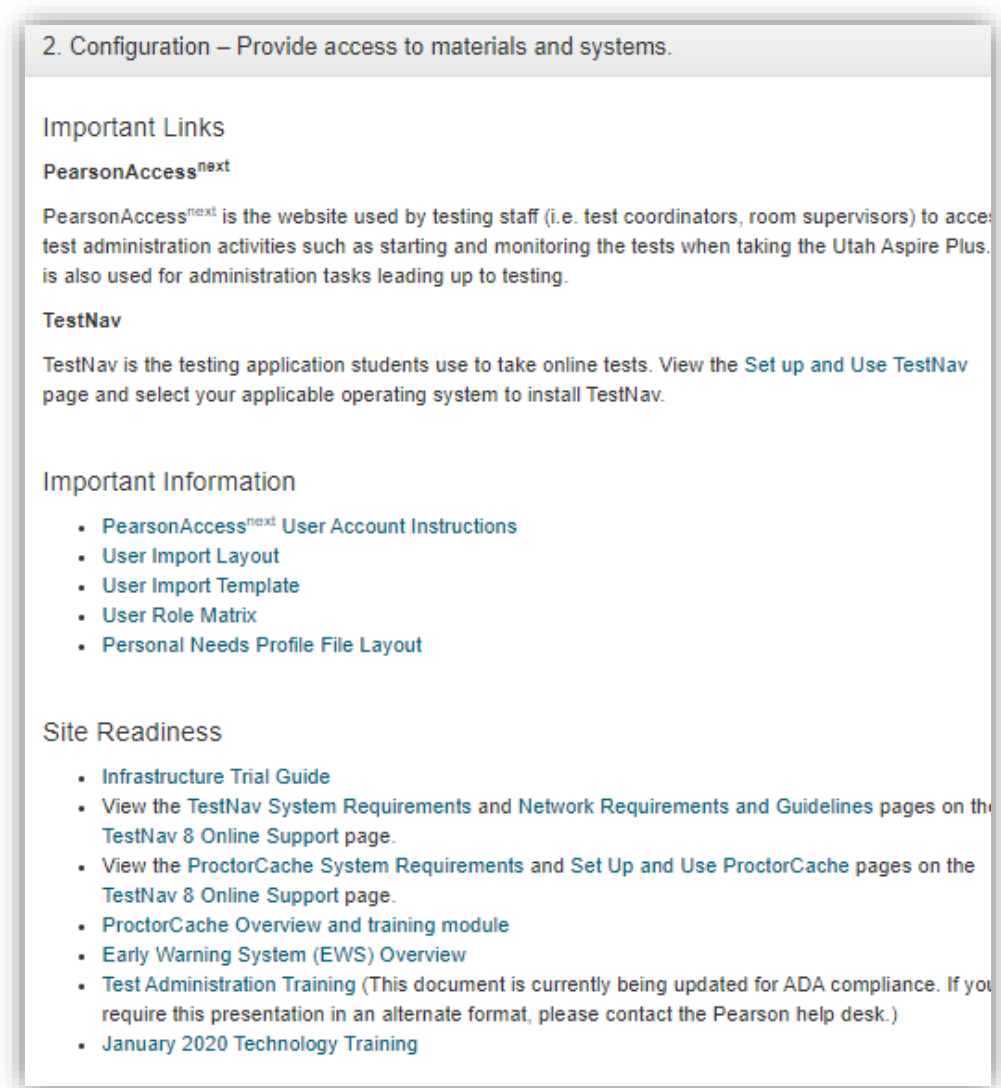


# How do I administer the Utah Core Standards HS Benchmarks remotely?

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 [System Requirements](#) for PearsonAccess<sup>next</sup>.
2. Make sure that the [latest version of TestNav](#) (8.15) is loaded on the student computer.
3. Just as you would do if you were preparing to administer assessments onsite, you will need to set up and run an [infrastructure trial](#) 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 firewalls, content filters, and anti-virus software.

- a. Find information about site readiness and the infrastructure trial guide on the [Utah Aspire Plus Resource Center](#) under menu **2: Configuration – Provide access to materials and systems.**

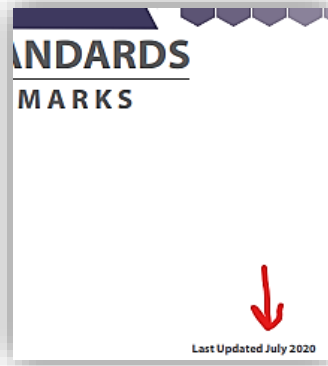


4. Once you have verified that student computers can connect as expected, you will set up and administer the Benchmarks in the same way for online and in-person administration.

