MCAS Infrastructure Trial Readiness Guide
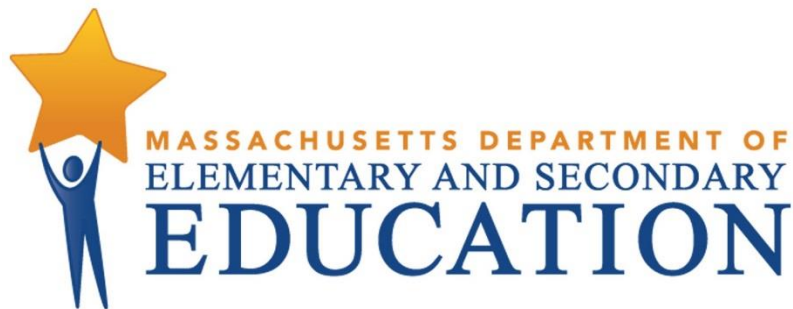

2017 Spring Grades 3-8 ELA and Mathematics Administration

Document Revisions

Revision Date	Version	Description
2/17/2017	1.0	Initial Version

contact the **Department's Student Assessment Services** with policy questions:
Telephone: 781-338-3625
Email: mcas@doe.mass.edu

Contact the **MCAS Service Center** for logistical support:
Hours: 7:00 am-5:00pm, Monday-Friday
Telephone: 800-737-5103
Email: mcas@measuredprogress.org
Fax: 877-325-4421

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Contents

Glossary of Important Terms

PearsonAccess^next is the online test management system for principals, test coordinators, and technology coordinators to manage user accounts, manage student registration, assign student tests, and set up MCAS computer-based testing sessions. PearsonAccess^next is a secure site and can be found at http://mcas.pearsonaccessnext.com.

The **PearsonAccess^next Training site** is an online portal that provides an opportunity to practice Test Administrator and Technology Coordinator tasks. This is the site that will also be used to run the Infrastructure trial in preparation for testing. The Training site is also a secure site that requires a username and password and is available at http://trng-mcas.pearsonaccessnext.com/.

Proctor Caching software is available to all MCAS schools and is strongly recommended for all online testing. Precaching is the process of loading or "caching" test content to a designated proctor caching computer located at the school or district. Student devices will then pull test content directly from the caching computer rather than Pearson servers. This greatly reduces the strain on the school's network and provides a more seamless testing experience for students in the event of internet disruptions. Proctor caching software can be installed on a desktop computer. Minimum requirements and direct download can be found at http://mcas.pearsonsupport.com/technology-setup/. Note: Proctor Caching software only needs to be downloaded on the precaching computer and does not need to be installed on student devices.

TestNav is the online testing platform used by students to take the computer-based MCAS assessments. Additional information regarding technology requirements and setup instructions can be found in the *TestNav 8 User Guide* at http://mcas.pearsonsupport.com/ technology-setup/.

About This Guide

This guide is intended to provide a comprehensive list of tasks involved in conducting an Infrastructure Trial.

Section	To be used by
1.0 Implementing an Infrastructure Trial **This section will provide instructions and information on contacting MCAS Support with questions or technical issues.**	• District Test Coordinator • Principal or School Test Coordinator
2.0 PearsonAccess^{next} Training Site **This section discusses the MCAS PearsonAccess^{next} Training site.**	• All Users
3.0 Technology Set Up **This section covers all of the technology aspects of the Infrastructure Trial, and provides instructions on configuring the Infrastructure Trial Environment.**	• Technology Coordinator
4.0 Creating Sample Students **This section describes how to create sample students in the PearsonAccess^{next} Training site for an Infrastructure Trial.**	• District Test Coordinator • Principal or School Test Coordinator
5.0 Setting Up a Test Session **This section provides all the necessary information and steps for setting up sessions for an Infrastructure Trial and managing student assignments for sessions.**	• District Test Coordinator • Principal or School Test Coordinator
6.0 Conducting a Test Session **This section provides all the necessary information and steps for conducting an Infrastructure Trial including printing Student Testing Tickets and instructions about starting, monitoring, and stopping sessions in the MCAS PearsonAccess^{next} Training site.**	• Principal or School Test Coordinator • Test Administrator
7.0 Follow-Up **This section includes instructions for providing your District Test Coordinator feedback regarding the Infrastructure Trial.**	• All Users

Infrastructure Trial Overview

What is an Infrastructure Trial?
An Infrastructure Trial is an opportunity for districts, schools and students to prepare for computer-based MCAS testing by simulating test-day network utilization. This trial will help to confirm that all testing devices are properly configured, that school and district networks can handle online testing, and ensure that all staff members are familiar with their role in administering an online assessment. This trial is also an opportunity to introduce students to TestNav8 and practice using the online interface. Unlike a live assessment, this trial will not use real student information. Instead you will create sample students in the PearsonAccess^next training site. All other steps will follow operational testing procedures and can be used to familiarize staff with the site.

Please Note: Students taking the Infrastructure Trial will not receive a score at the end of testing. Students can take a scored practice test on the [MCAS Resource Center](#).

The Infrastructure Trial confirms that:
- TestNav is configured correctly
- Devices can successfully run TestNav
- Network can bear the full load
- Participating staff know what to do during an MCAS computer-based assessment
- Students are familiar with the computer-based tools and format

How long does an Infrastructure Trial take?
Depending on the size of your school or district, it may take 1-2 weeks for setup prior to running the infrastructure. This time includes training staff, creating sample students, creating sessions, and configuring your network. Once the setup work is complete, the Infrastructure Trial should take approximately **60 minutes** to administer.

Why Administer an Infrastructure Trial?
Conducting an Infrastructure Trial provides the school with a scheduled opportunity to practice administering a test in a low-stakes environment that can help identify possible problems and avoid delays during operational administration of the MCAS assessments. Running the trial will help identify gaps in communication, technology, and training that will need to be addressed prior to live testing.

Who should be involved?
All staff members that will be involved in live testing should be involved in the Infrastructure Trial.
This may include:
- District Test Coordinators
- Principal or School Test Coordinators
- Test Administrators
- Technology Coordinators
- Students

When should I conduct an Infrastructure Trial?
You should plan to conduct an Infrastructure Trial after you have confirmed site and staff readiness, but before the start of your testing window. The Department recommends this take place at least a month before testing.

Where do I start?

The Infrastructure Trial is conducted using the PearsonAccess[next] Training site at trng-mcas.pearsonaccessnext.com. You should first check with your District Test Coordinator to see if the Infrastructure Trial will be performed at the school or district level. Next, you will need to ensure that all staff members participating in the Infrastructure Trial have received user accounts for the training site and have the appropriate roles. To find a user in PearsonAccess[next], select **Users** under the **Setup** dropdown. Here you can either search by last name, or select the **Show All** button located next to the search button. To see a user's assigned role, click on the 🛈 icon and select the **Roles** tab. Refer to the *User Role Matrix* and the *Guide to Importing Users into PearsonAccess Next* on the Department's Test Administration Resources page for more information about creating users and assigning roles.

> *All instructions required to run an Infrastructure Trial are included in this guide. Additional resources, which include Pearson's general guides for TestNav and Proctor Caching, are available at* http://mcas.pearsonsupport.com/technology-setup/

1.0 Implementing an Infrastructure Trial

Tasks in this section will be performed by:	
District Test Coordinator	Principal or School Test Coordinator

1.1 Create a Communication Plan

A key best practice for a successful computer-based testing experience is developing a communication plan for all staff that have a role in administering computer-based tests. If you are a District Test Coordinator, you need to make sure that you establish communication with your technology staff early, before testing is scheduled, as well as during the testing window.

Develop a communication plan that contains the following elements:
- Contact information for district or school technology staff so you can reach them during testing
- MCAS Service Center contact information (800-737-5103 or mcas@measuredprogress.org)

Note: To insure that technical issues get resolved as quickly as possible, it is recommended that the Technology Coordinator calls the MCAS Service Center when issues arise.

1.2 Scheduling the Infrastructure Trial

To ensure a successful Infrastructure Trial, your plan should include the following activities:
- Consult with the Technology Coordinator and confirm that all the student testing devices meet the requirements needed to participate in the Infrastructure Trial.
- Designate appropriate testing locations.
- Have technology staff perform a Preliminary System Test.
- Train all staff involved in the Infrastructure Trial.
- Identify all students who will participate in the Infrastructure Trial. A trial can be conducted with any number of students, but it is recommend that you select the maximum number of students you expect to be testing at the same time so that your trial approximates the actual anticipated load on your network.
- Assign students and testing locations to Test Administrators.
- Have students practice TestNav 8 navigation and tools by using the tutorial found at http://mcas.pearsonsupport.com/tutorial/.

Once test sessions are created and the technology set-up is completed, schools will need approximately 60 minutes to administer the Infrastructure Trial per class/group of students.

2.0 PearsonAccess^next Training Site

Tasks in this section will be performed by:
All Users

The MCAS PearsonAccess^next training site will be used to set up and administer the Infrastructure Trial. The MCAS training site will be used to create sample students, create online test sessions, setup proctor caching configurations, and monitor student test progress.

