

## Testing Day Activities

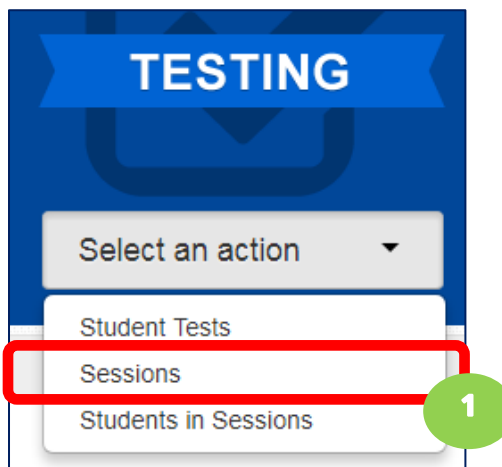
### Tasks to be completed on the day of testing

#### Starting a Session 6 steps

On testing day, a test session must be started and students present for testing must be unlocked by the test administrator before the students can sign into TestNav 8 with their credentials supplied in the Testing Ticket.

To start a session on the day of testing in PearsonAccess<sup>next</sup>:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.



2. On the Sessions screen, place a **check** in the checkbox in the header row to select all sessions.
3. On the top left side of the screen, select the **Go to Students in Sessions** link.

The image shows the 'Sessions' screen in PearsonAccess<sup>next</sup>. At the top, there is a blue header with the word 'Sessions' and a link 'Go to Students in Sessions' which is highlighted with a red box and a green circle with the number '3'. Below the header, there are two tabs: 'Tasks' (0 Selected) and 'Sessions' (5 Selected). The 'Sessions' tab is active, showing a table of sessions. The table has columns: Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization. The first row of the table is highlighted with a red box and a green circle with the number '2'. The table contains three rows of data, all with a status of 'Not Prepared' and a scheduled start date of '06/15/2018'.

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
Stage III - Grade 4	Not Prepared	06/15/2018	AZELLA Stage III Placement Test	1		Erica Elementary School (987000)
Stage IV - Grade 8	Not Prepared	06/15/2018	AZELLA Stage IV Placement Test	1		Erica Elementary School (987000)
Stage V - Grade 10	Not Prepared	06/15/2018	AZELLA Stage V Placement Test	1		Erica Elementary School (987000)

4. On the Students in Sessions screen, select the session name from the Session List.
    - If you are not sure which session your student is assigned to, there are two ways to find the student:
      - Select Combined View in the Session List and enter information into the Filters section on the bottom left section, or
      - Select a session from the Session List and scroll through the list of students assigned to each of the sessions.
- Note:* If you created Testing Groups, you may click in the Testing Group field to activate the Testing Group drop-down menu to select the appropriate group.
5. Take note of the Session name(s) listed for the students present for testing.
    - Test Administrators have the option to start each session individually by clicking on each session in the Session List, or starting multiple sessions by using the Combined View in the Session List.
  6. Click the **Start Session** button for individual sessions, or the **Start All Sessions** button if you are using the combined view.