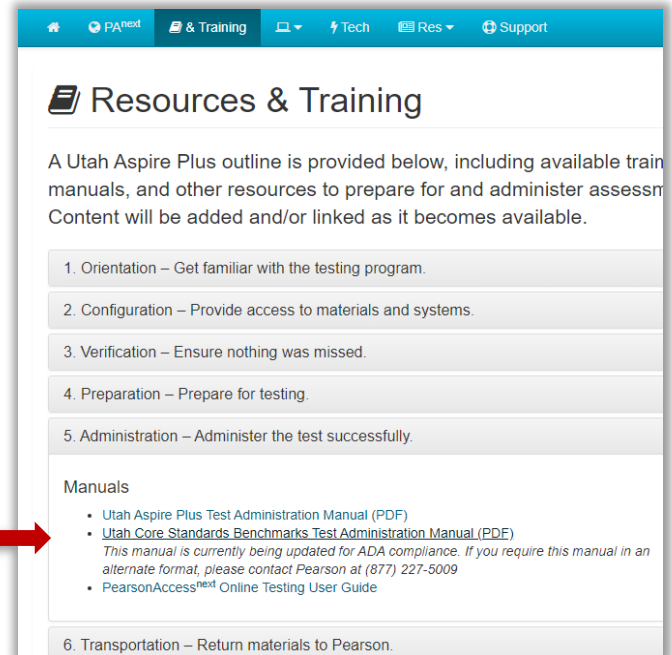
# Quick Guide

## Administering Utah Core Standards High School Benchmarks

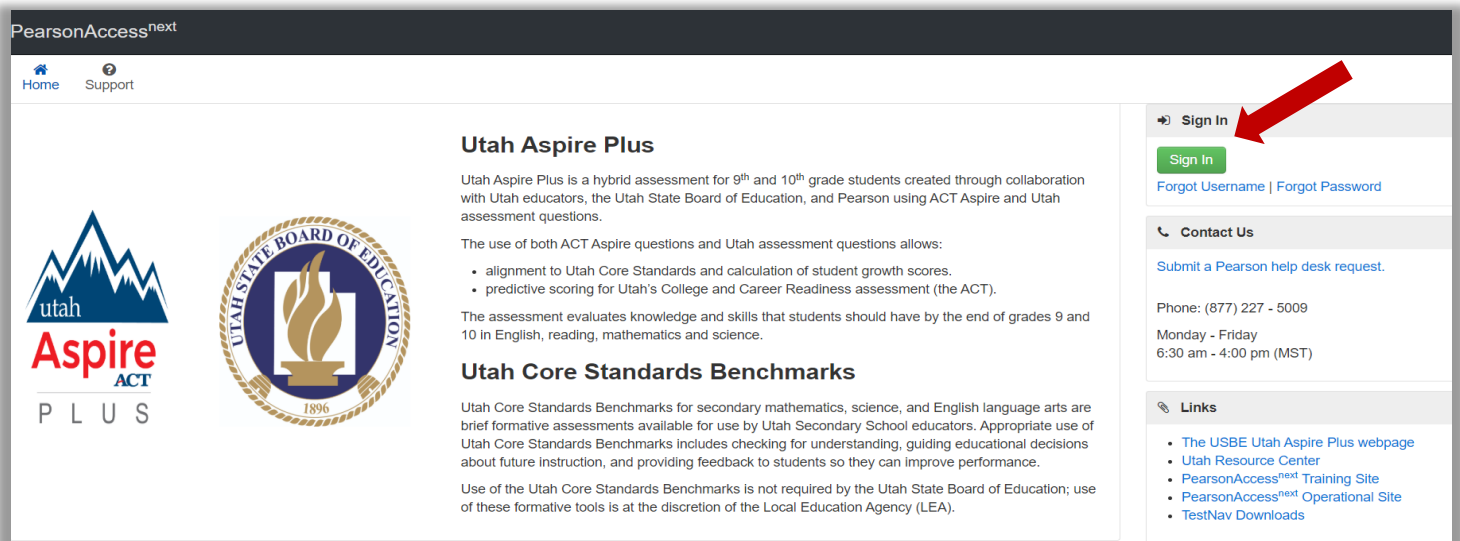
- Make sure you have a current copy of the 2020 Test Administration Manual (TAM) that indicates a last updated date of July 2020.



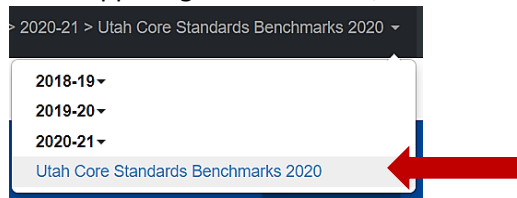
- If you do not already have a copy, you can download one from the [Utah Aspire Plus Resource Center](#) under pulldown section 5 – Administration.