2.1 Log in to the PearsonAccess^next Training Site

To facilitate quick access to the Training Site, the Department created user accounts, for school and district test coordinators, principals, and technology coordinators in each organization. New accounts were based on user information as of late January, 2017, in the PearsonAccess Next operational site. If needed, additional accounts can be created using the *Guide to Importing Users into PearsonAccess Next*, available on the Department's Test Administration Resources page.

Log in for the first time

After you receive the email containing your username, complete the following steps:
1. Click on the link within the email.
2. Create a password; you will be prompted to enter it twice, and then click **Set Password**.
3. Click **OK**.
4. To return to the training site, go to http://trng-mcas.pearsonaccessnext.com.
5. Click **Sign In** and enter your username and password.
6. Read the Privacy Policy and Terms and Conditions of Use, then click **Accept.**

> **Note:** Users that have access to the production site will also need access to the Training Center. User accounts between the two sites must be managed by district and school staff.

To reset your password (if needed)
1. Go to http://trng-mcas.pearsonaccessnext.com
2. Click the **Forgot Password** link.
3. Enter your username (which is typically your email address) and then click **Request Password Reset**.

Locked Accounts

You have only five chances to enter the correct username (which is your email address) and password on the login screen. If the fifth attempt is unsuccessful, your account will be locked. If locked, use the **Forgot Password** option on the home screen.

> *For additional information regarding PearsonAccess^next, including how to create user accounts, please refer to the PearsonAccess^next User Guide located on the MCAS Resource Center at http://mcas.pearsonsupport.com/technology-setup/*

3.0 Technology Setup

Tasks in this section will be performed by:
Technology Coordinators

This section covers all of the technology aspects of the Infrastructure Trial and provides instructions on configuring the Infrastructure Trial environment.

3.1 Setting Up for an Infrastructure Trial

Prior to beginning the Infrastructure Trial, district and school technology staff will need to coordinate roles and responsibilities for preparing schools to conduct the trial.

1. **Configure Internet firewalls, content filters, and spam filters.**

Internet firewalls, content filters, or spam filters must be configured to allow access to the Pearson domain. Verify content filter/firewalls and allow the appropriate sites, including:
- *.testnav.com:80
- *.testnav.com:443
- *.pearsontestcontent.com
- *.usertrust.com
- *.comodoca.com
- *.thawte.com
- *.google-analytics.com (recommended, but not required)
- Set browsers to allow pop-ups
- Allow local file access to home directory

Next, configure the common applications listed below NOT to launch on any student test taking devices during testing sessions:
- Anti-virus software performing automatic updates
- Power management software on laptops warning of low battery levels
- Screen savers and sleep mode
- Email with auto message notification
- Calendar applications with notifications, such as Google Calendar
- Pop-up blockers
- Set automatic updates (iTunes)
- Windows Accelerator
- Microsoft OSX Three finger tap gesture on MacBook

> *For additional details on firewall and content filter instructions by device, see the Full Technology Specifications at* http://mcas.pearsonsupport.com/technology-setup/

2. **Download TestNav Desktop Apps**

    If you plan to use iPads, Chromebooks, or Androids for the test administration, you will need to download a device-specific TestNav application to run MCAS assessments. The TestNav apps are available through the Apple Store, the Google Chrome Web Store and Google Play. These can also be found at http://mcas.pearsonsupport.com/technology-setup/.

    For testing environments that use these devices, the Infrastructure Trial can be conducted using the secure TestNav app. Instructions on setting up and managing iPad, Chromebook, and Android devices are available at https://support.assessment.pearson.com/x/HgACAQ.

    For Windows, Mac OS X and Linux operating systems, a desktop app has also been developed and should be used in almost all cases. Firefox ESR 45 (32-bit) is the only browser that will be supported for the Infrastructure Trial or for live testing. Because of this limitation, the Department strongly recommends the TestNav app for all users. Details regarding the TestNav desktop app can be found at http://download.testnav.com. If a student is testing using a Screen Reader or other Assistive Technology, Firefox must be used.

3. **Security**

    For MCAS online testing, eligible devices must be able to operate in a "lock down" state to temporarily disable features and applications that could present a security risk.

    Schools can test the security lock down settings following these steps:

    a. If using the Installable TestNav Desktop app, open TestNav and navigate to the Massachusetts sign in page, then click the user icon in the top right and choose "App Check" from the menu.

        •   A success message should display within a few seconds.
        •   If an error message is received please review the device setup instructions for Installable TestNav at
            https://support.assessment.pearson.com/x/HgACAQ or contact the MCAS Support Center.

    b. If using browser-based TestNav, navigate to https://ma.testnav.com, then sign in to TestNav on a student-testing device with the following credentials.

        •   Username = username
        •   Password = password
        •   A secure form with one item should load successfully.
        •   If the form does not launch or an error is received, please review the setup instructions for browser-based TestNav at https://support.assessment.pearson.com/x/HgACAQ or contact the MCAS Service Center.

4. **Download and Install Proctor Caching Software**

    Although it is not required, the Department strongly recommends installing and using Proctor Caching software to locally deliver test content to online testing. Proctor Caching software is loaded by the school or district to a designated computer (not testing device), which acts as a local server to deliver test content to student devices.

    Most desktop computers can serve as the proctor caching device. Minimum requirements can be found at http://mcas.pearsonsupport.com/technology-setup/.

The newest version of the ProctorCache software can always be found at the MCAS Support Page http://mcas.pearsonsupport.com/technology-setup/ (under the TestNav8 Downloads page). A user guide is also available in the same location to describe installation and use of proctor caching. ProctorCache software is free for all users.

Once installed, the proctor caching software provides access to a diagnostic monitoring web page which allows school personnel (if caching at the school level) and district personnel (if caching at the district level) to view the status of cached content and to monitor caching connections from testing workstations.

Locate the proctor caching computer's IP address, type **http://<IP address>:4480** in your browser, and hit Enter to view the proctor caching interface. You will see three tabs: **Tests**, **Clients** and **Help**. Select the **Tests** tab for information about test content and caching status. Select the **Clients** tab to monitor client connectivity.

5. **Configure TestNav for Precaching Content**
   The **TestNav8 Configuration** will notify TestNav where to access test content from the precaching machine during the testing window. During setup/configuration, you may also change the default save location for encrypted backup files for TestNav.

