

Proctors Cheat Sheet

Summary of tasks you will find in this document:

- Getting set up with your account
 - Receive the email
 - Set your password
- Login
- Find a Session
- Preparing a Session
- Unlock a Session
- Start the Test

Getting set up with your account

To get set up with your account, we will be creating an account in the ISASP system. This will automatically send you an email. The email will have the following content:

Dear John,

Welcome to PearsonAccess Next! You have been assigned a User ID on the PearsonAccess Next Website. This information is intended for:

* Name: John Proctor
* Email: proctorj@live.siouxcityschools.com
* Username: proctorj@live.siouxcityschools.com

Please do not share your username or this email with anyone, as it serves as a secure access link into the system.

To establish your initial password, please click on the link below or paste it into your browser.
Password must be between 8 and 32 characters long, cannot be any of the last 5 passwords used and must contain 3 out of the 4 character types listed below:
Uppercase
Lowercase
Number
Special Character except < > ' ' - " ;

<https://trng-ia.pearsonaccessnext.com/customer/change-password.action?username=proctorj%40live.siouxcityschools.com&token=eba5028e-514e-4491-b1bf-8f88392968a2%3A1>

If you wish to change your password, this can be done at any time by using the Reset Password functionality within the PearsonAccess Next site.

Use this link to access the site:
<https://trng-ia.pearsonaccessnext.com/customer>

Sincerely,
Pearson

Click on the link provided and follow the directions to set up your account.

After successfully setting your password, you will receive another email confirming the successful sign-up:

Dear John,

You are receiving this email as confirmation that your PearsonAccess Next password has been set successfully.

This information is intended for:

* Name: John Proctor
* Email: proctorj@live.siouxcityschools.com
* Username: proctorj@live.siouxcityschools.com
* Site: <https://trng-ia.pearsonaccessnext.com/customer>

Please do not share your username or this email with anyone, as it serves as a secure access link into the system.

If you wish to change your password, this can be done at any time by using the Reset Password functionality within the PearsonAccess Next site.

Use this link to access the site:

Sincerely,
Pearson Site: <https://trng-ia.pearsonaccessnext.com/customer>

Note that you will only have access to the Training Area. Also note that the Training Area is signified by having a bronze color as background whereas the LIVE site is blue. When you are provided access to the live site you will get yet another email confirming your access to the live site:

Dear John,

You have been granted additional access to PearsonAccessNext.

This information is intended for:

- * Name: John Proctor
- * Email: proctorj@live.siouxcityschools.com
- * Username: [proctorj@live.siouxcityschools.com](https://ia.pearsonaccessnext.com/customer)

Click on the link below to begin using the site.

<https://ia.pearsonaccessnext.com/customer>

Please sign in using your existing Username and Password.

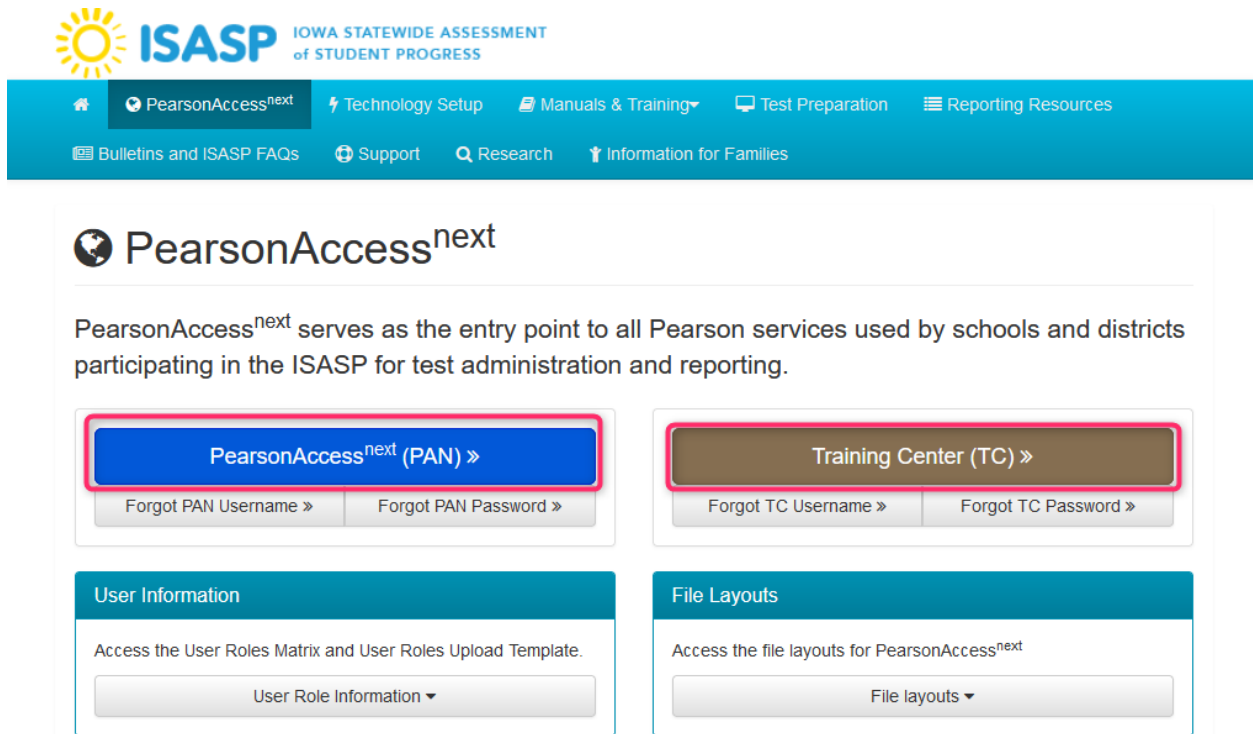
If you wish to change your password, this can be done at any time by using the Reset Password functionality within the PearsonAccessNext site.

