

# Infrastructure Trial

# Readiness Guide

New Jersey Student Learning Assessments (NJSLA)

New Jersey Graduation Proficiency Assessment (NJGPA)

Last updated: April 2023

# Contents

GLOSSARY OF IMPORTANT TERMS .....	3
ABOUT THIS GUIDE .....	4
INFRASTRUCTURE TRIAL OVERVIEW .....	5
WHAT IS AN INFRASTRUCTURE TRIAL? .....	5
WHY ADMINISTER AN INFRASTRUCTURE TRIAL? .....	5
WHO SHOULD BE INVOLVED? .....	5
WHEN TO CONDUCT AN INFRASTRUCTURE TRIAL?.....	6
WHERE TO START? .....	6
1.0 IMPLEMENTING AN INFRASTRUCTURE TRIAL.....	7
1.1 CREATE A COMMUNICATION PLAN.....	7
1.2 SCHEDULING THE INFRASTRUCTURE TRIAL.....	7
2.0 PEARSONACCESS <sup>NEXT</sup> TRAINING SITE .....	8
2.1 LOG IN TO THE PEARSONACCESS <sup>NEXT</sup> TRAINING SITE.....	8
3.0 TECHNOLOGY SETUP .....	9
3.1 SETTING UP FOR AN INFRASTRUCTURE TRIAL.....	9
3.2 PRELIMINARY SYSTEM TEST.....	9
3.3 CONDUCTING AN INFRASTRUCTURE TRIAL.....	9
3.4 AFTER CONDUCTING THE INFRASTRUCTURE TRIAL .....	10
4.0 GENERATE SAMPLE STUDENTS.....	11
4.1 GENERATE SAMPLE STUDENTS .....	11
5.0 CREATING TEST SESSIONS .....	12
5.1 CREATE SAMPLE TEST SESSIONS .....	12
5.2 ADD ADDITIONAL SAMPLE STUDENTS TO AN ALREADY CREATED SESSION .....	12
5.3 PRINT STUDENT TESTING TICKETS .....	13
6.0 CONDUCTING A TEST SESSION .....	14
6.1 PREPARE A SESSION.....	14
6.2 START A TEST SESSION .....	14
6.3 LOCK AND UNLOCK UNITS BY SESSION AND STUDENT.....	14
6.4 CONDUCT AN INFRASTRUCTURE TRIAL AT A SCHOOL .....	14
6.5 MONITOR SESSIONS .....	15
<i>Table 1 – PearsonAccess<sup>next</sup> Test Unit Statuses .....</i>	<i>15</i>
7.0 FOLLOW-UP .....	17
APPENDIX A: TECHNOLOGY QUICK GUIDE – INFRASTRUCTURE TRIAL.....	18
APPENDIX B: DISTRICT TEST COORDINATOR QUICK GUIDE – INFRASTRUCTURE TRIAL .....	19
APPENDIX C: INFRASTRUCTURE TRIAL TEST ADMINISTRATOR SCRIPT .....	20

**INFRASTRUCTURE TRIAL TEST ADMINISTRATOR SCRIPT..... 20**  
**APPENDIX D: SESSION MONITORING FORM – INFRASTRUCTURE TRIAL..... 23**  
**APPENDIX G: GUIDES AND MANUALS FOR TECH PREP ..... 24**

## Glossary of Important Terms

[PearsonAccess<sup>next</sup> Live Site](#) (PAN) is the portal used for the registration, setup, preparation, and management of the New Jersey Student Learning Assessments (NJSLA) and the New Jersey Graduation Proficiency Assessments (NJGPA). PAN is a secure site that requires a username and password. Additional information about setup and operation of computer-based testing is available in the [PearsonAccess<sup>next</sup> Online Support](#).

[PearsonAccess<sup>next</sup> Training Site](#) (PAN Training) is an online portal that provides an opportunity to practice District Test Coordinator, School Test Coordinator, Test Administrator, and Technology Coordinator tasks. It also allows schools and districts to perform an Infrastructure Trial (dress rehearsal) in preparation for testing.

**TestNav** is the online testing platform used by students to take the NJSLA and NJGPA. Additional information regarding technology requirements and setup instructions can be found in the [TestNav 8 Online Support](#).

**Proctor Caching** software is still available to all schools as part of the Pearson TestNav delivery platform. However, proctor caching is no longer necessary for most districts and schools. Districts and schools should complete an infrastructure trial and (if there are any issues while completing the infrastructure trial) contact NJSLA/NJGPA Customer Support for assistance determining if proctor caching may help. Technology Coordinators may schedule time with the Field Services Engineering support specialists at Pearson before testing, for questions on technology setup, TestNav, proctor caching, configurations, and infrastructure trials.