   To configure TestNav, select **TestNav Configurations** from the **Setup** menu on the PearsonAccess[next] homepage.
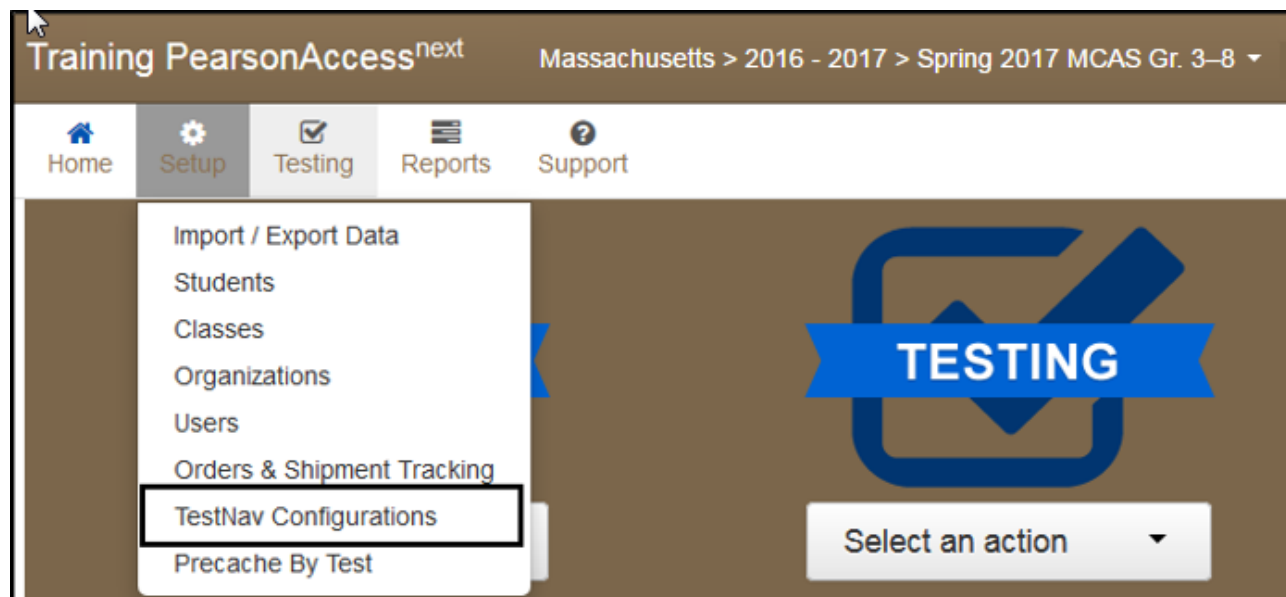
To create a TestNav configuration for your organization, click on the **Create/Edit Configurations** from the Select Tasks dropdown; click **Start** to launch the configuration.
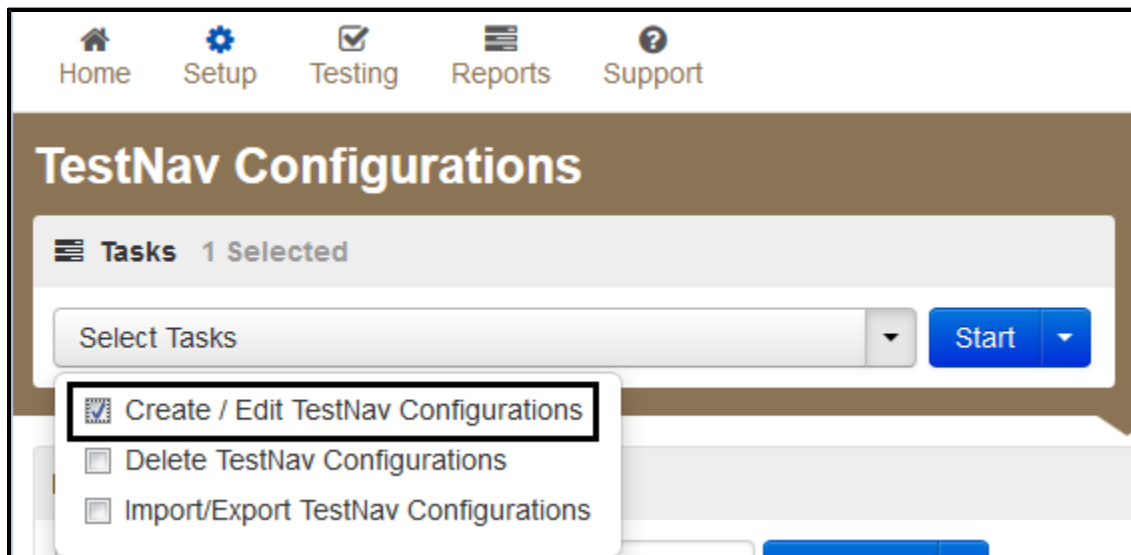
You will then need to follow these steps:
1. **Complete Details Fields**
   a. Enter a **Configuration Name**.
   b. Select the school/organization which will use this configuration from the **Organizations** drop-down menu.
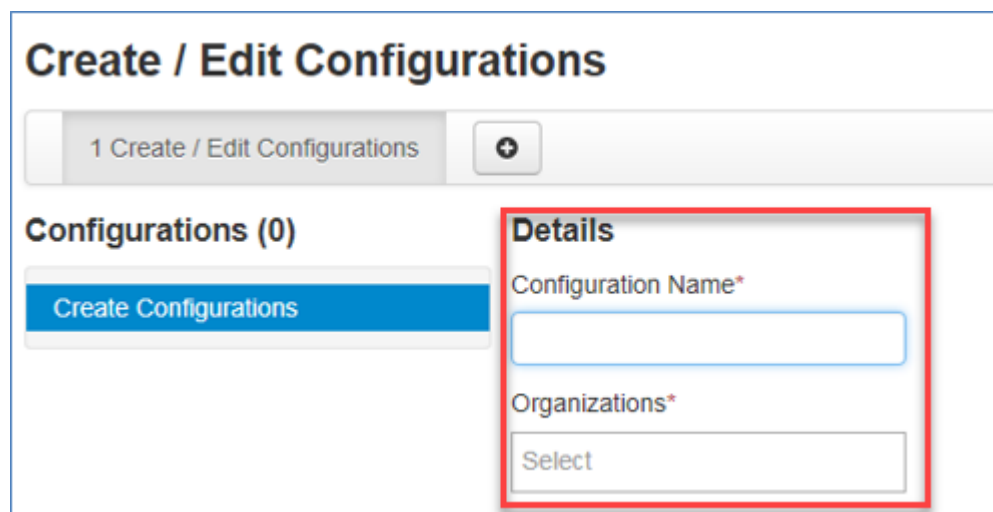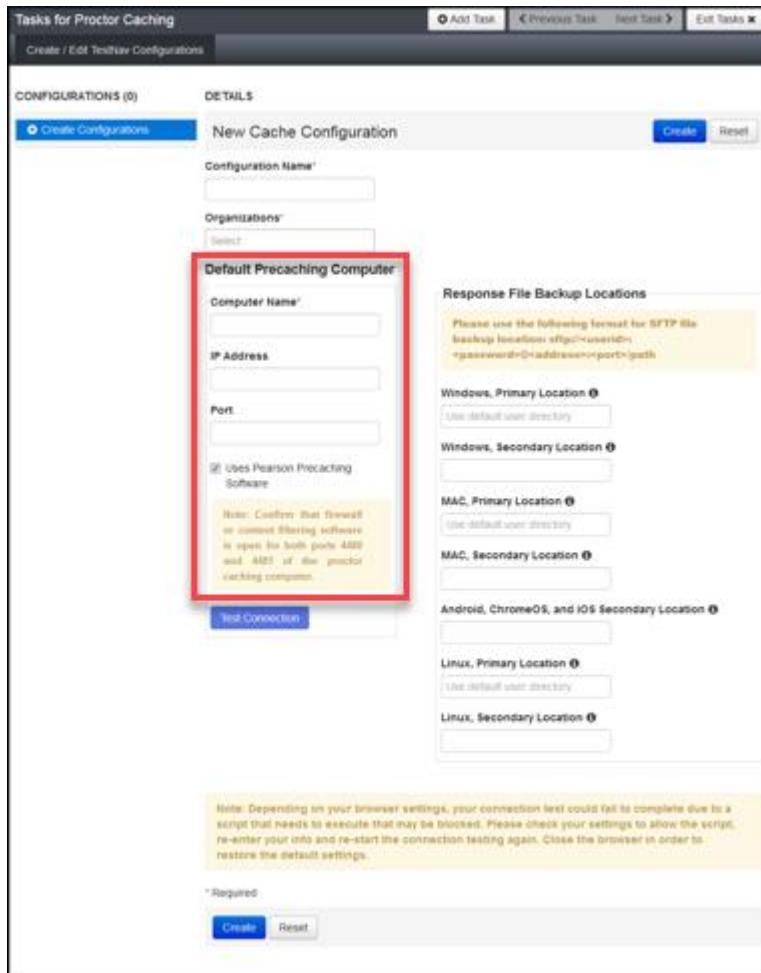
2. **Default Precaching Computer Configuration**
   a. Fill in the following fields:
   - **Computer Name** for the proctor caching machine.
   - Internal network **IP address** of the proctor caching machine
   - **Port** number for the proctor caching machine (4480 for Pearson supplied ProctorCache software)
   - If you will be using a non-Pearson supplied caching solution, you will need to uncheck the box next to "**Uses Pearson Precaching Software**" and make sure you're using the correct port for the non-Pearson caching solution.
   - Next, you will set the **Response File Backup Locations** for the

students' encrypted backup files for Windows, Mac, or Linux workstations. Options to use an SFTP file backup location for mobile devices is also available. You may use the Pearson default locations (i.e., the Pearson folder in the user's home directory). When possible, the Department recommends that a secondary save location be designated.

- Click **Create** to complete the configuration**.** The Success green status message will appear, acknowledging that your configuration has been added.

3. From the **Create/Edit Configurations** screen you can edit configuration name, add additional organizations, edit settings and add proctor caching computers to the configuration. Click Save when finished updating information. Click the **Exit Tasks** button to return to **TestNav Configurations** screen.

Precaching Content

The simplest way for Technology Coordinators to precache test content is to use the **Precache By Test** function in PearsonAccess^next.

1. Under Setup, select **Precache By Test**
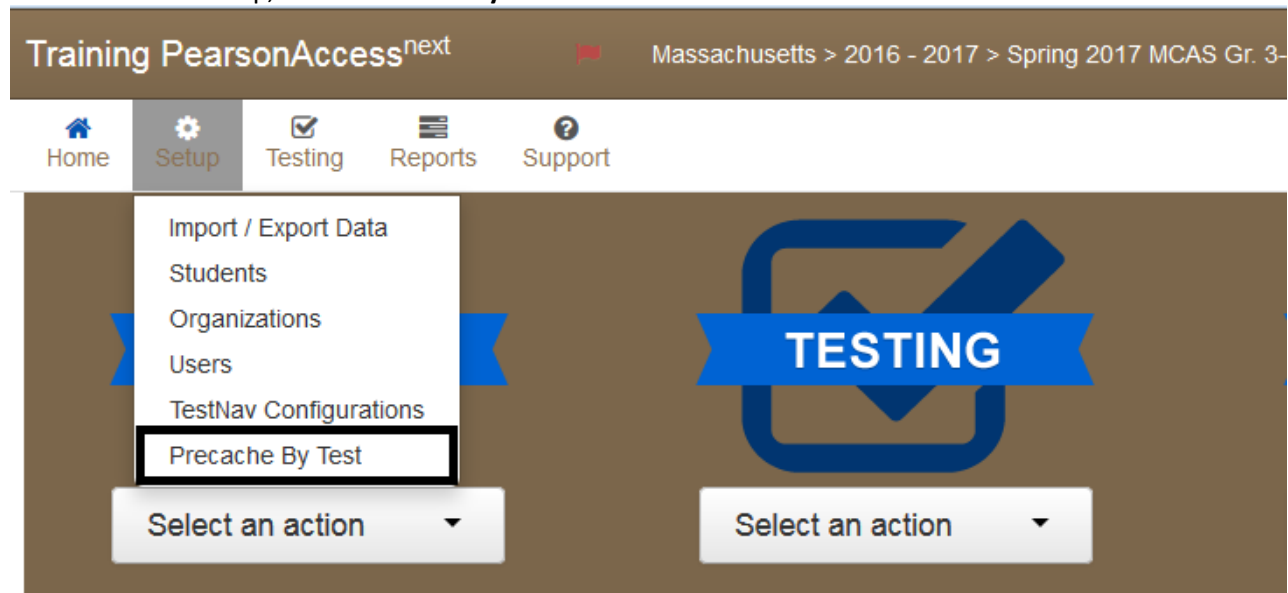
2. Next select one or more tests to cache and the precache servers you are using. Click **Precache.**

3. A confirmation message will open to confirm the computer to which you are precaching test content. Click **Precache**.

