PearsonAccess User Guide – PARCC

1.0 Document Revisions

Date	Change
December 16, 2013	• Updated multiple sections with editorial changes.
August 23, 2013	• Added the **Training Center** section.
June 7, 2013	• Added the **Unlocking User** section.

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2.0 Getting Started

The topics covered in this section are:

2.1 Getting Started - Introduction

PearsonAccess is your test management system. You can perform your test-related duties in PearsonAccess, like viewing student data, registering students, and setting up online tests.

Your user ID/password combination gives you access to online testing. Your role-based user account ensures that you see only the data and functions that you need.

All users should review the **Becoming Familiar with Screen Layouts** section, which explains the navigation and data elements that you will see on every screen. Using these elements will make you more efficient and help you quickly find the test administration, organization, task, and data that you are looking for.

2.2 Getting Help

This section provides a list of the ways you can obtain help with using the system.

2.2.1 Support Documentation

Click the **Support** link at the top of any screen to view:

- support documentation
- Frequently Asked Questions (FAQs)

2.2.2 Support Center

If you have questions, you may do one of the following:

- Call our Support Center toll free at **1-888-493-9888** (M-F, 6 A.M. to 8 P.M. Central Time) and talk to one of our support specialists.
- Reach us via email at PARCC@support.pearson.com.

2.3 Hardware and Software Requirements

PearsonAccess is a cross-platform system that provides equal functionality and performance in both Windows and Macintosh environments. In addition, PearsonAccess is compatible with a wide range of operating systems and browsers.

To ensure optimal system performance, you should review the hardware and software recommendations listed in *PearsonAccess Hardware and Software Guidelines*. This document can be viewed online on the **Support** page.

2.4 Logging in to PearsonAccess

When your user account is created, an email is sent to you that contains login instructions and provides a hyperlink that opens the initial login page in your web browser. You must read and accept the **Confidentiality Agreement** and set your new password.

1. Enter parcc.pearson.com into your browser to go to PearsonAccess.
2. Click **Sign In** to go to the **Login** screen.
3. Enter your information, and then click **Sign In**.

2.5 Unlocking User

1. On the **Login** screen, click the **Unlock User** link to go to the **Unlock User** screen.
2. Enter your information, and then click **Unlock User**.
3. Upon a successful match, an email containing instructions on how to unlock your User ID will be sent to you.
4. Follow the instructions in the email to log in to the system.

2.6 Resetting Your Password

1. On the **Login** screen, click the **Reset your password** link to go to the **Reset Password** screen.
2. Enter your information, and then click **Reset Password**.
3. Upon a successful match, an email containing instructions on how to set up a new password will be sent to you.
4. Follow the instructions and password requirements in the email to log in to the system.

2.7 Retrieving User ID

1. On the **Login** screen, click the **Forgot your User ID** link to go to the **Forgot User ID** screen.
2. Enter your email address, and then click **E-mail User ID**.

   - You will receive an email with your User ID(s).

2.8 Becoming Familiar with Screen Layouts

There are several navigation and data elements that you will see on every screen (see the six numbered areas below). Using these elements will make you more efficient and help you quickly find the test administration, organization, task, and data that you're looking for.

①	Your Account | Administrative Management | Support | Logout	
	Global navigation links that appear on the top of every screen	
②	Home | Organizations | Student Data | Test Setup | Test Management | Test Results — Overview | Register Students | Manage Test Sessions | Resolve Student Test Alerts	
	Tabs and sub tabs that allow you to navigate quickly to specific screens. The current screen is indicated by the bold white text. For example, these tabs show *Test Setup > Overview*.	
③	Home > Test Management Overview	
	Breadcrumbs that show the navigation path to the screen. The underlined breadcrumbs are hyperlinks.	
④	PARCC 2013 Item Tryout Change	
	Name of the test administration you are viewing. Click **Change** to go to a different test administration, select the administration and click **Save**. The administration change will apply to all screens for the current session. If available, to apply and save the administration name change for next sessions, click **Save and Make Default**.	
⑤	Current organization: **PARCC Dept of Education (PC)** change organization	
	The name of the organization whose data you are viewing. Click **Change Organization** to view a different organization's data within the same test administration. The organization change will apply to all screens.	
⑥	Help << Test Management	
	To close the Help window, click << . This will close the Help windows on all screens. Click to reopen the Help window on all screens.	

3.0   Training Center

The topics covered in this section are:

3.1   Training Center - Introduction

The Training Center allows you to practice using PearsonAccess without affecting "live" data. The instructions in this guide generally apply to the Training Center and the live site. (One notable exception to this is that the Training Center includes a Create Students function that allows you to populate the site with sample student data.)

3.2   Logging in to PearsonAccess - Training Center

1. Enter parcc.pearson.com into your browser to go to PearsonAccess.
2. Click the **Training Center** tab.
3. Click **Log into PearsonAccess Training Site** to go to the homepage for the Training Center.
4. Enter your information, and then click **Login** to go to the homepage for the Training Center.

3.3   Unlocking User – Training Center

1. On the **Login** screen, click the **Unlock User** link to go to the **Unlock User** screen.
2. Enter your information, and then click **Unlock User**.
3. Upon a successful match, an email containing instructions on how to unlock your **User ID** will be sent to you.

   • Follow the instructions in the email to log in to the system.

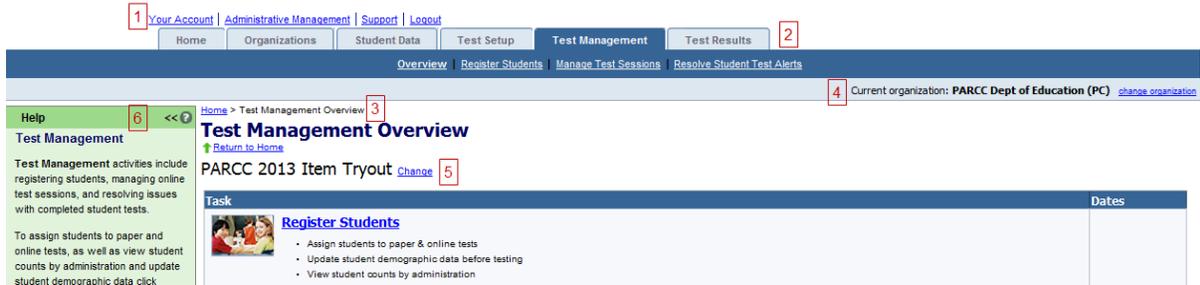# 3.4   Resetting Your Password – Training Center

1. On the **Login** screen, click the **Reset your password** link to go to the **Reset Password** screen.
2. Enter your information, and then click **Reset Password**.
3. Upon a successful match, an email containing instructions on how to set up a new password will be sent to you.
4. Follow the instructions and password requirements in the email to log in to the system.

3.5   Retrieving User ID – Training Center

1. On the **Login** screen, click the **Forgot your User ID** link to go to the **Forgot User ID** screen.
2. Enter your email address, and then click **E-mail User ID**.

   • You will receive an email with your User ID(s).

3.6　　　Creating Sample Students

Because the Training Center contains no "live" student data, you may need to create sample students before you can practice using the Training Center.

1. Go to *Home > Create Students* to go to the **Create Students** screen.
2. Select the organization name from the drop-down and click **Next**.
3. Enter the required fields, and then click **Create Students**. The sample students are now assigned to an organization, group, grade, and test.

   Training Center functions mirror the "live" site functions that are explained later in this guide. For further instructions on using the different functions in the Training Center, see the relevant sections in this guide pertaining to Register Students, Manage Test Sessions, and Resolve Student Test Alerts.

4.0   Your Account

The topics covered in this section are:

4.1 Your Account - Introduction

Your Account contains your personal and system-related information as it appears in the PearsonAccess database. Your user role determines which functions you can access.

When your user account was created, you were assigned one or more user roles. Each role has a set of permissions associated with it.

See the *User Roles and Permissions* document on the **Support** screen.

