcription:** Only an eligible Test Administrator who is a certified Teacher of Students with Visual Impairment, may transcribe the student’s responses
- **Assistive technology:** Any original student responses that were printed from an assistive technology device or recorded separately must be transcribed directly into TestNav.
- The student’s responses from the test booklet must be transcribed verbatim into TestNav.

# ISA – Students Testing on Paper

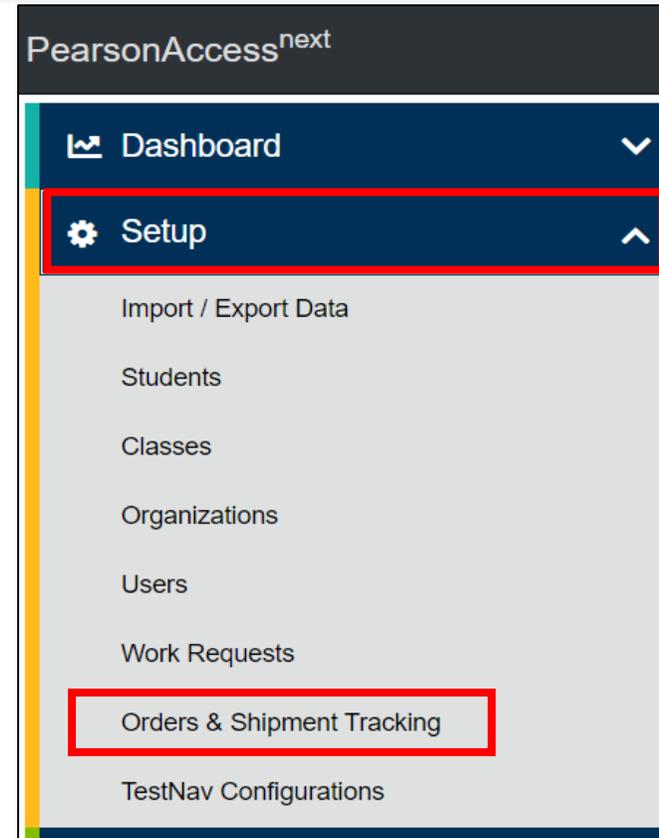
## Additional Orders

To place an additional order:

1. Log in to the PearsonAccess<sup>next</sup> live site.
2. Select **Organization** and **Administration** from dropdowns on top right.
3. In the **Setup** dropdown, select **Orders & Shipment Tracking**.

