ILLINOIS STATE BOARD OF EDUCATION

Infrastructure Trial Readiness Guide

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

| For Questions About	Who to Contact	Contact Information and Resources
• Technology, including Illinois Administration Platform and TestNav • Test Training administrations • Test materials	Illinois Customer Support	Web: https://il.mypearsonsupport.com/ Available by Phone: 1 (833) 213-3879 Monday - Friday JAN - MAY 6:30 am - 6:00 pm (CT) JUNE - DEC 7:00 am - 5:00 pm (CT)

Table of Contents

Glossary of Important Terms

Illinois Administration Platform is the portal used for the registration, setup, preparation, and management of both the computer-based and paper-based formats of the Illinois Assessment of Readiness (IAR) and Illinois Science Assessment (ISA). Illinois Administration Platform is a secure site that requires a username and password. Additional information about setup and operation of computer-based testing is available in the Illinois Administration Platform User Guide. This online guide is available at https://support.assessment.pearson.com/as

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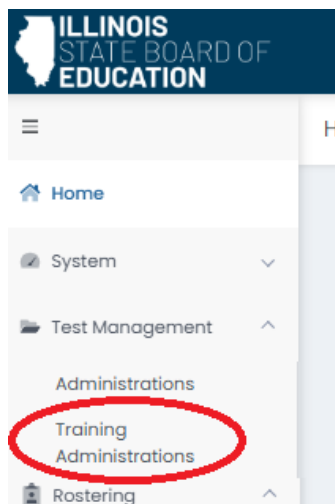
TestNav is the online testing platform used by students to take the computer-based IAR and ISA assessments. Additional information regarding technology requirements and setup instructions can be found in the TestNav User Guide at https://support.assessment.pearson.com/display/TN.

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/tech-setup/ may be referenced.

Section
1.0 Implementing an Infrastructure Trial This section outlines the preliminary steps to implementing an Infrastructure Trial.
2.0 Illinois Administration Platform Training Administration This section discusses the Illinois Administration Platform training administration.
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.
4.0 Creating a Proctor Group This section provides all the necessary information and steps for setting up proctor groups for an Infrastructure Trial and managing student assignments.
5.0 Conducting a Proctor Group This section provides all the necessary information and steps for conducting an Infrastructure Trial including printing student testing tickets, obtaining Seal Codes and instructions about monitoring in Illinois Administration Platform.
6.0 Follow-Up This section includes instructions for providing the ISBE with feedback regarding the Infrastructure Trial.

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 and ISA 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 and ISA. 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. Just like assessments, you will use real student information in the Illinois Administration Platform Training Administrations. To access the Training Administrations, go to Illinois Administration Platform> Click on IL Summative Administration Platform> Click Test Management > Click Training Administrations. 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 the Infrastructure Trial should take approximately 30-60 minutes to administer. Depending on the size of your Infrastructure Trial, it may take 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 and ISA 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 and ISA 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 and ISA assessments. For example, you would want to include:

- District Test Coordinator
- School Test Coordinator
- Test Proctor
- 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 Illinois Administration Platform. 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 Illinois Administration Platform Training site with the appropriate user role(s) assigned.

> *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

1.1 Scheduling the Infrastructure Trial

To ensure a successful Infrastructure Trial, the School Test Coordinator should plan and coordinate the following activities:

- Identify all students that who will participate in the Infrastructure Trial. Schools should select the maximum number of students expected to be testing at the same time so that the trial approximates the actual anticipated load on the school's network.
- Identify individuals to serve as Test Proctors.
- Train all staff involved in the Infrastructure Trial.
- Designate appropriate testing locations/rooms.
- Consult with Technology Support 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.
    - A Preliminary System Test is an informal, small-scale Infrastructure Trial.
- Have students practice TestNav navigation and tools by using the practice tests in the Illinois Support Page in the [Practice Items tab](#).
- Assign students and testing locations to Test Proctors.

