

2019–2020
Florida
PearsonAccess Next
User Guide

Updated January 21, 2020

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Introduction

The purpose of this user guide is to provide step-by-step instructions for commonly performed district and school tasks in PearsonAccess Next. This document is specific to Florida's NGSSS statewide assessments. Additional online support for PearsonAccess Next is available at <https://support.assessment.pearson.com/x/BYDy>.

This guide should be used in conjunction with the relevant test administration manuals.

Additional test administration resources and scripts are available at <http://florida.pearsonaccessnext.com/resources-training>.

Please note that all setup activities take place in PearsonAccess Next, available at <http://fl.pearsonaccessnext.com>.

General Information

Logging in to PearsonAccess Next

The district assessment coordinator is responsible for creating two accounts for school assessment coordinators: one for the operational PearsonAccess Next site and one for the PearsonAccess Next Training Center. An email will be sent to the user with a username and instructions for creating a password for each PearsonAccess Next site.

The Training Center will be used for the Infrastructure Trial, and it also provides a place to practice PearsonAccess Next activities in a non-operational environment. To access the Training Center, select **Training Center** at <http://fl.pearsonaccessnext.com>. Before completing an activity using either account, confirm that you are logged in to the appropriate site. If you experience difficulty logging in to either PearsonAccess Next site, before contacting Pearson Customer Support, ensure that you are logging in using the correct account information. The operational PearsonAccess Next site has a blue theme, and the Training Center has a brown theme.

Pearson continually monitors and evaluates the recommended and supported software requirements for PearsonAccess Next. As vendors release newer versions of their products, Pearson updates the recommended operating systems and browsers accordingly. For more information, see <https://support.assessment.pearson.com/x/NYDy>.

■ Log in for the First Time

After you receive the email providing your username, follow these steps to log in to PearsonAccess Next.

1. Click the link in the email.
2. Create a password; you will be prompted to enter it twice, and then click **Set Password**.
3. Read the Confidentiality Agreement and click **Accept**.
4. Click **Logout** when finished.

You have only **five** chances to enter the correct username and password on the login screen. If the fifth attempt is unsuccessful, your account will be locked. If your account is locked, contact Pearson Customer Support at 877-847-3043 or by using Pearson's webform (<http://download.pearsonaccessnext.com/ref/w.html?p=FLORIDA>) found on the PearsonAccess Next home page.

■ To Reset Your Password

1. On the login screen, click **Forgot Password** to go to the *Reset Password* screen.
2. Enter your username and email address, and then click **Request Password Reset**.
3. You must enter your exact username and email address. If you do not know your username, contact your district assessment coordinator. If either your username or email does not match the name and email associated with your user account, you will not be able to reset the password.
4. Upon a successful match, an email containing instructions on how to set up a new password will be sent to the email address associated with your account.

■ Log in Again

The second time that you log in, use the following login procedure:

For **PearsonAccess Next**

1. Go to <http://fl.pearsonaccessnext.com>.
2. Click **Sign In** to go to the login screen.
3. Enter your username and password, and then click **Login** to go to the home page.

For the **Training Center**

1. Go to <http://fl.pearsonaccessnext.com>.
2. Click **Training Center** under **Related Links**.
3. Click **Sign In** to go to the login screen.
4. Enter your username and password, and then click **Login** to go to the home page.

Training Center

Accessed from the PearsonAccess Next home page, the Training Center provides an opportunity to practice PearsonAccess Next tasks. It requires username and password setup, and Training Center accounts are created by the district assessment coordinators.

To set up the Training Center for an infrastructure trial, which is a simulation of test setup and administration, follow the instructions provided in the Infrastructure Readiness Guide. To access this guide, go to:
<http://florida.pearsonaccessnext.com/resources-training>.

This section includes a Test Setup Exercise, which can be completed in the Training Center. This exercise will take you through all the major test setup tasks (e.g., creating a new student, assigning the student to a session, signing in to a test), and it will ensure that your school has a computer capable of completing required administrative tasks, including printing Student Authorization Tickets and Advanced Session Rosters.

Test Setup Exercise

Familiarize yourself with PearsonAccess Next procedures by walking through all the steps described below and on the following page. The Training Center has a brown theme, and the operational PearsonAccess Next site has a blue theme. Please note that some fields in the Training Center may not resemble the same fields in the operational site, which is customized for specific administrations. **Any data or settings you manipulate in the Training Center will not affect actual data or settings for your school.** The process requires you to register a sample student, John Doe, to take a sample test. Following registration, you will use the authorization ticket created for John Doe to access TestNav.

Complete the Test Setup Exercise at a School

1. Go to trng-fl.pearsonaccessnext.com.
2. Click **Sign In**. Enter your username and password, and then click **Login** to go to the home page.
3. Ensure the **Florida > 2019–2020 > Infrastructure Trial** administration is selected at the top right side of the screen.
4. From the home page, click **Setup** and then **Students**.
5. Open the task list and select the **Create / Edit Students** and **Registration** tasks, and then click **Start**.

Edit Student Details

1. Select your organization (school).
2. Use JOHN DOE for the student name, and enter mock data for all other required fields (indicated by red asterisks). Type a sample Florida Education Identifier (FLEID) in the *Student Code* field. The FLEID must be "FL" followed by 12 digits.
3. Click **Create**.

General Information

Register Students

1. Select the **Register Students** tab.
2. Ensure JOHN DOE is selected on the left side of the screen. Mark the checkbox next to **Registered**. Click **Save**.

Note: If the student's class already exists in the Training Center, follow instructions under **Manage Student Tests**. If the student's class does not exist, skip to **Manage Classes**, follow steps 6–9, and then return to **Manage Student Tests**.

Manage Student Tests

3. Select the **Manage Student Tests** tab.
4. Select JOHN DOE from the **Student** drop-down menu, then select *Infrastructure Trial* under **Test** and select **Organization, Class Name, and Type**.
5. Enter or change student test information as needed. Click **Create**.

Manage Classes

6. Select the **Manage Classes** tab.
7. Click **New Class** to create a new class. You will be required to enter and save information for the class before it appears in the **Class** drop-down menu.
8. Click the drop-down arrow under **Class** and select the class to which the student should be assigned.
9. If you have students listed, check the box next to the assigned test under each student name to assign the student to that class. Click **Save**.
10. Select **Exit Tasks**.

Create Test Sessions and Add Students to Sessions

1. From **Testing > Sessions**, open the task list and select **Create / Edit Sessions**. Click **Start**. Populate the required fields on this screen.
2. To add JOHN DOE to the session, ensure **Find by Name or ID** is selected at the bottom of the screen. Search for JOHN DOE. Click **Create**. Click **Exit Tasks**.
3. From **Testing > Sessions**, search for the session you just created and select it. Then click the **Go to Students in Sessions** link in the top left corner of the screen.
4. Select the session from the **Session List**, and then click **Prepare Session**. The session status will change to Ready once it has finished preparing.

Print Authorization Tickets

1. From **Testing > Students in Sessions**, add the test session to the **Session List** on the left side of the screen.
2. Click the session to select it.
3. Open the **Resources** drop-down menu and select *Print all for this session* or *Print selected for this session* under **STUDENT AUTHORIZATION TICKETS**.
4. Select a print format.
5. Use your browser's print function to print the test ticket.

Sign in to TestNav

1. Launch the TestNav app and proceed to the student **Sign In** screen.
2. Enter the Username and Password from the Student Authorization Ticket. Click **Sign In**. Once you have successfully logged in to the sample session, you have completed your Test Setup Exercise.

District Assessment Coordinator Tasks

Ordering/Tracking Materials

Create an Order

To create an order, follow these steps:

1. From **Setup > Orders & Shipment Tracking**, click to open the **Select Tasks** drop-down menu and select **Create / Edit Orders**. Click **Start**.

2. Enter **Date Needed**. You may optionally add details in the **Reason** and **Special Instruction** fields. Choose an address from the **Use a Stored Contact** drop-down menu or complete Contact Information and Shipping Address fields.

District Assessment Coordinator Tasks

- Click **Add Items** under Materials Order. Enter the amount of each item and click **Save**.

Amount	Description	Item #	Subject
0	REGULAR PRINT KIT, U.S. HISTORY	FL00010237	U.S. History

- Click **Create** on the top right corner of the *Details* screen to place your order. Click **Reset** to clear your order and begin again.



View Orders

- From **Setup > Orders & Shipment Tracking**, search to find your order(s). You can change the search to find orders placed or updated during a longer period of time by changing the setting in the drop-down menu next to the **Search** button. Click the information icon next to the order number to view order details.

A screenshot of the 'Orders & Shipment Tracking' interface. It shows a search bar with a dropdown menu set to 'Last 30 days' and a 'Search' button. Below the search bar, there are filters for Order #, Sales Order #, Type, Receiving Organization, and Status. A table displays 7 results with columns for Order #, Sales Order # / Line #, Type, and Status. The table shows various order statuses like 'backordered', 'delivered', 'processing', 'rejected', 'transit', and 'submitted'. A red oval highlights the search bar and the 'Search' button.

- The **Details & Status** tab provides the status of the order. The **Ship To** tab provides shipping information. The **Materials Order** tab provides all material(s) ordered. The **Shipments** tab provides tracking number(s) to track the shipment.

A screenshot of the 'Order Details' interface. It shows the Order # 32 and Sales Order # / Line # 5299747 / 2. Below this, there are four tabs: 'Details & Status', 'Ship To', 'Materials Order (33)', and 'Shipments (1)'. The 'Details & Status' tab is currently selected.

These are the available order statuses, in chronological order:

Status	Description
Submitted	Order has been created.
Rejected	Order has been denied.
Pending	Order has been approved and will be prepared for shipping.
Processing	Order is being prepared.
Backordered	Ordered materials are not currently available, but will be sent when available.
Transit	Order has been sent.
Delivered	Order has been delivered.

An email notification is sent when order status changes to Rejected or Pending.

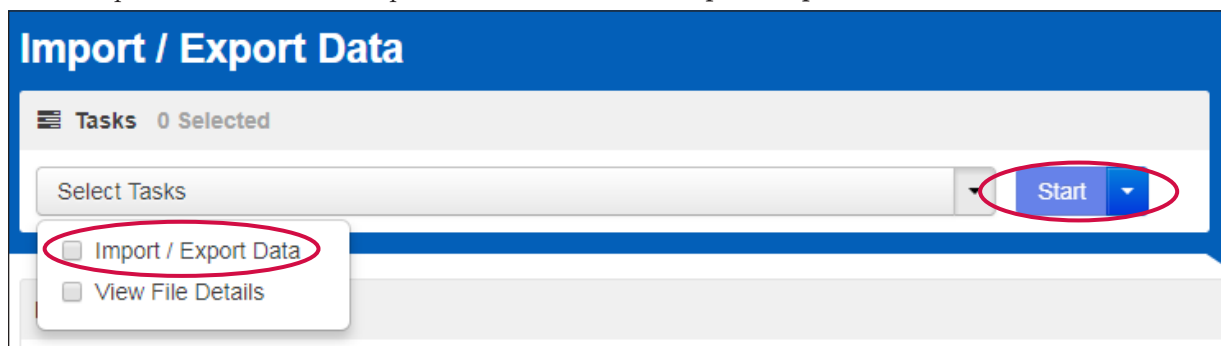
Adding/Managing Users

Add Users

Option 1—Import a File

You can import a user file to add new users or to update or replace existing users. This process is commonly used for additions or changes that involve multiple users.

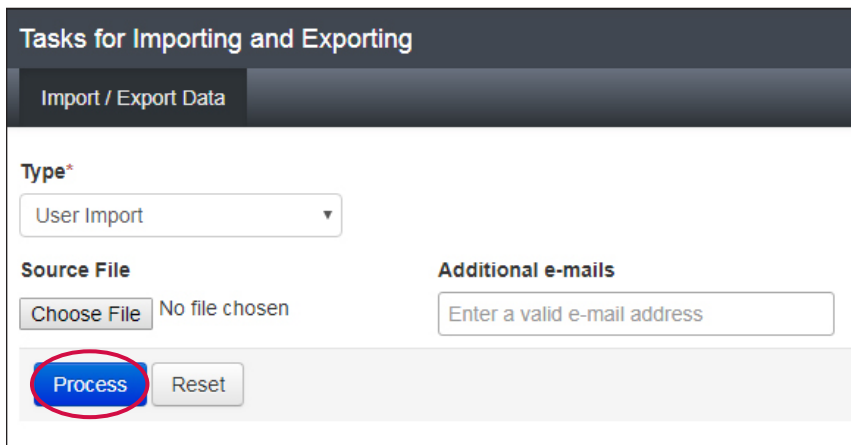
1. Click **Setup > Import / Export Data**.
2. Click to open the **Select Tasks** drop-down menu and select **Import / Export Data**. Click **Start**.



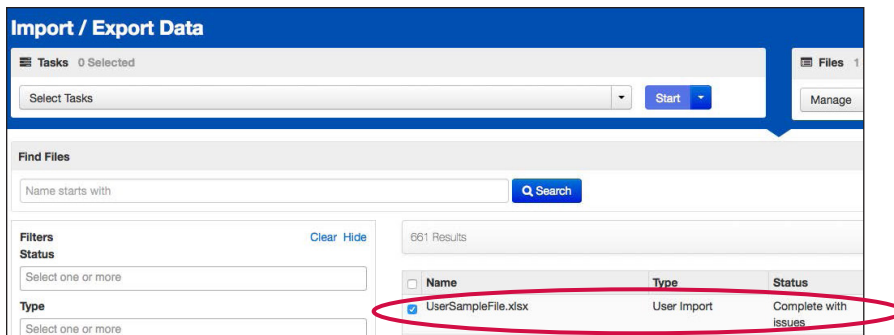
3. From the **Type** drop-down menu, select *User Import*.



4. Navigate on your computer to the file you want to import.
 - a. There are no requirements for naming your file.
 - b. The file must be in .csv or .txt format.
 - c. The following columns are required on the file for each record:
 - Action (c=create; u=update)
 - Username (can be email address)
 - First Name
 - Last Name
 - Email
 - Authorized Organizations (Organizations must be entered as six-digit codes without any hyphens or spaces. Separate multiple organizations with a colon. Do not add a space before or after the colon, e.g., Organization:Organization.)
 - Roles (separate multiple roles with a colon; e.g., SchoolAdmin:SACoord)
 - **DistAssessCoord** (District Assessment Coordinator)—can upload Participation Count files and Student Registration (PreID) files; manages computer-based testing in PearsonAccess Next; and accesses scores at the district and school level
 - **SchoolAdmin** (School Administrator)—can access scores at the school
 - **SACoord** (School Assessment Coordinator)—manages computer-based testing in PearsonAccess Next
 - **TechCoord** (Technology Coordinator)—can proctor cache tests in PearsonAccess Next
 - **CBTTestAdmin** (CBT Test Administrator)—can resume student tests in PearsonAccess Next
 - **PrivateSchoolAdmin** (Private School Administrator)—manages computer-based testing and accesses scores at the school
 - **PrivateSchoolTestAdmin** (Private School Test Administrator)—can resume student tests in PearsonAccess Next
 - Active Begin Date (MM/DD/YYYY)
 - Active End Date (MM/DD/YYYY)
 - Disabled (Y or N)
 - Reason for Disabling Account (Must include this column in the file, but the contents are optional).
5. Click **Process**.



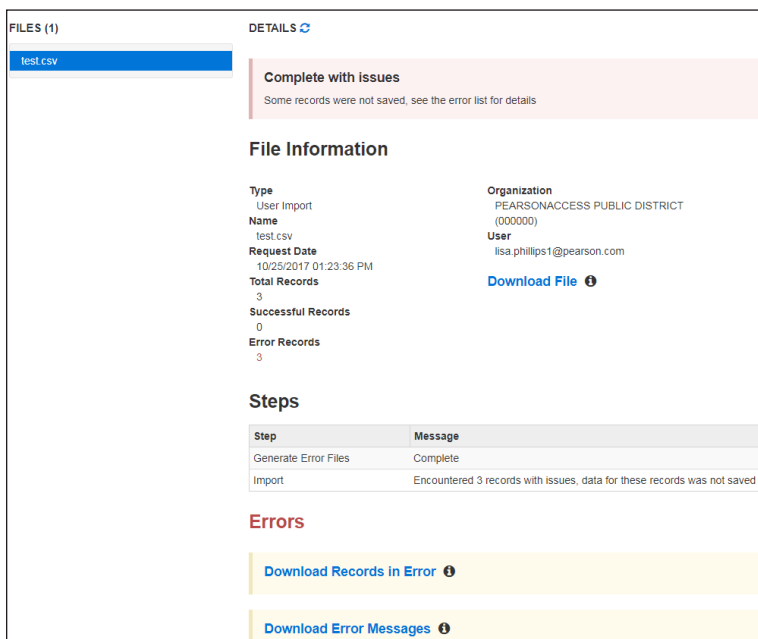
After you import a file, you will see it listed at **Setup > Import / Export Data**.



