



Pearson

Kentucky Assessments – Creating Test Sessions

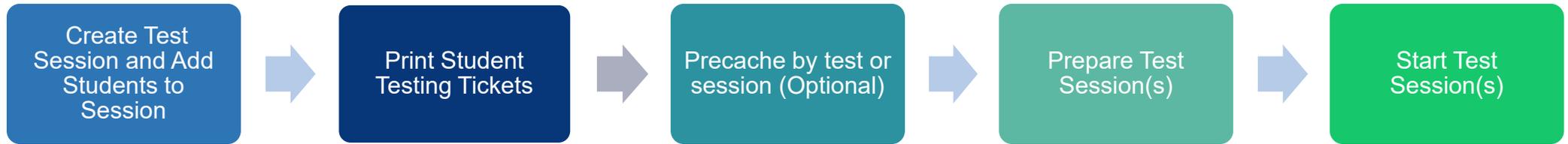
Spring 2022 Kentucky Summative Assessments (KSA)

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^{next} by the district technology coordinator.

When creating and managing test sessions, remember to always verify that the correct test administration is selected. Select **Spring 2022 Summative** for the Grades 3-8 and 10 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

***NOTE: If there are student records that need Text to Speech and/or IEP/504 Calculator added, this must be added to a student record before the student is added to the session and the session is prepared.**

New Look on PearsonAccess^{Next} 2022

All the headings are the same, but they are now listed at the left side of your screen, nothing under the heading has changed.

The screenshot displays the PearsonAccess^{next} interface. At the top left, the logo "PearsonAccess^{next}" is visible. On the right side of the top bar, there is a notification bell icon and a breadcrumb trail: "Kentucky > 2021 - 2022 > Spring 2022 Summative".

The left sidebar contains a navigation menu with the following items:

- Setup (with a gear icon and an upward arrow)
- Import / Export Data
- Students
- Classes
- Organizations
- Users
- Work Requests
- Orders & Shipment Tracking
- TestNav Configurations
- Testing (with a checkmark icon and a downward arrow)
- Reports (with a list icon and a downward arrow)
- Support (with an information icon and a downward arrow)

The main content area is titled "Program Information" and features the Kentucky Department of Education logo. The logo is circular with a blue border and contains the text "Kentucky Department of Education" around the perimeter, "Our Children," in the center, and "Our Commonwealth" at the bottom. To the right of the logo, the text "Kentucky Spring 2022 Summative" is displayed.

Below the logo and title, a paragraph of text reads: "PearsonAccess^{next} is an online assessment management system for online and paper testing. With PearsonAccess administration duties, from ordering accommodated paper test materials, creating student test session, adding student previous years' student test results."

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. The first set of instructions will be for a regular session. On page 13 there will be directions for creating a “Read Aloud” session. Follow the steps to create and add students to test sessions.

The screenshot shows the PearsonAccessnext web application interface. At the top, the logo 'PearsonAccess^{next}' is on the left, and navigation links for 'Kentucky > 2021 - 2022 > Spring 2022 Summative' are on the right. A dark blue sidebar on the left contains a menu with 'Dashboard', 'Setup', and 'Testing' (which is expanded). Under 'Testing', there are four options: 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. A blue circle with the number '2' is placed over the 'Sessions' option, with an arrow pointing to it. The main content area has a header 'Program Information' and a large circular logo for the 'Kentucky Department of Education' with the text 'Our Children, Our Commonwealth'. To the right of the logo, the text 'Kentucky Spring 2022 Summative' is displayed. A blue circle with the number '1' is placed over the 'Kentucky Spring 2022 Summative' text, with an arrow pointing to it.

1. Verify the correct test administration is selected in the dropdown. Select **Spring 2022 Summative (KSA)** for the Grades 3-8, 10 and 11 assessments.
2. From **Testing**, select the action dropdown and select **Sessions**.

The screenshot shows the 'Sessions' page with a navigation bar at the top containing 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below the navigation bar is a blue header with the title 'Sessions' and a link 'Go to Students in Sessions »'. The main content area is divided into two sections: 'Tasks' and 'Sessions'. The 'Tasks' section has a 'Select Tasks' dropdown and a 'Start' dropdown button. The 'Sessions' section has a 'Manage' dropdown. A 'Find Sessions' section below contains a search box and a 'Search' button. At the bottom, there are 'Filters', 'Clear Hide', 'No Results', 'Displaying 25', and 'Manage Columns' options. Two callouts are present: callout 3 points to the 'Start' dropdown, and callout 4 points to the 'Create / Edit Sessions' option in the dropdown menu.

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

SESSIONS (0)

[+ Create Session](#)

5

DETAILS

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

Session Name*

Organization*

Test & Form

Test Assigned*

Proctor Reads Aloud

Form Group Type*

[Use Custom TestNav Settings](#)

Precaching Computer*

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

Scheduling

Scheduled Start Date*

Scheduled Start Time
 [EDT](#)

Session Room Number

Find by Name or ID ▾
Students

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 2022 Summative (KSA)** is selected, choose from the Quality of School Climate and Safety Survey (QSCS), Reading, Mathematics, Science, Social Studies, Editing and Mechanics or On-Demand Writing tests.

