PearsonAccess^next^ TestNav Infrastructure User Guide

Table of Contents

1.0 Infrastructure Trial Overview

This guide is designed to support the completion of an Infrastructure Trial. An Infrastructure Trial is an opportunity for districts and schools to prepare for online testing by simulating test-day network utilization, provides students and test proctors with practice in logging into an online test, illuminates training gaps for school staff and exposes weaknesses in school communication plans for online testing. This will help determine if any issues need to be resolved and confirm all testing devices are properly configured and ready to run online assessments using PearsonAccess[next] and TestNav.

This guide will define important terms, walk you through tasks required before, during, and after a Trial, and familiarize you with the PearsonAccess[next] Training Center and technical requirements. It is recommended that you read through the entire guide before installing software and completing the setup for an Infrastructure Trial.

An Infrastructure Trial is one of several tasks to complete before testing to confirm site readiness.

1.1 When Should I Conduct an Infrastructure Trial?

The Infrastructure Trial should begin only **after** you have completed the technology setup. You will also want to confirm the testing dates scheduled with your District Test Coordinator in order to complete the Infrastructure Trial prior to the test administration. District Technology Coordinators and other technology staff must plan approximately 60 minutes to administer the Infrastructure Trial (times may vary depending on infrastructure complexities).

The Infrastructure Trial can be used to test the school and district infrastructure and can also be used to administer Question Samplers to students. Students can participate in the Infrastructure Trial by using printed Student Test Tickets to log into the system.

1.2 Where Do I Start?

Once login credentials have been distributed by the District Test Coordinator, the District Technology Coordinator and other technology staff will have access to the PearsonAccess[next] Training Center to set up the Infrastructure Trial.

1.3 Glossary of Important Terms

Question Samplers are secure practice tests that provide students an opportunity to practice using the computer-based platform prior to testing. Note: there are non-secure versions of the Question Samplers, but for the purposes of your local Infrastructure Trial you will utilize the Question Samplers that are accessible via the training site test tickets.

The **[PearsonAccess^next]** operational site (blue) is a website used for almost all test preparation, setup, administration, and reporting tasks. The correct test administration should be verified every time you log in. PearsonAccess^next requires username and password setup.

The **[Utah PearsonAccess^next Training Center]** (brown) provides an opportunity to practice PearsonAccess^next tasks and is the means of managing the **Infrastructure Trial** in preparation for testing. The Training Center requires username and password setup.

Proctor Caching is the process of loading or "caching" test content locally on a computer at a school level, and can run on any workstation on the network that meets the minimum requirements. Proctor Caching software is provided by Pearson. Proctor Caching is used to reduce test delays due to network congestion and provides students with a more seamless testing experience.

TestNav 8 (TestNav or TN8) is the testing platform that students will use to take their online assessment.

2.0 Contacting Pearson Customer Support

If technical assistance is needed at any point during your Infrastructure Trial, contact Pearson Customer Support at 877-227-5009. Make sure that you know the answers to all relevant questions below so that Pearson can assist you effectively and efficiently.

- **PearsonAccess^next**
  - Are you using a Windows, Mac, or mobile device?
  - What is your role (Administrator, Proctor, or Technology Coordinator)?
  - What screen are you on? Provide the path if possible. See screenshot below as an example.
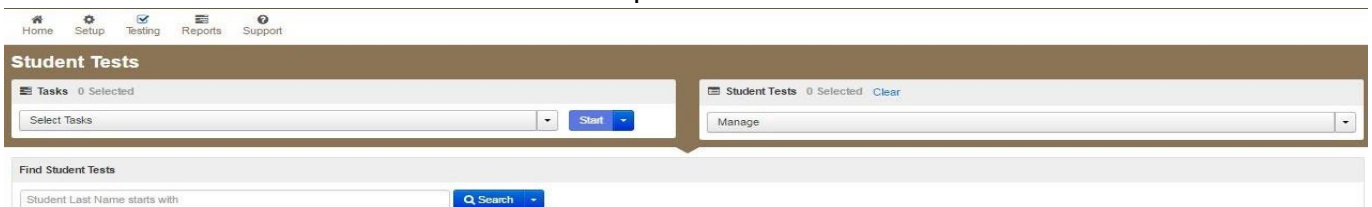
  - What task were you trying to complete when you encountered an error?
  - What was the error message? If there wasn't an error message, what are you unable to do?
- **TestNav**
  - Is the student using a PC, Mac, or mobile device?
  - What step of the Infrastructure Trial was the student/volunteer trying to complete in TestNav when he/she encountered an error?
  - Did an error code or message appear? o What is the IP address of the Proctor Caching computer? o Do you use a proxy server, and if so, what is the IP address?
  - Have the TestNav URLs been allowed through your Firewall/Content filter?
- **Proctor Caching**
  - Are you using a Windows or a Mac?
  - Were you setting up Proctor Caching on a workstation or a server?
  - Have you installed the Proctor Caching software?
  - Did you start the Proctor Caching software prior to attempting to Proctor Cache?
  - Did you add an IP address to your Proctor Caching server locations in the PearsonAccess^next TestNav configuration? This needs to be the IP address of the Proctor Caching computer. Did you add the appropriate port? This is typically port 4480.
  - Did you add the whitelist URLs to your firewall and content filtering software? The whitelist URLs that need to be added can be found [here](#).

