



PARCC and DC Science Technology Coordinator Training

Feb. 26, 2019 | Pearson and OSSE



Agenda

- Resources
- TestNav8
- PearsonAccessNext
- Technology Setup
- Infrastructure Trials
- Before Testing
- During Testing
- After Testing
- Additional Information



Resources



User Manuals

<https://dc.mypearsonsupport.com/technology-setup/>

- Technology Guidelines
- User Guides

<https://dc.mypearsonsupport.com/manuals/>

- Test Administrator Manuals
- Test Coordinator Manuals
- Accessibility Features and Accommodations Manual (AF&A)



Training Modules

<https://dc.mypearsonsupport.com/training-modules/>

- Welcome to PearsonAccess^{next} Training Module
- Welcome to TestNav Training Modules



TestNav8



TestNav Browser-Based Requirements

Software Requirements

Secure Testing (TestNav Apps Only)

*TestNav apps run in **kiosk mode** to prevent students from accessing any other web pages or applications while testing.*

TestNav System Requirements

Note: In spring 2019, browser based testing is not supported for secure testing. The supported device versions can be found and downloaded at <http://download.testnav.com>.



TestNav App Requirements

Software Requirements

Secure Testing (TestNav Apps Only)

*TestNav apps run in **kiosk mode** to prevent students from accessing any other web pages or applications while testing.*

Devices/OS	Supported Versions	Download TestNav	Setup Instructions
Tablets, Chromebooks, Chromeboxes			
Android	7-8 <i>For info on Android, see TestNav - Android App and Secure Testing</i>	From Google Play	Set Up TestNav on Android
Chrome OS	66-72	From Chrome Web Store	Set Up TestNav on Chrome OS
iOS	10.3.1 - 10.3.3, 11.2.5, 11.2.6, 11.4, 11.4.1, 12, 12.1.1, 12.1.2, 12.1.3, 12.1.4 <i>For info on iOS 11, see TestNav - iOS 11 and Secure Testing</i>	From the App Store	Set Up TestNav on iOS
Laptops, Desktops			
Linux	Fedora 24 (64-bit); Ubuntu 18.04 (64-bit)	From TestNav downloads	Set Up TestNav on Linux
OS X/macOS	10.11, 10.12, 10.13, 10.14	From TestNav downloads	Set Up TestNav on OS X, macOS
Windows	7, 8.1, 10 (includes Windows Store app), 10 version 1809	From TestNav downloads or Windows Store	Set Up TestNav on Windows



Changes to Technology Requirements

TestNav 8 Requirements Documentation

- [TestNav 8 User Guide](#)
- [Recently Updated](#)

New Operating Systems Supported

- iOS 11.2.6, 11.4, 11.4.1, 12, 12.1.1-3
 - o Newly added 12.1.4
 - o Testing in progress for iOS 12.2
- Chrome OS 66-71
 - o Newly added Chrome OS 72
- Mac OS X 10.14 and 10.13



TestNav - Firefox Support Ended

What is happening?

Mozilla ended support of the Netscape Plugin Application Programming Interface (NPAPI)/Java plugin in its Firefox ESR browser before the start of the 2018-19 school year.

As a result, Pearson has ended support for Firefox ESR for secure testing in August 2018. All customers must begin using the TestNav app in the 2018-19 school year.

What needs to be done?

1. See the [setup pages](#) for application operating systems
2. Follow setup instructions for the TestNav app.



iOS: Automatic Assessment Configuration

Steps required when students are testing with iPads:

- Allow Microphone (One-time prompt)
- Allow App Self-Lock prompt
 - Guided Access Mode or managing device security via an MDM are no longer used for TestNav. **Using either of these processes will prevent students from accessing their tests.**
 - When signing into the test, students will be prompted to lock down the device. Once they click “Yes” the device will be locked down until they either submit their test or log out. **If a student clicks “No” they will need to sign in again.**



TestNav Desktop

The TestNav Desktop App

- Available at <http://download.testnav.com/>
- Runs on specific versions of Windows, Android, Chrome OS, iOS, mac OS, macOS Sierra and Linux Operating Systems
 - For specific Operating System versions, review: [TestNav System Requirements](#)
- No Java dependencies
- No Pop-Up Blocker settings required
- Identical student login experience on Chromebooks and iPads
- Compatible with touchscreen devices

Additional Notes

- Always test for AT compatibility by completing an Infrastructure Trial



TestNav Downloads Page

TestNav for Windows 10

An engaging and interactive testing experience for today's students, who learn and play in a digital environment.

[Read important installation details](#) before downloading.



Windows .msi

Windows .exe

[Download TestNav for another platform](#)

[Download ProctorCache](#)

[System Requirements](#)

<http://download.testnav.com/>



What's New This Year?

TestNav 8 Updates: Applied for Spring 2019

- Added error messages
 - 5043 when TestNav detects AirPlay running
 - 5044-5047 when TestNav detects features enabled on the device.
- Secure browser based testing is no longer supported all secure tests must use the TestNav app.
- All practice tests and operational tests will be accessed via the District of Columbia TestNav customer. There is no longer a need to use the PARCC Training customer.

A screenshot of the TestNav login interface for the District of Columbia. The page has a light gray background. At the top, the text 'District of Columbia' is enclosed in a red rectangular box. Below this is a white box with a gray border containing the 'Sign In' section. Inside this box, there are two input fields: 'Username' with a person icon on the left and 'Password' with a key icon on the left. Below the password field is a blue 'Sign In' button. To the right of the 'Sign In' button, there are two links: 'Test Audio' with a speaker icon and 'Practice Tests' with a pencil icon. The 'Practice Tests' link is enclosed in a red rectangular box.



PearsonAccessNext



PearsonAccess^{next} Login


DC

https://dc.pearsonaccessnext.com/customer/index.action


Apps Pearson: Life Care Bookmarks bar Bookmarks PARCC Program Tea... North American Qu... 2017-18_DBoard&... PARCC Real-Time D... Service Now Keyedin Schedule S...

PearsonAccess^{next}

Home Support








Partnership for Assessment of
Readiness for College and Careers



DC Science
The District of Columbia Assessment of
the Next Generation Science Standards

★ Program Information



PARCC Assessment

The Partnership for Assessment of Readiness for College and Careers, or PARCC, is the District of Columbia's annual assessment of mathematics and English language arts (ELA), based on the Common Core State Standards (CCSS). The PARCC assessments measure the knowledge and skills that matter most for students — understanding complex texts, evidence-based writing, mathematical problem-solving — all skills that lead to confidence and success in key academic areas.

Students in grades 3 through 8 and high school take PARCC assessments in ELA and mathematics online each spring.

DC Science Assessment

DC Science is the District of Columbia's statewide assessment of the Next Generation Science Standards (NGSS). It is an online assessment that focuses on sense-making and problem solving in science. The DC Science assessment presents students with tasks that are built around scientific phenomena as well as engineering design challenges.

The DC Science assessment is administered to students in grades 5 and 8 and to students enrolled in high school biology.

Sign In

Sign In

[Forgot Username](#) | [Forgot Password](#)

Contact Us

Customer Support

1-866-688-9555

Monday - Friday

6:00 am - 7:30 pm (EST)

Related Links

Help and FAQs

PearsonAccess^{next} Training Site: <http://tmg-dc.pearsonaccessnext.com/>

DC/Pearson Portal: <https://dc.mypearsonsupport.com/>


16



PearsonAccess^{next} Home Page


PearsonAccess^{next}Washington DC > 2018 - 2019 > 2019 Spring PARCC & DC ScienceDistrict of Columbia (DC)

[Home](#)[Setup](#)[Testing](#)[Reports](#)[Test Config](#)[Support](#)




SETUP

Select an action



TESTING

Select an action



REPORTS

Select an action

★ Helpful Information

2018-19 Statewide Testing Windows		
	Online Testing	Paper Testing <i>(accommodations only)</i>
PARCC	April 1 – May 24, 2019*	April 1 – May 17, 2019*
DC Science	April 8 – May 31, 2019*	April 8 – May 24, 2019*

*Includes a week for spring break

Key Dates
February 22, 2019 - Student Registration and Personal Needs Profile (PNP) completion deadline
March 13, 2019 - Accommodated materials begin to arrive at schools
March 18, 2019 - Proctor caching available

District of Columbia PARCC and DC Science Pearson Portal: <https://dc.mypearsonsupport.com/>

- Test manuals and test administration documents
- Technology setup instructions and system requirements
- Sample tests and tutorials

PearsonAccess^{next} Training Site: <https://trng-dc.pearsonaccessnext.com>

District of Columbia Office of the State Superintendent of Education: <https://osse.dc.gov/assessments>

- Test coordinator resources and training schedules
- Accommodations and accessibility information
- Test security policies and documents

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[Contact Customer Support](#)

Chat

Chat Now

Available during hours listed above

Links

- [DC Pearson Portal](#)
- [PearsonAccess Next Training Site](#)
- [Practice Tests](#)
- [PARCC](#)
- [PearsonAccess Next Online Support](#)



What's New This Year?

- PARCC ELA/Math and DC Science administrations combined.
- New DC Training PearsonAccess Next site



Technology Setup



Configure the Network

TestNav 8 Domains and Ports:

- *.testnav.com:80, 443
- *.pearsonusercontent.com
- *.thawte.com
- *.usertrust.com
- *.comodoca.com
- *.google-analytics.com (Optional)

Pre-caching Local Network Ports:

- 4480, 4481

PearsonAccess^{next} Domain and Ports:

