

Guide to Conducting a Computer-Based Test Session



Spring 2017 Grades 3–8 MCAS
ELA and Mathematics Test
Administration

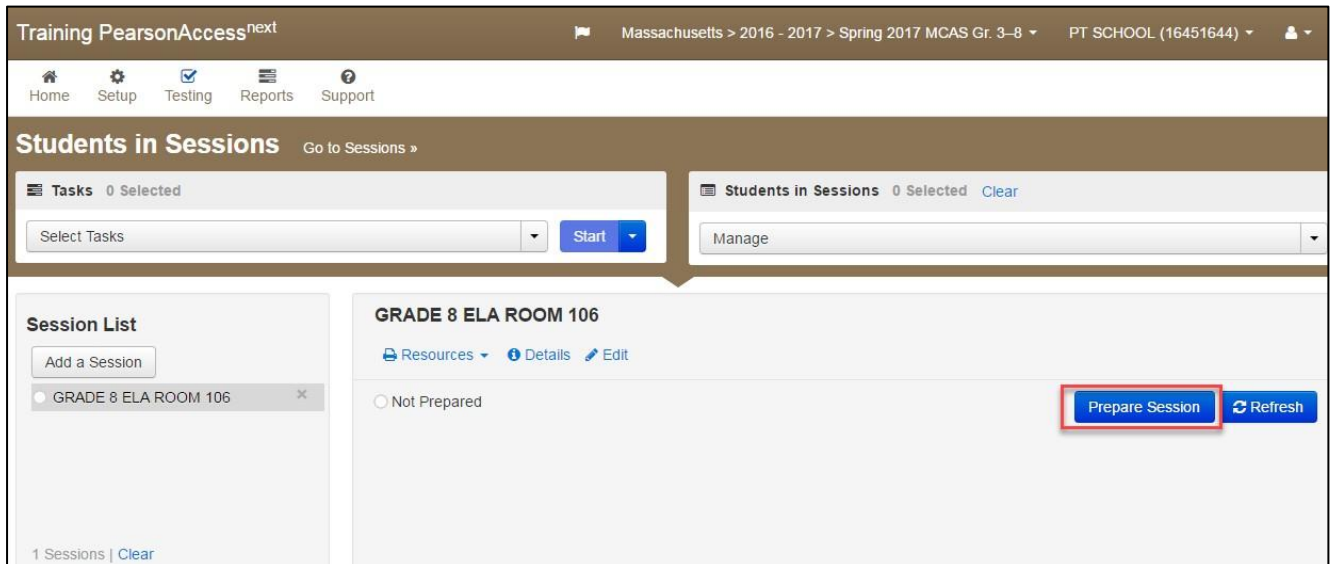
Conducting a Test Session

The tasks in this guide can be performed by users with the following roles:	
Test Administrator	School or District Test Coordinator

1.1 Prepare a Session

Sessions must be prepared by the Test Administrator or Test Coordinator before the sessions can be started. Preparing a test session assigns the test form for the students, so it is important to make sure PNP information has been updated so students can be assigned the appropriate accommodated form, as necessary.

1. Log into PearsonAccess^{next} and select the **Spring 2017 MCAS Gr. 3–8 test administration**.
2. Go to the **Testing** tab and click **Students in Sessions**. Locate and click the session name from the Session List. The **Session Details** screen will appear for the test session selected. If multiple sessions are selected, the option to **Combine View** and **Prepare All Sessions** appears.
3. Click the blue **Prepare Session** or **Prepare All Sessions** button.



Training PearsonAccess^{next} Massachusetts > 2016 - 2017 > Spring 2017 MCAS Gr. 3–8 PT SCHOOL (16451644)

Home Setup Testing Reports Support

Students in Sessions Go to Sessions »

Tasks 0 Selected Start

Students in Sessions 0 Selected Clear Manage

Session List

Add a Session

- GRADE 8 ELA ROOM 106

1 Sessions | Clear

GRADE 8 ELA ROOM 106

Resources Details Edit

Not Prepared

Prepare Session Refresh

1.2 Start a Test Session

After a session has been prepared, the **session must be started before** students can log in to TestNav.