3.0 Configuring the Infrastructure Trial Environment

To configure the Infrastructure Trial environment (e.g., Download and install appropriate software), please see the [TestNav 8 Online Support documentation site](#), for additional information and resources.

All Infrastructure Trial activities are conducted in the **Training Center (brown site)**, and not the PearsonAccess^next Operational site (blue site).

Follow all instructions for the activities below:

Before the Infrastructure Trial
- Downloading and install the Proctor Caching software, if necessary (minimum 200 kbps/student of bandwidth needed for testing)
- Downloading and install the TestNav app for mobile devices or computers
- Verify that Proctor Caching and TestNav are communicating
- Conduct the App Check using TestNav
- Pre-Cache test content

During the Infrastructure Trial
- Starting proctor caching software if it's not already started

4.0 Utah PearsonAccess^next Training Center

The Utah PearsonAccess^next Training Center is the site used to administer an Infrastructure Trial. Within the Training Center, users can create sample students, create test assignments, create sample sessions, and add students to these sessions. The Training Center is also used to monitor sessions during the Infrastructure Trial. Because most of the setup for computer-based testing occurs at a school-level, these instructions are directed to the school level test coordinator.

4.1 Logging in to the Utah PearsonAccess^next Training Center

The district level test coordinator will be responsible for creating user accounts in the Training Center. You should receive an email with your username and instructions for creating your password. If you have not received these instructions, contact your district level test coordinator.

Logging in for the first time

After you receive the email providing your username, complete the following steps:

1. Click on the link within the email.

2. Create a password; you will be prompted to enter it twice, and then click **Set Password**.

3. Click **OK**.

4. Return to the Training Center. Then click **Sign In**.

5. Read the Privacy Policy and Terms and Conditions of Use and click **Accept.**

You have only **five** chances to enter the correct username and password on the login screen. If the fifth attempt is unsuccessful, your account will be locked.

To reset your password

1. Go to the Training Center.

2. Under the Sign In button, click **Forgot Password** to go to the *Reset Password* screen.

3. Enter your username and email address, and then click **Request Password Reset**. You must enter your **exact** username and email address. If you do not know your username, contact your district level test coordinator. If either your username or email does not match the name and email associated with your user account, you will not be able to reset the password.

Log in again

The second time that you log in, use the following login procedure:

1. Go to the Training Center. Then click **Sign In**.

2. Enter your username and password, and then click **Sign In**.

5.0 Sample Students

Sample students must be created within the Training Center to administer an Infrastructure Trial. Test coordinators must be signed in to the Training Center to access the Create Sample Students wizard. Because the purpose of an Infrastructure Trial is to test district and school infrastructure, you should

not use real student data. The Training Center provides a simple means of creating sample students that can be used for a Trial. This section will go over the process by which sample students will be created and managed for an Infrastructure Trial.

