TO: Corporation Test Coordinators, Principals, Test Administrators
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: February 28, 2020
RE: AIR's Test Administrator Interface: Update to Test Selection Process

IDOE and AIR collaborated on a minor update impacting Test Administrators (TAs) for the test selection process within AIR's online Test Delivery System's TA interface in effect for all Indiana assessments deploying in Spring 2020 (e.g., ILEARN, ISTEP+, IREAD-3, and I AM).

As illustrated by the screen shot, the Test Selection now reflects that tests must be selected individually and can no longer be selected at the header row level. TAs must use the **"+"** button to expand a branch, and then select the specific test(s) to add to the test session. There is still no system limit on the number of tests TAs can add to a single test session, but they must select each test individually. This action was taken to reduce the potential approval of tests not expected per the local test schedule potentially resulting in breach forms or test invalidations. Refer to each assessment's policies to determine if more than one test may be administered to a single group.

This updated process is intended to reduce test administration irregularities by ensuring only the desired test(s) are selected and administered to students. Please distribute this announcement throughout your corporation and schools to all personnel serving as TAs this spring.

Please contact AIR's Indiana Help Desk (airindianahelpdesk@air.org or 866-298-4256) with any questions.

Test Selection Expand All ⛶

Choose which tests to add to your session from the tree, and then start your session.

- ILEARN
  - ILEARN Practice Tests
    - ILEARN English/Language Arts Practice
    - ILEARN Mathematics Practice
      - ☐ ILEARN Grade 3 Mathematics Practice Test
      - ☑ ILEARN Grade 4 Mathematics Practice Test
      - ☐ ILEARN Grade 5 Mathematics Practice Test
      - ☑ ILEARN Grade 6 Mathematics Practice Test
      - ☐ ILEARN Grade 7 Mathematics Practice Test
      - ☐ ILEARN Grade 8 Mathematics Practice Test
    - ILEARN Science Practice

▶ Start Session   Close