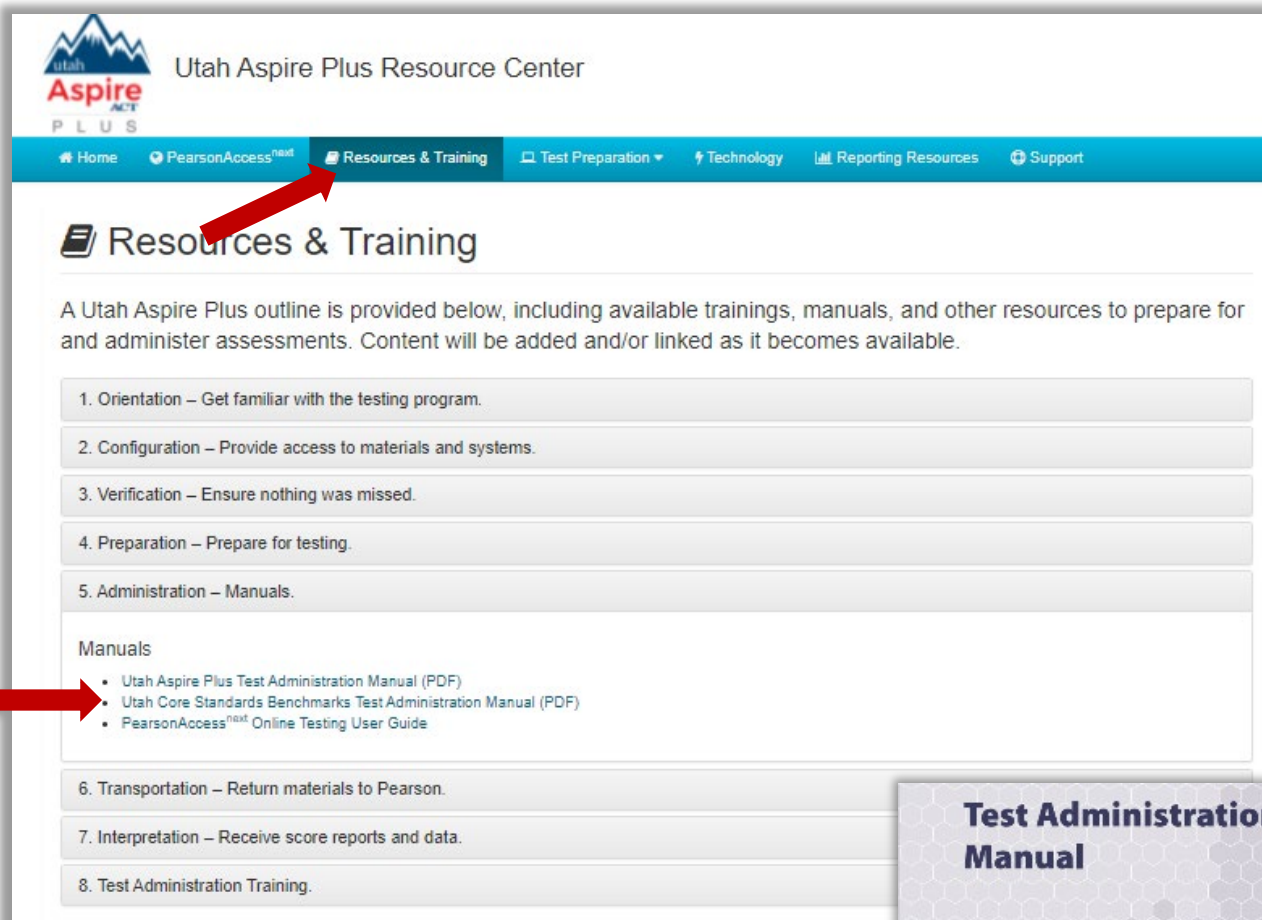


Quick Guide

Administering Utah Core Standards High School Benchmarks

- If you do not already have a copy of the Test Administration Manual (TAM), you can download one from the [Utah Aspire Plus Resource Center](#) under pulldown section 5 – Administration.



