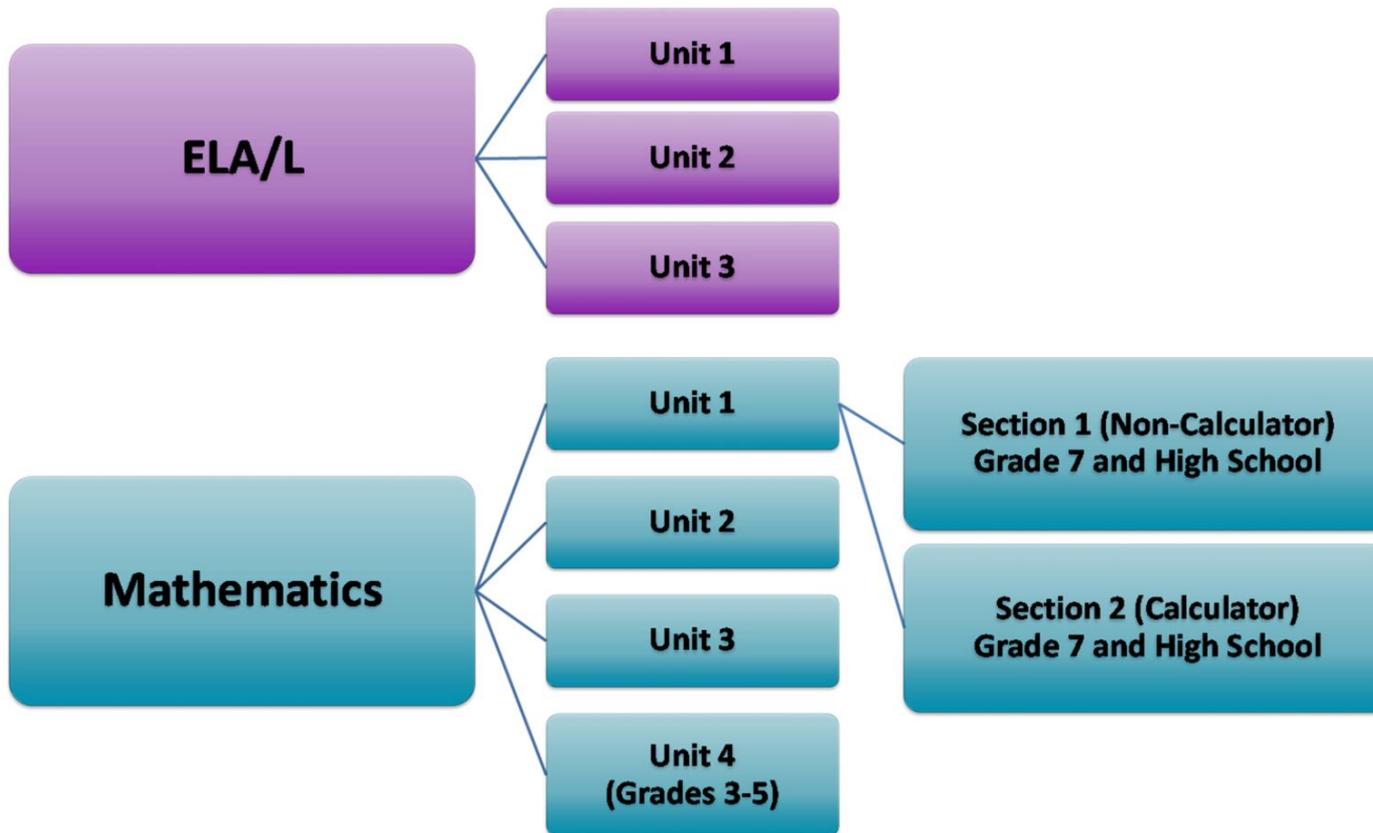




# ADMINISTERING THE ONLINE TEST



# Spring Test Administration Flowchart





### Spring 2018 Unit Testing Times for Grades 3–5

| Subject(s)  | Unit   | Section        | Unit Testing Time (Minutes) |
|---|--------|----------------|-----------------------------|
| Mathematics Grade 3<br>Mathematics Grade 4<br>Mathematics Grade 5 | Unit 1 | Non-calculator | 60                          |
|   | Unit 2 | Non-calculator | 60                          |
|   | Unit 3 | Non-calculator | 60                          |
|   | Unit 4 | Non-calculator | 60                          |
| ELA/Literacy Grade 3  | Unit 1 |                | 75                          |
|   | Unit 2 |                | 75                          |
|   | Unit 3 |                | 75                          |
| ELA/Literacy Grade 4<br>ELA/Literacy Grade 5                      | Unit 1 |                | 90                          |
|   | Unit 2 |                | 90                          |
|   | Unit 3 |                | 90                          |

- For 2018, each unit testing time for a grade and content area is the same.



### Spring 2018 Unit Testing Times for Grades 6–8

| Subject(s)                                 | Unit   | Section        | Unit Testing Time (Minutes) |
|--|--------|----------------|-----------------------------|
| Mathematics Grade 6<br>Mathematics Grade 8 | Unit 1 | Non-calculator | 80                          |
|  | Unit 2 | Calculator     | 80                          |
|  | Unit 3 | Calculator     | 80                          |
| Mathematics Grade 7                        | Unit 1 | Non-calculator | 80                          |
|  |        | Calculator     |                             |
|  | Unit 2 | Calculator     | 80                          |
|  | Unit 3 | Calculator     | 80                          |
| ELA/Literacy Grade 6                       | Unit 1 |                | 90                          |
| ELA/Literacy Grade 7                       | Unit 2 |                | 90                          |
| ELA/Literacy Grade 8                       | Unit 3 |                | 90                          |

- For 2018, each unit testing time for a grade and content area is the same.