Once proctor groups are created and the technology set up is completed, schools will need approximately 60 minutes to administer the Infrastructure Trial per class/group of students. Practice test forms are assessments that help familiarize staff and students with sample IAR and ISA test items. The secure practice tests available in the training administration will not be scored.

In setting up proctor groups, there will be one English Language Arts (ELA)/Literacy, Science and Mathematics test.

The Grade 3 ELA and Grade 3 Math tests have been published with regular TestNav tools and test supports. The Grade 5 Science test has been published with regular TestNav tools and test supports and has also been coded to be accessible with assistive technology.

Students may be assigned any of the three assessments to practice signing into an assessment, using the tools and test supports, answering and reviewing questions, and submitting tests.

School Test Coordinators may assign a student who uses assistive technology the Grade 5 Science test to confirm the student's technology will work with TestNav. The test coordinator could assign either Assistive Technology - Screen Reader or Assistive Technology - Non-Screen Reader. These accommodations are located in Column Headers (K) and (L) in the Field Definitions Guide.

School Test Coordinators may assign students the Co-Writer and Read&Write Extensions (Speech-to-Text and Word Prediction) accommodation on either the ELA (students must have an IEP to use this accommodation on an operational assessment) or science test to practice answering constructed response items using speech-to-text. This accommodation is located in Column Header (AD) in the Field Definitions Guide.

School Test Coordinators may assign students the Online Four Function Calculator on the Grade 3 Math test (students must have an IEP to use this accommodation on an operational assessment) for students to practice using the TestNav calculator tool while answering questions. This accommodation is located in Column Header (AY) in the Field Definitions Guide.

School Test Coordinators may also assign students the Mouse Pointer of their choice so students may familiarize themselves with the tool.

Schools will not be able to assign Text-to-Speech, ASL, Spanish, or Human Reader online accommodations for this infrastructure trial at this time.

2.0 Illinois Administration Platform Training Administration

The Illinois Administration Platform Training administration must be used to set up and administer the Infrastructure Trial. Within the Illinois Administration Platform, School Test Coordinators can create proctor groups and add students to these proctor groups.

Note: School Test Coordinators should work with your IT or school technology support staff to disable pop-up blocking software for the Illinois Administration Platform.
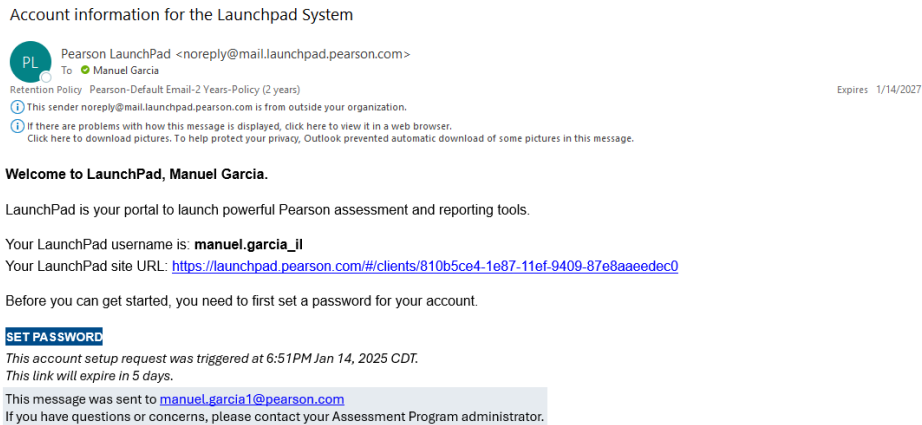
2.1 Log in to Illinois Administration Platform

The School Test Coordinator and other designated staff at the school will have Illinois Administration Platform logins. New users will receive an email with their username (which is their official organization email address) and instructions for creating their password.

Log in for the first time.