Sincerely,

Pearson|

Login to ISASP

Got to the web site: <http://iowa.pearsonaccessnext.com/pearsonaccessnext/>

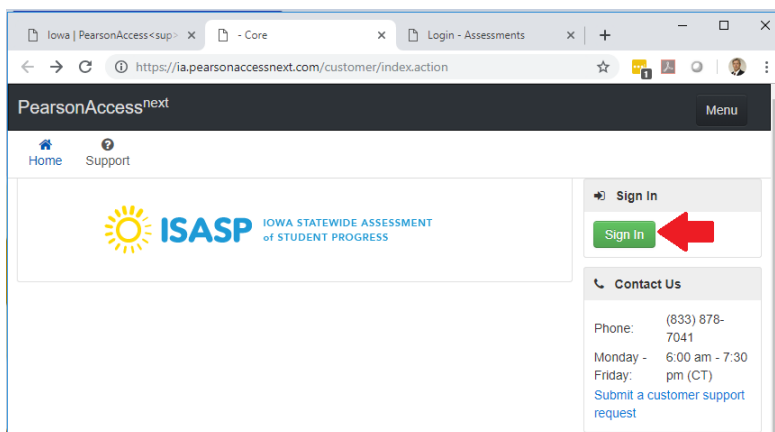


The screenshot shows the PearsonAccessnext login page. At the top is the ISASP logo and navigation links: PearsonAccessnext, Technology Setup, Manuals & Training, Test Preparation, Reporting Resources, Bulletins and ISASP FAQs, Support, Research, and Information for Families. The main content area features the PearsonAccessnext logo and a description: "PearsonAccessnext serves as the entry point to all Pearson services used by schools and districts participating in the ISASP for test administration and reporting." Below this are two main buttons: a blue "PearsonAccessnext (PAN) »" button and a bronze "Training Center (TC) »" button. Each button has a "Forgot" link below it. At the bottom, there are two sections: "User Information" with a "User Role Information" dropdown, and "File Layouts" with a "File layouts" dropdown.

