



**Spring 2017
Technology Training
Washington, D.C.**

PARCC English Language Arts – Mathematics

Overview

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Timeline & Structure

Spring 2017 Testing Window

Paper: 4/10/17 – 5/12/17

Online: 4/10/17 – 6/5/17

Spring 2017 Tentative Critical Dates

Description	Dates
Submit updates through UI or SR/PNP import for initial orders	2/24/17
Materials scheduled to arrive in districts	3/27/17
Proctor caching test content begins (prior to testing)	3/27/17
Prepare Test Session*	4/7/17

* Test sessions may be prepared one business day before testing window opens



PearsonAccess^{next}

Navigating PearsonAccess^{next}

- <https://dc.pearsonaccessnext.com/>


The screenshot shows the PearsonAccess^{next} website interface. At the top, there is a dark header with the logo and navigation links for 'Home' and 'Support'. Below the header is a main content area with the PARCC logo and the text 'Partnership for Assessment of Readiness for College and Careers'. To the right of the main content is a sidebar with sections for 'Sign In' (including a 'Sign In' button and links for 'Forgot Username' and 'Forgot Password'), 'Contact Us' (providing customer support phone number, hours, and email), and 'Related Links' (listing training, portal, practice tests, and PARCC links).

PearsonAccess^{next}

Home Support

PARCC Partnership for Assessment of Readiness for College and Careers

★ Program Information



PARCC Assessment Program

PARCC states have committed to building a K-12 student assessment system that:

- Builds a pathway to college and career readiness for all students
- Creates high-quality assessments that measure the full range of the Common Core State Standards
- Supports educators in the classroom
- Makes better use of technology in assessments, and advances accountability at all levels

Features

PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. Access is currently limited to PARCC participation in the operational assessment.

Sign In

Sign In

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

Contact Us

PARCC Customer Support
1-888-493-9888

Monday - Friday
5:30 am - 6:30 pm (CT)

PARCC E-mail
parcc@support.pearson.com

Related Links

PearsonAccess^{next} Training
Site: <http://tmg.pearsonaccessnext.com>
PARCC/Pearson Portal:
<http://parcc.pearson.com>
Practice Tests:
<http://parcc.pearson.com/practice-tests/>
PARCC: <http://parconline.org>

User Accounts

- **User Roles** - PearsonAccess^{next} users must be assigned roles
- **Permissions** - Each User Role contains a set of permissions that determines which tasks can be performed in PANext. Permissions are bundled into User Roles.
 - **Once a user has a specific role**, they can grant that role to another user account
 - Reference the **User Role Matrix** on PANext > Support> Documentation for additional information on role permissions and which roles can be assigned

Customer Support for User Accounts

- Customer Support agents can:
 - Reset passwords
 - Unlock accounts for LEA/District Test Coordinator (DTC) accounts
- Agents cannot:
 - Create accounts
 - Lock/unlock accounts other than LEA/District Test Coordinator (DTC) accounts (for example: Agents can not unlock accounts for School Test Coordinators, Test Administrators, etc.)
 - Update email addresses
 - Delete/undelete accounts
- PearsonAccess^{next} User Guide



Before Testing

Registration Tasks

- Confirm student registration in PANext against current district enrollment
- View applicable training modules at <https://parcc.pearson.com/training-modules/>
- Register new students or use Work Requests to transfer
 - Delete incorrect test assignments and add the correct assignment
 - Students must have only one math record and one ELA record
 - Delete withdrawn students
- Add accommodations and accessibility features that must be identified in advance
- Registration information is used to automatically generate PBT labels and initial materials shipment
 - If Class is included for PBT, then labels will be sorted by Session Name

Student Registration/PNP

The SR/PNP combines two student data files required to register students for the PARCC assessments and to customize the assessment to the student's unique accessibility and accommodations requirements.

In previous administrations, these files had been imported separately, but they are now combined to streamline the student registration process.

NOTE: If you receive an error that students can only be enrolled to one organization, you will have to go through PAN to submit a Work Request.

Create New Students

The screenshot displays the PearsonAccessnext web application interface. At the top, the header includes the logo 'PearsonAccess^{next}', a notification bell, a red flag icon, and navigation breadcrumbs: 'PARCC > 2016 - 2017 > 2017 Spring PARCC'. On the right, it shows 'PARCC TRAINING DISTRICT (ZZ-111111)' and a user profile icon.

