

Test Administrators Guide to PearsonAccess Next



**Partnership for Assessment of
Readiness for College and Careers**

Objectives

- Activating Your PearsonAccess Next Account
- Signing into PearsonAccess Next
- Navigating PearsonAccess Next
- Locating YOUR test session
- Student Login Process
- Monitoring and Controlling Student Tests
- Resuming Students Tests

Activating Your PearsonAccess Next Account

- Staff members should have received an account activation e-mail from PearsonAccess Next similar to the one below

New Account

Inbox x



PARCC PearsonAccess Next parcc@support.pearson.com via amazonses.com

9/19/14 ☆



to me ▾

Dear Val,

Welcome to PANext! You have been assigned a User ID on the PANext Website.
This information is intended for:

* Name: Val Nootbaar
* Email: vnootbaar@d15.org
* Username: vnootbaar

1. Usernames will be staff members e-mail addresses

Please do not share your username or this email with anyone, as it serves as a secure access link into the system.

To establish your initial password, please click on the link below or paste it into your browser.

<https://tmg.pearsonaccessnext.com/customer/change-password.action?username=vnootbaar&token=bd8d6ad9-bbb7-4b87-9c16-666f299648b4:1>

If you wish to change your password, this can be done at any time by using the Reset Password functionality within the PANext site.

