

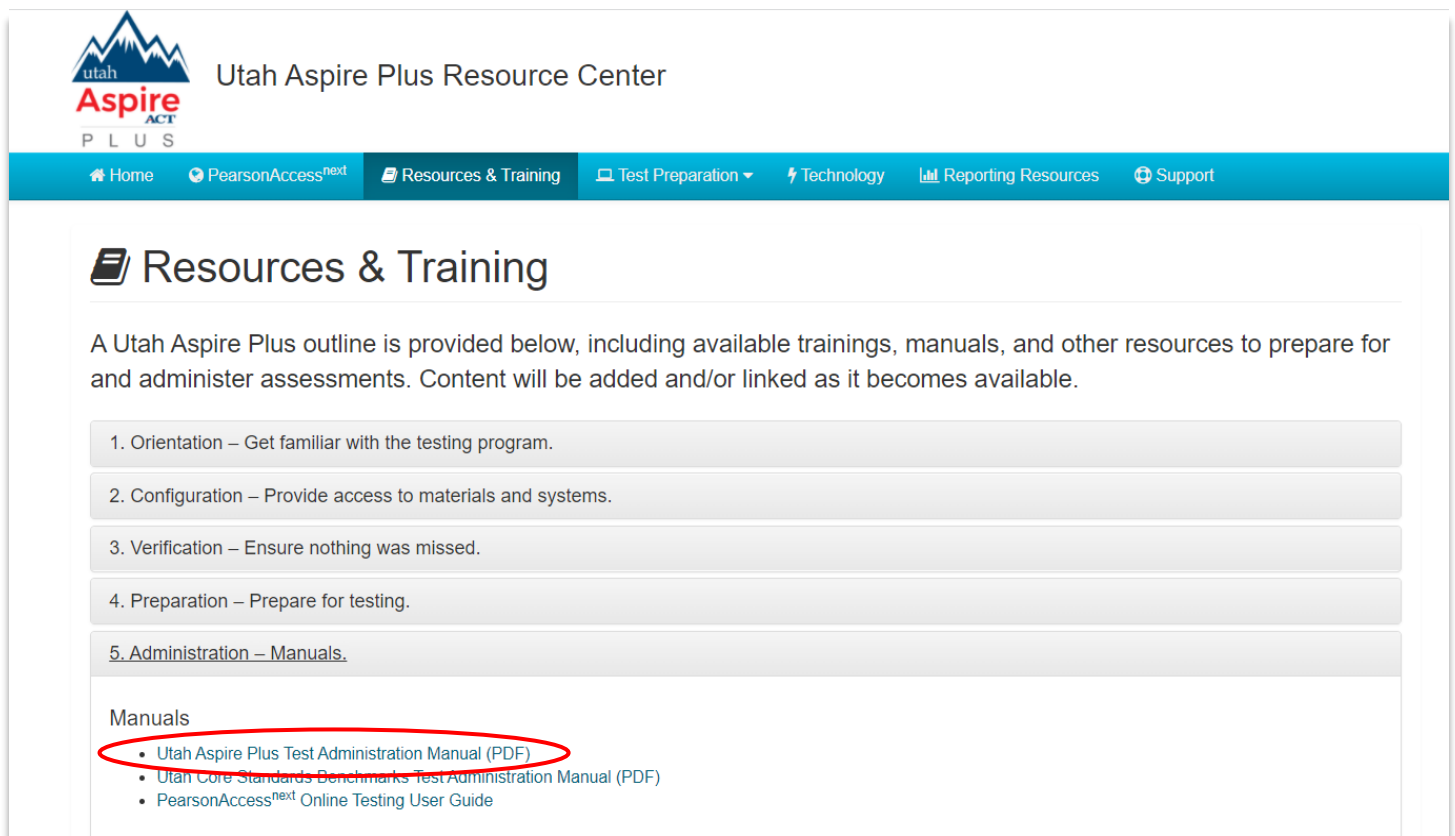
How to Administer the Utah Aspire Plus – A Quick Guide

Purpose of this Quick Guide

This document is designed as a quick reference for the essential tasks associated with administering the Utah Aspire Plus summative assessments. This document is *not* a comprehensive set of instructions for test administration and should not be relied upon as such. Detailed instructions for successful test administration are located in the Test Administration Manual (TAM). This document is designed to be used in conjunction with the TAM.

