PearsonAccess User Guide - Illinois ISAT

Published January 6, 2014

1.0 Document Revisions

Date	Change
January 6, 2013	• Initial document

2.0 Getting Started

The topics covered in this section are:

2.1 Getting Started - Introduction

PearsonAccess is your test management system. You can perform your test-related duties, like viewing student data and managing online tests.

Your user ID/password combination gives you access to online testing. Your role-based user account ensures that you see only the data and functions that you need.

2.2 Getting Help

This section provides a list of the ways you can obtain help with using the system.

2.2.1 Support

Click the **Support** link at the top of any screen to:

- check the FAQs for an answer to your question prior to calling the Support Center.

2.2.2 Support Center

If you have questions call our Support Center toll free at 888-705-9413 (M-F, 6:00 AM – 7:00 PM, Central Time) and talk to one of our support specialists. You can also reach us through email at ISAT@support.pearson.com.

2.3 Hardware and Software Requirements

PearsonAccess is a cross-platform system that provides equal functionality and performance in both Windows and Macintosh environments. In addition, PearsonAccess is compatible with a wide range of operating systems and browsers.

To ensure optimal system performance, you should review the hardware and software recommendations listed in *PearsonAccess Hardware and Software Guidelines*. This document can be viewed online at www.pearsononlinetesting.com/illinois.

2.4 Logging in to PearsonAccess

When your user account is created, an email is sent to you that contains login instructions and provides a hyperlink that opens the initial login page in your web browser. You must read and accept the **Confidentiality Agreement** and set your new password.

1. Enter www.pearsonaccess.com/il into your browser to go to PearsonAccess. Under the **Related Links** section, click **Log In to PearsonAccess for ISAT Online Pilot**.
2. Enter your information, and then click **Login**.
   - If you are not sure of your log in credentials, then use the links on the screen to retrieve your User ID or Password or to unlock user.

2.5 Unlocking User

1. On the **Login** screen, click the **Unlock User** link.
2. Enter your information, and then click **Unlock User**.
3. Upon a successful match, an email containing instructions on how to unlock your User ID will be sent to you.
4. Follow the instructions in the email to log in to the system.

2.6 Resetting Your Password

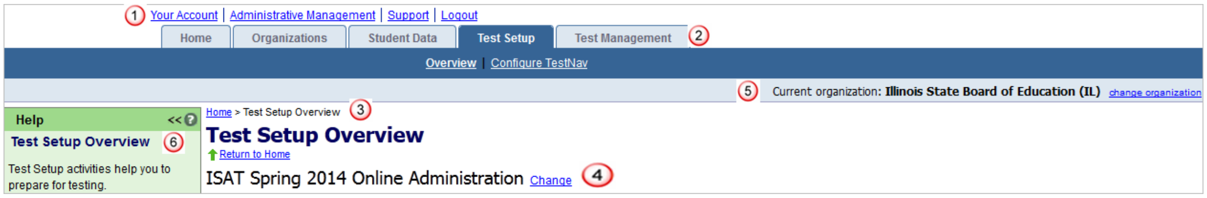
1. On the **Login** screen, click the **Reset your password** link.
2. Enter your information, and then click **Reset Password**.
3. Upon a successful match, an email containing instructions on how to set up a new password will be sent to the email address that you entered in step 2.
4. Follow the instructions and password requirements in the email to log in to the system.

2.7 Retrieving User ID

1. On the Login screen, click the **Forgot your User ID** link.
2. Enter your email address, and then click **E-mail User ID**.
   - You will receive an email with your User ID(s).

2.8 Becoming Familiar with Screen Layouts

There are several navigation and data elements that you will see on every screen (see the numbered areas below), which will help you quickly find what you are looking for.



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Global navigation links that appear on the top of every screen

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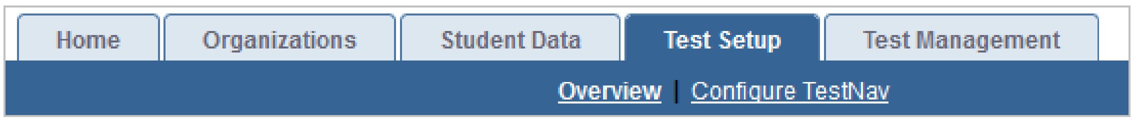
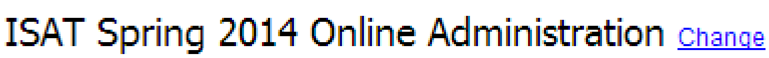


Tabs and sub tabs that allow you to navigate quickly to specific screens. The current screen is indicated by the bold white text. For example, these tabs show *Test Setup > Overview*.

3

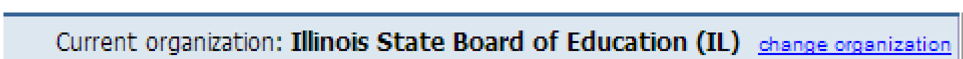
"Breadcrumbs" that show the navigation path to the screen. The underlined breadcrumbs are hyperlinks.

4



Name of the test administration you are viewing. **If applicable**, click **Change** to go to a different test administration. The administration change will apply to all screens.

5



The name of the organization whose data you are viewing. Click the **Change Organization** link to view a different organization's data within the same test administration. The organization change will apply to all screens.

6

To close the Help window, click . This will close the Help windows on all screens. Click to reopen the Help window on all screens.

3.0 Your Account

The topics covered in this section are:

3.1 Your Account - Introduction

Your Account contains your personal and system-related information as it appears in the PearsonAccess database. Your user role determines which functions you can access.

When your user account was created, you were assigned one or more user roles. Each role has a set of permissions associated with it.

3.2 Viewing Your User Account

Click **Your Account** in the global navigation links at the top of the screen to go to the **Your Account** screen.

3.2.1 Resetting Your Password

Click **Reset Password**, enter the old and new password, then confirm the new password and click **Save**.

