



dodea

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY



INFRASTRUCTURE TRIAL GUIDE

2019 SPRING
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For Questions About	Who to Contact	Contact Information and Resources
<p>Technology, including PearsonAccessnext and TestNav Test administrations Test materials</p>	<p>DoDEA Customer Support</p>	<p>Web: https://dodea.mypearsonsupport.com/ Manuals: https://dodea.mypearsonsupport.com/summative-resources/ Hours: Year round: Monday - Friday 7:00am - 4:30pm (ET) During Summative test windows only (April 8 - May 10, 2019) Americas: Monday - Friday 7:00 am - 4:30 pm (ET) Europe: Monday - Friday 7:00 am - 4:30 pm (CET) Pacific: Monday - Friday 7:00 am - 4:30 pm (JST) Telephone: 1-833-877-5758 Chat: Log in to PearsonAccessnext and select Click here for Live Chat under Contact Us in the right side panel.</p>

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Glossary of Important Terms

PearsonAccess^{next} is the portal used for the registration, setup, preparation, and management of both the computer-based and paper-based formats of the Department of Defense Education Activity (DoDEA) College and Career Ready Standards (CCRS) assessments. PearsonAccess^{next} is a secure site for CCRS assessments participants that requires a username and password. Additional information about setup and operation of computer-based testing for the CCRS assessments is available in the PearsonAccess^{next} User Guide. This online guide is available at <https://support.assessment.pearson.com/display/PAsup>.

The **PearsonAccess^{next} Training site** is an online portal that provides an opportunity to practice Test Administrator, Test Coordinator, and Technology Coordinator tasks. It also allows schools and districts to perform an Infrastructure Trial (dress rehearsal) in preparation for testing. It requires a username and password setup. To access the training site, go to <https://trng-dodea.pearsonaccessnext.com/>.

TestNav is the online testing platform used by students to take the computer-based CCRS assessments. Additional information regarding technology requirements and setup instructions can be found in the TestNav User Guide at <https://support.assessment.pearson.com/display/TN>.

About This Guide

This guide is intended to provide a comprehensive list of tasks involved in conducting an Infrastructure Trial. For technical issue resolution or further information on tasks involved for managing student data, the manuals posted at <https://dodea.mypearsonsupport.com/summative-resources/> may be referenced.

Section
1.0 Implementing an Infrastructure Trial This section outlines the preliminary steps to implementing an Infrastructure Trial.
2.0 PearsonAccess^{next} Training Site This section discusses the PearsonAccess ^{next} Training site.
3.0 Technology Set Up This section covers all the technology aspects of the Infrastructure Trial, and provides instructions on configuring the Infrastructure Trial Environment.
4.0 Creating Sample Students This section describes how to create sample students in the PearsonAccess ^{next} Training site for an Infrastructure Trial (if needed).
5.0 Creating a Test Session This section provides all the necessary information and steps for setting up sessions for an Infrastructure Trial and managing student assignments for sessions.
6.0 Conducting a Test Session This section provides all the necessary information and steps for conducting an Infrastructure Trial including printing student testing tickets and instructions about starting, monitoring, and stopping sessions in PearsonAccess ^{next} .
7.0 Follow-Up This section includes instructions for providing your District Test Coordinator or DoDEA HQ with feedback regarding the Infrastructure Trial.

Infrastructure Trial Overview

What is an Infrastructure Trial?

An Infrastructure Trial is an opportunity for districts, schools, and students to prepare for the computer-based CCRS assessments by simulating test-day network utilization. This will help to identify any school or district issues, and to confirm all testing devices are properly configured and ready to run the CCRS assessments. The Infrastructure Trial also provides an opportunity to introduce students to the testing interface and to practice online test content. Unlike live assessments, you will not use real student information; instead you will use sample students in the PearsonAccess^{next} Training site. To access the training site, go to <https://trng-dodea.pearsonaccessnext.com/>.

