



Transcend Interim Pilot

TEST ADMINISTRATOR MANUAL

2022 – 2023

Transcend Interim Pilot

Mathematics & English Language Arts/Literacy

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1.0 Overview

The Transcend Interim Assessments are computer-adaptive assessments that focus only on what students have learned in the classroom. The scope and sequence are set by the district test coordinators, which allows for all districts to have different assessments that match their learning path for the school year. Interim assessments are designed to be completed in a single class period. Each test will take students approximately 45 minutes to complete.

The Reading assessment is stimuli-based (including single passages, paired passages, or multimedia audio/videos) and designed to assess the Common Core State Standards (CCSS) for Reading: Literature and Informational Text. Item types include select response and a variety of interactive (technology-enhanced) items to measure student comprehension skills. The Mathematics assessment, designed to assess the Common Core State Standards (CCSS) for Mathematics, includes select response, fill-in-the-blank and a variety of interactive (technology-enhanced) items to measure student application of skills and concepts. Both the Reading and Mathematics assessments are computer-adaptive to measure each student’s mastery of standards.

The Transcend Interim Assessments consist of three interim testing windows, that will cover Reading, and Mathematics. The chart below shows how the Transcend Interim Assessments are broken out throughout the year.

Reading			Mathematics		
Interim 1	Interim 2	Interim 3	Interim 1	Interim 2	Interim 3
✓	✓	✓	✓	✓	✓

Transcend Interim Pilot Dates:
 Interim 1: 10/11/2022 - 11/18/2022
 Interim 2: 1/9/2023 - 2/24/2023
 Interim 3: 3/20/2023 - 6/16/2023

1.1 About this Manual

This manual provides instructions applicable to Test Administrators necessary for the interim assessment, as well as the procedures and protocols to complete before, during, and after test administration. This manual also contains the protocols that Test Administrators and proctors must follow related to test security and test administration. Definitions for terms used in this manual can be found in **Appendix A**.

When administering the interim assessment to students, the Test Administrator should turn to the page that contains the script (i.e., student directions that are read aloud during testing) for the test he or she is administering. All administration instructions are contained within each script.

References to documents are included throughout this manual. All documents can be found at <https://dc.mypearsonsupport.com/>.

1.2 Roles of Individuals

District Test Coordinator (DTC) is the individual at the district level who is responsible for the overall coordination of test administration.

School Test Coordinator (STC) is the individual at the school level who is responsible for the overall coordination of test administration. The role may be taken on by the Principal or Designee based on established criteria. This individual is responsible for coordinating test administration and resolving

testing issues at their school. This individual is also responsible for all post testing procedures (e.g., stopping all online test sessions).

Test Administrator (TA) is an individual at the school who is responsible for administering the assessment. Refer to your School Test Coordinator for qualifications. States may also have roles such as Test Examiner or Test Proctor, but for the purpose of this manual, the term Test Administrator is used.

In general, the following individuals may serve as a Test Administrator:

- Individuals employed by the district as teachers
- District- and school-level administrators
- Other certified educational professionals

Technology Coordinator (TC) is an individual at the school or district level who is responsible for setting up testing devices for computer-based testing. The School Test Coordinator must designate an individual who will be on-site to serve in this role during the administration.

Technology Coordinator responsibilities include but are not limited to:

- Configuring student testing devices
 - Ensuring each device meets minimum technology requirements
 - Installing/updating the TestNav App on each testing device
- Ensuring the infrastructure (e.g., wireless access points, bandwidth) is adequate
- Configuring TestNav in PearsonAccess^{next}
- Helping with the Student Registration/Personal Needs Profile (SR/PNP)
- Managing problems with firewalls
- Removing (or turning off) any software that would allow secure test material on testing devices to be viewed on another testing device during testing
- Providing technical support for School Test Coordinators and Test Administrators

2.0 Test Security and Administration Policies

2.1 Maintaining the Security of Test Materials and Content

The administration of a Transcend Interim Assessment is a secure testing event. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results.

