

**New Jersey
Student Learning Standards**



**Fall 2022
Computer-Based Testing
User Guide**

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Overview

This guide provides instructions for Start Strong test session management and online test administration in [PearsonAccess^{next} \(PAN\)](#) and TestNav. You may wish to review PAN training modules located in [PearsonAccess^{next} Online Support](#).

Online Testing in PearsonAccess^{next} Overview

Before Testing (Test Coordinator)

Create a test session

- └ Add students to the test session
 - └ Verify student accommodations

Prepare the test session

- └ Print student testing tickets
- └ Print session student rosters (optional)

Timeline: Throughout student registration period and testing window

During Testing (Test Administrator)

Start a test session

- └ Verify students in test sessions
- └ Monitor student testing progress in PearsonAccess^{next}
 - └ Troubleshooting
 - └ Lock student tests

Timeline: Throughout testing window

After Testing (Test Coordinator)

Cleanup Activities

- └ Move students to make-up sessions
- └ Mark tests complete
- └ Indicate not tested codes
- └ Indicate void test score codes

Timeline: Throughout testing window and shortly thereafter

Note: The individual student information available in PAN is private student data. Ensure that student data privacy is maintained when accessing, printing, or sharing information from the system.

PearsonAccess^{next} Setup (DTC or STC only)

Student Registration

For Start Strong, testing sites are responsible for importing Student Registration/Personal Needs Profile (SR/PNP) data directly into PAN. District Test Coordinators (DTCs) and School Test Coordinators (STCs) may register new students and make changes to existing student records up to and throughout the testing window. For more details about registering students, refer to the Start Strong SR/PNP Field Definitions document, which is available under **Support > Documentation** in [PAN](#). Select the current administration **New Jersey > Start Strong> Start Strong 2022-2023** in the upper right of the screen.

Note: The testing site, not the accountable school, must register students attending an out-of-district placement in PAN. In the SR/PNP file, include the correct Accountable District Code and Accountable School Code, which should be different from your own Testing Site District and School Code. This action may only be completed through the SR/PNP or STU file import.

Creating Test Sessions

Test sessions can be created when the student registration window opens and also throughout the testing window. Test sessions can be manually set up in PAN one at a time, or they can be automatically created when importing an SR/PNP file. Recommendations for creating test sessions are as follows:

- If only a few test sessions need to be created or updated, complete the steps manually in PAN.
- If there are many test sessions that need to be created or updated, import an SR/PNP file into PAN.

General instructions for manually setting up and managing a test session can be found under **Testing** in [PearsonAccess^{next} Online Support](#).

Instructions for creating test sessions via an SR/PNP file can be found in the Start Strong SR/PNP Field Definitions document, which is available under **Support > Documentation** in [PAN](#). Select the current administration **New Jersey > Start Strong> Start Strong** in the upper right of the screen.

In your SR/PNP file upload, the following fields can be specified for each session. Required fields are followed by an asterisk (*).

- Session Name*—The suggested naming convention for sessions is: Content Area, Grade, Test Administrator Last Name, Room Number, AM/PM + Accommodation/Accessibility Feature. For example: ELA-5-Smith-3018-AM.
- Organization*—The school which is administering the test.
- Test Assigned*—Only one grade and content area can be selected for each session.
- Proctor Reads Aloud—For sessions with a Human Reader accommodation.
- Form Group Type*:
 - Main—Choose “Main” for all sessions except read-aloud test sessions or test sessions for the transcription of paper-based tests.
 - Human Reader or Human Reader Spanish—For students with a Human Reader accommodation (only available if “Proctor Reads Aloud” box is checked).
 - Transcription English or Transcription Spanish (Math and Science only)—For the data entry of student responses from a paper-based test.
- Scheduled Start Date*—This date is for planning purposes only; the test session will start whenever the Start button is clicked, regardless of the date entered here.
- Precaching Computer*—This is required only if your organization has set one up. This field will default to a current configuration if there is one; however, TestNav will ignore any precached test content for Start Strong.
- Scheduled Start Time and Lab Location—Optional fields that can be used to organize test sessions as needed.

Operational Reports for Test Sessions

There are operational reports in PAN (under **Reports > Operational Reports**) that can assist you with setting up and verifying test sessions:

- *Session List* (in the Online Testing category)—This report lists all sessions by organization, along with the test assigned to that session, total student count, scheduled and actual start date, session status, and the number of students with various test statuses.
- To confirm all eligible students have been added to test sessions, view the *Students with Online Test but not assigned to Session* report (in the Students and Registration category). This report is run by organization and test and provides a list of students who are not in a test session and the test(s) they are eligible for.

General instructions for accessing operational reports can be found at [PearsonAccess^{next} Online Support](#).

Verify Accommodated Test Form Assignments

Prior to testing, it is a best practice to review the accommodations selected for each student in PAN and confirm their test form assignments within the test sessions. To ensure students are assigned the correct accessibility features or testing accommodations, schools are encouraged to make use of the operational report titled “PNP Report—Accessibility Features and Accommodations for Students” in **PearsonAccess^{next} > Reports > Operational Reports**. This report provides a list of students and tests with identified Accessibility Features and Accommodations. Once a student starts a test with the incorrect form assignment, the task of correcting the form assignment requires more steps. If accommodations are not assigned correctly and the student completes testing, the test may need to be voided and re-administered. For additional information and step-by-step directions, refer to the “NJSLA Personal Needs Profile Guidance—Managing Incorrect Accessibility Features and Accommodations PNP Data” document available at the [New Jersey Assessments Resource Center](#), under **Educator Resources > Test Administration Resources > PearsonAccess^{next} Resources**. For more information on available accommodations, see the *NJSLA/NJGPA Accessibility Features and Accommodations (AF&A) Manual* available at the New Jersey Assessments Resource Center, under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&F) Resources**.

Prepare Test Sessions

When a test session is prepared, a test form is assigned to each student in the session according to any accommodations that were identified in PAN. The computer-based test forms available for Start Strong are:

- Regular Computer-Based
- American Sign Language
- Assistive Technology – Screen Reader
- Assistive Technology – Non-Screen Reader
- Text-to-Speech
- Spanish Text-to-Speech
- Human Reader
- Spanish Human Reader

Students must be added to the test session before the test session can be prepared. It is recommended that the Test Coordinator prepare test sessions at least one school day before testing is to begin for that session. Test sessions must be prepared before the units can be unlocked on testing day. Refer to [PearsonAccess^{next} Online Support](#) for step-by-step instructions on preparing test sessions.

Managing Testing for Students Who Transfer Schools (DTC only)

In the event of a student transfer, either before or during testing, student registration information in PAN must be updated. This can be done via the user interface, the data file import process, or by submitting a Work Request. Step-by-step directions for these processes can be found in the Transfer Student (CBT) Guidance document located at the [New Jersey Assessments Resource Center](#), under **Educator Resources > Test Administration Resources > PearsonAccess^{next} Resources**. All transfers will require both the student’s original school/district and new school/district to complete tasks before they are finalized. Whenever possible, it is recommended that students complete testing at the original school before transferring.

Tutorials and Practice Tests

Tutorials are available online at the [New Jersey Assessments Resource Center](#), under **Educator Resources**. Tutorials familiarize students and educators with the testing tools, accessibility features, accommodations, item types, and navigation within TestNav. **Note:** Start Strong does not contain constructed response items.

Practice tests provide an opportunity for students to practice logging into TestNav, and to respond to test questions similar to the questions on Start Strong in each grade/course and content area. **Note:** The Start Strong assessment covers academic material from prior years. In addition, answer keys are available for machine-scorable items on the practice tests. Practice tests will be available to assign to students at the [NJSLA PearsonAccess^{next} Training Site](#). These tests contain only one unit to mirror the Start Strong.

During the Start Strong assessment, Test Administrators (TAs) will not be allowed to assist students with TestNav functionality and navigation, such as accessing the mathematics reference sheet or periodic table. These resources are in a folder titled “Exhibits” on the right-hand side in the online platform. Therefore, it is important that this type of question be answered during tutorials and practice tests.

Note: There are changes in TestNav from year to year. It is important for students to have an opportunity to practice with any new or recently added functionalities, such as:

- A Zoom Tool is available in the TestNav application. This tool is not available on touch-screen devices, but students will still be able to use keyboard shortcuts or touchscreen gestures to magnify.
- A battery indicator will display in the gray header in the TestNav app when a student is actively testing

(does not apply to iOS testing devices).



