How do I administer the Utah Core Standards HS Benchmarks remotely?

Use the following steps to administer the HS Benchmarks remotely. It is recommended that students use school-issued devices so that technology requirements can be verified. The steps for remote proctoring and administration are the same as they are for administration onsite.

- 1. Confirm that the computers you will use for remote testing meet the stated <u>System Requirements</u> for PearsonAccess^{next}.
- 2. Make sure that the latest version of TestNav (8.15) is loaded on the student computer.
- Just as you would do if you were preparing to administer assessments onsite, you will need to set up and run an <u>infrastructure trial</u> to make sure that student devices that will be used remotely connect properly to TestNav (this is especially important if students are not using school-provided computers). Common problems that prevent successful test

administration include interference by	2. Configuration – Provide access to materials and systems.
firewalls, content filters, and anti-virus software. a. Find	Important Links PearsonAccess ^{next} PearsonAccess ^{next} is the website used by testing staff (i.e. test coordinators, room supervisors) to acc
a. Find information about site readiness and	test administration activities such as starting and monitoring the tests when taking the Utah Aspire Plus is also used for administration tasks leading up to testing. TestNav
the infrastructure trial guide on	TestNav is the testing application students use to take online tests. View the Set up and Use TestNav page and select your applicable operating system to install TestNav.
the <u>Utah</u> <u>Aspire Plus</u> <u>Resource</u> <u>Center</u> under menu 2: Configuration	Important Information PearsonAccess^{next} User Account Instructions User Import Layout User Import Template User Role Matrix Personal Needs Profile File Layout
– Provide access to materials and systems.	 Site Readiness Infrastructure Trial Guide View the TestNav System Requirements and Network Requirements and Guidelines pages on the TestNav 8 Online Support page. View the ProctorCache System Requirements and Set Up and Use ProctorCache pages on the TestNav 8 Online Support page. ProctorCache Overview and training module Early Warning System (EWS) Overview Test Administration Training (This document is currently being updated for ADA compliance. If you require this presentation in an alternate format, please contact the Pearson help desk.) January 2020 Technology Training

4. Once you have verified that student computers can connect as expected, you will set up and administer the Benchmarks in the same way for online and in-person administration.

Quick Guide

Administering Utah Core Standards High School Benchmarks

 Make sure you have a current copy of the 2020 Test Administration Manual (TAM) that indicates a last updated date of July 2020.



 If you do not already have a copy, you can download one from the <u>Utah Aspire Plus Resource Center</u> under pulldown section 5 – Administration.



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



In the upper right-hand corner, select "Utah Core Standards Benchmarks 2020"



2. Locate your sessions

Initial benchmark test sessions are pre-built based on student course information as entered in UTREx. Locate pre-built sessions (page 36 of TAM) by going to "Testing" and then selecting "Sessions" Sessions are named by CACTUS ID, testlet name, Course Code & Section ID

TESTING	REPORTS
	Select an action
Sessions Students in Sessions	Contact Customer Support Submit a customer support request
	Select an action Student Tests Sessions

• 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.

Find Sessions		
188		Q Search 👻
Filters Session Status	Clear Hide	164 Results
Select one or more		Session

• Narrow down your session options by using the filters on the left-hand side of the page.

ilters ession Status	Clear Hide
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	
to	
Select one	

For testlet re-takes (to re-administer the same testlet), see instructions in the TAM on page 37.

3. Check your session student roster

1

• Select the session(s) and then go to "Students in Sessions"

Tasks 0 Selected				Sessions 1 Sel	ected Clear			
Select Tasks		▼ S	tart 👻	Manage				•
Create / Edit Sessions Delete Sessions Add/Remove Students in Sessions Show Students in Sessions & Control Sessions		Q Search +						
Filters Clear Hide Session Status	3	Results				C Display	ving 25 v Ma	anage Columns -
Select one or more		Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
Organization		CC1 Life Science-PERIOD1 265A ()	O Not Prepared	09/22/2019	Science Life Science Standard 2 Form A	1		SAMPLE SCHOO
Select one or more		LM1 Life Science-PERIOD1 266A ()	O Not Prepared	09/23/2019	Science Life Science Standard 2 Form A	1		SAMPLE SCHOOL
Test		RP1 Life Science-PERIOD1 266A ()	○ Not Prepared	09/23/2019	Science Life Science Standard 2 Form A	1		SAMPLE SCHOOL
* Science Life Science Standard 2 Form A	- 1							•