1. Log into PearsonAccessnext and select the **Spring 2017 MCAS Gr. 3–8 test administration**.
2. Go to the **Testing** tab and click **Students in Sessions**. Locate and click the session name from the Session List. The **Session Details** screen will appear for the test session selected. If multiple sessions are selected, the option to **Combine View** and **Start All Sessions** appears.
3. Click the green **Start Session** or **Start All Sessions** button in the **Session Details** screen.



Session List

Add a Session

- Combined View
- TRAINING SESSION
- TRAINING SESSION 1

2 Sessions | Clear

TRAINING SESSION

Ignore Schedule Resources Details Edit

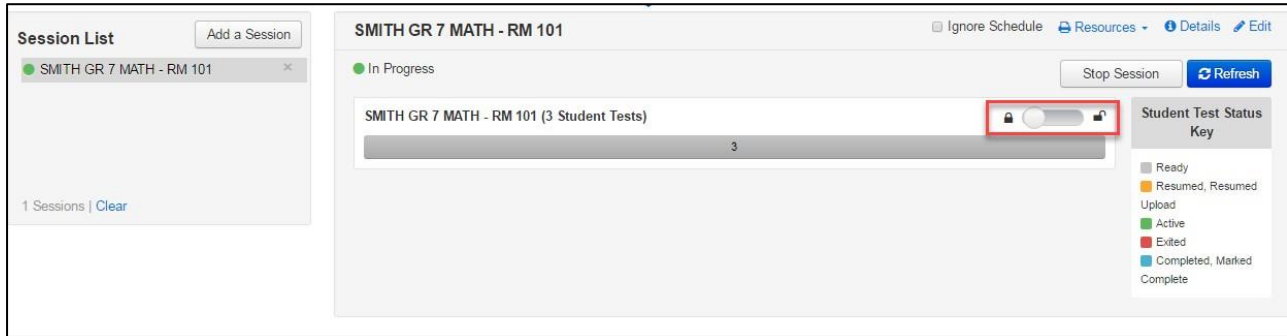
Ready

Start Session Refresh

4. After the session is started, the green **Start Session** button will become a **Stop Session** button.

1.3 Lock and Unlock Sessions by Session and Student

Test sessions will be locked by default in the **Students in Sessions** screen when the session is started. Students will not be able to log in to the test until the session has been unlocked by the Test Administrator/Test Coordinator or, if administering tests individually, until the individual student's test has been unlocked.



1.4 On the “Resources” dropdown menu, locate Student Testing Tickets and Seal Codes. For Human Read-Aloud or Human Signer Sessions, locate the Proctor Testing Ticket. (Steps 1 and 3 can be done in advance.)

1. Print and distribute student testing tickets.

From the “Resources” dropdown, select “Print all for this session” or “Print selected for this session.” Select the desired format for printing the testing tickets.