Accessing the Test Administration Manual

Make sure you have a current copy of the 2022 Test Administration Manual (TAM). If you do not already have a copy, you can download one from the [Utah Aspire Plus Resource Center](#) under pulldown section “5. Administration - Manuals.”



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](#)

Tasks to complete prior to testing:

Ensure System Requirements are met and complete Infrastructure Trial

1. Confirm that the computers you will use for testing meet the stated [System Requirements](#) for PearsonAccess^{next}.
2. Make sure that the [latest version of TestNav](#) (8.18) is loaded on your students' computers.
3. Set up and run an [infrastructure trial](#) to make sure that student devices and school internet systems work as required. Common problems that prevent successful test administration include interference by firewalls, content filters, and anti-virus software.

How to Administer the Utah Aspire Plus – A Quick Guide

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**.

2. Configuration – Provide access to materials and systems.

Important Links

PearsonAccess^{next}

PearsonAccess^{next} is the website used by testing staff (i.e. test coordinators, room supervisors) to access test administration tests when taking the Utah Aspire Plus. It is also used for administration tasks leading up to testing.

TestNav

TestNav is the testing application students use to take online tests. View the [Set up and Use TestNav](#) page and select your role.

Important Information

- [PearsonAccess^{next} User Guide](#)
- [PearsonAccess^{next} User Account Instructions](#)
- [User Role Matrix](#)
- [Support](#)

File Layouts

- [Enrollment Transfer File Layout](#)
- [Session Create/Move File Layout](#)
- [Student PNP Settings File Layout](#)
- [User File Layout](#)

Site Readiness

- [Infrastructure Trial Guide](#)
- [View the TestNav System Requirements and Network Requirements and Guidelines](#) pages on the [TestNav 8 Online](#)
- [View the ProctorCache System Requirements and Set Up and Use ProctorCache](#) pages on the [TestNav 8 Online](#)
- [ProctorCache Overview and training module](#)
- [Early Warning System \(EWS\) Overview](#)
- [January 2021 Technology Training](#)

Prepare TestNav

1. Prior to testing, you need to prepare the testing devices to ensure test security.
 - Turn off or disable any management software that would allow secure test content on the student's testing device to be viewed by any other device (i.e., LanSchool, NetopVision, Hapara).
 - Close all software applications such as internet browsers; cameras; screen capture programs; email; instant messaging; media players (such as iTunes); and printing capability.
 - Turn off Automatic Application Launching
 - TestNav must be the only application running on your student's device during the test. If a student attempts to use another application or if the computer automatically launches an application, TestNav will exit the student's testing session.
 - Common automatic launching software to disable are anti-virus software; screen savers; email notifications; calendar notifications and software update notifications.

How to Administer the Utah Aspire Plus – A Quick Guide

Log into PearsonAccessnext

PearsonAccess^{next} is the system used to perform different tasks to prepare for and administer the Aspire Plus Summative assessment.

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

The screenshot shows the PearsonAccess^{next} home page. The header includes 'Home' and 'Support' links. The main content area features the 'Utah Aspire Plus' logo on the left, which includes the Utah State Board of Education seal and the 'Aspire ACT PLUS' logo. To the right of the logo, there is text describing the assessment: 'Utah Aspire Plus is a hybrid assessment for 9th and 10th grade students created through collaboration with Utah educators, the Utah State Board of Education, and Pearson using ACT Aspire and Utah assessment questions.' Below this, it states 'The use of both ACT Aspire questions and Utah assessment questions allows:' followed by a bulleted list: 'alignment to Utah Core Standards and calculation of student growth scores.' and 'predictive scoring for Utah's College and Career Readiness assessment (the ACT)'. Further down, it says 'The assessment evaluates knowledge and skills that students should have by the end of grades 9 and 10 in English, reading, mathematics and science.' Below this is the 'Utah Core Standards Benchmarks' section, which states 'Utah Core Standards Benchmarks for secondary mathematics, science, and English language arts are brief formative assessments available for use by Utah Secondary School educators. Appropriate use of Utah Core Standards Benchmarks includes checking for understanding, guiding educational decisions about future instruction, and providing feedback to students so they can improve performance.' and 'Use of the Utah Core Standards Benchmarks is not required by the Utah State Board of Education; use of these formative tools is at the discretion of the Local Education Agency (LEA)'. On the right side of the page, there is a 'Sign In' button, a 'Forgot Username | Forgot Password' link, a 'Contact Us' section with a 'Submit a Pearson help desk request.' link, and a 'Links' section with links to 'The USBE Utah Aspire Plus webpage', 'Utah Resource Center', 'PearsonAccess^{next} Training Site', 'PearsonAccess^{next} Operational Site', and 'TestNav Downloads'.