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 28, 2022 (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 after the session(s) are prepared and the Test Administrators click the **Start Session** button in PearsonAccess^{next}.
- E. Scheduled Start Time – This is not a required field.
- F. Session Room Number - Used by Caveon for security.
- G. Form Group Type* – Main
- H. Use Custom TestNav Settings – used to create a custom TestNav configuration for a test session.
- I. Precaching computer (**optional, not required**) – 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

Find by Name or ID in SAMPLE D3 MIDDLE (703002) ▾
Students

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^{next}. Instructions for doing so can be found in the 2022 Kentucky Summative Assessments (KSA) and Quality of School and Safety Survey 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 2022 Kentucky Summative Assessments (KSA) and Quality of School and Safety Survey 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 must be added to sessions **before** the sessions are 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.

SESSIONS (1)

DETAILS

- [+ Create Session](#)
- SCM G7 READING**

SCM G7 READING Save Reset

Session Name*

SCM G7 READING

Organization

SCM DEMO KY MIDDLE (757002)

Session Status

Not Prepared

Actual Start Date

Session has not been started

Test & Form

Scheduling

Test

Grade 7 Reading

Proctor Reads Aloud

Scheduled Start Date*

03/28/2022 

Password*

2C657F

Scheduled Start Time

01:00 AM EDT 

Form Group Type*

Main 

Session Room Number

CAFETERIA

[Use Custom TestNav Settings](#)

Precaching Computer*

Add 

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

[Find by Name or ID in SCM DEMO KY MIDDLE \(757002\)](#) 

Students

Find Sessions

Name starts with

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

Session Status

Organization

2 Results

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date
<input type="checkbox"/>	GR6 RDG ⓘ	<input type="radio"/> Not Prepared	02/23/2022
<input checked="" type="checkbox"/>	SCM G7 READING ⓘ	<input type="radio"/> Not Prepared	03/28/2022

8. Another option to add students to a sessions. After the session has been created, click **Exit Tasks**. You will be in the sessions screen and the session just created will be checked.

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

0 Selected

Find Sessions

Name starts with

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

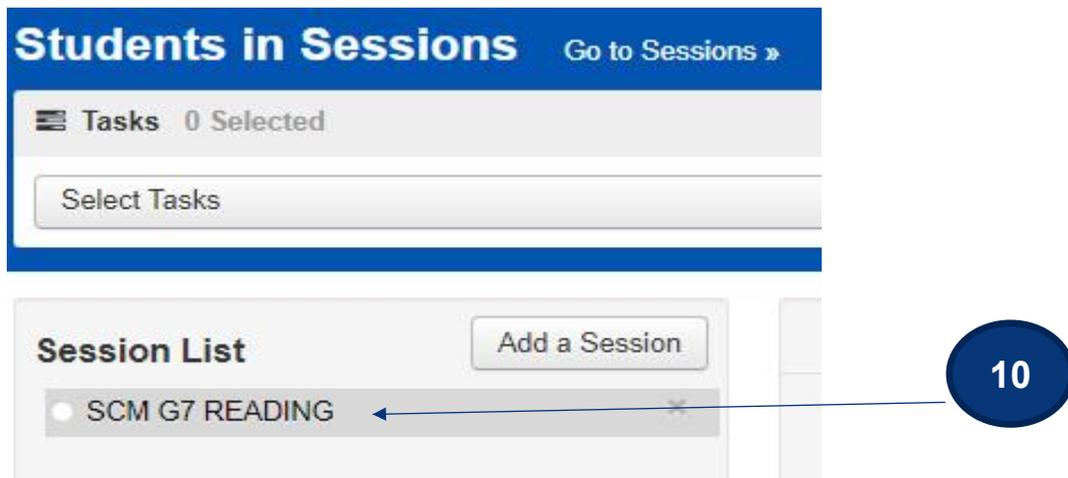
Session Status

Organization

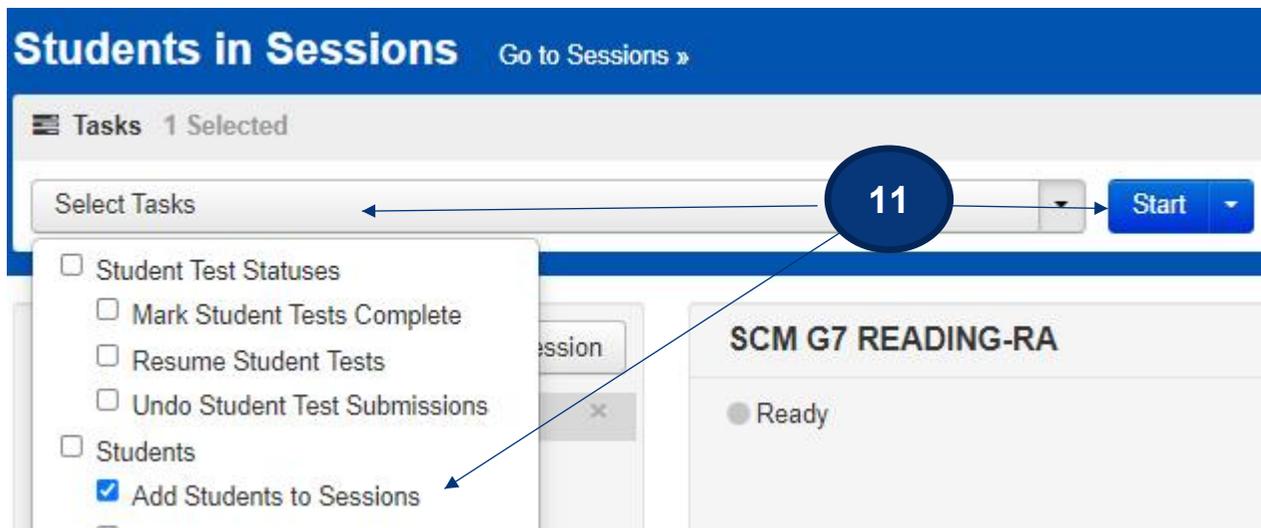
2 Results

<input type="checkbox"/>	Session	Session Status
<input type="checkbox"/>	GR6 RDG ⓘ	<input type="radio"/> Not Prepared
<input checked="" type="checkbox"/>	SCM G7 READING ⓘ	<input type="radio"/> Not Prepared

