



Pearson

Kentucky Assessments – Creating Test Sessions

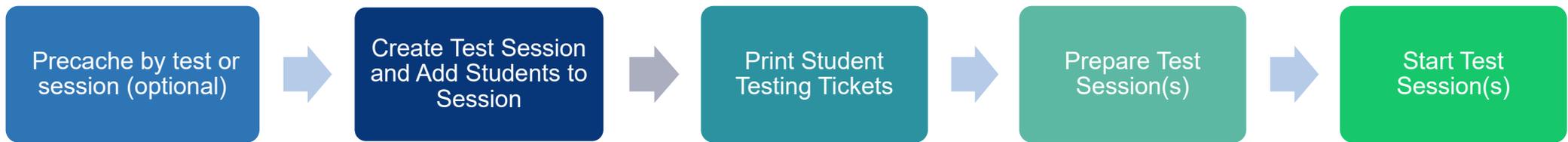
Spring 2023 Kentucky Summative Assessments (KSA)

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} (PAN) by the district technology coordinator.

When creating and managing test sessions, remember to always verify that the correct test administration is selected. Select **Spring 2023 Summative** for Grades 3-8, and 10 and 11.



Timeframe for Completing Tasks

Tasks	Due Dates
Precache test content (optional)	one to two weeks before testing
Create test session and add students to test session	at least two weeks before testing
Print student testing tickets (keep secured)	one week 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 (TTS) added, it must be added to a student record before the student is added to a session, and the session is prepared.**

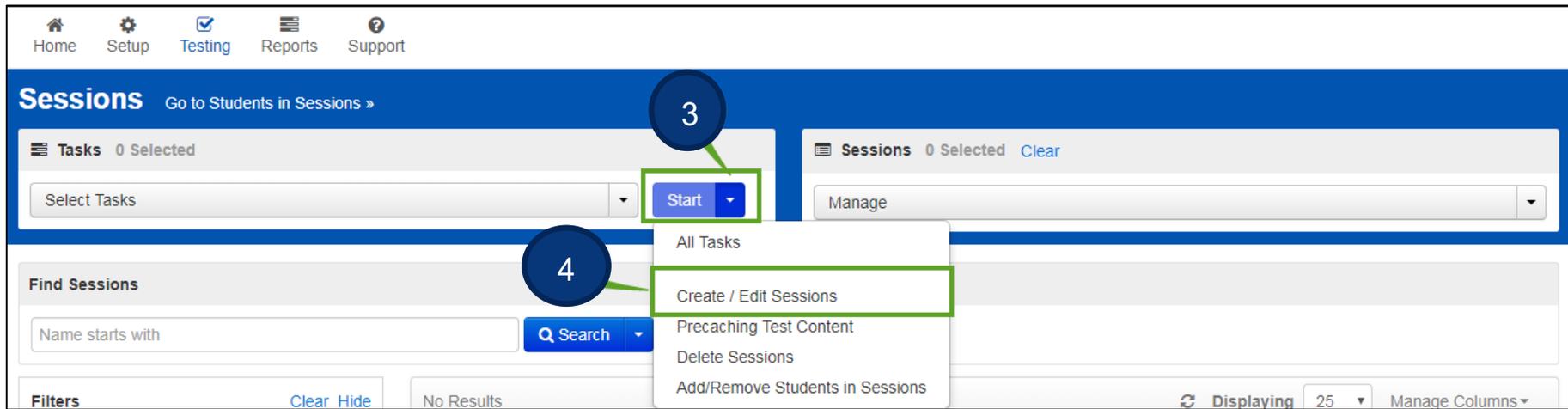
Create Test Session and Add Students to Test Session

(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 15 there will be directions for creating a "Read Aloud" session. Follow the steps to create and add students to test sessions.

The screenshot displays the PearsonAccess^{next} interface. The top navigation bar shows the breadcrumb path: Kentucky > 2022 - 2023 > Spring 2023 Summative. The left sidebar menu includes Dashboard, Setup, and Testing (which is expanded to show Student Tests, Rejected Student Tests, Sessions, and Students in Sessions). A blue circle with the number '2' and an arrow points to the 'Sessions' option in the Testing menu. The main content area features the Kentucky Department of Education logo and the title 'Kentucky Spring 2023 Summative'. A blue circle with the number '1' and an arrow points to the breadcrumb navigation at the top right of the main content area.

1. Verify the correct test administration is selected in the dropdown. Select **Spring 2023 Summative (KSA)** for the Grades 3-8, 10 and 11 assessments.
2. From **Testing**, select the action dropdown and select **Sessions**.



