



Pearson

Kentucky Assessments – Creating Test Sessions

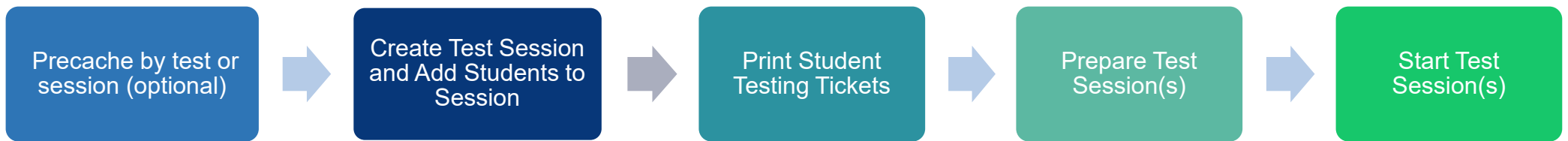
Spring 2024 Kentucky Summative Assessments (KSA)

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 2024 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 may be student records that need Text to Speech (TTS) or the IEP/504 Calculator added, these must be added to a student record before the student is added to a session, and the session is prepared.**

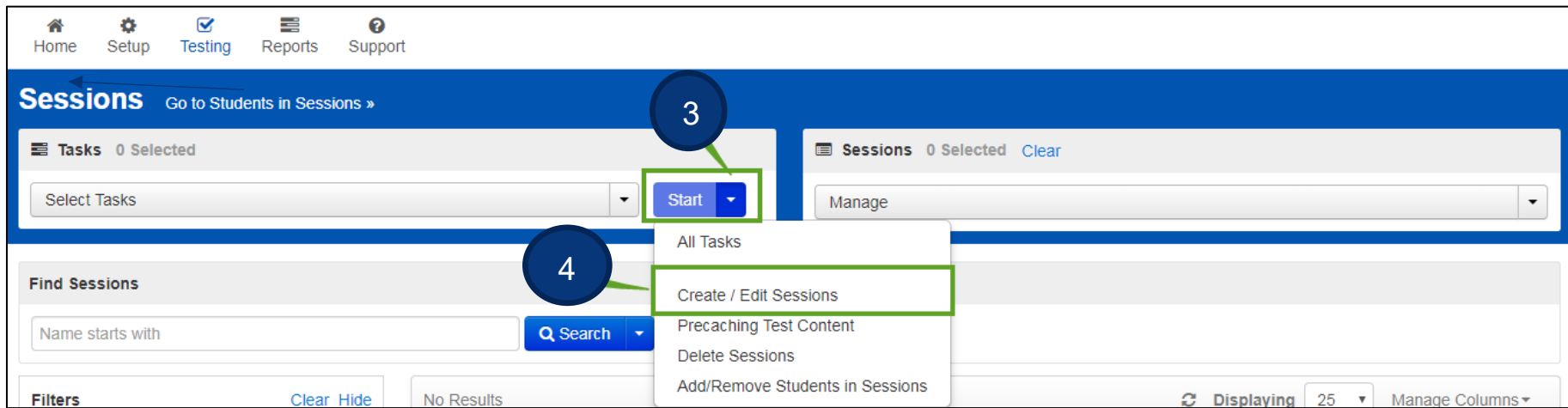
Create Test Session and Add Students to Test Session

(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} web application interface. On the left is a dark blue navigation sidebar with the following items: Dashboard, Setup, Testing (highlighted with a checkmark), Student Tests, Rejected Student Tests, Sessions, Students in Sessions, Reports, Test Config, Tools, and Support. The main content area is titled "Program Information" and shows "Kentucky Spring 2024 Summative" with the Kentucky Department of Education logo. A breadcrumb trail at the top right reads "Kentucky > 2023 - 2024 > Spring 2024 Summative". Two blue circles with white numbers are overlaid on the image: circle "1" points to the breadcrumb trail, and circle "2" points to the "Sessions" option in the navigation menu.

1. Verify the correct test administration is selected in the dropdown. Select **Spring 2024 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](#)

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

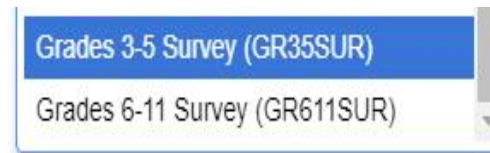
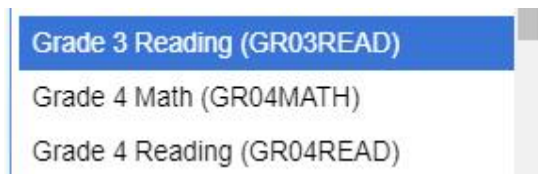
Scheduled Start Date*

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 2024 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.



