DC Transcend Interim Study – Creating Intelligent Test Blueprint

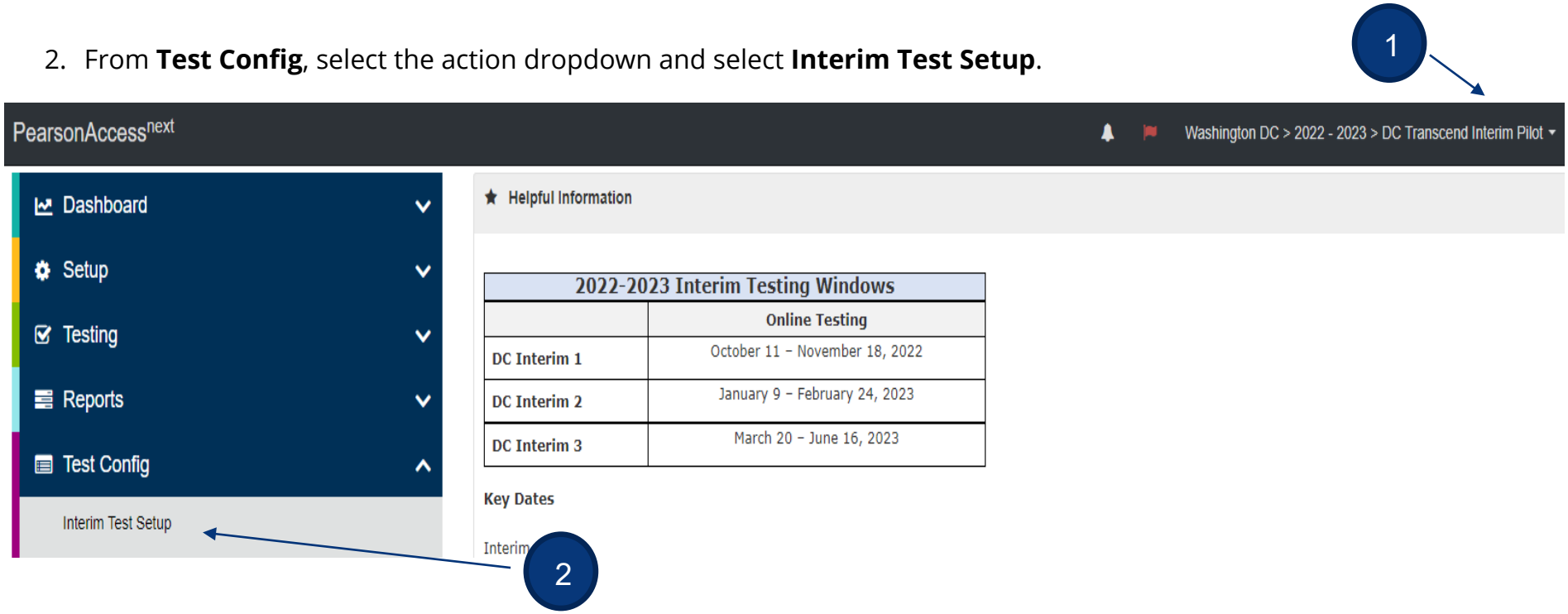
When creating Intelligent Test Blueprint (ITB), remember to always verify that the correct test administration is selected. Select **DC Transcend Interim Pilot 2022-2023** for the Grades 3-8.

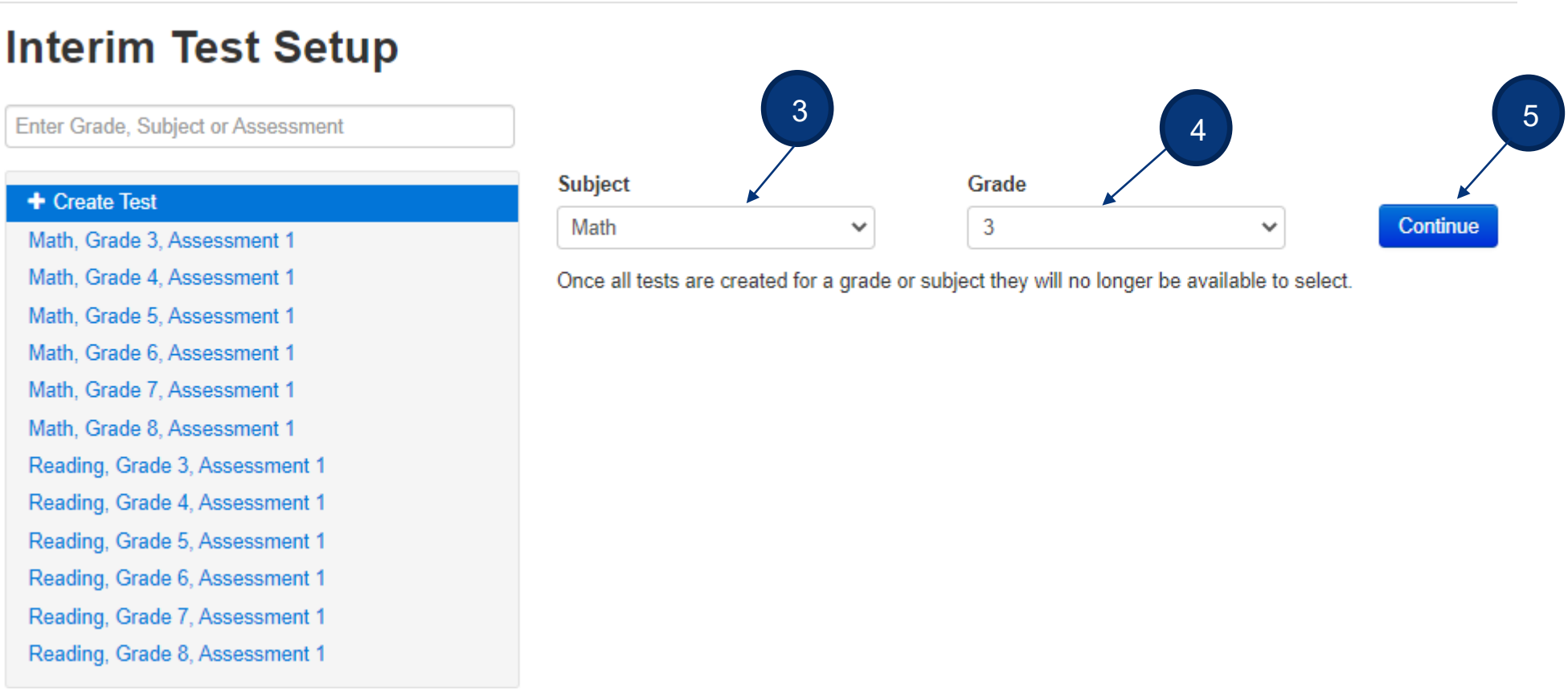
Tasks
The school testing coordinator is responsible for setting the scope and sequence
The scope and sequence sets the standards to be measured on the assessment
The scope and sequence **must** be set prior to preparing sessions
You will set the scope and sequence for only **one** interim at a time

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**.