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

SESSIONS (0)

[Create Session](#)

DETAILS 5

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

<p>Session Name*</p> <input type="text" value="SESSION NAME"/>	<p>Organization*</p> <input type="text" value="Add"/>
<p>Test & Form</p> <hr/> <p>Test Assigned*</p> <input type="text" value="Test"/>	<p>Scheduling</p> <hr/> <p>Scheduled Start Date*</p> <input type="text" value=""/> <input type="button" value="📅"/>
<p><input type="checkbox"/> Proctor Reads Aloud</p> <p>Form Group Type*</p> <input type="text" value="Add"/>	<p>Scheduled Start Time</p> <input type="text" value="01:00 AM"/> <input type="button" value="EDT ⌄"/>
<p>Use Custom TestNav Settings</p> <p>Precaching Computer*</p> <input type="text" value="Add"/>	<p>Session Room Number</p> <input type="text"/>

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

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 2023 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)

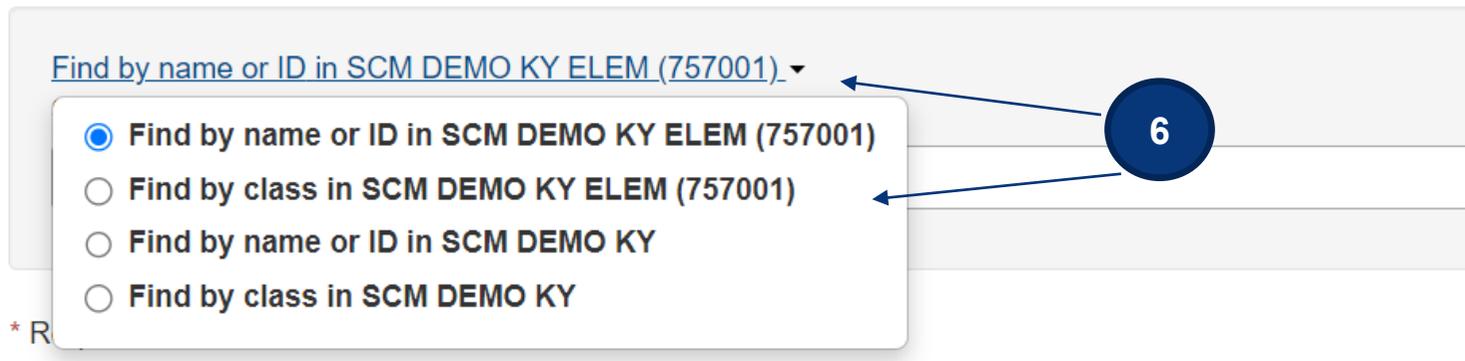
- D. Scheduled Start Date*, Time, and Lab location – Setting test session dates and times is only used to help you with planning. If the dates are not known, key in March 27, 2023 (opening of the test window). The system will not use those dates and times to limit when sessions can be started. Test sessions will be started after the session(s) are prepared and the Test Administrators click the **Start Session** button in PAN.
- E. Scheduled Start Time – This is not a required field.
- F. Session Room Number – Used by Caveon for security purposes.
- 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. 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 via the student data file from KDE. Students who were not included in that student data file will need to be located in PAN and registered manually, if a student is new to PAN, they will need to be added. Instructions for doing so can be found in the 2023 Kentucky Summative Assessments (KSA) and Quality of School Climate and Safety Survey Test Administration Manual posted on the [Kentucky Portal](#). If a student transfers into the district from another Kentucky district, the DAC or BAC will submit a Work Request to transfer the student. Instructions for doing so can be found in the 2023 Kentucky Summative Assessments (KSA) and Quality of School Climate and Safety Survey Test Administration Manual posted on the [Kentucky Portal](#).

Students can be added to test sessions as the 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 or Click on **Find by Class**. The class name you have created will appear, click on the Class to add students to the session. If adding a Class is used, create the class before creating a session.**

Note: Students must be added to sessions **before** the sessions are prepared.



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



** Instructions for different options of adding students to sessions will begin on pages 9 - 14.

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 on 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

Adding Students to Sessions (2 options)

1. After the session has been created, click **Exit Tasks**. You will be in the sessions screen and the session just created will be checked.