9. Click on **Go to Students in Sessions**.



10. Click on the session name in the **Session List**.



11. Click **Select Tasks**, check the box in front of **Add Students to Sessions**, and then click **Start**.

PearsonAccess^{next} Kentucky > 2021 - 2022 > Spring 2022 Summative SCM DEMO KY MIDDLE (757002)

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks ✕

Add Students to Sessions

Add Students to Sessions Add Reset

Session SCM G7 READING (Grade 7 Reading)

Find available students within SCM DEMO KY MIDDLE Student Last Name starts with Search

Show all results
This action clears the search and filters

<input type="checkbox"/>	Student	Organization
Search or select a filter to view results.		

* Required

Add Reset

12

12. In the dropdown, select the session created and click the dropdown arrow next to search and click **Show all results**.

PearsonAccess^{next} Kentucky > 2021 - 2022 > Spring 2022 Summative SCM DEMO KY MIDDLE (757002)

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks ✕

Add Students to Sessions

Add Students to Sessions Add Reset

Session SCM G7 READING (Grade 7 Reading)

Find available students within SCM DEMO KY MIDDLE Student Last Name starts with Search

77 available student(s) found

<input checked="" type="checkbox"/>	Student	Organization	Class
<input checked="" type="checkbox"/>	SCMSERGIO, SCMPHYLLIS (2707039546)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	SCMSIX, SCMALPHA (9970009168)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (1203862374)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (0560413638)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (9045780525)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (0396985775)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (2010247533)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (5437826216)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (8755644276)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (8657721700)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (1459925760)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (4230808342)	SCM DEMO KY MIDDLE (757002)	

13

13. At this screen, select up to 25 students at a time. Click the check box at the top to select all students on the screen.

Create Read Aloud Test Session and Add Students to Test Session

The screenshot shows the PearsonAccessnext interface. The top navigation bar includes the PearsonAccessnext logo, a notification bell, a flag icon, and a breadcrumb trail: Kentucky > 2021 - 2022 > Spring 2022 Summative. A left-hand navigation menu is visible with the following items: Dashboard, Setup, Testing (highlighted), Student Tests, Rejected Student Tests, Sessions (highlighted with a blue circle and arrow labeled '2'), and Students in Sessions. The main content area is titled 'Program Information' and features the Kentucky Department of Education logo (with the text 'Our Children, Our Commonwealth Education') and the text 'Kentucky Spring 2022 Summative'. A blue circle with the number '1' and an arrow points to the 'Spring 2022 Summative' text in the breadcrumb trail.

1. Verify the correct test administration is selected in the dropdown. Select **Spring 2022 Summative (KSA)** for the Grades 3-8, 10 and 11 assessments.
2. From **Testing**, select the action dropdown and select **Sessions**.

The screenshot shows the 'Sessions' interface. At the top, there is a blue header with the text 'Sessions' and a link 'Go to Students in Sessions »'. Below the header, there are two main sections: 'Tasks' and 'Sessions'. The 'Tasks' section has a 'Select Tasks' dropdown and a 'Start' dropdown button. The 'Sessions' section has a 'Sessions 0 Selected' status and a 'Clear' link. A 'Manage' button is also visible. A search bar labeled 'Find Sessions' is present with the placeholder text 'Name starts with' and a 'Search' button. A dropdown menu is open from the 'Start' button, showing options: 'All Tasks', 'Create / Edit Sessions', 'Precaching Test Content', 'Delete Sessions', and 'Add/Remove Students in Sessions'. Two blue circles with white numbers are overlaid on the image: circle '3' points to the 'Start' dropdown button, and circle '4' points to the 'Create / Edit Sessions' option in the dropdown menu.

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

5

SESSIONS (1)

[Create Session](#)
SCM G7 READING

DETAILS

New Session Create Reset

Session Name*
SCM GR 7 SCIENCE

Organization*
SCM DEMO KY MIDL... x ▾

Test & Form

Test Assigned*
Grade 7 Science x ▾

Proctor Reads Aloud

Form Group Type*
Read Aloud x ▾

Use Custom TestNav Settings

Precaching Computer*
Add ▾

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

Scheduling

Scheduled Start Date*
03/28/2022 📅

Scheduled Start Time
01:00 AM EDT ⌚

Session Room Number
CAFETERIA

5. Enter test session details. When creating Read Aloud 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 2022 Summative (KSA)** is selected, choose from the Quality of School Climate and Safety Survey (QSCS), Reading, Mathematics, Science, Social Studies, Editing and Mechanics, On-Demand Writing tests or the Quality of School Climate and Safety Survey (QSCS).

