

How do I administer the Utah Core Standards HS Benchmarks remotely?

Use the following steps to administer the HS Benchmarks remotely. It is recommended that students use school-issued devices so that technology requirements can be verified. The steps for remote proctoring and administration are the same as they are for administration onsite.

1. Confirm that the computers you will use for remote testing meet the stated [System Requirements](#) for PearsonAccess^{next}.
2. Make sure that the [latest version of TestNav](#) (8.15) is loaded on the student computer.
3. Just as you would do if you were preparing to administer assessments onsite, you will need to set up and run an [infrastructure trial](#) to make sure that student devices that will be used remotely connect properly to TestNav (this is especially important if students are not using school-provided computers). Common problems that prevent successful test administration include interference by firewalls, content filters, and anti-virus software.

- a. Find information about site readiness and the infrastructure trial guide on the [Utah Aspire Plus Resource Center](#) under menu **2: Configuration – Provide access to materials and systems.**

The screenshot shows a web page titled "2. Configuration – Provide access to materials and systems." It is divided into three main sections: "Important Links", "Important Information", and "Site Readiness".

- Important Links:**
 - PearsonAccess^{next}**

PearsonAccess^{next} is the website used by testing staff (i.e. test coordinators, room supervisors) to access test administration activities such as starting and monitoring the tests when taking the Utah Aspire Plus. It is also used for administration tasks leading up to testing.
 - TestNav**

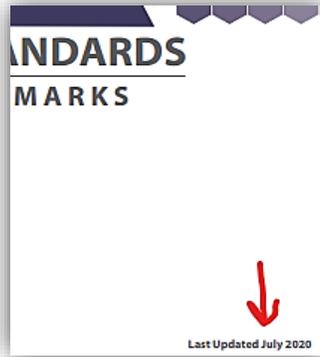
TestNav is the testing application students use to take online tests. View the [Set up and Use TestNav](#) page and select your applicable operating system to install TestNav.
- Important Information**
 - [PearsonAccess^{next} User Account Instructions](#)
 - [User Import Layout](#)
 - [User Import Template](#)
 - [User Role Matrix](#)
 - [Personal Needs Profile File Layout](#)
- Site Readiness**
 - [Infrastructure Trial Guide](#)
 - [View the TestNav System Requirements and Network Requirements and Guidelines](#) pages on the [TestNav 8 Online Support](#) page.
 - [View the ProctorCache System Requirements and Set Up and Use ProctorCache](#) pages on the [TestNav 8 Online Support](#) page.
 - [ProctorCache Overview and training module](#)
 - [Early Warning System \(EWS\) Overview](#)
 - [Test Administration Training](#) (This document is currently being updated for ADA compliance. If you require this presentation in an alternate format, please contact the Pearson help desk.)
 - [January 2020 Technology Training](#)

4. Once you have verified that student computers can connect as expected, you will set up and administer the Benchmarks in the same way for online and in-person administration.