## Test Administrator Responsibilities

Receive test materials from the school test coordinator.

Manage test sessions and monitor student's status in the testing environment:

Logging into PearsonAccessNext.

Start test sessions.

Unlock the correct unit of the test being administered.

Lock the unit for absent students.

Resume student tests as needed.

Ensure students exit correctly by submitting their completed units.

Distribute test materials to the students.

Help students log into TestNav (the test app).

Keep time and fill out absence form.

Supervise test administration and troubleshoot computer-based testing as needed.

Return the materials at the end of the day to the school test coordinator and report any irregularities during testing.



# MANAGING TEST SESSIONS

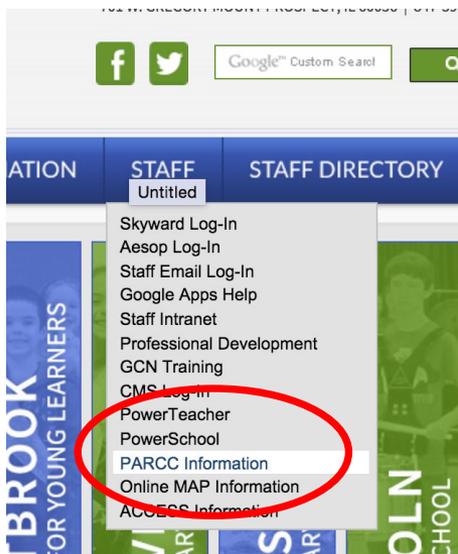


# Where Do I Begin?

Make sure you can login to Pearson's site:

<https://il.pearsonaccessnext.com/customer/index.action>

Available on the District Webpage.



## PARCC SPRING 2018 LINKS

[Pearson Access Next Site Log In](#)

[Test Administrator Training Videos](#)

[PARCC Online Tutorials](#)

Learn about the different question types you might see on PARCC.

[PARCC Practice Test](#)

## BUILDING INSTRUCTION PACKETS 2018-SCRIPTS INCLUDED

[Fairview and Lions Park](#)

[Lincoln 6th Grade](#)

[Lincoln 7th Grade](#)

[Lincoln 8th Grade](#)

## PARCC SPRING 2018 SCRIPTS

[Grades 3 - 8 ELA Script](#)

[Grades 3-5 Math Script](#)

[Grades 6 & 8 Math Unit 1 Script](#)

[Grade 7 Math Unit 1 Script](#)

[Grades 6, 7, 8 Math Units 2 & 3 Script](#)

## TRAINING PRESENTATION SPRING 2018

[PARCC Spring 2018 MPD57 Training Presentation](#)

## PARCC SPRING 2018 MANUAL

[2018 Test Administrator Manual](#)



Username is your email address.

Any other login issues:  
Contact Allie Oyman  
aoyman@d57.org

If you forget your password you  
can reset yourself, by clicking  
“Forgot Password”



Training PearsonAccess<sup>next</sup>

[Home](#) [Support](#)



Partnership for Assessment of  
Readiness for College and Careers

➔ Sign In

Sign In

[Forgot Username](#) | [Forgot Password](#)

📞 Contact Us

**PARCC Customer Support**

1-888-493-9888

Monday - Friday

5:30 am - 6:30 pm (CT)

**PARCC E-mail**

[parcc@support.pearson.com](mailto:parcc@support.pearson.com)

🔗 Related Links

PearsonAccess<sup>next</sup> Training

Site: <http://trng.pearsonaccessnext.com>

PARCC/Pearson Portal: <http://parcc.pearson.com>

Practice Tests: <http://parcc.pearson.com/practice-tests/>

PARCC: <http://parconline.org>

★ Program Information



### PARCC Assessment Program

PARCC states have committed to building a K-12 student assessment system that:

- Builds a pathway to college and career readiness for all students
- Creates high-quality assessments that measure the full range of the Common Core State Standards

### Features

PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. Access is currently limited to PARCC participation in the operational assessment.



Make sure the test administration is correct:  
PARCC>2017-2018>Spring PARCC



- Home
- Setup
- Testing
- Reports
- Support

### SETUP

Select an action

### TESTING

Select an action

### REPORTS

Select an action

★ **Helpful Information**

Welcome to PearsonAccess<sup>next</sup>. To access training modules on how to use PearsonAccess<sup>next</sup>, please visit <http://parcc.pearson.com>

Hover over specific tasks in the action drop down menus to learn more about their function.