Students may not have access to secure test materials before testing. For a full list of testing materials, refer to Section 4.2. The following test materials are secure:

- Student testing tickets
- Tactile graphics (if applicable)

Follow the guidance of your School Test Coordinator and/or Principal to ensure test materials remain secure throughout administration.

2.1.1 Test Administrator Responsibilities

1. Receive training in administering test sessions properly and securely.

- Review the *Test Administrator Manual (TAM)* and all relevant test security requirements before administering test sessions.
- Attend any training session(s) led by the STC/Designee before test administration.
- Understand and follow the protocols related to administering accessibility features and accommodations, if applicable.

2. Administer all tests according to appropriate protocols.

- Administer tests during interim testing window.
- Follow the directions and read the scripts in the *TAM* verbatim to students.
- Provide students with all required test materials as listed in the *TAM*.
- Prevent the use of prohibited materials (refer to Section 2.3) during testing.
- Manage test sessions in PearsonAccess^{next}.

3. Focus full attention on the testing environment at all times during testing.

- Monitor the testing process by continually moving unobtrusively about the room.
- Ensure that students are supervised during testing.

4. Ensure that students do not participate in any form of cheating.

- Ensure that students do not consult notes, textbooks, or other teaching materials; do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.

5. Do not provide unauthorized assistance to a student that could impact his/her answers.

- At any time during a test session, a Test Administrator may repeat a portion of the *Test Administrator Manual* script if necessary for clarification.
- However, Test Administrators must not assist a student during testing or alter or interfere with a student's response in any way that would impact his/her answers. Examples of unauthorized assistance include, but are not limited to:
 - Providing answers to a student
 - Indicating that a student has answered a question incorrectly or left a question blank
 - Defining words or providing synonyms
 - Spelling words
 - Influencing a student's responses by offering verbal or non-verbal hints, clues, or cues

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- Altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
- Suggesting that a student check their work, or review or reconsider a response to a question

6. Follow proper test security procedures for providing accessibility features or accommodations.

- Ensure that students are only provided accommodations that are listed specifically for use during interim testing in an approved IEP or a 504 plan, and an EL plan if required for EL students.

2.2 Testing Environment

The testing environment is defined as the location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet testing environment throughout testing.

2.3 Scheduling and Testing Time

All interim assessments, including make-up testing, must be completed during the interim testing window.

Administration Time

Interim assessments are designed to be administered within a 45 minute session. **However, the interim assessment is not a timed test.** This time period will allow for test administrators to read instructions, answer any questions, and for the students to complete the assessment.

If all students have completed testing before the end of the class period, the session may end.

Make-Up Testing

Ensure that your School Test Coordinator knows who is absent on testing day, so that make-up testing can be scheduled.

3.0 BEFORE Testing

3.1 Checklist of Tasks for Test Administrators to Complete BEFORE Testing

This section describes activities the Test Administrator (TA) must complete before the first day of testing. It is highly recommended that you complete these tasks no later than the timeline suggested.

At Least One Week Before Testing	Reference
<input type="checkbox"/> Review policies and instructions for test administration in this manual.	
<input type="checkbox"/> Complete any training with the School Test Coordinator to review test security, administration protocols and plans, and day of test activities.	
<input type="checkbox"/> Optional: Review the Security Agreement. Sign and submit it to the School Test Coordinator.	Appendix B
<input type="checkbox"/> Review all testing accommodations to be administered for your students and develop a plan to monitor their use.	Section 6.0
<input type="checkbox"/> Recommended: Administer the Computer-Based Practice Tests.	Section 3.2
One Day Before Testing	Reference
<input type="checkbox"/> Ensure your PearsonAccess ^{next} login works and that you have access to the correct test session.	Section 3.3
<input type="checkbox"/> In the correct test session, check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations (i.e., TTS).	



3.2 Practice Tests

It is recommended that all students who will participate in the Transcend Interim Assessments first take the practice tests available at <https://dc.mypearsonsupport.com/>.

3.3 Login to PearsonAccess^{next}

Before students enter the test environment:

- Check to make sure your login to PearsonAccess^{next} works.

4.0 DURING Testing

4.1 Checklist of Tasks for Test Administrators to Complete DURING Testing

This section describes activities Test Administrators must complete during the day of testing.

