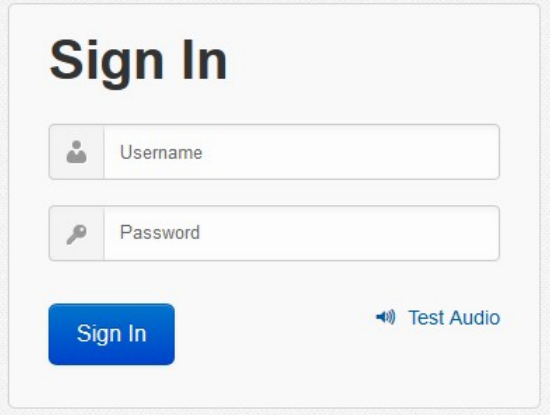
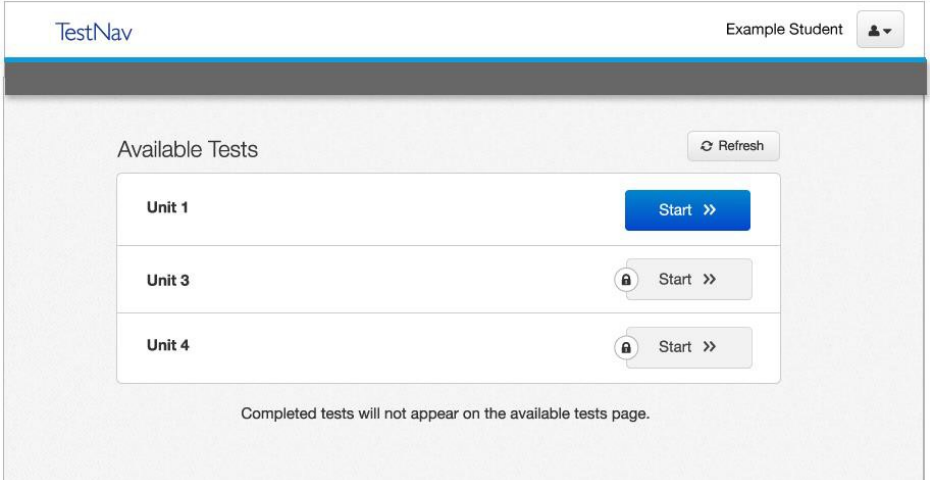
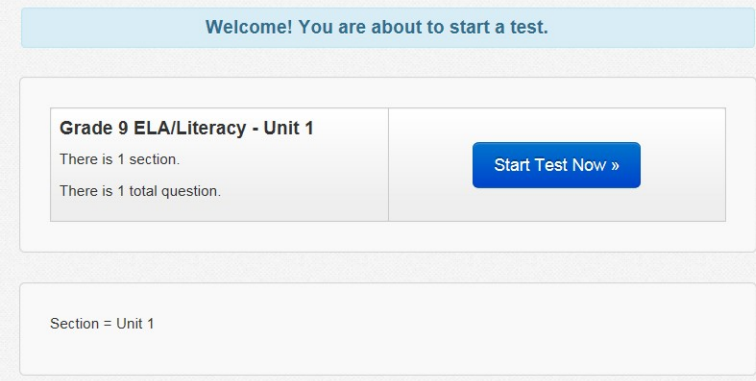
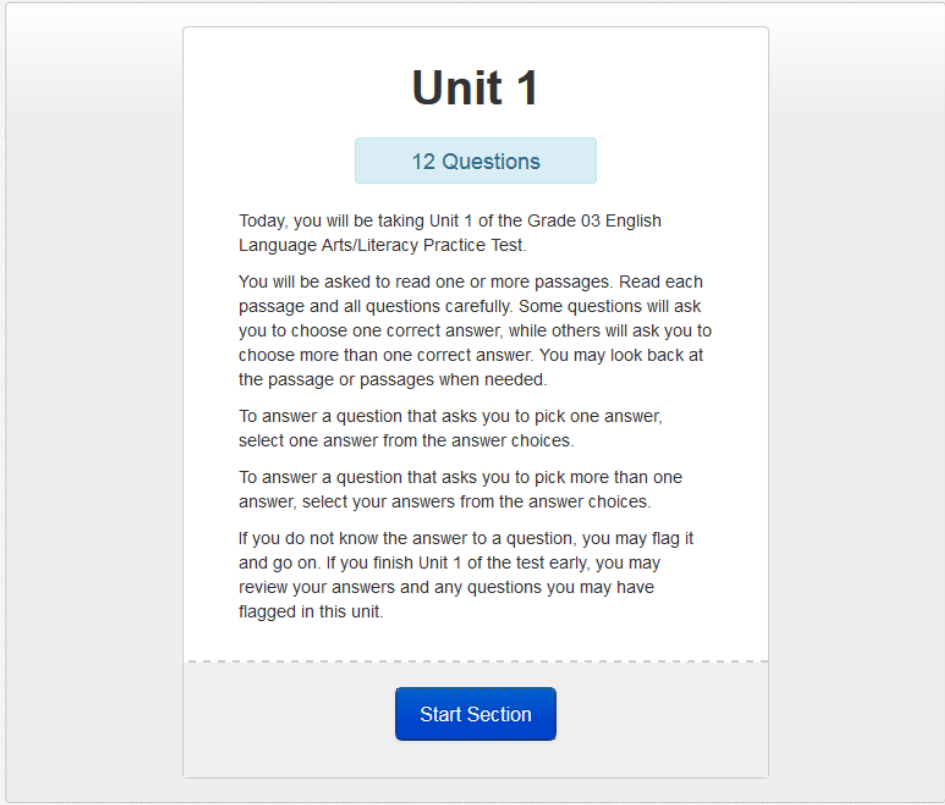


