
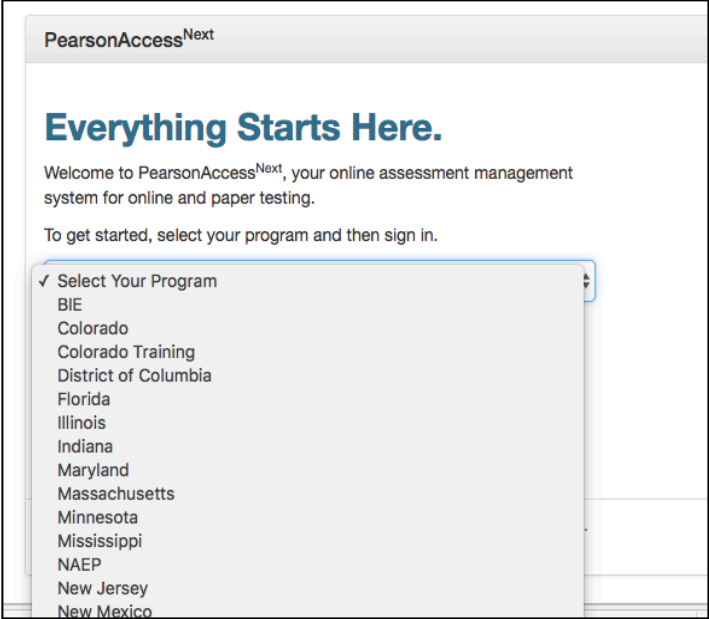
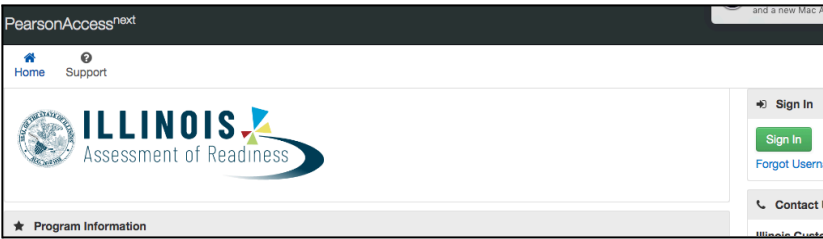
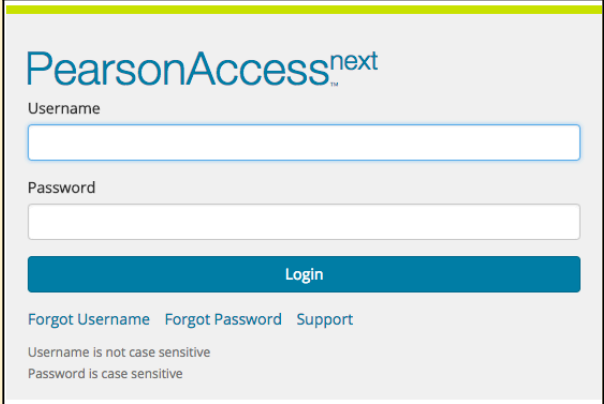


FY21 IAR TEST
Test Directions: Teacher

<p>Teacher Procedures for Setting up IAR Testing BEFORE the Test (This <i>can be</i> the day before, or the morning of)</p> <p><i>Please read, sign, and return the <u>Security Agreement</u> to your building principal..</i></p> <p>Go to https://pearsonaccessnext.com/</p> <p>Select Illinois FROM THE DRODOWN</p> 	<p>Screenshot</p> 
<p>Click Sign in</p>	
<p>If you forgot your password, click "Forgot Password" and follow the directions to reset it.</p> <p>Return to the Sign in page and sign in to PearsonAccessNext.</p>	

