



# Kentucky Assessments – Creating Test Sessions

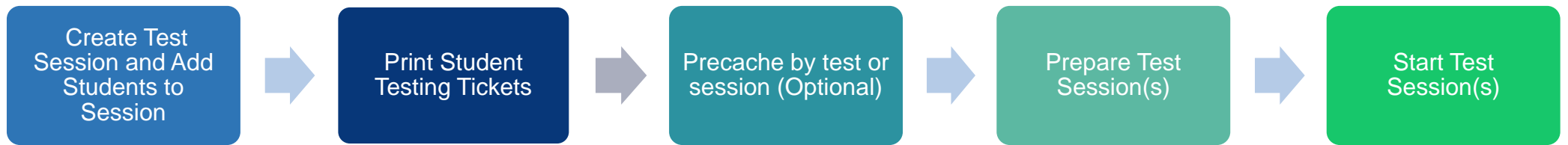
Spring 2021 Summative (K-PREP) and 2021 Spring Social Studies Field Test

## Introduction

Test sessions are virtual groupings of students who will, typically, take the same test at the same time in the same location. This document describes the process of creating test sessions and the optional steps that need to be taken before a test session is started.

**It is a best practice to create test sessions *after* Configure TestNav has been completed in PearsonAccess<sup>next</sup> by the district technology coordinator.**

When creating and managing test sessions, remember to always verify that the correct test administration is selected. Select **Spring 2021 Summative (K-PREP)** for the Grades 3-8 and 10 and 11. Select **2021 Social Studies Field Test** for the Grades 5, 8 and 11.



## Timeframe for Completing Tasks

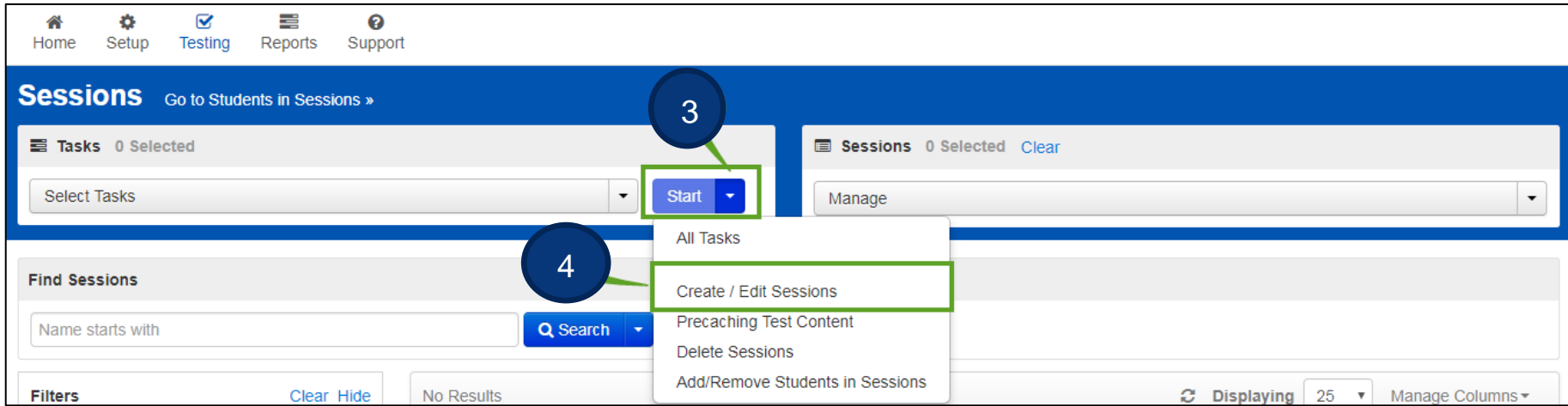
| Tasks  | Due Dates                         |
|--|-----------------------------------|
| Create test session and add students to test session | at least two weeks before testing |
| Print student testing ticket (keep secured)          | one week before testing           |
| Precache test content (optional)                     | one to two weeks before testing   |
| Prepare test session(s)                              | one to two weeks before testing   |
| Start test session(s)                                | day of testing                    |

## Create Test Session and Add Students to Test Session (District Assessment Coordinator, Building Assessment Coordinator)

Test sessions should be created at least two weeks before testing. Follow the steps to create and add students to test sessions.