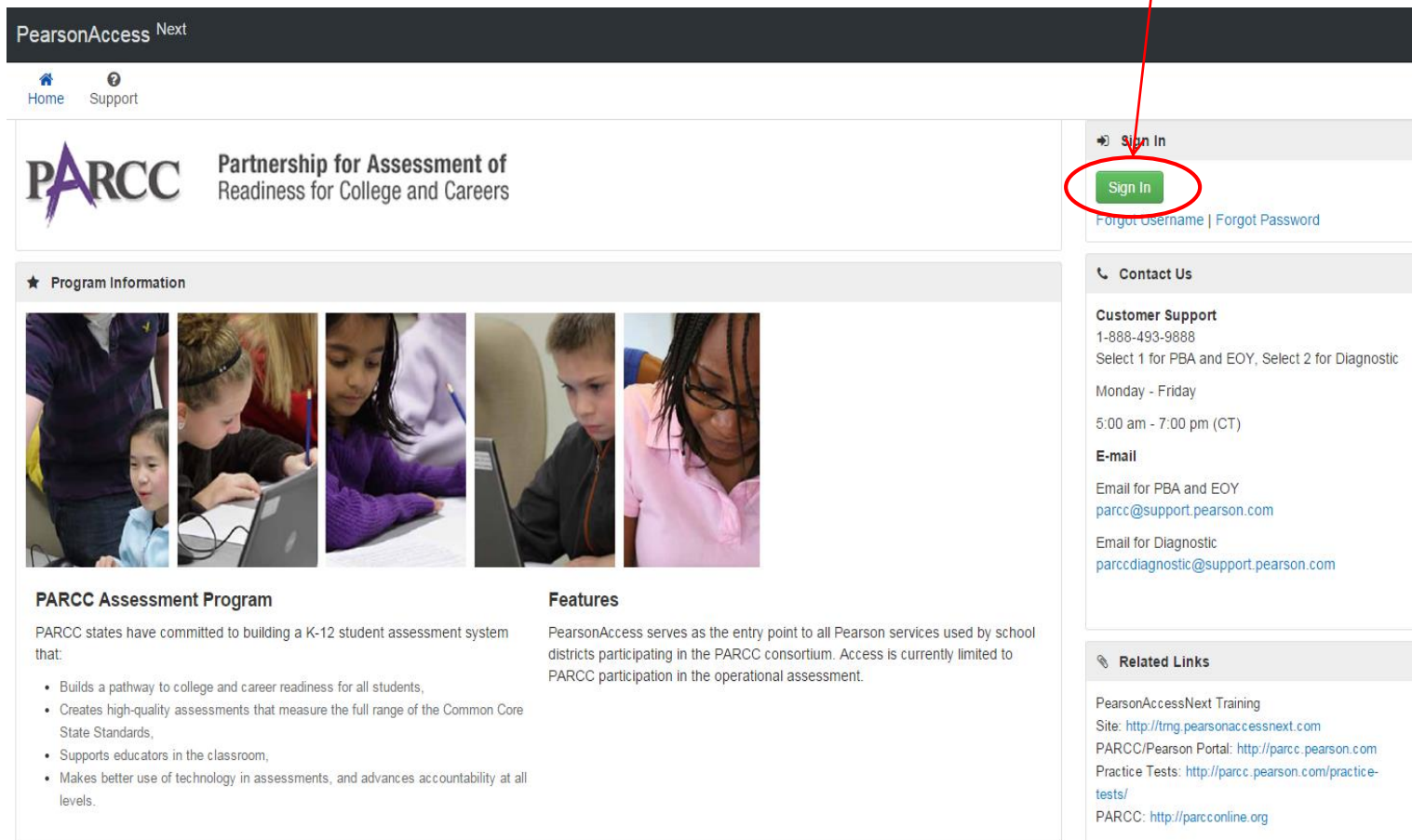
Sincerely,

Pearson

2. Staff members would then follow the link provided to set up their password to the PearsonAccess Next site


Signing into PearsonAccess Next

- PearsonAccess Next can be accessed by going to <http://il.pearsonaccessnext.com/> and clicking on the “Sing In” button



The screenshot shows the PearsonAccess Next website interface. At the top left, the logo "PearsonAccess Next" is displayed. Below it are navigation links for "Home" and "Support". The main header area features the PARCC logo and the text "Partnership for Assessment of Readiness for College and Careers". On the right side, there is a "Sign In" button highlighted with a red circle and a red arrow pointing to it. Below the "Sign In" button are links for "Forgot Username" and "Forgot Password".

Program Information



PARCC Assessment Program

PARCC states have committed to building a K-12 student assessment system that:

- Builds a pathway to college and career readiness for all students,
- Creates high-quality assessments that measure the full range of the Common Core State Standards,
- Supports educators in the classroom,
- Makes better use of technology in assessments, and advances accountability at all levels.

Features

PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. Access is currently limited to PARCC participation in the operational assessment.

Contact Us

Customer Support
1-888-493-9888
Select 1 for PBA and EOY, Select 2 for Diagnostic
Monday - Friday
5:00 am - 7:00 pm (CT)

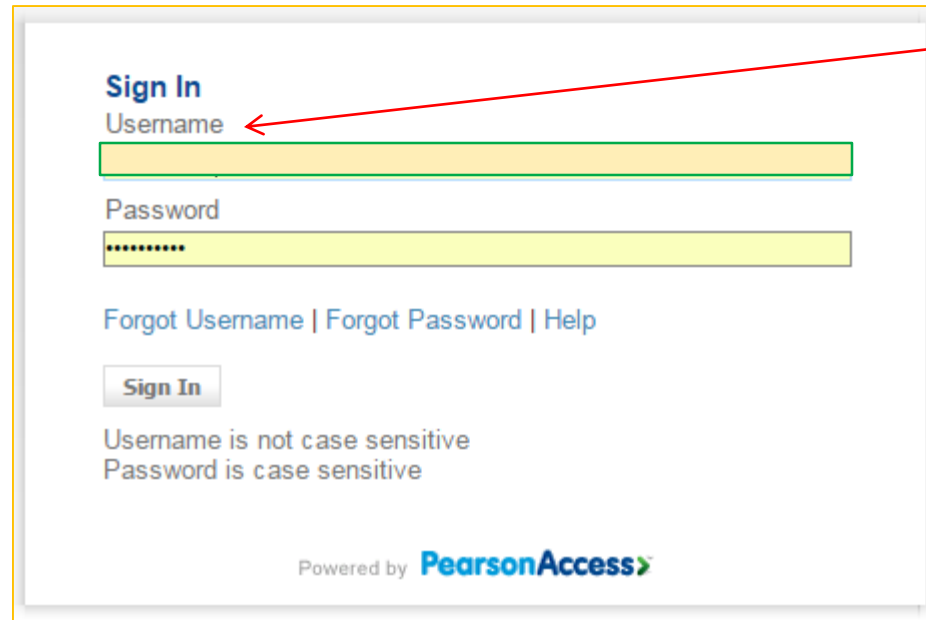
E-mail
Email for PBA and EOY
parcc@support.pearson.com
Email for Diagnostic
parccdiagnostic@support.pearson.com

