



PARCC & DC Science LEA Test Coordinator Administration Training for Nonpublic Test Coordinators

Jan. 22, 2019 | OSSE Assessment Team



PARCC & DC Science



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 \(CCSS\)](#).



DC Science is the District of Columbia's statewide assessment of the [Next Generation Science Standards \(NGSS\)](#).



PARCC & DC Science

PARCC mathematics and ELA are taken each spring in grades **3-8** and **once in high school**.

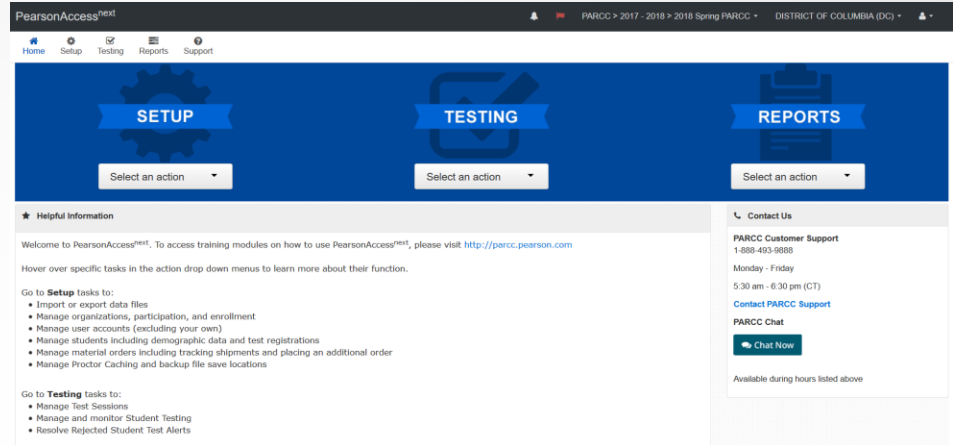
DC Science is taken each spring in grades **5, 8,** and **once in high school**.

OSSE's participation policy outlines requirements for student test registration and can be found in the [2018-19 OSSE Statewide Assessments Participation Policy](#) document.



PARCC & DC Science

PARCC and DC Science are managed through the **PearsonAccessNext** (PAN) online system.



Students take the PARCC and DC Science assessments online in **TestNav8**.

In a research laboratory, Julian grew 2 populations of the same species of bacteria in 2 different types of liquid culture media in a growth chamber that sustains aeration and recycles nutrients. Both cultures were grown at 37°C. He sampled the bacterial cultures each hour to determine the size of each bacterial population. His data are presented in the following table.

Time (hr)	Number of Cells (x 1,000,000)	
	Culture 1	Culture 2
1	20	30
2	40	50
3	50	70
4	60	90
5	80	80
6	70	60

Using the Table to the left, record the Culture 1 experiment results by plotting data points on the Line Graph below. Using your mouse or touch (iPad), click the grid to add a point.

Culture 1 Data

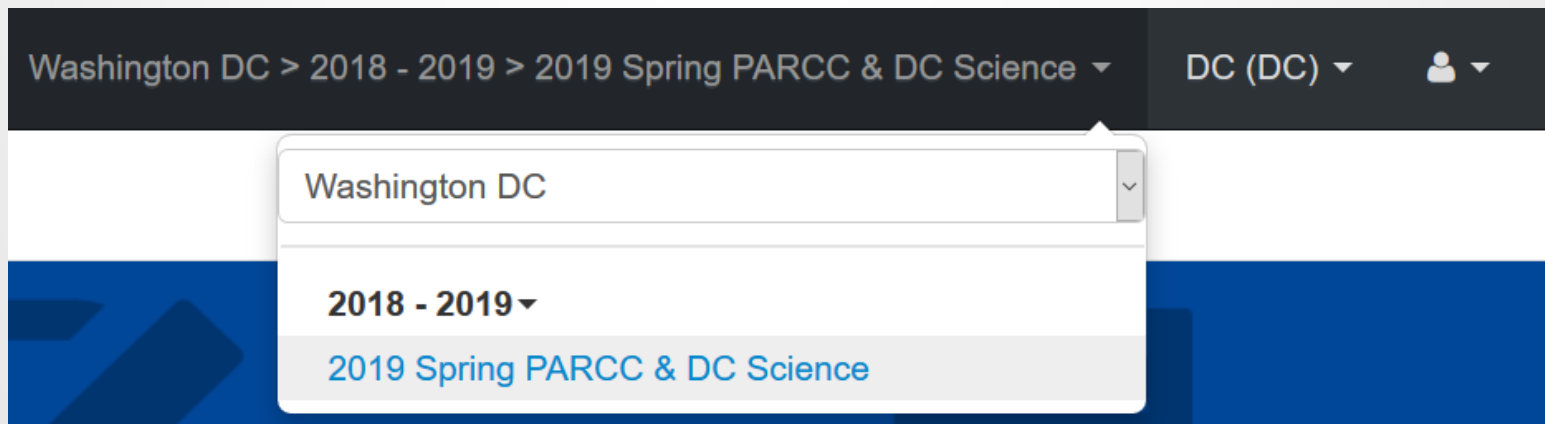


PAN allows users to access the platform through administrations.

Previously, PARCC and DC Science were in different PAN administrations. For 2019, they will be in one PAN administration.

Nonpublics may have access to other state systems in PAN.

Ensure you are working in the DC administration when planning for DC testing.





DC Pearson Assessment Portal

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

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
- Support

Home

The **Partnership for Assessment of Readiness for College and Careers (PARCC)** is a group of states working together to develop a set of assessments that measure whether students are on track to be successful in college and careers.

DC Science is the District of Columbia's statewide assessment of the Next Generation Science Standards (NGSS). The DC Science assessment presents students with tasks that are built around scientific phenomena as well as engineering design challenges.

What can you find on this site? This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer PARCC English Language Arts/Literacy and Mathematics and DC Science Assessments.

Where can you find information about the test design, released items, and resources for parents? Click [here](#).



PearsonAccess^{next}

PearsonAccess^{next} serves as the entry point to all Pearson services used by schools and districts participating in the PARCC ELA/L and Math and DC Science Assessments.

[View PearsonAccess^{next} »](#)

Technology Setup

Prepare your system for the computer-based assessment. Access technical guidelines, user guides, and TestNav.

[View Technology Setup »](#)

Manuals and Modules

Manuals and training modules are used by Test Coordinators, Test Administrators, and Technology Coordinators to plan and administer the tests.

[View Manuals and Modules »](#)

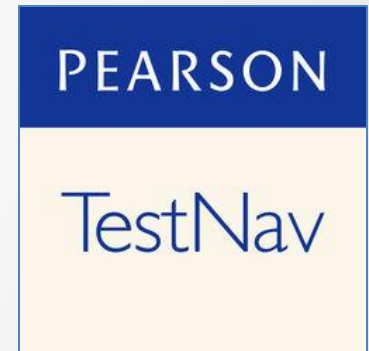


TestNav8

Mozilla will end 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 plans to end support for Firefox ESR for secure testing in August 2018. All customers using Firefox for secure testing must begin using the TestNav app in the 2018-19 school year.



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



Plan Test Administration



Plan Test Administration

- Assign Staff Roles
- Register Students
 - Document Accommodations and Accessibility Features
 - Receive Materials
- Setup Technology for Testing
- Create a Testing Schedule
- Train Staff
- Create Test Sessions
- Document Test Security Plans
 - Create and Submit a School Test Security Plan
 - Setup a School Test Security File



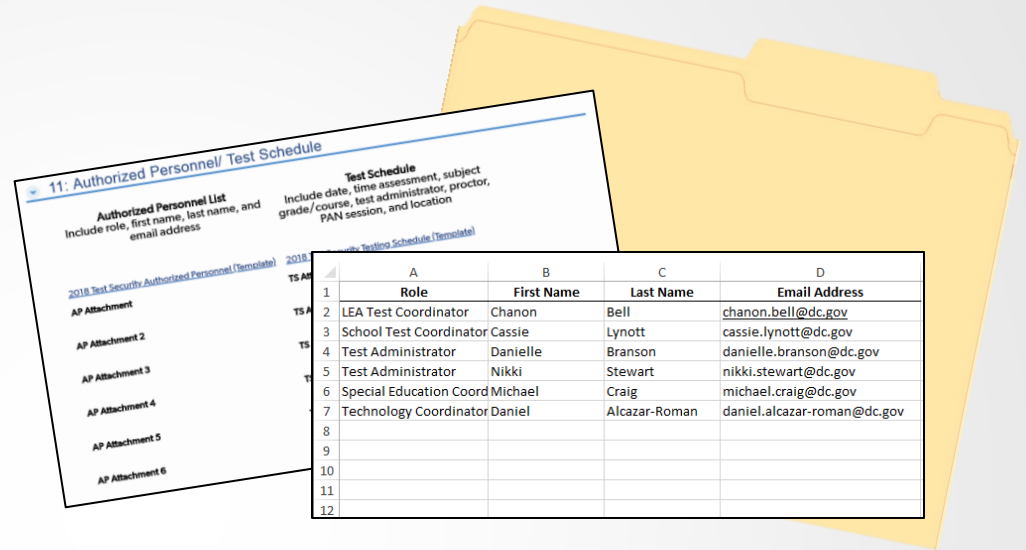
Assign Staff Roles

LEA PARCC/DC Science Coordinator LEA Test Integrity Coordinator		
School PARCC/DC Science Coordinator School Test Monitor		
SPED Coordinator	Technology Coordinator	
Test Administrators	Proctors	Authorized Personnel