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

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

- D. Proctor Reads Aloud - Check the box to assign the session to be Read Aloud.
- E. Form Group Type* – Once the “Proctor Reads Aloud” box is checked, the Form Group Type will indicate only Read Aloud.
- F. 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 28, 2022 (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 after the session(s) are prepared and the Test Administrators click the **Start Session** button in PearsonAccess^{next}.
- G. Scheduled Start Time – This is not a required field.
- H. Session Room Number – Used by Caveon for security.
- I. Use Custom TestNav Settings – Used to create a custom TestNav configuration for a test session.
- J. Precaching computer (optional, not required) – 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.

NOTE: With a Read Aloud Session, the Proctor will have a testing ticket. It will be different from a student testing ticket. KDE has indicated that no more than 4 students can be read to in an online Read Aloud session. You can add more than 4 students to a session but do **NOT** test more than 4 students at a time. The Proctor Testing Ticket can be used multiple times as long as the session remains open. Once a session is stopped, the students not tested must be moved to a new Read Aloud session. Printing of the Proctor Testing Ticket will be explained in the section beginning on page 26.



Find by Name or ID in SAMPLE D3 MIDDLE (703002) Students

6

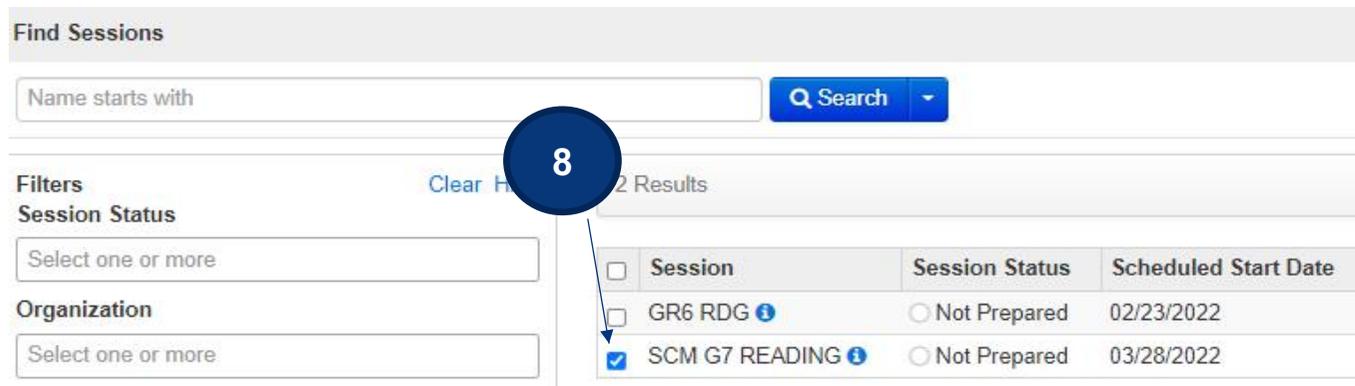
6. Add Students to Test Session.

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 from Infinite Campus on March 23, 2022. Students who were not included in that upload will need to be created and registered manually in PearsonAccess^{next}. Instructions for Create Students, Student Transfers from other Kentucky districts (Work Request) can be found in the 2022 Kentucky Summative Assessments (KSA) and Quality of School and Safety Survey 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 must be added to sessions *before* the sessions are prepared.



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



8. Another option to add students to a session. After the session has been created, click **Exit Tasks**. You will be in the sessions screen and the session just created will be checked.

Sessions [Go to Students in Sessions >](#)

Tasks 0 Selected

Select Tasks Start

Find Sessions

Name starts with Search

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

Session Status

Select one or more

Organization

Select one or more

2 Results

<input type="checkbox"/>	Session	Session Status
<input type="checkbox"/>	GR6 RDG ⓘ	<input type="radio"/> Not Prepared
<input checked="" type="checkbox"/>	SCM G7 READING ⓘ	<input type="radio"/> Not Prepared

9. Click on **Go to Students in Sessions**.

Students in Sessions [Go to Sessions >](#)

