Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

ILEARN Scheduling and Timing Guidance: 2022-2023

The Indiana Department of Education (IDOE) defined guidance for schools when scheduling 2022-2023 ILEARN assessments. Corporations and schools should consider this information when developing their local testing schedules for both practice and operational assessments. IDOE updated the overall formatting of this document and revised for concision, wherever possible. Substantive changes are outlined below.

2022-2023 Change Log
Updates
Table of practice test times removed.
No digital fixed forms this year. Any students taking the digital test will receive a computer-adaptive test (CAT). Fixed forms will be available only for those using paper forms.
New
Added information on where to find practice test scripts and when they become available.

Suggested Testing Time Ranges: ILEARN Practice Tests

Corporations and schools must administer the applicable ILEARN practice tests to students **at least once annually before** students participate in the content-specific operational assessment. Review more details about practice test requirements and expectations outlined in Appendix F of the 2022-2023 Indiana Assessments Policy Manual.

Online practice tests are accessed via the Cambium Assessment, Inc. (CAI) Secure Browser from the Indiana Assessment Portal. The practice test is now available for the ILEARN Biology End-of-Course Assessment (ECA), and the ILEARN 3-8 and U.S. Government ECA practice tests will become available on January 30, 2023. The practice test script for the ILEARN Biology End-of-Course Assessment can be found in Appendix A of the ILEARN Biology ECA Test Administrator's Manual (TAM). Each online practice test consists of four to seven items and provides students with opportunities to interact with the online testing platform and become familiar with any formal accommodations prior to the operational assessment. Students testing paper-and-pencil will encounter a smaller number of practice items on the pages immediately preceding the first operational test segment in their assessment books.

The average administration time for each content-area and grade level practice test is 25 to 45 minutes. Students testing with accommodations may require additional time to familiarize themselves with specific accommodations that are available.

Test Configuration and Average Testing Times: ILEARN Operational Assessments

Mathematics, English/Language Arts (ELA), Science, and Biology assessments each consist of a CAT segment and a performance task (PT) segment. The ILEARN Social Studies assessment and U.S. Government ECA each consist of a single fixed-form test segment. All paper-and-pencil assessments consist only of fixed-form segments.

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While online is the primary testing mode for ILEARN, corporations and schools should also follow the scheduling and timing guidance outlined in this document when administering paper-and-pencil ILEARN assessments. All ILEARN assessments are untimed, and students should be allowed to complete each test segment at their own pace. Table 1 delineates the average content area testing time ranges for each grade level.

Table 1. ILEARN Test Configuration and Average Testing Time Ranges

Grade	Content Area	CAT or Paper Fixed-Form	PT
3	ELA	90 – 125 minutes	90 – 135 minutes*
	Mathematics	70 – 100 minutes	35 – 55 minutes
4	ELA	90 – 130 minutes	90 – 140 minutes*
	Mathematics	70 – 100 minutes	25 – 40 minutes
	Science	80 – 110 minutes	10 – 20 minutes
5	ELA	90 – 130 minutes	85 –130 minutes*
	Mathematics	80 – 110 minutes	30 – 40 minutes
	Social Studies	60 – 85 minutes	N/A
6	ELA	90 – 130 minutes	90 – 140 minutes*
	Mathematics	90 – 120 minutes	30 – 50 minutes
	Science	70 – 100 minutes	10 – 20 minutes
7	ELA	80 – 110 minutes	90 – 130 minutes*
	Mathematics	90 – 125 minutes	20 – 30 minutes
8	ELA	75 – 100 minutes	80 – 130 minutes*
	Mathematics	85 – 125 minutes	35 – 55 minutes
N/A	Biology	65 – 90 minutes	10 – 15 minutes
N/A	U.S. Government	35 – 50 minutes	N/A

 *Times noted are for the full ELA PT (Segments 1 and 2) for ILEARN 3-8.

General Guidance: Scheduling ILEARN Assessments

Assessment planning must be conducted to ensure that all students can achieve their best performance. While IDOE understands that administrators may need to adjust local testing schedules to accommodate unplanned events (e.g., power outages, student absences), corporations and schools must consider the following guidance when developing local testing schedules.

Schools may schedule content-area assessments in any order, but should plan for students to complete all tests for the content area before progressing to a different one. (e.g., Schedule students to complete both Mathematics CAT and PT tests before starting the Social Studies assessment).

