

Invest in Kids Act Reference Guide



ILLINOIS
Assessment of Readiness

ELA/L and Mathematics

Spring 2022 Administration

The purpose of this document is to provide step by step references to assist in activities needed to register students, set up and manage sessions and complete the IAR assessment in PearsonAccess^{next}.

IAR / PearsonAccess^{next}

- 1. Organization Participation**
- 2. User Accounts**
- 3. Student Registration**
- 4. Student Accommodations**
- 5. Creating Sessions**
- 6. Managing Sessions**
- 7. Student Testing Ticket**
- 8. TestNav**

Organization Participation

Before students can be registered in PearsonAccess^{next}, the Invest in Kids Act school must be marked as participating in the Spring 2022 administration. Schools must sign up annually with Illinois State Board of Education. More information on the Invest in Kids Act can be found on ISBE on the Invest in Kids Act-Assessment page at <https://www.isbe.net/Pages/testinvestinkidsact.aspx>.

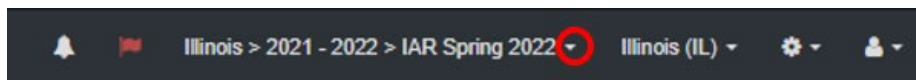
Once registered with ISBE, Pearson will mark the schools as participating in PearsonAccess^{next}.

PearsonAccess^{next} User Accounts

IAR assessment management is within the PearsonAccess^{next} (PAN) website.
<https://il.pearsonaccessnext.com>

A training site is also available for users to practice PearsonAccess^{next} activities.
<https://trng-il.pearsonaccessnext.com/>

When logging into PearsonAccess^{next}, be sure the administration is set to 2021-2022 in the upper right corner of the screen. If the administration does not show IAR Spring 2022, the dropdown can be used to change administrations.



School personnel who will be setting up and administering the IAR assessment will need a user account to log into PearsonAccess^{next}. Pearson will set up an initial School Test Coordinator based on the contact information provided when registering with ISBE to participate in the Invest in Kids Act. If that user is a new user in PearsonAccess^{next}, they will receive an email (like the one shown below) from Pearson directing them to set up a password on the site. Note: users may need to check their Spam folder on their email account.

Welcome to PearsonAccess Next! You have been assigned a User ID on the PearsonAccess Next Website.
This information is intended for:

* Name: Kathy Johnson
* Email: kathy.johnson@pearson.com
* Username: Kathy_testschool

Please do not share your username or this email with anyone, as it serves as a secure access link into the system.

To establish your initial password, please click on the link below or paste it into your browser.
Password must be between 8 and 32 characters long, cannot be any of the last 5 passwords used and must contain 3 out of the 4 character types listed below:

Uppercase
Lowercase
Number
Special Character except < > ' ' " ;

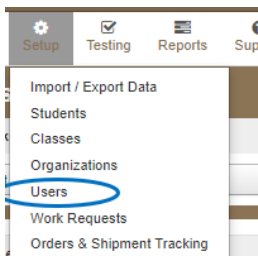
https://urldefense.proofpoint.com/v2/url?u=https-3A_u19266916.ct.sendgrid.net_is_click-3Funn-3DGOFA1vg5IAgb01PyntSvhl3gu85I79YHjn1HPNhQ8R10ISCKyaJoaFbFeFoK6Lu60TiRvro2yKWWAcINrB8FyNHx7s9b78Ke4y275LwRiUjF0c1EizWTWuLWfKJ-2D28b1THxRdHh4NEvQyYhvfU93xMRbJny8RvSqNWNqQ0GJqG3CthHF-2D28ICdA5TeRUEUd8MGtAo5iLBo3LDO-2D3D-2D3DLRU9-



Once the initial School Test Coordinator has been established, that user can create additional users in their school. Users within the school can be assigned various roles with most common being School Test Coordinator or Test Administrator.

Users can be created manually within PearsonAccess^{next} or via a file import if several users need to be added.

To create a user manually, go to the Setup dropdown and select “Users”.



Once on the User page, use the “Select Tasks” dropdown and check “Create/Edit Users”, then select the blue “Start” button.



On the “Create User” task, complete the following information:

- Selected Organization - the organization options will appear in the dropdown when clicking in the select box.
- Selected Roles - the role options will appear in the drop down. Most users will have School Test Coordinator and Test Administration.

- Active Begin and End dates are not required.
- Complete First Name, Last Name and Email.
- The Username will default to the email. This can be changed if desired.

Once user information is complete, select the blue “Create” button.

The new user will receive an email like the earlier example.

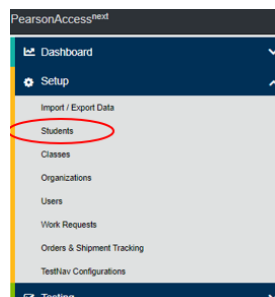
Note: Users will need to be created in both the live site and the training site if the user intends to use the training site. Once created, one password will be used for both sites.

