

ISASP SPRING 2020 ADMINISTRATION IMPORTANT EVENTS AND DATES

IMPORTANT CONTACTS AND LINKS	
CONTACTS	
Pearson Help Desk	(833) 878-7041 Monday – Friday 6:00 am – 7:30 pm (CT) https://tinyurl.com/IowaHelp
Iowa Testing Programs (ITP)	(319) 335-5408 Iowa-Testing-Programs@uiowa.edu
LINKS	
ISASP Portal	http://iowa.pearsonaccessnext.com/
PearsonAccess ^{next}	https://ia.pearsonaccessnext.com/customer/index.action
PearsonAccess ^{next} Online Support Page	https://support.assessment.pearson.com/x/BYDy
TestNav8 Online Support Page	https://support.assessment.pearson.com/x/BAACAQ

SPRING 2020 ADMINISTRATION IMPORTANT DATES			
BEFORE TESTING			
Event	Testing Mode	Date	
Add/update users in PearsonAccess ^{next}	Paper and Online	Ongoing	
Practice tests available in ISASP Portal	Online	Ongoing	
ITP testing mode survey sent to districts	Paper and Online	December 6–20, 2019	
Initial student registration loaded in PearsonAccess ^{next} (based on response from testing mode survey)	Paper and Online	Option A: January 10, 2020 Option B: March 2, 2020 Option C: March 30, 2020	
Enter District-Designated testing window in PearsonAccess ^{next}	Paper and Online	December 20, 2019 – January 24, 2020	
Verify and update student registrations in PearsonAccess ^{next} for initial shipment of materials	Paper	January 13–24, 2020	
Technology Readiness Training module in Training Management System (TMS)	Online	End of January 2020	
Test Coordinator Overview Training module in TMS	Paper and Online	End of January 2020	
Local Infrastructure Trial	Online	February 3, 2020 – March 2, 2020	
Test Administration Training module in TMS	Paper and Online	February 2020	
Create and prepare test sessions in PearsonAccess ^{next}	Online	March 3, 2020 – May 15, 2020. It is recommended to create sessions at least one week prior to testing.	
Initial shipment of materials	Paper	Testing Start Date	Shipment Date
		March 16 – April 10, 2020	March 2–6, 2020
		April 13 – May 15, 2020	March 30 – April 3, 2020
Additional materials order window	Paper	March 3, 2020 – May 8, 2020	
Additional materials order window for return materials		March 3, 2020 – May 20, 2020	

DURING TESTING		
Event	Testing Mode	Date
Start test sessions in PearsonAccess ^{next}	Online	March 16, 2020 – May 15, 2020
State-Designated testing window	Paper and Online	March 16, 2020 – May 15, 2020
AFTER TESTING		
Event	Testing Mode	Date
OnDemand Reports – located in PearsonAccess ^{next}	Paper and Online	Varies - OnDemand Reports will first be available starting on April 20, 2020
Ship secure testing materials back to Pearson	Paper	One week after your District-Designated testing window ends. Last day to ship back materials is May 22, 2020.
Resolve rejected student test attempts in PearsonAccess ^{next}	Paper	By May 29, 2020
Complete post-administration tasks	Paper and Online	May 15, 2020
Published Reports Release – located in PearsonAccess ^{next}	Paper and Online	July 2020
Order printed reports – if needed	Paper and Online	July 2020

Section 1: Before Testing

PearsonAccess^{next} User Update Verification

It is the responsibility of districts and schools to ensure users are updated regularly in PearsonAccess^{next}. The User Role Matrix is located on the [PearsonAccess^{next}](#) page of the ISASP Portal. The User Role Matrix provides more information regarding the tasks each user role can access in PearsonAccess^{next}.

Practice Tests

The purpose of the practice test is to provide an opportunity for students to navigate the online testing platform (TestNav8), practice solving items online, and become familiar with using the available online response tools. Practice tests are not timed, and students should be given enough time to become familiar with TestNav8. Practice tests are only available online and are located on the [Test Preparation](#) page of the ISASP Portal. Additional information regarding TestNav8 navigation, online tools, and working with online test questions is located within the TestNav8 tutorial section on the same site page. Text-to-speech (TTS) practice tests are available for students who will use that accommodation during testing, according to the table below.

