

ISASP IMPORTANT DATES 2022-2023 OVERVIEW OF ADMINISTRATION EVENTS

*The dates and events are based on the information that we have at this time. Dates and events may be updated as we gather more information.

IMPORTANT CONTACTS AND LINKS	
CONTACTS	
Pearson Customer Support	(833) 878-7041 Monday – Friday 6:00 am – 7:30 pm (CT) https://tinyurl.com/IowaHelp For live testing issues, please call Pearson Customer Support for assistance.
Iowa Testing Programs (ITP)	(319) 335-5408 Iowa-Testing-Programs@uiowa.edu
LINKS	
ISASP Portal	https://iowa.pearsonaccess.com/
PearsonAccess ^{next}	https://ia.pearsonaccessnext.com/customer/index.action
PearsonAccess ^{next} Online Support Page	https://support.assessment.pearson.com/x/BYDy
TestNav 8 Online Support Page	https://support.assessment.pearson.com/x/BAACAQ

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SPRING 2023 ADMINISTRATION IMPORTANT DATES		
BEFORE TESTING		
Event	Testing Mode	Date
Local Infrastructure Trial in PearsonAccess ^{next} Training Site	Online	Available Now. Infrastructure trials can be run now on the training site using the 2021-22 administration.
Technology Readiness Training 2023 module	Paper and Online	Available Now
Test Coordinator Overview Training 2023 module	Paper and Online	Available Now
Test Security Training 2023 module	Paper and Online	Available Now
Test Administration Training 2023 module	Paper and Online	Available Now
Reports Overview Training 2023 module	Paper and Online	March 2023
ITP Testing Mode Survey sent to districts and nonpublic schools	Paper and Online	November 7–18, 2022
Add/update users in PearsonAccess ^{next}	Paper and Online	Beginning October 28, 2022
Enter District-Designated testing window in PearsonAccess ^{next}	Paper and Online	Beginning October 28, 2022
Initial student registration uploaded in PearsonAccess ^{next} (based on response from testing mode survey)	Paper and Online	Option A (paper reg): December 19, 2022 Option B (online reg): February 27, 2023 Option C (online reg): March 20, 2023 Option D (online reg): April 3, 2023
Verify and update initial student registrations in PearsonAccess ^{next} for initial shipment of materials (required to receive student pre-ID barcode labels for paper testing)	Paper	December 20, 2022 – January 4, 2023
Updated practice tests available on ISASP Portal	Online	January 2023
Create and prepare online test sessions in PearsonAccess ^{next}	Online	February 27 – May 5, 2023. It is recommended to create sessions once your initial student registration has been uploaded in PearsonAccess ^{next} .
Initial shipment of materials	Paper	Testing Start Date
		March 13 – April 7, 2023
		April 10 – May 5, 2023
		Shipment Date
		Feb 27 – March 3, 2023
		March 27–31, 2023

Event	Testing Mode	Date
Additional materials order window	Paper	February 28 – May 4, 2023
Additional materials order window for labels (UPS return labels and scorable/non-scorable materials processing labels)		February 28 – May 8, 2023
DURING TESTING		
Event	Testing Mode	Date
Start online test sessions in PearsonAccess ^{next}	Online	March 13 – May 5, 2023
State-Designated testing window	Paper and Online	March 13 – May 5, 2023
AFTER TESTING		
Event	Testing Mode	Date
Complete post-administration tasks in PearsonAccess ^{next} (update student test statuses and demographic information)	Paper and Online	By May 5, 2023
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 9, 2023. Late materials will not be processed.
Resolve rejected student test attempts in PearsonAccess ^{next}	Paper	May 12, 2023

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}. PearsonAccess^{next} user accounts are disabled after 240 days of inactivity and deleted after 390 days of inactivity. 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 (TestNav 8), 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 TestNav 8. Practice tests are only available online and are located on the [Test Preparation](#) page of the ISASP Portal. Additional information regarding TestNav 8 navigation, online tools, and working with online test questions is located within the TestNav 8 tutorial section on the same site page. Text-to-speech (TTS) practice tests are available for students who will use that designated feature 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 will send an email with a link to an online survey to districts and nonpublic schools. The survey responses will be collected **from November 7–18, 2022**. The purpose of the survey is to find out the testing plans of each district and nonpublic school in order to make an effort to upload the most recent student data from the Iowa Department of Education into PearsonAccess^{next}. There will be **four options** presented in the online survey:

