

Administering the 2017-18 online MCA

<u>Materials needed during testing</u>	<u>Materials NOT allowed during testing</u>
<ul style="list-style-type: none"> • Student Testing Device (computer or iPad) • Student Test Tickets • Scratch Paper • Pen or pencil • Headphones • Math Formula sheet -optional (grade 5 and up) • Teacher Computer to manage session 	<ul style="list-style-type: none"> • Handheld Calculators • Dictionaries, thesauruses or other reference materials • Cell Phones, smart watches, fitness trackers and wearable technology devices • Materials in room that provide instructional guidance must be covered or removed

iPad requirements:
 updated to iOS 11.2.5 or 11.2.6
 TestNav loaded (from Self Service)
 Charged at least 50%

Desktop computers used for testing must have TestNav installed.

Testing Day

1. On the teacher computer log into the PearsonAccess Next site at <http://minnesota.pearsonaccessnext.com/pearsonaccessnext/>. Select the green Sign In button and log in with username and password. Your username will be your @farmington.k12.mn.us email address.
2. Locate your test session and start the session. (this step can be done a few hours in advance)
 Under TESTING, *select **Students in Sessions***.
Click the **Add Session** button on the left. In the pop up window start typing your last name into the Session Name field. Sessions with your name will be listed below.
Click the box to the left of the session you want. Then *select* the blue **Add Selected** button at the bottom of the pop up window.

Select the **Prepare Session** button to the right. This may take a couple of minutes. Once the session is prepared, the "Prepare" button will change to "Start Session". **Click Start Session**. The Session status will change from "Ready" to "In Progress".

****Note:** The Student Directions are embedded in the first section of each online MCA rather than a separate presentation this year. Students must review these directions after they sign in and before they begin each test. Text-to-speech is available for the directions in all subjects.

3. Student iPads:
 - a. Have students close ALL open apps
 - b. Make sure iPads are connected to 192iPad for WiFi, not Guest or any other network
 - c. **Launch TestNav** application.

- d. Test Audio - have students put on headphones and click the Test Audio to check the volume. Adjust volume as needed BEFORE logging into the test.
4. Hand out the Student Test Tickets & scratch paper. Have students write their name on the scratch paper.
5. Instruct students to enter their Username and Password exactly as indicated on the test tickets. Have no more than 4 to 5 students at a time **click Sign In**.
6. Students will get a pop up message asking to **Confirm App Self-Lock**. They have to **Select YES**. Then follow directions on each screen to begin the test.
7. The Student Directions are embedded in the first section of each online MCA this year. Students must review these directions after they sign in and before they begin each test. Text-to-speech is available for the directions in all subjects. Text to Speech should not be used for Reading Tests unless they have an approved accommodation.

Possible Issues

- If a student gets a message that the test cannot be accessed because the device cannot be locked, that means the student did not select “yes” in step 7. The device will need to be powered off and then back on. The student will need to log back in correctly.
- If a student gets a message that the username and/or password is not correct, though many attempts have been made and the log in information verified by an adult, check to make sure MINNESOTA is listed above the log in fields. If Minnesota is not listed, use the dropdown in the upper right corner to **Choose a different customer**.
- If a student gets into the math or science test and complains they cannot hear the speech to text, they will need to Exit the test and close TestNav to adjust the volume, then log back in.
- If a student is repeatedly exited from TestNav:
 - Have the student try signing in again (confirm the test is resumed in PearsonAccess Next first and that the student is using the correct username and password).
 - Move the student to a different device – if possible, one that has been used successfully for testing.
 - Carefully monitor the actions the student is taking when signing in or navigating in the test (e.g., make sure the student is not powering the device off, intentionally exiting, attempting to access another program, selecting certain keystrokes).
- If a student believes there is no right answer or the test item is a bad item, document the student name, grade level, test subject and item number. DO NOT document any information about the test item itself. Tell the student to make a best guess and move onto the next question. Assure the student that the item number will be reported to the test company and if the student is correct, that item will not count. Give documentation to your building test coordinator who will report it to the District Test Coordinator.
- If an item appears to not load correctly, go back to a previous item and then move forward again. If it still does not load fully, have the student exit the test and then log back in.

- Technical Issues: We will do our best to have technical staff available in your building as much as possible during your scheduled testing times.

Monitoring Progress

Once students are logged into the test, the teacher computer will track student status. Possible status options are:

Status Term	Definition
Ready	The students has not yet logged into the test.
Active	The student has signed into the test and is testing.
Exited	The students has exited the test but has not submitted responses.
Resumed	The student's test has been resumed but the student has not signed in.
Resumed upload	The student's test has been resumed but the student has not signed in. Resumed upload is common when a student has been kicked out of the test.
Completed	The student has answered all questions and has submitted them for scoring.
Marked Complete	The test has been closed by an administrator. The test will not be completed.

Activity on the Test Monitor computer. The website for monitoring the test session will close if there is no instructor activity for 15 minutes. Students testing will not be effected if the monitoring website closes. Just reopen the site and log back in to continue monitoring.

If the sessions contains a large number of students, you can scroll through the list to locate specific students. You can also search for a specific student by typing the student's name in the Find Students field.

Breaks

Students may be given breaks after testing for an extended period. Any time a break is given to an individual or a group, the screen with test items cannot be visible to others. If testing on iPads, turn the device face down while taking a break. If testing on a desktop, turn off the monitor or cover with a piece of paper.

However, if students take a break of more than 5 minutes it is recommended to exit the test and then log back in upon returning.

****Note:** 20 Minute Rule – Student tests in TestNav time out after 20 minutes of inactivity. Inactivity is defined as not touching the screen, moving the mouse, and/or pressing keys. No warning provided but if it happens, the student will not be able to access any items completed previously. The 20 minutes applies to tests that have been exited as well.

Exiting the test

If testing over multiple days or in multiple sessions, students may exit the test after completing a section and before starting the next section.

Give students adequate warning about time remaining for ending a test session. Students should be able to get to the end of a section and have time to review items in that section before exiting.

- For the reading test, students will finish a section, leave that section and then exit on the title page of the next section.
- For the math test, students will complete a section, go onto the next section and then exit on the first item of the next section.

Students exit the test from their device.

- In the upper right corner, select the “Person Icon” dropdown.
- Select **Sign Out of TestNav**.
- Select **Save and Return Later**. (there is no other option)

Students should then be listed as Exited on the Test Monitor computer.

Locking a session

When all students have exited and are not going to resume until another time, lock the test session by **moving** the **lock/unlock toggle** that is above the list of students and below the stop session button. Before students resume, the toggle will need to be moved back to unlock.

Finishing the test

When students finish the entire test, they need to **Submit Answers**. After submitting answers, the student will have a status of **Completed**.

Occasionally the TestNav program goes “blank” after clicking the Submit button. If that happens, first check the teacher monitor screen to see if the test has been marked Complete. If so, the student is done. If not, the student will need to log back in just to click the submit button again. In either case, the device may need to be shut down and restarted to get out of TestNav.

Students need to be in “Completed” status (or “Exited” status) before they can read a book or access other materials while classmates finish testing.

Test Monitor – make sure to collect all Student Test Tickets and scratch paper before students leave the room.

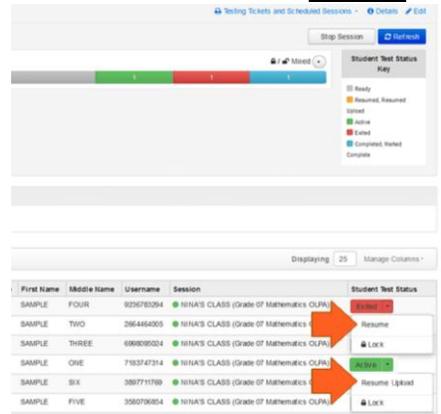
Resuming tests

Before a student can log back into a test after exiting, the test monitor must change the student status to “resume” on the Teacher Computer. Resuming a test will be needed when a student gets kicked out of the test as well as when students exit and then continue at a later time/next day.

If an individual student needs to be resumed, **click** the dropdown for their status and **select Resume**.

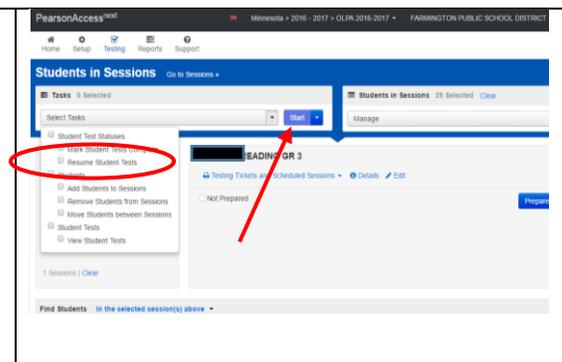
If the student had exited intentionally, the status will be “Exited” (red) and the option will be to “Resume”.

If the student had been kicked out of the test, the status may still be “Active” (green) even though the student is not testing. In that case, the option is to **select Resume Upload**.



If an entire class needs to be resumed, you can resume all at once:

Selecting the boxes to the left of their names and then **select** the dropdown in the Select Tasks bar near the top of the screen, **select Resume Student Tests** and **click** the blue **Start** button. A task window opens with a list of all the students selected. Again **click** the boxes to the left of the names. Then **click** the blue **Resume** button. If the task window does not close automatically, **select Exit Tasks** in the upper right corner.



If the session had been locked, make sure to unlock before having students sign in.