



2020 IAR Administration - Outline of Tasks for New District/School Coordinators (for online administration)

1. Establish an account for yourself as district/school test coordinator in PearsonAccess^{Next} (PAN).
2. Check network/computers for compatibility with PearsonAccess^{Next} and TestNav.
3. Load student information from Student information System (SIS) to PearsonAccess^{Next}. Load student accommodations to PearsonAccess^{Next}.
4. Install proctor cache software if needed.
5. Create accounts for test administrators in PearsonAccess^{Next}.
6. Place students in test sessions in PAN.
7. Prepare test sessions.
8. Start test sessions.
9. Stop test sessions.
10. Return any secure materials to Pearson.