



Updated 4/5/2017

## Part 2 Administration Questions and Answers

### Contents

Accommodations .....	2
Accommodations: Text-to-Speech (TTS)/ Read Aloud.....	2
Locking a Test.....	3
Move Student and New Students .....	3
Practice Test.....	3
Precache.....	4
Reporting .....	4
Resume .....	4
Session Management.....	5
Student Management .....	5
Technology.....	5
Test Tickets, Booklets and Seal Codes .....	6
Transfer Students.....	6
Other .....	6

## Accommodations

**Q:** If student has a large print accommodation and is testing online should they use the zoom feature on their device?

**A:** For students requiring large print, testers will use the built-in enlargement tools on each testing device (e.g. CTRL +, touch screens, etc.).

**Q:** If a testing accommodation needs to be added to a student's profile, can this be added as late as the day prior to test administration?

**A:** You can modify the test sessions and student test information prior to the test being started. If the test session has started, the student would need to be moved to a new session.

**Q:** Is the Calculator Accommodation the only accommodation that requires a specific form group type?

**A:** Yes, the Calculator Accommodation is the only accommodation that requires a specific form group type.

**Q:** Is there a quick way to ensure all students have their appropriate accommodations?

**A:** Under Setup, Import/Export Data, complete a Student Registration Export. The export shows a accommodations.

**Q:** Do all Calculator Accommodation sessions need to have their form group type changed from Main to Calculator?

**A:** Yes, all Calculator Accommodation sessions must be changed to form group type Calculator.

**Q:** Can students use physical calculators during online testing if they are approved by the IDOE?

**A:** Yes, students may use physical calculators during testing as they conform to IDOE calculator guidelines.

**Q:** If external calculators are being used, should the session be changed to a Calculator Accommodation session?

**A:** Yes, those students should be in a Calculator Accommodation session. Students testing online may use a handheld calculator. Please be sure the students use the calculators only on calculator sessions and that the calculator does not exceed the capabilities within the IDOE policy document.

<http://www.doe.in.gov/sites/default/files/assessment/istep-3-8-10-calculator-policy-december-2016-final.pdf>

**Q:** If a student was just added with a paper-and-pencil accommodation, will this test need to be ordered separately?

**A:** Yes, if a student is added with a paper-and-pencil accommodation late in the process, an order should be placed separately for those materials.

## Accommodations: Text-to-Speech (TTS)/ Read Aloud

**Q:** Are Text-to-Speech and Read Aloud the same accommodation?

**A:** Text-to-Speech is an accommodation for online testing, whereas Read Aloud is for paper-and-pencil testing.

**Q:** How is TTS added to a full list of students without doing it one individually?

**A:** For the practice test you will have to manually assign TTS to each sample student. The simplest way to keep track of which sample students have TTS would be to create one TTS session and assign every sample student in that session TTS. That would allow for all of your sample TTS students to be in one place and you can issue test tickets to actual students accordingly.

**Q:** Is the TTS automatically a part of some test sessions?

**A:** For the live test, TTS is automatically assigned to the student profile as defined in the IDOE-TL upload. Students do not need to be placed in a special TTS session to receive the accommodation. For the practice test, you will need to manually assign TTS to each sample student.

**Q:** Do new sessions need to be created for students with the Text-to-Speech Accommodation?

**A:** No, this is provided in the same session as non-Text-to-Speech testers through embedded audio.

**Q:** Is Text-to-Speech available on the Practice Test?

**A:** Yes, Text-to-Speech is available on the Practice Test.

## Locking a Test

**Q:** During a fire drill, should you relock a session that has already started or should you only relock the session if it hasn't been started?

**A:** Using the Lock and Unlock feature is a school decision. However, there should be no need to lock a session that has not yet started.

## Move Student and New Students

**Q:** What is the maximum number of students you can move between sessions at one time?

**A:** 25.

## Practice Test

**Q:** Why are practice test manuals an additional order instead of being sent with the initial shipment?

**A:** So that school corporations can order material specific to their needs.

**Q:** Can the practice tests be taken prior to the ISTEP+ window opening?

**A:** Yes.

**Q:** Should practice test sessions be set up before sample students are generated?

**A:** The best practice is to generate sample students first and then assign them to the sessions that you have created.

**Q:** Do practice tests need to be precached?

**A:** Yes, practice tests need to be precached. You are able to precache the practice tests and Part 2 live tests now.

**Q:** When generating generic students for the Part 2 practice tests on the Training Site, are separate sessions needed for each subject area?

**A:** As the training site mirrors the live site, each test must be in its own session. A session is linked to a specific test.

**Q:** Is there a way to auto generate the practice tests?

**A:** At this time, practice tests must be manually created.

## Precache

**Q:** If there are multiple buildings in a district and the test content for one building is precached to the same designated caching server for all buildings, should the content be precached for each building?

**A:** No, you only need to precache each test once per precaching machine.

**Q:** Does the Online Experience test content cache?

**A:** Practice tests are precached. Experience items can be accessed without precaching.

**Q:** Can test sessions be cached in Chrome?

**A:** The Google Chrome browser cannot be used to cache tests when using PearsonAccess<sup>next</sup>. Firefox or Internet Explorer is recommended.