Below the header is a navigation bar with icons and labels for 'Home', 'Setup', 'Testing', 'Reports', 'Test Config', and 'Support'. The main content area is titled 'Students' in a blue header. Underneath, there are two panels: 'Tasks 5 Selected' and 'Students 0 Selected Clear'. The 'Tasks' panel has a 'Select Tasks' dropdown and a 'Start' button. The 'Students' panel has a 'Manage' dropdown.

A task menu is open over the 'Tasks' panel, listing the following options with checkboxes:

- Create / Edit Students
- Registration
 - Enroll Students
 - Register Students
 - Manage Student Tests
 - Manage Classes
- Students - Move Test
- Delete Students

Below the task menu, the interface shows a search bar with a 'Search' button and a dropdown menu set to '2017 Spring PARCC'. The search results area displays 'No Results'. At the bottom, there is a table header with columns: 'State Student Identifier*', 'Local Student Identifier', 'Last or Surname*', 'First Name*', 'Birthdate*', and 'Sex*'. The 'Displaying' section shows '25' items per page and a 'Manage Columns' dropdown.

Create New Students

Tasks for Students + Add Task < Previous Task Next Task > Exit Tasks ✕

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

STUDENTS (0)

+ Create Students

DETAILS

New Student Create Reset

Organization*

State Student Identifier* ⓘ

Local Student Identifier

Last or Surname* ⓘ

First Name* ⓘ

Birthdate* ⓘ


Middle Name ⓘ

Sex* ⓘ

State Field 1 ⓘ

PARCC Student Identifier

Enroll Students


PearsonAccess^{next} PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING DISTRICT (ZZ-666555) 

Tasks for Students + Add Task < Previous Task Next Task > Exit Tasks x

Create / Edit Students **Enroll Students** Register Students Manage Student Tests

Organizations

Enroll Students Save Reset

Student	
Z STUDENT 	<input type="checkbox"/> TRAINING SCHOOL (ZZ-666555-4444)
	<input checked="" type="checkbox"/>

* Required

Save Reset

Register Students

STUDENTS (1) **2017 SPRING PARCC**

STUDENT, A (3379000000) **STUDENT, A (3379000000)** [Save](#)

Registered [Show Stu](#)

Grade Level When Assessed* ⓘ **Responsible School Code*** ⓘ **Ship Report District Code** ⓘ

Ninth Grade PARCC TRAINING SCH... x

Ship Report School Code ⓘ

Ethnicity

Hispanic or Latino Ethnicity ⓘ **Federal Race/Ethnicity** ⓘ

No

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

Asian ⓘ **American Indian or Alaska Native** ⓘ

Yes No

Black or African American ⓘ **Native Hawaiian or Other Pacific Islander** ⓘ

No No

White ⓘ **Two or More Races** ⓘ

Yes Yes

Accommodation Reminders

New for the 2016-2017 PARCC Assessment are Accommodation Reminders!

The accommodation reminder will appear for the following accommodations:

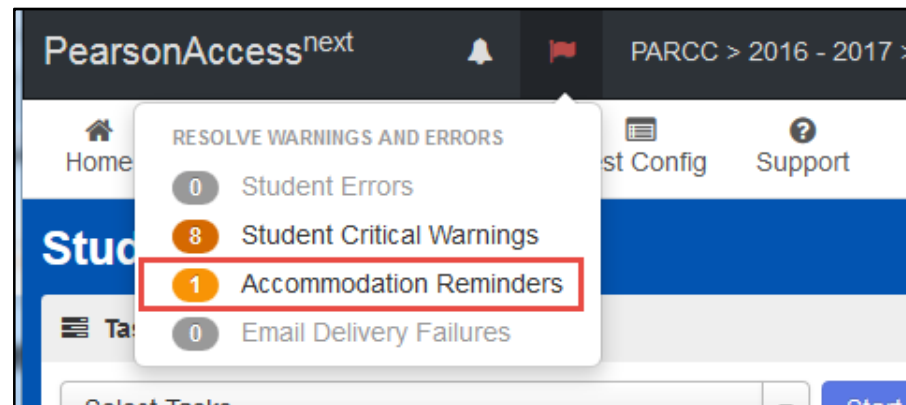
Text-to-Speech – for ELA tests only

Calculation Device and Mathematics Tools


ELA Constructed Responses – Human scribe value only

Human Reader/Signer – for ELA tests only

ASL Video for ELA tests only



Manage Student Tests

PearsonAccess^{next} PARCC > 2016 - 2017 > 2017 Spring PARCC PARCC TRAINING DISTRICT (ZZ-111111) 