Related Links

PearsonAccessNext Training
Site: <http://trng.pearsonaccessnext.com>
PARCC/Pearson Portal: <http://parcc.pearson.com>
Practice Tests: <http://parcc.pearson.com/practice-tests/>
PARCC: <http://parconline.org>

Log in Screen

- The sign in screen will then appear and you will enter your username and password



The screenshot shows a sign-in form with the following elements:

- Sign In** (Section Header)
- Username** label above a text input field.
- Password** label above a password input field (masked with dots).
- Links: [Forgot Username](#) | [Forgot Password](#) | [Help](#)
- Sign In** button
- Text: Username is not case sensitive
Password is case sensitive
- Powered by **PearsonAccess**

A red arrow points from the text 'Your Username will be your e-mail address' to the 'Username' label in the form.

Your Username will be your e-mail address

Navigating PearsonAccess Next

- Before working within PearsonAccess Next, verify that you are working in the correct administration time frame. This line should read “PARCC>2014-2015>PARCC Op Spring PBA 2015”

Training PearsonAccess Next

PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015

MCHENRY CCSD 15 (IL-440630150040000)

Home Setup Testing Reports Support

SETUP
Select an action

TESTING
Select an action

REPORTS
Select an action

★ Helpful Information and FAQs

For Fall Block Administrations, click [here](#) to learn how to submit an Additional Order.

Reminder: Student Personal Needs Profile (PNP) data can be imported or provided via user interface in PearsonAccess Next any time before a student tests online. For more information on PNP, click on [Support>Documentation](#) to find the Spring Personal Needs Profile Field Definitions and Sample Layout.

Additionally, visit the PARCC/Pearson Portal at <http://parcc.pearson.com> for useful information, student test readiness, and administration training modules. You'll find:

- Test Coordinator and Administrator Manuals
- Sample Items, Student Tutorials, and Practice Tests
- SystemCheck and Proctor Caching information, Technology Guidelines, and Technical User Guides
- Links to additional resources for districts, schools, parents, and students

Contact Us

Customer Support
1-888-493-9888
Select 1 for PBA and EOY, Select 2 for Diagnostic
Monday - Friday
5:00 am - 7:00 pm (CT)

E-mail
Email for PBA and EOY
parcc@support.pearson.com
Email for Diagnostic
parccdiagnostic@support.pearson.com

Chat
[Click here for Live Chat](#)
Available during hours listed above

Links
PARCC/Pearson Portal: <http://parcc.pearson.com>
Training Modules: <http://parcc.pearson.com/manuals-training>
Bulletins: <http://parcc.pearson.com/bulletins>
PARCC: <http://parconline.org>
PearsonAccess Next Training
Site: <http://trng.pearsonaccessnext.com>

The PearsonAccess Next homepage also has multiple links that test administrators can access

Navigating PearsonAccess Next

- Test Administrators will primarily use the “Testing” area within PearsonAccess Next.

The screenshot shows the PearsonAccess Next interface. At the top, there is a navigation bar with the text "Training PearsonAccess Next" and a breadcrumb trail: "PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 > MCHENRY CCSD 15 (IL-440630150040000)". Below the navigation bar is a main menu with icons for Home, Setup, Testing, Reports, and Support. The Testing icon is highlighted with a red arrow. Below the main menu are three large buttons: SETUP, TESTING, and REPORTS. Each button has a blue banner with the button name and a "Select an action" dropdown menu. The TESTING button is highlighted with a red arrow. Below the buttons is a section titled "Helpful Information and FAQs" with a list of links and a "Contact Us" section with customer support information. At the bottom, there is a "Links" section with various URLs.

1. Click “Select Action”

2. Click “Student in Session”

Test Administrators: Students in Sessions

- This is the primary screen that Test Administrators will utilize when administering the PARCC assessment.