The Status column displays the file import status. These are common statuses:

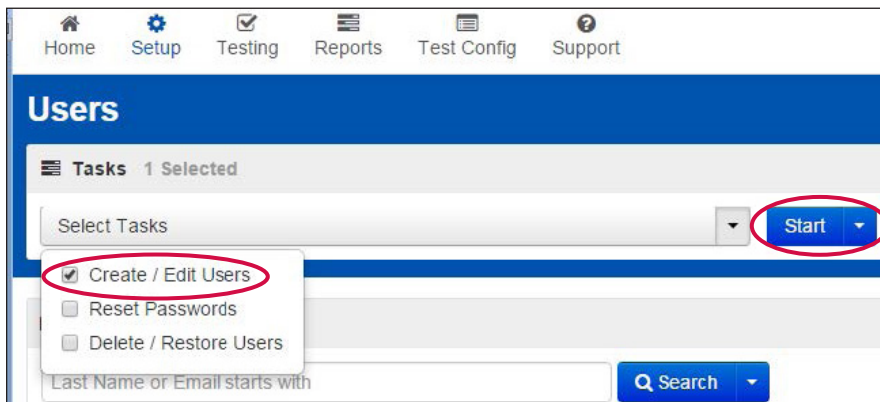
- **Pending**—the file is still being processed and you must wait a while longer.
- **Complete**—the file was uploaded successfully.
- **Complete with issues**—the file was uploaded, but there were problems with some of its contents. Select a file with issues. Then select the *View File Details* task in the drop-down menu and click **Start** to view a description of the issues and to download related error messages. The issues can then be fixed before importing the file again.

The following screenshot shows the information that is displayed for files with a status of **Complete with issues**.



Option 2—Enter Users Individually

1. Click **Setup > Users**.
2. Click to open the **Select Tasks** drop-down menu and select **Create / Edit Users**. Click **Start**.

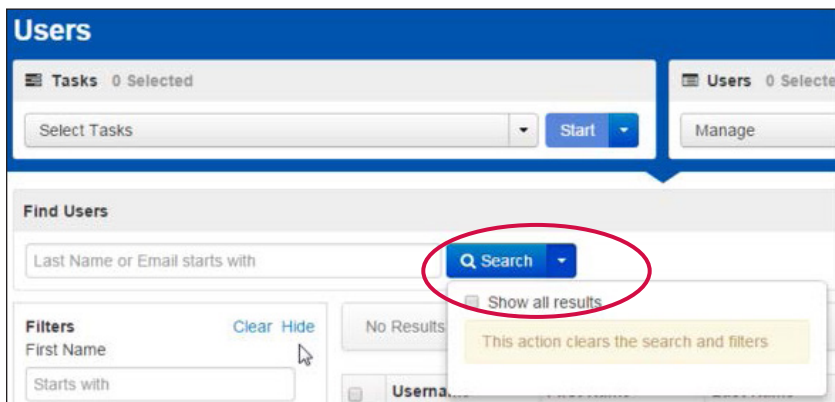


3. Enter the user information and click **Create**.

Note: If no dates are entered into the *Active Begin Date* and *Active End Date* fields, the user's account will begin on the day you create the account and end one year from that date.

Manage User Accounts

1. Click **Setup > Users**.
2. Search to find the user(s) you want to edit, or click the down arrow next to the **Search** button to select the option to *Show all results*. You must select the user you want to edit before proceeding to the next step; otherwise, there will be no one listed on the left side of the screen.

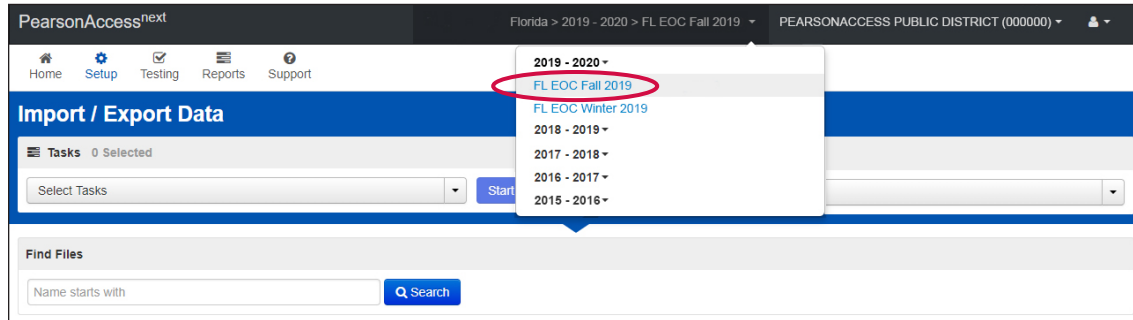


3. Check the box(es) next to the user(s) you wish to edit. Open the task list and select **Create / Edit Users** and click **Start**.
4. Select a user from the list at the left side of the screen. Enter or make changes to the user information and click **Save**. To see more detailed information about the user, click **Show User Details**.

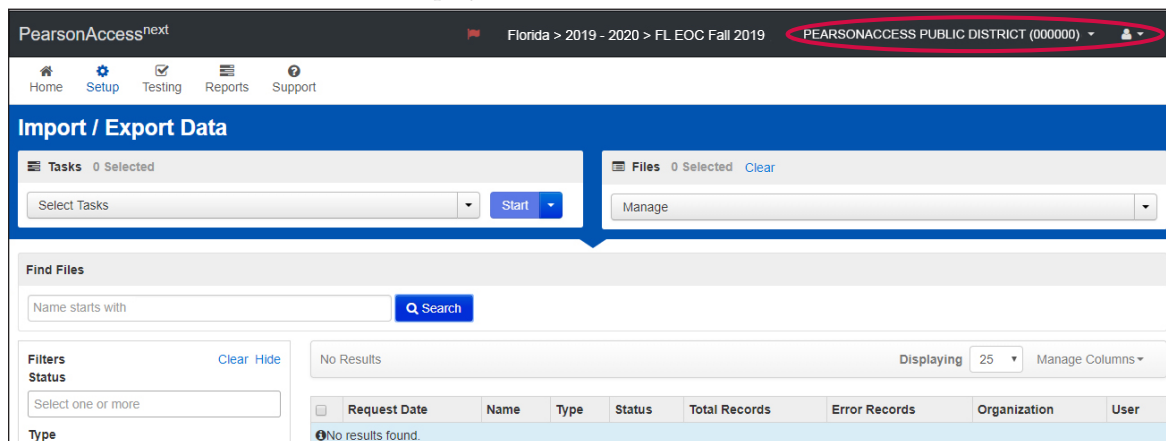
Uploading PreID Files/Accessing PreID Frequency Distribution Reports

Uploading a PreID File

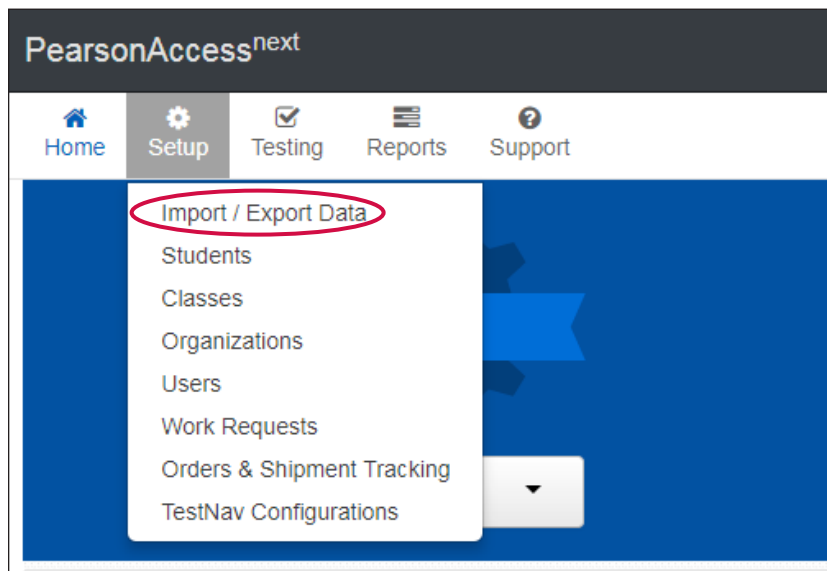
1. Select the test administration from the drop-down menu.



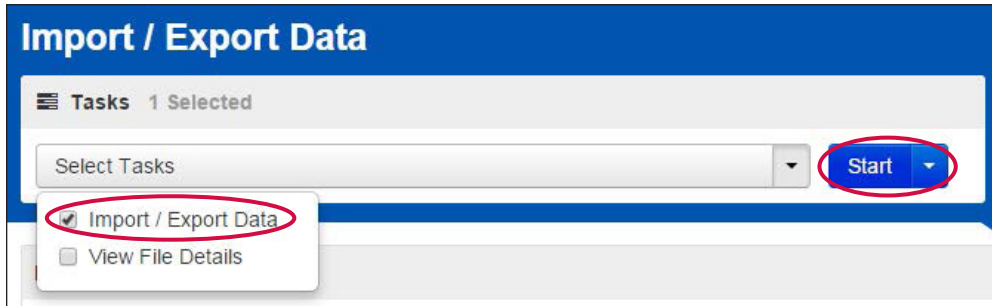
2. Ensure the correct **Organization** is displayed next to the administration.



3. On the **Setup** tab, select **Import / Export Data**.



- Click to open the **Select Tasks** drop-down menu and select **Import / Export Data**. Click **Start**.



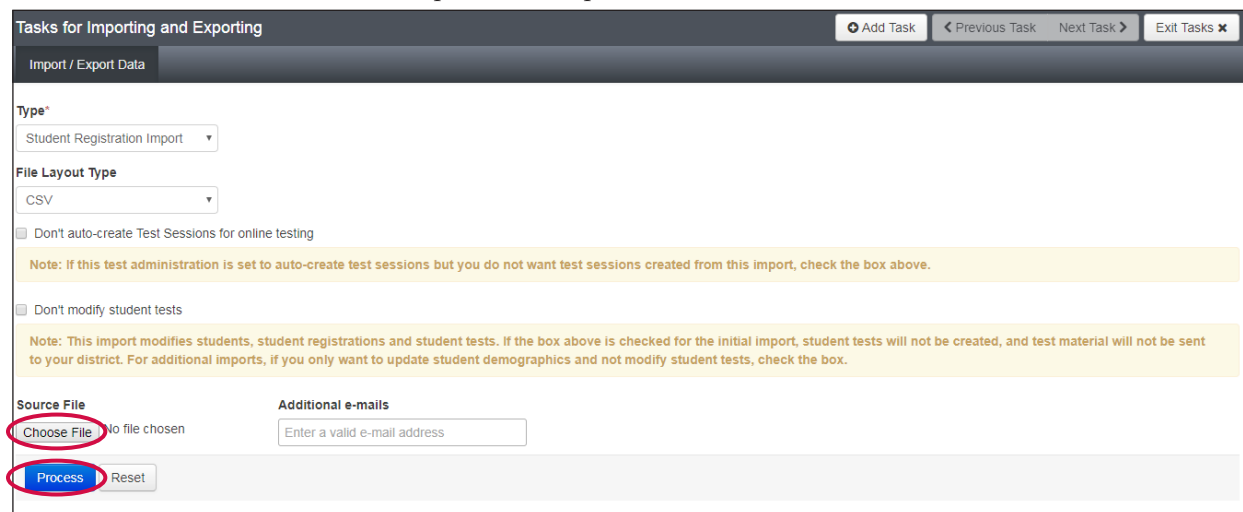
The screenshot shows the 'Import / Export Data' interface. At the top, there's a blue header with the title 'Import / Export Data'. Below it, a grey bar indicates 'Tasks 1 Selected'. A dropdown menu labeled 'Select Tasks' is open, showing two options: 'Import / Export Data' (which is checked and circled in red) and 'View File Details'. To the right of the dropdown, a blue 'Start' button is also circled in red.

- Select *Student Registration Import* from the **Type** drop-down menu.



The screenshot shows the 'Tasks for Importing and Exporting' interface. The 'Import / Export Data' tab is selected. Below it, the 'Type*' dropdown menu is open, showing a list of options: 'Personal Needs Profile Export', 'Personal Needs Profile Import', 'Student Registration Export', 'Student Registration Import' (which is circled in red), 'User Export', and 'User Import'.

- Click **Choose File** and select a file to upload and import. Click **Process**.

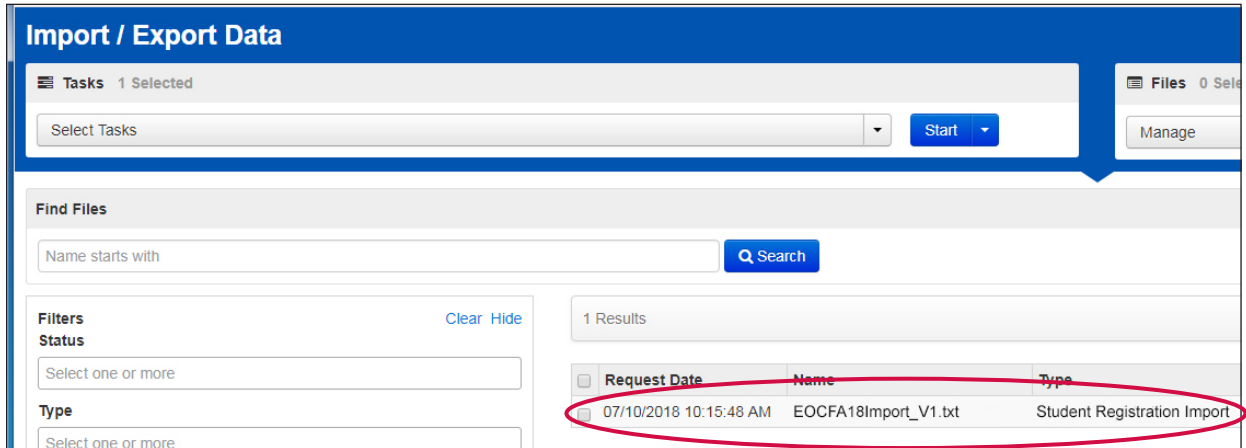


The screenshot shows the 'Tasks for Importing and Exporting' interface. The 'Import / Export Data' tab is selected. The 'Type*' dropdown is set to 'Student Registration Import'. The 'File Layout Type' dropdown is set to 'CSV'. There are two checkboxes: 'Don't auto-create Test Sessions for online testing' (checked) and 'Don't modify student tests' (unchecked). Below the first checkbox, a note states: 'Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.' Below the second checkbox, a note states: 'Note: This import modifies students, student registrations and student tests. If the box above is checked for the initial import, student tests will not be created, and test material will not be sent to your district. For additional imports, if you only want to update student demographics and not modify student tests, check the box.' The 'Source File' section shows a 'Choose File' button circled in red, with the text 'No file chosen' next to it. The 'Additional e-mails' section has a text input field with the placeholder 'Enter a valid e-mail address'. At the bottom, the 'Process' button is circled in red, along with a 'Reset' button.

When **Don't auto-create Test Sessions for online testing** is selected, test sessions are not automatically created with the file import.

When the **Don't modify student tests** option is selected, student tests will not be updated from the file import. Only student demographic data (e.g., FLEID, ethnicity, race) are updated.

7. After you import a file, you will see it listed under **Setup > Import / Export Data**.



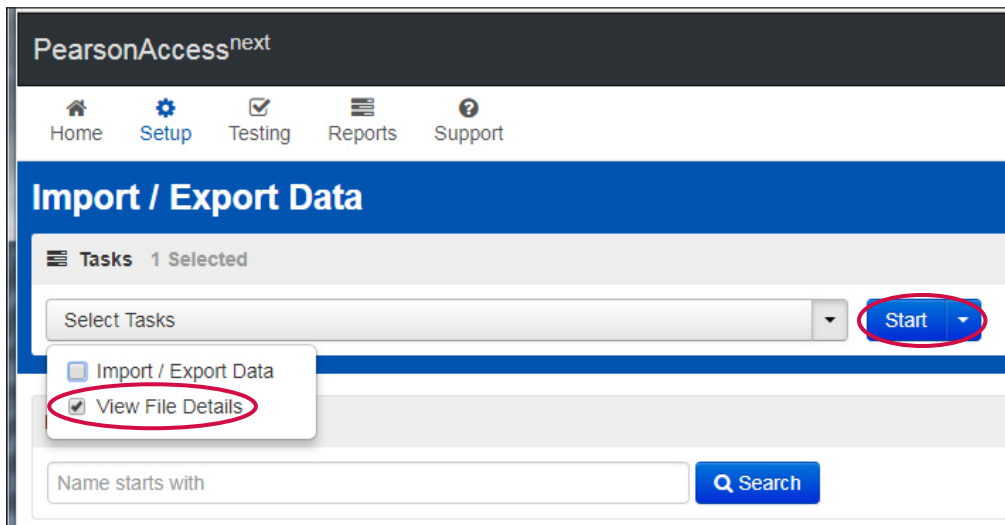
The Status column under Results displays the file import status. These are the common statuses you may see:

- **Pending**—the file is still being processed and you must wait a while longer.
- **Complete**—the file was uploaded successfully.
- **Complete with issues**—the file was uploaded, but there were problems with some of its content.

In order to fix any issues before re-importing a file with a **Complete with issues** file import status, follow the steps below and on the following page to view a description of the issues and to download related error messages:

Viewing the File Details and Issues of a PreID File

1. Check the box beside the file with a **Complete with issues** status.
2. Click to open the **Select Tasks** drop-down menu and select **View File Details**. Click **Start**.



- Review the errors on the *Details* screen.

FILES (1)

00WNTEOC2016V1.csv

DETAILS

Complete with issues
Some records were not saved, see the error list for details

File Information

Type Student Registration Import	Organization PEARSONACCESS PUBLIC DISTRICT (000000)
Name 00WNTEOC2016V1.csv	User LeannDAC
Request Date 10/30/2016 09:34:52 PM	Download File
Total Records 104	Download Students Created
Successful Records 99	
Error Records 5	

Steps

Step	Message
Format Verification	Complete
Import	Encountered 5 records with issues, data for these records was not saved
Generate Error Files	Complete

Errors

[Download Records in Error](#)

[Download Error Messages](#)

Accessing the PreID Frequency Distribution Report

- Click the **Reports** tab and then select **Published Reports**.