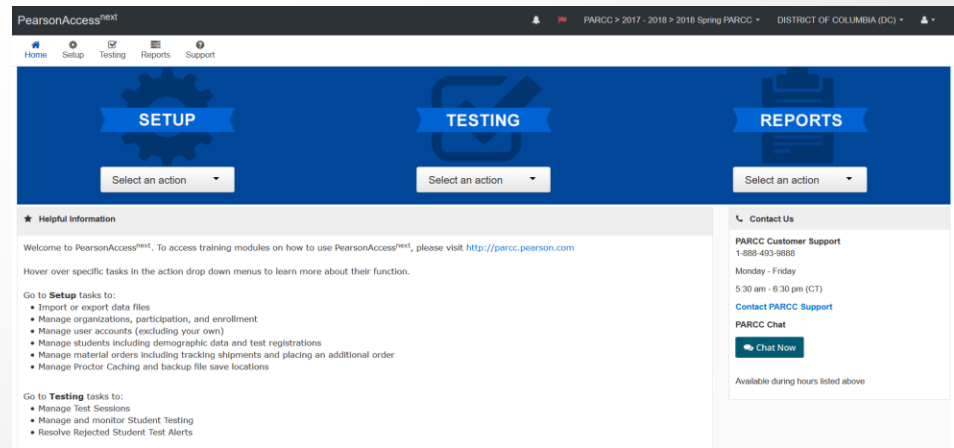


Assign Staff Roles

PARCC and DC Science staff roles will be documented in your school test security plan, school test security file, and PearsonAccessNext.



Assigning roles in PearsonAccessNext will allow staff to complete needed tasks before, during, and after testing.





Assign Staff Roles

Pearson has updated the User Role Matrix to streamline the roles provided to users in PearsonAccessNext. The following roles are available to LEAs for spring 2019 administration:

- LEA Test Coordinator Role
- School Test Coordinator Role
- Test Administrator
- Technology Coordinator
- Special Education Coordinator



Register Students

Registration aligns with each student's **grade** or **course**.

- OSSE registers all students in grades **3-8** for **PARCC**
- OSSE registers all students in grades **5** and **8** for **DC Science**
- LEAs verify registration for grades 3-8 and make adjustments for students in grade 7 and 8 taking advanced mathematics courses
- LEAs register **all high school students** for PARCC and DC Science, based on course enrollment

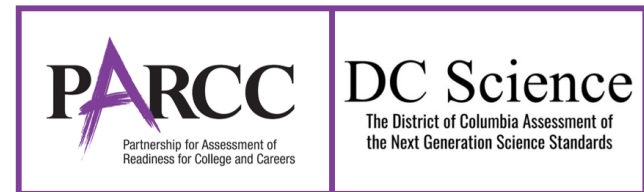


Register Students

Registration information is uploaded into PearsonAccessNext through a spreadsheet called the Student Registration and Personal Needs Profile (SR/PNP). Accommodations and accessibility features are identified for each student in the Personal Needs Profile section of the SR/PNP.

The spring 2019 SR/PNP file will **combine PARCC and DC Science**. Please review the SR/PNP Field Definitions guide for details on how to complete this process.

Student Registration/Personal Needs Profile Field Definitions



Version 1.0

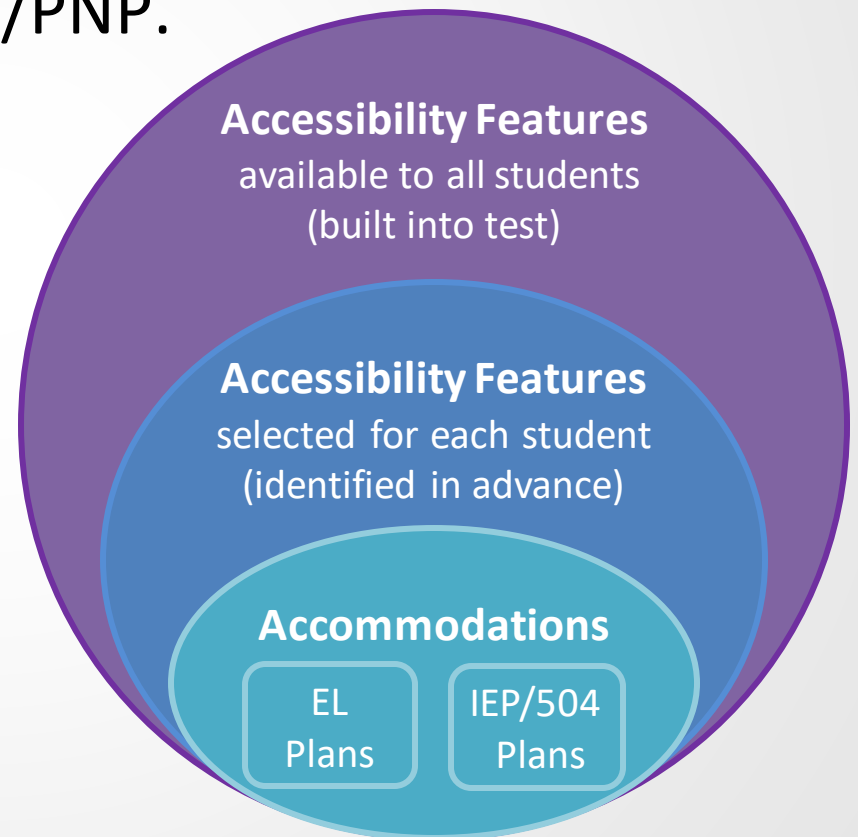
Spring 2019 Administration
Student Registration/
Personal Needs Profile



Document Accommodations & Accessibility Features

Accommodations and accessibility features are identified for each student in the **Personal Needs Profile** section of the SR/PNP.

- Accommodations require an **IEP, 504 plan, or EL plan**
- Accessibility features can be assigned to any student, based on the policies established by the LEA or school





Work with the **Special Education Coordinators** at your schools to create policies and assign accommodations and accessibility features effectively.

- LEA and school policies should be created to ensure accessibility features are assigned **equitably**
- Accommodations and accessibility features should be reflective of a student's typical testing experience
- Students should **practice** using accommodations and accessibility features prior to testing



Information in the SR/PNP is used by Pearson to provide **testing materials** to schools.

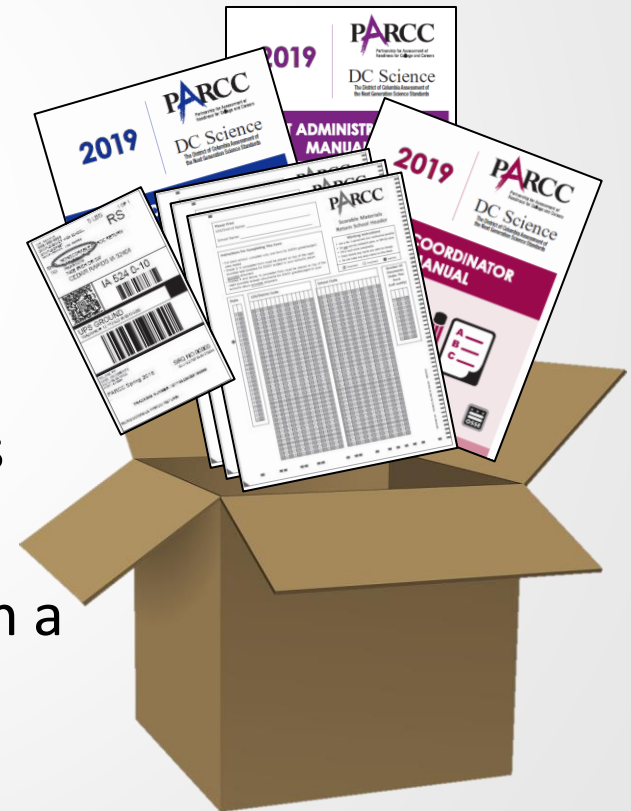
- The SR/PNP should be completed by **Feb. 22**
- If students accommodations change, due to changes in their IEP, 504, or EL plans, **additional orders** for materials can be placed prior to testing
- Accessibility features do not require materials from Pearson and can be completed any time before you submit your school test security plan
- The SEDS Crosswalk serves as a reference for accurately completing the SR/PNP file, based on a student's IEP



Receive Materials

Materials will be shipped to the School Test Coordinator at each school, beginning on **March 13**.