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

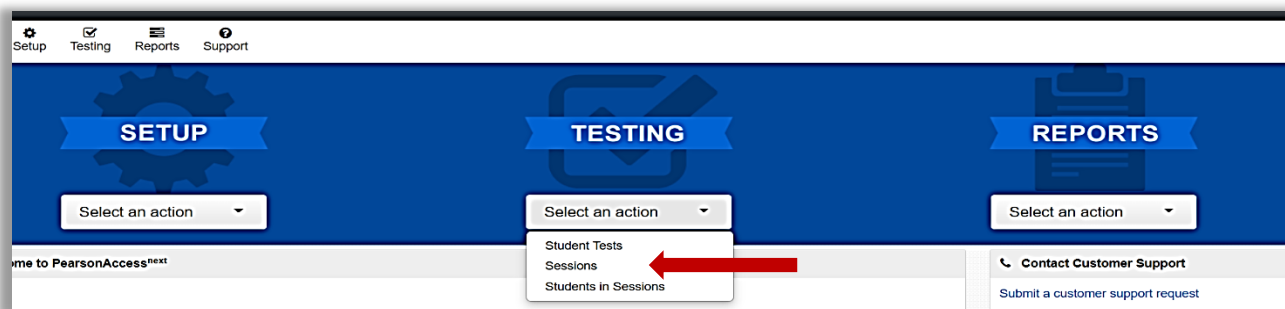


- In the upper right-hand corner, select “Utah Core Standards Benchmarks 2020”

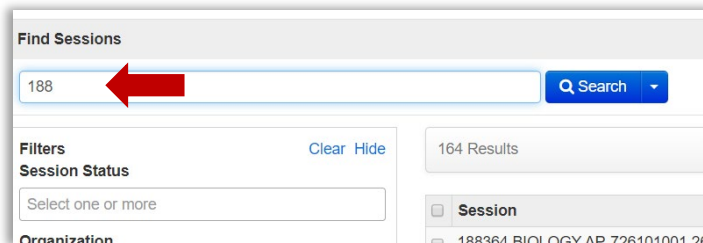


## 2. Locate your sessions

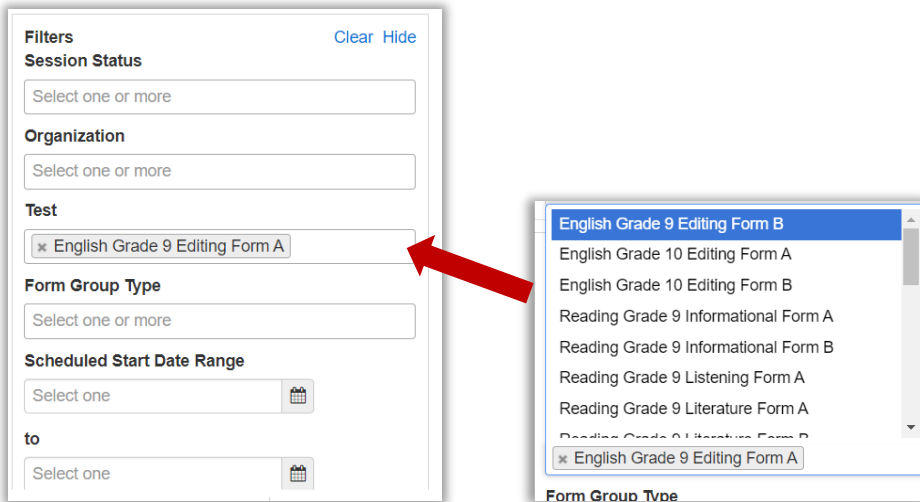
- Initial benchmark test sessions are pre-built based on student course information as entered in UTREx. Locate pre-built sessions ([page 36 of TAM](#)) by going to “Testing” and then selecting “Sessions”  
Sessions are named by CACTUS ID, testlet name, Course Code & Section ID



- 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.



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



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

### 3. Check your session student roster

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

The screenshot shows the 'Sessions' interface. At the top, there is a blue header with 'Sessions' and a link 'Go to Students in Sessions' with a red arrow pointing to it. Below the header, there are tabs for 'Tasks' (0 Selected) and 'Sessions' (1 Selected). The 'Sessions' tab is active, showing a list of sessions. A red arrow points to the session 'RP1 Life Science-PERIOD1 266A' which is selected. The session details show it is 'Not Prepared' and scheduled for 09/23/2019. The test is 'Science Life Science Standard 2 Form A' and there is 1 student.