Tasks for Students ➕ Add Task ◀ Previous Task Next Task ▶ ✕ Exit Tasks

Create / Edit Students Enroll Students Register Students **Manage Student Tests** Manage Classes

Test Filter Filter by Test Status Complete Assigned Apply

STUDENT TESTS (0) ➕ Create Student Tests

TEST DETAILS **New Student Test** Create Reset

Student* **Test***

Organization* **Class Name ⓘ**

Student Test UUID ⓘ **Test Administrator ⓘ** Not Tested Code

Test Format* **Staff Member Identifier ⓘ** **Not Tested Reason ⓘ**

Submit Work Requests

- Students that move between districts during the Spring 2017 test administration can be managed through new functionality called “Work Requests”.
- Only LEA/DTC roles can create a transfer “Work Request”. If a district is unable to add a student to their school by creating them in the User Interface or via SR/PNP import, the LEA/DTC can use this new task to Request Enrollment Transfer.

The screenshot displays the PearsonAccessnext user interface. On the left, the 'Work Requests' section is active, showing a 'Tasks' list with 'Request / Edit Enrollment Transfer' selected. The main content area shows the 'Request / Edit Enrollment Transfer' form. The form includes fields for 'State Student Identifier*' (testcase99), 'Last or Surname*' (SAMPLE), 'First Name*' (TEST), 'Middle Name', and 'Birthdate*' (2016-06-06). A search box for organizations is visible, with a dropdown menu showing 'TRAINING SCHOOL (ZZ-666555-4444)' and 'TRAINING SCHOOL A (ZZ-666555-3333)'. The form also features 'Send Request' and 'Reset' buttons.

Approve Work Requests

- Students that move between districts during the Spring 2017 test administration can be managed through new functionality called “Work Requests”.
- If another LEA/District has submitted a Request for Enrollment Transfer, the student’s enrolled organization will receive a notification that they will need to approve or reject.

The screenshot displays the PearsonAccessNext user interface. On the left, a notification dropdown menu titled "REQUIRES ACTION" shows "1 Transfer Requests", "0 Remote Testing Requests", and "0 Reporting Requests". The main area is titled "Work Requests" and shows a "Tasks" section with "1 Selected" and a "Work Requests" section with "1 Selected". A "Manage" button is visible. Below the "Tasks" section, there are filter options for "Status" (Waiting for Approval) and "Work Type" (Enrollment Transfer). A table displays one result:

Status	Work Type	Created by	Requesting Organization
<input checked="" type="checkbox"/> Waiting for Approval	Enrollment Transfer	Hoelt	TRAINING SCHOOL (ZZ-666555-4444)

Additional Information on Work Requests can be found at:
<http://avocet.pearson.com/PARCC/Home#10525>

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 pre-cache
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, and
- stores an encrypted local copy of all pre-cached tests.

Proctor Caching Resources

ProctorCache System Requirements:

<https://support.assessment.pearson.com/x/PQACAQ>

- This site will outline the minimum System Requirements for the latest release of Proctor Cache version 2016.9.
- Reminder: This version was released in August 2016 and must be used for Spring 2017.

Setup and User ProctorCache:

<https://support.assessment.pearson.com/x/HAACAQ>

- When preparing to install ProctorCache, consider several factors, depending on your organization and technology.

Precaching Testing Content Training Module is available at

<http://parcc.pearson.com/training-modules/>



During Testing (Administering Tests)

Form Assignment Markers in PAnext

Marker appears next to SSID on Students in Session screen if accommodation/AF was identified 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.