Kentucky > 2022 - 2023 > Spring 2023 Summative SAMPLE D3 HIGH (703003)

+ Add Task < Previous Task Next Task > Exit Tasks x

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

2. Click on **Go to Students in Sessions**. Click on the session name in the **Session List**.

The screenshot shows the 'Sessions' interface. At the top, there is a blue header with 'Sessions' and a link 'Go to Students in Sessions »'. Below this is a 'Tasks' section with '0 Selected' and a 'Start' button. A 'Find Sessions' section has a search bar. A 'Filters' section on the left includes 'Session Status', 'Organization', and 'Test'. A table with 4 results is shown, with the first row selected. A blue circle with the number '2' is positioned over the 'Go to Students in Sessions' link and the 'SCM G7 READING-RA' session name in the 'Session List'.

Session	Session Status	Scheduled St
<input type="checkbox"/> CANDI GR3 MATH	<input type="radio"/> Not Prepared	02/07/2023
<input type="checkbox"/> CANDI GR3 READ	<input type="radio"/> Not Prepared	01/31/2023
<input type="checkbox"/> CANDI GR6 RDG RA	<input type="radio"/> Not Prepared	02/09/2023
<input checked="" type="checkbox"/> SCM G7 READING-RA	<input type="radio"/> Not Prepared	02/16/2023

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

The screenshot shows the 'Students in Sessions' interface. At the top, there is a blue header with 'Students in Sessions' and a link 'Go to Sessions »'. Below this is a 'Tasks' section with '1 Selected' and a 'Start' button. A 'Select Tasks' dropdown menu is open, showing a list of tasks. A blue circle with the number '3' is positioned over the 'Start' button and the 'Add Students to Sessions' option in the dropdown menu.

- Student Test Statuses
 - Mark Student Tests Complete
 - Resume Student Tests
 - Undo Student Test Submissions
- Students
 - Add Students to Sessions

4. 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 x

Add Students to Sessions

Add Students to Sessions Add Reset

Session Find available students within SCM DEMO KY MIDDLE

SCM G7 READING (Grade 7 Reading) Student Last Name starts with Search

Student	Organization
Search or select a filter to view results.	

* Required

Add Reset

4

Show all results
This action clears the search and filters

5. At this screen, you can select 10, 25, 50 or 100 students at a time. Click the check box at the top to select all students on the screen.

Add Students to Sessions Add Reset

Session: SCM G7 READING (Grade 7 Reading) Find available students within SAMPLE D3 MIDDLE

Student Last Name or Pearson Student Id Number starts with Search

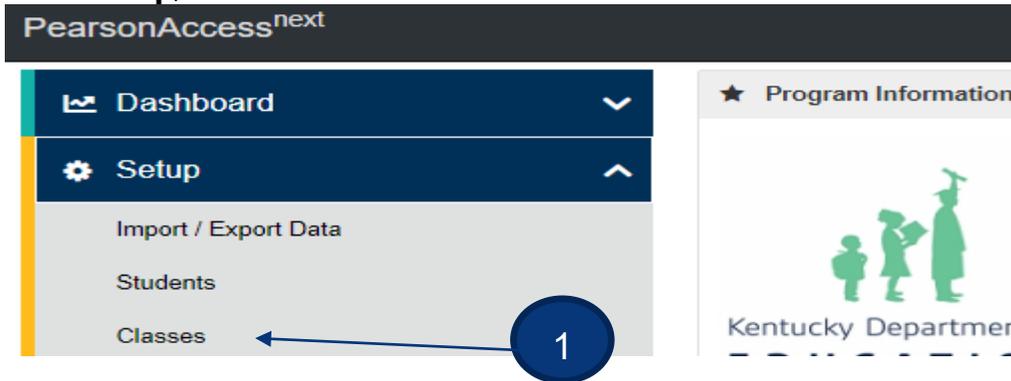
12 available students found Displaying 100

<input checked="" type="checkbox"/>	Student	Organization	Class
<input checked="" type="checkbox"/>	STUDENT, NEW (3674418202) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (4191691395) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (1943520832) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (3913191654) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (7756423110) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (8578479696) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (7970323333) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (0714278796) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (8740409788) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (7708674349) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (1679836473) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (0499301363) ⓘ	SAMPLE D3 MIDDLE (703002)	

