

DC Transcend Interim Study – Creating Intelligent Test Blueprint

When creating Intelligent Test Blueprint (ITB), remember to always verify that the correct test administration is selected. Select **DC Transcend Interim Pilot 2022-2023** for the Grades 3-8.

Tasks	
The school testing coordinator is responsible for setting the scope and sequence	
The scope and sequence sets the standards to be measured on the assessment	
The scope and sequence must be set prior to preparing sessions	
You will set the scope and sequence for only one interim at a time	

IMPORTANT: Once students begin testing, you can NOT change the scope and sequence for that interim testing window.

ITBs must be created before the test sessions are prepared and cannot be changed once testing begins.

- 1. Verify the correct test administration is selected in the dropdown. Select **DC Transcend Interim Pilot 2022-2023**.
- 2. From **Test Config**, select the action dropdown and select **Interim Test Setup**.



Interim Test Setup

Enter Grade, Subject or Assessment

+ Create Test
Math, Grade 3, Assessment 1
Math, Grade 4, Assessment 1
Math, Grade 5, Assessment 1
Math, Grade 6, Assessment 1
Math, Grade 7, Assessment 1
Math, Grade 8, Assessment 1
Reading, Grade 3, Assessment 1
Reading, Grade 4, Assessment 1
Reading, Grade 5, Assessment 1
Reading, Grade 6, Assessment 1
Reading, Grade 7, Assessment 1
Reading, Grade 8, Assessment 1



Once all tests are created for a grade or subject they will no longer be available to select.

3. Choose the content testing, Reading or Math. (first Interim only)

- 4. Choose the grade, 3-8.
- 5. Click continue.

Subject		Grade		
Math	~	3	~	Continue
Once all tests are created for	a grade or subject th	ey will no longer be avail	able to select.	
NEW INTELLIGENT Math, Grade 3, Asse	TEST BLUEPF	RINT		
OA Operations and	Algebraic Thinkir	Ig	6	
1234	5 6 7	89		
(NBT) Number and Op	erations in Base	Ten		
123				
NF Number and Op	erations - Fractio	ns		
123				
(MD) Measurement a	nd Data			
1234	5 6 7	8		
G Geometry				
1 2 Close Blueprint Rev	view Blueprint	7		

- 6. Choose the standards to be assessed on the interim.
- 7. Click Review Blueprint.

Subject
Math



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Once all tests are created for a grade or subject they will no longer be available to select.

×



8. Click Build Blueprint.

Interim Test Setup

Enter Grade, Subject or Assessment



9. Click on the circle with an "i" to find the Common Core State Standards.

Interim Test Setup

Enter Grade, Subject or Assessment



10. Click on the "i" and the Common Core State Standard will appear.

DC Transcend Interim Study – Creating Test Sessions

Introduction

Test sessions are virtual groupings of students who will, typically, take the same test at the same time in the same location. This document describes the process of creating test sessions and the optional steps that need to be taken before a test session is started. It is a best practice to create test sessions *after* Configure TestNav has been completed in PearsonAccess^{next} by the district technology coordinator.

When creating and managing test sessions, always verify that the correct test administration is selected. Select **DC Transcend Interim Study 2022-2023** for the Grades 3-8.



Tasks	Due Dates
Create Intelligent Test Blueprint	Complete before creating and adding students to sessions
Print student testing ticket (keep secured)	One week before testing
Prepare test session(s)	One to two weeks before testing
Start test session(s)	Day of testing

Create Test Session and Add Students to Test Session

(District Assessment Coordinator, Building Assessment Coordinator)

Test sessions should be created at least two weeks before testing. Follow the steps to create and add students to test sessions.

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PearsonAccess ^{next}			🜲 🏴 Was	hington DC > 2022 - 2023 > DC Transcend Interim Pilot 👻
🗠 Dashboard	✓ ★ Helpful Information	n		
Setup	× 2022-	2023 Interim Testing Windows]	
CR. Testing		Online Testing		
	DC Interim 1	October 11 - November 18, 2022		
Student Tests	DC Interim 2	January 9 – February 24, 2023		
Rejected Student Tests	DC Interim 3	March 20 - June 16, 2023		
Sessions	Key Dates		-	
2				

- 1. Verify the correct test administration is selected in the dropdown. Select **DC Transcend Interim Pilot 2022-2023**.
- 2. From **Testing**, select the action dropdown and select **Sessions**.

	ports Support		
Sessions Go to Students in	n Sessions »	3	
Tasks 0 Selected			Sessions 0 Selected Clear
Select Tasks		 ✓ Start 	Manage 🔹
		All Tasks	
Find Sessions		Create / Edit	Sessions
Name starts with		Q Search - Precaching Te	est Content
		Delete Sessio	Ins
Filters	Clear Hide No Result	Add/Remove	Students in Sessions 25 Manage Columns -

3. Click the Start dropdown.

4. Select Create/Edit Sessions.

SESSIONS (0) 5	DETAILS			
Create Session	New Session			Create Reset
Α.	Session Name*	Add	n* v	
	Test & Form	Schedulin	g	
C.	Test Assigned*	D. Scheduled S	Start Date*	
	Test			
E.	Proctor Reads Aloud	Scheduled S	Start Time	
F.	Form Group Type*		CST O	
	Add 🔹	Lab Locatio	n	
G.				
н.	Precaching Computer*			
	Add			
	A pre-caching computer is required when there is one or more available.			