Log-In Instructions

Use the instructions in this document to help students log in to TestNav. Test Administrators may provide navigational guidance as students click through the log in steps. **These directions may also be printed for students.** Test Administrators are also responsible for collecting the instructions from students after testing.

Step 1	Screen Shot
<p>Make sure your device is on the TestNav Sign In screen.</p> <ul style="list-style-type: none"> ✓ Look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <u>your</u> ticket. ✓ Enter your Username as shown on your ticket. ✓ Enter the Password as shown on your ticket. ✓ Select the blue Sign In button. 	
Step 2	Screen Shot
<p>You should now be on the Available Tests screen.</p> <ul style="list-style-type: none"> ✓ Find your name in the upper right corner of the screen. If the name you see is not yours, raise your hand. ✓ Select the Start button next to the unit you are testing. 	

<p>Step 4</p> <p>When instructed, select Start Test Now.</p>	<p>Screen Shot</p> 
<p>Step 3</p> <p>You should now be on the Directions screen. Do NOT select the Start Section button until instructed to do so.</p> <p>Follow along while the Test Administrator reads the directions. Use the scroll bar if necessary.</p> <p>When instructed, click Start Section.</p>	<p>Screen Shot</p> 
<p>END OF LOG-IN DIRECTIONS</p>	

Log-Out Instructions

After a student completes a test unit, use the instructions in this document to help them submit their answers and log out of TestNav. Test Administrators may provide navigational guidance as students progress through the log out steps. **These directions may also be printed for students** to use during testing. Only print the direction pages students need for each unit. Test Administrators are responsible for ensuring that there is no writing of any kind on these instructions before distributing them to students. Test Administrators are also responsible for collecting the instructions from students after testing.

- **Mid-Unit Log-Out Directions:** Page 4 provides instructions for how to log-out a student if they unexpectedly need to exit a unit during testing (e.g., due to illness).
- **Submit Section Directions:** Pages 5–7 provide submit/log-out directions for mathematics units with non-calculator and calculator sections within a unit.
- **Submit Final Answers Directions:** Pages 8–9 provide general submit/log-out directions for ending a unit.

