

Infrastructure Trial Readiness Guide

Spring 2021

If assistance is needed at any point during your Infrastructure Trial, contact the Pearson Support Center at 1-866-688-9555.

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Glossary of Important Terms

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

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

TestNav is the online testing platform used by students to take the computer-based PARCC ELA/L and Math 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>. Students who are testing remotely will access the assessment using a web browser, instead of using the TestNav application.

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://dc.mypearsonsupport.com/> be referenced.

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

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

Infrastructure Trial Overview

What is an Infrastructure Trial?

An Infrastructure Trial is an opportunity for districts, schools, and students to prepare for the computer-based PARCC ELA/L and Math assessments by simulating test-day network utilization. This will help to identify any school or district issues, and to confirm all testing devices are properly configured and ready to run. The Infrastructure Trial also provides an opportunity to introduce students to the testing interface and to practice online test content. Unlike live assessments, you will not use real student information; instead you will generate sample students in the PearsonAccess^{next} Training site. To access the training site, go to <http://pearsonaccessnext.com> and select your state's training site from the PearsonAccess^{next} site drop-down. 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 or web browsers are configured correctly
- Devices can successfully run TestNav and open tests via the web browser
- 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 via the app or the web browser, staff are trained, and sessions and sample students are generated, the Infrastructure Trial should take approximately 60 minutes to administer. Depending on the size of your Infrastructure Trial, it may take 1-2 weeks for setup. Schools are encouraged to provide feedback to their LEA Test Coordinator regarding the Infrastructure Trial. LEA Test Coordinators should contact their state contact with feedback and/or concerns regarding software or hardware issues.

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 PARCC ELA/L and Math assessments. Apart from creating sample student data in the PearsonAccess^{next} Training site, many activities that are part of the Infrastructure Trial are already required for administering the PARCC ELA/L and Math assessments. Working through an Infrastructure Trial may also help identify gaps in technology, communication, and training that need to be addressed to prepare for PARCC ELA/L and Math assessments. Pearson recommends that you run an Infrastructure Trial for each test administration, making sure to use the same versions of software and 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 PARCC ELA/L and Math assessments. For example, you would want to include:

- LEA Test Coordinator
- School Test Coordinator
- Test Administrator
- Technology Coordinator
- Students

When should I conduct an Infrastructure Trial?

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

Where do I start?

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

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

If assistance is needed at any point during your Infrastructure Trial, contact the Pearson support center at 1-866-688-9555.

1.0 Implementing an Infrastructure Trial

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

1.1 Create a Communication Plan

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

Develop a communication plan that contains the following elements:

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

1.2 Scheduling the Infrastructure Trial

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

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

Once Test Sessions 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 you and your students with sample test items. Answer keys are available for the tests at <https://dc.mypearsonsupport.com/>. The secure practice tests available in the training site will not be scored.

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

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

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

2.0 PearsonAccess^{next} Training Site

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

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

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

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

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

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

Log in for the first time

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

1. Click on the link within the email.
2. Create a password; you will be prompted to enter it twice, and then click Set Password.
3. Click OK.
4. To return to the training site, go to <http://pearsonaccessnext.com>.
5. Select your state's training site from the PearsonAccess^{next} site drop-down.
6. Read the Privacy Policy and Terms and Conditions of Use, then click Accept.

To reset your password (if needed)

1. Go to <http://pearsonaccessnext.com> and select your state's training site from the PearsonAccess^{next} site drop-down. Then click Forgot Password and select Training from the menu.
2. Enter your username (which is your email address) and then click Request Password Reset.

Locked Accounts

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

3.0 Technology Setup

Tasks in this section will be performed by:
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Technology Coordinator

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

3.1 Setting Up for an Infrastructure Trial

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

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

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

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

Next, configure the common applications listed below 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 Apps or open a web browser

The TestNav App can be downloaded from <http://download.testnav.com>. Instructions on setting up the TestNav App, go to <https://support.assessment.pearson.com/x/HgACAQ>. Students who are testing remotely will access the assessment using a web browser instead of using the TestNav app. Go to <https://dc.testnav.com/> to access TestNav from the browser.