2. Provide the seal code for the session to students.

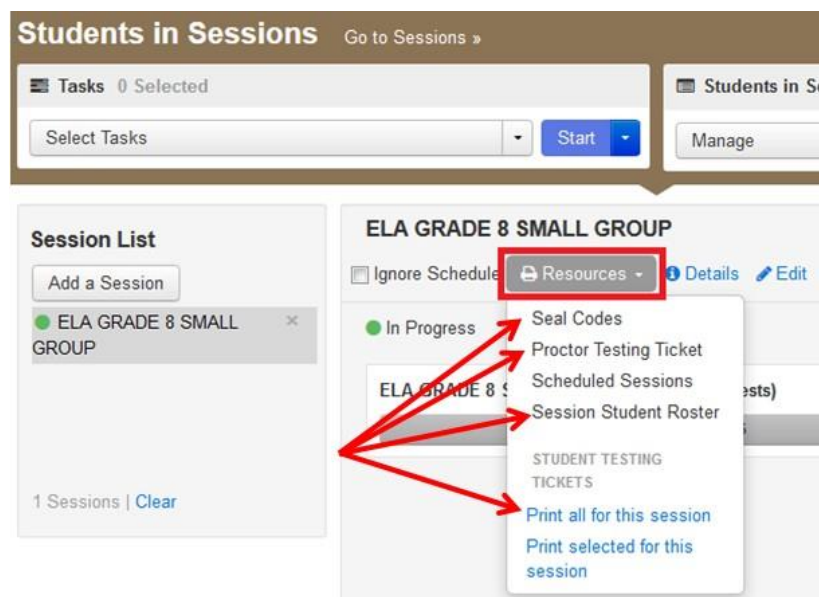
From the “Resources” dropdown menu, select “Seal Codes.” Write the seal code for the session on the board. For test security reasons, only write one seal code at a time, and do not print seal codes.

3. Print the Proctor Testing Ticket if administering a Human Read-Aloud or Human Signer session.

From the “Resources” dropdown menu, select and print the “Proctor Testing Ticket.”

4. Administer the test session.

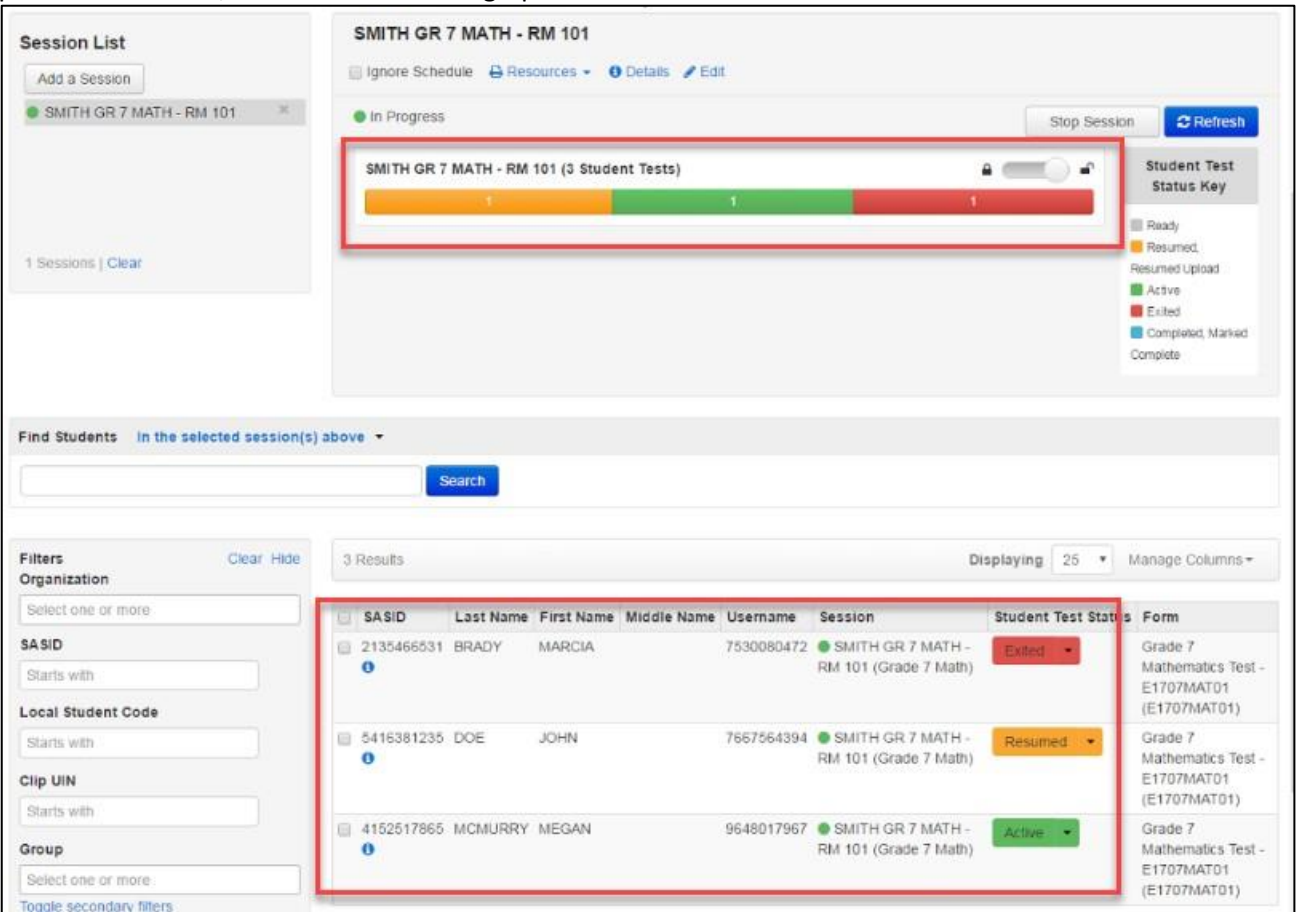
Read the appropriate script to the students from the *Test Administrator’s Manual*. Have the students log in to TestNav. This marks the beginning of the test session.