- *.pearsonaccessnext.com:80, 443



Proctor Caching for TestNav

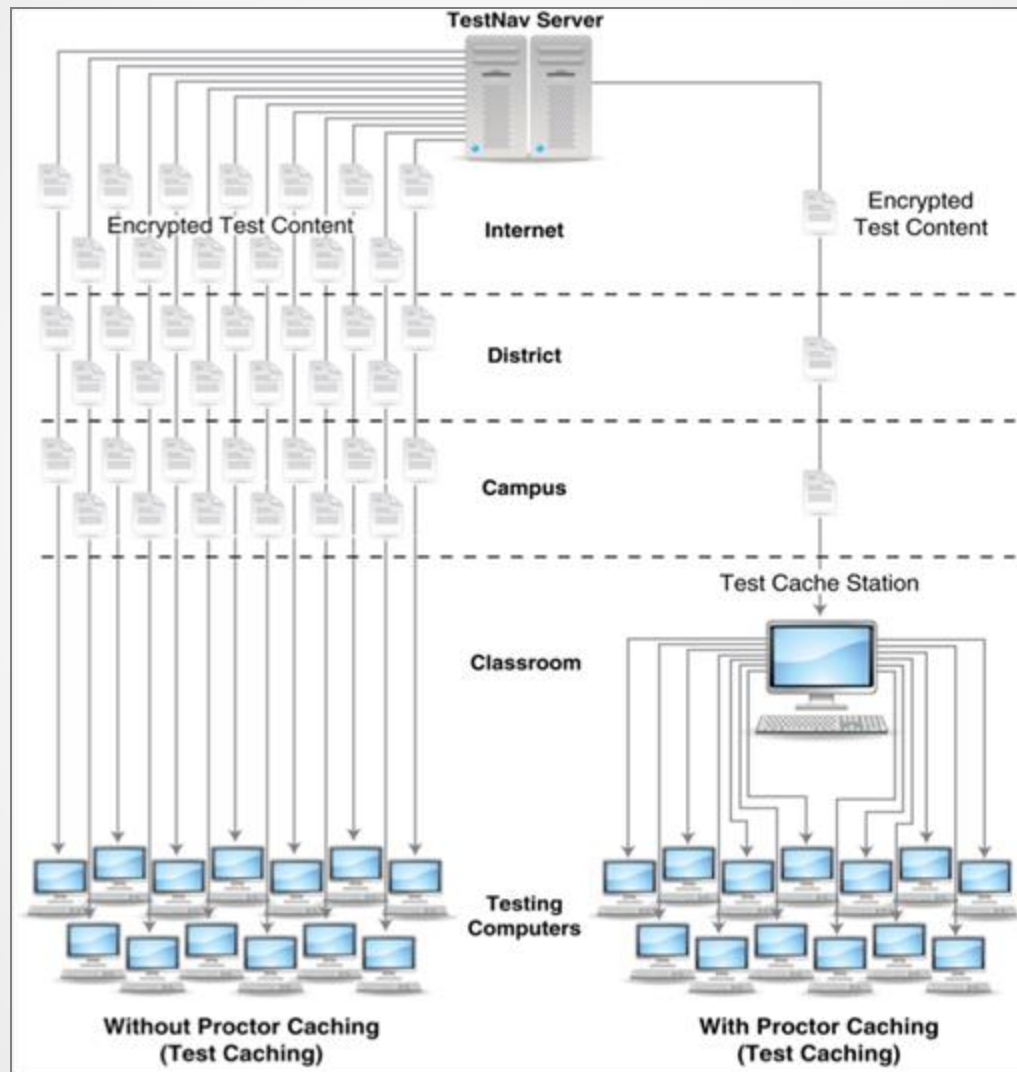
Proctor Caching is Pearson-supplied software that is used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content.



Proctor Caching:

- allows you to precache test content to your local network before a test
- reduces the burden on your Internet Service Provider (ISP) by eliminating redundancy in requests for test content
- stores an encrypted local copy of all precached tests

Proctor Caching – The Network





Proctor Caching Requirements

- Proctor Caching runs on Windows
- It does not require an underlying server-based operating system
- Proctor Caching hardware requirements can be found at <https://dc.mypearsonsupport.com/technology-setup/>
- TCP Ports include: 80, and 443 (Internet), 4480, and 4481 (Local Network).
- Proctor Caching requires a fixed (static) internal IP address
- Utilize the App Check feature within the TestNav Apps to verify connection to the ProctorCache device



What's New for ProctorCache?

ProctorCache enhancements include:

- Improvements to republished content
- Improvements to user interface on reloading and refreshing functionalities

The most recent version of ProctorCache can be downloaded available via download.testnav.com





Proctor Caching Setup

- Download the Proctor Caching installer
- Run the installer and **Start the Proctor Caching Service** if it is not already started by the installer
- Add a Proctor Caching computer to the TestNav Configuration within PearsonAccess^{next} at the district or school level
- Use App Check with a Configuration Identifier from the TestNav Configuration in PearsonAccess^{next} on a client computer to verify that Proctor Caching is functional

Note: To configure an upstream proxy, refer to the Windows or Mac “Upstream Proxy Configuration” section in the [*Proctor Caching User Guide*](#).



Download & Install ProctorCache

TestNav for Windows 10

An engaging and interactive testing experience for today's students, who learn and play in a digital environment.

Read [important installation details](#) before downloading.



Windows .msi

Windows .exe

[Download TestNav for another platform](#)

[Download ProctorCache](#)

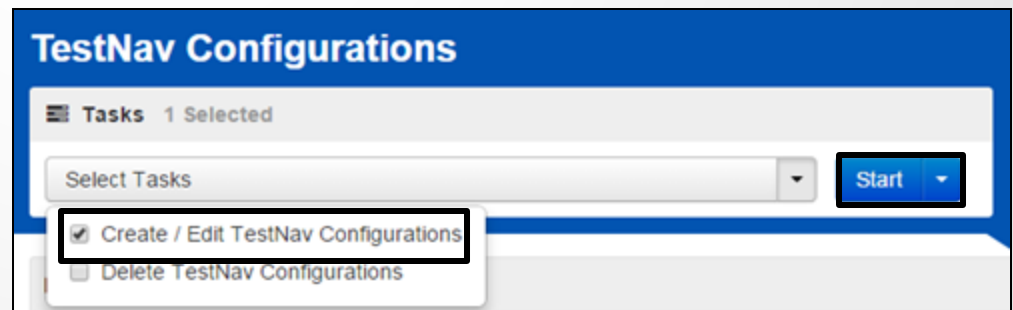
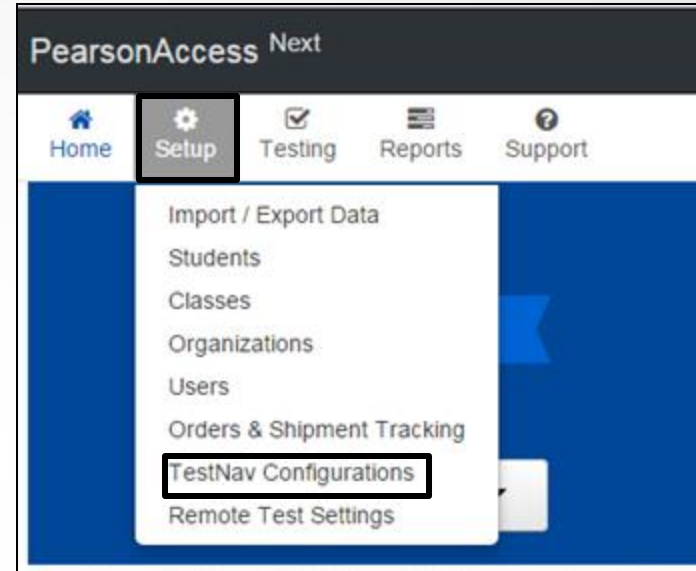
[System Requirements](#)

<http://download.testnav.com/>



Create TestNav Configuration

1. Sign in to the [DC PearsonAccessnext Training Center](#) or the [DC PearsonAccessnext](#) website.
1. Once you have selected the correct administration in the top right drop-down menu, Select **Setup > TestNav Configurations**.
1. Select **Create/Edit Configurations**; click **Start** to launch the configuration.





Create TestNav Configuration

4. Enter a ***Configuration Name***.
5. Using the ***Organizations*** dropdown menu, select your school or district.

Tasks for Proctor Caching

Create / Edit TestNav Configurations

CONFIGURATIONS (0)

+ Create Configurations

DETAILS

New Cache Configuration

Configuration Name*

☐ Precaching Computer Override ⓘ

Organizations*

Select



Create TestNav Configuration

6. Enter the ***Computer Name***, ***IP Address***, and ***Port***, and check ***“Uses Pearson Precaching Software.”***
7. Then specify student response file backup locations, and click ***Create.***

The screenshot displays the TestNav configuration interface. On the left, under 'Precaching Computers (1)', there is a form for 'PC Demo'. It includes fields for 'Computer Name' (PC Demo), 'IP Address' (127.0.0.1), and 'Port' (4480). A 'Configuration Identifier' is shown as Q9CH8HEA3S. The checkbox 'Uses Pearson Precaching Software' is checked. A note states: 'Note: Confirm that firewall or content filtering software is open for both ports 4480 and 4481 of the proctor caching computer.' A 'Test Connection' button is at the bottom. On the right, the 'Response File Backup Locations' section provides a format for SFTP file backup locations: sftp://<userid>:<password>@<address>:<port>/path. It includes input fields for 'Windows, Primary Location', 'Windows, Secondary Location', 'MAC, Primary Location', 'MAC, Secondary Location', 'Android, ChromeOS, and IOS Secondary Location', 'Linux, Primary Location', and 'Linux, Secondary Location'. Many of these fields have a 'Use default user directory' button.



Completed TestNav Configuration(s)

Tasks for Proctor Caching

Add Task

Previous Task

Next Task

Exit Tasks

Create / Edit TestNav Configurations

Success

Changes saved

CONFIGURATIONS (1)

Create Configurations

PC Training Demo

DETAILS

New Cache Configuration

Create

Reset

Configuration Name*

Organizations*

Select



TestNav Configuration Details

Configuration Details allows you to:

- edit the configuration name,
- add additional organizations to the configuration,
- edit settings,
- and add Precaching computers to configuration

The screenshot shows the 'CONFIGURATIONS (1)' sidebar on the left with 'PC Training Demo' selected and highlighted by a red rectangle. The main 'DETAILS' panel for 'PC Training Demo' includes a 'Save' button and a 'Reset' button. The 'Configuration Name*' field contains 'PC Training Demo'. There is an unchecked checkbox for 'Precaching Computer Override'. The 'Organizations*' section shows a single entry: 'SAMPLE SCHOOL 2 (NJ-111112-112)'. The 'Precaching Computers (1)' section has an 'Add' button and shows a 'PC Demo' entry with fields for 'Computer Name*' (PC Demo), 'IP Address' (127.0.0.1), and 'Port'. A checkbox 'Default computer used for sessions' is checked. The 'Response File Backup Locations' section contains a yellow instruction box: 'Please use the following format for SFTP file backup location: sftp:<userid>:<password>@<address>:<port>:path'. Below this are fields for 'Windows, Primary Location' (containing 'Use default user directory') and 'Windows, Secondary Location'.



TestNav Configuration Details

With multiple TestNav settings, note that you can now:

- change the default configuration by checking or unchecking “***Default computer used for sessions***”
- delete configurations

The screenshot shows the 'DETAILS' page for a configuration named 'PC Training Demo'. The 'Configuration Name' field is set to 'PC Training Demo'. There is an unchecked checkbox for 'Precaching Computer Override'. The 'Organizations' list includes 'SAMPLE SCHOOL 2 (NJ-111112-112)'. Under 'Precaching Computers (1)', the 'PC Demo' entry is shown with fields for 'Computer Name' (PC Demo), 'IP Address' (127.0.0.1), 'Port' (4480), and 'Configuration Identifier' (Q9CH8HEA3S). The 'Default computer used for sessions' checkbox is checked. A note states: 'Note: Confirm that firewall or content filtering software is open for both ports 4480 and 4481 of the proctor caching computer.' A 'Test Connection' button is present. The 'Response File Backup Locations' section includes fields for 'Windows, Primary Location', 'Windows, Secondary Location', 'MAC, Primary Location', 'MAC, Secondary Location', 'Android, ChromeOS, and iOS Secondary Location', 'Linux, Primary Location', and 'Linux, Secondary Location'. A note at the bottom states: 'Note: Depending on your browser settings, your connection test could fail to complete due to a script order to restore the default settings.' At the bottom, there is a '* Required' section with 'Save' and 'Reset' buttons.



