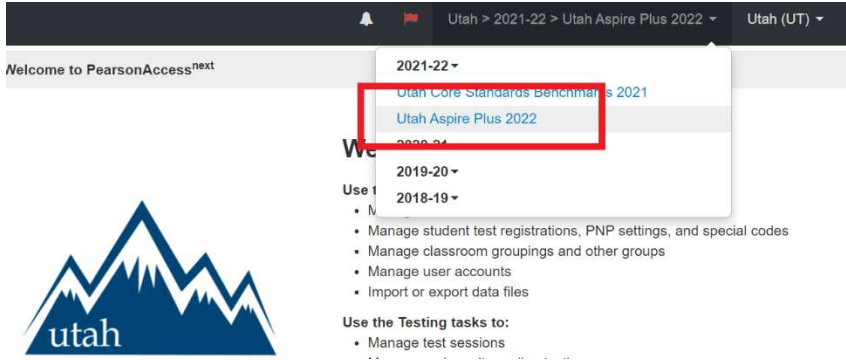


## Spring 2022 Test Administration

### Before Testing

Event	Who Takes Action	Date
<p>Students can <b>review/practice the Question Samplers (non-secure) and TestNav Tutorial</b> available publicly on the <a href="http://utah.pearsonaccessnext.com">Utah Resource Center</a> <a href="http://utah.pearsonaccessnext.com">http://utah.pearsonaccessnext.com</a></p>		<p>On-going throughout school year</p>
<p>Access to PearsonAccess<sup>next</sup> training (brown) and operational (blue) sites opens for district-level users. District-level users should <b>verify that their accounts are active and up to date in PearsonAccess<sup>next</sup></b> for Spring 2022 Summative Testing by logging into PearsonAccess<sup>next</sup> and selecting Spring 2022 Summative Testing from the menu on the upper right-hand side of the screen.</p>  <p>District-level users should reset school administrator accounts as needed, add new school administrator users, and delete school administrator users who are no longer a part of your LEA.</p> <p>See <a href="https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support">PearsonAccess<sup>next</sup> Online Support</a> for user account creation and deletion instructions.</p> <p><a href="https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support">https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support</a></p>	<p>Administrator</p>	<p>December 1, 2021–January 14, 2022</p>

<p>If you have several users which have been disabled or have an active end date, you may want to use the import/export function to export users, remove the end date and/or disabled flag, and then import changes to user accounts back into the system.</p> <p>You can find this in the test administration manual, located here: <a href="http://utah.pearsonaccessnext.com/training/">http://utah.pearsonaccessnext.com/training/</a></p>		
<p><b>Utah eTranscript and Record Exchange (UTREx) nightly data transfers begin.</b></p>	<p>USBE, Pearson</p>	<p>December 28</p>
<p><b>Verify initial student registration</b> in PearsonAccess<sup>next</sup> operational site (blue), submit any corrections to the UTREx system.</p> <p>Note: Any student updates to UTREx will appear in PearsonAccess<sup>next</sup> the following business day throughout the testing window.</p>	<p>Administrator, Teacher</p>	<p>December 28– February 28</p>
<p><b>Make sure all training site (brown site) user accounts are finalized</b> by 1/10/22. See <a href="#">PearsonAccess<sup>next</sup> Online Support</a> for user account creation and deletion instructions.</p> <p><a href="https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support">https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support</a></p>	<p>Administrator, Teacher</p>	<p>January 10</p>
<p><b>Create sample students and test sessions</b> in PearsonAccess<sup>next</sup> training site (brown) in preparation for local infrastructure trials and practice test window.</p> <p>For more information on infrastructure trial, please refer to the test administration manual, located here: <a href="http://utah.pearsonaccessnext.com/training/">http://utah.pearsonaccessnext.com/training/</a></p>	<p>Administrator, Teacher</p>	<p>January 10– February 21</p>
<p><b>Prepare, start, and practice test sessions</b> in the training site (brown).</p>	<p>Administrator, Teacher, Proctor</p>	<p>January 10–May 13</p>
<p><b>Complete technology readiness setup tasks</b> in the training site (brown)—see Technology Readiness Training for details.</p>	<p>Tech</p>	<p>January 10– February 21</p>