1.5 Monitor Sessions

Once a CBT testing session has started, there are several tasks the Test Administrator will be responsible for, including resuming students and resuming students with saved responses. The Test Administrator must have his or her own device to monitor the session and perform these actions.

The Test Administrator can use the **Students in Sessions** page to monitor students as they progress through the test. The top of the **Students in Sessions** page contains a status bar for the entire class. Below, each student will be listed, and the Test Administrator will be able to see the status of any particular student, as illustrated in the graphic below.



The screenshot displays the 'Students in Sessions' interface. On the left, a 'Session List' shows 'SMITH GR 7 MATH - RM 101' as the active session. The main area features a progress bar for this session, which is divided into three segments: orange (Ready), green (Active), and red (Exited). A 'Student Test Status Key' on the right explains these colors: Ready (grey), Resumed (orange), Resumed Upload (yellow), Active (green), Exited (red), Completed, Marked Complete (blue), and Complete (dark blue). Below the progress bar, a search bar is present. The bottom section shows a table with 3 results, displaying student information and their test status.

SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
2135466531	BRADY	MARCIA		7530080472	SMITH GR 7 MATH - RM 101 (Grade 7 Math)	Exited	Grade 7 Mathematics Test - E1707MAT01 (E1707MAT01)
5416381235	DOE	JOHN		7657564394	SMITH GR 7 MATH - RM 101 (Grade 7 Math)	Resumed	Grade 7 Mathematics Test - E1707MAT01 (E1707MAT01)
4152517865	MCMURRY	MEGAN		9648017967	SMITH GR 7 MATH - RM 101 (Grade 7 Math)	Active	Grade 7 Mathematics Test - E1707MAT01 (E1707MAT01)