General Administration		
Subject	Unit	Directions
English Language Arts/Literacy (all grades)	All Units	Submit Final Answers
Mathematics Grades 3, 4, 5, 6, & 8	All Units	Submit Final Answers
DC Science (all grades)	All Units	Submit Final Answers
Mathematics Grades 7 and High School	Unit 1 – Non-Calculator Section	Submit Section
	Unit 1 – Calculator Section	Submit Final Answers
	Unit 2 & Unit 3	Submit Final Answers


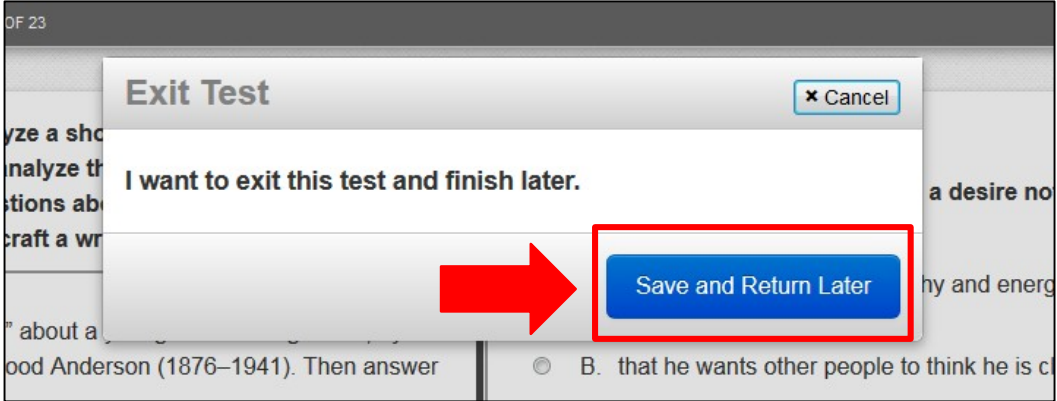
Field Testing Schools (English language arts/literacy ONLY)		
Subject	Unit	Directions
English Language Arts/Literacy (All Grades)	All Units	Submit Final Answers

IMPORTANT

If a test needs to be unsubmitted, follow your state policy for contacting the LEA or State. Please have the SSID, District Code, School Code, Grade Level, Subject and Session Name ready to share. The state will unsubmit the test, if your request is approved.

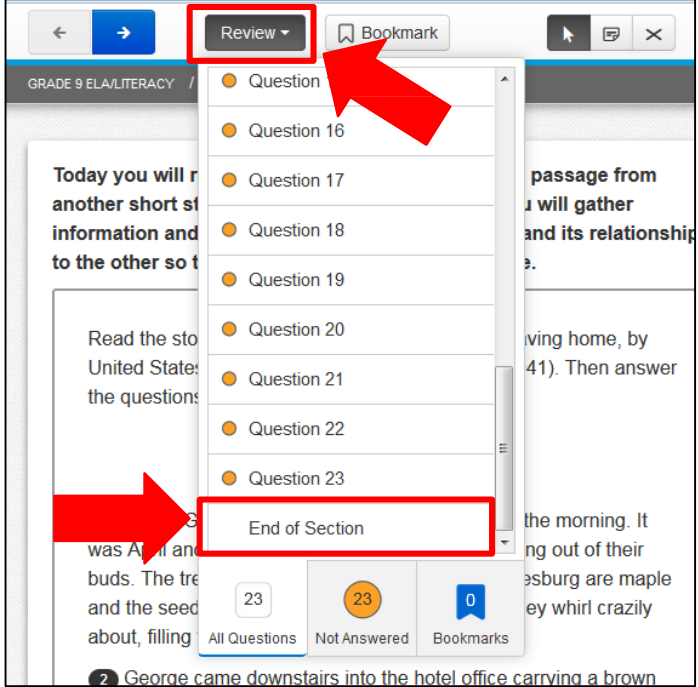
Mid-Unit Log-Out Directions (e.g., due to illness)