The screenshot displays the PearsonAccessnext interface. At the top, the breadcrumb navigation shows 'Kentucky > 2020 - 2021 > Spring 2021 Summative'. Below this is a navigation bar with icons for Home, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area features three large blue buttons: 'SETUP', 'TESTING', and 'REPORTS', each with a corresponding icon and a 'Select an action' dropdown menu. The 'TESTING' dropdown menu is open, showing options: 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. A blue circle with the number '1' points to the 'Spring 2021 Summative' dropdown in the top navigation, and another blue circle with the number '2' points to the 'Sessions' option in the 'TESTING' dropdown.

1. Verify the correct test administration is selected in the dropdown. Select **Spring 2021 Summative (K-PREP)** for the Grades 3-8, 10 assessment or **2021 Social Studies Field Test** grades 5, 8, and 11 assessment.
2. From **Testing**, select the action dropdown and select **Sessions**.



3. Click the Start dropdown.
4. Select **Create/Edit Sessions**.

SESSIONS (0) **5** DETAILS

[+ Create Session](#) **New Session** [Create](#) [Reset](#)

**A. Session Name\***

**B. Organization\***

**C. Test Assigned\***

**E.**  Proctor Reads Aloud

**F. Form Group Type\***

**G.** [Use Custom TestNav Settings](#)

**H. Precaching Computer\***

A pre-caching computer is required when there is one or more available.

**Scheduling**

**D. Scheduled Start Date\***

**Scheduled Start Time**  
 [CST](#)

**Lab Location**

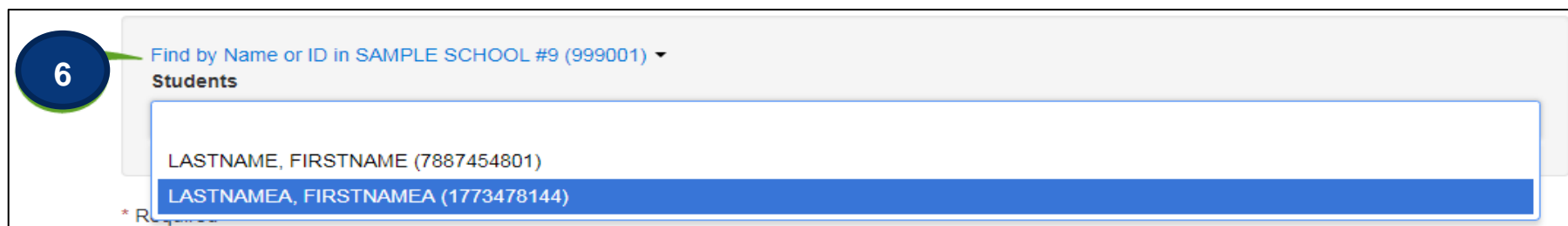
5. Enter test session details. When creating test sessions, enter all required fields indicated by a red asterisk\*:

- A. Session name\* – name of test session.
- B. Organization\* – school/campus where students will test.
- C. Test Assigned\* – (If **Spring 2021 Summative (K-PREP)** is selected, choose either the Quality of School Climate and Safety Survey (QSCS), Reading, Mathematics, Science or On-Demand Writing tests. If **2021 Social Studies Field Test** is selected, choose either Grade 5, 8 or 11 Social Studies test).

Grade 3 Reading (GR03READ)  
 Grade 4 Math (GR04MATH)  
 Grade 4 Reading (GR04READ)

Grades 3-5 Survey (GR35SUR)  
 Grades 6-11 Survey (GR611SUR)

- D. Scheduled Start Date\*, Time, and Lab location - Setting test session dates and times is only used to help you with planning, if the dates are not known key in March 30, 2021 (opening of the test window). The system will not use those dates and times to limit when sessions can be started. Test sessions will be started when Test Administrators click the **Start Session** button in PearsonAccess<sup>next</sup>.
- E. Form Group Type\* – Main
- F. Use Custom TestNav Settings – used to create a custom TestNav configuration for a test session.
- G. Precaching computer\* – if at least one proctor caching computer is configured during the Configure TestNav creation, you must select a proctor caching computer. Proctor caching is available 1–2 weeks before testing. Not all schools/districts will use proctor cache. Consult with your campus/district technology coordinator for additional information.