This is a dress rehearsal to confirm that:

- TestNav is configured correctly
- Devices can successfully run TestNav
- Network can bear the full load
- Participating staff know what to do for CCRS computer-based assessments
- Students are familiar with the computer-based tools and format

Once your network is configured, your devices are set up and tested to run TestNav, staff are trained, and sessions are created, the Infrastructure Trial should take approximately 60 minutes to administer. Depending on the size of your Infrastructure Trial, it may take 1-2 weeks for setup. Schools are encouraged to provide feedback to their districts regarding the Infrastructure Trial. Districts should contact the IT Regional Support or DoDEA HQ with feedback and/or concerns regarding software or hardware issues.

Why administer an Infrastructure Trial?

Conducting an Infrastructure Trial provides the school with a scheduled opportunity to practice administering a test in a low-stakes environment that can help identify possible problems and avoid delays during the operational administration of the CCRS assessments. Working through an Infrastructure Trial may also help identify gaps in technology, communication, and training that need to be addressed to prepare for CCRS assessments. Pearson recommends that you run an Infrastructure Trial for each CBT administration, making sure to use the same versions of TestNav that will be used for the upcoming testing window.

Who should be involved?

You should involve all districts and school personnel responsible for participating in computer-based assessments. The trial provides the opportunity to collectively evaluate the test environment and to identify and resolve potential issues prior to the CCRS assessments. For example, you would want to include:

- School Test Coordinators
- District Test Coordinators
- Students

When should I conduct an Infrastructure Trial?

DoDEA will be performing the Infrastructure Trial from February 4th to February 8th, 2019. All testing must be completed within this window.

Where do I start?

The Infrastructure Trial is conducted using the PearsonAccess^{next} Training Site. To access the training site, go to <https://trng-dodea.pearsonaccessnext.com/>. You should first check with your district to see if the Infrastructure Trial will be performed at a district or school level. Then, you will need to verify that all staff members participating in the trial have received user IDs and passwords for the PearsonAccess^{next} Training site with appropriate user role(s) assigned.

Note: Users given access to the training site will also need to be created in the operational site. To add users in PearsonAccess^{next}, go to Setup > Users > Create / Edit Users.

If assistance is needed at any point during your Infrastructure Trial, contact the Pearson support center at 1-833-877-5758 (+1 (001) 833 877-5758)

1.0 Implementing an Infrastructure Trial

1.1 Create a Communication Plan

A key best practice for a successful computer-based testing experience is developing a communication plan for all staff that have a role in computer-based assessments. If you are a District Test Coordinator you need to make sure that you establish communication with your technology staff early, both before testing is scheduled and during the testing window. Test Coordinators will be the primary recipients of broadcast emails that will provide important information about computer-based testing.

Develop a communication plan that contains the following elements:

- Contact information for school technology staff so you can reach them during testing
- DoDEA customer support contact information to get assistance during testing.

1.2 Scheduling the Infrastructure Trial

To ensure a successful Infrastructure Trial, you should plan and coordinate the following activities:

- Identify all students who will participate in the Infrastructure Trial. You should select the maximum number of students you expect to be testing at the same time so that your trial approximates the actual anticipated load on your network.
- Recruit individuals to serve as Test Administrators.
- Train all staff involved in the Infrastructure Trial.
- Designate appropriate testing sites.
- Consult with Technology Support and confirm that all the student testing devices meet the requirements needed to participate in the Infrastructure Trial.
- Have technology staff perform a Preliminary System Test.
- Have students practice TestNav navigation and tools by using the tutorials found at <https://dodea.mypearsonsupport.com/>.
- Assign students and testing locations to Test Administrators.

Once Test Sessions are created and the technology set up is completed, schools will need approximately 60 minutes to administer the Infrastructure Trial per class/group of students. Practice test forms are assessments that help familiarize you and your students with sample CCRS test items. The secure practice tests available in the training site will not be scored.

When creating students, and setting up test sessions, there will be one ELA and Math test per grade. Each test is one unit long.

Note: The Infrastructure Trial can only be conducted in the PearsonAccess^{next} Training site.

2.0 PearsonAccess^{next} Training Site

The PearsonAccess^{next} Training site must be used to set up and administer the Infrastructure Trial. Within the PearsonAccess^{next} Training site, you can create sample students (if needed), assign the test

to sample students, create sample test sessions, and add students to these test sessions. The PearsonAccess^{next} Training site is also used to monitor sessions during the Infrastructure Trial.