ASL, SR, and Non-SR are only available for ELA/math

CBT Task “Prepare” Test Sessions

- **This step will assign forms to each student in the test session**
 - **Prior** to completing this step, ensure that students are assigned to the appropriate accommodations
 - If accommodations are not indicated prior to this step, the student will need to be removed from the test session, PNP updated, and then added back to the test session.
- **You can Prepare your test sessions one day before the test admin**
 - Allows for the starting of multiple test sessions at one time
 - Removes the 250 student limit for test sessions
 - Can only be done by users with LEA or STC roles (Test Coordinators)
- **Once this step is completed, and the test window is open, the test session can be Started**

Prepare Test Sessions

- The STC must Prepare a session to assign a test form. A session must contain student(s) before it can be prepared.
- Once prepared, the Session Status will show Ready.

The screenshot displays the 'Students in Sessions' interface. At the top, there is a blue header with the title 'Students in Sessions' and a link 'Go to Sessions »'. Below the header, there are two panels: 'Tasks 0 Selected' and 'Students in Sessions 3 Selected Clear'. The 'Tasks' panel has a 'Select Tasks' dropdown and a 'Start' button. The 'Students in Sessions' panel has a 'Manage' dropdown. Below these panels, there is a 'Session List' on the left with an 'Add a Session' button and a session entry for 'GRADE 6 MATHEMATICS'. The main area shows 'GRADE 6 MATHEMATICS' with options for 'Ignore Schedule', 'Resources', 'Details', and 'Edit'. The status is 'Not Prepared', and there are 'Prepare Session' and 'Refresh' buttons.

Start Test Sessions

- A session must be started before students can log in and take their tests. This can be done at any time during the testing window.

PearsonAccess^{next} PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING DISTRICT (ZZ-666555)

Home Setup Testing Reports Support

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

Tasks 0 Selected Start

Students in Sessions 0 Selected [Clear](#)

Session List

Add

1 Selected | [Clear](#)

SAMPLE SESSION

SAMPLE SESSION [Start](#) [Refresh](#)

Unlock Units

- A session must be started and a unit unlocked before a student can log into TestNav.
- TA's should unlock only the units to be administered on the day of testing.

The screenshot displays the TestNav interface. On the left, the 'Session List' panel shows a single session: 'GRADE 6 MATHEMATICS'. The main area is titled 'GRADE 6 MATHEMATICS' and shows the session is 'In Progress'. It lists three units: 'Gr6Math - Unit 1', 'Gr6Math - Unit 2', and 'Gr6Math - Unit 3'. Each unit has a progress bar showing 3 tests and a lock icon. A 'Student Test Status Key' is visible on the right, with categories: Ready (grey), Resumed, Resumed Upload (orange), Active (green), Exited (red), Completed, Marked Complete (blue). Buttons for 'Stop Session' and 'Refresh' are present.

Summary of Session Tasks

Task	Description	Responsible User	Session status before this task is started.	Session status after the task is completed.
Create an online test session	A session must be created before testing can start.	LEA/DTC or STC	N/A	Not Prepared
Prepare an online test session	Prepare a session to assign a test form	LEA/DTC or STC	Not Prepared*	Ready
Start an online test session and unlock the student test	A session must be started and the test unlocked before a student can log into TestNav	LEA/DTC, STC, or Test Administrator	Ready	In Progress