Precaching Computer Override

The screenshot shows a web interface for configuring a 'PC Training Demo'. On the left, under 'CONFIGURATIONS (1)', there is a button 'Create Configurations' and a selected item 'PC Training Demo'. The main area is titled 'DETAILS' and contains the following fields:

- Configuration Name***: A text box containing 'PC Training Demo'.
- Precaching Computer Override**: A checkbox that is currently unchecked. This checkbox is highlighted with a red rectangular box.
- Organizations***: A dropdown menu showing 'SAMPLE SCHOOL 2 (NJ-111112-112)'.
- Precaching Computers (1)**: A section with an 'Add' button. It contains a sub-section for 'PC Demo' with the following fields:
 - Computer Name***: A text box containing 'PC Demo'.
 - Default computer used for sessions**: A checkbox that is checked.
 - IP Address**: A text box containing '127.0.0.1'.
 - Port**: A text box (empty).

The “Precaching Computer Override” option should be used with caution

When this option is selected, all TestNav clients will bypass a ProctorCache that is unavailable and send all traffic out to the Internet (WAN) until logged out of the session

For districts with limited bandwidth, this can cause widespread network connectivity issues



PearsonAccess^{next} and Precaching Setups

TestNav configurations work from school to district. A school Precaching machine will take precedence over a district. If a school does not have a setup, then the district setup will apply.

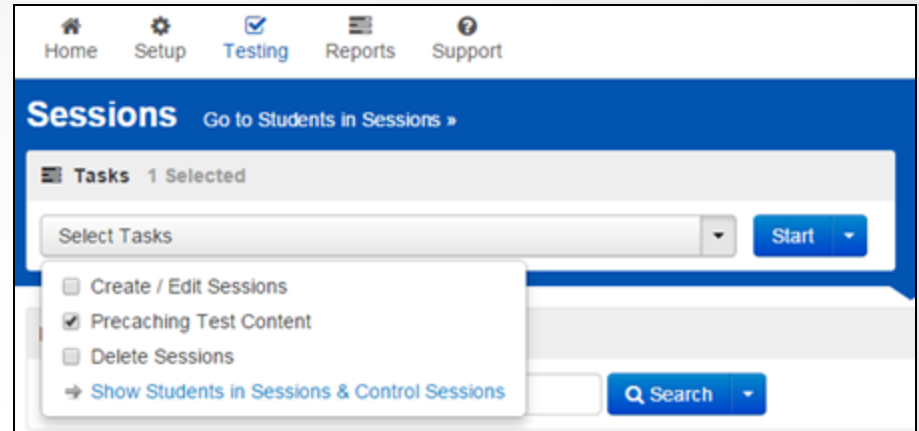
The Precaching server option in *Session Details* will display only if there are two or more Precaching machines to choose from at the school or district (this can be used to override the default district/school TestNav configuration).



Precaching Test Content

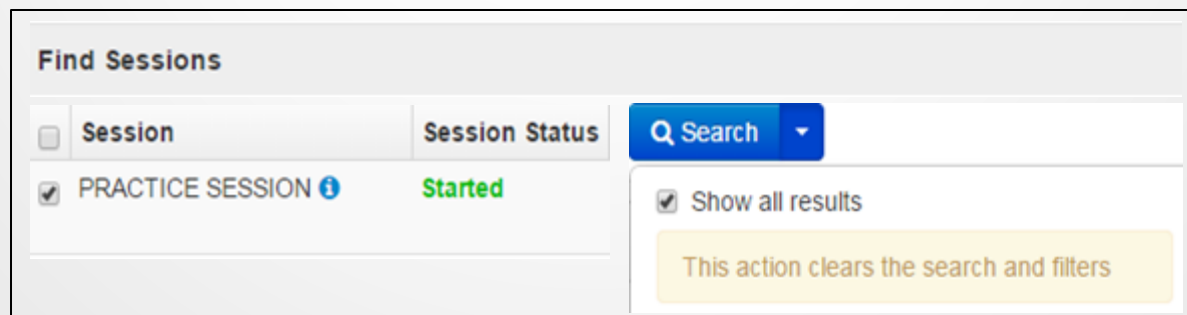
Option 1:

- Choose ***Precache By Test*** under the ***Setup*** tab
- Select the grades and subjects needed, then select the Precache Server and click ***Precache***



Option 2:

- Choose ***Sessions*** under the ***Testing*** tab
- Select ***“Precaching Test Content”*** from the Tasks menu and click ***“Start”***





Precaching Test Content (By Test)

Click “***Precache***” on the ***Precache By Test*** screen.

Organization	Test (select one or more)	Precache Servers (select one)	
PARCC (parcc)	<input checked="" type="checkbox"/> Algebra I <input checked="" type="checkbox"/> Algebra II <input checked="" type="checkbox"/> Geometry <input type="checkbox"/> Grade 10 ELA/Literacy <input type="checkbox"/> Grade 11 ELA/Literacy <input type="checkbox"/> Grade 3 ELA/Literacy <input type="checkbox"/> Grade 3 Mathematics <input type="checkbox"/> Grade 4 ELA/Literacy <input type="checkbox"/> Grade 4 Mathematics <input type="checkbox"/> Grade 5 ELA/Literacy <input type="checkbox"/> Grade 5 Mathematics <input type="checkbox"/> Grade 6 ELA/Literacy <input type="checkbox"/> Grade 6 Mathematics <input type="checkbox"/> Grade 7 ELA/Literacy <input type="checkbox"/> Grade 7 Mathematics <input type="checkbox"/> Grade 8 ELA/Literacy <input type="checkbox"/> Grade 8 Mathematics <input type="checkbox"/> Grade 9 ELA/Literacy	<input checked="" type="checkbox"/> PC Demo (Pearson supplied) ⓘ <input type="checkbox"/> None (Thirdparty) ⓘ	<div>Precache</div>



Precaching Test Content (By Session)

Click “***Precache***” on the ***Proctor Caching Test Content*** screen.

Proctor Caching Test Content

[<Previous Task](#)[Next Task>](#)[Exit Tasks✕](#)

1 Proctor Caching Test Content [+](#)

Caching Servers (1)

* Stopped sessions will not be precached

Server Name	Session Name	Download Detail
iMac (Pearson supplied)	• PRACTICE SESSION (Started) i	Forms: 9 Elements: 504 Size: 169923KB

[Precache](#)
[View Status](#)



Proctor Cache - Tests Screen will appear in a second window. If you do not see this window, re-attempt the Precaching Test Content process

TESTNA✓

ProctorCache

Tests

Clients

Tests

Refresh

Reload

Purge

Test

Search

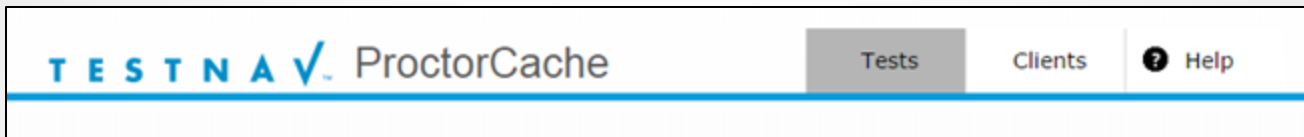
Clear

	TEST	FORM	STATUS	ENTRIES	CACHE DATE
<input type="checkbox"/>	Grade 5 ELA/Literacy	Grade 5 ELA/Literacy - 014PO	● OK	63	Oct 13, 2014 10:19 AM
<input type="checkbox"/>	Grade 4 ELA/Literacy	Grade 4 ELA/Literacy - 014PO	● OK	64	Oct 13, 2014 10:19 AM
<input type="checkbox"/>	Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - 014PO	● OK	46	Oct 13, 2014 10:19 AM
<input type="checkbox"/>	Grade 9 ELA/Literacy	Grade 9 ELA/Literacy - 014PO	● OK	44	Oct 13, 2014 10:19 AM
<input type="checkbox"/>	Grade 8 ELA/Literacy	Grade 8 ELA/Literacy - 014PO	● Loading...	60	Oct 13, 2014 10:19 AM
<input type="checkbox"/>	Grade 7 ELA/Literacy	Grade 7 ELA/Literacy - 014PO	● Loading...	64	Oct 13, 2014 10:19 AM
<input type="checkbox"/>	Grade 6 ELA/Literacy	Grade 6 ELA/Literacy - 014PO	● Waiting...	66	Oct 13, 2014 10:19 AM
<input type="checkbox"/>	Grade 11 ELA/Literacy	Grade 11 ELA/Literacy - 014PO	● Waiting...	44	Oct 13, 2014 10:19 AM
<input type="checkbox"/>	Grade 10 ELA/Literacy	Grade 10 ELA/Literacy - 014PO	● Waiting...	53	Oct 13, 2014 10:19 AM

Note: You must either disable pop-up blocker or add an exception to allow pop-ups from your precaching URL.



Proctor Caching Diagnostics



- Select the **Tests** tab for information about test content and caching status
- Select the **Clients** tab to monitor client connectivity



- Content is displayed at the Test and Form level
- Functionality is available to purge selected test content. Purging is not required when re-caching test content
- When clicking **Purge** a password will be required
- Do not use **Refresh**, this action does not function on DC Content
- Clicking on a test name will display individual items in a test, which are encrypted

40



Tests Tab – Status



OK – Content is cached



Not Loaded – Content is not cached

Waiting... – Preparing to download the content in queue

Loading... – Downloading the content



Failed to load content – There was a failure to download content

MD5 Check Invalid – MD5 comparison failed

MD5 Mismatch – MD5 comparison was successful but files did not match

In general, any **status in red** is a critical problem.



Clients Tab

TESTNAV ProctorCache

Tests Clients Help

Clients

Computer Name

COMPUTER NAME	STATUS	IP ADDRESS	PLATFORM	TEST	FORM	ACTIVITY
<input type="checkbox"/> 10.25.97.83	Idle	10.25.97.83				9:50 AM
<input type="checkbox"/> 10.25.99.66	OK	10.25.99.66				9:57 AM

<< 1/1 >> 50 Per Page

TestNav ProctorCache 2014.1.12, Build Date: 09.10.2014 11:41
Copyright © 1998-2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.

- Clients that have connected to TestNav are listed by IP address.
- Clicking on a computer name will display the **Client Details** screen, which displays information regarding a particular computer connecting to Proctor Caching.



