2019 New Jersey Student Learning Assessment (NJSLA) District Technology Coordinator Training

PearsonAccess\textsuperscript{next} & NJSLA Technology Requirements
February 2019

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New Jersey Department of Education Office of Assessments

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Pearson
# Agenda

<table>
<thead>
<tr>
<th>Part I: Before Testing - Technology Coordinator Preparation</th>
<th>Technology System Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Technology Setup</td>
</tr>
<tr>
<td>Part II: Before Testing - Test Coordinator Preparation</td>
<td>What’s new this year?</td>
</tr>
<tr>
<td></td>
<td>PearsonAccessnext</td>
</tr>
<tr>
<td></td>
<td>Student Readiness</td>
</tr>
<tr>
<td></td>
<td>Infrastructure Trial</td>
</tr>
<tr>
<td>Part III: During Testing</td>
<td>Session Management</td>
</tr>
<tr>
<td></td>
<td>Technical Troubleshooting</td>
</tr>
<tr>
<td>Part IV: After Testing</td>
<td>Session Clean-Up</td>
</tr>
<tr>
<td></td>
<td>Resolve Critical Warnings</td>
</tr>
<tr>
<td></td>
<td>Purge Test Content</td>
</tr>
<tr>
<td>Part V: Additional Information</td>
<td>Paper Materials</td>
</tr>
<tr>
<td></td>
<td>Resources &amp; Support</td>
</tr>
</tbody>
</table>
Glossary and Important Terminology

- **DTC** – District Test Coordinator
- **OS** – Operating System
- **PearsonAccess^next (PAN)** – Serves as the entry point to all Pearson services used by school districts participating in the New Jersey assessment. It is the web-based technology platform for end-to-end administration of the New Jersey assessments. PearsonAccess^next technology integrates multiple products and services to configure a comprehensive assessment solution.
- **ProctorCache** – Downloading encrypted test content from the Pearson server to a secure local computer prior to starting a test session.
- **Infrastructure Trial** – The purpose is to confirm TestNav is configured correctly, devices can successfully run TestNav, the network will support the full load, participating staff know what to do for NJ computer-based assessments, and students are familiar with the computer-based testing tools and format.
- **SR/PNP** – Student Registration/Personal Needs Profile
- **STC** – School Test Coordinator
- **TA** – Test Administrator
- **TestNav** – Pearson’s comprehensive assessment solution that includes the online test delivery platform.
Part I: Before Testing – Technology Coordinator Preparation

- Resources:
- Technology System Requirements
- Technology Setup
  - Configure the Network
  - Install ProctorCache
  - Precache Test Content & TestNav Configurations in PearsonAccess
  - Setup Secondary Save Locations
Resources – Manuals for Technology Coordinators

- https://nj.mypearsonsupport.com/
  - Hardware and Software System Requirements
  - Infrastructure Trial Guide
  - Browser and App Setup Guides
  - Proctor Caching Installer and Guide
  - TestNav 8 User Guide
  - PearsonAccess\textsuperscript{next} Online User Guide
Resources – Training Modules for Technology Coordinators

• [https://nj.mypearsonsupport.com/](https://nj.mypearsonsupport.com/)
  • Proctor Caching and TestNav Configuration
  • Infrastructure Trial
Resources – Bulletins

https://nj.mypearsonsupport.com/
Technology System Requirements

https://nj.mypearsonsupport.com/
TestNav App Requirements

https://support.assessment.pearson.com/x/HwYcAQ
What’s New This Year?

• TestNav 8 Updates
  • Browser-based TestNav is no longer supported using the Firefox ESR – was previously supported but Mozilla ended support of required plugins.
  • The app will support most Assistive Technologies – an infrastructure trial is recommended to confirm functionality. Co:Writer and Read&Write will require use on a 3rd party device with transcription.
  • Versions 1.7.3 for TestNav Applications
  • Version 2018.11 for Proctor Caching (Windows OS).
Changes to Technology Requirements (1 of 3)

- Tech Bulletins - [https://support.assessment.pearson.com/x/IwACAO](https://support.assessment.pearson.com/x/IwACAO)

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 20, 2018</td>
<td>TestNav - Desktop App Update</td>
</tr>
<tr>
<td>October 18, 2018</td>
<td>TestNav - Windows 10. version 1809 and above, and Secure Testing</td>
</tr>
<tr>
<td>August 29, 2018</td>
<td>TestNav - iOS 10.3 (iPad 4) Support Ending 2019-2020</td>
</tr>
<tr>
<td>July 11, 2018</td>
<td>TestNav 8 - Firefox Support Ending</td>
</tr>
<tr>
<td>June 18, 2018</td>
<td>TestNav - Android App and Secure Testing</td>
</tr>
<tr>
<td>January 30, 2018</td>
<td>TestNav - iOS 11 and Secure Testing</td>
</tr>
</tbody>
</table>
Changes to Technology Requirements (2 of 3)

<table>
<thead>
<tr>
<th>Date</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 18, 2019</td>
<td>Added support for iOS 12.1.4 to TestNav System Requirements</td>
</tr>
<tr>
<td>February 4, 2019</td>
<td>Added to TestNav System Requirements:</td>
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<tr>
<td></td>
<td>• Support for iOS 12.1.2 and 12.1.3</td>
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<td></td>
<td>• iOS 12.2 and Chrome OS 72 to <strong>Testing in Progress</strong></td>
</tr>
<tr>
<td>January 9, 2019</td>
<td>Added support to TestNav System Requirements for:</td>
</tr>
<tr>
<td></td>
<td>• Chrome 71 (OS and browser)</td>
</tr>
<tr>
<td></td>
<td>• Firefox 62-64</td>
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</tbody>
</table>

• Recent updates-[https://support.assessment.pearson.com/x/SAMcAQ](https://support.assessment.pearson.com/x/SAMcAQ)
Changes to Technology Requirements (3 of 3)

• Browser-based TestNav is no longer supported using the Firefox ESR – was previously supported but Mozilla ended support of required plugins.