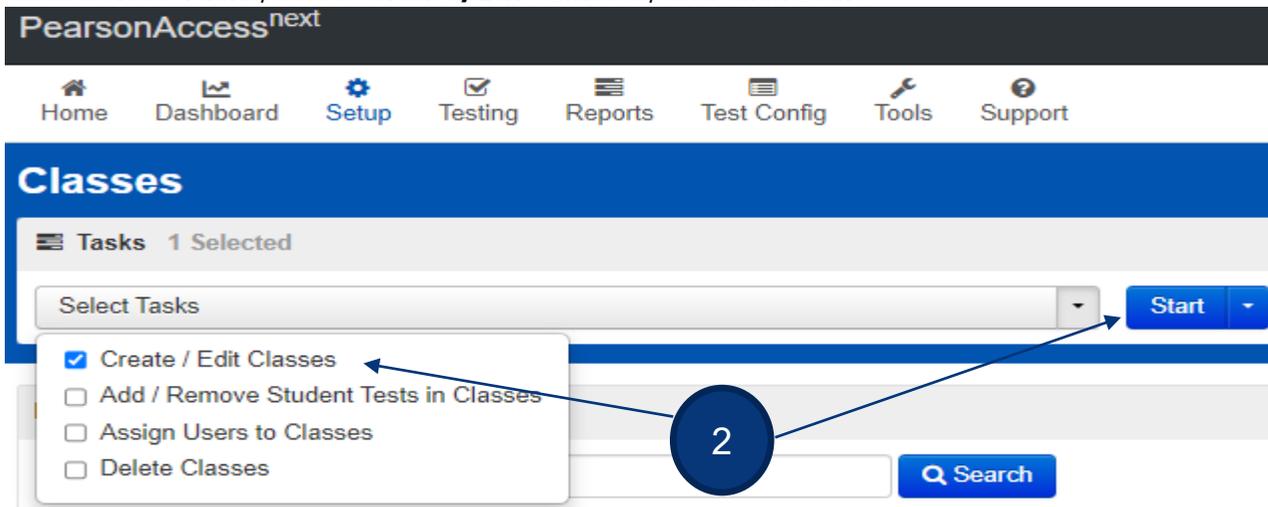


Another option is to create a “Class” and link multiple student tests. This makes it easier to locate multiple student tests and to add students to sessions for testing. Class names can be added to student records via an SRI (Student Registration Import). Specific instructions are provided in the Adding TTS, IEP/504 Calculator and Class to Student Records on the [KY Portal](#). The instructions below are how to create a “Class” on PAN individually.

1. From **Setup**, select **Classes**.



2. Click **Select Tasks**, select **Create/Edit Classes**, and click **Start**.



3. Type and select the details for the new class.

Tasks for Classes

Create / Edit Classes

CLASSES (0)

+ New Class

DETAILS

New Class

Organization*
SAMPLE D3 ELEMENT... x ▾

Name*
CANDI RDG GR 4

Description

* Required

Create Reset

4. Click **Create**.

Once the class is created it can be added at either step #6 on pages 6-7 or #5 on page 12.

Create Read Aloud Test Session and Add Students to Test Session

The screenshot displays the PearsonAccess^{next} user interface. At the top, the breadcrumb navigation shows 'Kentucky > 2022 - 2023 > Spring 2023 Summative'. The left sidebar contains a 'Testing' menu with a checkmark icon, which is expanded to show options: 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. A blue circle with the number '2' and an arrow points to the 'Sessions' option. The main content area is titled 'Program Information' and features the Kentucky Department of Education logo. A blue circle with the number '1' and an arrow points to the breadcrumb 'Spring 2023 Summative'. Below the logo, the text 'Kentucky Spring 2023 Summative' is displayed. At the bottom of the main content area, a footer note states: 'PearsonAccess^{next} is an online assessment management system for online and paper testing. With PearsonAccess^{next} authorized use'.

1. Verify the correct test administration is selected in the dropdown. Select **Spring 2023 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' button. The 'Sessions' section has a 'Sessions 0 Selected' status and a 'Clear' link. A 'Manage' button is also visible. A 'Find Sessions' section contains a search input field with the placeholder 'Name starts with' and a 'Search' button. Below this, there are 'Filters' and '2 Results' sections. A dropdown menu is open from the 'Start' button, showing the following options: 'All Tasks', 'Create / Edit Sessions', 'Precaching Test Content', 'Delete Sessions', and 'Add/Remove Students in Sessions'. Two blue circles with numbers '3' and '4' are overlaid on the image. Circle '3' points to the 'Start' 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**.

SESSIONS (1)