PearsonAccess^{next}

Home Setup Testing **Reports** Support

Operational Reports
Published Reports
Completed Tests Report

Select an action ▼

- Click **PreID Summary Report**. (You may need to use the *Find Reports* field to search for the PreID Summary Report.)

Published Reports

Tasks 0 Selected
No tasks available.

Published Reports 0 Selected Clear
Manage Download

Find Reports

Enter File Name Search

Filters Clear Hide

Organization Type
Select one or more

Organization Name
PEARSONACCESS PUBLIC DISTRICT (000000)

Published Report Date Range
mm/dd/yyyy to mm/dd/yyyy

1 Result

File Name	Size (KB)	Date Published	Organization Name
PreID Summary Report	35	07/29/2017 02:01:52 AM	PEARSONACCESS PUBLIC DISTRICT (000000)

« 1 »

- Open the downloaded report to view.

Uploading a Student Accommodations File

You can upload a Student Accommodations file, called a Personal Needs Profile (PNP) in PearsonAccess Next, to update the accommodations (Text-to-Speech or Masking) assigned to a student. This process is commonly used for additions or changes that involve multiple students. **Note: This task must be completed prior to preparing sessions. You will receive an error message if you try to update accommodations for a student's test that is in a Prepared or Started session.**

- Click **Setup > Import / Export Data**.
- Click to open the **Select Tasks** drop-down menu and select **Import / Export Data**. Click **Start**.

Import / Export Data

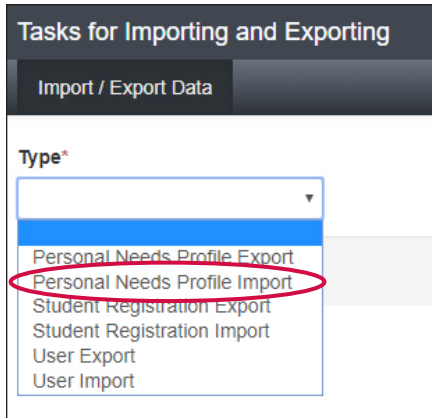
Tasks 0 Selected

Select Tasks Start

Import / Export Data

View File Details

3. From the **Type** drop-down menu, select *Personal Needs Profile Import*.



The screenshot shows a web application window titled "Tasks for Importing and Exporting". Below the title bar is a tab labeled "Import / Export Data". Underneath the tab is a section labeled "Type*" with a dropdown menu. The dropdown menu is open, showing a list of options: "Personal Needs Profile Export", "Personal Needs Profile Import" (which is circled in red), "Student Registration Export", "Student Registration Import", "User Export", and "User Import".

4. Navigate on your computer to the file you want to import.
- There are no requirements for naming your file.
 - The file must be in .csv or .txt format.
 - The following columns are required on the file for each record:
 - District Number
 - 2 digits
 - School Number
 - 4 digits
 - Student Last Name
 - Up to 17 characters
 - Student First Name
 - Up to 12 characters
 - FLEID
 - Required length of 14 characters beginning with "FL" followed by 12 digits
 - Test Indicator
 - BIO1, CIV, HIST
 - Online Indicator
 - Online, Paper
 - The following columns are optional on the file for each record. If one of these fields is left blank, no changes will be made to that assigned accommodation.
 - Text-to-Speech – Online Accommodation
 - Type Y for Yes, or type N for No
 - Masking – Online Accommodation
 - Type Y for Yes, or type N for No

5. Click **Process**.

After you import a file, you will see it listed at **Setup > Import / Export Data**.

The Status column displays the file import status. These are common statuses:

- **Pending**—the file is still being processed and you must wait a while longer.
- **Complete**—the file was uploaded successfully.
- **Complete with issues**—the file was uploaded, but there were problems with some of its contents. Select a file with issues. Then select the *View File Details* task in the drop-down menu and click **Start** to view a description of the issues and to download related error messages. The issues can then be fixed before importing the file again.

Moving Students between Schools

Follow the steps below to transfer students from one school in your district to another school.

1. From **Setup > Students**, search for the student to move, or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student to move.
2. Click to open the **Select Tasks** drop-down menu and select **Manage Enrollments**. Click **Start**.
3. If you do not see the school to which you need to move a student, click in the **Organizations** field and add the new school. The new school will display in another column in the **Manage Enrollments** section.
4. Check the box under the new school and uncheck the box under the old school.
5. Select **Save** and then **Exit Tasks**.

Assigning Students to Sessions

The process below and on the following page allows you to assign special program students to a test session at a designated testing location while keeping their scores with their enrolled programs.

1. From **Testing > Sessions**, search to find your test session(s), or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the session(s) to which you wish to add students.
2. Click to open the **Select Tasks** drop-down menu and select **Create / Edit Sessions**. Click **Start**.
3. Make sure the appropriate session from **Sessions** on the left side of the screen is selected.

- Under **Students** at the bottom of the screen, click in the **Add students to session** box to begin searching.
You can select either **Find by Class** or **Find by Name or ID**. Available students or classes will be listed here. Click a listed student or class to be included in the session. When you have made your student or class selection(s), click **Save**.

- The student will now appear in the session at the location in which he or she will be testing.

Monitoring Test Status

Follow the instructions below to monitor testing in your schools:

- From **Testing > Students in Sessions**, click **Add a Session** to add the test session(s) to the **Session List** on the left side of the screen. If you have trouble finding your session, go to **Testing > Sessions**, select *Show all results* from the **Search** drop-down menu, and select the test session(s) that contains the students whose statuses you want to view. Click **Go to Students in Sessions**, located above the task list, and the session(s) will be listed.
- Click a session in the **Session List**.
- Search to find the student(s) whose status you want to view, or click the down arrow next to the **Search** button to select the option to *Show all results*.

The categories are:

- **Ready**—The student has not started the test.
- **Active**—The student has logged in and started the test.
- **Exited**—The student has exited the test but has not submitted his or her test. (The student cannot resume the test unless authorized by the school assessment coordinator or the test administrator, if applicable.)
- **Resumed**—The student has been authorized to resume the test but has not yet logged in.
- **Resumed-Upload**—The student has been authorized to resume the test, and any responses saved locally will be uploaded.
- **Completed**—The student's submitted test data have been processed.
- **Marked Complete**—The student has exited the test and will not resume the same test. The test has been submitted for scoring.

Click the **Marked Complete** icon to see how many questions were answered.

- Click **Refresh** to update the Status column. If some time has passed and you have any concerns about a student whose status is not Completed, please contact Pearson Customer Support by calling 877-847-3043 or by using the webform (<http://download.pearsonaccessnext.com/ref/w.html?p=FLORIDA>) found on the PearsonAccess Next home page.

Completed Tests Reports

You can view the number of tests assigned in PearsonAccess Next, the number of assigned tests that have been completed, and the number of assigned tests that are not completed using the **Completed Tests Report**.

To access this report:

1. Select **Reports > Completed Tests Report**.
2. You can filter to view a specific organization by using the **Organization** filter on the left side of the screen. You can also use the **Test Name** filter to see results for a specific test. If no test name is selected, the report will show numbers for all subjects in the selected administration
3. The screen will display information at the district level followed by information for the selected organization.

Reopening Student Tests

If a student submits his/her test and needs to return to the test the same day, follow the steps below to reopen the test for the student.

1. From **Testing > Students in Sessions**, search to find the student(s) whose test needs to be reopened, or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student(s). **Note:** The student's test must be in Marked Complete or Completed status to complete these actions.
2. Click to open the **Select Tasks** drop-down menu and select **Undo Student Test Submissions**. Click **Start**.
3. Select the checkbox next to the student name(s).
4. Click **Undo Submissions**. Then click **Exit Tasks**. The student's test will be in Exited status and will need to be resumed to return to testing.

Invalidating Tests

Review policies regarding test invalidation on pages 23–24 of the *Spring 2020 NGSSS End-of-Course Assessments Test Administration Manual* (Spring 2020 NGSSS EOC Manual). Remember that invalidations for computer-based tests must be recorded in PearsonAccess Next **by 4:00 p.m. (Eastern time) on the final day of testing for each administration**. After that date, you must contact the Florida Department of Education (FDOE) to report any test invalidations.

To invalidate a test:

1. From **Testing > Student Tests**, search to find a student test(s), or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student test(s) you want to edit.
2. Click to open the **Select Tasks** drop-down menu and select **Edit Student Tests**. Click **Start**.
3. Select the student test you wish to edit under Student Tests and edit the listed information, as appropriate.
4. Scroll down to the *Do Not Score* field for the student record.
 - Click the box next to **Do Not Score**.
 - Select a reason in the *Do Not Score Reason* field.
 - Accommodation Given By Mistake
 - Accommodation Not Given
 - Cheating
 - Disruptive
 - Duplicate Test

- Electronic Device
- Grade Mismatch
- Illness
- Left Campus
- Test Admin Error
- Withdrawn from School*
- Unsubmitted Test
- Other

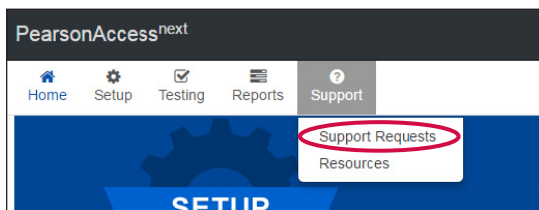
* This invalidation code should be used only if the student began a test but withdrew before completing it. If a student withdrew before testing, he or she should still be in Ready status and should be removed from the test session.

5. Click **Save** when you have completed all edits.

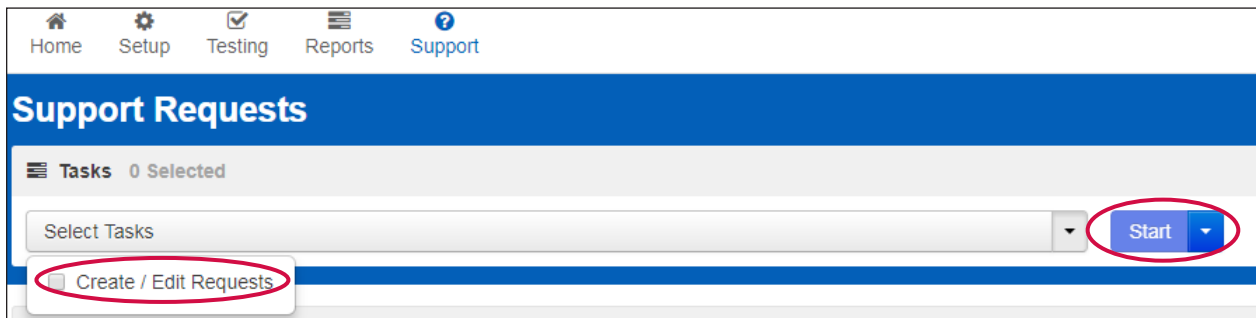
Uploading the Materials Return List

Districts will complete the Materials Return List when preparing boxes for return to Pearson. The forms can either be faxed to Pearson at 319-358-4270 or uploaded to the Support Requests area of PearsonAccess Next on the day of pickup. See below for instructions on how to upload the form.

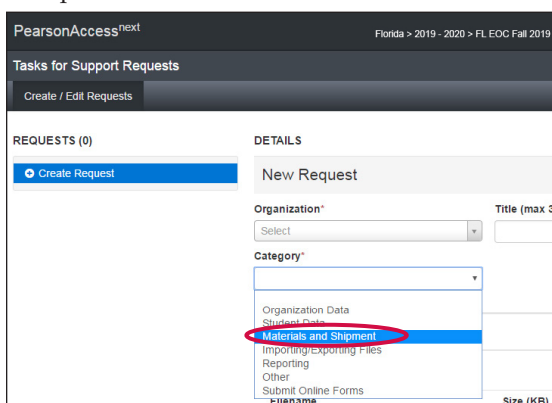
1. Click **Support > Support Requests**.



2. Click to open the **Select Tasks** drop-down menu and select **Create / Edit Request**. Click **Start**.



3. Complete the fields on the **Details** screen. From the **Category** drop-down menu, select **Materials and Shipment**.



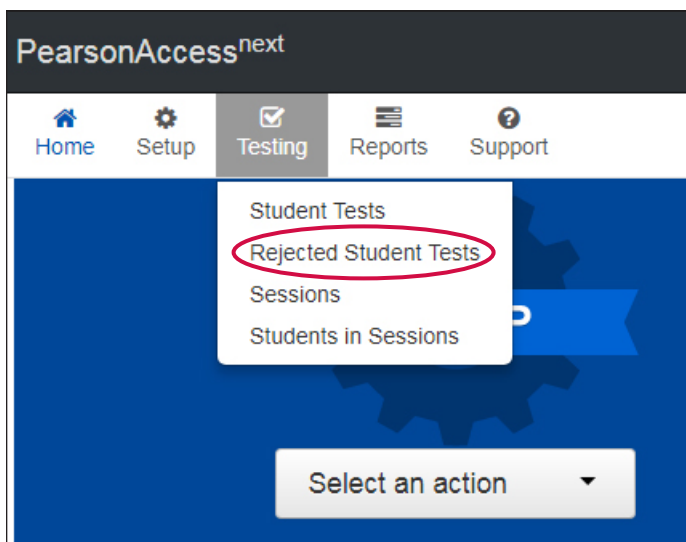
4. Click **Choose Files** and navigate to the saved Materials Return List on your computer.
5. Click **Create**.

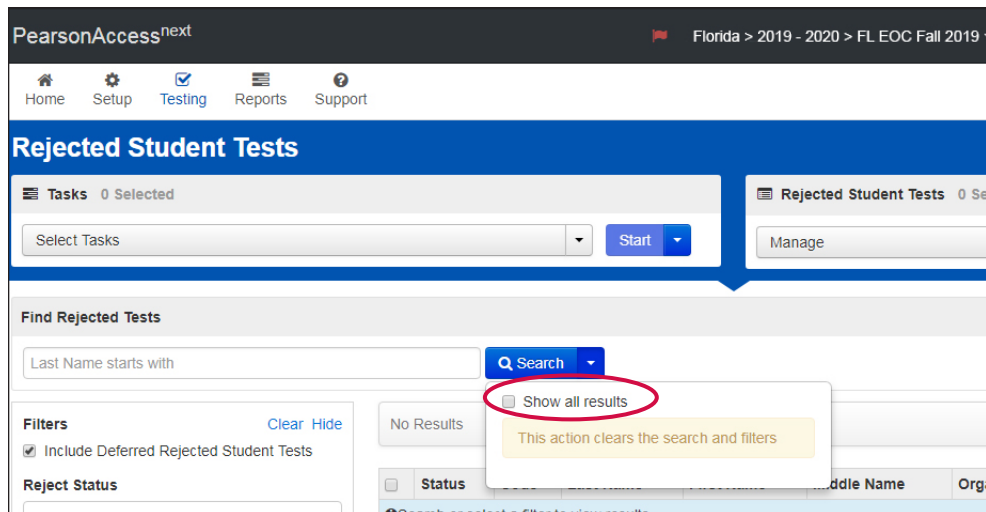
Updating Missing Demographic Data / Resolving Rejected Student Tests

Rejected student tests apply to paper-based tests only. A rejected student test will occur in PearsonAccess Next after a document is scanned and the system cannot validate test details (organization, enrollment, and student record). The system will not process the test until these details are corrected.

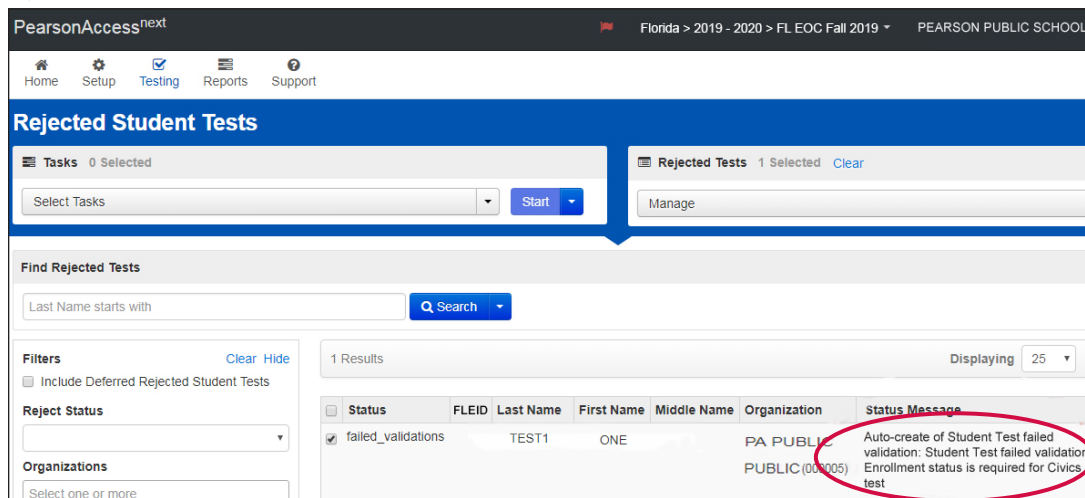
The District Clean-Up Window for resolving rejected student tests will open the day after TO BE SCORED materials are picked up and will remain open through the last day of the testing window. The District Clean-Up Window for the Statewide Science administration will remain open longer, since the TO BE SCORED materials are picked up after the testing window closes. The clean-up window for Science will close approximately two weeks after the testing window closes.

1. From **Testing > Rejected Student Tests**, search to find the rejected tests you want to edit, or click the down arrow next to the **Search** button and select the option to *Show all results*. You can also use the fields on the left side of the screen to filter or search for specific records. **Note:** After resolving a rejected student test, the record will be removed from the list.