• The app will support most Assistive Technologies – an infrastructure trial is recommended to confirm functionality. Co:Writer and Read&Write will require use on a 3rd party device with transcription.
iOS: Automatic Assessment Configuration

• Steps required when students are testing with iPads:
  • Allow Microphone (one-time prompt)
  • Allow App Self-Lock prompt
    • Guided Access Mode or managing device security via an MDM are no longer used for TestNav. Using either of these processes will prevent students from accessing their tests.
    • When signing into the test, students will be prompted to lock down the device. Once they click “Yes” the device will be locked down until they either submit their test or log out.
      • If a student clicks “No” they will need to sign in again
TestNav Desktop

• The TestNav Desktop App
  • Available at [http://download.testnav.com/](http://download.testnav.com/)
  • Runs on specific versions of Windows, Android, Chrome OS, iOS, macOS Sierra and Linux Operating Systems
    • For specific Operating System versions, please review: [TestNav System Requirements](#)
  • No Java dependencies
  • No Pop-Up Blocker settings required
  • Identical student login experience on Chromebooks and iPads
  • Compatible with touchscreen devices

• Additional Notes
  • The TestNav Desktop App is now compatible with Assistive Technology (AT)
    • Browser-based testing is no longer required for use with AT
    • Always test for AT compatibility by completing an Infrastructure Trial
    • Review NJSLA Assistive Technologies Guidelines (Available in March)
TestNav Downloads Page

http://download.testnav.com/
Technology Setup

- Configure the Network
- Proctor Caching
- TestNav 8 and Proctor Caching Configurations
- Practice Tests and Tutorials
Configure the Network

• TestNav 8 Domains and Ports:
  — *.testnav.com:80, 443
  — *.pearsontestcontent.com
  — *.thawte.com
  — *.usertrust.com
  — *.comodoca.com
  — *.google-analytics.com (Optional)

• Pre-caching Local Network Ports:
  — 4480, 4481

• PearsonAccess\textsuperscript{next} Domain and Ports:
  — *.pearsonaccessnext.com:80, 443

• PearsonAccess\textsuperscript{next} emails:
  — @support.pearson.com
Proctor Caching for TestNav Introduction

• Proctor Caching is Pearson-supplied software that is used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content.

• Proctor Caching:
  • Allows you to precache test content to your local network before a test
  • Reduces the burden on your Internet Service Provider (ISP) by eliminating redundancy in requests for test content
  • Stores an encrypted local copy of all precached tests
Proctor Caching – The Network
Proctor Caching Requirements

• Proctor Caching runs on Windows and Mac OS X
• It does not require an underlying server-based operating system
• Proctor Caching hardware requirements can be found at https://support.assessment.pearson.com/x/PQACAO
• TCP Ports include: 80 (Internet), 4480, and 4481 (Local Network).
• Proctor Caching requires a fixed (static) internal IP address
• Utilize the App Check feature within the TestNav Apps to verify connection to the ProctorCache device.
What’s New for ProctorCache

• All new Proctor Caching configurations will have the Precaching Computer Override option selected. When this option is selected, all TestNav clients will bypass the ProctorCache machine that is unavailable and send all traffic out to the Internet (WAN) until the student logs out of the test unit.

• It is recommended to upgrade to the latest version of the ProctorCache software. The most recent version of ProctorCache is 2018.11 and can be downloaded available via download.testnav.com.

• For Mac OS, you can still use the previously installed ProctorCache software. If you need to download this version of the ProctorCache software that works on a MacOS device, please contact Pearson Customer Support. When using ProctorCache software on MacOS users may see a message stating “This app needs to be updated by its developer to improve compatibility”, which can be ignored.
Proctor Caching Setup

• Download the Proctor Caching installer
• Run the installer and Start the Proctor Caching Service if it is not already started by the installer
• Add a Proctor Caching computer to the TestNav Configuration within PearsonAccess\textsuperscript{next} at the district or school level
• Use App Check with a Configuration Identifier from the TestNav Configuration in PearsonAccess\textsuperscript{next} on a client computer to verify that Proctor Caching is functional

• Note: To configure an upstream proxy, refer to the Windows or Mac “Upstream Proxy Configuration” section in the Proctor Caching User Guide located here: https://support.assessment.pearson.com/x/HAACAQ.
Demonstration

• Download & Install ProctorCache
• Setup TestNav Configuration in PearsonAccess
• TestNav App Check
• Precache Test Content
Download & Install ProctorCache

http://download.testnav.com/
Prepare TestNav Configuration

1. Sign in to the New Jersey PearsonAccess Training Center or the New Jersey PearsonAccess website.
   1. Make sure you are working under the New Jersey Account Scope as TestNav Configurations are Account Scope Specific.

2. Once you have selected the correct administration in the top right drop-down menu, Select Setup > TestNav Configurations.

3. Select Create/Edit Configurations; click Start to launch the configuration.
Prepare TestNav Configuration

4. Enter a *Configuration Name*.

5. Using the *Organizations* dropdown menu, select your school or district.
Prepare TestNav Configuration

6. Enter the **Computer Name**, **IP Address**, and **Port**, and check “**Uses Pearson Precaching Software.**”

7. Then specify student response file backup locations, and click **Create.**
Completed TestNav Configuration(s)
TestNav Configuration Details

- **Configuration Details** allows you to:
  - edit the configuration name,
  - add additional organizations to the configuration,
  - edit settings,
  - and add Precaching computers to configuration
  - Remove Precaching Computer Override option
TestNav Configuration Details

- With multiple TestNav settings, note that you can now:
  - change the default configuration by checking or unchecking "Default computer used for sessions"
  - delete configurations
PearsonAccess\textsuperscript{next} and Precaching Setups

• TestNav configurations work from school to district. A school Precaching machine will take precedence over a district. If a school does not have a setup, then the district setup will apply.

