General Information

Every important update to the ISASP administration for spring 2022 will be announced in this document. Newest updates will be announced at the top; previously announced updates are archived below. The *Key Administration Updates* bulletin is in the Bulletins tab of the ISASP Portal.

Update 5/2/2022: Schools and districts finishing their testing should review the post-administration tasks and be informed about potential Rejected Student Test errors if they administered paper testing. Process steps for checking remaining tests and cleaning up tests that will not be taken are also provided.

New Updates

Post-Administration Tasks

On pages 68–70 of the Test Administrator Manual, there is detailed information on post-administration tasks: https://iowa.pearsonaccess.com/manuals/. Here is a summary of these tasks:

- Collect all test materials and securely dispose of testing tickets and scratch paper.
- Review all online test sessions; remove students who will not be testing from *Ready* status.
- Stop all online test sessions; all tests in a session must be in *Completed* or *Marked Complete* status to stop a session.
- Prepare paper test materials to be sent back to Pearson.
- Review student demographic information in PearsonAccess[next] for accuracy. This information will be reflected in the final published reports.

These post-administration tasks in PearsonAccess[next] must be completed by end of day **May 13, 2022**. For returning paper materials, the last day to ship materials for scoring is **May 17, 2022**. Late materials will not be scored.

Rejected Student Tests

During the processing of completed paper tests, a Rejected Student Test error may occur if the student information on the answer document does not match the student information in PearsonAccess[next]. These tests are then put on hold for scoring.

If you receive a notification email about Rejected Student Tests, please sign in to PearsonAccess[next] to resolve these errors. The Important Dates bulletin has information on the types of errors and how to resolve them on pages 16–18.

The deadline to resolve Rejected Student Test errors is **May 24, 2022**. Tests unresolved after this date cannot be scored.

Operational Report to Look for Remaining Student Tests

In PearsonAccess[next], there are different Operational Reports that can be used to manage the progress of your test administration. The following report is the best option to scan for any remaining student tests in the system that have not yet been completed.

1. Go to *Reports > Operational Reports*. Check the box for *Students & Registrations*. Choose the report **Students Tests that have been Assigned but have not yet Completed**.
2. When you are on the page to download the report, you will see the blue text *Request Report Refresh*. Click on this text to display more options.
3. **Important**: There are two drop-down fields here, but if you leave them blank (or select the fields to be blank), the Pearson system will pull the statuses of all tests at your school or district. Click on the blue *Refresh Report* button to have the system scan your current test statuses.
4. Click on *Download Report* when it is ready. Any remaining student tests will be listed in the file. If there are tests with the **assign** status in column H (*Student Test Status*), these are tests assigned to students who were not added to sessions. If there are tests with the **ready** status in column I (*Student Test Session Assign Status*), these are tests that were added to sessions but not started.

Cleaning up Student Tests That Will Not Be Taken

After running the Operational Report to check for remaining tests, you can take the following steps in PearsonAccess^{next} to clean up any assigned tests that will not be taken.

First, if the student has been assigned to online test sessions, the student **must** be removed.

1. Go to *Testing > Students in Sessions*.
2. Add the sessions the student is in and then search for and select the student. Select and start the task *Remove Students from Sessions*.
3. On the next page, check the box next to the student and click *Remove*. Use the drop-down above the student's name to select other tests and remove them as well.

Once the student has been removed from test sessions, you can also unregister the student.

1. Go to *Setup > Students*.
2. Search for and select the student. Then select and start the tasks *Create/Edit Students* and *Register Students*.
3. On the next page, start with the *Register Students* tab (toward the top in the dark gray bar). Select the student on the left, then uncheck the box for *Registered* on the right. Click *Save*.
4. Click on the *Create/Edit Students* tab at the top. Select the student on the left again, then remove your enrolled school on the right in the field *Organization*. Click *Save*.

Completing these steps will help keep the student information of your test administration current and accurate.

Archived Updates

Chrome Operating System (OS) Updates

Schools and districts are cautioned **not to download Chrome OS system updates** to student testing devices prior to confirming that Pearson has approved the new OS version.

TestNav system requirements, including currently supported testing devices and operating systems, are posted here: https://support.assessment.pearson.com/TN/testnav-system-requirements-18613791.html. This page will be updated as new OS are approved.

Pearson regularly monitors the Google Chrome environment and subjects each new Chrome OS release to rigorous testing to confirm TestNav compatibility. Approval of a new Chrome OS typically happens a few weeks after it is released to production.