2. In the upper right-hand corner, select “Utah Aspire Plus 2022”

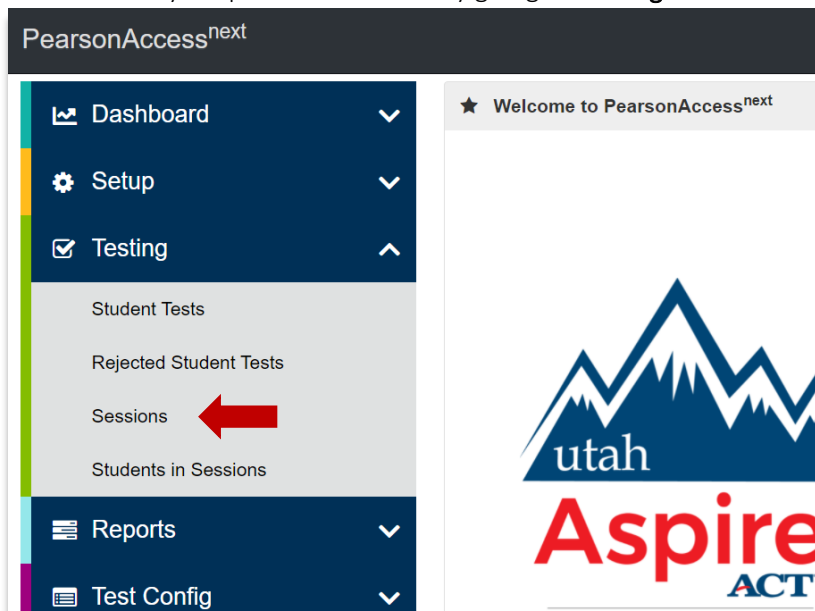
The screenshot shows a dropdown menu for selecting the assessment year. The menu is open, showing a list of years: '2021-22', '2020-21', '2019-20', and '2018-19'. The '2021-22' option is selected, and a red arrow points to it. The menu also shows 'Utah Core Standards Benchmarks 2021' and 'Utah Aspire Plus 2022' as options. The 'Utah Aspire Plus 2022' option is highlighted with a red arrow.

How to Administer the Utah Aspire Plus – A Quick Guide

Access and View Your Test Sessions

For the Utah Aspire Plus administration, students are automatically loaded and placed in a pre-built session based off grade and subject (i.e., Gr. 9 Math) in your school.

1. You can locate your pre-built sessions by going to **Testing** and then selecting **Sessions**.



2. To find sessions you're looking for, you can use the "Find Sessions" search box.

A screenshot of the 'Find Sessions' search interface. At the top, there is a search bar with the placeholder text 'Name starts with' and a red arrow pointing to it. To the right of the search bar is a blue 'Search' button with a magnifying glass icon. Below the search bar is a 'Filters' section on the left, which includes expandable categories: 'Session Status', 'Organization', 'Test', 'Form Group Type', and 'Scheduled Start Date Range'. Each category has a 'Select one or more' dropdown menu. To the right of the filters, there is a 'No Results' message and a table with columns 'Session' and 'Session Status'. Below the table, there is a message: 'Search or select a filter to view results'.

How to Administer the Utah Aspire Plus – A Quick Guide

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

The screenshot shows the 'Find Sessions' interface. On the left, there are filters for Session Status, Organization, Test, Form Group Type, and Scheduled Start Date Range. A red arrow points to the 'Test' filter dropdown, which is open, showing a list of options: Grade 9 English, Grade 9 Reading, Grade 9 Mathematics, Grade 9 Science, Grade 10 English, Grade 10 Reading (highlighted), Grade 10 Mathematics, and Grade 10 Science. The main area shows 'No Results' and a table header with columns for Session and Session Status.

Check Your Session Student Roster

1. Select the session(s) by placing a checkmark next to the session name and then click “Students in Sessions” at the top of the screen.