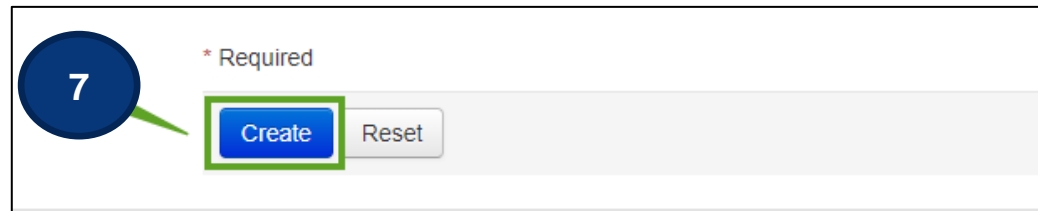


## 6. Add Students to Test Session

Students must be registered and assigned to the correct test before they can be added to a test session. Students were registered and assigned to their tests through the KDE upload. Students who were not included in that upload will need to be created and registered manually in PearsonAccess<sup>next</sup>. Instructions for doing so can be found in both the 2021 K-PREP Test Administration Manual or the 2021 KAS Social Studies Field Test Administration Manual posted on the [Kentucky Portal](#). If a student transfers into the district from another Kentucky district the DAC will submit a Work Request to transfer the student. Instructions for doing so can be found in both the 2021 K-PREP Test Administration Manual or the 2021 KAS Social Studies Field Test Administration Manual posted on the [Kentucky Portal](#).

Students can be added to test sessions as the test sessions are being created or they can be added later. Search for students by clicking the **Find by Name or ID** dropdown. Click inside the blank Students field and a list of registered students will appear in a dropdown. Select the students you want to add to this session.

Note: Students should be added to sessions **before** the sessions are precached or prepared.



7. Select the **Create** button after entering required fields.

**Note:** After a test session is created, a password will be assigned to the session. This password can be edited, if desired, and will also be included in the student testing tickets.