Training PearsonAccess Next PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 MCHENRY CCSD 15 (IL-440630150040000)

Home Setup Testing Reports Support

Students in Sessions Go to Sessions »

Tasks 0 Selected Select Tasks Start

Students in Sessions 0 Selected Manage

Session List

jone

JONESHT03ELAPBA

Add a specific session to the left or search all sessions in PARCC Op Spring PBA 2015 below

1. Using the “Session List” dialogue box, begin typing the name of your assigned session

2. Select the Session Name that you wish to manage

Session names will **ALL** begin with the Test Administrators Last name. All Test Administrators will be assigned to 2 session (one for Math one for ELA)

Example: Jones HT 03 ELA PBA

Jones HT 03 MATH PBA

Monitoring and Controlling Student Tests

- The first part of the screen that will appear when you select your session will indicate the overall status of the test, and provide access to Seal Codes and Student Testing Tickets

The screenshot displays the 'Students in Sessions' interface. At the top, there are two panels: 'Tasks 0 Selected' and 'Students in Sessions 0 Selected'. Below these is a 'Session List' with a search bar and a list containing one session: 'JONESHT03ELAPBA'. The main area shows the session details for 'JONESHT03ELAPBA' with a green 'Start' button, a 'Download Resources' dropdown menu, and a blue 'Refresh' button. A red arrow points from the 'Start' button to the text on the right. Another red arrow points from the 'Refresh' button to the text at the bottom left.

1. This is where you would “Start” and “Stop” the test for the students. A student will not be able to log into the test until this “Start” button has been selected.

Please note that once you “Start” the test, the button will turn red and say “Stop”

2. You will not “Stop” the test until ALL students have completed ALL units of the test

2. “Download Resources” allows you to print Seal Codes and Student Testing Tickets

The Student Statuses on the second half of the screen will **Not** update automatically. Click the blue “Refresh” button to display the current status of your students testing progress

Seal Codes

- Seal Codes are used to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test. Each section of a test has a different seal code. These seal codes must be used in order.

Seal Codes

Session Name	JONESHT03ELAPBA
Test	Grade 3 ELA/Literacy
Start Date	
Location	

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.

Each sealed section requires a different Seal Code

The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

Order	Seal Code
1	5053
2	9903
3	4418

Student Testing Tickets

- Student Testing Tickets need to be provided to each student. Each ticket is specific to each student so it is important that the testing tickets are given to the correct student. These tickets must also be collected after the students finish their test.
- These testing tickets also have the students username and password that will allow the student to log into TestNav.

Student Testing Ticket

Student Name STUDENT, NEW
Session Name JONESHT03ELAPBA
Date of Birth 2003-01-05
Location
Test Grade 3 ELA/Literacy

You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:

<http://parcctrng.testnav.com>

You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username 0048525459
Password 231383

Students Logging into TestNav

- Students will open their Chromebooks but they will NOT log into the Chromebook
- Students will click on the “Apps” in the lower right hand corner
- They will then click on “TestNav” this will take them to the “Sign in” screen where students will enter their username and password that is located on their “Student Testing Tickets”
- Note: Students will not be able to exit the TestNav app unless they power off the Chromebook

Monitoring Students Tests

- The second part of the screen will display the students that are enrolled in your particular session. The test administrator will also be able to see each students individual testing status

Legend: ■ - Ready ■ - Resumed, Resumed Upload ■ - Active ■ - Exited ■ - Completed, Marked Complete

Search

10 Results Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	149621192865227042951566702142	STUDENT	NEW		7288969765	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	■ Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	909047784185351814408867971359	STUDENT	NEW		1542825913	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	■ Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	025094663000561873018961185638	STUDENT	NEW		0048525459	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	■ Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	687584189631705179323787806796	STUDENT	NEW		2382468125	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	■ Ready	Grade 03 ELA/Litera - 014PO (014PO)

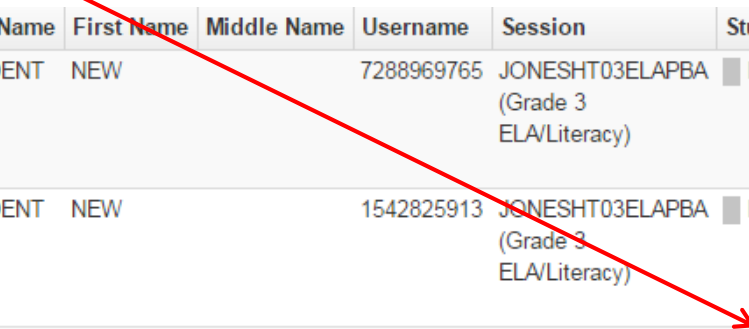
The “Students Test Status” will change as the student proceeds with the test.