- To maintain system security, your password will periodically expire. You will be notified on screen and by email that the password associated with your account is pending expiration. We recommend changing your password at that time.
- If your password expires before it is reset, you will need to reset it in order to login to the system. To reset your password, contact Pearson. Please refer to the Support Center section of this document.
- You will need to provide a new password each time your password expires.

3.2.2 Editing Your Name or Email Address

Click **Edit**, make the changes, and then click **Save**.

4.0 Organizations

The topics covered in this section are:

4.1 Organizations - Introduction

An *organization* is an entity in the organizational hierarchy, such as a state, district, or school.

An organization must exist in the system before that organization can participate in testing or test-related activities.

4.1.1 Viewing Organizations

1. Go to *Organizations* > *View Organizations*.
2. If you have access to more than one type of organization, select the **Organization Type** option button.
3. Click the organization name to go to the **Organization Details** screen.
    - The **Organization Details** tab displays the organization master record.

5.0 Security

The topics covered in this section are:

5.1 Security - Introduction

A user account is the primary method for controlling access to the system and maintaining security of data.

A *user* is an educator, test administrator, teacher, School Admin, or other person who has been given a user account. A user account allows the user to access the online system and, depending on that user's role, perform various functions within the system.

When user accounts are created, the user is assigned one or more roles. Each role has a set of permissions.

A locked account prohibits the user from logging in to the system. User accounts that are inactive for a certain period will be automatically locked. Locked user accounts need to be unlocked by another user who has access to the account in order to log into the system. An unlocked account means that the user can log in to the system and perform various functions.

5.2 View User Accounts

The user accounts that you can view are based on your own role and the current organization selected. To view user accounts, go to *Administrative Management > View User Accounts*.

5.2.1 Viewing User Accounts

1. Go to *Administrative Management > View User Accounts*.
2. The **View User Accounts** screen shows a list of user accounts that you can view. The accounts you see are based on your own user role and on the organization that is listed in the **Current Organization** field.

6.0 Student Data

The topics covered in this section are:

6.1 Student Data - Introduction

Student data refers to student demographic data and other test-related information about individual students. Student data will be uploaded by Pearson. This will enable you to register students for a test.

6.2 Managing Student Data

1. Go to *Student Data > Student Data Information*.
2. Select an option button.
   - If you select the **Students** option button, you will be prompted to search.
     - To view **all** students, select the **Show All Students** check box and then click **Search**.
     - To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.
   - If you select the **Schools** option button, you see a list of schools and the students by grade and the total number of students in that school. Click a school name to see students in the school. Click on a student name to view student details and enrollment.

7.0 Test Setup

The topics covered in this section are:

7.1 Test Setup - Introduction

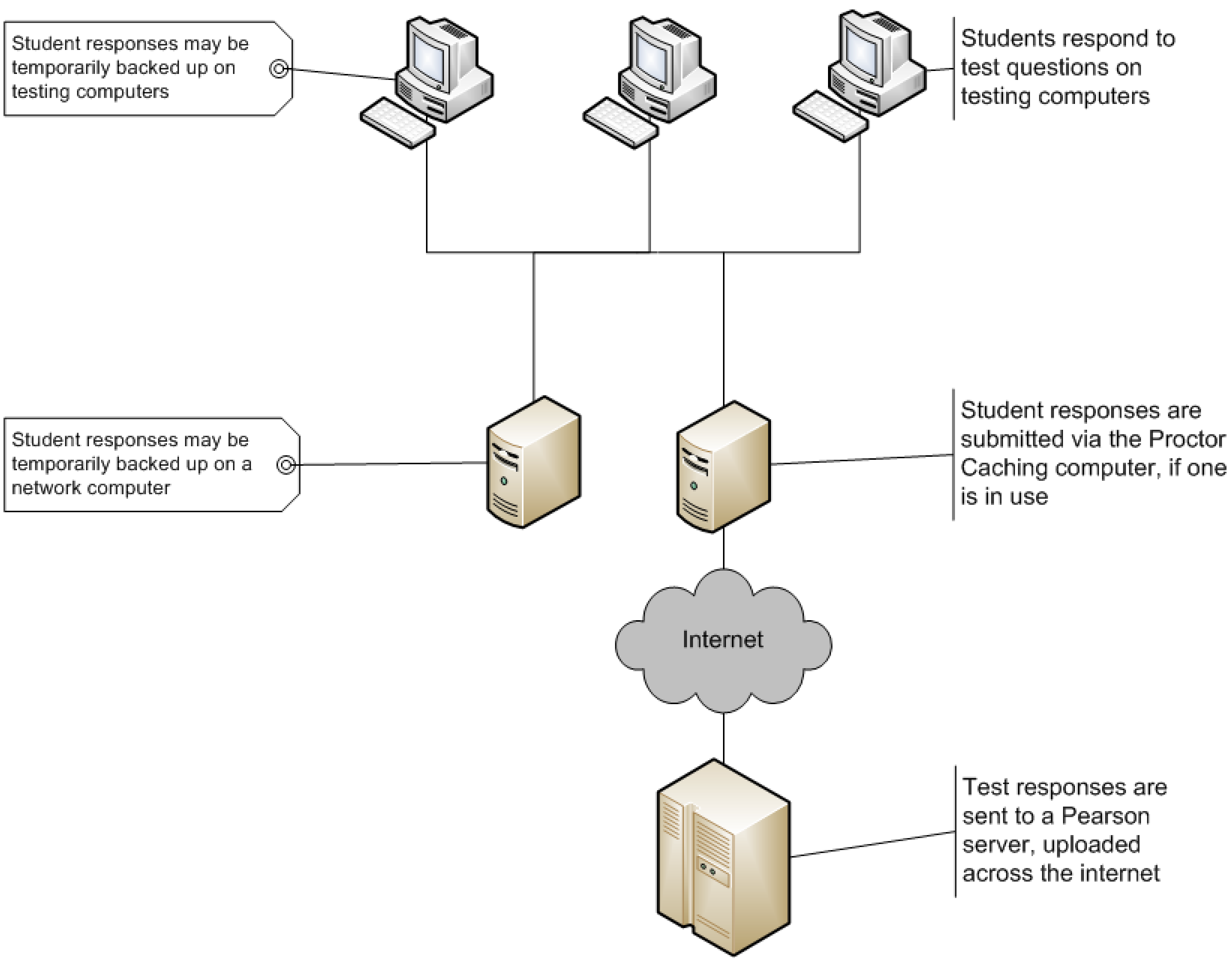
Use the information in this section to prepare for testing.