After users receive the Illinois Administration Platform email containing their username, complete the following steps:

1. Click on the link within the email.

   NOTE: The first-time user email is from Illinois Administration Platform System with a subject line of "Welcome to Pearson Illinois Administration Platform".
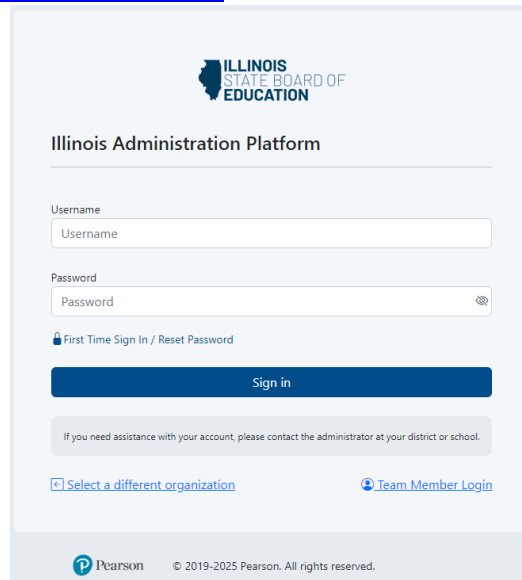

2. Set your password; you will be prompted to enter it twice, and then click Save New Password.
3. To access the Illinois Administration Platform, go to https://launchpad.pearson.com/#/.

4. Read the Privacy Policy and Terms and Conditions of Use, then click Accept.

To reset your password (if needed)

1. Go to https://launchpad.pearson.com/#/.

2. If forgot password, please click at the "First Time Sign In/Reset Password". Then enter your username (which is your email address) and then click Send Email.

Locked Accounts

You only have five chances to enter the correct username (which is your email address) 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

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 IAR and ISA summative assessment testing window.

3.1 Setting Up for an Infrastructure Trial

Prior to beginning the Infrastructure Trial, School Test Coordinator, and Technology Support Staff 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.
Pearson recommends that you ensure that all applicable test delivery URLs (below) are exempted from filtering and inspection in all layers of network security such as Content Filters, Firewalls, and Anti-Virus/Anti-Malware services. See the following link for more information [Network Requirements and Guidelines](#):

- *.testnav.com:80
- *.testnav.com:443
- *.pearsontestcontent.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 NOT to launch on any student 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 App
The TestNav App can be downloaded from
https://support.assessment.pearson.com/TN/download-testnav-57082522.html

Step 3 - Security

For the IAR and ISA assessments, 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 the Illinois sign in page, then click the user icon in the top right and choose "App Check" from the menu.
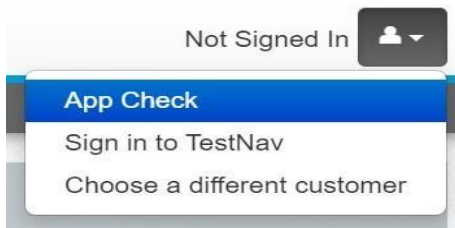
2. App Check will also verify the ability of the device to enter "Kiosk" or locked down mode. Detailed instructions can be found at: https://support.assessment.pearson.com/x/JgAyAQ.

3.2 Preliminary System Test

Prior to students taking part in the Infrastructure Trial, school technology support 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. Information technology support staff will login to several computers to ensure test content is delivered to TestNav. This process is designed to help ensure a successful full-scale Infrastructure Trial.

3.3 Conducting an Infrastructure Trial

The following section describes the roles and responsibilities of the technology support staff during the Infrastructure Trial. As a reminder, to complete set up, the Test Coordinator will need to follow the

steps in Sections 4.0 and 5.0 to add students to proctor groups. The detailed steps for conducting the Infrastructure Trial are provided in section 6.3 Conduct an Infrastructure Trial at a School.

**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.

Conduct follow up on any identified issues.

