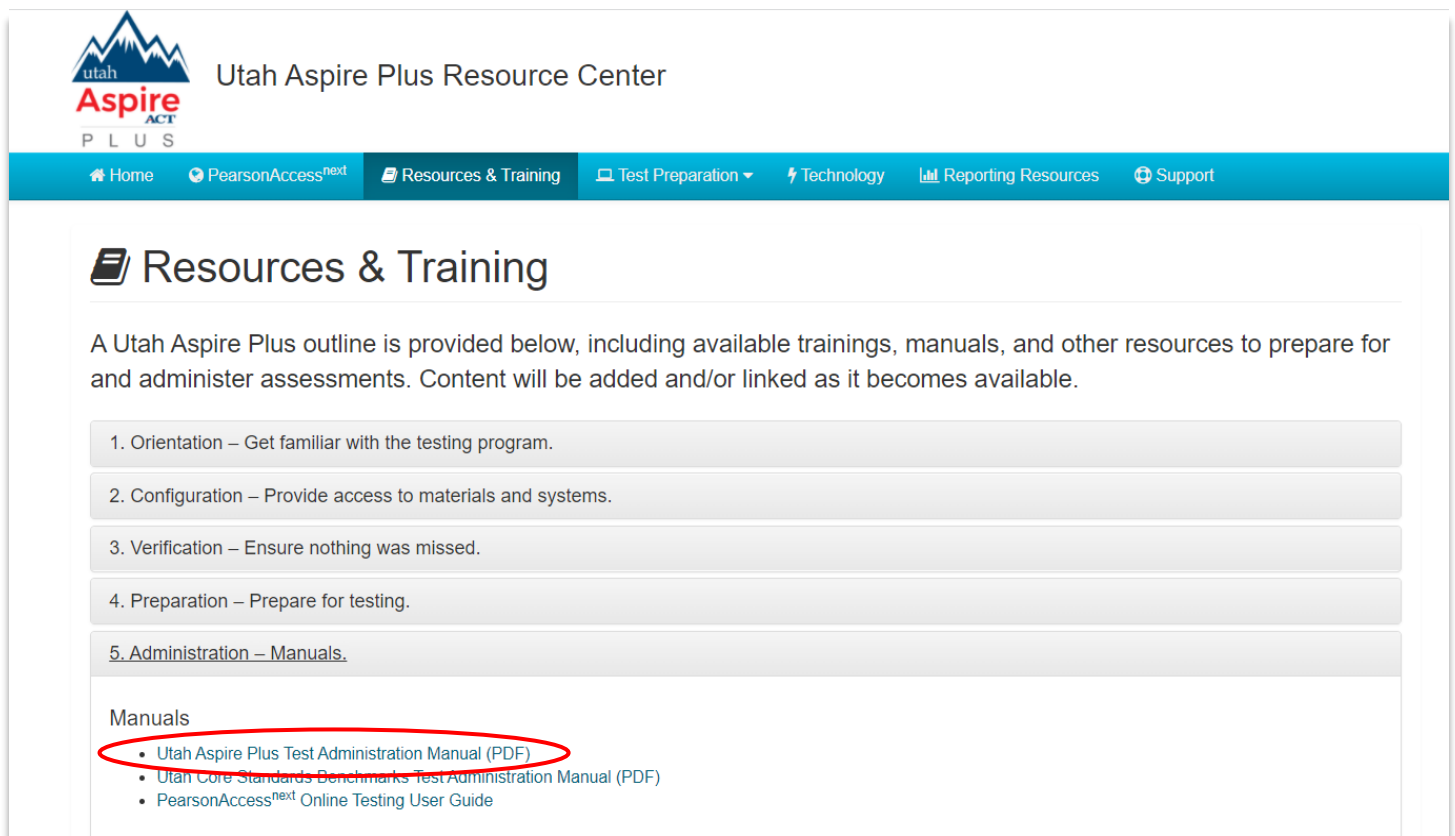# How to Administer the Utah Aspire Plus – A Quick Guide

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."**

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.

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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.**

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.

