



Pearson

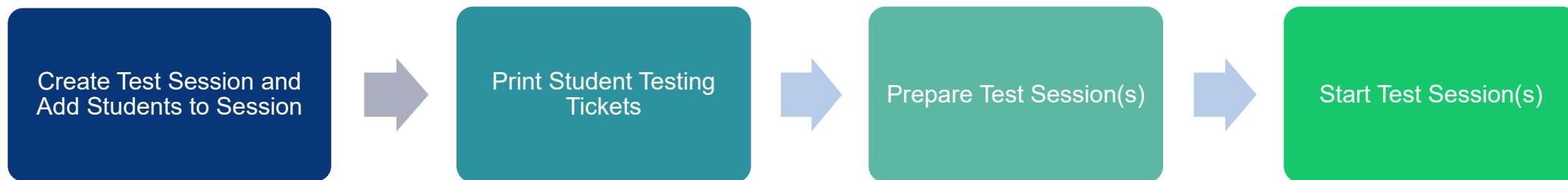
# Kentucky Assessments – Creating Test Sessions

## Introduction

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

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

When creating and managing test sessions, remember to always verify that the correct test administration is selected in PAN.



### 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 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.**

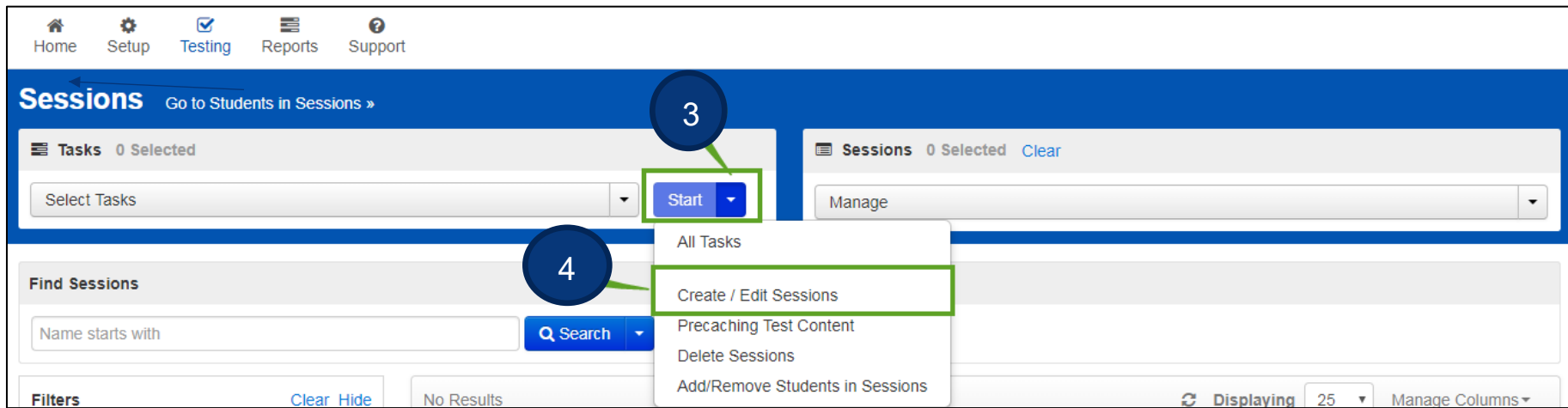
## Create Test Session and Add Students to Test Session

(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. See the following sample screen.

The screenshot displays the PearsonAccess<sup>next</sup> web application interface. The top navigation bar includes the logo, a notification bell, a flag icon, and the breadcrumb path: Kentucky > 2023 - 2024 > Spring 2024 Summative. The left sidebar contains a menu with the following items: Dashboard, Setup, Testing (checked), 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 a blue circle with the number '2' is positioned over the 'Sessions' menu item. Arrows point from these circles to their respective elements in the interface.