• The Precaching server option in Session Details will display only if there are two or more Precaching machines to choose from at the school or district (this can be used to override the default district/school TestNav configuration).
Precaching Test Content

• Choose Precache By Test under the Setup tab
• Select the grades and subjects needed, then select the Precache Server and click Precache
Precaching Test Content (By Test)

- Click “Precache” on the Precache By Test screen.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Test (select one or more)</th>
<th>Precache Servers (select one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARCC (parcc)</td>
<td>Algebra I&lt;br&gt;Algebra II&lt;br&gt;Geometry&lt;br&gt;Grade 10 ELA/Literacy&lt;br&gt;Grade 11 ELA/Literacy&lt;br&gt;Grade 3 ELA/Literacy&lt;br&gt;Grade 3 Mathematics&lt;br&gt;Grade 4 ELA/Literacy&lt;br&gt;Grade 4 Mathematics&lt;br&gt;Grade 5 ELA/Literacy&lt;br&gt;Grade 5 Mathematics&lt;br&gt;Grade 6 ELA/Literacy&lt;br&gt;Grade 6 Mathematics&lt;br&gt;Grade 7 ELA/Literacy&lt;br&gt;Grade 7 Mathematics&lt;br&gt;Grade 8 ELA/Literacy&lt;br&gt;Grade 8 Mathematics&lt;br&gt;Grade 9 ELA/Literacy</td>
<td>PC Demo (Pearson supplied)</td>
</tr>
</tbody>
</table>
Precaching Test Content

- Proctor Cache - Tests Screen will appear in a second window. If you do not see this window, re-attempt the Precaching Test Content process.
Proctor Caching Diagnostics

- Select the **Tests** tab for information about test content and caching status
- Select the **Clients** tab to monitor client connectivity
Tests Tab

- Content is displayed at the Test and Form level

- Functionality is available to purge selected test content. Purging is not required when re-caching test content

- When clicking **Purge** a password will be required

- Do not use **Reload** or **Refresh**, these actions do not function on New Jersey Content

- Clicking on a test name will display individual items in a test, which are encrypted
Tests Tab – Status

- **OK** – Content is cached
- **Not Loaded** – Content is not cached
- **Waiting...** – Preparing to download the content in queue
- **Loading...** – Downloading the content
- **Failed to load content** – There was a failure to download content
- **MD5 Check Invalid** – MD5 comparison failed
- **MD5 Mismatch** – MD5 comparison was successful but files did not match

In general, any status in red is a critical problem.
Clients Tab

- Clients that have connected to TestNav are listed by IP address.
- Clicking on a computer name will display the Client Details screen, which displays information regarding a particular computer connecting to Proctor Caching.
Clients List Tab – Status

- **Ok** – Client is active
- **Idle** – 5 to 30 minutes since client was active
- **Long Idle** – 30 minutes to 12 hours since client was active

- Clients are removed from the list after 12 hours of inactivity.
Settings Tab – Change Password

• While logged into the Proctor Caching machine use the url: http://localhost:4480/
• The Settings Tab will be available to change the password used to Purge the test content
• For guidance on the ProctorCache password settings, please review the ProctorCache Password Settings section of the Set Up and Use ProctorCache page
Questions & Answers
## Agenda

| Part I: Before Testing - Technology Coordinator Preparation | Technology System Requirements  
| Part II: Before Testing - Test Coordinator Preparation | Technology Setup  
| Part II: Before Testing - Test Coordinator Preparation | What’s new this year?  
| Part II: Before Testing - Test Coordinator Preparation | PearsonAccess<sup>next</sup>  
| Part II: Before Testing - Test Coordinator Preparation | Student Readiness  
| Part II: Before Testing - Test Coordinator Preparation | Infrastructure Trial  
| Part III: During Testing | Session Management  
| Part III: During Testing | Technical Troubleshooting  
| Part IV: After Testing | Session Clean-Up  
| Part IV: After Testing | Resolve Critical Warnings  
| Part IV: After Testing | Purge Test Content  
| Part V: Additional Information | Paper Materials  
| Part V: Additional Information | Resources & Support |
Part II: Before Testing – Test Coordinator Preparation

• Resources
• What’s new this year?
• PearsonAccess\textsuperscript{next}
  • Navigating PearsonAccess\textsuperscript{next}
  • Student Registration/Personal Needs Profile (SR/PNP)
  • Create Sessions
  • Print Student Testing Tickets
  • Prepare Session
  • Start Session
  • Operational Reports
  • Students Who Move Between Organizations

• Student Readiness
• Infrastructure Trial
  • Where To Start? Who Should Be Involved?
  • Create Sample Students
  • Infrastructure Trial Checklist
Resources – Manuals for Test Coordinators

Resources located at https://nj.mypearsonsupport.com

• Technology Information includes:
  • Infrastructure Trial Guide
  • PearsonAccessnext Online User Guide
  • Hardware and Software Requirements

• Manuals:
  • Test Coordinator Manual (TCM) and Test Administrator Manuals (TAM) for computer-based and paper-based
  • Accessibility Features and Accommodations (AFA) manual
Resources – Training Modules for Test Coordinators

PearsonAccess\textsuperscript{next} modules:
https://support.assessment.pearson.com/x/H4BIAQ
What’s New This Year?

• **PearsonAccess**next Updates
  • Simplified User Role Matrix
  • For students receiving read aloud accommodations, an audio icon is displayed on the student test ticket.
  • Added new filter for searching for students in Rejected Student Test screen to search by state Student ID (SID).
  • Alert users before account timeout - 2 minutes before user automatic log out occurs due to inactivity, an alert popup will appear on the screen.
  • New NJ Account Scope where current and future administration scopes will appear.
Student Registration and Personal Needs Profile

• SR/PNP data is one file that is used to register students for the assessments and to customize the assessment to the student’s unique accessibility and accommodations requirements.

• Note: The SR/PNP should be used before testing and during testing. The Student Test Update (STU) file should be used post testing.
Student Registration - Methods of Data Input

• Data for all students must be loaded into PearsonAccess next through either an SR/PNP file upload or the user interface.

• File Upload
  • Create/export and import a .csv file with all student registration and PNP information
  • This process is more commonly used when creating or editing a large number of students

• User Interface
  • Complete the necessary tasks within PearsonAccess next to register the students, assign them tests, and define their PNP requirements

• Both methods use PearsonAccess next to update the same student data fields; they require understanding of the Field Definitions and File Layout documents. More details on this information can be found by selecting Documentation under the Support heading in PearsonAccess next.
Demonstration: PearsonAccess

- Navigating PearsonAccess
- Student Registration/Personal Needs Profile (SR/PNP)
  - File Import
  - User Interface
PearsonAccess\textsuperscript{next}

http://pearsonaccessnext.com/
PearsonAccess<sup>next</sup> — Login

https://nj.pearsonaccessnext.com/
PearsonAccess<sup>next</sup> — Home Page

Welcome to PearsonAccess<sup>next</sup>. For more information on how to use PearsonAccess<sup>next</sup>, please visit https://support.assessment.pearson.com/x/RV6y/

Hover over specific tasks in the action drop down menus to learn more about their function.