Test Administrators can also monitor battery charge through the Student Test Status Dashboard described in the Monitor Student Testing Progress section.

Technology Setup

Infrastructure Trial and Proctor Cache

The Infrastructure Trial is an opportunity for districts, schools, and students to prepare for computer-based Start Strong assessments by simulating test-day network utilization. The Infrastructure Trial is a dress rehearsal to confirm that:

- TestNav is configured correctly.
- Devices and assistive technology can successfully interact with TestNav.
- The network can support school-wide testing.
- Participating staff know the proper procedures for administering computer-based tests.
- TAs can log in to PAN.
- Students are familiar with the computer-based tools and format, including the use of student testing tickets.

All instructions required to run an Infrastructure Trial are included in the “Infrastructure Trial Guide” posted at the [New Jersey Assessments Resource Center](#), under **Technology Setup > User Guides**. The Infrastructure Trial should take approximately 60 minutes to administer. Schools are encouraged to provide any feedback on the Infrastructure Trial to DTCs.

TestNav will not use proctor caching for the Start Strong assessments. Therefore, it does not need to be set up. Any existing configurations can be left as is. If you have already set up a proctor caching computer, a test session will default to use it when the test session is created. However, any test content that is precached will be ignored by TestNav. Secondary save files will not be generated.

Prepare Student Testing Devices

Refer to the TestNav System Requirements at the [New Jersey Assessments Resource Center](#), under **Technology Setup > System Requirements and Bulletins**, for compatible hardware and operating systems. Other considerations:

- Any software that would allow test content on student testing devices to be viewed on another computer must be turned off.

- Any applications that can automatically launch on a testing device should be configured not to launch during testing, including:
 - Anti-virus software performing automatic updates.
 - Power management software on laptops (low-battery warning).
 - Screen savers.
 - Email message notifications.
- If using tablet devices, determine whether the school will use external keyboards (highly recommended). The decision should be generally consistent with what is used during instruction.
- Maximize the number of wireless access points, and limit the number of testing devices per wireless access point. Positioning testing devices as close as possible to wireless access points is preferable, as well as limiting obstructions between testing devices and wireless access points.

Prepare Test Administrator Devices

TAs will require a computer or device in the testing room to start, monitor, and manage test sessions in PAN. Position the computer in a location where all students can be seen while monitoring student testing statuses. Set up computers or devices so that the URL shortcut for [PearsonAccess^{next}](#) is readily available. Refer to the PearsonAccess^{next} System Requirements at the [New Jersey Assessments Resource Center](#), under **Technology Setup > System Requirements and Bulletins**.

Before Testing

Test Materials

Materials printed locally by the DTC or STC:

- Session student rosters and student testing tickets are available at [PearsonAccess^{next}](#). Step-by-step instructions are in the next sections of this guide.
- If hard copies are desired, periodic tables (for grades 9 and 12 only) and mathematics reference sheets (for grades 6–8 and high school courses) may be printed from the [New Jersey Assessments Resource Center](#), under **Start Strong**. Because the Start Strong assessment covers the prior year’s academic content, the Start Strong mathematics reference sheets are different than the NJSLA versions.
- Mathematics human reader scripts—After logging in to PAN, these can be found under **Support > Documentation**. They must be printed locally.

Vendor-supplied materials:

- Braille Test Kit—The District Test Coordinator may order braille test kits for students using a screen reader in mathematics or science who need online test images or graphics to be represented by tactile graphics.

Unlike NJSLA, vendors will not ship test materials automatically to districts based on the accommodations identified in the student’s PNP. The DTC or STC must order these materials in PAN under **Setup > Orders & Shipment Tracking**. Please refer to the Fall 2022 Start Strong Administration Key Dates for deadlines associated with ordering test materials.

School-supplied materials:

- Testing devices that meet the minimum technology specifications for TestNav, described at the [New Jersey Assessments Resource Center](#), located under **Technology Setup > System Requirements and Bulletins**.
- Pencils with erasers.
- Blank scratch paper—TAs must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student. Students can request more scratch paper during the test, if needed. If graph paper is used during instruction, it is recommended that schools provide graph paper as scratch paper for mathematics tests.

- Calculators—TestNav includes an online calculator, but schools may choose to make handheld calculators available. The type of calculator needed for each grade may be different from what is normally provided for statewide testing because the tested content is based on material from the prior academic year. (See calculator guidance in the next section).
- Materials, such as headphones, necessary for the administration of accommodations or accessibility features.
- Timing devices, such as a clock or watch, to keep track of time during testing.
- “Testing—Please Do Not Disturb” signs to post on the doors of the testing rooms, available at the [New Jersey Assessments Resource Center](#), located under **Start Strong**.
- Computers or tablets for TAs who are managing test sessions.

Calculator Guidance

The Start Strong Mathematics Grade 7, Mathematics Grade 8, Algebra I, Geometry, and Algebra II assessments consist of a single unit of testing that is divided into two sections, a non-calculator and a calculator section. Please refer to the following table for more information.

Table 1 Mathematics Unit Structure

Test Name	Test Code	Unit	Section
Mathematics Grade 4 Mathematics Grade 5 Mathematics Grade 6	MAT04 MAT05 MAT06	Unit 1	Non-Calculator
Mathematics Grade 7 Mathematics Grade 8 Algebra I Geometry Algebra II	MAT07 MAT08 ALG01 GEO01 ALG02	Unit 1	Section 1: Non-Calculator Section 2: Calculator

Note: If a district or school chooses to provide students with handheld calculators, this determination should be made based on what is regularly used during instruction. If this option is chosen, districts or schools will need to determine who is responsible for providing handheld calculators (e.g., school, student). During mathematics assessments that include a non-calculator section and calculator section, students will need to be prompted to raise their hand to ask for a calculator if this option applies.

If a student needs a calculator as part of an accommodation in a non-calculator section of the computer-based test, the student will need to be provided a handheld calculator because an online calculator will **not** be available.

If a student is provided with a handheld calculator, please refer to the following tables.

Table 2 Calculator Specifications—Mathematics

Test Name	Test Code	Calculator
Mathematics Grade 4 Mathematics Grade 5 Mathematics Grade 6	MAT04 MAT05 MAT06	No calculators permitted except for students with an accommodation for a calculation device. These students may use four-function calculators with square root and percentage functions.

Test Name	Test Code	Calculator
Mathematics Grade 7 Mathematics Grade 8	MAT07 MAT08	Students may use only four-function calculators with square root and percentage functions for the calculator section.
Algebra I Geometry	ALG01 GEO01	Students may use only scientific calculators for the calculator section.
Algebra II	ALG02	Students may use only graphing calculators with functionality consistent with the TI-84 or a similar model for the calculator section.

For students whose IEP requires the use of a lower-function calculator, please refer to the NJSLA/NJGPA Accessibility Features and Accommodations Manual—10th Edition at **PearsonAccess^{next} > Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources.**

Table 3 Calculator Specifications—Science

Test Name	Test Code	Calculator
Science Grade 6	SC06	Students may use only four-function calculators with square root and percentage functions.
Science Grade 9	SC09	Students may use only scientific calculators.
Science Grade 12	SC12	Students may use only graphing calculators with functionality consistent with the TI-84 or a similar model.

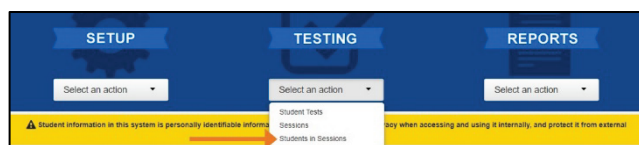
Print Session Student Rosters (DTC, STC, or TA)

Rosters include test session information (session status, session name, test name, form group type, etc.), as well as student test information (name, SID, date of birth), test status, and test form. Rosters may be helpful in the following ways:

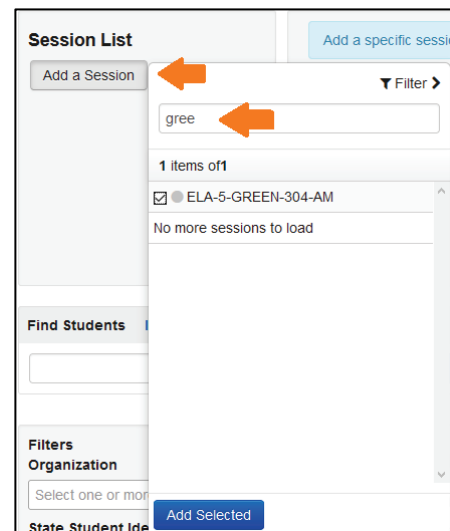
- To verify that the correct accommodated test forms are assigned to students.
- To use as a checklist to verify that all secure materials (e.g., student testing tickets, scratch paper) have been collected.
- To make notes on test administration or student status (e.g., noting students who were absent or completed testing).