1. Verify the correct test administration is selected in the dropdown.
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<sup>\*</sup>:
  - A. Session name<sup>\*</sup> – name of test session.
  - B. Organization<sup>\*</sup> – school/campus where students will test.
  - C. Test Assigned<sup>\*</sup> – 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)

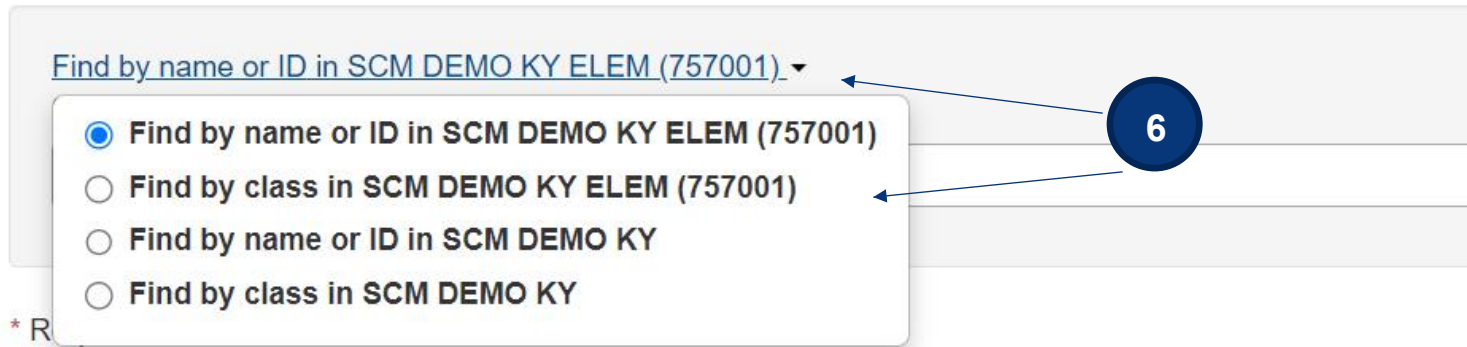
- D. Scheduled Start Date\*, Time, and Lab location – Setting test session dates and times is only used to help you with planning. If the dates are not known, key in the state opening of the Spring administration window. The system will not use those dates and times to limit when sessions can be started.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

#### 6. Add Students to Test Session

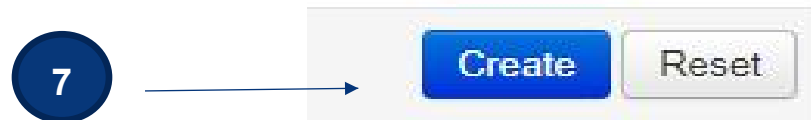
Students must be registered and assigned to the correct test before they can be added to a test session. Students were registered and assigned to their tests via the student data file from KDE. Students who were not included in that student data file will need to be located in PAN and registered manually. If a student is new to PAN, they will need to be added. Instructions for doing so can be found in the Kentucky Summative Assessments (KSA) and Quality of School Climate and Safety Survey Test Administration Manual (TAM) 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 TAM as well.

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

Session Status

Not Prepared

Test & Form

Test

Grade 7 Reading

Proctor Reads Aloud

Password\*

2C657F

Form Group Type\*

Main x ▾

[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

Organization

SCM DEMO KY MIDDLE (757002)

Actual Start Date

Session has not been started

Scheduling

Scheduled Start Date\*

03/28/2022

Scheduled Start Time

01:00 AM EDT

Session Room Number

CAFETERIA



## 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)

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 left screenshot shows the 'Sessions' page with a 'Go to Students in Sessions' link highlighted by a blue arrow. The right screenshot shows the 'Students in Sessions' page with a 'Session List' containing 'SCM G7 READING-RA' highlighted by a blue arrow. A blue circle with the number '2' is positioned between the two screenshots, with arrows pointing to the highlighted elements.

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. The 'Tasks' section shows '1 Selected'. A dropdown menu is open under 'Select Tasks', with 'Add Students to Sessions' 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<sup>next</sup> 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 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

Add Reset

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

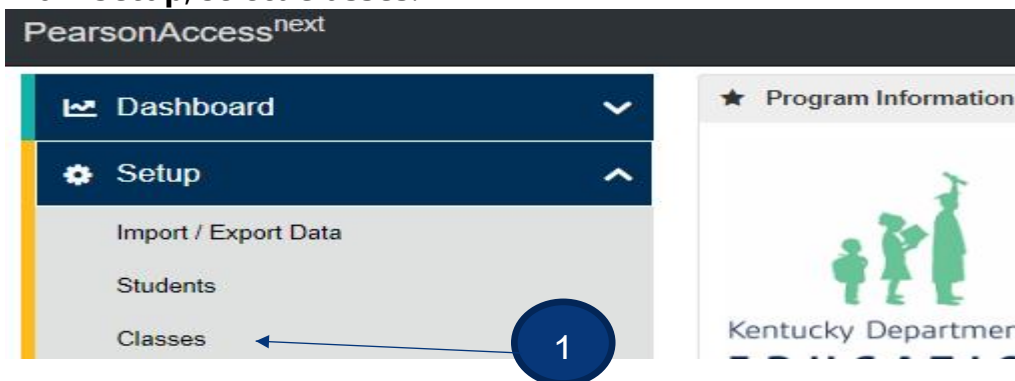
Student Last Name or Pearson Student Id Number starts with Search