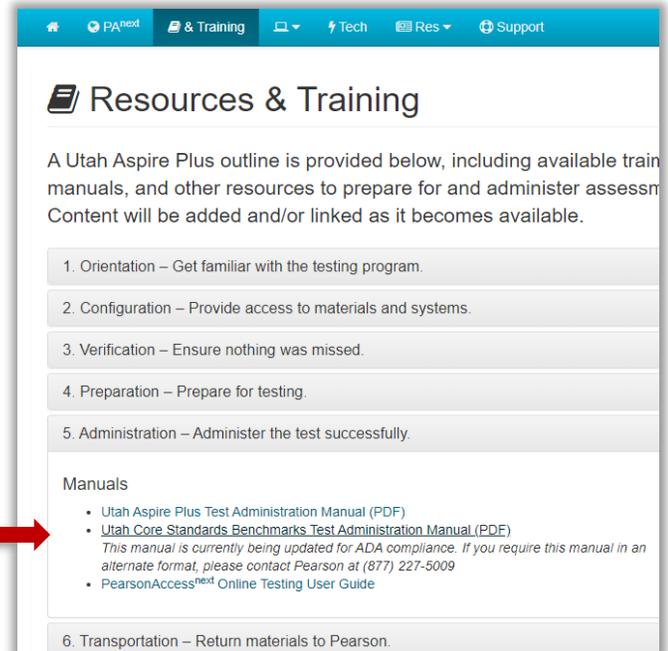
Quick Guide

Administering Utah Core Standards High School Benchmarks

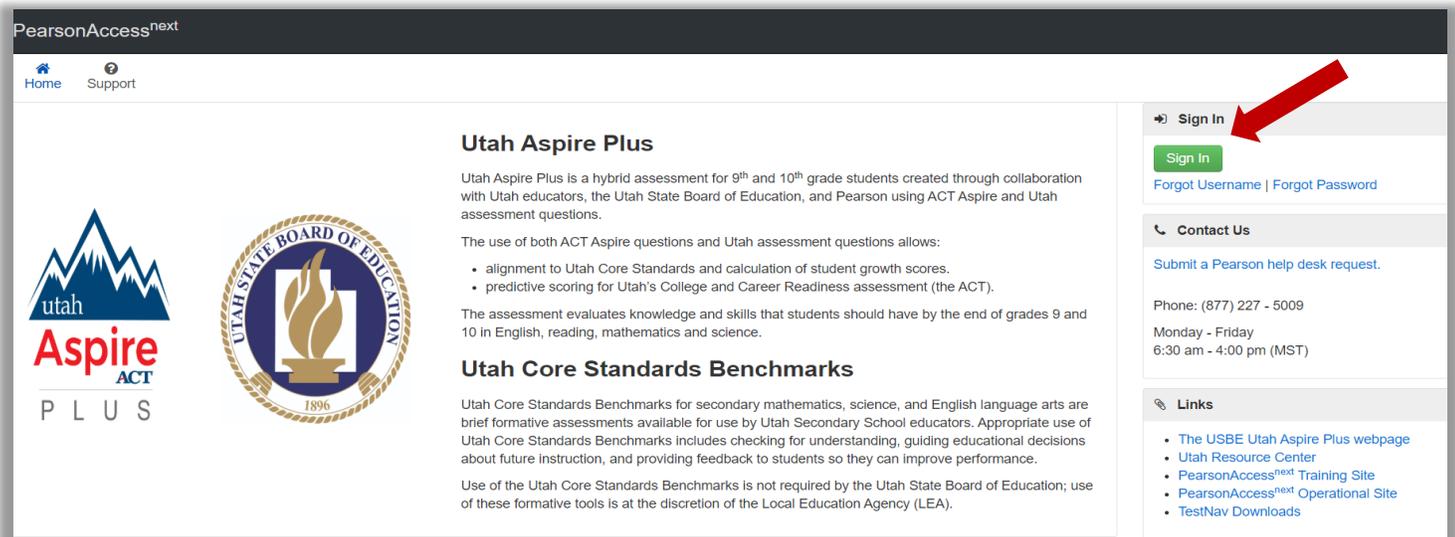
- Make sure you have a current copy of the 2020 Test Administration Manual (TAM) that indicates a last updated date of July 2020.



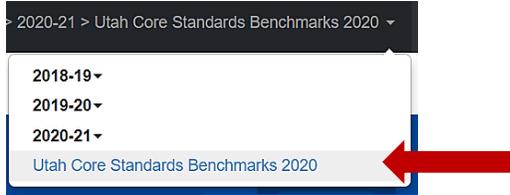
- If you do not already have a copy, you can download one from the [Utah Aspire Plus Resource Center](#) under pulldown section 5 – Administration.