Go to **Setup** tasks to:

- Import or export data files
- Manage organizations, participation, and enrollment
- Manage user accounts (excluding your own)
- Manage students including demographic data and test registrations
- Manage material orders including tracking shipments and placing an additional order
- Manage Proctor Caching and backup file save locations

☎ **Contact Us**

**PARCC Customer Support**  
1-888-493-9888

Monday - Friday  
5:30 am - 6:30 pm (CT)

[Contact PARCC Support](#)

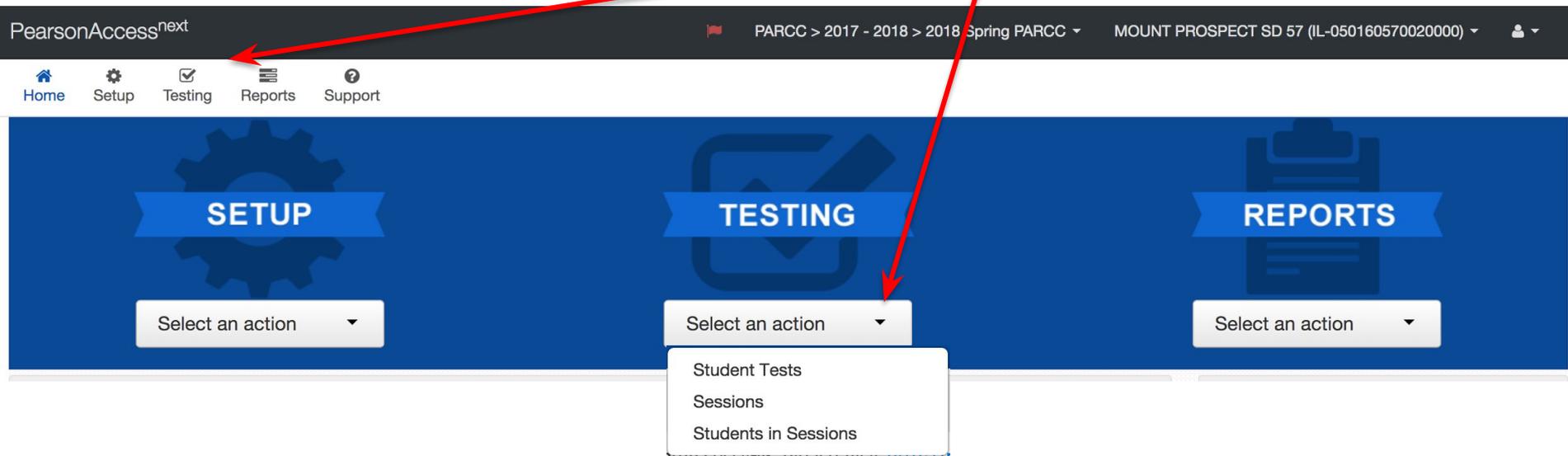
**PARCC Chat**

[Chat Now!](#)

Available during hours listed above



Either the icons on the top bar or the drop down menus under the large icons can be used to access all the same items.



Test Administrators must select their test session to begin.

1. **Select Testing** and **click on Students in Sessions**.



2. **Type** your name under Session List to find your Sessions.

- You can have multiple sessions in this list.
- Session Names: Teacher's last name subject being tested and the two digit grade level.

PearsonAccess<sup>next</sup> MOUNT PROSPECT SD 57 (IL-050160570020000)

Home Setup Testing Reports Support

### Students in Sessions

Go to Sessions »

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected Clear

Manage

**Session List**

elioPOULOSELA06

ELIOPULOSELA06

ELIOPULOSELA06

Add a specific session to the left or search all sessions in 2016 Spring PARCC below

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

No Results

Displaying 25 Manage Columns



The “**Students in Sessions**” screen is where most of the Test Administration actions are carried out.

- 3. **Select a session** to see the list of students.
- 4. **Start a session** before any testing can take place!

**Students in Sessions** Go to Sessions »

Tasks 0 Selected  Start

Students in Sessions 0 Selected Clear

**Session List**

Add

2 Selected Clear

- Combined View
- 117 PALMER
- WES 1

Find Students In the selected session(s) above  Search

Filters Organization Clear Hide

Select one or more

State Student Identifier Starts with

Local Student Identifier Starts with

UIN Starts with

70 Results Displaying 25 Manage Columns

| <input type="checkbox"/> | State Student Identifier | Last Name | First Name  | Middle Name | Username   | Session                           | Gr5ELA -Unit 1 | Gr5ELA -Unit 2 | Gr5ELA -Unit 3 | Form |
|--------------------------|--------------------------|-----------|-------------|-------------|------------|-----------------------------------|----------------|----------------|----------------|------|
| <input type="checkbox"/> | 85582466 ASL             | FOSTER    | KEVIN       | V           | 3151568977 | 117 PALMER (Grade 5 ELA/Literacy) | Ready          | Ready          | Ready          |      |
| <input type="checkbox"/> | 96399228 CC              | KELLY     | JOAN        | L           | 5756246040 | 117 PALMER (Grade 5 ELA/Literacy) | Ready          | Ready          | Ready          |      |
| <input type="checkbox"/> | 52145383                 | ARNOLD    | IRENE       | B           | 9518692693 | 117 PALMER (Grade 5 ELA/Literacy) | Ready          | Ready          | Ready          |      |
| <input type="checkbox"/> | 28150506                 | PALMER    | CHRISTOPHER | C           | 3556154237 | 117 PALMER (Grade 5 ELA/Literacy) | Ready          | Ready          | Ready          |      |
| <input type="checkbox"/> | 36281438                 | REYNOLDS  | CARLOS      | B           | 0158319748 | 117 PALMER (Grade 5 ELA/Literacy) | Ready          | Ready          | Ready          |      |
| <input type="checkbox"/> | 40610797                 | WRIGHT    | TIMOTHY     | L           | 5944063923 | 117 PALMER (Grade 5 ELA/Literacy) | Ready          | Ready          | Ready          |      |

Once “started” a session is not stopped until all students in that session have completed all units. After a session starts the unit level “Unlock & Lock” will appear in this area.