Following 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 school and district staff should be used to conduct the follow-up. Customer support can be reached at 1-833-213-3879. Detailed technical resources are available at https://il.mypearsonsupport.com/tech-setup/
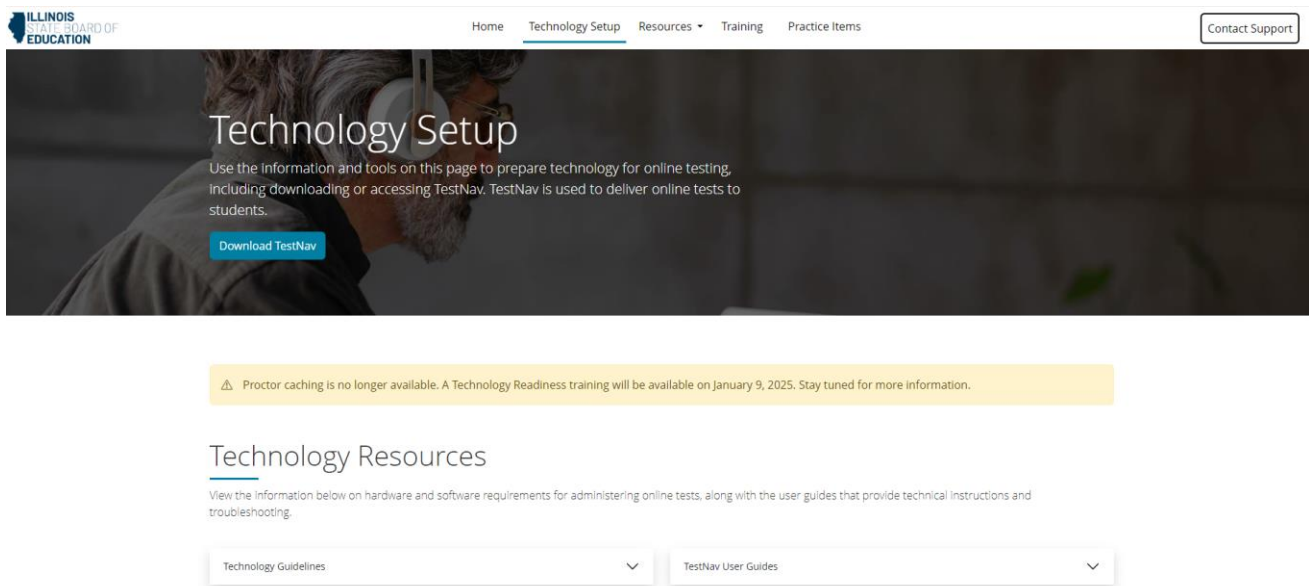
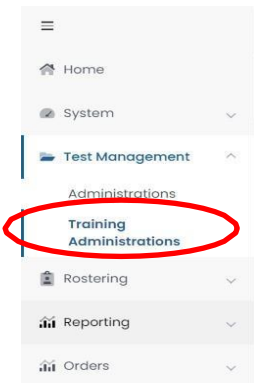# 4.0 Creating a Proctor Group