Note: Work with your Technology Support or school technology support staff to disable pop-up blocking software for the PearsonAccess^{next} website.

2.1 Log in to the PearsonAccess^{next} Training Site

The District Coordinator will be responsible for creating accounts for the School Test Coordinators in the Training site (if needed). If you are responsible for creating other school user accounts (such as your Technology Support staff and staff that will administer the test), your District Coordinator will provide you with instructions for how to do this. You should receive an email with your username (which is your email address) and instructions for creating your password. If you have not received these instructions, contact your District Coordinator. You will need your PearsonAccess^{next} Training site account to setup the Infrastructure Trial. Refer to the PearsonAccess^{next} User Guide for more information about creating and updating user accounts for school staff available at <https://support.assessment.pearson.com/x/N4Dy>.

Log in for the first time

After you receive the email containing your username, complete the following steps:

1. Click on the link within the email.
2. Create a password; you will be prompted to enter it twice, and then click Set Password.
3. Click OK.
4. To return to the training site, go to <https://trng-dodea.pearsonaccessnext.com>.
5. Read the Privacy Policy and Terms and Conditions of Use, then click Accept.

To reset your password (if needed)

1. Go to <https://dodea.mypearsonsupport.com/pearsonaccessnext/> and click Forgot Password.
2. Enter your username (which is your email address) and then click Request Password Reset.

Locked Accounts

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

3.0 Technology Setup

This section covers the technology setup steps required to complete the Infrastructure Trial. These are the same steps that must be completed prior to the CCRS summative assessment testing window.

3.1 Setting Up for an Infrastructure Trial

Prior to beginning the Infrastructure Trial, District Test Coordinator, School Test Coordinator and Technology Support Staff will need to coordinate roles and responsibilities for preparing your schools to conduct the trial.

Step 1 - Configure Internet firewalls, content filters, and spam filters.

Internet firewalls, content filters, or spam filters must be configured to allow access to the Pearson domain. Verify content filter/firewalls and allow the appropriate sites, including:

- *.testnav.com:80
- *.testnav.com:443
- *.pearsonusercontent.com
- *.usertrust.com
- *.comodoca.com
- *.thawte.com
- *.google-analytics.com (recommended, but not required)
- Allow local file access to home directory

Next, configure the common applications listed below NOT to launch on any student test taking devices during testing sessions:

- Anti-virus software performing automatic updates
- Power management software on laptops warning of low battery levels
- Screen savers and sleep mode
- Email with auto message notification
- Calendar applications with notifications, such as Google Calendar
- Pop-up blockers
- Set automatic updates (iTunes)
- MAC OSX Three finger tap gesture on MacBook

Step 2 - Download TestNav Apps

The TestNav App can be downloaded from <http://download.testnav.com>. Instructions on setting up the TestNav App, go to <https://support.assessment.pearson.com/x/HgACAQ>.

Step 3 - Security

For the CCRS Assessments, eligible devices must have the administrative tools and capabilities to “lock down” the device to temporarily disable features, functionalities, and applications that could present a security risk during test administration.

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

1. Open TestNav and navigate to the DoDEA sign in page, then click the user icon in the top right and choose “App Check” from the menu.
2. App Check will verify connection to TestNav. Detailed instructions can be found at: <https://support.assessment.pearson.com/x/JgAyAQ>.

3.2 Preliminary System Test

Prior to students taking part in the Infrastructure Trial, school technology support staff should perform a Preliminary System Test. The Preliminary System Test is an informal, small-scale Infrastructure Trial that is recommended to help ensure systems are set up and in place before students participate. Technology support staff should work with the School Test Coordinators to create additional sample students (if needed) and additional test sessions (if needed). Then, technology support staff will login

to several computers to ensure test content is delivered to TestNav. This process is designed to help ensure a successful full-scale Infrastructure Trial.

3.3 Conducting an Infrastructure Trial

The following section describes the roles and responsibilities of the technology support staff during the Infrastructure Trial. As a reminder, to complete set up, the Test Administrator will need to follow the steps in Sections 4.0 and 5.0 to add students to test sessions. The detailed steps for conducting the Infrastructure Trial are provided in section 6.3 Conduct an Infrastructure Trial at a School.