	Reading	Language/Writing	Mathematics	Science
Grades 3-5	TTS not available	TTS available	TTS available	TTS available (Grade 5 only)
Grades 6-8	TTS available	TTS available	TTS available	TTS available (Grade 8 only)
Grades 9-11	TTS available	TTS available	TTS available	TTS available (Grade 10 only)

Testing Mode Survey

ITP sent an email with a link to an online survey to districts. The survey responses were collected from December 6–20, 2019. The purpose of the survey was to find out the testing plans of each district in order to make an effort to upload the most recent student data from the Iowa Department of Education’s student information system into PearsonAccess^{next}. There were three options presented to districts in the online survey:

Option A would be appropriate for districts intending to use paper and pencil as the primary mode of administration of the ISASP for their students in spring 2020. The student data is extracted on January 6, 2020 and uploaded to PearsonAccess^{next} on January 10, 2020.

Option B would be appropriate for districts intending to use online as the primary mode of administration of the ISASP for their students in spring 2020 and who intend to begin testing prior to April 13, 2020. The student data is extracted on February 24, 2020 and uploaded to PearsonAccess^{next} on March 2, 2020.

Option C would be appropriate for districts intending to use online as the primary mode of administration of the ISASP for their students in spring 2020 and who intend to begin testing on or after April 13, 2020. The student data is extracted on March 23, 2020 and uploaded to PearsonAccess^{next} on March 30, 2020.

Initial Student Registration

PearsonAccess^{next} will be initially populated with student data obtained from the SRI system. District and School Coordinators are responsible for verifying the student data is correct and updating student testing information as needed. The initial student data upload will assign all students to the applicable tests for their grade, but it is the responsibility of the districts/schools to create test sessions (for online testing). The default mode of administration for the initial upload is dependent on the district response to the testing mode survey. Districts that chose Option A will be loaded with paper as the default mode of administration. Districts that chose Option B or C will be loaded with online as the default mode of administration.

Verifying and Updating Student Registrations

For districts that chose Option A to the testing mode survey, the student registrations must be reviewed and/or updated in PearsonAccess^{next} by January 24, 2020 in order for the district to receive accurate pre-ID labels and initial shipments of paper test materials. Additionally, all student accommodations must be verified for the correct accommodation prior to testing (see Additional Materials Order Window section below for how to order specific accommodations test materials).

For districts that chose Option B or C to the testing mode survey, the student registrations must be reviewed and/or updated in PearsonAccess^{next} prior to adding students to test sessions. Additionally, all student accommodations must be verified for the correct accommodation prior to testing (see Additional Materials Order Window section below for how to order specific accommodations test materials).

It is possible to test an individual student on paper for one test and online for another for Reading, Math, and Science. However, both Language and Writing tests must be completed via the same mode for both tests. This designation is at the discretion of the district and must be indicated as part of the student registration in PearsonAccess^{next}. See steps below on the Updating Student Registrations section.

Updating Student Registrations (Two Available Methods)

- 1. Manually updating student registrations:** To verify and update the student registrations navigate to the *Setup>Students* page in PearsonAccess^{next}. For students already added to test sessions for online testing, first select *Testing>Sessions*, select the session(s) the student(s) are in, select the drop-down next to *Start* and select *Add/Remove Students in Sessions*. To remove the student(s) from the session, select the student(s) to be removed and select *Save*. Then verify and update the student registrations by navigating to the *Setup>Students* page in PearsonAccess^{next}.
- 2. Import/export data:** To verify and update student registrations select *Setup>Import/Export Data*, select the drop-down next to *Start*, and select *Import/Export Data*. Use the *Student Registration Export* file to export the current student registrations, update the appropriate information directly in the file, and then use *Student Registration Import* to upload the changes to the student registrations in PearsonAccess^{next}.

For example, a student's online Language/Writing is one online test contained in three sections, however the paper Language/Writing test is split into two tests; sections 1-2 Language/Writing and section 3 Writing for a total of three sections. Unlike other test assignments, a student's Language and Writing tests must both be completed via the same mode, either both online or both paper.

If the student(s) were initially uploaded as paper, you can change the paper Language/Writing registration to online via the following steps:

- Select *Setup>Import/Export Data*, use the drop-down next to *Start* and select *Import/Export Data* to complete and download a *Student Registration Export*.
- Cut all student registrations with the WR test code, paste into a new spreadsheet and save.
- In the Student Registration Export file, find the student registration(s) that will be changing from paper to online.
- Add 1 in the Online column of all applicable tests to update the tests to online. The LA test code is the only test code needed for online Language/Writing. Once all necessary students have been updated, save the file and upload as a *Student Registration Import*.
- Using the new spreadsheet with the student registrations WR, complete a *Student Registration Delete*. Select *Setup>Import/Export Data*, use the drop-down next to *Start* and select *Import/Export Data>Student Registration Delete*. Do NOT select the checkbox *Delete all data* as this will delete all student registrations for the students listed in the file rather than only the WR paper test.