To schedule office hours, follow these steps:

1. Log into PAN or PAN Training.
2. On the left side of the home screen, under **Contact Us**, select **Schedule Technical Assistance**.
3. Select the window of time needed, available date, and available time slot.
4. Select **Confirm**.

The “Schedule Technical Assistance” option is for technical troubleshooting and questions regarding technology setup and support. This should not be used for support of data files or other platform questions.

## About This Guide

This guide is intended to provide an overview of tasks involved in conducting an Infrastructure Trial. The following table goes over who performs what in each section of the guide.

Section	Performed by
<p><b>1.0 Implementing an Infrastructure Trial</b> This section outlines the preliminary steps to implementing an Infrastructure Trial.</p>	District Test Coordinator and School Test Coordinator
<p><b>2.0 PearsonAccess<sup>next</sup> Training Site</b> This section discusses the PearsonAccess<sup>next</sup> Training Site.</p>	District Test Coordinator, School Test Coordinator, Test Administrator, and Technology Coordinator
<p><b>3.0 Technology Set Up</b> This section covers all the technology aspects of the Infrastructure Trial, and provides instructions on configuring the Infrastructure Trial environment.</p>	District Test Coordinator, School Test Coordinator, and Technology Coordinator
<p><b>4.0 Creating Sample Students</b> This section describes how to create sample students in the PearsonAccess<sup>next</sup> Training Site for an Infrastructure Trial.</p>	District Test Coordinator and School Test Coordinator
<p><b>5.0 Creating a Test Session</b> This section provides all the steps for setting up sessions for an Infrastructure Trial and managing student assignments for sessions.</p>	District Test Coordinator and School Test Coordinator
<p><b>6.0 Conducting a Test Session</b> This section provides all the necessary steps for conducting an Infrastructure Trial, including printing student testing tickets and instructions about starting, monitoring, and stopping sessions in PearsonAccess<sup>next</sup>.</p>	District Test Coordinator, School Test Coordinator, and Test Administrator
<p><b>7.0 Follow-Up</b> This section includes instructions for providing feedback regarding the Infrastructure Trial.</p>	All Staff

## Infrastructure Trial Overview

### What is an Infrastructure Trial?

An Infrastructure Trial is an opportunity for districts, schools, and students to prepare for the New Jersey Student Learning Assessments (NJSLA) and the New Jersey Graduation Proficiency Assessments (NJGPA) by simulating test-day network utilization. This will help identify school or district issues and confirm proper configuration of all testing devices. The Infrastructure Trial also introduces students to the testing interface and allows them to practice online test content. Unlike live assessments, real student information is not used; instead, test coordinators will generate sample students in the [PearsonAccess<sup>next</sup> Training Site](#).

The Infrastructure Trial is a dress rehearsal to confirm that:

- Each testing device meets technology requirements and successfully runs TestNav.
- The infrastructure (e.g., wireless access points, bandwidth) is adequate.
- Participating staff know what to do for computer-based assessments.
- Devices and assistive technology can successfully interact with TestNav.
- Students are familiar with the computer-based tools and format, including the use of student testing tickets.

Once the network is configured, devices are set up and tested, staff are trained, and sessions and sample students are generated, the Infrastructure Trial should take approximately 60 minutes to administer. Depending on the size of the Infrastructure Trial, it may take 1-2 weeks for setup. If there are any issues while completing the Infrastructure Trial, contact NJSLA/NJGPA Customer Support for assistance.

### Why administer an Infrastructure Trial?

Conducting an Infrastructure Trial provides schools a scheduled opportunity to practice administering a test in a low-stakes environment that can identify potential problems and avoid delays during the operational administration of the NJSLA and NJGPA. Apart from creating sample student data in the [PearsonAccess<sup>next</sup> Training Site](#), many activities that are part of the Infrastructure Trial are already required for administering the assessments. Working through an Infrastructure Trial may also help identify gaps in technology, communication, and training that need to be addressed to prepare for the NJSLA and NJGPA. It is recommended that districts perform an Infrastructure Trial for each test administration, making sure to use the same version of TestNav that will be used for the upcoming testing window.

### Who should be involved?

District and school personnel responsible for administering assessments should be involved in the Infrastructure Trial, along with students who will be taking computer-based assessments. The trial provides the opportunity to collectively evaluate the test environment and to identify and resolve potential issues prior to testing. The following stakeholders should be included in the Infrastructure Trial:

- District Test Coordinator (DTC).
- School Test Coordinator (STC).
- Test Administrator (TA).
- Technology Coordinator.
- Students.

## When to conduct an Infrastructure Trial?

Conduct an Infrastructure Trial after confirming site and staff readiness, but before the start of the operational testing window. Refer to the Administration Key Dates available on the [NJSLA/NJGPA Resources for Districts webpage](#) for specific dates.