## Students in Sessions [Go to Sessions »](#)

**Tasks** 0 Selected

Select Tasks

**Students in Sessions** 0 Selected [Clear](#)

Manage

**Session List**

Add

2 Selected | [Clear](#)

- Combined View
- 117 PALMER
- WES 1

● 117 PALMER   Ignore Testing Schedule

Start Download Resources Refresh

Once “started” a session is not stopped until all students in that session have completed all units. After a session starts the unit level “Unlock & Lock” will appear in this area.

Find Students [In the selected session\(s\) above](#)

**Filters** [Clear](#) [Hide](#)

**Organization**

Select one or more

**State Student Identifier**

Starts with

**Local Student Identifier**

Starts with

**UIN**

Starts with

70 Results Displaying 25 [Manage Columns](#)

|                          | State Student Identifier   | Last Name | First Name  | Middle Name | Username   | Session                             | Gr5ELA -Unit 1                       | Gr5ELA -Unit 2                       | Gr5ELA -Unit 3                       | Form |
|--------------------------|--|-----------|-------------|-------------|------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|------|
| <input type="checkbox"/> | 85582466 <span style="border: 1px solid red; padding: 2px;">ASL</span> | FOSTER    | KEVIN       | V           | 3151568977 | ● 117 PALMER (Grade 5 ELA/Literacy) | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> |      |
| <input type="checkbox"/> | 96399228 <span style="border: 1px solid red; padding: 2px;">CC</span>  | KELLY     | JOAN        | L           | 5756246040 | ● 117 PALMER (Grade 5 ELA/Literacy) | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> |      |
| <input type="checkbox"/> | 52145383   | ARNOLD    | IRENE       | B           | 9518692693 | ● 117 PALMER (Grade 5 ELA/Literacy) | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> |      |
| <input type="checkbox"/> | 28150506   | PALMER    | CHRISTOPHER | C           | 3556154237 | ● 117 PALMER (Grade 5 ELA/Literacy) | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> |      |
| <input type="checkbox"/> | 36281138   | REYNOLDS  | CARLOS      | B           | 0158319748 | ● 117 PALMER (Grade 5 ELA/Literacy) | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> |      |
| <input type="checkbox"/> | 40110797   | WRIGHT    | TIMOTHY     | L           | 5944063923 | ● 117 PALMER (Grade 5 ELA/Literacy) | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> | <input type="button" value="Ready"/> |      |

A symbol will appear if the student’s accommodation requires a special form.

The current status by unit for each student is displayed, along with the status of the unit (locked or unlocked).



## “Locking” and “Unlocking” Units

- Sessions **MUST** be started before units or students can be locked or unlocked.
- Only one unit can be unlocked at any time.
- Locking/Unlocking can be done on the session level or the student level.
- Student level unlocking.
  - Absent students should be relocked.
  - Student level unlocking used for makeups
  - You will not be able to unlock a session if students are in a different unlocked session, you will get a warning and a list of their names
- Students can only login to unlocked sessions.
- Sessions should be locked when you have finished testing.



Once a session is started you have the ability to unlock or lock a unit for all the students in a session.

**Note:** Students cannot log into the test until the test administrator “unlocks” a unit.

The screenshot shows the testing interface for 'WES 1'. On the left, the 'Session List' shows 'WES 1' selected. The main area displays 'Grade 3 Mathematics' with a list of 'STUDENT TESTS (10)'. Each unit has a progress bar and a lock icon. A red arrow points to the lock icon for 'Gr3Math - Unit 1', which is currently locked. The right sidebar shows a 'Student Test Status Key' with options like Ready, Resumed, Active, Exited, and Completed.

5. **Slide** the button from the left to right to unlock the session.

**Note:** Simply clicking on it will not unlock it.



Gr3Math - Unit 3



10

Gr3Math - Unit 4



10

Unit 3 has been unlocked for all the students in this session.

Search

Displaying 25 Manage Columns

10 Results

| <input type="checkbox"/> | State Student Identifier | Last Name | First Name | Middle Name | Username   | Session                     | Gr3Math - Unit 1 | Gr3Math - Unit 2 | Gr3Math - Unit 3 | Gr3Math - Unit 4 | Form                                |
|--------------------------|--------------------------|-----------|------------|-------------|------------|-----------------------------|------------------|------------------|------------------|------------------|-------------------------------------|
| <input type="checkbox"/> | 057807567                | CARR      | SUSAN      | F           | 7577632014 | WES 1 (Grade 3 Mathematics) | Exited           | Ready            | Ready            | Ready            | Grade 3 Mathematics Practice Test 2 |
| <input type="checkbox"/> | 067723999                | TORRES    | KAREN      | J           | 6649339586 | WES 1 (Grade 3 Mathematics) | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 5 |
| <input type="checkbox"/> | 029310773                | BARNES    | EUGENE     | L           | 4918002316 | WES 1 (Grade 3 Mathematics) | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 4 |
| <input type="checkbox"/> | 008749765                | RAMOS     | MARIE      | E           | 3663155814 | WES 1 (Grade 3 Mathematics) | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 5 |
| <input type="checkbox"/> | 043349981                | DUNCAN    | CHRISTINA  | T           | 2011391120 | WES 1 (Grade 3 Mathematics) | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 6 |
| <input type="checkbox"/> | 057385676                | TAYLOR    | ROBIN      | X           | 0090275189 | WES 1 (Grade 3 Mathematics) | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 7 |



Gr3Math - Unit 3

10

6. **Absent** students need to be **relocked**.  
Select the Ready status dropdown of the student and select "Lock".

