



Last Update 1-9-2019

Spring 2019 Test Administration		
Before Testing		
Event	Who Takes Action	Date
District level users can access PearsonAccess <sup>next</sup> training (brown) site and should begin assigning user roles for their district.	Administrator	January 7
School level users can access PearsonAccess <sup>next</sup> training site (brown). Make sure all training site user accounts are finalized by 1/25/19 as these will be mirrored in the operational site (blue) starting 1/28/19. See <a href="#">PearsonAccess<sup>next</sup> Online Support</a> for user account creation instructions. <a href="https://support.assessment.pearson.com/display/PAsup/Pearson+Access+Next+Online+Support">https://support.assessment.pearson.com/display/PAsup/Pearson Access+Next+Online+Support</a>  Any operational site (blue) user updates that need to be added after the initial upload (1/28/19) can be managed via the PearsonAccess <sup>next</sup> user interface by local test administrators	Administrator, Teacher	Upon notification by district coordinator
Create sample students and test sessions in PearsonAccess <sup>next</sup> training site (brown) in preparation for local infrastructure trials	Administrator, Teacher	January 21 - February 1
Create sample students and test sessions in PearsonAccess <sup>next</sup> training site (brown) in preparation for the practice test window	Administrator, Teacher	January 21 - February 1
Technology Readiness Training webinar available on the <a href="#">Utah Resource Center</a> <a href="http://utah.pearsonaccessnext.com">http://utah.pearsonaccessnext.com</a>	Tech	January 21
Complete technology readiness setup tasks for the training site (brown) - see Technology Readiness Training for details	Tech	January 21 - February 1
Test Administration Training powerpoint available on the <a href="#">Utah Resource Center</a> <a href="http://utah.pearsonaccessnext.com">http://utah.pearsonaccessnext.com</a>	Administrator	January 21
Question samplers (non-secure) publicly available on the		January 23

<a href="http://utah.pearsonaccessnext.com">Utah Resource Center</a> <a href="http://utah.pearsonaccessnext.com">http://utah.pearsonaccessnext.com</a>		
Test Administration Training Weber Innovations High School 1007 W 12th St. Ogden, UT	Administrator	January 23 12:30 - 3:30 p.m.
Technology Coordinator Training Weber Innovations High School 1007 W 12th St. Ogden, UT	Tech	January 23 12:30 - 3:30 p.m.
Test Administration Training Sevier School District Office 180 E 600 N Richfield, UT	Administrator	January 24 12:30 - 3:30 p.m.
Technology Coordinator Training Sevier School District Office 180 E 600 N Richfield, UT	Tech	January 24 12:30 - 3:30 p.m.
Test Administration Training Washington County School District 121 West Tabernacle, St. George, UT, 84770	Administrator	January 25 9:00 a.m. - 12:30 p.m.
Technology Coordinator Training Washington County School District 121 West Tabernacle, St. George, UT, 84770	Tech	January 25 1:00 p.m. - 3:30 p.m.
Verify student registration in PearsonAccess <sup>next</sup> operational site (blue), submit any corrections to the UTREx system Note: Any student updates to UTREx will appear in PearsonAccess <sup>next</sup> the following business day.	Administrator, Teacher	January 28 - March 22
Complete technology readiness setup tasks for PearsonAccess <sup>next</sup> operational site - see Technology Readiness Training for details	Tech	January 28 - March 11
Download the TestNav app and run the App Check on all student machines that will be used during the test administration	Tech	January 28 - March 22
Create PearsonAccess <sup>next</sup> operational site (blue) test sessions, add students to test sessions	Administrator, Teacher	January 28 - March 15
Verify student accommodations are correctly assigned in the operational site (blue)	Administrator, Teacher	January 28 - March 15

Complete local infrastructure trials via the training site (brown) - see Infrastructure Trial User Guide for details	Administrator, Tech, Proctor	February 4-8
Prepare, start, practice test sessions in the training site (brown)	Administrator, Teacher, Proctor	February 4 - March 22
Participate in the practice test window via the training site (brown)	Administrator, Teacher, Proctor	February 4 - May 17
Accommodated materials order window in PearsonAccess <sup>next</sup> operational site (blue site)	Administrator, Teacher	February 25 - April 22
Complete pre-test activities (Precache test content, print test tickets, prepare, start sessions) in the operational site (blue)	Administrator, Teacher, Proctor	March 18 - 22
<b>During Testing</b>		
Test Administration Window - operational site (blue)	Administrator, Teacher, Proctor, Tech	March 25 - May 17
Complete post-test activities (Complete invalidations, remove students in ready status, mark started tests complete, stop test sessions) - operational site (blue)	Administrator, Teacher, Proctor	May 17
<b>After Testing</b>		
Parent Portal Claim Codes available via operational report	Administrator	May 20
Last day to order shipping materials in PearsonAccess <sup>next</sup>	Administrator, Teacher	May 20
Last Day to Ship Materials to Pearson	Administrator, Teacher	May 24
Results Released in Parent Portal	Administrator, Teacher	September
OnDemand Reports Posted	Administrator, Teacher	September

ISRs available in PearsonAccess <sup>next</sup>	Administrator, Teacher	September
---	---------------------------	-----------