Day of Testing	Reference
<input type="checkbox"/> Receive test materials from School Test Coordinator.	Section 4.2
<input type="checkbox"/> Manage test sessions and review each student’s status in PearsonAccess ^{next} : <ul style="list-style-type: none"> <input type="radio"/> Check if any students have an accommodation. <input type="radio"/> Test Administrator log in. <input type="radio"/> Ensure students have submitted completed tests. 	Section 4.4
<input type="checkbox"/> Distribute test materials to students, and administer the interim assessment according to the directions in this manual and using the appropriate administration script.	Section 4.5
<input type="checkbox"/> Help students log in to TestNav application.	Interim Script
<input type="checkbox"/> Supervise test administration.	Sections 4.7
<input type="checkbox"/> Troubleshoot computer-based testing issues as needed.	Section 4.7.1
<input type="checkbox"/> Return all testing materials to the School Test Coordinator.	Section 4.8.4

4.2 Receive Test Materials from the School Test Coordinator (Day of Testing)

The School Test Coordinator will distribute test materials to and collect materials from the Test Administrators each test administration day.

Test materials that must be distributed by School Test Coordinators to Test Administrators for test administration include:

- **Pearson-supplied materials for Online Assessments**
 - Student testing tickets (printed from PearsonAccess^{next} at the school)
 - *Test Administrator Manual*
- **School-supplied material**
 - Wooden No. 2 pencil(s) with eraser(s)
 - Blank scratch paper
 - Test Administrators should supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student. Students can request more scratch paper during the assessment, if needed.
 - If graph paper is used during instruction, it is recommended that schools provide graph paper as scratch paper for mathematics assessments.
 - Calculators, if using hand-held calculator (see Calculators section for more information)
 - Mathematics tools for administration (see Mathematics Tools for Administration section for more information)

- Testing devices that meet the minimum technology specifications set forth by Pearson (**Note:** Student should not supply his/her own device for testing.)
- Headphones (see Headphones section for more information)

Calculators

Grade-specific calculators will be available through the TestNav platform. Additionally, students may use hand-held calculators (provided by either the school or the student) if allowed by local policy.

- For grades 3–5, calculators are allowed for accommodation use only. Students with a calculator accommodation may only use a four-function calculator with square root and percentage functions.
- For grades 6–7, students may only use five-function calculators with square root and percentage functions for all calculator designated items.
- For grade 8, students may only use scientific calculators for all calculator designated items.

Students must only use calculators that are allowable for their grade-level assessment. Only students with a specific calculator accommodation may use calculators outside of their grade level.

If a student has a calculator accommodation, the student will need a hand-held calculator because an online calculator will not be available for all items. If a student needs a specific calculator (e.g., large key, talking), the student may also bring their own, provided it is specified in their approved IEP or 504 plan.

Additionally, schools must adhere to the following guidance regarding calculators:

- No calculators with Computer Algebra System (CAS) features are allowed.
- No tablet, laptop (or PDA), or phone-based calculators are allowed during interim assessments.
- Students are NOT allowed to share calculators with another student during the test.
- Test Administrators must confirm that the memory on all calculators has been cleared before and after the testing sessions.
- Calculators with “QWERTY” keyboards are NOT permitted.
- If Districts or schools permit students to bring their own hand-held calculators for interim assessment purposes, School Test Coordinators or Test Administrators must confirm that the calculators meet requirements as defined above.

Mathematics Tools for Administration

The tools listed below are optional for students who use them in daily instruction and who may find them useful during administration. If the tools are provided to students during administration, it is recommended that students have ample opportunity to practice with the practice tests or sample items using these tools.

- **Rulers and Protractors:** For computer-based assessments, required tools will be provided through the TestNav platform. Schools may not provide their own rulers and protractors in the grades where rulers and protractors are Pearson-provided tools (see Table 4.0).
- **Mathematics Reference Sheets:** For computer-based testing, mathematics reference sheets are available to students for Grades 5- 8 in the tab called “Exhibits.”
- **Geometry Tools:** Tracing paper, reflection tools, straight edges, and compasses are optional for the grade 8 mathematics assessments. Geometry tools are NOT allowed for grades 3–7.