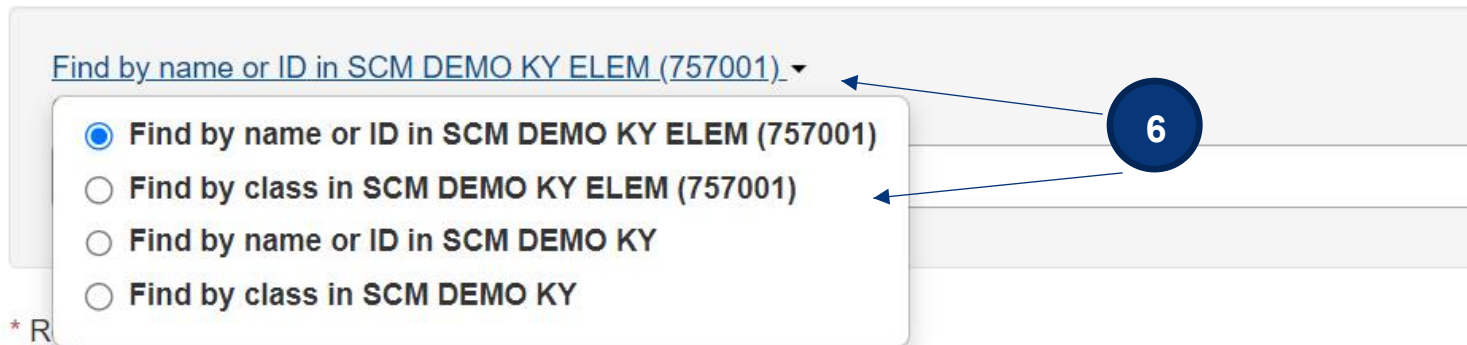
- D. Scheduled Start Date*, Time, and Lab location – Setting test session dates and times is only used to help you with planning. If the dates are not known, key in March 25, 2024 (opening of the test window). The system will not use those dates and times to limit when sessions can be started. Test sessions 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 2024 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 2024 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)

[+ Create Session](#)

SCM G7 READING

DETAILS

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

Use Custom TestNav Settings

Precaching Computer*

Add

Session Room Number

CAFETERIA

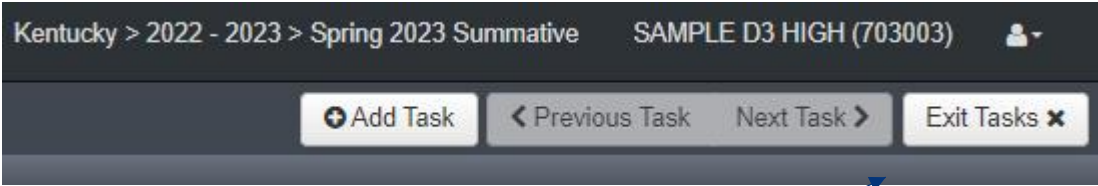
A pre-caching computer is required when there is one or more available.

[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.



The screenshot shows a dark header bar with the breadcrumb 'Kentucky > 2022 - 2023 > Spring 2023 Summative' and the task name 'SAMPLE D3 HIGH (703003)'. Below the header is a navigation bar with buttons: '+ Add Task', '< Previous Task', 'Next Task >', and 'Exit Tasks ✕'. A blue circle with the number '1' is placed over the 'Exit Tasks' button, with an arrow pointing to the search input field in the 'Find Sessions' section below.

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 two side-by-side views of the interface. On the left is the 'Sessions' page with a blue header and a 'Go to Students in Sessions »' link. Below the header is a 'Tasks' section with '0 Selected' and a 'Start' button. A 'Find Sessions' section contains a search box. A 'Filters' section on the left has dropdowns for 'Session Status', 'Organization', and 'Test'. A table with 4 results is shown, with the first row selected. On the right is the 'Students in Sessions' page, also with a blue header and 'Go to Sessions »' link. It has a 'Tasks' section with '0 Selected' and a 'Start' button. Below is a 'Session List' with a table containing one row: 'SCM G7 READING-RA'. A blue circle with the number '2' is positioned between the two screenshots, with arrows pointing to the 'Go to Students in Sessions »' link on the left and the 'SCM G7 READING-RA' session name on the right.

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' page. The header is blue with 'Go to Sessions »'. Below is a 'Tasks' section with '1 Selected' and a 'Start' button. A 'Select Tasks' dropdown menu is open, showing a list of tasks. The 'Add Students to Sessions' option is checked. A blue circle with the number '3' is positioned above the 'Start' button, with arrows pointing to the 'Select Tasks' dropdown and the 'Start' button.

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 < Previous Task Next Task > Exit Tasks

Add Students to Sessions

Add Students to Sessions

Session Find available students within SCM DEMO KY MIDDLE

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

Show all results
This action clears the search and filters

Student Organization

Search or select a filter to view results.

* Required

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

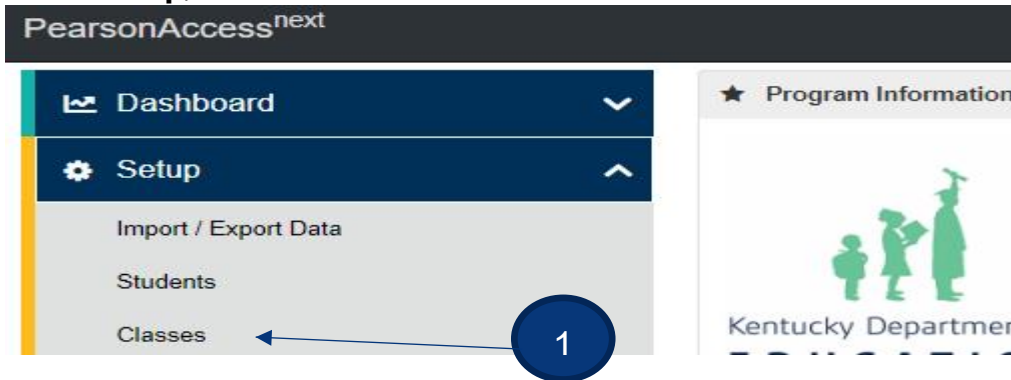
Student Last Name or Pearson Student Id Number starts with Search