Clients List Tab – Status



Ok – Client is active



Idle – 5 to 30 minutes since client was active

Long Idle – 30 minutes to 12 hours since client was active

Clients are removed from the list after 12 hours of inactivity.



Settings Tab – Change Password

- While logged into the Proctor Caching machine use the url:
<http://localhost:4480/>
- The Settings Tab will be available to change the password used to Purge the test content
- **For guidance on the ProctorCache password settings, please review the ProctorCache Password Settings section of the [Set Up and Use ProctorCache](#) page**

The screenshot shows the ProctorCache web interface. At the top, there is a navigation bar with the 'TESTNAV' logo and 'ProctorCache' text. To the right of the logo are three tabs: 'Tests', 'Clients', and 'Settings' (which is currently selected and highlighted in grey). Further right is a 'Help' link with a question mark icon. Below the navigation bar, the main content area is titled 'Settings'. Under this title, there is a section labeled 'CHANGE PASSWORD:'. This section contains three input fields: 'Type old password:', 'Type new password:', and 'Re-type new password:'. Below these fields is a 'Submit' button. At the bottom right of the page, there is small text indicating the version and build date: 'TestNav ProctorCache 2015.1.21, Build Date: 12.04.2015 13:32' and a copyright notice: 'Copyright © 1998-2015 Pearson Education, Inc. or its affiliate(s). All rights reserved.'



Infrastructure Trial



Infrastructure Trial

The purpose of an infrastructure trial is to confirm that:

- testing devices are setup correctly
- network will bear the full load
- Proctor Caching is working
- participating staff know what to do for computer-based assessments
- students are familiar with the computer-based tools and format



Infrastructure Trial Preparation

Prior to the Infrastructure Trial, there is technology setup that needs to be completed by Technology Coordinators, and a set of tasks in PearsonAccess^{next} that need to be completed by Test Coordinators. The duration of these setup tasks can vary from school to school.

The Infrastructure Trial should take approximately **60 minutes to administer**. Schools are encouraged to provide any feedback on the Infrastructure Trial to their LEA. LEAs should contact the appropriate State Test Lead with feedback and/or concerns regarding software or hardware issues.



Who Should Be Involved?

You should involve all district and school personnel responsible for participating in computer-based assessments. The infrastructure trial provides the opportunity to collectively evaluate the test environment and identify/resolve potential issues prior to testing. Student participation is recommended but not required.

District and/or School?

It is up to districts and schools to decide if the Infrastructure Trial needs to be completed at the district level or at the school level.



Infrastructure Trial - Where To Start

The Infrastructure Trial is conducted using the PearsonAccess^{next} Training site at <https://trng-dc.pearsonaccessnext.com/>.

Verify that all staff members participating in the trial have received user IDs and passwords for the PearsonAccess^{next} Training site. Also have staff members review the manuals and training modules.

Refer to the ***Spring 2019 PARCC and DC Science Infrastructure Trial Readiness Guide*** for complete instructions.

<https://dc.mypearsonsupport.com/technology-setup/>



Technology Setup

Complete Technology Setup prior to Infrastructure Trial:

- Configure the Network
- Proctor Caching
- Device Readiness
- TestNav and Proctor Caching Configurations



PearsonAccess^{next} Setup

Districts/schools will need to complete the following in PearsonAccess^{next} prior to the Infrastructure Trial:

- Create Sample Students
- Create Sessions
- Prepare Sessions
- Print Student Testing Tickets



Create Sample Students

- Log into the PearsonAccess^{next} Training Site
- Choose the Test Administration
- Click **Setup** and select **Students**
- Select **Generate Sample Students** from the Tasks menu
- Click **Start** to continue

A screenshot of the PearsonAccessnext 'Students' page. The page has a brown header with the title 'Students'. Below the header, there is a 'Tasks' section with a dropdown menu labeled 'Select Tasks' and a 'Start' button. A list of tasks is displayed, including 'Create / Edit Students', 'Registration', 'Enroll Students', 'Register Students', 'Manage Student Tests', 'Manage Classes', 'Merge Students (max 2 students)', 'Delete Students', and 'Generate Sample Students'. The 'Generate Sample Students' task is selected, indicated by a checkmark and a black rectangular box around it. To the right of the task list, there is a search bar with a 'Search' button and a 'No Results' message. At the bottom, there is a section for 'State Student Identifier' with a 'Local' button and a search prompt.



Create Sample Students

- Complete the ***Generate Sample Students*** screen
- Add the Sample Students to a ***Class*** (recommended)
- Click **Generate** to complete the process

A screenshot of the 'Generate Sample Students' web form. The form has a title 'Generate Sample Students' at the top. Below the title is a button labeled '1 Generate Sample Students' and a circular refresh icon. The main section is titled 'Generate Students'. It contains several fields: 'Organization*' with a 'Select' dropdown, a link 'Create New Class', 'Existing Class Name' with a 'Select' dropdown, 'Grade Level When Assessed*' with a dropdown and an information icon, 'Test*' with a 'Select' dropdown, 'Test Format*' with a dropdown, and 'Number Of Students (1 to 99)*' with a text input field. At the bottom, there is a legend '* Required' and two buttons: 'Generate' (blue) and 'Reset' (grey).



Create Sessions

- Go to the **Testing** tab and click **Sessions**
- From the Select Tasks dropdown menu, select **Create/Edit Sessions**, and click **Start**

The screenshot shows the 'Sessions' interface. At the top, there's a header 'Sessions' with a link 'Go to Students in Sessions »'. Below this, there's a section 'Tasks 1 Selected'. A dropdown menu labeled 'Select Tasks' is open, showing four options: 'Create / Edit Sessions' (checked and highlighted with a red box), 'Precaching Test Content', 'Delete Sessions', and 'Show Students in Sessions & Control Sessions'. To the right of the dropdown is a blue 'Start' button. At the bottom right, there's a blue 'Search' button with a magnifying glass icon.



Create Sessions

Complete Session Details

Create/Edit Session

<Previous TaskNext Task>Exit Tasks✕

1 Create / Edit Sessions

Sessions (0)

Create Session

Details

Session Name*

SESSION NAME

Organization*

Add

Test & Form

Test Assigned*

Test

☐ Proctor Reads Aloud

Form Group Type*

Add

Use Custom TestNav Settings

If one or more precaching computer configurations are available, this field is required.

Precaching Computer*

Add

Find by Name or ID ▾**Students**

Add students to session

* Required

CreateReset

Scheduling

Scheduled Start Date*

Scheduled Start Time

01:00 AM

CDT

Lab Location



Create Sessions

Add Sample Students to a Session by Class

Find by Class in PRACTICE SCHOOL (ZZ-111000-1234) ▾

SAMPLECLASS

PRACTICE SCHOOL (ZZ-111000-1234)

* Required

Create

Reset



Prepare a Session

A session must be prepared before students can log in and take their tests. This can be done at any time the training site is available for spring Infrastructure Trials.

A screenshot of a web application interface for managing student sessions. The main heading is 'SAMPLE STUDENT SESSION'. Below it, there is a radio button labeled 'Not Prepared'. To the right of this section, there are several links: 'Ignore Schedule', 'Resources', 'Details', and 'Edit'. A large red arrow points from the 'Ignore Schedule' link area towards a blue button labeled 'Prepare Session'. Next to the 'Prepare Session' button is another blue button labeled 'Refresh'. At the bottom of the interface, there is a search bar with a blue 'Search' button.



Start Sessions

A session must be started and a unit must be unlocked before students can log in and take their tests.

This can be done at any time before testing once the session has been prepared.

The screenshot shows the OSSE interface for starting sessions. On the left, the 'Session List' shows '1 Selected | Clear' with a 'SAMPLE SESSION' entry. On the right, the 'SAMPLE SESSION' details are shown, including a red arrow pointing to the 'Start' button. Below this, the 'Find Students' section has a search bar and a 'Search' button. The bottom section shows 'Filters' for Organization, State Student Identifier, and Local Student Identifier. The main table displays 10 results, showing student information and session status.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/> 0625946234	STUDENT	NEW		4954931540	<input checked="" type="radio"/> SAMPLE SESSION (Grade 7 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	
<input type="checkbox"/> 5009291556	STUDENT	NEW		1854396273	<input checked="" type="radio"/> SAMPLE SESSION	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	



Download Resources

Print Student Testing Tickets

The screenshot displays the OSSE interface for managing sessions. On the left, a 'Session List' sidebar shows 'CAT TEST CASE 2' as the selected session. The main area, titled 'CAT TEST CASE 2', shows a list of sessions with a red bar indicating the selected session. A dropdown menu is open under the 'Resources' tab, highlighting the 'STUDENT TESTING TICKETS' option. The menu also includes options for 'Print all for this session' and 'Print selected for this session'. At the bottom, there is a search bar for finding students.

Session List [Add a Session](#)

CAT TEST CASE 2

CAT TEST CASE 2 (1 Student Test)

Gr6Math - Unit 1

Gr6Math - Unit 2

Gr6Math - Unit 3

Resources

- Seal Codes
- Scheduled Sessions
- Session Student Roster
- STUDENT TESTING TICKETS**
- Print all for this session
- Print selected for this session

Find Students [In the selected session\(s\) above](#) [Search](#)



Before Testing



Student Registration and Personal Needs Profile

SR/PNP data is combined into one file that is used to register students for the PARCC ELA/Math and DC Science assessments and to customize the assessment to the student's unique accessibility and accommodations requirements.

Note: The SR/PNP can be used before testing, during testing, and after testing.



Student Registration - Methods of Data Input

Data for all students must be loaded into PearsonAccess^{next} through either an SR/PNP file upload or the user interface.

- **File Upload**
 - Create/export and import a .csv file with all student registration and PNP information
 - This process is more commonly used when creating or editing a large number of students
- **User Interface**
 - Complete the necessary tasks within PearsonAccess^{next} to register the students, assign them tests, and define their PNP requirements

Both methods use PearsonAccess^{next} to update the same student data fields; they require understanding of the Field Definitions and File Layout documents. More details on this information can be found by selecting **Documentation** under the **Support** heading in PearsonAccess^{next}.