- Materials include:
 - test manuals
 - accommodated test materials
 - return shipping materials
- Check to ensure all ordered materials have been provided
- Keep testing materials **locked away** in a secure location prior to testing





Receive Materials

Each school will receive a Test Coordinator Manual and Test Administrator Manuals.

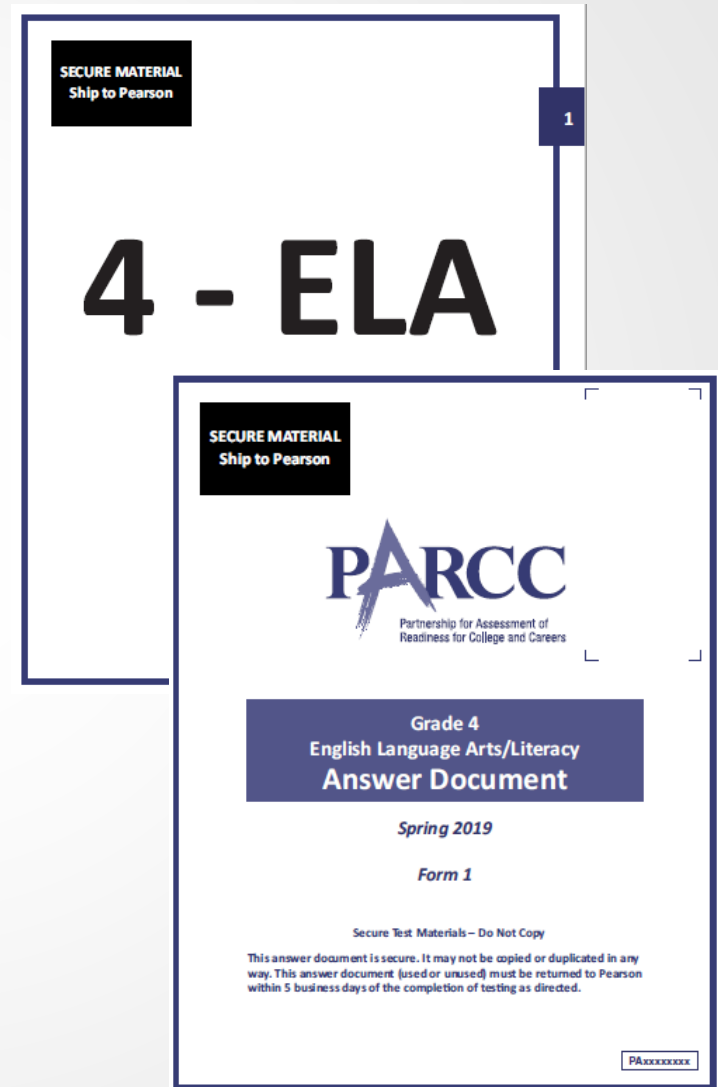
Manuals will arrive with your school's assessment materials shipments. Review the contents of the manuals and share the Test Administrator Manuals with your staff members, so they are aware of their responsibilities.

Test Coordinator and Test Administrator manuals will be available online starting **Jan. 28**. If you'd like to review information prior to receiving your materials shipment, you can download and print copies at that time.



Receive Materials

Materials that must be returned to Pearson will include labels indicating this requirement.





Receive Materials

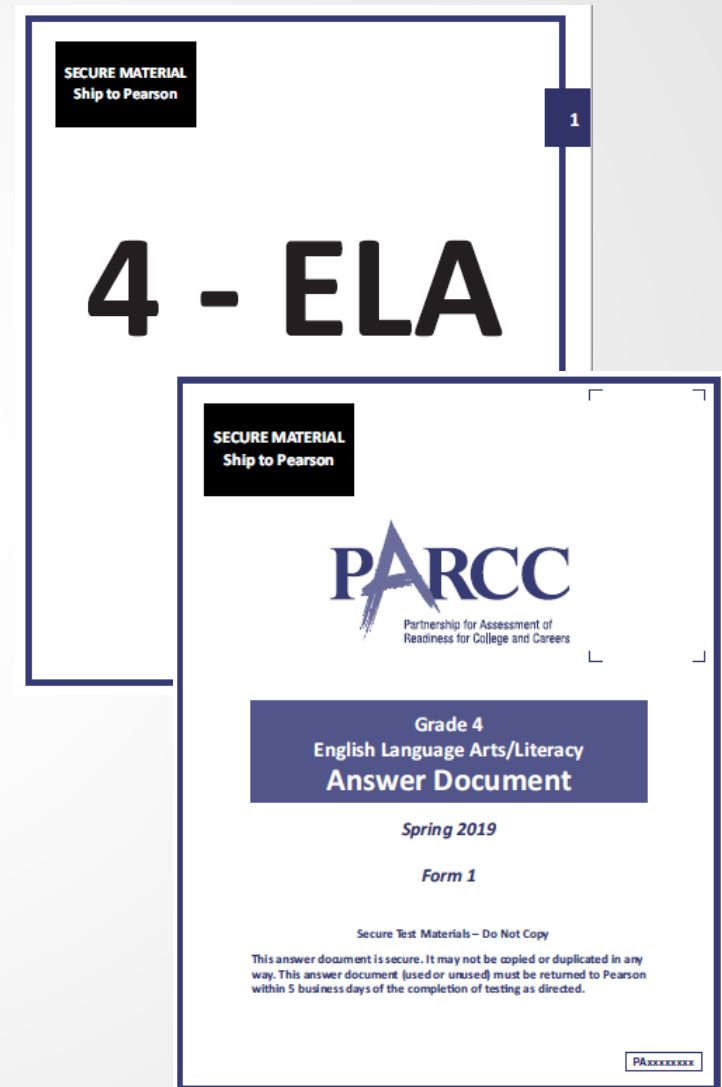
Scorable materials must be shipped to Pearson within five business days of completing the test.

PARCC Shipping Deadline - **May 24**

Non-scorable materials must be shipped to Pearson within five business days of completing testing.

PARCC Shipping Deadline - **May 31**

DC Science Shipping Deadline - **June 7**





Create a Testing Schedule

To continuously supply new test items, **field test items** are integrated into assessments. These items do not count toward a student's score. They provide data that allows decisions to be made about their potential future use on the assessment.

- PARCC mathematics and DC Science field test items are embedded throughout each assessment.
- PARCC ELA field test items are an additional unit and are taken by select grades. The field test unit may be any of the four testing units. For the 2018-19 administration of PARCC, **students in grades 4 and 7** will take the ELA field test. Include time to complete this additional unit in your testing schedule.



PARCC & DC Science Unit Schedule

Grade/ Subject	PARCC Math		PARCC ELA		DC Science	
	# of Units	Unit Testing Time	# of Units	Unit Testing Time	# of Units	Unit Testing Time
3	4	60 min.	3	75 min.		
4	4	60 min.	4	90 min.		
5	4	60 min.	3	90 min.	4	45 min.
6	3	80 min.	3	90 min.		
7	3	80 min.	4	90 min.		
8	3	80 min.	3	90 min.	4	45 min.
High School*	3	90 min.	3	90 min.	4	45 min.

* Includes the math assessments for PARCC Algebra I, Geometry, Algebra II, Integrated I, Integrated II, Integrated III, the PARCC ELA assessments for grades 9-11, and the DC Science assessment for Biology.

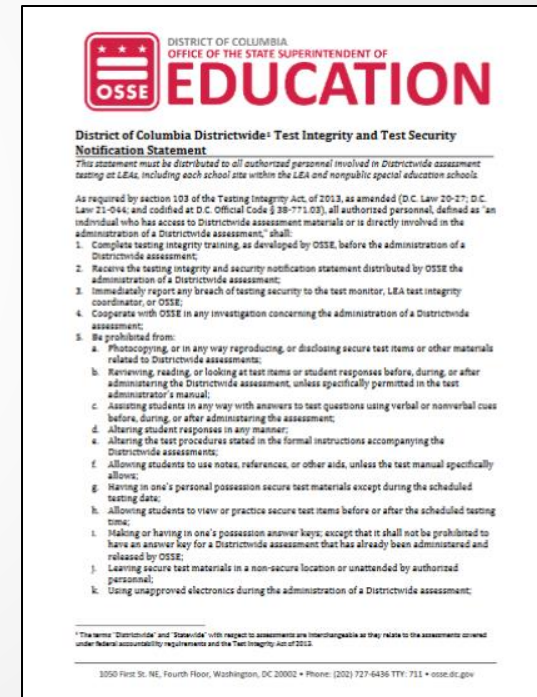


Train Authorized Personnel

The role of all authorized personnel is to ensure a **secure testing environment** during test administration.