Note: For online testing it is imperative that the student does not have the writing paper test (WR) still assigned. If the writing test is still assigned after January 24th, 2020, the initial shipment will contain paper Language/Writing materials for this

student. If the student registration import was completed with the WR test assignment listed as online, the WR test code registration updates will error out. The *Download Records in Error* file can be used as a basis for the *Student Registration Delete* after verification that only the WR test assignments remain.

If the student(s) were initially uploaded as online, add the paper writing registration to the import file via the following steps:

- a. Select *Setup>Import/Export Data*, use the drop-down next to *Start* and select *Import/Export Data* to complete and download a *Student Registration Export*.
- b. In the Student Registration Export file, find the student registration(s) that will be changing from online to paper.
- c. Add a row below the student's Language/Writing test (LA##), copy the student's demographic information and remove the online test assignment for all applicable tests.
- d. Under the *Test Code* column add the new paper writing test code, WR plus the student's grade. For example, a grade 8 student's paper writing test code will be WR08. Once all necessary students have been updated, save the file and upload as a *Student Registration Import*.

PearsonAccess^{next} Import File Error Threshold: When attempting to import files in PearsonAccess^{next}, the file import process has an **error threshold of 500** for any attempted import files. If an attempted import file reaches that many errors, the file will stop processing. If your file contains 500 or more errors, go back to the file that was initially imported, make the appropriate updates, and attempt a re-import. The "Download Records in Error" link on the "View Files Details" page will only contain the first 500 errors in the file before the file stopped processing.

Please note it is possible there could be errors in the import file, but PearsonAccess^{next} will finish running the file if the number of errors is less than 500. Click the "Download Records in Error" link on the "View Files Details" page to confirm if there are errors.

District-Designated Testing Window

The District-Designated testing window is the planned dates in which the district has chosen to test its students within the State-Designated testing window. The District Coordinator must identify the testing window for the entire district in PearsonAccess^{next}. Entering a designated testing window not only helps with planning, but also helps determine the most appropriate time for Pearson to ship initial materials to districts. Districts and schools can test any time during the State-Designated testing window.

1. Confirm you are at the district-level on the black bar in the top right-hand side of PearsonAccess^{next}. Check to make sure the administration information also in the black bar is *Iowa>2019-20>Iowa Statewide Assessment of Student Progress (ISASP)*. Enter your district name by selecting *Setup>Organizations* under *Find Organization*.

2. Select the checkbox next to your district name.
3. From the *Select Tasks* list, select the checkbox next to *Manage Participation* and select *Start*.
4. Enter your district's *Test Start Date* and *Test End Date* and select *Save*.

Local Infrastructure Trial

The local infrastructure trial is an opportunity for districts and schools to prepare for online testing by simulating an online test. It allows schools to:

- Simulate test-day network utilization
- Test student devices to ensure proper configuration for online testing
- Provide students and test proctors with practice with logging in to an online test
- Illuminate training gaps for school staff
- Expose weaknesses in school communication plans for online testing.

The local infrastructure trial helps determine if there are any issues to resolve, provides districts or schools with time to resolve these issues, and confirms school readiness to deliver online assessments to students using PearsonAccess^{next} and TestNav8. The infrastructure trial uses sample student data and is completed in the PearsonAccess^{next} Training Site. Directions on how to complete the trial is located on the [Technology Setup](#) page of the ISASP Portal.

Local Infrastructure Trial Checklist

- Generate sample students in the PearsonAccess^{next} Training site. All students should be assigned **Grade 5 Math Practice Test** for the infrastructure trial. Note: The Grade 5 Math Practice Test is a sample test intended to check the network infrastructure.
- Create a test session.
- Assign the sample students to the test session.
- Prepare and start the test session.
- Print testing tickets for the sample students.
- Run **App Check**.
- Have participants sign into TestNav8 with their usernames and passwords and begin the test.
- Monitor the test session to see student test activity, and resume individual tests as needed.

Technology Readiness Training

In preparation for online testing, Pearson will provide a training module to support technology staff. A link to the ISASP Training Management System (TMS) will be located on the Training page of the ISASP Portal. The goal of the training is for technology coordinators to understand how to determine a school's readiness to test their students online. Technology Coordinators should use their devices to practice installing and logging in to TestNav8, accessing online resources, and completing administrative tasks in the PearsonAccess^{next} Training Center. Topics in the module include: technology resources, components of online testing, TestNav8, ProctorCache, PearsonAccess^{next}, infrastructure setup, infrastructure trial, next steps, and support.