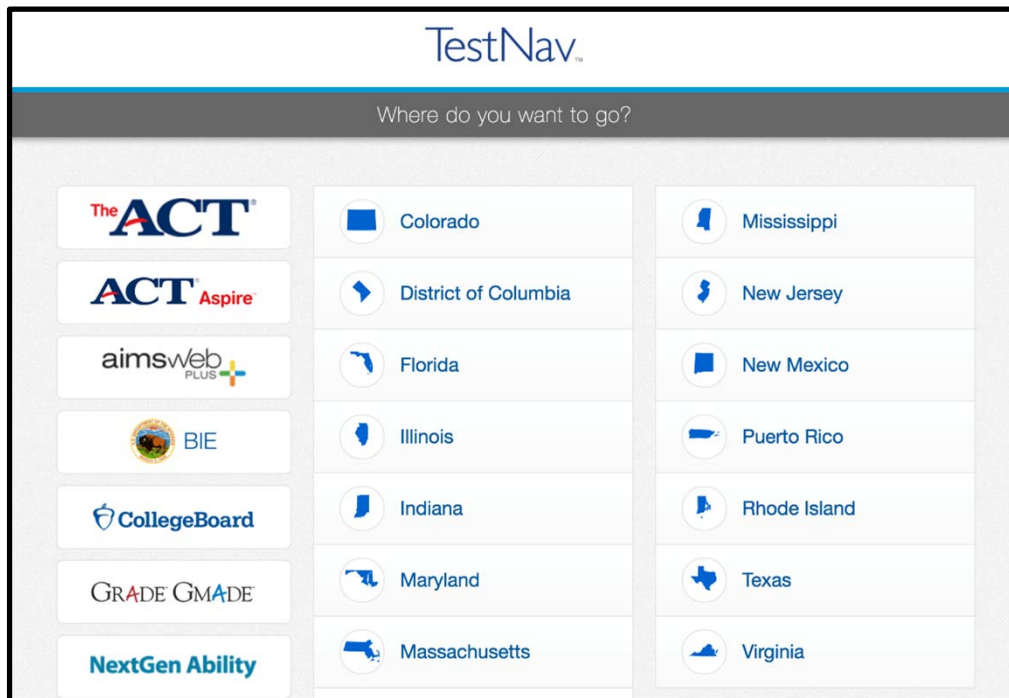
Tasks to Complete During Testing

On the Day of Testing (CBT):

- Be available to Test Administrators and Proctors
- Investigate testing irregularities (technology issues)
- Respond to all technology related issues

TestNav

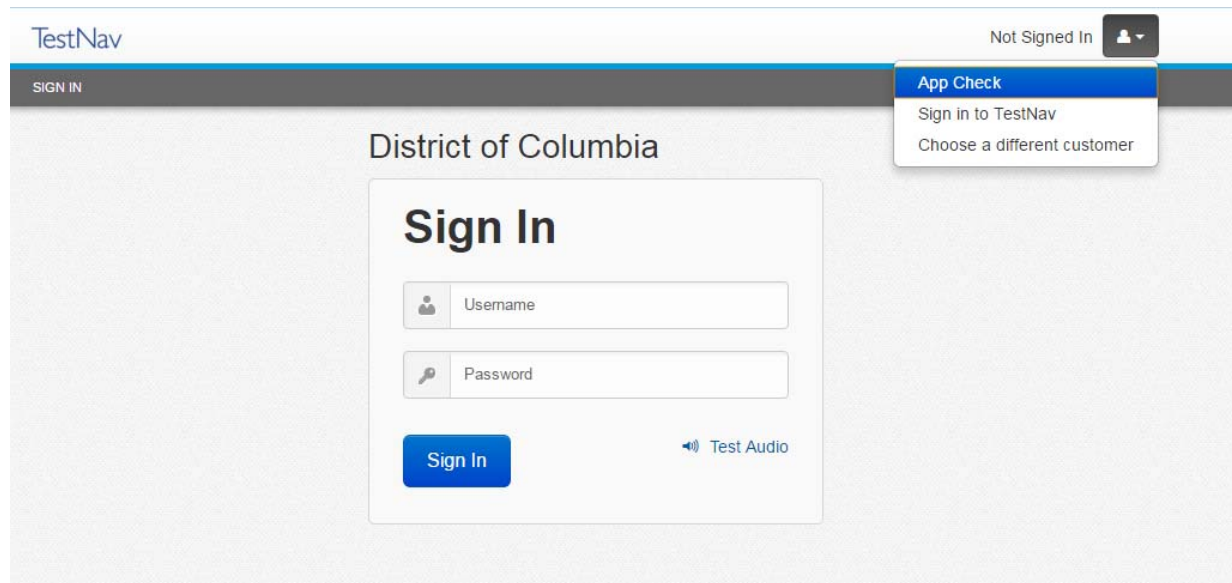
- ELA and Math
 - Browser
 - App:



Note: The Sign In page should say “District of Columbia” above the Username and Password fields. If it doesn’t, click the User Icon and select “Choose a different customer”.

Running App Check

- Whether using TestNav Desktop or TestNav Apps on mobile devices, Technology Coordinators should run App Check before students arrive on testing day.



Logging Students into TestNav

- Students will either launch the TestNav Desktop App or supported browser to login to <http://dc.testnav.com>
- Student testing tickets will provide a username and password.