School Test Coordinators are responsible for training all school staff that will be supporting with test administration. This training should include test security policies, staff role assignments, test administration procedures, and testing schedules.

All authorized personnel must receive a **Test Security Notification Statement**, and their attendance at test security training must be documented.





Create Test Sessions

Test sessions group students for management by a Test Administrator during testing. Students must be associated with a testing sessions to begin testing.

TEST3ELA

Grade 3 ELA/Literacy

STUDENT TESTS (3)

Gr3ELA -Unit 1

Gr3ELA -Unit 2

Gr3ELA -Unit 3

Student Test Status Key

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

From the test session in PAN, student testing tickets can be printed by test coordinators and tests can be activated, monitored, and closed.

Student Testing Ticket

Student Name STUDENT, NEW
Session Name JONESHT03ELAPBA
Date of Birth 2003-01-05
Location
Test Grade 3 ELA/Literacy

You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:
<http://parcctng.testnav.com>

You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username 0048525459
Password 231383



Create Test Sessions

Test sessions must be created in the format of the naming conventions below. Each test session that is created must be assigned a Test Administrator in the PAN system. The use of the Test Administrator naming conventions is also required.

SR/PNP Field	Naming Convention	Sample Name
Session Name	SUBJECT.grade.TAintials.regular(R)/makeup(M)	ELA.03.JD.R
Test Administrator	Lastname.Firstname	Doe.Jane



Document Test Security Plans

OSSE, LEAs, and schools communicate about test security prior to testing to ensure each school is prepared to test.

- School Test Coordinators create a test security file and a school test security plan
- Test security files are physical files kept at the school that are updated throughout testing season
- Nonpublic school test security plans are submitted to OSSE for approval
- OSSE review plans and provides revision requests or approvals



Setup a School Test Security File

Each school is required to create and maintain a **school test security file** to document testing policies, staff involvement, testing schedules, and incidents that arise.

Include the following items in your school test security file:

- school test security plan
- staff test security training attendance sheet
- signed test security affidavits
- incident reports and notes on irregularities
- notes on test schedule changes

Maintain a school test security file in hard copy, onsite at each school for **four years**.



Create and Submit a School Test Security Plan

School test security plans are submitted to OSSE digitally via [Quickbase](#) and **must be approved by OSSE prior to student testing.**

School test security plans must be submitted to OSSE **15 business days prior** to the first day of testing at each school.



Administer Test



Administer Test

- Setup Classrooms
- Ensure Accommodations and Accessibility Features (A&AF) are Accurately Provided
- Administer the Test to Students
- Document Issues/Irregularities

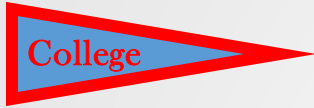


Secure Testing Environment

OSSE's goal is for schools and LEAs to deliver a **uniform and equitable statewide assessment program**. For assessments to yield fair and accurate results, the assessments must be administered under **consistent and standardized conditions**.



Classroom – Unprepared for Testing



Daily Schedule

8:00 – ELA Class
 10:00 – Math Class
 12:00 – Lunch
 2:00 – Science Class
 3:30 - Dismissal

Washington DC School

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

$$a^2 + b^2 = c^2$$

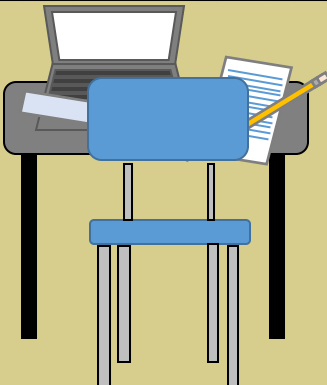
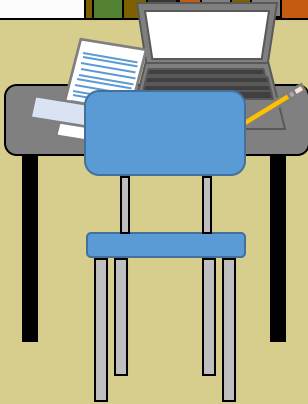
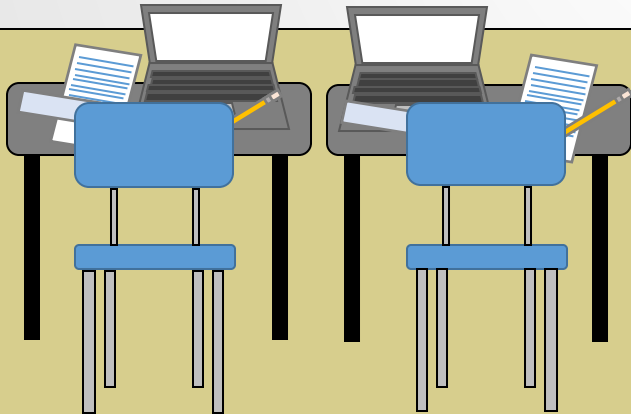
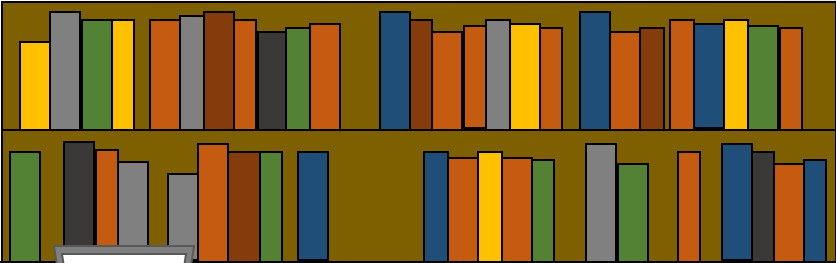
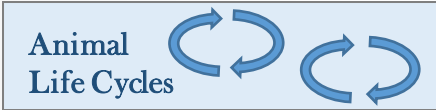
100% Tests

<p>100% Math Questions</p> <p>3x + 17 = 7 4y - 22y = 7 189 + 42 = 92,000 - 98 = 7 27,345 + 983.8 =</p>	<p>100% Math Questions</p> <p>3x + 17 = 7 4y - 22y = 7 189 + 42 = 92,000 - 98 = 7 27,345 + 983.8 =</p>	<p>100% Math Questions</p> <p>3x + 17 = 7 4y - 22y = 7 189 + 42 = 92,000 - 98 = 7 27,345 + 983.8 =</p>
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Steps for Success!

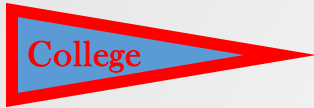
- Read the question
- Find evidence
- Select an answer
- Check your work