12 available students found Displaying 100

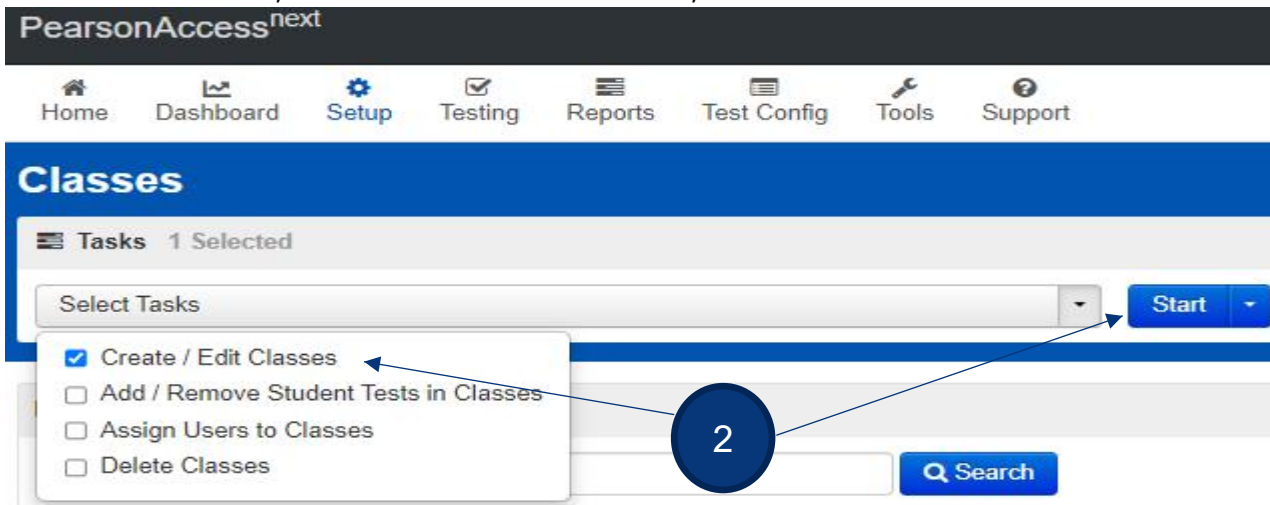
<input checked="" type="checkbox"/>	Student	Organization	Class
<input checked="" type="checkbox"/>	STUDENT, NEW (3674418202) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (4191691395) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (1943520832) ⓘ	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 in and select the details for the new class.

The screenshot shows a web interface titled "Tasks for Classes" with a sub-tab "Create / Edit Classes". Below this, there are two main sections: "CLASSES (0)" and "DETAILS".

In the "CLASSES (0)" section, there is a blue button with a plus sign and the text "New Class".

The "DETAILS" section contains the following fields:

- Organization***: A dropdown menu with the selected value "SAMPLE D3 ELEMENT..." and a close button (x).
- Name***: A text input field containing "CANDI RDG GR 4".
- Description**: An empty text input field.

Below the fields, there is a legend: "* Required". At the bottom of the "DETAILS" section, there are two buttons: "Create" (highlighted in blue) and "Reset".

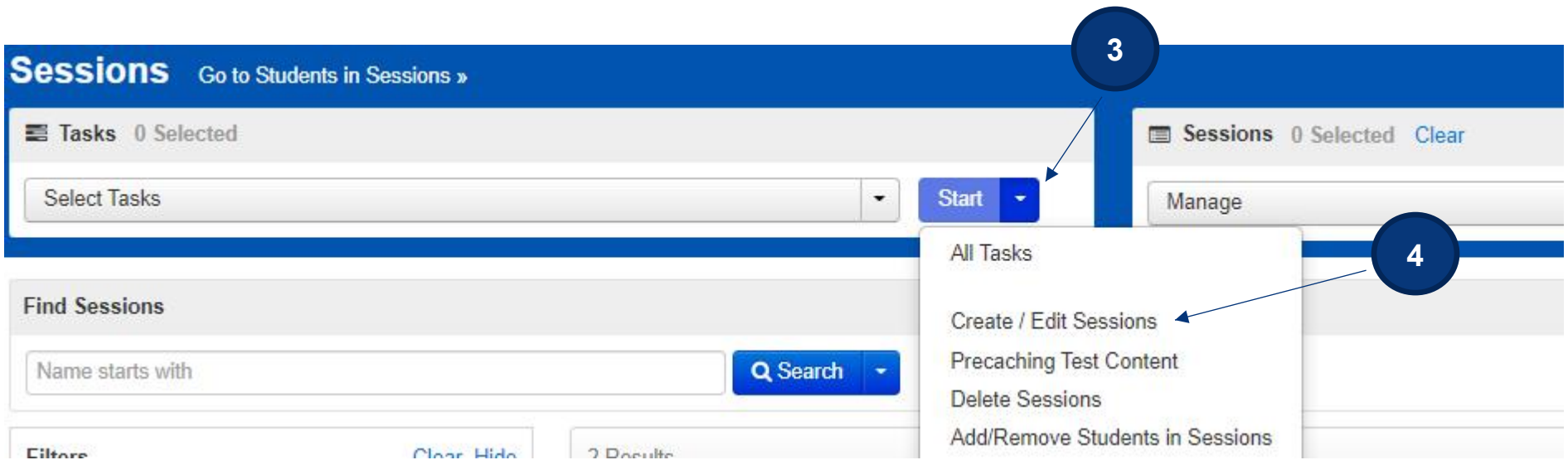
4. Click **Create**.