More information on user roles and detailed instructions for user imports can be found at https://il.mypearsonsupport.com/resources/training-resources/IL_User_Role_Matrix.pdf

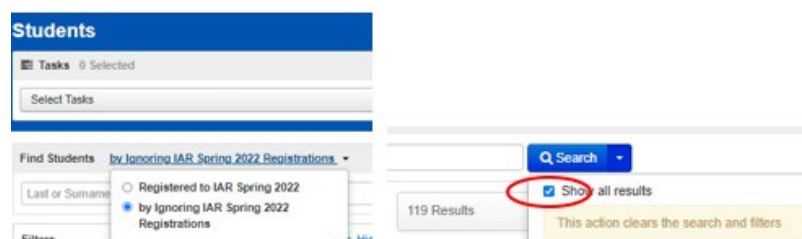
Student Registration and Accommodations

In order to take the IAR assessment, students must be created and registered within PearsonAccess^{next}. Student registration includes the student’s demographic information, grade level, tests to be taken, and any testing accommodations that student may need (i.e. Large Print paper document or online Text-to-Speech).

To Register students for the IAR Spring 2022 assessments, school must first check to see if the student already exists within PearsonAccess^{next}. To search for students, make sure you are in the IAR Spring 2022 scope then go to Setup>Students



On the student screen, under find students, change the drop-down from “Registered to IAR Spring 2022” to “by Ignoring IAR Spring 2022 Registrations”. Under the blue Search drop-down, check the “Show all results” box.



Students in the system, but not registered for Spring 2022 will now show on the screen. Select any students that will be testing in 2022.

Use the Select Task drop-down and choose the “Registration” tasks then select the blue Start button.

First go to the “Manage Enrollments” tab; click in the Organizations box and select your school from the drop-down. Next click the box in the top row to select all students, then select “Save”.

Next go to the “Register Students” tab. Highlight each student to register individually. Check the box next to “Registered”. The minimal information that must be completed is the “Grade Level When Assessed” and the “Home School Code”. For Invest in Kids schools, the Home School is the same as the Testing School and should be available in the drop-down when clicking in the Home School box.

Additional information can and should be completed but the student can be registered with this limited information. If you do not complete the additional information, you see warnings but those will not hinder student testing unless an accommodation is involved (see note below).

NOTE on Registration tab, if the student will be testing with an accommodation that requires an IEP or 504, the Student With Disabilities and Primary Disability Type boxes must be complete before the accommodation can be added. If the student will be testing with an accommodation that requires an EL (English Learner) designation, then English Learner status must = Yes before the accommodation can be added.

After the student(s) are registered, students must be assigned a test. This is done on the Manage Student Tests tab. Each student will need to be registered for both an ELA and a Math test.

Select the student under the Student drop-down and add the Test. The minimal fields that must be populated to create a test are the Student, Test, Organization and Test Format. Once complete, select Create.

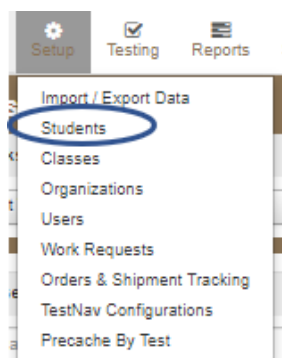
The screenshot shows the 'New Student Test' form in the PearsonAccess system. The form is divided into several sections. The 'TEST DETAILS' section at the top contains dropdown menus for 'Student' (set to 'SAMPLE CSREADALOU'), 'Test' (set to 'Grade 03 ELA'), and 'Organization' (set to 'KJ SAMPLE SCHOOL'). A red circle highlights the 'Test' dropdown. Below this, there are fields for 'Student Text UUID', 'Test Administrator', 'Test Format' (set to 'Online'), and 'Staff Member Identifier'. There are also checkboxes for 'Void Test Score Code' and 'Unsubmitted'. The bottom section contains 'Administration Consideration' and 'Accessibility Features Identified in Advance' with various checkboxes. A red arrow points to the 'Create' button at the top right of the form.

Additional fields must also be completed if the student will be testing with an accommodation, especially if it is an accommodation that requires a specific form or TestNav accessibility feature.

Students who are not currently in the system can be created and registered either manually within the system or via a file import.

For Spring 2022, the create new student feature will be available after February 1, 2022. Prior to that date, please call the Pearson Support at 1-833-213-3879 for assistance in adding new students.

To create and register a student manually, go to the “Setup” dropdown and select “Students”.



On the Student page, use the “Select Tasks” dropdown, select the shown options and click the “Start” button.