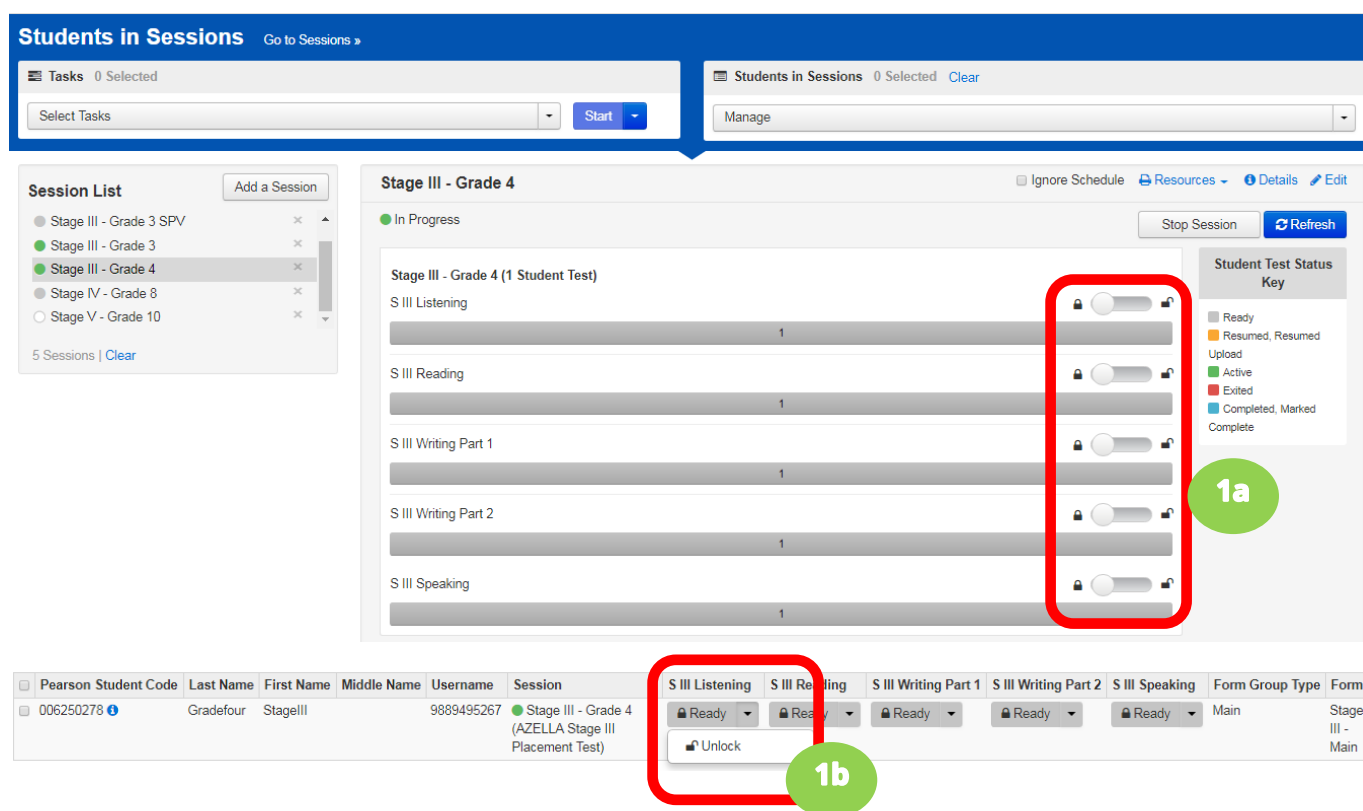
The screenshot shows the 'Students in Sessions' interface. A red box labeled '4' highlights the 'Session List' on the left, which includes options like 'Combined View', 'Stage III - Grade 3 SPV', 'Stage III - Grade 3', 'Stage III - Grade 4', and 'Stage IV - Grade 8'. Another red box labeled '5' highlights the table of students in the 'Stage IV - Grade 8' session, showing columns for Pearson Student Code, Last Name, First Name, Middle Name, Username, and Session details. A third red box labeled '6' highlights the 'Start Session' button in the top right of the session details area.

Pearson Student Code	Last Name	First Name	Middle Name	Username	Session	S IV Listening	S IV Reading	S IV Writing Part 1	S IV Writing Part 2	S IV Speaking	Form Group Type	Form
149410817	StageIV	Studentonline		9357751522	Stage IV - Grade 8 (AZELLA Stage IV Placement Test)	Ready	Ready	Ready	Ready	Ready	Main	Stage IV - Main

## Unlocking a Test Unit 3 steps

When a test session is started in PearsonAccess<sup>next</sup>, all tests are locked. There are five test units for each student. Only one test unit may be unlocked for a student at a time. Test Administrators must unlock a student's test before the student is able to start a test in TestNav to begin testing.

1. There are two ways to unlock tests for students
  - a. For all students in a session, in the top portion of the screen, click and drag the lock/unlock switch to unlock all tests in a session. This method may be used for a single session, or with multiple sessions using the Combined View, or
  - b. For individual students, in the bottom portion of the screen, click the Student Test Status drop down menu and select unlock for each student present for testing.



The screenshot displays the 'Students in Sessions' interface. At the top, there are tabs for 'Tasks' and 'Students in Sessions'. The 'Students in Sessions' tab is active, showing a list of sessions on the left and a detailed view of a selected session on the right.

**Method 1a:** In the 'Stage III - Grade 4' session view, a red box highlights the lock/unlock switches for each test unit (S III Listening, S III Reading, S III Writing Part 1, S III Writing Part 2, S III Speaking). A green circle with '1a' points to this area.