The screenshot shows the 'Sessions' interface. At the top, there is a blue header with the text 'Sessions' and a link 'Go to Students in Sessions' with a right arrow. A red arrow points to this link. Below the header, there are sections for 'Tasks' and 'Sessions'. The 'Sessions' section shows a list of sessions with columns for Session, Session Status, Scheduled Start Date, Test, and # Students. Two sessions are listed: Grade 10 English and Grade 10 Mathematics, both with a status of 'In Progress' and 533 students. A red arrow points to the 'Grade 10 Mathematics' session.

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

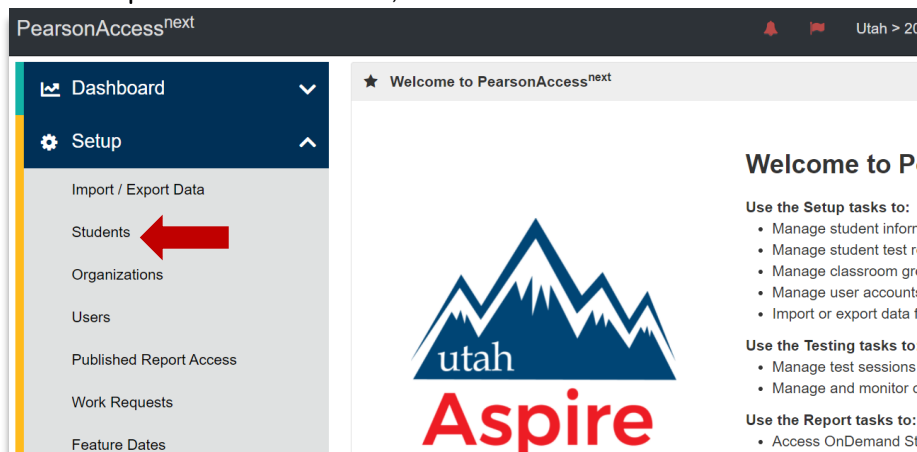
The screenshot shows the 'Session List' interface. On the left, there is a sidebar with a list of sessions: Combined View, Grade 10 English, and Grade 10 Mathematics. A red arrow points to the 'Grade 10 Mathematics' session. The main area shows a table with columns for State Student ID, Last Name, First Name, Middle Name, Username, Session, Student Test Status, and Form Group Type. One student is listed: 1284570, with Last Name 'inttestfamily04', First Name 'inttestcheck04', Middle Name '{', Username '1284570', Session 'Grade 10 Mathematics (Grade 10 Mathematics)', Student Test Status 'Ready', and Form Group Type 'Main'. A red arrow points to the 'Students in Sessions' link at the top of the main area.

How to Administer the Utah Aspire Plus – A Quick Guide

Set Student Accommodations

Accommodations **must** be assigned to students before your sessions are prepared so the correct accommodations and form is ready when testing starts. Should your students require accommodations, please verify that they are setup with the correct accommodation prior to preparing and starting your test session.

1. Select **Setup** from the main menu, then select **Students**.



2. Search for your student using their Last Name in the search box or using their State Student ID.

A screenshot of the 'Find Students' search interface. The top section has a search bar with the placeholder 'Last Name starts with (minimum 2 characters)' and a 'Search' button. Below the search bar are filter sections: 'Filters' with a 'Clear Hide' link, 'Across All Organizations' checkbox, 'State Student ID' with a 'Starts with (minimum 2 character)' input, 'Local Student ID' with a 'Starts with (minimum 2 character)' input, and 'Warning Name' with a 'Select one or more' dropdown. A 'No Results' message is displayed on the right side of the interface.

How to Administer the Utah Aspire Plus – A Quick Guide

3. When you have found the student you need to verify or add accommodations for, select the checkbox by the student and then from the **Select Tasks** drop-down, check **Student PNP Settings** and click the **Start** button.

The screenshot shows the 'Students' interface. At the top, there's a blue header with the word 'Students'. Below it, a 'Tasks' section shows '1 Selected'. A dropdown menu for 'Select Tasks' is open, displaying a list of tasks: 'Students', 'Registration', 'Student PNP Settings' (which is checked), 'Manage Student Tests', 'Manage Enrollments', 'Move Student Tests (select exactly 2 students)', and 'Delete Students'. To the right of the dropdown is a 'Start' button. Below the dropdown, there are input fields for 'State Student ID' and 'Local Student ID'. At the bottom, a table lists students with columns for 'State Student ID*', 'Last', and a checkbox. The first student, with ID 9910166, has their checkbox checked. Red arrows highlight the 'Students' header, the 'Select Tasks' dropdown, the 'Start' button, and the student list table.