- + Create Session
- x CANDI GR3 MATH

DETAILS

5

New Session Create Reset

Session Name*

Organization*

Test & Form

Test Assigned*

Proctor Reads Aloud

Form Group Type*

Use Custom TestNav Settings

Precaching Computer*

Scheduling

Scheduled Start Date*

Scheduled Start Time EST

Session Room Number

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

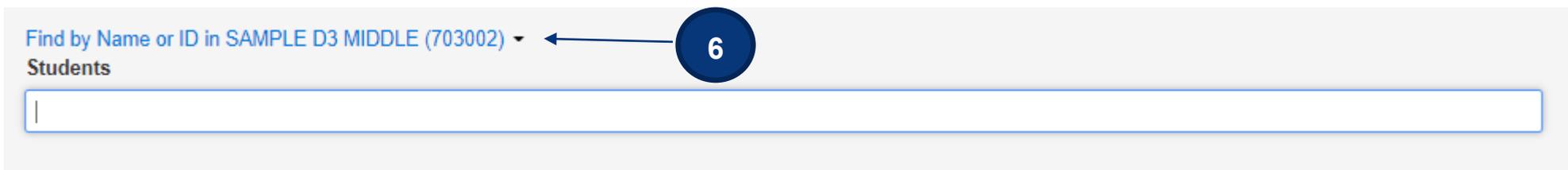
5. Enter test session details. When creating Read Aloud test sessions, enter all required fields indicated by a red asterisk*:
- A. Session name* – name of test session.
 - B. Organization* – school/campus where students will test.
 - C. Test Assigned* – If **Spring 2023 Summative (KSA)** is selected, 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. 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 27, 2023 (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 30.



6. Add Students to Test Session.

Note: Students must be added to sessions **before** the sessions are prepared.