Import SR/PNP File

PearsonAccess^{next} Washington DC > 2018 - 2019 > 2019 Spring PARCC & DC Science DC (DC)

[Home](#) [Setup](#) [Testing](#) [Reports](#) [Support](#)

Support

Categories [All Clear](#)

- ☒ User Documentation
- ☒ Downloads

File Type [All Clear](#)

- ☒ Archive
- ☒ Excel
- ☒ Web Page
- ☒ Other
- ☒ PDF
- ☒ PowerPoint
- ☒ Word

[Search](#)

User Role Matrix

[User Role Matrix](#)
Jan 6, 2019

User File Layout

[User File Layout](#)
Jan 6, 2019

User File Field Definitions

[User File Field Definitions](#)
Jan 6, 2019

Student Registration & PNP Field Definitions

[Student Registration & PNP Field Definitions](#)
Jan 6, 2019

Student Registration & PNP File Layout

[Student Registration & PNP File Layout](#)
Jan 6, 2019

Organization File Layout

[Organization File Layout](#)

Top Resources

- [User Role Matrix](#)
- [User File Field Definitions](#)
- [Student Registration & PNP Field Definitions](#)
- [Organization File Field Definitions](#)
- [Hardware and Software Guidelines for PearsonAccess Next](#)
- [Hardware and Software Guidelines for Proctor Caching](#)
- [Hardware and Software Guidelines for TestNav 8](#)
- [PearsonAccess Next Online User Guide](#)
- [Training Modules](#)
- [TestNav 8 Online User Guide](#)

Contact Us

Customer Support
1-866-688-9555

Monday - Friday
6:00 am - 7:30 pm (EST)

[Contact Customer Support](#)

Chat



Create a New Student

PearsonAccess^{next} Washington DC > 2018 - 2019 > 2019 Spring PARCC & DC Science DC (DC)

[Home](#) [Setup](#) [Testing](#) [Reports](#) [Support](#)

Students

Tasks 5 Selected

Select Tasks Start

☒ Create / Edit Students
☒ Registration
☒ Register Students
☒ Manage Student Tests
☒ Manage Classes
☒ Manage Enrollments

☐ Across All Organizations

State Student Identifier
Starts with (minimum 4 character)

Local Student Identifier
Starts with (minimum 4 character)

[Toggle secondary filters](#)

Students 0 Selected [Clear](#)

Manage

2019 Spring PARCC & DC Science

Search

No Results

Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*	Birthdate*	Sex*
Search or select a filter to view results.						

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Create/Edit Students

Tasks for Students

Add Task Previous Task Next Task Exit Task

Create / Edit Students Register Students Manage Student Tests Manage Classes Manage Enrollments

STUDENTS (0)

Create Students

DETAILS

New Student Create Reset

Organization*

TRAINING SCHOOL A (ZZ-123456-1122)

State Student Identifier* 0000011111

Local Student Identifier

Last or Surname* SAMPLE

First Name* SAMPLE

Birthdate* 2005-10-01

Middle Name

Sex* Female

State Field 1

PARCC Student Identifier

Note: Creating student does not register student.

* Required

Create Reset



Register Students

Tasks for Students

[Add Task](#)[Previous Task](#)[Next Task](#)[Exit Tasks](#)

[Create / Edit Students](#)[Register Students](#)[Manage Student Tests](#)[Manage Classes](#)[Manage Enrollments](#)

STUDENTS (1)

SAMPLE, SAMPLE (0000011111)

2018 SPRING PARCC

SAMPLE, SAMPLE (0000011111)

SaveReset

☒ Registered

Show Student Details

Grade Level When Assessed*

Responsible (Accountable) School Code*

Select

Ship Report School Code*

Select

Ethnicity

Hispanic or Latino Ethnicity*

Federal Race/Ethnicity

Race - At least one of the following fields must be selected:

Asian*

American Indian or Alaska Native*

Black or African American*

Native Hawaiian or Other Pacific Islander*

White*

Two or More Races*

66



Manage Student Tests

Tasks for Students

[Add Task](#)[Previous Task](#)[Next Task](#)[Exit Tasks](#)

[Create / Edit Students](#)[Register Students](#)[Manage Student Tests](#)[Manage Classes](#)[Manage Enrollments](#)

Test Filter

Add

Filter by Test Status

☐ Complete ☐ Assigned [Apply](#)

STUDENT TESTS (1)

[Create Student Tests](#)

TEST DETAILS

New Student Test

[Create](#)[Reset](#)

Student*

SAMPLE, SAMPLE (0000011)

Test*

Grade 09 ELA/Literacy

Organization*

TRAINING SCHOOL A (ZZ-123456-1122)

Class Name ⓘ

Select

Student Test UUID ⓘ

Test Administrator ⓘ

☐ Void Test Score Code

Void Test Score Reason

Test Format*

Online

Staff Member Identifier ⓘ

☐ Unsubmitted

67



Create a Session

Tasks for Sessions

[Add Task](#) [Previous Task](#) [Next Task](#) [Exit Tasks](#)

Create / Edit Sessions

SESSIONS (1)

Create Session

MRS- ROGERS ELA GRADE 5

DETAILS

New Session

CreateReset

Session Name*
ELA-5-SMITH--301B-A.M.

Organization*
TRAINING RTW SCHO... x

Test & Form

Test Assigned*
Grade 5 ELA/Literacy x

☐ Proctor Reads Aloud

Form Group Type*
Main x

Use Custom TestNav Settings

Precaching Computer*
Middle School Main x

A pre-caching computer is required when there is one or more available.

Scheduling

Scheduled Start Date*
2016-02-16

Scheduled Start Time
01:00 AM CST

Lab Location

Session Users



Create a Session

SESSIONS (1)

Create Session
MRS. ROGERS ELA GRADE 5

DETAILS

New Session Create Reset

Session Name*
ELA-5-SMITH--301B-A.M.

Organization*
TRAINING RTW SCHO... x v

Test & Form
Test Assigned*
Grade 5 ELA/Literacy x v
☐ Proctor Reads Aloud
Form Group Type*
Main x v

Scheduling
Scheduled Start Date*
2016-02-16
Scheduled Start Time
01:00 AM CST
Lab Location

Session Users

Use Custom TestNav Settings
Precaching Computer*
Middle School Main x v
A pre-caching computer is required when there is one or more available.

Find by Class in TRAINING RTW SCHOOL (ZZ-998877-6611) v

x ROGERS

* Required



Add Students to Sessions

Tasks for Students in Sessions

[Add Task](#)[< Previous Task](#)[Next Task >](#)[Exit Tasks ✕](#)

Add Students to Sessions

[Add](#)[Reset](#)

Session

ELA-5-SMITH-301B-A.M. (Grade 5 E ▾)

Find available students within TRAINING MODULE DISTRICT ▾

Last or Surname starts with

[Search](#) ▾

6 available student(s) found

<input type="checkbox"/>	Student	Organization	Class
<input checked="" type="checkbox"/>	EXAMPLE, DANNY (12121205) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	ROGERS
<input type="checkbox"/>	EXAMPLE, JENNIFER (12121203) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	ROGERS
<input type="checkbox"/>	EXAMPLE, MATT (12121204) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	ROGERS
<input type="checkbox"/>	EXAMPLE, SARAH (12121201) ⓘ	TRAINING MODULE SCHOOL (ZZ-998877-6655)	MRS. JOHNSON
<input checked="" type="checkbox"/>	EXAMPLE, STUDENT 1 (21325235) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	
<input type="checkbox"/>	EXAMPLE, TOM (12121202) ⓘ	TRAINING MODULE SCHOOL (ZZ-998877-6655)	MRS. JOHNSON

[«](#) [1](#) [»](#)

* Required

[Add](#)[Reset](#)



Print Student Testing Tickets

Student test tickets contain the log in and TestNav URL that students need in order to access their assigned tests. **Test tickets are secure materials and can only be printed by the LEA/School Test Coordinator.**

The screenshot displays the 'Students in Sessions' interface. At the top, there are navigation links: Home, Setup, Testing, Reports, and Support. Below this is a blue header bar with 'Students in Sessions' and a 'Go to Sessions' link. The main content area is divided into two panels. The left panel, titled 'Session List', shows a list of sessions with 'CAT TEST CASE 2' selected. The right panel, titled 'CAT TEST CASE 2', shows the session details, including 'In Progress' status and a list of units: 'Gr6Math - Unit 1', 'Gr6Math - Unit 2', and 'Gr6Math - Unit 3'. A red bar highlights the 'Gr6Math - Unit 1' row. On the right side of the 'CAT TEST CASE 2' panel, there is a dropdown menu with options: 'Resources', 'Details', and 'Edit'. The 'Resources' dropdown is open, showing options: 'Seal Codes', 'Scheduled Sessions', 'Session Student Roster', 'STUDENT TESTING TICKETS', 'Print all for this session', and 'Print selected for this session'. The 'STUDENT TESTING TICKETS' option is highlighted. At the bottom of the interface, there is a 'Find Students' section with a search bar and a 'Search' button.



Prepare Sessions

This step can be completed 1 school day prior to starting a test session

- Allows for the starting of multiple test sessions at one time
- Can only be done by users with LEA or STC roles (Test Coordinators)

This step will assign forms to each student in the test session

- **Prior** to completing this step, ensure that the appropriate accommodations are assigned to students
- If accommodations are not accurately indicated prior to this step, the student will need to be removed from the test session, have their PNP updated, and then be added back to the test session

Once this step is completed, and the testing window is open, the test session can start.



Prepare Sessions

Home Setup Testing Reports Support

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected [Clear](#)

Manage

Session List [Add a Session](#)

- ☒ Combined View
- ☐ ALG01_GENERAL x
- ☒ CAT TEST CASE 2 x
- ☐ ELA04_GENERAL x
- ☐ ELA07_GENERAL x

14 Sessions | [Clear](#)

ELA10_GENERAL ☐ Ignore Schedule [Resources](#) [Details](#) [Edit](#)

☐ Not Prepared

[Prepare Session](#) [Refresh](#)

Find Students In the selected session(s) above

[Search](#)



Accommodation Indicators

A marker appears next to the Student ID on the Students in Session screen if an accommodation was identified for a student record on the Manage Student Test Screen or through an SR/PNP import

Indicator	Accommodation
ASL	American Sign Language
SR	Assistive Technology— Screen Reader
Non-SR	Assistive Technology— Non-Screen Reader
CC	Closed Captioning
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

These forms are independent forms and cannot be combined.

Use these indicators to identify errors in accommodation settings.



Start Sessions

A session must be started and a unit must be unlocked before students can log in and take their tests. This can be done at any time before testing once the testing window is open and the session has been prepared.

The screenshot shows the 'Start Sessions' interface. On the left, the 'Session List' section shows '1 Selected | Clear' and a list containing 'SAMPLE SESSION'. The main area displays 'SAMPLE SESSION' with an 'Ignore Testing' checkbox and a 'Start' button, which is highlighted by a red arrow. Other buttons include 'Download Resources', 'Update Cache', and 'Refresh'. Below this is a 'Find Students' section with a search bar and a 'Search' button. The bottom section shows 'Filters' for Organization, State Student Identifier, and Local Student Identifier. The main table displays '10 Results' with columns for State Student Identifier, Last Name, First Name, Middle Name, Username, Session, and three Gr7ELA units. The first two rows show 'SAMPLE SESSION' (Grade 7 ELA/Literacy) with 'Ready' status for all units.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/> 0625946234	STUDENT	NEW		4954931540	<input checked="" type="radio"/> SAMPLE SESSION (Grade 7 ELA/Literacy)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	
<input type="checkbox"/> 5009291556	STUDENT	NEW		1854396273	<input checked="" type="radio"/> SAMPLE SESSION	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	



Operational Reports



Operational Reports can be found by going to **Reports** and then selecting **Operational Reports**. Reports that are useful for pre-administration activities:

- Student Counts: Display the number of enrolled and registered students
- Students Registered but not Assigned to a Test
- PNP/Accommodations for Student tests: List of students and tests for specific accommodations
- Sessions Roster: List of all students for all sessions
- Students with Online Test but not Assigned to a Session
- **Students where Responsible District/School is different from Testing District/School (also for responsible organization)**



Student Transfers Between Organizations

When students transfer between organizations (LEAs) please submit a Work Request.