The designated precaching computer (HS Library at 192.168.100.14:4480) is running Pearson-supplied precaching software, so this is being used to cache the test content.

Number of forms: 99
Total number of content elements: 16958
Size: 348,832 KB

Click below to start the caching process

[Precache]

Note: This window will automatically close 30 seconds after the caching process begins.

4. A new window with the proctor caching diagnostic screen will open with the status.

For more information on how to precache test content, reference the TestNav User guide at http://mcas.pearsonsupport.com/technology-setup/

3.2 Preliminary System Test

Prior to students taking part in the Infrastructure Trial, the Technology Coordinator should perform a Preliminary System Test. The Preliminary System Test is an informal, small-scale Infrastructure Trial that is recommended to help ensure systems are set up and in place before students participate. Technology Coordinators should work with the Principal or School Test Coordinators to follow the steps in Sections 4.0 and 5.0 to create sample students and a test session. Then, technology staff will log into several student devices to confirm that they are able to connect to the precaching computer.

3.3 Conducting an Infrastructure Trial

The following section describes the roles and responsibilities of the Technology Coordinator during the Infrastructure Trial.

1. **Ensure proctor caching software is running.**
    Locate the proctor caching computer's IP address and, in your browser, type **http://<IP address>:4480** and hit Enter to view the proctor caching interface. You will see four tabs: **Tests**, **Clients**, **Settings**, and **Help**. Select the **Tests** tab for information about test content and caching status. Select the **Clients** tab to monitor client connectivity.

2. **Monitor network performance for slowdowns or ISP bandwidth usage.**
    a. If testing devices are using a wireless connection, monitor the connections and verify that access point placement is sufficient for online testing.
    b. Provide technology support as needed to Principal or School Test Coordinators and Test Administrators.

3.4 After Conducting the Infrastructure Trial

The following section describes the roles and responsibilities of the technology staff after conducting the Infrastructure Trial.

1. **Purge cached test content.**
    Purging test content is recommended, but not required. If content is not purged, it will show in the proctor caching interface in the next online administration.

    In your browser, type **http://<IP address>:4480** and hit **Enter** to view the proctor caching interface. From the **Tests** tab select the content to purge. To delete, reload or refresh test content, a **password is required**. The default password is **t35t1n6**.
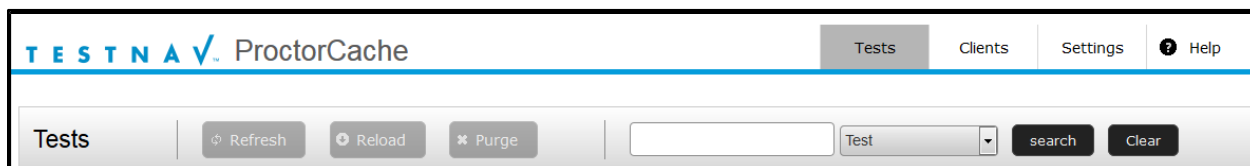
2. **Conduct follow up on any identified issues.**
    Following the Infrastructure Trial, there may be things that require technical follow up and resolution prior to the test administration. Feedback from staff and students regarding TestNav performance, device connectivity, network performance, and access point placement, should be used to conduct follow up activities with the Infrastructure Trial team.

4.0 Generate Sample Students

Tasks in this section will be performed by:	
District Test Coordinator	Principal School Test Coordinator

To reduce setup time for the Infrastructure Trial, real student data should not be used. Instead, the training site provides a simple means of creating sample students that can be used. These sample students must be set up prior to running the Infrastructure Trial.
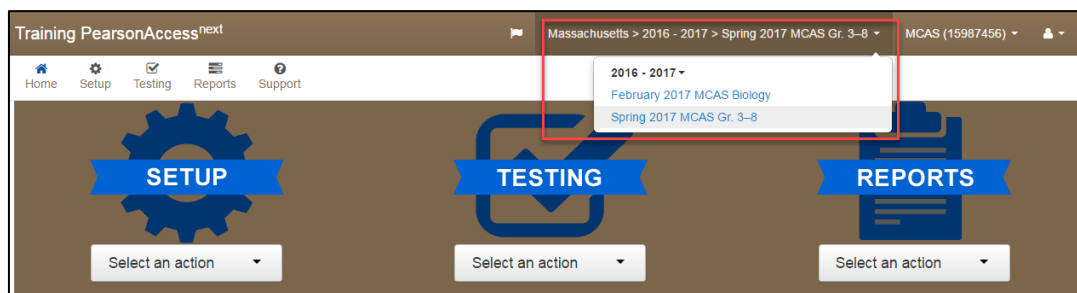
4.1 Generate Sample Students

Sample students must be created within the training site in order to administer an Infrastructure Trial. The number of sample students to be created should be based on the maximum number of testing devices that will be used concurrently during testing. Create at least 10% additional sample students so you will have extra student testing tickets in the event of any login complications. Each ticket is valid for one login attempt, unless the student is resumed in PearsonAccess^{next}.

Note: This feature only exists in the MCAS Training site.

To create sample students in the Training Site:
1. Login to the MCAS Training site at http://trng-mcas.pearsonaccessnext.com.
2. Verify the correct **Administration** is selected on the top right hand corner of PearsonAccess^{next}
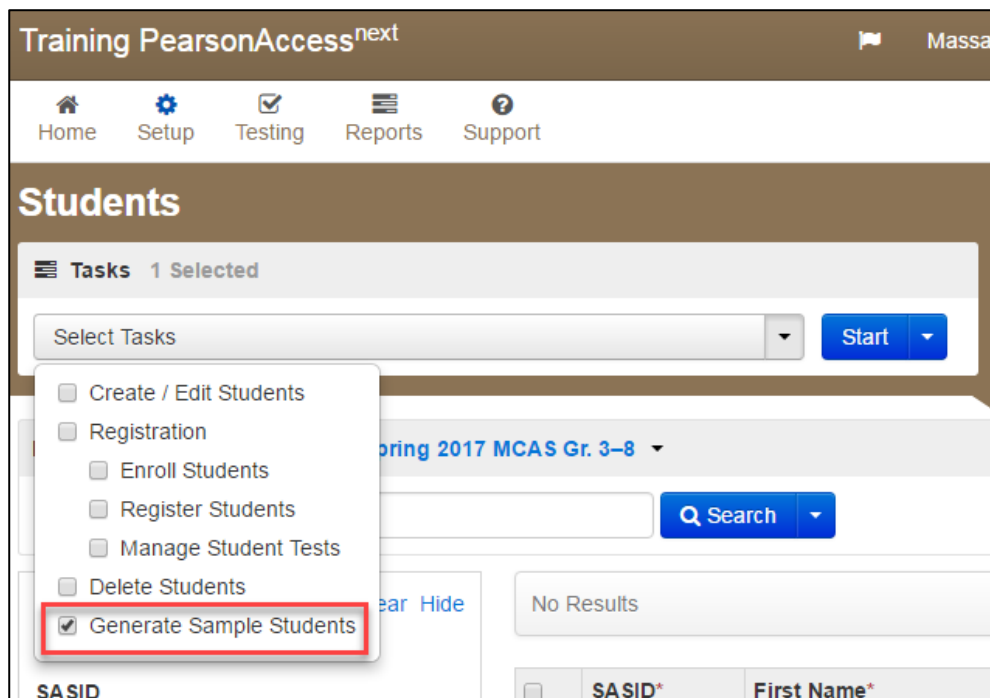
3. Click the **Setup** dropdown and select **Students**
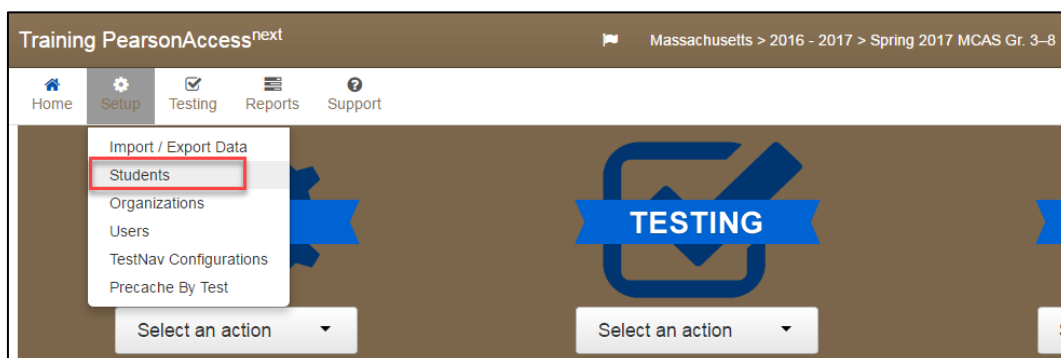
4. Select **Generate Sample Students** from the **Select Tasks** Dropdown and click **Start**.
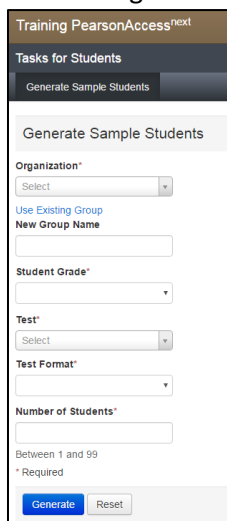
5. Populate the Sample Student fields
   a. **Organization:** Select your school/organization
   b. **Group:** Select **Create New Group** and enter a group name that includes the grade, subject and, if necessary, location. This will be used later to add students to a session.
   c. **Student Grade:** Select the grade the students are currently in.
   d. **Test:** Select the appropriate test from the dropdown.
   e. **Test Format:** Select **Online**
   f. **Number of Students:** Number of students to be added to the **Group.** It is recommended that you create at least 10% more students than needed in case you need extra logins.