The screenshot shows the Utah Aspire Plus Resource Center website. The header includes the Utah Aspire Plus logo and navigation links: Home, PearsonAccess^{next}, Resources & Training, Test Preparation, Technology, Reporting Resources, and Support. A red arrow points to the 'Resources & Training' link in the header. Below the header, the 'Resources & Training' section is displayed, featuring a list of steps for administering the assessment. A red arrow points to the 'Manuals' section, which lists three documents: 'Utah Aspire Plus Test Administration Manual (PDF)', 'Utah Core Standards Benchmarks Test Administration Manual (PDF)', and 'PearsonAccess^{next} Online Testing User Guide'.

Utah Aspire Plus Resource Center

Home PearsonAccess^{next} Resources & Training Test Preparation Technology Reporting Resources Support

Resources & Training

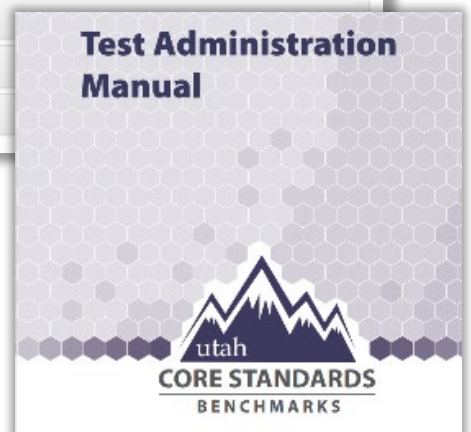
A Utah Aspire Plus outline is provided below, including available trainings, manuals, and other resources to prepare for and administer assessments. Content will be added and/or linked as it becomes available.

1. Orientation – Get familiar with the testing program.
2. Configuration – Provide access to materials and systems.
3. Verification – Ensure nothing was missed.
4. Preparation – Prepare for testing.
5. Administration – Manuals.

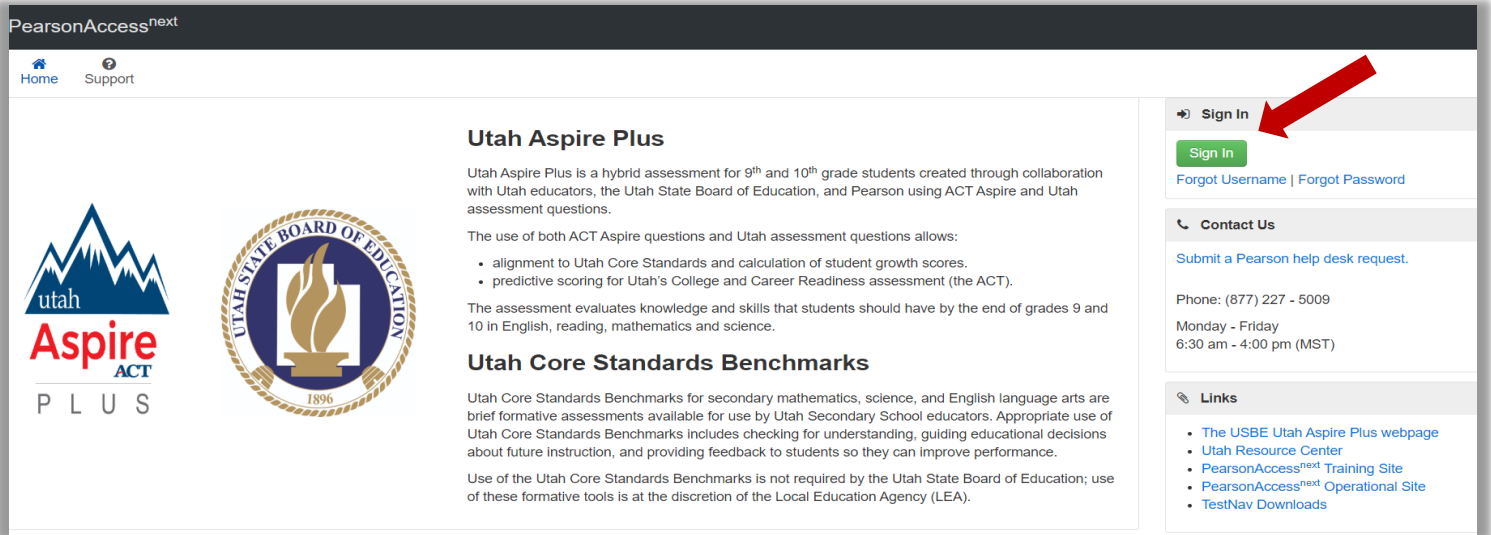
Manuals

- Utah Aspire Plus Test Administration Manual (PDF)
- Utah Core Standards Benchmarks Test Administration Manual (PDF)
- PearsonAccess^{next} Online Testing User Guide