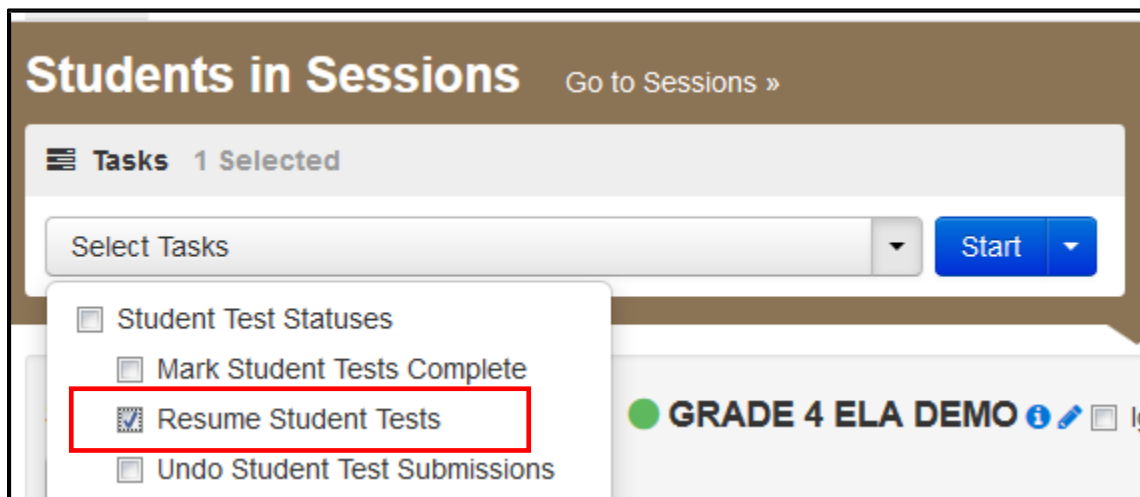
The following table lists the statuses that may appear for a student in the **Students in Sessions** screen and a description of what each status indicates.

Student Status Key	
Status	Description
Ready	The student has not logged in to the session yet, but is ready to log in.
Active	The student is currently in the test.
Exited	The student has exited the session, but has not submitted his or her responses yet. Students in Exited status will need to be resumed by a Test Administrator to re-enter the test.
Completed	The student has completed the test and has successfully submitted his or her responses.
Marked Complete	The student's test has been marked complete by the Test Coordinator rather than being submitted through TestNav.
Resumed	The student is ready to log back in to the session.
Resumed-Upload	The student is ready to log back in to the session and some responses were not sent to Pearson servers before exiting. When the student logs in to a test with a Resumed-Upload status, a staff member must be present. TestNav will prompt the user to locate the saved responses from the designated save location and upload them to TestNav before resuming the test. This ensures no student responses are lost if the testing device was unable to connect to Pearson servers.

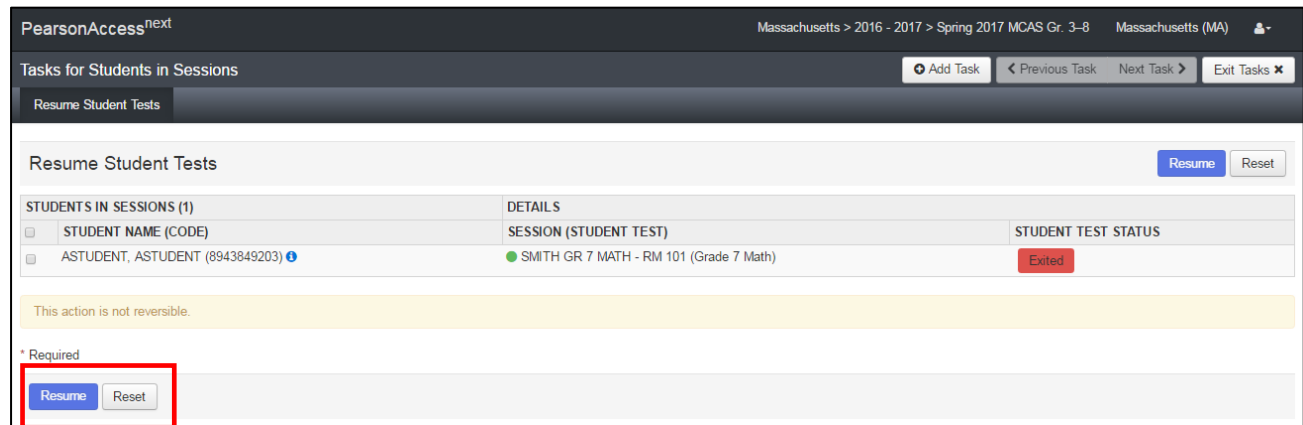
If a student logs out of the session or if the testing device loses connectivity at any point before the test is completed, the test will be in the "Exited" status and will need to be "Resumed" before the student can log in again.