Illinois > 2023 - 2024 > IL Spring 2024 (IAR and ISA) ▾

KJ DISTRICT (ZZZ100000000000) ▾

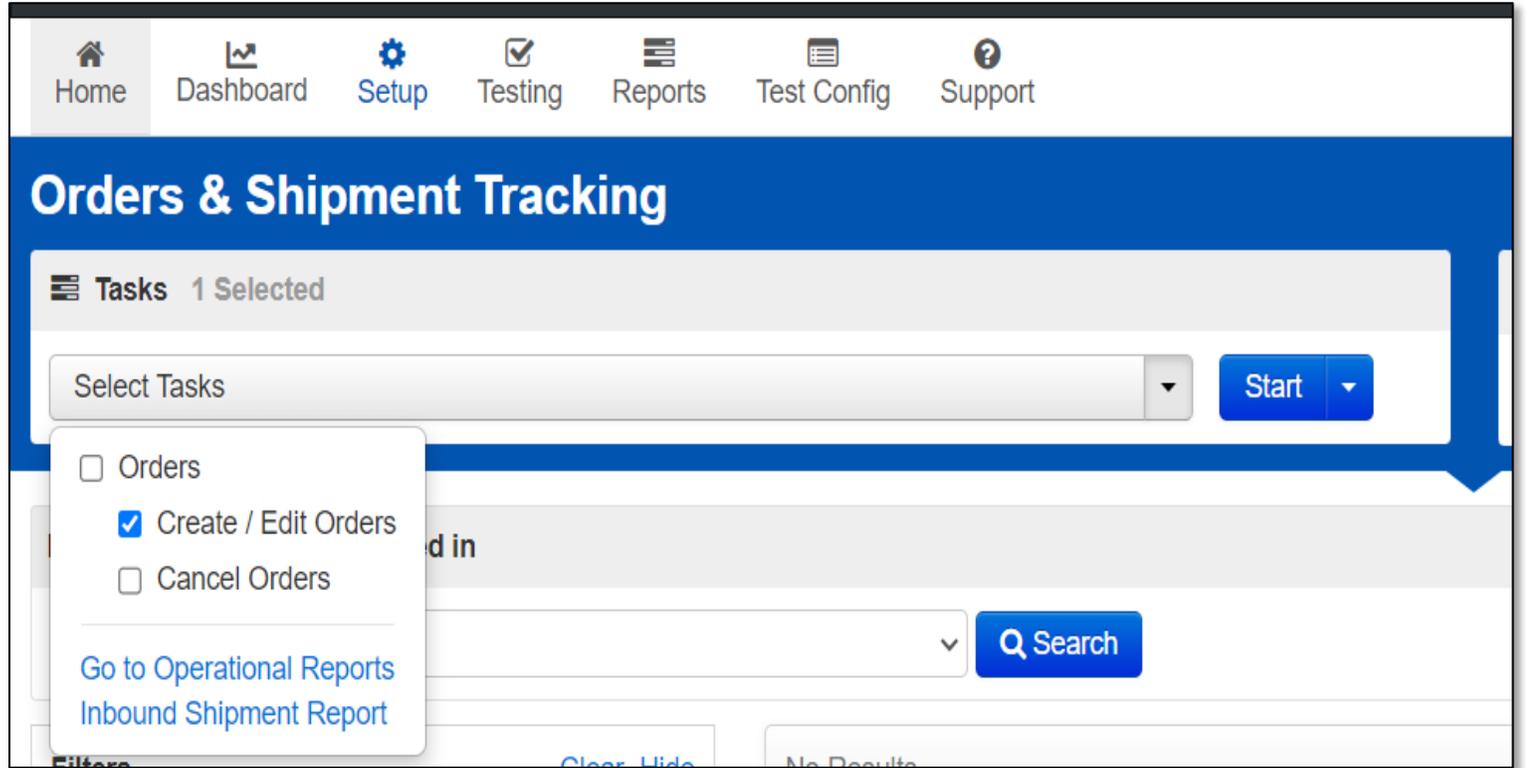


Best practice is to schedule paper tests at the end of the testing window.

# ISA – Students Testing on Paper (continued)

## Additional Orders

4. From the Select Tasks dropdown, select **Create / Edit Orders**.
5. Select the **Start** button.



The screenshot shows the ISA system interface. At the top, there is a navigation bar with icons and labels for Home, Dashboard, Setup, Testing, Reports, Test Config, and Support. Below this is a blue header for 'Orders & Shipment Tracking'. A 'Tasks' section shows '1 Selected'. A dropdown menu labeled 'Select Tasks' is open, showing three options: 'Orders', 'Create / Edit Orders' (which is checked), and 'Cancel Orders'. To the right of the dropdown is a blue 'Start' button. Below the dropdown, there are links for 'Go to Operational Reports' and 'Inbound Shipment Report'. A search bar with a 'Search' button is also visible.



Best practice is to schedule paper tests at the end of the testing window.

# ISA – Students Testing on Paper (continued)

## Additional Orders

- Specify the Date Needed, Reason, and any Special Instructions for the delivery.
- Ensure that the Contact and Shipping address are up to date.

The screenshot displays the 'Tasks for Orders' web application. At the top, there are navigation buttons: 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a 'Create / Edit Orders' section. The main area is divided into two columns: 'ADDITIONAL ORDERS' and 'DETAILS'. The 'ADDITIONAL ORDERS' column contains a 'Create Additional Order' button. The 'DETAILS' column is titled 'New Order' and includes a 'Create' button and a 'Reset' button. The form fields are as follows:

- Organization (Code):** A text input field containing 'KJ DISTRICT (ZZZ100000000000)'. A calendar icon is visible to the right of the field.
- Reason:** A dropdown menu with a downward arrow.
- Date Needed\*:** A text input field with a calendar icon to its right.
- Special Instruction:** A large text area for entering instructions.
- Submitter Email\*:** A text input field containing 'manuel.garcia1@pearson.com'.
- Submitter Phone\*:** A text input field.
- Ext:** A text input field.



Best practice is to schedule paper tests at the end of the testing window.