## Where to start?

Conduct the Infrastructure Trial using the [PearsonAccess<sup>next</sup> Training Site](#). The DTC should provide direction to schools to perform the Infrastructure Trial at a district or school level. Then, the DTC and/or STC will verify that all staff members participating in the trial have received user IDs for the [PearsonAccess<sup>next</sup> Training Site](#) with appropriate user role(s) assigned.

**Note:** DTCs and STCs need to provide PAN Training user access for staff administering the test or staff who need to make updates. Refer to the User File Field Definitions document and the User Role Matrix document available at [PearsonAccess<sup>next</sup> Live Site](#) and [PearsonAccess<sup>next</sup> Training Site](#), located under Support > Documentation, for detailed information about user roles and creating accounts. Users may have different levels of access depending on the user roles assigned. STCs that cannot access PAN Training should contact their DTC. New DTCs that do not have access yet should contact a State Assessment Program Coordinator for assistance. Returning users may need to reset their passwords as passwords expire after 180 days of inactivity.

Refer to [PAN Online Support](#) for step-by-step instructions for creating and managing user accounts.

For assistance during the Infrastructure Trial, contact NJSLA/NJGPA Customer Support at 1-888-705-9416.

## 1.0 Implementing an Infrastructure Trial

<b>Tasks in this section are performed by:</b>	<ul style="list-style-type: none"><li>• District Test Coordinator</li><li>• School Test Coordinator</li></ul>
--	---

### 1.1 Create a Communication Plan

A best practice for a successful testing experience is developing a communication plan for all staff that have a role in assessments. The DTC should establish communication with technology staff early, both before scheduling testing and during the testing window. DTCs will be the primary recipients of communication memos that provide important information about NJSLA and NJGPA administrations.

Develop a communication plan that contains the following elements:

- Contact information for school technology staff during testing.
- NJSLA/NJGPA Customer Support contact information to get assistance during testing.

### 1.2 Scheduling the Infrastructure Trial

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

- Identify all students who will participate in the Infrastructure Trial. Select the maximum number of students expected to be tested at the same time so that the trial approximates the actual anticipated load on the network.
- Recruit individuals to serve as TAs.
- Train all staff involved in the Infrastructure Trial.
- Designate appropriate testing sites.
- Consult with the Technology Coordinator and confirm that all the student testing devices meet the requirements needed to participate in the Infrastructure Trial.
- Have technology staff perform a Preliminary System Test (refer to **Section 3.2**)
- Have students practice TestNav navigation and tools by using the tutorials found at the [NJ Assessments Resource Center](#) under **Educator Resources** or available through the TestNav App.
- Assign students and testing locations to TAs.

Once administrative and technology tasks are completed, schools will need approximately 60 minutes to administer the Infrastructure Trial per class/group of students.

Practice test forms are assessments that help familiarize students with sample test items. The secure practice tests available from PAN Training are not scored, but answer keys are available at the [NJ Assessments Resource Center](#).

When creating students, and setting up test sessions, the following practice tests will be available:

- English Language Arts.
- Mathematics.
- Science.
- Accommodated/accessible forms by subject/grade.

**Note:** The Infrastructure Trial must be conducted in the [PearsonAccess<sup>next</sup> Training Site](#).



## 2.0 PearsonAccess<sup>next</sup> Training Site

<b>Tasks in this section are performed by:</b>	<ul style="list-style-type: none"><li>• District Test Coordinator</li><li>• School Test Coordinator</li><li>• Technology Coordinator</li></ul>
--	--

Use the [PearsonAccess<sup>next</sup> Training Site](#) (PAN Training) to set up and administer the Infrastructure Trial. Within PAN Training, the DTC or STC will create sample students and assign tests for the students, create sample test sessions, and add students to these test sessions. PAN Training is also used to monitor sessions during the Infrastructure Trial.

**Note:** Technology Coordinators or school technology staff should disable pop-up blocking software for PAN sites.

### 2.1 Log in to the PearsonAccess<sup>next</sup> Training Site

DTCs and STCs will be responsible for creating/updating user accounts in the [PearsonAccess<sup>next</sup> Training Site](#). Refer to the *User File Field Definitions* document and the *User Role Matrix* document available at the [PearsonAccess<sup>next</sup> Training Site](#), located under **Support > Documentation**, for detailed information about user roles and creating accounts. STCs that cannot access the site should contact their DTC. New districts that do not have access yet should contact a State Assessment Program Coordinator for assistance. Returning users may need to reset their passwords in PAN. After 180 days of inactivity, passwords are no longer valid. Refer to the [PearsonAccess<sup>next</sup> Online Support](#) for more information about creating and updating user accounts for school staff.