4. Set or verify your student accommodations according to instructions starting on **pages 22-27** of the TAM.

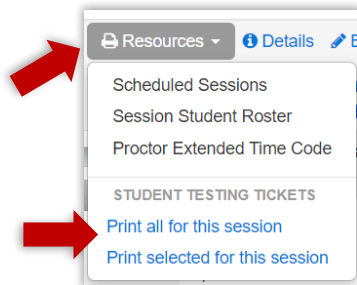
The screenshot shows the 'Accommodations' form. The first section is 'Screen Reader: English audio + orienting description'. It has a checkbox for 'All Subjects' which is checked, and four other checkboxes for 'English', 'Reading', 'Mathematics', and 'Science'. Below this is the 'Braille + Tactile Graphics' section, which has a dropdown for 'All Subjects' and four dropdowns for 'English', 'Reading', 'Mathematics', and 'Science'. At the bottom is the 'Other Form' section. Red arrows point to the 'Screen Reader' section and the 'All Subjects' checkbox.

How to Administer the Utah Aspire Plus – A Quick Guide

Test Day Tasks

Print Student Test Tickets

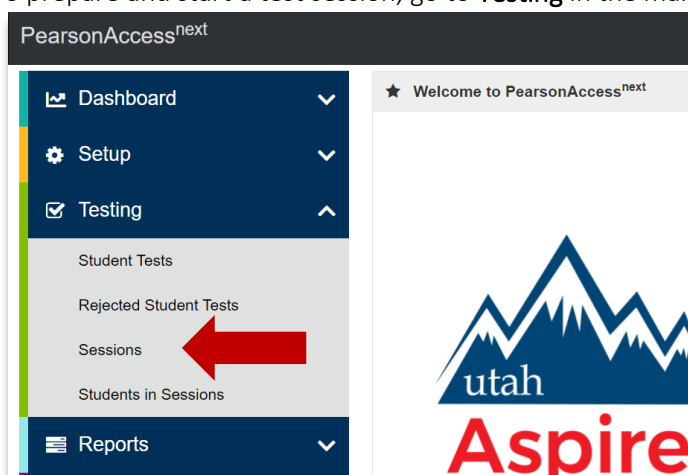
1. On the **Students in Sessions** screen go to the **Resources** drop-down and then choose one of the options for printing tickets under **Student Testing Tickets**.



Prepare and Start Test Sessions

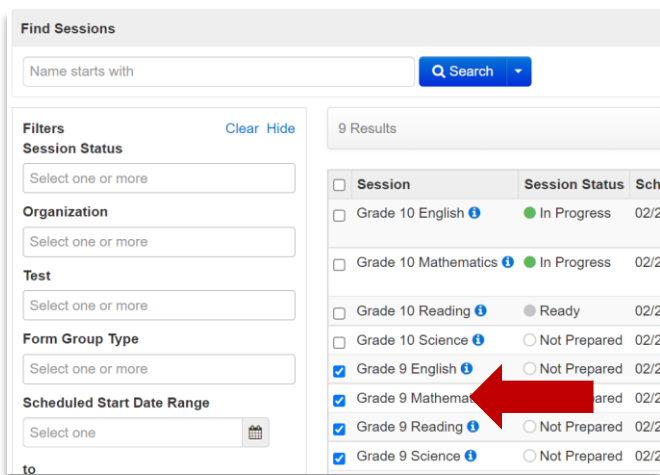
Prior to testing, your session will need to be prepared and started. You can find additional details in the TAM starting on page 73.