World History Timeline





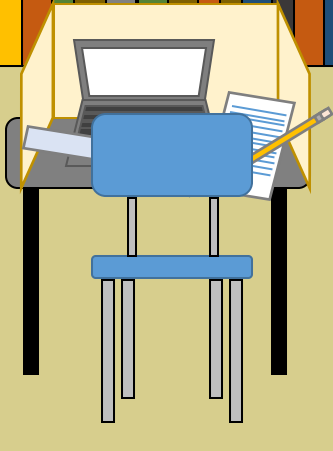
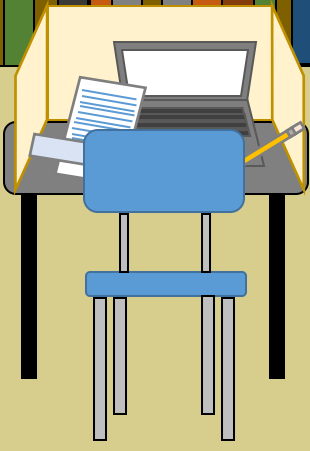
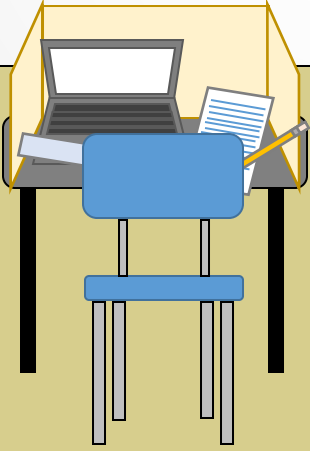
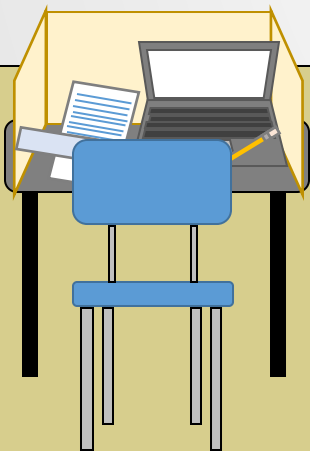
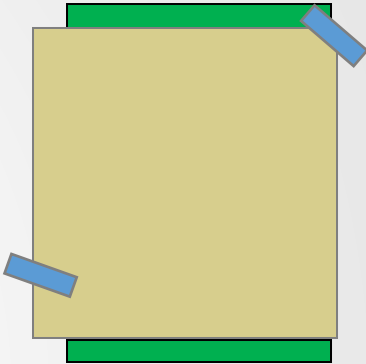
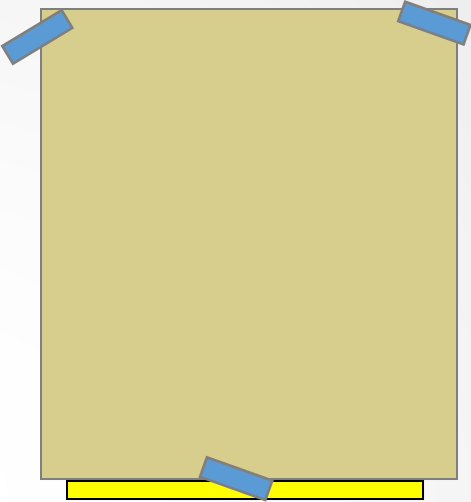
Classroom – Cover Prohibited Materials



Daily Schedule
8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 - Dismissal

Washington DC School

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1





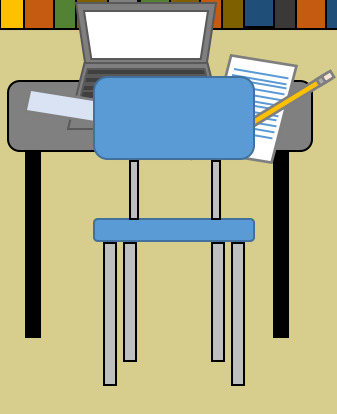
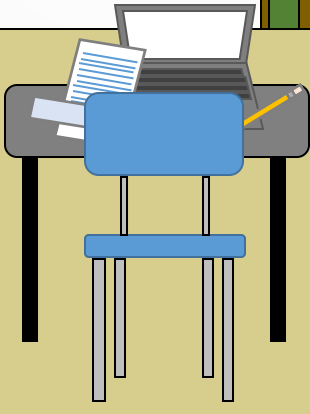
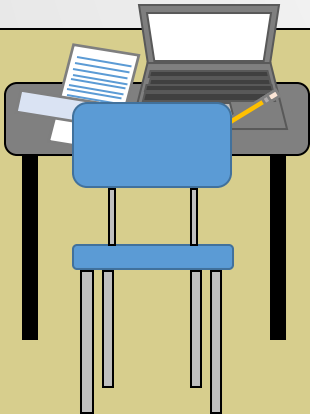
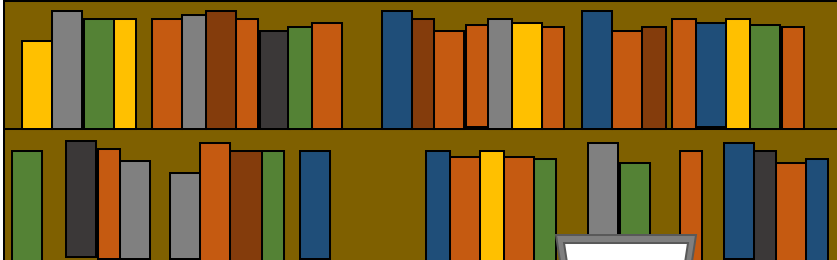
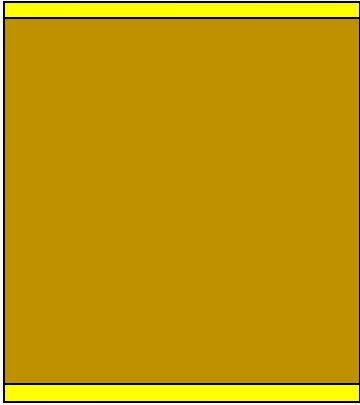
Classroom – Remove Prohibited Materials



Washington DC School

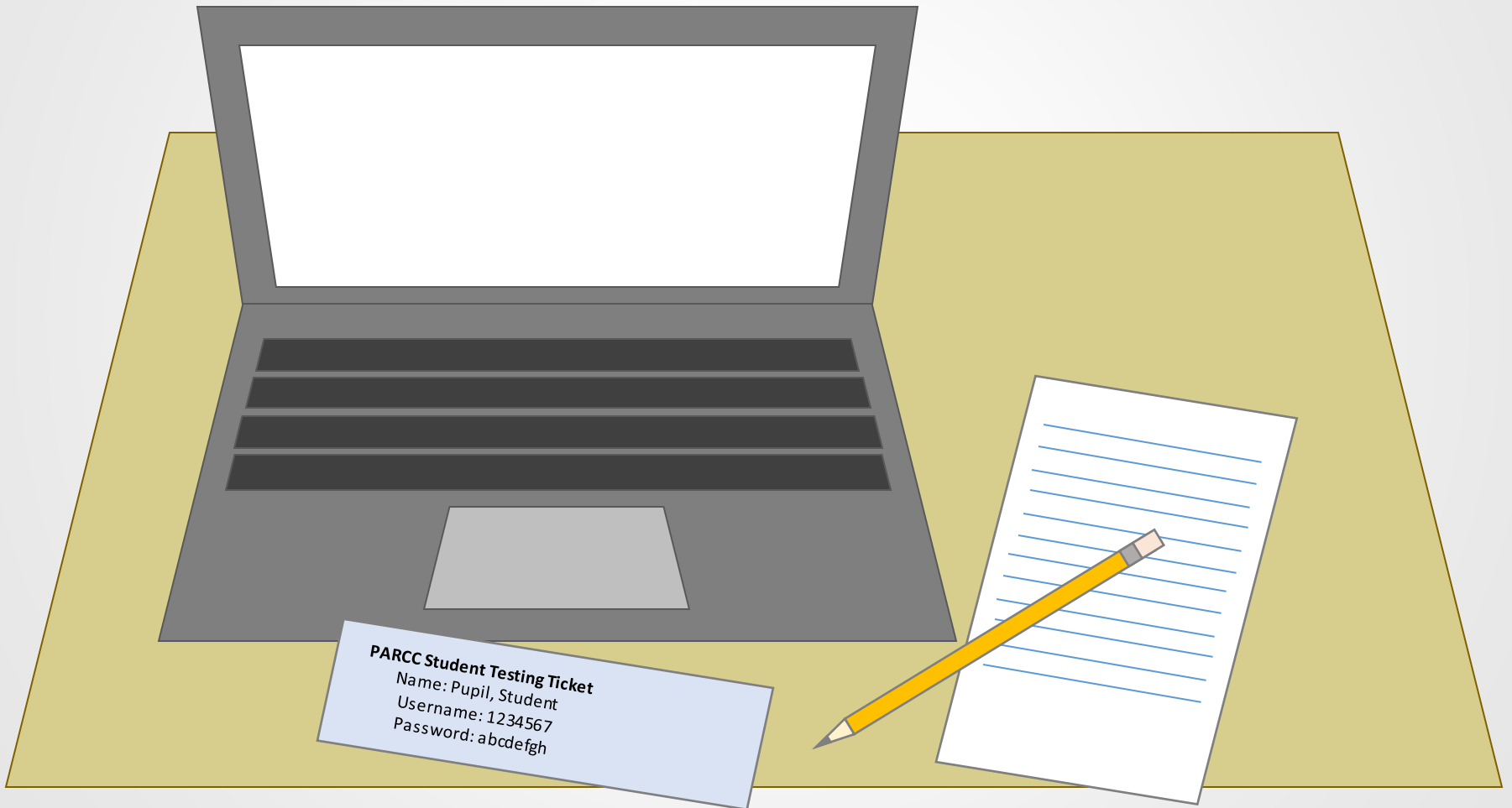
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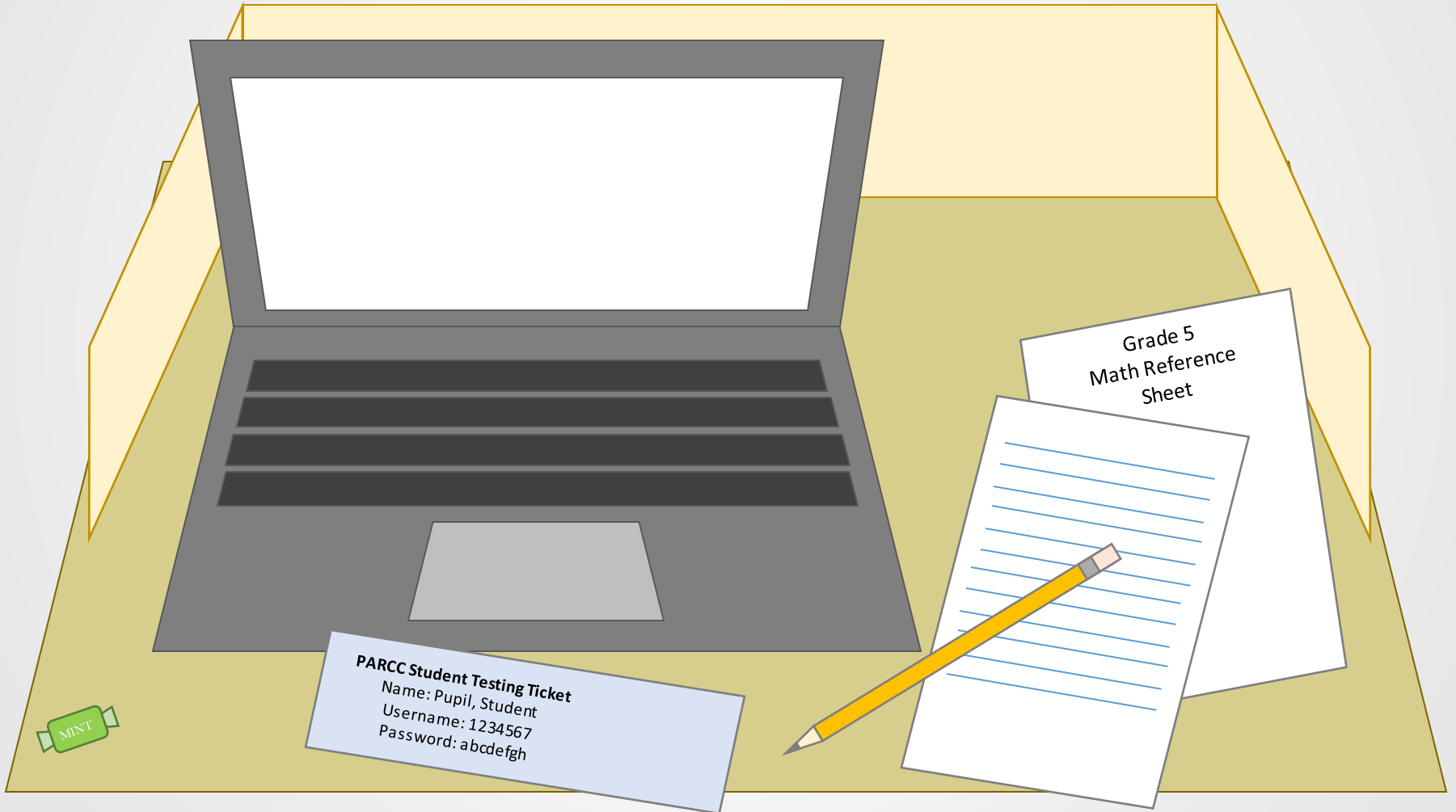