# ISA – Students Testing on Paper (continued)

## Additional Orders

8. Scroll down to Materials Order and click on Add Items.

The screenshot shows a 'Materials Order' section. At the top, it says 'Materials Order'. Below that, there is a horizontal line. Underneath the line, it displays '0 items \*' followed by a button labeled 'Add Items...'. Below this, there is a note '\* Required'. At the bottom of the section, there are two buttons: a blue 'Create' button and a grey 'Reset' button.



Best practice is to schedule paper tests at the end of the testing window.

# ISA – Students Testing on Paper (continued)

## Additional Orders

- In the popup window titled **Edit Material Order**, select the desired materials and specify the **Amount**.

Amount	Description	Item #	Subject	Type	Grade
0	BRAILLE KIT, UEB, GR 3, READING	TR00000111	READING	BRAILLE KIT	03
	BRAILLE KIT, UEB, GR 4, READING	TR00000112	READING	BRAILLE KIT	04

- Then click **Save**.

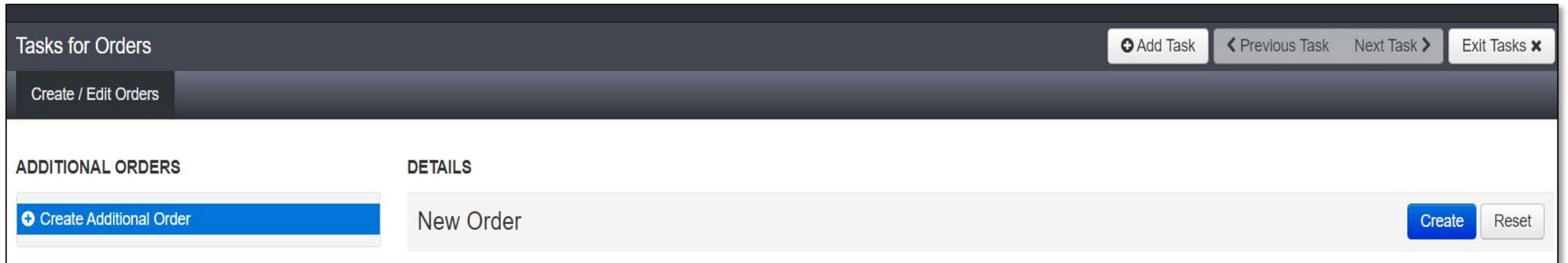


Best practice is to schedule paper tests at the end of the testing window.

# ISA – Students Testing on Paper (continued)

## Additional Orders

11. Then click **Create** and **Exit Task**.



The screenshot shows a software interface titled "Tasks for Orders". At the top right, there are navigation buttons: "+ Add Task", "< Previous Task", "Next Task >", and "Exit Tasks ✕". Below the title bar, there is a tab labeled "Create / Edit Orders". The main content area is divided into two sections: "ADDITIONAL ORDERS" and "DETAILS". In the "ADDITIONAL ORDERS" section, there is a blue button with a plus icon and the text "Create Additional Order". In the "DETAILS" section, there is a text input field containing "New Order", and to its right are two buttons: a blue "Create" button and a grey "Reset" button.

