



ISTEP+ and IREAD-3 Timeline of Important Events for 2017-2018



Updated: 8/28/17

	Winter 2017 ISTEP+ Retest	Spring 2018 ISTEP+	Spring 2018 IREAD-3
Before Testing			
Experience Items Available <i>See Section 1 Part A Below</i>	9/6/17	9/6/17	9/6/17
New CTC Orientation Training , <i>See Section 1 Part B Below</i>	9/5/17 – 9/14/17	9/5/17 – 9/14/17	9/5/17 – 9/14/17
Mode Selection and Paper Requests (limited capacity) <i>See Section 1 Part G Below</i>	9/11/17 – 9/22/17	11/6/17 – 11/17/17	11/6/17 – 11/17/17
DOE-TL Collection	9/18/17 – 9/29/17	12/4/17 – 12/22/17	12/4/17 – 12/22/17
Technology Readiness Training <i>See Section 1 Part C Below</i>	9/28/17 – 10/16/17	9/28/17 – 10/16/17	9/28/17 – 10/16/17
Test Administration Training <i>See Section 1 Part D Below</i>	10/16/17 – 10/27/17	10/16/17 – 10/27/17	10/16/17 – 10/27/17
IDOE Pretest Workshop (Required training for CTCs; recorded)	10/20/17 – 11/24/17	1/17/18 – 2/19/18	1/24/18 – 3/5/18
Pre-Infrastructure Trial Q&A Sessions <i>See Section 1 Part E Below</i>	10/31/17 – 11/3/17	10/31/17 – 11/3/17	10/31/17 – 11/3/17
Local Infrastructure Trials <i>See Section 1 Part F Below</i>	11/6/17 – 11/10/17	11/6/17 – 11/10/17	11/6/17 – 11/10/17
Test Administration Refresher Training <i>See Section 1 Part M & Part Q Below</i>	N/A	Part 1: 1/23/18 – 2/1/18 Part 2: 3/27/18 – 4/5/18	1/23/18 – 2/1/18
Pre-Statewide Readiness Test Q&A Sessions <i>See Section 1 Part J Below</i>	N/A	1/30/18 – 2/1/18	1/30/18 – 2/1/18
Statewide Readiness Test (SRT) <i>See Section 1 Part K Below</i>	N/A	Primary: 2/7/18 Backup: 2/15/18	Primary: 2/7/18 Backup: 2/15/18
Pre-Test Administration Q&A Sessions <i>See Section 1 Part L, Part N, Part O, & Part P Below</i>	11/15/17 – 11/30/17	Part 1: 2/13/18 – 2/21/18 Part 2: 4/2/18 – 4/11/18	3/1/18 – 3/6/18
Test Materials Due in Corporations (including TAMs)	Paper Tests via Accommodations only 11/16/17	Part 1: 2/12/18 Part 2: 4/2/18	2/23/18
Additional Materials Order Window in PearsonAccess^{next}	11/17/17 – 12/13/17	Part 1: 2/13/18 – 3/7/18 Part 2: 4/2/18 – 5/3/18	2/26/18 – 3/14/18
Practice Test Administration Window <i>See Section 1 Part H & Part I Below</i>	Online: 10/30/17 – 12/15/17 Paper: 11/16/17 – 12/15/2017	Part 1: 1/22/18 – 3/9/18 Part 2: 3/5/18 – 5/4/18	2/12/18 – 3/16/18
During Testing			
Test Administration Window	12/4/17 – 12/15/17	Part 1: 2/26/18 – 3/9/18 Part 2: 4/16/18 – 5/4/18*	3/12/18 – 3/16/18
Test Invalidations Completed by Corporations	12/15/17	Part 1: 3/9/18 Part 2: 5/4/18	3/16/18