The screenshot shows the PearsonAccessnext application interface. At the top, there is a navigation bar with links for Home, Dashboard, Setup, Testing, Reports, and Support. Below this, the main header is blue and contains the word 'Students'. Under the header, there is a 'Tasks' section with a dropdown menu. The dropdown menu is open, showing a list of tasks: 'Create / Edit Students', 'Registration', 'Register Students', 'Manage Student Tests', 'Manage Classes', and 'Manage Enrollments'. A red circle highlights the 'Create / Edit Students' option. To the right of the task selection dropdown is a 'Start' button. Below the task selection, there is a search bar with a magnifying glass icon and a 'Search' button. The search results area shows 'No Results'.

On the Create / Edit Students tab, complete the core student information and select the “Create” button.

Tasks for Students

Create / Edit Students

Register Students

Manage Student Tests

STUDENTS (0)

Create Students

DETAILS

New Student

Organization*

Select

State Student Identifier*

Local Student Identifier

Last or Surname* ⓘ

First Name* ⓘ

Birthdate* ⓘ

CCYY-MM-DD ⓘ

Middle Name ⓘ

Sex* ⓘ

State Field 1

Temporary

False ⓘ

Unique Pearson Student ID

Note: Creating student does not register student.

* Required

Create

Reset

On the Register Student tab, check the “Registered” box, complete the required fields and any additional demographic data and choose “Save”.

Tasks for Students

- Register Students
- Manage Student Tests
- Manage Classes
- Manage Enrollments

STUDENTS (3)

SAMPLE, ISREADALLOUD (03211111)
SAMPLE, GRADE3 (03111111)
SAMPLE2, GRADE3 (03111112)

IAR SPRING 2022

SAMPLE, 03READALLOUD (03211111)

☒ Registered

Grade Level When Assessed * Home School Code * Ship Report School Code *

Third Grade Selected Select

Etnicity

Hispanic or Latino/Latina KJ SAMPLE SCHOOL
(ZZZ1000000000000)
(ZZZ100000001001) Etnicity

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

* Required

Save Reset

All students must have both an English language arts (ELA) and a Mathematics test assigned to them. Test can be created manually using the Manage Student Test tab. Each test must be created separately. At a minimum the following fields must be completed:

- **Student** - select from the drop down (all students either newly created on the previous tab or selected on the student page will appear).
- **Test** - select the appropriate grade ELA or Math assessment. (one test must be created for each subject)
- **Organization** - select from the dropdown. If at a school level, only that organization will be available.
- **Test Format** - online or paper must be selected. If paper is chosen after the deadline for initial paper orders, then an additional order must be placed to receive materials. The deadline for initial orders for Spring 2022 is January 28, 2022.
 - For assistance with placing an Additional Order, if necessary, contact the support center at 1-833-213-3879 or visit customer support at <https://il.mypersonsupport.com/support/>

IF there are no testing accommodations needed for the selected student / test, then click the blue “Create” button on the right or bottom of the screen.

Student Accommodations

IF the student has any specific accommodations or accessibility features for testing, these can also be added on the “Manage Student Tests” tab.

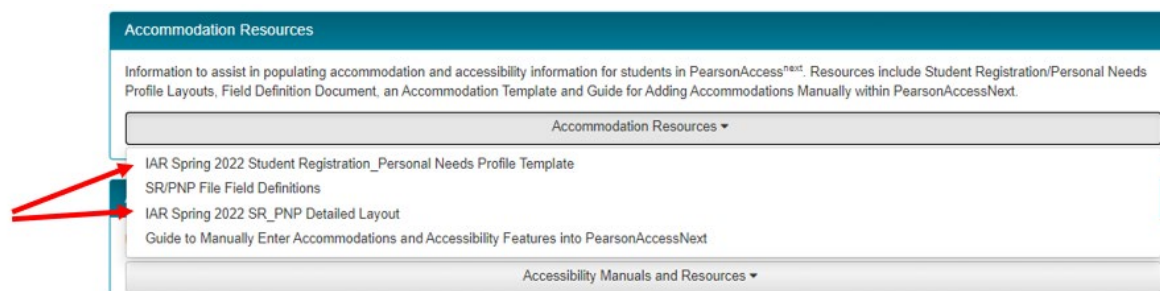
For step by step details regarding adding student accommodations manually within PearsonAccess^{next}, refer to the *Guide to Manually Enter Accommodations and Accessibility Features into PearsonAccess^{next}*
<https://il.mypearsonsupport.com/resources/training-resources/Guide%20for%20Adding%20Accommodations%20Manually%20within%20PearsonAccessNext.pdf>

For detailed information on all accommodations and accessibility features including what the testing impact, refer to the *Accessibility Features and Accommodations Manual*
[https://il.mypearsonsupport.com/resources/training-resources/AccessibilityFeaturesandAccommodationsManual\(BodyandAppendices\)-Full%20Document.pdf](https://il.mypearsonsupport.com/resources/training-resources/AccessibilityFeaturesandAccommodationsManual(BodyandAppendices)-Full%20Document.pdf)

Create and register a student via the Student Registration/Personal Needs Profile (SR/PNP) file

To create and register NEW students, download the csv file layout and the IAR Spring 2022 SR_PNP Detailed Layout located on the IAR PearsonSupport page on the Resources tab. Before importing new students check to see if the student already exists in PAN per directions on page 3.