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} web application interface. The top navigation bar shows the breadcrumb path: Kentucky > 2023 - 2024 > Spring 2024 Summative. The left sidebar contains a menu with the following items: Dashboard, Setup, Testing (highlighted), Student Tests, Rejected Student Tests, Sessions, Students in Sessions, Reports, Test Config, Tools, and Support. The main content area is titled 'Program Information' and features the Kentucky Department of Education logo and the text 'Kentucky Spring 2024 Summative'. A blue circle with the number '1' is positioned over the breadcrumb path, and another blue circle with the number '2' is positioned over the 'Sessions' menu item. A blue arrow points from the 'Sessions' menu item to the 'Sessions' option in the main content area.

1. Verify the correct test administration is selected in the dropdown. Select **Spring 2024 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 (1)

- + Create Session
- x CANDI GR3 MATH

DETAILS

5

New Session Create Reset

Session Name*
CANDI GR5 MATH RA

Organization*
SCM DEMO KY ELEM (... x v)

Test & Form

Test Assigned*
Grade 5 Mathematics x v

Proctor Reads Aloud

Form Group Type*
Read Aloud x v

Use Custom TestNav Settings

Precaching Computer*
Add v

Scheduling

Scheduled Start Date*
04/17/2023

Scheduled Start Time
01:00 AM EST

Session Room Number

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

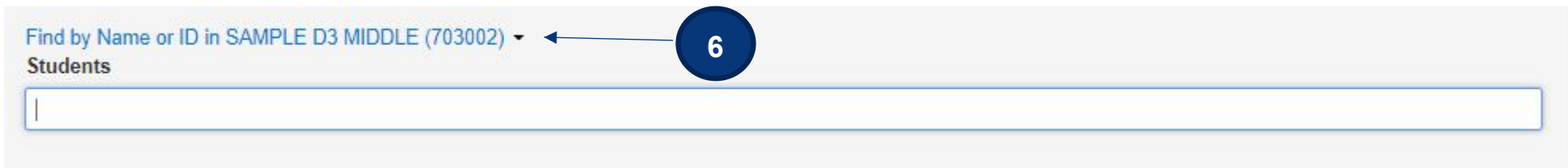
5. Enter test session details. When creating Read Aloud test sessions, enter all required fields indicated by a red asterisk*:
- A. Session name* – name of test session.
 - B. Organization* – school/campus where students will test.
 - C. Test Assigned* – If **Spring 2024 Summative (KSA)** is selected, 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, 2024 (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.

* There are three new warning screens for the Proctor Testing ticket. These will be shown in the following section, pages 32-34.

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 displays the PearsonAccess^{next} web application interface. The top navigation bar shows the current context: 'Kentucky > 2023 - 2024 > Spring 2024 Summative'. The left-hand navigation menu is expanded to the 'Testing' section, which includes options for 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. The 'Sessions' option is highlighted with a blue circle and the number '2'. The main content area displays 'Program Information' for the 'Kentucky Spring 2024 Summative' test, featuring the Kentucky Department of Education logo and a brief description of the system. A blue circle with the number '1' is positioned over the top right of the main content area, with an arrow pointing to the breadcrumb navigation.

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](#)

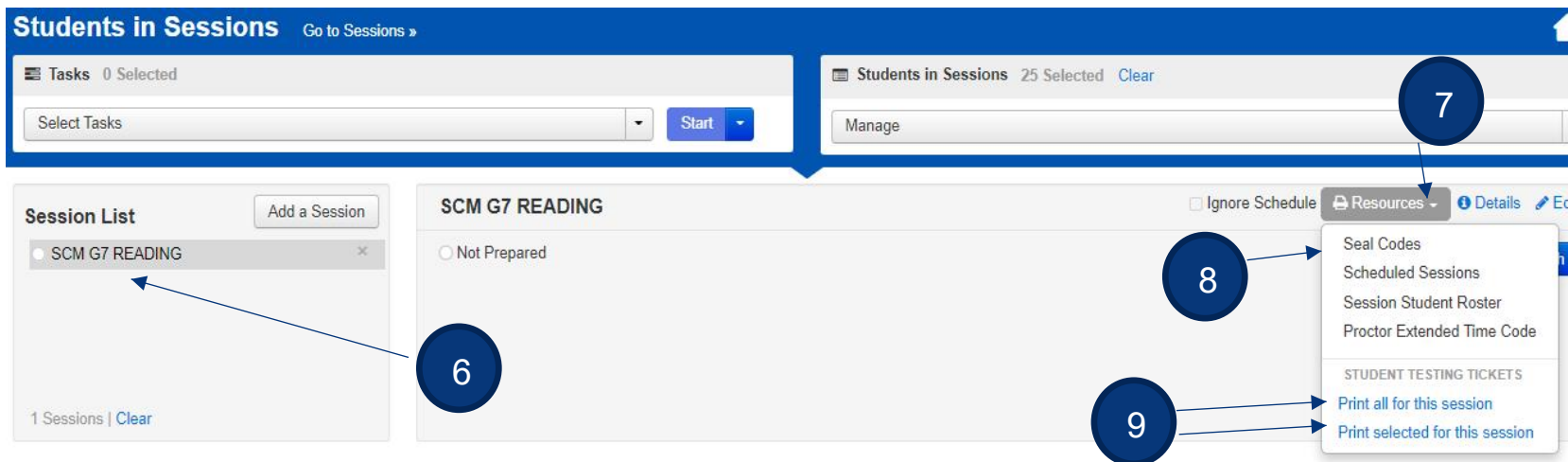
Session Status

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 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.