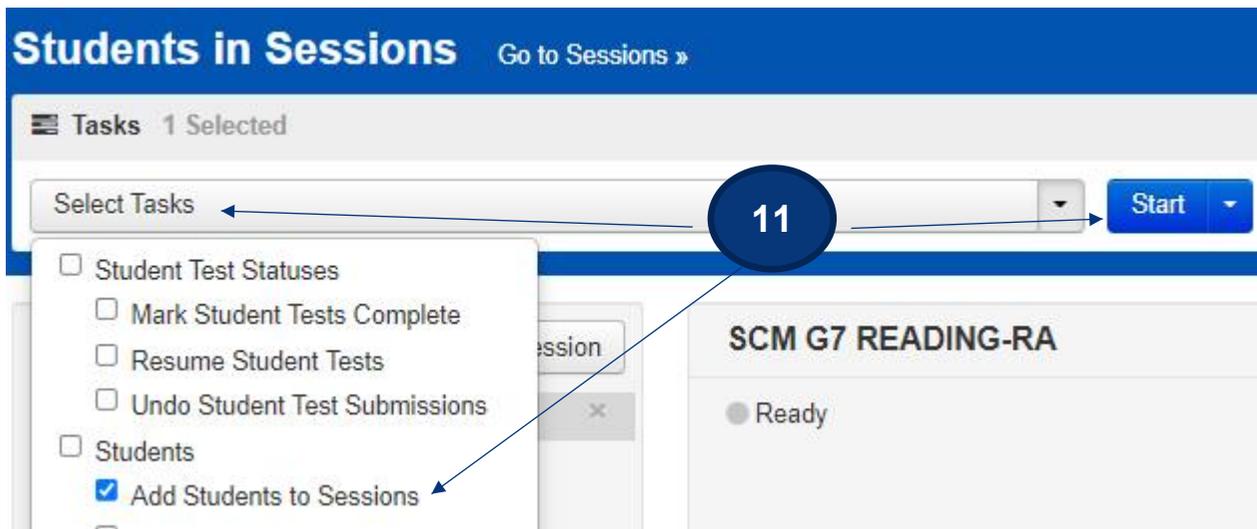
Tasks 0 Selected

Select Tasks

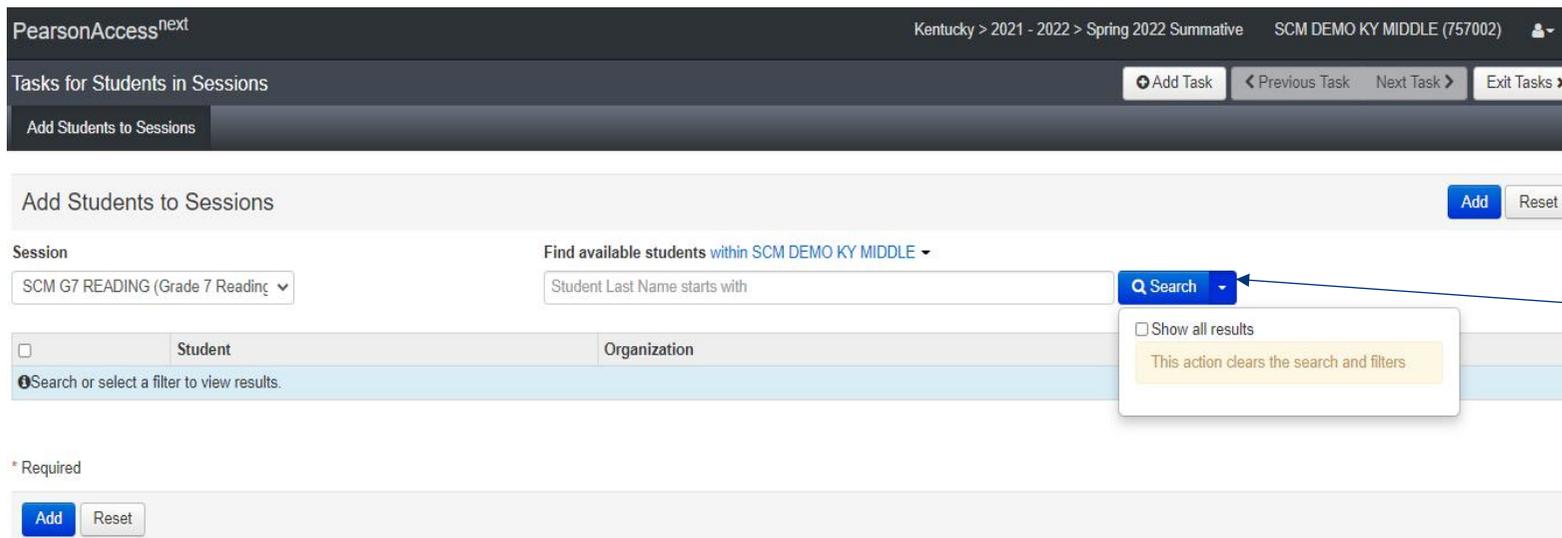
Session List [Add a Session](#)

SCM G7 READING x

10. Click on the session name in the Session List.



11. Click **Select Tasks**, check the box in front of **Add Students to Sessions**, and then click **Start**.



12. In the dropdown, select the session created and click the dropdown arrow next to search and click **Show all results**.

PearsonAccessnext Kentucky > 2021 - 2022 > Spring 2022 Summative SCM DEMO KY MIDDLE (757002)

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks

Add Students to Sessions Add Students to Sessions Add Reset

Session SCM G7 READING (Grade 7 Reading) Find available students within SCM DEMO KY MIDDLE - Select Last Name starts with Search

77 available student(s) found

Student	Organization	Class
<input checked="" type="checkbox"/> SCMSERGIO, SCMPHYLLIS (2707039546)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> SCMSIX, SCMALPHA (9970009168)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (1203862374)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (0560413638)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (9045780525)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (0396985775)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (2010247533)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (5437826216)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (8755644276)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (8657721700)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (1459925760)	SCM DEMO KY MIDDLE (757002)	
<input checked="" type="checkbox"/> STUDENT, NEW (4230808342)	SCM DEMO KY MIDDLE (757002)	

13

13. At this screen, select up to 25 students at a time. Click the check box at the top to select all students and then click **Add**.

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 interface. At the top, there is a dark header with the PearsonAccessnext logo on the left and a breadcrumb trail on the right: "Kentucky > 2021 - 2022 > Spring 2022 Summative". Below the header is a navigation menu on the left with the following items: "Dashboard", "Setup", "Testing" (which is expanded to show "Student Tests", "Rejected Student Tests", "Sessions", and "Students in Sessions"), and "Program Information". A blue circle with the number "1" is positioned above the breadcrumb trail, with an arrow pointing to it. Another blue circle with the number "2" is positioned to the right of the "Sessions" item in the navigation menu, with an arrow pointing to it. The main content area displays the "Kentucky Department of Education" logo and the text "Kentucky Spring 2022 Summative".