6. Click the **Generate** button
7. Repeat steps 1-6 for every group of sample students to be created.

5.0 Creating a Test Session

Tasks in this section will be performed by:	
District Test Coordinator	Principal or School Test Coordinator

5.1 Create a Sample Test Session

After sample students have been created, the District, Principal or School Test Coordinator will need to create online test sessions. It is strongly recommended to have a unique test session for each testing group/lab/class that will be testing. It is also recommended that the name of the session contain the time (period), location and name of the Test Administrator. Test sessions are grade and subject specific, they cannot contain more than the one designated test.

To create a sample test session:

1. In the training site, go to the **Testing** tab and click **Sessions**.
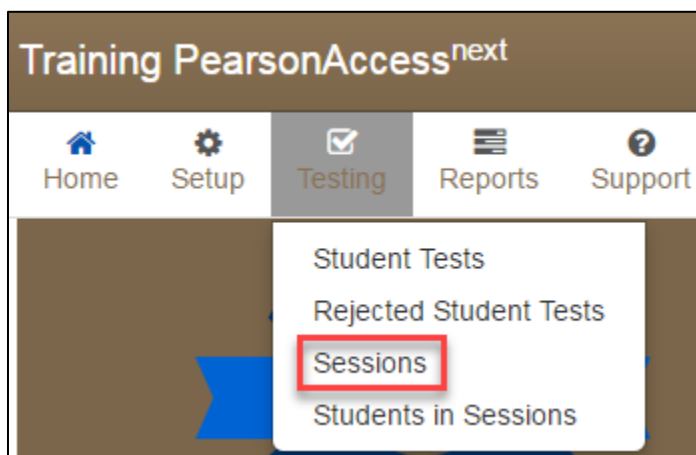
2. From the Select Tasks drop-down menu select **Create/Edit Sessions** and click **Start**.
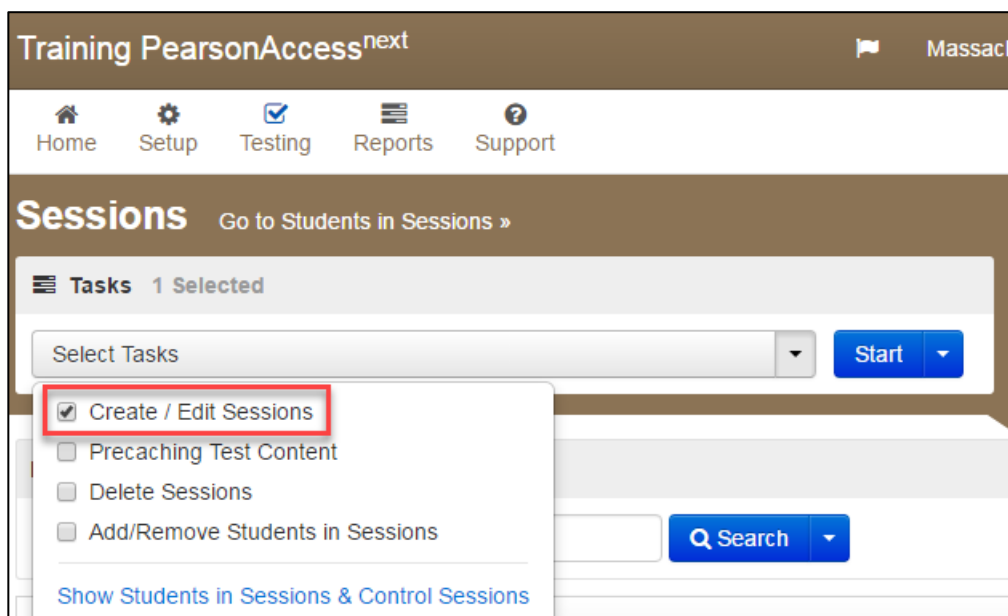
3. Complete the test session details by entering the **Session Name** and selecting the **Organization** from the drop-down menu.
4. Next, complete the Test & Form section. Select **Test Assigned** and choose the appropriate practice test from the drop-down.

5. Set **Form Group Type** to **Standard.**
6. Select the **Precaching Computer** from the drop-down menu. If there are no options in the dropdown, see section **3.4 Configure TestNav** of this guide to create the configuration.
7. Enter **Scheduled Start Date** and **Scheduled Start** time. Please note that these are used for planning purposes and will not restrict you from testing outside of the selected date and time.
8. Under **Students** you can click in the box to add individual students, or add previously created **Groups** by changing the blue dropdown to the **Group** option
9. Click **Create**

5.2 Add Additional Sample Students to an Already Created Session

If students were not added to the session when it was created, or if you want to add additional students to a session, you can add them using the steps below.

