Technology Coordinator Training

Technology Setup and Readiness
January 2024
Agenda

- What’s New
- Components of Online Testing
- Infrastructure Trial
- Setup: PearsonAccess\textsuperscript{next}
- Questions and Discussion
- Support
What’s New?

New items for this testing season:
• App versions
• TestNav System requirements

Assessment Testing Windows:
• **ELA/Math Paper Based Testing:**
  3/4/24 – 4/5/24
• **ELA/Math Computer Based Testing:**
  3/4/24 – 4/19/24
• **Science**
  3/4/24 - 4/30/24
We have updated the TestNav system requirements for the upcoming 2023 – 2024 school year. Be sure to review the latest requirements. The TestNav application is downloaded from the Chrome Web Store or Apple Store for these devices.

<table>
<thead>
<tr>
<th>Devices/OS</th>
<th>Supported Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablets, Chromebooks, Chromeboxes</td>
<td>Chrome OS</td>
</tr>
<tr>
<td></td>
<td>114 - 118</td>
</tr>
<tr>
<td></td>
<td>Long-term support (LTS)*</td>
</tr>
<tr>
<td></td>
<td>114+ LTS</td>
</tr>
<tr>
<td>iPadOS</td>
<td>15.2 - 16.x</td>
</tr>
<tr>
<td>Laptops, Desktops</td>
<td>Linux</td>
</tr>
<tr>
<td></td>
<td>Fedora 37+ x64</td>
</tr>
<tr>
<td></td>
<td>Ubuntu 22.10+ x64</td>
</tr>
<tr>
<td></td>
<td>macOS</td>
</tr>
<tr>
<td></td>
<td>12, 13, 14</td>
</tr>
<tr>
<td></td>
<td>Windows</td>
</tr>
<tr>
<td></td>
<td>10 x64 - 21H2, 22H2</td>
</tr>
<tr>
<td></td>
<td>11 x64 - 21H2, 22H2</td>
</tr>
</tbody>
</table>

TestNav can run in Kiosk mode, which prevents students from accessing any other web pages or applications while testing. Linux, MacOS, and Windows supported versions are all listed.

**NOTE:** Windows 10 must be 64bit, 21H2 through 22H2.
New Apps

Hardware Requirements

There have been **NO** changes to the hardware requirements for TestNav. These requirements that you see on this page can also be found on the Support Page, linked on the previous slide.

Prior to high-stakes testing, customers should compare virtual environment performance to that of a non-virtual environment.

**NOTE:** Although some customers successfully use virtualization or thin clients, Pearson does not provide support for these technologies. Those using these technologies are responsible for their own virtualized environment security and performance.
IMPORTANT NOTE: Prior to testing, you will need to download the latest version of the TestNav 8 application. Follow the link on the screen to download TestNav. The site automatically detects whether you use Windows or Mac and will direct you to the correct download page. The TestNav Application must be installed for students to take the assessment. They will not be able to test using a web browser.
Components of Online Testing

Pieces of the puzzle:

- TestNav 8
- Infrastructure Trial and the Training Site
- PearsonAccess\textsuperscript{next}
Online Testing Components

**TestNav 8**
- Delivers test content and allows student interaction
- Maintains and transmits student responses
- Connectivity/Save Warning system
- App Check

**Infrastructure Trial**
- Tests system for online testing
- Full trial if new to online testing
- Sample trial if have tested online before

**PearsonAccessnext**
- Administrative site
- Set up test sessions, manage live testing
- Some essential technology specific functions
- Training Site
TestNav 8
Overview

TestNav 8 is an installable test client that:

• Is supported on ChromeOS, MacOS, iOS, Linux and Windows devices.
• Requires minimal setup and configuration.
• Has built in tools such as:
  • App Check
  • Connectivity/Save Warning system
TestNav 8

Delivery Methods

• TestNav 8 is delivered through a device specific application.

• There are specific apps for each supported platform:
  • OS X, macOS
  • Windows
  • Linux
  • Chrome OS
  • iOS

• Setup and configuration:
  • Device specific setup steps
  • Install TestNav
  • Configure network infrastructure
TestNav 8

Connectivity/Save Warning – Overview

The Connectivity/Save Warning system is a background process built into TestNav that:

• Monitors background applications and connectivity.
• Manages test content delivery and upload of student responses.
• Monitors and enforces device test security.