Note: Rosters can be printed any time after students are added to the test session. Rosters must be kept secure when not used during testing because they contain personally identifiable student data.

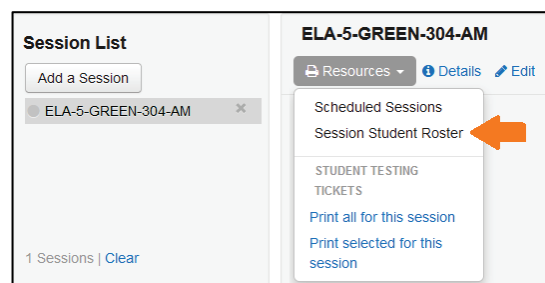
1. From the Home page, under **Testing**, select **Students in Sessions**.



2. Search for a session by name, or click the Filter icon to search by using filters. Add the test session to the Session List. Multiple sessions can be added to the Session List, but rosters can only be printed one at a time.



3. Select the **Resources** drop-down menu and then click **Session Student Roster**.



4. The roster will open in a new browser window. Print the session student roster using your browser's print function.

Session Student Roster

Test Administration	Start Strong 2020-2021	Precaching Computer	Test
Session Status	Ready	Scheduled Start Date	2020-09-25
Session Name	ELA-5-GREEN-304-AM	Scheduled Start Time	06:15 PM
Organization	BIEDERMAN SCHOOL (999999-999)	Actual Start Date	
Test	Grade 05 ELA	Actual Start Time	
Proctor Reads Aloud	No	Lab Location	
Form Group Type	Main		

10 Results

Student Name	Student Code	Date of Birth	Status	Form/Form Group	Signature
ELA V, MAIN I	SCM0000231	1991-03-23	Ready	Grade 5 ELA - 20EL05SSTE01000001	
ELA V, MAIN II	SCM0000232	1991-03-24	Ready	Grade 5 ELA - 20EL05SSTE01000001	
ELA V, MAIN III	SCM0000233	1991-03-25	Ready	Grade 5 ELA - 20EL05SSTE01000001	
ELA V, MAIN IV	SCM0000234	1991-03-26	Ready	Grade 5 ELA - 20EL05SSTE01000001	
ELA V, MAIN V	SCM0000235	1991-03-27	Ready	Grade 5 ELA - 20EL05SSTE01000001	

Tip: Session rosters in Excel format are available in the *Session Roster* operational report in PAN (under **Reports** > **Operational Reports** in Online Testing category). It may be useful to add columns and/or additional information (e.g., to

track which students tested with a particular Test Administrator). This report lists all students in Testing status (tests not started or started but not submitted) and/or Attempt status (tests already submitted) for all sessions. General instructions for accessing operational reports can be found at [PearsonAccess^{next} Online Support](#).

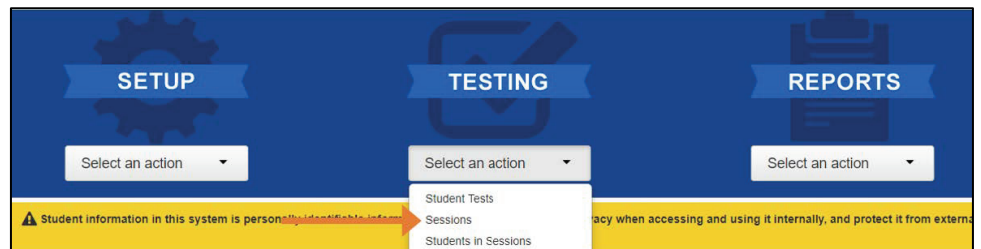
Print Student Testing Tickets (DTC or STC only)

Student testing tickets are needed for students to sign into TestNav. Test Coordinators can print student testing tickets any time after students are added to the test session. Student testing tickets must be kept secure when not used for testing because they contain personally identifiable student data and provide access to test content. Student testing tickets can either be printed for individual sessions or multiple sessions.

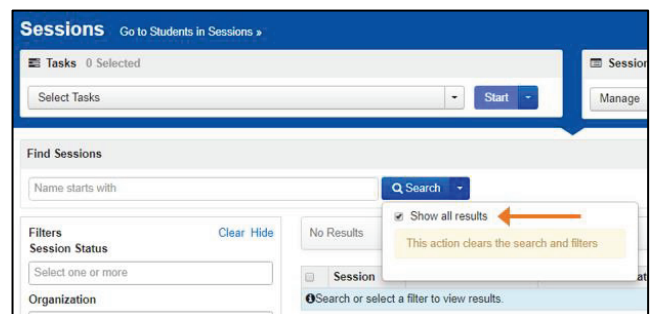
To print Testing Ticket and Proctor Authorization tickets (for Human Reader/Human Signer Sessions) for individual sessions, refer to the [Retrieve Resources for an Online Test](#) section of PearsonAccess^{next} Online Support.

Printing Test Tickets for multiple sessions at once, which may be done on the Sessions screen by following these steps:

1. From the Home page, under **Testing**, select **Sessions**.

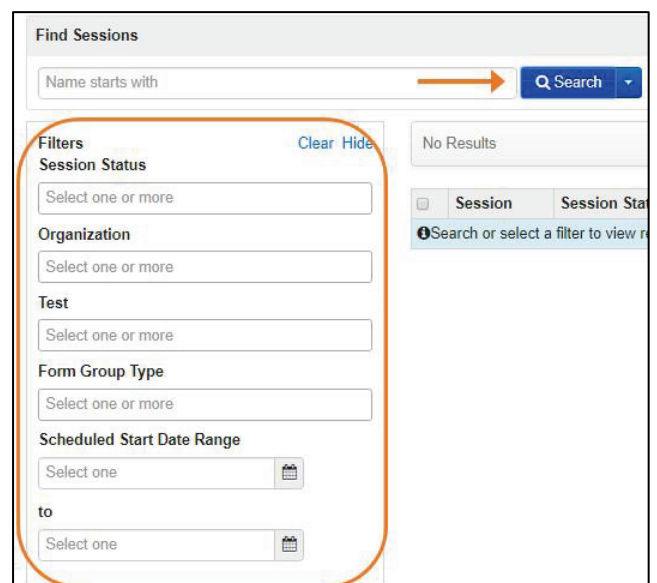


2. Retrieve test session(s) to select from:
 - To view all sessions created, select the drop-down next to **Search**, and select the checkbox next to **Show all results**.
 - To search for sessions individually, enter the session name in the **Find Sessions** textbox and click the **Search** button.



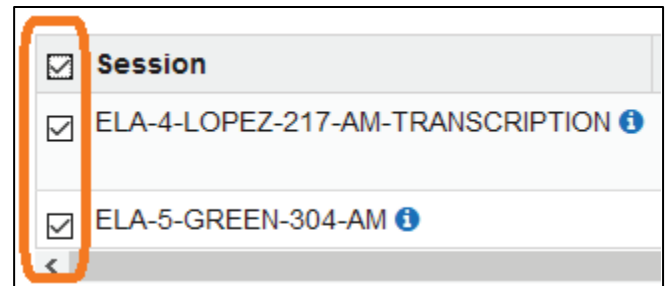
Or under **Filters**, select parameters to automatically view only those test sessions that match the selected parameters.

Note: You can specify multiple filters for a search.