- Option A would be appropriate for organizations intending to use paper-and-pencil as the primary mode of administration of the ISASP for their students in spring 2023. The student data will be uploaded to PearsonAccess^{next} **on December 19, 2022**.
- Option B would be appropriate for organizations intending to use online as the primary mode of administration of the ISASP for their students in spring 2023 and who intend to begin testing prior to March 31, 2023. The student data will be uploaded to PearsonAccess^{next} **on February 27, 2023**.
- Option C would be appropriate for organizations intending to use online as the primary mode of administration of the ISASP for their students in spring 2023 and who intend to begin testing during April 3–April 14, 2023. The student data will be uploaded to PearsonAccess^{next} **on March 20, 2023**.
- Option D would be appropriate for organizations intending to use online as the primary mode of administration of the ISASP for their students in spring 2023 and who intend to begin testing on or after April 17, 2023. The student data will be uploaded to PearsonAccess^{next} **on April 3, 2023**.

*Note: Some nonpublic schools may not provide individual student enrollment data to the Iowa Department of Education. If not, schools will be able to upload their student data to PearsonAccess^{next}.

Initial Student Registration

PearsonAccess^{next} will be initially loaded with student data obtained from the Iowa Department of Education. District and School Coordinators are responsible for verifying the student data is correct and updating student testing information as needed. The initial student data load 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 organization's response to the testing mode survey. Organizations that chose Option A will be loaded with paper as the default mode of administration. Organizations that chose Option B, C, or D will be loaded with online as the default mode of administration.

Verifying and Updating Student Registrations

For organizations that chose Option A (paper-and-pencil as primary mode) to the testing mode survey, the student registrations must be reviewed and/or updated in PearsonAccess^{next} **by January 4, 2023**, in order for the organization to receive accurate student pre-ID barcode 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 organizations that chose Option B, C, or D (online as primary mode) 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, the Language/Writing test must be completed in the same mode for both the Language portion and Writing portion. This designation is at the discretion of the district and nonpublic school 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 two sections. The paper Language/Writing test is split into one test book and one answer document/writing prompt. Unlike other test assignments, a student's Language/Writing test must all be completed in the same mode, either both online or both paper.

Changing Student Registrations From Paper to Online

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

1. 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* file.

2. In the Student Registration Export file, find the student registration(s) that will be changing from paper to online.
3. 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 Language/Writing. Once all necessary students have been updated, save the file and upload as a *Student Registration Import*.

Changing Student Registrations From Online to Paper

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

1. 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* file.
2. In the Student Registration Export file, find the student registration(s) that will be changing from online to paper.
3. Remove the "1" in the *Online* column of all applicable tests to update the tests to paper.
4. Save the file and upload as a *Student Registration Import*. If you did not receive initial shipments of paper materials, you will also need to place an additional order for materials (see *Additional Materials Order Window* section below).

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.

*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.

Student Registration Import Quick Troubleshooting

- **Download Records in Error:** Edit and use this as your new import file.
- **Race/Ethnicity:** Hispanic_Latino is considered an ethnicity; a race must also be selected.
- **Class Name and Session Name:** If a Class_Name is used on the file and the "Don't auto-create Test Sessions for online testing" is not selected for the import request, the test session name will default to Class_Name + Test Code. If Class_Name is left blank then the test session name will default to Test Code + Grade ##. If this needs to be changed it will need to be changed manually.

- **Paper Testing:** To verify how many paper student registrations will be included in the in the initial shipment of materials select **Setup>Organizations**, select the school(s) to be verified and select **Edit Enrollment Counts>Start**. The black number under **Paper** will state how many students were registered as paper for the initial shipment. The blue number states how many students are currently registered for paper.



District-Designated Testing Window

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. The District Coordinator must identify the testing window for the entire district in PearsonAccess^{next}. Entering a designated testing window helps Pearson with scheduling adequate coverage for customer support, and helps determine the most appropriate time for Pearson to ship initial materials to organizations. Districts and nonpublic 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>2022-23>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*.

