

ISASP Spring 2019

Post-Administration Tasks

Dear Assessment Coordinator,

The deadline to complete the administration of the Spring 2019 ISASP is May 31, 2019. As testing concludes, please ensure that all the tasks outlined below are complete in PearsonAccess^{next} by the designated date. The completion of these tasks is critical to the accuracy of your organization’s student test results and how student information will appear on the score reports for the Spring 2019 ISASP.

Tasks	Task Resource	Deadline to Complete Task
Additional Orders for Return Materials Available (Paper Only)	<ul style="list-style-type: none"> ● Additional Order Guidance 	May 28,2019
Mark Student Tests Complete (Online Only)	<ul style="list-style-type: none"> ● Mark Student Test Complete Guidance <ul style="list-style-type: none"> ○ Any online tests that have been started (are no longer in a “Ready” status), but have not yet been submitted, will need to be “Completed” or “Marked Complete” ● In order to Stop a Session all students within the session must be in either a “Complete” or “Marked Complete” status 	May 31, 2019
Secure Testing Materials Submitted for Return Shipment to Pearson (Paper Only)	<ul style="list-style-type: none"> ● Guidance for Returning Materials to Pearson <ul style="list-style-type: none"> ○ See Page 14 	June 3, 2019
**Verify and Update Student Demographic Information in PearsonAccess ^{next} (Paper and Online)	<ul style="list-style-type: none"> ● Managing Student Registrations Guidance ● Student Demographic Information includes: <ul style="list-style-type: none"> ○ Name ○ Date of Birth ○ State/District Identification Numbers ○ Class Name <ul style="list-style-type: none"> ■ If Class Name is left blank, classroom-level reports will default to display student grade levels for the Class Name <ul style="list-style-type: none"> ● Example: <i>Grade XX</i> 	June 14, 2019

For additional support please contact ISASP Support at (833) 878-7041 (Monday-Friday, 6:30am-7:30pm CT), or via the ISASP Support Web Platform: [Contact ISASP Support](#).

****Please note verifying the accuracy of Student Demographic Information in PearsonAccess^{next} is a crucial task. The Student Demographic Information that shows in PearsonAccess^{next} on June 14, 2019 is what will appear on the Spring 2019 ISASP Score Reports.**