



ILLINOIS
Assessment of Readiness



Infrastructure Trial Readiness Guide

**IAR Spring 2022
Math and English Language Arts/Literacy**

If assistance is needed at any point during your Infrastructure Trial, contact the Pearson Support Center at 1-833-213-3879.

Contents

- Glossary of Important Terms 3**
- About This Guide 4**
- Infrastructure Trial Overview 5**
 - What is an Infrastructure Trial?.....5
 - Why administer an Infrastructure Trial?5
 - Who should be involved?6
 - When should I conduct an Infrastructure Trial?.....6
 - Where do I start?6
- 1.0 Implementing an Infrastructure Trial 7**
 - 1.1 Create a Communication Plan7
 - 1.2 Scheduling the Infrastructure Trial.....7
- 2.0 PearsonAccess^{next} Training Site..... 8**
 - 2.1 Log in to the PearsonAccess^{next} Training Site8
- 3.0 Technology Setup 10**
 - 3.1 Setting Up for an Infrastructure Trial10
 - Step 1 - Configure Internet firewalls, content filters, and spam filters10
 - Step 2 - Download TestNav Apps.....11
 - Step 3 - Security11
 - Step 4 - TestNav Configuration12
 - 3.2 Preliminary System Test13
 - 3.3 Conducting an Infrastructure Trial13
 - 3.4 After Conducting the Infrastructure Trial14
- 4.0 Generate Sample Students 15**
 - 4.1 Generate Sample Students.....15
- 5.0 Creating a Test Session 16**
 - 5.1 Create a Sample Test Session16
 - 5.2 Add Additional Sample Students to an Already CreatedSession16
 - 5.3 Print Student Testing Tickets.....17
- 6.0 Conducting a Test Session..... 18**
 - 6.1 Prepare a Session18

6.2 Start a Test Session	18
6.3 Lock and Unlock Units by Session and Student	18
6.4 Conduct an Infrastructure Trial at a School	19
6.5 Monitor Sessions.....	19
6.6 To Resume Students	20
7.0 Follow-Up.....	21
Appendix A: Technology Quick Guide – Infrastructure Trial	22
Appendix B: Test Coordinator Quick Guide – Infrastructure Trial*	23
Appendix C: Infrastructure Trial Test Administrator Script.....	24
Infrastructure Trial Test Administrator Script.....	24
Appendix D: Session Monitoring Form – Infrastructure Trial	27
Appendix G: Guides and Manuals for Tech Prep.....	28

Glossary of Important Terms

PearsonAccess^{next} is the portal used for the registration, setup, preparation, and management of both the computer-based and paper-based formats of the IAR assessments. PearsonAccess^{next} is a secure site that requires a username and password. Additional information about setup and operation of computer-based testing is available in the PearsonAccess^{next} User Guide. This online guide is available at <https://support.assessment.pearson.com/PAsup>.

The **PearsonAccess^{next} Training site** is an online portal that provides an opportunity to practice Test Administrator and Technology Coordinator tasks. It also allows schools and districts to perform an Infrastructure Trial (dress rehearsal) in preparation for testing. It requires a username and password setup. To access the training site, go to <https://trng-il.pearsonaccessnext.com/>.

TestNav is the online testing platform used by students to take the computer-based IAR assessments. Additional information regarding technology requirements and setup instructions can be found in the TestNav User Guide at <https://support.assessment.pearson.com/display/TN>.

About This Guide

This guide is intended to provide a comprehensive list of tasks involved in conducting an Infrastructure Trial. For technical issue resolution or further information on tasks involved for managing student data, the manuals posted at <https://il.mypearsonsupport.com/> can be referenced.

Section	To be used by
1.0 Implementing an Infrastructure Trial This section outlines the preliminary steps to implementing an Infrastructure Trial.	District Test Coordinator and School Test Coordinator
2.0 PearsonAccess^{next} Training Site This section discusses the PearsonAccess ^{next} Training site.	District Test Coordinator, School Test Coordinator, and Technology Coordinator
3.0 Technology Set Up This section covers all the technology aspects of the Infrastructure Trial, and provides instructions on configuring the Infrastructure Trial Environment.	Technology Coordinator
4.0 Creating Sample Students This section describes how to create sample students in the PearsonAccess ^{next} Training site for an Infrastructure Trial.	District Test Coordinator or School Test Coordinator
5.0 Creating a Test Session ¹ This section provides all the necessary information and steps for setting up sessions for an Infrastructure Trial and managing student assignments for sessions.	District Test Coordinator or School Test Coordinator
6.0 Conducting a Test Session This section provides all the necessary information and steps for conducting an Infrastructure Trial including printing student testing tickets and instructions about starting, monitoring, and stopping sessions in PearsonAccess ^{next} .	District Test Coordinator or School Test Coordinator
7.0 Follow-Up This section includes instructions for providing your district and state contact with feedback regarding the Infrastructure Trial.	All Staff

¹ In PearsonAccess^{next}, a session is the group of students registered to test a content area together (same time and location). Each content area is comprised of units. Each unit has a set administration time within a session and is typically administered all at once.