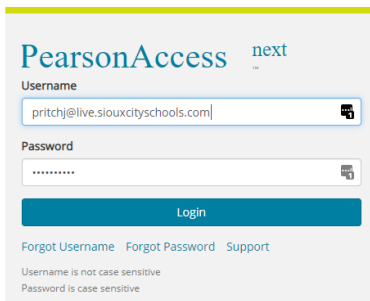
Click on the Blue button to go to LIVE

Click on the Bronze button to go to TRAINING

If you go to LIVE, you will need to click on the Sign In Button

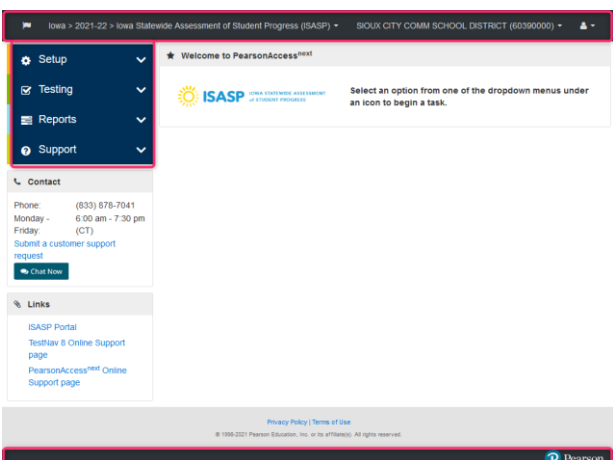


Log in with your user information

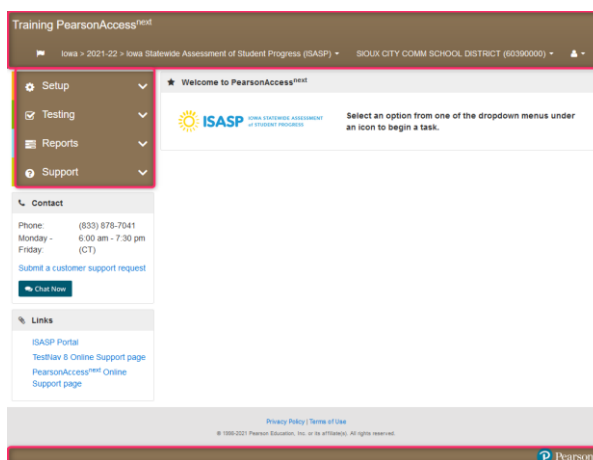


The screenshot shows the PearsonAccessnext login form. It includes fields for Username (pritchj@live.siouxcityschools.com) and Password (masked with asterisks). Below the fields is a 'Login' button. Links for 'Forgot Username', 'Forgot Password', and 'Support' are provided. A note states: 'Username is not case sensitive' and 'Password is case sensitive'.

LIVE and TRAINING look very similar, but LIVE has a dark theme, TRAINING is bronze.