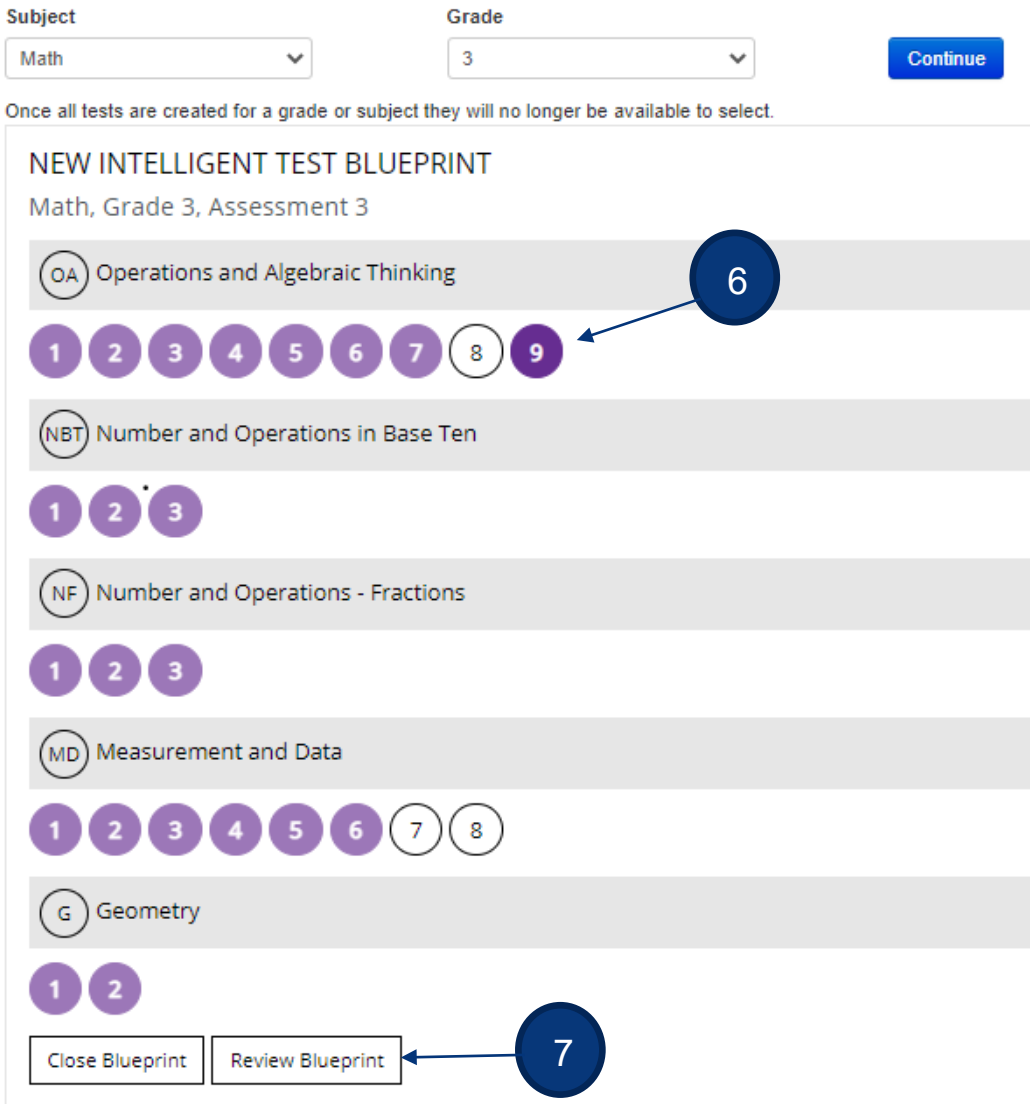




3. Choose the content testing, Reading or Math. (**first Interim only**)

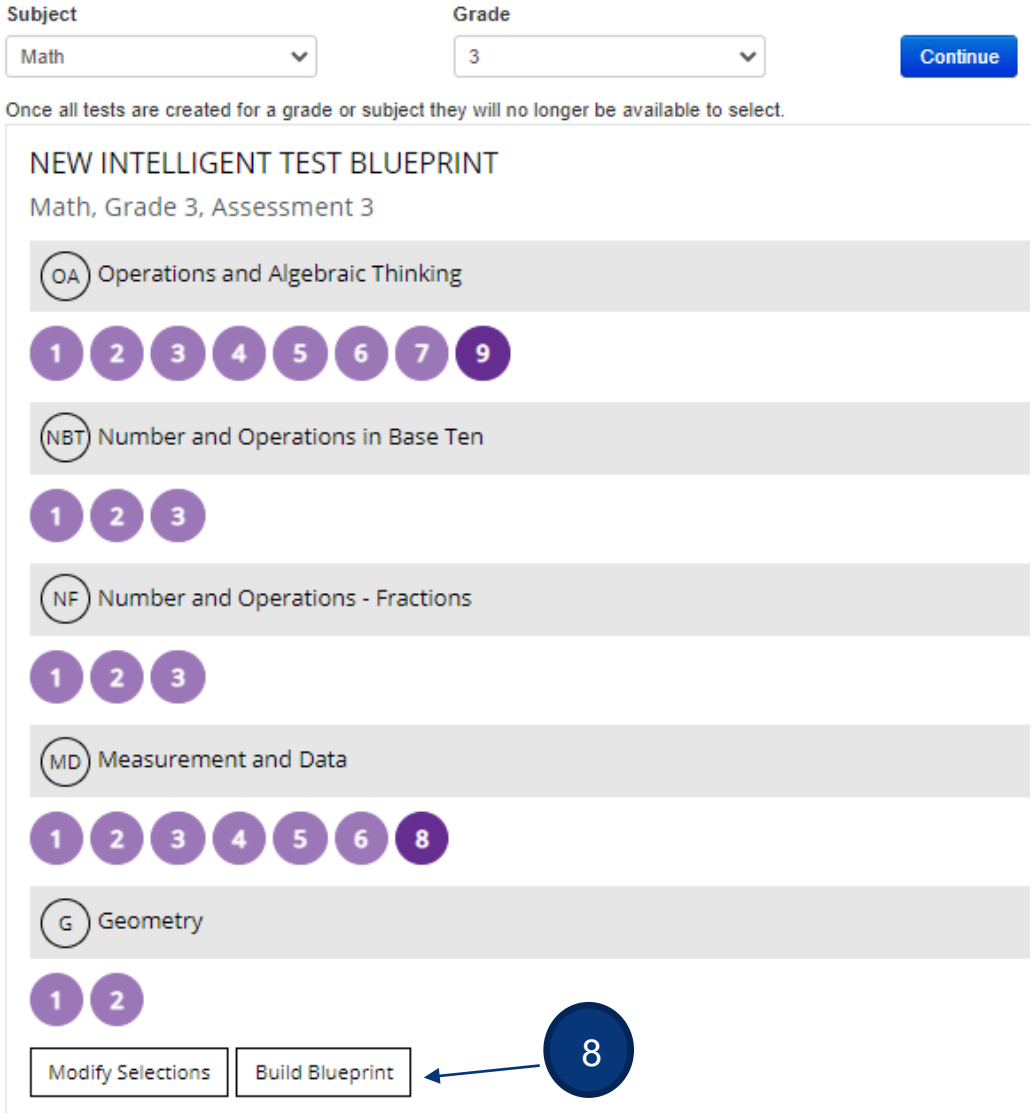
4. Choose the grade, 3-8.