After Testing			
Test Materials Pickup Window	12/4/17 – 12/18/17	Part 1: 3/12/18 – 3/21/18 Part 2: 5/7/18 – 5/9/18*	3/20/18 – 3/22/18
Rejected Test Attempt Corporation Cleanup Window	12/20/17 – 12/22/17	Part 1: 3/15/18 – 4/13/18 Part 2: 5/10/18 – 5/17/18	3/26/18 – 4/5/18
Parent Portal Claim Codes Posted	12/18/17	5/21/18	N/A
Undetermined Status Corporation Cleanup Window	1/22/18 – 1/26/18	6/14/18 – 6/27/18	N/A
Parent Portal Released to Parents (Preliminary Results)	1/22/18	6/14/18	N/A
Parent's Request for Rescore Window	1/22/18 – 2/2/18	6/14/18 – 7/5/18	N/A
Phase 1_On Demand Reports	1/22/18	6/14/18	4/9/18
Parent Portal Deactivated (Current Admin's Results)	2/3/18	7/6/18	N/A
Phase 2a_On Demand Final Report Release, SDF, IRF Files, ISR PDFs Posted	2/26/18	7/30/18	4/23/18
Final Results Released in Parent Portal	2/26/18	7/30/18	N/A
Phase 2b_Paper ISRs/Student Labels Delivered to Corps	3/12/18	8/16/18	5/2/18
Phase 3_Reporting Results Posted	3/12/18	8/15/18	N/A
Reporting Training	N/A	8/16/18 – 9/7/18	8/16/18 – 9/7/18

**Paper/pencil test window may be shortened to accommodate reporting timelines.*

Section 1: Before Testing

Part A: Test Administration Experience Items (September 6)

Experience items will be available September 6. Experience items will help familiarize students and parents with the content and format of online tests. **NOTE:** Experience items are unsecured sample test items that are accessible via a public web link. This link will be available on the PearsonAccess^{next} login screen under Related Links.

Part B: New CTC Orientation Training (September 5 – 14)

This training is designed to provide new CTCs with a general overview of system functionality, and test administration preparation steps. We will provide navigation tips and cover important topics like mode selection, adding and editing student information, creating sessions, student transfers, and reporting functionality.

New CTC Orientation Training – Webinars			
Date	Time	Capacity	Registration Link
9/5/2017	9:00 a.m. - 10:30 a.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-newctc
9/14/2017	3:00 p.m. - 4:30 p.m. ET	150	

Part C: Technology Readiness Training (September 28 – October 16)

New! Technology readiness training is required as it addresses the technical setup to prepare for online testing in preparation for the ISTEP+ and IREAD-3 assessments. IDOE requires that each school corporation designate an IT staff member to complete technology readiness training. The designated IT person should be the person responsible for coordinating all local technology setup and preparation for the Local Infrastructure Trial, Statewide Readiness Test and online testing. The intended audience for this training is primarily Corporation IT Coordinators (CITCs) and school level technology staff. Corporation Test Coordinators (CTCs) and School Test Coordinators (STCs) also may find this training helpful. In these sessions, we will cover technical requirements, setup and use of TestNav 8 and ProctorCache. Please register for one of the webinars below. A recording of the technology readiness training will be made available in the [Indiana Resource Center](#).

Technology Readiness Training – Webinars			
Date	Time	Capacity	Registration Link
9/28/2017	9:00 a.m. - 10:30 a.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-technology1
10/4/2017	3:00 p.m. - 4:30 p.m. ET	150	
10/5/2017	9:00 a.m. - 10:30 a.m. ET	150	
10/10/2017	11:00 a.m. - 12:30 p.m. ET	150	
10/16/2017	3:00 p.m. - 4:30 p.m. ET	150	

Part D: Test Administration Training (October 16 – 27)

Test administration training is designed to provide CTCs with comprehensive training on PearsonAccess^{next}. PearsonAccess^{next} is the system that test administrators will use to manage student data, set up and schedule online tests, manage test sessions, place additional materials orders (AMOs), and access operational reports. PearsonAccess^{next} is role-based, and users can be assigned specific roles that will control the functions to which they have access, and what tasks they can perform in the system. In addition to PearsonAccess^{next}, attendees will be instructed on how to complete critical tasks in preparation for the Winter 2017 ISTEP+ Retest, Spring 2018 ISTEP+ and IREAD-3 test administrations. Please register for one of the onsite sessions or webinars listed below. A recording of the test administration training will be made available on [Indiana Resource Center](#).