<https://il.mypearsonsupport.com/training-resources/>



The csv file will provide the appropriate headings and template for the file import. The Detailed layout provides the valid values and examples for completing the file.

Below are additional notes for completing the SR/PNP file layout; some notes are specific to Invest in Kids schools.

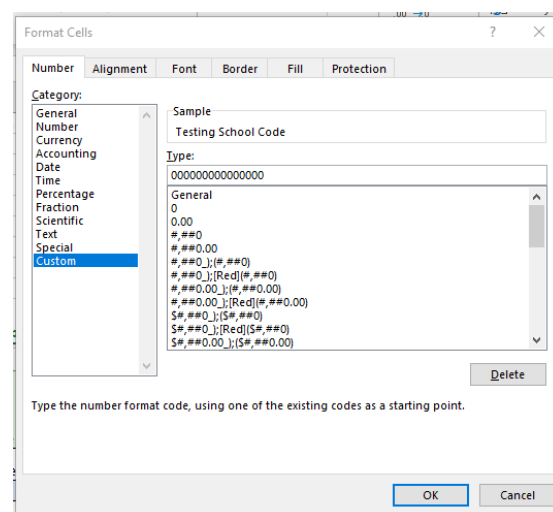
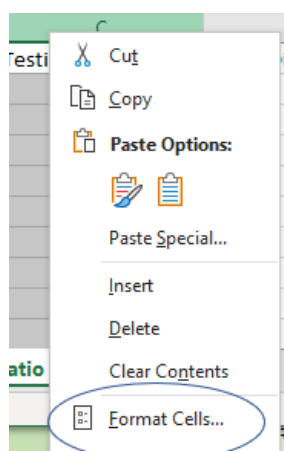
Column	Heading	Notes
A	State Abbreviation	This must be populated with "IL"
B	Testing District Code	This is the 15-byte Organization code found in the upper right corner of the PearsonAccess ^{next} screen once logged in. The district code is the first set of numbers shown and will be one of the following: 9999999999X0000 9999999997X0000 9999999998X0000
C	Testing School Code	This is the 15-byte RCDTS code from ISBE. It is the second set of numbers in the upper right corner of the PearsonAccess ^{next} screen.
D	Home District Code	These can be left blank for Invest in Kids schools. It will default to the same as the Testing District.
E	Home School Code	These can be left blank for Invest in Kids schools. It will default to the same as the Testing School.
F	State Student ID from SIS	On the initial import to register students this should be left blank. The system will assign an ID.

		<p>On any subsequent imports (if needed), the user should first complete a student export, update that file and import so the student IDs are included.</p> <p>NOTE: starting in Spring 2021, the system will assign one ID per student based on the student demographics. Duplicate students will not be created.</p>
G	Local Student ID	This is an optional field. It can include a value or be left blank.
H	Unique Pearson ID	This field should be left blank on initial imports. On any subsequent imports, users should first do a student registration export, update that file, then import. This field will contain a Pearson value at that time.
I-M		Student information fields for name, dob, gender
N	State Field 1	All State Fields can be left blank
O	Grade Level When Assessed	This is the grade of the student. 03-08 (3-8 accepted).
P-W		<p>Race/Ethnicity fields. Valid values are Y=Yes, N=No and Blank. (Column V is a filler field and should be blank)</p> <p>Note: at least one of these fields should be completed.</p>
X	English Learner (EL)	<p>Valid values are Y=Yes, N=No and Blank.</p> <p>Note: some accommodations must have EL = Y if chosen.</p>
Y	Title III	Valid values are Y=Yes, N=No, X= Not Collected or N/A and Blank.
Z	Gifted and Talented	Valid values are Y=Yes, N=No, X= Not Collected or N/A and Blank.
AA	Migrant Status	Valid values are Y=Yes, N=No and Blank.
AB	Economic Disadvantage Status	Valid values are Y=Yes, N=No and Blank.
AC	Students with Disabilities	<p>Valid values are IEP, 504 or B = Both IEP and 504, N=No and blank.</p> <p>Note: you must have IEP, 504 or B as this value in order to chose certain accommodations.</p>
AD	Primary Disability	If field AC has IEP or B, then this field must be populated. NC = not collected is acceptable.
Note: For fields X - AC, If left blank you may see a “warning” in PearsonAccess ^{next} (PAN), however this will not cause any issues with testing or reporting.		
AE - AR	State Field use	These should all be left blank
AS	Session Name	This field is used to auto create sessions using the SR/PNP file import. See section “Session Creation