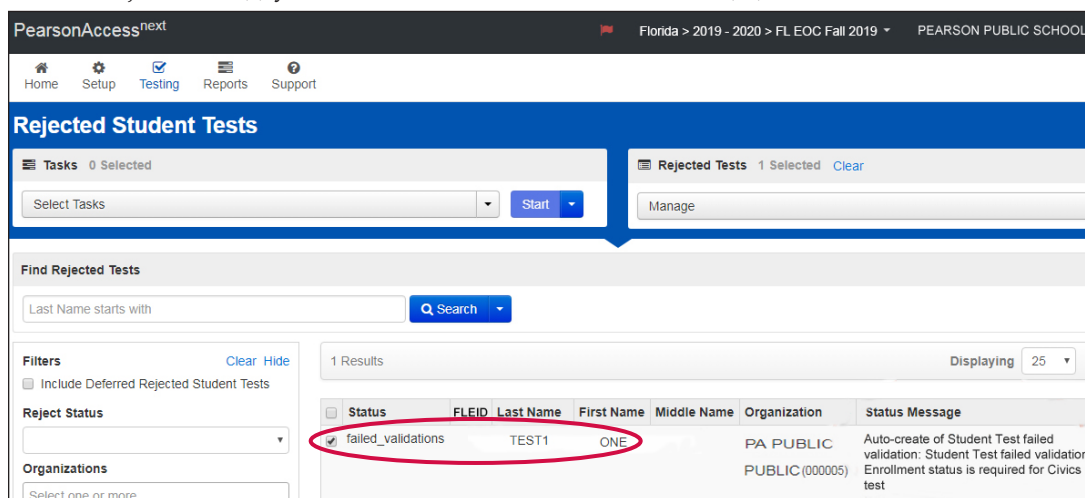




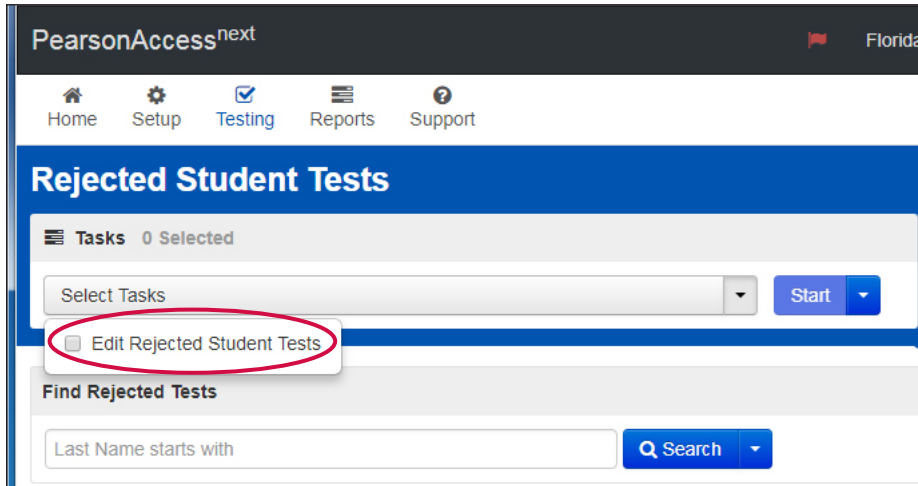
- After the search results are displayed, you can check the Status Message column to see why each test was rejected.



- Find the rejected test(s) you want to view and fix. Check the box(es) next to the Status column.



4. Open the **Select Tasks** drop-down menu and select **Edit Rejected Student Tests**. Click **Start**.



PearsonAccess^{next} Florida

Home Setup Testing Reports Support

Rejected Student Tests

Tasks 0 Selected

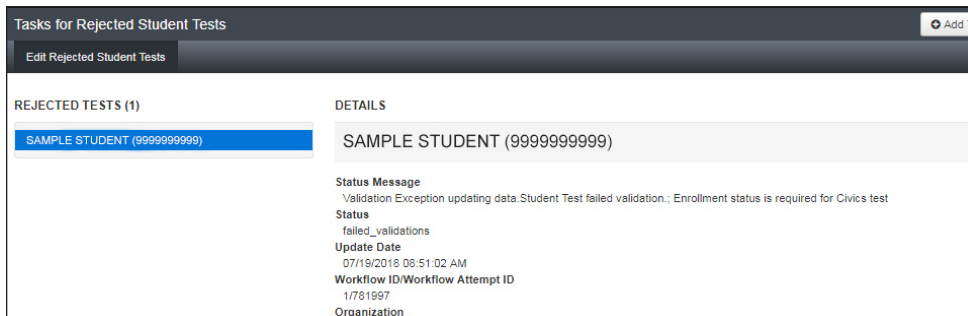
Select Tasks Start

☒ Edit Rejected Student Tests

Find Rejected Tests

Last Name starts with Search

5. Find the rejected test you want to view and fix under the Rejected Tests list on the left side of the screen. View the field(s) that need to be corrected per the Status Message. See the chart on the following page for resolution details.



Tasks for Rejected Student Tests Add Task

Edit Rejected Student Tests

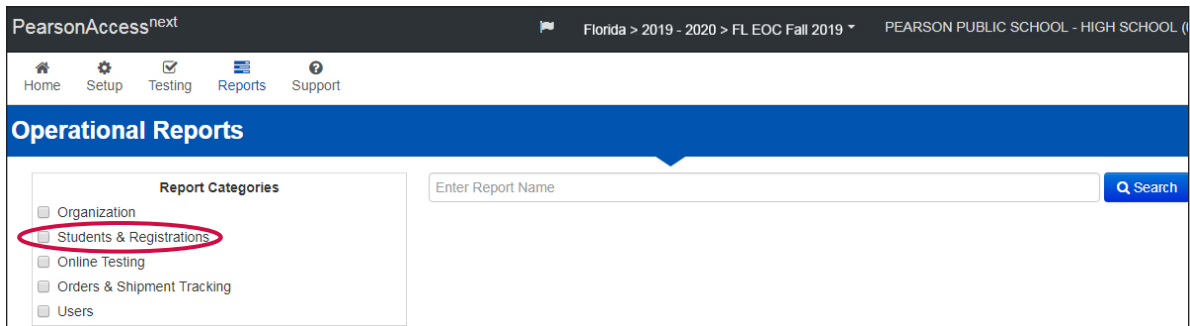
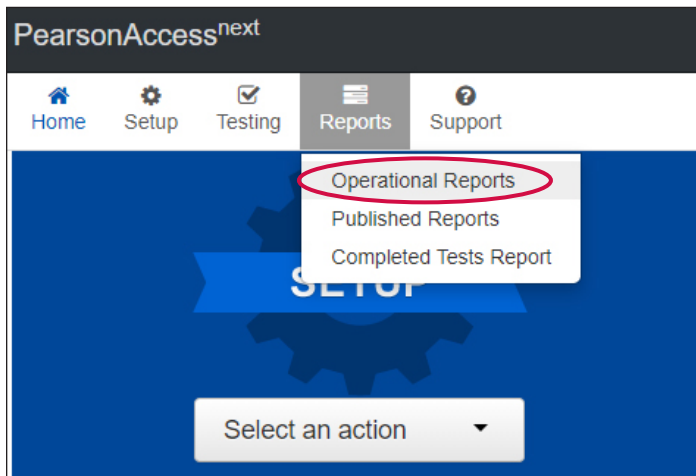
REJECTED TESTS (1)	DETAILS
SAMPLE STUDENT (9999999999)	SAMPLE STUDENT (9999999999)
	Status Message Validation Exception updating data.Student Test failed validation.: Enrollment status is required for Civics test
	Status failed_validations
	Update Date 07/19/2018 08:51:02 AM
	Workflow ID/Workflow Attempt ID 1/761997
	Organization

Issue	Status Message	Details for Resolving the Alert
Enrollment Status is required	Auto-create of Student Test failed validation: Student Test failed validation; Enrollment Status is required for [Subject Name] test.	<ol style="list-style-type: none"> 1. Locate the <i>Enrollment Status</i> field. 2. Click on the field in the General Information section. 3. Populate field with a 1, 2, or 3. Confirm there are no extra spaces. <ul style="list-style-type: none"> 1 = Student is currently enrolled in this subject or an equivalent course. 2 = Student was previously enrolled in this subject or an equivalent course. 3 = Student has never been enrolled in this subject or an equivalent course. 4. Click Save.
First Name/Last Name is required	Auto-create of Student failed validation: Student failed validation; Student [First Name or Last Name] is required.	<ol style="list-style-type: none"> 1. Depending on the error, locate either the <i>First</i> and/or <i>Last Name</i> fields. 2. Click on the field in the General Information section. 3. Populate the field with the student's first or last name. Confirm there are no extra spaces. 4. Click Save.
Date of Birth is required	Auto-create of Student failed validation: Student failed validation; An invalid value has been entered for date; Birth year has an invalid date value.	<ol style="list-style-type: none"> 1. Locate the <i>Date of Birth</i> field. 2. Click on the field in the General Information section. 3. Populate the field with the student's date of birth using the format yyyy-mm-dd. 4. Click Save.
FLEID is required or already exists but correct FLEID needs to be populated	Auto-create of Student failed validation: Student failed validation; Florida Education Identifier (FLEID) does not meet the minimum length of 14.	<ol style="list-style-type: none"> 1. Locate the <i>FLEID</i> field. 2. Click on the field in the General Information section. 3. Populate the code field with the student's FLEID or correct the FLEID that is currently populated. 4. Click Save.
Test attempt data must match student data in PearsonAccess Next	Student Attributes for test do not match Test Attempts data.	<p>Determine what student information is incorrect—the FLEID or the date of birth or first or last name—and update appropriately.</p> <p>FLEID is Correct:</p> <ol style="list-style-type: none"> 1. Locate the <i>Date of Birth</i> and the <i>Student First</i> and/or <i>Student Last Name</i> fields. 2. Click on the field(s) in the General Information section. 3. Update the date of birth to the correct date and update the <i>Student First</i> and/or <i>Student Last Name</i> fields to the correct name. 4. Click Save. <p>FLEID is Incorrect:</p> <ol style="list-style-type: none"> 1. Locate the <i>FLEID</i> field. 2. Click on the field in the Student IDs Information section. 3. Populate the field with the student's FLEID. 4. Click Save.

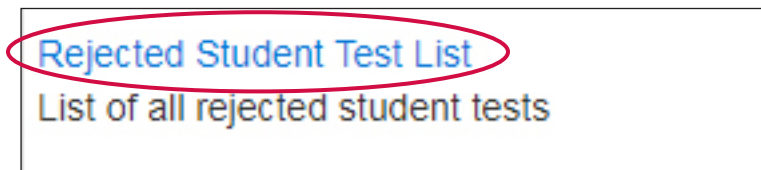
Accessing Rejected Student Test List Report from PearsonAccess Next

List of all rejected student tests.

1. From **Reports > Operational Reports**, under Reporting Categories, check the box by **Students & Registrations**.



2. Scroll down and click on **Rejected Student Test List**.



- Under **Filtered Organization**, select a school or leave the field blank to pull data for the entire district. Leave **Status** blank to show all the alerts in the report. For a specific alert, choose from the drop-down menu.

Operational Reports

Rejected Student Test List

List of all rejected student tests

Report Parameters

Test Administration
Florida > 2018 - 2019 > FL EOC Fall 2018

Organization
PEARSON PUBLIC SCHOOL - HIGH SCHOOL (000005)

User
firstname.lastname@district.com (Lastname, Firstname)

Filtered Organization
PEARSON PUBLIC SCHOOL - HIGH SCHOOL (000005) ▼

Status
▼

- Demographic Mismatch
- Enrollment Not Found
- Failed Validations
- Multiple Students Found
- Organization Mismatch
- Organization Not Found
- Student Not Found
- Student Test Not Found
- Test Not Found

Download CSV

- Click **Display Report** or **Download CSV** to view the rejected student tests to update.

Operational Reports

Rejected Student Test List

List of all rejected student tests

Report Parameters

Test Administration
Florida > 2018 - 2019 > FL EOC Fall 2018

Organization
PEARSON PUBLIC SCHOOL - HIGH SCHOOL (000005)

User
firstname.lastname@district.com (Lastname, Firstname)

Filtered Organization
PEARSON PUBLIC SCHOOL - HIGH SCHOOL (000005) ▼

Status
▼

Display Report Download CSV

Accessing the Test Materials Status Report

The Test Materials Status Report will provide status on the progress of TO BE SCORED paper test materials. This report is updated twice a day. Material provided through the Additional Order system will be included in the tested schools' actual *n*-counts. To access this report:

- Click the **Reports** tab and then select **Published Reports**.

PearsonAccessNext

Florida > 2019 - 2020 > FL EOC Fall 2019 > 2019 - 2020 > FL EOC Fall 2019 > PEARSONACCESSNEXT PUBLIC DISTRICT (000000)

Home Setup Testing Reports Support

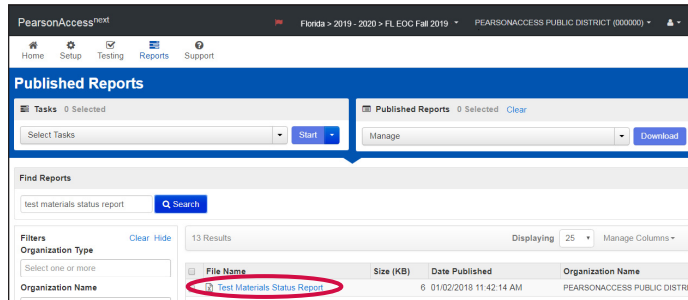
SETUP **TESTING** **REPORTS**

Select an action Select an action Select an action

Program Information

- Operational Reports
- Published Reports**
- Completed Test Report

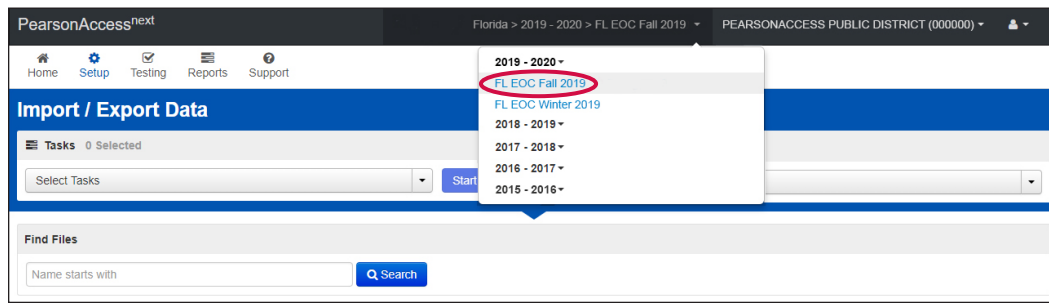
- Click **Test Materials Status Report**. (Use the *Find Reports* field to search for the Test Material Status Report.)



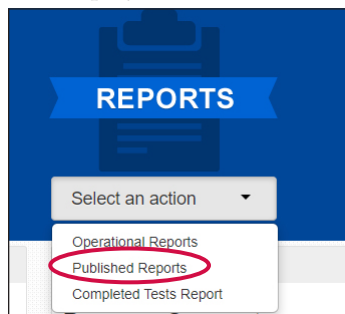
- Open the downloaded report to view.

Accessing Student Results in PearsonAccess Next

- Select the correct administration from the drop-down menu in the bar at the top of the screen.



- Under **Reports**, select **Published Reports** from the drop-down menu. A list of all available reports and files will display.



- If you have district-level access, please note that you will see both district-level and school-level reports. You can filter to view only district-level or school-level reports by using the **Organization Type** filter on the left side of the screen. You can type keywords or a full file name in the *Find Reports* search field to find a file to review. You can also search for a specific school's School Report of Students by typing the school name or school number in the **Organization Name** filter. See the screenshots on the following pages for examples of how to use these tools.