The District-Designated testing window may be updated throughout the State-Designated testing window.

Local Infrastructure Trial

**Infrastructure trials can be run now on the training site using the 2021-22 administration. It is strongly recommended to run your infrastructure trials before the ISASP Testing Mode Survey goes out November 7th. Full functionality in the 2022-23 administration will be available in early 2023.*

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

- Simulate test-day network utilization
- Test student devices to ensure proper configuration for online testing

- Check compatibility of network management apps with TestNav 8 (e.g., in previous admins iBoss and Senso have caused issues)
- 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 nonpublic schools with time to resolve these issues, and confirms school readiness to deliver online assessments to students using PearsonAccess^{next} and TestNav 8. 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. Assign students to the appropriate practice test. The practice tests are sample tests 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** in TestNav 8.
- Have participants sign into TestNav 8 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

This training for technology staff provides detailed information on the infrastructure setup for online testing, including steps to configure local networks, TestNav 8 on testing devices, and troubleshooting. Process steps to perform a local infrastructure trial, which simulates test day network usage and confirms testing devices are compatible and configured properly, are included in this training module.

Test Coordinator Overview Training

This training for District and School Coordinators provides an overview of the ISASP Portal, Pearson's assessment platforms (PearsonAccess^{next} and TestNav 8), immediate tasks coordinators must complete, and upcoming tasks.

Test Security Training

This required training for all coordinators and testing staff provides an overview of test security protocols before, during, and after testing.

Test Administration Training

This training for all coordinators and testing staff provides an overview of the ISASP administration, accessibility and accommodations, and tasks to complete before, during, and after testing.

Reports Overview Training

This training for District and School Coordinators provides an overview of the types of reports available for ISASP results and how to access these reports in PearsonAccess^{next}.

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 text-to-speech, the student must first be removed from the session, the text-to-speech 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 and nonpublic school are for the paper test mode student registrations that were in PearsonAccess^{next} **on January 4, 2023**. 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.

Student Pre-ID Barcode Labels

Pearson will be pulling the paper test mode student registration data from PearsonAccess^{next} **on January 4, 2023** to print student pre-ID barcode 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 fully** on the answer document.

***Important:** Districts and nonpublic schools that responded with Option B, C, or D on the testing mode survey will have their initial student data uploaded after the January 4, 2023 deadline. If the organization will have some of their students testing paper and would like pre-ID labels, please contact ITP at iowa-Testing-Programs@uiowa.edu or call 319-335-5408 **prior to the January 4, 2023 deadline** to discuss possible student data upload arrangements.

If the organization would prefer to manage their own student data upload to receive pre-ID labels, they will need to follow these steps:

1. The district or nonpublic school 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 4, 2023 in order for Pearson to pull the correct student registration data for pre-ID labels.

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 shipments. Materials should be ordered for Spanish forms and paper materials for students that were not registered as testing with paper prior to the January 4, 2023 deadline. Also, Braille and large print accommodated test materials can be ordered during the additional materials order window.

*Note: If the student was registered as testing with paper by the January 4, 2023 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).

Key Notes for Additional Orders

- **Phone Number** is a required field.
- **UPS RTN Labels** are the labels placed on the shipping boxes scanned by UPS. UPS RTN Labels are **NOT** the student pre-ID barcode labels. Pre-ID labels are only available in the initial shipment of materials and cannot be ordered via an additional order.
- Both **Test Books** and **Answer Documents** are required for a student to complete testing via paper-and-pencil.
- Large Print test books are labeled with **LP** followed by the grade and subject.
 - Example: LP Test Book GR ## READING
- Large Print and Braille responses **must be transcribed** into a standard answer document for scoring.
- **TAM 2023** is the Test Administrator Manual for this administration. The Test Administrator Manual is available online on the [ISASP Portal](#) or can be ordered via an additional order at a cost of \$5 per manual.

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 TestNav 8. District and School Coordinators and Proctors 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 and 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.