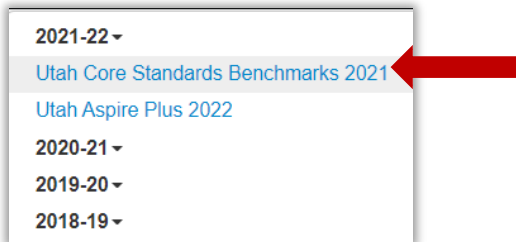
6. Transportation – Return materials to Pearson.
7. Interpretation – Receive score reports and data.
8. Test Administration Training.



1. Log in on the PearsonAccess^{next} home page: <https://ut.pearsonaccessnext.com/customer/index.action>



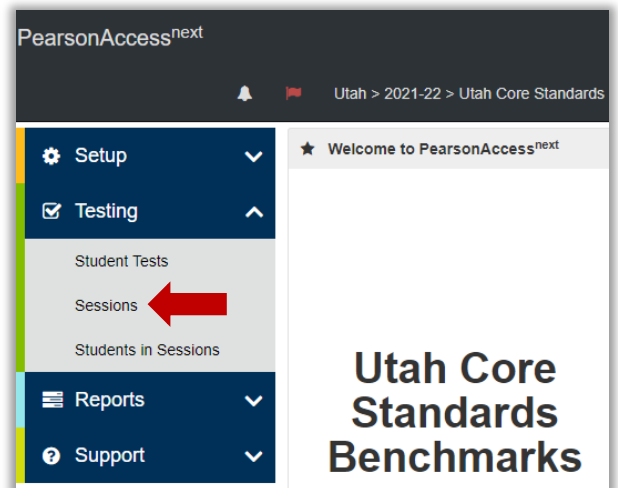
- In the upper right-hand corner, select “Utah Core Standards Benchmarks 2021”



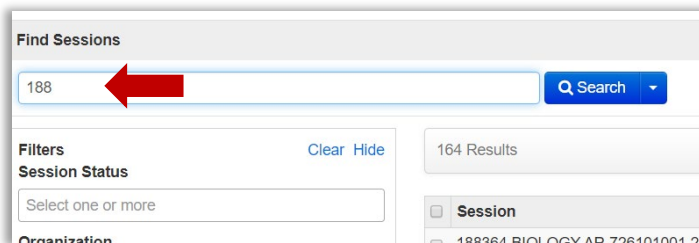
2. Locate your sessions

- Initial benchmark test sessions are pre-built based on student course information as entered in UTREx. Locate pre-built sessions by going to “Testing” and then selecting “Sessions.”

Sessions are named by CACTUS ID, testlet name, Course Code & Section ID.



- Filter to find sessions assigned to a particular teacher by entering at least the first 3 digits of the CACTUS ID in the “find sessions” box.



- You can narrow down your session options by using the filters on the left-hand side of the page.

Filters [Clear](#) [Hide](#)

Session Status
Select one or more

Organization
Select one or more

Test
✖ English Grade 9 Editing Form A

Form Group Type
Select one or more

Scheduled Start Date Range
Select one or more

English Grade 9 Editing Form B
English Grade 10 Editing Form A
English Grade 10 Editing Form B
Reading Grade 9 Informational Form A
Reading Grade 9 Informational Form B
Reading Grade 9 Listening Form A
Reading Grade 9 Literature Form A
Reading Grade 9 Literature Form B
✖ English Grade 9 Editing Form A

For testlet re-takes (to re-administer the same testlet), see instructions in the TAM.