NOTE: If an error is detected, a message will be displayed on the student workstation screen prohibiting the student from testing until the error is resolved. (If the errors persist, please write down the number associated with the error and contact Customer Support for further assistance. Ex. 1005)
TestNav 8

Connectivity/Save Warning – Error Codes

- If a Connectivity/Save Warning message is displayed, it will contain a specific error code and prevent the student from continuing their test until the error has been resolved.
- Complete error code documentation can be found on TestNav 8 – Error Codes.
- A numeric error code is usually accompanied by a description of the error and potential resolution steps.

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Description</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>3005</td>
<td>TestNav has detected that another application attempted to become the active window, which may compromise the security of this test. TestNav has been shut down. You may need assistance from your test monitor to restart the test.</td>
<td>The student test session has been terminated. The test administrator must resume the student's test.</td>
</tr>
<tr>
<td>8029</td>
<td>The installed app is out of date and needs to be updated in order to use TestNav on this device.</td>
<td>Download and install the latest version of the app.</td>
</tr>
</tbody>
</table>
Even though there are many types of error codes, most of the potential causes can be traced back to a few main scenarios.

- **Connectivity**
  - Unable to retrieve content
  - Unable to transmit responses

- **Saved Response File (SRF)**
  - Unable to write or read to SRF location

- **Potential Security Issues**
  - Application/Notification launches while TestNav is in kiosk mode
  - Running applications in the background
Infrastructure Trial

Test your setup

An Infrastructure Trial tests your system. Even if you have done this in a previous administration, you should at least do a sample. Schools new to online should do a full Infrastructure Trial using all devices.

Why do it?
Infrastructure Trial

Why do it?

An **Infrastructure Trial** is a test run of your online testing. It does not use real student information and is completed in the brown PearsonAccessnext Training site.

This is a low-stakes, trial run/practice test for confirmation that:

- TestNav is configured correctly.
- Devices can successfully run TestNav.
- The network has been properly configured.
- Students are familiar with the computer-based tools and format.
- Test Administrators understand the controls and how to deliver the test.
Set Up: PearsonAccess\textsuperscript{next}

TestNav Configuration
PearsonAccess\textsuperscript{next}

Overview

PearsonAccess\textsuperscript{next} serves as the entry point to all Pearson services used by school districts participating in IAR assessments. Select either Sign In to PearsonAccess\textsuperscript{next} Operational Site or Sign In to the Training Site. PearsonAccess\textsuperscript{next} and the Training Site use the same username and password.

Note: For security purposes, your PearsonAccess\textsuperscript{next} password will be valid for 180 days. If you do not reset your password in that timeframe you will receive an email notification that your password must be reset to retain access. A link for resetting your password will be provided in the email notification.

**Sign In to PearsonAccess\textsuperscript{next} (PAN)**
- [Forgot PAN Username](https://il.pearsonaccessnext.com/)
- [Forgot PAN Password](https://trng-il.pearsonaccessnext.com/)

**Sign In to the Training Site (TS)**
- [Forgot TS Username](https://trng-il.pearsonaccessnext.com/)
- [Forgot TS Password](https://trng-il.pearsonaccessnext.com/)

Blue site for Live test Administration.

- [https://il.pearsonaccessnext.com/](https://il.pearsonaccessnext.com/)

Brown site for Infrastructure Trial Administration.

- [https://trng-il.pearsonaccessnext.com/](https://trng-il.pearsonaccessnext.com/)
Proctor Cache

Proctor Cache for summative assessments is no longer recommended.

If your organization has not previously set up Proctor Cache machines, then no action is needed.

If your organization does have a previous Proctor Cache machine configuration, the following options are recommended:

• Remove all configurations; or
• Set up a Proctor Cache configuration.
Technology Tasks

Technology staff will have the Technology Coordinator role in PearsonAccessnext and will be responsible for creating TestNav configurations.

TestNav configurations:

• Enter a Configuration Name
• List Primary Save Response File (SRF) location.
• Include the primary backup file location for your different devices.
• Required fields are indicated with a red asterisk (*).
• These fields must be populated whether using caching or not.

NOTE: Configurations should be created before test sessions are created and must be created before caching.
To Create a TestNav configuration:

1. Enter a **Configuration Name**.
2. Select the **Organizations** that will use the configuration.
3. Enter a **Computer Name**.
4. Leave the **IP Address** and **Port** fields blank.

**NOTE:** We are not utilizing Precaching computers, but a computer name must be entered since it is a required field. Anything may be entered here, however leave the IP Address and Port fields blank.

Note: Confirm that firewall or content filtering software is open for both ports 4480 and 4481 of the proctor caching computer.
There MUST be one viable save location designated in order to test online.

By default, the primary save location is on the student device unless the district tried to customize it using the TestNav Configuration.