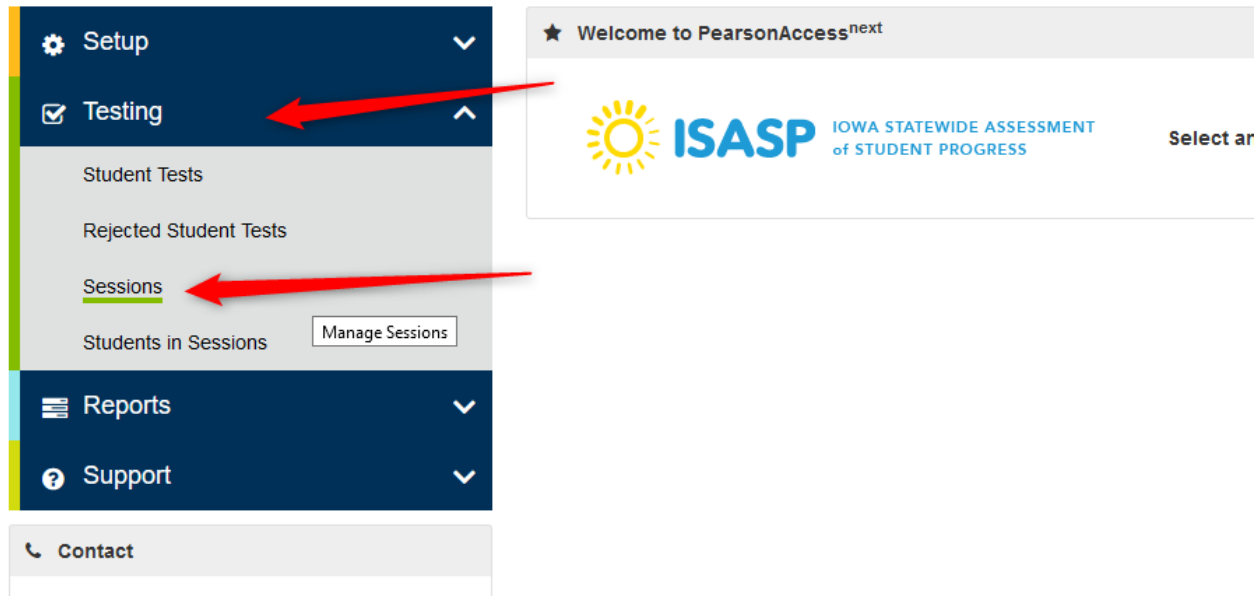
LIVE



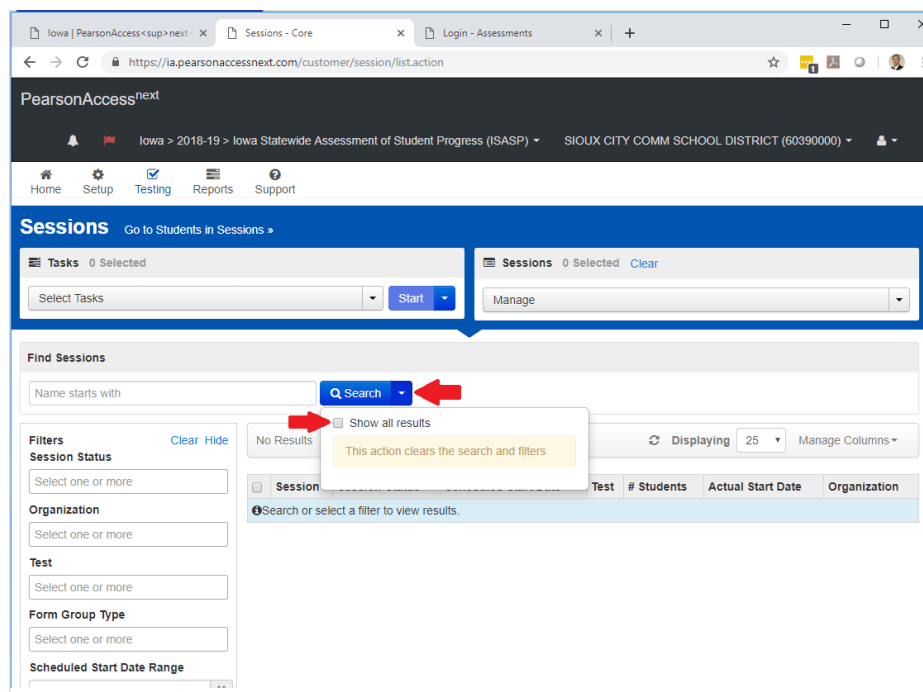
TRAINING

Finding and Selecting Sessions

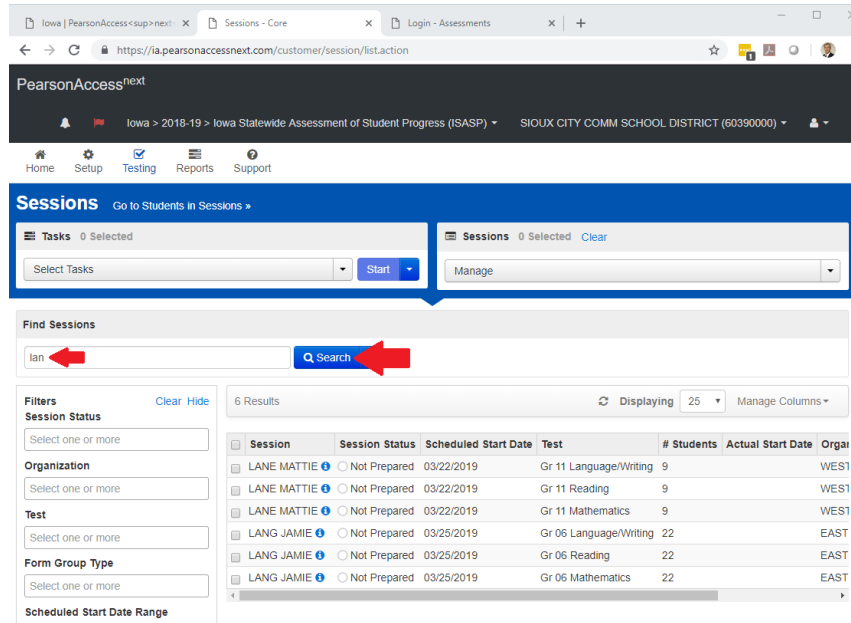
Click on Testing, and then Sessions in the dropdown:



Click on the dropdown next to Search and then click the checkbox next to “Show all results” to see all Test Sessions in your school



OR type in the beginning of the Session name and click the search button. See the test sessions listed in the search results?