#### Log in for the first time:

1. Select the link within the email from PAN.
2. Create a password; enter the new password twice, and then select **Set Password**.
3. Select **OK**.
4. Return to the [PearsonAccess<sup>next</sup> Training Site](#) and log in.
5. Read the Privacy Policy and Terms and Conditions of Use, then select **Accept**.

**Note:** Most users have one user account that grants access to PAN Live Site and the PAN Training Site. This means the User ID and Password are the same for both sites.

#### Locked Accounts

Users have five chances to enter the correct password on the login screen. If the fifth attempt is still unsuccessful, the account is locked. User accounts are also locked after 180 days of inactivity. If locked, use the Forgot Password option on the home screen.

#### Reset password (if needed):

1. Go to the [PearsonAccess<sup>next</sup> Training Site](#) and select **Forgot Password** from the menu.
1. Enter the username and email address and then select **Request Password Reset**.

## 3.0 Technology Setup

<b>Tasks in this section are performed by:</b>	<ul style="list-style-type: none"><li>• Technology Coordinator</li></ul>
--	--

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

### 3.1 Setting Up for an Infrastructure Trial

Before beginning the Infrastructure Trial, the DTC, STC, and Technology Coordinator must coordinate roles and responsibilities for preparing schools to conduct the trial.

#### Step 1 – Review Network Requirements and Guidelines

Configure Internet firewalls, content filters, or spam filters to allow access to the Pearson domain. Review the [Network Requirements and Guidelines](#) and configure the network.

#### Step 2 - Setup TestNav Apps

Review the [TestNav System Requirements](#) and firewall/port settings for testing devices. Then, [download TestNav](#) for the testing devices' operating system. Follow the [Step-by-step Installation Setup Instructions](#) for the testing devices.

#### Step 3 - Run App Check

The App Check can be located on the TestNav Sign In page. App Check confirms that the device or computer can connect to TestNav and that the device is configured to start TestNav in kiosk mode. An optional configuration identifier may be entered to validate additional TestNav configurations from PAN.

View the **Run App Check** section on each operating system for [Step-by-step Installation Setup Instructions](#).

### 3.2 Preliminary System Test

Prior to students taking part in the Infrastructure Trial, school technology staff should perform a Preliminary System Test. The Preliminary System Test is an informal, small-scale Infrastructure Trial and is recommended to help ensure systems are set up and in place before students participate. Technology staff should work with the DTC and STC to follow the steps in **Sections 4.0** and **5.0** to create sample students and test sessions. Then, technology staff will log in to several computers to ensure testing devices and the network are working as expected. This process is designed to help ensure a successful full-scale Infrastructure Trial.

### 3.3 Conducting an Infrastructure Trial

The following section describes the roles and responsibilities of the technology staff during the Infrastructure Trial. As a reminder, to complete setup, the DTC or STC will need to follow the steps in **Section 4.0** to generate sample students and **Section 5.0** to create test sessions. The detailed steps for conducting the Infrastructure Trial are provided in **Section 6.0**.

Technology staff will need to monitor network performance for slowdowns or ISP bandwidth usage:

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

### 3.4 After Conducting the Infrastructure Trial

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

- 1. Conduct follow-up on any identified issues.**

Following the Infrastructure Trial, there may be issues that require follow-up and resolution before the test administration. Observations from monitoring, as well as feedback from Test Administrators, Test Coordinators, and students, should be used to conduct the follow-up. NJSLA/NJGPA Customer Support can be reached at 1-888-705-9416.

- 2. Schedule an appointment with a Pearson Field Engineer.**

If desired, schedule an appointment with a Pearson Field Engineer to discuss any issues or questions. To schedule office hours with a Pearson Field Engineer, log into PAN and select the “Schedule Technical Assistance” option on the PAN home screen.

## 4.0 Generate Sample Students

<b>Tasks in this section are performed by:</b>	<ul style="list-style-type: none"><li>• District Test Coordinator</li><li>• School Test Coordinator</li></ul>
--	---

Because the purpose of an Infrastructure Trial is to assess district and school infrastructure, real student data should not be used. The [PearsonAccess<sup>next</sup> Training Site](#) provides a simple means of generating sample students used for an Infrastructure Trial. The DTC or STC can create sample students before setting up Infrastructure Trial sessions. This section describes the process to create and manage sample students for an Infrastructure Trial.

### 4.1 Generate Sample Students

The DTC or STC will create sample students in PAN Training to administer an Infrastructure Trial. The number of sample students should be based on the maximum number of testing devices used concurrently during testing. Create at least 10% additional sample students so extra student testing tickets are available in the event of any login complications. Each student testing ticket is valid for one login attempt unless the Test Administrator resumes the test unit in PAN Training.