5. Click continue.

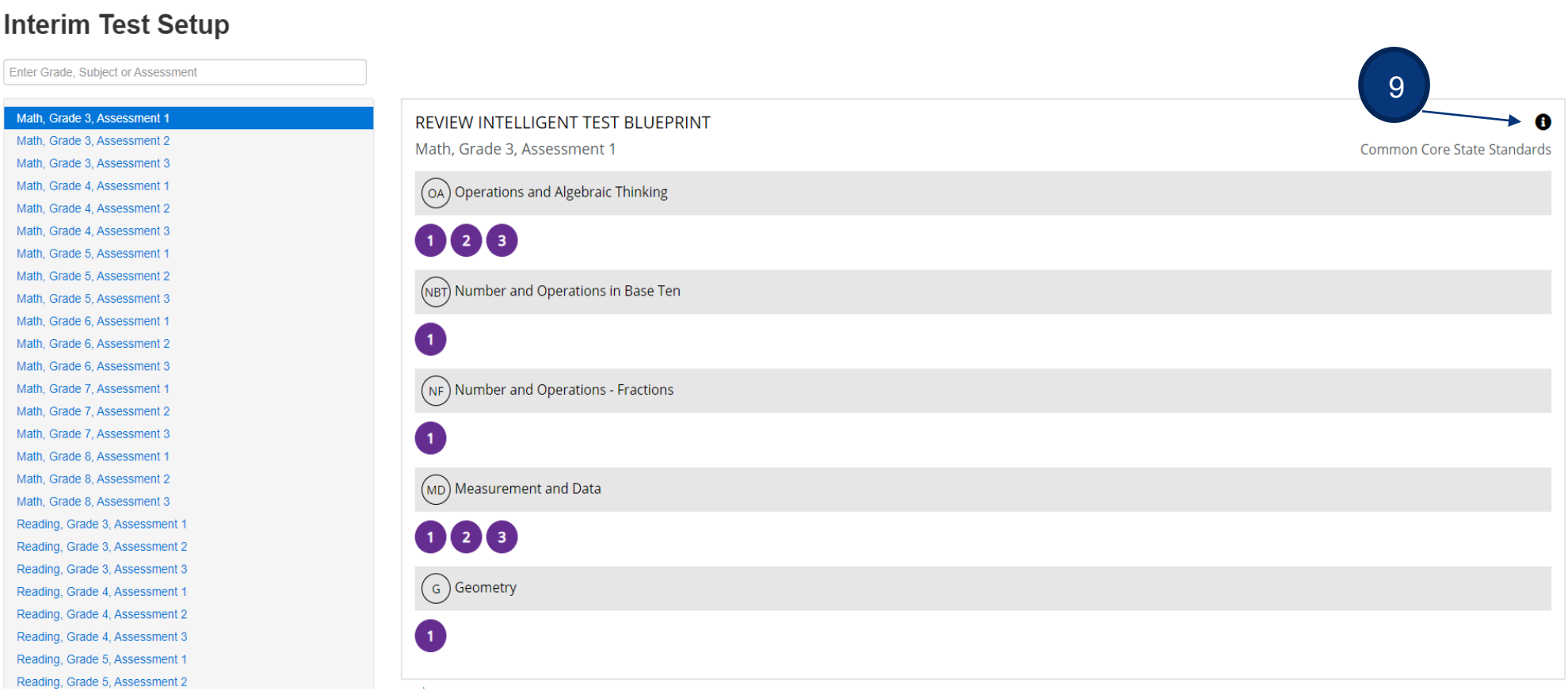


6. Choose the standards to be assessed on the interim.

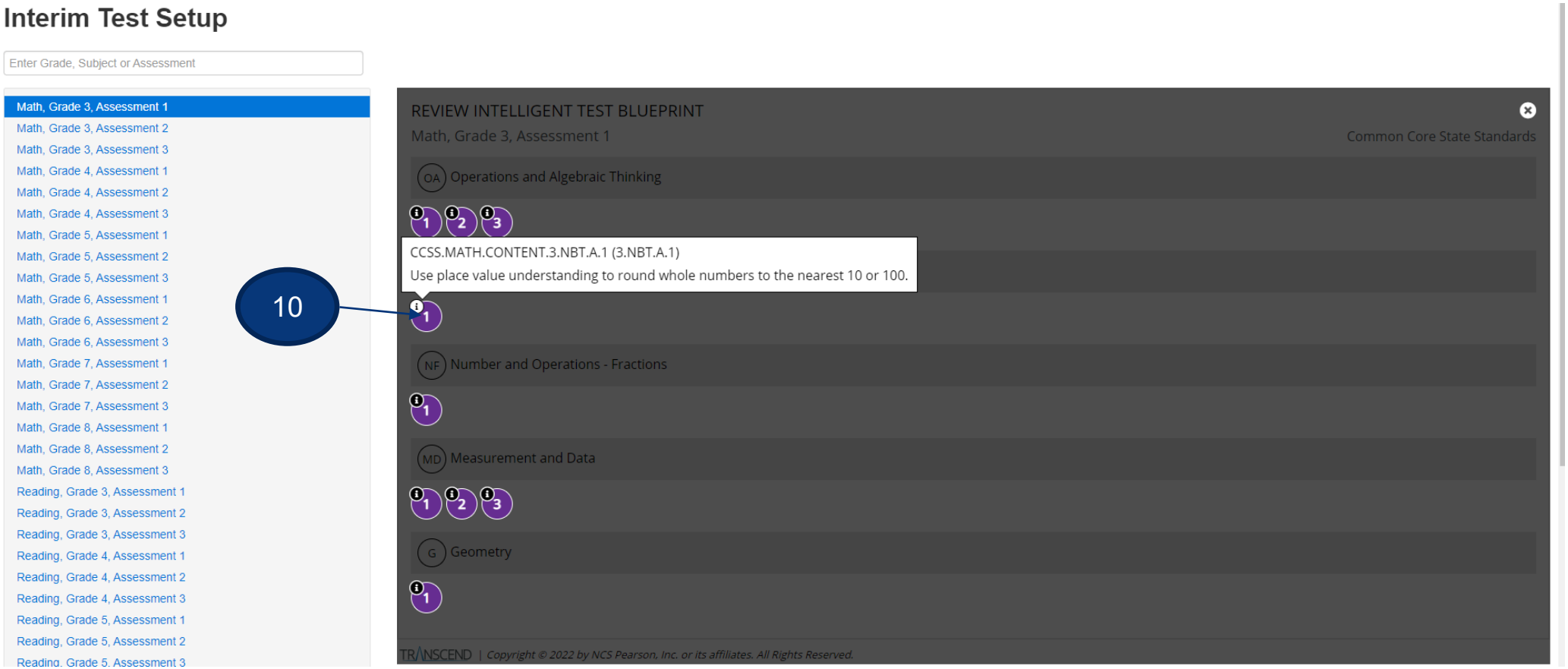
7. Click Review Blueprint.



8. Click Build Blueprint.



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



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

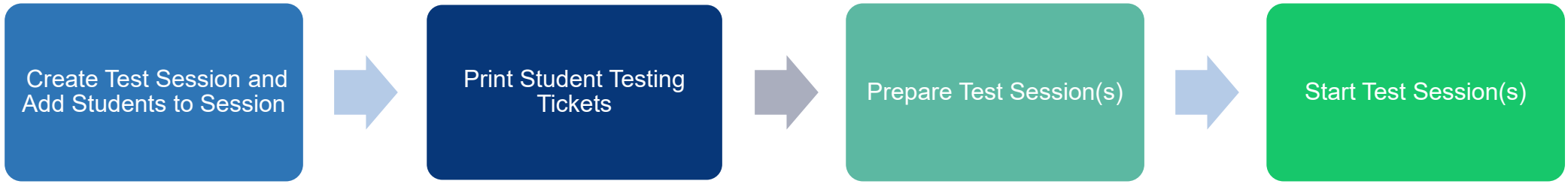
DC Transcend Interim Study – Creating Test Sessions

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.

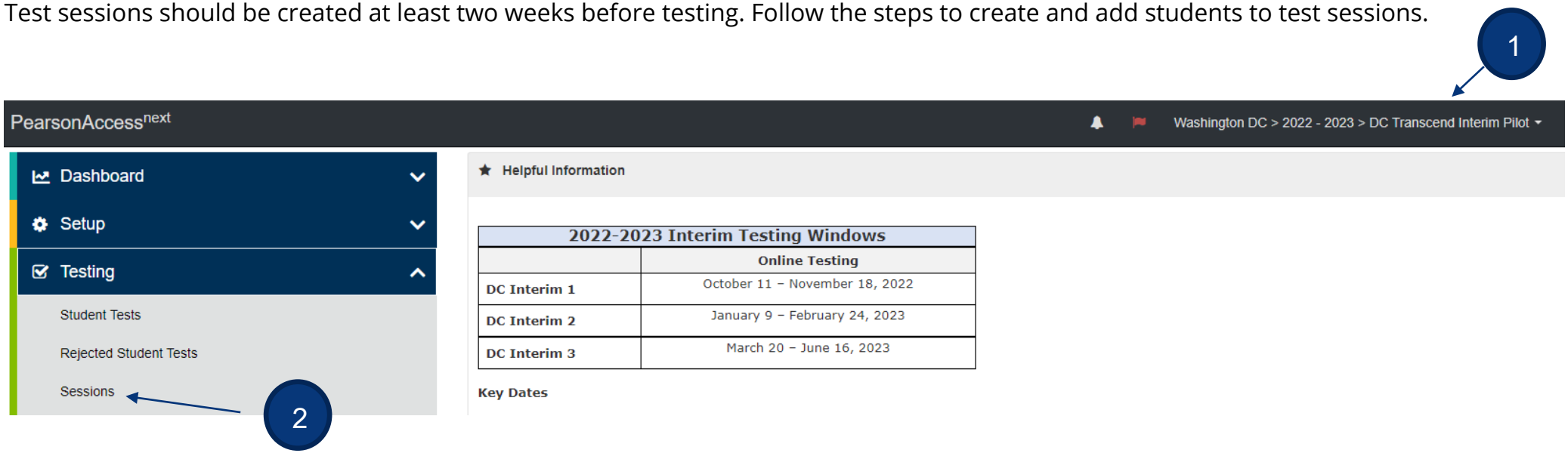


Tasks	Due Dates
Create Intelligent Test Blueprint	Complete before creating and adding students to sessions
Print student testing ticket (keep secured)	One week before testing
Prepare test session(s)	One to two weeks before testing
Start test session(s)	Day of testing

Create Test Session and Add Students to Test Session

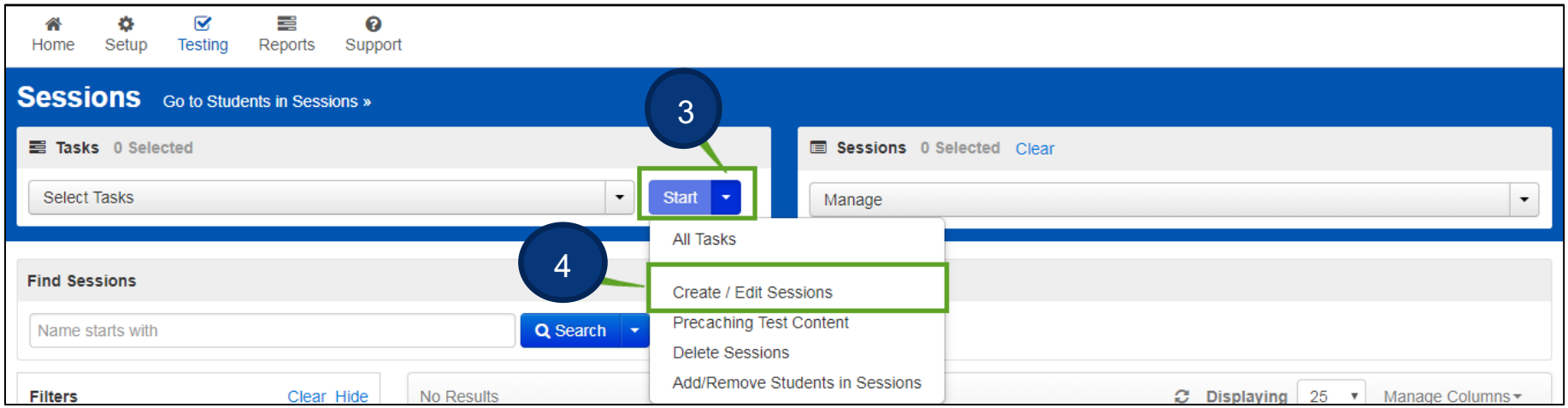
(District Assessment Coordinator, Building Assessment Coordinator)