4.1 Create a Training Proctor Group

Students must be added to proctor group in an appropriate practice test administration for the Infrastructure Trial. For an Infrastructure Trial, it is recommended that the School Test Coordinator set up a proctor group for each testing lab/class. A proctor group in Illinois Administration Platform is a logical grouping of students who are assigned to the same grade/subject assessment.
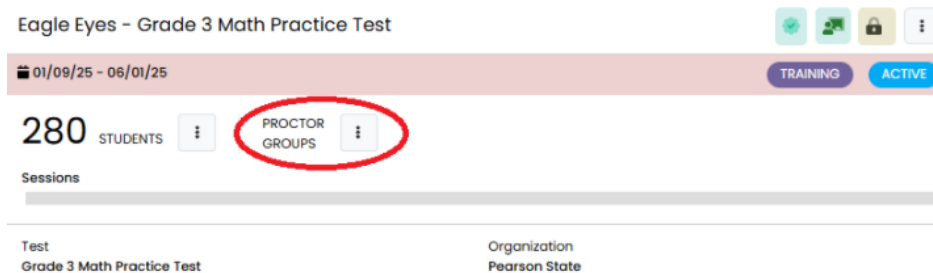
To prepare for the administration of the infrastructure trial, we will repopulate the proctor for students.
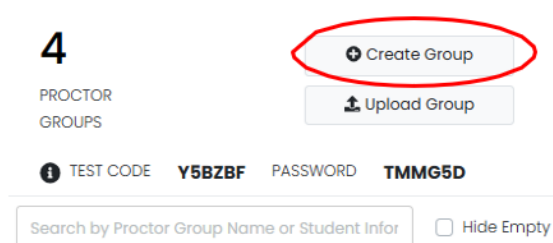
To create a Proctor Group:
1. In Illinois Administration Platform, go to the **Test Management** menu on the left side of the screen and select **Training Administrations**.

2. From a given practice test administration, click on **View** under **PROCTOR GROUPS**.

3. Select **Create Proctor Group** and complete the required details.

4. Enter a **Proctor Group Name**.

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

> Proctor Group Name

Testing School Setup

This information is used to define the school where this proctor group is physically testing the students.
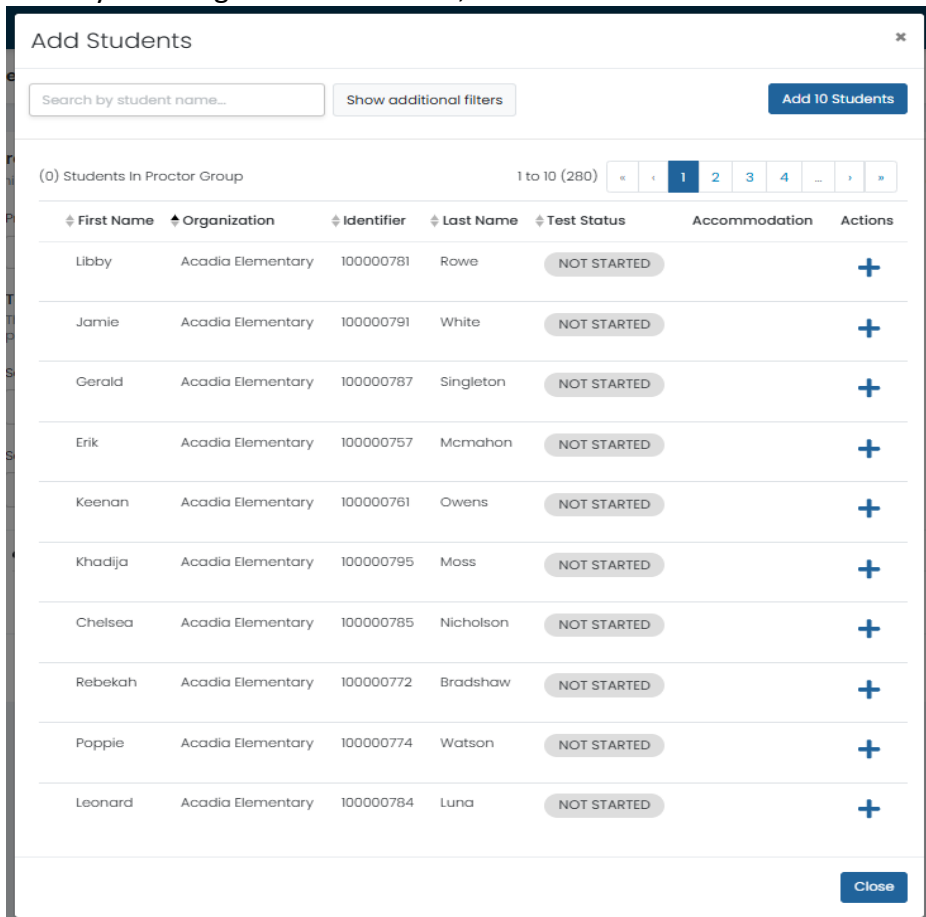
Select Your District

> Select Your District... ⌄

Select Your School

> Select Your School... ⌄

👤 Students (0)   ✚

None

Cancel   Submit

5. Select your **District** from the drop-down.
6. Select your **School** from the drop-down.
7. Add **Students** by selecting the **+ Add** button, then **Close**.