12 available students found Displaying 100

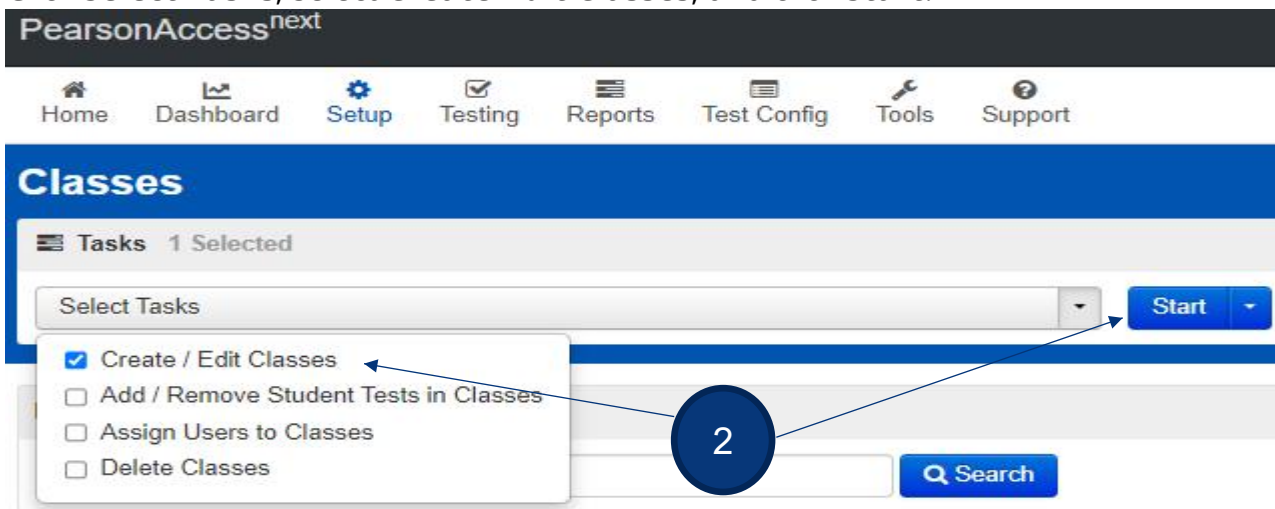
<input checked="" type="checkbox"/>	Student	Organization	Class
<input checked="" type="checkbox"/>	STUDENT, NEW (3674418202) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (4191691395) ⓘ	SAMPLE D3 MIDDLE (703002)	
<input checked="" type="checkbox"/>	STUDENT, NEW (1943520832) ⓘ	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” in 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 icon and the text "New Class".

In the "DETAILS" section, the form is titled "New Class" and contains the following fields:

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

Below the form fields, there is a legend indicating "\* Required". At the bottom of the details section, there are two buttons: a blue "Create" button and a grey "Reset" button.