4.2 Viewing Your User Account

Click **Your Account** in the global navigation links at the top of the screen to go to the **Your Account** screen.

4.2.1 Resetting Your Password

Click **Reset Password**, enter the old and new password, then confirm the new password and click **Save**.

- To maintain system security, the system will periodically expire your password. You will be notified on screen and by email that the password associated to your account is pending expiration. We recommend changing your password at that time.

- If your password expires before it is reset, you will need to reset it in order to login to the system.

- You will need to provide a new password each time your password expires.

4.2.2 Editing Your Name or Email Address

Click **Edit**, make the changes, and then click **Save**.

5.0   Security

The topics covered in this section are:

5.1   Security - Introduction

A user account is the primary method for controlling access to the system and maintaining security of data.

A **user** is an educator, test administrator, technology coordinator, teacher, or a person who has been given a user account. A user account allows the user to access the online system and, depending on that user's role, perform various functions within the system.

When user accounts are created, the user is assigned one or more roles. Each role has a set of permissions.

See the *User Roles and Permissions* document in the **Resources** section of the **Support** screen for information about the permissions that are associated with your user role.

5.2   View User Accounts

The user accounts that you can view are based on your own role and the current organization selected. Some of the accounts are view-only, whereas others may be editable.

To view user accounts, go to *Administrative Management > View User Accounts*.

5.2.1   Creating New User Accounts

1. Go to *Administrative Management > View User Accounts*.
2. Click **New User**.
3. Enter the required demographic information.
4. As an option, you can specify an account Start Date and End Date by clicking on the calendar icons next to those fields. If you choose this option, the user can log in only during the specified time frame.

    Note: A user account will expire at 1:00 A.M. (Eastern Time) on the End Date. For example, an End Date of 5/15/2014 means that the user will be able to log in only until 12:59 A.M. on 05/15/2014.

5. Select a user role (or roles) for the new user.
6. Select an organization (or organizations) for the new user. You can select organizations at different levels of the hierarchy.
7. Click **Save**. After you click **Save**, a notification is sent automatically to that user's email address. The email contains a link to the login screen where the new user can choose a password and enter the site.

5.2.2   Viewing User Accounts

1. Go to *Administrative Management > View User Accounts*.
2. The **View User Accounts** screen shows a list of user accounts that you can view and edit. The accounts you see are based on your own user role and on the organization that is listed in the **Current Organization** field.

5.2.3   Viewing or Editing an Individual User Account

1. Go to *Administrative Management > View User Accounts*.
2. Click on a user ID in the **User ID** column.
3. If you do not see the user account that you are looking for, select the **Deleted** filter to see a list of Deleted accounts.
4. Click **Edit** to make changes to the user account.
5. Click **Save** to save the changes.

5.2.4   Locking or Unlocking a User Account

1. Go to *Administrative Management > View User Accounts*.
2. Select the check box for the user.
3. Click **Mark User As**.
4. Select **Locked** or **Unlocked** in the drop-down list.
5. Click **Yes - Continue** on the **Confirmation** screen.

5.2.5   Resetting a User Password

1. Go to *Administrative Management > View User Accounts*.
2. Select the check box for the user on the **View User Accounts** screen.
3. Click **Reset Password**.
4. After you reset a user's password, an email notification is sent to that user. The email contains instructions for defining a new password. Follow the password requirements in the email to log in to the system.
5. Click **Yes - Continue** on the **Confirmation** screen.

5.2.6   Deleting a User Account

1. Go to *Administrative Management > View User Accounts*.
2. Select the check box for the user.
3. Click **Mark User As**.
4. Select **Deleted** from the drop-down list.
5. Click **Yes - Continue** on the **Confirmation** screen.

   - Deleted user accounts become "locked" accounts after the delete status is confirmed.
   - Deleted user accounts cannot log in to the system. In order to regain system access, deleted user accounts need to be reactivated by an authorized user.

5.2.7   Reactivating a User Account

1. Go to *Administrative Management > View User Accounts*.
2. Select **Clear Filter** from the **Deleted** column on the **View User Accounts** screen.
3. Select the check box for the user you want to reactivate on the **View User Accounts** screen.

4. Click **Mark User As**.

5. Select **Not Deleted** from the drop-down list.

6. If the account is locked, you will also need to unlock the user account by clicking **Mark User As,** and then selecting **Unlocked** in the drop-down list.

7. Click **Yes - Continue** on the **Confirmation** screen.

6.0   Organizations

The topics covered in this section are:

6.1   Organizations - Introduction

An *organization* is an entity in the organizational hierarchy, such as a region, district, or school. An organization must exist in the system before that organization can participate in testing or test-related activities.

6.2   Viewing Organizations

1. Go to *Organizations > View Organizations*.
2. If you have access to more than one type of organization, select the **View By** option button.
3. Click the organization name.

   - The **Organization Details** tab displays the organization master record.

   - The **Contacts** tab displays a list of organization contacts.

   - The **Test Administrations** tab displays the test administrations the organization is participating in.

6.2.1   Editing Organizations

1. Go to *Organizations > View Organizations > Organization Details*.
2. Click **Edit** on the **Organization Details** tab.
3. Enter or change the editable fields.
4. Click **Save**.

6.2.2   Viewing Change History

1. Go to *Organizations > View Organizations > Organization Details*.
2. Click **Change History** on the **Organization Details** tab.
3. Review the changes that have been made to the organization.
4. Click **Go back to Organization Details**.

6.3   Viewing Organization Contacts

Contacts are personnel designated to serve as the point of contact between the organization and Pearson for testing activities. Click the **Contacts** tab.

Click the contact name to review contact details.

6.3.1.1   Add Contact

1. Click **Add Contact.**
2. Enter the contact details, and then click **Save**.
3. Click the **Go to Contacts List** link.

6.3.1.2   Edit Contact Details

1. Click the contact to view contact details.
2. Click **Edit** to modify contact details, and then click **Save**.

6.3.1.3   Delete Contact

1. Select the contact you want to delete and click **Delete**.

2. Click **Yes – Continue with Delete**.

6.4   Viewing Test Administrations

Click the **Test Administrations** tab to see if the organization is participating in an administration. Before an organization can take part in a particular test administration, the organization must be "participating" in that administration. A **Yes** or **No** in the **Participation** column indicates whether an organization is participating in a test administration.

Authorized users will have the ability to copy participations, meaning that organizations can be copied from one test administration to another test administration. The copied data is <u>added</u> to the selected test administration and does not overwrite existing data for the test administration.

Contact information, including contact responsibilities, will not be replicated with each new test administration. This will allow a contact to be updated one time, and the updates will apply to all test administrations.

6.4.1   Viewing Administration Details

1. Go to *Organizations > View Organizations > Organization Details*.

2. Click the **Test Administrations** tab.

3. Click a test administration name to see further details about that organization.

4. Click the **Administration Details** tab to review material receiving and pickup information and starting and ending dates for test administration activities. Material receiving and pickup information, as well as test start and end dates can also be accessed through *Test Setup > Enter Administration Detail*.

6.4.2   Viewing and Adding Class Test Assignments

1. Go to *Organizations > View Organizations > Organization Details*.

2. Click the **Test Administrations** tab.

3. Click a test administration name to see further details about that organization.

4. Click the **Classes** tab to review a list of classes in this organization and test administration. A student must be in a class before the student can be assigned to a test. Classes are a convenient way to put students into an online testing session. Classes also function as reporting units or reporting groups.

6.4.2.1   Viewing Class Details

1. Click the **Classes** tab.

2. Click on a class name to go to the **Class Details** screen.

6.4.2.2   Adding a New Class

1. Click the **Classes** tab.
2. Click **New Class**, enter the class name, and then click **Save**.

6.4.2.3   Deleting a Class

1. Click the **Classes** tab.
2. Select the class and then click **Delete**. You must delete all tests assigned to the class before you can delete the class.