**Method 1b:** Below the session view is a table of students. A red box highlights the 'S III Listening' column, which contains a dropdown menu with 'Ready' and 'Unlock' options. A green circle with '1b' points to this dropdown.

Pearson Student Code	Last Name	First Name	Middle Name	Username	Session	S III Listening	S III Reading	S III Writing Part 1	S III Writing Part 2	S III Speaking	Form Group Type	Form
006250278	Gradefour	StageIII		9889495267	Stage III - Grade 4 (AZELLA Stage III Placement Test)	Ready	Ready	Ready	Ready	Ready	Main	Stage III - Main

- Verify the Student Test Status before the student attempts to start a test unit in TestNav. The Student Test Status should be "Ready" and the lock icon should not be visible in the status box.

Pearson Student Code	Last Name	First Name	Middle Name	Username	Session	S IV Listening	S IV Reading	S IV Writing Part 1	S IV Writing Part 2	S IV Speaking	Form Group Type	Form
149410817	StageIV	Studentonline		9357751522	Stage IV - Grade 8 (AZELLA Stage IV Placement Test)	Ready	Ready	Ready	Ready	Ready	Main	Stage IV - Main
745816131	Iviviviv	Iviviviv		3870717660	Stage IV - Grade 8 (AZELLA Stage IV Placement Test)	Ready	Ready	Ready	Ready	Ready	Main	Stage IV - M

Unlocked

Locked

2

- If a student signs in to TestNav and the test unit is locked or if a student has completed a test unit and is ready to begin the next unit, unlock the test unit in PearsonAccess<sup>next</sup>, then instruct the student to click on the Refresh button on the TestNav 8 Available Tests screen.

Student view in TestNav 8:

TestNav
TestNav\_User

AVAILABLE TESTS

Available Tests

Refresh

AZELLA Stage IV Listening Placement

Start >>

AZELLA Stage IV Reading Placement

Start >

AZELLA Stage IV Speaking Placement

Start >

AZELLA Stage IV Writing Part 1 Placement

Start >

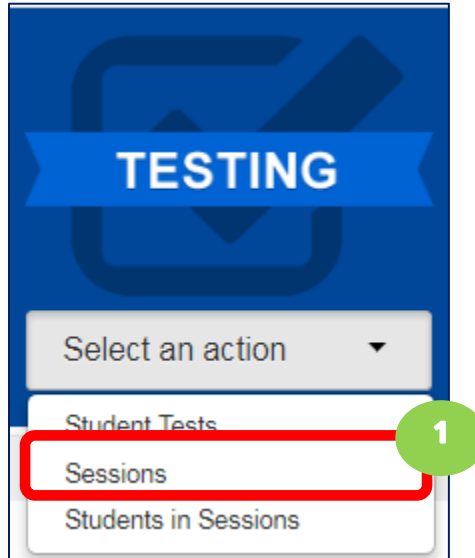
AZELLA Stage IV Writing Part 2 Placement

Start >

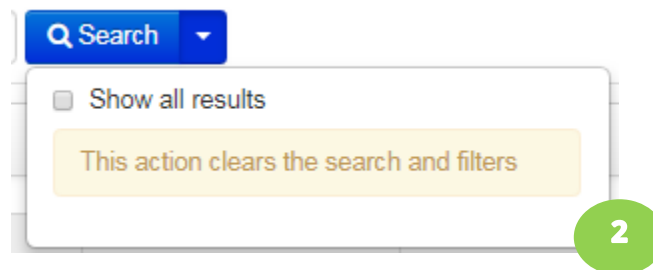
## Resuming a Student Test Unit 11 steps

When a student signs out of TestNav or if a test times out, the student's test status changes to Exited, and the student's test must be resumed before the student may sign in to TestNav to complete testing. TestNav will not allow the student to sign in until the test has been resumed.

1. To resume a student test, from the Home page, select **Sessions** from the Testing drop down menu.



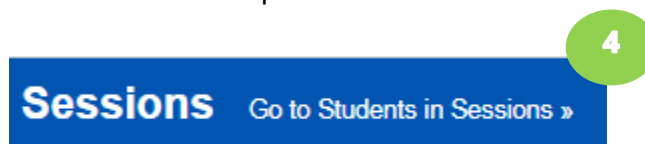
2. On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box.