Add Students   ✕

| Search by student name... | Show additional filters | | | | Add 10 Students |

(0) Students In Proctor Group   1 to 10 (280)   « ‹ **1** 2 3 4 ... › »

⇕ First Name	⬥ Organization	⇕ Identifier	⇕ Last Name	⇕ Test Status	Accommodation	Actions
Libby	Acadia Elementary	100000781	Rowe	NOT STARTED		✚
Jamie	Acadia Elementary	100000791	White	NOT STARTED		✚
Gerald	Acadia Elementary	100000787	Singleton	NOT STARTED		✚
Erik	Acadia Elementary	100000757	Mcmahon	NOT STARTED		✚
Keenan	Acadia Elementary	100000761	Owens	NOT STARTED		✚
Khadija	Acadia Elementary	100000795	Moss	NOT STARTED		✚
Chelsea	Acadia Elementary	100000785	Nicholson	NOT STARTED		✚
Rebekah	Acadia Elementary	100000772	Bradshaw	NOT STARTED		✚
Poppie	Acadia Elementary	100000774	Watson	NOT STARTED		✚
Leonard	Acadia Elementary	100000784	Luna	NOT STARTED		✚

Close

8. Finally, click the **Submit** button at the bottom of the screen.

9. Here, you will find the Proctor Group created, along with the Test Proctor's username and password, which should be provided to the Test Proctor for accessing the Proctor dashboard.

10. To access the Proctor dashboard, the Test Proctor should go to https://il.adamexam.com/ and select 'Proctor a test' to use their username and password.

4.2 Add Additional Students to an Already Created Proctor Group

If students need to be added after the proctor group was created, you can add them later.

To manually add student tests to a session:
1. In Illinois Administration Platform, navigate to the proctor group where you will be adding students.
2. Under **Actions** select **Students.**

3. Click **Edit Proctor Group.**

4. Select **+**, add additional students as needed, then click **Close**. Click the **Submit** button to save changes.

4.3 Print Student Test Tickets and Accessing Seal Codes

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

To print student test tickets:
1. In Illinois Administration Platform, go to the **Test Management** menu on the left side of the screen then select **Training Administrations**.
2. From a given practice test administration select **Print Cards** under **STUDENTS**.
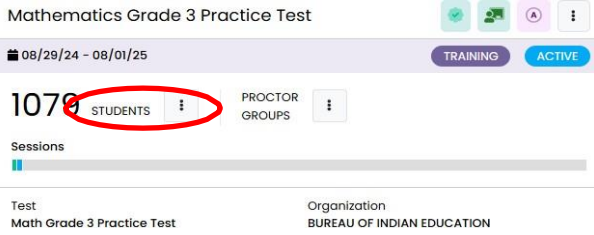
3. Click the **Print** button to print selected test tickets.
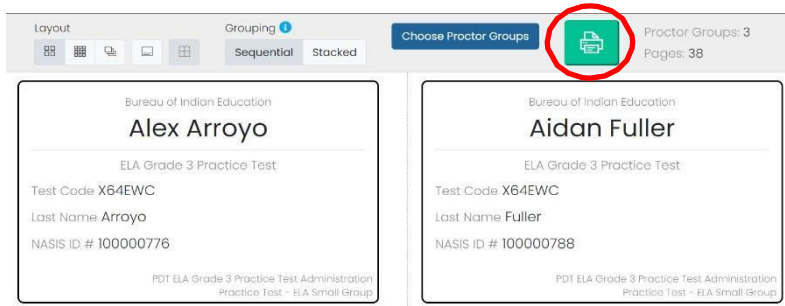
Seal Codes:

1. Student's will use test tickets to log into the test in TestNav. They will need a seal code to unlock each unit of the test form.
2. All students in the session will use the same seal code for a section. Each unit will have a separate code.
3. The Test Administrator will need to obtain the Seal Code and provide to the students. The Seal code for each unit can be written on the board (for example).