1. Log in on the PearsonAccess^{next} home page: <https://ut.pearsonaccessnext.com/customer/index.action>

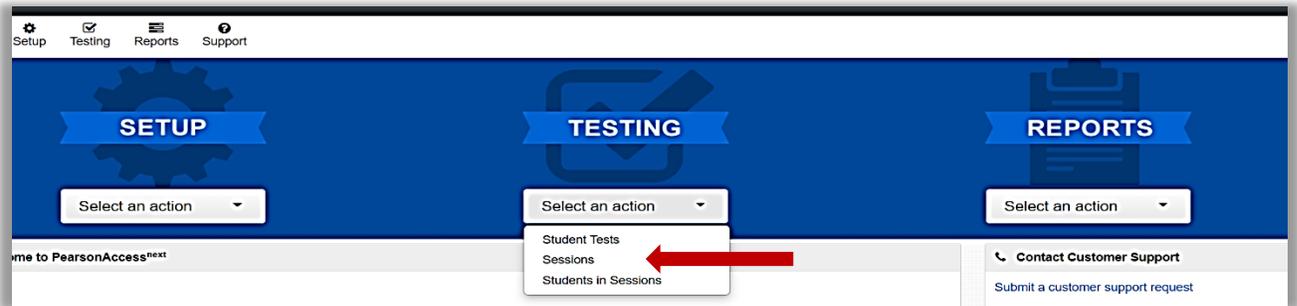


- In the upper right-hand corner, select “Utah Core Standards Benchmarks 2020”

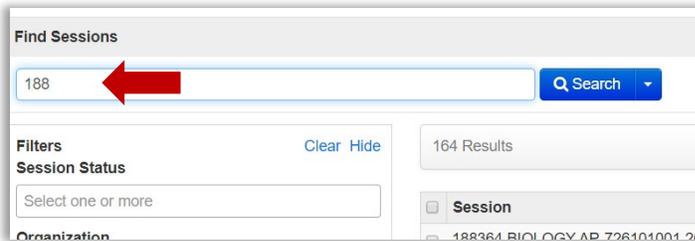


2. Locate your sessions

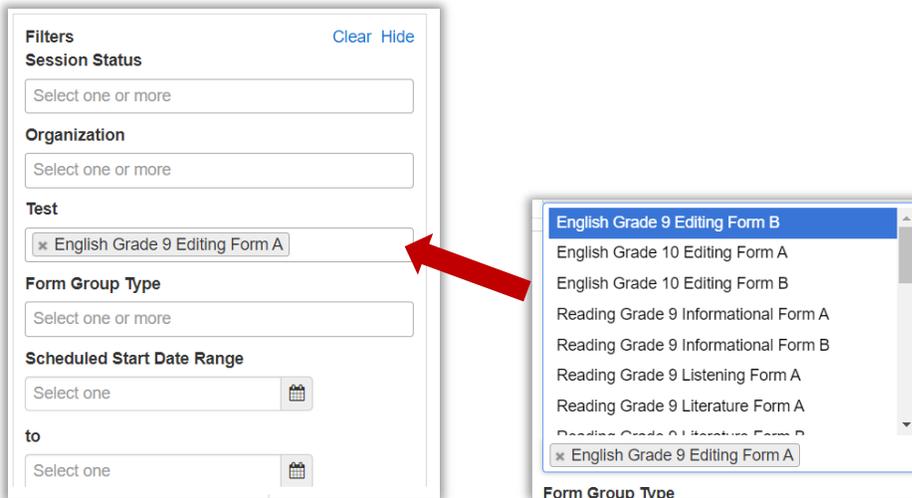
- Initial benchmark test sessions are pre-built based on student course information as entered in UTREx. Locate pre-built sessions (page 36 of TAM) by going to “Testing” and then selecting “Sessions”
- Sessions are named by CACTUS ID, testlet name, Course Code & Section ID



- Filter to find sessions assigned to a particular teacher by entering at least the first 3 digits of the CACTUS ID in the “find sessions” box.



- Narrow down your session options by using the filters on the left-hand side of the page.



For testlet re-takes (to re-administer the same testlet), see instructions in the TAM on page 37.