To move a student to your organization/school, you must send a request to the student's current organization/school

1. From Setup, select Work Requests.
2. Click Select Tasks, select Request / Delete Enrollment Transfer, and click Start.
3. Type and select the student details to search for a student to transfer, and click Search.

Fill in the required fields with the exact information that the student file contains.

1. Under Change Enrollment To, select the organization to which you want to transfer the student.
2. Click Send Request.



Student Transfers Between Organizations

To move a student from your organization/school, you must authorize the transfer request from the new organization/school.

1. From Setup, select Work Requests.
2. Click the Work Type filter and select Enrollment Transfer.
3. Select an enrollment transfer request(s).
4. Click Select Tasks, select Approve / Reject Enrollment Transfer, and click Start.
5. Review the enrollment request and Approve or Reject.



| During Testing



Session Management

Administrators will need to **lock** and **unlock** units of the test for students to access units.

Only one unit of a student's test can be **unlocked** at a time in a session. That unit will need to be **locked** before unlocking the next unit.

Students can only log in to tests if they are in a Ready or Resumed status in PearsonAccess^{next}



Lock/Unlock Units

Session List

Add

1 Selected | [Clear](#)

● SAMPLE SESSION ✕

SAMPLE SESSION 🔍 🔗 ☐ Ignore Testing Schedule Stop Download Resources ▾ Update Cache Refresh

Grade 7 ELA/Literacy

STUDENT TESTS (10)

Gr7ELA -Unit 1 🔒 🔓

10

Gr7ELA -Unit 2 🔒 🔓

10

Gr7ELA -Unit 3 🔒 🔓

10

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

Find Students In the selected session(s) above ▾

Search ▾

Filters Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

10 Results Displaying 25 ▾ Manage Columns ▾

<input type="checkbox"/> State Student Identifier	Last Name	First Name	Middle Name	Surname	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/> 0625946234 🔍	STUDENT	NEW			Ready ▾	🔒 Ready ▾	🔒 Ready ▾	Grade 7 ELA/Lite Practice Test 3
<input type="checkbox"/> 5009291556 🔍	STUDENT	NEW		1854396273 ● SAMPLE SESSION	Ready ▾	🔒 Ready ▾	🔒 Ready ▾	Grade 7 ELA/Lite Practice Test 3



Monitor Testing

SAMPLE SESSION ⓘ ☐ Ignore Testing Schedule

Grade 7 ELA/Literacy

STUDENT TESTS (10)

Gr7ELA -Unit 1

Gr7ELA -Unit 2

Gr7ELA -Unit 3

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

10 Results

Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234 ⓘ	STUDENT	NEW		4954931540	● SAMP ELA/L	Exited	Ready	Ready	Grade 7 ELA/Literacy Practice Test 3



Monitor Testing

Student Test & Item Progress

STUDENT, NEW (052788165783051181340640561761)
as of 2015-01-10 07:36 PM

[Refresh](#)

Session Name: TEMPLE

Test Name: Algebra II

Test Status: Exited - 68%

Total Items (25)

17

2

6

■ - Answered ■ - No Reponse Required ■ - Visited ■ - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1		✓	01/10/2015 06:14:38 PM

[Close](#)



Monitor Testing

Student Test & Item Progress

17

2

6

- Answered

- No Reponse Required

- Visited

- Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1		✓	01/10/2015 06:14:38 PM
2	1	2		✓	01/10/2015 06:15:11 PM
3	1	3			
4	1	4		✓	01/10/2015 06:15:22 PM
5	1	5		✓	01/10/2015 06:15:27 PM
6	1	6		✓	01/10/2015 06:15:38 PM
7	1	7			01/10/2015 06:15:45 PM
8	1	8		✓	01/10/2015 06:15:48 PM
9	2	1		✓	01/10/2015 06:16:00 PM

Close



Student Status

Student Test Status Key

- Ready - Resumed, Resumed Upload - Active - Exited - Completed, Marked Complete

9 Results							Displaying	25	Manage Columns	
<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234	STUDENT	NEW		4954931540	SAMPLE SESSION (Grade 7 ELA/Literacy)	<div>Exited</div>	<div> Ready</div>	<div> Ready</div>	Grade 7 ELA/Lite Practice Test 3
<input type="checkbox"/>	0632536481	STUDENT	NEW		2537762617	SAMPLE SESSION (Grade 7 ELA/Literacy)	<div>Ready</div>	<div> Ready</div>	<div> Ready</div>	Grade 7 ELA/Lite Practice Test 4
<input type="checkbox"/>	9355773862	STUDENT	NEW		0412887855	SAMPLE SESSION	<div>Ready</div>	<div> Ready</div>	<div> Ready</div>	Grade 7 ELA/Lite



Resume Students

Option 1 to Resume Students:

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234 ⓘ	STUDENT	NEW		4954931540	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Exited ▾	🔒 Ready ▾	🔒 Ready ▾	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	5009291556 ⓘ	STUDENT	NEW		1854396273	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Resume	🔒 Ready ▾	🔒 Ready ▾	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	0632536481 ⓘ	STUDENT	NEW		2537762617	● SAMPLE SESSION (Grade 7 ELA/Literacy)	🔒 Lock	🔒 Ready ▾	🔒 Ready ▾	Grade 7 ELA/Literacy Practice Test 4

Option 2 to Resume Students:

The screenshot shows the 'Students in Sessions' interface. On the left, a 'Tasks' menu is open, showing a list of actions. A red arrow points to the 'Resume Student Tests' option. The main area shows a 'SAMPLE SESSION' with a 'Manage' button and a 'STUDENT TESTS (1)' table. A legend at the bottom indicates the status of the tests: Ready (orange), Resumed, Resumed Upload (green), Active (red), Exited (blue), and Completed, Marked Complete (purple).

Students in Sessions Go to Sessions »

Tasks 0 Selected

Select Tasks ▾ Start ▾

☐ Student Test Statuses

- ☐ Mark Student Tests Complete
- ☐ Resume Student Tests
- ☐ Undo Student Test Submissions

☐ Students

- ☐ Add Students to Sessions
- ☐ Remove Students from Sessions
- ☐ Move Students between Sessions
- ☐ Manage Student Tests

Students in Sessions 1 Selected

Manage ▾

SAMPLE SESSION ⓘ

Start Download Resources ▾ Update Cache Refresh

STUDENT TESTS (1)

1

- Ready - Resumed, Resumed Upload - Active - Exited - Completed, Marked Complete



Change Students

In the event that an incorrect PNP has been assigned to a student and the test session has been prepared:

- PNP options will require that the student be removed from the session before the PNP can be updated. The student can be re-added to the session after changing a student's PNP.
 - The Accommodation Indicators on the ***Students in Sessions*** screen can be used to verify that an accommodated form has been assigned to a student
 - Re-caching is not necessary when changing form assignments or adding new students to a session



Make-up Testing

Important Notes for Make-Up Testing:

- Schools can choose to move students who miss a day of testing into separate make-up sessions, or they can leave students in their original sessions and manage their make-up testing using the **Combined View**
- Units can be taken out of order for make-up testing only
- **Documentation:** The *Make-Up Testing Directions for Computer-Based Testing* guide can be found on the [DC Resource Support](#) site.



Make-Up Testing Session Checklist

Keep the original testing session:

- ☐ Unlock the unit that the student will be testing.
- ☐ Use the original Student Testing Ticket to log in.
- ☐ Administer the test.
- ☐ Have the student submit the unit when finished.

Create a new make-up testing session:

- ☐ Create a make-up test session and add the students.
- ☐ Unlock the unit that the student will be testing.
- ☐ Print and use the new Student Testing Ticket.
- ☐ Administer the test.
- ☐ Have the student submit the unit when finished.



Mark Test Complete

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks

- ☐ Student Test Statuses
 - ☐ Mark Student Tests Complete
 - ☐ Resume Student Tests
 - ☐ Undo Student Test Submissions
- ☐ Students
 - ☐ Add Students to Sessions
 - ☐ Remove Students from Sessions
 - ☐ Move Students
 - ☐ Manage Students

Students in Sessions 1 Selected

SAMPLE SESSION [i](#)

STUDENT TESTS (1)

Tasks for Students in Sessions

Mark Student Tests Complete

Reason*

☒ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS			
STUDENT NAME (CODE)	SESSION (STUDENT TEST)	<input checked="" type="checkbox"/> Gr7ELA -Unit 1	<input type="checkbox"/> Gr7ELA -Unit 2	<input type="checkbox"/> Gr7ELA -Unit 3
STUDENT, NEW (0625946234) i	● SAMPLE SESSION (Grade 7 ELA/Literacy)	<input checked="" type="checkbox"/> Exited	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready

This action is not reversible.

* Required



Operational Reports



Operational Reports can be found by navigating to **Reports** > **Operational Reports** in PearsonAccess^{next}.

Reports that are useful during assessment administration activities:

- Students Currently Testing Online
- Students With Multiple Tests



Technical Troubleshooting During Testing

Common Error Codes

1001: *“Your test has been saved. Please notify your test administrator.”*

Early Warning System initial message, does not indicate the issue, another error code will follow.

1009: *“Unable to download test content.”*

Network connection issue between the testing device and Pearson servers.

3005: *“TestNav has detected that another application attempted to become the active window.”*

This could be caused by pop-ups in the background.

5032: *“TestNav has detected a blacklist application running...”*

Close the specified application in the error message and have the student sign in again.



Technical Troubleshooting During Testing

Common Error Codes

8026: *“Unable to connect to the proctor caching computer. Please contact your administrator.”*

Network connection issue between the testing device and the local Proctor Caching device.

3020: *“TestNav has detected that **Command+Option+Esc** has been typed. TestNav has been shut down. You may need assistance from your test monitor to restart the test.”*

TestNav exits the test and displays this error when a user types **Command+Option+Esc** while testing. The proctor must resume the test before the student can sign in to TestNav again.