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

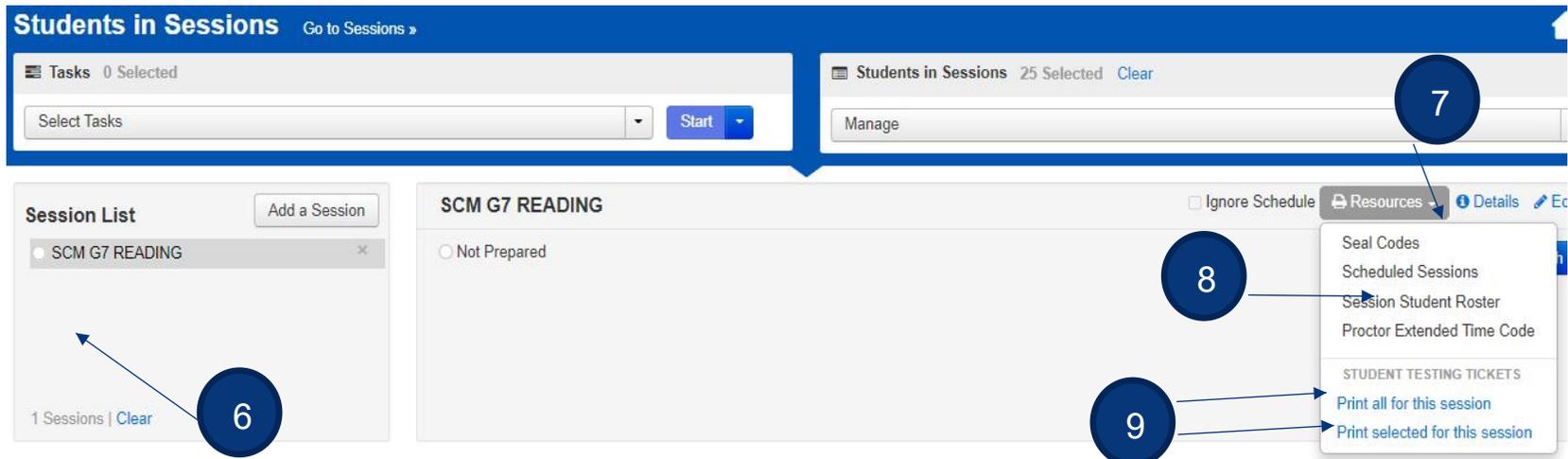
Session Status

Organization

2 Results Displaying 2

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organiz
<input type="checkbox"/>	GR6 RDG ⓘ	<input type="radio"/> Not Prepared	02/23/2022	Grade 6 Reading	4		SCM DE
<input checked="" type="checkbox"/>	SCM G7 READING ⓘ	<input type="radio"/> Not Prepared	03/28/2022	Grade 7 Reading	25		SCM DE

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



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.

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

4766

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

Select a print format 1 Per Page ▼

STUDENT TESTING TICKET

Student: SCMSERGIO, SCMPHYLLIS
Student ID: 1414141414
Session: SCM G7 READING
Date of Birth: 02/14/2012
Location: CAFETERIA
Test: Grade 7 Reading

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: 9193741560 **Password:** 2c657f

10

- 1 Per Page ▼
- 1 Per Page
- Multiple Per Page
- Grid
- List

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" is selected, students may use the testing ticket as scratch paper.

Print Student Testing Tickets and Seal Codes for Read Aloud sessions (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. With a Read Aloud Session, the Proctor will have a Proctor Testing Ticket. It will be different from a student testing ticket. KDE has indicated that no more than 4 students can be read to in an online Read Aloud session. You can add more than 4 students to a session but do **NOT** test more than 4 students at a time. The Proctor Testing Ticket can be used multiple times as long as the session remains open. Once a session is stopped, the students not tested must be moved to a new Read Aloud session. 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 on the following pages to print student testing tickets, proctor Testing tickets, and/or seal codes.



The screenshot displays the PearsonAccessNext interface. On the left is a dark blue navigation sidebar with the following items: 'Dashboard' (with a dropdown arrow), 'Setup' (with a dropdown arrow), and 'Testing' (with a dropdown arrow and a checkmark icon). Below 'Testing' are four sub-items: 'Student Tests', 'Rejected Student Tests', 'Sessions' (with a blue circle containing the number '2' and an arrow pointing to it), and 'Students in Sessions'. The main content area has a light gray header with a star icon and the text 'Program Information'. Below this header is the Kentucky Department of Education logo, which features a green silhouette of the state of Kentucky with the text 'Our Children, Our Commonwealth' inside and 'Kentucky Department of Education' around the border. To the right of the logo is the text 'Kentucky Spring 2022 Summative'. A blue circle containing the number '1' is positioned above the 'Kentucky Spring 2022 Summative' text, with an arrow pointing to the breadcrumb path in the top header.

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 Start

Sessions 1 Selected Clear

Find Sessions

Name starts with Search

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

Session Status

Organization

Test

3 Results

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students
<input type="checkbox"/>	GR6 RDG ⓘ	● Ready	02/23/2022	Grade 6 Reading	4
<input type="checkbox"/>	SCM G7 READING ⓘ	● Ready	03/28/2022	Grade 7 Reading	27
<input checked="" type="checkbox"/>	SCM G7 READING-RA ⓘ	● Ready	03/28/2022	Grade 7 Reading	2

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

The screenshot shows the 'Students in Sessions' interface. At the top, there is a blue header with the title 'Students in Sessions' and a link 'Go to Sessions »'. Below the header, there are two main sections. The left section is titled 'Tasks' and contains a 'Select Tasks' dropdown and a 'Start' button. The right section is titled 'Students in Sessions' and contains a 'Manage' dropdown. Below these sections, there is a 'Session List' on the left and a session detail view for 'SCM G7 READING-RA' on the right. The 'Session List' shows a single session 'SCM G7 READING-RA' with a '6' callout pointing to it. The session detail view shows the session name and a 'Ready' status. A 'Resources' dropdown menu is open on the right, with a '8' callout pointing to it. The menu items include 'Seal Codes', 'Proctor Testing Ticket', 'Scheduled Sessions', 'Session Student Roster', 'STUDENT TESTING TICKETS', 'Print all for this session', and 'Print selected for this session'. A '9' callout points to the 'Print selected for this session' option. At the bottom, there is a 'Find Students' section with a search input and a 'Search' button.