Create / Edit Sessions

**Success**  
Changes saved

**SESSIONS (1)**

+ Create Session

GR 11 SCIENCE SESSION 1

**DETAILS**

GR 11 SCIENCE SESSION 1 Save Reset

**Session Name\***  
GR 11 SCIENCE SESSION 1

**Session Status**  
 Not Prepared

**Test & Form**

**Test**  
Grade 11 Science  
 Proctor Reads Aloud

**Password\***  
43BB78

**Form Group Type\***  
Main

Use Custom TestNav Settings

**Precaching Computer\***  
Add

**Organization**  
SAMPLE D2 HIGH (701003)

**Actual Start Date**  
Session has not been started

**Scheduling**

**Scheduled Start Date\***  
04/10/2019

**Scheduled Start Time**  
09:00 AM CST

**Lab Location**

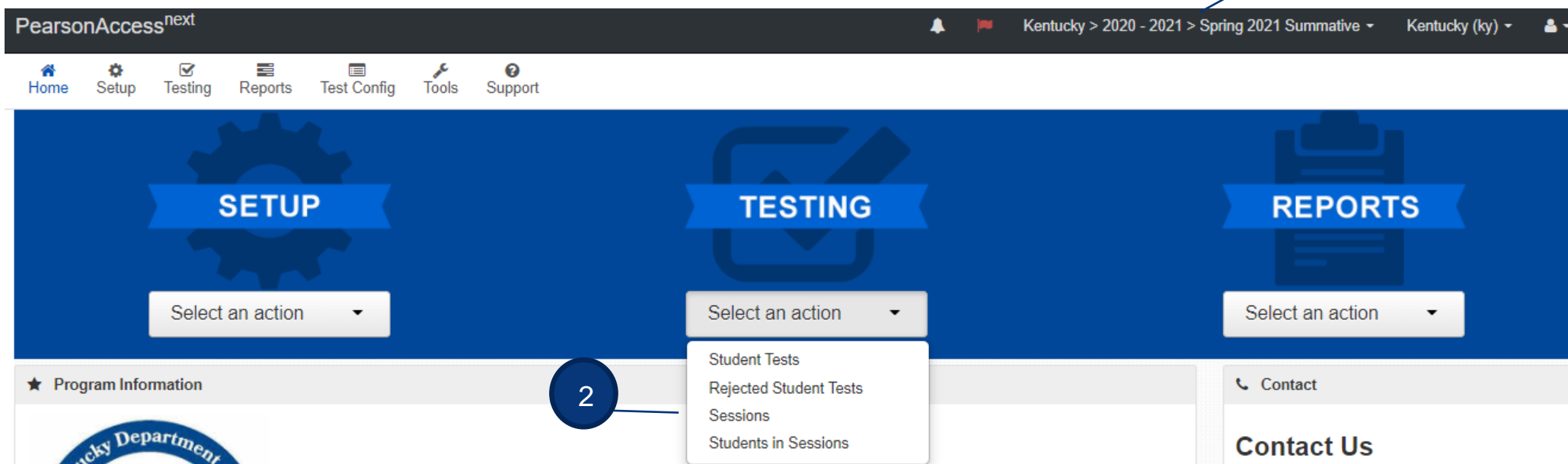


## Print Student Testing Tickets and Seal Codes (District Assessment Coordinator, Building Assessment Coordinator)

Each student must have a student testing ticket to sign into an online test. Each testing ticket contains the student's unique username and password. You may also print a Session Roster and seal codes for each session. Seal codes control student access to each test section.

The testing tickets, rosters, and seal codes are **secure** documents and must be kept in a secure location until the test is administered. Testing tickets and seal codes should be printed at least one week prior to testing.

Follow the steps below to print student testing tickets and/or seal codes.



The screenshot shows the PearsonAccessNext web application interface. At the top, there is a navigation bar with the logo 'PearsonAccess<sup>next</sup>' on the left and user information on the right, including a notification bell, a flag icon, and the text 'Kentucky > 2020 - 2021 > Spring 2021 Summative' and 'Kentucky (ky)'. Below the navigation bar is a main menu with icons for Home, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is divided into three large blue sections: 'SETUP' with a gear icon, 'TESTING' with a checkmark icon, and 'REPORTS' with a clipboard icon. Each section has a 'Select an action' dropdown menu. A blue circle with the number '1' points to the 'Testing' section. Below the 'Testing' section, there is a 'Program Information' section with a star icon and a 'Contact Us' section with a telephone icon. A blue circle with the number '2' points to the 'Testing' dropdown menu, which is open and shows the following options: 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'.

1. Verify the correct test administration is selected in the dropdown.
2. From **Testing**, select the action dropdown and select **Sessions**.

**Sessions** [Go to Students in Sessions »](#)

**Tasks** 0 Selected **Sessions** 1 Selected [Clear](#)

Select Tasks [Start](#) Manage

**Find Sessions**

Name starts with [Search](#)

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

**Session Status**  
Select one or more

**Organization**  
Select one or more

**Test**  
Select one or more

1 Results [Refresh](#) **Displaying** 25 [Manage Columns](#)

| <input type="checkbox"/>            | Session                                   | Session Status                     | Scheduled Start Date | Test             | # Students | Actual Start Date | Organization          |
|-------------------------------------|---|------------------------------------|----------------------|------------------|------------|-------------------|-----------------------|
| <input checked="" type="checkbox"/> | GR 11 SCIENCE SESSION 1 <a href="#">i</a> | <input type="radio"/> Not Prepared | 04/10/2019           | Grade 11 Science | 2          |                   | SAMPLE D2 HIGH (7010) |

« 1 »

3. Search for session.
4. Check the box for the session.
5. Select **Go to Students in Sessions**.

**Students in Sessions** [Go to Sessions »](#)

**Tasks** 0 Selected

**Students in Sessions** 0 Selected [Clear](#)

**Session List**

- GR 11 SCIENCE SESSION 1

1 Sessions | [Clear](#)

**GR 11 SCIENCE SESSION 1**  Ignore Schedule

Not Prepared

**Resources**

- Seal Codes
- Scheduled Sessions
- Session Student Roster

**STUDENT TESTING TICKETS**

- Print all for this session
- Print selected for this session

6. Select session under Session List.
7. Select the **Resources** dropdown.
8. To print seal codes, select **Seal codes**.

**Seal Codes**

Session Name

Test

Start Date

Location

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

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

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Allow Access to **Section 1: Section 1**, by providing the Seal Code:  
**4238**

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Allow Access to **Section 2: Section 2**, by providing the Seal Code:  
**4040**

9. To print testing tickets, under Student Testing Tickets, select **Print all for this session**. If you want to print only selected testing tickets, click the checkbox next to the name of each student whose ticket you want to print and select **Print selected for this session**.