Note: Disable pop-up blocking software for the PearsonAccess[next] website. A pop-up blocker will block screens from opening on administrative workstations used by school staff (this is not necessary on student devices).
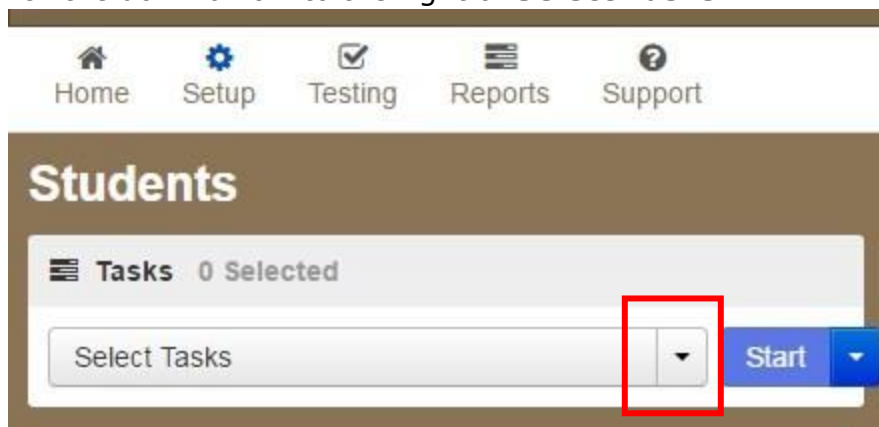
5.1 Creating Sample Students

Sample students must be created within the Utah PearsonAccess[next] Training Center in order to administer an Infrastructure Trial. The number of sample students to be created should be based on the maximum number of computers that will be used concurrently during testing. We also recommend creating at least ten percent additional sample students so you will have extra student test tickets in the event of any login complications. Each ticket is valid for one login attempt, unless the student is resumed in PearsonAccess[next].

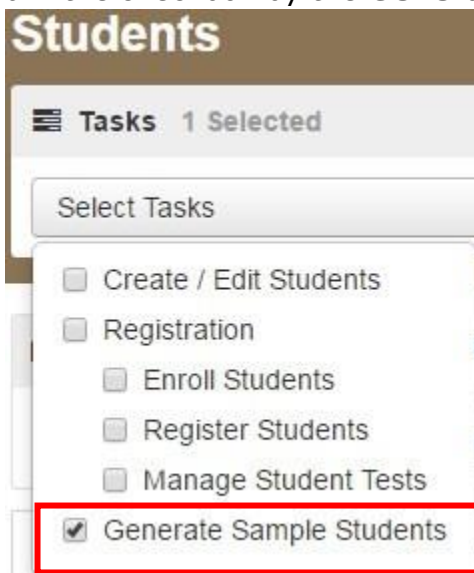To create sample students within the Training Center:

1. Log in to the [Training Center](#).

2. On the home page, click the **Setup** tab, then click **Students** in the drop down.

3. Click the down arrow to the right of **Select Tasks**.

4. Mark the checkbox by the **Generate Sample Students** task.

Students

Tasks 1 Selected

Select Tasks

☐ Create / Edit Students
☐ Registration
   ☐ Enroll Students
   ☐ Register Students
   ☐ Manage Student Tests
☑ Generate Sample Students

5. Click **Start**.

Students

Tasks 1 Selected

Select Tasks ▾ **Start** ▾

☐ Create / Edit Students
☐ Registration   ATP2 Dec 2016 ▾
   ☐ Enroll Students
   ☐ Register Students   himur   Q Search
   ☐ Manage Student Tests
☑ Generate Sample Students   No Results
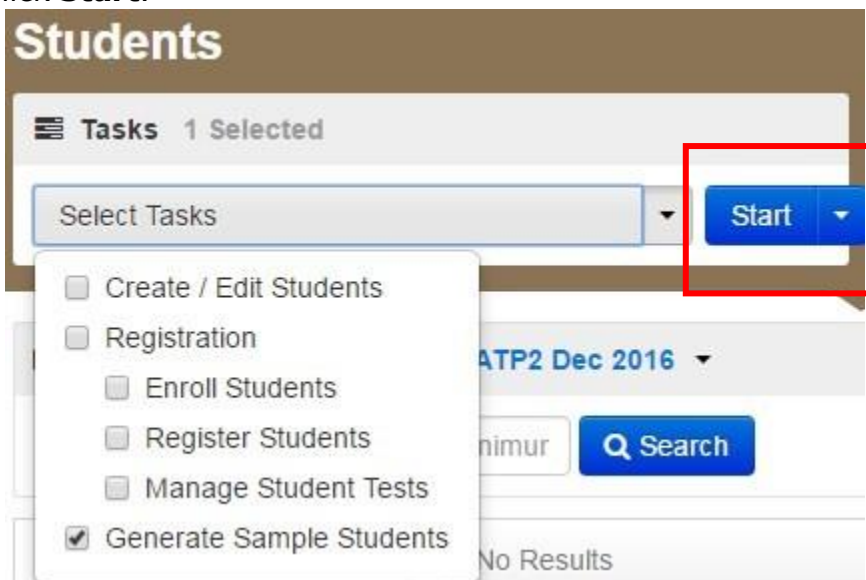
The Generate Sample Students screen opens.