PearsonAccess^{next}

Iowa > 2018-19 > Iowa Statewide Assessment of Student Progress (ISASP) > SIOUX CITY COMM SCHOOL DISTRICT (60390000)

Home Setup Testing Reports Support

Sessions Go to Students in Sessions +

Tasks 0 Selected Sessions 0 Selected Clear

Select Tasks Start Manage

Find Sessions

lan Search

Filters Session Status Clear Hide

Session Status Select one or more

Organization Select one or more

Test Select one or more

Form Group Type Select one or more

Scheduled Start Date Range

6 Results Displaying 25 Manage Columns

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Orga
<input type="checkbox"/> LANE MATTIE	<input type="radio"/> Not Prepared	03/22/2019	Gr 11 Language/Writing	9		WEST
<input type="checkbox"/> LANE MATTIE	<input type="radio"/> Not Prepared	03/22/2019	Gr 11 Reading	9		WEST
<input type="checkbox"/> LANE MATTIE	<input type="radio"/> Not Prepared	03/22/2019	Gr 11 Mathematics	9		WEST
<input type="checkbox"/> LANG JAMIE	<input type="radio"/> Not Prepared	03/25/2019	Gr 06 Language/Writing	22		EAST
<input type="checkbox"/> LANG JAMIE	<input type="radio"/> Not Prepared	03/25/2019	Gr 06 Reading	22		EAST
<input type="checkbox"/> LANG JAMIE	<input type="radio"/> Not Prepared	03/25/2019	Gr 06 Mathematics	22		EAST

You select a session or multiple sessions by clicking in the checkbox to the left of the session name

Selecting Sessions and Students – and Unselecting

First select a session or combination of sessions. Then click “Go to Students in Sessions”

PearsonAccess^{next}

Iowa > 2018-19 > Iowa Statewide Assessment of Student Progress (ISASP) > SIOUX CITY COMM SCHOOL DISTRICT (60390000)

Home Setup **Testing** Reports Support

Sessions Go to Students in Sessions

Tasks 0 Selected Sessions 1 Selected Clear

Select Tasks Start Manage

Find Sessions

lan Search

Filters Clear Hide

Session Status
Select one or more

Organization
Select one or more

Test

6 Results Displaying 25 Manage Columns

Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Orga
<input type="checkbox"/> LANE MATTIE ⓘ	<input type="radio"/> Not Prepared	03/22/2019	Gr 11 Language/Writing	9		WES1
<input type="checkbox"/> LANE MATTIE ⓘ	<input type="radio"/> Not Prepared	03/22/2019	Gr 11 Reading	9		WES1
<input checked="" type="checkbox"/> LANE MATTIE ⓘ	<input type="radio"/> Not Prepared	03/22/2019	Gr 11 Mathematics	9		WES1

NOTE that you may not see the students. You will need to click on a session from the session list in the upper left box.

What!?! No Students?!?

Then they will show up

Ahh... better

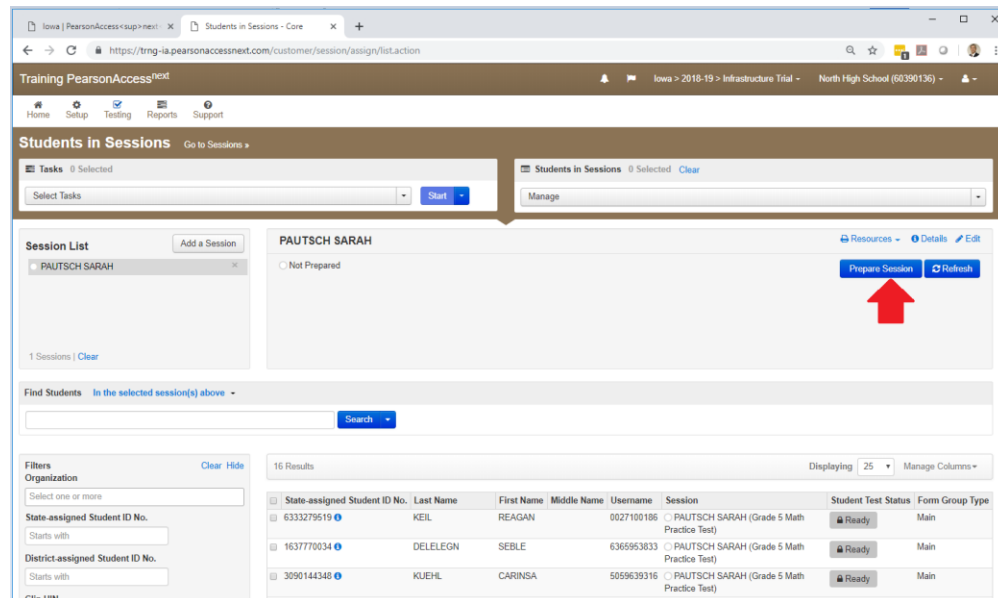
State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
7372027639	FRANCISCO NICHOLAS	ELIZABETH		8766508017	LANE MATTIE (Gr 11 Reading)	Ready	Main
7580918907	GILL	JADEN		8522270286	LANE MATTIE (Gr 11 Reading)	Ready	Main
3647530648	HERNANDEZ GUEVARA	VANESSA		3733336383	LANE MATTIE (Gr 11 Reading)	Ready	Main
2936184430	JURADO	BRANDON		2392729028	LANE MATTIE (Gr 11 Reading)	Ready	Main