Table 4.0 Rulers and Protractors

Grade(s)/Course(s)	Tools (Provided)
Grade 3	<ul style="list-style-type: none">• Ruler (¼ inch)
Grade 4	<ul style="list-style-type: none">• Protractor

4.3 Headphones

Headphones are needed for all Reading tests, as well as for students who receive the text-to-speech accommodation. A Test Audio button will appear before the start of each test.

For computer-based tests students should set the volume to the highest level on the device at the sign-in screen in TestNav. Students can adjust the volume level within TestNav at any point during the test.

Stand-alone headphones (i.e., headphones not connected to a device) are also an accessibility feature; therefore, some students may use headphones as noise buffers to minimize distractions or filter external noise during testing. If students use headphones just as noise buffers, Test Administrators are responsible for ensuring that the headphones are not plugged into any device.

Note: Music programs on all testing devices are to be closed and not running in the background.

4.4 Manage Test Sessions in PearsonAccess^{next} (Day of Testing)

After a session is started, you can monitor the real-time status of students by refreshing your browser. Table 4.1 describes the possible statuses for a student during the test.

Table 4.1 Student Statuses in PearsonAccess^{next}

Status	Description
Ready	The student has not yet started the assessment.
Active	The student has logged in and started the assessment.
Exited	The student has exited TestNav but has not submitted responses. (Student cannot resume testing unless authorized by Test Administrator.)
Resumed	The student has been authorized to resume the assessment. Resume the test when a student exits (either intentionally or unintentionally) before finishing the test and you want the student to continue. Only students in Exited status can be resumed. Students in Ready or Completed statuses cannot be resumed.
Completed	The assessment has been submitted by the student through TestNav and the data has been processed.
Void Test	After an Interim test has been started, a new test can be assigned to the student if the incorrect accommodation was assigned. An Interim test can only be voided a single time.

Students must **Submit** test upon completion.

Refer to the PearsonAccess^{next} Session Management training module or the PearsonAccess^{next} Online User Guide for instructions on logging into PearsonAccess^{next} and performing the tasks described in this section. The PearsonAccess^{next} User Guide can be found here:

<https://support.assessment.pearson.com/PAsup/transcend-testing>.

Note: Ensure students do not have any programs or apps running prior to launching TestNav. These programs may interrupt testing.

4.5 Distribute Materials and Read Script (Day of Testing)

After students are seated, verify student roster/attendance and note absent students for make-up testing. Then, read the appropriate administration script and distribute student testing tickets and scratch paper when instructed to do so.

Test Administrators are required to adhere to the scripts provided in this manual for administering the Transcend Interim Study. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes the first time through the directions. Some of the SAY boxes are outlined with a dashed line and should **ONLY** be read aloud if they are applicable to your students. If after the first reading students still have questions, refer to Section 4.7.2. Text that is outside the SAY boxes includes directions meant for Test Administrators and should **NOT** be read to students. You may repeat any part of the scripted directions as many times as needed while you are delivering the script.

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4.5.1 Scripts

For the computer-based testing, follow the scripts found in 4.10.

4.6 Maintain Test Security

Adhere to the test security protocols at all times during the administration of the interim assessment. It is essential to follow security measures at all times in order to ensure the validity, reliability, and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in this manual.

If testing is interrupted at any time during the assessment (e.g., safety threat, fire emergency, student becoming ill), follow the procedures in Sections 4.7.1.

4.7 Supervise Test Administration

During testing, you are expected to actively proctor and focus your full attention on students at all times to confirm they are working independently.

4.7.1 Guidance for Troubleshooting Computer-Based Testing

If student testing devices are experiencing technical problems during a test, such as freezing, error messages, or blank screens, that prevent the student(s) from normal continuation of testing, the Test Administrator should follow the procedures outlined below.