Go to Setup tasks to:
* Import or export data files
* View organizations, participation, and enrollment
* Manage user accounts (excluding your own)
* Manage students including demographic data and test registrations
* Manage material orders including tracking shipments and placing an additional order
* Manage Transfer Work Requests
* Manage Proctor Caching and backup file save locations

Go to Testing tasks to:
* Manage Test Sessions
* Manage and monitor Student Testing
* Resolve Rejected Student Test Alerts

Contact Us

Customer Support
1-888-705-8416
Monday - Friday
9:30 am - 7:30 pm (ET)

Available during hours listed above

Links
* Help and FAQs
* PearsonAccess<sup>next</sup> Online Support
PearsonAccess<sup>next</sup> — Home Page
Import SR/PNP File
PearsonAccess\textsuperscript{next} — Importing and Exporting a System File
PearsonAccess<sup>next</sup> — User Interface
Create a New Student
Create/Edit Students
Enroll Students
Register Students

现身说法：

任务选项包括：创建/编辑学生、注册学生、管理学生测试、管理课程、管理注册。

学生信息页面展示了一个学生的详细信息，包括账户、学校代码、年级和种族选择。

重要提示：新泽西州不使用此字段。
Manage Student Tests
Online Testing Management

• Important Notes for Online Testing Management:

• **Human Reader or Human Signer:** Students with this accommodation will need to be grouped in a separate session and the session will have the “Proctor Reads Aloud” option checked.

• **Text-to-Speech:** Students with this accessibility feature can be in sessions with other students. You can test these students in the same room if headphones are used.
Demonstration: PearsonAccess

- Create Sessions
  - Adding Students
- Print Student Testing Tickets
- Prepare Sessions
- Start Sessions
Create a Session
Create a Session

NJ Naming Convention:
ContentArea-Grade-
TestAdminLastName-
RoomNumber-AMorPM-
ExtendedTime-IEP-504-
ELAccommodation
Add Students to Sessions
Print Student Authorization Tickets

Student test tickets contain the log in and TestNav URL that students need in order to access their assigned tests. **Test tickets are secure materials and can only be printed by the District/School Test Coordinator.**
Prepare Sessions

• This step can be completed 1 school day prior to starting a test session
  – Allows for the starting of multiple test sessions at one time
  – Removes the 250 student limit for test sessions
  – Can only be done by users with the District Test Coordinator (DTC) or School Test Coordinator (STC) roles

• This step will assign forms to each student in the test session
  – Prior to completing this step, ensure that the appropriate accommodations are assigned to students
  – If accommodations are not accurately indicated prior to this step, the student will need to be removed from the test session, have their PNP updated, and then be added back to the test session

• Once this step is completed, and the testing window is open, the test session can be started.
After Hours Testing

• A testing schedule override must be requested for specific sessions that require after hours testing

• Sessions must be prepared and the session names must be provided to the appropriate grade-level Statewide Assessment Coordinator when requesting an after-hours testing override
Prepare Sessions
Accommodation Indicators

A marker appears next to the Student ID on the Students in Session screen if an accommodation was identified for a student record on the Manage Student Test Screen or through an SR/PNP import.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL</td>
<td>American Sign Language</td>
</tr>
<tr>
<td>SR</td>
<td>Assistive Technology—Screen Reader</td>
</tr>
<tr>
<td>Non-SR</td>
<td>Assistive Technology—Non-Screen Reader</td>
</tr>
<tr>
<td>CC</td>
<td>Closed Captioning</td>
</tr>
<tr>
<td>TTS</td>
<td>Text-to-Speech</td>
</tr>
<tr>
<td>STTS</td>
<td>Spanish Text-to-Speech</td>
</tr>
<tr>
<td>S</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

- These forms are independent forms and cannot be combined.
- Use these indicators to identify errors in accommodation settings.
Start Sessions

A session must be started and a unit must be unlocked before students can log in and take their tests. This can be done at any time before testing once the New Jersey testing window is open and the session has been prepared.
Operational Reports

Operational Reports can be found by going to Reports and then selecting Operational Reports. Reports that are useful for pre-administration activities:

- Student Counts: Display the number of enrolled and registered students
- Students Registered but not Assigned to a Test
- PNP/Accommmodations for Student tests: List of students and tests for specific accommodations
- Sessions Roster: List of all students for all sessions
- Students with Online Test but not Assigned to a Session
- Students where Accountable District/School is different from Testing District/School (also for accountable organization)
Students Who Transfer Between Organizations

Scenario 1: Same District
DTC moves student

Scenario 2: Different Districts
DTC uses Work Request
Students Who Move Between Schools Within a District

- Use the User Interface to move the student between schools.
  - *Remove the student from his/her assigned Test Session (for online testing, if applicable).
  - Change Student Organization in Create/Edit Students task screen
  - Update Accountable Organization on the Register Students task screen (if applicable)
  - Add the moved student to a test session.
  - *Note: Online tests currently assigned to a session will automatically be placed in a transfer session under the transfer to organization when the organization enrollment is updated.
Work Request – Student Transfer Process

- District B completes a work request within PearsonAccess

- District A approves the work request
  - The online tests assigned to the student are automatically transferred to District B
    - If a student was in a session, the tests are placed in a “Transferred [Subject - Grade]” test session
    - The tests must be moved into another test session, transferred sessions cannot be prepared
  - The Responsible School Code on the Register Students tab will need to be updated
  - For paper-based testing students, complete the work request process to transfer the student record and follow the New Jersey District-to-District Chain of Custody form for Transferred Paper-based Testing Materials
Work Requests – Releasing District

• Check email and PearsonAccess next periodically
• Look for the red bell at the top of the PearsonAccess next home screen
  – Click on the bell to go to the pending requests for transfer
  – Verify that the student listed in the Work Request has moved from your district and
    • Approve the transfer
  – If the student has not moved from your district
    • Reject the transfer
      – You will have to provide reason (e.g., student has not moved)
    • The other district may have requested the wrong student
  – If there is an error in the school field upon opening the work request, decline the request (the student has already been removed from your district)
Work Requests – Receiving District

Review the student registration in all applicable administrations and update the responsible school and district

• Updates to a accountable school that is not within your district must be done via a file upload.
• Updates to schools within your district can be done in the UI or via a file upload.
• If the responsible school and district field appears blank in the UI, then the student has a accountable school outside of your district
• Use the Operational Report “Students Where Accountable District/School is different from Testing District/School”
  • If your district should be the accountable district, change this in the student’s registration either via the UI or through a SR/PNP file upload
Demonstration: PearsonAccess

- Students Who Transfer Between Organizations
- Operational Reports: (For Accountable Organization) Students where Accountable District/School from Testing District/School
Student Readiness

• Practice Tests:
• Practice tests are available for all accessibility features and accommodations including TTS, ASL, Screen Reader, Closed Captioning, Large Print, and Braille at:
• https://nj.mypearsonsupport.com/

• Tutorials:
• Tutorials for TestNav 8, paper, online, and TTS, ASL and Closed Captioning with functionality guides are located at:
• https://nj.mypearsonsupport.com/
Student Readiness

Non-secure Practice Tests and Tutorials are also available in the TestNav Apps. This applies to Chromebooks, iPads, Androids, and the TestNav Desktop App.

