



Last Update 11-26-2019

Spring 2020 Test Administration

Before Testing

| Event | Who Takes Action | Date |
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| <p>Students can review/practice the Question samplers (non-secure) and TestNav Tutorial available publicly on the Utah Resource Center http://utah.pearsonaccessnext.com</p> | | <p>On-going throughout school year</p> |
| <p>District level users can access PearsonAccess^{next} training (brown) and operational (blue) site and should verify users have access (in the event user accounts have been disabled and need reset). This is the also time to add new users or delete users who are no longer a part of your district/schools..</p> <p>See PearsonAccess^{next} Online Support for user account creation and deletion instructions. https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support</p> <p>If you have several users which have been disabled or have an active end date, you may want to export users, remove the end date, and/or disabled flag, and then import.</p> | <p>Administrator</p> | <p>December 2 - January 3</p> |
| <p>School level users can access PearsonAccess^{next} training (brown) and operational (blue) site and should verify users have access (in the event user accounts have been disabled and need reset). This is the also time to add new users or delete users who are no longer a part of your school.</p> <p>Make sure all training site user accounts are finalized by 1/24/20. See PearsonAccess^{next} Online Support for user account creation and deletion instructions. https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support</p> | <p>Administrator, Teacher</p> | <p>Upon notification by district coordinator through January 24</p> |

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| <p>If you have several users which have been disabled or have an active end date, you may want to export users, remove the end date, and/or disabled flag, and then import.</p> | | |
| <p>Utah eTranscript and Record Exchange (UTREx) nightly data transfers begin.</p> | <p>USBE, Pearson</p> | <p>January 6</p> |
| <p>Verify initial student registration in PearsonAccess^{next} operational site (blue), submit any corrections to the UTREx system</p> <p>Note: Any student updates to UTREx will appear in PearsonAccess^{next} the following business day throughout the testing window.</p> | <p>Administrator, Teacher</p> | <p>January 6 – January 31</p> |
| <p>Create sample students and test sessions in PearsonAccess^{next} training site (brown) in preparation for local infrastructure trials and practice test window.</p> | <p>Administrator, Teacher</p> | <p>January 27 - February 21</p> |
| <p>An updated Technology Readiness Training webinar will be available on the Utah Resource Center http://utah.pearsonaccessnext.com</p> | <p>Tech</p> | <p>January 27</p> |
| <p>Complete technology readiness setup tasks for the training site (brown) - see Technology Readiness Training for details</p> | <p>Tech</p> | <p>January 27 - February 21</p> |
| <p>A Spring 2020 Test Administration Training PowerPoint will be available on the Utah Resource Center http://utah.pearsonaccessnext.com</p> <p>In addition, a voice over recording of this PowerPoint will be available in the same location in early February 2020.</p> | <p>Administrator</p> | <p>January 27</p> |
| <p>Download the TestNav app and run the App Check on all student machines that will be used during the test administration</p> | <p>Tech</p> | <p>January 27 - February 21</p> |
| <p>Test Administration Training Carbon County School District 251 W 400 N, Price, UT 84501</p> | <p>Administrator</p> | <p>January 28 9:00 a.m – 12:00 p.m.</p> |

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| Technology Coordinator Training Carbon County School District 251 W 400 N, Price, UT 84501 | Tech | January 28 9:00 a.m – 12:00 p.m. |
| Test Administration Training Washington County School District 121 West Tabernacle, St George, UT | Administrator | January 29 9:00 a.m – 12:00 p.m. |
| Technology Coordinator Training Washington County School District 121 West Tabernacle, St George, UT | Tech | January 29 9:00 a.m – 12:00 p.m. |
| Test Administration Training Weber School District 5320 Adams Ave Pkwy, Ogden, UT 84405 | Administrator | January 30 12:30 p.m. – 3:30 p.m. |
| Technology Coordinator Training Weber School District 5320 Adams Ave Pkwy, Ogden, UT 84405 | Tech | January 30 12:30 p.m. – 3:30 p.m. |
| Test Administration Training Tooele School District Offices 92 Lodestone Way, Tooele, UT 84074 | Administrator | January 31 9:00 a.m – 12:00 p.m. |
| Technology Coordinator Training Tooele School District Offices 92 Lodestone Way, Tooele, UT 84074 | Tech | January 31 9:00 a.m – 12:00 p.m. |
| Verify student accommodations are correctly assigned in the operational site (blue). This needs to be done prior to preparing sessions | Administrator, Teacher | February 3 - March 13 |
| PearsonAccess ^{next} operational site (blue) test session management (customize/update auto-created sessions, add students to test sessions) | Administrator, Teacher | February 3 - March 13 |
| Prepare, start, practice test sessions in the training site (brown) | Administrator, Teacher, Proctor | February 10 - March 20 |
| Participate in the practice test window via the training site (brown) | Administrator, Teacher, Proctor | February 10 - May 15 |

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| Complete technology readiness setup tasks for PearsonAccess ^{next} operational site - see Technology Readiness Training for details | Tech | February 17 - March 13 |
| Complete local infrastructure trials via the training site (brown) - see Infrastructure Trial User Guide for details | Administrator, Tech, Proctor | February 24-28 |
| Accommodated materials order window in PearsonAccess ^{next} operational site (blue site) | Administrator, Teacher | February 24 – May 13 |
| Complete pre-test activities (Precache test content, print test tickets, prepare, start sessions) in the operational site (blue) | Administrator, Teacher, Proctor | March 16 – May 15 |
| During Testing | | |
| Test Administration Window - operational site (blue) | Administrator, Teacher, Proctor, Tech | March 23 – May 15 |
| Complete and/or finalize post-test activities (Complete invalidations, remove students in ready status, mark started tests complete, stop test sessions) - operational site (blue) | Administrator, Teacher, Proctor | May 18 – May 22 |
| After Testing | | |
| Last day to order shipping materials in PearsonAccess ^{next} | Administrator, Teacher | May 22 |
| Last Day to Ship Materials to Pearson | Administrator, Teacher | May 27 |
| District Level Test Event and Test Score Files Available | Administrator | July 2020 |
| Results Released in Parent Portal | Administrator, Teacher | July 2020 |
| OnDemand Reports Posted | Administrator, Teacher | July 2020 |
| ISRs available in PearsonAccess ^{next} | Administrator, Teacher | July 2020 |