Infrastructure Trial Overview

What is an Infrastructure Trial?

An Infrastructure Trial is an opportunity for districts, schools, and students to prepare for the computer-based IAR assessments by simulating test-day network utilization. An Infrastructure Trial is recommended for all schools, but strongly encouraged for any school concerned about their internal capacity (bandwidth, network, and access) to deliver IAR. The specific instructions for conducting this type of infrastructure trial are found in this document. The Infrastructure Trial also provides an opportunity to introduce students to the testing interface and to practice online test content. Unlike live assessments, you will not use real student information; instead, you will generate sample students in the PearsonAccess^{next} Training site. To access the training site, go to <https://trng-il.pearsonaccessnext.com/>. Student responses are neither captured, nor saved when students interact with TestNav as part of the Infrastructure Trial process.

This is a dress rehearsal to confirm that:

- TestNav is configured correctly.
- Devices can successfully run TestNav.
- The network can bear the full load.
- Participating staff know what to do for computer-based assessments.
- Students are familiar with the computer-based tools and format.

Once your network is configured, your devices are set up and tested to run TestNav, staff are trained, and sessions and sample students are generated, the Infrastructure Trial should take approximately 30-60 minutes to administer. Depending on the size of your Infrastructure Trial, it may several days for setup. Schools are encouraged to provide feedback to their District Test Coordinator regarding the Infrastructure Trial. District Test Coordinators should communicate any feedback and/or concerns regarding software or hardware issues with their state contact.

Why administer an Infrastructure Trial?

Conducting an Infrastructure Trial provides the school with a scheduled opportunity to practice administering a test in a low-stakes environment that can help identify possible problems and avoid delays during the operational administration of the IAR assessments. Working through an Infrastructure Trial may also help identify gaps in technology, communication, and training that need to be addressed to prepare for IAR assessments. Pearson recommends that you run an Infrastructure Trial for each test administration, making sure to use the same versions of TestNav that will be used for the upcoming testing window.

Who should be involved?

You should involve all district and school personnel responsible for participating in computer-based assessments. The trial provides the opportunity to collectively evaluate the test environment and to identify and resolve potential issues prior to the IAR assessments. For example, you would want to include:

- District Test Coordinator
- School Test Coordinator
- Test Administrator
- Technology Coordinator
- Students

When should I conduct an Infrastructure Trial?

You should plan to conduct an Infrastructure Trial only after you have confirmed site and staff readiness, but well before the start of your testing window. You will also want to confirm your testing windows and guidelines with your state contact.

Where do I start?

The Infrastructure Trial is conducted using the PearsonAccess^{next} Training Site. To access the training site, go to <https://trng-il.pearsonaccessnext.com/>. You should first check with your District Test Coordinator to see if the Infrastructure Trial will be performed at a district or school level. Then, you will need to verify that all staff members participating in the trial have received user IDs and passwords for the PearsonAccess^{next} Training site with the appropriate user role(s) assigned.

Note: Users given access to the training site will also need to be created in the operational site. To add users in PearsonAccess^{next}, go to Setup > Users > Create / Edit Users. Refer to the PearsonAccess^{next} User Guide for more information about creating and updating user accounts for school staff available at <https://support.assessment.pearson.com/x/N4Dy>.

If assistance is needed at any point during your Infrastructure Trial, contact the Pearson support center at 1-833-213-3879.

1.0 Implementing an Infrastructure Trial

Tasks in this section will be performed by:	
District Test Coordinator	School Test Coordinator

1.1 Create a Communication Plan

A key best practice for a successful computer-based testing experience is developing a communication plan for all staff that have a role in computer-based assessments. If you are a District Test Coordinator, you need to make sure that you establish communication with your technology staff early, both before testing is scheduled and during the testing window. Test Coordinators will be the primary recipients of broadcast emails that will provide important information about computer-based testing.

Develop a communication plan that contains the following elements:

- Contact information for school technology staff so you can reach them during testing.
- Pearson Support Center contact information to get assistance during testing.