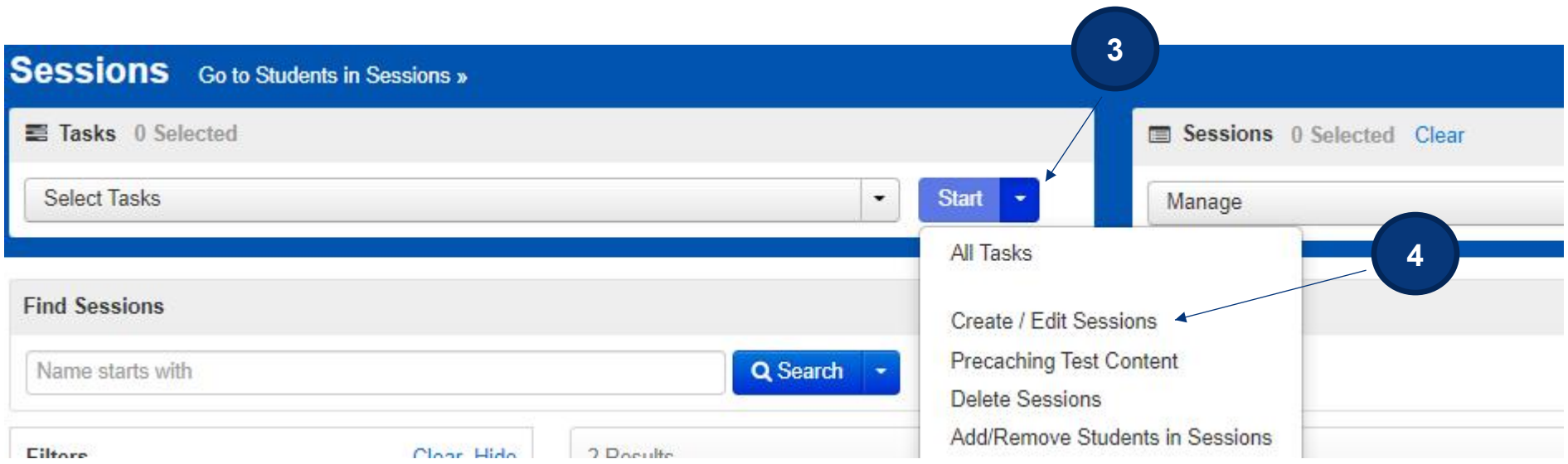
4. Click **Create**.

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<sup>next</sup> interface. On the left is a dark blue navigation sidebar 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 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". A blue circle with the number "1" points to the breadcrumb trail, and another blue circle with the number "2" points to the "Sessions" item in the sidebar.

1. Verify the correct test administration is selected in the dropdown.
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

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

**Scheduling**

**Scheduled Start Date\***  
04/17/2023

**Scheduled Start Time**  
01:00 AM EST

**Session Room Number**

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\* – 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 the state opening of the Spring administration 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<sup>next</sup>.
- 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.

**NOTE:** With a Read Aloud Session, the Proctor will have a testing ticket. It will be different from a student testing ticket. \* DACs and BACs can group students into small groups of **up to four**. You can add more than four students to a session but do **NOT** test more than four 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.

The screenshot shows a search interface with a dropdown menu. The dropdown is open, displaying the text "Find by Name or ID in SAMPLE D3 MIDDLE (703002)" and "Students". Below the dropdown is a search input field. A blue circle containing the number "6" has an arrow pointing to the dropdown arrow, indicating the step number for this action.

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<sup>next</sup> interface. The top navigation bar shows the current context: 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 main content area is titled 'Program Information' and displays 'Kentucky Spring 2024 Summative' and the 'Kentucky Department of EDUCATION' logo. A blue circle with the number '1' points to the dropdown arrow in the top right corner, and a blue circle with the number '2' points to the 'Sessions' option in the navigation menu.

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

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

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

Select Tasks Start Manage

**Find Sessions**

Name starts with  Search

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

**Session Status**  
Select one or more

**Organization**  
Select one or more

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 the header, there are two main sections. The left section is titled 'Tasks' and shows '0 Selected' with a 'Select Tasks' dropdown and a 'Start' button. The right section is titled 'Students in Sessions' and shows '25 Selected' with a 'Clear' link and a 'Manage' button. Below these, there's a 'Session List' on the left with 'Add a Session' button and a list containing 'SCM G7 READING'. To the right is the 'SCM G7 READING' session details, showing 'Not Prepared' and a 'Resources' dropdown menu. The dropdown menu is open, showing options like 'Seal Codes', 'Scheduled Sessions', 'Session Student Roster', 'Proctor Extended Time Code', and 'STUDENT TESTING TICKETS'. Under 'STUDENT TESTING TICKETS', there are two options: 'Print all for this session' and 'Print selected for this session'. Numbered callouts (6, 7, 8, 9) point to these specific elements.

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 four students** can be read to at a time in an online Read Aloud session. You can add more than four students to a session but do **NOT** test more than four 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.