Monitor network performance for slowdowns or ISP bandwidth usage.

- If using a wireless connection, monitor the connections and verify that access point placement is sufficient for testing.
- Provide technology support to schools and districts.

3.4 After Conducting the Infrastructure Trial

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

Conduct follow up on any identified issues.

Following the Infrastructure Trial, there may be things that require follow up and resolution prior to the test administration. Observations from monitoring, as well as feedback from school and district staff should be used to conduct the follow-up. CCRS customer support can be reached at 1-833-877-5758 (+1 (001) 833 877-5758). Detailed technical manuals are available at <https://dodea.mypearsonsupport.com/technology-setup/>.

5.0 Creating a Test Session

5.1 Create a Sample Test Session

Sample students will be created by DoDEA HQ, but sample test sessions must be created to administer an Infrastructure Trial. For an Infrastructure Trial, it is recommended that you set up a session for each testing lab/class. A test session in PearsonAccess^{next} is a logical grouping of students who are assigned to the same grade/subject assessment comprised of multiple units (e.g., Grade 8 English language arts/literature, Grade 6 Mathematics).

To create a test session:

1. In the training site, go to the **Testing** tab and click **Sessions**.
2. From the Select Tasks drop-down menu select **Create/Edit Sessions** and click **Start**.
3. Complete the test session details by entering the **Session Name** and selecting the **Organization** from the drop-down menu.
4. Next, complete the Test and Form section. Select **Test Assigned** and choose the appropriate practice test from the drop-down.
5. Set **Form Group Type** to **Main**.
6. Then, enter **Scheduled Start Date** in the Scheduling section. Scheduled Start Date is a required field; however, a test session is not started until you click **Start** on the Session Details screen. The **Scheduled Start Time** and **Lab Location** are optional fields.
7. Finally, under **Students** add the students assigned to this session and click **Create**. A confirmation message will be displayed once the session has been successfully created.

A video and screenshots of steps to create test sessions can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/KoDy>.

5.2 Add Additional Sample Students to an Already Created Session

If students were not added when the session was created, you can add them later.

To manually add student tests to a session:

1. In the training site, go to the **Testing** tab and click **Students in Sessions**.
2. Select the session name from the **Session List** on the left side of the screen. If multiple sessions have been selected, a Combined View will be available to manage all the selected sessions.
3. Then, select **Add Students** to Sessions from task menu. Click **Start**.
4. Use **Find available students** to add students to a session.
5. You can also look up students to select by clicking the down area next to Search to show and select **Show All Results**.
6. Click the **Add** button to add students to the session.

A video and screenshots of steps to add students to test sessions can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/K4Dy>.

5.3 Print Student Testing Tickets

Testing tickets include a login ID and password for each individual sample student. This information is necessary to log into a test for the Infrastructure Trial.

To print student test tickets:

1. In the PearsonAccess^{next} Training site, go to the **Testing** tab and click **Students in Sessions**.
2. From the **Session List**, select **Add a Session**. The Session Details screen will appear.
3. To print Student Testing Tickets, click on Resources drop-down. You can choose to Print all testing tickets for the session or you can select students from the session and Print selected for this session.
4. Use your browser's print function to print the student testing tickets.
5. After printing, the Optional field "Local Testing Device ID" can be written in to assist technology coordinators with resolving technology issues or to recover student responses in the event of a technology issue.

Note: CCRS Test Administrations do not use Seal Codes.

A video and screenshots of steps to print student test tickets can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/HxpgAQ>.

6.0 Conducting a Test Session

6.1 Prepare a Session

Sessions must be prepared by District or School Test Coordinators before the sessions can be started. Preparing a test session will assign the test form for the students.

To prepare a session:

1. In the PearsonAccess^{next} Training site, go to the **Testing** tab and click **Students in Sessions**.
2. Click the session name from the Session List. The **Session Details** screen will appear for the test session selected. If multiple sessions are selected, the option to **Combine View** appears and all test sessions can be prepared at the same time.
3. Click the blue **Prepare Session** button.