1.2 Scheduling the Infrastructure Trial

To ensure a successful Infrastructure Trial, you should plan and coordinate the following activities:

- Identify all students who will participate in the Infrastructure Trial. You should select the maximum number of students you expect to be testing at the same time so that your trial approximates the actual anticipated load on your network.
- Recruit individuals to serve as Test Administrators.
- Train all staff involved in the Infrastructure Trial.
- Designate appropriate testing sites.
- Consult with the Technology Coordinator and confirm that all the student testing devices meet the requirements needed to participate in the Infrastructure Trial.
- Have technology staff perform a Preliminary System Test.
- Have students practice TestNav navigation and tools by using the tutorials found at <https://il.mypearsonsupport.com/>.
- Assign students and testing locations to Test Administrators.

Once Test Sessions are created and the technology set up is completed, the amount of time needed will vary, if you are testing the capacity of your system you may need as little as 30 minutes; however, if you are delivering practice tests you will need to schedule 60 minutes. Practice tests are assessments that help you and your students become familiar with sample test items. Answer keys are available for the tests at <https://il.mypearsonsupport.com/>. The secure practice tests available in the training site will not be scored.

When creating students, and setting up test sessions, the following practice tests will be available:

- English Language Arts/Literacy
- Mathematics
- Accommodated forms by subject/grade

Note: The Infrastructure Trial can only be conducted in the PearsonAccess^{next} Training site.

2.0 PearsonAccess^{next} Training Site

Tasks in this section will be performed by:		
District Test Coordinator	School Test Coordinator	Technology Coordinator

The PearsonAccess^{next} Training site must be used to set up and administer the Infrastructure Trial. Within the PearsonAccess^{next} Training site, you can create sample students, assign the test to sample students, create sample test sessions, and add students to these test sessions. The PearsonAccess^{next} Training site is also used to monitor sessions during the Infrastructure Trial.

Because most of the setup for computer-based testing occurs at the school level, the instructions in sections 2.0 and 3.0 are directed to the School Test Coordinator and Technology Coordinator. However, depending on the state and local policy, these tasks could also be completed by the District Test Coordinator.

Note: Work with your Technology Coordinator or school technology staff to disable pop-up blocking software for the PearsonAccess^{next} website.

2.1 Log in to the PearsonAccess^{next} Training Site

The District Test Coordinator will be responsible for creating an account for the School Test Coordinator in the Training site. If you are responsible for creating other school user accounts (such as your Technology Coordinator and staff that will administer the test), your District Test Coordinator will provide you with instructions for how to do this. You should receive an email with your username (which is your email address) and instructions for creating your password. If you have not received these instructions, contact your District Test Coordinator. You will need your PearsonAccess^{next} Training site account to setup the Infrastructure Trial. Refer to the PearsonAccess^{next} User Guide for more information about creating and updating user accounts for school staff available at <https://support.assessment.pearson.com/x/N4Dy>.

Log in for the first time

After you receive the email containing your username, complete the following steps:

1. Click on the link within the email.
2. Create a password; you will be prompted to enter it twice, and then click **Set Password**.
3. Click **OK**.
4. To return to the training site, go to <https://trng-il.pearsonaccessnext.com/>.
5. Read the Privacy Policy and Terms and Conditions of Use, then click **Accept**.

To reset your password (if needed)

1. Go to <https://trng-il.pearsonaccessnext.com/>. Then click **ForgotPassword**
2. Enter your username (Your email address) and email address and then click **Request PasswordReset**.

Locked Accounts

You have only five chances to enter the correct username and password on the login screen. If the fifth attempt is unsuccessful, your account will be locked. If locked, use the Forgot Password option on the home screen.

3.0 Technology Setup

Tasks in this section will be performed by:
Technology Coordinator

This section covers the technology setup steps required to complete the Infrastructure Trial. These are the same steps that must be completed prior to the operational testing window.

3.1 Setting Up for an Infrastructure Trial

Prior to beginning the Infrastructure Trial, Test Coordinators and Technology Coordinators will need to coordinate roles and responsibilities for preparing your schools to conduct the trial.

Step 1 - Configure Internet firewalls, content filters, and spam filters

Internet firewalls, content filters, or spam filters must be configured to allow access to the Pearson domain. Verify content filter/firewalls and allow the appropriate sites, including:

- *.testnav.com:80
- *.testnav.com:443
- *.pearsonusercontent.com
- *.usertrust.com
- *.comodoca.com
- *.thawte.com
- *.google-analytics.com (recommended, but not required)
- Allow local file access to home directory

Next, configure the common applications listed below to NOT launch on test taking devices during testing sessions:

- Anti-virus software performing automatic updates
- Power management software on laptops warning of low battery levels
- Screen savers and sleep mode
- Email with auto message notification
- Calendar applications with notifications, such as Google Calendar
- Pop-up blockers
- Set automatic updates (iTunes)
- MAC OSX Three finger tap gesture on MacBook

Step 2 - Download TestNav Apps

The TestNav App can be downloaded from <http://download.testnav.com>. For instructions on setting up the TestNav App, go to <https://support.assessment.pearson.com/x/HgACAQ>.