7.2 Configure TestNav

Two aspects of TestNav must be configured, **Proctor Caching Computer** and the **Response File Backup Locations**. Both aspects are found on the same PearsonAccess screen.

7.2.1 Proctor Caching Computer

The proctor caching computer downloads and stores test data, such as multimedia or test questions, and then serves that data to individual test computers from within the local network. This enables faster test page loading times and more efficient test taking.



7.2.2 Response File Backup Locations

When a student responds to a test item, that response is saved in an SRF (saved response file) and then sent to the Pearson server. If recorded successfully on the Pearson server, it is then wiped from the SRF. This is done to ensure student responses are not lost and because the next test item will not be presented to the examinee until it is confirmed that the response to the current test item has been safely recorded in one place or the other (SRF or Pearson server).

On a busy network, with many testing computers attempting to send student test item responses concurrently, network congestion can occur. These backups prevent delays in testing while safeguarding student responses.

Specify the primary and secondary locations where TestNav will store SRFs until the responses are recorded on the Pearson server. This generally happens in milliseconds unless the connection to the Pearson server is congested or interrupted. Choose backup locations that allow student accounts to have complete read and write access. Your options are to place the backup files in a directory on the computer the student is using to take the test or in a directory on a network file server. This chart outlines the pros and cons of each option.

Backup Location Options	**Pros**	**Cons**
Local Directory on Testing Computer (TestNav client)	Uses less internal network bandwidth Test item delivery will not be delayed by waiting for files to be written to the networked drive	Backup file is not accessible from any other computer, so a student cannot easily move from one testing computer to another to complete a test without the need for an administrator to manually move the backup file
Directory on Network Computer	Backup file may be accessed from other computers, which is important if you have a hardware failure on a testing computer	Uses more internal network bandwidth

As a best practice, Pearson recommends using both by setting up both a primary and secondary backup location.

The primary and secondary SRF backup files are updated as a student navigates from the item, or periodically for writing items. The next test item will be shown to the student as soon as the response to the currently submitted test item is recorded in any location—the Pearson server, the primary backup, or the secondary backup—but will continue to attempt to write to the other location until it is confirmed that the response has been recorded on the Pearson server.

It is recommended that your Proctor Caching computer is not set as the location for either primary or secondary SRF backups, as this may increase traffic to the Proctor Caching computer beyond appropriate levels.

7.2.3 TestNav Configurations

There are two types of TestNav configurations:

- **An organization-based configuration** (used by default for all test sessions)

  An *organization* is an entity in the organizational hierarchy, such as a state, district, or school. An organization-based configuration is assigned to a session automatically, based on the school identified in the session. If a configuration has been created and School A has been added to it, and a session is created for School A, then the session will use that configuration. If there is no configuration defined for the school, then the session will use the first configuration it finds above the school in the hierarchy – for example, the configuration defined for District A, in which School A resides.

- **A custom session configuration**

  A custom session configuration can be defined so that a session uses specific settings regardless of the school that is associated with the session. If you need one or more students to have settings that are different from those defined in the location-based configuration, you must place the student or students into a separate session and create a custom configuration for that session.

Every student in a test session will use the configuration set for that session (whether the session is set to use the organization-based configuration, or set to use the custom configuration). If changes are made to the configuration, the session and the students in the session are automatically updated with those changes.

- If changes are made to the configuration while a student is logged into TestNav, TestNav will continue to use the settings that were in effect when they logged in – but it will automatically use the latest configuration on any subsequent login to the test (i.e., if the student exits and then resumes the test).

Because it is possible to define multiple TestNav settings for proctor caching computers and corresponding response file backup locations within a configuration, defining a default configuration is important. The default configuration is the one that will automatically be used by sessions that point to the configuration, unless this is changed at the session level. If there is only one set of TestNav settings within a configuration, it is the default, but if there is more than one then you can choose which is the default.

1. Go to *Test Setup > Configure TestNav*.
2. Click the name of the configuration you want to view.
3. In the **TestNav Settings** area, you will see that one set of TestNav settings is identified as "Default TestNav Settings". To make another set of TestNav settings the default, click the **Make Default** link for that other set. A window appears with two options: redirect those test sessions to use the new default settings, or do not make any changes to the existing TestNav sessions. If you change the sessions to point to a different TestNav Setting, the changes will take effect immediately and students from those sessions will use the new settings the next time they log into a test. NOTE: The default TestNav Settings cannot be deleted. If you wish to delete the default, designate another set of TestNav settings as the default first.

Custom configurations can be created for specific sessions. The custom configuration will be applied to every student in the session. If you want one or more students to use settings that are not defined in your existing configuration, move the student(s) into a new, separate session and then define a custom configuration for that session.