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



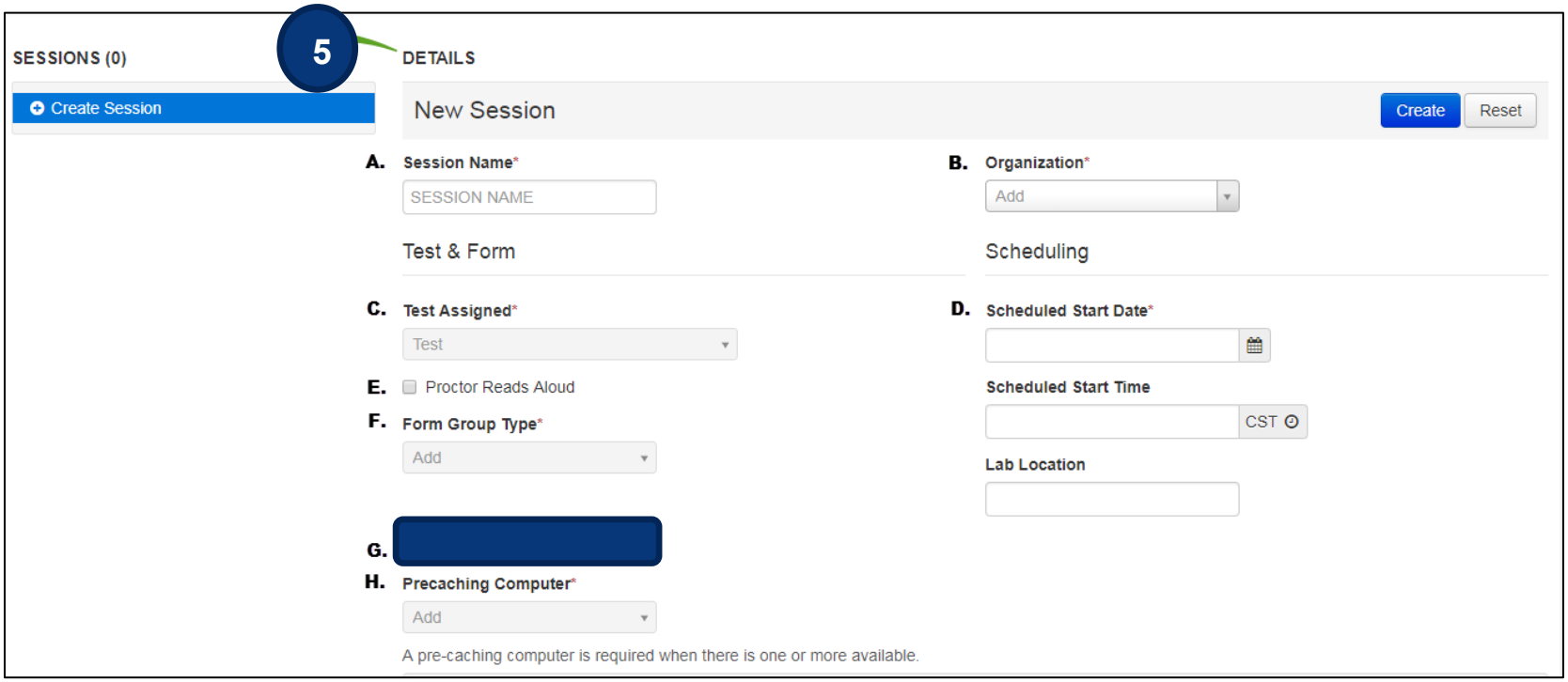
1. Verify the correct test administration is selected in the dropdown. Select **DC Transcend Interim Pilot 2022-2023**.

2. From **Testing**, select the action dropdown and select **Sessions**.



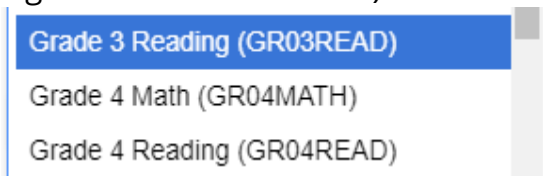
3. Click the Start dropdown.

4. Select **Create/Edit Sessions**.



5. Enter test session details. When creating test sessions, enter all required fields indicated by a red asterisk*:

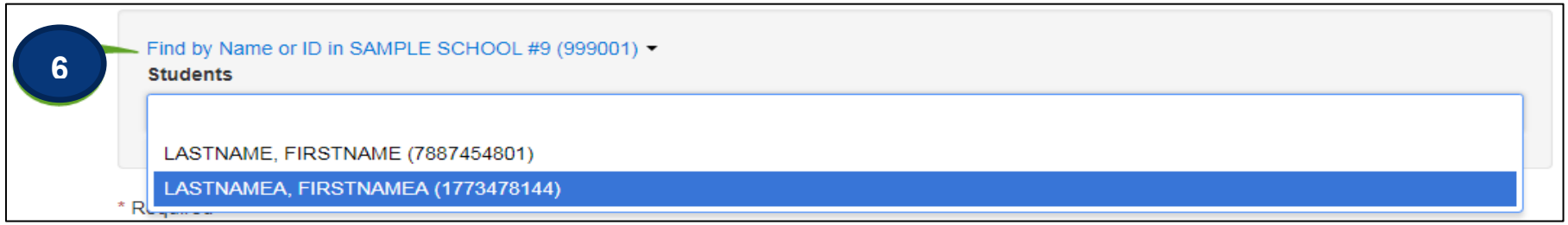
   A. Session name* – name of test session.
   B. Organization* – school/campus where students will test.
   C. Test Assigned* – (Choose either the Reading or Mathematics tests.)



   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**.

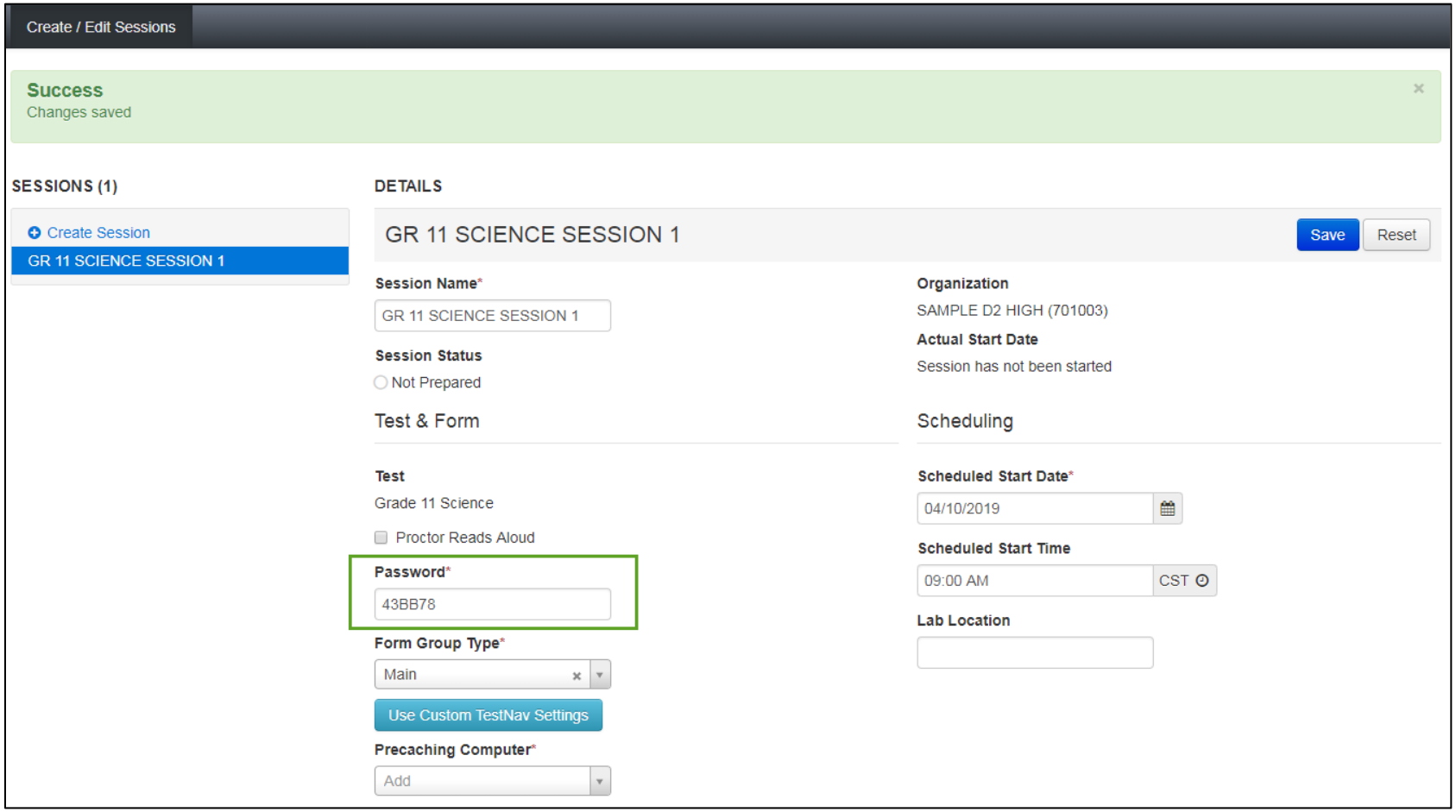
Create New Student in PAN

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.