The DTC or STC can update the Personal Needs Profile (PNP) for sample students (e.g., Text-to-Speech, Closed Captioning). Screenshots of steps to update students' PNP data are available in [PAN Online Support](#). For additional details about registering students, refer to the Student Registration/Personal Needs Profile (SR/PNP) Field Definitions Document, available under **Support > Documentation** in [PAN](#).

**Note:** Only PAN Training can be used to conduct the Infrastructure Trial.

#### To generate sample students within the training site:

1. Go to [PearsonAccess<sup>next</sup> Training Site](#) and log in.
2. Verify the test administration (shown in the upper right corner).
3. On the home page, select **Setup**; select **Students** from the menu.
4. Next, select **Generate Sample Students** from the **Tasks** menu; select **Start** to continue.
5. Populate the fields on the **Generate Sample Students** task screen:
  - **Organization:** Select the school/organization.
  - **Class (Optional):** Add an Existing Class Name or create a new class. Classes are useful for adding large numbers of students to a session at once.
  - **Grade Level When Assessed:** Select the appropriate grade for the Test.
  - **Test:** Select one of the Practice Tests available from the drop-down menu.
  - **Test Format:** Select Online for this option.
  - **Number of Students:** Input a number between 1 through 99.
6. Select **Generate**.
7. A message will display stating "Success, changes saved."
8. Repeat the steps above to create the desired number of sample students. Screenshots of steps to create sample students are available in [PAN Online Support](#).

## 5.0 Creating Test Sessions

<b>Tasks in this section are performed by:</b>	<ul style="list-style-type: none"><li>• District Test Coordinator</li><li>• School Test Coordinator</li></ul>
--	---

### 5.1 Create Sample Test Sessions

A test session in PearsonAccess<sup>next</sup> is a logical grouping of students assigned to the same grade/subject assessment comprised of multiple units (e.g., Grade 8 ELA, Grade 6 Mathematics). The DTC or STC will create sample test sessions in the [PearsonAccess<sup>next</sup> Training Site](#). Set up a session for each testing lab/class participating in the Infrastructure Trial.

#### To create a test session:

1. In the [PearsonAccess<sup>next</sup> Training Site](#), go to **Testing** and select **Sessions**.
2. From the **Select Tasks** drop-down menu select **Create/Edit Sessions** and select **Start**.
3. Complete the test session details by entering the **Session Name** and selecting the **Organization** (school or district) from the drop-down menu.
4. Next, complete the Test and Form section. Select **Test Assigned** and choose the appropriate practice test from the drop-down.
5. Set **Form Group Type** to **Main**.
6. Then, enter **Scheduled Start Date** in the Scheduling section (Note: This field is used for planning purposes only. A test session will not start until the Test Administrator selects **Start** on the Students in Sessions screen, regardless of the scheduled start date and time. The **Scheduled Start Time** and **Lab Location** are optional fields.)
7. Finally, under **Students** add the students assigned to this session and select **Create**. PAN will display a confirmation message when successfully creating the session.

Refer to [PAN Online Support](#) for step-by-step instructions using screenshots and a video for creating sessions.

**Note:** Add students to sessions individually by entering individual student names or IDs or in bulk using the class option. To add students by class, select the **Find by Class** option from the drop-down. Select the class containing the sample students to add to the session.

**Note:** Do not attempt to transcribe paper practice tests into online transcription forms. The test content may not align.

### 5.2 Add Additional Sample Students to an Already Created Session

The DTC or STC can add students after creating test sessions.

#### To manually add student tests to a session:

1. In the [PearsonAccess<sup>next</sup> Training Site](#), go to **Testing** and select **Students in Sessions**.
2. Select **Add a Session** from the **Session List**, locate the session to view, and select **Add Selected**.
3. Select the session name from the **Session List** on the left side of the screen. If selecting multiple sessions, a **Combined View** will be available to manage all the selected sessions.
4. Then, select **Add Students to Sessions** from the task menu. Select **Start**.
5. Use **Find available students** to add students to a session.
6. Add students by selecting an entire class or selecting individual students. To add students by class, select the **By Class** button and select the class to add to the session.
7. Select the **Add** button to add students to the session.

Refer to [PAN Online Support](#) for step-by-step instructions using screenshots and a video for adding students to sessions.

### 5.3 Print Student Testing Tickets

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

**To print student testing tickets:**

1. In the [PearsonAccess<sup>next</sup> Training Site](#), go to **Testing** and select **Students in Sessions**.
2. Select **Add a Session** from the **Session List**, locate the session, and select **Add Selected**.
3. Select the session name from the **Session List** on the left side of the screen.
4. Select on the **Resources** drop-down, choose **Print all for the session** or select students from the session and **Print selected for this session**.
5. Use the browser's print function to print the student testing tickets.