Step 3 - Security

Eligible devices must have the administrative tools and capabilities to “lock down” the device to temporarily disable features, functionalities, and applications that could present a security risk during test administration.

Schools can test the security lock down settings following these steps:

1. Open TestNav and navigate to your state sign in page, then click the user icon in the top right and choose “App Check” from the menu.
2. App Check will verify connection to TestNav, and Network Diagnostics. Detailed instructions can be found at <https://support.assessment.pearson.com/x/HgACAQ>.

Proctor Cache

Pearson no longer recommends Proctor Cache for the IAR Summative Assessments.

If your organization does not have Proctor Cache machines set up from previous administration, you do not need to do anything different.

If your organization does have Proctor Cache machines set up from a previous administration, there are two options:

1. ***Remove all configurations. This option is recommended if you do not plan to Proctor Cache for the summative administration going forward.***
2. ***Set up a Proctor Cache Configuration as you have done previously. If you need assistance, please contact the Pearson Field Services Engineer Team.*** Field Engineer appointments can be scheduled by going to this link <https://calendly.com/il-field-services-engineering>.

Step 4 - TestNav Configuration

To configure TestNav, select TestNav Configurations from the Setup menu on the PearsonAccess^{next} homepage. It is used to access the configurations settings to set primary save locations.

Note: School staff should be working with their district staff on these configurations. The Technology Coordinator user role will need to be assigned to staff that will be managing TestNav Configurations. Also, remember that TestNav Configurations are setup by organization, not test administration. If TestNav Configurations were setup in previous administrations, they will still be there and can be modified as needed.

To create a TestNav configuration for your organization, click on the **Create/Edit Configurations** from the Select Tasks dropdown; click **Start** to launch the configuration.

You will then need to follow these steps:

A. Complete Details Fields

- a. Enter a Configuration Name.
- b. Select the school/organization which will use this configuration from the Organizations drop-down menu.
- c. Enter a Computer Name: Pearson recommends “No Cache” (If not Proctor Caching).
- d. Leave the IP Address and Port fields blank.

B. Save Locations

- a. Next, you can set the **Response File Backup Locations** for the students’ encrypted backup files for Windows, Mac, or Linux workstations. There is also an option to use SFTP file backup locations for mobile devices. If no custom backup location is defined, the Pearson default locations will be used (i.e., the Pearson folder in the user’s home directory).
- b. Click **Create** to complete the configuration. The Success green status message will appear, acknowledging that your configuration has been added.

From the **Create/Edit Configurations** screen you can edit the configuration name, add additional organizations, and edit settings.

The Configuration Identifier is used when running **App Check** in TestNav. After creating a TestNav Configuration, a **Configuration Identifier** will be assigned. This Configuration Identifier is used when running **App Check** in TestNav.

Note: From the TestNav Configurations screen, you can also import/export TestNav Configurations. This may be useful for to export TestNav Configurations from the Training Site and import them to the Live Site.

3.2 Preliminary System Test

Prior to students taking part in the Infrastructure Trial, school technology staff should perform a Preliminary System Test. The Preliminary System Test is an informal, small-scale Infrastructure Trial that is recommended to help ensure systems are set up and in place before students participate. Technology staff should work with the Test Coordinators to follow the steps in Sections 4.0 and 5.0 to create sample students and test sessions. Then, technology staff will login to several computers to ensure test content is delivered to TestNav. This process is designed to help ensure a successful Infrastructure Trial.

3.3 Conducting an Infrastructure Trial

The following section describes the roles and responsibilities of the technology staff during the Infrastructure Trial. As a reminder, to complete set up, the Test Administrator will need to follow the steps in Sections 4.0 and 5.0 to create sample students and a test session. The detailed steps for conducting the Infrastructure Trial are provided in section 6.3 Conduct an Infrastructure Trial at a School.

1. Monitor network performance for slowdowns or ISP bandwidth usage.

- If using a wireless connection, monitor the connections and verify that access point placement is sufficient for testing.
- Provide technology support to schools and districts.

3.4 After Conducting the Infrastructure Trial

The following section describes the roles and responsibilities of the technology staff after conducting the Infrastructure Trial.

1. Conduct follow up on any identified issues.

After the Infrastructure Trial, there may be things that require follow up and resolution prior to the test administration. Observations from monitoring, as well as feedback from Test Administrators, Test Coordinators, and students, should be used to conduct the follow-up. Pearson support can be reached at **1-833-213-3879**. Detailed technical manuals are available at <https://support.assessment.pearson.com>.