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

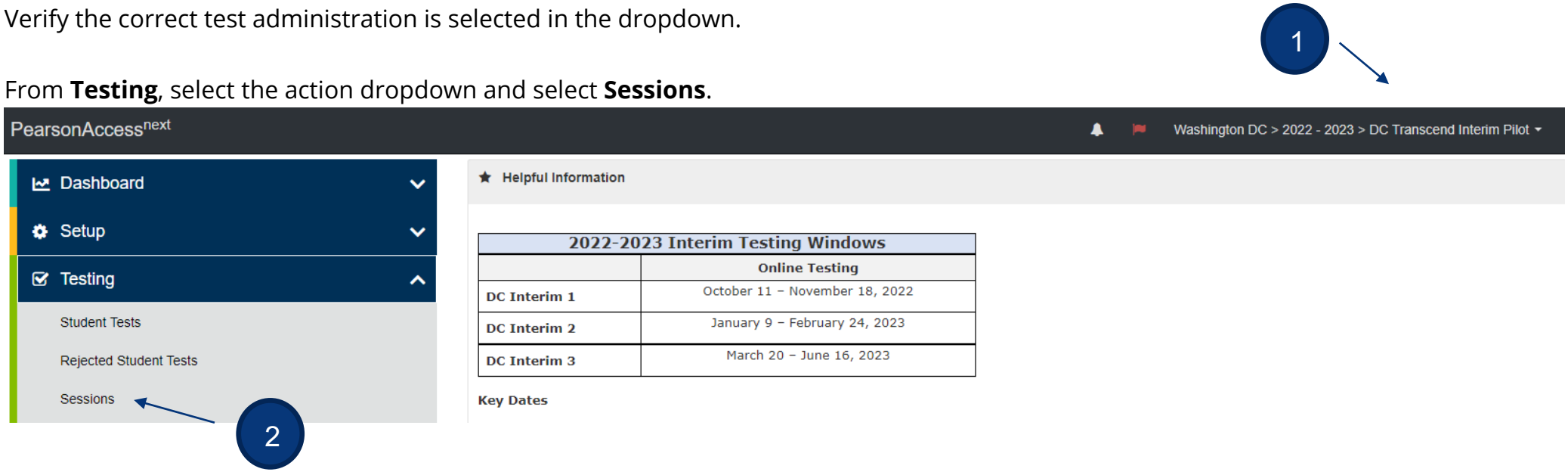
Each student must have a student testing ticket to sign into an online test. Each testing ticket contains the student's unique username and password. You may also print a Session Roster each session.

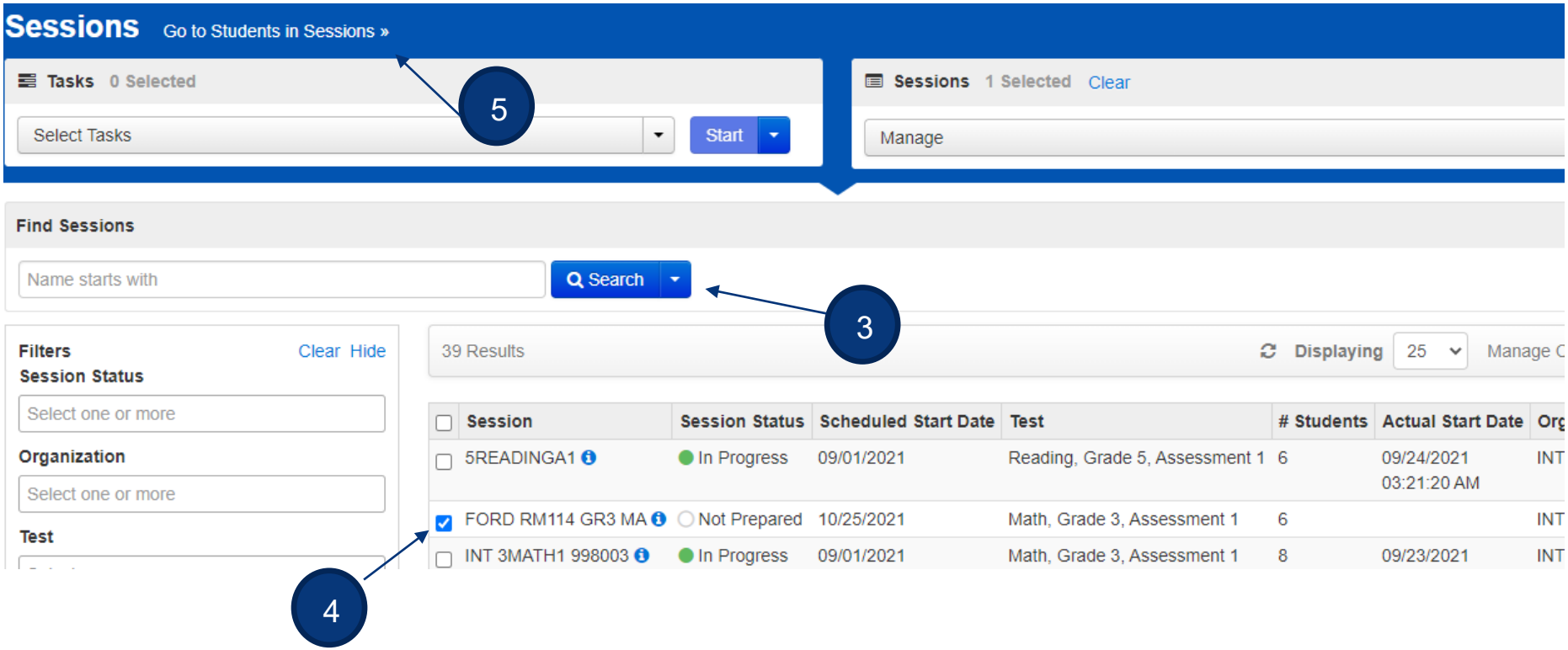
The testing tickets and session rosters are **secure** documents and must be kept in a secure location until the test is administered. Testing tickets should be printed at least one week prior to testing.

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

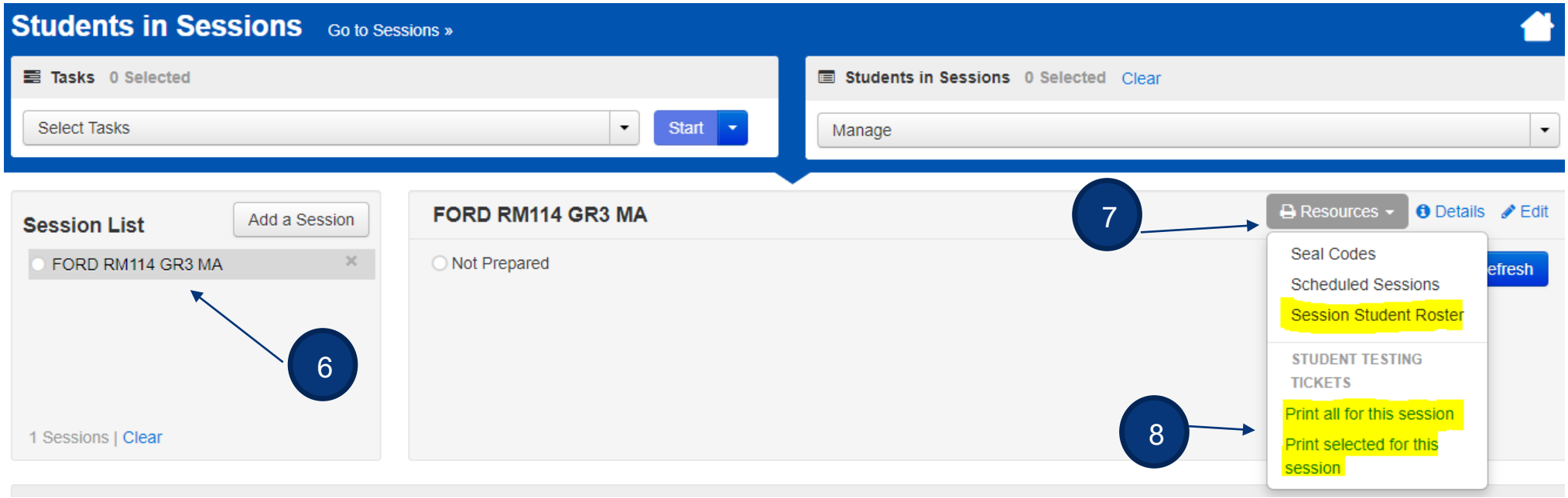
1. Verify the correct test administration is selected in the dropdown.