Test Administration Training – Onsite Sessions 9:00 a.m. - 1:00 p.m. Local Time			
Date	Location	Capacity	Registration Link
10/17/2017	Greensburg	30	www.SignUpGenius.com/go/30E084CA5AC23A6F58-test1
10/18/2017	Bloomington	50	
10/19/2017	Evansville	30	
10/20/2017	Fort Wayne	25	
10/24/2017	Terre Haute	40	
10/25/2017	South Bend	25	
10/26/2017	Indianapolis	90	
10/27/2017	Crown Point	40	

Test Administration Training – Webinars			
Date	Time	Capacity	Registration Link
10/16/2017	9:00 a.m. - 12:30 p.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-test1
10/18/2017	9:00 a.m. - 12:30 p.m. ET	150	
10/19/2017	12:00 p.m. - 3:30 p.m. ET	150	
10/23/2017	12:00 p.m. - 3:30 p.m. ET	150	
10/25/2017	9:00 a.m. - 12:30 p.m. ET	150	
10/26/2017	12:00 p.m. - 3:30 p.m. ET	150	

Part E: Pre-Infrastructure Trial Question and Answer Sessions (October 31 – November 3)

Question and answer sessions are intended to provide CTCs and CITCs with an opportunity to ask questions and seek advice as they prepare to conduct a Local Infrastructure Trial.

Pre-Infrastructure Trial Question and Answer Sessions – Webinars			
Date	Time	Capacity	Registration Link
10/31/2017	9:00 a.m. - 10:00 a.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-local
11/1/2017	3:00 p.m. - 4:00 p.m. ET	150	
11/2/2017	12:00 p.m. - 1:00 p.m. ET	150	
11/3/2017	9:00 a.m. - 10:00 a.m. ET	150	

Part F: Local Infrastructure Trials (November 6 – 10)

New! For the 2017-2018 school year, capacity for online testing is assessed through the completion of a Local Infrastructure Trial. In previous years the Statewide Readiness Test helped to determine online capacity. For Spring 2018 online testing, the Statewide Readiness Test is a final readiness check for all schools that are scheduled to test online. Do not wait until the Statewide Readiness Test to try to determine your online testing capacity. All requests to test on paper, with the exception of the Grade 10 Winter Retest, must be made this fall, following completion of a Local Infrastructure Trial. Each school will need to conduct a Local Infrastructure Trial for confirmation that your site has the capacity for online testing, including verification of the following items:

- Your school has adequate capacity
- TestNav 8 is configured correctly
- Devices can successfully run TestNav 8
- Local networks will bear the full load
- Participating staff know what to do for the computer-based assessment

NOTE: Schools will need to submit verification that they have completed a Local Infrastructure Trial by November 10, 2017. If, during the trial, you determine that your school does not have the capacity to test online, you will have an opportunity to submit an online testing waiver request between November 6-17 for the Spring 2018 test administrations. Instructions for completing a Local Infrastructure Trial will be included as part of the Technology Readiness Training and the Test Administration Training sessions.

Part G: Mode Selection and Paper Requests for Spring 2018 Assessments (November 6 – 17)

New! Between November 6 and 17, **after you have completed a Local Infrastructure Trial**, you will need to log in to PearsonAccess^{next} to verify your contact information and indicate testing modes for the Spring 2018 test administrations. By default, all schools are scheduled to test online. For schools planning to test completely online for all Spring 2018 test administrations, no further action needs to be taken. New for Spring 2018, all corporations and/or schools are expected to test at least two-thirds of their students online for ISTEP+ Part 1 and all students online for ISTEP+ Part 2 and IREAD-3. Corporations and/or schools with technology capacity issues that may prevent them from meeting the online testing expectations must indicate paper/pencil mode by grade on the *Manage Participation* screen in PearsonAccess^{next} and submit a Waiver Request Form during the Mode Selection (Paper/Pencil Request) window. Information detailing the online testing waiver request process was disseminated to schools in an IDOE memo on August 21. **Paper/pencil mode selection and waiver requests must be made no later than November 17.** Final determinations for paper/pencil mode approvals will be posted in PearsonAccess^{next} on or before January 8.