Technical Troubleshooting During Testing

Common Error Codes

3022: *“TestNav has detected that **Ctrl+Alt+Del** has been typed. TestNav has been shut down. You may need assistance from your test monitor to restart the test.”*

TestNav exits the test and displays this error when a user types **Ctrl+Alt+Del** while testing. The proctor must resume the test before the student can sign in to TestNav again.

5043 (*new*): *“TestNav has detected that AirPlay is running. Please disable AirPlay and sign in to TestNav again.”*

Follow instructions in the error code text.

5044-5047 (*new*): *“TestNav has detected the following feature(s) enabled on your device: save multiple items on Cloud clipboard or sync across devices on Cloud clipboard; ditto.exe; CopyQ.exe; ClipMate.exe.”*

Disable the clipboard feature, resume the student test in the assessment management system, and sign in again.



Technical Troubleshooting During Testing

9059: *“The username or password you entered is incorrect.”*

This is common when students are using the TestNav Apps

If the username/password being used is accurate, the student may be on the incorrect login page.

To get on the correct login page click the User icon in the top right and select “Choose a different customer.” Then pick the correct page from the Apps Home Screen

Note: The student testing ticket will list the correct site to use the sign-in credentials.

District of Columbia

Sign In

 Username

 Password

 Sign In

 Test Audio



Technical Troubleshooting

Troubleshooting Steps for Test Administrators:

- Resume the student in PearsonAccess^{next}.
- Have the student log in again on the same testing device
- If the same error occurs repeatedly, or if the same error is affecting multiple students, contact your Technology Coordinator

Do not move the student to another testing device unless the student safely exits the test using the log out feature. This is to help prevent student responses from becoming more difficult to retrieve.

If the school has set up secondary save locations in the TestNav Configuration for all of the device-types, TestNav will always look in the primary and secondary save locations for a Student Response File when the student logs into the test.



TestNav Early Warning System and Error Codes

TestNav Error Documentation:

TestNav 8 Online Support:

<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

EWS Triggers:

<https://support.assessment.pearson.com/display/TN/Early+Warning+System+Triggers>

TestNav Error Codes:

<https://support.assessment.pearson.com/display/TN/Error+Codes>

SRF and Log Files:

<https://support.assessment.pearson.com/display/TN/Find+SRF+and+Log+Files>



TestNav Expected Behaviors

Not all problems have error messages, and not all problems are technical issues.

The TestNav Expected Behaviors document is available on the [DC Resource Support](#) site.

It is designed to help users who encounter behaviors in TestNav that are different than anticipated or do not appear to be working properly, but are non-critical limitations or are expected behaviors

Examples:

- The Notepad cannot be resized
- The Exhibit cannot be resized
- Students cannot copy/paste passage text in ELA assessments, only text that they write themselves
- A question still appears as “Not Answered” in the Review menu unless all parts of the question are answered
- The Magnifier tool will not magnify the display on the TI-84 Graphing Calculator



After Testing



Stop Sessions

The screenshot shows the 'Students in Sessions' interface. At the top, there's a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below this, the 'Students in Sessions' section has a 'Go to Sessions' link. A 'Tasks' section shows '0 Selected' with a 'Select Tasks' dropdown and a 'Start' button. A 'Students in Sessions' section shows '2 Selected' with a 'Manage' dropdown. The 'Session List' on the left shows '1 Selected' with a 'Clear' link. The main area displays a 'DEMO' session with a 'Stop' button, 'Download Resources', 'Update Cache', 'Refresh', and 'Ignore Testing Schedule' options. Below this is a 'STUDENT TESTS (3)' section with a progress bar and a legend for 'Ready', 'Resumed', 'Active', 'Exited', and 'Completed, Marked Complete'. The 'Find Students' section shows 'in the selected session(s) above' with a search bar. The 'Filters' section on the left includes 'Organization', 'State Student Identifier', 'Local Student Identifier', 'UN', and 'Class'. The 'Results' table shows 3 results with columns for 'State Student Identifier', 'Last Name', 'First Name', 'Middle Name', 'Username', 'Session', and 'Student Test Sta'.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Sta
3452342112	STUDENT	STUDENT		2602105166	DEMO (Grade 9 ELA/Literacy)	Marked Complete
1231231111	STUDENT	STUDENT		3976100533	DEMO (Grade 9 ELA/Literacy)	Marked Complete
2340962304	STUDENT	STUDENT		4243793921	DEMO (Grade 9 ELA/Literacy)	Marked Complete

Sessions must be stopped before student tests can be scored.

Students must be in a **Marked Complete** or **Completed** status in order to stop a session.

Students in **Ready** status can be removed from the session.

Students in **Exited** or **Resumed** status can be moved to other sessions.



Mark Student Tests Complete

Students cannot be marked complete while in **Ready** status.

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC PARCC (parcc)

Tasks for Students in Sessions Add Task < Previous Task Next Task > Exit Tasks

Mark Student Tests Complete

Mark Student Tests Complete

Reason*

☒ Use the same Reason for checked Students in Sessions.

STUDENTS IN SESSIONS (2)	DETAILS
STUDENT NAME (CODE)	SESSION (STUDENT TEST)
EXAMPLE, SEVENTH (12121296)	Gr5Math - Unit 1 Gr5Math - Unit 2 Gr5Math - Unit 3 Gr5Math - Unit 4
	XYZ GRADE 5 MATH (Grade 5 Mathematics) Ready Ready Ready Ready
EXAMPLE, THIRD (12121233)	UVW GRADE 5 MATH (Grade 5 Mathematics) Ready Ready Ready Ready

This action is not reversible.

* Required



Remove Students from Sessions

Tasks for Students in Sessions

➕ Add Task

< Previous Task

Next Task >

Exit Tasks ✕

Remove Students from Sessions

Remove Students from Sessions

RemoveReset

<input type="checkbox"/>	STUDENT NAME (CODE)	SESSION	STUDENT TEST	Gr5Math - Unit 1	Gr5Math - Unit 2	Gr5Math - Unit 3	Gr5Math - Unit 4
<input type="checkbox"/>	EXAMPLE, SEVENTH (12121296) ⓘ	● XYZ GRADE 5 MATH	Grade 5 Mathematics	Ready	Ready	Ready	Ready
<input type="checkbox"/>	EXAMPLE, THIRD (12121233) ⓘ	● UVW GRADE 5 MATH	Grade 5 Mathematics	Ready	Ready	Ready	Ready

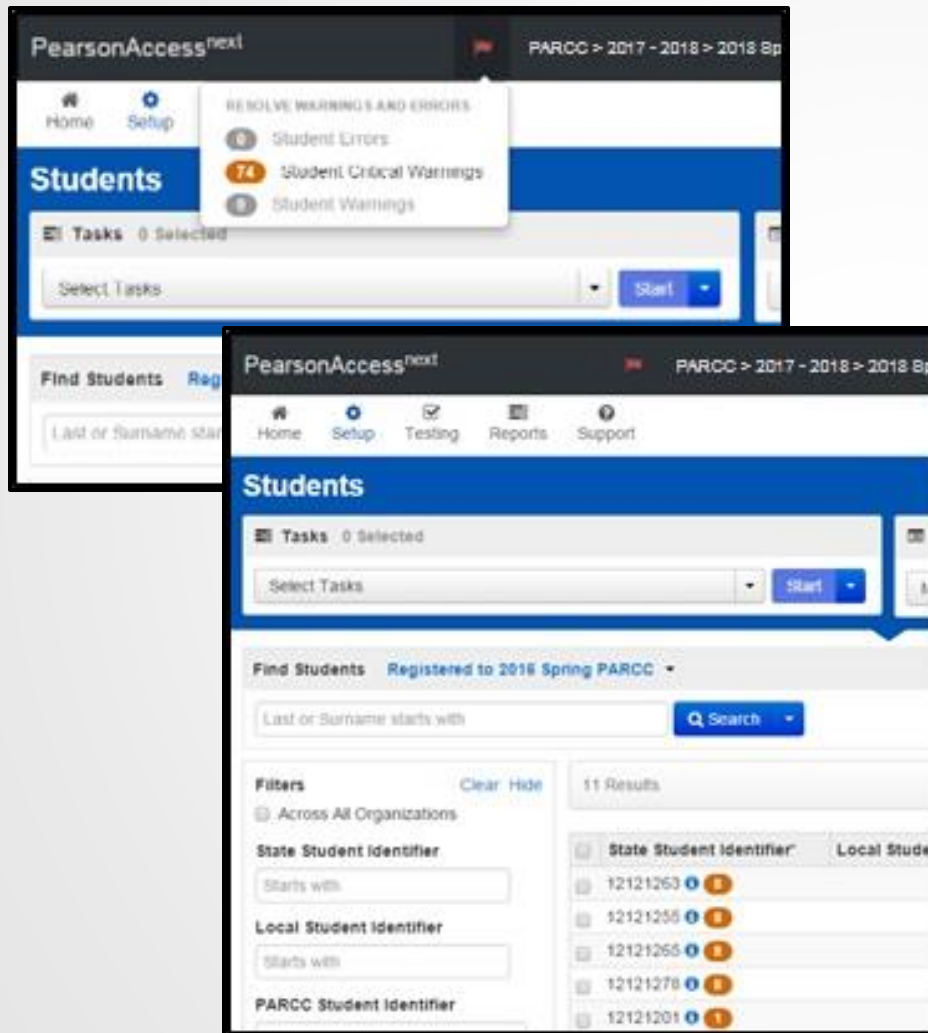
* Required

Remove

Reset



Resolve Critical Warnings



If the flag at the top of the page is red, there may be students with warnings and errors that should be resolved before the test administration closes.

Click on the warning or errors to go to the Students page.

Select the students who have warnings and use the “Register Students” task to view/resolve.



Resolve Critical Warnings

The Register Students task will display the student's warnings and errors. In this example, the student's warnings are within their Ethnicity and Student Status fields.

Tasks for Students

Register Students

STUDENTS (3)

2016 SPRING PARCC

NONSREENREADER, GR7 (PGTEST9052)

Save Reset

Registered

Show Student Details

Show Audit Trail

7 Critical Warnings

Grade Level When Assessed: Tenth Grade

Responsible School Code: BIEDERMAN SCHOOL

Ship Report District Code

Ship Report School Code

Ethnicity

Hispanic or Latino Ethnicity

Critical Warning! The Ethnicity value is missing

Race - At least one of the following fields must be selected:

Asian

Critical Warning! At least one race value must be selected

You will need to fill in these fields and click **Save** to remove the Critical Warnings.

Student Status

English Learner (EL)

Critical Warning! The English Learner value is missing

Gifted and Talented

Critical Warning! The Gifted and Talented value is missing

Economic Disadvantage Status

Critical Warning! The Economic Disadvantage Status is missing

Title III Limited English Proficient Participation Status

Critical Warning! The Title III Limited English Proficient Participation Status value is missing

Migrant Status

Critical Warning! The Migrant Status value is missing

Student with Disabilities

IEP

Primary Disability Type

OHI - Other Health Impairment



Purge Proctor Caching Content

After the test administration is over, it is a best practice to purge (delete) the test content from the proctor caching computers.