Refer to [PAN Online Support](#) for step-by-step instructions using screenshots and a video for printing student test tickets for a specific session. In addition, step-by-step instructions for generating test tickets for multiple sessions can also be found in [PAN Online Support](#).

## 6.0 Conducting a Test Session

<b>Tasks in this section are performed by:</b>	<ul style="list-style-type: none"><li>• District Test Coordinator</li><li>• School Test Coordinator</li><li>• Test Administrator</li></ul>
--	--

### 6.1 Prepare a Session

Sessions must be prepared in the [PearsonAccess<sup>next</sup> Training Site](#) by the DTC or STC before the sessions can be started. Preparing sessions assigns forms to students. The DTC or STC must update sample students' PNP data prior to preparing test sessions to ensure assignment of the appropriate accommodated form.

#### To prepare a session:

1. In the [PearsonAccess<sup>next</sup> Training Site](#), go to **Testing** and select **Students in Sessions**.
2. Select **Add a Session** from the **Session List**, locate the session, and select **Add Selected**.
3. Select the session name from the **Session List** on the left side of the screen. If selecting multiple sessions, a **Combined View** will be available to manage all the selected sessions.
4. Select the blue **Prepare Session** button in the Session Details part of the screen.

Refer to [PAN Online Support](#) for step-by-step instructions using screenshots and a video for preparing test sessions.

### 6.2 Start a Test Session

After a session has been prepared, the Test Administrator (TA) must start the session on the [PearsonAccess<sup>next</sup> Training Site](#).

#### To start a session:

1. In the [PearsonAccess<sup>next</sup> Training Site](#), go to **Testing** and select **Students in Sessions**.
2. Select the session name from the **Session List** on the left side of the screen. A **Combined View** is available to manage multiple selected sessions.
3. Select the green **Start Session** button in the Session Details part of the screen.

Refer to [PAN Online Support](#) for step-by-step instructions using screenshots and a video for starting test sessions.

### 6.3 Lock and Unlock Units by Session and Student

The TA will need to unlock units in the [PearsonAccess<sup>next</sup> Training Site](#) at the time of testing. TAs may unlock or lock units at the session level or by individual student. Only one unconsumed unit can be unlocked for each student at a time.

Refer to [PAN Online Support](#) for step-by-step instructions using screenshots and a video to unlock/lock test units.

### 6.4 Conduct an Infrastructure Trial at a School

The STC will provide TAs with a schedule and instructions for administering the Infrastructure Trial, using the following steps:

1. **Prepare testing devices**

Launch TestNav on all testing devices by accessing the TestNav App.

**Note:** Ensure that all software applications, including internet browsers, are closed on all student testing devices before the test begins.

**2. Direct TAs and students to testing locations**

The STC should direct TAs and students to their assigned computer lab or other testing location for the Infrastructure Trial.

**3. Distribute student testing tickets**

After seating students, the TA will read the appropriate administration script, and distribute testing tickets when instructed to do so. The TA will provide headphones to students assigned an ELA assessment or require headphones as an accommodation or accessibility feature.

**4. Read the Infrastructure Trial Script**

TAs must adhere to the provided administration scripts (located in **Appendix C**) for administering the Infrastructure Trial. Repeat any part of these directions as needed while delivering the script.

**5. Conduct test session**

The script provides instructions for students to log in to TestNav and concludes with instructions for students to “Start Test Now.” This marks the beginning of the test session.

**6. Supervise test administration**

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

## 6.5 Monitor Sessions

The TA may need to perform actions in PAN to complete the Infrastructure Trial. These actions include resuming tests and marking tests complete. The following table lists the statuses that may appear for test units in the Session Details part of the Students in Sessions screen and a description of what each status indicates.

Table 1 – PearsonAccess<sup>next</sup> Test Unit Statuses

Status	Description
Ready	The student has not yet started the unit.
Active	The student has logged in and started the unit.
Exited	The student has exited TestNav but has not submitted test responses. The student cannot resume testing unless authorized by a TA.
Resumed	The student is authorized to resume the unit. A unit should be resumed when a student exits (either intentionally or unintentionally) before finishing the unit, and the student is intended to continue the same unit. Only student tests in Exited status can be resumed.



Status	Description
Resume Upload	<p>Resume Upload should only be used in rare circumstances when TestNav cannot locate the Student Response File (SRF) and an error code appears on the student testing device. Resume Upload prompts TestNav to check for a Save Response file on the testing computer when the student signs in to continue.</p> <p>TAs should contact the STC or Technology Coordinator for assistance before selecting Resume Upload.</p>
Complete	The unit was submitted by the student in TestNav.
Marked Complete	The STC will mark a unit complete if the student exits TestNav and will not return.

If a student logs out of a unit before it is completed, it must be resumed before they can log in again.