Proceed to 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 'PearsonAccess<sup>next</sup>' 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 highlighted with a checkmark), 'Reports', 'Test Config', 'Tools', and 'Support'. Under the 'Testing' menu, a sub-menu is open, listing 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. A blue circle with the number '1' is positioned to the right of the 'Sessions' option, with an arrow pointing to it. Another blue circle with the number '2' is positioned to the right of the 'Testing' menu item, with an arrow pointing to it. The main content area is titled 'Program Information' and features the 'Kentucky Department of EDUCATION' logo and the text 'Kentucky Spring 2024 Summative'. Below this, there is a paragraph of text describing the system: 'PearsonAccess<sup>next</sup> is an online assessment management system for online and paper testing. With PearsonAccess<sup>next</sup> 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**.

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

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

Select Tasks Start Manage

Find Sessions

Name starts with  Search

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

**Session Status**  
Select one or more

**Organization**  
Select one or more

**Test**

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' button. Below these sections, there is a 'Session List' on the left and a 'SCM G7 READING-RA' session details panel on the right. The 'Session List' shows a single session 'SCM G7 READING-RA' with a '6' callout pointing to it. The 'SCM G7 READING-RA' panel shows 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'. A '9' callout points to the 'Print all for this session' and 'Print selected for this session' options. A '7' callout points to the 'Resources' dropdown. An '8' callout points to the 'Seal Codes' option in the menu. 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:
- 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:

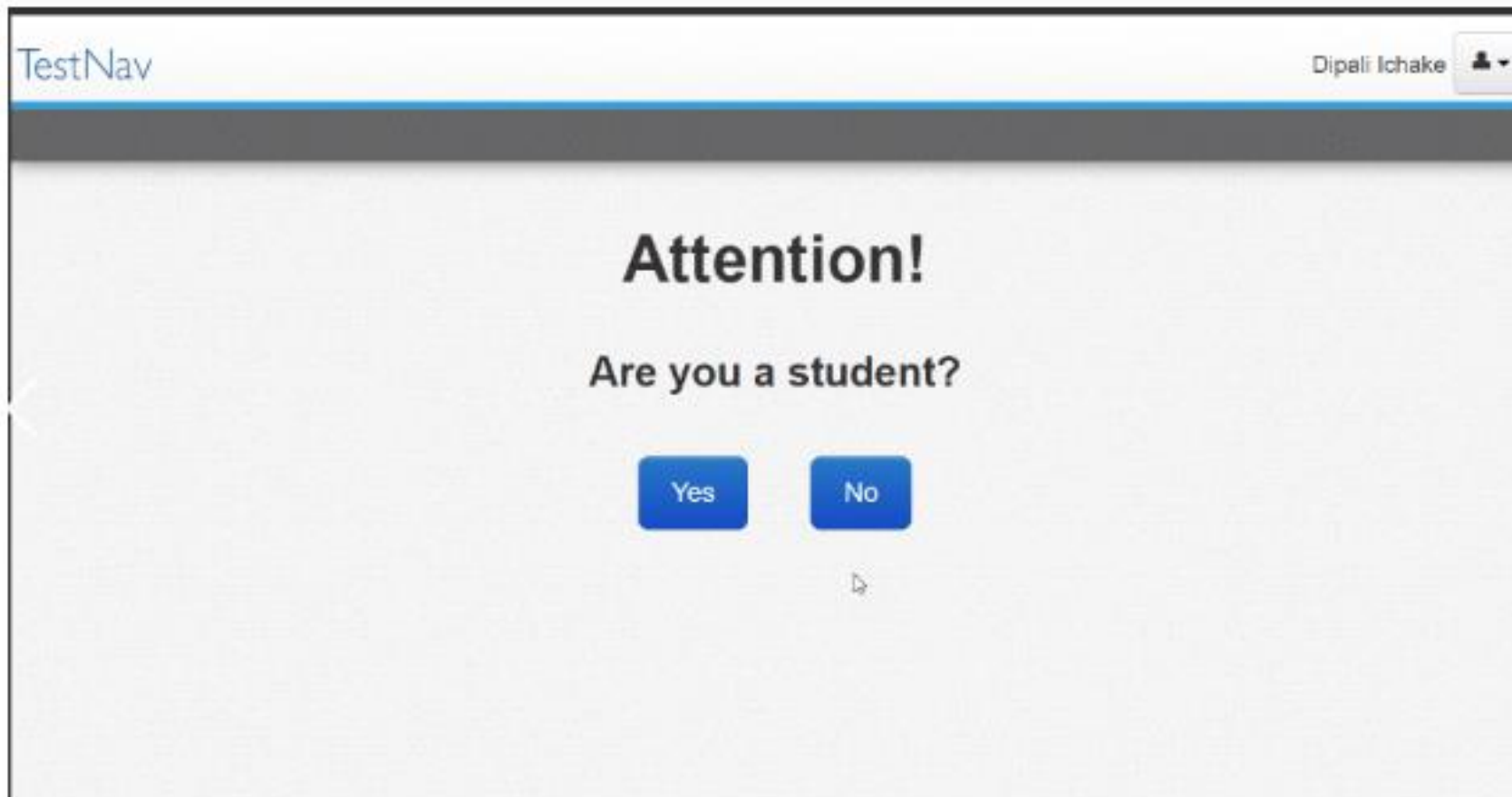
This Proctor Testing Ticket may ONLY be used by the test administrator to log into TestNav for the purpose of administering the read-aloud accommodation.