Training PearsonAccess^next

Tasks for Students

Generate Sample Students

Generate Sample Students

Organization*
[Select ▾]

Enrolled Grade*
[▾]

Test*
[Select ▾]

Type*
[▾]

Number of Students*
[ ]

Between 1 and 99
* Required

[Generate] [Reset]

6. Select your school from the Organization drop down.

7. Enter a Grade.

8. Select the **appropriate grade and subject**.

9. Set the Format to **Online.**

10. Enter the number of students you would like to create (between 1 and 99).

11. Click **Generate**.

12. Repeat the steps above until you have created sample students for the number of computers that will be tested concurrently, plus at least 10% additional sample students.

PearsonAccess^next and TestNav Infrastructure Trial User Guide

13. When finished generating students, click **Exit Tasks**.

6.0 Session Management

6.1 Creating a Sample Test Session

Once sample students are available, a sample session must be created in order to administer an Infrastructure Trial. For an Infrastructure Trial, only one session is necessary, although you may want to create a separate session for accommodated forms. For operational administrations, the test administration manuals will include guidance on determining the most appropriate method of setting up sessions for your school.

IMPORTANT: The proctor caching software must be downloaded and installed and the proctor caching machine IP address must be entered in the PearsonAccess^next TestNav Configuration prior to creating a test session. View instructions to configure TestNav on the support site.

To create a sample test session:

1. From the home page, go to the **Testing** tab and click **Sessions**.
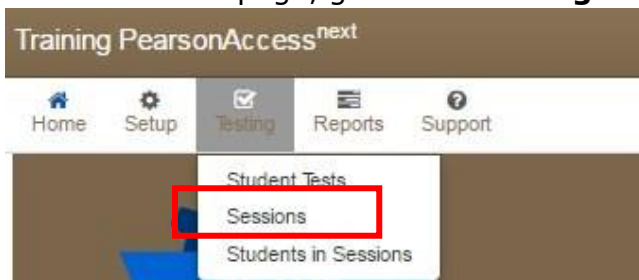
2. Select **Create/Edit Sessions** from the **Select Tasks** drop down and select **Start**.
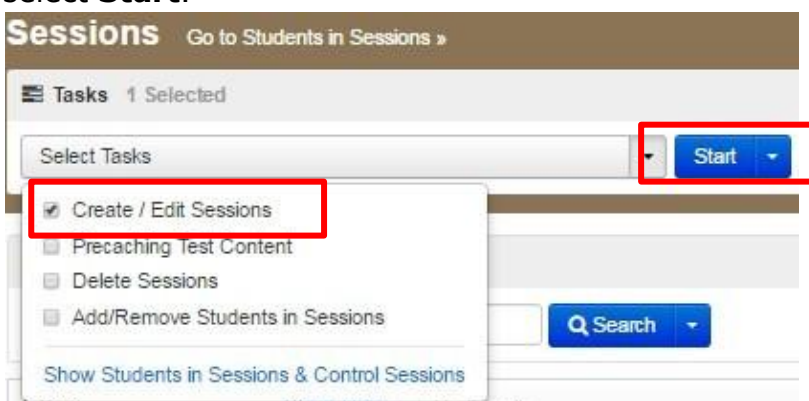
3. Enter the Session Name, Organization, Test Assigned (Infrastructure Trial Test), Form Group Type, Scheduled Start Date, Scheduled Start Time, Lab Location, and Precaching Computer.

   Note: In most scenarios you will enter **Main** as the **Form Group Type** for your test sessions. However, some accommodations will require that you choose a different Form Group Type. For a complete list of test accommodation assignment instructions please refer to the Accommodations Matrix, as found on the Utah Resource Center http://utah.pearsonaccessnext.com/

   Please note that scheduling a date and start time for a session is intended primarily for *planning* purposes. A test session will not start until you click **Start** on the Session Details screen, regardless of the scheduled start date and time.