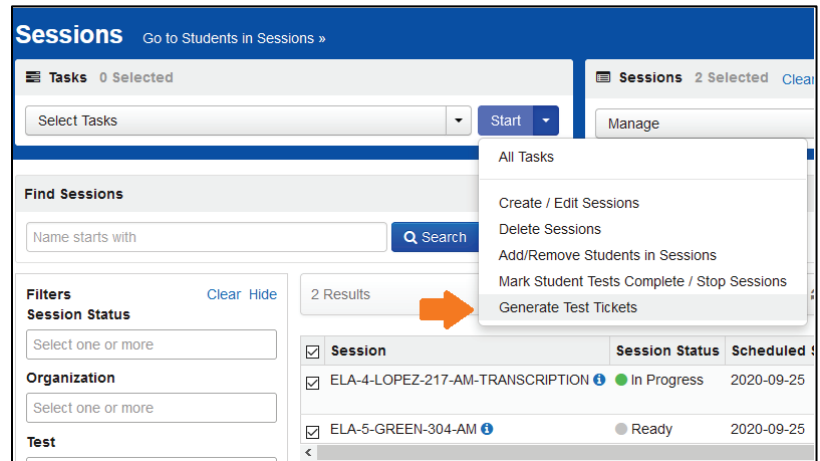


3. Select the checkbox next to the session names for which you want to print testing tickets.

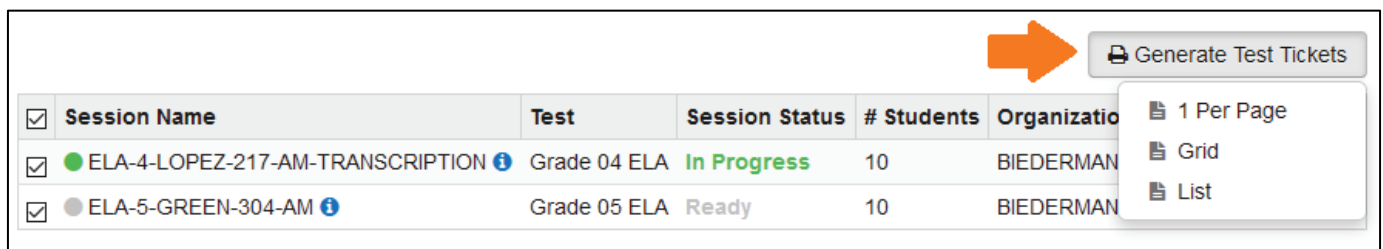
Note: Selecting the top checkbox next to **Session** will select all test sessions in the list.



4. Select the drop-down menu to the right of the **Start** button, and click **Generate Test Tickets**.



5. Test sessions selected on the previous page are pre-selected. Select **Generate Test Tickets** and the printing option: 1 Per Page, Grid (6 per page), or List (3 per page) from drop-down menu to create a single PDF for printing.



Note: The PDF is formatted as follows:

- Test tickets for all students in a session are printed. There is no option to select or deselect individual students.
- A title page with test session information will precede each set of tickets for that section.
- There is a limit of 4,000 student test tickets per print job.

6. Print the student testing tickets using your browser's print function.

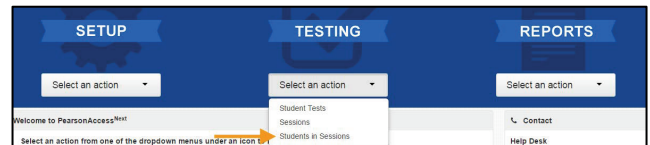
During Testing

Start the Test Session and Unlock the Test

DTC, STCs, or TAs must start the session in PAN, and unlock the test for students just before testing is to begin. It is recommended that test sessions are not started until the actual day students begin testing. A test session cannot be started prior to the first day of the testing window. DTCs, STCs, or TAs may unlock or lock tests at the session level or unlock or lock individual tests for individual students.

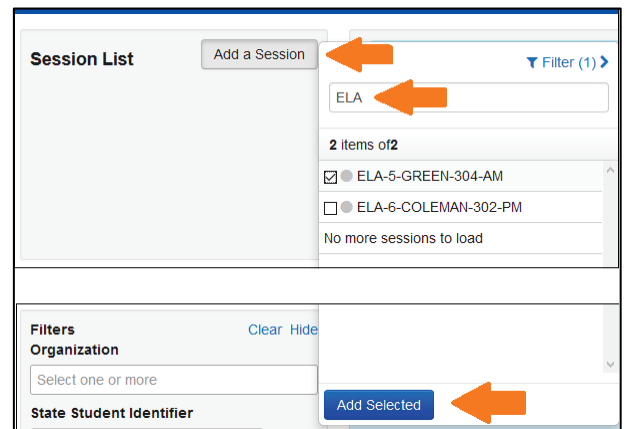
Step-by-step instructions for various tasks related to managing sessions are also available in [PearsonAccess^{next} Online Support](#).

1. From the Home page, under **Testing**, select **Students in Sessions**.

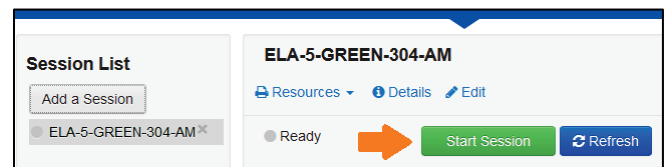


2. Search for the session(s) by name, or click the Filter icon to search by using filters. Add the test session(s) to the Session List.

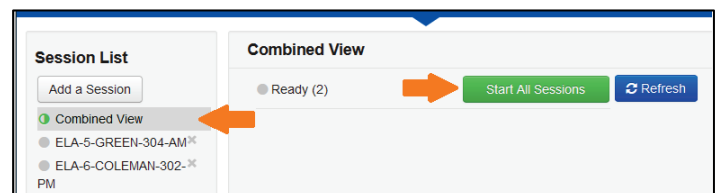
Note: If you are starting multiple test sessions, you may add more than one to the Session List.



3. Start the test session.
 - To start a test session, click **Start Session**.

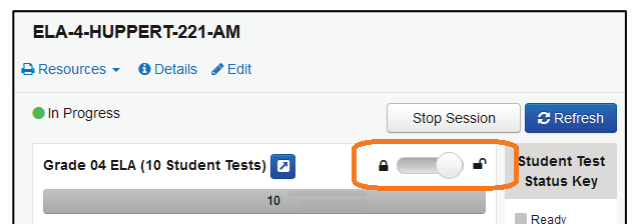


- To start multiple test sessions, select **Combined View** from the top of the Session List. Click **Start All Sessions**.



4. Once the test session has been started, **Start Session** will change to **Stop Session** and the gray disk next to the session status will turn green. The test session status will change from "Ready" to "In Progress."

A lock/unlock slider will be displayed. Unlock the tests when you are ready for students to sign in.



Student Access to TestNav

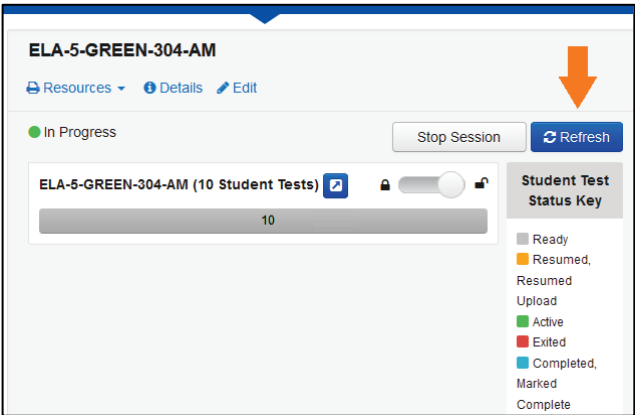
To ensure appropriate test administration and score validity, access to student tests through TestNav is limited to the hours of 6:30 a.m. to 6 p.m. ET on weekdays throughout the testing window. Directions that require after hours testing must contact the Office of Assessments for approval.

- Unlike NJSLA, if a student exits TestNav without submitting their answers, the test status will be automatically set to “Resumed” instead of “Exited.” This allows students to log back into TestNav without intervention from the TA.
- Student tests in TestNav time out after 20 minutes of inactivity. Inactivity is defined as not touching the screen, moving the mouse, and/or pressing keys.
- Students will see an Inactivity Timer 30 seconds prior to being exited due to inactivity. If the student does not interact with the testing device to restart the timer, the student test will be logged out.

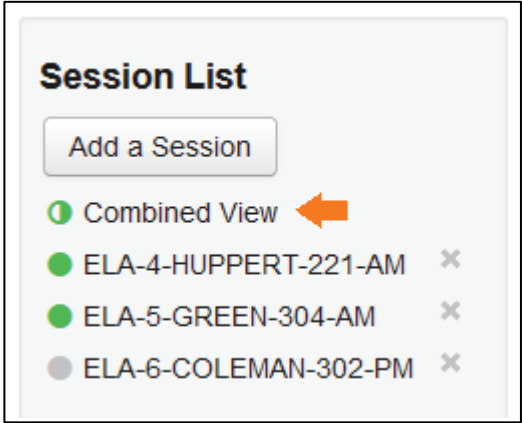
Monitor Student Testing Progress

You can monitor student testing progress on the **Students in Session** screen. Refresh your browser window, or select the **Refresh** button to see updated information.