- 5. Enter test session details. When creating test sessions, enter all required fields indicated by a red asterisk*:
 - A. Session name* name of test session.
 - B. Organization* school/campus where students will test.
 - C. Test Assigned* (Choose either the Reading or Mathematics tests.)



D. Scheduled Start Date*, Time, and Lab location - Setting test session dates and times is only used to help you with planning, if the dates are not known key on October 11, 2022 (opening of the test window). The system will not use those dates and times to

limit when sessions can be started. Test sessions will be started when Test Administrators click the **Start Session** button in PearsonAccess^{next}.

- E. Proctor Read Aloud-NA
- F. Form Group Type* Main
- G. NA



6. Add Students to Test Session

Students must be registered and assigned to the correct test before they can be added to a test session. Students were registered and assigned to their tests through with an SRI (Student Registration Import). Students who were not included in that upload will need to be created and registered manually in PearsonAccess^{next}. Instructions are on the following page. If a student transfers into the district from another DC district the School Test Coordinator will submit a Work Request to transfer the student. Instructions are also on the following page.

Students can be added to test sessions as the test sessions are being created, or they can be added later. Search for students by clicking the **Find by Name or ID** dropdown. Click inside the blank Students field, and a list of registered students will appear in a dropdown. Select the students you want to add to this session.

Note: Students must be added to sessions *before* the sessions are prepared.



7. Select the **Create** button after entering required fields.

New Students to District-Transfers or New to DC

If a new student moves to the district from another DC district, the School Test Coordinator will need to submit a work request in PAN. Below are the steps to follow:

Request Enrollment Transfer-To move a student to the district/school from another district, send a request to the student's current district/school.

- > On PAN from the Setup, select Work Requests.
- > Click Select Tasks, select Request/Delete Enrollment Transfer, and click Start.
- Type the student's SSID (obtained from sending district) and key in the student details to search for a student to transfer and click Search. Fill in the required fields with the exact information that the student file contains.
- > Under **Change Enrollment To**, select the organization to which to transfer the student.
- > Click Send Request.

Authorize Enrollment Transfer-Used to move a student from the district/school. The School Test Coordinator must authorize the

transfer request from the new district. When logged in to PAN there is a bell at the top of the page; if it is red, follow these steps and authorize the enrollment transfer.

- > On PAN from the Setup, select Work Requests.
- > Click the **Work Type** filter and select **Enrollment Transfer**.
- > Select and enrollment transfer request(s).
- Click Select Tasks, select Approve/Reject Enrollment Transfer, and click Start.

Review the enrollment request and **Approve** or **Reject**.

Create New Student in PAN

If a student moves to the district from another state, create the new student in PAN.

- > On PAN from the **Setup**, select **Students.**
- > Click arrow next to start, click **All Tasks**, click **Start**.

- > Type in the student's information, i.e., organization, SSID, etc. The Pearson Student ID Number will fill once create is clicked.
- > Click the **Register Students** tab and click the register box and add the student's grade, **Save.**
- > Click the Manage Student Tests and assign the student to the appropriate grade level test.

Note: After a test session is created, a password will be assigned to the session. This password can be edited, if desired, and will also be included on the student testing tickets.

Create / Edit Sessions		_	_	
Success Changes saved			×	
SESSIONS (1)	DETAILS			
Create Session	GR 11 SCIENCE SESSION 1		Save Reset	
GR TI SCIENCE SESSION T	Session Name* GR 11 SCIENCE SESSION 1 Session Status O Not Prepared	Organization SAMPLE D2 HIGH (701003) Actual Start Date Session has not been started		
	Test & Form	Scheduling		
	Test	Scheduled Start Date*		
	Grade 11 Science	04/10/2019	#	
_	Proctor Reads Aloud	Scheduled Start Time		
	Password*	09:00 AM	CST O	
L		Lab Location	_	
	Main x x]	
	Use Custom TestNav Settings			
	Precaching Computer*			

Print Student Testing Tickets and Seal Codes (District Assessment Coordinator, Building Assessment Coordinator)

Each student must have a student testing ticket to sign into an online test. Each testing ticket contains the student's unique username and password. You may also print a Session Roster each session.