Step 3 - Confirm TestNav Configurations

To confirm Proctor Cache settings, select TestNav Configurations from the Setup menu on the PearsonAccess^{next} homepage. If there is a configuration set up, confirm the check box for Precaching Computer override is selected to bypass the Proctor Caching machine.

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

Important: *Spring 2021 test content cannot be precached. If a school has a TestNav Configuration set up, the tasks in step 3 will allow the content to bypass the configuration set up at the school/organization.*

3.2 Conducting an Infrastructure Trial

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

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

If using a wireless connection, monitor the connections.

Provide technology support to schools and districts.

3.3 After Conducting the Infrastructure Trial

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

- 1. Conduct follow up on any identified issues.**

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 Test Administrators, Test Coordinators, and students, should be used to conduct the follow-up. Pearson support can be reached at **1-866-688-9555**. Detailed technical manuals are available at <https://support.assessment.pearson.com>.

4.0 Generate Sample Students

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

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

4.1 Generate Sample Students

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

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

To generate sample students within the Training Site:

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

Repeat the steps above until you have created sample students for the number of testing devices that will be tested concurrently, plus at least 10% additional sample students. Screenshots of steps to create sample student can be found in the PearsonAccess^{next} User Guide here:

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

5.0 Creating a Test Session

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

5.1 Create a Sample Test Session

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

Important: If precaching test content, the precaching computer must be defined within the school or district's TestNav configuration in PearsonAccess^{next}. To configure TestNav, please work with your Technology Coordinator to complete the tasks in section 3.1 Setting up an Infrastructure Trial through 3.4 Configure TestNav.

To create a test session:

1. In the training site, go to the **Testing** tab and click **Sessions**.
2. From the Select Tasks drop-down menu select **Create/Edit Sessions** and click Start.
3. Complete the test session details by entering the **Session Name** and selecting the **Organization** (school or district) from the drop-down menu.
4. Next, complete the Test and Form section. Select **Test Assigned** and choose the appropriate practice test from the drop-down.
5. Set **Form Group Type** to **Main**.
6. If your school has a TestNav Configuration set up, select the **Precaching Computer** from the drop-down menu. The menu includes caching computers configured in the **3.4 Configure TestNav** steps.
7. Then, enter **Scheduled Start Date** in the Scheduling section. Scheduled Start Date is a required field; however, a test session is not started until you click Start on the Session Details screen. The **Scheduled Start Time** and **Lab Location** are optional fields.
8. Finally, under **Students** add the students assigned to this session and click **Create**. A confirmation message will be displayed once the session has been successfully created.

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

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

5.2 Add Additional Sample Students to an Already Created Session

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

To manually add student tests to a session:

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

A video and screenshots of steps to add students to test sessions can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/K4Dy>.

5.3 Print Student Testing Tickets

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

To print student test tickets:

1. In the PearsonAccess^{next} Training site, go to the **Testing** tab and click **Students in Sessions**.
2. From the **Session List**, select **Add a Session**. The Session Details screen will appear.
3. To print Student Testing Tickets, click on Resources drop-down. You can choose to Print all testing tickets for the session or you can select students from the session and Print selected for this session.
 - a. **Note:** Only users with the LEA Test Coordinator role or School Test Coordinator role can print student testing tickets.
4. Use your browser's print function to print the student testing tickets.
 - a. **Note:** For remote testing, student Testing Tickets (login information) will be delivered to students securely by the student's Test Administrator, according to the protocols established by the school or LEA. School Test Coordinators will need to deliver the information to Test Administrators via a secure method (e.g., post to a secure internal site such as SharePoint).
5. After printing, the Optional field "Local Testing Device ID" can be written in to assist technology coordinators with resolving technology issues or to recover student responses in the event of a technology issue.

Note: The PARCC ELA/L and Math Test Administrations do not use Seal Codes.

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

6.0 Conducting a Test Session

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

6.1 Prepare a Session

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

To prepare a session:

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

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

6.2 Start a Test Session

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

To start a session:

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

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

6.3 Lock and Unlock Units by Session and Student

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

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

6.4 Conduct an Infrastructure Trial

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

1. **Prepare testing devices**

Launch TestNav on all testing devices by accessing TestNav App or a web browser.