• Navigate to the App Home Screen and Choose “New Jersey”
• If you’re already on a login screen click the User icon in the top right and select “Choose a different customer” to return to the App Home Screen
• Click the Practice Tests link to access Practice Tests and Tutorials
Accessing Non-Secure Practice Test

- Access non-secure practice tests from the TestNav App or from [https://test-nj.mypearsonsupport.com/](https://test-nj.mypearsonsupport.com/).
Infrastructure Trial Introduction/Purpose

• Dress Rehearsal

• The purpose of an infrastructure trial is to confirm that:
  • Testing devices are setup correctly
  • Network will bear the full load
  • Proctor Caching is working
  • Participating staff know what to do for New Jersey computer-based assessments
  • Students are familiar with the computer-based tools and format and logging into TestNav.
Infrastructure Trial Preparation

Prior to the Infrastructure Trial, there is technology setup that needs to be completed by Technology Coordinators, and a set of tasks in PearsonAccess that need to be completed by Test Coordinators. The duration of these setup tasks can vary from school to school.

The Infrastructure Trial should take approximately 60 minutes to administer. Schools are encouraged to provide any feedback on the Infrastructure Trial to their DTC. DTCs should contact the appropriate New Jersey State Test Lead with feedback and/or concerns regarding software or hardware issues.
Infrastructure Trial – Who Should Be Involved?

You should involve all district and school personnel responsible for participating in computer-based assessment. It provides the opportunity to collectively evaluate the test environment and identify/resolve potential issues prior to testing. For example, you would want to include:

– Test Coordinators
– Test Administrators
– School technology staff
– Student participation is recommended

District and/or School

It is up to districts and schools to decide if the Infrastructure Trial needs to be completed at the district level or at the school level.
Infrastructure Trial - Where To Start

The Infrastructure Trial is conducted using the PearsonAccess\textsuperscript{next} Training site at https://nj.mypearsonsupport.com/.

Verify that all staff members participating in the trial have received user IDs and passwords for the PearsonAccess\textsuperscript{next} Training site. Also have staff members review the Manuals and Training Modules.

Refer to the \textit{Spring 2019 New Jersey Infrastructure Trial Readiness Guide} via https://nj.mypearsonsupport.com for complete instructions.
Technology Setup

Complete Technology Setup prior to Infrastructure Trial:

- Configure the Network
- Proctor Caching
- Device Readiness
- TestNav and Proctor Caching Configurations
PearsonAccess\textsuperscript{next} Setup

Districts/schools will need to complete the following in PearsonAccess\textsuperscript{next} prior to the Infrastructure Trial:

- Create Sample Students
- Create Sessions
- Prepare Sessions
- Print Student Testing Tickets
- Student Readiness
  - Practice Tests
  - Student Tutorials
Demonstration – Infrastructure Trial

• Create Sample Students
• Create Sessions
• PreCache Test Content
• Prepare Sessions
• Print Student Testing Tickets
Create Sample Students

• Log into the PearsonAccess next Training Site
• Choose the Administration
• Click Setup and select Students
• Select Generate Sample Students from the Tasks menu
• Click Start to continue
Create Sample Students

• Complete the Generate Sample Students screen

• Recommended: Add the Sample Students to a Class

• Click Generate to complete the process
Create Sessions

• Go to the **Testing** tab and click **Sessions**
• From the Select Tasks dropdown menu, select **Create/Edit Sessions**, and click **Start**

• A session includes all of the units for a subject and may be scheduled across one or more days. Sessions are scheduled by subject and the group of students testing that subject together (as set up in PearsonAccess for computer-based testing).
Create Sessions

• Complete Session Details
Create Sessions

- Add Sample Students to a Session by Class
Session Management – Prepare a Session

• A session must be prepared before students can log in and take their tests. This can be done at any time the training site is available for Spring Infrastructure Trials.
Session Management – Start a Session
Session Management – Download Resources

• Print Testing Tickets
Infrastructure Trial

Ready to Begin Your Infrastructure Trial?

• Technology Setup Complete

• Practice with Student Tutorials and the non-secure Practice Tests available at https://nj.mypearsonsupport.com/.

• PearsonAccess\textsuperscript{next} Training Site setup has been completed and student testing tickets have been printed available at https://trng-nj.pearsonaccessnext.com/.

Infrastructure Trial

• What to do during the Infrastructure Trial

❖ Prepare
❖ Conduct
❖ Closing & Lessons learned
Questions & Answers
## Agenda

| Part I: Before Testing - Technology Coordinator Preparation | Technology System Requirements  
Technology Setup |
|-----------------------------------------------------------|--------------------------------------------------|
| Part II: Before Testing - Test Coordinator Preparation    | What’s new this year?  
PearsonAccess\textsuperscript{next}  
Student Readiness  
Infrastructure Trial |
| Part III: During Testing                                   | Session Management  
Technical Troubleshooting |
| Part IV: After Testing                                     | Session Clean-Up  
Resolve Critical Warnings  
Purge Test Content |
| Part V: Additional Information                             | Paper Materials  
Resources & Support |
Part III: During Testing

• Session Management
  • Lock/Unlock Units
  • Monitor Testing
  • Change a Student’s PNP
  • Make-Up Testing
  • Mark Tests Complete
  • Void and Not Tested

• Technical Troubleshooting
  • Common Error Codes
Session Management

• Administrators will need to lock and unlock Units of the test for students to access units.