Select **Kentucky** in the application.

Username              proctor693544  
Password              456ECC

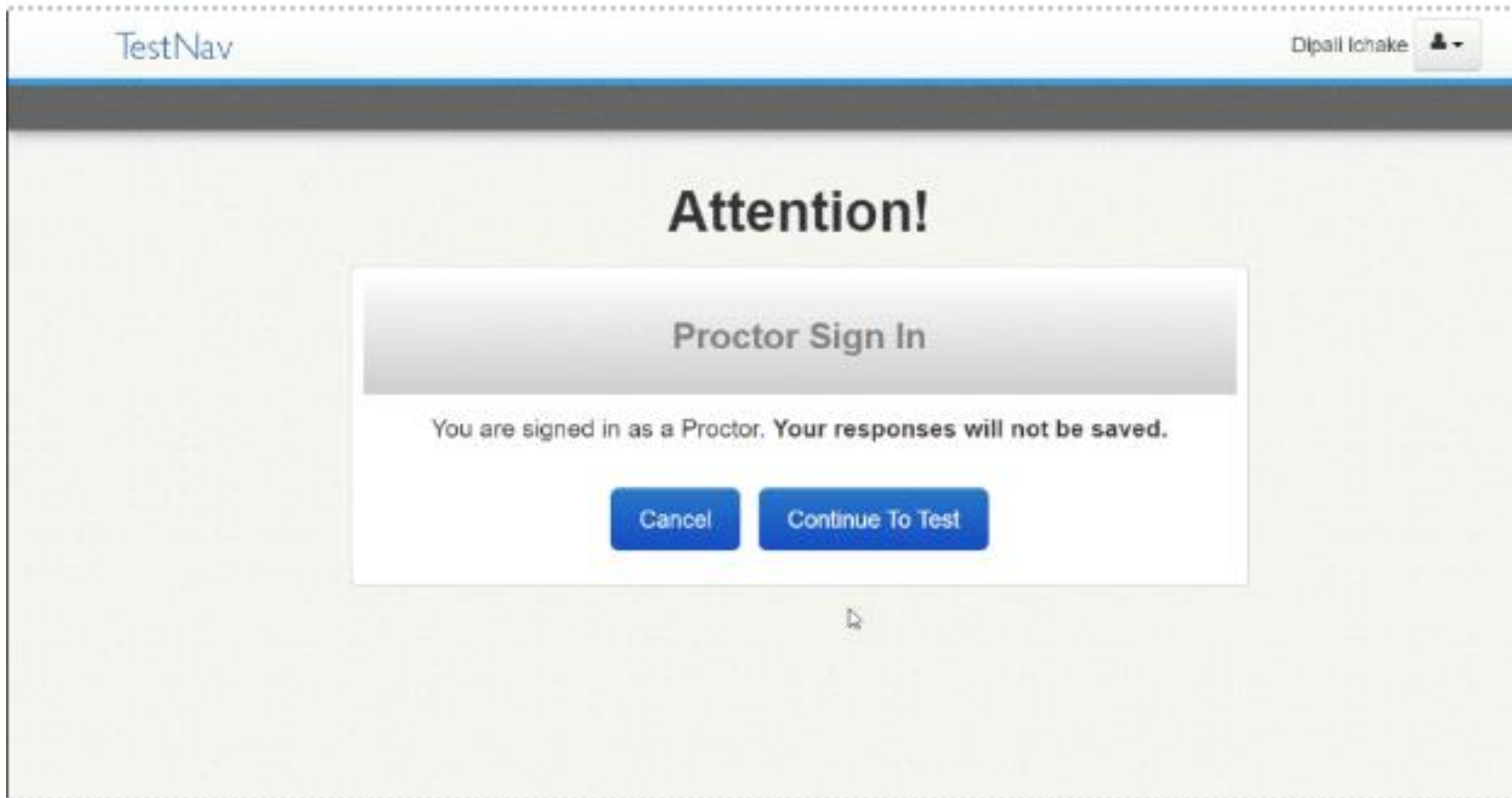
There are three warning screens when logging in using a Proctor Testing ticket. Those screen shots are on the next three pages.