4. To obtain session seal codes, in Illinois Administration Platform, navigate to the proctor dashboard for a given test administration.

5.0 Monitoring a Proctor Group

- Conduct an Infrastructure Trial at a School

School Test Coordinators will provide Test Proctors with a schedule and instructions for administering the Infrastructure Trial forms. It will take approximately 60 minutes to administer and review the items.

- **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 this test begins.

- **Direct test administrators and students to testing locations.**
  Direct Test Proctors and students to their assigned computer lab or other testing location.
- **Distribute student test tickets.**
  After students are seated, read the appropriate administration script and distribute test tickets when instructed to do so.
- **Provide Seal Codes**
  Provide students with the unit Seal Code, i.e. write code on the board for that unit.
- **Read the Infrastructure Trial Script**
  Test Proctors are advised to adhere to the scripts provided in this manual (Appendix C) for administering the Infrastructure Trial. You may repeat any part of these directions as many times as needed while you are delivering the script.
- **Conduct Testing**
  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 Proctor Group.
- **Supervise test administration.**
  During each test, circulate around the room and check to see that students are recording their answers.

- 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 students and marking tests complete. The Test Proctor 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 Illinois Administration Platform User Guide here: https://support.assessment.pearson.com/as.

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

Test Status Key	
Not Started	The student has not logged in to the test yet, but is ready to log in.
Needs Attention	The student requires action by the proctor, such as needing their test. approved by the proctor.
In Progress	The student is currently testing the test unit.
Exited	The student has exited the test. If the student has not submitted their responses for that unit, they will need to be resumed in order to re-enter the test. Students will remain in exited status until all units of the test have been completed.
Submitted	The student has completed all units of the test, and the attempt has been submitted for scoring. Note: Infrastructure Trial attempts will not be scored.
Reseat	The student is ready to log back in to the test unit.
Resumed	The student has resumed their test session.

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

Note: For the Infrastructure Trial more than one unit will need to be completed to give students practice using the Seal Code required between units.

- To Reseat/Resume Students

To resume a student:
- In Illinois Administration Platform, navigate to the proctor dashboard.
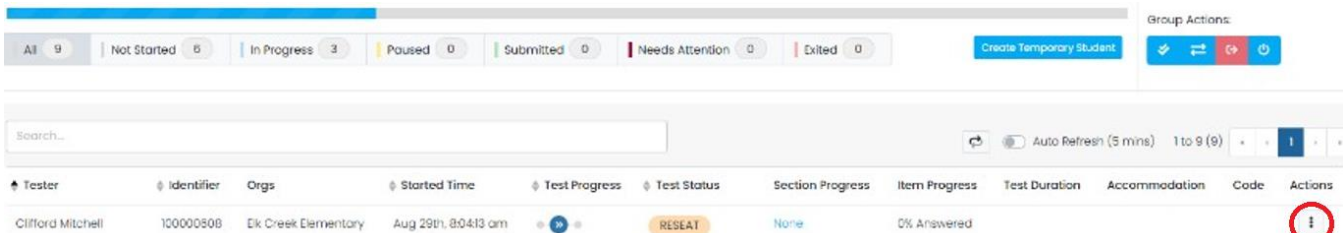
- Locate the student in the student list, the under **Actions** select the ellipses and click **Reseat Session**.
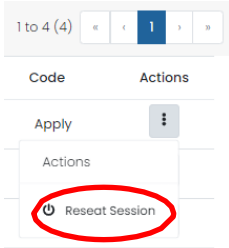
- In the **Health** column the student status will update to **Reseat**.