NOTE: For the **Grade 10 Winter Retest**, all schools are scheduled to test online and cannot indicate mode selections in PearsonAccess^{next}. Schools with technology capacity issues that may prevent them from testing online must submit a Waiver Request Form during the Paper/Pencil Request Window (September 11-22) in order to be considered for paper/pencil testing. Final determinations for paper/pencil mode approvals will be posted in PearsonAccess^{next} on or before October 16

Part H: ISTEP+ Practice Test Windows

The practice window is a designated period of time in which students and teachers can utilize all of the tools required to prepare for testing. The online practice tests will be available in the PearsonAccess^{next} training site. **NOTE:** A downloadable version of the paper-pencil practice test will be available in the IDOE – Test Coordinator Corner webpage. Both the online and paper-pencil practice tests can be used by teachers as an instructional activity with their students.

New! Pearson will load sample students and generate test sessions for practice tests. The number of sample students will approximate the number of students submitted on the IDOE-TL. The sessions will be created using the IDOE Session Name that is submitted on the IDOE-TL. Sample data will include student First Name and Accommodation for efficient distribution of test tickets. All other data will be generic or generated randomly.

ISTEP+ Practice Testing Windows	Dates
ISTEP+ Winter Retest Practice Window: Online	October 30 – December 15, 2017
ISTEP+ Winter Retest Practice Window: Paper	November 16 – December 15, 2017
ISTEP+ Part 1 Practice Window: Online and Paper-pencil	January 22 – March 9, 2018
ISTEP+ Part 2 Practice Window: Online and Paper-pencil	March 5 – May 4, 2018

Part I: IREAD-3 Practice Test Window

IREAD-3 Practice Testing Windows	Dates
IREAD-3 Spring Practice Window: Online and Paper-pencil	February 12 – March 16, 2018

Part J: Pre-Statewide Readiness Test Question and Answer Sessions (January 30 – February 1)

These question and answer sessions are intended to provide Corporation Test Coordinators and Corporation IT Coordinators with an opportunity to ask questions and seek advice as they prepare for the Statewide Readiness Test (SRT).

Pre-Statewide Readiness Test Question and Answer Sessions – Webinars			
Date	Time	Capacity	Registration Link
1/30/2018	1:00 p.m. - 2:00 p.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-prestatewide1
2/1/2018	3:00 p.m. - 4:00 p.m. ET	150	

Part K: Statewide Readiness Test (SRT) (February 7, with February 15 as backup, 10:00 a.m. Eastern)

The SRT is a final check of local technology configurations and devices prior to live testing for schools that are scheduled to test online. The SRT is not a factor in determining paper or online for testing status, but rather the Local Infrastructure Trial in November is the determining factor for paper and online testing status. All devices that are going to be used for live testing should be included in the SRT.

NOTE: Do not wait until the SRT to determine your capacity for online testing.

Part L: ISTEP+ Winter Retest Pre-Test Administration Question and Answer Sessions (November 15 – 30)

These question and answer sessions are intended to provide CTCs and CITCs with an opportunity to ask questions and seek advice as they prepare for ISTEP+ Winter Retest.

ISTEP+ Winter Retest Pre-Test Administration Question and Answer Sessions – Webinars			
Date	Time	Capacity	Registration Link
11/15/2017	1:00 p.m. - 2:00 p.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-istep3
11/28/2017	9:00 a.m. - 10:00 a.m. ET	150	
11/30/2017	9:00 a.m. - 10:00 a.m. ET	150	

Part M: ISTEP+ Part 1 and IREAD-3 Test Administration Refresher Training (January 23 – February 1)

These test administration refresher trainings are designed to provide CTCs with a refresher training on PearsonAccess^{next}. Attendees will be instructed on how to complete critical tasks in preparation for the ISTEP+ Part 1 and IREAD-3 test administration. A recording of the refresher training will be made available on the [Indiana Resource Center](#) under the *Training Resources and Training* page.

