

## **General Information**

Every important update to the Iowa Statewide Assessment of Student Progress (ISASP) administration this spring will be announced in this document. Newest updates will be announced at the top; previously announced updates are archived. The *Key Administration Updates* bulletin is in the [Bulletins tab](#) of the ISASP Portal.

**Update 5/5/2021:** ISASP remote testing will take place May 17–May 28, 2021. Schools finishing up their in-person, proctored testing should review the post-administration tasks and be informed about potential Rejected Student Test errors if they administered paper testing. Students taking the Dynamic Learning Maps (DLM) alternate assessment or students who will not be taking the ISASP will need to be removed from test sessions and can be unregistered in PearsonAccess<sup>next</sup>.

## **New Updates**

### **ISASP Remote Testing – Session Setup**

Coordinators can begin creating remote test sessions in PearsonAccess<sup>next</sup>. Please refer to the *ISASP Remote Testing Guidance* bulletin posted in the [Bulletins tab](#) of the ISASP Portal for the process steps. When creating remote test sessions, verify that you are **choosing “Remote” in the field Form Group Type**. Assigning the wrong form to remote testing students is considered a test security violation and will result in mandatory incident reporting to the Iowa Department of Education and invalidated tests.

Remote test sessions can be **prepared after May 14, 2021**. Actual remote test sessions may be **started beginning on Monday, May 17, 2021, at 7:00 a.m.**

### **Post-Administration Tasks**

Schools and districts have asked about post-administration tasks as they finish up their in-person, proctored testing. There is not one final button or task for the Coordinator to confirm completion of ISASP testing; rather, there are multiple checks to ensure testing is completed and student information is accurate. Please see pages 103–105 of the [Test Administrator Manual](#) for information on these checks.

### **Rejected Student Tests**

During the processing of completed ISASP paper answer documents, a Rejected Student Test error may occur if the student information on the answer documents cannot be matched to the student information in PearsonAccess<sup>next</sup>. A notification email will go out if any Rejected Student Test errors are flagged for your schools.

To review and resolve these errors, please take the following steps:

1. Sign in to PearsonAccess<sup>next</sup>, then go to *Testing > Rejected Student Tests*.
2. In the blue Search button, use the drop-down arrow and select *Show all results*.
3. The list of rejected student tests will be displayed. The *Status Message* column in this list tells you why the system rejected each test.
4. Select a test, then select and start the task *Edit Rejected Student Tests*.

5. Add or edit the missing or incorrect demographic fields in the *Attempt Attributes* section, and then click save. When updating demographic information, ensure extra spaces are not present when copying and pasting from a source. This will cause a mismatch to the information in PearsonAccess<sup>next</sup>.

The *Important Dates* document has information on the types of errors and how to resolve them on pages 14–16. This document is located in the [Bulletins tab](#) of the ISASP Portal.

Unresolved student tests will not be scored or included in data shared with the Iowa Department of Education. The deadline to resolve Rejected Student Test errors will be **June 4, 2021**.

### **Untested Student Records in PearsonAccess<sup>next</sup>**

Students taking the DLM alternate assessment or students who won't be taking the ISASP should be removed from test sessions and can be unregistered in PearsonAccess<sup>next</sup>.

To update the information for these students, please take the following steps:

1. If these students have been assigned to test sessions, they must be removed. Go to *Testing > Students in Sessions*. Add the sessions the students are in and then select these students. Select and start the task *Remove Students from Sessions*.
2. Steps 2 and 3 are optional but recommended for keeping your student data current and accurate in PearsonAccess<sup>next</sup>. Once the students have been removed from test sessions, unregister the students by going to *Setup > Students*, selecting these students, and then starting the task *Register Students*. Uncheck the *Registered* box for each student.
3. Finally, unenroll these students by going to *Setup > Students*, selecting the students, and then starting the task *Create/Edit Students*. Remove the enrolled school for each student.

Note: if a student had accidentally started a test or if a test status was updated to *Marked Complete*, the student cannot be unregistered or unenrolled. In these situations, verify/update all the test statuses to *Marked Complete*, then add the *Do Not Report* statuses to the tests in the *Manage Student Tests* page.

## **Archived Updates**

### **ISASP Remote Testing Guidance (3/5/2021)**

The *ISASP Remote Testing Guidance* bulletin has been emailed to all Coordinators and posted in the [Bulletins tab](#) of the ISASP Portal. This comprehensive guidance contains an overview letter, the ISASP Administration Decision Tree (for remote testing eligibility), the Test Coordinator's Guide to Remote Testing, and a flyer that can be shared with the families of students who are eligible for remote testing.

### **Extended TestNav and Pearson Customer Support Hours (3/5/2021)**

Feedback from the *ISASP Scheduling Options Survey* showed an interest in more flexibility with TestNav and Pearson Customer Support hours. The operational hours for both TestNav and Pearson Customer Support have been extended for the spring 2021 ISASP administration.

TestNav (for in-person, proctored online testing):

- is available **March 15–May 28, 2021** from **7:00 a.m. to 9:00 p.m. on weekdays** and **8:00 a.m. to 5:00 p.m. on Saturdays**

TestNav website (for remote testing from May 17–May 28, 2021):

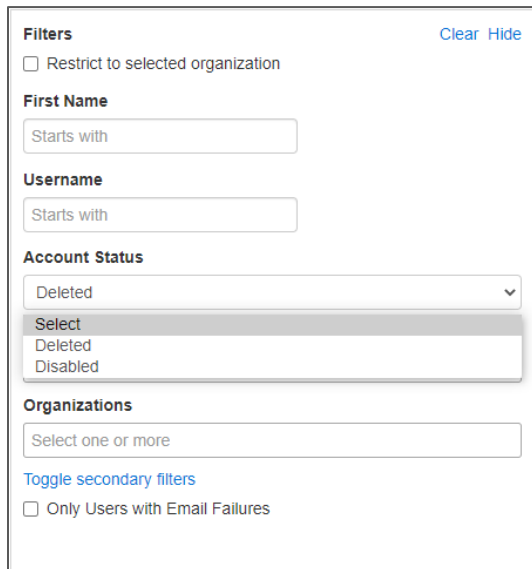
- is available **May 17–May 28, 2021** from **7:00 a.m. to 9:00 p.m. on weekdays** and **8:00 a.m. to 5:00 p.m. on Saturday, May 22<sup>nd</sup>**

Pearson Customer Support:

is available **March 15–May 28, 2021** from **6:00 a.m. to 9:00 p.m. on weekdays** and **8:00 a.m. to 5:00 p.m. on Saturdays** at (833) 878-7041

### Deactivated User Accounts in PearsonAccess<sup>next</sup> (2/12/2021)

PearsonAccess<sup>next</sup> user accounts are disabled after 240 days of inactivity and deleted after 390 days of inactivity; due to last spring, user accounts at your school may be affected.



The District Assessment Coordinator (DAC) will need to go in PearsonAccess<sup>next</sup> 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](mailto:iowa-testing-programs@uiowa.edu) for assistance.

### Braille (2/12/2021)

There was an update on how to order ISASP Braille materials for spring 2021. Schools and districts will need to contact the Iowa Department for the Blind at this link:

<https://idbimclibrary.blog/test-order-information/test-student-assessment-order-form/>

### State-Designated Testing Window (2/12/2021)

In order to provide more flexibility to schools and districts administering the ISASP this spring, there was a two-week extension to the State-Designated testing window. The finalized ISASP State-Designated testing window is:

**Monday, March 15, 2021 – Friday, May 28, 2021**