The screenshot displays the PearsonAccessnext web application interface. At the top left, the logo 'PearsonAccessnext' is visible. The top right corner shows the breadcrumb navigation: 'Kentucky > 2023 - 2024 > Spring 2024 Summative'. On the left side, there is a dark blue navigation menu with the following items: 'Dashboard', 'Setup', 'Testing' (which is expanded to show 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'), 'Reports', 'Test Config', 'Tools', and 'Support'. A blue circle with the number '2' is positioned over the 'Testing' menu item, with an arrow pointing to the 'Sessions' option. The main content area is titled 'Program Information' and features the Kentucky Department of Education logo and the text 'Kentucky Spring 2024 Summative'. A blue circle with the number '1' is positioned over the top right of the main content area, with an arrow pointing to the breadcrumb navigation. Below the logo, there is a paragraph of text describing the system: 'PearsonAccessnext is an online assessment management system for online and paper testing. With PearsonAccessnext authorized users can perform all test administration duties, from ordering ac materials, creating student test session, adding student to sessions, and view current and previous years' student test results.'

1. Verify the correct test administration is selected in the dropdown.
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 'Sessions' and a link 'Go to Students in Sessions >'. Below the header, there are two panels: 'Tasks 0 Selected' on the left and 'Sessions 1 Selected Clear' on the right. The 'Tasks' panel has a 'Select Tasks' dropdown and a 'Start' button. The 'Sessions' panel has a 'Manage' button. Below these panels is a 'Find Sessions' section with a search input field labeled 'Name starts with' and a 'Search' button. To the left of the search results is a 'Filters' sidebar with sections for 'Session Status', 'Organization', and 'Test'. The search results show '3 Results' in a table with columns: Session, Session Status, Scheduled Start Date, Test, and # Students. Three rows are listed: 'GR6 RDG', 'SCM G7 READING', and 'SCM G7 READING-RA'. The 'SCM G7 READING-RA' row has a checked checkbox in the first column. Three blue circles with white numbers (3, 4, 5) and arrows point to the 'Search' button, the checkbox for 'SCM G7 READING-RA', and the 'Go to Students in Sessions >' link, respectively.

5 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

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 Clear' 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 '1 Sessions | Clear' link below it. The session details view shows the session name 'SCM G7 READING-RA' and a 'Ready' status. A 'Resources' dropdown menu is open, showing options like 'Seal Codes', 'Proctor Testing Ticket', 'Scheduled Sessions', 'Session Student Roster', and 'STUDENT TESTING TICKETS'. Below the session details, there is a 'Find Students' section with a search input and a 'Search' button. Numbered callouts (6, 7, 8, 9) point to the following elements: 6 points to the 'SCM G7 READING-RA' session in the 'Session List'; 7 points to the 'Manage' button; 8 points to the 'Seal Codes' option in the 'Resources' dropdown; and 9 points to the 'Print all for this session' and 'Print selected for this session' options in the 'Resources' dropdown.

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:
- On the student testing ticket.
 - 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

11 →

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 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:

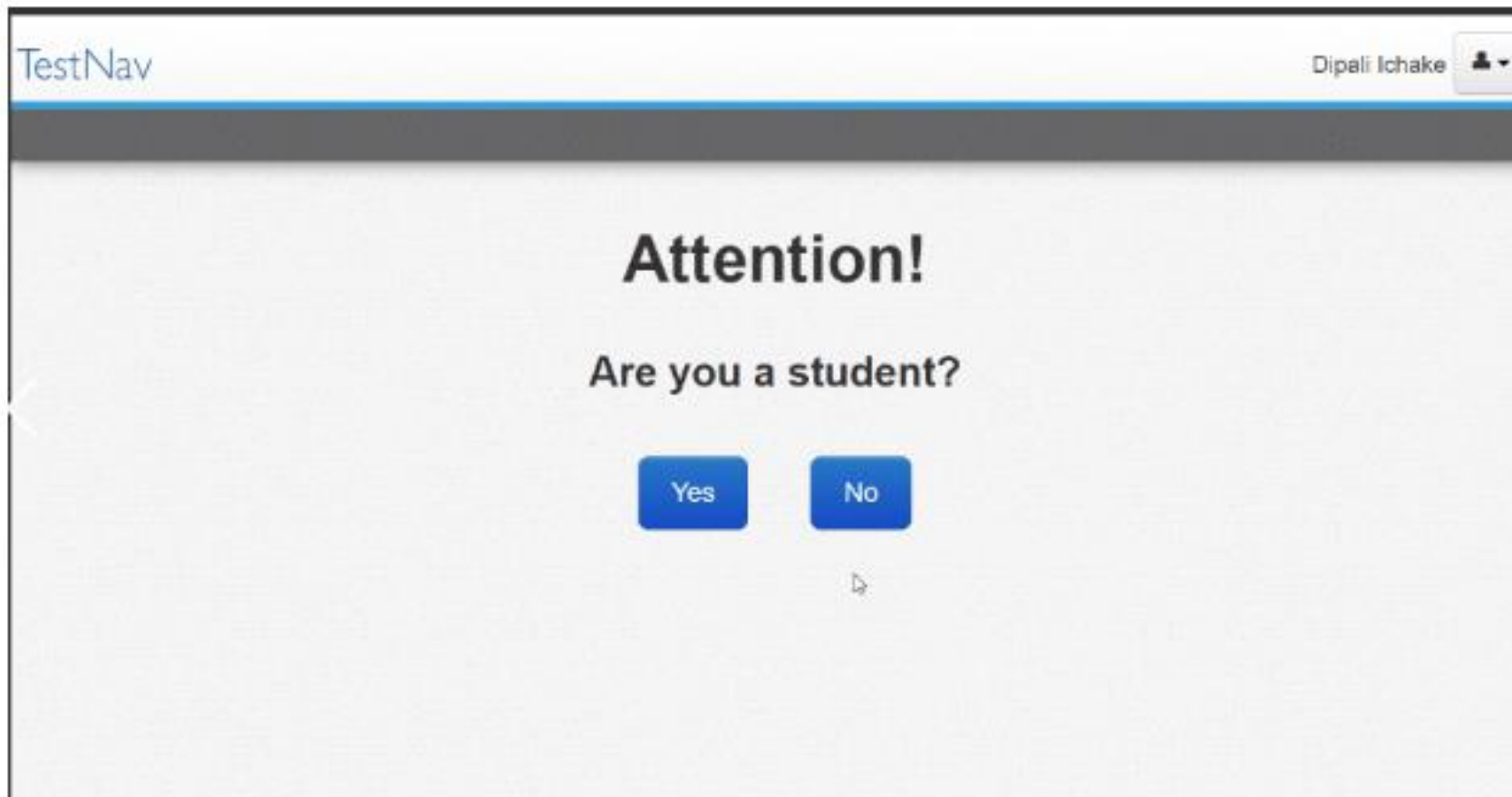
This Proctor Testing Ticket may ONLY be used by the test administrator to log into TestNav for the purpose of administering the read-aloud accommodation.