Desk with Required Materials



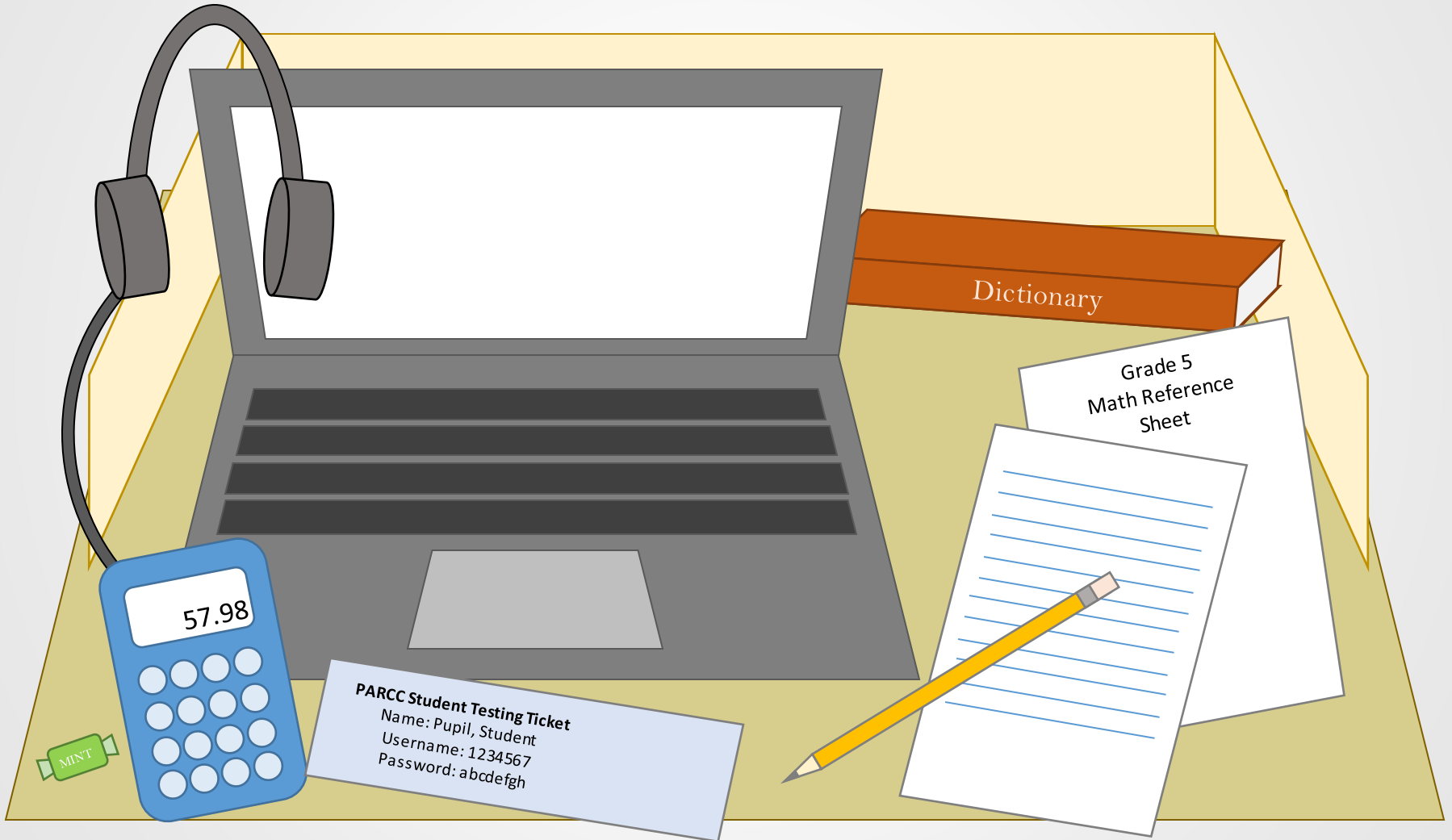


Desk with Optional Materials





Desk with A&AF Materials





Ensure A&AF are Accurately Provided

Ensure that all students with accommodations are provided with the appropriate materials and supports they are entitled to receive during testing.

Test Administrators providing accommodations should be trained to administer these accommodations prior to testing, and should be monitored during testing to ensure accommodations are administered appropriately.

Misadministration of accommodations can result in a student test being invalidated.



Ensure A&AF are Accurately Provided


Ensure all students with accessibility features and administrative considerations are provided with the materials and supports listed in their Personal Needs Profile.

Prior to testing, Test Administrators should be made aware of students in their testing environment that will receive accessibility features or administrative considerations. They should be trained on the administration of these supports and ensure students receive them.



Ensure A&AF are Accurately Provided

Prior to testing, Test Administrators should review codes in PAN to ensure the system is prepared to provide each student with the appropriate accommodations and accessibility features.

<input type="checkbox"/>	State Student Identifier	Last Name	First Name
<input type="checkbox"/>	ABCDEFGHIJ 	STUDENT	SAMPLE



Confirming Accessibility Features and Accommodations

Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

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

Note: Students utilizing a Human Reader must be placed in a Human Reader session.