2. From **Testing**, select the action dropdown and select **Sessions**.

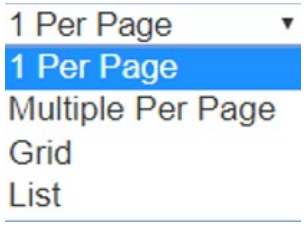


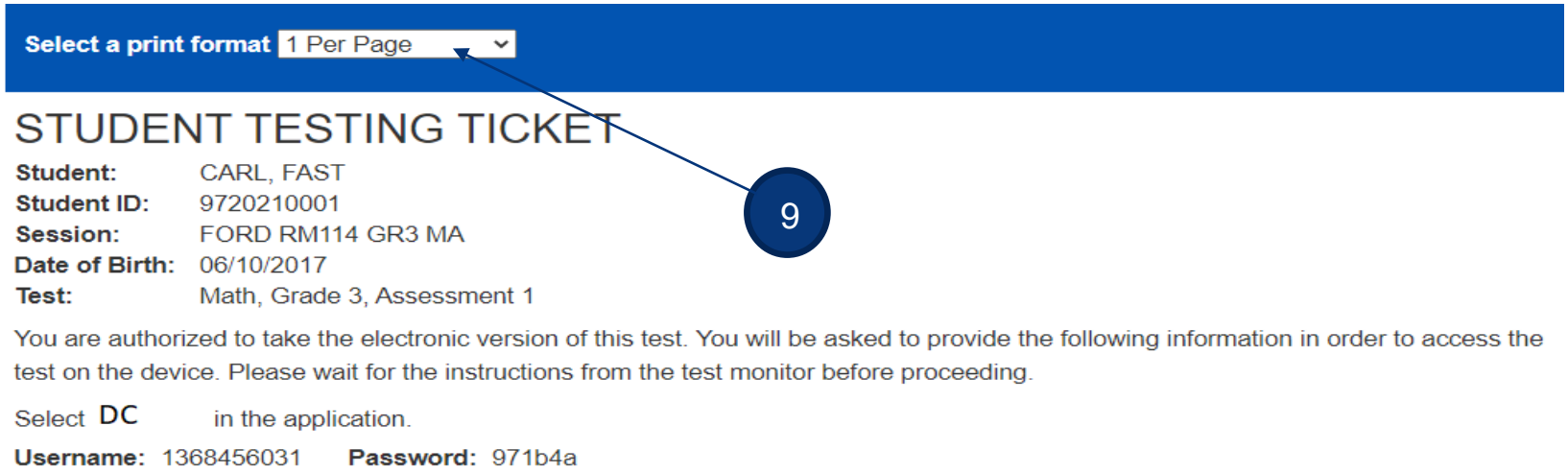


3. Search for session.
4. Check the box for the session.
5. Select **Go to Students in Sessions**.



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**.





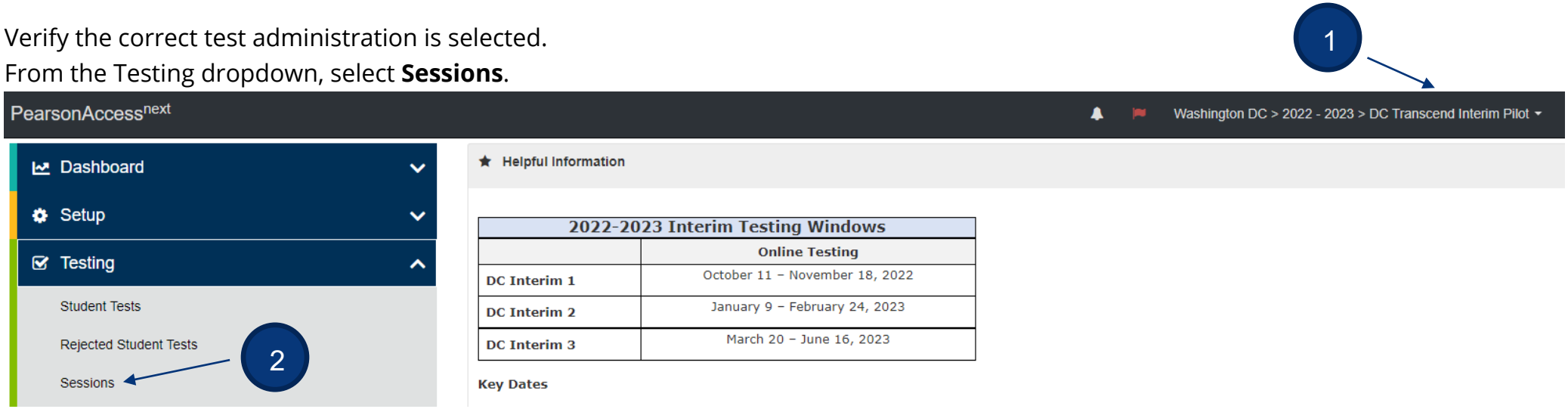
9. **Note:** If the "1 Per Page" option is selected, students may use the testing ticket as scratch paper.

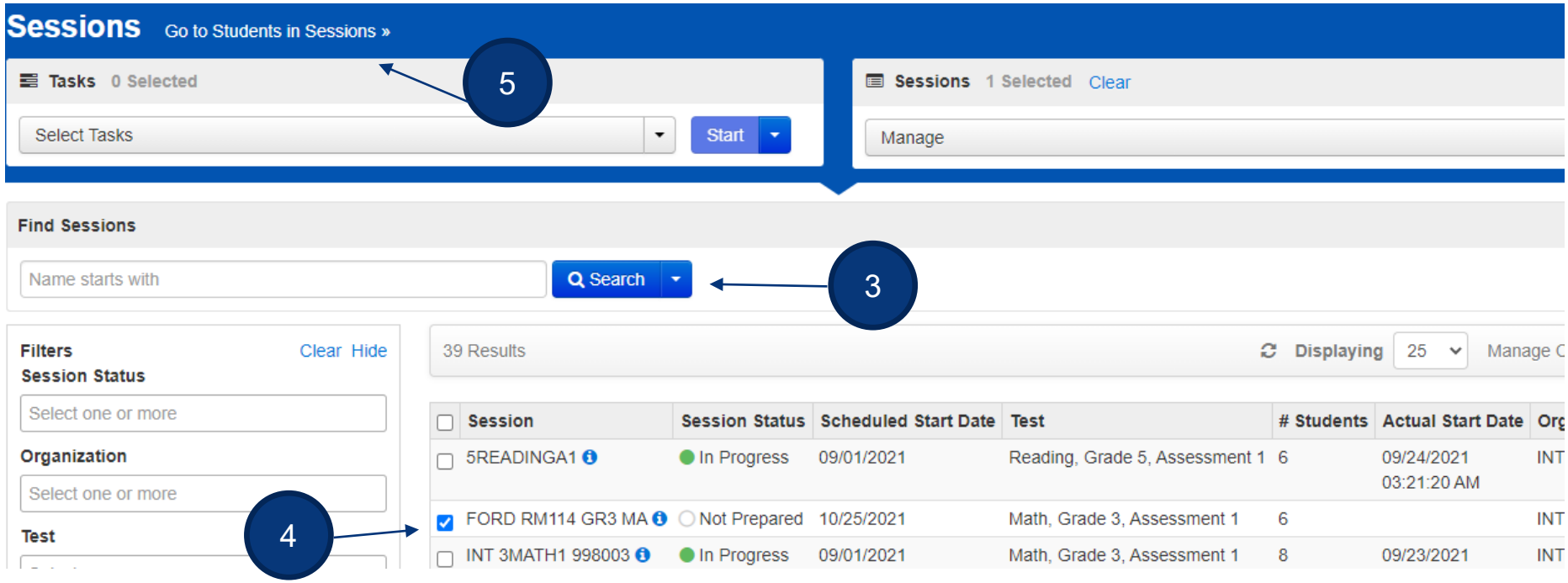
Prepare Session(s)

(LEA, School Testing Coordinator)