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
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

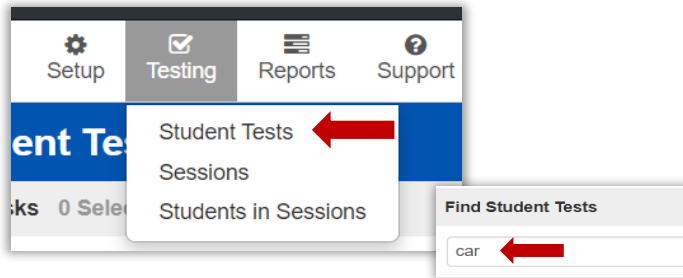
The screenshot shows the 'Students in Sessions' interface. At the top, there is a blue header with 'Students in Sessions' and a link 'Go to Sessions'. Below the header, there are tabs for 'Tasks' (0 Selected) and 'Sessions' (1 Selected). The 'Sessions' tab is active, showing a list of sessions. A red arrow points to the session 'RP1 Life Science-PERIOD1 266A' which is selected. The session details show it is 'Not Prepared' and scheduled for 09/23/2019. The test is 'Science Life Science Standard 2 Form A' and there is 1 student.

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

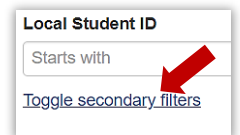
- If you need to move students between sessions, remove, or add students, follow the directions on [pages 39-40 of the TAM](#).

## 4. Set student accommodations

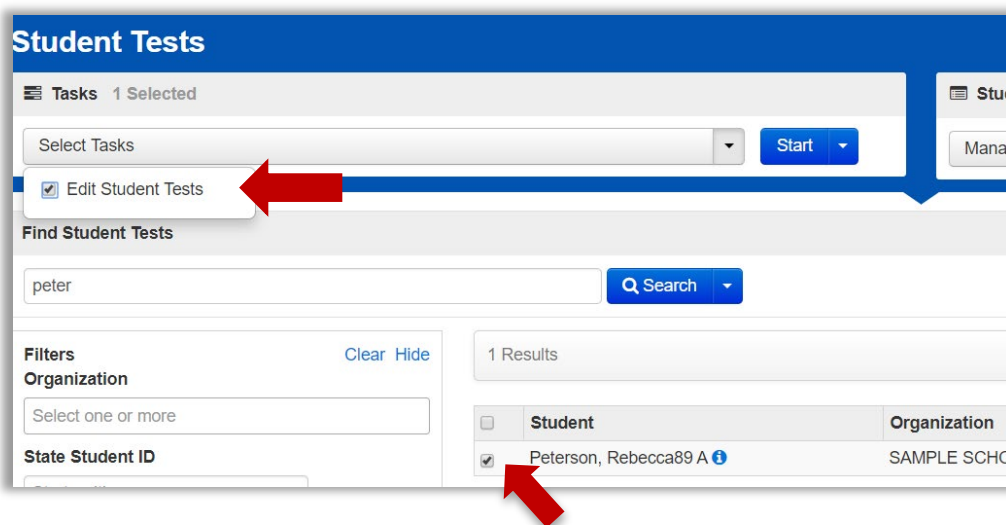
- Select “Testing” at the top of the screen and select “Student Tests.” Then type in last name or SSID to find the student.



- 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.”



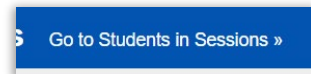
- Set student accommodations according to instructions starting on [page 25 of the TAM](#).

## 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.

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.”

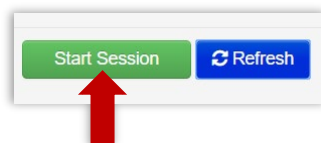


- Select the sessions from the box on the left and then select “Prepare Session.” Note that selecting “Combined View” will allow you to prepare all of the sessions listed at once.

**Session List** Add a Session  
Combined View  
☐ CC1 9th Grade ELA and Literacy-PERIOD1 265A  
☐ CC1 9th Grade ELA and Literacy-PERIOD1 265A  
2 Sessions | Clear

CC1 9th Grade ELA and Literacy-PERIOD1 265A  
Ignore Schedule Resources ⓘ ⓘ  
Not Prepared  
Prepare Session