District of Columbia

Sign In

8.8.179

Lock and Unlock Units

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

Tasks 1 Selected **Students in Sessions** 0 Selected [Clear](#)

Select Tasks Start

Manage

Session List

Add

1 Selected | [Clear](#)

- ALG2 MAIN ×

● **ALG2 MAIN** ⓘ Ignore Testing Schedule
Stop
Download Resources ▾
Update Cache
Refresh

Algebra II

Unit	Progress	Lock/Unlock
Alg II - Unit 1	11	<input type="checkbox"/> <input type="checkbox"/>
Alg II - Unit 2	11	<input type="checkbox"/> <input type="checkbox"/>
Alg II - Unit 3	11	<input type="checkbox"/> <input type="checkbox"/>

Student Test Status Key

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

Find Students In the selected session(s) above ▾

Search ▾

11 Results Show Filters
 Displaying 25 ▾ Manage Columns ▾

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Alg II - Unit 1	Alg II - Unit 2	Alg II - Unit 3	Form
<input type="checkbox"/>	PGTEST0050 ⓘ	MAIN	ALG2		2581933842	● ALG2 MAIN (Algebra II)	<input type="text" value="Ready"/>	<input type="text" value="Ready"/>	<input type="text" value="Ready"/>	

Lock All Units

- The feature “Lock All Units” can be used to lock multiple units across multiple sessions. This is one method to maintain test security when multiple units may be open across an organization.

The screenshot displays the 'Sessions' interface. At the top, there is a blue header with the text 'Sessions' and a link 'Go to Students in Sessions »'. Below this, a 'Tasks' section shows '1 Selected' and a dropdown menu for 'Select Tasks'. The dropdown menu is open, listing several tasks: 'Create / Edit Sessions', 'Precaching Test Content', 'Delete Sessions', 'Lock Units' (which is selected with a checkmark), and 'Add/Remove Students in Sessions'. Below the dropdown, there is a 'Search' button and a link 'Show Students in Sessions & Control Sessions'. The main content area is divided into sections for 'Session Status', 'Organization', and 'Test', each with a 'Select one or more' dropdown. A table of sessions is visible, with columns for 'Session' and 'Session Name'. The 'Session' column has checkboxes for 'ELA09 NOT STARTED', 'ELA09_ASL', 'ELA09_CC', and 'ELA09_GENERAL'. The 'Session Name' column shows 'ELA09 NOT STARTED' and 'ELA09_GENERAL'. A modal window titled 'Tasks for Sessions' is overlaid on the right, showing the 'Lock Units' task selected. The modal has a 'Lock Units' section with a table of sessions. The table has a 'Session Name' column and a checkbox column. The sessions listed are 'ELA09 NOT STARTED' and 'ELA09_GENERAL', both with checkboxes checked. Below the table, there is a '* Required' label and two buttons: 'Lock' and 'Reset'.

Sessions Go to Students in Sessions »

Tasks 1 Selected

Select Tasks

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- Lock Units
- Add/Remove Students in Sessions

Show Students in Sessions & Control Sessions

Search

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Session	Session Name
<input type="checkbox"/>	ELA09 NOT STARTED
<input checked="" type="checkbox"/>	ELA09 NOT STARTED
<input type="checkbox"/>	ELA09_ASL
<input type="checkbox"/>	ELA09_CC
<input checked="" type="checkbox"/>	ELA09_GENERAL

Tasks for Sessions

Lock Units

Lock Units

Session Name
<input checked="" type="checkbox"/> ELA09 NOT STARTED
<input checked="" type="checkbox"/> ELA09_GENERAL

* Required

Lock Reset

Monitor Student Progress

PearsonAccess^{next} PARCC > 2015 - 2016 > 2016 Spring PARCC TRAINING DISTRICT (ZZ-666555)

Home Setup Testing Reports Support

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

Tasks 0 Selected Students in Sessions 1 Selected [Clear](#)

Select Tasks Start Manage

Session List

Add

1 Selected | [Clear](#)

- SAMPLE-ELA-05

SAMPLE-ELA-05

Stop Download Resources Update Cache Refresh

Grade 5 ELA/Literacy

Gr5ELA -Unit 1 🔒 🔓

1 1

Gr5ELA -Unit 2 🔒 🔓

1 1

Gr5ELA -Unit 3 🔒 🔓 Mixed

1 1

Student Test Status Key

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

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

Search

2 Results Show Filters Displaying 25 Manage Columns

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3
<input checked="" type="checkbox"/> 48789999996	FORD	PETER		5337137714	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	Exited	Exited	Exited
<input type="checkbox"/> 48789999992	CHAVEZ	GINA		2135663161	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	Resumed Upload	Resumed	Marked Complete