1.6 To Resume Students

1. To resume more than one student, go to **Testing > Students in Sessions** page. Be sure the session is selected within **Session List**. Check the box next to the Student Name(s) to be resumed. Select **Resume Student Tests** from the task menu. Then click **Start**.



2. Select the student whose test you would like to resume (e.g., a student shown in Exited status). Click **Resume**.



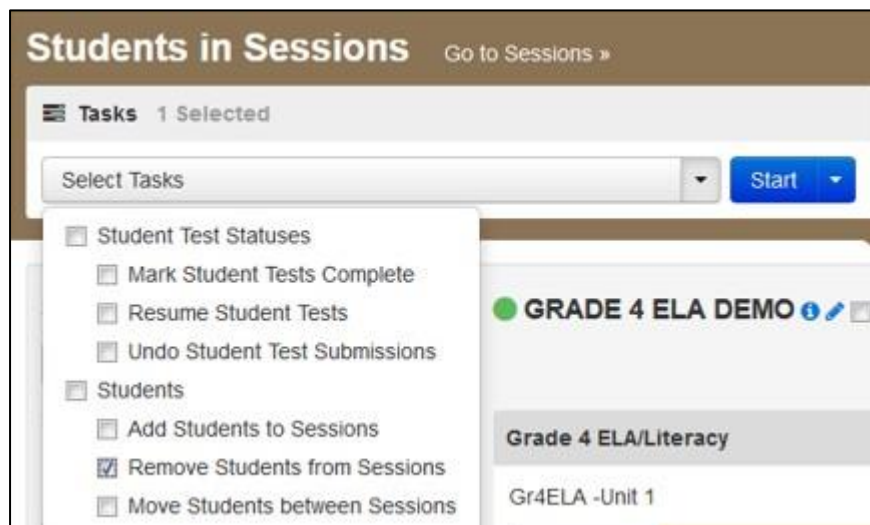
3. After clicking **Resume**, a message will display stating “Success, changes saved.” Click **Exit Tasks** to return to the **Students in Sessions** screen.
4. The resumed student(s) will now show “Resumed” status.

1.7 Stop a Test Session after Testing

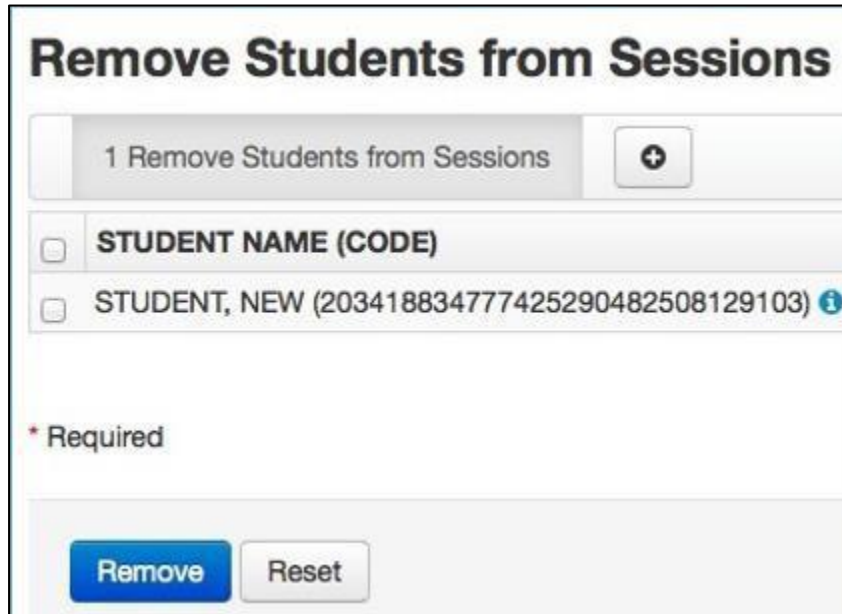
Before a session can be stopped, all students within the session must be either in “Completed” or “Marked Complete” status. You may also need to remove any “Ready” students from the session who received testing tickets but did not log in to the test.