Select **Kentucky** in the application.

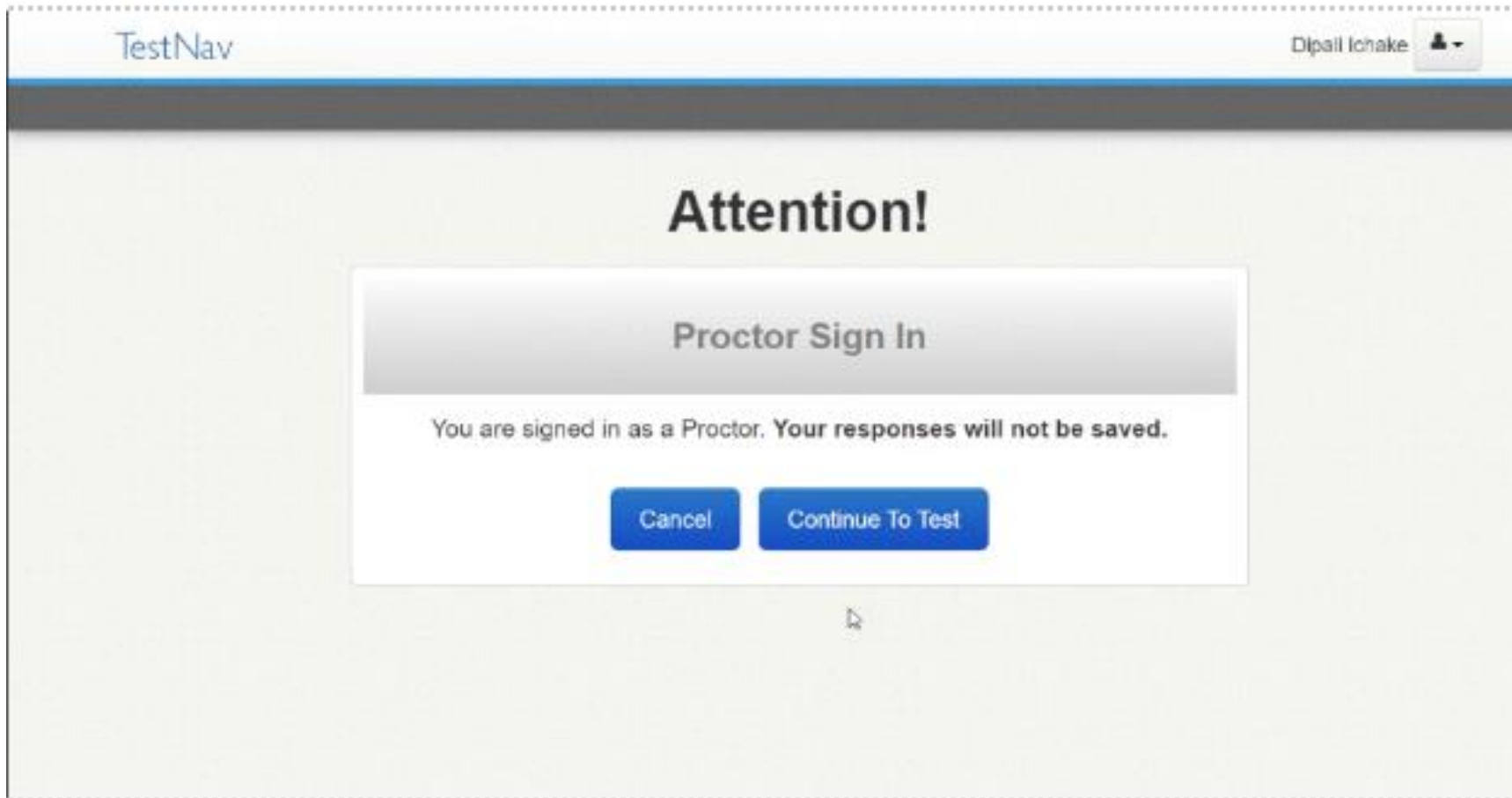
Username proctor693544
Password 456ECC

The Proctor Testing ticket will look the same as last year (2023), but there will now be three warning screens when logging in using a Proctor Testing ticket. Those screen shots are on the next three pages.