6.4.3   Working with Organization Responsibilities

1. Go to *Organizations > View Organizations > Organization Details*.
2. Click the **Test Administrations** tab.
3. Click a test administration name to see further details about that organization.
4. Click the **Responsibilities** tab to review a list of persons in the organization that have specific testing-related responsibilities.

6.4.3.1   Assigning an Organizational Responsibility

1. Go to *Organizations > View Organizations > Organization Details*.
2. Click the **Test Administrations** tab.
3. Click a test administration name to see further details about that organization.
4. Click the **Responsibilities** tab to review a list of persons in the organization that have specific testing-related responsibilities.
5. Click **Edit**, select the contact from the drop-down list, and then click **Save**. A person first must be designated as a Contact before being assigned a Responsibility.

7.0   Student Data

The topics covered in this section are:

7.1 Student Data - Introduction

Student data refers to student demographic data and other test-related information about individual students. Student data must be uploaded or entered into the system before students can be registered for a test.

You submit student data to the system by uploading a student data file.

Before you submit a file, make sure that your file meets the data file requirements.

7.1.1 Sending Student Data

1. Go to *Student Data > Send Student Data*.
2. Click **Browse** to locate the student data file.
3. Select the file.
4. Click **Send** to submit the selected file.

7.1.1.1 Validating Students

You can send a file for validation purposes only. This allows districts to send student data files prior to the registration window for an administration, and to correct any errors so a clean data file will be ready once the registration window opens.

1. Go to *Student Data > Send Student Data*.
2. Click **Browse** to locate the student data file.
3. Select the file.
4. Select the **Validation Only** check box.
5. Click **Send** to submit the selected file.

7.1.1.2 Enabling Email Notifications

The File Status Notification function allows you to specify whether an email notification about the status of a submitted student data file is sent to one or more email addresses.

- To add contacts, enter an email address, and then click **Add Contact**.
- To remove contacts, click the red **X** next to the contact email address.

7.1.1.3 Checking the Upload Status of a Submitted File

The lower half of the **Send Student Data** screen displays the processing status of submitted files. The processing status typically is displayed within two hours of submitting the file.

1. Review the **Status** column, which indicates the status of the file.

   - **Processing**: The file is going through the validation process.
   - **Rejected**: The file format was invalid or ALL of the records in the file were invalid.
   - **Complete**: All records in the file were successfully uploaded.

- **Complete with problems**: Only valid records in the file were uploaded.

2. Click on the message in the **Messages** column to go to the **File Details** screen.

3. Review information about the file on the **File Details** screen.

- If there is a problem with the file (the **Status** column is set to **Complete with problems**), click the **+** in the **Records** column for a description of the error causing the data problem. Use this information to fix the user account file, and then resubmit the file.

- To view the contents of a submitted file, click the **download file** link.

- If there are data problems with the file, it is recommended to review the entire user account file before resubmitting the file. Once corrections have been made to the records with data problems, you can upload the modified file.

- Click **Export errors to Excel** if you would like to view a description of all of the data problems in an Excel file. The Excel file contains a description of all of the errors in the submitted file. Only the first 100 data problems encountered in the submitted file are displayed on the screen.

- After viewing the file details, click the **Return to Student Data File Submission** link to go back to the previous screen.

7.2 Student Data Information

1. Go to *Student Data > Student Data Information*.

2. Select an option button.

- If you select the **Schools** option button, you see a list of schools with the number of students per grade. If you click on a school, you see additional school information.

- If you select the **Students** option button, you will be prompted to search.

  - To view **all** students, select the **Show All Students** check box and then click **Search**.

  - To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.Adding a New Student

With the new student wizard you can add a new student to the database as well as enroll and register the student for a test. To add a new student, follow the step by step instructions. In four steps you can quickly add the required student data to the system so that the student is ready to test.

If you exit the wizard before completing all four steps, the wizard will walk you through the remaining steps when you are ready. You can exit the wizard at any time, and the system will retain the last saved activity.

Note: The student will only be registered to test after all four steps are saved and complete.

1. Go to *Student Data > Student Data Information*.
2. Select the **Students** option button.
3. Click **New Student**.
4. Enter the required information to create the student, and then click **Save and Next**.
5. Enter the required information to register the student for a test administration, and then click **Save and Next**.
6. The student is now registered for testing in the selected test administration. To register the student in a group, select the group or create a new group, and then click **Save and Next**.
7. The student is added to the group. Select the test the student will take and then click **Save and Exit**.
8. The student is now successfully enrolled and registered to test.

7.2.1   Deleting a Student

1. Go to *Student Data > Student Data Information*.
2. Select the **Students** option button.
3. Search for a student.
4. Select the check box for the student.
5. Click **Delete**.
6. Click **Yes – Continue**.

7.2.2   Editing Student Details

1. Go to *Student Data > Student Data Information*.
2. Select the **Students** option button.
3. Search for a student.
4. Click the student name.
5. Click the **Student Details** tab.
6. Click **Edit** and make changes.
7. Click **Save.**

7.2.3   Enrolling a Student

1. Go to *Student Data > Student Data Information*.
2. Select the **Students** option button.
3. Search for a student.
4. Select the check box for the student.
5. Click **Add Enrollment**.
6. Select the new organization from the **Organization** drop-down list.
7. Click **Save**.

7.2.4 Moving a Student Enrollment to Another Organization

You move a student to another school by first adding the new school and then removing the original school.

1. Go to *Student Data > Student Data Information*.
2. Click the student name to go to the **Student Details** screen.
3. Click the **Enrollments** tab to view the organization (or organizations) in which the student is enrolled.
4. Select the check box for the original organization, and then click **Remove Enrollment** to delete the original organization.
5. Click **Yes – Continue with Removal**.
6. Click **Add Enrollment**, select the new organization from the **Organization** drop-down list, and then click **Save**.

7.2.5 Viewing Enrollment Changes

You can view the **Enrollment Changes** report to see which students are enrolled in more than one school in your state.

1. Go to *Student Data > Student Data Information*.
2. Click **Reports**.
3. Click the **Enrollments Changes** link to open the report.
4. Select the period of time during which the student(s) was transferred.
5. Click **View Results**.

7.2.6 Requesting a Student File

1. Go to *Student Data > Student Data Information*.
2. Click **Request Student File**.
3. Go to *Test Results > View Published Reports* to download the file.

7.2.7 Viewing Unenrolled Students

You can search for students who exist in the system but are not assigned to a test and not enrolled in a school within the current organization.

1. Go to *Student Data > Student Data Information*.
2. Select the **Unenrolled Students** option button.
3. Enter the search criteria and then click **Search**.

8.0   Test Setup

The topics covered in this section are:

8.1   Test Setup - Introduction

Use the information in this section to prepare for testing.

8.2   Configure TestNav

Two aspects of TestNav must be configured, **Proctor Caching Computer** and the **Response File Backup Locations**. Both aspects are found on the same PearsonAccess screen.