1. To prepare and start a test session, go to **Testing** in the main menu and select **Sessions**.



2. Search for and select sessions you wish to prepare and select the checkboxes by the session names.

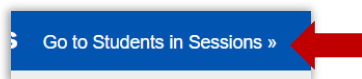
How to Administer the Utah Aspire Plus – A Quick Guide



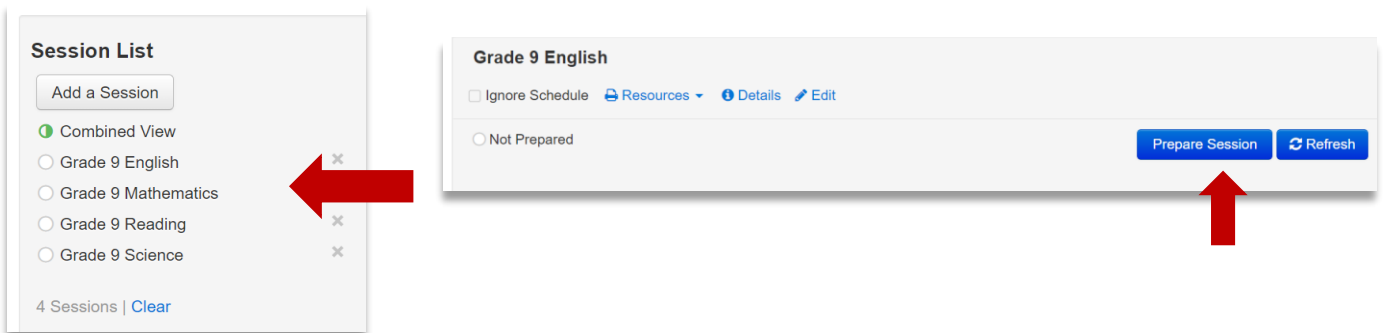
The 'Find Sessions' interface includes a search bar at the top with the placeholder 'Name starts with' and a 'Search' button. Below the search bar are filter sections: 'Session Status' (with a 'Clear' and 'Hide' link), 'Organization' (with a 'Select one or more' dropdown), 'Test' (with a 'Select one or more' dropdown), 'Form Group Type' (with a 'Select one or more' dropdown), and 'Scheduled Start Date Range' (with a 'Select one' dropdown and a calendar icon). To the right of the filters, it says '9 Results'. Below this is a table with columns 'Session', 'Session Status', and 'Sch'. The table lists sessions for Grade 10 English, Grade 10 Mathematics, Grade 10 Reading, Grade 10 Science, Grade 9 English, Grade 9 Mathematics, Grade 9 Reading, and Grade 9 Science. A red arrow points to the 'Grade 9 English' row.

Session	Session Status	Sch
<input type="checkbox"/> Grade 10 English	In Progress	02/2
<input type="checkbox"/> Grade 10 Mathematics	In Progress	02/2
<input type="checkbox"/> Grade 10 Reading	Ready	02/2
<input type="checkbox"/> Grade 10 Science	Not Prepared	02/2
<input checked="" type="checkbox"/> Grade 9 English	Not Prepared	02/2
<input checked="" type="checkbox"/> Grade 9 Mathematics	Not Prepared	02/2
<input checked="" type="checkbox"/> Grade 9 Reading	Not Prepared	02/2
<input checked="" type="checkbox"/> Grade 9 Science	Not Prepared	02/2

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

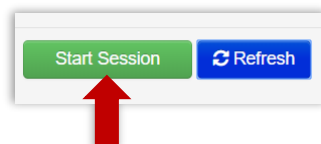


4. Select the sessions from the **Session List** box on the left and then click the **Prepare Session** button. **Note:** Selecting **Combined View** will allow you to prepare all of the sessions listed at once.

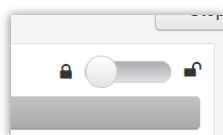


The 'Session List' box on the left has an 'Add a Session' button and a 'Combined View' radio button selected. Below it are radio buttons for 'Grade 9 English', 'Grade 9 Mathematics', 'Grade 9 Reading', and 'Grade 9 Science'. A red arrow points to the 'Grade 9 English' radio button. To the right, the 'Grade 9 English' panel shows 'Ignore Schedule', 'Resources', 'Details', and 'Edit' links. Below these is a 'Not Prepared' status and two buttons: 'Prepare Session' and 'Refresh'. A red arrow points to the 'Prepare Session' button.