Options for Filtering by Report—All State Reports

Published Reports

Tasks: 0 Selected

Published Reports: 0 Selected Clear

Find Reports

state

Search

Filters

Organization Type

Organization Name

Published Report Date Range

to

12 Results

File Name	Size (KB)	Date Published	Organization Name
Data - State Aggregated Results File - EOC - Biology 1	2,634	06/02/2017 07:00:46 PM	
Data - State Aggregated Results File - EOC - Biology 1 - Delimited	2,940	06/02/2017 07:00:45 PM	
Data - State Aggregated Results File - EOC - Civics	1,996	06/02/2017 07:38:49 PM	
Data - State Aggregated Results File - EOC - Civics - Delimited	2,228	06/02/2017 07:38:49 PM	
Data - State Aggregated Results File - EOC - U.S. History	2,255	06/02/2017 08:10:01 PM	
Data - State Aggregated Results File - EOC - U.S. History - Delimited	2,517	06/02/2017 08:10:00 PM	
State Report of Districts - EOC - Biology 1	142	06/02/2017 07:03:18 PM	
State Report of Districts - EOC - Civics	122	06/02/2017 07:41:11 PM	
State Report of Districts - EOC - U.S. History	138	06/02/2017 08:12:32 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 07:02:46 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:40:37 PM	
State Summary Report - EOC - U.S. History	52	06/02/2017 08:11:55 PM	

District Name will show here

Options for Filtering by Report—All District Reports

Published Reports

Tasks: 0 Selected

Published Reports: 0 Selected Clear

Find Reports

district

Search

Filters

Organization Type

Organization Name

Published Report Date Range

to

24 Results

File Name	Size (KB)	Date Published	Organization Name
Data - District Aggregated Results File - EOC - Biology 1	43	05/31/2017 07:42:49 PM	
Data - District Aggregated Results File - EOC - Biology 1 - Delimited	49	05/31/2017 07:42:49 PM	
Data - District Aggregated Results File - EOC - Civics	39	05/31/2017 07:41:40 PM	
Data - District Aggregated Results File - EOC - Civics - Delimited	44	05/31/2017 07:41:41 PM	
Data - District Aggregated Results File - EOC - U.S. History	42	05/31/2017 07:40:33 PM	
Data - District Aggregated Results File - EOC - U.S. History - Delimited	47	05/31/2017 07:40:33 PM	
Data - District Student Results File - EOC - Biology 1	797	06/02/2017 05:03:34 PM	
Data - District Student Results File - EOC - Biology 1 - Delimited	1,011	06/02/2017 05:03:34 PM	
Data - District Student Results File - EOC - Civics	891	06/02/2017 05:03:24 PM	
Data - District Student Results File - EOC - Civics - Delimited	1,130	06/02/2017 05:03:23 PM	
Data - District Student Results File - EOC - U.S. History	894	06/02/2017 05:07:20 PM	
Data - District Student Results File - EOC - U.S. History - Delimited	988	06/02/2017 05:07:20 PM	
District Report of Schools - EOC - Biology 1	62	05/31/2017 07:46:11 PM	
District Report of Schools - EOC - Civics	65	05/31/2017 07:46:32 PM	
District Report of Schools - EOC - U.S. History	62	05/31/2017 07:46:50 PM	
District Summary Report - EOC - Biology 1	54	05/31/2017 07:46:12 PM	
District Summary Report - EOC - Civics	54	05/31/2017 07:46:34 PM	
District Summary Report - EOC - U.S. History	54	05/31/2017 07:46:51 PM	
School Report of Students - District - EOC - Biology 1	445	05/31/2017 07:46:09 PM	
School Report of Students - District - EOC - Civics	532	05/31/2017 07:46:31 PM	
School Report of Students - District - EOC - U.S. History	434	05/31/2017 07:46:48 PM	
State Report of Districts - EOC - Biology 1	142	06/02/2017 07:03:18 PM	
State Report of Districts - EOC - Civics	122	06/02/2017 07:41:11 PM	
State Report of Districts - EOC - U.S. History	138	06/02/2017 08:12:32 PM	

District Name will show here

Options for Filtering by Report—All School Reports

Published Reports

Tasks: 0 Selected

Published Reports: 0 Selected Clear

Find Reports

school

Search

Filters

Organization Type

Organization Name

Published Report Date Range

to

6 Results

File Name	Size (KB)	Date Published	Organization Name
District Report of Schools - EOC - Biology 1	62	05/31/2017 07:46:11 PM	
District Report of Schools - EOC - Civics	65	05/31/2017 07:46:32 PM	
District Report of Schools - EOC - U.S. History	62	05/31/2017 07:46:50 PM	
School Report of Students - District - EOC - Biology 1	445	05/31/2017 07:46:09 PM	
School Report of Students - District - EOC - Civics	532	05/31/2017 07:46:31 PM	
School Report of Students - District - EOC - U.S. History	434	05/31/2017 07:46:48 PM	

District Name will show here

PearsonAccess^{next} Florida > 2019 - 2020 > FL EOC Fall 2019 - PEARSONACCESSNEXT PUBLIC DISTRICT (000000) -

Home Setup Testing Reports Support

Published Reports

Tasks 0 Selected No tasks available.

Published Reports 0 Selected Clear

Manage Download

Find Reports

school report of students Search

Filters Clear Hide

Organization Type

Organization Name

Published Report Date Range

mm/dd/yyyy to mm/dd/yyyy

3 Results

Displaying 25 Manage Columns

File Name	Size (KB)	Date Published	Organization Name
School Report of Students - District - EOC - Biology 1	445	05/31/2017 07:46:09 PM	District Name will show here
School Report of Students - District - EOC - Civics	532	05/31/2017 07:46:31 PM	
School Report of Students - District - EOC - U.S. History	434	05/31/2017 07:46:48 PM	

1

Options for Filtering by Report—District

PearsonAccess^{next} Florida > 2019 - 2020 > FL EOC Fall 2019 - PEARSONACCESS PUBLIC DISTRICT (000000) -

Home Setup Testing Reports Support

Published Reports

Tasks 0 Selected No tasks available.

Published Reports 0 Selected Clear

Manage Download

Find Reports

state Search

Filters Clear Hide

Organization Type

Organization Name

Published Report Date Range

mm/dd/yyyy to mm/dd/yyyy

8 Results

Displaying 25 Manage Columns

File Name	Size (KB)	Date Published	Organization Name
State Report of Districts - EOC - Biology 1	142	06/02/2017 06:35:36 PM	Filtered School Name(s) will display here.
State Report of Districts - EOC - Biology 1	142	06/02/2017 06:35:35 PM	
State Report of Districts - EOC - U.S. History	138	06/02/2017 07:48:44 PM	
State Report of Districts - EOC - U.S. History	138	06/02/2017 07:48:43 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:55 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:55 PM	
State Summary Report - EOC - U.S. History	52	06/02/2017 07:41:59 PM	
State Summary Report - EOC - U.S. History	52	06/02/2017 07:41:58 PM	

Multiple School Names can be added

School Administrator Tasks

Accessing Student Results in PearsonAccess Next

1. Select the correct administration from the drop-down menu in the bar at the top of the screen, as shown below.
2. Under **Reports**, select **Published Reports** from the drop-down menu. A list of all available reports and files will be displayed.

All School-Level Reports

PearsonAccess^{next} Florida > 2019 - 2020 > FL EOC Fall 2019 > PEARSONACCESSNEXT PUBLIC DISTRICT (000000) >

Home Setup Testing Reports Support

Published Reports

Tasks 0 Selected No tasks available.

Published Reports 0 Selected Clear

Manage Download

Find Reports

state Search

Filters Clear Hide

Organization Type Select one or more

Organization Name Multiple School Names can be added here.

Published Report Date Range mm/dd/yyyy to mm/dd/yyyy

108 Results Displaying 25 Manage Columns

File Name	Size (KB)	Date Published	Organization Name
Data - State Aggregated Results File - EOC - Biology 1	2,634	06/02/2017 07:00:46 PM	Filtered School Name(s) will display here
Data - State Aggregated Results File - EOC - Biology 1 - Delimited	2,940	06/02/2017 07:00:45 PM	
Data - State Aggregated Results File - EOC - Civics	1,996	06/02/2017 07:38:49 PM	
Data - State Aggregated Results File - EOC - Civics - Delimited	2,228	06/02/2017 07:38:49 PM	
Data - State Aggregated Results File - EOC - U.S. History	2,255	06/02/2017 08:10:01 PM	
Data - State Aggregated Results File - EOC - U.S. History - Delimited	2,517	06/02/2017 08:10:00 PM	
State Report of Districts - EOC - Biology 1	142	06/02/2017 06:35:36 PM	
State Report of Districts - EOC - Biology 1	142	06/02/2017 07:03:18 PM	
State Report of Districts - EOC - Biology 1	142	06/02/2017 06:35:35 PM	
State Report of Districts - EOC - Biology 1	142	06/02/2017 06:35:40 PM	
State Report of Districts - EOC - Biology 1	142	06/02/2017 06:35:40 PM	
State Report of Districts - EOC - Biology 1	142	06/02/2017 06:35:39 PM	
State Report of Districts - EOC - Biology 1	142	06/02/2017 06:35:37 PM	

3. In order to find a specific report, use the *Find Reports* search field to type in key words of the report you want to download.

School-Level Filtering by Report

PearsonAccess^{next}

Florida > 2019 - 2020 > FL EOC Fall 2019 > PEARSONACCESSNEXT PUBLIC DISTRICT (000000)

Home

Setup

Testing

Reports

Support

Published Reports

Tasks 0 Selected

No tasks available.

Published Reports 0 Selected Clear

ManageDownload

Find Reports

state summary reportSearch

Filters Clear Hide

Organization Type

Select one or more

Organization Name

Select one or more

Published Report Date Range

mm/dd/yyyyto

mm/dd/yyyy

51 Results

Displaying 25Manage Columns

File Name	Size (KB)	Date Published	Organization Name
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:55 PM	School Name(s) will display here
State Summary Report - EOC - Biology 1	52	06/02/2017 07:02:46 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:55 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:59 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:59 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:58 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:56 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:59 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:57 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:56 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:58 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:58 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:58 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:57 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:57 PM	
State Summary Report - EOC - Biology 1	52	06/02/2017 06:26:55 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:40:37 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:04:15 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:04:17 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:04:17 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:04:16 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:04:14 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:04:14 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:04:13 PM	
State Summary Report - EOC - Civics	52	06/02/2017 07:04:11 PM	

Accessing Individual Student Reports

- Ensure you are working in the correct administration. The administration you are working in is shown in the top right corner of the screen.
- Under **Reports**, select **Published Reports** from the drop-down menu.
- **On the left side of the screen:**
 - Click in the **Organization Type** box and select **School**. (Only the District Assessment Coordinator will use this. School will already be at the School Level.)
 - Click in the **Organization Name** box and select the school and/or schools. You can put more than one school inside this box.
 - Click in the *Find Reports* search field and type “Student Reports.” Then click **Search**.
- All student reports for each subject tested should now display under the File Name column.

PearsonAccess^{next} Florida > 2019 - 2020 > FL EOC Fall 2019 > PEARSONACCESSNEXT PUBLIC DISTRICT (000000)

Home Setup Testing Reports Support

Published Reports

Tasks 0 Selected No tasks available.

Published Reports 0 Selected [Clear](#)

Manage [Download](#)

Find Reports

Student Reports [Search](#)

Filters [Clear](#) [Hide](#)

Organization Type

✕ School

Organization Name

School Name(s)

Published Report Date Range

mm/dd/yyyy to mm/dd/yyyy

3 Results

Displaying 25 Manage Columns

File Name	Size (KB)	Date Published	Organization Name
Student Reports - School - EOC - Biology 1	1,651	06/05/2017 04:30:12 PM	School Name(s) will display here
Student Reports - School - EOC - Civics	1,451	06/05/2017 04:30:14 PM	
Student Reports - School - EOC - U.S. History	1,571	06/05/2017 04:30:15 PM	

« 1 »

School Assessment Coordinator Tasks

Managing Student Information in PearsonAccess Next

Student information may be added to PearsonAccess Next in two ways. Districts add student information to PearsonAccess Next via the PreID upload during the designated PreID window, or district or school users may add students individually using the **Create / Edit Students** task, located under **Setup** in PearsonAccess Next during or after the designated PreID window. You must verify the accuracy of student names and FLEIDs prior to testing.

Creating Test Sessions

If your district did not create specific test sessions during the PreID upload, then you may want to divide students into smaller sessions to verify student information, or you can create the test sessions you plan to use for testing.

If you create specific/smaller sessions for testing, remove students from their existing sessions before creating new sessions.

To create a new test session:

1. Log in to PearsonAccess Next.
2. Go to **Testing > Sessions**.
3. Click to open the **Select Tasks** drop-down menu and select **Create / Edit Sessions**. Click **Start**.
4. Enter the session details. You must enter a Session Name (50-character limit) and select an Organization (School) and the Test Assigned (Test to be Administered) before the remaining session details can be selected.
5. Select the Form Group Type, which is required to assign a test form to a student or to a class. The Form Group Type should be set to **Main**. Please see page 44 of this guide for more information about assigning computer-based accommodations.

The screenshot shows the 'Tasks for Sessions' interface in PearsonAccess Next. The 'Create / Edit Sessions' tab is selected. The 'New Session' form is visible, with the following fields and values:

- Session Name***: TEST SESSION
- Organization***: PA PUBLIC SCHOOL - ...
- Test Assigned***: Biology 1
- Form Group Type***: Main (highlighted with a red circle)
- Scheduled Start Date***: 11/26/2018
- Scheduled Start Time**: 01:00 AM
- Lab Location**: (empty)

A note at the bottom of the form states: "A pre-caching computer is required when there is one or more available."

6. Enter the Scheduled Start Date and the Precaching Computer.
Note: If your school is not Proctor Caching, the technology coordinator should create an option in the TestNav configuration screen for no Proctor Caching. This option will then need to be selected in the Precaching Computer field when you create a session.
Also, scheduling a date and time for a new test session is intended primarily for planning purposes. **A test session will not start until you click Start on the *Students in Sessions* screen, regardless of the scheduled start date and time.** You can update the date, time, and location before a session is started.
7. Add students to the test session either by class or by individual student. Select **Find by Class** to see available classes, or select **Find by Name or ID** to see available students (i.e., registered students who have not already been assigned to a session).
8. Select each class or student to be added to this session.
9. Click **Create**.
10. Select **Exit Tasks** to return to the *Sessions* screen.
11. Maintain a list of all test sessions. For schools using Proctor Caching, ensure that the technology coordinator has cached test content for all sessions and that Proctor Caching is running for these sessions prior to the first day of testing.

Managing Student Data

The *Student Name* and *FLEID* fields must be correct in PearsonAccess Next. Prior to verifying student data, ensure all students have been placed in test sessions.

To confirm all students are in test sessions:

1. Go to **Reports > Operational Reports**.
2. Select report category **Students & Registrations**.
3. Click on **Students with Online Test but not assigned to Session**.
4. Select Filtered Organization and the test from the drop-down menu. Click **Display Report** or **Download CSV**.

Home Setup Testing Reports Support

Operational Reports

Students with Online Test but not assigned to Session

Exit Report ✕

List of all students that are assigned to take a test in the Online format but have not yet been added to a testing Session for the administration of that online test

Report Parameters

Test Administration
Florida > 2019 - 2020 > FL EOC Fall 2019

Organization
PA PUBLIC SCHOOL - MIDDLE SCHOOL (000003)

Filtered Organization

PA PUBLIC SCHOOL - MIDDLE SCHOOL (000003)

Display Report Download CSV

5. If this report shows any students not in a session, follow the instructions in “Adding Students to Test Sessions” on pages 40–41 of this guide.

To view and verify student data:

1. Go to **Reports > Operational Reports**.
2. Select **Online Testing** from the Report Categories.
3. Click **Advanced Session Roster**.
4. Select **Request Report Refresh**, select a session or leave blank, and then select **Refresh Report**.

5. Once the report has completed generating, select **Download Report** to finish the request. Save a copy of the report so that you can filter and sort the students in sessions.

The screenshot shows the 'Operational Reports' section with the 'Advanced Session Roster' report. A navigation bar at the top includes Home, Setup, Testing, Reports, and Support. The report title 'Advanced Session Roster' is at the top right, with an 'Exit Report' button. Below the title is a warning: 'List all of the students for all sessions. This report can only be run at the school level. Please change your organization level to the school for which you want to run the report.' The report details include: Execution Date (09/29/2016 04:58:25 PM), Organization (PA PUBLIC SCHOOL - MIDDLE SCHOOL (000003)), Test Administration (Florida > 2016 - 2017 > FL Reading Retake Fall 2016), and a circled 'Download Report' button. Below this is a 'Request Report Refresh' link. A 'Report Parameters' section shows the same organization and test administration, with a 'Session Selection' dropdown set to '10032016'. A yellow message box states: 'This report will be queued for processing and could take several minutes to complete.' A 'Refresh Report' button is at the bottom.

6. Verify Student Name and FLEID for all students in the session. Note any incorrect information.
7. Repeat these steps for all remaining sessions until all student information is verified.

If incorrect information is discovered or other changes to student information need to be made, refer to the appropriate sections of this guide, as indicated below.

Issue	Solution
Student Name or FLEID is incorrect	If the student was entered via PreID upload, see “Deleting a Student” (page 38) then “Adding a Student” (pages 36–37). If the student was entered via the Create / Edit Students task, see “Managing Other Student Information” (pages 43–44).
Student grade level is incorrect	If the student’s grade level has changed since he or she was added to PearsonAccess Next, see “Managing Other Student Information” (pages 43–44).
Other student information besides Student Name, FLEID, or grade level is incorrect	See “Managing Other Student Information” (pages 43–44).
Error in Student Name after the first 11 characters of the first name or after the first 12 characters of the last name	Use the incorrect profile for testing, then update the information after testing with the school or district student information database manager.
Student not included in PreID upload	See “Adding a Student” (pages 36–37).
Student is new to school	See “Adding a Student” (pages 36–37).
Student transfers from another school or district	See “Adding a Student” (pages 36–37). Do not change student’s enrollment in PearsonAccess Next.
New test needs to be added or changed for an existing student	See “To change the tests assigned to a student” under “Managing Other Student Information” (page 43).
Incorrect test format (e.g., changing paper-based to computer-based)	See “Managing Other Student Information” (pages 43–44). Note: changing a test assignment to “Paper” in PearsonAccess Next will not automatically order materials or print a PreID label.
Student not participating in the administration (e.g., withdrawn from school, absent for entire testing window)	See “Removing Students from Sessions” (see page 41). No further action is required.

Adding a Student

For any student not added in the PreID process or who has an incorrect FLEID, you can create a new profile in the system. **During the PreID window, do not use the Create / Edit Students task to create new students. Any students added using the Create / Edit Students task during this window may be deleted if a new PreID file is uploaded.**

To successfully create a new student, you must complete the steps described below. If all the steps in the five sections below are not completed, the student will not be available to add to a session in PearsonAccess Next. Use the instructions below and on the following page to complete each of these parts of the process.

Create / Edit Students

1. From **Setup > Students**, click to open the **Select Tasks** drop-down menu and select **Create / Edit Students and Registration**.
2. Click **Start**.
3. Click the **Organization** box and select the student's school.
4. Complete all applicable fields and click **Create**. To enter the student's date of birth, type the date in the box (use format MM/DD/YYYY) or use the calendar.