To maintain system security, PAN times out after 30 minutes of test session management inactivity. If you have been timed out, reenter your username and password to resume monitoring in PAN. Refer to the *Tips for Selecting Sessions and Students with Filters* section in this guide for helpful tips on searching for students or sessions.



If students in different test sessions are testing in the same room, you can monitor testing for multiple test sessions simultaneously in PAN. Add the test sessions to the Session List, and select **Combined View** in the Session List to see the testing status of all students in the sessions on one screen.

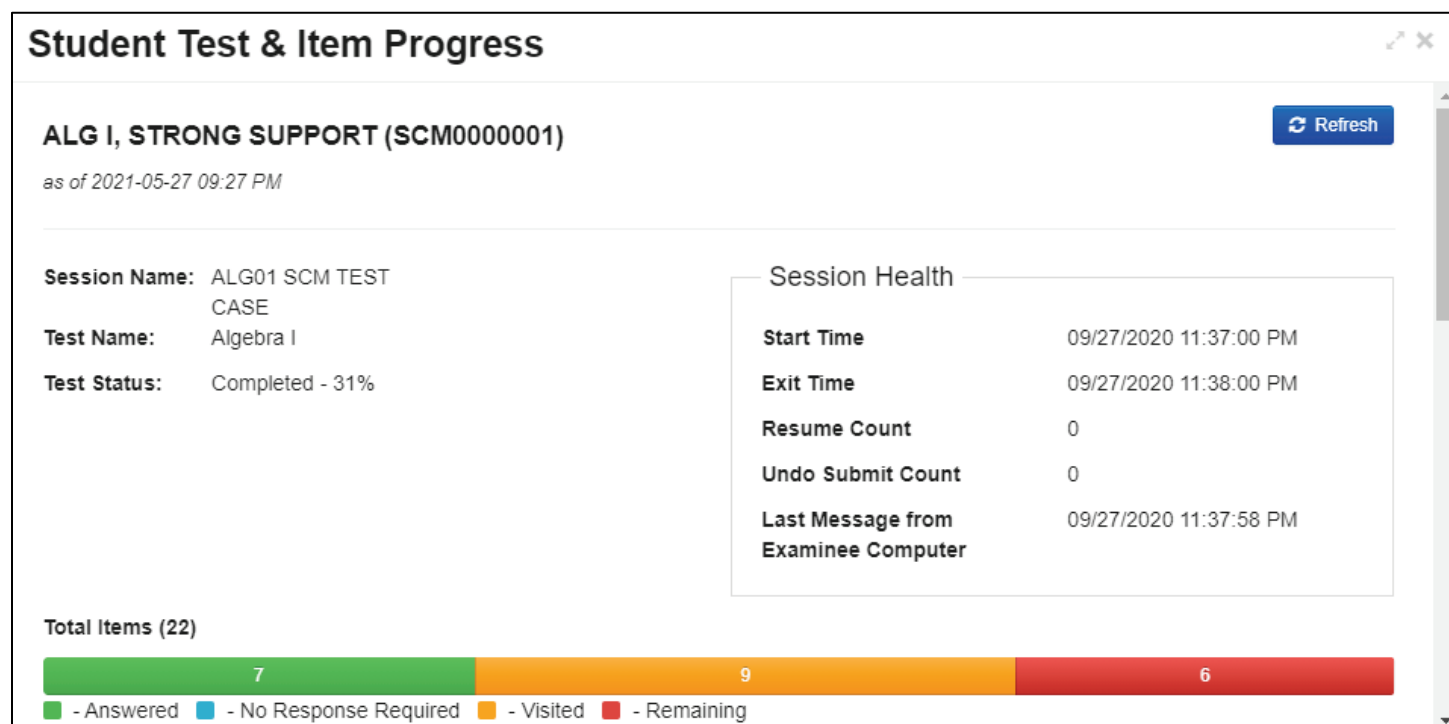


To check the status of a specific student, find the student's name in the test session, and view the **Student Test Status** column.

Table 4 Test Statuses

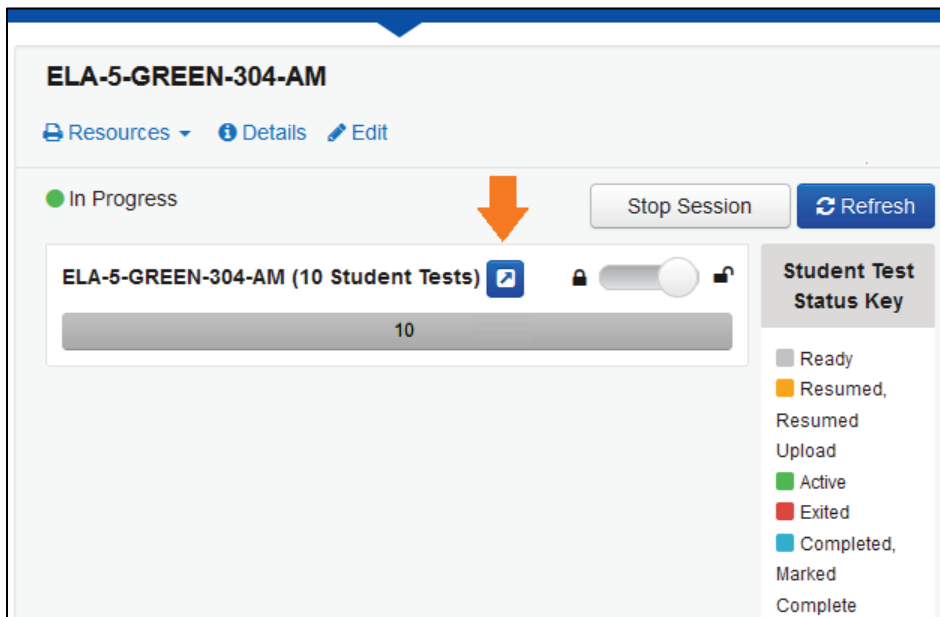
Test Status	Explanation
Ready	The student has not yet started this test.
Active	The student has signed in and started this test.
Exited	Does not apply to Start Strong. Tests that would normally show Exited in NJSLA will show Resumed in Start Strong instead.
Resumed	This test may be resumed, but the student has not yet signed in. A Test Administrator may lock the student's test to prevent the student from signing in.
Resumed Upload	Does not apply to Start Strong. Start Strong does not use saved response files.
Completed	This test has been submitted by the student through TestNav.
Marked Complete	This test was marked complete by the Test Coordinator because the student will not finish testing.

For Active or Completed tests, select the test status hyperlink to view the "Student Test & Item Progress" popup window. This window displays a bar graph with the number of items answered, visited, and remaining.



Student Test Status Dashboard

In the single session view, select the pop-out button to the right of the session to access the **Student Test Status Dashboard**. Note: The pop-out button will only appear if the session has 50 or fewer students. The dashboard will open in a new tab within the browser.



If monitoring multiple sessions, select a different session in the Session List, and then open the dashboard in another tab within the browser. This way, multiple sessions can be monitored by navigating between the browser tabs.

ELA-4-HUPPERT-221-AM		In Progress	Grade 04 ELA	
All Test Statuses	Total Students: 10			Refresh
■ - Answered ■ - No Response Required ■ - Visited ■ - Remaining				
Student Name	Test Status	Test Duration	Test Progress	
ELA IV, MAIN I (SCM0000221)	Ready	--:--:--	n/a	
ELA IV, MAIN II (SCM0000222)	Ready	--:--:--	n/a	
ELA IV, MAIN III (SCM0000223)	Ready	--:--:--	n/a	
ELA IV, MAIN IV (SCM0000224)	Ready	--:--:--	n/a	
ELA IV, MAIN V (SCM0000225)	Ready	--:--:--	n/a	

On the **Student Test Status Dashboard**, all student tests within that session will be displayed, along with the following information:

- Student Name (SID)—e.g., Student, Sarah (5550000012)
- Test Status
- Test Duration—total time the student has been testing based on start/stop times in TestNav (TN)
- Test Source—i.e., TN APP
- Battery—The status of the student’s device battery will display here; students will also receive a warning message when their battery reaches 20% (yellow icon) and 10% (red icon). Note: Students testing on iOS devices will have “n/a” in this column.
- Test Progress—a colored bar graph showing the percentage of items answered, visited, and remaining. Underneath are the numbers of items in each of those categories.