4. At the bottom of the screen, click the down arrow by **Find by Name or ID**.

5. Search for and select the students to be added to the session.

6. Click **Create** to create the session and **Exit Tasks** to move to the next part of setting up the trial.

6.2 Adding Additional Sample Students to a Session

1. Go to the **Testing** tab and select **Sessions**.
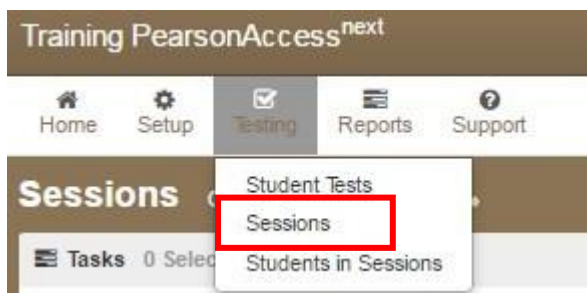
2. Under Find Sessions, search to find the session you want to add students to or click the down arrow next to the **Search** button to reveal and select the option to show all results.
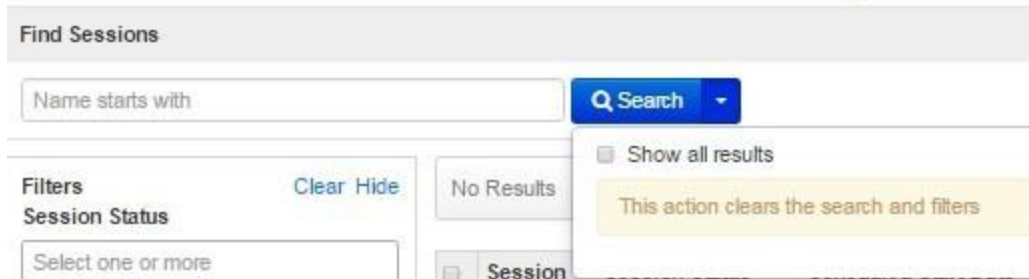
3. Select the session by checking the box beside it.

4. At the top of the screen, select **Go to Students in Sessions**.

5. Select the **Add Students to Sessions** task, then click **Start.**
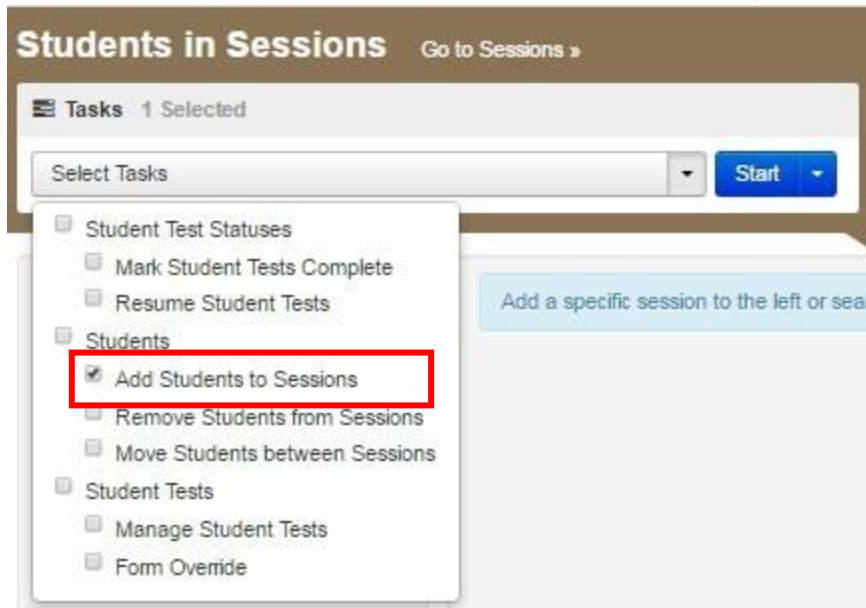
6. Select the session name.

7. Enter search criteria into the *Find available students* box and select **Search.**

8. Students can be added by selecting individual students. Then click **Add.** Click **Exit Tasks** when done adding students.

9. Note that after a session is created you can go back into the session and edit the session password to allow for easy password entry when

students input the password on the TestNav log in screen. To edit the password on your new session select **Create/Edit Sessions**. In the password field enter a password of your choosing and select **Save.** The password you created should display on the student test ticket. After a session has been prepared and started the session password cannot be edited.