• Only 1 Unit of a student’s test can be unlocked at a time in a session. That unit will need to be locked before unlocking the next unit:
  • Scenario 1: On day one of testing, the Test Administrator unlocks Unit 1 at the session level for all students. The students login to Unit 1 and complete their tests. Unit 1 must be locked before Unit 2 can be unlocked.
  • Scenario 2: When completing make-up testing the Test Administrator can unlock tests at the Student level rather than the Session level. This means each student in the room can be in different Units at the same time, but each student still only has access to a single unit of the test. The compatibility of scripts, unit times, and accommodations must be considered when scheduling make-up sessions.

• Students can only login to tests if they are in a Ready or Resumed status in PearsonAccessnext.
Demonstration – Session Management

• Lock/Unlock Units
• Monitor Testing
• Resume Students
Session Management – Lock/Unlock
Session Management – Monitor Testing (1 of 3)
Session Management – Monitor Testing (2 of 3)

```
<table>
<thead>
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<th>Sequence</th>
<th>Visited</th>
<th>Answered</th>
<th>Last Update</th>
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<td>◀</td>
<td>✔</td>
<td>01/10/2015 08:14:38 PM</td>
</tr>
</tbody>
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```

Student Test & Item Progress

STUDENT, NEW (052788165783051181340640561761)

Session Name: TEMPLE
Test Name: Algebra II
Test Status: Exited - 66%

Total Items (28):
- Answered: 17
- No Response Required: 7
- Visited: 6
- Remaining: 4

[Diagram of test progress]
Session Management – Monitor Testing (3 of 3)
Session Management – Student Status

Student Test Status Key

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready</td>
<td>Ready</td>
</tr>
<tr>
<td>Resumed, Resumed Upload</td>
<td>Resumed upload</td>
</tr>
<tr>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>Exited</td>
<td>Exited</td>
</tr>
<tr>
<td>Completed, Marked Complete</td>
<td>Completed, marked complete</td>
</tr>
</tbody>
</table>

![Image of student test status table]

<table>
<thead>
<tr>
<th>State Student Identifier</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Username</th>
<th>Session</th>
<th>Gr7ELA -Unit 1</th>
<th>Gr7ELA -Unit 2</th>
<th>Gr7ELA -Unit 3</th>
<th>Form</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0625946234</td>
<td>STUDENT</td>
<td>NEW</td>
<td></td>
<td>495493154</td>
<td>SAMPLE SESSION (Grade 7 ELA/Literacy)</td>
<td>Ready</td>
<td>Ready</td>
<td>Ready</td>
<td>Gr7ELA Practice Test 3</td>
<td></td>
</tr>
<tr>
<td>0632536481</td>
<td>STUDENT</td>
<td>NEW</td>
<td></td>
<td>2537762617</td>
<td>SAMPLE SESSION (Grade 7 ELA/Literacy)</td>
<td>Ready</td>
<td>Ready</td>
<td>Ready</td>
<td>Gr7ELA Practice Test 4</td>
<td></td>
</tr>
<tr>
<td>9355773662</td>
<td>STUDENT</td>
<td>NEW</td>
<td></td>
<td>0412867855</td>
<td>SAMPLE SESSION (Grade 7 ELA/Literacy)</td>
<td>Ready</td>
<td>Ready</td>
<td>Ready</td>
<td>Gr7ELA</td>
<td></td>
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</tbody>
</table>

110
Session Management – Resume Students

Option 1 to Resume Students:

Option 2 to Resume Students:
Session Management – Change a Student’s PNP

In the event that an incorrect PNP has been assigned to a student and the test session has been prepared:

• Only certain PNP options can be changed without removing a student from the session (Examples: Answer Masking or Color Contrast). Other PNP options will require that the student be removed from the session before the PNP can be updated (Examples: Text-to-Speech or Spanish). The student can be re-added to the session after changing a student’s PNP.
  • The Accommodation Indicators on the Students in Sessions screen can be used to verify that an accommodated form has been assigned to a student
  • Re-caching is not necessary when changing form assignments or adding new students to a session
Session Management - Make-Up Testing

Important Notes for Make-Up Testing:

• Schools can choose to move students who miss a day of testing into separate make-up sessions, or they can leave students in their original sessions and manage their make-up testing using the Combined View.

• Units can be taken out of order for make-up testing only.

• **Documentation:** The *Make-Up Testing Directions for Computer-Based Testing* guide can be found on [https://nj.mypearlsupport.com/](https://nj.mypearlsupport.com/).
Make-Up Testing - Session Checklist

• Keep the original testing session:
  - Unlock the unit that the student will be testing.
  - Use the original Student Testing Ticket to log in.
  - Administer the test.
  - Have the student submit the unit when finished.

• Create a new make-up testing session:
  - Create a make-up test session and add the students.
  - Unlock the unit that the student will be testing.
  - Print and use new Student Testing Ticket.
  - Administer the test.
  - Have the student submit the unit when finished.
Session Management – Mark Test Complete

**Note:** In order to mark a test complete, a user must have the District Test Coordinator or School Test Coordinator Role.
Session Management - Void and Not Tested

**NJSLA Score Invalidation:** During any testing, there may be a necessity to invalidate (Void) a student’s test. Under *Students*, use the task *Manage Student Tests*.

Documentation regarding the use of Not Tested and Void Codes be found in the NJ State Appendix within the Test Coordinator Manual.

**Note:** In order to void a test, a user must have the District Test Coordinator or School Test Coordinator Role.
Operational Reports

- Operational Reports can be found by navigating to Reports > Operational Reports in PearsonAccess

- Reports that are useful during assessment administration activities:
  - Students Currently Testing Online (Will be available before testing begins)
  - Students With Multiple Tests
  - Void Score Test (Do not Report)
  - Not Tested Student Tests
Technical Troubleshooting During Testing

Common Error Codes

• 1001: “Your test has been saved. Please notify your test administrator.”
  • Early Warning System initial message, does not indicate the issue, another error code will follow.

• 1009: “Unable to download test content.”
  • Network connection issue between the testing device and Pearson servers.

• 3005: “TestNav has detected that another application attempted to become the active window.”
  • This could be caused by pop-ups in the background.

• 5032: “TestNav has detected a blacklist application running…”
  • Close the specified application in the error message and have the student sign in again.

• 8026: “Unable to connect to the proctor caching computer. Please contact your administrator.”
  • Network connection issue between the testing device and the local Proctor Caching device.

• 3020 (new): “TestNav has detected that Command+Option+Esc has been typed. TestNav has been shut down. You may need assistance from your test monitor to restart the test.”