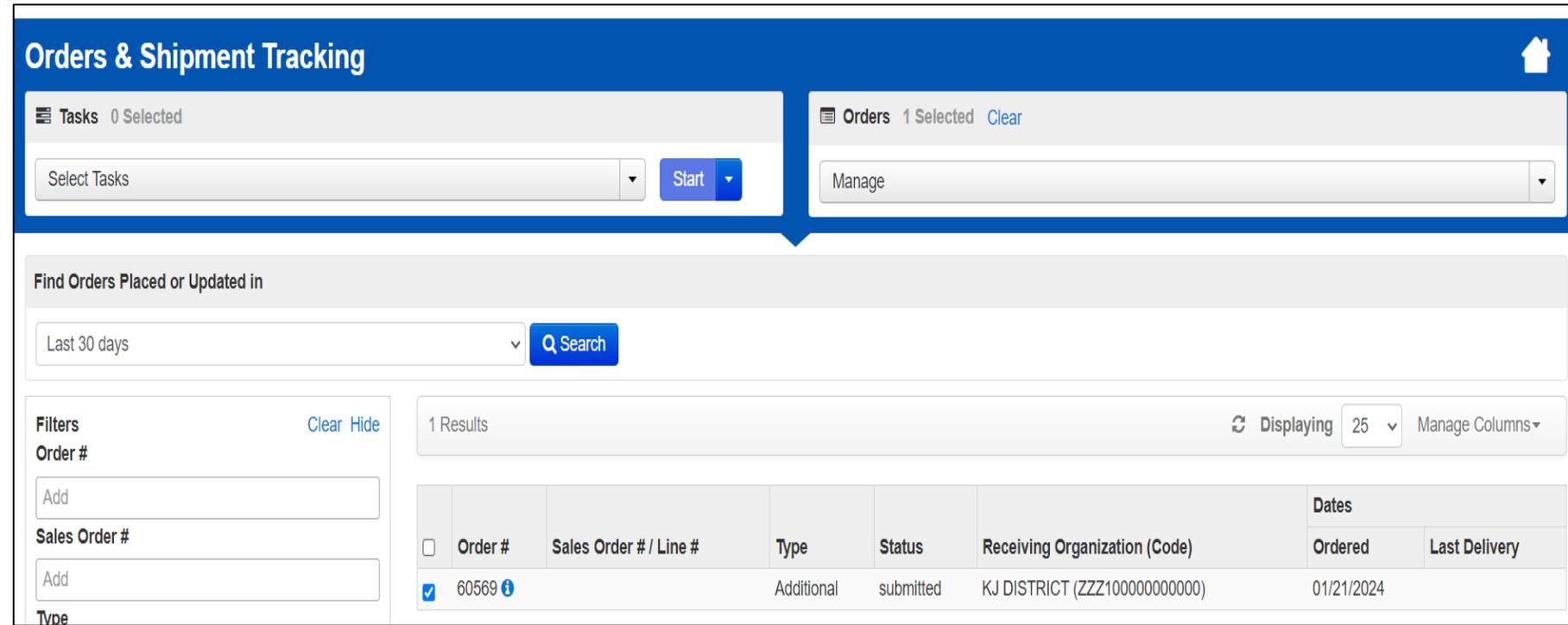


Best practice is to schedule paper tests at the end of the testing window.

# ISA – Students Testing on Paper (continued)

## Additional Orders

- Order number will now be visible on the Orders & Shipping Tracking page.



The screenshot shows the 'Orders & Shipment Tracking' interface. At the top, there are two tabs: 'Tasks 0 Selected' and 'Orders 1 Selected'. The 'Orders' tab is active, showing a 'Manage' dropdown menu. Below the tabs, there is a search bar with 'Last 30 days' selected and a 'Q Search' button. The main content area displays '1 Results' and a table with the following data:

	Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	Dates	
						Ordered	Last Delivery
<input checked="" type="checkbox"/>	60569		Additional	submitted	KJ DISTRICT (ZZZ100000000000)	01/21/2024	



Best practice is to schedule paper tests at the end of the testing window.

# PearsonAccess<sup>next</sup>

## 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 circled "1". Other options include "Reporting Groups", "Interim Test Reports", "Published Reports", and "OnDemand Reports".
- Step 2:** A "Report Categories" panel is shown with "Orders & Shipment Tracking" selected (checked) and highlighted by a red box and a circled "2". Other categories include "Organization", "Students & Registrations", "Online Testing", and "Users".
- Step 3:** A "Security Checklist" panel is shown with "Security Checklist - Full" selected. Below the selection, there are two options: "Include all child orgs" (highlighted in blue) and "Include only selected org".
- Step 4:** A "Request Report Refresh" button is shown at the bottom, highlighted by a red box and a circled "4".



# Outline of Tasks for District / School Test Coordinators

## Task 10: Return any Secure Materials to Pearson

- After testing, return all paper documents using the non-scorable label.
  - Including used and unused secure materials.
  - Scratch paper that students used should be considered secure material and destroyed or returned.
- Detailed information regarding the return of paper materials can be found in the ISA 2024 Test Coordinator Manual found on the Support Page.