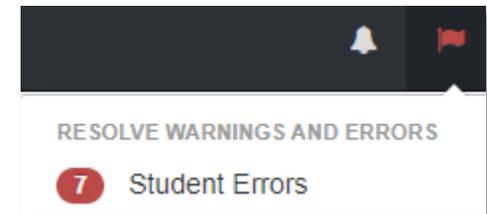
Having two monitor screens is helpful when resolving rejected test attempts. Having one screen showing the *Manage Student Tests* screen and the other showing the *Rejected Student Tests* screen makes it easier to compare what data is in PearsonAccess^{next} versus what was returned on the student's written test.

Rejected Student Tests Categories:

Alert	Description	Resolution
Demographic Mismatch	Demographic information (State ID, Name, DOB,) was incorrectly gridded on the student test booklet, or is incorrect on the student profile in PearsonAccess ^{next} .	Update the student demographic information to ensure the information on the reject student test attempt matches PearsonAccess ^{next} .
Student Not Found	All the demographic fields were not gridded and the information that was gridded cannot be matched to an existing student record or is insufficient to auto-create a student record.	Verify if the student is currently listed in PearsonAccess ^{next} . Add or update the rejected student test to match the student information in PearsonAccess ^{next} .
Failed Validations	Failed validations happen when online PNP values are selected and prevent the mode from changing to paper from online in PearsonAccess ^{next} , or when appropriate paper accommodations are not assigned correctly in the student profile. Failed validations can also occur when the student transfer process was not implemented.	Verify if the student's tests have been switched from online to paper. Update to the appropriate testing mode.

To fix a rejected student test:

1. From **Testing**, select **Rejected Student Tests**. Alternatively select the flag on the black bar and select **Student Errors**.
2. Search to find the rejected test(s) you want to view and fix.
*The **Status Message** column in the list tests tells you why the system rejected each test.*
3. Click **Select Tasks**, select **Edit Rejected Student Tests**, and click **Start**.
4. Find the rejected test you want to view and fix under **Rejected Tests** and edit the invalid information.
5. Click **Save**.



Some common causes for a rejected test attempt are:

- First and last name were reversed when gridded.
- Incorrect date of birth.
- State ID (state student ID, state-assigned student ID no.) is missing completely or was gridded incorrectly. The ID must be ten digits in length, including leading zeros if applicable.
- The student has had a name change but this was not updated in PearsonAccess^{next}.
- The label was applied incorrectly.

Demographic Mismatch

Cause: Demographic information either is missing, incorrectly gridded, or does not match what is in the student profile.

Action: Update the State ID, First Name, Last Name, or Date of Birth fields on the Edit Rejected Student Tests screen. If the data in PearsonAccess^{next} is wrong, use the **Manage Student Tests** task or **Create / Edit Students** to correct the student data. Then return to the Rejected Student Tests screen to confirm the student error is no longer listed.

Failed Validations

Cause: The student is registered for online testing and a paper test booklet is processed for the student. If online Personal Needs and Preferences (PNP) values are selected in PearsonAccess^{next}, it will prevent the mode from automatically changing from online to paper. This error can also occur when appropriate paper accommodations are not assigned correctly in the student profile.

Actions: Remove the text-to-speech accommodation (most common error) from the student’s profile and confirm that all other accommodations are assigned correctly.

When you fix the rejected student test, the system automatically validates it again. If there is still an error, the test status continues to display invalid information in the test status. When the entire record completes all validations, the system aggregates the information for reporting.

Post-Administration Tasks

The deadline to complete the administration of the spring 2022 ISASP is **May 5, 2023**. 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 Administrator Manual for a list of all secure materials that must be returned. Last day to ship back materials is May 9, 2023.
<input type="checkbox"/>	Remove students in <i>Ready</i> status in test sessions	Online	Students in <i>Ready</i> 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 <i>Do Not Report</i> . Stopping a test session is the final check to ensure all students are either in complete or marked complete status.
<input type="checkbox"/>	Verify and update student demographic information	Paper and Online	See instructions on the <i>Verifying and Updating Student Registrations</i> section of this document. The verified student demographics information will be reflected in the final published reports.
<input type="checkbox"/>	Resolve Rejected Student Tests	Paper	Ensure all rejected student tests have been resolved by May 12, 2023.