Student Test Statuses

- The student statuses will initially be marked as “Ready”
- The student statuses will change to:
 - “Active” as soon as they log into the test
 - “Resumed” as soon as the student exits the test and re-logs in
 - Note: If a student is “kicked out” of the TestNav app, the Test Administrator must resume the students test before they will be able to log into the test to finish (this process will be explained on another slide”
 - “Exited” as soon as a student finishes a section of the test and logs out
 - “Completed” as soon as the student completes all sections of the test and submits his or her test

Monitoring Student Progress

- As students work through the test questions, the Test Administrator is able to check on the students progress by clicking on “Active”



<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	149621192865227042951566702142	STUDENT	NEW		7288969765	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	909047784185351814408867971359	STUDENT	NEW		1542825913	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	025094663000561873018961185638	STUDENT	NEW		0048525459	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input checked="" type="checkbox"/> Active	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	687584189631705179323787806796	STUDENT	NEW		2382468125	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	149008986719224922401713067839	STUDENT	NEW		8184183075	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)

Monitoring Student Progress

- You will then get a screen that shows you what questions have been “visited” by the student and what questions have been “answered”

Student Test & Item Progress

Test Name: Grade 3 ELA/Literacy

Test Status: Active - 23%

Total Items (13)



■ - Answered ■ - No Reponse Required ■ - Visited ■ - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1	👤	✓	02/05/2015 03:21:06 PM
2	1	2	👤	✓	02/05/2015 03:21:11 PM
3	1	3	👤	✓	02/05/2015 03:21:27 PM
4	1	4			
5	1	5			
6	1	6			
7	1	7			
8	1	8			
9	1	9			
10	1	10			
11	1	11			
12	1	12			
13	1	13			

Resuming Students Tests

- When a student exits a test prior to completing the section, the Test Administrator will need to **Select** the student and **Resume** their test
 - Students may accidentally exit the test before completion or the test might unintentionally exit them from the test.
 - To **Select** a student: find the student that is “Exited” and “check” the box next to their State Student Identifier

10 Results Displaying 25 Manage Columns ▾

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	149621192865227042951566702142 i	STUDENT	NEW		7288969765	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	909047784185351814408867971359 i	STUDENT	NEW		1542825913	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)
<input checked="" type="checkbox"/>	025094663000561873018961185638 i	STUDENT	NEW		0048525459	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input checked="" type="checkbox"/> Exited	Grade 03 ELA/Litera - 014PO (014PO)
<input type="checkbox"/>	687584189631705179323787806796 i	STUDENT	NEW		2382468125	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	<input type="checkbox"/> Ready	Grade 03 ELA/Litera - 014PO (014PO)

Resuming Students Tests

Training PearsonAccess Next PARCC > 2014 - 2015

Home Setup Testing Reports Support

Students in Sessions Go to Sessions »

Tasks 1 Selected

Select Tasks Start

- Student Test Statuses
 - Mark Student Tests Complete
 - Resume Student Tests
- Students
 - Add Students to Sessions
 - Remove Students from Sessions
 - Move Students between Sessions
- Student Tests
 - Manage Student Tests
 - Set Section Resume

JONESHT03ELAPBA

Stop Download Resources Refresh

STUDENT TESTS (10)

- Ready - Resumed, Resumed Upload - Active

1. Click the Arrow next to "Select Task"

2. "Check" the box next to "Resume Student Tests"


3. Click the blue "Start" button


Resuming Students Tests

1. “Check” the box next to the students name

Resume Student Tests

[←Previous Task](#) [Next Task→](#) [Exit Tasks✕](#)

1 Resume Student Tests 

STUDENTS IN SESSIONS (1)	DETAILS	
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input checked="" type="checkbox"/> STUDENT, NEW (0250946630000561873018961185638) 	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	Exited

