

TO: Superintendents, Principals, School Leaders
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: October 1, 2018
RE: ILEARN, I AM & IREAD-3 Assessment Manuals – Guidance for Schools

The Department sets forth this guidance related to the updated assessment manuals produced by the American Institutes for Research for use with the ILEARN, I AM, and IREAD-3 assessments. IDOE strongly encourages superintendents and building administrators to share this information with all staff who will manage and/or administer any of these assessments this school year.

ILEARN, I AM, and IREAD-3 Manuals – What’s New/Different?

| In Spring 2018... | Beginning in 2019-2020... |
|---|---|
| Printed manuals were printed and shipped to schools by the testing vendor. | <p>No paper copies will be sent to schools.</p> <p>CTCs/STCs must download manuals from AIR Indiana Assessment Portal (https://indiana.portal.airast.org/). Schools may print manuals locally (in part of or in whole, as needed) or have test administrators read directions from the PDF on their school-owned devices.</p> <p>All manuals, if printed locally, may be discarded locally once test administration is complete.</p> |
| Licensed school staff who administered the assessments were referenced as “Examiners.” | To ensure consistency between the nomenclature of the manual and AIR’s online testing platform, licensed school staff administering the ILEARN, IREAD-3 and/or I AM assessments are now referenced as “Test Administrators (TAs).” |
| For ISTEP+, there were two separate manuals for each grade level. | The ILEARN 3-8 Test Administrator’s Manual contains uniform directions for administering all online content area assessments to students in grades 3-8. This manual also includes scripts for administering any paper/pencil assessments. The Department is working closely with AIR to be mindful about the overall length of this manual based on previous feedback; the manual is currently anticipated to consist of no more than 150 pages. |
| The IREAD-3 Test Administration Manual (TAM) contained secure test content and required special handling. | The IREAD-3 TAM no longer contains secure test items. The items that measure phonics skills are read aloud to students by AIR’s testing platform and were removed from this manual.* |

*A CTC whose corporation or school reports at least one student requiring a paper/pencil IREAD-3 test will receive access (from AIR) to a secure script for TAs to use when administering these items to the student. The CTC is responsible for securely destroying all copies of this script once all paper tests have been administered.

Responsibilities at the Local Level

- **Corporation and School Test Coordinator (CTC/STC)**
 - Ensure that test administrators (TAs) have accessed the correct assessment manuals **prior to testing as part of Test Administration Training.**
 - Review Test Coordinator Manuals (TCMs), in addition to other manuals that contain information specific to test coordinator responsibilities.
 - Adhere to the procedures and processes outlined in the 2018-2019 CTC Test Security and Integrity training, the *Indiana Assessment Policies, Administration, and Security Manual*, and the Assurances section of the Test Coordinator tab in DOE Online.
- **Test Administrators (TAs)**
 - Review manuals, including front matter *and* test administrator directions, **prior to** administering tests to students.
 - Adhere to procedures and processes outlined in the 2018-2019 All Staff Test Security and Integrity training and the *Indiana Assessment Policies, Administration, and Security Manual*.
 - Direct any questions or concerns to their CTC/STC ahead of testing.

2018-2019 ILEARN, I AM, & IREAD-3 Assessment Manuals

| Test Administration(s) | Manuals | Audience |
|--|---|--------------------------------------|
| 2018-2019 | ILEARN Test Coordinator's Manual | CTC/STCs |
| Winter 2018 Trimester 2019 Spring 2019 | ILEARN Biology ECA Test Administrator's Manual | CTC/STCs & Test Administrators |
| Spring 2019 | ILEARN U.S. Government ECA Test Administrator's Manual | CTC/STCs & Test Administrators |
| Spring 2019 | ILEARN 3-8 Test Administrator's Manual | CTC/STCs & Test Administrators |
| Spring 2019 | I AM Test Coordinator's Manual | CTC/STCs |
| Spring 2019 | I AM Test Administrator's Manual | CTC/STCs & Test Administrators |
| Spring & Summer 2019 | IREAD-3 Test Administrator's Manual | CTC/STCs & Test Administrators |

Please contact the Office of Student Assessment with any questions: INassessments@doe.in.gov.