2. Schedule an appointment with a Pearson Field Engineer.

If desired, schedule an appointment with a Pearson Field Engineer to discuss any issues or questions. Field Engineer appointments can be scheduled by going to this link <https://calendly.com/il-field-services-engineering>.

4.0 Generate Sample Students

Tasks in this section will be performed by:	
District Test Coordinator	School Test Coordinator

Because the purpose of an Infrastructure Trial is to test district and school infrastructure, real student data will not be used. The training site provides a simple means of generating sample students that can be used for an Infrastructure Trial. Sample students must be created before setting up an Infrastructure Trial session. This section describes the process by which sample students are created and managed for an Infrastructure Trial.

4.1 Generate Sample Students

Sample students must be created within the training site to administer an Infrastructure Trial. The number of sample students to be created should be based on the maximum number of testing devices that will be used concurrently during testing. Create at least 10% additional sample students so you will have extra student testing tickets in the event of any login complications. Each student testing ticket is valid for one login attempt unless the student is resumed in PearsonAccess^{next}.

Note: The Infrastructure Trial can only be conducted in the Training Site.

To generate sample students within the Training Site:

1. Go to <https://trng-il.pearsonaccessnext.com/>.
2. Login to PearsonAccess^{next}.
3. Verify your test administration (shown in the upper right corner).
4. Go to **Setup**; select **Students** from the menu.
5. Next, select **Generate Sample Students** from the Tasks menu; click **Start** to continue.
6. You will need to complete these fields:
 - **Organization:** Select your school/organization.
 - **Class:** Add an Existing Class Name or you may choose to create a new class. Classes are useful for adding large numbers of students to a session at once.
 - **Grade Level When Assessed**
 - **Test:** Select one of the Practice Tests available from the pull-down menu.
 - **Test Format:** Select Online for this option.
 - **Number of Students:** Input a number between 1 through 99.
7. Click **Generate**.
8. A message will display stating “Success, changes saved.” once the sample students have been created.

Repeat the steps above until you have created enough sample students. Screenshots of steps to create sample student can be found in the PearsonAccess^{next} User Guide here:

<https://support.assessment.pearson.com/x/FgRgAQ>.

5.0 Creating a Test Session

Tasks in this section will be performed by:	
District Test Coordinator	School Test Coordinator

5.1 Create a Sample Test Session

After sample students have been created, sample test sessions should be created to administer an Infrastructure Trial. For an Infrastructure Trial, it is recommended that you set up a session for each testing lab/class. A test session in PearsonAccess^{next} is a logical grouping of students who are assigned to the same grade/subject assessment comprised of multiple units (e.g., Grade 8 English language arts/literature, Grade 6 Mathematics).

Important: To configure TestNav, please work with your Technology Coordinator to complete the tasks in section 3.1 Setting up an Infrastructure Trial through 3.4 Configure TestNav.

To create a test session:

1. In the training site, go to the **Testing** tab and click **Sessions**.
2. From the Select Tasks drop-down menu select **Create/Edit Sessions** and click Start.
3. Complete the test session details by entering the **Session Name** and selecting the **Organization** (school or district) from the drop-down menu.
4. Next, complete the Test and Form section. Select **Test Assigned** and choose the appropriate practice test from the drop-down.
5. Set **Form Group Type** to **Main**.
6. Then, enter **Scheduled Start Date** in the Scheduling section. Scheduled Start Date is a required field; however, a test session is not started until you click Start on the Session Details screen. The **Scheduled Start Time** and **Lab Location** are optional fields.
7. Finally, under **Students** add the students assigned to this session and click **Create**. A confirmation message will be displayed once the session has been successfully created.

A video of steps to create test sessions and add students can be found in the Illinois Training Management System: <https://il.tms.pearson.com/>.

Note: You can add individual students by name or ID association or in bulk using the class option. To add students by class, select a Find by Class option from the drop-down. Select the class containing the sample students you would like to add to the session.

5.2 Add Additional Sample Students to an Already Created Session

If students were not added when the session was created, you can add them later.

To manually add student tests to a session:

1. In the training site, go to the **Testing** tab and click **Students in Sessions**.
2. Select the session name from the **Session List** on the left side of the screen. If multiple sessions have been selected, a Combined View will be available to manage all the selected sessions.
3. Then, select **Add Students** to Sessions from task menu. Click **Start**.
4. Use **Find available students** to add students to a session.
5. Students can be added by selecting an entire class or selecting individual students. To add students by class, select the **By Class** button and select the class you wish to add to the session. You can also look up students to select by clicking the down area next to Search to show and select **Show All Results**.
6. Click the **Add** button to add students to the session.

