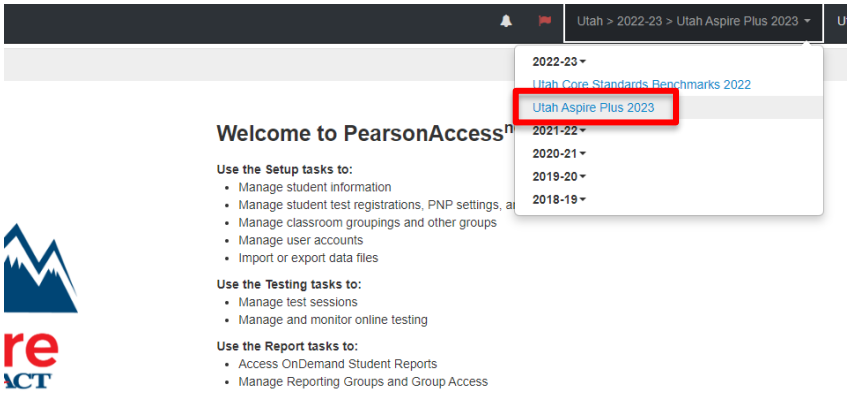
Last Update 01-20-2023

Spring 2023 Test Administration		
Before Testing		
Event	**Who Takes Action**	**Date**
Students can review/practice using the Question Samplers (non-secure) and TestNav Student Tutorial, which are available publicly on the Utah Resource Center at these locations: Question Samplers TestNav Student Tutorial		On-going throughout school year
Access to PearsonAccess^{next} training (brown) and operational (blue) sites opens for district-level users. District-level users should **verify that their accounts are active and up to date in PearsonAccess^{next}** for Spring 2023 Summative testing by logging into PearsonAccess^{next} and selecting **Utah Aspire Plus 2023** from the menu on the upper right-hand side of the screen.  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. If you have several users which have been disabled or have an active end date, you may want to use the import/export function	Administrator	December 1, 2022

to export users, remove the end date and/or disabled flag, and then import changes to user accounts back into the system. You can find user account creation and deletion instructions in the Test Administration Manual.		
Utah eTranscript and Record Exchange (UTREx) **nightly data transfers begin.**	USBE, Pearson	January 3
Verify initial student registration in PearsonAccess^{next} operational site (blue), submit any corrections to the UTREx system. Note: Any student updates to UTREx will appear in PearsonAccess^{next} the following business day throughout the testing window.	Administrator, Teacher	January 3–February 27
Make sure all training site (brown site) user accounts are finalized by 1/16/23. You can find user account creation and deletion instructions in the Test Administration Manual.	Administrator, Teacher	January 16
Create sample students and test sessions in PearsonAccess^{next} training site (brown) in preparation for local infrastructure trials and practice test window. For more information on infrastructure trial, please refer to the Test Administration Manual.	Administrator, Teacher	January 3–February 21
Prepare, start, and practice test sessions in the training site (brown).	Administrator, Teacher, Proctor	January 16–May 13
Complete technology readiness setup tasks in the training site (brown)—see Technology Readiness Training for details. For more information on infrastructure trial, please refer to the Infrastructure Trial Guide.	Tech	January 11th

You can find the Infrastructure Trial Guide under the **Configuration** tab.		
Download the TestNav app and run the App Check on all student machines that will be used during the test administration. More information for this task, please refer to TestNav 8 Online Support site.	Tech	January 9– February 20
Attend Test Administration Training: The training will be held January 18th at 1:00 p.m.–3:00 p.m. The trainings will be recorded and made available on our USBE Assessment YouTube channel for later viewing and use in your own trainings. **Utah Aspire Plus Administration Training – Register on MIDAS - Course 62091**	Administrators and/or teachers who will be administering Utah Aspire Plus	January 18th 1:00 p.m.–3:00 p.m.
Verify student accommodations are correctly assigned in the operational site (blue). **This needs to be done prior to preparing sessions.**	Administrator, Teacher	January 9– February 27
Complete test session management tasks in PearsonAccessnext operational site (blue) • customize/update auto-created sessions • add students to test sessions For more information on test session management, please refer to the Test Administration Manual.	Administrator, Teacher	January 30– March 3
Technology Coordinator Training https://schools-utah-gov.zoom.us/j/83296622757?pwd=YXlvOGdtSVpsL0pqS1M2TStmMS9Tdz09 Meeting ID: 832 9662 2757 Passcode: 79401457 One tap mobile	Tech	January 11th 3:00 p.m.-4:00 p.m.

Recording of this training available on resource center: Utah Resource Center http://utah.pearsonaccessnext.com		
Order paper accommodated materials in PearsonAccess^{next} operational site (blue site).	Administrator, Teacher	February 13–May 10 (by 12:00 p.m.)
Complete local infrastructure trials via the training site (brown)—see the Infrastructure Trial User Guide for details. You can find more information about Infrastructure Trials in our guide located here: Infrastructure Trial Guide	Administrator, Tech, Proctor	February 20–24
Complete pre-test activities (precache test content, print test tickets, prepare, start sessions) in the operational site (blue site).	Administrator, Teacher, Proctor	February 27–May 12
During Testing		
Test Administration Window–operational site (blue)	**Administrator, Teacher, Proctor, Tech**	**March 6–May 12**
Complete and finalize post-test activities in operational site (blue): • Complete invalidations, • remove students in ready status, • mark started tests complete, • stop test sessions For more information on the post-test activities, please refer to the Test Administration Manual.	Administrator, Teacher, Proctor	May 15–May 19
After Testing		
Last day to order test return shipping materials for paper accommodated tests in PearsonAccess^{next}	Administrator, Teacher	May 19
Last day to ship paper accommodated test materials to Pearson	Administrator, Teacher	May 23

Retrieve Test Score Reports: District level English, math, reading and science test event and test score files available	Administrator	May 26
Results released in Parent Portal	Administrator, Teacher	May 30
OnDemand Student Detail reports posted	Administrator, Teacher	24 hours after student test submission
ISRs available in PearsonAccess^{next}	Administrator, Teacher	May 26