10 Results Displaying 25  Manage Columns

| <input type="checkbox"/> | State Student Identifier | Last Name | First Name | Middle Name | Username   | Session                     | Gr3Math - Unit 1 | Gr3Math - Unit 2 | Gr3Math - Unit 3 | Gr3Math - Unit 4 | Form                                |
|--------------------------|--------------------------|-----------|------------|-------------|------------|-----------------------------|------------------|------------------|------------------|------------------|-------------------------------------|
| <input type="checkbox"/> | 057807567                | CARR      | SUSAN      | F           | 7577632014 | WES 1 (Grade 3 Mathematics) | Exited           | Ready            | Ready            | Ready            | Grade 3 Mathematics Practice Test 2 |
| <input type="checkbox"/> | 067723999                | TORRES    | KAREN      | J           | 6649339586 | WES 1 (Grade 3 Mathematics) | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 5 |
| <input type="checkbox"/> | 029310773                | BARNES    | EUGENE     | L           | 4918002316 | WES 1 (Grade 3 Mathematics) | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 4 |
| <input type="checkbox"/> | 008749765                | RAMOS     | MARIE      | E           | 3663155814 | WES 1 (Grade 3 Mathematics) | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 5 |
| <input type="checkbox"/> | 043349981                | DUNCAN    | CHRISTINA  | T           | 2011391120 | WES 1 (Grade 3 Mathematics) | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 6 |
| <input type="checkbox"/> | 057385676                | TAYLOR    | ROBIN      | X           | 0090275189 | WES 1 (Grade 3              | Completed        | Completed        | Ready            | Ready            | Grade 3 Mathematics Practice Test 7 |





# Student Test Status Key

**Ready** = Student has not logged into the unit

**Resumed** = Exited student can now log back into test

**Active** = Student is testing in the unit

**Exited** = Student is no longer logged in, needs to be “Resumed”

**Completed** = Student has submitted responses for the unit

**Marked Complete** = An adult has marked the unit complete (i.e., student won’t return, student not able to exit “normally”)

## Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete



# MONITOR STUDENT PROGRESS



The “bars” show the progress of students in your session.

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected Clear

Manage

Session List

Add

2 Selected | Clear

- Combined View
- 117 PALMER
- WES 1

WES 1  Ignore Testing Schedule

Grade 3 Mathematics

STUDENT TESTS (10)

| Unit             | Progress | Lock                     | Unlock                   |
|------------------|----------|--------------------------|--------------------------|
| Gr3Math - Unit 1 | 1 / 9    | <input type="checkbox"/> | <input type="checkbox"/> |
| Gr3Math - Unit 2 | 1 / 9    | <input type="checkbox"/> | <input type="checkbox"/> |
| Gr3Math - Unit 3 | 0 / 10   | <input type="checkbox"/> | <input type="checkbox"/> |
| Gr3Math - Unit 4 | 0 / 10   | <input type="checkbox"/> | <input type="checkbox"/> |

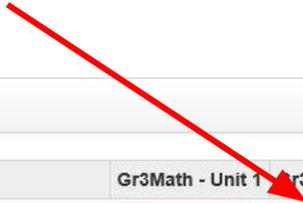
Stop Download Resources Refresh

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete



After starting a session, you can click on the student's status "button" to see their individual progress.