Test Coordinator Overview Training

In preparation for online and paper testing, Pearson will provide a training module to support District and School Coordinators. A link to the ISASP TMS will be located on the Training page of the ISASP Portal. The training will include an overview of the ISASP Portal, Pearson's assessment platforms (PearsonAccess^{next} and TestNav8), tasks coordinators can complete, and next steps.

Test Administration Training

The purpose of the required test administration training module is to provide District and School Coordinators with a refresher on the functionalities within PearsonAccess^{next}. A link to the ISASP TMS will be located on the Training page of the ISASP Portal. The training provides more information regarding how to set up testing and the critical tasks needed to prepare for the ISASP assessment.

Reports Overview Training


The purpose of the reports overview training is to provide District and School Coordinators with more information regarding the type of reports available and how to access reports in PearsonAccess^{next}. A link to the ISASP TMS will be located on the Training page of the ISASP Portal. The training provides navigation steps in PearsonAccess^{next} and provides samples of the reports that are available.

Create and Prepare Sessions

Once student registrations have been updated, the online students must also be placed in a testing session to test. Test sessions can be created manually by selecting *Testing>Sessions>Start>Create/Edit Sessions*. Students that have been placed in groups can easily be added into the test session by using the dropdown to change *Find by Name* to *Find by Group*. Once a test session has been created, student registrations should be checked for the correct accommodations, if applicable. Once students have been placed in the session, the session can be prepared. The purpose of preparing a session is to create a student test ticket for the student to log into the test. A session must be prepared prior to starting the session in PearsonAccess^{next}.

Note: If a session has been prepared, but the student has not yet logged into the test and needs the text-to-speech accommodation, the student must first be removed from the session, the accommodation added, and then the student can be added back into the session.

Initial Shipments

The initial shipments of paper test materials received by the district are for the paper test mode student registrations that were in PearsonAccess^{next} on January 24, 2020. District/School Coordinators can view orders in PearsonAccess^{next} by selecting *Setup>Order & Shipment Tracking*. To view the order details, click the blue icon  .

The default timeframe can be adjusted in the system to view orders during a longer period of time. Orders will appear in the system as they are shipped, and the shipping schedule is determined by the testing start date that was entered for the District-Designated testing window.

Pre-ID Labels

Pearson will be pulling the paper mode student registration data from PearsonAccess^{next} on January 24, 2020 to print pre-ID labels. Pre-ID labels are included in the initial shipments and affixed to the answer documents for scoring. For students testing with paper materials that do not have pre-ID labels, the student information must be hand-gridded on the answer document.

Important: Districts that responded with Option B or C on the testing mode survey will have their initial student data uploaded after the January 24, 2020 deadline. If the district will have some of their students testing paper and would like pre-ID labels, they will need to follow these steps:

1. The district must upload all of their own student data in PearsonAccess^{next}.
2. The selected students that will be testing paper will need their appropriate test registrations marked as paper.
3. The rest of the student registrations will need to be reviewed and marked as online.
4. All paper registration information will need to be verified by January 24, 2020 in order for Pearson to pull the correct student registration data for pre-ID labels.
5. The district will need to notify ITP at lowa-Testing-Programs@uiowa.edu or call 319-335-5408 if they plan to take these steps. This notification is required so ITP's planned initial student data upload will not override the data already uploaded by the district.

Additional Materials Order Window – Order and Shipment Tracking

The purpose of the additional materials order window is to order additional materials that were not received during the initial shipment. Materials should be ordered for Spanish forms and paper materials for students that were not registered as testing with paper prior to the January 24, 2020 deadline. Also, large print accommodated test materials can be ordered during the additional materials order window.

Braille accommodated test materials will be handled by the Iowa School of the Blind and are not ordered through the additional materials order window. Contact the Iowa School of the Blind for additional details.

Note: If the student was registered as testing with paper by the January 24, 2020 deadline, the student will automatically receive the standard paper testing materials. However, to avoid a rejected student test, please ensure all students testing with paper are registered in PearsonAccess^{next} as paper for the subject(s).

Section 2: During Testing

Start Test Sessions

A test session must be prepared, started, and unlocked before a student is able to log in to TestNav8. District/School Coordinators and Proctor user roles can start sessions in PearsonAccess^{next}.

State-Designated Testing Window

The Iowa Department of Education and ITP establish the start and end dates for administration of the ISASP for each school year. Students may begin taking the test as early as the start date and as late as the end date of this window. The District-Designated testing window must be within the start and end dates of the administration.