<p>For more information on infrastructure trial, please refer to the test administration manual, located here:  <a href="http://utah.pearsonaccessnext.com/training/">http://utah.pearsonaccessnext.com/training/</a></p> <p>You can find the Infrastructure Trial Guide under the <b>Configuration</b> tab.</p>		
<p><b>Download the TestNav app and run the App Check</b> on all student machines that will be used during the test administration.</p> <p>More information for this task, please refer to TestNav 8 Online Support site, located here:  <a href="https://support.assessment.pearson.com/display/TN/Set+up+a+and+Use+TestNav">https://support.assessment.pearson.com/display/TN/Set+up+a+and+Use+TestNav</a></p>	Tech	January 10– February 21
<p><b><u>Attend Test Administration Training:</u></b>  Select from one of two date options: January 10<sup>th</sup> or January 11<sup>th</sup>. The first hour of each day will be set aside as a “Basics” training focused on logging in, and to reviewing the basic layout and menu structure of PearsonAccess<sup>next</sup>. The “Basics” training will run from 8:00 – 9:00 AM.</p> <p>The administration training will run from 9:00 AM to 12:00 PM. Attendees should either be familiar with PearsonAccess<sup>next</sup>, or should have attended the “Basics” training.</p> <p>The trainings will be recorded and made available on our USBE Assessment YouTube channel for later viewing and use in your own trainings.</p> <p><b>Utah Aspire Plus Administration Training – Register on MIDAS - Course 60517</b></p> <ul style="list-style-type: none"> <li>• 1/10/2022, UA+ <b>Basics</b> 8:00 AM – 9:00 AM – <b>Section 1</b></li> <li>• 1/10/2022 UA+ <b>Administration</b> 9:00 AM – 12:00 PM - <b>Section 3</b></li> <li>• 1/11/2022, UA+ <b>Basics</b> 11:00 AM – 12:00 PM – <b>Section 4</b></li> <li>• 1/11/2022 UA+ <b>Administration</b> 12:00 PM – 3:00 PM – <b>Section 5</b></li> </ul>	Administrators and/or teachers who will be administering Utah Aspire Plus	<p><b><u>Day 1</u></b>  January 10<sup>th</sup>  8:00 a.m.–9:00 a.m.  January 10<sup>th</sup>  9:00 a.m.–12:00 p.m.</p> <p><b><u>Day 2</u></b>  January 11<sup>th</sup>  11:00 a.m.–12:00 p.m.  January 11<sup>th</sup>  12:00 p.m.–3:00 p.m.</p>

<p><b>Verify student accommodations</b> are correctly assigned in the operational site (blue). <b>This needs to be done prior to preparing sessions.</b></p>	<p>Administrator, Teacher</p>	<p>January 31– February 28</p>
<p><b>Complete test session management tasks</b> in PearsonAccess<sup>next</sup> operational site (blue)</p> <ul style="list-style-type: none"> <li>• customize/update auto-created sessions</li> <li>• add students to test sessions</li> </ul> <p>For more information on test session management, please refer to the test administration manual, located here: <a href="http://utah.pearsonaccessnext.com/training/">http://utah.pearsonaccessnext.com/training/</a></p>	<p>Administrator, Teacher</p>	<p>January 31– March 4</p>
<p><b>Technology Coordinator Training</b></p> <p><a href="https://schools-utah.gov.zoom.us/j/83106187095?pwd=eCsrMkNpL0Ftdm96UIB0ZVBpUmdFdz09">https://schools-utah.gov.zoom.us/j/83106187095?pwd=eCsrMkNpL0Ftdm96UIB0ZVBpUmdFdz09</a></p> <p>Meeting ID: 831 0618 7095 Passcode: 79544578 One tap mobile</p> <p>Recording of this training available on resource center: <a href="#">Utah Resource Center</a> <a href="http://utah.pearsonaccessnext.com">http://utah.pearsonaccessnext.com</a></p>	<p>Tech</p>	<p>January 18 3:00 p.m.–4:00 p.m.</p>
<p><b>Order paper accommodated materials</b> in PearsonAccess<sup>next</sup> operational site (blue site).</p>	<p>Administrator, Teacher</p>	<p>February 14–May 11</p>
<p><b>Complete local infrastructure trials</b> via the training site (brown)—see the Infrastructure Trial User Guide for details.</p> <p>For more information on the Infrastructure Trial Guide, please refer to the <b>Verification</b> section, located here: <a href="http://utah.pearsonaccessnext.com/training/">http://utah.pearsonaccessnext.com/training/</a></p>	<p>Administrator, Tech, Proctor</p>	<p>February 21–25</p>
<p><b>Complete pre-test activities</b> (precache test content, print test tickets, prepare, start sessions) in the operational site (blue site).</p>	<p>Administrator, Teacher, Proctor</p>	<p>February 28– May 13</p>

<b>During Testing</b>		
<b>Test Administration Window—operational site (blue)</b>	<b>Administrator, Teacher, Proctor, Tech</b>	<b>March 7– May 13</b>
<p><b>Complete and finalize post-test activities</b> in operational site (blue):</p> <ul style="list-style-type: none"> <li>• Complete invalidations,</li> <li>• remove students in ready status,</li> <li>• mark started tests complete,</li> <li>• stop test sessions</li> </ul> <p>For more information on the post-test activities, please refer to the test administration manual, located here:  <a href="http://utah.pearsonaccessnext.com/training/">http://utah.pearsonaccessnext.com/training/</a></p>	Administrator, Teacher, Proctor	May 16– May 20
<b>After Testing</b>		
<b>Last day to order test return shipping materials</b> for paper accommodated tests in PearsonAccess <sup>next</sup>	Administrator, Teacher	May 20
<b>Last day to ship paper accommodated test materials</b> to Pearson	Administrator, Teacher	May 24
<b>Retrieve Test Score Reports:</b> District level math, reading, science and writing test event and test score files available	Administrator	June 30
<b>Results released in Parent Portal</b>	Administrator, Teacher	June 30
<b>OnDemand reports posted</b>	Administrator, Teacher	June 30
<b>ISRs available in PearsonAccess<sup>next</sup></b>	Administrator, Teacher	June 30