Select a print format 1 Per Page

STUDENT TICKET

Student: STUDENT

Student ID: 0365115986

Session: GR 11 SCIENCE SESSION 1

Date of Birth: 03/06/2000

Location: LIBRARY

Test: Grade 11 Science

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Kentucky** in the application.

Username: 1831619951 Password: 43bb78

10. Select a print format from the dropdown. The options are 1 per page, multiple per page, grid, or list. Print the testing ticket(s) using your browser.

**Note:** If the "1 Per Page" option is selected, students may use the testing ticket as scratch paper.

## Precache by Test(s) or Session(s) (Technology Coordinator) **This is optional and not required.**

Proctor caching, or precaching, refers to downloading encrypted test content from the Pearson testing server to the proctor caching computer on your local network. This reduces the amount of bandwidth being used at the school and speeds up the delivery of test content. Not all schools/districts will use proctor cache. **Consult with your district technology coordinator for additional information.** The Technology Coordinator has the role to perform this process.

Test content can be precached by test subject or by test session. Precaching by test subject will cache the tests for all sessions at one time and is the most commonly used option.

Precache by test:

The screenshot displays the PearsonAccessnext web application interface. At the top, the breadcrumb navigation shows 'Kentucky > 2020 - 2021 > 2021 Assessments'. Below this is a navigation bar with icons for Home, Setup, Testing, and Support. The main content area features three large blue banners: 'SETUP' (with a gear icon), 'TESTING' (with a checkmark icon), and a partially visible 'R' banner. Under the 'SETUP' banner, a dropdown menu is open, listing 'Organizations', 'TestNav Configurations', and 'Precache By Test'. A blue circle with the number '1' points to the breadcrumb navigation, and another blue circle with the number '2' points to the 'Precache By Test' option in the dropdown menu.

1. Verify the correct test administration is selected.
2. Under **Setup**, select **Precache By Test**.

## Precache By Test

| Organization            | Test (Select up to 10)                    | Precache Servers (Select one)               |   |
|-------------------------|---|---|---|
| SAMPLE D2 HIGH (701003) | <input type="checkbox"/> Grade 11 Science | <input type="checkbox"/> Library Computer ⓘ | <input type="button" value="Precache"/> |

3. Select the Test(s) to precache.
4. Select the Precache Server.
5. Click the **Precache** button.

Precache by session:

The screenshot shows the PearsonAccessNext interface. At the top, there is a navigation bar with the PearsonAccessNext logo on the left and user information on the right, including a notification bell, a flag icon, and the text "Kentucky > 2020 - 2021 > Spring 2021 Summative" and "Kentucky (ky)". Below the navigation bar is a menu with icons for Home, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area is divided into three columns: SETUP, TESTING, and REPORTS. Each column has a "Select an action" dropdown menu. The TESTING dropdown menu is open, showing options: Student Tests, Rejected Student Tests, Sessions, and Students in Sessions. A blue circle with the number "2" points to the "Sessions" option. Another blue circle with the number "1" points to the top right corner of the interface.

1. Verify the correct test administration is selected.
2. From the Testing dropdown, select **Sessions**.

The screenshot shows the 'Sessions' management interface. At the top, there are navigation links: Home, Setup, Testing, Reports, and Support. The main header is 'Sessions' with a link 'Go to Students in Sessions »'. Below this, there are two panels: 'Tasks 1 Selected' and 'Sessions 1 Selected Clear'. The 'Tasks' panel has a 'Select Tasks' dropdown and a 'Start' button. A dropdown menu is open from the 'Start' button, showing options: 'Create / Edit Sessions', 'Precaching Test Content' (checked), 'Delete Sessions', 'Lock Units', 'Add/Remove Students in Sessions', and 'Mark Student Tests Complete / Stop Sessions'. Below the dropdown is a link 'Show Students in Sessions & Control Sessions'. The 'Sessions' panel has a 'Manage' dropdown. In the center, there is a 'Search' button. Below the search bar, it says '1 Results'. To the right, there are controls for 'Displaying 25' and 'Manage Columns'. At the bottom, there is a table with columns: Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization. The table contains one row: 'GR 11 SCIENCE SESSION 1' with status 'Not Prepared', date '04/10/2019', test 'Grade 11 Science', 2 students, and organization 'SAMPLE D2 HIGH (7010)'. There are numbered callouts: 3 points to the 'Search' button, 4 points to the checkbox for the selected session, 5 points to the 'Precaching Test Content' option in the dropdown, and 6 points to the 'Start' button.