8.2.1   Proctor Caching Computer

The proctor caching computer downloads and stores test data, such as multimedia or test questions, and then serves that data to individual test computers from within the local network. This enables faster test page loading times and more efficient test taking.
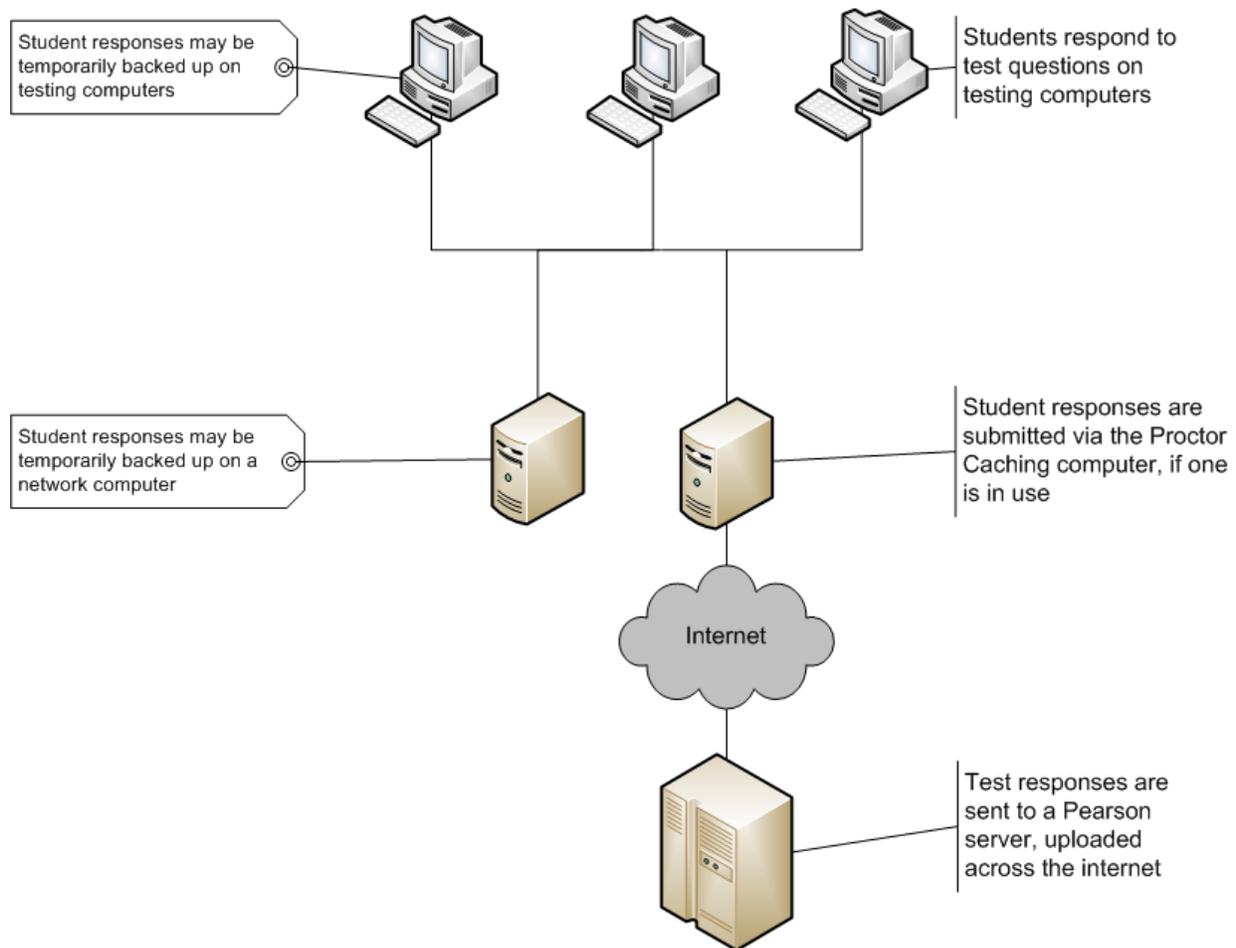
8.2.2   Response File Backup Locations

When a student responds to a test item, that response is saved in an SRF (saved response file) and then sent to the Pearson server. If recorded successfully on the Pearson server, it is then wiped from the SRF. This is done to ensure student responses are not lost and because the next test item will not be presented to the examinee until it is confirmed that the response to the current test item has been safely recorded in one place or the other (SRF or Pearson server).

On a busy network, with many testing computers attempting to send student test item responses concurrently, network congestion can occur. These backups prevent delays in testing while safeguarding student responses.

Specify the primary and secondary locations where TestNav will store SRFs until the responses are recorded on the Pearson server. This generally happens in milliseconds unless the connection to the Pearson server is congested or interrupted. Choose backup locations that allow student accounts to have complete read and write access. Your options are to place the backup files in a directory on the computer the student is using to take the test or in a directory on a network file server. This chart outlines the pros and cons of each option.

Backup Location Options	Pros	Cons
Local Directory on Testing Computer (TestNav client)	Uses less internal network bandwidth Test item delivery will not be delayed by waiting for files to be written to the networked drive	Backup file is not accessible from any other computer, so a student cannot easily move from one testing computer to another to complete a test without the need for an administrator to manually move the backup file
Directory on Network Computer	Backup file may be accessed from other computers, which is important if you have a hardware failure on a testing computer	Uses more internal network bandwidth

As a best practice, Pearson recommends using both by setting up both a primary and secondary backup location.

The primary and secondary SRF backup files are updated as a student navigates from the item, or periodically for writing items. The next test item will be shown to the student as soon as the response to the currently submitted test item is recorded in any location—the Pearson server, the primary backup, or the secondary backup—but will continue to attempt to write to the other location until it is confirmed that the response has been recorded on the Pearson server.

It is recommended that your Proctor Caching computer is not set as the location for either primary or secondary SRF backups, as this may increase traffic to the Proctor Caching computer beyond appropriate levels.

8.2.3   TestNav Configurations

There are two types of TestNav configurations:

- **An organization-based configuration** (used by default for all test sessions)

In PearsonAccess, schools and campuses, districts and divisions are referred to as organizations. An organization-based configuration is assigned to a session automatically, based on the school identified in the session. If a configuration has been created and School A has been added to it, and a session is created for School A, then the session will use that configuration. If there is no configuration defined for the school, then the session will use the first configuration it finds above the school in the hierarchy – for example, the configuration defined for District A, in which School A resides.

- **A custom session configuration**

A custom session configuration can be defined so that a session uses specific settings regardless of the school that is associated with the session. If you need one or more students to have settings that are different from those defined in the location-based configuration, you must place the student or students into a separate session and create a custom configuration for that session.

Every student in a test session will use the configuration set for that session (whether the session is set to use the organization-based configuration, or set to use the custom configuration). If changes are made to the configuration, the session and the students in the session are automatically updated with those changes.

- If changes are made to the configuration while a student is logged into TestNav, TestNav will continue to use the settings that were in effect when they logged in – but it will automatically use the latest configuration on any subsequent login to the test (i.e., if the student exits and then resumes the test).

Because it is possible to define multiple TestNav settings for proctor caching computers and corresponding response file backup locations within a configuration, defining a default configuration is important. The default configuration is the one that will automatically be used by sessions that point to the configuration, unless this is changed at the session level. If there is only one set of TestNav settings within a configuration, it is the default, but if there is more than one then you can choose which is the default.

1. Go to *Test Setup > Configure TestNav*.
2. Click the name of the configuration you want to view.
3. In the **TestNav Settings** area, you will see that one set of TestNav settings is identified as "Default TestNav Settings". To make another set of TestNav settings the default, click the **Make Default** link for that other set. A window appears with two options: redirect those test sessions to use the new default settings, or do not make any changes to the existing TestNav sessions. If you change the sessions to point to a different TestNav Setting, the changes will take effect immediately and students from those sessions will use the new settings the next time they log into a test. NOTE: The default TestNav Settings cannot be deleted. If you wish to delete the default, designate another set of TestNav settings as the default first.

Custom configurations can be created for specific sessions. The custom configuration will be applied to every student in the session. If you want one or more students to use settings that are not defined in your existing configuration, move the student(s) into a new, separate session and then define a custom configuration for that session.