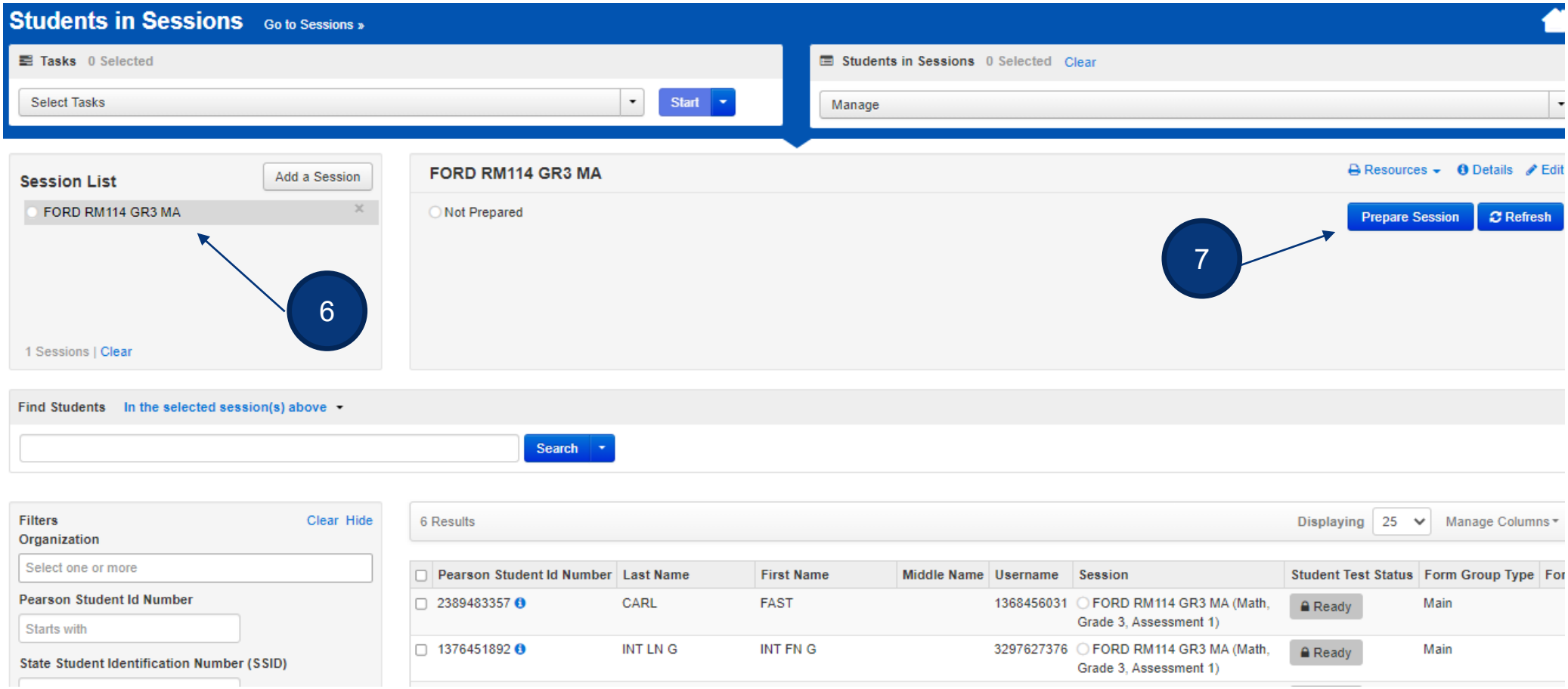
After sessions are created and before the session is started, users prepare the session. This step takes the information provided when users created sessions to assign students to the correct test forms. **All test sessions must be prepared before a session can be started. Users should prepare sessions 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**.

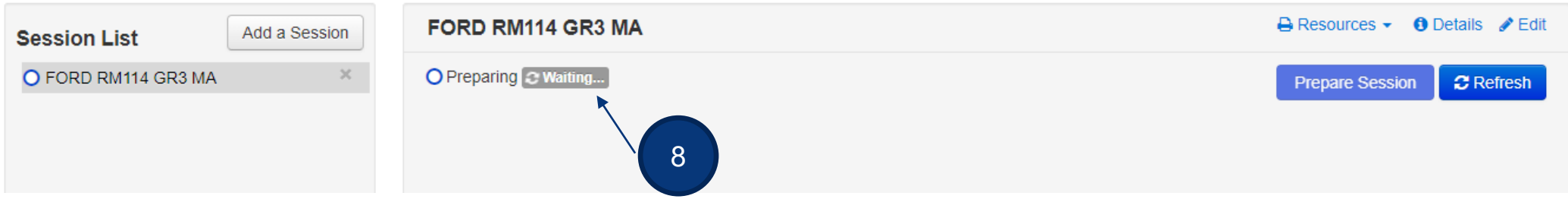




3. Search for session(s).
4. Check session(s).
5. Select **Go to Students in Sessions**.

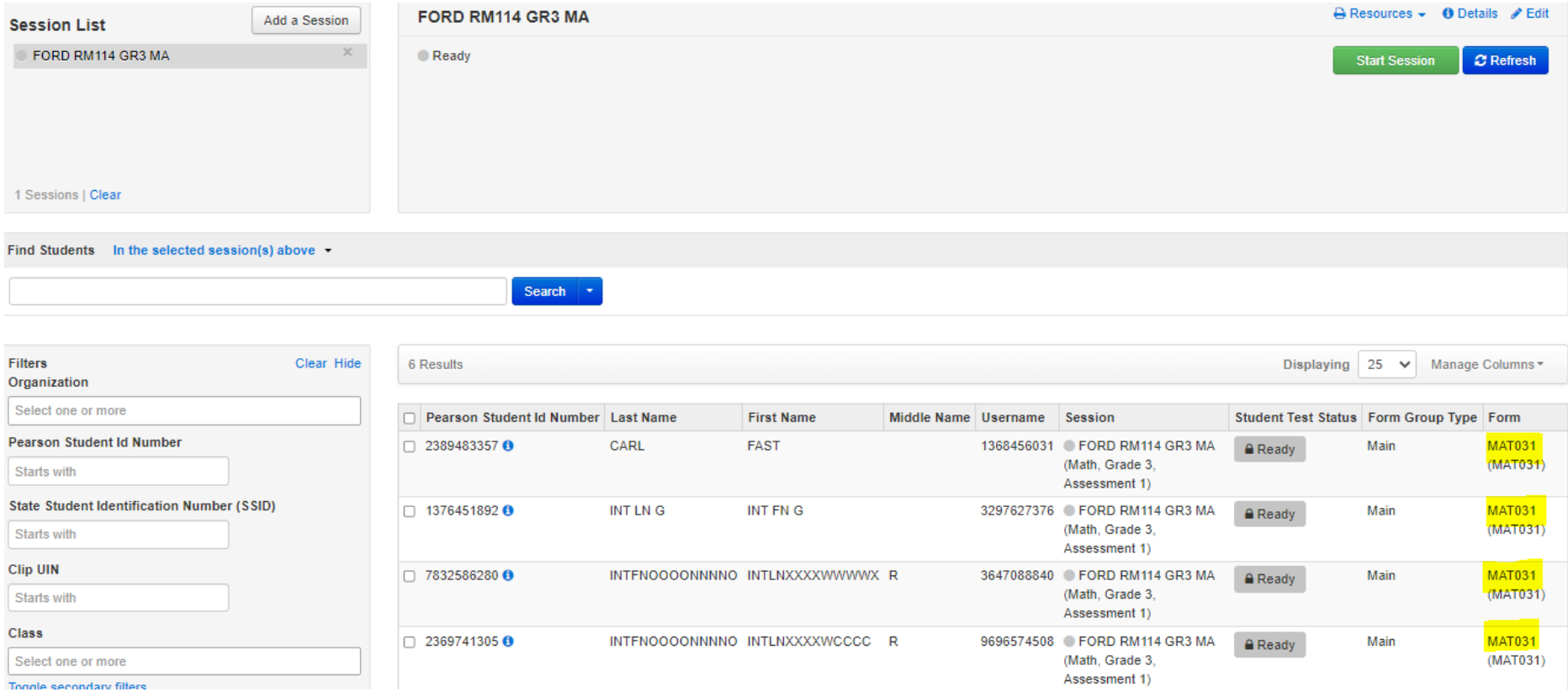


6. Verify that the test session(s) you want to prepare is selected under Session List.
7. Click the **Prepare Session** button. (Note the session is *Not Prepared* and no Form number is assigned).