3. Search for the session(s) to precache.
4. Select the session(s) to precache.
5. From the Start dropdown, select **Precaching Test Content**.
6. Select **Start**.



Tasks for Proctor Caching

➕ Add Task   < Previous Task   Next Task >   Exit Tasks ✕


Precaching Test Content

### Precaching Test Content

\* Stopped sessions will not be precached

| Server Name      | Session Name - Test Name  | Download Detail                          |
|------------------|---|--|
| Library Computer | <ul style="list-style-type: none"><li>GR 11 SCIENCE SESSION 1 ( Not Prepared ) - Grade 11 Science ⓘ</li></ul> | Forms: 2<br>Elements: 38<br>Size: 873 KB |

**Precache**   View Status



7. Select the **Precache** button.

## Prepare Session(s)

### (District Assessment Coordinator, Building Assessment Coordinator)

After sessions are created and before the session is started, users prepare the session. This step takes the information provided when users created sessions to assign students to the correct test forms. **All test sessions must be prepared before a session can be started.** You can begin to Prepare Sessions when ProctorCache becomes available. **Users should prepare sessions at least a day before testing.** You can prepare test sessions one at a time or prepare multiple sessions at the same time.

The screenshot displays the PearsonAccessnext web application interface. At the top, the navigation bar includes the PearsonAccessnext logo, a notification bell, a flag icon, and breadcrumb navigation: Kentucky > 2020 - 2021 > Spring 2021 Summative > Kentucky (ky). Below the navigation bar is a menu with icons for Home, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area features three large blue buttons: 'SETUP' (with a gear icon), 'TESTING' (with a checkmark icon), and 'REPORTS' (with a document icon). Each button has a 'Select an action' dropdown menu. The 'TESTING' dropdown menu is open, showing a list of options: 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. A blue circle with the number '1' points to the 'TESTING' button, and another blue circle with the number '2' points to the 'Sessions' option in the dropdown menu. Below the main content area is a 'Program Information' section with a 'Contact Us' link.

1. Verify the correct test administration is selected.
2. From the Testing dropdown, select **Sessions**.

**Sessions** [Go to Students in Sessions »](#)

**Tasks** 0 Selected Select Tasks Start

**Sessions** 1 Selected Clear Manage

**Find Sessions**

Name starts with Search

**Filters** Clear Hide

**Session Status** Select one or more

**Organization** Select one or more

**Test** Select one or more

1 Results Displaying 25 Manage Columns

| <input type="checkbox"/>            | Session                                | Session Status                     | Scheduled Start Date | Test             | # Students | Actual Start Date | Organization          |
|-------------------------------------|--|------------------------------------|----------------------|------------------|------------|-------------------|-----------------------|
| <input checked="" type="checkbox"/> | GR 11 SCIENCE SESSION 1 <span>i</span> | <input type="radio"/> Not Prepared | 04/10/2019           | Grade 11 Science | 2          |                   | SAMPLE D2 HIGH (7010) |

« 1 »

3. Search for session(s).
4. Check session(s).
5. Select **Go to Students in Sessions**.

**Students in Sessions** [Go to Sessions »](#)

**Tasks** 0 Selected Select Tasks Start

**Students in Sessions** 0 Selected Clear Manage

**Session List** Add a Session

- GR 11 SCIENCE SESSION 1 ×

1 Sessions | Clear

**GR 11 SCIENCE SESSION 1** Ignore Schedule Resources Details Edit

Not Prepared 7 Prepare Session Refresh

**Find Students** In the selected session(s) above

Search

**Filters** Clear Hide

**Organization**

Select one or more

**Pearson Student Id Number**

Starts with

**State Student Identification Number (SSID)**

2 Results Displaying 25 Manage Columns

| <input type="checkbox"/> | Pearson Student Id Number | Last Name | First Name | Middle Name | Username   | Session  | Student Test Status | Form Group Type | Form |
|--------------------------|---------------------------|-----------|------------|-------------|------------|--|---------------------|-----------------|------|
| <input type="checkbox"/> | 1966988289 ⓘ              | STUDENT   | SAMPLE     |             | 9264367750 | <input type="radio"/> GR 11 SCIENCE SESSION 1 (Grade 11 Science) | <span>Ready</span>  | Main            |      |
| <input type="checkbox"/> | 0365115986 ⓘ              | STUDENT   | SAMPLE     |             | 1831619951 | <input type="radio"/> GR 11 SCIENCE SESSION 1 (Grade 11 Science) | <span>Ready</span>  | Main            |      |

- Verify the test session(s) you want to prepare is selected under Session List.
- Click the **Prepare Session** button. (Note the session is *Not Prepared* and no Form number is assigned).