Click the **Refresh** button to see updated student test progress. Note: The **Refresh** button can only be clicked every 30 seconds. Once the **Refresh** button is clicked, a 30-second timer will count down until the **Refresh** button reappears. Unlike PAN, the **Student Test Status Dashboard** page does not time out after 30 minutes of inactivity. However, once logged out of PAN, this page can no longer be refreshed.

Note: Selecting the information icon next to a student's name will display the same Student Test & Item Progress popup window that can be opened from the **Students in Session** screen.

Operational Reports in PAN for Monitoring Test Sessions and Student Test Progress (STC or DTC only)

Under **Reports > Operational Reports** in the Online Testing category:

- Student Tests that are Ready and Unlocked—This report provides a list of all student tests that are in “Ready” status and unlocked. Consider running this report just before testing begins to confirm all student tests are ready and unlocked.
- Students Currently Testing Online—This report provides a list of all students who have started testing but have not yet finished. This includes tests in Active or Resumed status. Consider running this report throughout the dates when students are testing in your district or school to see which students are actively testing.

Under **Reports > Operational Reports** in the Students & Registrations category:

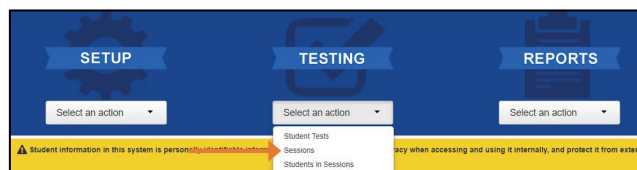
- Students with Test Assignments that have been Assigned but have not yet Completed—This report lists students who have a test assigned to them, but the test has not yet been completed. Consider running this report at the end of your scheduled testing dates, but before the end of the testing window, to identify students who may need to be scheduled for make-up testing and/or to confirm all students with test assignments have completed testing.
- Student Registration Summary—This report provides a list of the number of students assigned to a test and the number of completed tests. Consider running this report at the end of your scheduled testing dates, but before the end of the testing window, to identify students who may need to be scheduled for make-up testing and/or to confirm all students with test assignments have completed testing.

General instructions for accessing operational reports can be found at [PearsonAccess^{next} Online Support](#).

Selecting Sessions and Students with Filters

Filters are available to limit the search results for sessions or students in PAN. Sometimes session names are lengthy, and it may be faster to search for part of the name, or no name at all and then use the filters to narrow down the results. When searching for students, the filters may also be helpful if you do not know the spelling of a student's last name. This section walks through the process of using filters on the **Sessions** and **Students in Sessions** screens:

1. From the Home page, under **Testing**, select **Sessions**.



2. Under **Filters**, select parameters to automatically view only those test sessions that match the selected parameters. You can select multiple parameters for individual filters. Helpful filter examples:

- Under **Session Status**, select statuses such as **Not Prepared** and **Ready**.
- If you have access to multiple schools, under **Organization**, select the schools you want to view.
- Under **Test**, select a test, such as Grade 07 Mathematics.
- Select **Clear** to clear all filters. Select **Hide** to hide the **Filters** panel.

3. Select the top left checkbox to select all or the checkboxes next to individual test sessions that you want to view.

4. To the right of the **Sessions** header, select **Go to Students in Sessions**.

5. The test sessions you previously selected will automatically be added to your Session List. Select a test session or **Combined View** (to view all sessions).

6. Under **Filters**, select parameters to automatically view only those students within the selected test session(s) and parameters. You can select multiple parameters for individual filters. Helpful filter examples:
- Under **SSID**, begin entering a student's SID and press **Enter** to look for a specific student.
 - Under **Toggle secondary filters**:
 - Under **First Name**, begin entering a student's first name and press **Enter** to look for a specific student.
 - Under **Student Test Status**, select statuses such as Active and Resumed from the drop-down menu.
 - Select **Clear** to clear all filters. Click **Hide** to hide the **Filters** panel.

Tip: In the list of students, click a column header to sort in ascending or descending order.

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

Organization

State Student Identifier

Local Student Identifier

Clip UIN

Class

[Toggle secondary filters](#)

First Name

Test

Test Status

Student Test Status

Form

Form Group Type

Troubleshooting

Occasionally, students encounter technical issues during online testing. Test Administrators must know the plan for contacting technology staff or other district staff if issues arise, so they can continue actively monitoring other students who are successfully testing.

If a student is repeatedly exited from TestNav, here are some quick troubleshooting steps that may be followed by proctors while the Test Administrator continues to actively monitor other students:

- Have the student try signing in again. (The TA should confirm the test is in a status of Resumed in PAN first.)
- Restart TestNav.
- Restart the testing device.
- Move the student to a different device—if possible, choose one that has been used successfully for testing.
Note: When working with Pearson regarding technology issues, a troubleshooting step may involve having the student log back into TestNav using the same device.
- Carefully monitor the actions the student is taking when signing in or navigating through the test (e.g., make sure the student is not powering the device off, intentionally exiting, attempting to access another program, selecting certain keystrokes).

To determine whether a tool, feature, or interaction is behaving correctly in TestNav, review the list of expected behaviors by accessing the TestNav Troubleshooting link at the [New Jersey Assessments Resource Center](#), under **Technology Setup > User Guides**. A list of error codes may be seen there as well.

If an issue continues, record the following information:

- Grade
- Content area
- Test session name
- Student's SID number
- Item number
- How the test was accessed (i.e., device and operating system)

Then, the STC or DTC should call Customer Support at (888) 705-9416. Inform them you have a live testing issue and need to speak to Level 2 support. To identify the issue more quickly, Pearson may request TestNav and system log files from the device. If a timely solution cannot be found, the student should proceed with the test, and TA should provide information to the STC to complete a *Start Strong Testing Irregularity Form*. The DTC should call NJDOE before the student is released from the testing environment.

Note: The content of the test itself should never be referenced, captured as an image, emailed within the school or district, or included in communication with NJDOE or the assessment vendor's helpdesk. Doing so is a breach of security. To ensure privacy, only provide the last 4 digits of the student's SID (e.g., ending in 1234) in communications rather than the student's name or other personally identifiable information.

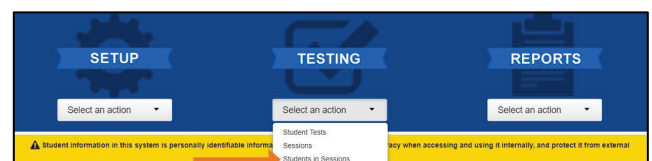
Lock and Unlock Student Tests

Locking and unlocking tests is important for managing student tests for Start Strong since they are automatically set to Resumed status if a student exits TestNav.

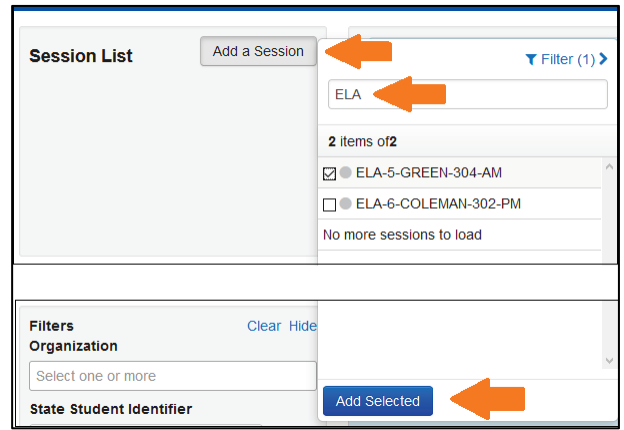
- Student tests must be unlocked before students can sign in.
- When a test is complete or marked complete, the test will automatically be locked and cannot be unlocked.
- Once testing time is over, the TA should lock the tests.

Note: If a student is actively testing and the test is then locked in PAN, the student will not be kicked out of TestNav. However, if they exit and need to resume testing, the student's test will need to be unlocked.