Note: If you receive an error message for Student Last Name and Student First Name that says they did not match the name in the database, check to make sure you have added the correct name and FLEID. A student match is identified if the FLEID, student last name, and student first name entered match to a student already in PearsonAccess Next. If you receive a green message that says "**Success—Student already exists in the system. Student has been added to your organization, but not enrolled. To complete this task, add student using Manage Enrollments,**" you will need to follow the steps outlined in the section titled "Manage Multiple Enrollments for Selected Students" on page 37 of this guide before completing the rest of the registration process.

Register Students

5. Select the **Register Students** tab.
6. Select the student(s) to be registered and mark the checkbox by **Registered**. Click **Save**.

Note: If the student's class already exists in PearsonAccess Next, follow instructions under **Manage Student Tests**. If the student's class does not exist, skip to **Manage Classes**, follow steps 10–13, and then return to **Manage Student Tests**.

Manage Student Tests

7. Select the **Manage Student Tests** tab.
8. Select the student from the **Student** drop-down menu, and then select the test you wish to assign under Test. Complete other required information.
9. Click **Create**.

Manage Classes

10. Click the **Manage Classes** tab.
11. Click **New Class** to create a new class, if desired. You will be required to enter and save information for the class before it appears in the list.
12. Make any other adjustments to class assignments on this screen, as needed.
13. Click **Save**.

Manage Enrollments

14. Click the **Manage Enrollments** tab.
15. Confirm the student's enrollment is correct.
16. Click **Exit Tasks**.

Note: The student must now be added to a test session. See "Adding Students to Test Sessions" on pages 40–41 of this guide.

Note: Adding a multiple enrollment does not create a duplicate record. If the student already exists in the system, you will receive a message stating: **Success—Student already exists in the system. Student has been added to your organization, but not enrolled. To complete this task, add student using Manage Enrollments.** To add this student to your organization, follow the “Manage Multiple Enrollments for Selected Students” directions below.

Manage Multiple Enrollments for Selected Students

1. If you are trying to create a student who is already enrolled in another district/school in PearsonAccess Next, you will receive the following message in the green bar: **Success—Student already exists in the system. Student has been added to your organization, but not enrolled. To complete this task, add student using Manage Enrollments.**

The screenshot shows the PearsonAccess Next interface. At the top, there's a navigation bar with 'Tasks for Students' and several tabs: 'Create / Edit Students', 'Register Students', 'Manage Student Tests', 'Manage Classes', 'Manage Enrollments', 'Move Student Tests (select exactly 2 students)', and 'Delete Students'. A green success message bar at the top states: 'Success Student already exists in the system. Student has been added to your organization, but not enrolled. To complete this task, add student using Manage Enrollments.' Below this, the 'STUDENTS (1)' section shows a student with ID '1018J TEST1 C (FL980000000001)'. The 'DETAILS' section shows 'New Student' and 'Organization' with a 'Select' dropdown. 'Create' and 'Reset' buttons are visible.

2. Select the **Manage Enrollments** tab.
3. The student you created will show under the district/school at which his or her FLEID is enrolled.

The screenshot shows the 'Manage Enrollments' section. The 'Organizations' field contains 'PEARSON PUBLIC SCHOOL - HIGH SCHOOL (000005)'. The 'Manage Enrollments' table has a header with 'Student' and a checkbox. The student 'STUDENT, SAMPLE (FL000000000000)' is listed with a checked checkbox. A red circle highlights the checkbox. Below the table, there are 'Save' and 'Reset' buttons.

4. Click in the **Organizations** field and add your district/school. Your district/school will display in another column in the **Manage Enrollments** section.
5. In the **Manage Enrollments** section, check the box under the district/school to which you need to add the student.

The screenshot shows the 'Manage Enrollments' section with two organizations: 'PEARSON PUBLIC SCHOOL - HIGH SCHOOL (000005)' and 'TRANSFER SCHOOL (739999)'. The 'Manage Enrollments' table has a header with 'Student' and two checkboxes. The student 'STUDENT, SAMPLE (FL000000000000)' is listed with both checkboxes checked. A red circle highlights the checkbox for 'TRANSFER SCHOOL (739999)'. Below the table, there are 'Save' and 'Reset' buttons.

6. Click **Save**. The student is now enrolled at your district/school. You can verify this step by clicking the **Create / Edit Students** tab and looking under Organization. Your district/school should now be listed there.
7. Complete the registration process for this student.

Deleting a Student

If a student's FLEID is incorrect, you must remove the student's test assignment (i.e., delete the student) and then create a new record for the student using the correct information. While this does not completely delete the original student record from PearsonAccess Next, it will prevent the incorrect student profile from being used for testing.

To remove a student's test assignment (i.e., delete a student):

1. From **Setup > Students**, search for the student with the incorrect profile, or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student to delete.
2. Click to open the **Select Tasks** drop-down menu and select **Manage Student Tests**. Click **Start**.
3. Select the student test you wish to edit under **Student Tests**.
4. Uncheck **Assigned** and click **Save** to finish.

If a corrected student profile must be added to PearsonAccess Next, follow the instructions provided in "Adding a Student" on pages 36–37 of this guide.

Moving Students between Online Test Sessions

Before you move students between online test sessions, check each student's status as described in Monitor Session Status. Students cannot be moved if the student status is Active, Completed, or Marked Complete.

To move students between online test sessions, follow these steps:

1. From **Testing > Students in Sessions**, click **Add a Session**, click **Filter**, select a test in the **Test** drop-down menu, and then click **Apply**. Select the sessions you would like to move students out of and into and click **Add Selected**.
2. Select the checkbox(es) for the student(s) you want to move.
3. Click to open the **Select Tasks** drop-down menu and select **Move Students between Sessions**. Click **Start**.
4. The currently assigned test session will already be listed on this screen and marked with a shaded check. Click in the Sessions search box and enter the session to which you want to move the student, or create a new session by clicking **Create Session** and entering information for a new session.
5. Mark the checkbox under the session to which you wish to move the students. Click **Move**.

The screenshot displays the 'Move Students between Sessions' screen. At the top, there's a header 'Tasks for Students in Sessions' with navigation buttons: 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a sub-header 'Move Students between Sessions' with 'Move' and 'Reset' buttons. The main area is divided into 'Tests' and 'Sessions' sections. Under 'Tests', 'Reading Retake' is selected. Under 'Sessions', 'SESSION 1' and 'SESSION A' are listed. A table below shows a student 'TEST, DO (9027672193)' with a checked checkbox under 'SESSION A'. At the bottom, a 'Move' button is circled in red.

Note: If students with specific form assignments (e.g., text-to-speech) are moved to another session, their form assignments may change. Verify students have the correct form assignment before testing begins. See "Assigning Computer-Based Accommodations" on page 44. Students will also need a new authorization ticket for testing after they have moved to a new session.

Managing Test Sessions

One of the school assessment coordinator's primary responsibilities is to manage computer-based test sessions in PearsonAccess Next. The following table describes the main test session management tasks that must be completed prior to the first day of testing.

Task	Description	Page(s)
Viewing and Editing an Online Test Session	Check the session details and verify that students are assigned to the correct session.	40
Adding Students to Test Sessions	Manage student session assignments.	40–41
Removing Students from Sessions	Used when a student is no longer participating in the administration.	41
Managing Class Information	Classes can be used to manage students in PearsonAccess Next.	41
Creating and Editing Classes	Optionally use classes to manage student test assignments.	42–43
Managing Other Student Information	Some student data may be updated in PearsonAccess Next before testing.	43–44
Assigning Computer-Based Accommodations	Assign test form accommodations for a specific student based on his or her IEP or Section 504 Plan.	44
Scheduling New Sessions for Make-ups	Reassign students to a new or existing session.	45
Proctor Cache Test Items (Technology Coordinator)	Proctor Caching ensures efficient test delivery in environments with low bandwidth. It is not required, but if it is being used, provide technology coordinators with a list of all test sessions for the school.	See https://support.assessment.pearson.com/x/PQACAQ
Preparing Test Sessions	This step assigns test forms and must be completed before sessions can be started.	45
Starting Test Sessions	A session must be started in PearsonAccess Next before students can begin the test.	45–46
Unlocking and Locking a Test Session for All Students or for an Individual Student	After starting a test session, you can unlock or lock a test for students in that test session. Unlocking makes a test available to students for testing. Locking makes a test unavailable to students for testing.	46
Printing Student Authorization Tickets and Advanced Session Rosters	Each student needs a Student Authorization Ticket in order to sign in to the test session, and each test administrator needs an Advanced Session Roster.	47–48

Viewing and Editing an Online Test Session

1. From **Testing > Sessions**, search to find the test session(s) you wish to view or edit, or click the down arrow next to the Search button to select the option to *Show all results*. Select the session(s) you want to view or edit.
2. Click to open the **Select Tasks** drop-down menu and select **Create / Edit Sessions**. Click **Start**.
3. Select a session from the Sessions list at the left side of the screen to view the session details. Make any desired changes. Click **Save** to keep your changes, if any were made.

The screenshot shows the 'Tasks for Sessions' interface. At the top, there are buttons for 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a tab labeled 'Create / Edit Sessions'. The main content area is divided into two sections: 'SESSIONS (2)' on the left and 'DETAILS' on the right. In the 'SESSIONS (2)' section, there is a list of sessions: 'Create Session', 'RR2-SESSION NAM', and 'SESSION A'. 'SESSION A' is selected and highlighted in blue. In the 'DETAILS' section, there is a form for 'SESSION A'. The form includes fields for 'Session Name*' (SESSION A), 'Session Status' (Not Prepared), 'Test & Form', 'Test' (Reading Retake), 'Password' (627867), 'Form Group Type*' (Main), 'Organization' (PA PUBLIC SCHOOL - MIDDLE SCHOOL (000003)), 'Actual Start Date' (Session has not been started), 'Scheduling', 'Scheduled Start Date*' (03/27/2017), 'Scheduled Start Time' (06:00 AM), and 'Lab Location' (TEST LAB). A 'Save' button is circled in red in the top right corner of the details section.

Adding Students to Test Sessions

Use this option to add a student to an existing session.

1. From **Testing > Students in Sessions**, add test session(s) to the Sessions list on the left side of the screen. If you have trouble finding your session, go to **Testing > Sessions**, search to find the test session(s) you wish to view or edit, or click the down arrow next to the Search button to select the option to *Show all results*, and check the box next to the test session that contains the student(s) whose status you wish to view. Repeat for each applicable test session. Return to **Students in Sessions** and the session(s) will be listed. Click **Refresh** to update the data being displayed.
2. Click to open the **Select Tasks** drop-down menu and select **Add Students to Sessions**. Click **Start**.
3. Select the session from the **Session** drop-down menu. You cannot add students to a stopped session. You can find the status of a session from **Testing > Sessions** by searching for a session or viewing all sessions and looking in the Session Status column in each row of the results.

- Under **Find available students**, search to find the specific student(s), or click the down arrow next to the **Search** button to select the option to *Show all results*. Select students to add by marking the box next to each name. Click **Add**.

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

Add Students to Sessions Add Reset

Session TEST SESSION (Biology 1)

Find available students within PEARSONACCESS PUBLIC DISTRICT Student Last Name starts with Search

1 available student(s) found

Student	Organization	Class
DOE, JOHN (5613379387)	PEARSON PUBLIC SCHOOL - HIGH SCHOOL (000005)	NO CLASS

* Required

If the student you are trying to add to a test session is not listed, check to be sure he or she has been added to PearsonAccess Next under **Setup > Students**. If the student is in PearsonAccess Next, verify that he or she has a test and class assignment. If the student has assignments, search for him or her under **Testing > Students in Sessions** to see if he or she has already been assigned to a test session.

Removing Students from Sessions

- From **Testing > Students in Sessions**, click **Add a Session**, click **Filter**, select a test in the **Test** drop-down menu, and then click **Apply**. Select the sessions you would like to move students out of and into and click **Add Selected**.
- Select the checkbox(es) for the student(s) you want to remove.
- Click to open the **Select Tasks** drop-down menu and select **Remove Students from Sessions**. Click **Start**.
- Select the student(s) to be removed and click **Remove**. **Note:** Only students in Ready status can be removed from a session.

Managing Class Information

Class is a required field in PearsonAccess Next. When students are added to PearsonAccess Next, either through PreID upload or manually using the **Create / Edit Students** task in PearsonAccess Next, they are assigned to a class.

Class assignment may be used to manage students in PearsonAccess Next (e.g., to indicate groups of students tested together); however, school assessment coordinators may choose to disregard class assignment to avoid the additional tasks associated with managing and changing these assignments in PearsonAccess Next. In this case, students will have generic class assignments, and school assessment coordinators will manage groups of students tested together through test session assignments outside of PearsonAccess Next.

Creating and Editing Classes

Creating Classes

1. From **Setup > Classes**, open the task list and select **Create / Edit Classes**. Click **Start**.
2. Enter the details for the new class and click **Create**.

Editing Classes

1. From **Setup > Classes**, search to find your class(es) or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the class(es) you wish to edit.
2. Click to open the **Select Tasks** drop-down menu and select **Create / Edit Classes**. Click **Start**.
3. Select a class from the list on the left side of the screen. Edit the details for the class and click **Save**.

The screenshot shows the 'Tasks for Classes' interface. At the top, there are navigation buttons: 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a tab labeled 'Create / Edit Classes'. The main content area is divided into two sections: 'CLASSES (2)' on the left and 'DETAILS' on the right. In the 'CLASSES (2)' section, there is a list with 'New Class' and 'FL CLASS' (highlighted with a red circle). In the 'DETAILS' section, there is a form for 'FL CLASS'. The form includes a 'Save' button (highlighted with a red circle) and a 'Reset' button. The form fields are: 'Organization*' (a dropdown menu showing 'PA PUBLIC SCHOOL - ...'), 'Name*' (a text input field containing 'FL CLASS'), and 'Description' (a text input field). At the bottom of the form, there is a note '* Required' and another 'Save' button (highlighted with a red circle) and a 'Reset' button.

Adding Students to a Class

1. From **Setup > Students**, search to find the student(s) whose class membership you want to manage, or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student(s) whose class membership you want to manage.
2. Click to open the **Select Tasks** drop-down menu and select **Manage Classes**. Click **Start**.
3. There are two options on this screen.
 - Click **New Class** to create a new class, if desired. You will be required to enter and save information for the class before it appears in the list.
 - Click in the **Class** drop-down menu to search for existing classes and add them to the list of those being assigned.
4. Select the box in each student row to make that student a member of the class in the matching class column. Click **Save** to finish.

Assigning Students in a Class to a Session

1. From **Testing > Students in Sessions**, enter the name of a session in the **Session List** box to search for sessions to add to the list. You can add more than one session to the list.
2. Click to open the **Select Tasks** drop-down menu and select **Add Students to Sessions**. Click **Start**.
3. Select the session to which you will add students or classes from the **Session** drop-down menu.
4. Enter text in **Find available students** to begin searching for students or toggle the search box to search by class.
5. Select the students or classes to assign to the test session and click **Add**.

Changing a Student's Assigned Class

1. From **Setup > Students**, search to find the student(s) whose class membership you want to manage, or click the down arrow next to the Search button to select the option to *Show all results* and select the student(s).
2. Click to open the **Select Tasks** drop-down menu and select **Manage Classes**. Click **Start**.
3. Click **New Class** to create a new class, if desired. You will be required to enter and save information for the class before it appears in the list.
4. Click the **Class** drop-down menu to search for existing classes and add them to the list of those being managed.

The screenshot shows the 'Tasks for Students' interface. At the top, there are buttons for 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is the 'Manage Classes' section. On the left, there's a 'Tests' table with columns 'Test' and 'Class'. The first row shows 'Reading Retake' under 'Test' and 'FL CLASS' under 'Class'. The second row shows 'TEST, DO (9027672193)' under 'Test'. Below the table, there's a 'Required' section with a 'Save' button circled in red. On the right, there's a 'Assign a Class to Multiple Student Tests' section with a 'Class' dropdown menu open, showing options like 'TEST CLASS', 'FL CLASS', and 'TEST CLASS'. The 'TEST CLASS' option is highlighted. There's also a 'New Class' button and a 'Save' button.

5. Select the box in each student row to make that student a member of the class in the corresponding class column. Click **Save** to finish.

Managing Other Student Information

If a Student Name or FLEID is incorrect for a student who was entered via the **Create / Edit Students** task, it can be corrected either before or after testing. The district assessment coordinator must make the request by contacting Pearson Customer Support at 877-847-3043. All change requests must be submitted **by noon (Eastern time) on the final day of testing for each administration**.

If a Student Name or FLEID is incorrect for a student who was entered via PreID upload, follow the instructions provided in sections "Adding a Student" and "Deleting a Student" on pages 36–38 of this guide. **This must be done before testing.**

To change the tests assigned to a student (e.g., a student is assigned to the wrong test):

1. From **Setup > Students**, search to find the student(s) you want, or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student(s) you want to edit.
2. Click to open the **Select Tasks** drop-down menu and select **Manage Student Tests**. Click **Start**.
3. Select the student test you wish to edit under **Student Tests**.
4. Make adjustments to the student's test assignment details or uncheck the Assigned box that is listed under the student's name to remove the test assignment. Click **Save** to finish.
5. To add a test assignment, click **Create Student Tests** and fill out required information. Click **Create** to finish.

To change the test assignment details for a student:

1. From **Setup > Students**, search to find the student test(s) you want to edit, or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student(s) you want to edit.
2. Click to open the **Select Tasks** drop-down menu and select **Manage Student Tests**. Click **Start**.
3. Select the student test you wish to edit under **Student Tests** and edit the information. Click **Save** to finish.

Test assignment details may also be edited after testing is complete.