7.2.3.1 Creating an Organization-Based Configuration

1. Go to *Test Setup > Configure TestNav*.
2. Click **New Configuration**. Enter a name to identify the configuration, and then click **Continue**. Please use only letters and numbers in this field. (Other characters may cause problems with test delivery.)
3. Select the organizations that will be associated to the configuration. Click **Add Organization** to view and select an organization not already listed in the table, then click **Add** to add one or several to the list. You can change the **View By** setting to view different types of organizations from which to choose. Click the icon next to Organization Name and enter your search terms in the box to search for a specific organization or narrow the list or clear the filter. Click **Remove** to remove an organization. A configuration must have at least one associated organization. Click **Continue**.
4. Enter the details for the Proctor Caching Computer, including a name/description, IP Address, and Port. The default port is 4480.
5. Refer to the Response File Backup Locations information earlier in this section for guidance on setting up the Response File Backup Locations. The student's operating system will determine which Response File Backup Locations will be used.
6. Enter the path to a local or network drive or select the **Use Default Location** check box next to Primary for each operating system Response File Backup Locations. When the **Use Default Location** check box is selected, TestNav will save SRFs to the Pearson folder in the user's home directory, which is a location that varies by operating system. When specifying a custom location, the use of UNC paths is not recommended (for example, \\server\volume\directory\file). Set the Secondary location in the same manner. There is no default Secondary location.

7. Click **Continue** to return to the **Configure TestNav** screen, where your new configuration now appears in the list.

7.2.3.2 Creating a Custom Session Configuration

1. Go to *Test Management > Manage Test Sessions*.
2. Click the name of the session for which you want to view the configuration.
3. In the **Test Session Details** section, next to **TestNav Settings**, click **Edit**.
4. Choose the Custom TestNav Settings option.
5. Enter the details for the Proctor Caching Computer, including a name/description, IP Address, and Port. The default port is 4480.
6. Refer to the Response File Backup Locations information earlier in this section for guidance on setting up the Response File Backup Locations. The student's operating system will determine which Response File Backup Locations will be used.
7. Enter the path to a local or network drive or select the **Use Default Location** check box next to Primary for each operating system Response File Backup Locations. When the **Use Default Location** check box is selected, TestNav will save SRFs to the Pearson folder in the user's home directory, which is a location that varies by operating system. When specifying a custom location, the use of UNC paths is not recommended (for example, \\server\volume\directory\file). Set the Secondary location in the same manner. There is no default Secondary location.
8. Click **Save** and then confirm your changes to save the new custom configuration for the session.

7.2.3.3 Viewing an Existing Organization-based Configuration

1. Go to *Test Setup > Configure TestNav*.
2. Click the name of the configuration you want to view.

7.2.3.4 Viewing an Existing Custom Session Configurations

1. Go to *Test Management > Manage Test Sessions*.
2. Click the name of the session for which you want to view the configuration.
3. In the **Test Session Details** section, next to **TestNav Settings**, click **View**.

7.2.3.5 Modifying an Existing Organization-based Configuration

1. Go to *Test Setup > Configure TestNav*.
2. Click the name of a configuration you want to view.
3. From here you can:
   - Rename the configuration - Please use only letters and numbers in this field. (Other characters may cause problems with test delivery.)
   - Add or delete organizations
   - Edit existing TestNav Settings

- Delete existing TestNav Settings – When you click **Delete**, a window appears with two options: redirect test sessions to the default TestNav Settings or select another set of TestNav Settings. When you change the sessions to point to a different set of TestNav Settings, the changes will take effect immediately and students from those sessions will use the new settings the next time they log into a test.
- Add new TestNav Settings

7.2.3.6 Viewing an Existing Custom Session Configuration

1. Go to *Test Management > Manage Test Sessions*.
2. Click the name of the session for which you want to view the configuration.
3. In the **Test Session Details** section, next to **TestNav Settings**, click **Edit**.
4. From here you can:
   - Edit existing TestNav Settings
   - Change the session to use the organization-based configuration instead.

8.0 Test Management

The topics covered in this section are:

8.1 Test Management - Introduction

Use the information in this section to manage your test information.

8.2 Register Students

View registered students within your organization.

8.2.1 Understanding Student Registration

- Students must be enrolled in one or more schools.
- Students with a non-registered status must be registered for a test administration. If a student has recently transferred into your school and should be registered to the online administration, please refer to the Support Center section of this document.
- Once registered, the student is assigned to a group, and then to a test.
  - If assigned to an online test, the student (or group of students) can later be placed in an online testing session.
  - Students must be enrolled in one or more schools before they can be registered. Students are enrolled in schools through the student data file upload method. School enrollment information for a student is available on the student registration record.

8.2.2 Register Students – Managing by Group

A student must be in a group before the student can be assigned to a test. Groups are a convenient way to put students into an online testing session.

To view student registration data by groups, go to *Test Management > Register Students*, then select the **Groups** option button.

8.2.2.1 Adding a New Group

You can create a new group, and add students to a group.

1. Go to *Test Management > Register Students*.
2. Select the **Groups** option button.
3. Click **Add Group**.
4. Enter the group name.
5. Select the organization in which the group is located.
6. Select the students
7. Click **Save** to add the group.

8.2.3 Student Registration – Managing by Student

1. Go to *Test Management > Register Students*.
2. Select an option button.
   - When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

- To view **all** students, select the **Show All Students** check box and then click **Search**.
- To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.

8.3 Manage Test Sessions

Managing test sessions is one of the main activities for test administrators. The tables below describe the main test session management tasks that are performed before starting a test session and during a test session. Test sessions are virtual groupings of individual students who will take the same test at the same time or place.

8.3.1 Before Starting a Test Session

Task	Why
Create a session	A session must be created before students can be assigned to an online test.
View or edit an existing session	Check the session details and verify that the correct students are assigned to the session.
Add, remove, or move students	Students actually testing in this session may have changed since the session was created.
Proctor cache test items	Proctor caching is **recommended** for test delivery.
Print Student Authorization Ticket	Each student needs a Student Authorization Ticket in order to log in to the test session.
Print Seal Codes	The Seal Codes document provides the four-digit code that opens the seal on a test section.
Start a test session	A session must be manually started before students can begin the test.

8.3.2 During a Test Session

Task	Why
Monitor the status of individual students	Keep track of each student's testing status.
View or modify a student's test-specific data	Indicate test-specific data, such as testing status etc.
Resume a student's test	If a student exits TestNav (unintentionally or intentionally) before completing a test, and will resume the **same** test. **Note**: Students in Ready, Submitted, Completed, or Marked Complete statuses cannot be resumed.
Mark a student's test complete	If a student exits TestNav and will **not** resume the **same** test.
Stopping a test session	You cannot stop a test session until all students are in **Completed** or **Marked Complete** status.