3. Check your session student roster

- Select the session(s) and then go to “Students in Sessions”

Sessions [Go to Students in Sessions](#)

Tasks 0 Selected
Select Tasks
Start

Filters [Clear](#) [Hide](#)

Session Status
Select one or more

Organization
Select one or more

Test
✖ Science Life Science Standard 2 Form A

3 Results
Displaying 25 Manage Columns

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
CC1 Life Science-PERIOD1 265A	Not Prepared	09/22/2019	Science Life Science Standard 2 Form A	1		SAMPLE SCHOOL
LM1 Life Science-PERIOD1 266A	Not Prepared	09/23/2019	Science Life Science Standard 2 Form A	1		SAMPLE SCHOOL
<input checked="" type="checkbox"/> RP1 Life Science-PERIOD1 266A	Not Prepared	09/23/2019	Science Life Science Standard 2 Form A	1		SAMPLE SCHOOL

- Select the session whose student list you want to view and then review students in the lower portion of the screen

Students in Sessions [Go to Sessions](#)

Tasks 0 Selected
Select Tasks

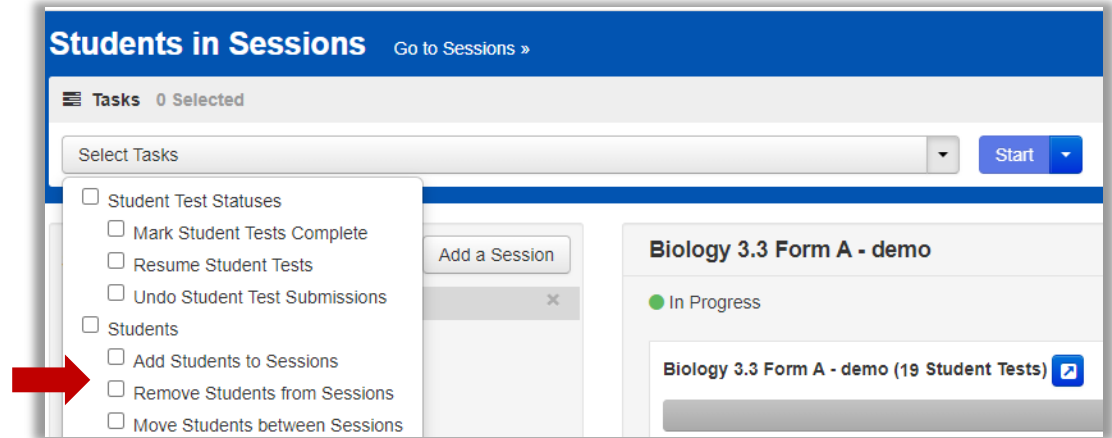
Session List Add a Session

☒ RP1 Life Science-PERIOD1 266A

1 Results
Displaying

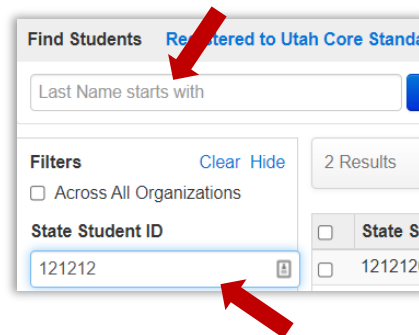
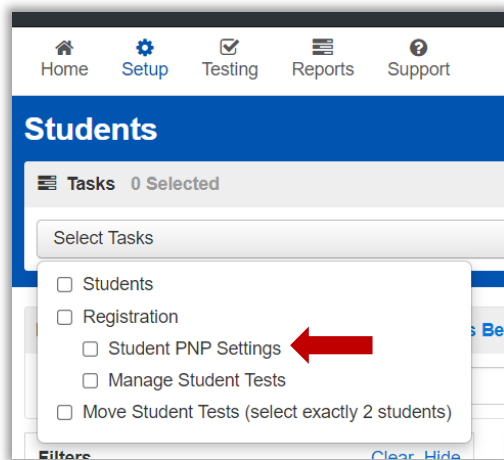
State Student ID	Last Name	First Name	Middle Name	Username	Session
8989891	Peterson	Rebecca89	A	8989891	RP1 Life Science-PERIOD1 266A (Science Life Science Standard 2 Form A)

- If needed, you can move students between sessions, remove students, or add students into a new session by using tasks in the “Students in Sessions” menu.



4. Set student accommodations

- Select “Setup” at the top of the screen and select “Students.” Select “Student PNP Settings,” then type in last name or SSID to find the student.



- When you have found the test and student you need to add accommodations for, select the checkbox by the student’s name and then select “Student PNP Settings” from the select tasks bar and hit “start.”