  • TestNav exits the test and displays this error when a user types Command+Option+Esc while testing. The proctor must resume the test before the student can sign in to TestNav again.

• 3022 (new): “TestNav has detected that Ctrl+Alt+Del has been typed. TestNav has been shut down. You may need assistance from your test monitor to restart the test.”
  • TestNav exits the test and displays this error when a user types Ctrl+Alt+Del while testing. The proctor must resume the test before the student can sign in to TestNav again.

• Additional information can be located on the TestNav Trouble Shooting Page: https://support.assessment.pearson.com/x/CgACAQ.
Technical Troubleshooting During Testing

• 9059: “The username or password you entered is incorrect.”
  • This is common when students are using the TestNav Apps

To get on the correct login page click the User icon in the top right and select “Choose a different customer”. Then pick the correct page from the Apps Home Screen.

Note: The student testing ticket will list the correct site to use the sign-in credentials (for browser-based testing).
Technical Troubleshooting – What To Do?

• Resume the student in PearsonAccess
• Have the student log in again on the same testing device
• If the same error occurs repeatedly, or if the same error is affecting multiple students, contact your Technology Coordinator
• Do not move the student to another testing device unless the student safely exits the test using the log out feature. This is to help prevent student responses from becoming more difficult to retrieve
  • If the school has set up secondary save locations in the TestNav Configuration for all of the device-types, TestNav will always look in the primary and secondary save locations for a Student Response File when the student logs into the test.
• See resources available here: https://support.assessment.pearson.com/x/CgACAOQ.
TestNav Early Warning System and Error Codes

TestNav Error Documentation:
• TestNav 8 Online Support:
  • [https://support.assessment.pearson.com/x/BAAC{A}AQ](https://support.assessment.pearson.com/x/BAAC{A}AQ)
• EWS Triggers:
  • [https://support.assessment.pearson.com/x/DgAC{A}AQ](https://support.assessment.pearson.com/x/DgAC{A}AQ)
• TestNav Error Codes:
  • [https://support.assessment.pearson.com/x/DwAC{A}AQ](https://support.assessment.pearson.com/x/DwAC{A}AQ)
• SRF and Log Files:
  • [https://support.assessment.pearson.com/x/DAAC{A}AQ](https://support.assessment.pearson.com/x/DAAC{A}AQ)
Questions & Answers
# Agenda

| Part I: Before Testing - Technology Coordinator Preparation | Technology System Requirements  
Technology Setup |
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Student Readiness  
Infrastructure Trial |
| Part III: During Testing                                 | Session Management  
Technical Troubleshooting |
| Part IV: After Testing                                   | Session Clean-Up  
Resolve Critical Warnings  
Purge Test Content |
| Part V: Additional Information                           | Paper Materials  
Resources & Support |
Part IV: After Testing

• Session Clean-Up
  • Mark partially consumed tests complete
  • Remove unconsumed tests from prepare and started sessions
  • Stop Sessions
  • Operational Reports

• Resolve Critical Warnings

• Purge Test Content
Session Clean-Up - Stop Sessions

All prepared and started sessions should be stopped at the conclusion of the test administration window.

Remove unconsumed tests from prepare and started sessions. Prepared sessions will need to be started.

All partially consumed tests must have all units in a Marked Complete or Completed status, in order to stop a session. Tests are only scored once all units are in a complete or marked complete status.

Students in Exited or Resumed status can be moved to other sessions.
Mark Student Tests Complete

- Student tests must be assigned to a started test session in order to mark tests complete.
- Only student tests that have been started should have units marked complete. Started test is defined as a test the student has logged into one or more units of the test.
- Student tests that have all units appearing in a Ready status should have the Not Tested Flag and Reason Code populated, and should not have units marked complete.
Remove Unconsumed Tests from Sessions
Resolve Critical Warnings

If the flag at the top of the page is red, there may be students with warnings and errors that should be resolved before the test administration closes.

Click on the warning or errors to go to the Students page.

Select the students who have warnings and use the “Register Students” task to view/resolve.
Resolve Critical Warnings

The Register Students task will display the student’s warnings and errors. In this example, the student’s warnings are within their Ethnicity and Student Status fields.

You will need to fill-in these fields and click Save to remove the Critical Warnings.
Paper-Based Testing – Rejected Student Tests

A student’s paper-based test is sometimes rejected due to a mismatch of information on a student’s paper test booklet and what has been loaded into PearsonAccessnext.

Demographic information, such as an incorrect birthdate or gender can cause a rejected test.

These must be corrected before a test can continue on to scoring.
Purge Proctor Caching Content

After the test administration is over, it is a best practice to purge (delete) the test content from the proctor caching computer(s).
Operational Reports can be found by going to Reports > Operational Reports

Reports that are useful for post-administration activities:

• Online Student Tests Marked Test Complete
• Students with Warnings
• Students Tests That Have Been Assigned But Have Not Yet Completed
• Students Where Accountable District/School is Different From Testing District/School
• (For Responsible Organization) Students where Responsible District/School is different from Testing District/School
Questions & Answers
## Agenda

| Part I: Before Testing - Technology Coordinator Preparation | Technology System Requirements  
| Technology Setup |
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| PearsonAccess<sup>next</sup>  
| Student Readiness  
| Infrastructure Trial |
| Part III: During Testing | Session Management  
| Technical Troubleshooting |
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| Resolve Critical Warnings  
| Purge Test Content |
| Part V: Additional Information | Paper Materials  
| Resources & Support |
Part V: Additional Information

• OnDemand Reporting
• Paper Materials
  • Key Dates for New Jersey
  • Initial Orders
  • Additional Orders
• Personally Identifiable Information (PII)
• Resources & Support
OnDemand Reports

• OnDemand reports will be available in PearsonAccess\textsuperscript{next}
  • OnDemand reports can be used for planning related to graduation and Summer New Jersey testing
  • Specific dates for the availability of OnDemand reports will be announced at a later date via a NJSLA bulletin
# Paper-Based ELA and Math Testing Key Dates

<table>