8.3.3 Creating a New Test Session

1. Go to *Test Management > Manage Test Sessions*.
2. Click **New Session** to go to the **New Test Session** screen. The **New Session** button will be disabled and you will not be able to create a test session if you do not have access to create test sessions, or if the ability to create a session is not within the defined functionality date.
3. Enter the session details. When a configuration is defined for the school, users with the **View Parent Configuration** role will be able to select proctor caching computers from the school-level configuration.
4. Click **Save** after entering all session details to save the new session.
5. Add students to the test session either by group or by individual student.
6. Select either the **Groups** option button to see available groups or select the **Students** option button to see available students (i.e., registered students who have not already been assigned to a session).
   - The groups and students available are dependent on the organization that is displayed on the top right corner of the screen and the test that you selected.
7. Select the groups or students, and then click **Save** to add the selected groups or students.
8. Return to the newly created test session or to the **Manage Test Sessions** screen.

Scheduling a date and time for a new test session is intended primarily for *planning* purposes. A test session will not start until you click **Start** on the **Session Details** screen, regardless of the scheduled start date and time.

Although you are not bound by the date and time that you select for a test session, we recommend you be as accurate as possible when completing this information. However, you can update the date, time, location, etc., before a session is started.

8.3.4 Working with Test Sessions

You can filter on test session-specific values like session name, status, start date, context, test, and school.

8.3.4.1 Adding Students to a Test Session

1. Go to *Test Management > Manage Test Sessions*.
2. Click the session name.
3. Click **Add Students**.
4. Select the **Groups** option button or the **Students** option button.
5. Select the check box for the group or the student you want to add.
6. Click **Add to session**.

8.3.4.2 Removing Students from Test Sessions

You will need to remove absent students from any active test sessions

1. Go to *Test Management > Manage Test Sessions*.
2. Click the session name.
3. Select the check box for each student who you want to remove
4. Click **Remove**.
5. Click **Yes-Remove Students**.

8.3.4.3 Moving Students to Another Session

1. Go to *Test Management > Manage Test Sessions*.
2. Click the session name.
3. Select the check box for each student to be moved.
   - Students with **Submitted**, **Processing**, **Completed**, or **Marked Complete** status cannot be moved to another session.
4. Click **Move**.
5. Select an existing test session or create a new test session to which the students will be moved.
   - If you create a new session, the values in the following fields are carried over from the previous session:
     - **School**
     - **Context**
     - **Test to be Administered**
     - **Read Aloud by Test Examiner**

6. After selecting an existing session or creating a new session, select the check box for each student to be moved.
7. Click **Move Students** to move the selected students.

8.3.4.4 Modifying Proctor Caching Settings - Entire Session

Changes made to the TestNav configuration on the **Configure TestNav** screen will automatically be applied to all students in a session, but the new configuration will only take effect for each student the next time they log in. Any students logged in when the change is made must then log out and back in for the new configuration to be applied to those students.

8.3.4.5 Viewing Currently Scheduled Sessions

Click **Currently Scheduled Sessions** on the **Manage Test Sessions** screen to open or save the PDF.

- You can refine the list of currently scheduled sessions by filtering on the columns on the **Manage Test Sessions** screen. Only data that match the filter are displayed on screen and in the PDF.

8.3.4.6 Viewing Filtered Test Session Data

You can filter on multiple columns on the **Manage Test Sessions** screen in order to access relevant data. For example, filtering on the status and school allows you to see all sessions in **Started** status for a given school.

1. Go to *Test Management > Manage Test Sessions*.
2. Click the filter icon next to the column header to filter to open the search.
3. Enter the criteria to filter, and then click **Go**.
4. Enter additional filter criteria by clicking on the filter icon next to the additional columns containing data to be filtered, and then click **Go**.
5. To remove the filter criteria, click the filter icon in each of the filtered columns and then click the **Clear Filter** link. To remove all filters at once, click **Clear All Filters**.

8.3.4.7 Viewing Students Not Assigned to a Session

You can view a report showing students, within the current organization, who have been registered for a test, but not added to a session. You may need to set your organization to a school level to see the **Students not assigned to session** button.

You must be a school level user to access this function.

1. Go to *Test Management > Manage Test Sessions*.
2. Click **Students not assigned to session** to view a CSV file of the students.

8.3.4.8 Viewing Student Responses for an Online Test

This function allows you to verify that the testing server and a student's workstation are communicating successfully. Some users will see whether or not a student has viewed a particular item. Other users who have authorization will view the student's responses.

You can verify only one student at a time.

1. Go to *Test Management > Manage Test Sessions*.
2. Select a session name.
3. Select the **View Progress** link.

8.3.5 Proctor Caching

Proctor caching refers to pre-caching (downloading) test content from the Pearson's testing server to a secure "local" computer prior to starting a test session. Because test content is closer to student workstations, test delivery is accelerated and the amount of bandwidth required for online testing is reduced.

Proctor caching is recommended for test delivery.

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Click **Proctor Caching**.
   - The **Proctor Caching** button will be disabled and you will not be able to cache the test content for the test session if you do not have access to proctor caching, or if the ability to proctor cache is not within the defined functionality date.
4. Review the Proctor Caching information, and then click **Next**.
5. The **Proctor Caching Diagnostics** screen opens in a new window.
   - Refer to the *Proctor Caching 7 User's Guide* for further details of Proctor Caching. This document is available at www.pearsononlinetesting.com/illinois. After you have reviewed the information, close the window to return focus to the original page.
6. To get back to **Session Details** screen, click **Return to Session Details**.

8.3.6 Authorizations

Authorizations are needed to perform certain functions at the session level.