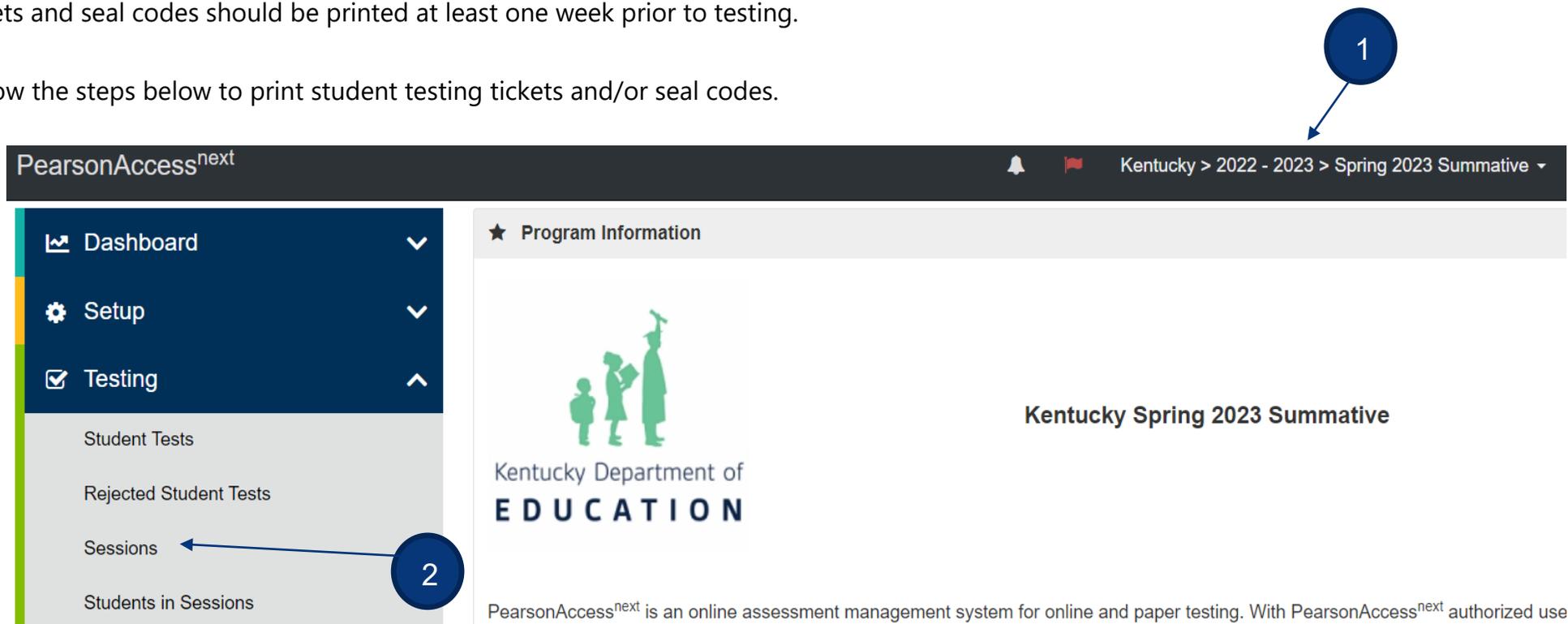


7. Select the **Create** button after entering required fields.

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 PearsonAccess^{next} web application interface. At the top, there is a dark header with the PearsonAccess^{next} logo on the left and a breadcrumb trail on the right: "Kentucky > 2022 - 2023 > Spring 2023 Summative". Below the header is a left-hand navigation menu with a dark blue background. The menu items are: "Dashboard" (with a chart icon and a dropdown arrow), "Setup" (with a gear icon and a dropdown arrow), "Testing" (with a checkmark icon and an up arrow), "Student Tests", "Rejected Student Tests", "Sessions" (with a left-pointing arrow and a blue circle containing the number "2"), and "Students in Sessions". The main content area has a light gray header with a star icon and the text "Program Information". Below this is a large white area with a green silhouette of three people (a child, a student, and a graduate) on the left. To the right of the silhouette, the text reads "Kentucky Spring 2023 Summative". Below the silhouette and text is the "Kentucky Department of EDUCATION" logo. At the bottom of the main content area, there is a line of text: "PearsonAccess^{next} is an online assessment management system for online and paper testing. With PearsonAccess^{next} authorized use". A blue circle containing the number "1" is positioned above the breadcrumb trail, with an arrow pointing to it. Another blue circle containing the number "2" is positioned to the right of the "Sessions" menu item, with an arrow pointing to it.

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**.

The screenshot shows the 'Students in Sessions' interface. At the top, there's a blue header with 'Students in Sessions' and a 'Go to Sessions' link. Below that, there are two main panels. The left panel is titled 'Session List' and contains a list with one item: 'SCM G7 READING'. A callout '6' points to this item. The right panel is titled 'SCM G7 READING' and has a 'Resources' dropdown menu. A callout '7' points to the 'Resources' dropdown. The dropdown menu is open, showing options like 'Seal Codes', 'Scheduled Sessions', 'Session Student Roster', 'Proctor Extended Time Code', and 'STUDENT TESTING TICKETS'. A callout '8' points to 'Seal Codes'. Under 'STUDENT TESTING TICKETS', there are two options: 'Print all for this session' and 'Print selected for this session'. A callout '9' points to both of these options.

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

- 1 Per Page ▾
- 1 Per Page
- Multiple Per Page
- Grid
- List

10

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 is different from a student testing ticket. KDE has indicated that **no more than 4 students** can be read to at a time 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 on the following pages to print student testing tickets, proctor Testing tickets, and/or seal codes.



- Dashboard ▾
- Setup ▾
- Testing ▾
 - Student Tests
 - Rejected Student Tests
 - Sessions ← 2
 - Students in Sessions

★ Program Information



Kentucky Department of
EDUCATION

Kentucky Spring 2023 Summative

PearsonAccess^{next} is an online assessment management system for online and paper testing. With PearsonAccess^{next} authorized use

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

5

Find Sessions

Name starts with Search 3

4

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

Session Status

Select one or more

Organization

Select one or more

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 0 Selected' and contains a 'Select Tasks' dropdown menu and a 'Start' button. The right section is titled 'Students in Sessions 0 Selected' and contains a 'Manage' button. Below these sections, there is a 'Session List' on the left and a session details view for 'SCM G7 READING-RA' on the right. The 'Session List' shows a single session 'SCM G7 READING-RA' with a 'Clear' button. The session details view shows the session name, a 'Ready' status, and a 'Resources' dropdown menu. The 'Resources' menu is open, showing options like 'Seal Codes', 'Proctor Testing Ticket', 'Scheduled Sessions', 'Session Student Roster', and 'STUDENT TESTING TICKETS'. There are also options to 'Print all for this session' and 'Print selected for this session'. 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**.

9. To print seal codes, select **Print all 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.

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

7630

1 Per Page
1 Per Page
Multiple Per Page
Grid
List



- 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 ×

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**.

12. Proctor Testing Ticket may be used multiple times as long as the Read Aloud session remains open, it will be invalid once the session is stopped. A suggestion would be to print the PROCTOR TESTING TICKET on a different color of paper to distinguish the difference from the Student Testing Tickets. It is imperative that students are not given a PROCTOR TESTING TICKET to use to log into a test.

PROCTOR TESTING TICKET

12

Session Name CANDI GR6 RDG RA
Test Grade 6 Reading

***** NOT TO BE USED BY THE STUDENT *****

IMPORTANT NOTE FOR TEST ADMINISTRATORS:

This Proctor Testing Ticket may ONLY be used by the test administrator to log into TestNav for the purpose of administering the read-aloud accommodation.