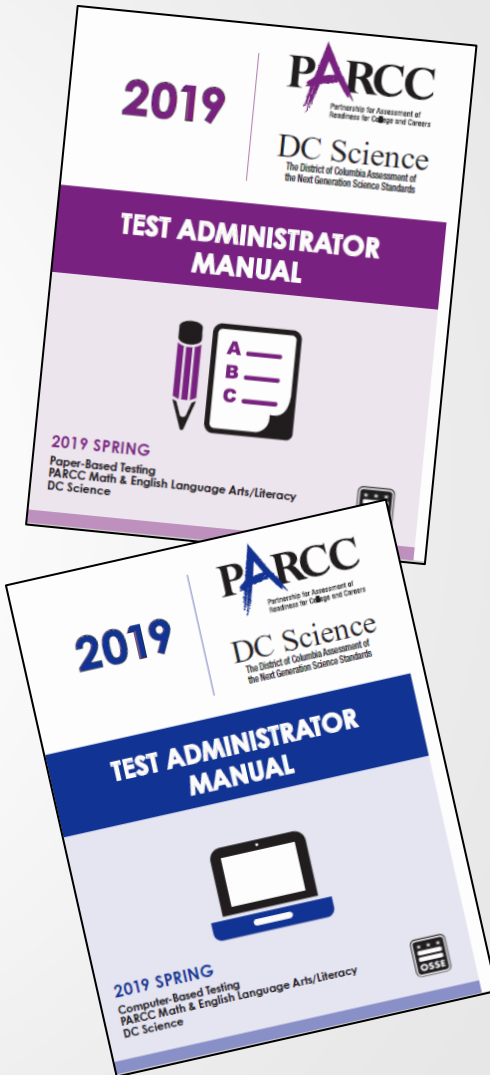
If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.



Administer Test to Students

Follow policies and guidance in the PARCC/DC Science manuals to administer the assessment to students.

- Testing scripts must be read verbatim to students.
- Test Administrators and proctors should be actively monitoring students throughout testing.
- Test Administrators may not view student assessments, unless they are providing accommodations that require them to do so.
- Test Administrators may not coach students during testing.
- Policies for student breaks are outlined in the Test Administrator Manual.





OSSE Monitoring

OSSE staff visit schools and monitor PARCC and DC Science testing to ensure compliance with testing policies and regulations. OSSE monitors do not provide notice prior to their visit and are not able to provide guidance or feedback while they are at schools. Any questions about monitoring visits should be directed to OSSE's Office of Assessment.

**DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION**

2018 Statewide Assessment Auditor General Observation Checklist

State Monitor's Name: _____ Date of School Visit: _____
School: _____ School Code: _____
LEA: _____ LEA Code: _____

Arrive at the school one hour prior to the scheduled testing time. Request to meet with the School Test Coordinator. Introduce yourself to the School Test Coordinator and request the following information:

School Test Coordinator: _____
School Principal: _____
Special Education Coordinator: _____
Technology Coordinator: _____
Secured Material Location: _____ Grades Tested: _____

Note any deviations in the above information from the information in the School Test Security Plan provided by OSSE:

Meet with Key Staff Members

Meet with the School Test Coordinator (STC) and request to see the School Test Security File. Are the following items present?

	Yes	No	Not Observed
School Test Security Plan			
General Education Parent Assessment Notification Letter			
Accommodations Parent Assessment Notification Letter			
Attendance from Test Security Training			
Chain of Custody Forms for Secure Test Materials (if not distributed)			
Incident Reports (if applicable)			
During Testing Notes on Minor Deviations from School Plan (if applicable)			

Ask the STC the following questions and note if a response was provided:

	Yes	No
What is your process for monitoring and supporting test administration?		
What is your process for distributing and collecting secure test materials during testing?		
Which classrooms will be used for testing today and which will include students taking the assessment with accommodations?		
Please show me where you keep secure testing materials.		

Meet with the Special Education Coordinator and ask the following questions and note if a response was provided:

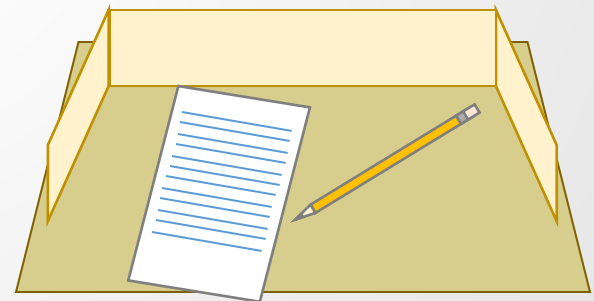
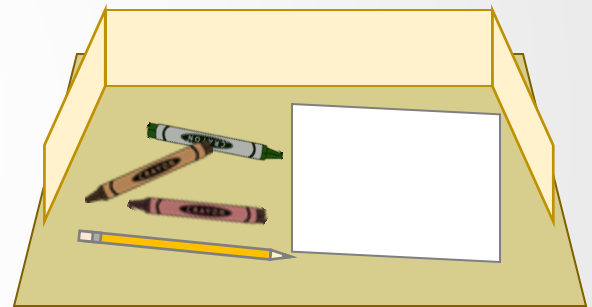
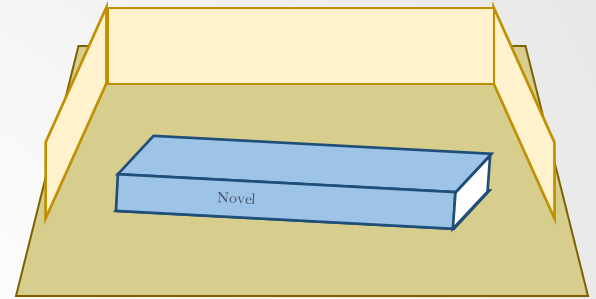
	Yes	No
Describe your accommodations plan?		
How do test administrators know what accommodations to provide to students?		
How are you monitoring to ensure accommodations are appropriately administered by test administrators?		



Administer Test to Students

When students have completed their tests, their testing materials should be collected by a Test Administrator.

Student may then complete a silent activity unrelated to testing content or exit the room. Activities may include reading a book, drawing, or completing a worksheet that is unrelated to testing content.





Closeout Testing



Close Testing

- Close Tests and Shred, Recycle, and Return Materials
- Submit Documentation and Complete Test Security File



Close Tests and Stop Test Sessions

Close any tests that remain open at the end of the testing window and stop all test sessions. This task can be completed in PearsonAccessNext.

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

Tasks 0 Selected [Start](#)

Students in Sessions 3 Selected [Clear](#)

Session List [Add a Session](#)

- SESSION EXAMPLE 5

1 Sessions | [Clear](#)

SESSION EXAMPLE 5 [Resources](#) [Details](#) [Edit](#)

In Progress [Stop Session](#) [Manage Sections](#) [Refresh](#)

Discovery Demo (3 Student Tests)

3

Student Test Status Key

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

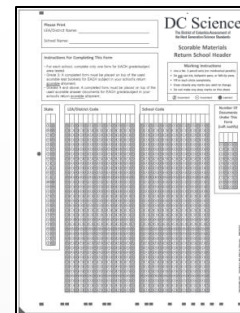
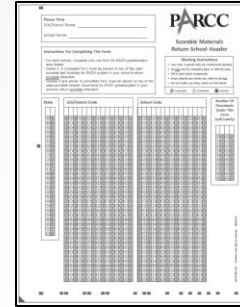


Shred, Recycle, and Return Materials

Secure Materials to SHRED	Non-Secure Materials to RECYCLE
<ul style="list-style-type: none">• Student Testing Tickets• Used Scratch Paper• PARCC Math Reference Sheets with Student Writing	<ul style="list-style-type: none">• Test Coordinator and Test Administrator Manuals• Blank Math Reference Sheets• Rulers and other Pearson-provided paper testing tools
Secure Materials to RETURN	Scorable Materials to RETURN
<ul style="list-style-type: none">• PARCC and DC Science Student Test Booklets (grades 4 through high school, including all accommodated test booklet types) Transcribe DC Science test booklet responses into TestNav8 prior to shipping back to Pearson or students will not receive a score.• Human Reader Scripts	<ul style="list-style-type: none">• PARCC Student Answer Sheets• PARCC 3rd Grade Test Booklets (booklet includes answer sheet)

Shred, Recycle, and Return Materials

- PARCC paper answer sheets are scored by Pearson and must be returned as “Scorable Materials.”
- DC Science paper tests must be **transcribed** into TestNav8. Once they are transcribed, DC Science tests should be returned to Pearson as “Nonscorable Materials.”
DC Science tests that are returned without being transcribed will not be scored.





Shred, Recycle, and Return Materials

Directions for shipping materials to Pearson are outlined in the PARCC and DC Science Test Coordinator Manual.