Click **Authorizations** and select the authorization type in the drop-down list.

8.3.6.1 Student Authorizations

Each student must have a Student Authorization Ticket (or **test ticket**) in order to log in to a test. Test tickets contain the unique Username, Test Code, and URL that students use to access a test.

8.3.6.2 Seal Codes

Seal Codes are the electronic equivalents of the adhesive tabs that are used to seal sections of paper test booklets. Before students in a test session can go to the next sealed section of an electronic test, they must enter the appropriate four-digit seal code, which then opens the seal on that test section. Seal Codes for a specific test session are listed on the Seal Codes document.

When students are ready to unseal a sealed test section, write the Seal Code **for that section only** on the board (or something equivalent) where all students can see the Code.

- Seal Codes apply only to sealed test sections.
- Seal Codes must be used in the order in which they are printed (i.e., Seal Code #1 for unsealing the first sealed section, and Seal Code #2 for unsealing the second sealed section, etc.).
- Seal Codes become invalid as soon as the test session is stopped. (A new test session requires new Seal Codes.)
- If a student is moved to a different session, the student must use the Seal Codes from that session.
- If a test has at least one form with seal codes, the Seal Codes link is active. If a test has no forms using seal codes, the link is disabled.

8.3.7 Starting and Monitoring Test Sessions

A test session must be manually started before students in the session can log in and begin taking a test online.

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Click **Start**.
    - The **Start** button will be disabled and you will not be able to start the test session if you do not have access to start a test session, or if the ability to start a session is not within the defined functionality date.
4. After a session is started, students can log in and begin testing.
    - A session does not stop until you click **Stop**, regardless of the value in the **Estimated Duration** field. The system will not automatically start or stop a session.
5. You can monitor the status of each student in the session.
    - Refresh your browser window to update the real-time testing status of students.

8.3.7.1 Monitoring a Test Session

After a session is started, you can monitor the real-time status of students. Here is an explanation of the possible statuses.

Status	Description
Ready	Student has not yet started the test.
Active	Student has logged in and started the test.
Exited	Student has exited TestNav but has not submitted the answers. (Student cannot resume test unless authorized by test administrator.)

Status	Description
Resumed	The student has been authorized to resume the test.
Resumed-Upload	The student has been authorized to resume the test and any responses saved locally have been uploaded.
Submitted	The student has finished testing and submitted the answers to be scored.
Completed	The submitted test data has been processed.
Marked Complete	The student has exited TestNav and will not resume the **same** test. Click the **Marked Complete** icon to view the reason why the test was marked **complete**.

8.3.7.2 Refreshing a Student's Testing Status

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Click the **Refresh** icon in the **Status** column of the student list on the **Session Details** screen to refresh the student's status.
   - The **Refresh** icon refreshes status of the students displayed in the session roster. Refreshing your browser reloads the page to view students who are added to or removed from the test session.

8.3.7.3 Viewing or Modifying Student Test-Specific Data

The **Student Test Details** screen allows you to view and modify a student's test-specific data.

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Click the student's name.
4. Click **Edit** and make the modifications.
5. Click **Save**.

8.3.7.4 Resuming a Test

If a student exits TestNav (either unintentionally or intentionally) before completing a test, that a test administrator must resume the student's test before the student can continue with same test.

You resume a student's test if the student exits TestNav (either intentionally or unintentionally) before finishing the test and you want the student to continue the **same** test. Verify that TestNav is shut down for a student before you attempt to resume the student in the administrative site.

The **Resume Test** button is available **only** if you have the permission in your user profile.

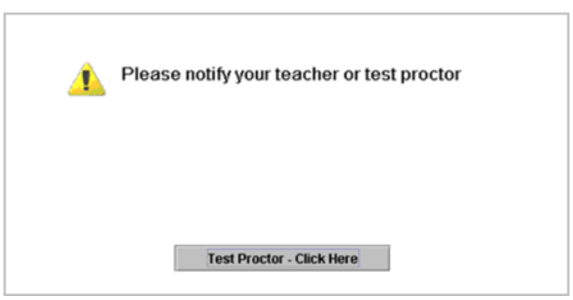
When you click **Resume Test**, you are resuming the student's test from the point at which the test was interrupted. The system will upload any test responses that the student entered after the interruption that were saved. When the connection to the testing server is reestablished, the saved responses are transmitted to the testing server and added to the responses already stored there.

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Select the check box for the student on the **Session Details** screen.
    - You cannot resume a student who has a **Ready**, **Resumed**, **Resumed-Upload**, **Submitted**, **Marked Complete**, or **Completed** status.
4. Click **Resume Test**.
5. After you resume the student's test, the student's status changes to Resumed (if the student was in **Exited** status) or **Resumed-Upload** (if the student was in **Started** status) on the **Session Details** screen.
6. The resumed student can now log in to TestNav using the URL, Username, Password, and Test Code from their Student Authorization Ticket and resume the test.
    - Whenever possible, have the student log in to TestNav from the original workstation so that the student's saved response file can be transmitted to the testing server if it was saved on the local client workstation.

8.3.7.5 Resuming a Test within Early Warning System (EWS)

Certain circumstances, such as loss of an internet connection, trigger the **Early Warning System** (EWS) on the TestNav interface that student's see during testing. The EWS alerts students to possible problems with the transmission of their test data and allows the test proctor to take action to prevent lost responses.

If either of these screens appears on a student's computer during testing, click **Test Proctor – Click Here** to open another screen that explains the actions that you should take.



For more information, refer to the *TestNav 7 Early Warning System* reference manual. This document is available at www.pearsononlinetesting.com/illinois. Click **Test Proctor – Click Here** on the **EWS** screen and follow the on-screen directions.