The testing tickets and session rosters are **secure** documents and must be kept in a secure location until the test is administered. Testing tickets should be printed at least one week prior to testing.

Follow the steps below to print student testing tickets and/or seal codes.

- 1. Verify the correct test administration is selected in the dropdown.
- 2. From **Testing**, select the action dropdown and select **Sessions**.



	K							
E Idaka V Selected	í (Sessions 1	Selected Clear			
Select Tasks		•	Start 🝷	Manage				
Find Sessions								
Name starts with		Q Search	•					
Filters Session Status	Clear Hide	9 Results		3	2	Displayin	g 25 🗸 Mar	age
Select one or more		Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	e Or
Organization		5READINGA1 ()	In Progress	09/01/2021	Reading, Grade 5, Assessment 1	6	09/24/2021 03:21:20 AM	IN'
Select one or more		FORD RM114 GR3 MA 🕄	O Not Prepared	10/25/2021	Math, Grade 3, Assessment 1	6		IN
		INT 3MATH1 998003 🕄	In Progress	09/01/2021	Math, Grade 3, Assessment 1	8	09/23/2021	IN

- 3. Search for session.
- 4. Check the box for the session.
- 5. Select Go to Students in Sessions.

Students in Sessions Go to Sessions »	
Tasks 0 Selected	Students in Sessions 0 Selected Clear
Select Tasks	Manage
Session List Add a Session FORD RM114 GR3 MA FORD RM114 GR3 MA Not Prepared 1 Sessions Clear	7 • Resources • Details • Edit Seal Codes Scheduled Sessions • efresh Scheduled Sessions Session Student Roster Student Testing • Tickets Print all for this session Print selected for this session

- 6. Select session under Session List.
- 7. Select the **Resources** dropdown.
- 8. To print testing tickets, under Student Testing Tickets, select **Print all for this session.** Once you click Print, you are given a choice to print the testing tickets one per page, multiple per page, grid, or list. You may also select students that you would like to have a testing tickets, click the checkbox next to the name of each student whose ticket you want to print and select **Print selected for this session**.

1 Per Page	,
1 Per Page	
Multiple Per Page	
Grid	
List	

Select a print	format 1 Per Page 🗸 🗸						
STUDEN	IT TESTING TICKET						
Student: Student ID: Session: Date of Birth: Test:	CARL, FAST 9720210001 FORD RM114 GR3 MA 06/10/2017 Math, Grade 3, Assessment 1						
You are authori test on the devi	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 DC Username: 13	in the application. 68456031 Password: 971b4a						

9. **Note:** If the "1 Per Page" option is selected, students may use the testing ticket as scratch paper.

Prepare Session(s)

(LEA, School Testing Coordinator)

After sessions are created and before the session is started, users prepare the session. This step takes the information provided when users created sessions to assign students to the correct test forms. **All test sessions must be prepared before a session can be started. Users should prepare sessions at least a day before testing**. You can prepare test sessions one at a time or prepare multiple sessions at the same time.

- 1. Verify the correct test administration is selected.
- 2. From the Testing dropdown, select **Sessions**.



\star Helpful Information

2022-2023 Interim Testing Windows							
	Online Testing						
DC Interim 1	October 11 - November 18, 2022						
DC Interim 2	January 9 – February 24, 2023						
DC Interim 3	March 20 – June 16, 2023						

Key Dates



Sessions Go to Stud	ents in Sessions »							
E Tasks 0 Selected	*	5		Sessions 1	Selected Clear			
Select Tasks			Start -	Manage				
Find Sessions								
Name starts with		Q Search	•	- 3				
Filters Session Status	Clear Hide	39 Results			Ŕ	C Displayin	ng 25 🗸 Man	age C
Select one or more		Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Org
Organization		5READINGA1 ()	In Progress	09/01/2021	Reading, Grade 5, Assessment 1	6	09/24/2021 03:21:20 AM	INT
		FORD RM114 GR3 MA 🕄	O Not Prepared	10/25/2021	Math, Grade 3, Assessment 1	6		INT
ICSI	4	INT 3MATH1 998003 (1)	In Progress	09/01/2021	Math, Grade 3, Assessment 1	8	09/23/2021	INT

- 3. Search for session(s).
- 4. Check session(s).
- 5. Select Go to Students in Sessions.