Pearson recommends NOT changing the primary since it is reliable for the one required save location.

Set Save Response File (SRF) locations:
• Define different locations by test device.
• Define the primary SRF location for Windows, Mac, and Linux.
TestNav Configuration

Customizing Save Locations

If using an SFTP server, ensure:

- The device is turned on, and SFTP services are running.
- That the syntax inside of PearsonAccess\next
  is correct. (sftp://<userid>:<password>@<address>:<port>/<path>)
- That neither the user id or password contain the @ symbol. This will invalidate the syntax. (sftp://fileuser123:pa$$w0rd!@192.168.10.1
  2:22/srf)
- Ensure that the device and SFTP server used for the secondary save location is on during testing.

If you set a network file server, do not use:

- Spaces in the save location path.
- A location that requires authentication. (If authentication is required, TestNav cannot access the shared location.)
- A Windows UNC (Uniform Naming Convention) or network path, such as \ComputerName\SharedFolder\Resource on a c or Linux.

Pearson recommends that you specify a mapped drive location, such as:
D:\TopDirectory\NextDirectory\SaveLocation
TestNav Configuration

Configuration Identifier

A unique configuration identifier is created once a configuration is saved.

Use a configuration identifier along with App Check to:

• Verify successful access to SRF locations.
TestNav Configuration

Secondary Save Location

- A secondary save location is no longer needed.
- If the secondary save location is desired, please set up time with the Pearson Field Engineer staff.

Schedule your Technology Office Hours:

Support Page

IL Field Services Engineer Calendar
App Check

- App Check is built into TestNav
- No additional installation or configuration required
- Accessed from the TestNav 8 app menu
- App Check can be completed in around 10 seconds

NOTE: A configuration identifier will only generate within PearsonAccessnext once a TestNav configuration is created. Adding a configuration identifier from the TestNav configuration to App Check will ensure you've successfully configured your Save Locations.
TestNav Configuration

Configuration Identifier and App Check Working Together

When using App Check you want to add the configuration identifier before clicking Run App Check. In this example, Kiosk Mode and Connectivity to TestNav passed.
Import TestNav Configurations

• TestNav configurations created in the **brown** Training site can be imported into the **blue** Live PearsonAccessnext site.

• Any configurations you created in a previous testing administration will carry over (e.g., IAR Spring 2023 configurations).

---

To Import or Export TestNav Configurations, follow these steps:

1. From **Setup > TestNav Configurations**, search to find configuration(s), or click the down arrow next to the **Search** button and select **Show all results**. Select the configuration(s) you want to edit.

2. Click the **Select Tasks drop-down** and select **Import / Export TestNav Configurations**. Click **Start**.

3. Click the **Action drop-down** and select **Import or Export**.

4. Click **Import** or **Export**, as appropriate.

To avoid a possible timeout, Pearson recommends that you do not import / export over 300 TestNav Configurations at a time.
Resources
The Illinois Assessment of Readiness (IAR) assesses progress of students in grades 3-8 in meeting the Illinois Learning Standards in English language arts and mathematics.

The Illinois Science Assessment assesses progress of students in grades 5, 8, and 11 in meeting the Illinois Learning Standards in Science incorporating the Next Generation Science Standards (NGSS).

This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer assessments.
Technology Setup Page
TestNav 8 Online Support Page

Additional Technology Resources

User Guides are product guides to be used by Test Coordinators, Test Administrators, and technology personnel for technical instructions and troubleshooting.

Spring 2023 Technology Coordinator Training Webinar – COMING SOON

Additional Technology Resources

Illinois IAR districts - schedule a time with Pearson Field Engineer staff to discuss technology questions/concerns.

Online User Guide
TestNav 8 Error Codes
TestNav 8 Online Support

TestNav 8 Online Support Page
TestNav 8 Online Support Page (continued)

- The TestNav 8 Support Page is regularly updated to reflect the most current system requirements, setup steps, network requirements and guidelines, troubleshooting information and more.

- Make use of the Recently Updated button on the top bar.
Support

Multiple Support Options:
• Technology Office Hours
• Pearson Help Desk
Technology Office Hours

• Pearson Field Engineer staff are available to discuss technology questions/concerns specific to your district and/or school at a time convenient to you.

• The calendar is available at IL Field Services Engineering to set-up a personal appointment to discuss any of the following:
  • Recommendations for online testing set-up for your district or school.

Schedule your Technology Office Hours!

Support Page

IL Field Services Engineer Calendar
We would like to remind everyone that a recording of the webinar, an FAQ of all questions asked today, and a PDF of the slides will be posted on the Support Page.