Preparing a Session

Before a session can be started, it must first be prepared.

To prepare and start a session, you must have already selected a session and gone to the “Go to students in session” link (see the previous two sections for how to get there).

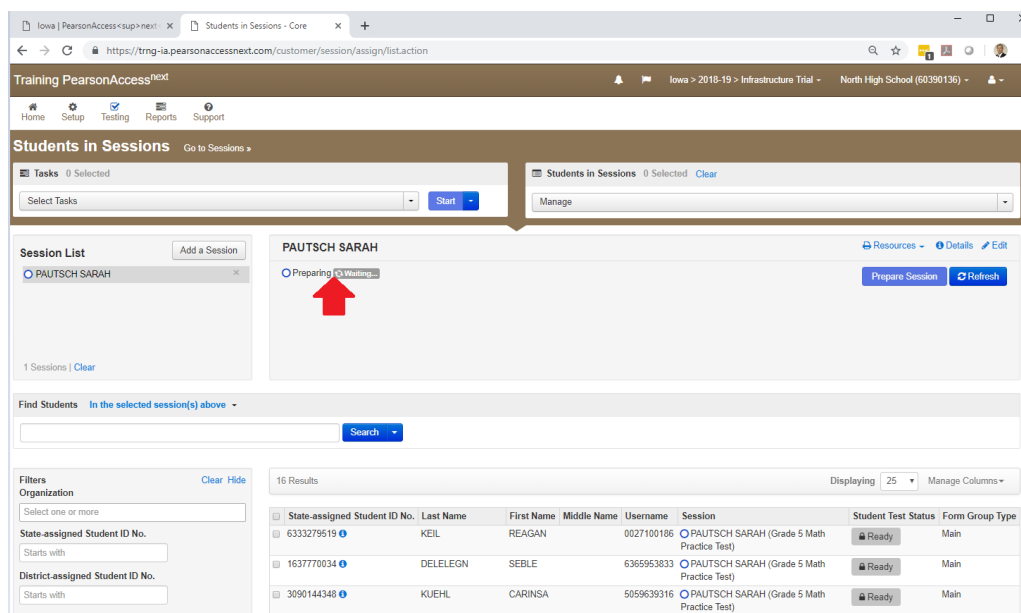
Remember to click on the session so you see the students!!! It should look something like the following. Note the Prepare Session. Click it.



The screenshot shows the 'Students in Sessions' page for a session named 'PAUTSCH SARAH'. The session status is 'Not Prepared'. A red arrow points to the 'Prepare Session' button. The page also includes a 'Session List' on the left, a 'Find Students' search bar, and a table of students with their IDs, names, and session details.

State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
6333279519	KEIL	REAGAN		0027100186	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main
1637770034	DELEGN	SEBLE		6365953833	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main
3090144348	KUEHL	CARINSA		5059639316	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main