3. Next, place a check in the check box in the Sessions header row.

<input checked="" type="checkbox"/> Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input checked="" type="checkbox"/> Stage III - Grade 3 SPV	Ready	06/12/2018	AZELLA Stage III Placement Test	1		Erica Elementary School (987000)
<input checked="" type="checkbox"/> Stage III - Grade 3	In Progress	06/12/2018	AZELLA Stage III Placement Test	3	06/12/2018 01:00:26 PM	Erica Elementary School (987000)
<input checked="" type="checkbox"/> Stage III - Grade 4	In Progress	06/15/2018	AZELLA Stage III Placement Test	1	06/18/2018 12:11:40 AM	Erica Elementary School (987000)
<input checked="" type="checkbox"/> Stage IV - Grade 8	In Progress	06/15/2018	AZELLA Stage IV Placement Test	2	06/18/2018 04:19:10 AM	Erica Elementary School (987000)
<input checked="" type="checkbox"/> Stage V - Grade 10	Not Prepared	06/15/2018	AZELLA Stage V Placement Test	1		Erica Elementary School (987000)

4. Click the Students in Sessions link near the top of the screen.



5. On the Students in Sessions screen, select a session from the **Session List**.

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

**Tasks** 0 Selected
 

Select Tasks
 Start

**Students in Sessions** 1 Selected
 [Clear](#)

Manage

**Session List**
[Add a Session](#)

- Combined View
- Stage III - Grade 3 SPV
- Stage III - Grade 3**
- Stage III - Grade 4
- Stage IV - Grade 8

5 Sessions | [Clear](#)

**Stage III - Grade 3**
[Reso](#)

In Progress

Stage III - Grade 3 (3 Student Tests)

S III Listening

12

S III Reading

12

S III Writing Part 1

21

S III Writing Part 2

21

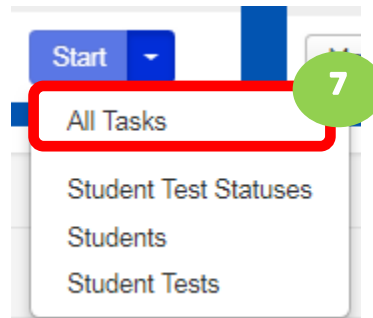
S III Speaking

111

6. Place a check in the check box by the desired student test. The Student Test Status will be “Exited”.

Pearson Student Code	Last Name	First Name	Middle Name	Username	Session	S III Listening	S III Reading	S III Writing Part 1	S III Writing Part 2	S III Speaking	Form Group Type
<input type="checkbox"/> 993012427	OnlineForm	StudentA		5829498642	Stage III - Grade 3 (AZELLA Stage III Placement Test)	Completed	Completed	Completed	Completed	Completed	Main
<input checked="" type="checkbox"/> 706768944	Sample	Sample	D	5356589339	Stage III - Grade 3 (AZELLA Stage III Placement Test)	Completed	Completed	Ready	Ready	Exited	Main
<input type="checkbox"/> 9006230344	StageIII	Studentonline		9006230344	Stage III - Grade 3 (AZELLA Stage III Placement Test)	Ready	Ready	Ready	Ready	Ready	Main

7. Next, select **All Tasks** from the **Start** drop down menu.



8. On the Resume Student Tests tab, place a check in the Students in Sessions check box.  
9. Click the **Resume** button.

PearsonAccess<sup>next</sup> Arizona > AZELLA > AZELLA Placement 2018-2019 Erica District (987654)

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

Resume Student Tests Add Students to Sessions Remove Students from Sessions Move Students between Sessions Manage Student Tests

Resume Student Tests

STUDENTS IN SESSIONS (1) DETAILS

STUDENT NAME (CODE)	SESSION (STUDENT TEST)	S III Listening	S III Reading	S III Writing Part 1	S III Writing Part 2	S III Speaking
Sample, Sample D (706768944)	Stage III - Grade 3 (AZELLA Stage III Placement Test)	Completed	Completed	Ready	Ready	Exited

10. A confirmation page will show the Student Test Status as Resumed.

Success Changes saved

Resume Student Tests Resume Reset

STUDENTS IN SESSIONS (1) DETAILS

STUDENT NAME (CODE)	SESSION (STUDENT TEST)	S III Listening	S III Reading	S III Writing Part 1	S III Writing Part 2	S III Speaking
Sample, Sample D (706768944)	Stage III - Grade 3 (AZELLA Stage III Placement Test)	Completed	Completed	Ready	Ready	Resumed

11. The student may sign in to TestNav with the credentials supplied on the test ticket.