A video of steps to create test sessions and add students can be found in the Illinois Training Management System: <https://il.tms.pearson.com/>.

5.3 Print Student Testing Tickets

Testing tickets include a login ID and password for each individual sample student. This information is necessary to log into a test for the Infrastructure Trial.

To print student test tickets:

1. In the PearsonAccess^{next} Training site, go to the **Testing** tab and click **Students in Sessions**.
2. From the **Session List**, select **Add a Session**. The Session Details screen will appear.
3. To print Student Testing Tickets, click on Resources drop-down. You can choose to Print all testing tickets for the session, or you can select students from the session and Print selected for this session.
 - a. **Note:** Only users with the District Test Coordinator role or School Test Coordinator role can print student testing tickets.
4. Use your browser's print function to print the student testing tickets.
5. After printing, the Optional field "Local Testing Device ID" can be written in to assist technology coordinators with resolving technology issues or to recover student responses in the event of a technology issue.

Note: The IAR Test Administrations do not use Seal Codes.

A video and screenshots of steps to print student test tickets can be found in the PearsonAccess^{next} User Guide here <https://support.assessment.pearson.com/PAsup/testing/generate-test-tickets-for-sessions>.

6.0 Conducting a Test Session

Tasks in this section will be performed by:	
District Test Coordinator	School Test Coordinator

6.1 Prepare a Session

Sessions must be prepared by District Test Coordinators or School Test Coordinators before the sessions can be started. Preparing a test session will assign the test form for the students so it will be important to make sure accommodations and PNP information have been updated for sample students taking accommodated forms.

To prepare a session:

1. In the PearsonAccess^{next} Training site, go to the **Testing** tab and click **Students in Sessions**.
2. Click the session name from the Session List. The **Session Details** screen will appear for the test session selected. If multiple sessions are selected, the option to **Combine View** appears, and all test sessions can be prepared at the same time.
3. Click the blue **Prepare Session** button.

A video and screenshots of steps to prepare sessions can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/24F8AQ>.

6.2 Start a Test Session

After a session has been prepared, the session must be started, and a unit must be unlocked before sample students can log into the Infrastructure Trial.

To start a session:

1. In the PearsonAccess^{next} Training site, go to the **Testing** tab and click **Students in Sessions**.
2. Click the session name from the **Session List**. The **Session Details** screen will appear for the test session selected. If multiple sessions are selected, the option to **Combine View** appears.
3. Click the green **Start Session** in the **Session Details** screen.

A video and screenshots of steps to start sessions can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/JoDy>.

6.3 Lock and Unlock Units by Session and Student

Test units will need to be unlocked in the **Students in Sessions** screen at the time of testing. Test Coordinators or Test Administrators may unlock or lock units at the session level or by individual student. Only the unit being tested should be unlocked for a student. Only one unit can be unlocked for each student at a time. If Unit 1 is locked for all students in the session, you can unlock the individual student units.

A video and screenshots of steps to unlock/lock test units can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/JoDy>.

6.4 Conduct an Infrastructure Trial at a School

Your School Test Coordinator will provide Test Administrators with a schedule and instructions for administering the Infrastructure Trial forms.

1. Prepare testing devices

Launch TestNav on all testing devices by accessing TestNav App.

Note: As described in section 3.1 Setting Up for an Infrastructure Trial, ensure that all software applications, including internet browsers, are closed on all student testing devices before testing begins.

2. Direct test administrators and students to testing locations

Direct Test Administrators and students to their assigned testing location.

3. Distribute student testing tickets

After students are seated, read the appropriate administration script, and distribute testing tickets when instructed to do so. Ensure that ELA students have headphones.

4. Read the Infrastructure Trial Script

Test Administrators are advised to adhere to the scripts provided in this manual (Appendix C) for administering the Infrastructure Trial or you may use the scripts that are provided in the manuals posted to <https://il.mypearsonsupport.com/>. You may repeat any part of these directions as many times as needed while you are delivering the script.

5. Conduct test session

The script provides instructions for students to login to TestNav and concludes with instructions for students to 'Start Test Now'. This marks the beginning of the test session.

6. Supervise test administration

During each test session, circulate around the room and check to see that students are recording their answers.

6.5 Monitor Sessions

Once a session has been started, there are several actions that may need to be carried out to complete the Infrastructure Trial. These actions include resuming sample students, resuming sample students with saved responses, and marking tests complete. The Test Administrator should have their own device on which to perform these actions. Additional information for monitoring sessions including screenshots of steps to resume units can be found in the PearsonAccess^{next} User Guide here:

<https://support.assessment.pearson.com/x/JYDy>.

The following table lists the statuses that may appear for test units in the Session Details and a description of what each status indicates.

