WHAT TO DO IN THE CASE OF AN INCORRECT PNP/ACCOMMODATION DELIVERY ISSUE:

<table>
<thead>
<tr>
<th>School submits an irregularity report to ISBE and updates PNP information in SIS and PAN</th>
<th>Determines if student can re-test on a case-by-case basis *</th>
<th>If re-testing, void and reset a test to ENABLE feature using directions on page 2</th>
<th>If re-testing, void and reset a test DISABLE feature using directions on page 2</th>
<th>If continuing to test, ENABLE feature (color contrast and/or answer masking) using directions on page 3. Text-to-Speech for Math cannot be added. PROVIDE Human Reader if continuing to test.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student with an IEP/504 Plan or EL student does not receive an accommodation listed in a IEP/504 plan or PNP documentation (EL student)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Any student receives an accommodation they should not have received</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Student with an IEP/504 Plan or EL student does not receive an accessibility feature listed in a IEP/504 plan or PNP documentation (EL student)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Any student receives an accessibility feature not in PNP documentation</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Any student does not receive an accessibility feature listed in PNP documentation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

*For students with an IEP/504 Plan or EL students, determination to re-test is a team decision (prior to re-testing, initial test form must be voided). For all other students, re-testing is a local school or district decision.
WHAT TO DO IN THE CASE OF AN INCORRECT PNP/ACCOMMODATION DELIVERY ISSUE:

**USE Pearson Access** next TO VOID AND RESET A TEST FOR A STUDENT:

Fax [Test Irregularity Form](#) to 217-782-6097

DTC (District Test Coordinator) marks the test complete.

DTC Voids test using these directions:

- The VOID TEST option is found in Manage Students Tests –
- In SETUP - choose STUDENTS - Use the FIND STUDENTS search field to locate the specific student
- Check the box by the student’s name
- In the TASK BAR - click on the SELECT TASKS field to open the dropdown list. Check the box for Manage Student Tests.
- Click the Blue START button
- Click on the completed test name in the list that will open on the left side of the Create/Edit Students Window
- Check the box for VOID PBA/EOY SCORE CODE
- Use the VOID PBA/EOY Score Reason drop down to select code 1 for accommodations issue (2 for any other reason)
- Scroll all the way down and click on the blue SAVE button;

DTC creates new student test with correct accessibility features/accommodations using these directions:

- On the MANAGE STUDENT TESTS screen referenced above, click CREATE STUDENT TESTS.
- Fill out/select the necessary information (be sure to correct PNP issues)
- Click CREATE

DTC reassigns a new test session.

DTC re-caches the system.
WHAT TO DO IN THE CASE OF AN INCORRECT PNP/ACCOMMODATION DELIVERY ISSUE:

For students who continue testing with their current form, follow these steps to ENABLE COLOR CONTRAST and/or ANSWER MASKING:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Screen Shot/Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit Test in TestNav</td>
<td>![Exit Test in TestNav Screen Shot]</td>
</tr>
<tr>
<td>- The student must click the gray button next their name in the upper right corner of the screen.</td>
<td></td>
</tr>
<tr>
<td>- Click Logout of TestNav.</td>
<td></td>
</tr>
<tr>
<td>- Click Save and Return Later.</td>
<td></td>
</tr>
<tr>
<td>Update PNP Information</td>
<td>![Update PNP Information Screen Shot]</td>
</tr>
<tr>
<td>- Go to Setup &gt; Students and search for the student in the Find Students search bar or click the drop down to choose <strong>Show all results</strong>.</td>
<td></td>
</tr>
<tr>
<td>- Check the box for the student.</td>
<td></td>
</tr>
<tr>
<td>- Select Manage Student Tests under the Tasks drop down and click <strong>Start</strong>.</td>
<td></td>
</tr>
<tr>
<td>- On the Manage Student Tests screen, mark the accommodations. Refer to the PNP training module.</td>
<td></td>
</tr>
<tr>
<td>- Click <strong>Save</strong>.</td>
<td></td>
</tr>
<tr>
<td>Resume Test</td>
<td>![Resume Test Screen Shot]</td>
</tr>
<tr>
<td>- Go to Testing &gt; Students in Sessions and search for the student in the Find Students search bar or click the drop down to choose <strong>Show all results</strong>.</td>
<td></td>
</tr>
<tr>
<td>- Check the box for the student.</td>
<td></td>
</tr>
<tr>
<td>- Select Resume Student Tests under the Tasks drop down and click <strong>Start</strong>.</td>
<td></td>
</tr>
<tr>
<td>- On the Resume Student Tests Screen, click the student name and <strong>Resume</strong>.</td>
<td></td>
</tr>
</tbody>
</table>