* Required

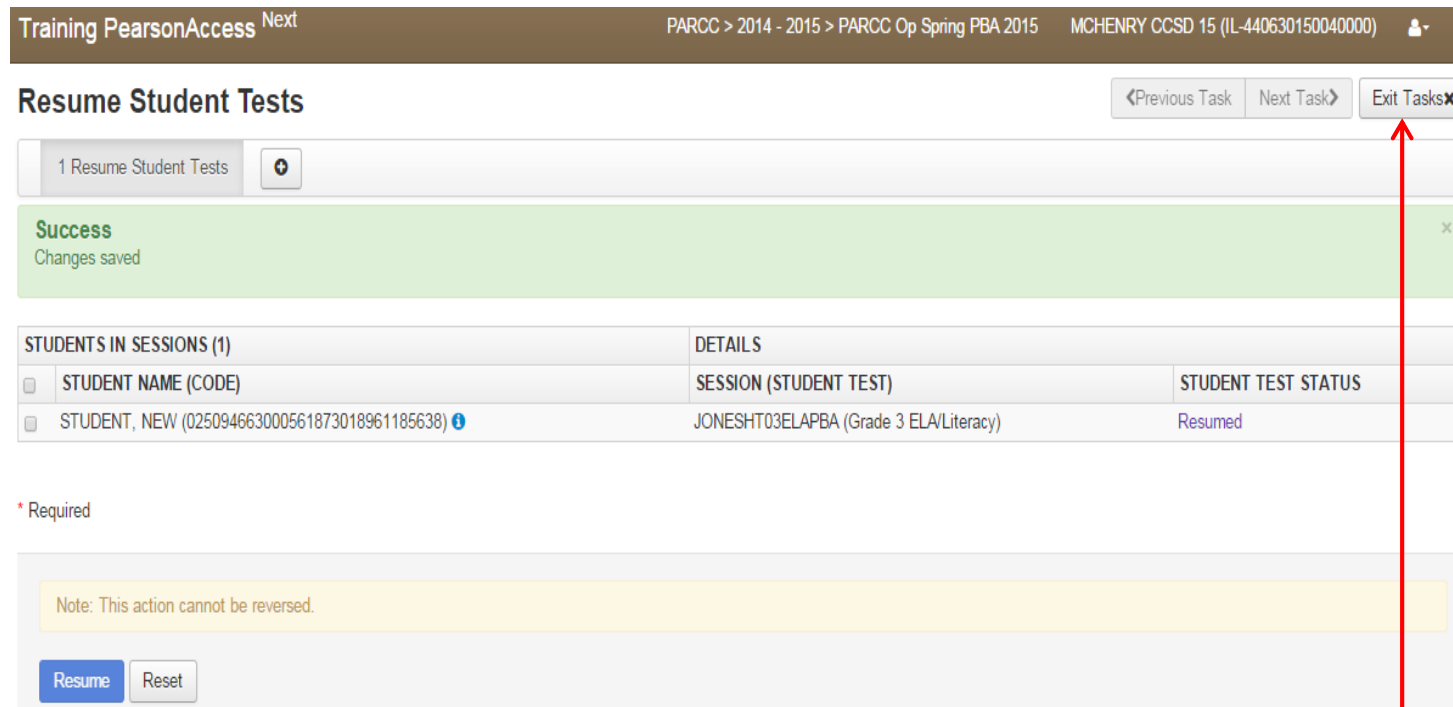
Note: This action cannot be reversed.

[Resume](#) [Reset](#)

2. Click the blue “Resume” button

Resuming Students Tests

- Once the student's test has been resumed, he or she may log back into TestNav and resume their test where they left off



Training PearsonAccess Next PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 MCHENRY CCSD 15 (IL-440630150040000) [User Icon]

Resume Student Tests

< Previous Task Next Task > Exit Tasks ✕

1 Resume Student Tests [Add]

Success
Changes saved

STUDENTS IN SESSIONS (1)	DETAILS	
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input type="checkbox"/> STUDENT, NEW (025094663000561873018961185638) ⓘ	JONESHT03ELAPBA (Grade 3 ELA/Literacy)	Resumed

* Required

Note: This action cannot be reversed.

Resume Reset

The Test Administrator can then click on the “Exit Task” button to return to the monitoring screen

“Stop” Test Session

- The Test Administrator will “Stop” the test session once all students have completed all units of the test session
- The test can remain open for several days until the students have completed the test.
 - This allows for students to “make up” any unit that they have not completed