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

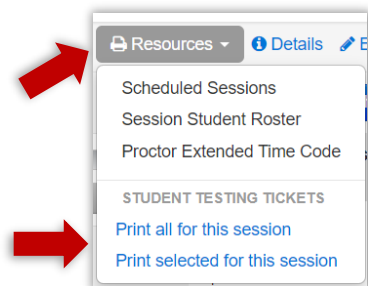


- Slide the lock button to unlock to allow student access



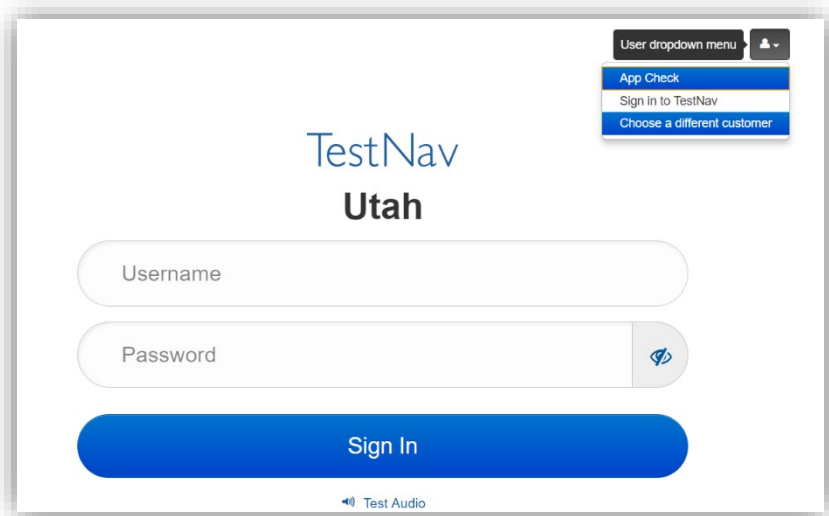
## 6. Print student testing tickets

- 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.

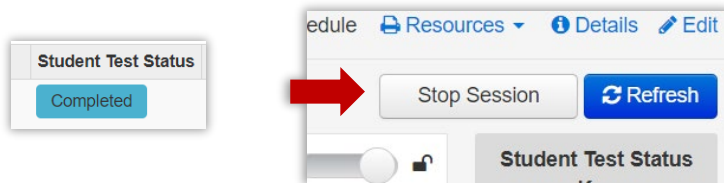
- Students use test tickets and login on the TestNav app. Make sure the TestNav App says “Utah.” If it doesn’t, click on the icon on the upper right-hand side and then go to “Choose a different customer” and select “Utah.”
- Use the instructions starting on [page 42 of the TAM](#) for test administration.



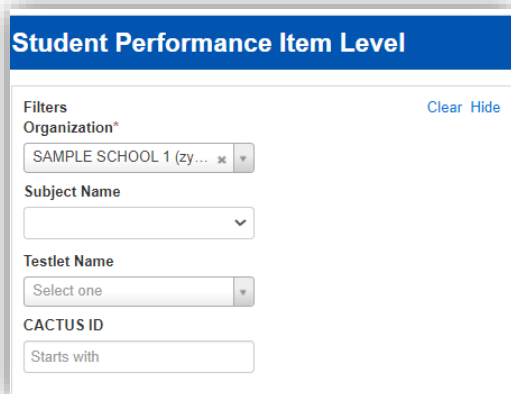
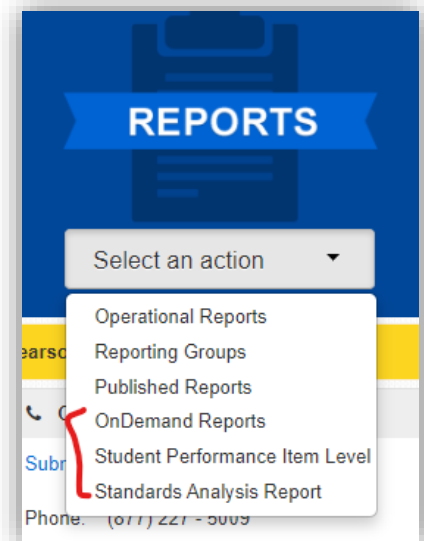
The image shows the TestNav Utah login interface. At the top right, there is a 'User dropdown menu' with options: 'App Check', 'Sign in to TestNav', and 'Choose a different customer'. The main heading is 'TestNav Utah'. Below this are two input fields: 'Username' and 'Password'. A blue 'Sign In' button is positioned below the password field. At the bottom, there is a small 'Test Audio' icon.

## 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.



This screenshot shows the 'Student Performance Item Level' filter panel. It includes a 'Clear Hide' link. The filters are: 'Organization' (set to 'SAMPLE SCHOOL 1 (zy...)'), 'Subject Name' (a dropdown menu), 'Testlet Name' (set to 'Select one'), and 'CACTUS ID' (set to 'Starts with').