3. Check your session student roster

- Select the session(s) and then go to “Students in Sessions”

The screenshot shows the 'Sessions' management page. At the top, there is a navigation bar with 'Sessions' and a link 'Go to Students in Sessions' (indicated by a red arrow). Below this, there are sections for 'Tasks' (0 Selected) and 'Sessions' (1 Selected). A search bar is present. On the left, there are filters for Session Status, Organization, and Test. The main table displays 3 results:

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/> CC1 Life Science-PERIOD1 265A	Not Prepared	09/22/2019	Science Life Science Standard 2 Form A	1		SAMPLE SCHOOL
<input type="checkbox"/> LM1 Life Science-PERIOD1 266A	Not Prepared	09/23/2019	Science Life Science Standard 2 Form A	1		SAMPLE SCHOOL
<input checked="" type="checkbox"/> RP1 Life Science-PERIOD1 266A	Not Prepared	09/23/2019	Science Life Science Standard 2 Form A	1		SAMPLE SCHOOL

- Select the session whose student list you want to view and then review students in the lower portion of the screen

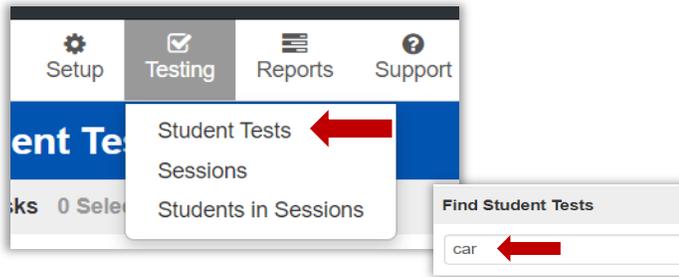
The screenshot shows the 'Students in Sessions' page. On the left, there is a 'Session List' with a radio button selected for 'RP1 Life Science-PERIOD1 266A' (indicated by a red arrow). An inset window displays the student list for this session:

State Student ID	Last Name	First Name	Middle Name	Username	Session
8989891	Peterson	Rebecca89	A	8989891	RP1 Life Science-PERIOD1 266A (Science Life Science Standard 2 Form A)

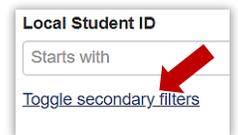
- If you need to move students between sessions, remove, or add students, follow the directions on [pages 39-40 of the TAM](#).

4. Set student accommodations

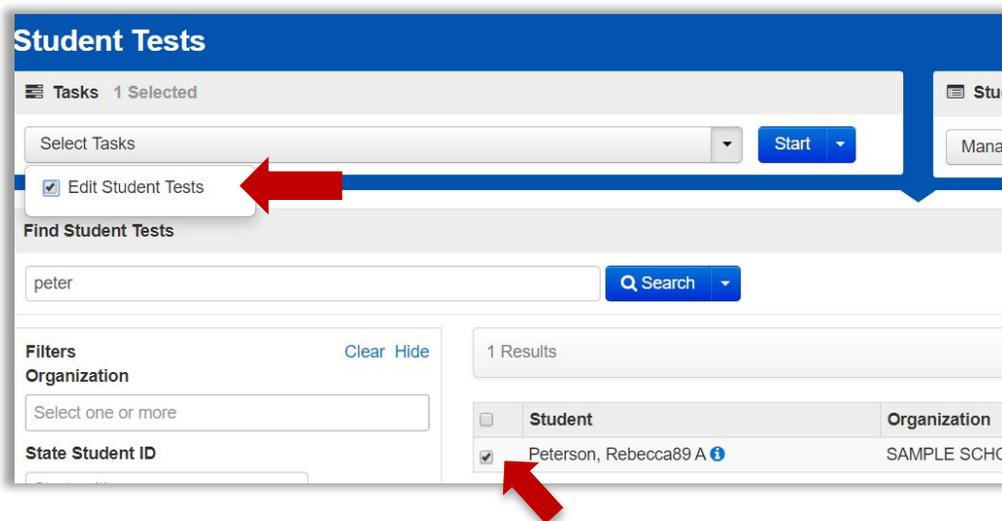
- Select “Testing” at the top of the screen and select “Student Tests.” Then type in last name or SSID to find the student.