8.2.3.1   Creating an Organization-Based Configuration

1. Go to *Test Setup > Configure TestNav*.
2. Click **New Configuration**. Enter a name to identify the configuration, and then click **Continue**.
3. Select the organizations that will be associated to the configuration. Click **Add Organization** to view and select an organization not already listed in the table, then click **Add** to add one or several to the list. You can change the **View By** setting to view different types of organizations from which to choose. Click the icon next to Organization Name and enter your search terms in the box to search for a specific organization or narrow the list or clear the filter. Click **Remove** to remove an organization. A configuration must have at least one associated organization. Click **Continue**.
4. Enter the details for the Proctor Caching Computer, including a name/description, IP Address, and Port. The default port is 4480.
5. Refer to the Response File Backup Locations information earlier in this section for guidance on setting up the Response File Backup Locations. The student's operating system will determine which Response File Backup Locations will be used.
6. Enter the path to a local or network drive or select the **Use Default Location** check box next to Primary for each operating system Response File Backup Locations. When the **Use Default Location** check box is selected, TestNav will save SRFs to the Pearson folder in the user's home directory, which is a location that varies by operating system. When specifying a custom location, the use of UNC paths is not recommended (for example, \\server\volume\directory\file). Set the Secondary location in the same manner. There is no default Secondary location.
7. Click **Continue** to return to the **Configure TestNav** screen, where your new configuration now appears in the list.

8.2.3.2   Creating a Custom Session Configuration

1. Go to *Test Management > Manage Test Sessions*.
2. Click the name of the session for which you want to view the configuration.
3. In the **Test Session Details** section, next to **TestNav Settings**, click **Edit**.
4. Choose the Custom TestNav Settings option.
5. Enter the details for the Proctor Caching Computer, including a name/description, IP Address, and Port. The default port is 4480.
6. Refer to the Response File Backup Locations information earlier in this section for guidance on setting up the Response File Backup Locations. The student's operating system will determine which Response File Backup Locations will be used.
7. Enter the path to a local or network drive or select the **Use Default Location** check box next to Primary for each operating system Response File Backup Locations. When the **Use Default Location** check box is selected, TestNav will save SRFs to the Pearson folder in the user's home directory, which is a location that varies by operating system. When specifying a custom location, the use of UNC paths is not recommended (for example, \\server\volume\directory\file). Set the Secondary location in the same manner. There is no default Secondary location.
8. Click **Save** and then confirm your changes to save the new custom configuration for the session.

8.2.3.3   Viewing an Existing Organization-based Configuration

1. Go to *Test Setup > Configure TestNav*.
2. Click the name of the configuration you want to view.

8.2.3.4   Viewing an Existing Custom session Configuration

1. Go to *Test Management > Manage Test Sessions*.
2. Click the name of the session for which you want to view the configuration.
3. In the **Test Session Details** section, next to **TestNav Settings**, click **View**.

8.2.3.5   Modifying an Existing Organization-based Configuration

1. Go to *Test Setup > Configure TestNav*.
2. Click the name of a configuration you want to view.
3. From here you can:

   - Rename the configuration - Please use only letters and numbers in this field. (Other characters may cause problems with test delivery.)
   - Add or delete organizations
   - Edit existing TestNav Settings

- Delete existing TestNav Settings – When you click **Delete**, a window appears with two options: redirect test sessions to the default TestNav Settings or select another set of TestNav Settings. When you change the sessions to point to a different set of TestNav Settings, the changes will take effect immediately and students from those sessions will use the new settings the next time they log into a test.

- Add new TestNav Settings

8.2.3.6   Modifying an Existing Custom session Configurations

1. Go to *Test Management > Manage Test Sessions*.
2. Click the name of the session for which you want to view the configuration.
3. In the **Test Session Details** section, next to **TestNav Settings**, click **Edit**.
4. From here you can:

- Edit existing TestNav Settings

- Change the session to use the organization-based configuration instead.

9.0   Test Management

The topics covered in this section are:

9.1   Test Management - Introduction

Use the information in this section to manage your test information.

9.2   Register Students

Students must be enrolled in one or more schools before they can be registered. Usually, students are enrolled in schools through the student data file submitted, or by means of the **Unregistered Student** screen. School enrollment information for a student is available on the Student Registration Record.

Remember that students typically are already enrolled in a school, registered and assigned to classes and tests by means of a submitted student data file. You will need to register a student only if student data is being entered manually, if the student data registration file did not include registration data, or if you would like to add additional registrations.

Before you register a student, verify that the class to which you are registering the student is correct and check that the student is enrolled in at least one school.

- You register a student for a particular test administration
- A student must be registered to be assigned to a test.

There are two ways to register a student. Typically, registration occurs when a student data file is submitted to the system**.** Students are registered and usually already enrolled in a school, and assigned to classes and tests based on the uploaded student data file. If student data is entered manually (i.e., not by submitting a student data file), or if student registration information is not included in the student data file, then the student will need to be registered. Here's an overview of that student registration process:

1. Student data must be entered manually.
2. Student must be enrolled in one or more schools.
3. If a student has a non-registered status, the student must be registered for a test administration (for example: PARCC Field Test 2014).
4. Once registered, the student is assigned to a class.
5. Once assigned to a class, the student is assigned to a test.
   - If assigned to an online test, the student (or group of students) can later be placed in an online testing session.

9.2.1   Registering Students by Class

Classes are important for assigning tests to students and for reporting purposes. A student must be in a class before the student can be assigned to a test. Classes are a convenient way to put students into an online testing session.

You may need to create a new class for a registered student if the student's enrollment information changed, if the data was not submitted on the student data file, or for other reasons that require a change. The steps below provide instructions for creating a new group and assigning a registered student to the group.

9.2.1.1   Adding a New Class

You can create a new class, and add and remove students from groups. If the class already exists, skip this section and go to the **Adding Students to a Class** section. After the new class is added, you can add students to the class and then assign the students to a test.

1. Go to *Test Management > Register Students*.
2. Select the **Classes** option button.
3. Click **Add Class**.
4. Enter the required fields. When you select an organization, a list of registered students in the organization will appear. Select the student(s) you want to add to the class, and then click **Save**.

9.2.1.2   Assigning Students to a Test

1. Go to *Test Management > Register Students*.
2. Select the **Classes** option button.
3. Click the name of the class.
4. Select the check box for the students to be assigned to a test.
5. Click **Assign Students to Test**.
6. Select the test to be assigned to the students and then click **Next**.
7. Complete the required test details for each student and then click **Save**.

9.2.1.3   Adding Students to a Class

1. Go to *Test Management > Register Students*.
2. Select the **Classes** option button.
3. Click the name of the class.
4. Click **Add Students**.
5. Select the check box for the students to be added.
6. Click **Save**.

9.2.1.4   Removing Students from a Class

You cannot remove a student from a class if the student is already assigned to a test. If you are not able to remove a student, go to the **Removing a Student's Test Assignment** section.

1. Go to *Test Management > Register Students*.
2. Select the **Classes** option button.
3. Click the name of the class.
4. Select the check box for the students to be removed.
5. Click **Remove Students**.

9.2.1.5   Moving Students from a Class

You cannot remove a student from a class if the student is already assigned to a test. If you are not able to remove a student, go to the **Removing a Student's Test Assignment** section.

1. Go to *Test Management > Register Students*.
2. Select the **Classes** option button.
3. Click the name of the class.
4. Select the check box for the students to be moved.
5. Click **Move Students**.
6. Select the class to which student needs to be moved.
7. Click **Next** and then **Yes-Continue with Action**.

9.2.2   Registering Students

1. Go to *Test Management > Register Students*.
2. Select an option button.

   - When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

   - To view **all** students, select the **Show All Students** check box and then click **Search**.

   - To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.

9.2.2.1   Editing a Registered Student's Demographics

1. Go to *Test Management > Register Students*.
2. Select an option button.

   - When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

   - To view **all** students, select the **Show All Students** check box and then click **Search**.

   - To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.
4. On the **Registered Students Record** tab, click **Edit** and make the changes.
5. Click **Save**.

9.2.2.2 Assigning Students to a Class and a Test

1. Go to *Test Management > Register Students*.
2. Select an option button.

   - When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

   - To view **all** students, select the **Show All Students** check box and then click **Search**.

   - To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.
4. Click the **Assigned Classes** tab.
5. Click **New Class**.
6. Select an organization, enter the class name, and then click **Save**.
7. Click **Add Class Assignment**.
8. Select the check box next to the new class and click **Add**.
9. Click **Yes – Continue with Add**.