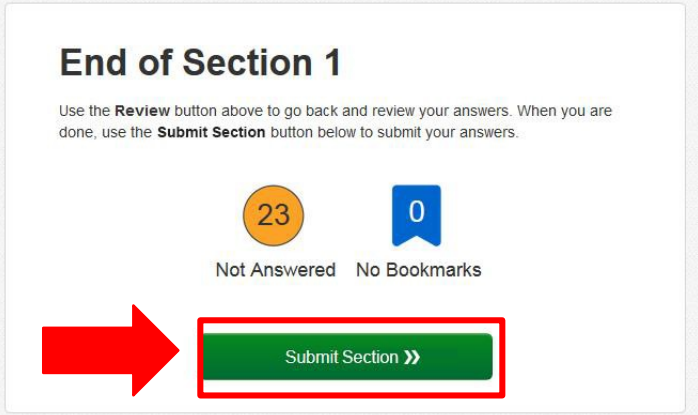

If a situation arises that requires a student to log out of TestNav during the unit being assessed (e.g., illness, emergency), the following steps should be taken to ensure that the unit is not ended prematurely.

Step 1	Screen Shot
Click on the gray button next to the student's name and choose the Logout of TestNav option.	 A screenshot of the TestNav interface. At the top right, there is a user profile section. A red arrow points to a gray button next to the student's name 'E. EPAT_FIRST31'. A red box highlights the dropdown arrow on the right side of the profile section.
Step 2	Screen Shot
Click the blue Save and Return Later button on the Exit Test pop-up window.	 A screenshot of the 'Exit Test' pop-up window. The window title is 'Exit Test' and it has a 'Cancel' button in the top right corner. The main text says 'I want to exit this test and finish later.' At the bottom, there is a blue button labeled 'Save and Return Later'. A red arrow points to this button. The background shows a test question about Wood Anderson (1876-1941).
END OF MID-SECTION LOG-OUT DIRECTIONS	

Submit Section Directions

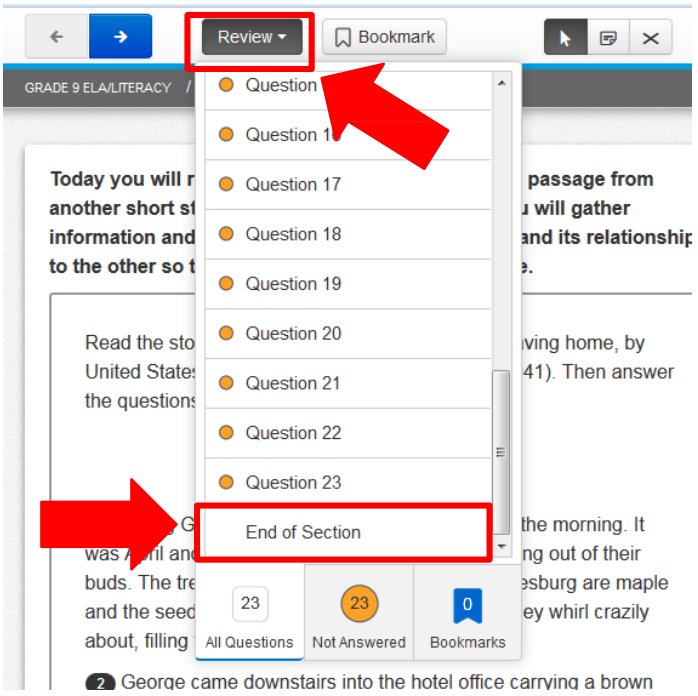
These directions **ONLY** apply to Grades 7 and high school mathematics Unit 1 (non-calculator section **ONLY**). See a summary table on Page 3 for more information.