1. In the training site, go to the **Testing** tab and click **Students in Sessions**.
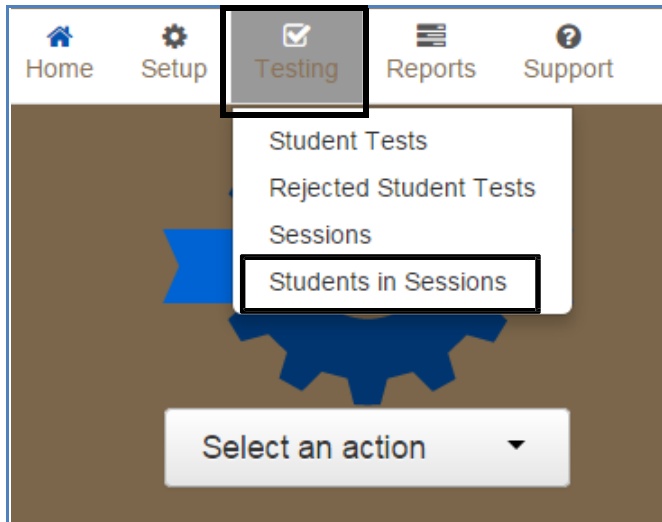
2. Select **Add a Session** and search for the name of the session you will be working with.
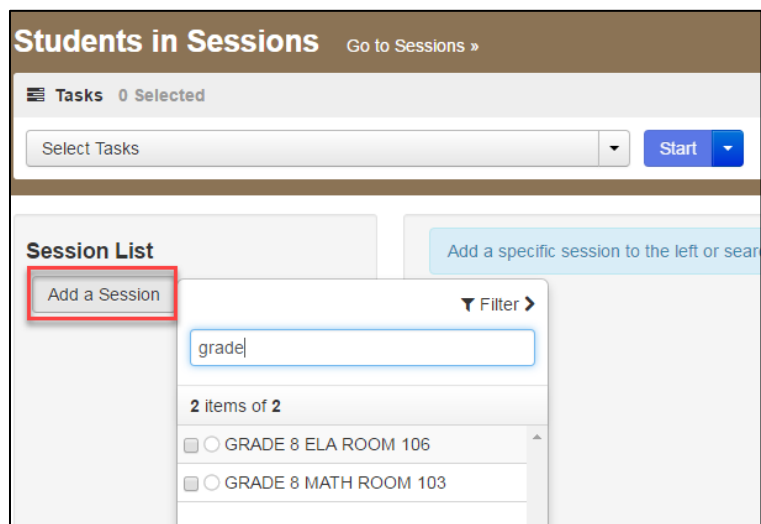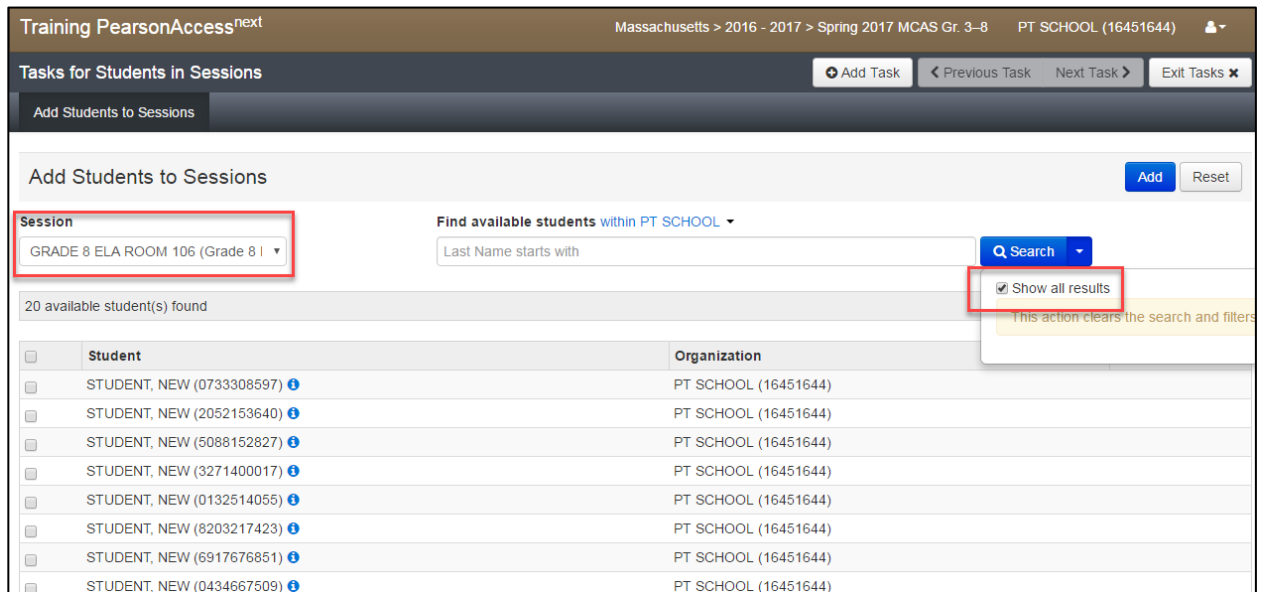
3. Select the checkbox next to the name of the session and click **Add Selected**
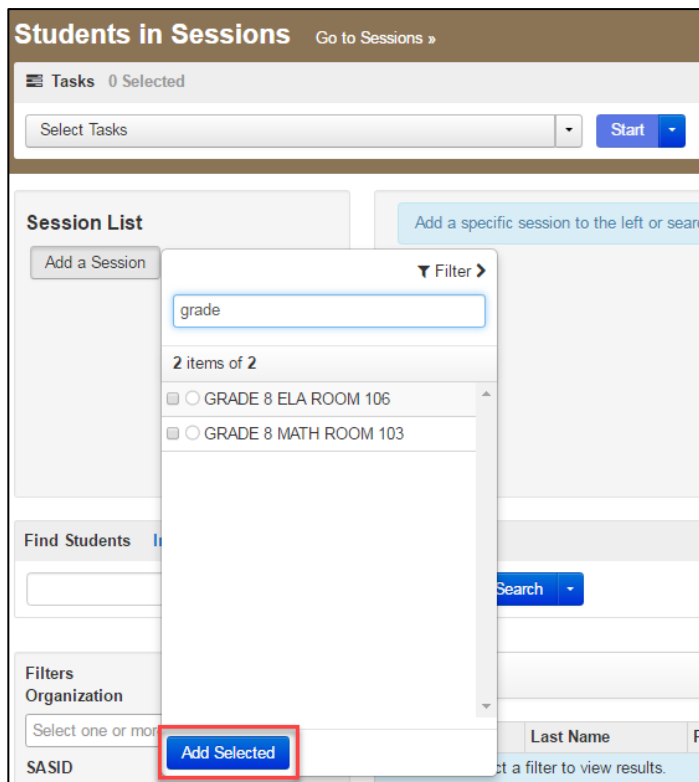
4. Then, select **Add Students to Sessions** from task menu. Click **Start**.
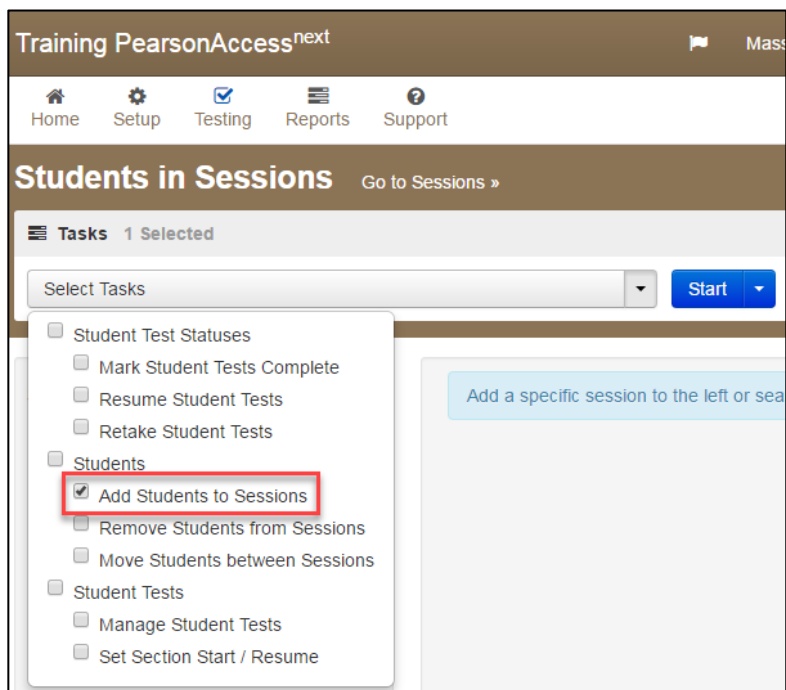
5. Refer to the graphic below to select your session on the **Add Students to Sessions** page
6. Use **Find Available Students** to add students to a session.
7. Students can be added by selecting a previously created group or by selecting individual students. To add students by group, select the **By Group** button and select the group name you wish to add to the session. To add students by name, select the **Within your organization** button and click the down arrow next to **Search** and select **Show All Results**.

8. Select the student(s) to be added and click the **Add** button to add students to the session.

Print Student Testing Tickets and Seal Codes

Testing tickets include a login ID and password for each individual sample student. Seal Codes are a four digit code needed to enter into each unit of the test. This information is necessary in order to log in to a test for the Infrastructure Trial.

1. In the MCAS PearsonAccess^next Training site, go to the **Testing tab** and select **Students in Sessions.**
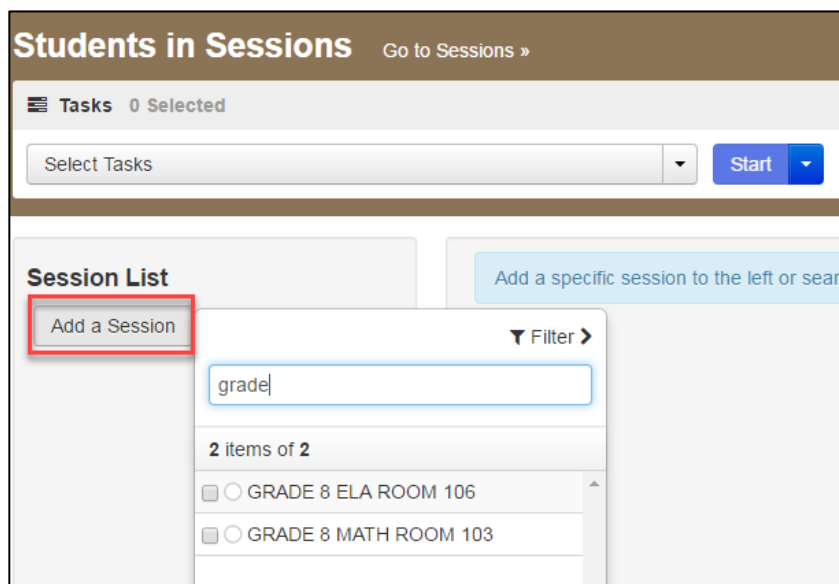
2. Select **Add a Session** and search for the name of the session you will be working with.
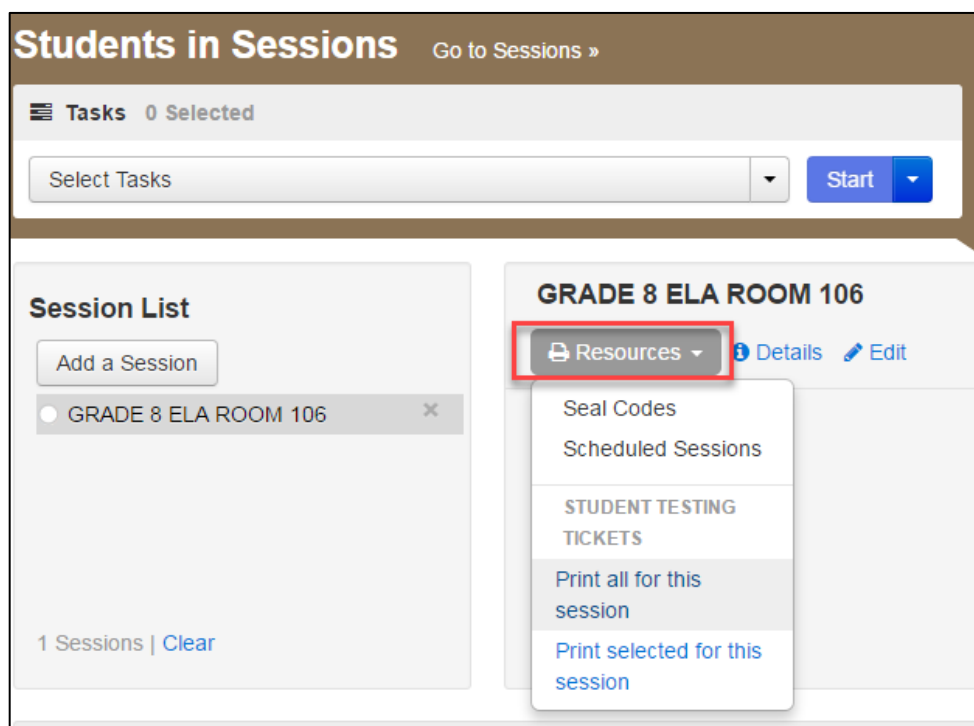
3. Select the checkbox next to the name of the session and click **Add Selected**