- All scorable PARCC materials must be shipped to Pearson no later than **May 24**. Materials shipped after this date may not receive a score.
- All non-scorable secure PARCC materials must be shipped to Pearson no later than **May 31**, and DC Science materials must be shipped by **June 7**.





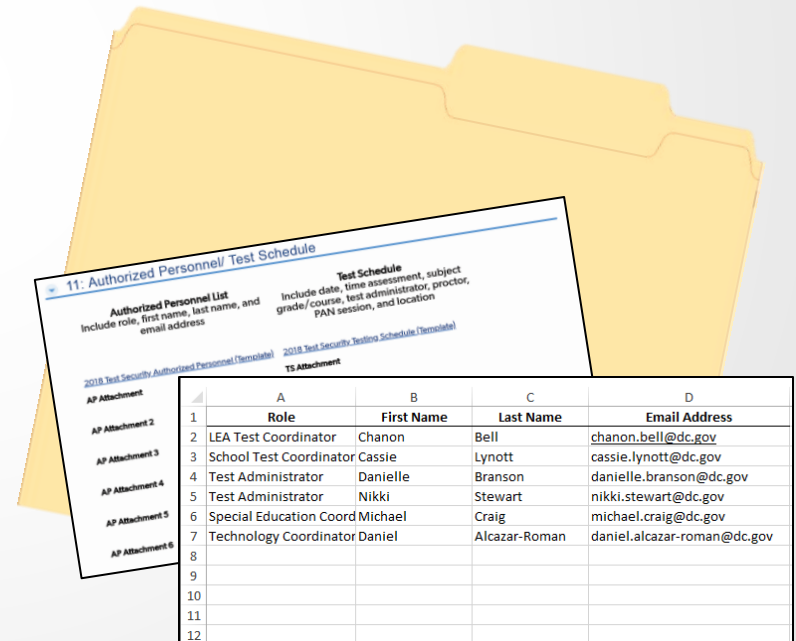
Documentation and Test Security File

Test Security Affidavits

- Signed by School Test Coordinators and LEA Test Coordinators at the end of all districtwide assessments
- Submitted to OSSE no more than **10 business days** after the last day of testing

Test Security Files

- Print any final online documentation, such as incident reports and school test security plans and place them in your test security file at the end of testing
- Organize any notes, reports, and other information
- Maintain the test security file at your school for four years





Next Steps



PARCC and DC Science Resources

[Pearson Access Next](#): Testing platform

<https://dc.mypearsonsupport.com/>: PARCC and DC Science Assessment Resources

[PARCC & DC Science Assessment Manuals](#): Test coordinator, test administrator, and accessibility and accommodations manuals

[Pearson Training Modules](#): Watch “how to” presentations

[PARCC Online](#): Assessment design resources and released items

DC Science Website: <https://osse.dc.gov/science>

PARCC/Pearson Customer Support: (888) 688-9555

OSSE Support hotline: (202) 304-3269

[OSSE Support Tool \(OST\)](#)



DC Pearson Assessment Portal

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

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
- Support

Home

The **Partnership for Assessment of Readiness for College and Careers (PARCC)** is a group of states working together to develop a set of assessments that measure whether students are on track to be successful in college and careers.

DC Science is the District of Columbia's statewide assessment of the Next Generation Science Standards (NGSS). The DC Science assessment presents students with tasks that are built around scientific phenomena as well as engineering design challenges.

What can you find on this site? This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer PARCC English Language Arts/Literacy and Mathematics and DC Science Assessments.

Where can you find information about the test design, released items, and resources for parents? Click [here](#).



PearsonAccess^{next}

PearsonAccess^{next} serves as the entry point to all Pearson services used by schools and districts participating in the PARCC ELA/L and Math and DC Science Assessments.

[View PearsonAccess^{next} »](#)

Technology Setup

Prepare your system for the computer-based assessment. Access technical guidelines, user guides, and TestNav.

[View Technology Setup »](#)

Manuals and Modules

Manuals and training modules are used by Test Coordinators, Test Administrators, and Technology Coordinators to plan and administer the tests.

[View Manuals and Modules »](#)



PearsonAccessNext User Guide

The screenshot shows the PearsonAccessNext Online Support dashboard. At the top left is the Pearson logo and 'Spaces' dropdown. The top right has a search bar and 'Log in' link. A left sidebar lists navigation options: Setup, Testing, Reporting, Additional Functionality, Most Popular Topics, Resources, Troubleshooting, and Recently Updated. The main content area is titled 'PearsonAccess Next Online Support' and features the PearsonAccess^{next} logo. Below the logo is a brief description: 'With PearsonAccess^{next} you can perform all your test administration duties, from ordering materials and submitting student data to setting up online tests and viewing student results.' A search bar for 'PearsonAccess^{next} Online Support' is provided. The dashboard is organized into eight categories, each with an icon: Setup (hand with gear), Testing (laptop), Reporting (document with chart), Additional Functionality (gears), Most Popular Topics (speech bubbles), Resources (folder), Troubleshooting (target), and Recently Updated (computer monitor).

<https://support.assessment.pearson.com/display/PAup/PearsonAccess+Next+Online+Support>



TestNav8 User Guide

The screenshot shows the Pearson website's TestNav 8 Online Support page. The page has a dark blue header with the Pearson logo, 'Spaces' dropdown, search bar, and 'Log in' link. A left sidebar lists navigation options: TestNav 8, TestNav System Requirements, Set up and Use TestNav, Network Requirements and Guidelines, ProctorCache System Requirements, Set Up and Use ProctorCache, Troubleshooting, Technical Bulletins, Features and Demos, and Recently Updated. The main content area is titled 'TestNav 8 Online Support' and includes a search bar, the TestNav logo, and introductory text. A yellow callout box contains a note about error codes and log files. The 'Getting Started' section lists three steps for setup. The right sidebar features an 'IMS Certified' badge, 'Download TestNav' section with links to the App Store, Chrome Web Store, Google Play, and Windows 10, and a 'Follow TestNav' section with social media icons for Facebook, Twitter, and YouTube.

Pearson Spaces Search Log in

TestNav 8

- TestNav System Requirements
- Set up and Use TestNav
- Network Requirements and Guidelines
- ProctorCache System Requirements
- Set Up and Use ProctorCache
- Troubleshooting
- Technical Bulletins
- Features and Demos
- Recently Updated

Dashboard

TestNav 8 Online Support

Search TestNav 8 Online Support: Search

TestNav™

TestNav 8 Online Support provides system requirements, instructions for setup, troubleshooting steps, and information on features and demos.

The Getting Started checklist below outlines the high-level process for setting up your TestNav testing environment. Click the links within the steps for detailed instructions. You can also download a printable PDF of this page by clicking **Tools > Export to PDF**.

The user guide was created for online use. For the best reading experience and the most up-to-date information, we recommend using the online version.

If you are experiencing an issue with TestNav, locate your error code and SRF and log files before you contact Pearson Support.

Getting Started

1. Review [TestNav System Requirements](#) and firewall/port settings for testing devices.
2. If using ProctorCache, review [ProctorCache System Requirements](#), and then install ProctorCache on designated proctor caching computers.
 - a. Pre-cache test content through your assessment management system. *Your program should provide instructions for pre-caching test content.*
3. Complete infrastructure trial in each testing lab using a practice test. *Your program should provide instructions for setting up a practice test through your assessment management system.*

IMS Certified

IMS GLOBAL
CERTIFIED
LICENSED BY IMS
imscert.org

Download TestNav

TestNav.

Download on the App Store

available in the chrome web store

GET IT ON Google play

Get it on Windows 10

Follow TestNav

Facebook Twitter YouTube

For more information on Pearson Assessment products and research, see [Pearson Assessment](#).

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



Training Modules

Resources | Presenter Info | Marker Tools

Welcome to PearsonAccess^{next}

OUTLINE | NOTES

Search...

1. Welcome to PearsonAccess^{next}
2. Topics
3. User Roles and PearsonAccess^{next}
4. Logging into PearsonAccess^{next}
5. Navigating PearsonAccess^{next}
6. Managing Organizations and Test Administrations
7. Your PearsonAccess^{next} Account
8. Thank you!

1 / 13 00:01 / 00:04

PREV NEXT

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



OSSE Points of Contact

Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA)	Danielle Branson
	Data, Reporting, Business Rules	Chanon Bell
	Test Integrity and Security	
	Special Populations	Michael Craig
Test Administration	NAEP	Swea Hart
	PARCC	Cassie Lynott
	DC Science	Daniel Alcazar-Roman
	DLM Science Alternate	
	MSAA	Michael Craig
	WIDA ACCESS	
Assessment Literacy	LEA/School Workshops and Trainings	Nikki Stewart ; Cassie Lynott



Q&A



| Thank you!