10 Results Displaying 25  Manage Columns ▾

| <input type="checkbox"/> | State Student Identifier    | Last Name | First Name | Middle Name | Username   | Session  | Gr3Math - Unit 1  | Gr3Math - Unit 2  | Gr3Math - Unit 3                                       | Gr3Math - Unit 4                                       | Form                                |
|--------------------------|-----------------------------|-----------|------------|-------------|------------|--|---|---|--|--|-------------------------------------|
| <input type="checkbox"/> | 057807567 <a href="#">i</a> | CARR      | SUSAN      | F           | 7577632014 | <span style="color: green;">●</span> WES 1 (Grade 3 Mathematics) | <span style="background-color: red; color: white;">🔒 Exited ▾</span>      | <span style="background-color: #ccc;">🔒 Ready ▾</span>                    | <span style="background-color: #ccc;">🔒 Ready ▾</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | Grade 3 Mathematics Practice Test 2 |
| <input type="checkbox"/> | 067723999 <a href="#">i</a> | TORRES    | KAREN      | J           | 6649339586 | <span style="color: green;">●</span> WES 1 (Grade 3 Mathematics) | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | Grade 3 Mathematics Practice Test 5 |
| <input type="checkbox"/> | 029310773 <a href="#">i</a> | BARNES    | EUGENE     | L           | 4918002316 | <span style="color: green;">●</span> WES 1 (Grade 3 Mathematics) | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | Grade 3 Mathematics Practice Test 4 |
| <input type="checkbox"/> | 008749765 <a href="#">i</a> | RAMOS     | MARIE      | E           | 3663155814 | <span style="color: green;">●</span> WES 1 (Grade 3 Mathematics) | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | Grade 3 Mathematics Practice Test 5 |
| <input type="checkbox"/> | 043349981 <a href="#">i</a> | DUNCAN    | CHRISTINA  | T           | 2011391120 | <span style="color: green;">●</span> WES 1 (Grade 3 Mathematics) | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | Grade 3 Mathematics Practice Test 6 |
| <input type="checkbox"/> | 057385676 <a href="#">i</a> | TAYLOR    | ROBIN      | X           | 0090275189 | <span style="color: green;">●</span> WES 1 (Grade 3 Mathematics) | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | Grade 3 Mathematics Practice Test 7 |
| <input type="checkbox"/> | 078761063 <a href="#">i</a> | MILLS     | JULIE      | X           | 5263642447 | <span style="color: green;">●</span> WES 1 (Grade 3 Mathematics) | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | Grade 3 Mathematics Practice Test 3 |
| <input type="checkbox"/> | 15203497 <a href="#">i</a>  | FERGUSON  | DORIS      | F           | 6208168887 | <span style="color: green;">●</span> WES 1 (Grade 3 Mathematics) | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | Grade 3 Mathematics Practice Test 2 |
| <input type="checkbox"/> | 38475279 <a href="#">i</a>  | COX       | LOUISE     | W           | 2205064699 | <span style="color: green;">●</span> WES 1 (Grade 3 Mathematics) | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #00a651; color: white;">🔒 Completed</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | <span style="background-color: #ccc;">🔒 Ready ▾</span> | Grade 3 Mathematics Practice Test 6 |



## Student Test & Item Progress

Test Name: Gr3Math - Unit 2

Test Status: Completed - 94%

Total Items (17)



■ - Answered ■ - No Reponse Required ■ - Visited ■ - Remaining

| # | Section | Sequence | Visited | Answered | Last Update            |
|---|---------|----------|---------|----------|------------------------|
| 1 | 1       | 1        | 👤       | ✓        | 02/13/2016 07:12:08 PM |
| 2 | 1       | 2        | 👤       | ✓        | 02/13/2016 07:12:32 PM |
| 3 | 1       | 3        | 👤       | ✓        | 02/13/2016 07:13:15 PM |
| 4 | 1       | 4        | 👤       | ✓        | 02/13/2016 07:13:27 PM |
| 5 | 1       | 5        | 👤       | ✓        | 02/13/2016 07:13:39 PM |
| 6 | 1       | 6        | 👤       | ✓        | 02/13/2016 07:14:21 PM |
| 7 | 1       | 7        | 👤       | ✓        | 02/13/2016 07:16:15 PM |



# RESUMING A STUDENT



“Resume” students by clicking on their status bar dropdown arrow and selecting “Resume”.