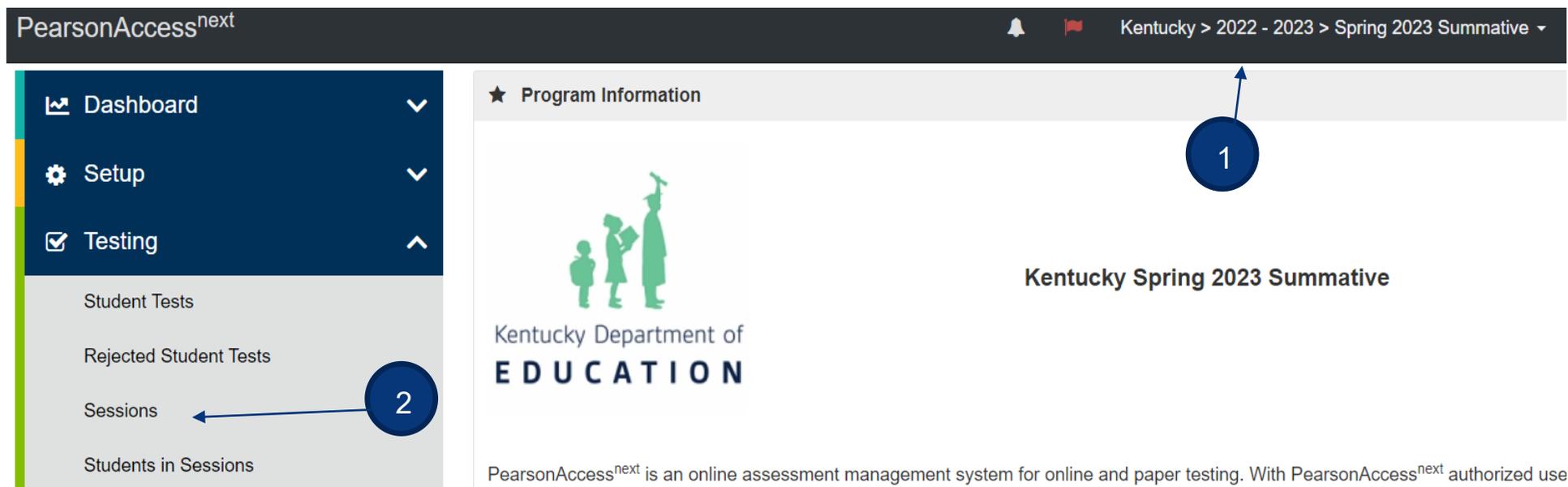
Select **Kentucky** in the application.

Username proctor693544
Password 456ECC

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. 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 PearsonAccess^{next} user interface. At the top, a dark navigation bar shows the logo and the current context: 'Kentucky > 2022 - 2023 > Spring 2023 Summative'. Below this is a 'Program Information' header. The main content area features the Kentucky Department of Education logo and the text 'Kentucky Spring 2023 Summative'. A blue circle with the number '1' and an arrow points to the 'Program Information' header. On the left, a dark sidebar contains a 'Testing' dropdown menu, which is expanded to show options: 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. A blue circle with the number '2' and an arrow points to the 'Sessions' option.

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

1 Sessions | [Clear](#)

SCM G7 READING Ignore Schedule Resources Details Edit

Not Prepared

[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)

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)	<input type="lock"/> Ready	Main	
<input checked="" type="checkbox"/>	0172951460	STUDENT	NEW		9376551908	<input type="radio"/> SCM G7 READING (Grade 7 Reading)	<input type="lock"/> Ready	Main	
<input checked="" type="checkbox"/>	3732970401	STUDENT	NEW		4856718360	<input type="radio"/> SCM G7 READING (Grade 7 Reading)	<input type="lock"/> 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*, no Form number is assigned, and the student tests are locked).

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 Clear Hide

Organization

Select one or more

Pearson Student Id Number

Starts with

State Student Identification Number (SSID)