1. Return to the **Session Details** screen, and click **Resume Test**.
   - If a saved responses file for this student is found, it will be uploaded to the testing server when the connection is reestablished and the student logs back in to TestNav. If a saved response file is not found, TestNav will prompt the user to navigate to the location where the response file is saved so it can be uploaded.
2. The student can now log in to TestNav using the URL and other information from their **Student Authorization Ticket** and restart the test.
   - Once resumed, the student's status will return to **Started** after successfully re-entering the test.
   - Whenever possible, have the student log in to TestNav from the original workstation so that the student's saved response file can be transmitted to the testing server if it was saved on the local client workstation.

If TestNav appears to freeze when a student attempts to exit or submit a test, you should terminate the TestNav process without rebooting the local client workstation. You can exit TestNav by clicking **Close** in the upper right corner of the TestNav interface.

Next, verify that connectivity exists between the client and the server. When connectivity is established, resume the student's test by clicking **Resume Test** on the **Session Details** screen. The resumed student can now log in to TestNav to continue testing.

Whenever possible, have the student log in to TestNav from the original workstation so that the student's saved response file can be transmitted to the testing server if it was saved on the local client workstation.

8.3.7.6 Marking a Test Complete

When a student(s) exits TestNav and does **not** resume the **same** test, or has never logged in to a test but must be accounted for, you can mark student(s) test status as Mark Test Complete.

1. Click the session name.
2. Select the check box next to the student(s) name. You can select multiple students.
3. Click **Mark Test Complete**.
   - The system will validate that the test status received does not conflict with any existing edits. If a conflict exists, an alert appears so you can correct an invalid testing status.
4. Select the **Use the same reason for all students** option button or the **Use different reasons for each student** option button.
5. Click **Save**.

- There are different options available to select. Select **No Testing Status** if the student experienced technical difficulties when submitting their test. This option would be selected to send the test for scoring once all student responses had been verified as received by Pearson.

6. Student(s) test status will be **Marked Complete.**
   - The reason for marking the test **complete** can be viewed by clicking the **Marked Complete** icon on the **Session Details** screen.

8.3.7.7 Stopping a Test Session

After all students have completed the test and submitted their responses, you should manually stop the session.

1. Click **Stop** to stop the session.
   - You cannot stop a test session until **all** students in the session are in **Completed** or **Marked Complete** status.

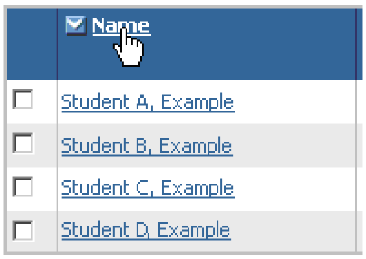
9.0 Appendix A – How to Sort and Filter

The sorting and filtering functions help you to find and organize data on a screen. These functions are useful when you are looking for specific data on screens with many entries.

Sorting

Sorting is the process of rearranging data into some specific order. For example, rearranging all student names into alphabetical order or rearranging all dates of birth into numerical order.

2. Click the column name to start the sort.



3. After the column is sorted, a triangle appears to the right of Name [Name▲], indicating that the column is sorted in ascending order (i.e., from a to z, or from 1 to 999).
4. To sort the column into descending order (i.e., from z to a, or from 999 to 1), click the column name again.

Filtering

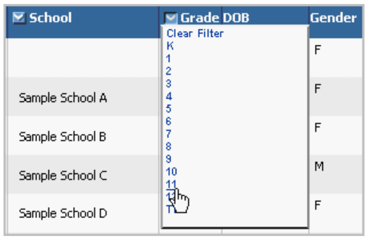
Filtering is the process of selecting a filter through which data are passed, and only displaying data that matches the filter. When available, multiple columns can be filtered at once. When multiple filters are used, only the results meeting all filter criteria are returned.

To search for a specific value in a column, click the filter icon next to the column name, enter the search details, and click **Go**. The search is not case-sensitive. The following examples use "John Smith" to illustrate how you can use column filtering:

- To search for John Smith, type Smith, a comma, and then John.
  You would enter: Smith, John
- To search for all users whose first name is John, type John and then a comma. You would enter: John,
- To search for all values with the specific beginning character, type J and then a comma.
  You would enter: J,
- To search for a name when you don't know the precise spelling of the name, you can use the % wildcard, such as John or Jon.
  You would enter: J%n

Filtering a Column (simple filtering)

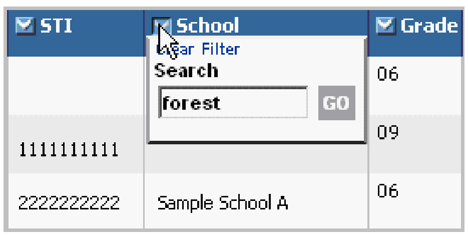
1. Click the filter icon to the left of a column name to open the filter list.



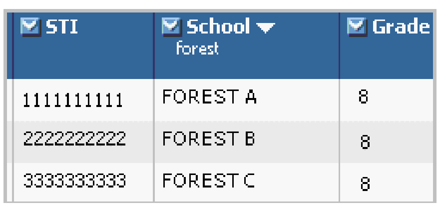
2. Click the value for which you want to filter. All data in the column matching this value will be displayed.
3. To clear the filter, click the filter icon again and then click **Clear Filter**.
4. To close the filter, click the red X.

Searching a Column

1. Click the filter icon to the left of the column name to open the filter box.



2. Type the name or number for which you want to search.
3. Click **Go** to find all instances of the search term in the column.



4. To clear the search or to conduct a different search, click the filter icon again, and then click **Clear Filter**.

Performing an Advanced Search

1. Click **Show Search**.
2. Enter one or more criteria to search for, and then click **Search**.

Clearing all filters

Certain screens that contain many data fields will allow you to clear all filters at once in order to easily return to the full display list. To clear all filters at once, click the **Clear All Filters** link.

10.0 Appendix B – ISAT Online Pilot PearsonAccess User Roles and Permissions

There are four different user roles and each role will have a set of permissions associated with it. Your account in PearsonAccess may have multiple roles assigned to it.