⇕ Test Progress	⇕ Test Status	Section Progress
»	RESEAT	None

6.0 Follow-Up

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 Customer Support on any specific technology issues.
   a. If assistance is needed at any point during your Infrastructure Trial, contact customer support 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 that schools have completed the trial successfully.
4. Report any issues that cannot be resolved with assistance from Pearson to the District Test Coordinator.

Appendix A: Technology Quick Guide - Infrastructure Trial

Preparing for an Infrastructure Trial

- ☐ Configure internet firewalls, content filters, and spam filters.
- ☐ Download and configure the appropriate app on each testing device (see directions at https://support.assessment.pearson.com/display/TN).
- ☐ Use App Check in TestNav to verify connection to TestNav.
- ☐ 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.
- ☐ Provide technology support to schools and districts.

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 your ISBE contact 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, or proctor login credentials to Illinois Administration Platform.
- ☐ Read the Infrastructure Trial Readiness Guide.
- ☐ Read and review all appropriate manuals and user guides.
- ☐ Confirm that all Test Coordinators, Test Proctors, Technology Coordinators and staff members participating in the Infrastructure Trial have completed the appropriate training.
- ☐ Confirm that all Test Proctors, Technology Coordinators and staff members participating in the Infrastructure Trial have read all appropriate manuals and user guides.
- ☐ Provide the URL for the Illinois Administration Platform site to all Test Coordinators, Test Proctors and Technology Support Staff.
- ☐ Develop an Infrastructure Trial communication plan/schedule for each test school/location.
- ☐ Create proctor group(s) for the Infrastructure Trial.
- ☐ Print student testing tickets.
- ☐ Obtain Seal Code information.
- ☐ Distribute the student testing tickets after the students are seated at a testing computer for the Infrastructure Trial.
- ☐ Provide Seal Code to students.

Conducting an Infrastructure Trial
- ☐ Provide guidance/support to Test Proctors as needed.
- ☐ Direct Test Proctors to their assigned testing location.
- ☐ Direct students to their assigned testing location.
- ☐ Monitor and manage the proctor groups.
- ☐ 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 your ISBE contact.
- ☐ 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 schools, and students to prepare for the computer-based IAR and ISA assessment administrations. The practice tests 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 IAR and ISA test items.

Test Proctors are required to adhere to the scripts provided in the Test Administrator Manuals for administering the IAR and ISA 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 Proctors must make sure they launch TestNav on all testing devices by opening the TestNav app (see details below on the app).

Infrastructure Trial Test Proctor 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.**

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.

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 the Test Code as shown on your ticket, then select Next.
	(Pause.)
	Next, type your Last Name and Student State ID as shown on your ticket, then select Next.
	(Pause.)
	Confirm the information on the screen, then select Next.

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	Today, you will take Unit one of the IAR and ISA assessment.
	Read each question. Then, follow the directions to answer each question.

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 Starting the Test

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?

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

Say	Read the Instructions and enter the Seal Code I have provided in the box at the bottom of the screen.
	(confirm all students have the correct Seal Code entered)
	Does anyone have any questions about how to navigate between questions?

Say	When you reach the end, the click "Submit" button.
	You will then see a message that asks, "You are about to leave this unit and will not be able to return once you exit. Are you sure you want to leave?" Select the "Yes" button.
	When you have completed the unit, and submitted your answers, log out of TestNav.

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 and Pearson with feedback on your experience in the Infrastructure Trial.

Appendix D: Guides and Manuals for Tech Prep

Guide/Manual	Description	Location
Illinois Administration Platform User Guide	This guide provides information on how to navigate through Illinois Administration Platform.	https://support.assessment.pearson.com/as
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