A video and screenshots of steps to prepare sessions can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/24F8AQ>

6.2 Start a Test Session

After a session, has been prepared, the session must be started and a unit must be unlocked before sample students can log into the Infrastructure Trial.

To start a session:

1. In the PearsonAccess^{next} Training site, go to the **Testing** tab and click **Students in Sessions**.
2. Click the session name from the **Session List**. The **Session Details** screen will appear for the test session selected. If multiple sessions are selected, the option to **Combine View** appears.
3. Click the green **Start Session** in the **Session Details** screen.

A video and screenshots of steps to start sessions can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/JoDy>.

6.3 Lock and Unlock Units by Session and Student

Test units will need to be unlocked in the Students in Sessions screen at the time of testing. Test Coordinators or Test Administrators may unlock or lock units at the session level or by individual student. If Unit 1 is locked for all students in the session, you can unlock the individual student units below.

A video and screenshots of steps to unlock/lock test units can be found in the PearsonAccess^{next} User Guide here: <https://support.assessment.pearson.com/x/JoDy>.

6.4 Conduct an Infrastructure Trial at a School

Your School Test Coordinator will provide Test Administrators with a schedule and instructions for administering the Infrastructure Trial forms. It will take approximately 30 minutes to administer and review the items.

1. Prepare testing devices

Launch TestNav on all testing devices by accessing TestNav App.

Note: As described in section 3.1 Setting Up for an Infrastructure Trial, ensure that all software applications, including internet browsers, are closed on all student testing devices before this test begins.

2. Direct test administrators and students to testing locations

Direct Test Administrators and students to their assigned computer lab or other testing location.

3. Distribute student testing tickets

After students are seated, read the appropriate administration script and distribute testing tickets when instructed to do so.

4. Read the Infrastructure Trial Script

Test Administrators are advised to adhere to the scripts provided in this manual (Appendix C) for administering the Infrastructure Trial or you may use the scripts that are provided in the manuals posted to Avocet. You may repeat any part of these directions as many times as needed while you are delivering the script.

5. Conduct test session

The script provides instructions for students to login to TestNav and concludes with instructions for students to ‘Start Test Now’. This marks the beginning of the test session.

6. Supervise test administration

During each test session, circulate around the room and check to see that students are recording their answers.

6.5 Monitor Sessions

Once a session has been started, there are several actions that may need to be carried out to complete the Infrastructure Trial. These actions include resuming sample students, resuming sample students with saved responses, and marking tests complete. The Test Administrator should have their own device on which to perform these actions. Additional information for monitoring sessions including screenshots of steps to resume units can be found in the PearsonAccess^{next} User Guide here:

<https://support.assessment.pearson.com/x/JYDy>.

The following table lists the statuses that may appear for test units in the Session Details and a description of what each status indicates.

Test Status Key	
Ready	The student has not logged in to the test unit yet, but is ready to log in.
Active	The student is currently testing the test unit.
Exited	The student has exited the test unit, but has not submitted his or her responses yet. Students in Exited status will need to be resumed to re-enter the test.
Completed	The student has completed the test unit.
Marked Complete	The student’s test unit has been marked complete rather than being submitted through TestNav.
Resumed	The student is ready to log back in to the test unit.
Resumed-Upload	The student is ready to log back in to the test unit but some responses may not have sent to Pearson servers before exiting. When the student logs in to a

Resumed-Upload test unit, a staff member needs to be present to navigate to the saved responses to be uploaded to TestNav before resuming the test.

If a student logs out of the session at any point before the test is completed, the student will need to be resumed before the student can log in again.

6.6 To Resume Students

To resume more than one student:

1. Go to Testing > Students in Session page. Be sure the session is selected within **Session List**.
2. Check the box next to the Student Name(s) that needs to be resumed.
3. Select **Resume Student Tests** from the task menu. Then click **Start**.
4. Select the unit that you would like to Resume. Click **Resume**.
5. After clicking **Resume**, a message will display stating “Success, changes saved.” Click **Exit Tasks** to return to the Students in Session screen.
6. The resume student(s) will now show “Resumed” status.