**To resume more than one test unit:**

1. In the [PearsonAccess<sup>next</sup> Training Site](#), go to **Testing** and select **Students in Sessions**. Ensure the session is selected from the **Session List**.
2. Check the box next to the Student Name(s) that need units resumed.
3. Select **Resume Student Tests** from the task menu. Then select **Start**.
4. Select the unit to resume. Select **Resume**.
7. After selecting **Resume**, a message will display stating "Success, changes saved." Select **Exit Tasks** to return to the Students in Session screen.
5. The units will now show "Resumed" status.

**To resume one test unit at a time:**

1. Select the arrow next to the student's **Exited** status on the test unit and select **Resume**.
2. The test unit status will update to "Resumed."

Additional information for monitoring sessions including screenshots of steps and a video to resume units can be found in [PAN Online Support](#).

## 7.0 Follow-Up

After completing the Infrastructure Trial, the District Test Coordinator and School Test Coordinator should review all notes from the Infrastructure Trial. Follow-up steps include:

- Contact the NJSLA/NJGPA Customer Support on any specific technology issues at **1-888-705-9416**.
- Share any notes regarding the need for support with Technology Coordinators and Test Administrators.
- The DTC should confirm with the STC that schools have completed the trial successfully.

## Appendix A: Technology Quick Guide – Infrastructure Trial

### Preparing for an Infrastructure Trial

- Configure internet firewalls, content filters, and spam filters.
- Download and configure the TestNav app on each testing device.
- Use App Check in TestNav to verify connection to TestNav and ProctorCache servers (if applicable).
- Perform a small-scale Preliminary System Test with school technology staff **without** student participation **prior** to the Infrastructure Trial.

### Conducting an Infrastructure Trial

- Monitor network performance for slowdowns or ISP bandwidth usage.
- If using a wireless connection, monitor the connections and verify the access point placement is sufficient for testing.
- Monitor the Infrastructure Trial to provide feedback to the School Test Coordinator (STC) and District Test Coordinator (DTC).
- Provide technology support to DTCs, STCs, and Test Administrators.

### After Conducting an Infrastructure Trial

- Conduct follow-up on any identified issues.
- Evaluate overall results and repeat the Infrastructure Trial as necessary to resolve issues.

## Appendix B: District Test Coordinator Quick Guide – Infrastructure Trial

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

### Preparing for an Infrastructure Trial

- Confirm that staff participants have received user IDs, passwords, and appropriate permissions to the [PearsonAccess<sup>next</sup> Training Site](#).
- Read the Infrastructure Trial Readiness Guide.
- Read and review all appropriate manuals and support documentation.
- Confirm that all School Test Coordinators (STC), Test Administrators (TA), Technology Coordinators, and staff members participating in the Infrastructure Trial have completed the appropriate training.
- Confirm that all TAs, Technology Coordinators, and staff members participating in the Infrastructure Trial have read all appropriate manuals and support documentation.
- Provide the URL for the [PearsonAccess<sup>next</sup> Training Site](#) to all STCs, TAs, and Technology Coordinators.
- Develop an Infrastructure Trial communication plan/schedule for each test school/location.
- Generate enough sample students to replicate the maximum number of concurrently testing students at any one time, also adding 10% extra to allow for surplus student testing tickets.
- Update sample students' PNP data as needed.
- Create test session(s) in the PAN Training for the Infrastructure Trial.
- Provide an opportunity for students to access TestNav Tutorials. Tutorials will help to familiarize staff and students with testing tools, navigating through TestNav, and practicing with different item types.
- Print student testing tickets.
- Prepare test sessions.
- Verify TAs start test sessions.

### Conducting an Infrastructure Trial

- Provide guidance/support to TAs as needed.
- Direct TAs to their assigned testing location.
- Direct students to their assigned testing location.
- Verify TAs distribute the student testing tickets after seating students at separate testing devices for the Infrastructure Trial.
- Verify TAs unlock the unit to be administered.
- Verify TAs monitor and manage the test sessions.
- Verify TAs monitor the Infrastructure Trial to provide any feedback.

### After Conducting an Infrastructure Trial

- Conduct a Lessons Learned meeting to document any challenges or concerns.
- Provide feedback or concerns regarding issues experienced during the Infrastructure Trial.
- If necessary, work with NJSLA/NJGPA Customer Support for assistance with technology issues.

## Appendix C: Infrastructure Trial Test Administrator Script

The Infrastructure Trial is an important opportunity for districts, schools, and students to prepare for the NJSLA and NJGPA. Practice tests provide staff and students with an opportunity to become familiar with test items.