IDOE **strongly recommends:**

- Students complete the CAT over multiple days based on individual student timing needs.

- Students complete the CAT *before* completing the PT for a given content area.

- Students complete the CAT over the course of *at least* two separate days.

    - Students participating in the ILEARN Biology ECA may be offered both segments on the same day, if needed.

    - Students who have a small number of CAT items remaining may finish the segment, then start and finish the PT on the same day, *but only if enough time remains in the school day.*

Table 2. Sample Schedules: CAT and PT Segments

Sample Schedules		Test Segment(s)
Sample A	Monday	Mathematics CAT (start)
	Tuesday	Mathematics CAT (finish)
	Wednesday	Mathematics PT (start and finish)
Sample B	Monday	Mathematics CAT (start)
	Wednesday	Mathematics CAT (continue)
	Thursday	Mathematics CAT (finish)
	Friday	Mathematics PT (start and finish)
Sample C	Tuesday	Mathematics CAT (start and finish)
	Thursday	Mathematics PT (start and finish)
	Monday	Mathematics CAT (start)

- Students who miss test segment(s) due to absence should test with other students per the local testing schedule upon their return to school and make up any missed segment(s) prior to the close of the testing window. Make-up test segments may be given out of order.

- Students must complete all assessments by the last day of the established test window. Testing does not need to occur on consecutive days.

- Students should not be required to test for more than an hour at a time. Schools should schedule breaks at logical times, as needed.

- Students who finish testing early may read silently from a book unrelated to the content area being assessed. If they finish well ahead of schedule, they may exit the testing room. Schools must determine how many additional test sessions to provide individual students who take an especially long time to complete any given test segment(s). If all students have submitted the assessment before the local testing schedule defines the end time, the TA may end the scheduled session early.

While CAI's online testing system and the Test Administrator's (TA's) scripts do not preclude

administering more than one test segment in a single day, IDOE does not recommend this practice.

The test administration system is available to support testing after hours and during weekends, unless otherwise noted. There could be times outside of normal testing hours when the system is unavailable. The Indiana Assessment Help Desk is available to provide support to schools Monday through Friday from 7 a.m. to 7 p.m. ET. IDOE support is also not available after hours or on weekends. Consequently, testing during these times is accompanied with significant risk and is **strongly discouraged**. Review more details about after-hours testing outlined in Section 6, Part A of the 2022-2023 Indiana Assessments Policy Manual.

The table below defines additional expectations for corporations and schools as they create local test schedules and administer tests during the test window.

Table 3. Do's and Don'ts for Scheduling and Administering Tests

Do	Do Not
Try to maintain a normal schedule during the test window.	Schedule multiple-hour test sessions.
Consider the ages and stamina of the students testing and plan accordingly.	Require students to sit for long periods of time in order to finish a test segment.
Allow students who finish well ahead of schedule to quietly exit the testing room. If this is not possible, allow these students to read silently from a book unrelated to the content area being assessed.	Require students to skip or delay other classes (e.g., art, music, physical education), lunch, and/or recess because they have not finished a test segment. See Table 6 for more guidance.
Allow students to review their work before pausing a CAT or fixed-form test segment for more than 20 minutes.	Lengthen a test session for a CAT or fixed-form segment and/or limit the durations of breaks to avoid the effects of the 20-minute pause rule.
Determine how many additional test sessions are needed to provide students with their required time.	Begin a PT late in the school day. Students may not have enough time to complete the PT before the school day ends and will not be allowed to finish it the following day.

Specific Guidance for Scheduling ILEARN Test Segments

Corporations and schools must consider the following guidance when scheduling specific test segments:

CAT Segments: Students may start and finish the segment in a single day or over the course of multiple days, per Table 2.

- The 20-minute pause rule applies to CAT and fixed-form test segments.

- Due to the length of the CAT, many students may require more than one test session to complete all items in these segments.

- Students may enter and exit a test with a TA's approval an unlimited number of times while their tests are active (i.e., not completed or expired).

- The CAT will not expire, or force complete, until the end of the testing window.

PT Segments: Students may pause their PT and resume testing throughout the day, as needed. The 20-minute pause rule does not apply to PTs. The ELA PT Part 2 is available for seven days once Part 1 is accessed by a student. All other PTs must be completed on the same day they are started.