10 Results

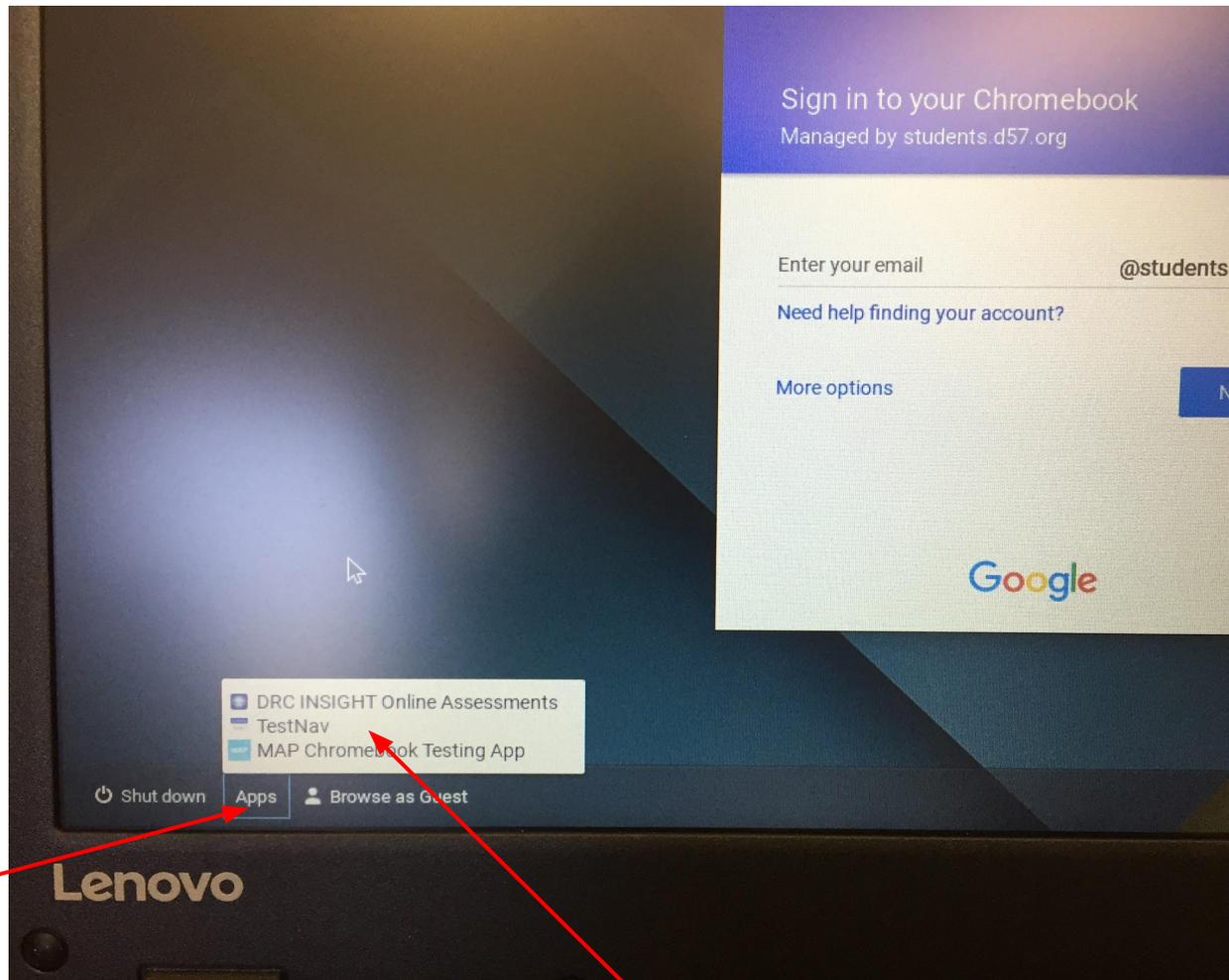
| <input type="checkbox"/> | State Student Identifier | Last Name | First Name | Middle Name | Username   | Session                       | Gr3Math - Unit 1 | Gr3Math - Unit 2 |
|--------------------------|--------------------------|-----------|------------|-------------|------------|-------------------------------|------------------|------------------|
| <input type="checkbox"/> | 057807567                | CARR      | SUSAN      | F           | 7577632014 | ● WES 1 (Grade 3 Mathematics) | 🔒 Exited         | 🔒 Ready          |
| <input type="checkbox"/> | 067723999                | TORRES    | KAREN      | J           | 6649339586 | ● WES 1 (Grade 3 Mathematics) | Resume           | Completed        |
| <input type="checkbox"/> | 029310773                | BARNES    | EUGENE     | L           | 4918002316 | ● WES 1 (Grade 3 Mathematics) | 🔒 Unlock         | Completed        |
| <input type="checkbox"/> | 008749765                | RAMOS     | MARIE      | E           | 3663155814 | ● WES 1 (Grade 3 Mathematics) | 🔒 Completed      | 🔒 Completed      |
| <input type="checkbox"/> | 043349981                | DUNCAN    | CHRISTINA  | T           | 2011391120 | ● WES 1 (Grade 3 Mathematics) | 🔒 Completed      | 🔒 Completed      |



# STUDENT VIEW OF THE TEST



# Chromebook Sign In



1. Select Apps

2. Select TestNav



- The Student Testing Ticket allows the student to log in to TestNav (the testing platform).
- It is handed to the student and contains the student's username and password.
- This test ticket is to be used for all units in the session. It should be kept secure.
- For 2018, improved formatting of Student Test Tickets for easier cutting.

## STUDENT TESTING TICKET

**Student Name** BARNES, EUGENE, L  
**Session** WES 1  
**Date of Birth** 2001-09-22  
**Location**  
**Test** Grade 3 Mathematics

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

IF TESTING IN A BROWSER:

Go to <http://parcctrng.testnav.com>

IF TESTING IN THE APPLICATION:

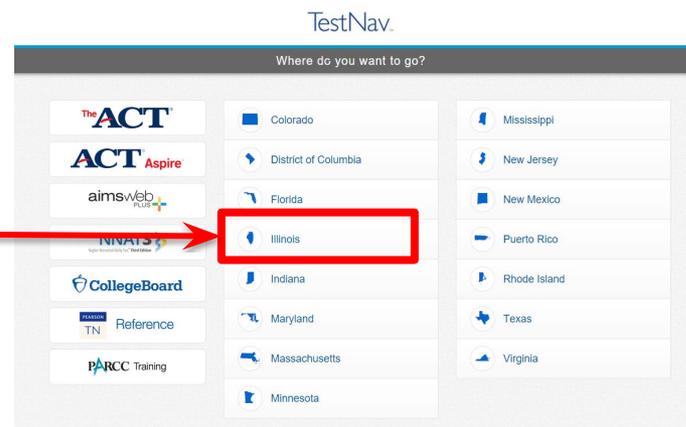
Select **PARCC Training** on the home page

|                 |            |
|-----------------|------------|
| <b>Username</b> | 4918002316 |
| <b>Password</b> | de7ed3     |

(OPTIONAL) Local Testing Device ID: \_\_\_\_\_

**IGNORE**

\*Students will need to select **Illinois**.





# Student Login

Must be on the Illinois site for Test Ticket to be valid!

TestNav Login Screen

The screenshot shows a login interface. At the top left, the word "Illinois" is enclosed in a red rectangular box. Below it is a "Sign In" section. It contains two input fields: "Username" with a person icon and "Password" with a key icon. Below these fields is a blue "Sign In" button. To the right of the button is a speaker icon followed by the text "Test Audio".

Username and Password are found on the Test Ticket

Students will be able to adjust volume during test.

Students should still set volume on device prior to launching a test.



If student selects something besides Illinois, they must click on the “User” icon and select “Choose a different customer” to change their selection.