Note: As described in section 3.1 Setting Up for an Infrastructure Trial, ensure that all software applications are closed except for the meeting application on all student testing devices before this test begins.

2. **Direct test administrators and students to testing locations**

Direct Test Administrators and students to their assigned computer lab or other testing location. Ensure students are logging in to the District of Columbia account and see the words "District of Columbia" at the top of their TestNav login screen.

3. **Distribute student testing tickets**

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

4. **Read the Infrastructure Trial Script**

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

5. **Conduct test session**

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

6. **Supervise test administration**

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

6.5 Monitor Sessions

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

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

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

Test Status Key	
Ready	The student has not yet started the unit.
Active	The student has logged in and started the unit.
Exited	The student has exited TestNav but has not submitted unit responses. (Student cannot resume testing unless authorized by Test Administrator.)
Completed	The unit has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The Test Administrator or School Test Coordinator must mark a unit complete when a student has exited TestNav and will not return.
Resumed	The student has been authorized to resume the unit. Resume a unit when a student exits a unit (either intentionally or unintentionally) before finishing the unit and you want the student to continue the same unit. Only students in Exited status can be resumed. Students in Ready, Completed, or Marked Complete statuses cannot be resumed.
Resumed-Upload	Resume Upload should only be used in rare circumstances when TestNav cannot locate the Student Response File (SRF) and an error code appears on the student testing device. Resume Upload will force the user to browse for an SRF on the testing device.

If a student logs out of the session at any point before the test is completed, the student will be able to log back into TestNav to resume their test automatically, without intervention from Test Administrators.

6.6 To Resume Students

If a student exits TestNav (either unintentionally or intentionally) before completing the test, they can resume testing automatically by logging back into TestNav. Test Administrators should use the lock and unlock session feature to prevent logging back in after time expires.

7.1 Follow-Up

Tasks in this section will be performed by:
All Staff

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

1. Contact the Pearson Support Center on any specific technology issues.
 - a. If assistance is needed at any point during your Infrastructure Trial, contact the Pearson Support Center at **1-866-688-9555**.
2. Share any notes regarding the need for support with the district computer-based testing team.
3. If requested, confirm with the LEA Test Coordinator that schools have completed the trial successfully.
4. Report any issues that cannot be resolved with assistance from Pearson to the LEA Test Coordinator.
5. LEA Test Coordinators should contact your state contact with feedback and/or concerns regarding software or hardware issues.

Appendix A: Technology Quick Guide – Infrastructure Trial

Preparing for an Infrastructure Trial

- Configure internet firewalls, content filters, and spam filters.
- Students should choose "District of Columbia" as the customer in the app on their device or open a browser window and navigate to the TestNav site at <https://dc.testnav.com>.
- Generate enough sample students to replicate the maximum number of concurrently testing students at any one time.
- Perform a small-scale, preliminary trial with school technology staff WITHOUT student participation PRIOR to the Infrastructure Trial.

Conducting an Infrastructure Trial

- Monitor the Infrastructure Trial to provide feedback to your district and/or your state.
- Provide technology support to LEA Test Coordinators, School Test Coordinators, and Test Administrators.

After Conducting an Infrastructure Trial

- Conduct follow up on any identified issues.
- Evaluate overall results and repeat the Infrastructure Trial as necessary to resolve issues.
- Provide feedback to state 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 and appropriate permission to the PearsonAccess^{next} Training Site.
- Read the Infrastructure Trial Readiness Guide.
- Read and review all appropriate manuals and user guides.
- Confirm that all Test Coordinators, Test Administrators, Technology Coordinators and staff members participating in the Infrastructure Trial have completed the appropriate training (see Training Resources for Technical Coordinators or Training Resources for Test Coordinators/Administrators)
- Confirm that all Test Administrators, Technology Coordinators and staff members participating in the Infrastructure Trial have read all appropriate manuals and user guides.
- Provide the URL for the PearsonAccess^{next} Training site to all Test Coordinators, Test Administrators and Technology Coordinators.
- Develop an Infrastructure Trial communication plan/schedule for each test school/location.
- Generate sample student(s) in the Training Site for the Infrastructure Trial.
- Create test session(s) in the training site for the Infrastructure Trial.
- Securely distribute student testing tickets.
- Prepare test sessions in the Training Site before starting test sessions.
- Start test session(s) in the training site for the Infrastructure Trial.
- Distribute the student testing tickets after the students are seated at a testing computer for the Infrastructure Trial. Ensure students are logging in to the District of Columbia account and see the words "District of Columbia" at the top of their TestNav login screen. For remote testing, student Testing Tickets will be delivered to students securely by the Test Administrator, according to the protocols established by the school or LEA. School Test Coordinators will need to deliver the information to Test Administrators via a secure method (e.g., post to a secure internal site such as SharePoint).
- Unlock units to be administered.