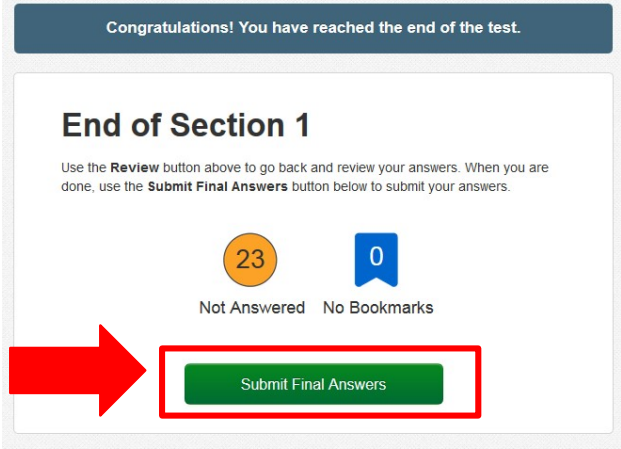
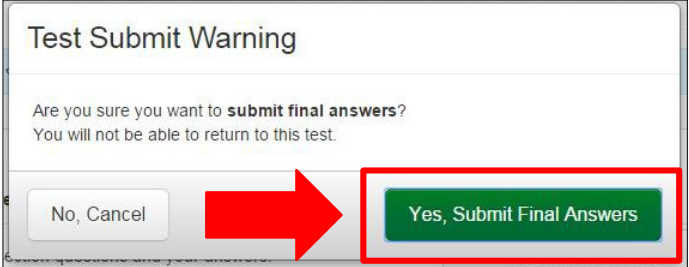
Step 1	Screen Shot
<p>Click on the Review drop-down menu button at the top left corner of the test. Scroll to the bottom and select End of Section.</p>	 <p>The screenshot shows a mobile application interface for a test. At the top, there is a navigation bar with a back arrow, a forward arrow, a 'Review' dropdown menu, and a 'Bookmark' button. The 'Review' dropdown menu is open, displaying a list of questions from 'Question 16' to 'Question 23'. The 'End of Section' option is highlighted at the bottom of the list. A red arrow points to the 'Review' button, and another red arrow points to the 'End of Section' option. The background shows a test question about a passage from a story.</p>

Step 2	Screen Shot
<p>On the End of Section screen, click on the green Submit Section button.</p> <p>Students may review responses by clicking on the Review button if Unit Testing Time remains and he or she wishes to review his or her answers.</p>	
Step 3	Screen Shot
<p>Click on the blue Yes button on the Section Exit Warning pop-up window.</p> <p>This will take the student to the screen for the next unit/section.</p>	
Step 4	Screen Shot
<p>For mathematics: Continue onto the calculator section.</p>	
END OF SUBMIT SECTION LOG-OUT DIRECTIONS	

Submit Final Answers Directions

These directions apply to the end of units. See a summary table on Page 3 for more information.

Step 1	Screen Shot
<p>Click on the Review drop-down menu button at the top left corner of the test. Scroll to the bottom and select End of Section.</p>	 <p>The screenshot shows a web-based test interface. At the top left, there is a 'Review' button with a dropdown arrow, highlighted with a red box. A red arrow points to this button. Below it, a dropdown menu is open, listing questions from 'Question 1' to 'Question 23'. At the bottom of this menu, the option 'End of Section' is highlighted with a red box, and a red arrow points to it. To the right of the dropdown menu is a 'Bookmark' button. The background of the screenshot shows a test page with a passage about 'George' and 'maple' trees, and a progress indicator at the bottom showing '23' questions, '23' not answered, and '0' bookmarks.</p>

<p>Step 2</p> <p>On the End of Section screen, click on the green Submit Final Answers button.</p> <p>Students may review responses by clicking on the Review button if Unit Testing Time remains and he or she wish to review his or her answers.</p>	<p>Screen Shot</p> 
<p>Step 3</p> <p>Click on the green Yes, Submit Final Answers button on the Test Submit Warning pop-up window.</p>	<p>Screen Shot</p> 
<p>END OF SUBMIT FINAL ANSWERS DIRECTIONS</p>	