A screenshot of the TestNav ProctorCache web application. The interface includes a top navigation bar with 'Tests', 'Clients', and 'Settings' tabs. Below this is a 'Tests' section with a 'Refresh' button and a 'Purge' button, which is highlighted with a red rectangle. To the right of the buttons is a search bar with a 'Test' dropdown menu and 'Search' and 'Clear' buttons. Below the search bar is a table with columns for 'TEST', 'FORM', 'STATUS', 'ENTRIES', and 'CACHE DATE'. The table contains two rows of data for 'Algebra I - Unit 3' tests, both with a status of 'OK' and a cache date of 'Jan 24, 2018 11:33 AM'.

TEST	FORM	STATUS	ENTRIES	CACHE DATE
<input type="checkbox"/> Algebra I - Unit 3	Algebra I - Unit 3 - 17A1HSSFTS02010303	OK	646	Jan 24, 2018 11:33 AM
<input type="checkbox"/> Algebra I - Unit 3	Algebra I - Unit 3 - 17A1HSSFTS02010303	OK	616	Jan 24, 2018 11:33 AM



Operational Reports



Operational Reports can be found by going to **Reports > Operational Reports**

Reports that are useful for post-administration activities:

- Online Student Tests Marked Test Complete
- Students with Warnings
- Students Tests That Have Been Assigned But Have Not Yet Completed
- Students Where Responsible District/School is Different From Testing District/School



Additional Information



Student Readiness

Practice Tests:

Practice tests are available for all accessibility features and accommodations including TTS, ASL, Screen Reader, Closed Captioning, Large Print, and Braille at:

<https://dc.mypearsonsupport.com/practice-tests/>

Tutorials:

Tutorials for TestNav 8, paper, online, and TTS, ASL and Closed Captioning with functionality guides are located at:

<https://dc.mypearsonsupport.com/tutorial/>



Student Readiness

Non-secure Practice Tests and Tutorials are also available in the TestNav Apps. This applies to Chromebooks, iPads, Androids, and the TestNav Desktop App.

- Navigate to the App Home Screen and choose “District of Columbia”
 - If you’re already on a login screen click the User icon in the top right and select “Choose a different customer” to return to the App Home Screen
- Click the Practice Tests link to access Practice Tests and Tutorials

A screenshot of the TestNav app interface. At the top, a dropdown menu is open, showing options: 'App Check', 'Sign in to TestNav', and 'Choose a different customer' (highlighted in blue). Below this, the main screen is titled 'District of Columbia' (highlighted with a red box). Underneath is a 'Sign In' section with fields for 'Username' and 'Password'. At the bottom, there is a blue 'Sign In' button, a 'Test Audio' link with a speaker icon, and a 'Practice Tests' link with a pencil icon (highlighted with a red box).



PearsonAccess^{next} Support

PearsonAccess^{next}

Washington DC > 2018 - 2019 > 2019 Spring PARCC & DC Science ▾ DC (DC) ▾

Home Setup Testing Reports Support

Support

Categories

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File Type

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Search

User Role Matrix

User Role Matrix

Jan 6, 2019

User File Layout

User File Layout

Jan 6, 2019

User File Field Definitions

User File Field Definitions

Jan 6, 2019

Student Registration & PNP Field Definitions

Student Registration & PNP Field Definitions

Jan 6, 2019

Student Registration & PNP File Layout

Student Registration & PNP File Layout

Jan 6, 2019

Organization File Layout

Organization File Layout

Top Resources

[User Role Matrix](#)[User File Field Definitions](#)[Student Registration & PNP Field Definitions](#)[Organization File Field Definitions](#)[Hardware and Software Guidelines for PearsonAccess Next](#)[Hardware and Software Guidelines for Proctor Caching](#)[Hardware and Software Guidelines for TestNav 8](#)[PearsonAccess Next Online User Guide](#)[Training Modules](#)[TestNav 8 Online User Guide](#)

Contact Us

Customer Support
1-866-688-9555

Monday - Friday

6:00 am - 7:30 pm (EST)
[Contact Customer Support](#)

Chat

110



PearsonAccess^{next} Support

For help with PearsonAccess^{next}, TestNav, shipments, additional orders, related to PARCC or DC Science, contact Pearson:

<https://dc.mypearsonsupport.com/support/>

(866) 688-9555

(6:00 a.m. – 7:30 p.m. ET, Mon.–Fri.)



Resources – Training Module

<https://dc.mypearsonsupport.com/training-modules/>

The screenshot shows the PARCC DC website. The header includes the PARCC logo (Partnership for Assessment of Readiness for College and Careers) and the DC logo (The District of Columbia Assessment of the Next Generation Science Standards). Below the header is a navigation bar with links: Home, PearsonAccess^{next}, Technology Setup, **Manuals and Modules** (highlighted with a red box), Test Preparation, Administration Resources, and Support. The main content area is titled "Training Modules" with a play button icon. Below the title, a paragraph states: "Additional training resources are available for Test Coordinators, Test Administrators, and Technology Coordinators. They can be used to supplement information found in the Test Coordinator Manual and the Test Administrator Manuals." There are two main sections: "Test Administration Modules" and "Technology Coordinator Modules". Each section has a dropdown menu with the same name as the section header.

PARCC Partnership for Assessment of Readiness for College and Careers

DC The District of Columbia Assessment of the Next Generation Science Standards

Home PearsonAccess^{next} Technology Setup **Manuals and Modules** Test Preparation Administration Resources Support

▶ Training Modules

Additional training resources are available for Test Coordinators, Test Administrators, and Technology Coordinators. They can be used to supplement information found in the Test Coordinator Manual and the Test Administrator Manuals.

Test Administration Modules

Test Administration Modules ▼

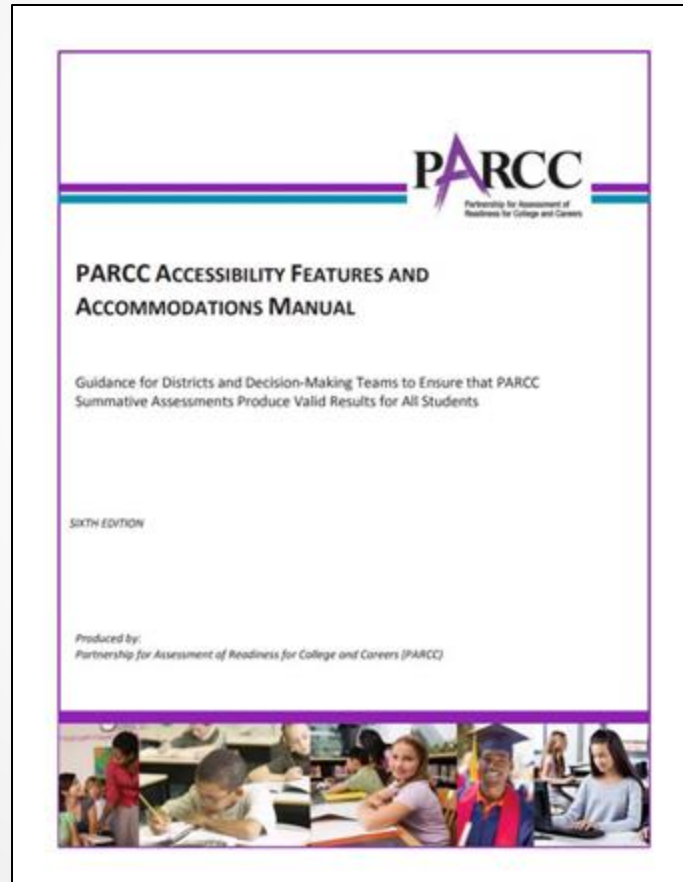
Technology Coordinator Modules

Technology Coordinator Modules ▼



Accessibility Features and Accommodations

[PARCC Accessibility Features and Accommodations Manual](#)

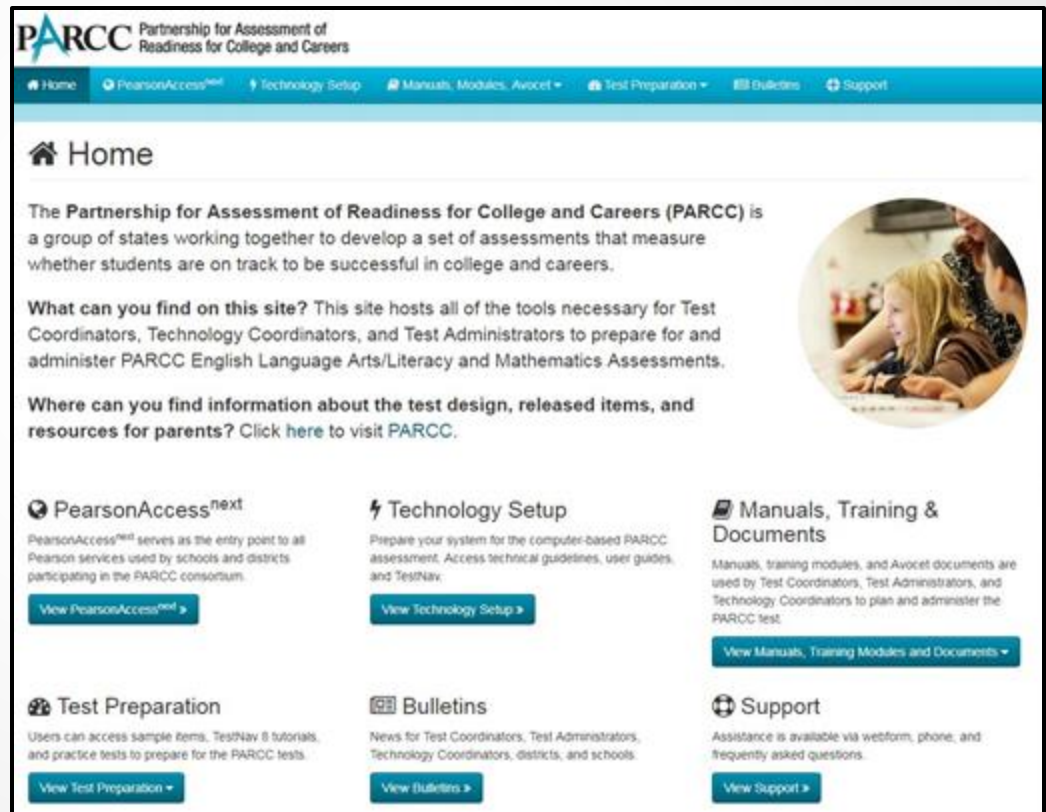




DC Resource Site

<https://dc.mypearsonsupport.com/>

- Manuals & Guides
- Technology Setup
- Test Preparation





Q&A



| Thank you!