ISTEP+ Part 1 and IREAD-3 Test Administration Refresher Training – Onsite Sessions 9:00 a.m. - 12:00 p.m. Local Time			
Date	Location	Capacity	Registration Link
1/23/2017	Fort Wayne	200	www.SignUpGenius.com/go/30E084CA5AC23A6F58-istep4
1/25/2017	Indianapolis	100	
1/31/2017	Evansville	30	

ISTEP+ Part 1 and IREAD-3 Test Administration Refresher Training – Webinars			
Date	Location	Capacity	Registration Link
1/24/2018	9:00 a.m. - 10:30 a.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-istep4
1/30/2018	3:00 p.m. - 4:30 p.m. ET	150	
2/1/2018	12:00 p.m. - 1:30 p.m. ET	150	

Part N: ISTEP+ Part 1 Pre-Test Administration Question and Answer Sessions (February 13 – 21)

These question and answer sessions are intended to provide CTCs and CITCs with an opportunity to ask questions and seek advice as they prepare for ISTEP+ Part 1.

ISTEP+ Part 1 Pre-Test Administration Question and Answer Sessions – Webinars			
Date	Time	Capacity	Registration Link
2/13/2018	1:00 p.m. - 2:00 p.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-istep5
2/15/2018	9:00 a.m. - 10:00 a.m. ET	150	
2/20/2018	9:00 a.m. - 10:00 a.m. ET	150	
2/21/2018	3:00 p.m. - 4:00 p.m. ET	150	

Part O: IREAD-3 Pre-Test Administration Question and Answer Sessions (March 1 – 6)

These question and answer sessions are intended to provide CTCs and CITCs with an opportunity to ask questions and seek advice as they prepare for IREAD-3.

IREAD-3 Pre-Test Administration Question and Answer Sessions – Webinars			
Date	Time	Capacity	Registration Link
3/1/2018	9:00 a.m. - 10:00 a.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-iread32
3/6/2018	1:00 p.m. - 2:00 p.m. ET	150	

Part P: ISTEP+ Part 2 Pre-Test Administration Question and Answer Sessions (April 2 – 11)

These question and answer sessions are intended to provide CTCs and CITCs with an opportunity to ask questions and seek advice as they prepare for ISTEP+ Part 2.

ISTEP+ Part 2 Pre-Test Administration Question and Answer Sessions – Webinars			
Date	Time	Capacity	Registration Link
4/2/2018	2:00 p.m. - 3:00 p.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-istep6
4/5/2018	9:00 a.m. - 10:00 a.m. ET	150	
4/11/2018	9:00 a.m. - 10:00 a.m. ET	150	

Part Q: ISTEP+ Part 2 Test Administration Refresher Training Sessions (March 27 – April 5)

These test administration refresher trainings are designed to provide CTCs with training on PearsonAccess^{next}. Attendees will be instructed on how to complete critical tasks in preparation for the ISTEP+ Part 2 test administration. A recording of the refresher training will be made available on the [Indiana Resource Center](#) under the *Training Resources and Training* page.

Test Administration Refresher Training – Onsite Sessions 9:00 a.m. - 1:00 p.m. Local Time			
Date	Location	Capacity	Registration Link
3/29/2018	Fort Wayne	25	www.SignUpGenius.com/go/30E084CA5AC23A6F58-istep7
4/3/2018	Crown Point	40	

Test Administration Refresher Training – Onsite Sessions 9:00 a.m. - 1:00 p.m. Local Time			
4/4/2018	Indianapolis	90	
4/5/2018	Evansville	30	

Test Administration Refresher Training – Webinars			
Date	Time	Capacity	Registration Link
3/27/2018	9:00 a.m. - 12:00 p.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-istep7
3/28/2018	1:00 p.m. - 4:00 p.m. ET	150	
4/3/2017	9:00 a.m. - 12:00 p.m. ET	150	

Part R: IREAD-3 Summer Test Administration Refresher Sessions (May 16 – 22)

These IREAD-3 test administration refresher trainings are designed to provide CTCs with training on PearsonAccess^{next}.