6.3 Printing Test Tickets

Test tickets include a Username and Password for each individual sample student. This information is necessary in order to log in to the Infrastructure Trial.

1. Under the Testing tab, go to the **Students in Sessions** page, add test session(s) to the Session list on the left side of the page. Click **Refresh** to update the data being displayed.

2. Click a session to select it from the list.

   If you have trouble finding your session, go to **Testing** > **Sessions** and select the test session that contains the student(s) whose status you wish to view. Return to **Students in Sessions** and the session will already be listed.

3. Open the **Resources** drop down menu and choose **Print all for this session**.

4. Choose your preferred layout at the top of the screen. The test tickets can be downloaded in four different layouts.
   - 1 per page
   - 4 per page
   - Grid (10 per page)
   - List View (5 per page)

   It is strongly recommended that you select one format and use it consistently at your school.

5. Print the test tickets. You may need to adjust the print settings (e.g. Shrink to Fit) to ensure no information is cut off on the tickets.
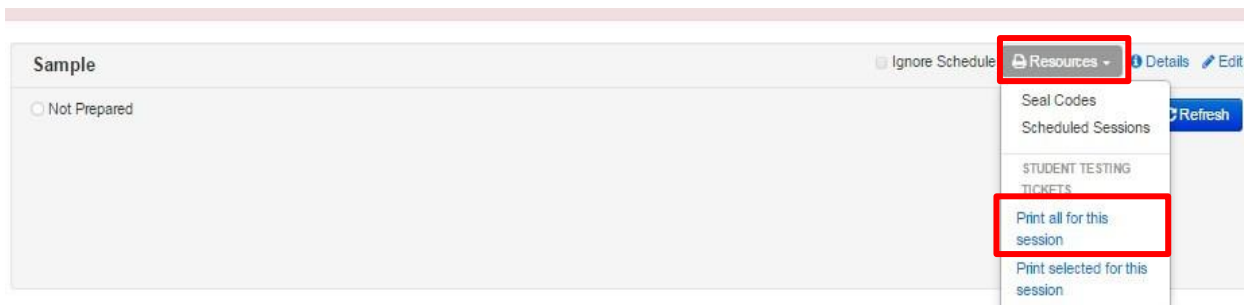
Proctor Test Tickets

A Proctor Test Ticket allows a test administrator to log in and launch TestNav. Proctor Test Tickets are needed only for Read-aloud test sessions. The TA will need to print the Proctor Test Ticket in order to launch TestNav. **Please note that the *Proctor Test Ticket* is for Test Administrator use only.** It is **not** to be distributed to students.

6.4 Caching Test Content

Once the sessions have been created, the test content must be cached. Disregard any references to completing tasks in PearsonAccess^next (Home/Live site); the Infrastructure Trial is managed via the Training Center.

Instructions to precache test content can be found [here](#).

6.5 Preparing, Starting, and Unlocking a Session

The session must be prepared, started, and unlocked before students are able to log in to the Infrastructure Trial.

1. Go to the **Testing** tab and select **Students in Sessions.**
2. Click the session name to go to the details screen for that test session.

3. Click the blue **Prepare Session** button near the center of the screen.

4. Once the session has been Prepared, the Prepare Session button changes to a green Start Session button. Click **Start Session**.

5. Move the slider from Locked to Unlocked. The session is now ready for students to sign in and begin the trial.

6.6 Conducting an Infrastructure Trial at a School

On the day of your Infrastructure Trial, students will be needed to simulate the testing process. Each student can log in and navigate through the test on their computer.

Students should be provided with test tickets so they may log in. Once the Infrastructure Trial session has been started, a student must be logged in to each computer to be used for testing.

6.7 Script for the Infrastructure Trial

Note: The Infrastructure Trial can be used to administer Question Samplers. The Infrastructure Trial uses this content to allow districts and schools to simulate a computer-based administration for testing hardware and network connectivity prior to the operational administration.

1. Distribute the designated test tickets to each student. Each student should be provided a pen or pencil and should log any issues on the back of his or her student test ticket. They should also alert the teacher to any issue.

Say	Thank you for participating in the Infrastructure Trial. I have provided you with a student test ticket and a pen or pencil. If you encounter any problems during the Infrastructure Trial, please let me know by raising your hand. Describe the problem and state the number of times it occurred on your student test ticket. If the problem prohibits you from proceeding with the test, please raise your hand and I or someone else will assist you. Are there any questions? (*Pause*).