Not Signed In

**Colorado**

## Sign In

Username

Password

**Sign In** Test Audio

- App Check
- Sign in to TestNav
- Choose a different customer



- When a student logs in they see a list of all available units.
- Units are grey until unlocked.
- When unlocked the lock icon disappears and the Start button becomes blue.
- By clicking the blue Start button the student enters the unit.

TestNav C. CATLAST1

AVAILABLE TESTS

Available Tests  Refresh

|                               |                                |
|-------------------------------|--------------------------------|
| Grade 5 ELA/Literacy - Unit 2 | <a href="#">Start &gt;&gt;</a> |
| Grade 5 ELA/Literacy - Unit 3 | <a href="#">Start &gt;&gt;</a> |

- The student then sees a summary of the unit and a Start Test Now button.

### Grade 3 ELA/Literacy

There is 1 section.

There are 20 total questions.

[Start Test Now »](#)



The screenshot displays a vertical list of ten questions, labeled 'Question 1' through 'Question 10'. Each question is preceded by a small orange circle. A blue bookmark icon is visible to the right of 'Question 4'. At the bottom of the list, there are three filter buttons: 'All Questions' with a white circle containing the number 17, 'Not Answered' with an orange circle containing the number 14, and 'Bookmarks' with a blue circle containing the number 1. The interface includes a scroll bar on the right side of the question list.

During each unit students have a review feature that allows them to see bookmarked and skipped questions it can also be used for navigation.



- At the end of the unit the student sees a summary of items not answered and bookmarked.

### End of Unit 1: Non-Calculator

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

2 Not Answered      1 Bookmarks

[Submit Final Answers](#)

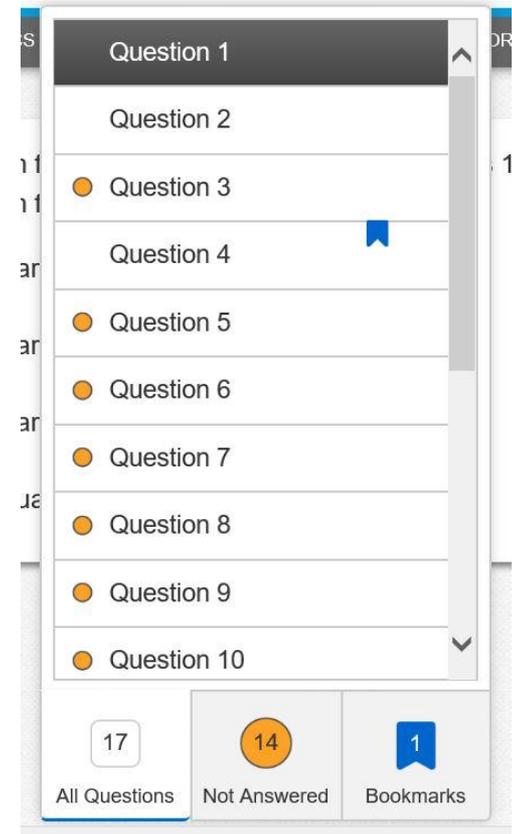
- To “complete” the unit:
  - a student has to select “**Submit Final Answers**” and
  - then another screen asks, “Are you sure you want to **submit your final answers?**”
  - They must click on “**Yes, Submit Final Answers**”



If there are students still actively testing at the end of testing time instruct them to do the following:

- Select the “Review” drop-down menu at the top left corner of your test.
- From the “Review” menu, scroll to the bottom and select “End of Section.”
- Select the “Submit Final Answers” button.
- Select the “Yes” button to exit the unit.

These instructions are in your script under instructions for ending the unit.





# Troubleshooting

90% of problems encountered during testing can be solved by one of the following:

Refresh your screen in PearsonNext.



Log out and log back into PearsonNext.

If a student encounters a problem, have them log off and back into TestNav. You will most likely have to Resume them in PearsonNext.



# Tech Notes

- Small group testing students should take a chromebook from the cart assigned to their class before leaving for their small group session.
  - The Chromebooks should be returned to the classroom at the end of the session.
- Communication of issues during testing should be emailed to your tech representatives for your building.
  - Include Room Number and test issue in the subject line.
  - If you run into an issue the office can also be contacted - please start with the email system.



# Things to Remember...

- ❖ Units must be taken in order with the exception of makeups.
- ❖ Staff cannot provide any help to the student that may influence the student's answers.
- ❖ Staff must be monitoring testing at all times. They should not be on their computers for anything else, grading papers, talking with other staff members, etc.
- ❖ Headphones will be required in ALL ELA units.
  - Volume does not need to be adjusted before starting the test but it is still a good practice.
- ❖ Staff members not involved in the testing session should never enter any testing locations during testing except in an emergency.
- ❖ During breaks (if applicable), students should remain silent and not engage in any other activities.
- ❖ Students with extended time accommodations in either an IEP or 504 are the ONLY students to receive extra time.
  - Due to this, most of these students will be in their own sessions, allowing the teacher to lock their completed units without having to wait for the extended time student(s).
- ❖ Refresh your screen at least every 15 minutes when in Pearson or it will log you out.
- ❖ Tests are not timed by the system. They are timed by you!
- ❖ Ending a unit requires two steps. Make sure students know to complete both actions.
- ❖ Sessions can only be stopped when ALL students in the session are marked complete.