1. From the Home page, under **Testing**, select **Students in Sessions**.

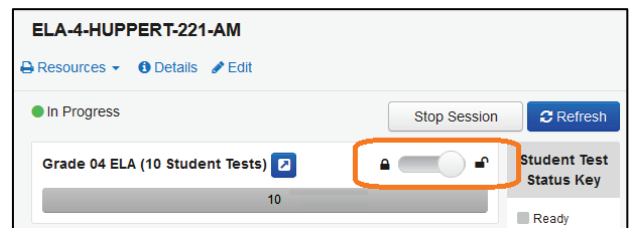


2. Add the test session to the Session List.

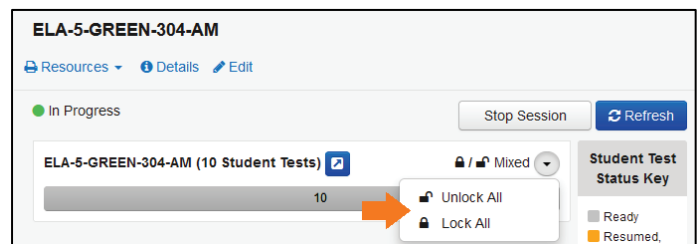


3. Lock/unlock student tests.

- To lock an individual student's test: In the **Student Test Status** column, select the drop-down next to the student's status and select **Lock** or **Unlock**.
- To lock/unlock all student tests in the test session: Move the slider at the top of the test session between unlocked and locked.

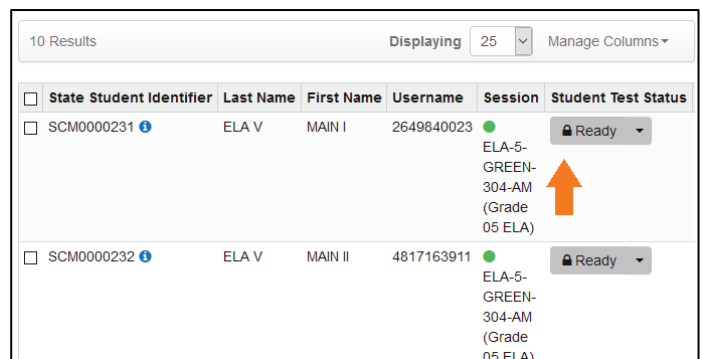


If there are both locked and unlocked tests in the same test session, a "Mixed" icon appears in place of the slider. To lock/unlock all student tests in the test session, select the drop-down menu next to "Mixed" and select **Lock All** or **Unlock All**.



If student tests are locked, a lock icon will appear next to the student's status.

Note: If a student is added or moved to a test session where all student tests are locked, their test will automatically be locked. If there are any unlocked tests, the student's test that is added/moved will be unlocked.



Script for Administering the NJ Start Strong Assessment

The administration script will be used for English Language Arts (ELA), Mathematics, and Science. The standalone script is available at the [NJSLA Resource Center](#) under **Start Strong**. On the first reading, Test Administrators (TAs) are required to adhere to the scripts provided in this manual for administering the Start Strong assessments. Read word for word the bold instructions in each “Say” box to students. Do 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 the students testing.

Required Materials for All Subjects

- Student testing tickets
- Pencils
- Scratch paper

Instructions for Preparing to Test

Say:	Today, you will take the Start Strong Assessment. 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 their hand, collect the electronic device (or follow the school/district policy) and store it until the test is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator immediately if there are questions regarding electronic devices.

Checking Audio (for Students Needing Text-to-Speech Only)

Say:	Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.
-------------	--

Instructions for Logging In

Say:	Please sit quietly while I distribute your student testing tickets and scratch paper. Do not log in until I tell you to do so.
-------------	---

Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Say:	Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.
-------------	--

If a student has the wrong ticket, provide the correct student testing ticket to the student. If the correct student testing ticket is missing, contact your STC.

Say:	<p>Now, enter your Username as shown on the bottom of your ticket.</p> <p>(Pause.)</p> <p>Next, enter the Password as shown on your ticket.</p> <p>(Pause.)</p> <p>Now, select the “Sign In” button.</p> <p>(Pause.)</p> <p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button. You should see a “Welcome” screen.</p>
-------------	--

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. If any students do not see their correct name on the login screen, close the browser, open a new browser window, and log the students back in with the correct student testing ticket.

Say:	<p>Select the “Start Test Now” box in the middle of the screen. Do not select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take the Start Strong Assessment for [English Language Arts/Mathematics/Science (select the appropriate subject)].</p> <p>Read the information provided for each item. Then, follow the directions to answer each question.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p> <p>Some words or phrases may be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from Option A, B, or C based on your local policy (contact your STC with any questions).

Say:	<ul style="list-style-type: none"> • Option A: After you have logged out of the test, sit quietly until the testing time has ended. • Option B: After you have logged out of the test, I will dismiss you. • Option C: After you have logged out of the test, you may read a book or other allowable materials until the testing time has ended.
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Say:	Do you have any questions?
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Answer any questions. If students are testing with extended time accommodations, it may be necessary to adjust the amount of time students will have to complete this test. Refer to the student's accommodations.

Instructions for Starting the Test

Say:	<p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the "Start Section" button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p> <p>You will have up to 60 minutes to complete this test. I will let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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Actively proctor while students are testing:

- Redirect student's attention to the test without coaching or assisting the student in any way.
- If technology issues occur during testing, assist students as needed.
- Assist students in logging out of TestNav as they complete the test.
- Collect test materials as students complete testing.
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, the TA should contact the STC immediately.
- Ensure that any absent students are locked out of the test.

Instructions for Taking a Break During Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom during testing. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must not be visible to other students.
- Students are not permitted to talk to each other during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three minute stretch break during the test:

Say:	Please stop and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.
-------------	--

After taking a classroom break, be sure students are seated and device screens are visible.

Say:	You may now resume testing.
-------------	------------------------------------

Instructions for When 10 Minutes of Time Remain

Say:	You have 10 minutes remaining.
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Note: Do not read the preceding text to students with an extended time accommodation.

Continue to actively monitor while students are testing.

Instructions for Ending the Test

When the testing time is finished, read the following optional “Say” box if there are students still actively testing. If a second test will be administered after a short break, stop the directions after exiting the test. Do not have students log out of TestNav.

Say:	<p>Stop working. Testing time has now ended.</p> <p>Select the “Review” drop-down menu at the top left corner of your test.</p> <p>From the “Review” menu, scroll to the bottom and select “End of Section.”</p> <p>Select the “Submit Final Answers” button.</p> <p>Select the “Yes” button to exit the test.</p> <p>Please exit out of TestNav.</p> <p>I will now collect your student testing ticket and scratch paper.</p>
-------------	---

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.

- Ensure all students are in Completed status in PearsonAccess^{next} at the end of the test.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

After Testing

Stop Test Sessions

If all students have completed testing and submitted their responses, stop test sessions by clicking the **Stop** button on the **Students in Sessions** screen in PAN. Test sessions must be stopped in order to be submitted for scoring. Test sessions cannot be stopped until:

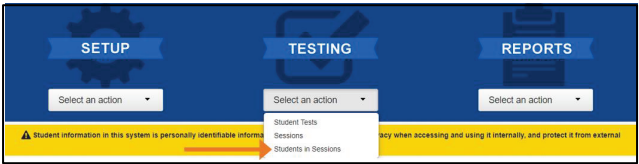
- All tests in “Ready” status have been moved to a make-up test session in PAN or have been removed from the test session. Instructions for moving a student test between sessions can be found at [PearsonAccess^{next} Online Support](#).
- All remaining students are in “Completed” or “Marked Complete” status. If tests are still in “Resumed” status, the DTC or STC should mark them as complete. Instructions are in the next section.

Note: Start Strong assessments in "Ready" status are not to be marked complete under any circumstances.

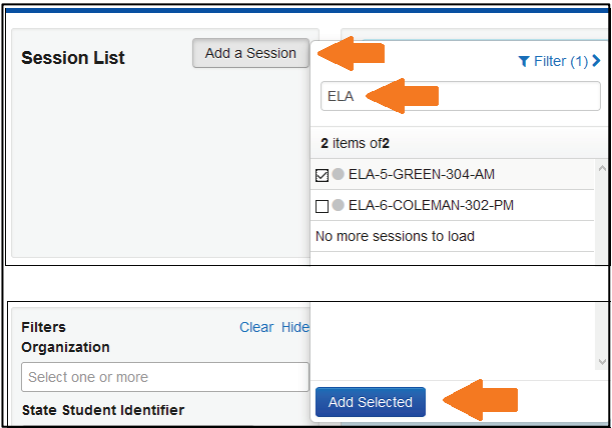
Mark Tests Complete (DTC or STC only)

If a student started a test, but did not submit their answers, a DTC or STC must mark the test complete in PAN. A reason that the test is being “Marked Complete” must be entered in PAN. This applies to tests with a status of “Resumed.” Do not mark a student’s test complete if it still shows a status of Ready; remove the test from the session instead.