Resume Students

Students that are logged out of TestNav will need to be Resumed before they can log back in and continue testing. There are two ways to resume students in PearsonAccess^{next}

- Locate the student and click the drop-down arrow next to the Exited unit.
- Select Resume. Once Resumed, a student may login with their Student Testing Ticket

OR

- Check the box next to the names of the student(s) to resume
- Select Resume Student Tests from the tasks drop-down and click Start.
- Check the boxes of the students and click Resume

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3
<input checked="" type="checkbox"/>	48789999996 ⓘ	FORD	PETER		5337137714	● SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	🔒 Exited ▾	🔒 Exited ▾	Exited ▾
							Resume		
							🔒 Unlock		
<input type="checkbox"/>	48789999992 ⓘ	CHAVEZ	GINA		2135663161	● SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	🔒 Resumed ▾	🔒 Resumed ▾	🔒 Marked Complete

Technology Tip



- Document the specific device on which each student is testing, for each unit of the test. This will aid in response recovery if it becomes necessary.
- If a student receives an error. Do not move them to a new device immediately. Have them sign back in to the same device, and then click the User icon in the top right to “Sign out”. This will send all responses to the testing server.
- Always have the student “Sign out” if they won’t be submitting their test. Never just power-off.



Basic Technical Troubleshooting

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.
- 5032: “TestNav has detected a blacklist application running...”
 - Close the specified application in the error message and have the student sign in again.
- 3005: “TestNav has detected that another application attempted to become the active window”
 - This could be caused by pop-ups in the background, power saving features, or key combinations like ctrl+alt+del
- 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

Common Error Codes: Next Steps

- Resume the student test in PANext
- Have the student log in again on the same testing device
 - Do not move the student to another testing device unless the student safely exits the test using the log out feature
 - Use the “(OPTIONAL) Local Testing Device ID:_____” field
- If the same error occurs repeatedly, or if the same error is affecting multiple students, contact the Technology Coordinator

Student Logs into Another Student's Test

Student A logs into Student B's test

1. Immediately exit the test
2. School immediately contacts DTC
3. Test Coordinator immediately contacts OSSE
 - OSSE may be able to move the test
 - OSSE may have to void the unit

Student Response Files (SRF)

- Before moving a student to another device during a unit:
 - Do not move unless absolutely necessary
 - Have student sign out
 - If not able to sign out, manually move file from old to new computer
- Occasionally SRFs need to be sent to Pearson. Additional documentation can be found here:
 - <https://support.assessment.pearson.com/display/TN/Find+SRF+and+Log+Files>



After Testing

Final Day: Tasks to Complete After Testing

Computer Based Testing – After Testing

The final day of testing:

- Ensure student test units have been submitted/completed
- Ensure test sessions have been stopped
- Purge the cached test content



PearsonAccess^{next} Clean-up

PANext Clean-up Activities

CBT and PBT

Use Operational Reports to ensure data accuracy:

- Reports > Operational Reports > Students & Registrations >
 - Not Tested Student Tests (students with a NT Code/Reason applied)
 - Void Score Tests (students with a Void Code/Reason applied)
 - Students Enrolled but not Registered for Test Administration
 - Students Registered but not Assigned to a Test
 - Student Tests that have been Assigned but Not Yet Completed
 - Students where Responsible District/School is Different from Testing District/School
 - Students with Multiple Tests of Same Subject Area
 - Students with only One Subject Test (ELA/math only)
- Reports > Operational Reports > Online Testing >
 - Online Student Tests Marked Test Complete
 - For School/District records only – Mark Test Complete Reason does not invalidate
 - Must enter Void Code/Reason separately

Stop Test Sessions

- Any test sessions that were started need to be stopped after testing
- Test sessions cannot be stopped unless all units for all students are either “Completed” or “Marked Complete”
 - Student tests with all units in “Ready” status need to be removed and coded with Not Tested Reasons
 - Student tests with units in a combination of statuses need to be “Marked Complete” and may need to be voided