Students in Sessions Go to Sessions »										
😂 Tasks 0 Selected					Students in Sessions 0 Selected Clear					
Select Tasks		▼ Start ▼		Manage					•	
Add a Session	FORD RM114 GR3 MA							🔒 Resourd	es 🗸 🚯 Details 🖉 Edit	
FORD RM114 GR3 MA	O Not Prepared						7	Prepare	Session 🤁 Refresh	
1 Sessions Clear										
Find Students In the selected session(s) above -										
	Search *									
Filters Clear Hide Organization	6 Results							Displaying 25	✓ Manage Columns ▼	
Select one or more	Pearson Student Id Number	Last Name	First Na	me	Middle Name	Username	Session	Student Test Status	Form Group Type For	
Pearson Student Id Number	2389483357 🚯	CARL	FAST			1368456031	O FORD RM114 GR3 MA (Math, Grade 3, Assessment 1)	A Ready	Main	
State Student Identification Number (SSID)	1376451892 (1)	INT LN G	INT FN	G		3297627376	O FORD RM114 GR3 MA (Math, Grade 3, Assessment 1)	A Ready	Main	

- 6. Verify that the test session(s) you want to prepare is selected under Session List.
- 7. Click the **Prepare Session** button. (Note the session is *Not Prepared* and no Form number is assigned).



8. Session will show as *Preparing*.

Note: When prepared, the session will be in the *Ready* status and a Form number has been assigned to each student.

Session List	Add a Session	FORD RM114 GR3 MA						⊖ R	esources 👻 🚯 Deta	ails 🖋 Edit
FORD RM114 GR3 MA	×	Ready							start Session 🛛 🕻	C Refresh
1 Sessions Clear										
Find Students In the selected sessio	on(s) above 👻									
		Search -								
Filters Organization	Clear Hide	6 Results						Displaying	25 V Manage	Columns *
Select one or more		Pearson Student Id Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
Pearson Student Id Number Starts with		2389483357 0	CARL	FAST		1368456031	FORD RM114 GR3 MA (Math, Grade 3, Assessment 1)	■ Ready	Main	MAT031 (MAT031)
State Student Identification Number (S Starts with	SID)	1376451892 ()	INT LN G	INT FN G		3297627376	FORD RM114 GR3 MA (Math, Grade 3, Assessment 1)	A Ready	Main	MAT031 (MAT031)
Clip UIN Starts with		7832586280 ()	INTFNOOOONNNNO	INTLNXXXXWWWX	R	3647088840	FORD RM114 GR3 MA (Math, Grade 3, Assessment 1)	A Ready	Main	MAT031 (MAT031)
Class Select one or more Topple secondary filters		2369741305 (3)	ΙΝΤΕΝΟΟΟΟΝΝΝΝΟ	INTLNXXXXWCCCC	R	9696574508	FORD RM114 GR3 MA (Math, Grade 3, Assessment 1)	A Ready	Main	MAT031 (MAT031)

Start Test Session(s)

(LEA, School Testing Coordinator, Online Test Administrator)

After a test session is prepared, it can then be started. Test sessions should be started on the day of testing before students log in to test. You can start test sessions one at a time or start multiple sessions at the same time.

PearsonAccess ^{next}				🙏 📁 Washington DC > 2022 - 2023 > DC Transcend Interim Pilot 🕶
🗠 Dashboard	~	+ Helpful Information		
🔅 Setup	~	2022-20	23 Interim Testing Windows]
	•		Online Testing	
	<u> </u>	DC Interim 1	October 11 – November 18, 2022	
Student Tests		DC Interim 2	January 9 – February 24, 2023	
Rejected Student Tests		DC Interim 3	March 20 – June 16, 2023	
Sessions		Key Dates		-
- 2				

- 1. Verify the correct test administration is selected.
- 2. From the Testing dropdown, select **Sessions**.

Sessions Go to Students	in Sessions »								
Tasks 0 Selected		5		🚍 Sessio	ns 1 Selected Clear				
Select Tasks			• Start •	Manage					
Find Sessions									
Name starts with		Q Search		3					
Filters Session Status	Clear Hide	44 Results					C Displaying	25 🗸	/ Manage
Select one or more		Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Org	anization
Organization		5READINGA1 ()	In Progress	09/01/2021	Reading, Grade 5, Assessment 1	6	09/24/2021 03:21:20 AM	INT	SCH 998001
Select one or more	4	FORD RM114 GR3 MA 🕄	Ready	10/25/2021	Math, Grade 3, Assessment 1	6		INT	SCH 998001

- 3. Search for session(s). Click the Search dropdown to Search for all sessions.
- 4. Check session(s).
- 5. Select Go to Students in Sessions.

			▼
Session List	Add a Session	FORD RM114 GR3 MA	🖶 Resources 👻 📵 Details 🥒 Edit
FORD RM114 GR3 MA	×	Ready	6

6. Select the **Start Session** button.

Students will log in with their testing ticket *after* the test session has been started.

Additional Resources

• PearsonAccess^{next} Online Support – Setup a Session

https://support.assessment.pearson.com/x/IYDy

• PearsonAccess^{next} Manage an Online Test Session Training Module – This module covers how to create and manage online test sessions.

https://media.pearsoncmg.com/cmg/Creative/School/State/PAC/Overviews/PAnext_M04a/player.html