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.

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

7630

1 Per Page

1 Per Page

Multiple Per Page

Grid

List



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

Select a print format



STUDENT TESTING TICKET

Student: STUDENT, NEW
Student ID: 99772
Session: SCM G7 READING-RA
Date of Birth: 08/23/2012
Test: Grade 7 Reading

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: 8192868947 Password: 47bf4b

STUDENT TESTING TICKET

Student: STUDENT, NEW
Student ID: 99772
Session: SCM G7 READING-RA
Date of Birth: 08/23/2012
Test: Grade 7 Reading 

10

<input type="checkbox"/>	Pearson Student Id Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/>	5541695855 	STUDENT	NEW		8192868947	● SCM G7 READING- RA (Grade 7 Reading)	 Ready	Read Aloud	Grade 7 Reading - 22RD07KYONEN0001001 (22RD07KYONEN0001001) 

10

10. There are icons indicating if a session is a Read Aloud session, both found in the **Students in Session** screen:
- a. On the student testing ticket.
 - b. On the Form assigned to a student.

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

Tasks 0 Selected Students in Sessions 1 Selected [Clear](#)

Select Tasks Start

Manage

Session List [Add a Session](#)

SCM G7 READING-RA x

1 Sessions | [Clear](#)

SCM G7 READING-RA

Ready

[Resources](#) [Details](#)

- Seal Codes
- Proctor Testing Ticket
- Scheduled Sessions
- Session Student Roster
- STUDENT TESTING TICKETS
- [Print all for this session](#)
- [Print selected for this session](#)

Find Students [In the selected session\(s\) above](#)

11. To print the proctor testing ticket, from **Resources**, click the **Proctor Testing Ticket**.

Proctor Testing Ticket

Session Name SCM G7 READING-RA
 Test Grade 7 Reading

You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:

Select **Kentucky** in the application.

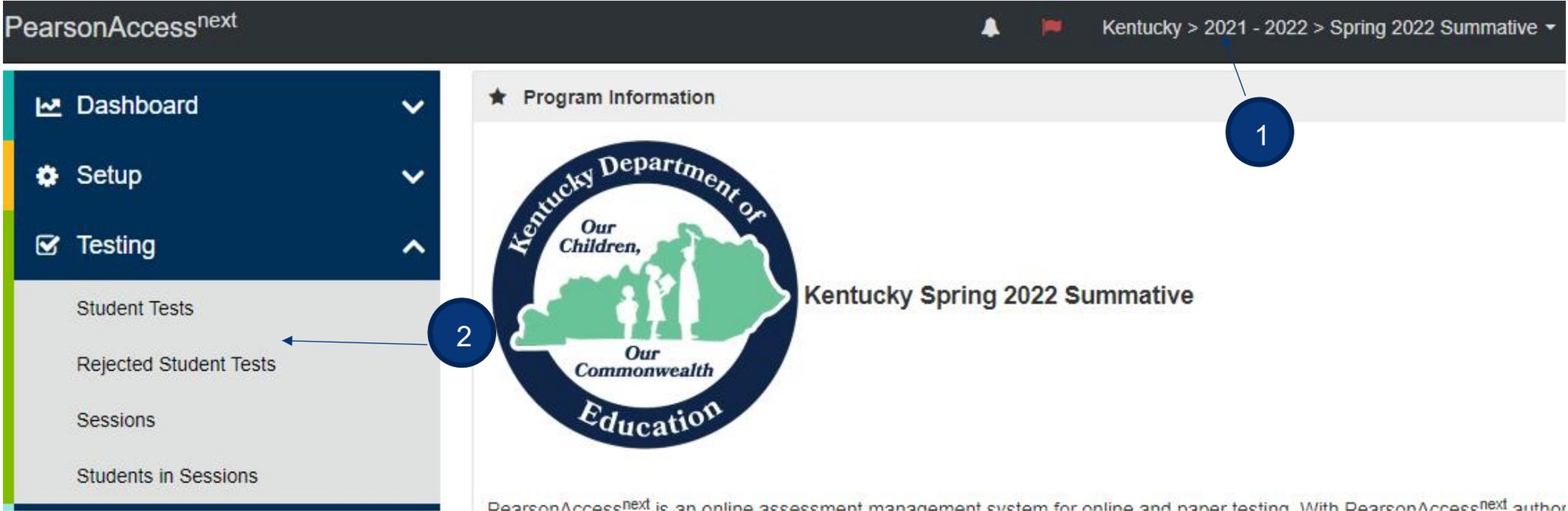
Username proctor314352
 Password 47BF4B

12. Proctor Testing Ticket may be used multiple times as long as session remains open, it will be invalid once the session is stopped.