**Session List** Add a Session

GR 11 SCIENCE SESSION 1 ×

1 Sessions | [Clear](#)

**GR 11 SCIENCE SESSION 1** Ignore Schedule Resources Details Edit

Preparing Waiting... Prepare Session Refresh

8

Find Students In the selected session(s) above

Search

Filters Clear Hide 5 Results Displaying 25 Manage Columns

Organization

8. Session will show as *Preparing*.

**Note:** When prepared, the session will be in the *Ready* status and a Form number has been assigned to each student.

**Session List** Add a Session

GR 11 SCIENCE SESSION 1
×

1 Sessions | [Clear](#)

**GR 11 SCIENCE SESSION 1**

● Ready

Ignore Schedule
Resources
Details
Edit

Start Session
Refresh

---

**Find Students** In the selected session(s) above

Search

**Filters** Clear Hide

**Organization**

Select one or more

**Pearson Student Id Number**

Starts with

**State Student Identification Number (SSID)**

Starts with

**Clip UIN**

Starts with

5 Results
Displaying 25
Manage Columns

|                          | Pearson Student Id Number | Last Name | First Name | Middle Name | Username   | Session                                    | Student Test Status | Form Group Type | Form   |
|--------------------------|---------------------------|-----------|------------|-------------|------------|--|---------------------|-----------------|--|
| <input type="checkbox"/> | 3922769970                | STUDENT   | NEW        |             | 8452030491 | GR 11 SCIENCE SESSION 1 (Grade 11 Science) | Ready               | Main            | Grade 11 Science - 19SCBIPTONEN00000001 (19SCBIPTONEN00000001) |
| <input type="checkbox"/> | 2549275656                | STUDENT   | NEW        |             | 6905352760 | GR 11 SCIENCE SESSION                      | Ready               | Main            | Grade 11 Science - 19SCBIPTONEN00000001 (19SCBIPTONEN00000001) |

## Start Test Session(s)

### (District Assessment Coordinator, Building Assessment Coordinator, Online Test Administrator)

After a test session is prepared, it can then be started. Test sessions should be started on the day of testing before students log in to test. You can start test sessions one at a time or start multiple sessions at the same time.

The screenshot displays the PearsonAccessNext web application interface. At the top, the navigation bar includes the PearsonAccessNext logo, a notification bell, a location dropdown set to 'Kentucky > 2020 - 2021 > Spring 2021 Summative', and a user profile dropdown. Below this is a secondary navigation bar with icons for Home, Setup, Testing, Reports, Test Config, Tools, and Support. The main content area features three large blue buttons labeled 'SETUP', 'TESTING', and 'REPORTS', each with a corresponding icon and a 'Select an action' dropdown menu. The 'TESTING' dropdown menu is open, showing options: 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. A blue circle with the number '1' points to the 'Kentucky (ky)' dropdown in the top navigation bar. Another blue circle with the number '2' points to the 'Sessions' option in the 'TESTING' dropdown menu.

1. Verify the correct test administration is selected.
2. From the Testing dropdown, select **Sessions**.

**Sessions** [Go to Students in Sessions »](#)

**Tasks** 0 Selected Start

**Sessions** 1 Selected Clear Manage

**Find Sessions**

Name starts with Search

**Filters** Clear Hide

**Session Status** Select one or more

**Organization** Select one or more

**Test** Select one or more

1 Results Displaying 25 Manage Columns

| <input type="checkbox"/>            | Session                                | Session Status | Scheduled Start Date | Test             | # Students | Actual Start Date | Organization          |
|-------------------------------------|--|----------------|----------------------|------------------|------------|-------------------|-----------------------|
| <input checked="" type="checkbox"/> | GR 11 SCIENCE SESSION 1 <span>i</span> | Ready          | 04/10/2019           | Grade 11 Science | 2          |                   | SAMPLE D2 HIGH (7010) |

« 1 »

3. Search for session(s). Click the Search dropdown to Search for all sessions.
4. Check session(s).
5. Select **Go to Students in Sessions**.