To remove “Ready” students from a test session, the Test Coordinator must:

1. Go to the **Session Details** screen and check the box beside the student(s) to be removed.
2. Select **Remove Students from Sessions** from the Tasks menu and click **Start**.



3. Check the box beside the student(s) and click **Remove**. A message will then display stating “Success, changes saved” will appear if the student is successfully removed. Click **Exit Tasks** to return to the **Students in Sessions** screen.



Remove Students from Sessions

1 Remove Students from Sessions

<input type="checkbox"/>	STUDENT NAME (CODE)
<input type="checkbox"/>	STUDENT, NEW (203418834777425290482508129103) ⓘ

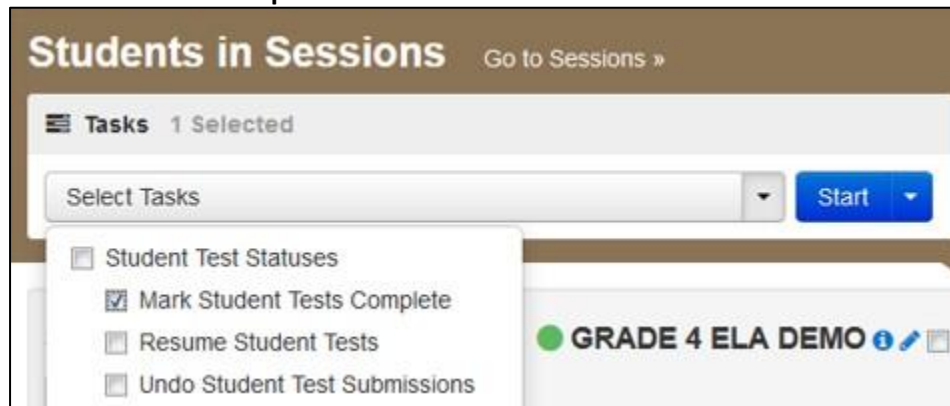
* Required

Remove **Reset**

The student is removed from the session list.

To mark a student’s test complete for a student who logged in but did not complete and will not resume testing, the Test Coordinator must

1. Go to the **Session Details** screen and check the box beside the student to be marked complete.
2. Select **Mark Student Tests Complete** from the task menu. Then click **Start**.



Students in Sessions [Go to Sessions »](#)

Tasks 1 Selected

Select Tasks **Start**

- Student Test Statuses
- Mark Student Tests Complete
- Resume Student Tests
- Undo Student Test Submissions

GRADE 4 ELA DEMO ⓘ ✎ 🗑️

3. Enter the reason for marking the test complete.

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Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks

Mark Student Tests Complete Resume Student Tests

Mark Student Tests Complete Mark Complete Reset

Reason*

Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS	STUDENT TEST STATUS
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)	
<input checked="" type="checkbox"/> ASTUDENT, ASTUDENT (8943849203) ⓘ	● SMITH GR 7 MATH - RM 101 (Grade 7 Math)	Exited

This action is not reversible.

* Required Mark Complete Reset

- Once all students in a **Ready** or **Exited** status have been removed, or are in a **Completed** or **Marked Complete** status, select the **Stop Session** button on the **Students in Sessions** page.

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Students in Sessions Go to Sessions »

Tasks 0 Selected Start

Select Tasks Manage

Session List Add a Session

- Combined View
- GR 7 MATH ×
- SMITH GR 7 MATH - RM 101 ×

2 Sessions | Clear

SMITH GR 7 MATH - RM 101 Ignore Schedule Resources Details Edit

● In Progress Stop Session Refresh

SMITH GR 7 MATH - RM 101 (1 Student Test)

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete