Timeline of Tasks in PearsonAccess Next

Timeline of Tasks in PAN to Complete **Before** Testing for Principals/Test Coordinators

Now

Continue to update student info in PAN (SR/PNP)

Conduct Preliminary System Test/Infr. Trial Enrollment Transfer Work Requests (as needed)

See **recommended dates** for Infrastructure Trial

2 weeks before testing

Create PAN Sessions and add students

Verify accommodations in PAN

Recommended to be completed by principals/test coordinators, but can also be done by
• District or School Test Coordinator
• Tech Coordinator

Up to 2 days before testing

Prepare PAN Sessions

Print testing tickets

Recommended to be completed by principals/ test coordinators, but all PAN users have access to do these tasks.

MASSACHUSETTS
Department of Elementary and Secondary Education

Timeline of Tasks in PAN to Complete **During** Testing for Principals/Test Coordinators

1 day before testing

Start PAN Sessions

Recommended: Principals/test coordinators, but all PAN users have access to do this.

Test Day

Unlock PAN Sessions

Distribute testing tickets to Test Administrators

Recommended: test administrators unlock PAN Sessions, but all PAN users have access to do this.

During Testing

Resolve incorrect accommodations

Manage makeup testing

Void tests as needed

These tasks should be completed by principals/test coordinators.

After Testing

Mark tests complete

Fill in Not Tested codes

Void tests

Stop PAN Sessions

Recommended: principals/test coordinators stop PAN Sessions, but all PAN users have access to this. The other tasks should be completed by principals/test coordinators.

Timeline of Tasks in PAN to Complete **Before and During** Testing for <u>Test Administrators</u>

Up to 2 days before testing

Verify that students have the correct test forms, including accommodations

Note that this should be done after Sessions have been prepared.

1 day before testing

Start PAN Sessions

Recommended: Principals/test coordinators, but all PAN users have access to do this.

Test Day

Unlock PAN Sessions

Distribute testing tickets to students

Monitor students in PAN

Resume students who exit TestNav unexpectedly

Recommended: Test administrators unlock PAN Sessions, but all PAN users have access to do this.