Section 3: After Testing

Materials Return

All secure paper testing materials must be returned to Pearson within one week after the District-Designated testing window ends. To return materials, contact UPS 24-48 hours in advance to schedule a pickup at (800) 823-7459. Provide UPS with the following information:

- That you are scheduling a pickup request for **Pearson**
- Tracking number located on the bottom of the label
- The physical location where packages are to be picked up
- Estimated number of packages

Once the pickup is confirmed, the district/school will receive a confirmation number from UPS that can be referenced for future questions or changes.

Rejected Student Tests

A Rejected Test Attempt (Student Error) is created when a paper test document cannot be matched to a current student record in PearsonAccess^{next}. This scenario most commonly arises when the student demographic information does not match between the gridded information and the record in PearsonAccess^{next}. District/School Coordinators are responsible for addressing Rejected Test Attempts in the window provided for each administration. Unresolved Rejected Test Attempts will result in no scores available for those tests.

Post-Administration Tasks

The deadline to complete the administration of the spring 2020 ISASP is **May 15, 2020**. As testing concludes, please ensure that all the tasks outlined in the table below are completed by their designated dates. 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.

Checkbox	Post-Administration Task	Test Delivery Type	Description/What To Do
<input type="checkbox"/>	Return all secure materials	Paper	See the test administration manual for a list of all secure materials that must be returned. Last day to ship back materials is May 22, 2020
<input type="checkbox"/>	Remove students in Ready status	Online	Students in Ready status need to be removed from a session before stopping it.
<input type="checkbox"/>	Mark Student Tests Complete	Online	Mark a student's test complete if he or she finishes on a section other than the final section (e.g., a make-up) or if you know the student will not be resuming the test at all.
<input type="checkbox"/>	Stop test sessions	Online	Tests that have been started, but should not be scored, should be marked as Do Not Report.
<input type="checkbox"/>	Verify and update student demographic information	Paper and Online	See instructions on the Verifying and Updating Student Registrations section of this document.
<input type="checkbox"/>	Resolve Rejected Student Tests	Paper	Ensure all rejected student tests have been resolved by May 29, 2020.

OnDemand Reports

The purpose of OnDemand Reports is to allow districts and schools to view **preliminary** student results prior to the release of published reports. OnDemand Reports for the spring 2020 ISASP will first become available on April 20, 2020. After this date, OnDemand Reports for newly completed tests may take 2-3 weeks to be added, depending on the mode of administration.

OnDemand Reports can be accessed in PearsonAccess^{next} by selecting *Reports>OnDemand Reports*. Only the scores the student completed at your school will be available on the OnDemand Reports page.

Note: A student's test must be in Completed or Marked Complete status to populate on the OnDemand Reports page.

Published Reports

Published reports are the final reports delivered to districts and schools in PearsonAccess^{next}. Published reports are static reports viewable by District and School Coordinators in PearsonAccess^{next}. Below are the types of published reports available:

- **Individual Student Report** – This report provides information regarding a student’s score and achievement level. A student’s achievement level is based on an achievement level of advanced, proficient, and not yet proficient. Additionally, domain scores are provided based off the percent correct in each domain area.
- **Student Roster** – This report provides information regarding all students’ achievement at a given school by subject and grade. This report is grouped by achievement level and lists the students’ scores alphabetically.
- **School Achievement Level Summary** – This report details the percentage of students in each achievement level by grade and subject at a school compared to the district and state. This report is only available at the school level in PearsonAccess^{next}.
- **District Achievement Level Summary** – This report details the percentage of students in each achievement level by grade and subject at a district.
- **Student Data File** – This data file is an Excel file with all student scores in a district. This report is only available at the district level to District Coordinators. For more information regarding the column names, please see the Student Data File Layout document located on the [ISASP Portal](#).

Ordering of Printed Reports

All published reports are available to be printed in PearsonAccess^{next}. However, a district can request reports to be printed by Pearson. The price for this service is \$0.60 per student for each Individual Student Report and \$0.25 for each Student Roster. School Coordinators can request printed reports via *Reports>Request Printed Reports* function in PearsonAccess^{next}, while District Coordinators are able to order the requested printed reports. Districts can only submit one order for printing in PearsonAccess^{next}. Once the order has been confirmed, no additional orders are able to be printed. One copy of each report ordered will be delivered to the district within 7-10 business days after the order was placed. School Coordinators must check with their District Coordinators regarding the timeline for requesting printed reports.