- If an assigned accommodation is not appearing correctly for a student, instruct the student to exit the test immediately and contact the School Test Coordinator.
- When a technology disruption affecting **a single student** occurs, Test Administrators should follow these steps:
 - Follow the procedures outlined by your school on who to contact for troubleshooting guidance.
 - Guidance for troubleshooting common errors is available on <https://dc.mypearsonsupport.com/>.
 - Technology Coordinators and Test Administrators must NOT take photos of error screens.
 - If the issue cannot be resolved in a timely manner without disruption to the other students testing, and the student should be moved to another testing device. Make a note of any device the student uses.
 - If no alternate device is available, the student should resume the test on a functioning device as soon as possible.
- When a technology disruption affecting **multiple students** occurs, Test Administrators should follow these steps:
 - Pause testing in the room until the problem is resolved.
 - Follow the procedures outlined by your school on who to contact for troubleshooting guidance.
 - Guidance for troubleshooting common errors is available on <https://dc.mypearsonsupport.com/>.
 - Technology Coordinators and Test Administrators must NOT take photos of error screens.
 - Once the issues are resolved, prepare students to resume testing for the continuation of the assessment:
 - Test Administrators must resume students' tests in PearsonAccess^{next} before the students can continue with the same test; refer to resuming a test in *PearsonAccess^{next} Online User Guide* or at <https://dc.mypearsonsupport.com/>.

- If a student exits TestNav (either unintentionally or intentionally) before completing a test:
 - Verify that TestNav is shut down for the student.
 - Resume the student’s test in PearsonAccess^{next}.
 - The student’s test will resume from the point at which the test was interrupted.
 - The system will upload any test responses that the student entered after the interruption if resuming on the same testing device.

4.7.2 Guidance for Clarifying Directions During Administration

Test Administrators are permitted to clarify **ONLY** general administration instructions after reading the script word-for-word. **No passages or test items may be read or clarified.**

If a Test Administrator is providing the **General Administration Directions Clarified in Student’s Native Language (by Test Administrator)** accommodation to an English learner (EL), then these guidelines must also be followed in providing clarifications in a student’s native language.

4.7.3 Guidance for Redirecting Students

The Test Administrator may redirect the student’s attention to the test without coaching or assisting the student in any way. Examples may include:

- Providing reminders to stay on task and focused during the assessments
- Providing a visual cue to the student to remain on task

4.8 Ending Each Interim Assessment

4.8.1 Log Students Out of TestNav

As students complete testing, Test Administrators will use the instructions at the end of the administration script or in the TestNav Logout Instructions (posted at <https://dc.mypearsonsupport.com/>.) to help them log out of TestNav.

4.8.2 Collect Test Materials

Collect student testing tickets. Count the number of items to ensure each student has returned their student testing ticket. If a student loses or destroys their student testing ticket, contact your School Test Coordinator.

4.8.3 Return Materials to School Test Coordinator for Computer-Based Assessments

The following are materials that must be returned to the School Test Coordinator:

- Student testing tickets
- Calculators, and mathematics tools for administration (if applicable)

4.9 Make-Up Testing

If a student starts a test and leaves the testing environment (e.g., due to illness, family emergency, natural disaster) without finishing testing, he or she may be allowed to complete that test on a different day.

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4.10 Script for Administering Mathematics and Reading (CBT)

The administration script under Section 4.10.1 will be used for Grades 3-8 mathematics and reading Transcend Interim Study.

Test Administrators are required to adhere to the scripts provided in this manual for administering the Transcend Interim Study. Read word-for-word the bold instructions in each SAY box to students. 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.

4.10.1 Grades 3–8 Mathematics and Reading Computer-Based Assessment

Interim	Testing Time	Required Materials
Interim 1, 2, or 3	Grades 3–8 (each test): Class Period or about 45 Minutes	<ul style="list-style-type: none">• Student testing tickets• Pencils• Scratch paper
End of Test 1 – Students Submit Final Answers		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Once the interim assessment is started, you cannot change the student's accommodation. Refer to Section 6.0 for further instructions on how to check accessibility features and accommodations.

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Speak to your School Test Coordinator to determine who will complete this task prior to testing.

Test Administrators must make sure all testing devices are turned on and have the TestNav application open to the correct state (DC) (or follow your school/district instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section).