4. To print Student Testing Tickets, click on the **Resources** drop-down. You can print all authorization tickets using the **Print all for this session** option, or print select students using the **Print selected for this session** option. Write the appropriate seal codes on the board.
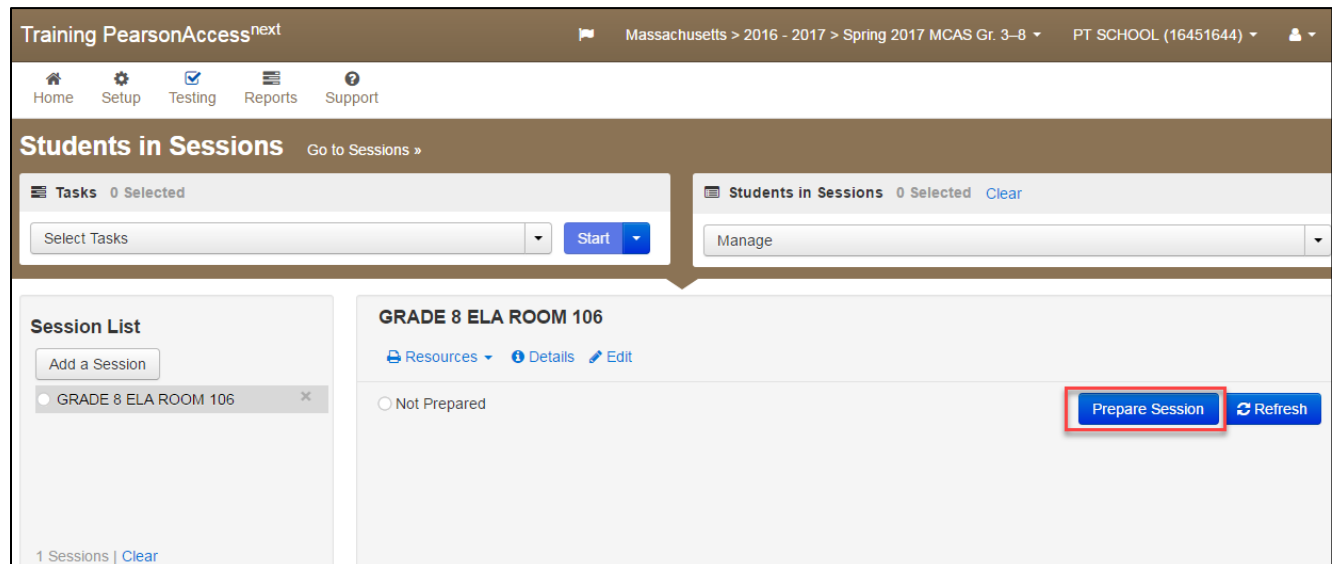
6.0 Conducting a Test Session

Tasks in this section will be performed by:	
District Test Coordinator	Principal or School Test Coordinator

6.1 Prepare a Session

Sessions must be prepared by the Principal or School 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 sample students can be assigned an accommodated form, as necessary.

1. In the MCAS PearsonAccess^{next} training site, go to the **Testing** tab and click **Students in Sessions**.
2. 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.

6.2 Start a Test Session

After a session has been prepared, the **session must be started before** sample students are able to log in to the Infrastructure Trial.

1. In the MCAS PearsonAccess^{next} training site, go to the **Testing** tab and click **Students in Sessions**.
2. 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.

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

6.3 Lock and Unlock Units by Session and Student

Test units will be locked by default in the Students in Sessions screen when the session is started. Students will not be able to log into the test until the session has been unlocked by the Test Administrator or, if unlocking by student, until the individual student's test has been unlocked.
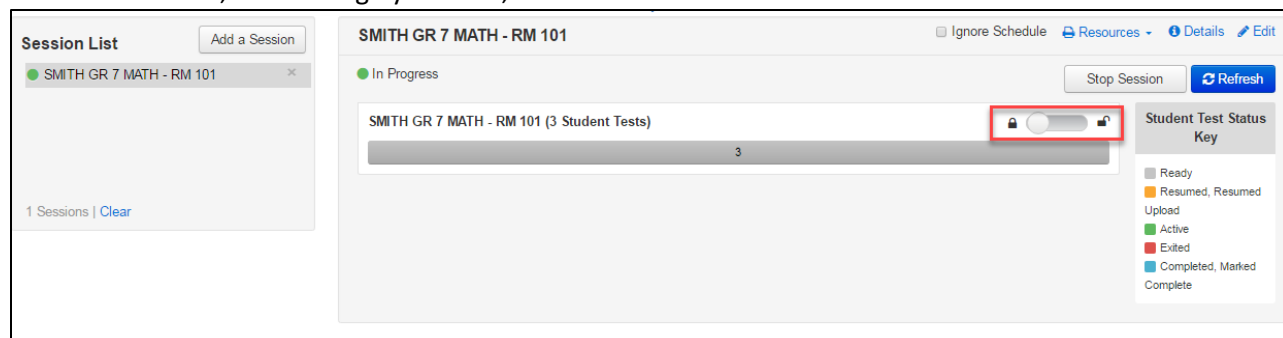
6.4 Conduct an Infrastructure Trial at a School

Your School Test Coordinator will provide Test Administrators with a schedule and instructions for administering the Infrastructure Trial forms. It will take approximately **60 minutes to administer and review** the items.

1. **Prepare Testing Devices**
   Launch the TestNav app on all testing devices or navigate to https://ma.testnav.com/ if using browser based testing.
2. **Direct Test Administrators and students to testing locations.**
   Direct Test Administrators and students to their assigned computer lab or other testing location.
3. **Distribute student testing tickets.**
   After students are seated, distribute testing tickets containing Username and Password.
4. **Provide the students seal codes.**
   a. For ELA provide only the first seal code. This should be written on the board and not printed out.
   b. For Mathematics both seal codes will be used. Write one seal code on the board at a time.
5. **Conduct test session.**
   Have the students log into TestNav8. This marks the beginning of the test session.
6. **Supervise Test Administration**
   During each test session, circulate around the room and check to see that students are recording their answers in the correct session of the computer-based testing environment.
7. **Have students log out of the test once they see a stop sign (Mathematics only)**
   The infrastructure tests are created to match the size of an actual MCAS test by adding in additional questions that contain only a picture of a stop sign. Once a student reaches the first stop sign, all questions have been reviewed and they should exit the test.

6.5 Monitor Sessions

Once an online testing session has started, there are several tasks the Test Administrator will be responsible for, including resuming students, resuming students with saved responses, and marking tests complete. The Test Administrator must have their 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 following table lists the statuses that may appear for a student in the **Session Details** and a description of what each status indicates.