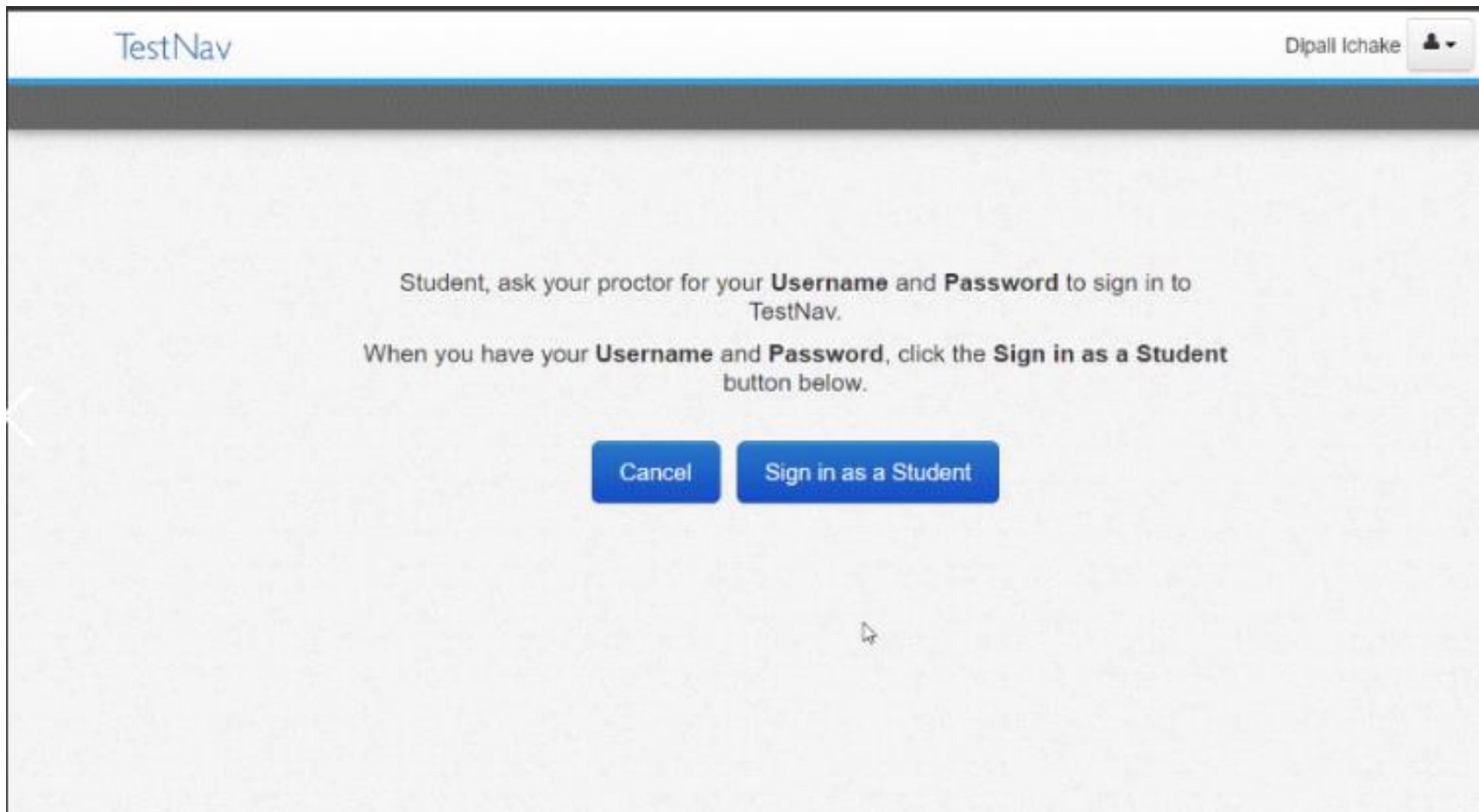
Prompts appear when a user is signed in with a Proctor Testing ticket to ensure that students do not unintentionally attempt to test and lose their answers. The prompt below appears when a user signs in with a Proctor Testing ticket.



If the proctor selects **No**, TestNav displays the prompt below to confirm before continuing to the test.



If a student selected **Yes** on the first prompt, indicating that they are a student, TestNav displays the prompt below. Students should select **Sign in as a Student** once they have their username and password.



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 PearsonAccessNext web application interface. The top navigation bar shows the user is logged in as 'Kentucky > 2023 - 2024 > Spring 2024 Summative'. The left sidebar contains a navigation menu with the following items: Dashboard, Setup, Testing (selected), Student Tests, Rejected Student Tests, Sessions, Students in Sessions, Reports, Test Config, Tools, and Support. The 'Testing' dropdown is expanded, and the 'Sessions' option is highlighted. A blue circle with the number '1' is positioned over the 'Sessions' option, with an arrow pointing to it. Another blue circle with the number '2' is positioned over the 'Sessions' option in the sidebar, with an arrow pointing to it. The main content area displays 'Program Information' for 'Kentucky Spring 2024 Summative' and includes the Kentucky Department of Education logo and a brief description of the PearsonAccessNext system.