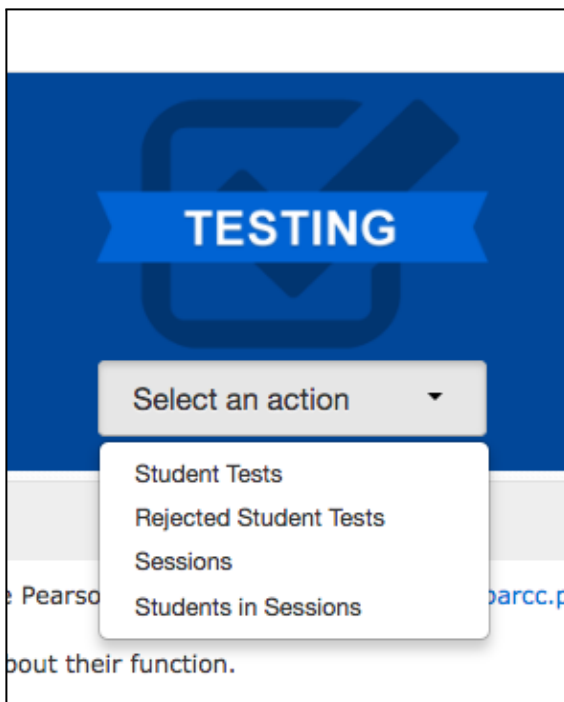
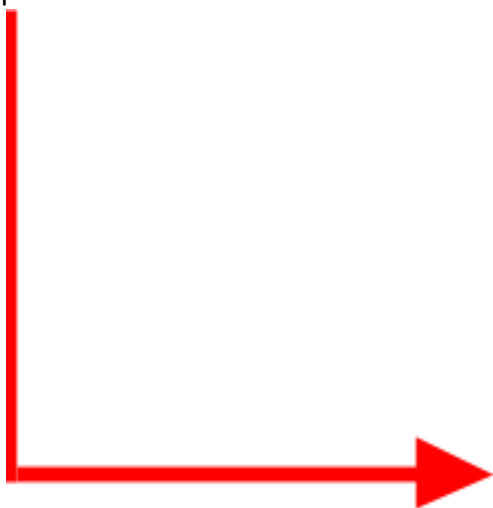
In the middle of the top BLACK BAR make sure it says

Illinois > 2020 - 2021 > IAR Spring 2021

If it doesn't, click the drop down arrow and choose it.



Under the **Testing** heading, choose **Sessions** from the drop down menu.



A. Click the drop down menu to the right of the **blue Search** icon.

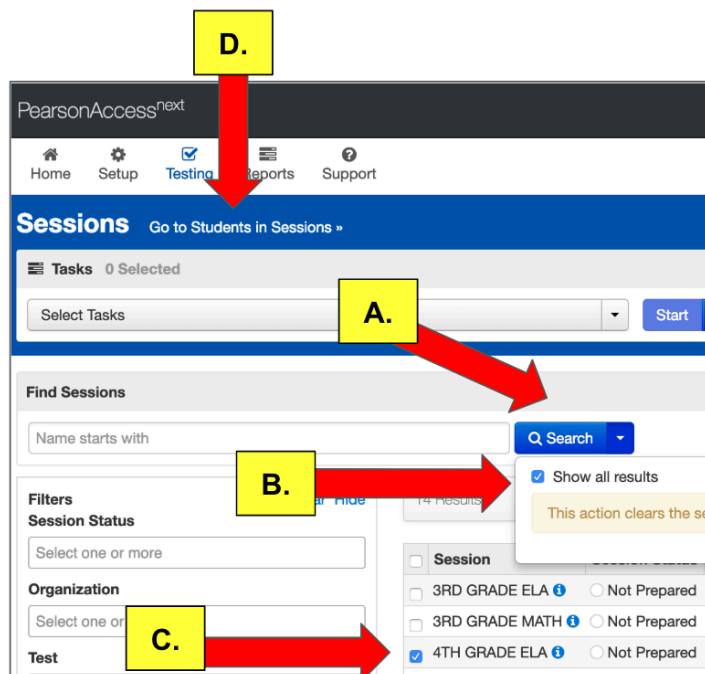
B. Click the box that says **"Show all results"**.

C. Find your **test session** in the list and check the box next to it.

We will only have grade level sessions. For example, 8th Grade ELA, 3rd Grade Math, etc. All grade level students will be in the same testing session.

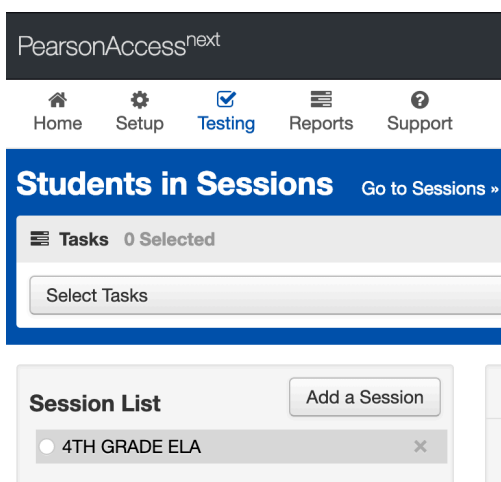
(NOTE: There are test sessions specific to remote learners and students who will have a human reader in math.)