Conducting an Infrastructure Trial

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

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 state 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 districts, schools, and students to prepare for the computer-based PARCC ELA/L and Math administrations. The tutorials will help to familiarize you and your students with the computer-based testing tools, navigating through TestNav, and practicing with different item types. Practice tests provide you and your students with an opportunity to become familiar with test items.

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

Test Administrators must make sure students launch TestNav on all testing devices by opening the TestNav app (see details below on the app) or instruct students to open a browser window and navigate to the TestNav site at <https://dc.testnav.com>. Ensure students are logging in to the District of Columbia account and see the words "District of Columbia" at the top of their TestNav login screen.

Infrastructure Trial Test Administrator Script

Clarification of relevant school-specific remote administration procedures may be given as needed. Clarifications are limited to reminders of how to contact Test Administrators in case of technical issues, what students may do when they finish testing, and how to dispose of secure materials.

Say	<p>Today, you will take an Infrastructure Trial assessment. This assessment introduces you to the tools and the format of the computer-based test questions.</p> <p>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 you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have any questions regarding electronic devices.

Note: Please note that cell phones may be permitted for the purpose of contacting the Test Administrator or Technology Coordinator for assistance, if an alternate method such as a meeting platform is unavailable and if that is the protocol established in a school's test security plan.

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

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

Say	Please sit quietly while I distribute your student testing tickets. Do NOT log in until I tell you to do so.
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Distribute student testing tickets. For remote administration, testing tickets/login information should be distributed according to the procedure established by the school or LEA.

Say	Now, look at your student testing ticket. Type your Username exactly as shown on the bottom of your ticket. (Pause.) Next, type the Password as shown on your ticket. (Pause.) You should now be on the “Available Tests” screen. Select the “Start” button for the unit you are testing. You should see a “Welcome” screen.
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Confirm 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	Select the “Start” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start” button until I tell you to do so. Today, you will take Unit _____ (fill in the appropriate unit number) of the assessment. Read each question. Then, follow the directions to answer each question.
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Pause to make sure all students are in the correct unit.

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

Answer any questions.

Instructions for Starting the Test

Say	When you reach the end, click “Submit Final Answers” button. You will then see a message that asks, “Are you sure you want to submit final answers?” Select the “Yes, Submit Final Answers” button.
	If you are administering Grade 6-High School Mathematics, when you complete a non-calculator section:
	Select the “Submit Section” button. You will then see a message that says, “Section Exit Warning.” Select “Yes” when you are ready to exit the section.

Assist students as needed to complete the Infrastructure Trial.

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

Appendix D: Session Monitoring Form – Infrastructure Trial

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

- Yes
- No

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

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

- Yes
- No

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

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

- Yes
- No

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

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

5. Were any error codes presented to the students?

- Yes
- No

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

Appendix G: Guides and Manuals for Tech Prep

Guide/Manual	Description	Location
PearsonAccess ^{next} User Guide	This guide provides information on how to navigate through PearsonAccess ^{next} .	https://support.assessment.pearson.com/x/BYDy
Hardware and Software Requirements for TestNavand PearsonAccess ^{next}	These guidelines list the minimum hardware and software system requirements needed for running TestNavand PearsonAccess ^{next} .	TestNav: https://support.assessment.pearson.com/x/HwYcAQ PearsonAccess ^{next} : https://support.assessment.pearson.com/x/NYDy
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/x/BAACAQ