2. Answer questions one at a time.

Say	For tablets or other mobile devices (e.g., Chromebooks, iPads), or computers with the TestNav app installed, launch the TestNav app and follow the prompts to reach the Student Sign In screen.
	A Sign In screen should be displayed after a few seconds. Raise your hand if you do not see the Utah Sign In screen.

3. Assist students as needed and make sure everyone is able to get to the Sign In screen.

Say	Now enter the Username and Password as shown on the test ticket and click **Sign In**.

4. The Infrastructure Trial will take a few seconds to load.

Say	Select **Start Test Now**, and then select **Start Section**. You should now see a message, Congratulations! You have successfully launched TestNav.

5. Assist students as needed and make sure everyone is receiving the Congratulations! You have successfully launched TestNav message.

Say	Click the forward arrow in the top left corner of the screen once you have successfully launched TestNav. Click through each question and select an answer. When you are ready, submit your test. Click **Submit Final Answers and Yes, Submit Final Answers**. Use your Student Test Ticket to record any additional comments about your experience and turn in your ticket.

6. Walk around the room and assist students as needed in order to complete the Infrastructure Trial.

7. See the Follow-Up section, in this Infrastructure Trial User Guide, for how to provide your district and Pearson with feedback on your experience in the Infrastructure Trial.

6.8 Monitoring Sessions

Once a session has been started, there are a number of actions that may need to be carried out in order to complete the Infrastructure Trial. These actions include resuming sample students and marking the student responses complete.

The following table lists the statuses that may appear for a student in the Session Details and a description of what each status indicates.

Ready

The student has not yet started the test: If a student was assigned a test, but never started the test, they would have a status of Ready. A test session cannot be stopped until students in Ready status have either been removed or marked complete so that all students in the session have a status of Complete or Marked Complete.

Resumed/ Resumed Uploaded

The student has been authorized to resume the test, but has not yet logged in.

Active

The student has logged in and started the test. If the student exits the test and the status is Active, the student cannot resume testing unless the status is changed to Resumed Upload. If a student logs out of the test at any point before the trial is completed, the student will need to be resumed before they can log in again.

A student will show as "Exited" if they have exited the test before the test is submitted. Before a session can be stopped, students must be either in "Completed" or "Marked Complete" status.

Exited

The student has exited TestNav but has not submitted test responses. The student cannot resume testing unless the status is changed to Resumed. If the student will not resume testing for any reason, then the status must be changed to Marked Complete.

Completed

The test has been submitted by the student through TestNav and the data has been processed. This status cannot be changed, except by using Undo Student Test Submission.

Marked Complete

The student has exited TestNav and will not resume the same test, or has never logged in to a test, but the test session needs to be stopped. This status cannot be changed, except by using Undo Student Test Submission.

To Resume a Student

1. To resume a sample student, click the arrow next to the student's test status and select **Resume**. Only students in Active or Exited status can be resumed. Note: Students in Active status should only be resumed after verifying the student is no longer in the test.

2. Once resumed, a student can login with their ticket to complete the test. The student's status will update in the ***Students in Sessions*** screen.

To mark a student's test complete (students in a status other than Ready or Completed):

1. Go to the ***Students in Sessions*** screen and open the **Select Tasks** list. Select **Mark Student Tests Complete** and click **Start.**

2. Check the box next to the student name(s).

3. Enter comments in the *Reason* text box.

4. Click **Mark Complete** and then **Exit Tasks.**

Once all Ready students have been removed and all students are in Completed and Marked Complete status, the session can be stopped. To stop the session, click **Stop Session** at the top of the session page.

6.9 After the Infrastructure Trial

Once an Infrastructure Trial has been completed, the Infrastructure Trial session can be stopped.

7.0 Follow-Up

Once your Infrastructure Trial has been completed, the computer-based testing team at the school should review all notes from the Infrastructure Trial. Follow up with Pearson Customer Support on any specific technology issues. The school should also share these notes with the district computer-based testing team. The district may also request additional confirmation that the trial has been completed successfully. Report to the District Test Coordinator any issues that cannot be resolved with assistance from Pearson, or any comments that will help in designing future Infrastructure Trials.