D. Click on **"Go to Students in Session"** in the upper left corner.



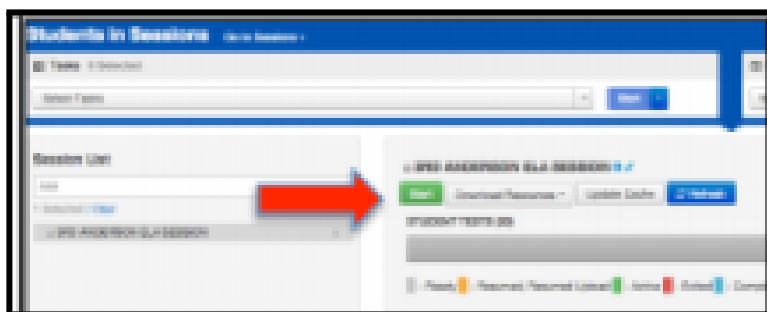
The “Students in Sessions” screen is where almost all of the Test Administration actions are carried out. You must select a session to see the roster of students.

Click your session name on the left



Click the green **Start** button.

(It may have already been started by me.)



After a session starts, the unit level “Unlock & Lock” will appear.

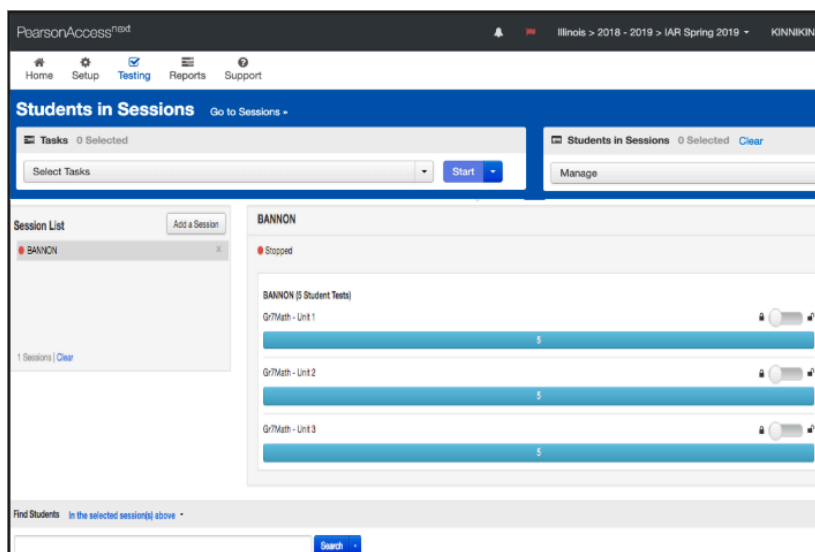
Once **“started”**, a session is not stopped until all students in that session have completed all units.

If the unit you are testing is already unlocked, you can begin testing. If it is not unlocked, you need to unlock it since students cannot log into the test until the test administrator “unlocks” a unit.

Only one unit can be unlocked for a student at any time. You will see an error if you try to open more than one unit.

The “bars” show the progress of students in your session.

Do NOT stop your session. I'll take care of that at the end of testing.



When you scroll down on the start page, you will find the current status by unit for each student displayed, along with the status of the unit (locked or unlocked).

This is where you can resume a student's test session.

- You can only resume a student if he/she is in the **exited status**.

5 Results										Displaying 25	Manage Columns
State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7Math - Unit 1	Gr7Math - Unit 2	Gr7Math - Unit 3	Form		
9223670573	STUDENT	NEW		2898337068	BANNON (Grade 07 Mathematics)	Marked Complete	Marked Complete	Marked Complete	Grade 7 Mathematics Practice Test 2		
2560190633	STUDENT	NEW		3820788903	BANNON (Grade 07 Mathematics)	Marked Complete	Marked Complete	Marked Complete	Grade 7 Mathematics Practice Test 7		
8969733329	STUDENT	NEW		8242649607	BANNON (Grade 07 Mathematics)	Marked Complete	Marked Complete	Marked Complete	Grade 7 Mathematics Practice Test 2		
0811970274	STUDENT	NEW		9874666891	BANNON (Grade 07 Mathematics)	Marked Complete	Marked Complete	Marked Complete	Grade 7 Mathematics Practice Test 2		
3810691348	STUDENT	NEW		1880204020	BANNON (Grade 07 Mathematics)	Marked Complete	Marked Complete	Marked Complete	Grade 7 Mathematics Practice Test 6		

Student Status Key	
Status	Description
Ready	The student has not logged in to the session yet, but is ready to log in.
Active	The student is currently in the test.
Exited	The student has exited the session, but has not submitted his or her responses yet. Students in Exited status will need to be resumed by a Test Administrator to re-enter the test.
Completed	The student has completed the test and has successfully submitted his or her responses.
Marked Complete	The student's test has been marked complete by the Test Administrator rather than being submitted through TestNav.
Resumed	The student is ready to log back in to the session.
Resumed-Upload	The student is ready to log back in to the session and some responses were not sent to Pearson servers before exiting. When the student logs on to a Resumed-Upload test, a staff member needs to be present to navigate to the saved responses to be uploaded to TestNav before resuming the test.