6. Select the **Start Session** button.

Students will log in with their testing ticket *after* the test session has been started.

## Additional Resources

- **PearsonAccess<sup>next</sup> Online Support – Setup a Session**

<https://support.assessment.pearson.com/x/IYDy>

- **PearsonAccess<sup>next</sup> Manage an Online Test Session Training Module** – This module covers how to create and manage online test sessions.

[https://media.pearsoncmg.com/cmgi/Creative/School/State/PAC/Overviews/PAnext\\_M04a/player.html](https://media.pearsoncmg.com/cmgi/Creative/School/State/PAC/Overviews/PAnext_M04a/player.html)



## 2021 Kentucky Spring Social Studies Field Test Important Dates

| User                | Action   | Begin Date                         |
|---------------------|--|------------------------------------|
| Pearson             | Load student data into PearsonAccess™                              | Prior to March 15                  |
|                     | PearsonAccess™ live and training sites available                   | March 16                           |
|                     | Post Test Administration Manual                                    | TBD                                |
| DAC                 | DAC available to create user account                               | March 16                           |
|                     | Create Test Sessions   | March 16 – June 16                 |
|                     | Enter Orders for Accommodated Test Materials                       | March 16 – June 14                 |
|                     | Prepare Sessions   | Prepare Sessions                   |
|                     | Print Testing Tickets  | One to two weeks before testing    |
|                     | Start and monitor sessions   | March 30 – June 16                 |
|                     | BAC  | Create user accounts               |
| BAC                 | Create Test Sessions   | March 16 – June 16                 |
|                     | Prepare Sessions   | One to two weeks before testing    |
|                     | Print Testing Tickets  | One to two weeks before testing    |
|                     | Start and monitor test sessions                                    | March 30 – June 16                 |
|                     | Technology Staff   | Prepare online testing environment |
| Technology Staff    | Proctor Cache (districts may use at their own discretion)          | One to two weeks prior to testing  |
|                     | Configure TestNav 8 in PearsonAccess™                              | Before test sessions are created   |
|                     | Pre-cache test content (districts may use at their own discretion) | One to two weeks prior to testing  |
| Test Administrators | Review Test Administration Manual                                  | TBD                                |
|                     | Start and monitor test sessions                                    | March 30 – June 16                 |
| Students            | Practice Tests and TestNav 8 tutorials                             | Before testing begins              |
|                     | Take assessment  | March 30 – June 16                 |

| 2021 Kentucky Operational Grades 3-8, 10 & 11 Important Dates |   |                                   |
|---|---|-----------------------------------|
| User  | Action  | Begin Date                        |
| Pearson   | Load student data into PearsonAccess <sup>next</sup>              | Prior to March 15                 |
|   | PearsonAccess <sup>next</sup> live and training sites available   | March 16                          |
|   | Post Test Administration Manual                                   | TBD                               |
| DAC   | DAC available to create user account                              | March 16                          |
|   | Create Test Sessions  | March 16 – June 16                |
|   | Enter Orders for Accommodated Test Materials                      | March 16 – June 14                |
|   | Prepare Sessions  | Prepare Sessions                  |
|   | Print Testing Tickets   | One to two weeks before testing   |
|   | Start and monitor sessions  | March 30 – June 16                |
| BAC   | Create user accounts  | After DAC has created BAC account |
|   | Create Test Sessions  | March 16 – June 16                |
|   | Prepare Sessions  | One to two weeks before testing   |
|   | Print Testing Tickets   | One to two weeks before testing   |
|   | Start and monitor test sessions                                   | March 30 – June 16                |
| Technology Staff  | Prepare online testing environment                                | Can begin March 16                |
|   | Proctor Cache (districts may use at their own discretion)         | One to two weeks prior to testing |
|   | Configure TestNav 8 in PearsonAccess <sup>next</sup>              | Before test sessions are created  |
|   | Precache test content (districts may use at their own discretion) | One to two weeks prior to testing |
| Test Administrators   | Review Test Administration Manual                                 | TBD                               |
|   | Start and monitor test sessions                                   | March 30 – June 16                |
| Students  | Practice Tests and TestNav 8 tutorials                            | Before testing begins             |
|   | Take assessment   | March 30 – June 16                |