Checking Audio



Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click To 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.

See below for a screenshot of the Test Audio function. Test Administrators should assist students with audio adjustments as needed.



Instructions for Logging In

 Say	<p>Please sit quietly while I distribute your student testing tickets and scratch paper.</p> <p>Do NOT log in until I tell you to do so.</p>
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Distribute scratch paper and student testing tickets. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device (Math Assessment Only).

 Say	<p>Now, 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.</p>
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If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.

STUDENT TESTING TICKET

Student: LastName, FirstName
State ID#: XXXXXXXX A
Session: SessionName
Date of Birth: 20YY-MM-DD
Test: Test Name

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Your State** in the TestNav application.

Username: 9088286671 **Password:** 77fb77

(OPTIONAL) Local Testing Device ID: _____

 Say	<p>Now, enter your Username as shown on the bottom of your ticket.</p> <p>(Pause.)</p> <p>Next, enter the Password as shown on your ticket.</p> <p>(Pause.)</p> <p>Now, select the “Sign In” button.</p> <p>(Pause.)</p> <p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for interim __ (fill in the appropriate interim). You should see a “Welcome” screen.</p>
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Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see their correct name on the login screen, sign out of the test and log the student back in with the correct student testing ticket.

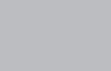
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Instructions for Administering All Transcend Interim Assessments

 Say	<p>Select the “Start Test Now” 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 Section” button until I tell you to do so.</p> <p>Today, you will take interim __ (fill in the appropriate interim) __ (fill in the appropriate content area) Test.</p> <p>Read each question. Then, follow the directions to answer each question.</p> <p>If you do not know the answer to a question, answer it to the best of your ability. You will not be able to return once you move to the next question.</p>
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 Say	<p>This is the end of the testing directions. Do not go on until you are told to do so.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you are finished, raise your hand and I will instruct you to log out of the test. I will then collect your student test ticket. Once you have exited the test, you may not log back in.</p>
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Read from OPTION A or B below based on local policy (refer to your School Test Coordinator).

 Say	OPTION A
	After you have logged out of the test, sit quietly until the test has ended.
 Say	OPTION B
	After you have logged out of the test, you may read a book or other allowable materials until the test has ended.

 Say	Do you have any questions?
--	----------------------------

Answer any questions.

Instructions for Starting the Test

 Say	<p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(Pause.)</p> <p>You should now begin the test.</p>
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav as they complete the test (Section 4.8.1).
- Collect test materials as students complete testing (Section 4.8.2).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is not functioning appropriately, contact the Pearson call center.

Instructions for Ending the Test

When the students are finished:

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the test in PearsonAccess^{next}.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

5.0 AFTER Completion of Each Day of Testing

5.1 Checklist of Tasks for Test Administrators to Complete AFTER Testing

This section describes activities Test Administrators must complete after testing.

Day of Testing	Reference
<input type="checkbox"/> Ensure all materials have been returned after testing.	Section 5.2
<input type="checkbox"/> Complete any documentation necessary for reporting any testing irregularities or security breach.	Section 2.2.2

5.2 Return Materials to the School Test Coordinator

The following are materials that must be returned to the School Test Coordinator:

- *Test Administrator Manual* (after all tests are completed)
- Student testing tickets
- Used and unused scratch paper
- Pearson-supplied mathematics reference sheets, if applicable
- Mathematics tools, if applicable (e.g., calculator, rulers, protractors)

6.0 Accessibility Features and Accommodations

The School Test Coordinator will provide Test Administrators with a list of all required accessibility features and accommodations for applicable students. If you are administering a test with an accessibility feature or accommodation, be sure you have received the proper training.

Appendix A

Glossary of Transcend Interim Assessment-Specific Terminology

Glossary

This glossary contains specific terms for the Transcend Interim Assessments.