Starts with

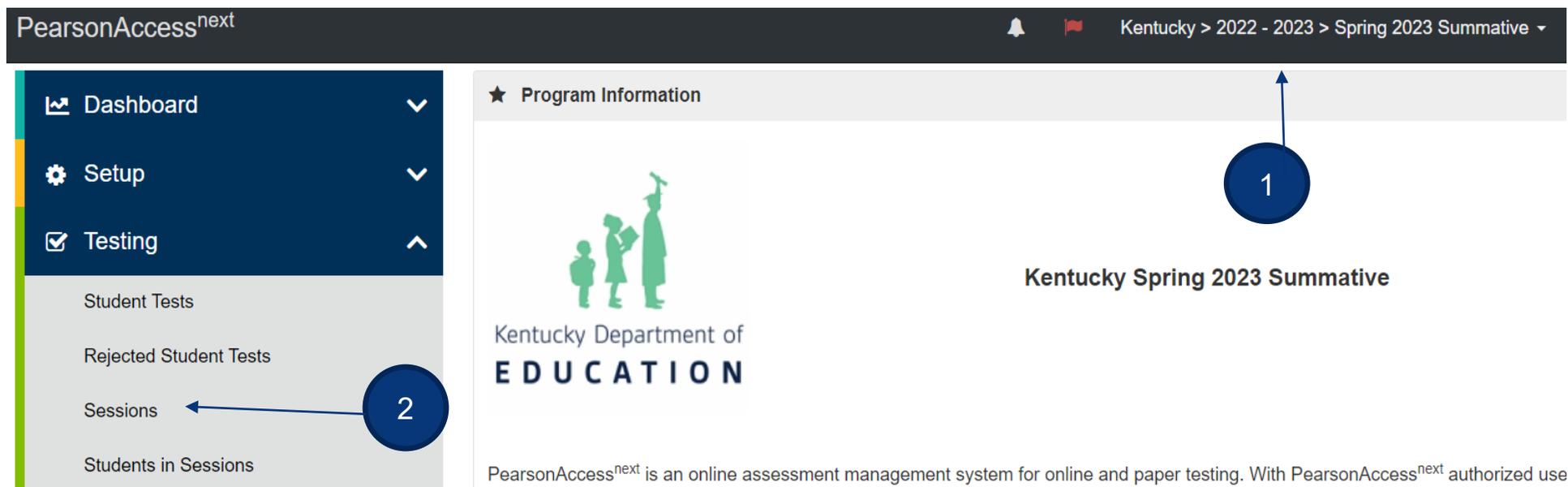
25 Results Displaying 25 Manage Columns

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 PearsonAccess^{next} web application interface. At the top, the breadcrumb navigation shows 'Kentucky > 2022 - 2023 > Spring 2023 Summative'. The left sidebar contains a 'Testing' dropdown menu with options: 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. A blue circle with the number '2' and an arrow points to the 'Sessions' option. The main content area shows 'Program Information' for 'Kentucky Spring 2023 Summative' with the Kentucky Department of Education logo. A blue circle with the number '1' and an arrow points to the 'Program Information' header.

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

The screenshot shows the 'Sessions' management page. At the top, there are two navigation bars: 'Tasks 0 Selected' and 'Sessions 1 Selected Clear'. Below these are dropdown menus for 'Select Tasks' and 'Manage'. A 'Find Sessions' section includes a search input field and a 'Search' button. On the left, there are filter sections for 'Session Status' and 'Organization'. A table displays two results, with the second row, 'SCM G7 READING', selected. A 'Start' button is visible in the top navigation bar.

Numbered callouts indicate the following steps:

- 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**.

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**.

The screenshot shows the 'Session List' and 'SCM G7 READING' session details. The 'Session List' shows 'SCM G7 READING' selected. The 'SCM G7 READING' details view shows the session status as 'Ready' and a green 'Start Session' button. A 'Refresh' button is also present. A 'Start Session' button is highlighted with a numbered callout 6.

Numbered callout 6 indicates the following step:

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

Students will log in with their student 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



**2023 Kentucky Summative Assessments (KSA) Grades 3-8, 10 and 11
Important Dates**

User	Action	Begin Date
Pearson	Load student data into PearsonAccess™	Prior to March 27
	PearsonAccess™ live and training sites available	March 27
	Post Test Administration Manual	January 2023
DAC	DAC available to create user account	PAN available at all times.
	Create Test Sessions	March 27 – June 2
	Enter Orders for Accommodated Test Materials Additional Order window closes for Ordering Return Materials	March 27 – May 31 March 27 – June 9
	Prepare Sessions	One to two weeks before testing begins
	Print Testing Tickets	One to two weeks before testing
	Start and monitor sessions	March 27 – June 2
BAC	Create user accounts (Online Test Administrators)	After DAC has created BAC account
	Create Test Sessions	March 27 – June 2
	Prepare Sessions	One to two weeks before testing begins
	Print Testing Tickets	One to two weeks before testing begins
	Start and monitor test sessions	March 27 – June 2
Technology Staff	Prepare online testing environment	Can begin March 27
	Proctor Cache (districts may use at their own discretion)	One to two weeks prior to testing begins
	Configure TestNav 8 in PearsonAccess™	Before test sessions are created
	Precache test content (districts may use at their own discretion)	One to two weeks prior to testing begins
Test Administrators	Review Test Administration Manual	Before testing begins
	Start and monitor test sessions	March 27 – June 2
Students	Practice Tests and TestNav 8 tutorials	Before testing begins
	Take assessment	March 27 – June 2