IREAD-3 Summer Test Administration Refresher Sessions – Webinars			
Date	Time	Capacity	Registration Link
5-16-2018	9:00 a.m. - 10:30 a.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-iread33
5-22-2018	1:00 p.m. - 2:30 p.m. ET	150	

Section 2: During Testing

Part A: ISTEP+ Part 1 and Part 2 Test Administration

ISTEP+ Testing Windows	Dates
ISTEP+ Winter Retest: Online and Paper-pencil	December 4 – 15, 2017
ISTEP+ Part 1: Online and Paper-pencil	February 26 – March 9, 2018
ISTEP+ Part 2: Online and Paper-pencil	April 16 – May 4, 2018*

**Paper/pencil test window may be shortened to accommodate reporting timelines.*

Part B: IREAD-3 Test Administration

IREAD-3 Testing Windows	Dates
IREAD-3 Spring: Online and Paper-pencil	March 12 – March 16, 2018
IREAD-3 Summer: Online	May 29 – July 20, 2018
IREAD-3 Summer: Paper-pencil	June 4 – July 13, 2018*

**Paper/pencil test window may be shortened to accommodate reporting timelines.*

Section 3: After Testing

Part A: Rejected Test Attempt Cleanup Window

Rejected Student Test Alerts are created when a scanned paper-based student test cannot be matched to a current student record in PearsonAccess^{next}. This scenario arises from incorrect hand gridding on the paper test document or from incorrect data being entered into PearsonAccess^{next}. Corporation Test Coordinators are responsible for addressing rejected test attempts in the window provided.

Part B: Undetermined Status School Corporation Cleanup Window

The Undetermined Cleanup Window is an opportunity for schools to review students with Undetermined statuses. Only students that have an Undetermined status resulting from a test not being received can have an undetermined result corrected. Corporations and schools are responsible for researching student test submissions in an Undetermined status and verifying the Undetermined status is accurate. When applicable, corporations and schools will provide resolution to Pearson for the student's test record cleanup.

Part C: ISTEP+ Reporting Training (August 16 – September 7)

Reporting training will cover information on managing reporting groups, how to access reports, how to navigate reports, as well as the different types of reports and data available. The intended audience for this training is primarily CTCs and corporation level administration staff; however, some school level staff may find this training helpful as well.

Reporting Training – Onsite Sessions 9:00 a.m. - 12:00 p.m. Local Time			
Date	Location	Capacity	Registration Link
8/21/2018	Crown Point	40	www.SignUpGenius.com/go/30E084CA5AC23A6F58-istep8
8/22/2018	South Bend	25	
8/23/2018	Fort Wayne	25	
8/28/2018	Muncie	25	
8/29/2018	Greensburg	30	
8/30/2018	Indianapolis	100	
9/4/2018	Terre Haute	40	
9/5/2018	Evansville	30	
9/6/2018	Bloomington	50	

Reporting Training – Webinars			
Date	Time	Capacity	Registration Link
8/16/2018	1:00 p.m. - 3:00 p.m. ET	150	www.SignUpGenius.com/go/30E084CA5AC23A6F58-istep8
8/20/2018	9:00 a.m. - 11:00 a.m. ET	150	
8/23/2018	2:00 p.m. - 4:00 p.m. ET	150	
8/24/2018	9:00 a.m. - 11:00 a.m. ET	150	
8/27/2018	12:00 p.m. - 2:00 p.m. ET	150	
8/28/2018	3:00 p.m. - 5:00 p.m. ET	150	

Reporting Training – Webinars			
8/30/2018	2:00 p.m. - 4:00 p.m. ET	150	
8/31/2018	9:00 a.m. - 11:00 a.m. ET	150	
9/7/2018	10:00 a.m. - 12:00 p.m. ET	150	