Term	Definition
Accessibility Feature	Accessibility features are tools or preferences that are either built into the assessment system or provided externally by Test Administrators. Accessibility features can be used by any student taking the interim assessments. A small selection of accessibility features available to all students need to be identified in advance.
Accommodations	An accommodation is an assessment practice or procedure that changes the presentation, response, setting, and/or timing and scheduling of assessments. Accommodations are intended to remove barriers that may exist due to a student’s disability or level of English proficiency. Accommodations must be listed in the student’s approved IEP, 504 plan, or EL plan. More information on accommodations is available at https://dc.mypearsonsupport.com/ .
District Test Coordinator	District Test Coordinator is the individual at the local education agency/ district level responsible for the overall coordination of test administration.
IEP, 504 Plan, or EL Plan	<p>IEP refers to Individualized Education Program plan. It is a program developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives specialized instruction and related services.</p> <p>The 504 plan refers to a plan developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.</p> <p>An English Learner (EL) plan refers to a plan developed to ensure that a student who is learning English has equal rights and access to a high-quality education.</p>
Mathematics Tools for Administration	Mathematics tools for administration include rulers and protractors, and mathematics reference sheets.
Non-secure	Test materials that have been made available to the public, including manuals and user guides. The availability of non-secure materials does not compromise test security or score validity.
Pearson Access^{next}	The website used for the registration, setup, preparation, and management of the computer-based formats of the interim assessments. PearsonAccess ^{next} requires username and password setup. More information about setup and operation for the interim assessments is available in the <i>PearsonAccess^{next} Online User Guide</i> .
Secure	A test item, reading passage, writing prompt, or test that has not been made available to the public. It also includes test items and student responses. Secure materials also refer to mathematics reference sheets written on by students.
SR/PNP	The Student Registration File and Personal Needs Profile have been combined into one file layout: Student Registration/Personal Need Profile (SR/PNP). This is the data file for registering students for testing, including a student’s testing condition, materials, or accessibility features and accommodations that are needed to take an interim assessment.
Testing Environment	All aspects of the test surroundings during testing, this includes what a student can see, hear, or access.



Transcend Interim Pilot

Term	Definition
TestNav	The application used to administer the computer-based interim assessment is available at https://download.testnav.com/ .
Test Session	In PearsonAccess ^{next} , a session is the group of students registered to test a content area together (same time and location).



Appendix B

Transcend Test Security Guidelines

2022-2023 Transcend Interim Assessments Security Agreement

The content of the Transcend Interim Assessments is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the interim assessment or have access to test materials, including Technology Coordinators, or those authorized to observe administration, must sign this security agreement and agree to the statements below.

For School Test Coordinators

- I will provide training for the Transcend Interim Assessments test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure test materials, and I will keep all test materials locked in a secure storage area with limited access when they are **NOT** in use.
- I will follow all security policies and test administration protocols described in the *Test Administrator Manual (TAM)*.

For School Test Coordinators, Technology Coordinators, Test Administrators, and Authorized Observers

- I will not view test content or student responses except if necessary to administer certain accommodations.
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, or photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any concerns (as specified in the *Test Administrator Manual [TAM]*).
- I will follow the procedures as specified in the *TAM* regarding the disposition of all test materials.

For Test Administrators and Proctors

- I will complete training necessary to understand the Transcend Interim Assessments test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or testing device.
- I will supervise the students at all times and focus my full attention on the testing environment, and
 - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
 - Not allow students to access cell phones or other unapproved electronic devices during testing.
 - Not allow students to access notes, books, or any instructional materials during testing.
 - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
 - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocols described in the *TAM*.

I have read the Transcend Interim Assessments Security Agreement and understand my role in this test administration.

First Name (print)

Last Name (print)

Role

School Test Coordinator Technology Coordinator Test Administrator Other: _____

Signature

Date

Submit this form (signed) to your School Test Coordinator, and keep a copy for your records.

Computer-Based Testing:

Are you ready?

- Manage test sessions and review each student's status in Pearson Accessnext.
- Check for an accommodation indicator to confirm accommodations (e.g., TTS).
- Test Administrator log in.
- Confirm that the Test Coordinator has created the test sessions.
- Start test sessions.
- Resume students (as needed).
- Ensure students have submitted completed tests.

Confirming Accessibility Features and Accommodations

Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

Indicator	Accommodation
DTTS	Dynamic-Text-to-Speech

If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.