## Reporting

**Q:** Where can we learn more about Reporting Groups?

**A:** A Reporting Group guide is posted on the Resource Center:

[http://indiana.pearsonaccessnext.com/resources/bulletins/ReportingGroupsSetupGuide\\_FINAL.pdf](http://indiana.pearsonaccessnext.com/resources/bulletins/ReportingGroupsSetupGuide_FINAL.pdf)

## Resume

**Q:** Can I resume more than one student at a time?

**A:** Yes, you can select multiple students in Exited status and resume all of them at once.

**Q:** How is a test examiner assigned to the resume tests role?

**A:** The ability to resume tests is an add-on to a user role. It can be added by editing the user under Setup, Users. Find and select the user, then choose Create/Edit Users under Tasks. Then add the Resume Test role to the user.

**Q:** Can a mass "Resume Student Tests" be done by the user who has Resume Tests capabilities?

**A:** To resume students, from Students in Sessions, select the students you wish to resume. Click Select Tasks, and then Resume Student Tests. Select the check box at the top of the page to select all students, and then click Resume.

**Q:** Is there a guide about the Resume/Upload process?

**A:** There is a step-by-step guide in the Resource Center:

[http://indiana.pearsonaccessnext.com/resources/resources-training/Resume\\_vs\\_ResumeUpload\\_FINAL.pdf](http://indiana.pearsonaccessnext.com/resources/resources-training/Resume_vs_ResumeUpload_FINAL.pdf)

**Q:** In Set Section Start/Resume, if the same section is selected for all students in session, will that apply to all students in the session or just the ones selected in the list in this view?

**A:** If you have multiple students selected when choosing the Set Section Start/Resume task, they will all show up in the list. You may choose the check box at the top of the page “Use the same Section for all Students in Session” or you may individually choose sections. Regardless, this will only affect the students you have selected.

## Session Management

**Q:** Is it required to start the testing sessions at the school level?

**A:** This is a local decision. Tests can be prepared and started at the corporation or school level.

**Q:** What is the process to delete a practice test session?

**A:** From the home screen under Testing > Sessions > Search and select the sessions you wish to delete > under Tasks, select Delete Sessions. You will then confirm the final deletion of your sessions. Sessions must have no students assigned, and if started must be stopped.

**Q:** How is a session user added to a test session if the box is grayed out?

**A:** This field is not used for Indiana.

**Q:** Is there a cap on the number of students within a session?

**A:** No, the cap was removed this year.

## Student Management

**Q:** If at the corporation level the CTC enrolls and registers students, is there a notification flag at the STC level to complete Manage Student Tests?

**A:** There is no automatic notification to the STCs that a student is ready for the Manage Student Tests task.

**Q:** Has a report been added for Part 2 that shows which sections students still need to take as a make-up?

**A:** No, there is no report for this at this time.

## Technology

**Q:** Will TestNav be working with iOS 10.3 prior to testing?

**A:** 10.3 is not currently supported. If an upgrade has happened and you cannot downgrade, proper test administration processes should mitigate the limited security risks that were introduced with 10.3.

**Q:** Is there a solution for the Java error that comes up when precaching in Firefox?

**A:** If you are having a specific Java error, please contact the Pearson Help Desk.

**Q:** What is the best way to leave TestNav from a Chromebook?

**A:** To leave TestNav, make certain the testers close the test using the application itself using Sign Out of TestNav under the top right user menu. Simply shutting the Chromebook is not an appropriate way to exit the test.

## Test Tickets, Booklets and Seal Codes

**Q:** What are the steps to print student testing tickets in alphabetical order by student last name?

**A:** There is not a way to change the way that test tickets are printed at this time.

**Q:** Two sessions' seal codes for Math Part 2 are each different. Should there be a common seal code for all of Math Part 2?

**A:** Seal codes are unique to each section of a session. There are no common seal codes.

## Transfer Students

**Q:** When should you use the student transfer process?

**A:** Use the student transfer process when a student transfers into your corporation from another corporation within the state. Please see the video Using the Student Transfer Process: <https://youtu.be/cJbamxqwEWI>

**Q:** What are the steps if a transfer request cannot be approved and it shows that the student is already enrolled in the “move to” school?

**A:** Please contact the Pearson Help Desk to verify the location of the students. This notification implies that the move was already performed.

**Q:** Is there a report that can be downloaded to show all transfer requests approved or rejected?

**A:** There is no report, but the user may add more Filter Statuses under Work Requests in PearsonAccess<sup>next</sup> to look for Approved, Waiting for Approval, and Rejected. This would show all transfer requests for this administration.

**Q:** What are the sessions that are labeled transfer?

**A:** These are created to hold student test sessions for a student that transfers into your corporation. These sessions cannot be used for testing and are merely placeholders. Students should be transferred into actual sessions with the correct test.

## Other

**Q:** Where can the Test Administration Refresher training be found?

**A:** A recording and the presentation can be on the Resource Center.

**Q:** Is there a step-by-step guide or checklist that STCs can follow for before, during, and after testing?

**A:** There is a step-by-step guide on the Resource Center: [http://indiana.pearsonaccessnext.com/resources/resources-training/IndianaISTEP\\_Part2OnlineTestingGuide2016-17\\_FINAL.pdf](http://indiana.pearsonaccessnext.com/resources/resources-training/IndianaISTEP_Part2OnlineTestingGuide2016-17_FINAL.pdf)

**Q:** What is the Proctor Extended Time Code?

**A:** This feature is not used in Indiana.

**Q:** Should CTCs keep checking to see if students have been added to the rejected test list?

**A:** Yes, CTCs should look for the red flag at the top of the home page of PearsonAccess<sup>next</sup> every time they log in.