Assigning Computer-Based Accommodations

1. From **Setup > Students**, search for the student to whom you wish to assign accommodations, or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student to add accommodations.
2. Open the task list and select **Manage Student Tests**. Click **Start**.
3. Select the student test from the list on the left side of the screen.
4. Click the box next to **Text-to-Speech** to assign the student a Text-to-Speech form.
5. Click the box next to **Masking** to turn on the Answer Masking accommodation.
6. Click both boxes next to **Text-to-Speech** and **Masking** to assign the student a Text-to-Speech form with the Answer Masking functionality.
7. When finished making updates to applicable tests, click **Save** and then **Exit Tasks**.

The screenshot shows a web form for editing student test details. At the top, it says 'TEST, STUDENT O (7326345043)' with a 'Save' button. Below this, it identifies the subject as 'Biology 1' and the status as 'Assigned (in progress)'. There are fields for 'Organization' (PEARSON PUBLIC SCHOOL - HIGH S...) and 'Class Name' (NO CLASS). Further down, there are fields for 'Online Indicator' (set to 'Online'), 'PreID Barcode Number', and 'Unique Identifier' (EBAE6446-2C8B-48A2-8546-E4). A section for accommodations has two checkboxes, 'Text-to-Speech' and 'Masking', both of which are checked and circled in red. Below this are sections for 'Braille - Paper Accommodation' (with a dropdown menu), 'Testing Accommodations listed on IEP or 504 Plan*' (with a dropdown set to 'Y' and a 'Section 504' checkbox), and 'English Language Learner (ELL) Years Enrolled in U.S. School' (with a dropdown). At the bottom, there are fields for 'Primary Exceptionality' (set to 'Visually Impaired'), 'Enrollment Status' (set to 'Student is currently enrolled in'), and 'Retaker Status'.

Scheduling New Sessions for Make-ups

To schedule a new session for make-ups:

1. From **Testing > Sessions**, click to open the **Select Tasks** drop-down menu and select **Create / Edit Test Sessions**. Click **Start**.
2. Click **Create Session** and enter the required details.
3. Click **Create**.
4. Once a session is created, move students to this test session. Refer to “Moving Students between Online Test Sessions” on page 38 of this guide.
5. For schools using Proctor Caching, provide the technology coordinator with information about this session so he or she can complete the Proctor Caching process prior to testing.

Note: Since multiple test sessions may be scheduled throughout the testing window, it is also possible to reassign absent students to existing sessions scheduled later in the window rather than creating make-up sessions.

Preparing Test Sessions

Sessions must be marked Prepared before a school or district may start a session.

1. From **Testing > Sessions**, select the session or sessions that will be Prepared. Click **Go to Students in Sessions**.
2. Select the session in the **Sessions** list or select **Combined View** if preparing multiple sessions.
3. Click **Prepare Session** or **Prepare All Sessions**.

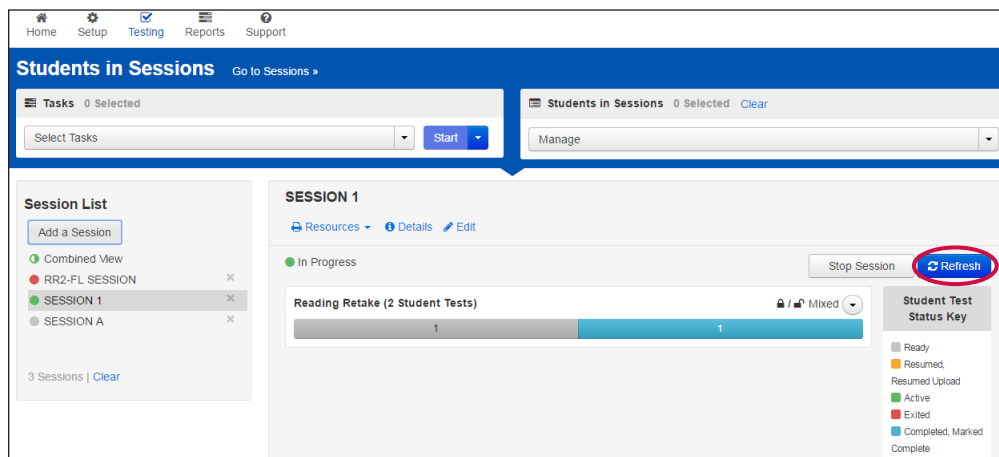
Starting Test Sessions

A test session must be started in PearsonAccess Next before students in the session can sign in and begin taking the test. FDOE recommends that a session be started no earlier than the day before the test session is scheduled to begin. Test sessions must be in Prepared status before they can be started.

To start a test session:

1. From **Testing > Students in Sessions**, add the applicable test session(s) to the **Sessions** list on the left side of the screen. Click **Refresh** to update the data being displayed.
2. Click a session to select it from the list. If you have trouble finding your session, go to **Testing > Sessions** and select the test session(s). Return to **Students in Sessions** and the session(s) will already be listed.
3. Click **Start Session**.
4. Once a session is started, students can sign in and begin testing. A session will remain in Started status until it is stopped manually. The system will not automatically start or stop a session.

- After testing begins, you can monitor the status of each student in the session. Refresh your browser window or click the **Refresh** button next to Stop Session to update the real-time testing status of students. **Note:** After 14 minutes of inactivity on PearsonAccess Next, the system will time out and you will need to log back in to view session status details.



Unlocking and Locking a Test Session

All student tests within a session are unlocked by default. A student test can be locked to prevent the test from being accessed even if the session is In Progress. This step may be taken if the Student Authorization Ticket has been printed for a student but the student is not yet participating in the test (e.g., the student is absent on the assigned testing day).

There are two ways to lock or unlock a test:

- Lock/unlock a test for all students
- Lock/unlock a test for an individual student

Locking or Unlocking a Test for All Students

- From **Testing > Students in Sessions**, select a session from the **Session List** and click **Start Session**.
- Slide the button left to lock the test.



- Slide the button right to unlock the test.

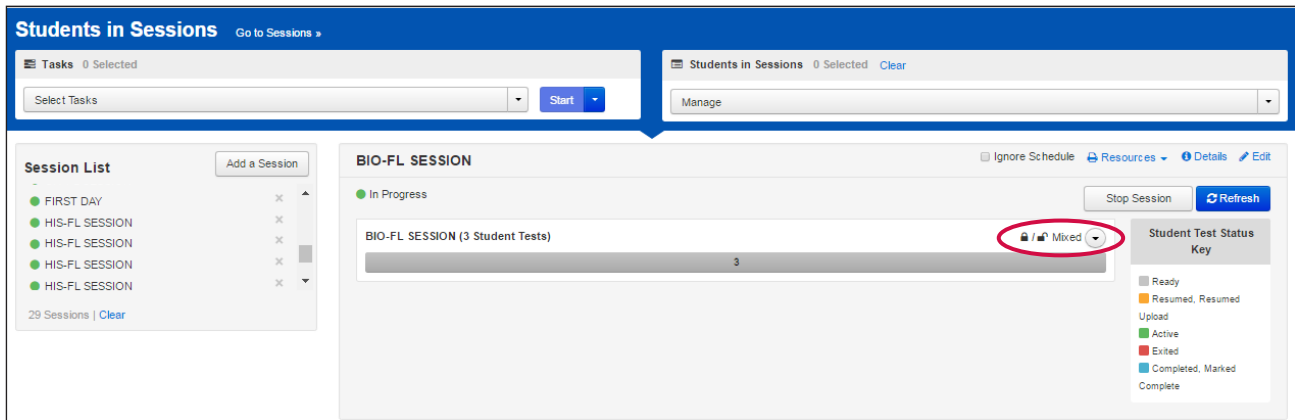


Locking or Unlocking a Test for an Individual Student

- From **Testing > Students in Sessions**, select a session from the **Session List**.
- Click **Start Session**, or select an **In Progress** session.
- Select a student with Ready status.
- To lock the student, click the down arrow on the status button and select **Lock**.
- To unlock the student, click the down arrow on the status button and select **Unlock**.

Unlocking Mixed Tests

A combination of locked and unlocked tests indicates a session is in **Mixed** state. You can select *Unlock All* or *Lock All* from the **Mixed** drop-down menu to make the test available or unavailable to all students within that session.

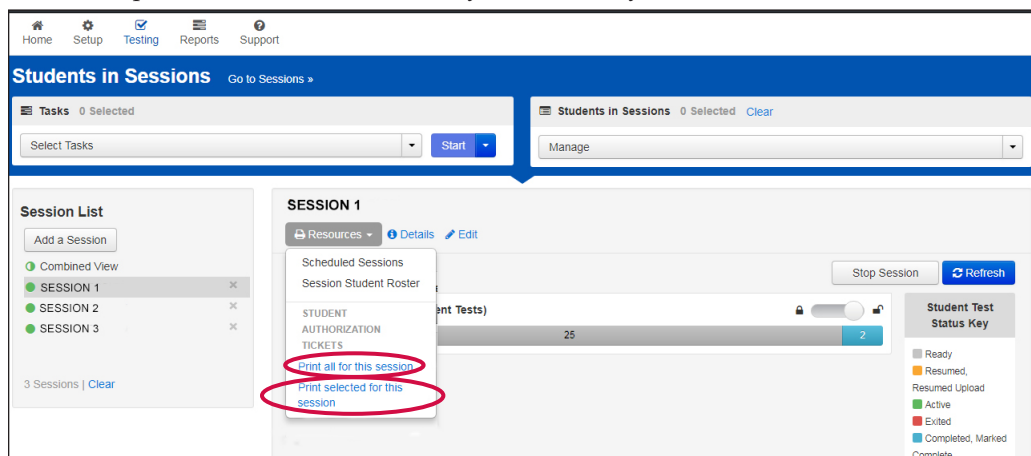


Printing Student Authorization Tickets and Advanced Session Rosters

Each student must have a Student Authorization Ticket to sign in to a test. Each authorization ticket contains the student's unique Username and a Password. An audio icon will be displayed next to the test name if the student has been assigned the text-to-speech accommodation. You must also print an Advanced Session Roster for a list of the students tested in the same session. This roster may be used to collect the required administration information. Each testing room will need a copy of the roster for students in that room. **The tickets and rosters are secure documents and must be placed in a secure location until the day of the test session.** For a sample Student Authorization Ticket, see page 6 of the Spring 2020 NGSSS EOC Manual.

To print Student Authorization Tickets

1. From **Testing > Students in Sessions**, add test session(s) to the **Sessions** list on the left side of the screen.
2. Click a session to select it from the list. If you have trouble finding your session, go to **Testing > Sessions** and select the test session that contains the student(s) whose status you wish to view. Return to **Students in Sessions** and the session will be listed.
3. Open the **Resources** drop-down menu and select either *Print all for this session* or *Print selected for this session*, which will print authorization tickets only for students you have selected.



4. Use the drop-down menu at the top of the new tab/window to select a test ticket layout.
 - **1 Per Page** shows only one authorization ticket per page.
 - **Multiple Per Page** shows four authorization tickets per page in a two-row/two-column layout.
 - **Grid** shows several authorization tickets per page in a three-row/two-column layout.
 - **List** displays three authorization tickets per page, separated horizontally.

FDOE recommends that you select one format and use it consistently at your school. Use your browser's print function to print the test tickets. Ensure print settings are set to not cut off any login information.

To print an Advanced Session Roster

1. From the Home page, go to **Reports > Operational Reports**.
2. Select **Online Testing**, and then select **Advanced Session Roster**.
3. Select **Request Report Refresh**, and then select **Refresh Report**.
4. Once the report has completed, click **Download Report**.
5. The file containing the Advanced Session Roster will open. Print the Advanced Session Roster. If several testing rooms have students on the same roster, print a copy of the roster for each testing room.

Note: Distribute the appropriate materials on each day of testing. Student Authorization Tickets and Advanced Session Rosters are secure materials. Ensure these files are deleted from your computer after you have printed them.

Monitoring Session Status

After a session begins, you can monitor the real-time status of students. Refer to the following table for a description of each possible status.

Status	Description
Ready	The student has not started the test.
Active	The student has logged in and started the test.
Exited	The student has exited the test but has not submitted his or her answers. (The student cannot resume the test unless authorized by the school assessment coordinator or the test administrator, if applicable.)
Resumed	The student has been authorized to resume the test but has not yet logged in.
Resumed-Upload	The student has been authorized to resume the test, and any responses saved locally will be uploaded.
Completed	The student's submitted test data have been processed.
Marked Complete	The student has exited the test and will not resume the same test. The test has been submitted for scoring.

The Session Roster report can also be accessed to view student test statuses. This report can be found from the Home page by going to **Reports > Operational Reports > Online Testing**.

Resuming Students' Tests

If a student exits TestNav before completing a test and the student needs to continue testing, then the student's test must be resumed in PearsonAccess Next before he or she can continue.

1. From **Testing > Students in Sessions**, enter the student's last name under **Find Students**, and then click **Search**. Select the student test(s) you want to edit.

If you have trouble finding your session, go to **Testing > Sessions** and select the test session that contains the students whose status you wish to view. Return to **Students in Sessions** and the session will already be listed. Click **Refresh** to update the data being displayed.

- Click a session to select it from the list.
- Search to find the student(s) whose status you want to view, or click the down arrow next to the **Search** button to select the option to *Show all results*.
- Click the down arrow next to the student's status and select either **Resume** or **Resume Upload**.
- The resumed student can now sign in to TestNav and resume the test. When the student has logged back in, the student's status returns to **Active**.

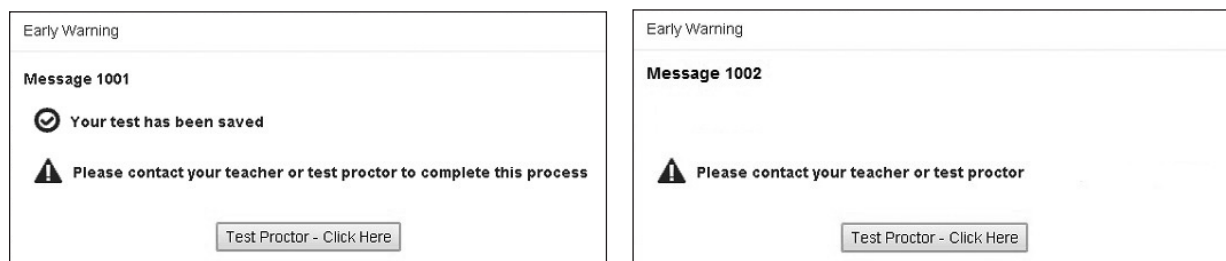
If the student's response file was saved on the local student computer or device, have the student sign in to TestNav from that computer or device so that the saved response file can be transmitted to the testing server.

- Launch the TestNav app. The student can sign in using the same username and password from the original authorization ticket if the student is in the same test session.

Resuming a Test within the Early Warning System (EWS)

Certain circumstances, such as loss of an Internet connection, trigger the Early Warning System (EWS) on the interface that students see during testing. The EWS alerts students to possible problems with the transmission of their test data and allows the test administrator to take action to ensure student responses are captured.

If either of these screens appears on a student's computer or device during testing, click the **Test Proctor – Click Here** button to open another screen that explains the actions that you should take.



To resume a test in the Early Warning System

- Click the **Test Proctor – Click Here** button on the EWS warning screen and follow the on-screen directions.
- Return to the *Students in Sessions* screen and click **Resume**.
 - If a saved response file for this student is found, it will be uploaded to the testing server when the connection is reestablished and the student logs back in to TestNav. If a saved response file is not found, TestNav will prompt the user to navigate to the location where the response file is saved so that it can be uploaded. For assistance with uploading student responses, contact Pearson Customer Support by calling 877-847-3043 or by using the webform (<http://download.pearsonaccessnext.com/ref/w.html?p=FLORIDA>) found on the PearsonAccess Next home page. Contact your district assessment coordinator if you continue to have technical issues.
- The student can now sign in to TestNav and continue the test.
 - The student's status will return to **Active** after successfully re-entering the test.
 - If the student's response file was saved on the local student workstation or device, have the student sign in to TestNav from that workstation or device so that the saved response file can be transmitted to the testing server.**

If TestNav appears to freeze when a student attempts to exit or submit a test

- Terminate the TestNav process without rebooting the local client workstation or device.
- Next, verify that connectivity exists between the client and the server. When connectivity is established, resume the student's test by selecting **Resume** on the *Students in Sessions* screen. The student can now sign in to TestNav to continue testing.

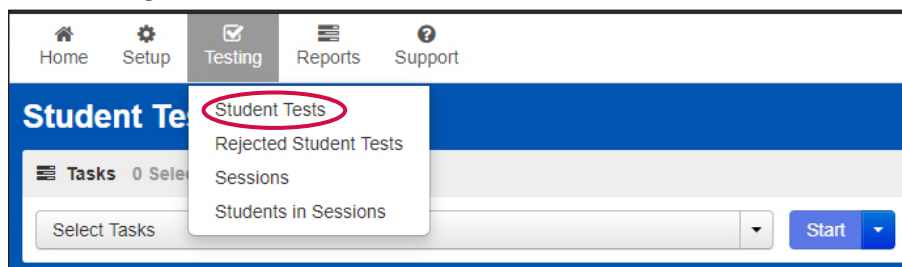
- If the student's response file was saved on the local student workstation or device, have the student sign in to TestNav from that workstation or device so that the saved response file can be transmitted to the testing server.

If a frozen screen persists and cannot be resolved using the suggestions above, contact Pearson Customer Support at 877-847-3043, or by using the webform (<http://download.pearsonaccessnext.com/ref/w.html?p=FLORIDA>) found on the PearsonAccess Next home page, and notify your district assessment coordinator immediately if the student is unable to resume testing or is unable to submit his or her test.