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.

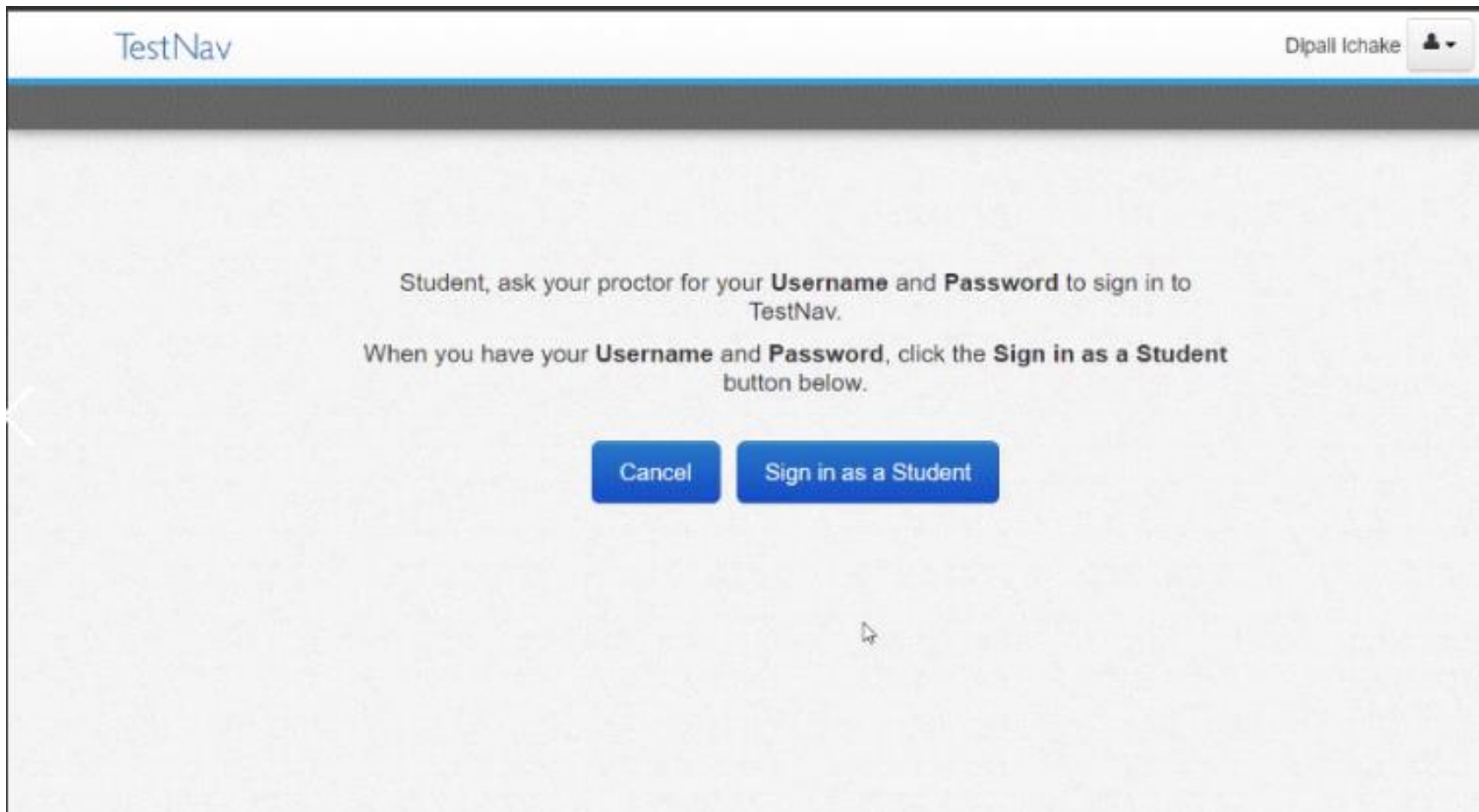




If the proctor selects **No**, TestNav displays the prompt below to confirm before continuing to the test.