Test Status Key	
Ready	The student has not logged in to the test unit yet, but is ready to log in.
Active	The student is currently testing the test unit.
Exited	The student has exited the test unit but has not submitted his or her responses yet. Students in Exited status will need to be resumed to re-enter the test.
Completed	The student has completed the test unit.
Marked Complete	The student's test unit has been marked complete rather than being submitted through TestNav.
Resumed	The student is ready to log back into the test unit.
Resumed-Upload	The student is ready to log back into the test unit, but some responses may not have been sent to Pearson servers before exiting. When the student logs in to a Resumed-Upload test unit, a staff member needs to be present to navigate to the saved responses to be uploaded to TestNav before resuming the test.

If a student logs out of the session at any point before the test is completed, the student will need to be resumed before the student can log in again.

6.6 To Resume Students

To resume more than one student:

1. Go to Testing > Students in Session page. Be sure the session is selected within **Session List**.
2. Check the box next to the Student Name(s) that needs to be resumed.
3. Select **Resume Student Tests** from the task menu. Then click **Start**.
4. Select the unit that you would like to Resume. Click **Resume**.
5. After clicking **Resume**, a message will display stating "Success, changes saved." Click **Exit Tasks** to return to the Students in Session screen.
6. The resume student(s) will now show "Resumed" status.

To resume one student at a time:

1. Click on the arrow next to their **Exited** status and select **Resume**.
2. The student status will update to "Resumed."

7.0 Follow-Up

Tasks in this section will be performed by:
All Staff

Once your Infrastructure Trial has been completed, the computer-based testing team at the school should review all notes from the Infrastructure Trial. Follow-up steps include:

1. Contact the Pearson Support Center on any specific technology issues at **1-833-213-3879**.
2. Share any notes regarding the need for support with the district computer-based testing team.
3. If requested, confirm with the District Test Coordinator that schools have completed the trial successfully.
4. Report any issues that cannot be resolved with assistance from Pearson to the District Test Coordinator.
5. District Test Coordinators should contact your state contact with feedback and/or concerns regarding software or hardware issues.

Appendix A: Technology Quick Guide – Infrastructure Trial

Preparing for an Infrastructure Trial

- Configure internet firewalls, content filters, and spam filters.
- Configure TestNav in PearsonAccess^{next}).
- Download and configure the appropriate app on each testing device (see directions at <https://support.assessment.pearson.com/x/BAACAQ>).
- Use App Check in TestNav to verify connection to TestNav and Network Diagnostics.
- Generate enough sample students to replicate the maximum number of concurrently testing students at any one time.
- Perform a small-scale, preliminary system trial with school technology staff WITHOUT student participation PRIOR to the Infrastructure Trial.

Conducting an Infrastructure Trial

- Monitor network performance for slowdowns or ISP bandwidth usage.
- If using a wireless connection, monitor the connections and verify the access point placement is sufficient for testing.
- Monitor the Infrastructure Trial to provide feedback to your district and/or ISBE.
- Provide technology support to District Test Coordinators, School Test Coordinators, and Test Administrators.

After Conducting an Infrastructure Trial

- Conduct follow up on any identified issues.
- Evaluate overall results and repeat the Infrastructure Trial as necessary to resolve issues.
- Provide feedback to Pearson and/or ISBE if necessary.

Appendix B: Test Coordinator Quick Guide – Infrastructure Trial*

*Steps can vary by role based on how roles/responsibilities are assigned for your district/school.

Preparing for an Infrastructure Trial

- Confirm that staff participants have received user IDs, passwords, and appropriate permission to the PearsonAccess^{next} Training Site.
- Read the Infrastructure Trial Readiness Guide.
- Read and review all appropriate manuals and user guides.
- Confirm that all Test Coordinators, Test Administrators, Technology Coordinators, and staff members participating in the Infrastructure Trial have completed the appropriate training (see Training Resources for Technical Coordinators or Training Resources for Test Coordinators/Administrators).
- Confirm that all Test Administrators, Technology Coordinators, and staff members participating in the Infrastructure Trial have read all appropriate manuals and user guides.
- Provide the URL for the PearsonAccess^{next} Training site to all Test Coordinators, Test Administrators, and Technology Coordinators.
- Develop an Infrastructure Trial communication plan/schedule for each test school/location.
- Generate sample student(s) in the Training Site for the Infrastructure Trial.
- Create test session(s) in the training site for the Infrastructure Trial.
- Print student testing tickets.
- Prepare test sessions in the Training Site before starting test sessions.
- Start test session(s) in the training site for the Infrastructure Trial.
- Distribute the student testing tickets after the students are seated at a testing computer for the Infrastructure Trial.
- Unlock units to be administered.