Printing PreID Labels

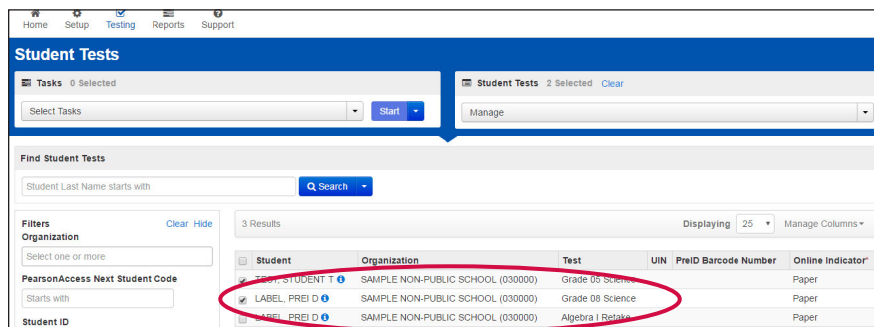
You may print PreID labels for students who will test using paper-based accommodations or for students whose information is incorrect on a PreID label.

- Click **Testing** and select **Student Tests**.

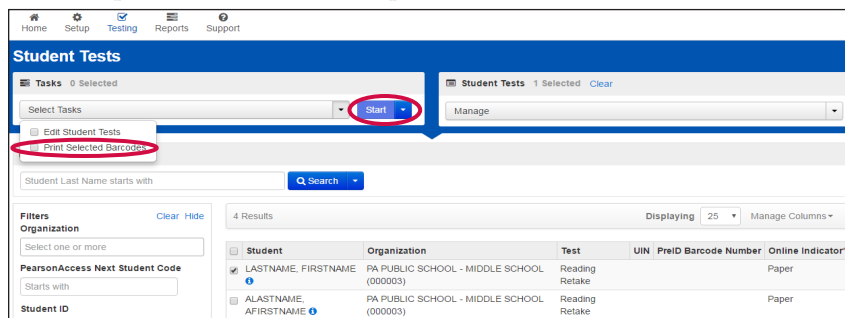


Search to find the student(s) for whom you want to print labels, or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student(s) for whom you want to print labels.

- Check the box next to each student for whom a PreID label is needed, or check the box next to **Student** to select all students.



- Click to open the **Select Tasks** drop-down menu and click **Print Selected Barcodes**. Click **Start**.



- Click **Generate / Print**. PreID Labels must be printed using the highest quality printer settings available to ensure readability for scanning purposes.

- Open the PDF found in the download folder or at the bottom of the screen.

<p>TEST, STUDENT T. GRD: 05 ID: XXXXX6789X GEN: M DOB: 2007-11-15 ESE: S504: ELL: LP: BR: OIPP: RACE: IABPW HISP/LATINO: null</p>  <p>BARCODE: 0000000027 DIST/SCH: 03-0000 SAMPLE NON-PUBLIC SCHOOL</p>	<p>LABEL, PREID. GRD: 08 ID: 1231231231 GEN: F DOB: 2003-11-01 ESE: S504: ELL: LP: BR: OIPP: RACE: HISP/LATINO: null</p>  <p>BARCODE: 0000000035 DIST/SCH: 03-0000 SAMPLE NON-PUBLIC SCHOOL</p>
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- Right-click or select from the menu options to print the PreID labels.

Marking a Student's Test Complete

You cannot stop a test session until any students in Ready status have been removed and all students in the session are in Completed or Marked Complete status. If a student exits and will not resume testing or if a student accidentally exited a test instead of submitting, you must manually mark that student's test complete. Before marking a student's test complete, ensure that you understand the reason the student exited the test without submitting it. This reason must be entered in PearsonAccess Next. **Do not mark a student's test complete if the student was absent and is still in Ready status.** Absent students should be removed from the session or moved to a make-up session.

Marking the test complete submits the student's test, but it **does not invalidate the test**. If invalidation is necessary, mark the test complete and then complete the necessary steps to invalidate the test (see pages 52–53 of this guide). **Never submit a student's answers or mark a student's test complete because of a technical issue without first receiving directions from your district assessment coordinator or Pearson.**

To mark a student's test complete

- From **Testing > Students in Sessions**, add the test session(s) to the **Sessions** list on the left side of the screen. If you have trouble finding your session, go to **Testing > Sessions** and select the test session that contains the students whose status you wish to view. Return to **Students in Sessions** and the session will already be listed. Click **Refresh** to update the data being displayed.
- Click a session to select it from the list.
- Search to find the student(s) whose status you want to view, or click the down arrow next to the **Search** button to select the option to *Show all results*.
- Select the checkbox next to a student record to select the student(s) whose status you wish to update.
- Open the task list and select **Mark Student Tests Complete**. Click **Start**.
- Select the checkbox next to the student(s) name in the list to confirm your selection(s). Enter a reason and click **Mark Complete**.

Stopping Test Sessions

After all students have completed the test and submitted their responses, manually stop the test session in PearsonAccess Next. Any students who were absent and who may test at a later date may remain in Ready status and should be removed from this session (and/or moved to a make-up session).

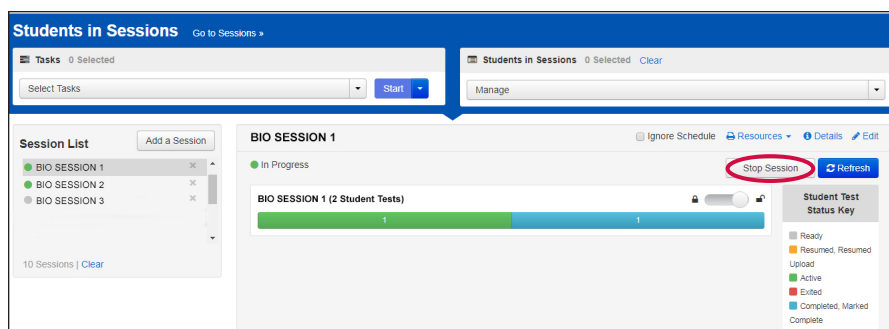
To stop a test session

- From **Testing > Students in Sessions**, add the test session(s) to the Sessions lists on the left side of the screen. Click **Refresh** to update the data being displayed.

2. Click a session to select it from the list.

If you have trouble finding your session, go to **Testing > Sessions** and select the test session(s). Return to **Students in Sessions** and the session(s) will already be listed.

3. Click **Stop Session**.



Test sessions may remain in started status for more than one day but should be stopped after all students have completed testing or the administration window is closing. All sessions must be stopped in PearsonAccess Next by **4:00 p.m. (Eastern time) on the final day of testing for each administration.**

Invalidating Tests

Review policies regarding test invalidation on pages 23–24 of the Spring 2020 NGSSS EOC Manual. Remember that invalidations must be recorded in PearsonAccess Next by **4:00 p.m. (Eastern time) on the final day of testing for each administration.**

To invalidate a test:

1. From **Testing > Students in Sessions**, search to find the student test(s) you want, and then click **Search**. Select the student test(s) you want to edit.
2. Open the task list and select **Manage Student Tests**. Click **Start**.
3. Select the student test you wish to edit under **Student in Sessions**.
4. Scroll down to the *Do Not Score* field for the student record.
 - Click the box next to **Do Not Score**.
 - Select a reason in the *Do Not Score Reason* field.
 - Accommodation Given By Mistake
 - Accommodation Not Given
 - Cheating
 - Disruptive
 - Duplicate Test
 - Electronic Device
 - Grade Mismatch
 - Illness
 - Left Campus

- Test Admin Error
- Withdrawn from School*
- Unsubmitted Test
- Other

* This invalidation code should be used only if the student began a test but withdrew before completing it. If a student withdrew before testing, he or she should still be in Ready status and should be removed from the test session.

5. Click **Save** when you have completed all edits.

Editing Student Information after Testing

1. From **Testing > Students in Sessions**, search to find the student test(s) you want, or click the down arrow next to the **Search** button to select the option to *Show all results*. Select the student test(s) you want to edit.
2. Open the task list and select **Manage Student Tests**. Click **Start**.
3. Select the student test you wish to edit under **Student Tests** and edit the listed information. Click **Save** to finish.

Frequently Used Operational Reports

To access **Operational Reports**, select **Reports > Operational Reports**.

Session Roster

You can quickly find every student's testing status by accessing the **Session Roster**. This report can also be useful to verify that accommodated forms have been assigned to the appropriate students.

To access the Session Roster Report:

1. Select **Online Testing > Session Roster**.
2. Select a **Session Organization** in the drop-down menu or leave blank to view all organizations to which you are assigned.
3. Select a **Test** in the drop-down menu or leave blank to view all tests.
4. Select **Refresh Report** or **Request Report Refresh**.

Accessibility Features and Accommodations for Student Tests

You can verify that students have been assigned the appropriate accommodations by accessing this report.

To access the **Accessibility Features and Accommodations for Student Tests** Report:

1. Select **Students & Registrations > Accessibility Features and Accommodations for Student Tests**.
2. Select the accessibility feature or accommodation you want a report for in the **Accessibility Features and/or Accommodations** drop-down menu. If you want to view all, leave blank or select *ALL*.
3. Select an **Organization** in the drop-down menu or leave blank to view all organizations to which you are assigned.
4. Select a **Test** in the drop-down menu or leave blank to view all tests.
5. Select **Display Report** or **Download CSV**.

Student Test Counts

You can monitor the number of tests assigned, in progress, and completed by accessing the **Student Test Counts** report. This report will not reflect the number of paper tests that have been completed until Pearson has finished processing and scoring the paper tests. The computer-based test status is based on the current test status in PearsonAccess Next.

To access the **Student Test Counts** Report:

1. Select **Students & Registration > Student Test Counts**.
2. Select an **Organization Type** in the drop-down menu or leave blank to view all organizations to which you are assigned.

3. Select a **Test** in the drop-down menu or leave blank to view all tests.
4. Select **Refresh Report** or **Request Report Refresh**.

Rejected Student Test List

You can access a list of all the rejected student tests for your organization(s). Deferred rejected student tests and the deferred reason will also appear on the list.

To access the Rejected Student Test List:

1. Select **Students & Registrations > Rejected Student Test List**.
2. Select an **Organization** in the drop-down menu or leave blank to view all organizations to which you are assigned.
3. Select a **Status** in the drop-down menu or leave blank to view all rejected tests.
4. Select **Display Report** or **Download CSV**.

Online Student Tests Marked Test Complete

You can access the **Online Student Tests Marked Test Complete** report to view student tests that have been marked complete and the marked complete reason.

To access the Online Student Tests Marked Test Complete Report:

1. Select **Online Testing > Online Student Tests Marked Test Complete**.
2. Select the organization that you would like to view in the drop-down menu under **Filtered Organization** or leave blank to view all organizations to which you are assigned.
3. Select a **Test** in the drop-down menu or leave blank to view all tests.
4. Select **Refresh Report**, **Download Report**, or **Request Report Refresh**.

Contacting Pearson Customer Support

If you contact Pearson Customer Support by calling 877-847-3043 or through Pearson's webform (at <http://download.pearsonaccessnext.com/ref/w.html?p=FLORIDA>) during this administration, make sure that you know the answers to all relevant questions below so that Pearson can assist you effectively and efficiently. Also, ensure you report any technical issues or test irregularities to your district assessment coordinator.

PearsonAccess Next

- Are you using a PC, Mac, or other device?
- What is your role (District Assessment Coordinator, School Administrator, School Assessment Coordinator, CBT Test Administrator, or Technology Coordinator)?
- What screen are you on?
- What task were you trying to complete when you encountered an error?
- What was the error message? If there wasn't an error message, what are you unable to do?
- If you were working from the manual, what page were you on?

TestNav

- Is the student using a desktop computer, laptop, iOS, or Chrome OS device?
- What operating system is the student using?
- What task was the student trying to complete in TestNav when he or she encountered an error?
- Did an error code or message appear?
- Can you provide a log file?
- For schools using Proctor Caching, what is the IP address of the Proctor Caching computer?
- Do you use a proxy server and, if so, what is the IP address?

Proctor Caching (if applicable)

Note: Proctor Caching is not required, but it is recommended for use in low-bandwidth environments.

- Are you using a PC, Mac, or other device?
- Were you setting up Proctor Caching on a workstation or a server?
- Have you installed the Proctor Caching software?
- Did you start the Proctor Caching software prior to attempting to Proctor Cache?
- Did you add an IP address to your Proctor Caching server locations? This should be the IP address of the Proctor Caching computer.
- Did you add the appropriate port? This is typically port 4480 but could vary depending on your district/school firewall or content filtering software.
- Did you add the whitelist URLs to your firewall and content filtering software? The whitelist URLs that need to be added can be found in the *Network Requirements and Guidelines* available at <https://support.assessment.pearson.com/x/AxZgAQ>.

TECHNOLOGY COORDINATOR CHECKLIST

Before Testing

- ☐ Carefully read the documentation available at <http://florida.pearsonaccessnext.com/technology-resources>, as well as the relevant portions of the test administration manual and any local directions you have been given. Resolve any questions you might have with your district assessment coordinator.
- ☐ Read the *Test Administration Policies and Procedures* and Appendix D in the Spring 2020 NGSSS EOC Manual, and then sign the *2019–2020 Test Administration and Security Agreement* located in Appendix E of that manual.
- ☐ Ensure all computers and devices meet the requirements available at <https://support.assessment.pearson.com/x/HwYcAQ>.
- ☐ Ensure all student computers and devices have successfully loaded the Infrastructure Trial.
- ☐ Meet with the school assessment coordinator to discuss the administration of the computer-based test and to walk through the test administration procedures.
- ☐ Discuss and implement plans for handling possible technical interruptions during testing.
- ☐ Run App Check on a sample of student testing devices at each testing site. If multiple device types are used, it is recommended to run App Check on each device type. App Check confirms that the testing device can connect to TestNav servers and that it is configured to start TestNav in kiosk mode. An optional configuration identifier, found in PearsonAccess Next, may be entered to validate additional TestNav configurations, such as connectivity to ProctorCache and viability of SRF save locations. App Check does not check screen size or resolution; please ensure testing devices meet minimum specifications. More information is available at <https://support.assessment.pearson.com/x/HwYcAQ>.
- ☐ Evaluate the testing locations in the school to ensure availability of sufficient electrical outlets and network jacks.
- ☐ Ensure appropriate security protocols are used. There are many different types of security protocols and settings depending on the hardware and usage requirements. The three most common protocols are: Wired Equivalent Privacy (WEP), Wireless Access Protocol (WAP), and Wireless Access Protocol Version 2 (WAP2). WAP2 is recommended because it offers the highest level of security.
- ☐ Ensure you are aware of the applications that must be disabled prior to testing. Any screen savers, automated virus scan software, and remote access applications should be disabled during the period of computer-based testing.
- ☐ Confirm that the computers used for test administration (i.e., PearsonAccess Next) have the appropriate required version of a standard Internet browser based on the operating system in use on the computer and that the pop-up blocker is disabled.
- ☐ Ensure the school has a high-speed connection to the Internet **and** the connection is not over-allocated.
- ☐ Verify that the performance of your Internet connection is consistent with expected levels of performance for computer-based testing.
- ☐ If a firewall is used, confirm the appropriate destination/port/protocol combinations are allowed through the firewall.
- ☐ Ensure that any proxy servers have been checked to ensure that the appropriate URLs are not blocked.
- ☐ Confirm that Internet content filters are configured to allow the specific URLs required for administering computer-based testing.
- ☐ For schools using Proctor Caching, ensure Proctor Caching computers have been set up properly.
- ☐ Confirm that student computers and devices and the Proctor Caching computer (if applicable) have not been updated with any additional software and will not be updated before testing begins.
- ☐ Ensure a printer is available for printing the Student Authorization Tickets and Advanced Session Rosters (color is not required).
- ☐ Analyze the network to determine whether network bottlenecks exist.
- ☐ Prepare test sessions in PearsonAccess Next, and if proctor caching, ensure that test content has been cached for all scheduled test sessions. Test content is available one week prior to the test administration window.

Technology Coordinator Checklist

- ☐ Alert your Internet Service Provider to your computer-based testing window, and confirm that no scheduled maintenance or outages are planned during that entire window.
- ☐ Verify, as needed, that no high-bandwidth network activity other than computer-based testing will be occurring during the computer-based testing window.
- ☐ If using wireless network connections for computer-based testing, ensure that all computers and devices can effectively communicate with their access point from the testing location.
- ☐ If using wireless network connections for computer-based testing, ensure that all security measures have been properly enabled.
- ☐ Ensure that laptops are connected to AC power. If batteries must be used, ensure that they are fully charged and have the capacity to last for the entire test session.
- ☐ Disable or delay anti-virus, auto-scan and/or auto-update, system restore utilities, Windows Security Firewall, Web content filtering, or other software that may impact CPU speed or scan/block information transferred between the computers and devices and the servers.
- ☐ Ensure student computers and devices and the user profiles and logins being used for testing allow full read, write, and modify access to the TestNav\Temp and TestNav\Logs directories.
- ☐ Ensure that the primary and secondary save locations are set for student response files and that students have read and write access to these locations.
- ☐ Ensure that test administrators are familiar with how to access practice tests and the TestNav application on student computers and devices.

During Testing

- ☐ For schools using Proctor Caching, ensure Proctor Caching software is running on all Proctor Caching computers.
- ☐ Monitor each testing room to ensure that there are no technical issues.
- ☐ Be available to answer questions from test administrators.
- ☐ Visit the TestNav Status Hub (<https://fl-testnav.statushub.io/>) as necessary to ensure that online testing, PearsonAccess Next, and the Florida Resource Center are available.

After Testing

- ☐ For schools using Proctor Caching, purge test content from the Proctor Caching computer(s).