9.2.2.3 Assigning a Registered Student to a Class and a Test

1. Go to *Test Management > Register Students*.
2. Select an option button.

   - When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

   - To view **all** students, select the **Show All Students** check box and then click **Search**.

   - To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.
4. Click the **Assigned Classes** tab.
5. Click **Add Class Assignment**.
6. Select the class name, and then click **Add**.
7. Click the **Assigned Tests** tab.
8. Click **Add Test**.
9. Click the name of the test that you want to assign.
10. Select and enter the appropriate values.
11. Click **Save** after completing your selections.

9.2.2.4 Changing a Student's Assigned Class and Test

1. Go to *Test Management > Register Students*.

2. Select an option button.

   - When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

   - To view **all** students, select the **Show All Students** check box and then click **Search**.

   - To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.

4. Click the **Assigned Classes** tab.

5. To add a group assignment, click **Add Class Assignment**, select the class, and then click **Add**.

6. To remove a class assignment, select the class and then click **Remove Class Assignment**.

7. If the student has already been assigned to a test, you must remove the test assignment associated with the class before you can remove the class assignment. Refer to the **Removing a Student's Test Assignment** section.

9.2.2.5 Adding a Test to a Student

1. Go to *Test Management > Register Students*.

2. Select an option button.

   - When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

   - To view **all** students, select the **Show All Students** check box and then click **Search**.

   - To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.

4. Click the **Assigned Tests** tab.

5. Click **Add Test** to see a list of unassigned tests, click the test name, select the appropriate values in the drop-downs, and then click **Save**.

9.2.2.6 Removing a Test from a Student

1. Go to *Test Management > Register Students*.

2. Select an option button.

- When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

- To view **all** students, select the **Show All Students** check box and then click **Search**.

- To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.

4. Click the **Assigned Tests** tab.

5. Select the check box next to the test associated with the student that you want to remove, and then click **Remove Test**.

9.2.2.7 Changing the Test Assignment Details for a Student

1. Go to *Test Management > Register Students*.

2. Select an option button.

- When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

- To view **all** students, select the **Show All Students** check box and then click **Search**.

- To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.

4. Click the **Assigned Tests** tab.

5. Click the name of an assigned test.

6. Click **Edit** and make the changes.

7. Click **Save**.

9.2.2.8 Moving a Student's Test Assignment

1. Go to *Test Management > Register Students*.

2. Select an option button.

- When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

- To view **all** students, select the **Show All Students** check box and then click **Search**.

- To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.

4. Click the **Assigned Tests** tab.

5. Select the check box next to the test, and then click **Move Test**.

6. Select the organization and group to move the student to, and then click **Save**.

7. You can move a student's test assignment instead of removing and adding a test assignment.

9.2.2.9 Viewing Student Test History

1. Go to *Test Management > Register Students*.

2. Select an option button.

- When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

- To view **all** students, select the **Show All Students** check box and then click **Search**.

- To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.

4. Click the **Assigned Tests** tab.

5. Click **Change History**.

6. Select the organization and group to move the student to, and then click **Save**.

7. You can move a student's test assignment instead of removing and adding a test assignment.

9.2.2.10 Removing Registration

Students can be unregistered, or removed, from a test administration in one step as long as they do not have any test attempts.

1. Go to *Test Management > Register Students*.

2. Select an option button.

- When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

- To view **all** students, select the **Show All Students** check box and then click **Search**.

- To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. Select the check box next to the student, and then click **Remove Registration**.

4. Click **Yes – Continue with Action**.

9.2.2.11   Requesting a Registration Summary Report

You can request a copy of the registration summary report that includes counts of: unregistered students, registered students, students being tested, students with open test assignments, students with valid test attempts, and students with failed test attempts. The report is provided under Published Reports.

1. Go to *Test Management > Register Students*.

2. Click **Request Registration Summary**.

3. Go to *Test Results > Published Reports* to download the registration summary report.

4. You may need to wait a few minutes until the registration summary report is available for download.

5. Click on an organization to view the available reports.

6. Click the report name to view the report.

9.2.2.12   Registering an Unregistered Student

1. Go to *Test Management > Register Students*.

2. Select an option button.

- When you select either the **Registered Students** option button or the **Unregistered Students** option button, you will be prompted to search for a specific student.

- To view **all** students, select the **Show All Students** check box and then click **Search**.

- To search for an **individual** student, enter search criteria and then click **Search**. You must enter or select at least one search field; the more specific the criteria, the more focused the search will be.

3. After completing a search, click on a student name to view registration details.

4. Select the school(s) that the student will be enrolled in for the selected test administration.

5. Select the **Grade** in the drop-down list and other student details.

6. Click **Register Student**.

The student is now registered (for a test administration). The next step is to assign the newly registered student to a class, because tests are assigned to students through a class.

9.3   Manage Test Sessions

Managing test sessions is one of the main activities for test administrators. The tables below describe the main test session management tasks that are performed before starting a test session and during a test session. Test sessions are virtual groupings of individual students who will take the same test at the same time or place.

Scheduling a date and time for a new test session is intended primarily for *planning* purposes. A test session will not start until you click **Start** on the **Session Details** screen, regardless of the scheduled start date and time.

Although you are not bound by the date and time that you select for a test session, we recommend you be as accurate as possible when completing this information. However, you can update the date, time, location, etc., before a session is started.

9.3.1   Before Starting a Test Session

Task	Why
Create a session	A session must be created before students can be assigned to an online test.
View or edit an existing session	Check the session details and verify that the correct students are assigned to the session.
Add, remove, or move students	Students actually testing in this session may have changed since session was created.
Add or change test form assigned to students	Students must be assigned a test form.
Proctor cache test items	Proctor caching is **required** when delivering a test.
Print Student Authorization Ticket	Each student needs a Student Authorization Ticket in order to log in to the test session.
Print Proctor Authorization Tickets	**Only if it is a Read Aloud test.** The Proctor Authorization allows the proctor to log in and view the same test as the students.
Print Seal Codes	**Only if there are sealed test sections**. The Seal Codes document provides the four-digit code that opens the seal on a test section.
Start a test session	A session must be manually started before students can begin the test.

9.3.2   During a Test Session

Task	Why
Monitor the status of individual students	Keep track of each student's testing status.
View or modify a student's test-specific data	Indicate test-specific data, such as testing status, attemptedness, etc.
Resume a student's test	If a student exits TestNav (unintentionally or intentionally) before completing a test, and will resume the **same** test. **Note**: Students in Ready, Submitted, Completed, or Marked Complete statuses cannot be resumed.
Mark a student's test complete	If a student exits TestNav and will **not** resume the **same** test, or if a student has never logged in to a test but must be accounted for.
Stopping a test session	You cannot stop a test session until all students are in **Completed** or **Marked Complete** status.

9.3.3   Creating New Test Sessions

1. Go to *Test Management > Manage Test Sessions*.
2. Click **New Session** to go to the **New Test Session** screen. The **New Session** button will be disabled and you will not be able to create a test session if you do not have access to create test sessions, or if the ability to create a session is not within the defined functionality date.
3. Enter the session details.
4. Click **Save** after entering all session details to save the new session.
5. Add students to the test session either by group or by individual student.

    - Select either the **Classes** option button to see available classes or select the **Students** option button to see available students (i.e., registered students who have not already been assigned to a session).

    - The classes and students available are dependent on the organization that is displayed on the top right corner of the screen and the test that you selected.

6. Click **Save**.
7. Return to the newly created test session or to the **Manage Test Sessions** screen.

9.3.4 Working with Test Sessions

You can filter on test session specific values like session name, status, start date, context, test, and school.

9.3.4.1 Adding Students to Test Sessions

1. Go to *Test Management > Manage Test Sessions*.
2. Click the session name.
3. Click **Add Students**.
4. Select the **Classes** option button or the **Students** option button.
5. Select the check box for the group or the student you want to add.
6. Click **Add to session**.