1. District Test Coordinators (DTC)
2. School Test Coordinator (STC)
3. Test Administrator (TA)
4. Technology (TECH)

If you are a District or School Coordinator and will be handling the actual administration of the online test you will want to also have the Test Administrator role added to your account.

To add additional roles, please contact Pearson Support.

District and School Coordinators will be able to view students registered for the online test, view sessions, seal codes and print authorization tickets.

The Test Administrators will be able to Add and Edit Session details and perform Proctor Caching.

The Test Administrator will also be responsible for starting and stopping sessions along with monitoring the status of the student's online test.

The Technology role in PearsonAccess is to set up TestNav configuration and proctor cache the online encrypted test content. Technology role is also be referred to as your network administrator.

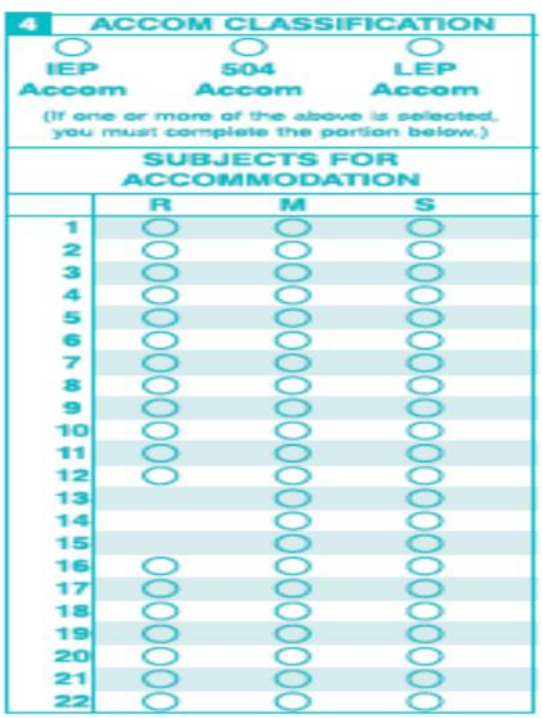
11.0 Appendix C – How to Test Students with Accommodations

Any student testing with a test accommodation will need to be given the paper format of the ISAT test and will not be testing online. This includes not only those students who will be testing using a special format test such as braille, large print, reader script or audio but also any student for whom a bubble in box 4 of the paper answer document would need to be gridded. (see illustration below)

For a detailed explanation of the specific accommodations listed in the box 4 grid, please refer to page 25 of the *ISAT Spring 2014 District and School Coordination Manual*.

Students with accommodations may have been pre-loaded into PearsonAccess if they were part of the January 3, 2014 pre-id file Pearson received via the Student Information System from ISBE. These students will show in the list of registered students under the Test Management section of PearsonAccess. If a student listed under registered students will not be testing online do not add them to a test session. The student will remain under the registered list and not be exported with the other students. That student's paper test will be processed as per the usual paper process.

If you move a student into a test session and later discover that student will be testing using the paper format, simply remove the student from the session.



12.0 Appendix D – Testing Sections Out of Order

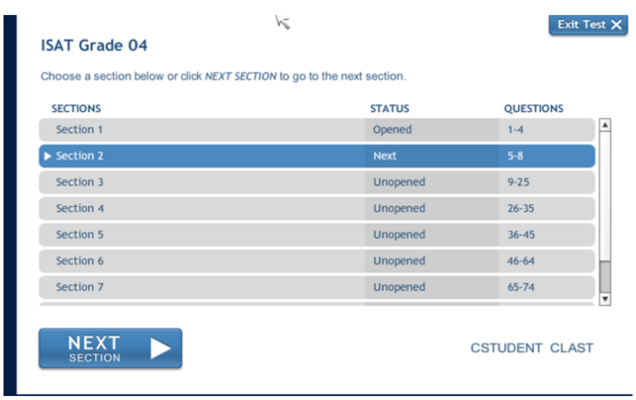
The layout of the ISAT online test is designed to test sections in the following order. However the order in which subjects are tested is determined locally. Please refer to the "Test Scheduling" section on page 9 of the *ISAT Grades 3-5 or Grades 6-8 2014 Test Administration Manual*.

Grades 4 and 8	
Online	Paper Equivalent
Section 1	Reading Session 1
Section 2	Reading Session 2
Section 3	Reading Session 3
Section 4	Math Session 1
Section 5	Math Session 2
Section 6	Math Session 3
Grade 4 only	
Section 7	Science Session 1
Section 8	Science Session 2

As in the paper environment, sections for a given subject must be given in ascending numerical sequence (for example reading session 1, 2 then 3 or for online section 1, 2 then 3). However, this does not mean that all sections of reading must be administered before any section of mathematics (sections 4, 5 & 6) or (for grade 4) science (sections 7 & 8).

Also as in the paper environment, a test section may ***not*** be split across days. Any test section started on a given day must be completed by the end of that school day. Students cannot come back to a test section started on a previous day nor can students retake a test section they started or completed on a previous day.

If a school's test schedule is such that a student will be testing (for example) section 4 prior to sections 1, 2 or 3, the test administrator will need to instruct the student to access the "Test Overview" screen within TestNav. This will allow the student to begin on a section out of order. The test administrator or teacher will need to provide a seal code in order for that student to actually enter that test section.



13.0 Appendix E – The Use of Scratch Paper for the ISAT Online Pilot

Scratch paper will be allowed for students at grades 4 and 8 participating in the ISAT Online Pilot. Scratch paper needs to be provided to students at the beginning of each test section. The scratch paper needs to be collected at the end of each test section and destroyed after testing. Do not return scratch paper back to Pearson.

14.0 Appendix F – Instructions after Testing – Deleting Test Content

Once your testing is completed, it is important to delete test content off the proctor caching machine(s). When Proctor Caching is conducted prior to online testing, the installer will ask what directory you want to install proctor caching to. This location will determine where the cache is stored. Please note which location is chosen and delete the content from this location once testing is completed.