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	○ SCM G7 READING (Grade 7 Reading)	Ready	Main	
<input checked="" type="checkbox"/>	0172951460	STUDENT	NEW		9376551908	○ SCM G7 READING (Grade 7 Reading)	Ready	Main	
<input checked="" type="checkbox"/>	3732970401	STUDENT	NEW		4856718360	○ 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*, 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

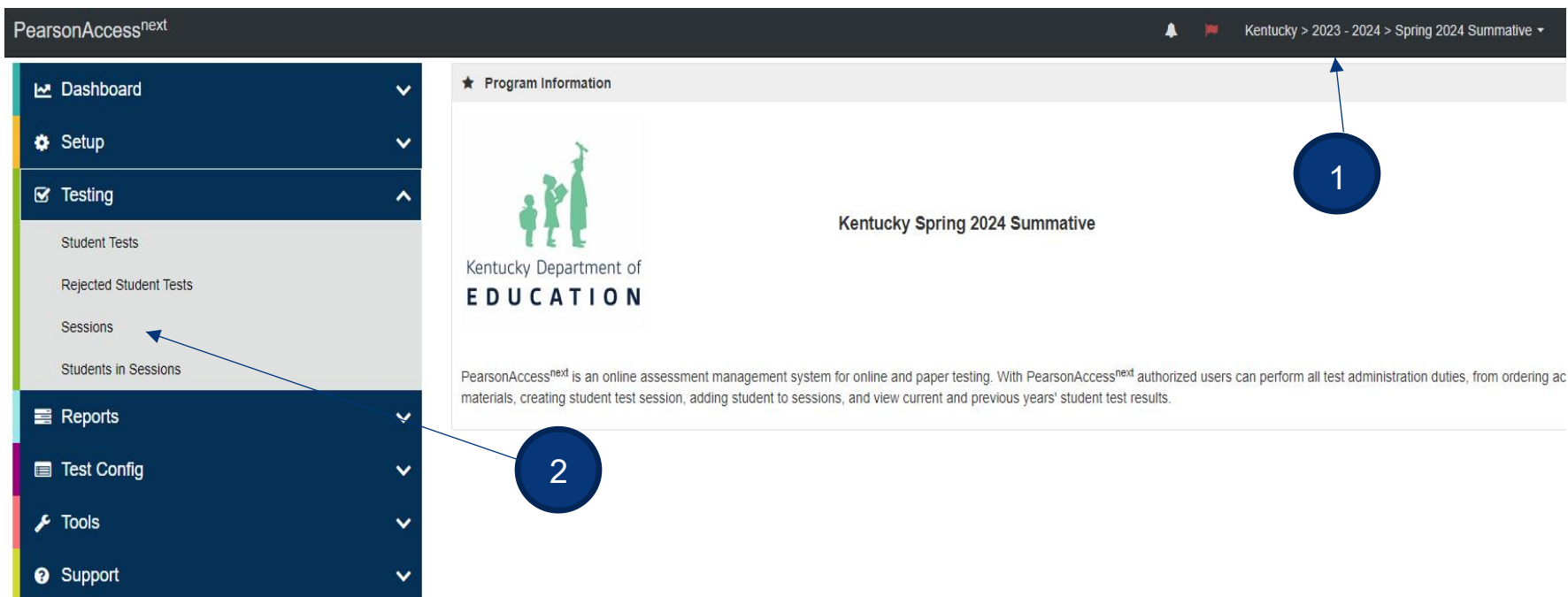
25 Results Displaying 25 Manage Columns

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.



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 Q Search

Filters Clear Hide

Session Status Select one or more

Organization Select one or more

2 Results Displaying 25 Manage Columns

<input type="checkbox"/>	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 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.
- [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.



2024 Kentucky Summative Assessments (KSA) Grades 3-8, 10 and 11 Important Dates

User	Action	Begin Date
Pearson	Load student data into PearsonAccess ^{next}	Prior to March 25
	PearsonAccess ^{next} live and training sites available	March 25
	Post Test Administration Manual	January 2024
DAC	DAC available to create user account	PAN available at all times.
	Create Test Sessions	March 25 – May 31
	Additional Order window for Accommodated Test Materials	March 25 – May 29
	Additional Order window for Return Materials	March 25 – June 2
	Prepare Sessions	One to two weeks before testing begins
	Print Testing Tickets	One to two weeks before testing
BAC	Start and monitor sessions	March 25 – May 31
	Create user accounts (Online Test Administrators)	After DAC has created BAC account
	Create Test Sessions	March 25 – May 31
	Prepare Sessions	One to two weeks before testing begins
	Print Testing Tickets	One to two weeks before testing begins
Technology Staff	Start and monitor test sessions	March 25 – May 31
	Prepare online testing environment	Can begin March 25
	Proctor Cache (districts may use at their own discretion)	One to two weeks prior to testing begins
	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 begins
Test Administrators	Review Test Administration Manual	Before testing begins
	Start and monitor test sessions	March 25 – May 31
Students	Practice Tests and TestNav 8 tutorials	Before testing begins
	Take assessment	March 25 – May 31