Test Administrators (TA) must adhere to the scripts for administering the NJSLA and NJGPA. Scripts are available at the [NJ Assessments Resource Center](#), located under **Educator Resources > Test Administration Resources > Test Administrator Scripts**. For the Infrastructure Trial, TAs may use the operational scripts or use the following script. Read word-for-word the **bold** instructions in each **Say** box to students (i.e., do not modify or paraphrase the wording in the Say boxes). Say boxes outlined with a dashed line should only be read aloud if they are applicable to students.

TAs must make sure they launch TestNav on all testing devices by opening the TestNav app and navigating to the Sign In Screen.

### Infrastructure Trial Test Administrator Script

<b>SAY</b>	<p><b>Today, you will take an Infrastructure Trial assessment using Unit ____ (fill in with the appropriate unit) of the ____ (fill in with the appropriate test name). This assessment introduces you to the tools and the format of the computer-based test questions.</b></p> <p><b>You may not have any unapproved electronic devices at your desk. 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 and Bluetooth devices (headphones or microphones), please turn them off and raise your hand.</b></p>
------------	---

If a student raises their hand, collect the electronic device (or follow the school/district policy), and store it until testing for all students has been completed and all materials have been collected. Certain electronic devices may be allowed for accommodation purposes only during testing. Please contact the School Test Coordinator immediately if there are any questions regarding electronic devices.

### Checking Audio (for all ELA tests and for Mathematics and Science tests using the Text-to-Speech accessibility feature).

<b>SAY</b>	<p><b>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.</b></p>
------------	---

### Instructions for Logging In

<b>SAY</b>	<b>Please sit quietly while I distribute your student testing tickets.</b> <b>Do not log in until I tell you to do so.</b>
------------	---

Distribute student testing tickets.

<b>SAY</b>	<b>Now, look at your student testing ticket.</b> <b>Enter your Username exactly as shown on the bottom of your ticket.</b>  (Pause.) <b>Next, enter the Password as shown on your ticket.</b>  (Pause.) <b>Now, select the "Sign In" button.</b>  (Pause.) <b>You should now be on the "Available Tests" screen.</b>
------------	--

**Circulate throughout the room to make sure all students have successfully logged in.** Retype the Username and Password for a student, if necessary. Passwords are not case sensitive.

### Instructions for Administering a Unit

<b>SAY</b>	<b>Select the "Start" button for Unit ____ (fill in with the appropriate unit). You should see a "Welcome" screen.</b>
------------	--

Pause to make sure all students are in the correct unit.

<b>SAY</b>	<b>Select the "Start" box in the middle of the screen for Unit ____ (fill in with the appropriate unit). Read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the "Start" button on the Unit Screen until I tell you to do so.</b>  <b>Read each question. Then, follow the directions to answer each question.</b>  <b>While answering questions, take some time to use any tools found at the top of the screen. You can navigate to the next question by selecting the arrow buttons in the top left corner of the screen.</b>  <b>Does anyone have any questions about how to navigate between questions?</b>
------------	--

Answer any questions.

### Instructions for Starting the Test

<b>SAY</b>	<p><b>Scroll to the bottom of the screen.</b></p> <p>(Pause.)</p> <p><b>Select the “Start Section” button.</b></p> <p>(Pause.)</p> <p><b>You should now be in the test.</b></p> <p><b>When you reach the end, select the “Submit Final Answers” button. You will then see a message that asks, “Are you sure you want to submit final answers?” Select the “Yes, Submit Final Answers” button.</b></p>
------------	--

**If administering a multiple section test, say when you complete a non-calculator section:**

<b>SAY</b>	<p><b>Select the “Submit Section” button. You will then see a message that says “Section Exit Warning.” Select “Yes” when you are ready to exit the section.</b></p>
------------	--

Walk around the room and assist students as needed to complete the Infrastructure Trial. Provide the STC with feedback on the Infrastructure Trial after students complete testing.

## Appendix D: Session Monitoring Form – Infrastructure Trial

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

- Yes  
 No

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

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

- Yes  
 No

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

3. Were students observed having any usability issues (problems with navigation, readability, etc.)?

- Yes  
 No

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

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

5. Were any error codes presented to the students?

- Yes  
 No

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



## Appendix G: Guides and Manuals for Tech Prep

Guide/Manual	Description
<a href="#">TestNav System Requirements</a>	This guideline lists the minimum hardware and software system requirements needed for running TestNav.
<a href="#">PearsonAccess<sup>next</sup> System Requirements</a>	This guideline lists the minimum hardware and software system requirements needed for running PearsonAccess <sup>next</sup> .
<a href="#">TestNav User Guide</a>	This guide provides information needed to run TestNav and a list of error codes students or staff may encounter during the test administration.
<a href="#">PearsonAccess<sup>next</sup> User Guide</a>	This guide provides information on how to navigate and use PearsonAccess <sup>next</sup> .