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 PearsonAccess<sup>next</sup> 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 (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 displays the 'Kentucky Spring 2024 Summative' program. A blue circle with the number '1' points to the 'Program Information' header. Another blue circle with the number '2' points to the 'Sessions' option in the 'Testing' dropdown menu.

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

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

Tasks 0 Selected

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

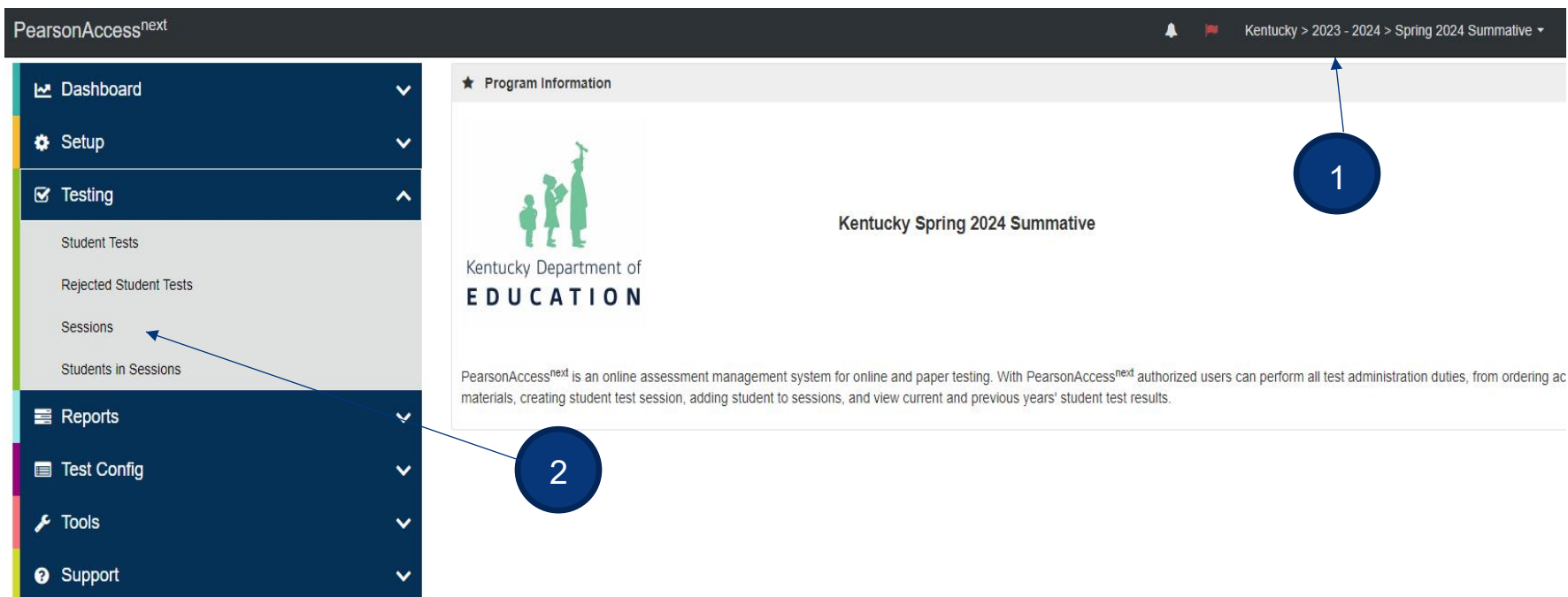
25 Results Displaying 25 Manage Columns

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

Select Tasks

Sessions 1 Selected [Clear](#)

Manage

Find Sessions

Name starts with

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

Session Status

Select one or more

Organization

Select one or more

2 Results [Refresh](#) [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

SCM G7 READING x

SCM G7 READING [Ignore Schedule](#) [Resources](#) [Details](#) [Edit](#)

● Ready

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<sup>next</sup> 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<sup>next</sup> 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.