Student PNP Settings

Embedded Support

Word-to-Word Dictionary (locally provided)

☐ English/Reading (9th Grade ELA and Literacy and 10th Grade ELA and Literacy)

☐ Mathematics (Secondary Math I, II, and III)

☐ Science (Biology, Chemistry, Earth Science, and Physics)

Accommodations

Screen Reader: English audio + orienting description

☐ English/Reading (9th Grade ELA and Literacy and 10th Grade ELA and Literacy)

☐ Mathematics (Secondary Math I, II, and III excludes Math SMII Geometry Form B)

☐ Science (Biology, Chemistry, Earth Science, and Physics)

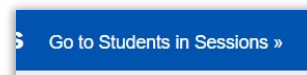
Braille + Tactile Graphics

5. Prepare and start session

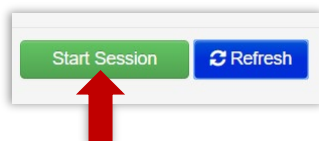
- Go to “Testing” and select “Sessions.” Search for and select sessions you wish to prepare and select the checkboxes by the session names.

Session	Session Status	Scheduled Start Date	Test
<input checked="" type="checkbox"/> CC1 9th Grade ELA and Literacy-PERIOD1 265A ⓘ	Not Prepared	09/22/2019	English Gra
<input checked="" type="checkbox"/> CC1 9th Grade ELA and Literacy-PERIOD1 265A ⓘ	Not Prepared	09/22/2019	Reading Gra

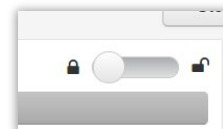
- On the upper left-hand side of the screen, click on “Go to Students in Sessions.”
- Select the sessions from the box on the left and then select “Prepare Session.” Note that selecting “Combined View” will allow you to prepare all the sessions listed at once.



- Select “refresh” as needed until processing completes. Then click on “Start Session.”

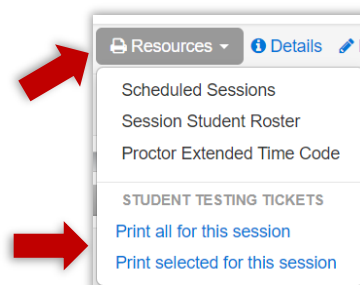


- You can use the lock button block student access until you are ready for testing to begin.



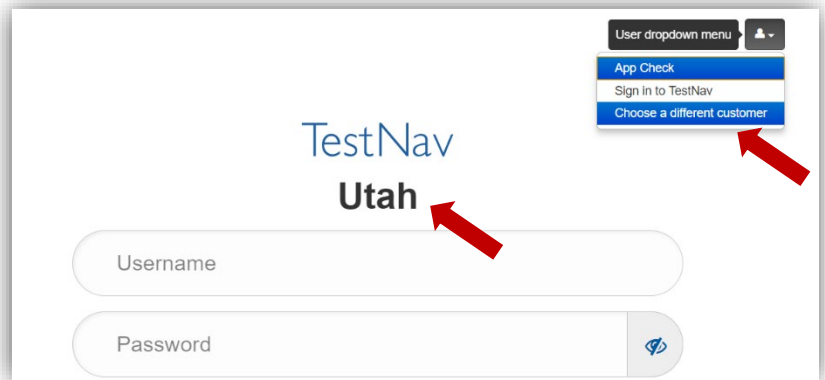
6. Print student testing tickets

- Go to “Resources” and then choose one of the options for printing tickets.
- *Note* for remote testing, you may want to print one per page as a PDF so that you can send them to students individually.



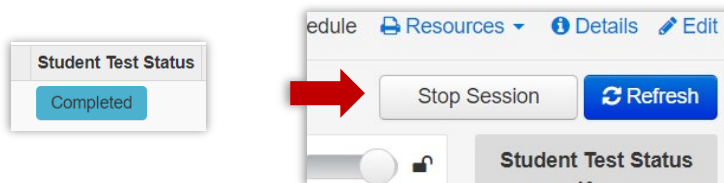
7. Monitor test administration as needed.

- You can use Students use test tickets and login on the TestNav app. Make sure the TestNav App says “Utah.” If it doesn’t, click on the icon on the upper right-hand side and then go to “Choose a different customer” and select “Utah.”



8. End session and view reporting

- Click on “Stop Session” when all tests are completed.



- Go to “Reports” and select the report option you would like to view.



- Once you have selected the report you wish to view, use filters on the left-hand side to narrow down viewing options.