- To narrow the search, select “toggle secondary filters” on the bottom left hand side of the page to enter search terms by first name or by test subject area.



- When you have found the test and student you need to add accommodations for, select the checkbox by the student name and then select “Edit Student Tests” from the select tasks bar and hit “start.”



- Set student accommodations according to instructions starting on [page 25 of the TAM](#).

5. Prepare and start session

- See details starting on [page 38 in the TAM](#).
- Go to “Testing” and select “Sessions.” Search for and select sessions you wish to prepare and select the checkboxes by the session names.

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test
<input checked="" type="checkbox"/>	CC1 9th Grade ELA and Literacy-PERIOD1 265A	Not Prepared	09/22/2019	English Gra
<input checked="" type="checkbox"/>	CC1 9th Grade ELA and Literacy-PERIOD1 265A	Not Prepared	09/22/2019	Reading Gra

- On the upper left-hand side of the screen, click on “Go to Students in Sessions.”
- Select the sessions from the box on the left and then select “Prepare Session.” Note that selecting “Combined View” will allow you to prepare all of the sessions listed at once.

Session List

Combined View

- CC1 9th Grade ELA and Literacy-PERIOD1 265A
- CC1 9th Grade ELA and Literacy-PERIOD1 265A

2 Sessions | Clear

CC1 9th Grade ELA and Literacy-PERIOD1 265A

Not Prepared

Prepare Session

Start Session Refresh

- Select “refresh” as needed until processing completes. Then click on “Start Session.”

- Slide the lock button to unlock to allow student access



6. Print student testing tickets

- Go to “Resources” and then choose one of the options for printing tickets.
- *Note* for remote testing, you may want to print one per page as a PDF so that you can send them to students individually.

Resources Details

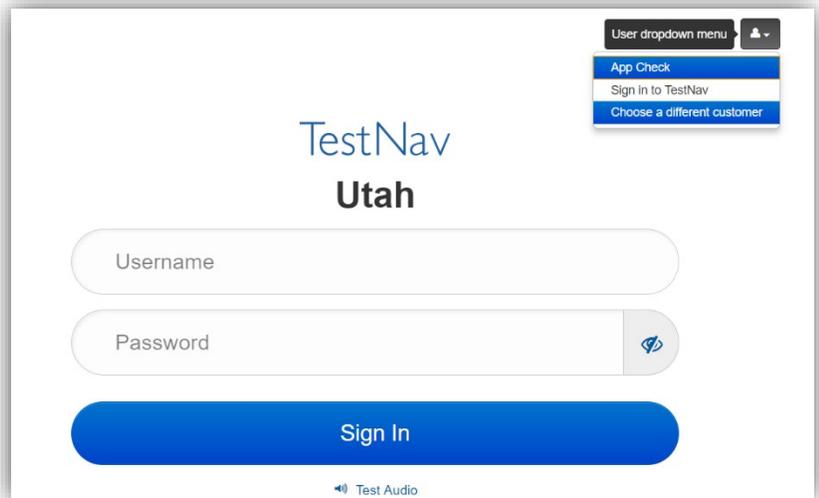
- Scheduled Sessions
- Session Student Roster
- Proctor Extended Time Code

STUDENT TESTING TICKETS

- Print all for this session
- Print selected for this session

7. Monitor test administration as needed.

- Students use test tickets and login on the TestNav app. Make sure the TestNav App says “Utah.” If it doesn’t, click on the icon on the upper right-hand side and then go to “Choose a different customer” and select “Utah.”
- Use the instructions starting on [page 42 of the TAM](#) for test administration.



8. End session and view reporting

- See additional detail starting on [page 44 of the TAM](#).
- Click on “Stop Session” when all tests are completed.



- Go to “Reports” and select the report option you would like to view.
- Once you have selected the report you wish to view, use filters on the left-hand side to narrow down viewing options.