   - After you add the students, you can verify or change the **Form/Form Group Type** dropdown for newly added students by clicking **Edit** on the **Session Details** screen and using the **Form/Form Group Type** drop-down list for an individual student.

7. Click **Save** after you make any changes.

9.3.4.2 Removing Students from Test Sessions

1. Go to *Test Management > Manage Test Sessions*.
2. Click the session name.
3. Select the check box for each student who you want to remove
4. Click **Remove**.
5. Click **Yes-Remove Students**.

9.3.4.3 Moving Students to Another Session

1. Go to *Test Management > Manage Test Sessions*.
2. Click the session name.
3. Select the check box for each student to be moved.

   - Students with **Submitted**, **Processing**, **Completed**, or **Marked Complete** status cannot be moved to another session.

4. Click **Move**.
5. Select an existing test session or create a new test session to which the students will be moved.

   - If you create a new session, the values in the following fields are carried over from the previous session:

     - School
     - Context
     - Test to be Administered
     - Read Aloud by Test Examiner

6. After selecting an existing session or creating a new session, select the check box for each student to be moved.

7. Click **Move Students** to move the selected students.

9.3.4.4 Adding or Changing Assigned Form Groups

1. Go to *Test Management > Manage Test Sessions*.

2. Click the session name.

3. Click **Edit**. There are two methods for assigning a form group type to students in the session.

   - **To assign the same form group type to all students in the session**, use the **Default Form Group Type** drop-down list (if the session has not yet been started).

   - **To assign different form group types to individual students**, use the **Form/Form Group Type** drop-down list for each student.

     There are specific conditions under which a student's assigned test form cannot (or should not) be changed.

     - If the test form cannot be changed (for example, the student has started the test), the system will not allow you to change it.

     - If the test form can be changed, but it may not be advisable to change it, the form drop-down list will have an asterisk (*****) next to it. The ***** alerts you that if you change this value and then save the session, all responses provided so far by this student will be lost and a new test form will be delivered to the student.

4. Click **Save**.

9.3.4.5 Modifying Proctor Caching Settings - Entire Session

Changes made to the TestNav configuration on the **Configure TestNav** screen will automatically be applied to all students in a session, but the new configuration will only take effect for each student the next time they log in. Any students logged in when the change is made must then log out and back in for the new configuration to be applied to those students.

9.3.4.6 Viewing Currently Scheduled Sessions

Click **Currently Scheduled Sessions** on the **Manage Test Sessions** screen to open or save the PDF.

   - You can refine the list of currently scheduled sessions by filtering on the columns on the **Manage Test Sessions** screen. Only data that match the filter are displayed on screen and in the PDF.

9.3.4.7 Viewing Filtered Test Session Data

You can filter on multiple columns on the **Manage Test Sessions** screen in order to access relevant data. For example, filtering on the status and school allows you to see all sessions in **Started** status for a given school.

1. Go to *Test Management > Manage Test Sessions*.

2. Click the filter icon next to the column header to filter to open the search.

3. Enter the criteria to filter, and then click **Go**.

4. Enter additional filter criteria by clicking on the filter icon next to the additional columns containing data to be filtered, and then click **Go**.

5. To remove the filter criteria, click the filter icon in each of the filtered columns and then click the **Clear Filter** link. To remove all filters at once, click **Clear All Filters**.

9.3.4.8   Viewing Student Responses for an Online Test

This function allows you to verify that the testing server and a student's workstation are communicating successfully. Some users will see whether or not a student has viewed a particular item. Other users who have authorization will view the student's responses.

You can verify only one student at a time.

1. Go to *Test Management > Manage Test Sessions*.
2. Select a session name.
3. Select the **View Progress** link.

9.3.5   Proctor Caching

Proctor caching refers to pre-caching (downloading) test content from the Pearson's testing server to a secure "local" computer prior to starting a test session. Because test content is closer to student workstations, test delivery is accelerated and the amount of bandwidth required for online testing is reduced.

Proctor caching is required when delivering a test with media content and recommended for all other test delivery.

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Click **Proctor Caching**.

   - The **Proctor Caching** button will be disabled and you will not be able to cache the test content for the test session if you do not have access to proctor caching, or if the ability to proctor cache is not within the defined functionality date.

4. Review the Proctor Caching information, and then click **Next**.
5. The **Proctor Caching Diagnostics** screen opens in a new window.

   - Refer to the *Proctor Caching 7 User's Guide* for further details of Proctor Caching.

6. After you have reviewed the information, close the window to return focus to the original page.
7. To get back to **Session Details** screen, click **Return to Session Details**.

9.3.6   Authorizations

Authorizations are needed to perform certain functions at the session level.

Click **Authorizations** and select the authorization type in the drop-down list.

9.3.6.1   Student Authorizations

Each student must have a Student Authorization Ticket (or **test ticket**) in order to log in to a test. Test tickets contain the unique Username, Password, Test Code, and URL that students use to access a test.

9.3.7   Starting and Monitoring Test Sessions

A test session must be manually started before students in the session can log in and begin taking a test online.

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Click **Start**. The **Start** button will be disabled and you will not be able to start the test session if you do not have access to start a test sessions, or if the ability to start a session is not within the defined functionality date.
4. After a session is started, students can log in and begin testing.

   - A session does not stop until you click **Stop**, regardless of the value in the **Estimated Duration** field. The system will not automatically start or stop a session.

5. You can monitor the status of each student in the session.
6. Refresh your browser window to update the real-time testing status of students.

9.3.7.1   Monitoring a Test Session

After a session is started, you can monitor the real-time status of students. Here is an explanation of the possible statuses.

Status	Description
Ready	Student has not yet started the test.
Active	Student has logged in and started the test.
Exited	Student has exited TestNav but has not submitted the answers. (Student cannot resume test unless authorized by test administrator.)
Resumed	The student has been authorized to resume the test.
Resumed-Upload	The student has been authorized to resume the test, and any responses saved locally can be uploaded when the student is ready to continue testing. The student will be prompted to get assistance from the test administrator to upload saved responses.
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The student has exited TestNav and will not resume the **same** test, or the student never logged in to this test but must be accounted for. ▶ Click the **Marked Complete** icon to view the reason why the test was marked **complete**.

9.3.7.2 Refreshing a Student's Testing Status

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Click the **Refresh** icon in the **Status** column to refresh the student's status.

   - The **Refresh** icon refreshes status of the students displayed in the session roster. Refreshing your browser reloads the page to view students who are added to or removed from the test session.

9.3.7.3 Viewing or Modifying Student Test-Specific Data

The **Student Test Details** screen allows you to view and modify a student's test-specific data.

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Click the student's name.
4. Click **Edit** and make the modifications.
5. Click **Save**.

9.3.8 Resuming a Test

If a student exits TestNav (either unintentionally or intentionally) before completing a test, that a test administrator must resume the student's test before the student can continue with same test.

You resume a student's test if the student exits TestNav (either intentionally or unintentionally) before finishing the test <u>and</u> you want the student to continue the **same** test. Verify that TestNav is shut down for a student before you attempt to resume the student in the administrative site.

   - The **Resume Test** button is available **only** if you have the permission in your user profile.

When you click **Resume Test**, you are resuming the student's test from the point at which the test was interrupted. The system will upload any test responses that the student entered after the interruption that were saved. When the connection to the testing server is reestablished, the saved responses are transmitted to the testing server and added to the responses already stored there.

1. Go to *Test Management > Manage Test Sessions*.
2. Click a session.
3. Select the check box for the student.

   - You cannot resume a student who has a **Ready**, **Resumed**, **Resumed-Upload**, **Submitted**, **Marked Complete**, or **Completed** status.

4. Click **Resume Test**.
5. After you resume the student's test, the student's status changes to Resumed (if the student was in **Exited** status) or **Resumed-Upload** (if the student was in **Started** status) on the **Session Details** screen.