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 breadcrumb navigation shows 'Kentucky > 2021 - 2022 > Spring 2022 Summative'. The left sidebar contains a 'Testing' dropdown menu with 'Sessions' selected. The main content area shows 'Program Information' for the 'Kentucky Spring 2022 Summative' test, featuring the Kentucky Department of Education logo. Two callout boxes with numbers 1 and 2 are overlaid on the image. Callout 1 points to the breadcrumb navigation, and callout 2 points to the 'Sessions' option in the Testing 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

Sessions 1 Selected

Find Sessions

Filters

Session Status

Organization

2 Results Displaying 25

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/>	GR6 RDG ⓘ	<input type="radio"/> Not Prepared	02/23/2022	Grade 6 Reading	4		SCM DEMO KY MIDDLE (757002)
<input checked="" type="checkbox"/>	SCM G7 READING ⓘ	<input type="radio"/> Not Prepared	03/28/2022	Grade 7 Reading	25		SCM DEMO KY MIDDLE (757002)

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

Session List Add a Session

● SCM G7 READING ×

6

1 Sessions | [Clear](#)

SCM G7 READING Ignore Schedule Resources Details Edit

Not Prepared

Prepare Session Refresh

7

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

25 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 checked="" type="checkbox"/>	5437826216	STUDENT	NEW		8610899109	<input type="radio"/> SCM G7 READING (Grade 7 Reading)	Ready	Main	
<input checked="" type="checkbox"/>	0172951460	STUDENT	NEW		9376551908	<input type="radio"/> SCM G7 READING (Grade 7 Reading)	Ready	Main	
<input checked="" type="checkbox"/>	3732970401	STUDENT	NEW		4856718360	<input type="radio"/> SCM G7 READING (Grade 7 Reading)	Ready	Main	

- Verify the test session(s) 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

SCM G7 READING

1 Sessions | Clear

SCM G7 READING Ignore Schedule Resources Details Edit

Preparing Waiting...

Prepare Session Refresh

8

Find Students In the selected session(s) above

Search

8. Session will show as *Preparing*.

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

Session List Add a Session

SCM G7 READING

1 Sessions | Clear

SCM G7 READING Ignore Schedule Resources Details Edit

Ready Start Session Refresh

Find Students In the selected session(s) above

Search

Filters Organization Clear Hide

Select one or more

Pearson Student Id Number Starts with

State Student Identification Number (SSID) Starts with

25 Results Displaying 25 Manage Columns

Pearson Student Id Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
5437826216	STUDENT	NEW		8610899109	SCM G7 READING (Grade 7 Reading)	Ready	Main	Grade 7 Reading - 22RD07KYONEN0004004 (22RD07KYONEN0004004)

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 breadcrumb navigation shows 'Kentucky > 2021 - 2022 > Spring 2022 Summative'. On the left, a dark blue sidebar contains a 'Testing' dropdown menu with a checkmark icon. The 'Sessions' option is highlighted, and a blue circle with the number '2' and an arrow points to it. The main content area, titled 'Program Information', features the Kentucky Department of Education logo and the text 'Kentucky Spring 2022 Summative'. A blue circle with the number '1' and an arrow points to the breadcrumb navigation.

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

Organization

2 Results Displaying 25 Manage Columns

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/> GR6 RDG ⓘ	● Ready	02/23/2022	Grade 6 Reading	4		SCM DEMO KY MIDDLE (757002)
<input checked="" type="checkbox"/> SCM G7 READING ⓘ	● Ready	03/28/2022	Grade 7 Reading	25		SCM DEMO KY MIDDLE (757002)

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**.

Session List Add a Session

SCM G7 READING x

SCM G7 READING Ignore Schedule Resources Details Edit

● Ready Start Session Refresh

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

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

Additional Resources

- **PearsonAccess^{next} Online Support** – Testing pages detail steps and information for session management before, during, and after testing. Testing pages apply to all user roles, regardless of permissions. For instruction on Testing topics, use the menu at the left of the page to navigate through the support site.

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

- **PearsonAccess^{next} Manage an Online Test Session Training Module** – This module covers an overview of tasks, Creating a Test Session, Managing Test Sessions and Testing Tickets & Seal Codes.

https://media.pearsoncmg.com/cmgi/Creative/School/State/PAC/Overviews/PAnext_M04a/player.html



2022 Kentucky Operational Grades 3-8, 10 & 11 Important Dates		
User	Action	Begin Date
Pearson	Load student data into PearsonAccess ^{next}	Prior to March 28
	PearsonAccess ^{next} live and training sites available	March 28
	Post Test Administration Manual	February
DAC	DAC available to create user account	PAN available at all times.
	Create Test Sessions	March 28 – June 3
	Enter Orders for Accommodated Test Materials	March 28 – June 13
	Prepare Sessions	One to two weeks before testing
	Print Testing Tickets	One to two weeks before testing
	Start and monitor sessions	March 28 – June 3
BAC	Create user accounts	After DAC has created BAC account
	Create Test Sessions	March 28 – June 3
	Prepare Sessions	One to two weeks before testing
	Print Testing Tickets	One to two weeks before testing
	Start and monitor test sessions	March 28 – June 3
Technology Staff	Prepare online testing environment	Can begin March 28
	Proctor Cache (districts may use at their own discretion)	One to two weeks prior to testing
	Configure TestNav 8 in PearsonAccess ^{next}	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	Before testing begins
	Start and monitor test sessions	March 28 – June 3
Students	Practice Tests and TestNav 8 tutorials	Before testing begins
	Take assessment	March 28 – June 3