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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

2. In the upper right-hand corner, select **"Utah Aspire Plus 2022"**

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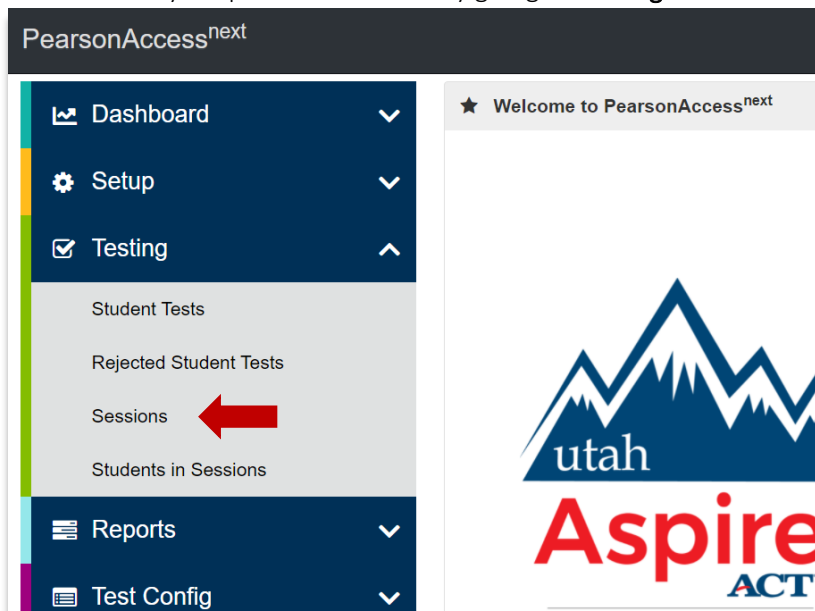
2. To find sessions you're looking for, you can use the "Find Sessions" search box.

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

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.

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

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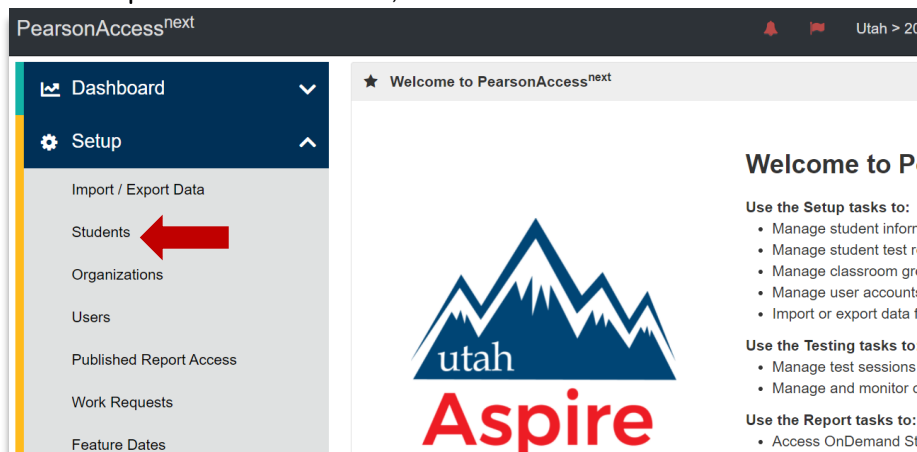
2. Search for your student using their Last Name in the search box or using their State Student ID.

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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.

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

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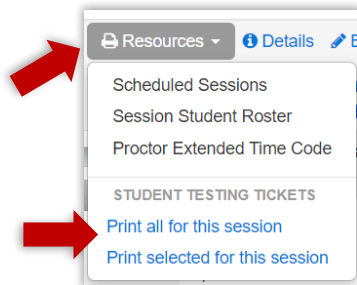
Prepare and Start Test Sessions
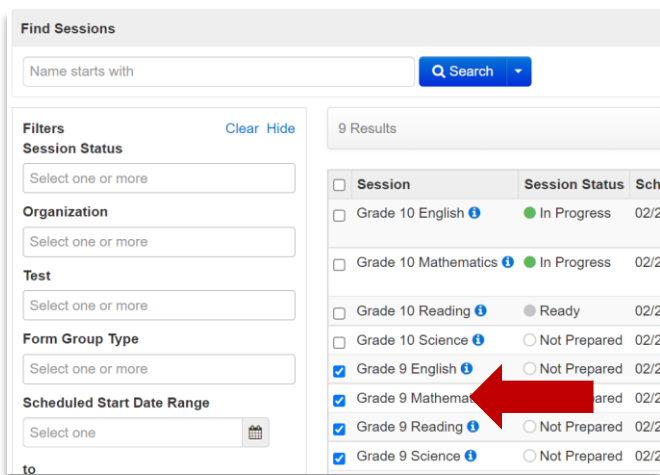
Prior to testing, your session will need to be prepared and started. You can find additional details in the TAM starting on page 73.