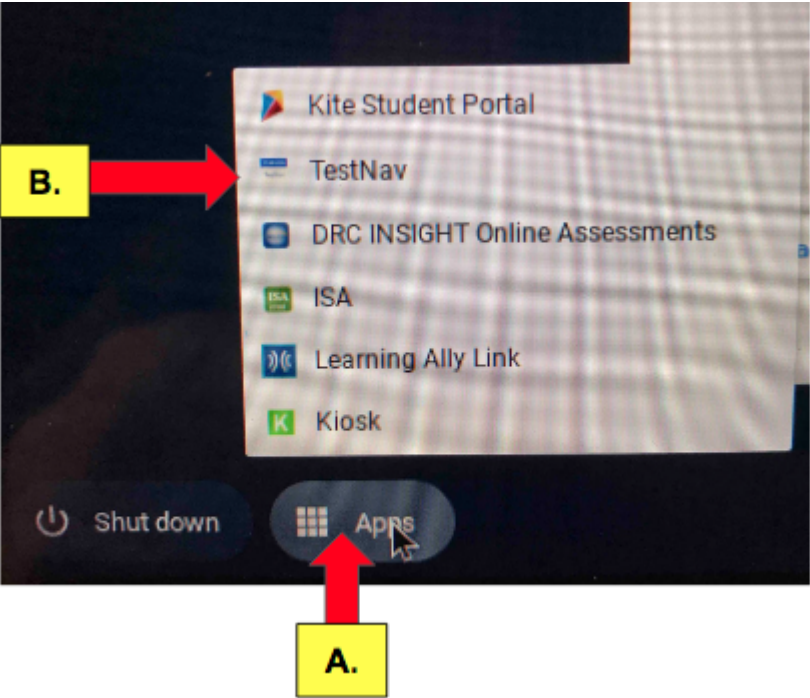
Teacher Procedure for Administering the Test with Students

Screenshot

CHROMEBOOKS

Students **WILL NOT** login with their regular login credentials.

- A.** CLICK ON APPS
- B.** Click on TestNav

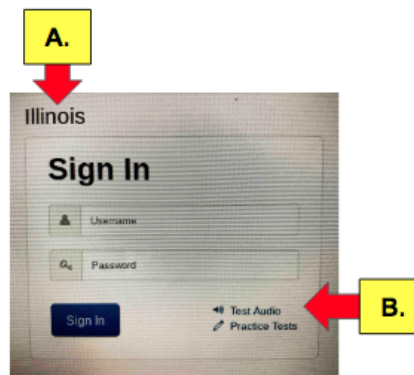


After TestNav opens, it will have its own login screen

A. It should say "Illinois" above the login area.

B. This is also the time to TEST AUDIO.

Students will sign in with the credentials on the testing ticket that you provide to them.



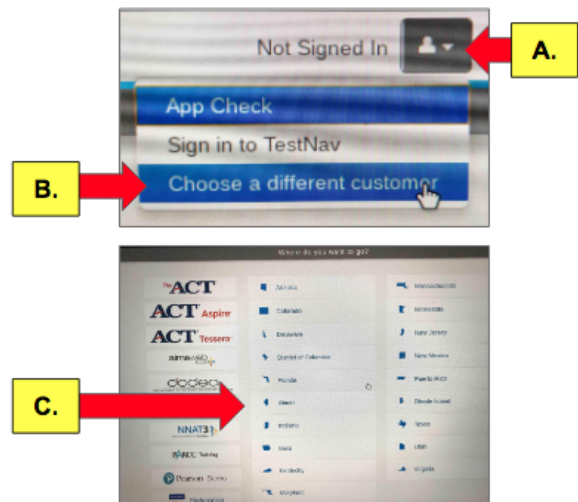
Follow the directions from the test [administration manual](#) from this point forward. (The manual specifies when to distribute the STUDENT TESTING TICKETS--do not distribute them before that time.)

If it doesn't say Illinois above the Sign In fields, students need to -----

A. Click the User icon in the upper right

B. Select "Choose a different customer"

C. The students will see a big screen of different tests and states. They must choose **Illinois:**



Follow the directions for **test administration (manual or script sheets)** from this point forward. (The manual specifies when to distribute the STUDENT TESTING TICKETS--do not distribute before that time.)

LOGOUT DIRECTIONS FOR STUDENTS:

Once the test has been submitted and the students are back at the login screen, instruct them to **hold down the power button** to complete the logout process.

SC, KS and RMS



PLEASE COLLECT ALL STUDENT TESTING TICKETS AND SCRATCH PAPER. (Make sure to distribute a blank piece of scratch paper for each unit.)