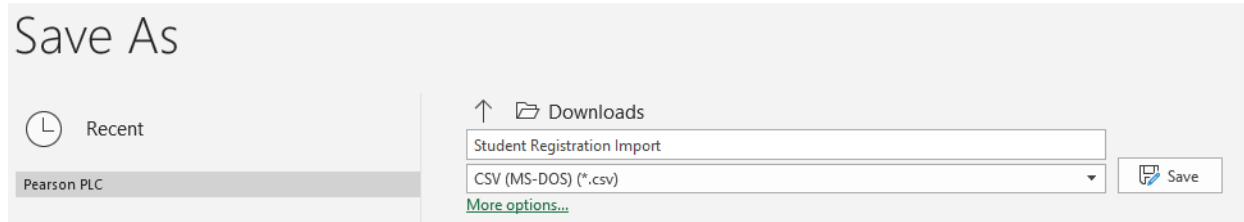
		and Management” for more information.												
AT	Class Name	Optional field												
AU	Test Administrator	Optional field												
AV	Staff Member Identifier	Optional field												
AW	Test Code	<p>This field must be populated with the student test. On record should be created for each student. One record for the ELA test and one record for the Math test. Both records can be imported on the same file.</p> <p>Valid Values:</p> <table><tr><td>ELA03</td><td>MAT03</td></tr><tr><td>ELA04</td><td>MAT04</td></tr><tr><td>ELA05</td><td>MAT05</td></tr><tr><td>ELA06</td><td>MAT06</td></tr><tr><td>ELA07</td><td>MAT07</td></tr><tr><td>ELA08</td><td>MAT08</td></tr></table>	ELA03	MAT03	ELA04	MAT04	ELA05	MAT05	ELA06	MAT06	ELA07	MAT07	ELA08	MAT08
ELA03	MAT03													
ELA04	MAT04													
ELA05	MAT05													
ELA06	MAT06													
ELA07	MAT07													
ELA08	MAT08													
AX	Test Format	<p>This field must be populated.</p> <p>Valid values are O = Online / P=Paper</p> <p>If paper is selected after the 2/5/21 deadline for initial orders, an additional order must be placed in order to receive paper materials.</p>												
<p>If there are no testing accommodations or accessibility features needed, the remaining fields (AY-CL) can be left blank. All headings in the csv header row must however remain in the file.</p> <p>IF the student has a testing accommodation or accessibility feature, see the Detailed Layout for valid values of each field.</p> <p>NOTE: Even if you use the SR/PNP import for your initial student registration, accommodations can be entered later either manually or via another import. If importing another SR/PNP file later, be sure to first do at Student Registration Export to ensure all student information is reloaded correctly.</p>														
CM	End of Record	Must have value = Y												

The file must be saved as a .csv file, not excel. Because of this, some formatting issues may occur with Columns C and E (Testing and Home School Codes). If the school RCDTS code begins with a zero, you will need to custom format those columns for 15-bytes.

To format, right click on the column (C) and choose “Format Cells”. Then on the Number tab, select “Custom” and type 15 zeros in the Type box and say click “OK”



Save the file as a .csv by choosing File>Save as then selecting .csv in the file dropdown (in this example CSV (MS-DOS) (*.csv) is chosen. If using a Mac computer, select that .csv option.



To import the SR/PNP file, go to Setup>Import/Export Data. In the “Type” dropdown, select “Student Registration Import”.



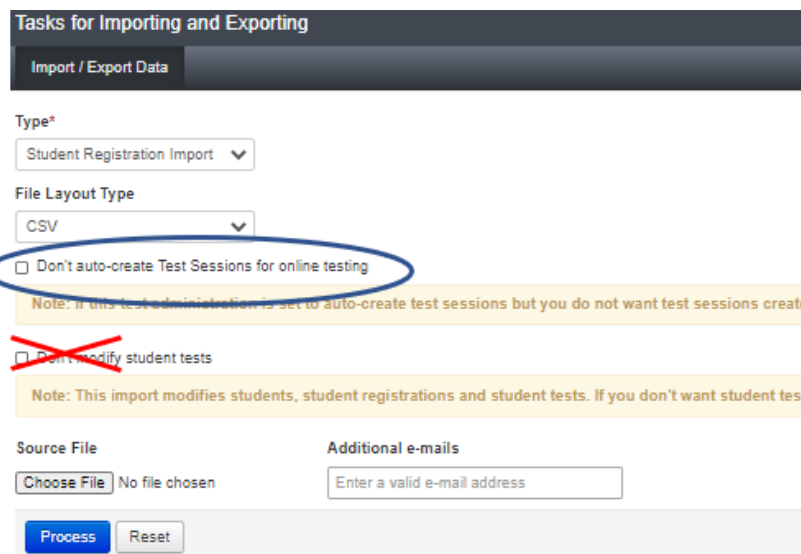
Click “Choose File” and select the .csv file you created earlier.