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

E Tasks 0 Selected								
Select Tasks	1	Results						Displayiı
		State Student ID	Last Name	First Name	Middle Name	Username	Session	Stu
Session List Add a Session		8989891 3 TTS	Peterson	Rebecca89	A		O RP1 Life Science-PERIOD1 266A (Science Life Science Standard 2 Form A)	
RP1 Life Science-PERIOD1 266A ×								

• If you need to move students between sessions, remove, or add students, follow the directions on pages 39-40 of the TAM.

4. Set student accommodations

• Select "Testing" at the top of the screen and select "Student Tests." Then type in last name or SSID to find the student.



• To narrow the search, select "toggle secondary filters" on the bottom left hand side of the page to enter search terms by first name or by test subject area.



• When you have found the test and student you need to add accommodations for, select the checkbox by the student name and then select "Edit Student Tests" from the select tasks bar and hit "start."

Student Tests			
Tasks 1 Selected			Stuc
Select Tasks		▼ S	tart 🔻 Mana
C Edit Student Tests			
Find Student Tests			
peter		Q Search -	
Filters Clear Hide Organization	1 F	Results	
Select one or more		Student	Organization

 Set student accommodations according to instructions starting on page 25 of the TAM.

Organization*				
SAMPLE SCHOOL 1 (zy * *				
Гуре*				Unsubmitted
Online 😠 🔻				
Teacher ID Co	urse Title			Course Section Number
INCORRECT 9th	9th Grade ELA and Literacy			PERIOD1
Embedded Support Text-to-Speech English Warning! If Text-to Speech is set, the following accu M O Word-to-Word Dictionary (locally provided)	essibility feature	s and/or accomn	nodations car	nnot be set: Screen Reader or Other Form.
Accommodations Assistive Technology		☐ Signed Exact	t English - Di	irections Only (locally provided)
Screen Reader: English audio + orienting descr	iption 🛦	🗌 Sign Langua	ge Interpreta	tion (locally provided)
×		Cued Speec	h (locally pro	vided)
Braille + Tactile Graphics		Translated te	est in student	's native language (locally provided)
Other Form: (Type of Other Form must be selec	tod bolow) \Lambda	Translated te	est directions	in student's native language (locally provide
Other Assistive Technology		Human Scrib	oe (locally pro	ovided)
		Abacus (loca	ally provided)	
— Paper			,,	
Paper Type of Paper Accommodation			, ,	
			,,	

5. Prepare and start session

- See details starting on page 38 in the TAM.
- Go to "Testing" and select "Sessions." Search for and select sessions you wish to prepare and select the checkboxes by the session names.

× Not Prepared	Session	Session Status	Scheduled Start Date	Test
Organization	CC1 9th Grade ELA and Literacy-PERIOD1 265A 1	O Not Prepared	09/22/2019	English Gra
Select one or more	CC1 9th Grade ELA and Literacy-PERIOD1 265A ()	O Not Prepared	09/22/2019	Reading Gr

• On the upper left-hand side of the screen, click on "Go to Students in Sessions."

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 of the sessions listed at once.





- Select "refresh" as needed until processing completes. Then click on "Start Session."
- Slide the lock button to unlock to allow student access



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.

- 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."
- Use the instructions starting on page 42 of the TAM for test administration.



8. End session and view reporting

- See additional detail starting on page 44 of the TAM.
- 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.

Filters	Clear Hide
Organization*	
SAMPLE SCHOOL 1 (zy *	
Subject Name	
~	
Testlet Name	
Select one	
CACTUSID	
Starts with	