Combined Unit Statuses

Started sessions:

- **ACTION:** Mark Complete any units for students who started, but did not complete testing
 - Marked Complete reasons **do not invalidate** student tests (This information **does not flow into** scoring/reporting with the student test)
 - **ACTION:** If invalidation is needed, Void Student Test Reasons/Codes must be applied

To find started but not completed tests, go to PearsonAccess^{next} > **Reports > Operational Reports > Online Testing**

- Select **Session Roster**
- **Request** the report
- **Download Report**
 - Tests with multiple unit statuses will need to be marked complete



Resources & Support

Resource - PAnext Training Modules

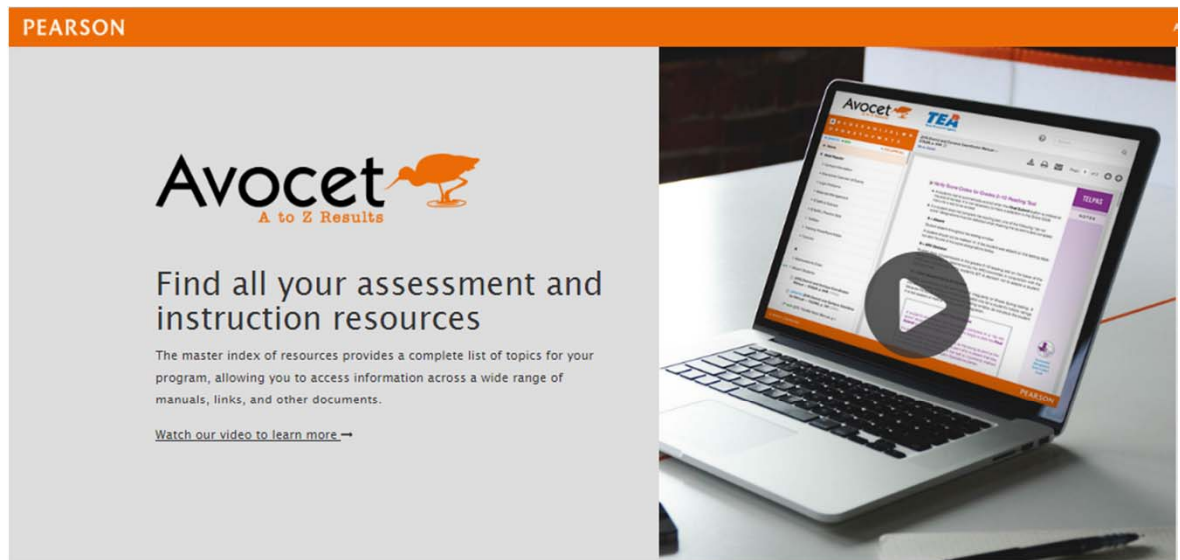
The following spring modules are suggested for use by districts:

- Welcome to PearsonAccess^{next}
- Test Session Management
- User Accounts
- Monitor Student Test Status
- Not Tested and Void Test Score Codes
- Rejected Student Tests (PBT only)
- Student Registration/Personal Needs Profile
- Students

Resources

<http://avocet.pearson.com/PARCC/Home>

- An online, topic-based index for assessment manuals and materials
- Search capabilities
- Frequently updated and updated on demand
- View pages, print results, and download full PDFs



What resources are you looking for?

[Colorado](#)

[Florida](#)

[Indiana](#)

[Maryland](#)

[NBPTS](#)

[PARCC](#)

[Puerto Rico](#)

[Texas](#)

Customer Support

Contact Support for assistance with:

- ❖ Navigating PearsonAccess^{next}
- ❖ Navigating the Training Center
- ❖ Managing Student Registration Data
- ❖ Setting up test units
- ❖ Managing user IDs and passwords
- ❖ Accessing resources
- ❖ Setting up proctor caching
- ❖ Submitting additional orders
- ❖ Inquiring about shipments

PARCC Online Support and Resources

<http://PARCC.Pearson.com/Support>

Hours: 6:30 am – 7:30 pm EST, Mon.–Fri.

Call Toll Free: 1-888-493-9888

Email: PARCC@support.pearson.com

Chat is available

PARCC

Thank you