[Support Page - TCM](#)



# PearsonAccess<sup>next</sup>

## 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).

**My Students**

- Scott Brimeyer
- Andy Brimeyer
- Nate Brimeyer

**Find Test Results**

Student's First Name:

Student's Last Name:

Student's Date of Birth:

Claim Code:

**Find Results**

**Test Results for Scott**

Grade 8

<b>Grade 8 Reading</b> <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	<b>476</b> Proficient
<b>Grade 8 Math</b> <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	<b>497</b> Advanced
<b>Grade 8 Science</b> <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	<b>469</b> Proficient
<b>Grade 8 Reading - Preliminary</b> <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	<b>519</b> Advanced
<b>Grade 8 Math - Preliminary</b> <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	<b>476</b> Proficient
<b>Grade 8 Science - Preliminary</b> <small>Click for a video overview of your child's test results. Download Individual Student Report</small>	<b>468</b> Proficient

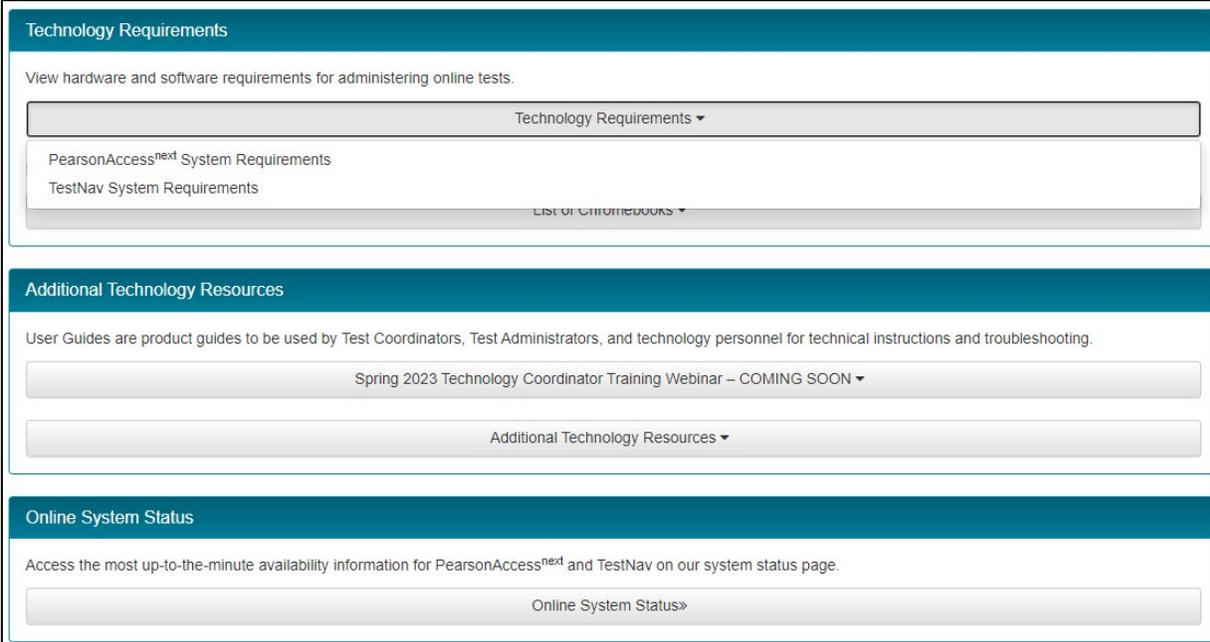


# TestNav

# 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.

## TestNav System Requirements



**Technology Requirements**

View hardware and software requirements for administering online tests.

Technology Requirements ▾

- PearsonAccess<sup>next</sup> System Requirements
- TestNav System Requirements

LIST OF CHROMEBOOKS ▾

**Additional Technology Resources**

User Guides are product guides to be used by Test Coordinators, Test Administrators, and technology personnel for technical instructions and troubleshooting.

Spring 2023 Technology Coordinator Training Webinar – COMING SOON ▾

Additional Technology Resources ▾

**Online System Status**

Access the most up-to-the-minute availability information for PearsonAccess<sup>next</sup> and TestNav on our system status page.