Contact Iowa Testing Programs (ITP) at iowa-testing-programs@uiowa.edu immediately if you believe your testing devices are on an OS version that is not supported by TestNav.

Assistance for Live Testing Issues

If any live testing issues are encountered during your testing window, **contact Pearson Customer Support by phone at (833) 878-7041 right away**. Do not use the online Pearson Customer Support request form for live testing issues.

When calling Pearson Customer Support, have the following information ready:

- Your name and contact info
- Your school and/or district name, along with the organization code from PearsonAccess[next] (8-digit code next to your school/district name in PearsonAccess[next])
- Summary of the issue and the number of students affected

Providing this information will help in case escalated Pearson Customer Support or ITP needs to contact you for additional information.

Pearson Customer Support
Phone: (833) 878-7041
Hours: Monday–Friday, 6:00 a.m. –7:30 p.m.

Enter Your District-Designated Testing Window in PearsonAccess[next]

The district-designated testing window is the planned dates in which the district and nonpublic school have chosen to test its students within the state-designated testing window (3/14/2022–5/13/2022).

The feature to enter the **test start date** and **test end date** is open now in PearsonAccess[next]. Entering these dates helps Pearson with planning for customer support coverage and knowing when to ship out initial shipments of materials.

Please see page 10 of the **2022 Important Dates bulletin** for the process steps to enter the test start date and test end date: https://iowa.pearsonaccess.com/bulletins/.

Test Administration Training Module

The required **Test Administration training module** for all testing staff is available in Pearson's Training Management System (TMS). The following ISASP Portal page will have a links to TMS and the TMS User Guide: https://iowa.pearsonaccess.com/training-mods/.
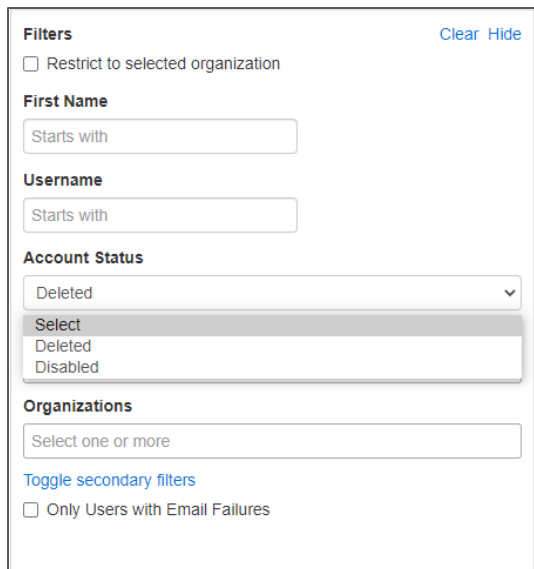
Adaptive Testing for Spring 2022

For the spring 2022 ISASP administration, the **Reading and Science online tests** are adaptive tests. Adaptive testing is a computer-based (online) approach to testing that adapts test content to the student's performance on the test. More information about adaptive testing will be coming in a future communication; expect the following resources to become available soon to help you understand adaptive testing and changes to test administration:

- Updated Reading and Science online practice tests on the ISASP Portal, which will simulate the adaptive testing experience
- Brief introductory video to the ISASP adaptive tests
- Adaptive testing bulletin

Adaptive testing FAQs

Deactivated User Accounts in PearsonAccess[next]

PearsonAccess[next] user accounts are disabled after 240 days of inactivity and deleted after 390 days of inactivity; user accounts at your school may be affected.

The District Assessment Coordinator (DAC) will need to go in PearsonAccess[next] and see if they have users that have been affected. Go to *Setup > Users*, then use the *Filters* box on the left side of the screen.

In the field *Account Status*, the DAC can select *Deleted* or *Disabled* filters, then the results will show up.

Please see the following Pearson support pages for steps to enable and restore accounts:

Enable disabled user accounts

Restore deleted user accounts

DACs with deactivated DAC accounts can email iowa-testing-programs@uiowa.edu for assistance.

Braille

There was an update on how to order ISASP Braille materials for spring 2022. Schools and districts will need to contact the Iowa Department for the Blind at this link:

https://idbimclibrary.blog/test-order-information/

State-Designated Testing Window 2022

The finalized spring 2022 ISASP State-Designated testing window is:

Monday, March 14, 2022 – Friday, May 13, 2022