To resume one student at a time:

1. Click on the arrow next to their **Exited** status and select **Resume**.
2. The student status will update to “Resumed.”

6.7 Closing a session

Remove any students who have not started testing:

1. Go to Testing > Students in Sessions.
2. Check the box next to any students who have not yet started testing.
3. Select **Remove Students from Sessions** from the task menu. Then click **Start**.
4. Select the students you would like to remove. Click **Remove**.

Mark tests complete that have been started, but not yet finished:

1. Go to Testing > Students in Sessions.
2. Check the box next to any students who have started testing, but are not yet finished.
3. Select **Mark Student Tests Complete** from the task menu. Then click **Start**.
4. Select the tests you would like to mark complete. Click **Mark Complete**.

Once only completed tests are in the session, stop the session:

1. Go to Testing > Students in Sessions.
2. Click **Stop Session**

7.0 Follow-Up

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

1. Contact DoDEA customer support on any specific technology issues.
 - a. If assistance is needed at any point during your Infrastructure Trial, contact DoDEA customer support at 1-833-877-5758 (+1 (001) 833 877-5758)
2. Share any notes regarding the need for support with the district computer-based testing team.
3. If requested, confirm with the district that schools have completed the trial successfully.

4. Report any issues that cannot be resolved with assistance from Pearson to the District Test Coordinator.
5. Districts should contact DoDEA HQ with feedback and/or concerns regarding software or hardware issues.

Appendix A: Technology Quick Guide – Infrastructure Trial

Preparing for an Infrastructure Trial

- Configure internet firewalls, content filters, and spam filters.
- Download and configure the appropriate app on each testing device (see directions at <https://support.assessment.pearson.com/display/TN>).
- Use App Check in TestNav to verify connection to TestNav.
- Perform a small-scale, preliminary system trial with school technology staff WITHOUT student participation PRIOR to the Infrastructure Trial.

Conducting an Infrastructure Trial

- Monitor network performance for slowdowns or ISP bandwidth usage.
- If using a wireless connection, monitor the connections and verify the access point placement is sufficient for testing.
- Monitor the Infrastructure Trial to provide feedback to your district.
- Provide technology support to schools and districts

After Conducting an Infrastructure Trial

- Conduct follow up on any identified issues.
- Evaluate overall results and repeat the Infrastructure Trial as necessary to resolve issues.
- Provide feedback to your DoDEA HQ contact if necessary.

Appendix B: Test Coordinator Quick Guide – Infrastructure Trial*

*Steps can vary by role based on how roles/responsibilities are assigned for your district/school.

Preparing for an Infrastructure Trial

- Confirm that staff participants have received user IDs, passwords and appropriate permission to the Training Site.
- Read the Infrastructure Trial Readiness Guide.
- Read and review all appropriate manuals and user guides.
- Confirm that all Test Coordinators, Test Administrators, Technology Coordinators and staff members participating in the Infrastructure Trial have completed the appropriate training
- Confirm that all Test Administrators, Technology Coordinators and staff members participating in the Infrastructure Trial have read all appropriate manuals and user guides.
- Provide the URL for the PearsonAccess^{next} Training site to all Test Coordinators, Test Administrators and Technology Support Staff.
- Develop an Infrastructure Trial communication plan/schedule for each test school/location.
- Create test session(s) in the training site for the Infrastructure Trial.
- Print student testing tickets.
- Prepare test sessions in the Training Site before starting test sessions.
- Start test session(s) in the training site for the Infrastructure Trial.
- Distribute the student testing tickets after the students are seated at a testing computer for the Infrastructure Trial.
- Unlock units to be administered.

Conducting an Infrastructure Trial

- Provide guidance/support to Test Administrators as needed.
- Direct Test Administrators to their assigned testing location.
- Direct students to their assigned testing location.
- Monitor and manage the test sessions.
- Monitor the Infrastructure Trial to provide any feedback to your district and/or DoDEA HQ.

After Conducting an Infrastructure Trial

- Conduct a Lessons Learned meeting to document any challenges or concerns.
- Provide feedback or concerns regarding software or hardware issues to your DoDEA HQ contact.
- If necessary, work with Pearson support for assistance with technology issues.