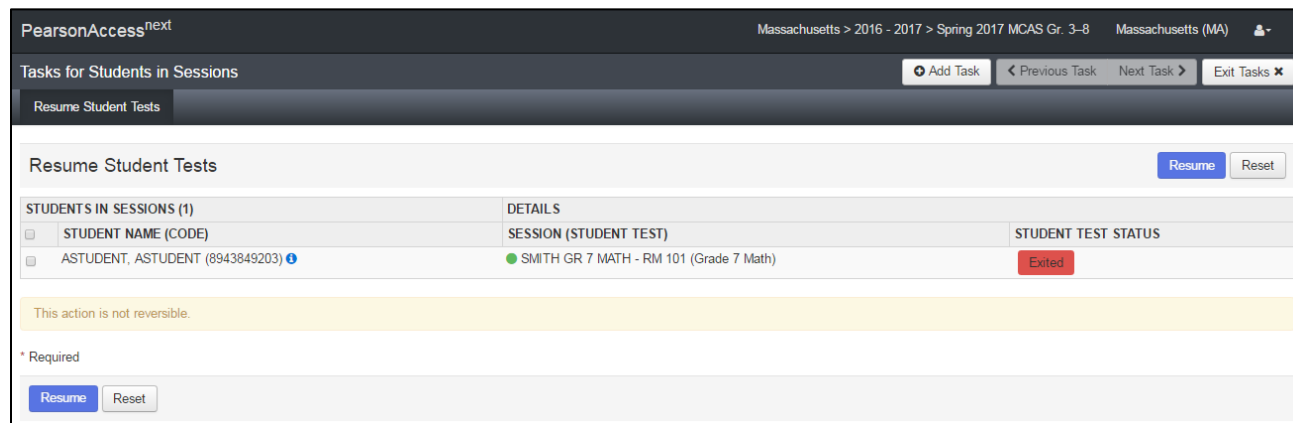| Student Status Key	
Status	**Description**
Ready	The student has not logged in to the session yet, but is ready to log in.
Active	The student is currently in the test.
Exited	The student has exited the session, but has not submitted his or her responses yet. Students in Exited status will need to be 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 Administrator 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 on 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 uploaded them to TestNav before resuming the test. This insures 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 need to be resumed before the student can log in again.

6.6 To Resume Students

8. To resume more than one sample student, go to **Testing > Students in Session** 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**.
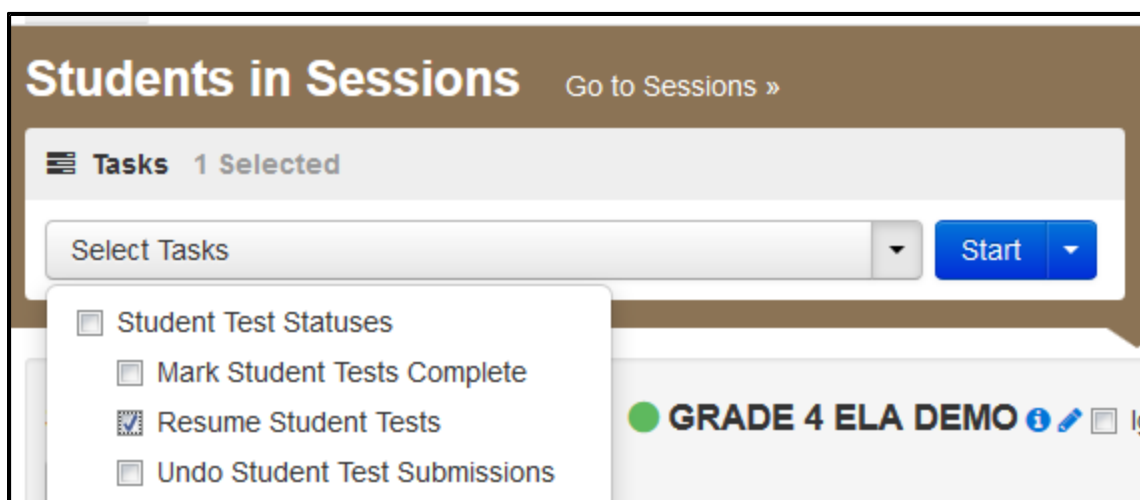
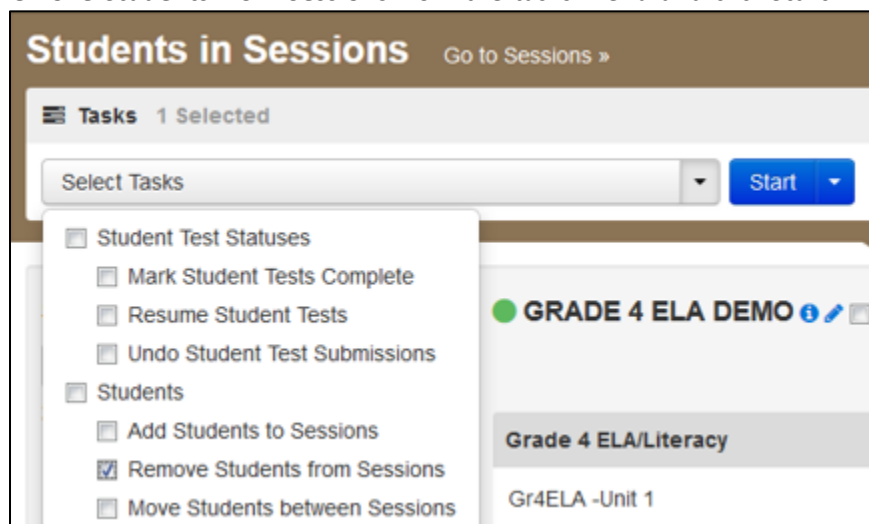9. Select the student whose test you would like to Resume. Click **Resume**

10. After clicking **Resume**, a message will display stating "Success, changes saved." Click **Exit Tasks** to return to the **Students in Session** screen.
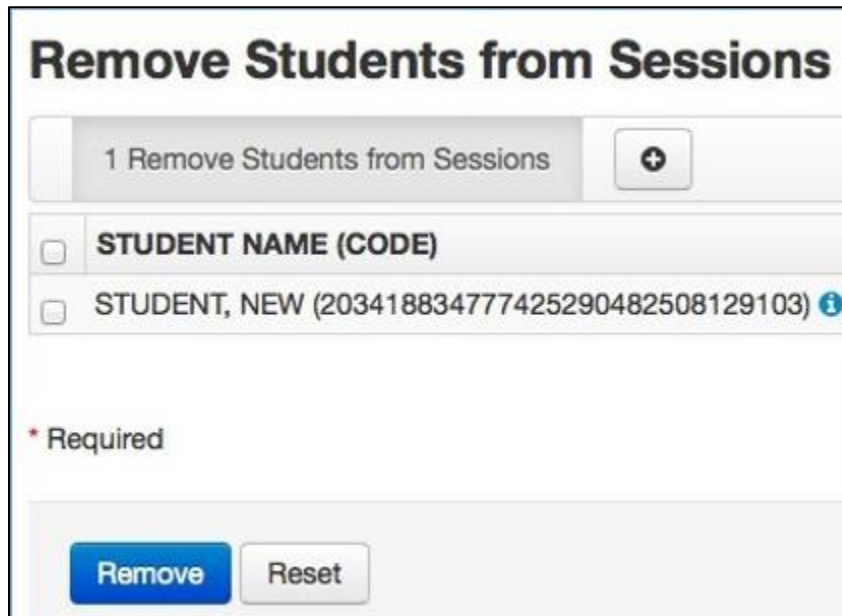11. The resumed student(s) will now show "Resumed" status.

6.7 Stop a Test Session

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 into the test.

To remove "Ready" students from a test session:
1. Go to the Session Details screen and check the box beside the student(s) to be removed.
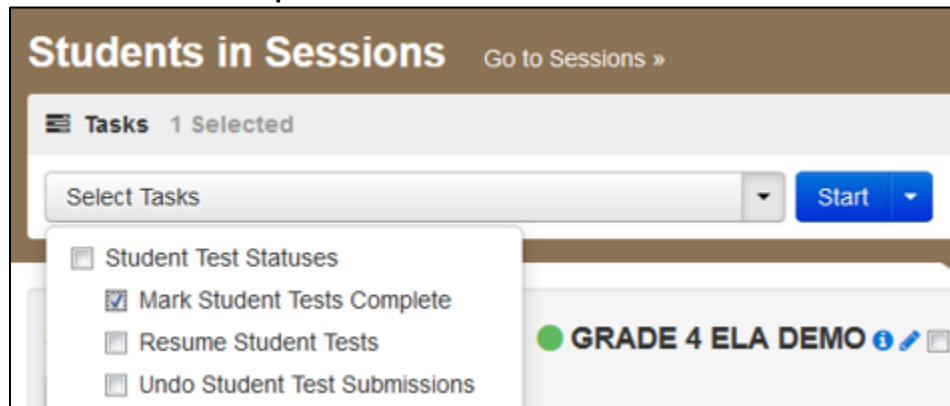2. Select **Remove Students from Sessions** from the tasks menu and click **Start**.

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

4. The student is removed from session list.

To mark a student's test complete for a student who logged on but did not complete and will not resume testing:

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

7. Enter the reason for marking the test complete

8. 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.

7.0 Follow Up

Tasks in this section will be performed by:
All Staff

Once your Infrastructure Trial has been completed, the computer-based testing team at the school should review all notes from the Infrastructure Trial. Follow-up steps include:

1. Share any notes regarding the need for support with the District Test Coordinator
2. If requested, confirm with the District Test Coordinator that schools have completed the trial successfully.
3. Report any issues that cannot be resolved with assistance from the MCAS Service Center to the District Test Coordinator.