1. To prepare and start a test session, go to **Testing** in the main menu and select **Sessions**.
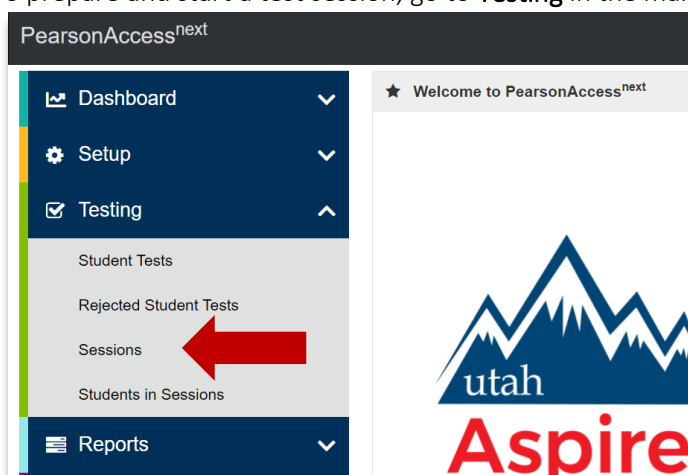
2. Search for and select sessions you wish to prepare and select the checkboxes by the session names.

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3. On the upper left-hand side of the screen, click on **Go to Students in Sessions**.
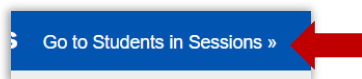
4. Select the sessions from the **Session List** box on the left and then click the **Prepare Session** button. **Note:** Selecting **Combined View** will allow you to prepare all of the sessions listed at once.

5. Click the **Refresh** button as needed until processing completes. Then click the **Start Session** button.
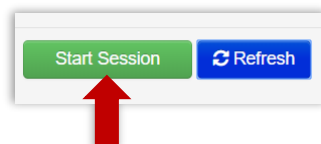
6. Slide the lock button to unlock to allow student access
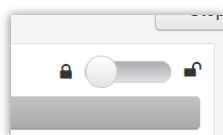
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Test Administration

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**.
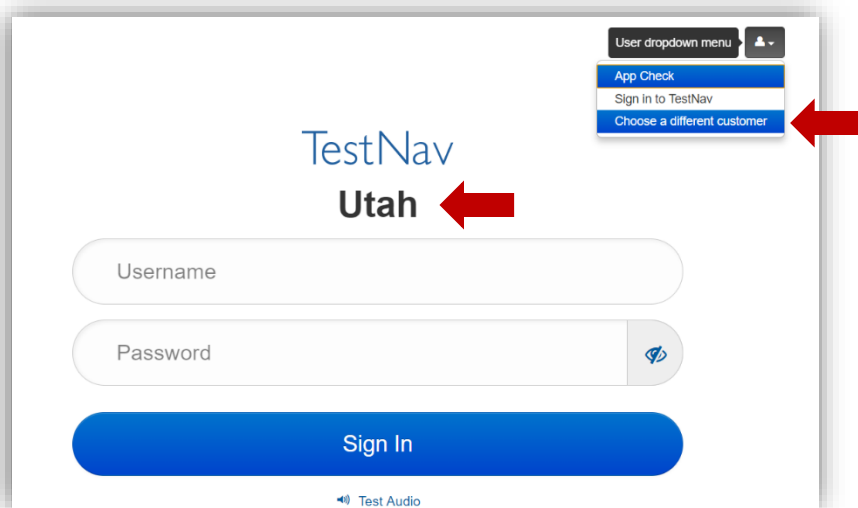
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During Testing

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.
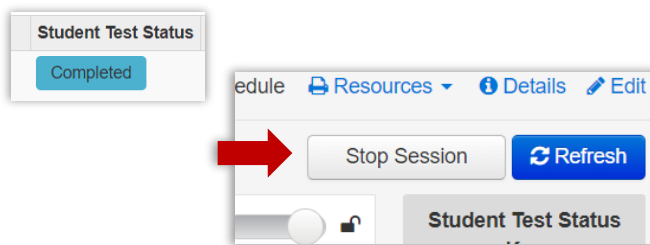
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Need help beyond the Quick Guide and the TAM?

How to Contact the Pearson Help Desk

Pearson Help Desk Hours of Operation

If you are calling on ...	Then the hours are ...
Monday–Friday	6: 30 a.m.–4 p.m. MT
Test Administration Window Hours	6: 30 a.m.–7 p.m. MT

Phone and Email

If you are calling about ...	Then contact ...
Test Administration, PearsonAccess[next], Technology Issues, Packaging and Delivery, Test Materials, Test Procedures, Shipments, Reporting	**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