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<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Paper-based test materials arrive in New Jersey districts</td>
<td>No later than March 22, 2019</td>
</tr>
<tr>
<td>Processing for paper-based test materials may begin as early as</td>
<td>April 29, 2019</td>
</tr>
<tr>
<td>Deadline to return scorable materials to Pearson (1 week after testing)</td>
<td>Regular Admin: May 6, 2019</td>
</tr>
<tr>
<td></td>
<td>Spring Block HS: May 13, 2019</td>
</tr>
<tr>
<td>Additional Order Window Closes (Ancillaries)</td>
<td>May 10, 2019</td>
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</table>
# Paper-Based Science Testing Key Dates

<table>
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<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Paper-based test materials arrive in New Jersey districts</td>
<td>No later than April 29, 2019</td>
</tr>
<tr>
<td>Deadline to return scorable materials to Measure Incorporated (MI)</td>
<td>No later than May 24, 2019</td>
</tr>
<tr>
<td>Additional Order Window Closes (Ancillaries)</td>
<td>April 25-May 8, 2019 (Test Materials)</td>
</tr>
<tr>
<td></td>
<td>May 9-June 13, 2019 (Coordinator Kit Materials)</td>
</tr>
</tbody>
</table>
Initial Materials Order

How is it Generated and What is Included in an Initial Order:

1. Based on your Student Registration PNP file
2. You will receive test materials including paper-based accommodations for paper-based accommodated student, if indicated in SR/PNP
3. Tactile graphics for computer-based testing will be included in your initial order
Additional Order Submission

Late Student Registration Submissions:
If you missed the deadline for the initial materials order, follow these steps:

1. Import a Student Registration PNP Import File for students not yet registered or who have a change in their PNP
2. Submit an order for additional materials via PearsonAccess
Receiving Test Materials

• Initial materials will be received 2 weeks prior to your district start date
• Materials are packaged by school and shipped to the address for your organization indicated in PearsonAccess
• Quantities, which include 5% overage per school, are derived from the information provided in the Student Registration File
Contents of Initial Shipment

• Test Coordinator Kit
  – Resealable plastic bag (holds all materials)
  – Paper Bands
  – Pearson Scorable and Nonscorable Labels (in different colors)
  – UPS Ground return labels for Scorable and Nonscorable materials
  – Pre-printed/pre-gridded Used Test Booklet/Return School Header
  – Student ID Labels and Roster
  – Return Instructions Sheet
  – Shipping Carrier Return Instructions

• Packing List and Chain-of-Custody Form

• Test Coordinator Manuals

• Test Administrator Manuals

• Test Booklets

• Math Reference Sheets, Rulers, and Protractors, if applicable

• Large Print kits

• Braille kits

• Read Aloud kits
Chain-of-Custody Forms

- District Chain-of-Custody Form for Initial Shipment of Materials Form indicates:
  - A full list of materials within the district
  - Form and security numbers
  - Quantity sent
  - Delivery information for each secure test material
  - LTC and STC Sign-off for quantity received

- School Chain-of-Custody Form indicates:
  - Security numbers for each secure test material
  - Student and Test Administrator assignment
  - Date and time for checked-out and checked-in of materials

- District Chain-of-Custody Form for District Overage of Materials indicates:
  - Security numbers for each overage material
  - Date and signature lines for the LTC and STC

- Computer-based Chain-of Custody Form
  - Materials Moved from Locked Central Storage Area to Classroom
  - Materials Moved from Classroom to Locked Central Storage Area
  - Materials Securely Destroyed by Shredding
Personally Identifiable Information

Personally identifiable information (PII) includes information that, when used in combination, has the potential to reveal an individual’s identity. Examples of PII include, but are not limited to, combinations of the following:

- A student’s name
- Indirect identifiers, such as a school code or date of birth

Any documents containing PII that must be transmitted to NJDOE should be handled in accordance with the guidelines outlined in the Spring 2019 Test Coordinator Manual.

When contacting NJDOE via email for assistance, no additional information regarding a student, other than the Student Identification (SID) Number, should be included. NJDOE will contact you for additional information by telephone or other secure electronic means if necessary.
Reminder

• **Homebound Testing Procedures for 2018-2019**

• Students receiving homebound instruction are no longer able to take state assessments via paper-based tests without a valid Individual Education Program (IEP) or Section 504 plan. Districts may now administer the computer-based assessments using a district supplied portable electronic device and mobile hotspot.

• Students taking the paper-based assessments must be tested during the NJDOE established 10-day paper-based testing window.

• If homebound instruction occurs after regular school hours and after-hours testing is required, the District Test Coordinator must submit a request for a schedule override to the appropriate grade-level Statewide Assessment Coordinator with the official test session name(s) so the test schedule for these sessions can be overridden.
Resources & Support
Resources - PearsonAccessnext Support
Resources – Accessibility Features and Accommodations Manual

NJSLA Accessibility Features and Accommodations Manual – coming soon
Resources – NJSLA Landing Page

https://nj.mypearsonsupport.com/

• Bulletins
• Manuals & Guides
• Technology Setup
• Test Preparation
NJSLA-ELA, NJSLA-M, and NJSLA-S Support

• Support

• For help with PearsonAccess\textsuperscript{next}, TestNav, shipments, additional orders, related to NJSLA-ELA, NJSLA-M, and NJSLA-S.
  
  • Web Form: [http://download.pearsonaccessnext.com/ref/WebToCase.html?p=NEW%20JERSEY&a=ELA%2FMath%0AScience](http://download.pearsonaccessnext.com/ref/WebToCase.html?p=NEW%20JERSEY&a=ELA%2FMath%0AScience)

  • Telephone: 888-705-9416

• **NJSLA-ELA/NJSLA-M Support Hours:** Monday – Friday, 6:30 am - 7:30 pm (ET)

• **NJSLA-S Support Hours:** Monday – Friday, 8:00 am - 5:00 pm (ET)

• Email Support: [NJScienceHelp@measinc.com](mailto:NJScienceHelp@measinc.com)
Only the District Test Coordinator, District Technology Coordinator, or Superintendent should contact the Office of Assessments regarding NJSLA related matters. STCs should contact their respective DTC for technical assistance and guidance.

Orlando Vadel, Grades 3-8 NJSLA Coordinator
609-376-3470
Orlando.Vadel@doe.nj.gov

John Boczany, NJSLA-S Coordinator
609-376-3460
John.Boczany@doe.nj.gov

Timothy Steele-Dadzie, High School NJSLA Coordinator
609-376-3469
Timothy.SteeleDadzie@doe.nj.gov
Feedback Survey

How are we doing? Take our feedback survey here:

https://www.surveymonkey.com/r/FXQMGDB
Thank You!

New Jersey Department of Education Website
http://www.state.nj.us/education/

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