8. Session will show as *Preparing*.

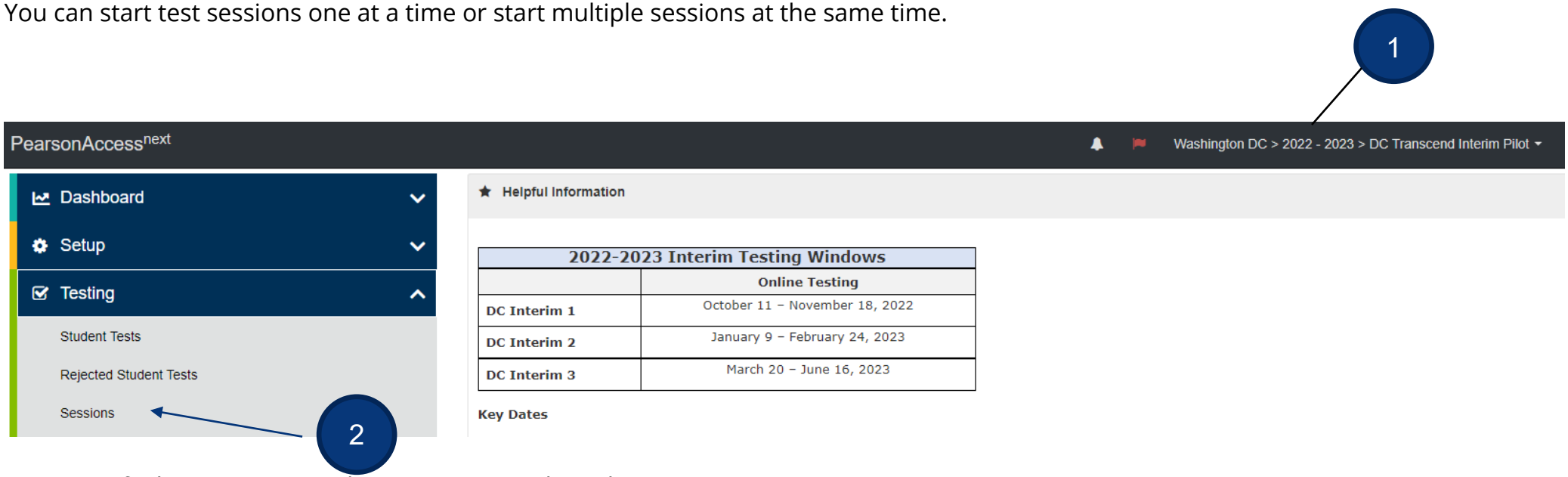
Note: When prepared, the session will be in the *Ready* status and a Form number has been assigned to each student.



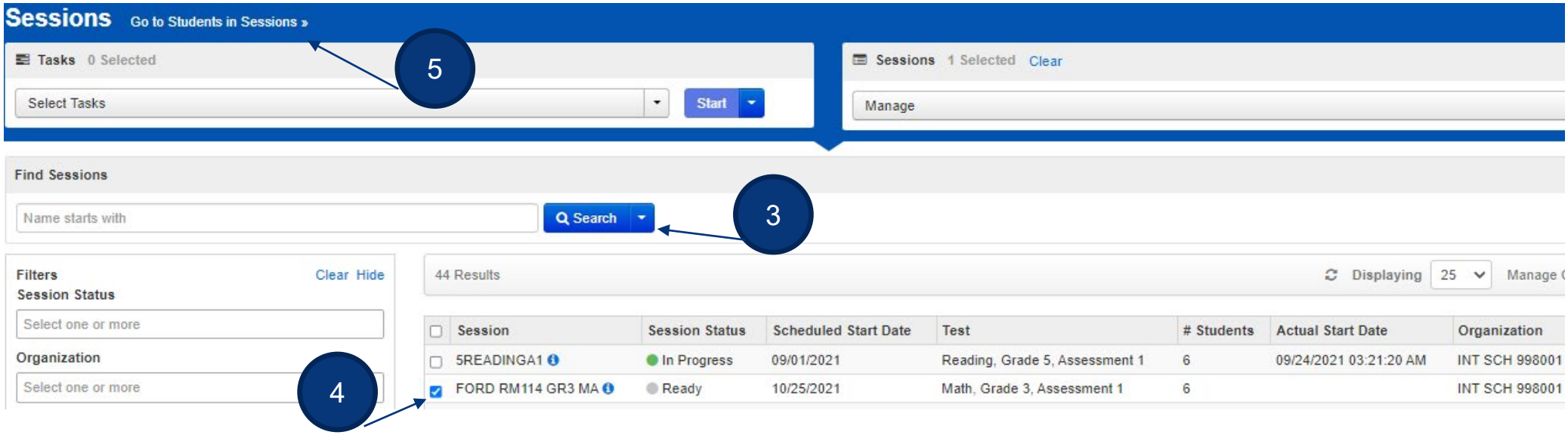
Start Test Session(s)

(LEA, School Testing Coordinator, Online Test Administrator)

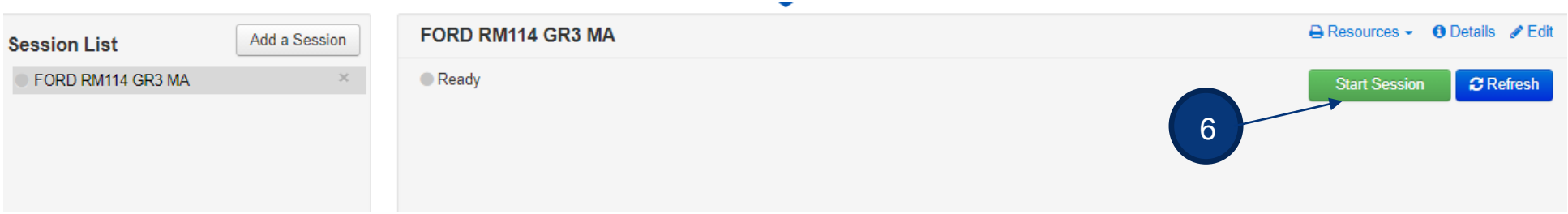
After a test session is prepared, it can then be started. Test sessions should be started on the day of testing before students log in to test. You can start test sessions one at a time or start multiple sessions at the same time.



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



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**.



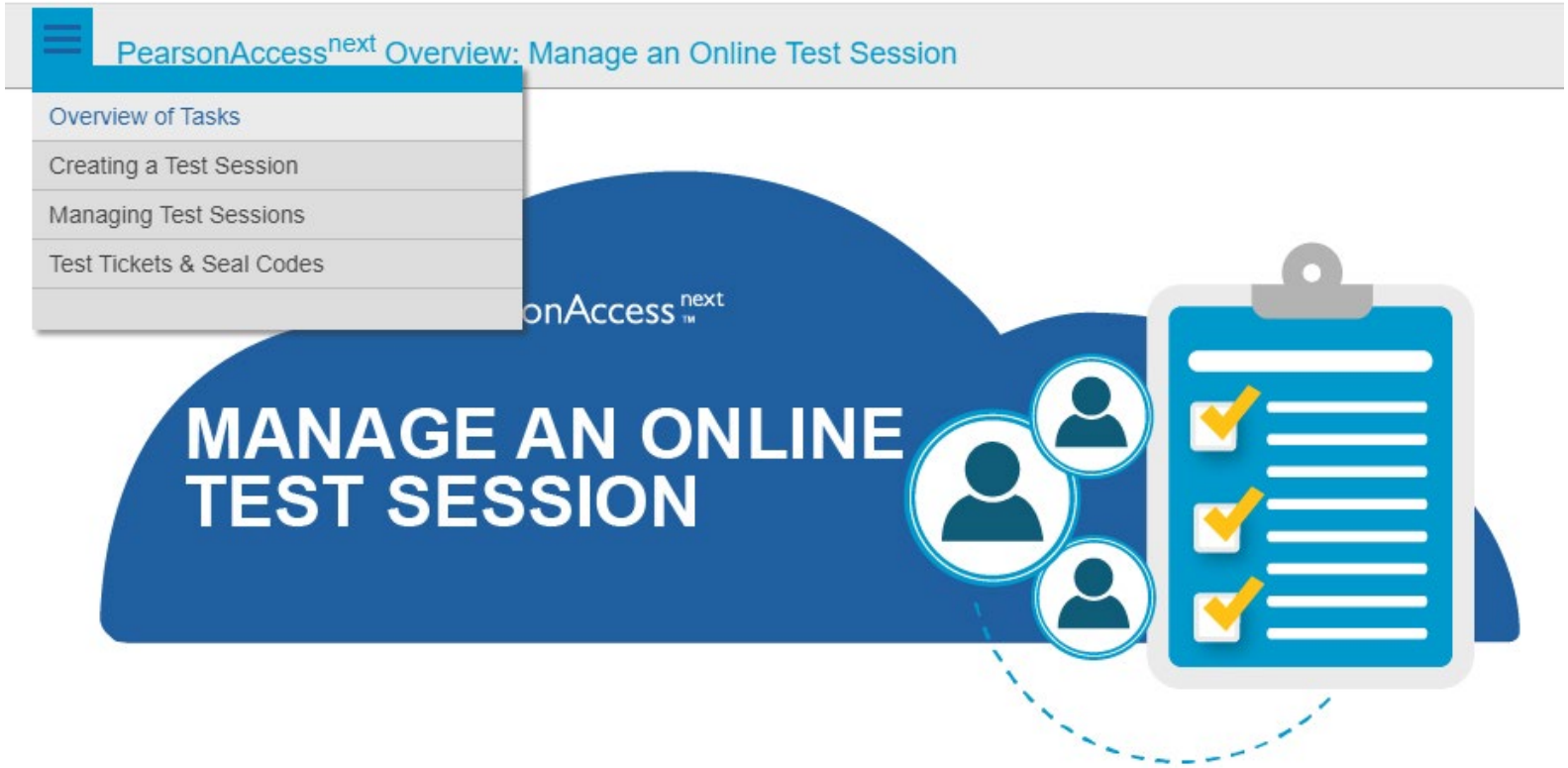
6. Select the **Start Session** button.

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.

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