Online System Status >

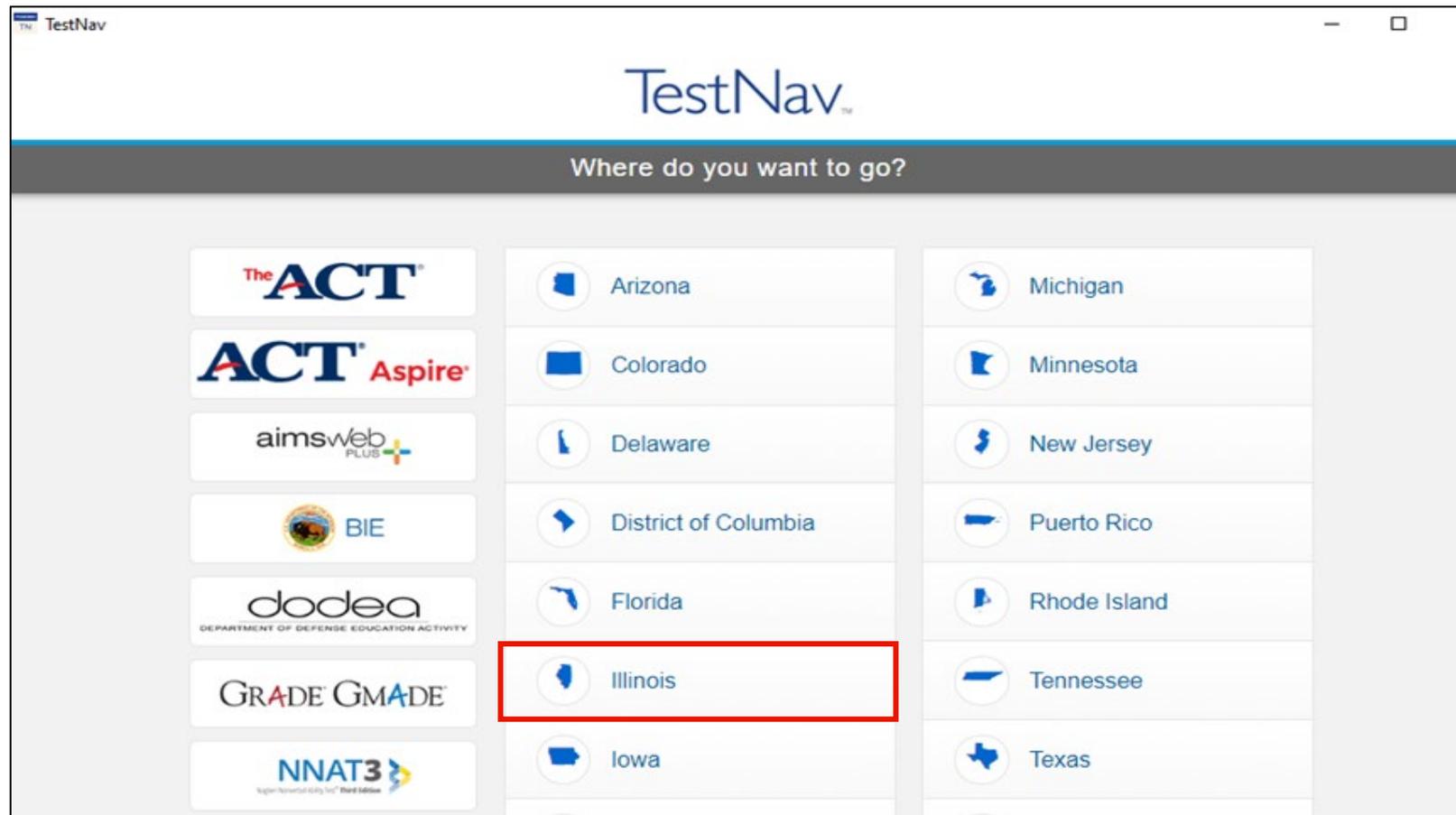
## Technology Setup



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

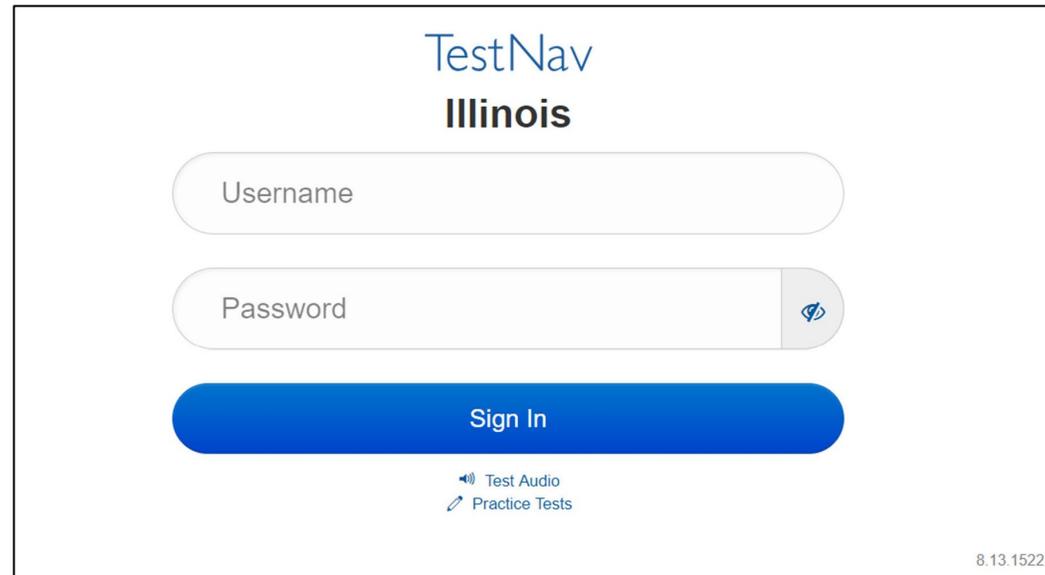
# TestNav

- 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.





# Support



# Customer Support Page

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

- Manuals
- Tutorials
- 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 dark blue navigation bar contains links for Home, PearsonAccess<sup>next</sup>, Technology Setup, IAR Summative Resources, ISA Summative Resources, QUISBE, and Test Preparation. Below this, a secondary navigation bar lists Learning Renewal Interim Resources, Teacher Resources, Invest in Kids Act, Support, and Communication Memos. A prominent red banner announces a 'Please join us for the spring 2024 Illinois Assessment of Readiness and Illinois Science Assessment Training Webinar Series'. Below the banner, a blue box provides instructions: '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.' The main content area is titled 'Home' and contains three paragraphs: 1) 'The Illinois Assessment of Readiness (IAR) assesses progress of students in grades 3-8 in meeting the Illinois Learning Standards in English language arts and mathematics.' 2) 'The Illinois Science Assessment assesses progress of students in grades 5, 8, and 11 in meeting the Illinois Learning Standards in Science incorporating the Next Generation Science Standards (NGSS).' 3) 'This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer assessments.' On the right side of the main content area, there is a graphic of the state of Illinois filled with various educational terms such as 'Quality', 'Partner', 'Standards', 'Commitment', 'Illinois', 'Innovation', 'Success', 'Support', 'Improvement', 'Students', 'Collaboration', 'Accessible', 'Direct', 'Leader', 'Experience', 'Educators', and 'Students'.

# Customer Support Page (continued)

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