Appendix C: Infrastructure Trial Test Administrator Script

The Infrastructure Trial is an important opportunity for districts, schools, and students to prepare for the computer-based CCRS assessment administrations. The tutorials will help to familiarize you and your students with the computer-based testing tools, navigating through TestNav, and practicing with different item types. Practice tests provide you and your students with an opportunity to become familiar with CCRS test items.

Test Administrators are required to adhere to the scripts provided in the Test Administrator Manuals for administering the CCRS assessments (this does not apply to the Infrastructure Trial). For the Infrastructure Trial use the following script. Read word-for-word the bold instructions in each Say box to students (i.e., you may not modify or paraphrase the wording in the “Say” boxes). Some of the Say boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by unit and are noted within the administration script.

Test Administrators must make sure they launch TestNav on all testing devices by opening the TestNav app (see details below on the app).

Infrastructure Trial Test Administrator Script

Say	Today, you will take an Infrastructure Trial assessment. This assessment introduces you to the tools and the format of the computer-based test questions. You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.
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If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have any questions regarding electronic devices.

Instructions for Logging In

Say	Please sit quietly while I distribute your student testing tickets. Do NOT log in until I tell you to do so.
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Distribute student testing tickets.

Say	<p>Now, look at your student testing ticket.</p> <p>Type your Username exactly as shown on the bottom of your ticket.</p> <p>(Pause.)</p> <p>Next, type the Password as shown on your ticket.</p> <p>(Pause.)</p> <p>You should now be on the “Welcome” screen. Select the “Start” button.</p>
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Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive.

Instructions for Administering Unit (fill in the appropriate unit number)

Say	<p>Today, you will take Unit one of the CCRS assessment.</p> <p>Read each question. Then, follow the directions to answer each question.</p>
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Say	<p>While answering sample questions, take some time to use each tool found at the top of the screen. You can navigate to the next question by clicking the arrow buttons in the top left corner of the screen.</p> <p>Does anyone have any questions about how to navigate between questions?</p>
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Answer any questions

Instructions for Starting the Test

Say	<p>While answering sample questions, take some time to use each tool found at the top of the screen. You can navigate to the next question by clicking the arrow buttons in the top left corner of the screen.</p> <p>Does anyone have any questions about how to navigate between questions?</p>
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Pause to make sure all students are in the correct unit.

Say	<p>When you reach the end, click “Submit Final Answers” button. You will then see a message that asks, “Are you sure you want to submit final answers?” Select the “Yes, Submit Final Answers” button.</p> <p>Select the “Submit Section” button. You will then see a message that says, “Section Exit Warning.” Select “Yes” when you are ready to exit the section.</p>
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Walk around the room and assist students as needed to complete the Infrastructure Trial.

See the Follow-Up section for how to provide your district and Pearson with feedback on your experience in the Infrastructure Trial.

Appendix D: Session Monitoring Form – Infrastructure Trial

1. Did any students have issues logging into the Infrastructure Trial?

- Yes
- No

If yes, please describe any issues and include error codes/messages. Also, note the workstation/device the students were testing on.

2. Were your students or school staff able to successfully complete the Infrastructure Trial?

- Yes
- No

If no, please describe any issues and include error codes/messages. Also, note the workstation/device the students were testing on.

3. Did you observe students having any usability issues (problems with navigation, readability, etc.)?

- Yes
- No

If yes, please describe. Also, note the workstation/device the students were testing on.

4. Based on your observations, document the general comfort level students had with the Infrastructure Trial. If there were specific areas of concern or questions from students, record those here.

5. Were any error codes presented to the students?

- Yes
- No

If yes, please describe any issues and include error codes/messages. Also, note the workstation/device the students were testing on.

Appendix E: Guides and Manuals for Tech Prep

Guide/Manual	Description	Location
PearsonAccess ^{next} User Guide	This guide provides information on how to navigate through PearsonAccess ^{next} .	https://support.assessment.pearson.com/display/PAsup
TestNav User Guide	This guide provides information needed to run TestNav and a list of error codes students or staff may encounter during the test administration.	https://support.assessment.pearson.com/display/TN/