5. Click the **Refresh** button as needed until processing completes. Then click the **Start Session** button.



6. Slide the lock button to unlock to allow student access

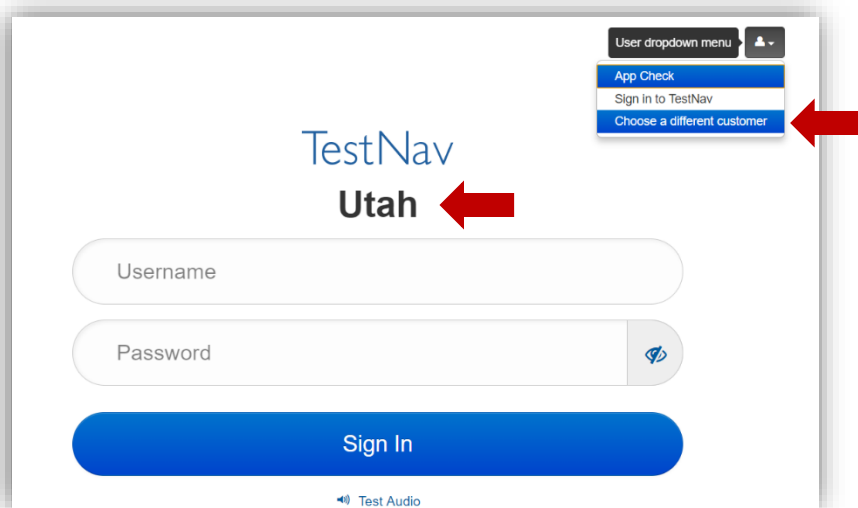


How to Administer the Utah Aspire Plus – A Quick Guide

Test Administration

1. Teacher/proctor verifies that the test tickets are for the correct test (English, reading, math or science) and then passes out test tickets.
2. Teacher/proctor reads test direction scripts exactly as written from the TAM for the appropriate test (English, reading, math, or science). See pages 88 – 111 in TAM for scripts.
3. Students should verify that they do not have any electronic devices (including smart watches) and that their test tickets are correct before logging in.
4. Students open the TestNav app and use their test tickets to login to the test.

Note: When opening TestNav make sure it says **Utah**. If it doesn't, click on the icon on the upper right-hand side and then click **Choose a different customer** and select **Utah**.



How to Administer the Utah Aspire Plus – A Quick Guide

During Testing

Actively proctor student testing as described in the [Testing Ethics Policy \(https://schools.utah.gov/file/2a1a1ecf-710e-439c-bd7d-318b0a9eb1c1\)](https://schools.utah.gov/file/2a1a1ecf-710e-439c-bd7d-318b0a9eb1c1) and the TAM (pages 76-80).

Address any issues that may arise during testing as described in TAM on pages 83 – 86.

As students finish their test, make sure that they do not use the computer for other purposes (including working on homework, browsing the web, etc.). Students who finish tests early may read books not related to testing material, draw, or do other non-technology and non-test subject related activities.

Read concluding instructions for test administration in the TAM on pages 113-118

Collect test tickets and scratch paper from all students.

After testing

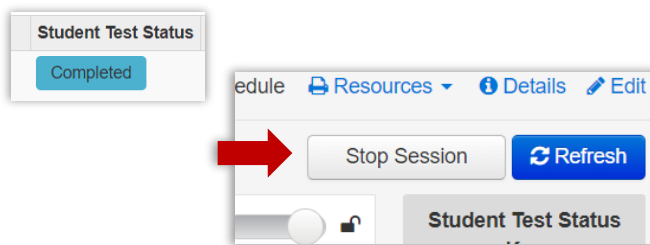
Conduct make-up testing

Teachers/proctors should work with testing coordinators to set up make-up testing dates and sessions for students who were absent.

Administer the test following the procedures as outlined above for make-up testing.

Stop your Session(s)

1. See additional detail starting on page 117 of the Test Administration Manual for instructions on stopping your session(s).
2. You can click on **Stop Session** only when **ALL** tests have been completed within your session as described on page 117 of the TAM.



How to Administer the Utah Aspire Plus – A Quick Guide

Need help beyond the Quick Guide and the TAM?

How to Contact the Pearson Help Desk

Pearson Help Desk Hours of Operation

If you are calling on ...

Monday–Friday

Test Administration Window Hours

Then the hours are ...

6: 30 a.m.–4 p.m. MT

6: 30 a.m.–7 p.m. MT

Phone and Email

If you are calling about ...

Test Administration, PearsonAccess^{next},
Technology Issues, Packaging and Delivery,
Test Materials, Test Procedures, Shipments,
Reporting

Then contact ...

Pearson Help Desk

Phone: (877) 227-5009

Chat: <https://ut.pearsonaccessnext.com>

Help Desk Support Form:

<http://download.pearsonaccessnext.com/ref/WebToCase.html?p=UTAH>