Conducting an Infrastructure Trial

- Provide guidance/support to Test Administrators as needed.
- Direct Test Administrators to their assigned testing location.
- Direct students to their assigned testing location.
- Monitor and manage the test sessions.
- Monitor the Infrastructure Trial to provide any feedback to your district and/or ISBE.

After Conducting an Infrastructure Trial

- Conduct a Lessons Learned meeting to document any challenges or concerns.
- Provide feedback or concerns regarding software or hardware issues to ISBE.
- If necessary, work with Pearson support for assistance with technology issues.

Appendix C: Infrastructure Trial Test Administrator Script

The Infrastructure Trial is an important opportunity for districts, schools, and students to prepare for the computer-based IAR administrations. The tutorials will help to familiarize you and your students with the computer-based testing tools, navigating through TestNav, and practicing with different item types. Practice tests provide you and your students with an opportunity to become familiar with test items.

Test Administrators are required to adhere to the scripts provided in the Test Administrator Manuals for administering the IAR assessments (this does not apply to the Infrastructure Trial). For the Infrastructure Trial use the following script. Read word-for-word the bold instructions in each Say box to students (i.e., you may not modify or paraphrase the wording in the Say boxes). Some of the Say boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by unit and are noted within the administration script.

Test Administrators must make sure they launch TestNav on all testing devices by opening the TestNav app (see details below on the app).

Infrastructure Trial Test Administrator Script

Say	Today, you will take an Infrastructure Trial assessment. This assessment introduces you to the tools and the format of the computer-based test questions. You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand.
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If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have any questions regarding electronic devices.

Checking Audio (Note: For Mathematics, this is for Accessibility Features only and may not be applicable.)

Say	Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.
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Instructions for Logging In

Say	Please sit quietly while I distribute your student testing tickets. Do NOT log in until I tell you to do so.
------------	---

Distribute student testing tickets.

Say	Now, look at your student testing ticket. Type your Username exactly as shown on the bottom of your ticket. (Pause.) Next, type the Password as shown on your ticket. (Pause.) Now, select the “Sign In” button on.
------------	--

Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive.

Instructions for Administering Unit (fill in the appropriate unit number)

Say	You should now be on the “Welcome” screen. Select the “Start” button. Today, you will take Unit_____ (fill in the appropriate unit number) of the assessment. Read each question. Then, follow the directions to answer each question.
------------	---

Pause to make sure all students are in the correct unit.

Say	While answering sample questions, take some time to use each tool found at the top of the screen. You can navigate to the next question by clicking the arrow buttons in the top left corner of the screen. Does anyone have any questions about how to navigate between questions?
------------	--

Answer any questions.

Instructions for Ending the Test

Say

For Units 1 and 2: **Select the “Submit” button.**

Select the “Yes” button to exit the unit.

For Unit 3, **Select the "Submit Final Answers" button. Select the "Yes, Submit Final Answers" button.**

Walk around the room and assist students as needed to complete the Infrastructure Trial.

See the Follow-Up section for how to provide your district with feedback on your experience in the Infrastructure Trial.

Appendix D: Session Monitoring Form – Infrastructure Trial

1. Did any students have issues logging into the Infrastructure Trial?

- Yes
- No

If yes, please describe any issues and include error codes/messages. Also, note the workstation/device the students were testing on.

2. Were your students or school staff able to successfully complete the Infrastructure Trial?

- Yes
- No

If no, please describe any issues and include error codes/messages. Also, note the workstation/device the students were testing on.

3. Did you observe students having any usability issues (problems with navigation, readability, etc.)?

- Yes
- No

If yes, please describe. Also, note the workstation/device the students were testing on.

4. Based on your observations, document the general comfort level students had with the Infrastructure Trial. If there were specific areas of concern or questions from students, record those here.

5. Were any error codes presented to the students?

- Yes
- No

If yes, please describe any issues and include error codes/messages. Also, note the workstation/device the students were testing on.

Appendix G: Guides and Manuals for Tech Prep

Guide/Manual	Description	Location
PearsonAccess ^{next} User Guide	This guide provides information on how to navigate through PearsonAccess ^{next} .	https://support.assessment.pearson.com/PAsup
Hardware and Software Requirements for TestNav and PearsonAccess ^{next}	These guidelines list the minimum hardware and software system requirements needed for running TestNav and PearsonAccess ^{next} .	<p>TestNav: https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements</p> <p>PearsonAccess^{next}: https://support.assessment.pearson.com/PAsup/system-basics/system-requirements</p>
TestNav User Guide	This guide provides information needed to run TestNav and a list of error codes students or staff may encounter during the test administration.	https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support