- **Mathematics / Science / Biology**
    - **Expiration:** Once students start the PT, it will expire at the end of the school day. *Students must start and finish the PT on the same day,* and they may not revisit the PT on a subsequent day.

- **ELA**
    - The ELA PT is configured as a single test ID, but consists of two segments, Segment 1 and Segment 2.
    - **Expiration:** Once students access Segment 1, the ELA PT will expire *in seven calendar days* (includes weekends) if one or both segments have not been submitted.
    - Each segment may be administered to students *on one day or two separate days*, per Table 4.
    - Once a TA approves a student to enter Segment 1 or 2, the student must complete that segment *on the same day.* The student may not complete that segment on a subsequent day.
    - If a TA approves a student for either segment in error, the student should complete the segment that same day.
    - IDOE strongly recommends schools administer ELA PT Segments 1 and 2 on two separate days. Students are required by the Test Delivery System (TDS) to complete Segment 1 *before* accessing Segment 2. TAs must approve students to enter Segment 2.
    - If not immediately progressing to Segment 2, students should follow the directions in the TAM to log out of the test at the end of Segment 1. The TA must approve the students to enter Segment 2 at the beginning of a subsequent test session.
    - Upon entering Segment 2, students will be able to see any global notes and highlighting they applied to passages during Segment 1.

Table 4. Scheduling the ELA PT

Scheduling Options		ELA PT Segments	Notes
Recommended	Day 1	Segment 1	Must start and finish on the same day.
	Day 2	Segment 2	Must start and finish on the same day.
Alternative (See average testing times.)	Day 1	Segments 1 and 2	Must start and finish on the same day.

Pause Rules

Students must pause their tests each time they step away from their testing device (e.g., restroom break). Students may pause their tests and resume testing during a test session later in the day or on a subsequent day, as needed. TAs may need to pause students' CAT segments in the event of an unexpected testing irregularity (e.g., sudden illness, weather emergency, unplanned fire alarm). Students will be logged out and their tests automatically paused in the event of a technical issue (e.g., power outage or network failure). Students must log back in to resume testing. **Immediately contact your STC/CTC and IDOE if technical issues occur.**

If students pause their tests for more than 20 minutes, they will no longer have access to the item's digital notepad. Students will still have access to any global notes recorded in TDS for PTs only. A 20-minute pause rule applies only to the CAT and paper fixed-form test segments. If students pause their tests for less than 20 minutes, they may revisit and/or change answers to previous test items within the current segment.

If students pause their tests for more than 20 minutes:

- Students should be given the opportunity to revisit items marked for review prior to pausing testing.

- The students must log back in to the student interface. They will be presented with the next screen containing a new test item.

- While it is an atypical scenario, an unanswered item may appear on a screen alongside other items associated with the same passage/stimulus. The student would be able to view the passage/stimulus and associated items upon reentering the test. The student should respond to the previously unanswered item and proceed to the next unanswered item in the test.

- Students are **not** permitted to review or change any previously answered items, even if marked for review (with the exception of items on a screen containing at least one item the students have not yet answered).

Students should finish all parts of an item (including constructed-response items) before pausing. If even one character is entered into a response field, the system will register the item as answered. If testing is paused for more than 20 minutes due to a power outage, internet outage, or similar event, **immediately contact IDOE for guidance.** Do not wait days or weeks to report testing irregularities to IDOE.

Test Timeout

As a test security measure, any students will be logged out of a test segment after 20 minutes of inactivity in either the CAT or PT segment. Activity is defined as selecting an answer or navigation option in the test segment (e.g., selecting Next or Back or using the Mark for Review dropdown list to navigate to another item). **Simply moving the mouse around the screen will not count as test activity. Students must select an answer or navigation option on the screen.**

The student will receive a warning message 60 seconds before timeout occurs, after which they must log back in to resume testing.The student may revisit items on a previous screen in the current test segment (CAT) if they resume testing within 20 minutes of the timeout.

A student who logs into the ELA PT or the Mathematics CAT segment for grades six through eight after a test timeout must complete any unfinished test segment before starting the next test segment in the same content area.