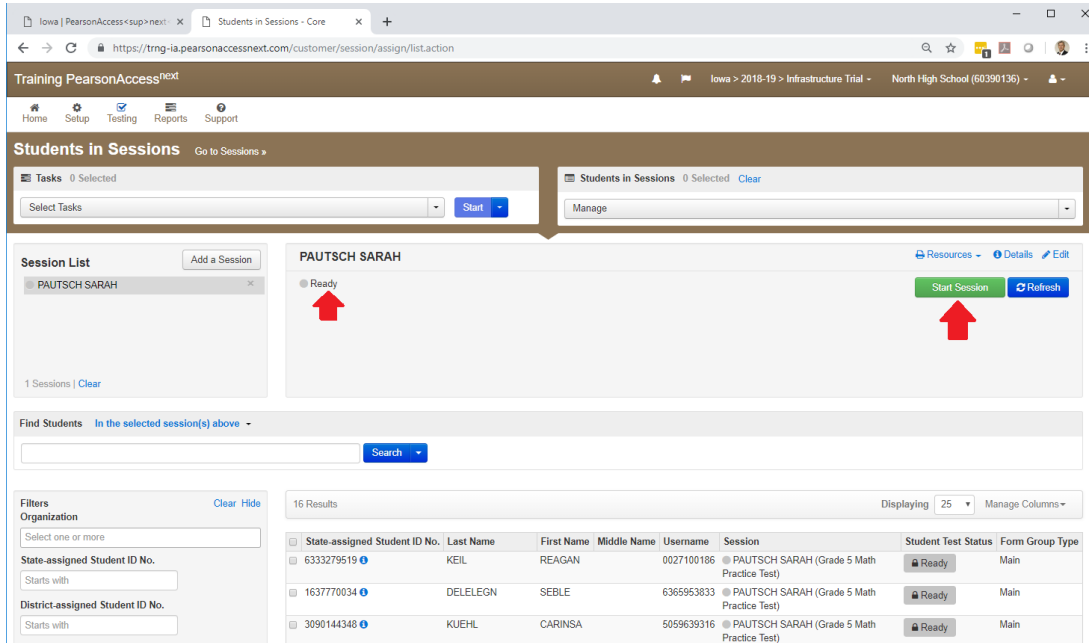
The system will work on preparing the session and will have the “Preparing Waiting” message.



The screenshot shows the 'Students in Sessions' page for a session named 'PAUTSCH SARAH'. The session status is 'Preparing Waiting'. A red arrow points to the 'Preparing Waiting' message. The page also includes a 'Session List' on the left, a 'Find Students' search bar, and a table of students with their IDs, names, and session details.

State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
6333279519	KEIL	REAGAN		0027100186	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main
1637770034	DELEGN	SEBLE		6365953833	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main
3090144348	KUEHL	CARINSA		5059639316	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main

When completed (**less than 1 minute**) the Preparing will change to Ready and the blue Prepare Session button will be replaced with a green Start Session button



Students in Sessions Go to Sessions »

Tasks 0 Selected [Start](#)

Students in Sessions 0 Selected [Clear](#)

Manage

Session List [Add a Session](#)

PAUTSCH SARAH

1 Sessions | [Clear](#)

PAUTSCH SARAH [Resources](#) [Details](#) [Edit](#)

Ready [Start Session](#) [Refresh](#)

Find Students In the selected session(s) above

[Search](#)

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

Organization

Select one or more

State-assigned Student ID No.

Starts with

District-assigned Student ID No.