Do NOT check the box that says “Don’t modify student tests”. This option should only be selected when updating demographic data without updating test registration data.

The check box “Don’t auto-create Test Sessions for online testing” is the option that can be used to create test sessions and add students to those sessions. (See Create and Manage Session section for more details).

If you are doing an initial student registration and do not want to create sessions with this file import, then check the box. If you are creating sessions or importing a file specifically to create sessions, then make sure the box is checked. Be sure to complete the session information in field AS - Session Name of the file layout.

Once a student is added to a session in PearsonAccess^{next}, they must be removed from that session before they can be added to a new session.



Additional details on how to import/export the file, as well as how to check for errors on the import of the Student Registration/Personal Needs Profile file can be found in the Field Definitions document at <https://il.mypearsonsupport.com/resources/training-resources/IAR-Spring-2021-SR-PNP-Field-Definitions%20V1.0.pdf>.

This document contains references to ISBE's Student Information System (SIS) that do not apply to schools participating in the Invest in Kids Act and can be ignored.

Session Creation

All students testing online must be placed in a session in PearsonAccess^{next}. Students testing on a paper form, do not have to be in a session.

Sessions can be created, and students added either manually within PearsonAccessnext or via the Student Registration/Personal Needs Profile (SR/PNP) file import.

To manually create a session, under the “Testing” dropdown, select “Sessions”.

Once on the Sessions page, use the “Select Tasks” dropdown and choose “Create/Edit Sessions” and click “Start”.



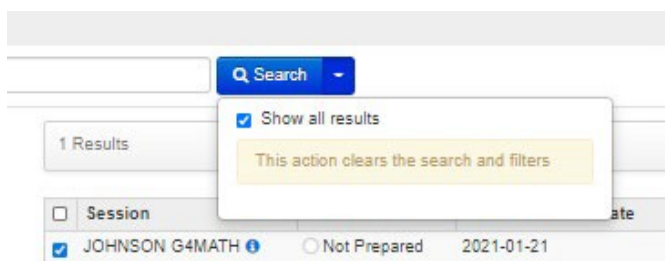
On the “Create/Edit Sessions” tab, complete the following information:

- **Session Name** - this can be whatever makes sense for the school. Many sessions are created using the teacher/grade/subject (example: jonesG3ELA).
- **Organization** - choose the school from the dropdown.
- **Test Assigned** - Each grade and subject must be in a separate session in PAN.
- **Scheduled Start Date** - The schedule start date must be added but note that this does not affect when sessions can actually be started. It can be the date the session was created or the date of testing start.
- **Form Group Type** - For most sessions this will be “Main” from the dropdown. IF students are using the accommodation for Human Read Aloud, then the box “Proctor Reads Aloud” must be checked and the Form Group Type must be “Human Reader”.
- **Precaching Computer** - It is not necessary to set up a Precaching Computer but you may need to use the dropdown and choose “no caching” if prompted.

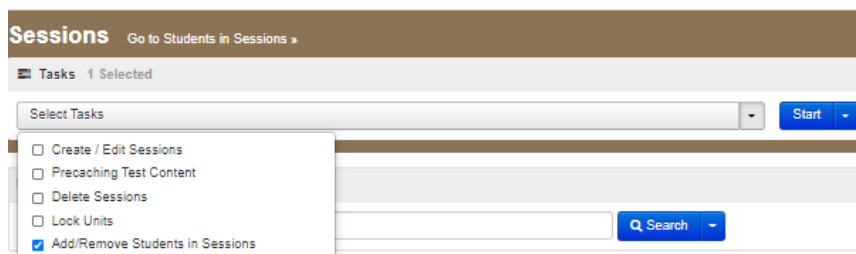
Students can be added during the creation of the session by click in the “Students” box at the bottom of the Session page. Students who have a test set up for the grade and subject matching the session grade/subject will appear in the dropdown and can be selected for that session. Students who are already in another session for that grade/subject will not appear. Once all desired students are added, click the “Create” button.