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Single Test Sessions for Multiple Grade-Level Tests

TDS allows TAs to administer multiple grade-level tests during a single test session. This can be helpful when administering online tests to small groups of students (e.g., virtual learners, makeup testing). Corporations and schools utilizing this approach must adhere to these guidelines:

- Limit each test session to include a single content area and test segment type. With a few exceptions, the operational scripts contained within the ILEARN 3-8 TAM are uniform for a given content area and test segment type. This enables a school to simultaneously administer a segment to students at multiple grade levels.

- Ensure the TA completed all required training. Upon completion of the TA Certification Course and all other training requirements, the TA is able to initiate a test session for any student enrolled in the corporation or school.

- Confirm students' test settings in the Test Information Distribution Engine (TIDE). The TA can initiate a test session for the students, but likely will not have access to every student's profile in TIDE. CTCs must report any corrections to student data to IDOE at least one day before testing and confirm settings are correct before testing begins.

- Provide student and test session information to the TA **before** testing begins.
    - List of students testing and their accommodations;
    - Name of scheduled test to be approved for each student; and
    - Student Access Cards or other documentation reflecting the student test number (STN) for every student.

- Be available to support the TA with any questions or concerns, as needed.

Table 5. Test Sessions for Multiple Grade-Level Student Groups

Content Area Segment	Allowable Grade-Level Groups
ELA CAT	3-8
ELA PT*	3-8
Mathematics CAT**	3-5
	6-8
Mathematics PT	3-8
Science CAT	4 and 6
Science PT	4 and 6
Social Studies	5

*Schools must administer ELA PT Segment 1 and ELA PT Segment 2 in two different sessions to avoid confusion resulting from unique segment directions.

**Schools must administer this CAT segment to students in grades three through five in one session and to students in grades six through eight in a separate session to avoid confusion resulting from unique segment directions.

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Make-up Testing

In most cases, the student must begin testing with the rest of class per the testing schedule upon return to school. Make-up test segments may be given out of order but must be completed before the end of the test window. Review common make-up testing scenarios in Table 7.

Table 6. Common Make-up Testing Scenarios

Question/Scenario	IDOE Guidance
Make-up Testing Scenario #1: Unfinished CAT Segments A student did not complete the Mathematics CAT on Tuesday and was absent on Wednesday. The class is scheduled to complete the Mathematics PT on Thursday. *Which test segment should the school administer to this student upon return to school?*	The school should administer the Mathematics PT to the student with the rest of the class per the local testing schedule. The student should finish the CAT on a subsequent day before the test window ends.
Make-up Testing Scenario #2: Moving Between Content Area Segments A student began the Mathematics CAT on Monday, but did not complete it during the scheduled test session(s). The rest of the class completed the Mathematics CAT and PT while the student was absent. The class is now ready to start the Science CAT. *Which test segment should the school administer to this student upon return to school?*	The school should: 1) Administer the Science CAT and PT to the student with the rest of the class, per the local testing schedule. 2) Allow the student to resume the Mathematics CAT on a subsequent day. 3) Administer Mathematics PT to the student on a subsequent day.
Make-up Testing Scenario #3: Student Missed ELA PT Segment 1 A student was absent on Monday when the rest of the class completed ELA PT Segment 1. The class is ready to begin ELA PT Segment 2 on Tuesday. *Which test segment should the school administer to this student upon return to school?*	Due to the segment-specific directions in the ILEARN 3-8 TAM, the school must administer ELA PT Segment 1 to the student in a separate session. The student must complete Segment 1 by the end of the day. Together, the TA and STC must evaluate whether enough time remains in the day for the student to also start and finish ELA PT Segment 2 or wait until the following day. Refer to Table 4 for additional information.
Make-up Testing Scenario #4: Student Does Not Finish During Scheduled Testing Session A student does not complete the test before lunch or another scheduled class or school event.	The TA must instruct all student(s) to log out of the test, follow procedures outlined in the appropriate TAM, and dismiss students from the testing room for the scheduled class or event (e.g., lunch). TAs must provide students time to review their

	responses **prior to** pausing their CAT tests for longer than 20 minutes. Schools must determine how many additional test sessions to provide individual students who may need more time.

Additional ILEARN Resources

- ILEARN Indiana Assessment Portal
- ILEARN 2022-2023 Milestones
- IDOE ILEARN Webpage

Contact IDOE's Office of Student Assessment with any questions regarding policy and the Indiana Assessment Help Desk with technical inquiries.