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

Home PearsonAccess<sup>next</sup> Technology Setup IAR Summative Resources ISA Summative Resources QuISBE 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)

# Science Office Hours

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

[ISA Office Hours](#)



## ISA Summative Resources

Access trainings, manuals, and other resources to prepare for and administer the ISA Summative assessments. The links to the correct file layouts are contained in the relevant manual.

### **Illinois ISA districts - schedule a time with Pearson staff to discuss Science questions.**

Use this calendar to set-up time with the Pearson Staff to address questions on the following:

- How to register students in PAN (examples may include: setup test, adding accommodation, etc)
- How to create, prepare, and start sessions.
- How to print out Student Test Tickets.
- How to order Additional Materials in PAN.

Note: During live testing, please call Illinois Customer Support for immediate assistance.

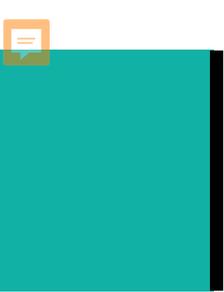


# ISA – Manuals

- ISA manuals will **not** be printed, they will be viewable online via the IL MyPearson Support Page.
  - Test Coordinator Manual
  - Test Administrator Manual (CBT / PBT)
  - Accessibility Features & Accommodations Manual (AF&A)
  - [Illinois Science Assessment | Resources \(il.mypearsonsupport.com\)](https://il.mypearsonsupport.com)



Manuals will only be available on [il.mypearsonsupport.com](https://il.mypearsonsupport.com)



# Formative Assessment

- QuISBE, the Illinois formative assessment platform will be available for back-to-school 2024.
- Educators will be able to create testlets from a pre-loaded item bank. The bank will contain items and metadata aligned to the IL/NGSS learning standards. The testlets can be given on-demand throughout the school year.
- More information coming for back-to-school 2024-25!



# 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