The image shows the 'Create Session' form in the PearsonAccessnext application. The form is titled 'SESSIONS (0)' and 'DETAILS'. It has a 'New Session' section with fields for 'Session Name*' (containing 'JONES_G3MATH'), 'Organization*' (a dropdown showing 'KJ SAMPLE SCHOOL'), 'Test Assigned*' (a dropdown showing 'Grade 03 Mathematics'), 'Form Group Type*' (a dropdown showing 'Main'), and 'Precaching Computer*' (a dropdown showing 'NoCache'). There is a 'Scheduling' section with fields for 'Scheduled Start Date*' (a date picker), 'Scheduled Start Time' (a time picker showing '01:00 AM'), and 'Lab Location' (a text field). At the bottom, there is a 'Students' section with a search bar and a list of students. A note at the bottom states: 'A pre-caching computer is required when there is one or more available.' The form has a blue 'Create Session' button at the top left and a blue 'Use Custom Test/Now Settings' button below the 'Precaching Computer' dropdown.

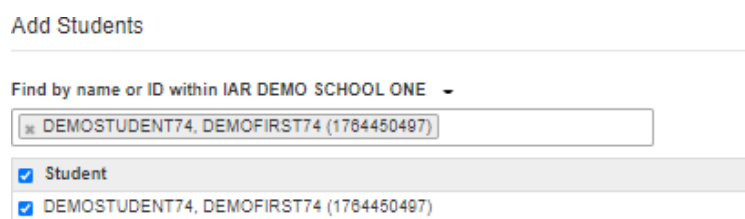
Students can also be added later by going to the Session page. To show all sessions that have been created, you may need to use the “Search” dropdown and click the box for “Show all results”.



From the “Select Tasks” dropdown, check “Add/Remove Students in Sessions” and click the “Start” button.

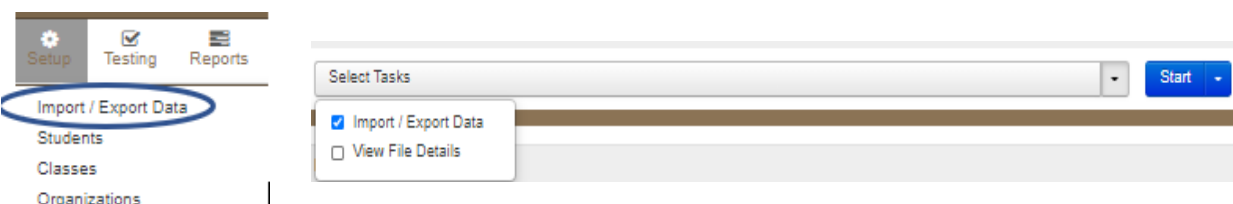


Eligible students for that grade/subject session will show when clicking the select a Student box. After selecting students, you must check the box next to the student then click “Save”.



The SR/PNP file can also be used to import sessions. This import will create sessions and add students to sessions at one time. The session information can be included in the initial file import when registering students or an additional file can be imported later.

To import a file for session creation after the original SR/PNP file has been loaded, first do a Student Registration Export. Under the “Setup” dropdown, choose “Import/Export Data”. Next, using the “Select Tasks” dropdown, check “Import/Export Data” and click “Start”



Under the “Type” dropdown, select “Student Registration Export”. Under Test Status Filter, the default is “assign” and “testing”. Keep these filters. The additional filter is “attempt” which is not needed for this export. You can select a grade and subject if desired, but if these are left blank, the file will include all

students and all grades. Click the “Process” button.

The image shows two side-by-side screenshots of a web application. The left screenshot shows the 'Import / Export Data' form with a dropdown menu for 'Type' open, highlighting 'Student Registration Export'. The right screenshot shows the 'Tasks for Importing and Exporting' form with the same 'Type' dropdown set to 'Student Registration Export'. Other fields include 'File Layout Type' (CSV), 'Test Status Filter' (assign, testing), 'Grade Level When Assessed' (Select Grade(s) to limit results), and 'Subject' (Select Subject(s) to limit results). There is a checkbox for 'Include tests with Void Test Score Code' and 'Process' and 'Reset' buttons at the bottom.

You can monitor the download progress and click the “Download File” button when the file has completed processing.

The image shows a screenshot of the 'Download File' button, which is circled in blue. The button is labeled 'Download File' and has a small icon. To the left of the button, there is a list of files under the heading 'FILES (1)'. The file listed is 'Student Registration Export 2021-01-21T13:58:30.963+0000.csv'. To the right of the button, there is a 'DETAILS' section with a 'Complete' status and a message 'File is ready for download'. Below this, there is a 'File Information' section with fields for Type, Request Date, Total Records, Successful Records, and Error Records. The 'Organization' field is also visible, showing 'KJ SAMPLE SCHOOL DEMO (ZZZ100000000000-ZZZ100000001001)'. The 'User' field is also visible, showing 'KJ SAMPLE SCHOOL DEMO (ZZZ100000000000-ZZZ100000001001)'. The 'Download File' button is circled in blue.