1. From the Home page, under **Testing**, select **Students in Sessions**.



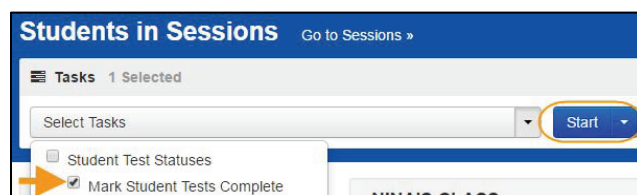
2. Add the test session to the Session List.



3. Select the student(s) whose tests will be marked complete.

10 Results					
<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Username	Session
<input checked="" type="checkbox"/>	SCM0000221	ELA IV	MAIN I	3555221151	ELA-4-HUPP ELA)
<input checked="" type="checkbox"/>	SCM0000222	ELA IV	MAIN II	9023291556	ELA-4-HUPP ELA)

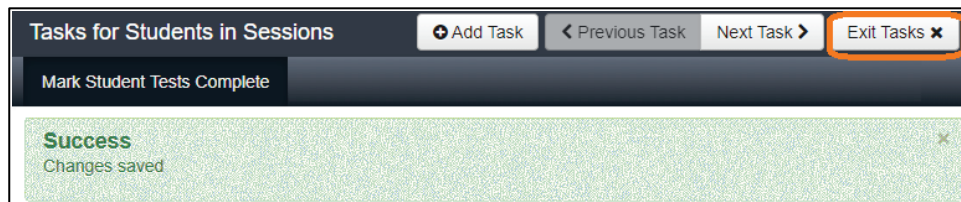
4. From the **Select Tasks** drop-down, select **Mark Student Tests Complete**, and then click the **Start** button.



5. Enter an explanation of why the tests are being marked complete in the Reason textbox.

6. Click the **Mark Complete** button.

7. A “Success, Changes saved” message will appear near the top of the screen in a green bar.



Click the **Exit Tasks** button at the top right to return to the Students in Sessions screen.

Not Tested Codes

For students with test registrations who did not participate in testing (i.e., did not log onto TestNav for the content area), the STC or DTC must enter a Not Tested Reason in PAN. These tests will either need to be removed from sessions that were prepared and started, or moved to unprepared sessions, in order to apply Not Tested Codes. You can move all students in the same grade/content area who need a Not Tested Code into the same test session.

Refer to the *Add or Change a Not Tested Code or Void Test Score Code* section in this guide for step-by-step instructions to add the Not Tested Code. The Not Tested Reasons are as follows:

- 01—Absent
- 02—Medical Emergency
- 03—Other (this includes parental refusal to begin a test)

Not Tested Codes can only be applied to student tests that have Ready status. If the test was started by mistake, follow the instructions to apply a Void Test Score Code in the next section, assign a new test to the student, and then apply the Not Tested Code to the new test.

Void Test Score Codes

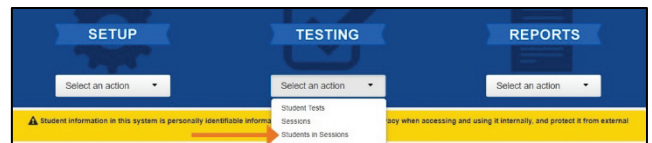
If applicable, the DTC or STC can add a Void Test Score Codes to a student's test in PAN. The Void Test Score Reasons are:

- 01—Student Cheating
- 02—Security Breach
- 03—Other (this includes parental refusals to complete a test, off-grade level testing, student did not receive appropriate testing accommodations/accessibility features, student received inappropriate testing accommodations/accessibility features)

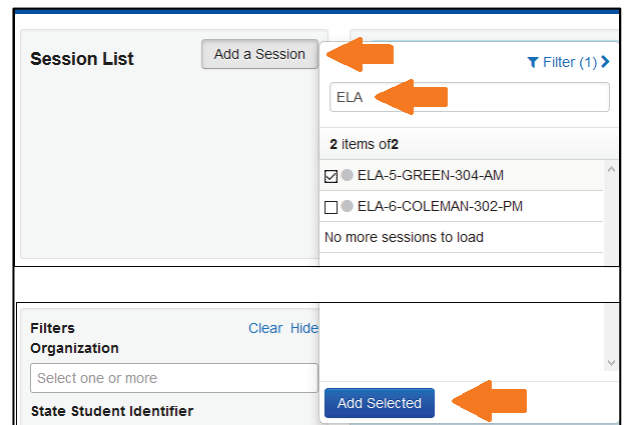
Voiding a test means the test will not receive a score. Only students who logged into the test can have a Void Test Score Code. After voiding a test, a new test can be assigned to the student, if appropriate. Refer to the next section in this guide for step-by-step instructions.

Add or Change a Not Tested Code or Void Test Score Code (DTC or STC only)

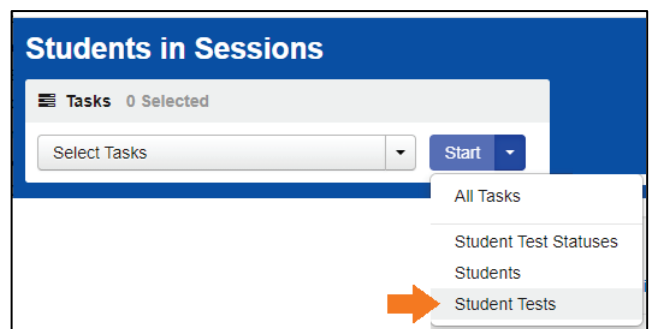
1. From the Home page, under **Testing**, select **Students in Sessions**.



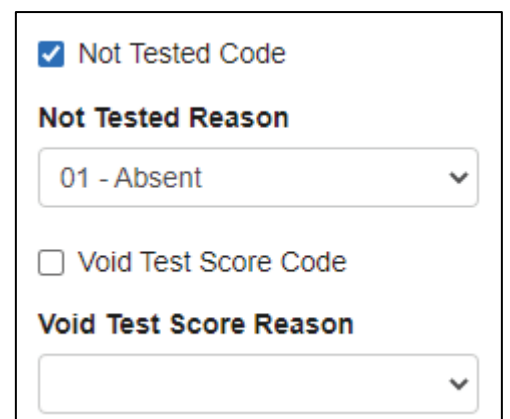
2. Add the test session to the Session List.



3. Select the student(s) whose test needs the test code indicated or updated. Select the drop-down menu to the right of the **Start** button and select **Student Tests**.



4. Check or uncheck a box, as appropriate, for Not Tested Code or Void Test Score Code. Select or unselect a code in the Not Tested Reason drop-down or Void Test Score Reason drop-down.



5. Click the **Save** button. A “Success, Changes saved” message will appear near the top of the screen in a green bar.
6. Click the **Exit Tasks** button at the top right to return to the Students in Sessions screen.

The screenshot shows the 'Tasks for Student Tests' interface. At the top, there is a navigation bar with buttons for 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this, a green success message 'Success Changes saved' is displayed. The main content area is divided into two sections: 'STUDENT TESTS (3)' and 'DETAILS'. The 'STUDENT TESTS' section shows a list of student tests, including 'SAMPLE, STUDENT (0123456789)' and 'Grade 06 Science'. The 'DETAILS' section shows the same student ID and a 'Save' button, which is highlighted with an orange arrow labeled '5'. The 'Exit Tasks' button in the top right is highlighted with an orange arrow labeled '6'.

Delete Student Registrations (DTC or STC only)

Unlike past NJSLA administrations, all students registered for Start Strong will be included in the score reports, including those who did not test. Students who were required to test, but did not, should have a Not Tested Code applied. However, if students were not actually enrolled during the testing window (e.g., perhaps they did not return for this school year), and thus were not required to test at your school, the Test Coordinator should unassign the student test(s) and unenroll the student from the testing organization for Start Strong in PAN. Step-by-step directions can be found in the Transfer Student (CBT) Guidance document located at the [New Jersey Assessments Resource Center](#), under **Educator Resources > Test Administration Resources > PearsonAccess^{next} Resources**. General instructions for deleting a student record can be found at [PearsonAccess^{next} Online Support](#).