	Student A, Example	1111111111	Group 5	Active
	Student B, Example	2222222222	Group 5	Resumed
	Student C, Example	3333333333	Group 5	Resumed
	Student D, Example	4444444444	Group 5	Resumed
	Student E, Example	5555555555	Group 5	Resumed - Upload
	Student F, Example	6666666666	Group 5	Active

6. The resumed student can now log in to TestNav using the URL, Username, Password, and Test Code from their Student Authorization Ticket and resume the test.

   - Whenever possible, have the student log in to TestNav from the original workstation so that the student's saved response file can be transmitted to the testing server if it was saved on the local client workstation.

9.3.8.1   Resuming a Test within Early Warning System (EWS)

Certain circumstances, such as loss of an internet connection, trigger the **Early Warning System** (EWS) on the TestNav interface that student's see during testing. The EWS alerts students to possible problems with the transmission of their test data and allows the test proctor to take action to prevent lost responses.

If either of these screens appears on a student's computer during testing, click **Test Proctor – Click Here** to open another screen that explains the actions that you should take.
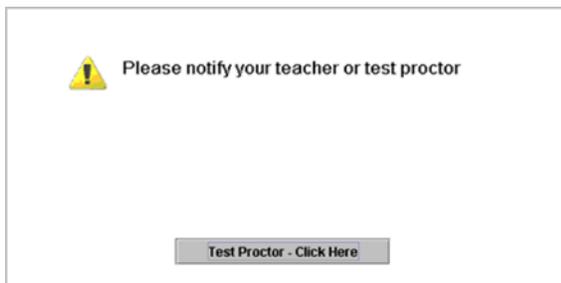
For more information, refer to the *TestNav 7 Early Warning System* reference manual.

1. Click **Test Proctor – Click Here** on the **EWS** screen and follow the on-screen directions.

2. Return to the **Session Details** screen, and click **Resume Test**.

   - If a saved responses file for this student is found, it will be uploaded to the testing server when the connection is reestablished and the student logs back in to TestNav. If a saved response file is <u>not</u> found, TestNav will prompt the user to navigate to the location where the response file is saved so it can be uploaded.

3. The student can now log in to TestNav using the URL and other information from their **Student Authorization Ticket** and restart the test.

- Once resumed, the student's status will return to **Started** after successfully re-entering the test.

- Whenever possible, have the student log in to TestNav from the original workstation so that the student's saved response file can be transmitted to the testing server if it was saved on the local client workstation.

If TestNav appears to freeze when a student attempts to exit or submit a test, you should terminate the TestNav process without rebooting the local client workstation. You can exit TestNav by clicking **Close** in the upper right corner of the TestNav interface.

Next, verify that connectivity exists between the client and the server. When connectivity is established, resume the student's test by clicking **Resume Test** on the **Session Details** screen. The resumed student can now log in to TestNav to continue testing.

9.3.9 Marking a Test Complete

When a student(s) exits TestNav and does **not** resume the **same** test, or has never logged in to a test but must be accounted for, you can mark student(s) test status as Mark Test Complete.

1. Click the session name.
2. Select the check box next to the student(s) name. You can select multiple students.
3. Click **Mark Test Complete**.

- The system will validate that the test status received does not conflict with any existing edits. If a conflict exists, an alert appears so you can correct an invalid testing status.

4. Select the **Use the same reason for all students** option button or the **Use different reasons for each student** option button.
5. Click **Save**.

- There are different options available to select. Select **No Testing Status** if the student experienced technical difficulties when submitting their test. This option would be selected to send the test for scoring once all student responses had been verified as received by Pearson.

6. Student(s) test status will be **Marked Complete.**

- The reason for marking the test **complete** can be viewed by clicking the **Marked Complete** icon on the **Session Details** screen.

9.3.10   Stopping a Test Session

After all students have completed the test and submitted their responses, you should manually stop the session.

1. Click **Stop** to stop the session.
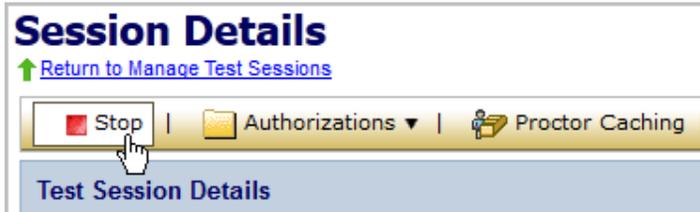
- You cannot stop a test session until **all** students in the session are in **Completed** or **Marked Complete** status.

10.0   Test Results

The topics covered in this section are:

10.1   Test Results - Introduction

Published reports are pre-generated reports and data extracts available in PDF format for viewing, download, and printing.

10.2   View Published Reports

1. Go to *Test Results > View Published Reports.*
2. Click the report to see a list of available reports.
3. Select a **View By** option button.
4. Click the **Organization Name** to see a list of reports for that organization.
5. Click the **Report Name** to view the report.

11.0 Appendix A – How to Sort and Filter

The sorting and filtering functions help you to find and organize data on a screen. These functions are useful when you are looking for specific data on screens with many entries.

Sorting

Sorting is the process of rearranging data into some specific order. For example, rearranging all student names into alphabetical order or rearranging all dates of birth into numerical order.

Click the column name to start the sort.
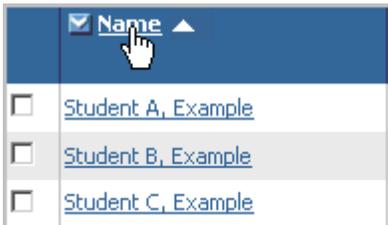
After the column is sorted, a triangle appears to the right of Name [Name▲], indicating that the column is sorted in ascending order (i.e., from a to z, or from 1 to 999).

- To sort the column into descending order (i.e., from z to a, or from 999 to 1), click the column name again.
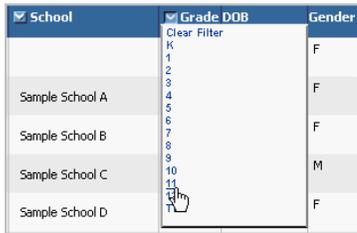
Filtering

Filtering is the process of selecting a filter through which data are passed, and only displaying data that matches the filter. When available, multiple columns can be filtered at once. When multiple filters are used, only the results meeting all filter criteria are returned.

To search for a specific value in a column, click the filter icon next to the column name, enter the search details, and click **Go**. The search is not case-sensitive. The following examples use "John Smith" to illustrate how you can use column filtering:

- To search for John Smith, type Smith, a comma, and then John.
  You would enter: Smith, John

- To search for all users whose first name is John, type John and then a comma.
  You would enter: John,

- To search for all values with the specific beginning character, type J and then a comma.
  You would enter: J,

- To search for a name when you don't know the precise spelling of the name, you can use the % wildcard, such as John or Jon.
  You would enter: J%n

### *Filtering a column (simple filtering)*

1. Click the filter icon to the left of a column name to open the filter list.

2. Click the value for which you want to filter. All data in the column matching this value will be displayed.
3. To clear the filter, click the filter icon again and then click **Clear Filter**.
4. To close the filter, click on the red X.

Searching a column

1. Click the filter icon to the left of the column name to open the filter box.
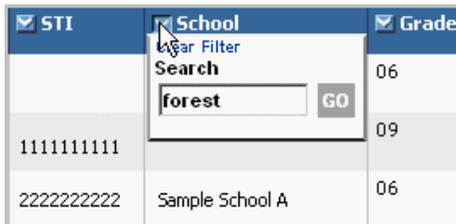
2. Type the name or number for which you want to search.
3. Click **Go** to find all instances of the search term in the column.

- After a column is filtered, you can sort the column if needed.

- To clear the search or to conduct a different search, click the filter icon again, and then click **Clear Filter**.

Performing an advanced search

1. Click **Show Search**.
2. Enter one or more criteria to search for, and then click Search.

Clearing All Filters

Certain screens that contain many data fields will allow you to clear all filters at once in order to easily return to the full display list. To clear all filters at once, click the **Clear All Filters** link.