Open the exported/downloaded file and complete field AS-Session Name field for all online students. You can split the students into as many sessions as desired but there must at least be a separate session for each grade and subject. Once complete, save as a .csv file and import using the Import/Export task described under the student registration section.

Human Reader Accommodations

Students who have the human reader accommodation for online must all be placed in a session specific to Human Reader. This ensures that all the students in that session will receive the same form. Users can import students via the SR/PNP file to include Human Reader Sessions, but the session will need to be edited within PearsonAccess^{next} to have the Proctor Read Aloud box checked and Form group changed to Human Reader from Main. See more information under manual session creation above.

If a student has an incorrect accommodation or needs an accommodation added later, that can be done on the session management screen or via another SR/PNP import. However once the session is prepared there are additional steps that need to be taken to be sure the student tests with the correct accommodations. Please see the document *Personal Needs Profile Guidance* on the support page for additional information.

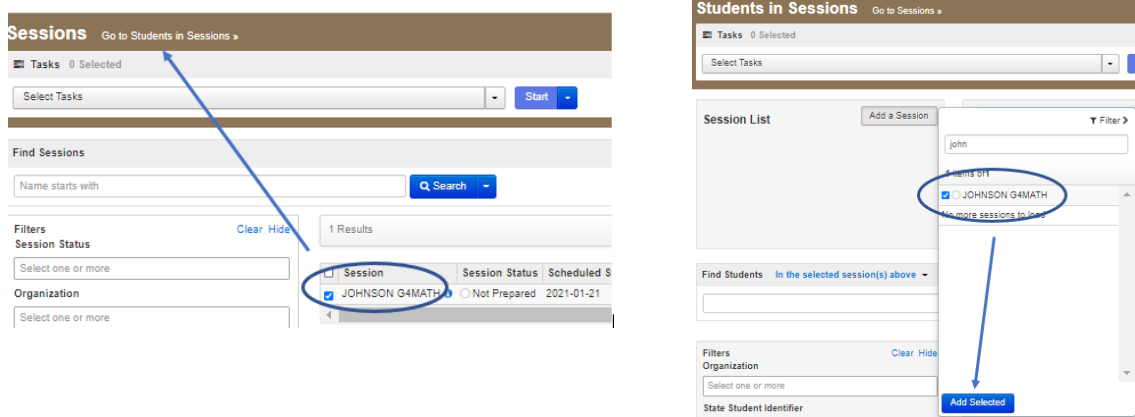
[https://il.mypearsonsupport.com/resources/training-resources/PersonalNeedsProfile\(PNP\)Guidance-ManagingIncorrectAccessibilityFeaturesandAccommodationsPNPV2.pdf](https://il.mypearsonsupport.com/resources/training-resources/PersonalNeedsProfile(PNP)Guidance-ManagingIncorrectAccessibilityFeaturesandAccommodationsPNPV2.pdf)

Session Management

Once sessions are created and students have been added to sessions, nothing more is needed until the testing window. In order to test, sessions must be prepared and started, and units must be unlocked. Detailed information about session management can be found in the *Starting Test Sessions, Locking/Unlocking Units, and Resuming Test Guidance* located at https://il.mypearsonsupport.com/resources/training-resources/Starting_Test_Sessions_Locking_Unlocking_Resuming.pdf

Student Testing Ticket

A student must have a Student Test Ticket in order to log into TestNav. Student Testing Tickets are printed from within the Students in Sessions screen in PearsonAccess^{next}. Select your session(s) either by selecting “Testing>Sessions” and checking the box next to the session name(s) then going to “Students in Sessions” or by using the “Add a Session” option on the “Students in Sessions” screen.



Once the session or sessions are selected, use the “Resources” dropdown from the “Students in Session” screen to print the Student Testing Tickets. Tickets for all students in the session or individual selected students can be printed.



Tickets for all sessions can be printed by highlighting “Combined View” for all sessions selected on the “Students in Session” screen.

The Student Testing Ticket provides the Username and Password information needed to log into TestNav.

STUDENT TESTING TICKET

Student: DEMOSTUDENT1, DEMOFIRST1 A
State ID#: 6735511178
Session: DEMOONEELA03
Date of Birth: 2011-01-01
Test: Grade 03 ELA

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select Illinois in the application.

Username: 9904929192 Password: 9751b3

TestNav

All students must have the TestNav application downloaded on their devices in order to take the IAR assessments.

TestNav downloads can be found at <https://download.testnav.com/>

Technology requirements and resources are available on the Il.mypersonsupport.com resource site.
<https://il.mypearsonsupport.com/technology-setup/>

This includes TestNav Online Support
<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

Student devices who were set up for Spring 2020 will need to be updated to the current version of TestNav prior to testing.