Starts with

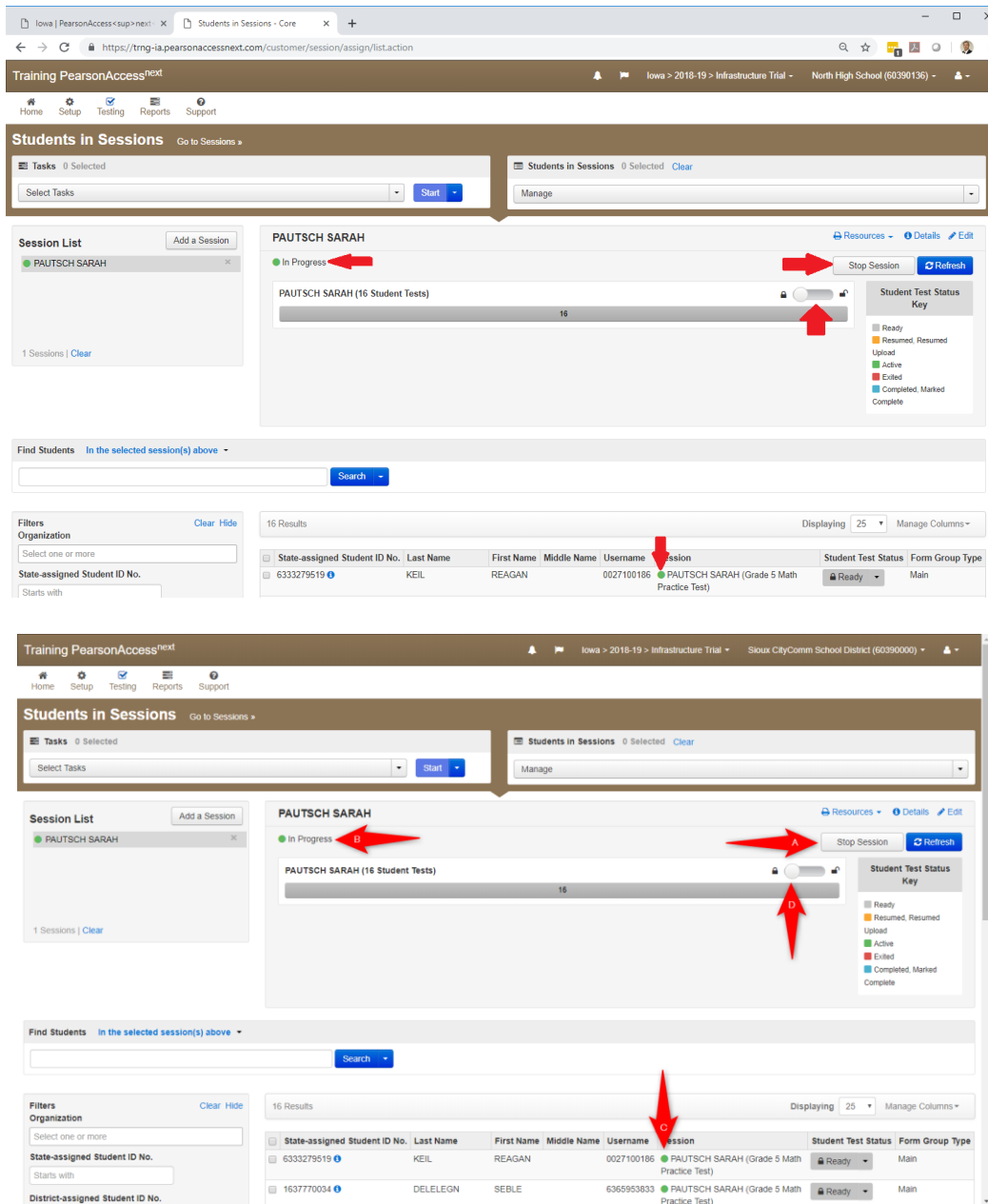
16 Results Displaying 25 Manage Columns

State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
6333279519	KEIL	REAGAN		0027100186	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main
1637770034	DELEGEN	SEBLE		6365953833	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main
3090144348	KUEHL	CARINSA		5059639316	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main

Starting a Session

Once prepared, a session can then be started by selecting “Start Session”.

Once the test session has been started the “start session” will change to “stop session” (A) and the status will change to “in progress” (B) and there will be green dots next to the Session name (C). Note that the session is locked – so students will not be able to start yet (D).



Session List

- PAUTSCH SARAH

PAUTSCH SARAH

In Progress

PAUTSCH SARAH (16 Student Tests)

16

Stop Session

Student Test Status Key

- Ready
- Resumed, Resumed
- Upload
- Active
- Exited
- Completed, Marked
- Complete

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

Select one or more

State-assigned Student ID No.

Starts with

16 Results

Displaying 25 Manage Columns

State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
6333279519	KEIL	REAGAN		0027100186	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main
1637770034	DELEGN	SEBLE		6365953833	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main

Unlocking a Test

This feature is provided as an additional layer of test security.

Tests may be unlocked once a test session has been started (see previous section).

A test must be unlocked before a student can sign in to TestNav. Click the circle near the padlock as shown below and the circle will slide to the unlocked padlock.

The screenshot shows the 'Students in Sessions' page in the PearsonAccessNext application. The session 'PAUTSCH SARAH' is listed with 16 student tests. A red arrow points to a padlock icon next to the session name, indicating it is locked. The 'Student Test Status Key' on the right shows various status options: Ready, Resumed, Upload, Active, Exited, Completed, and Complete.

Note also that the padlock is now missing from the students test status area:

The screenshot shows the same 'Students in Sessions' page, but the padlock icon is now missing from the session name. A red arrow points to the 'Ready' status in the 'Student Test Status' column, indicating the test is now unlocked. The table below shows the list of students and their test status.

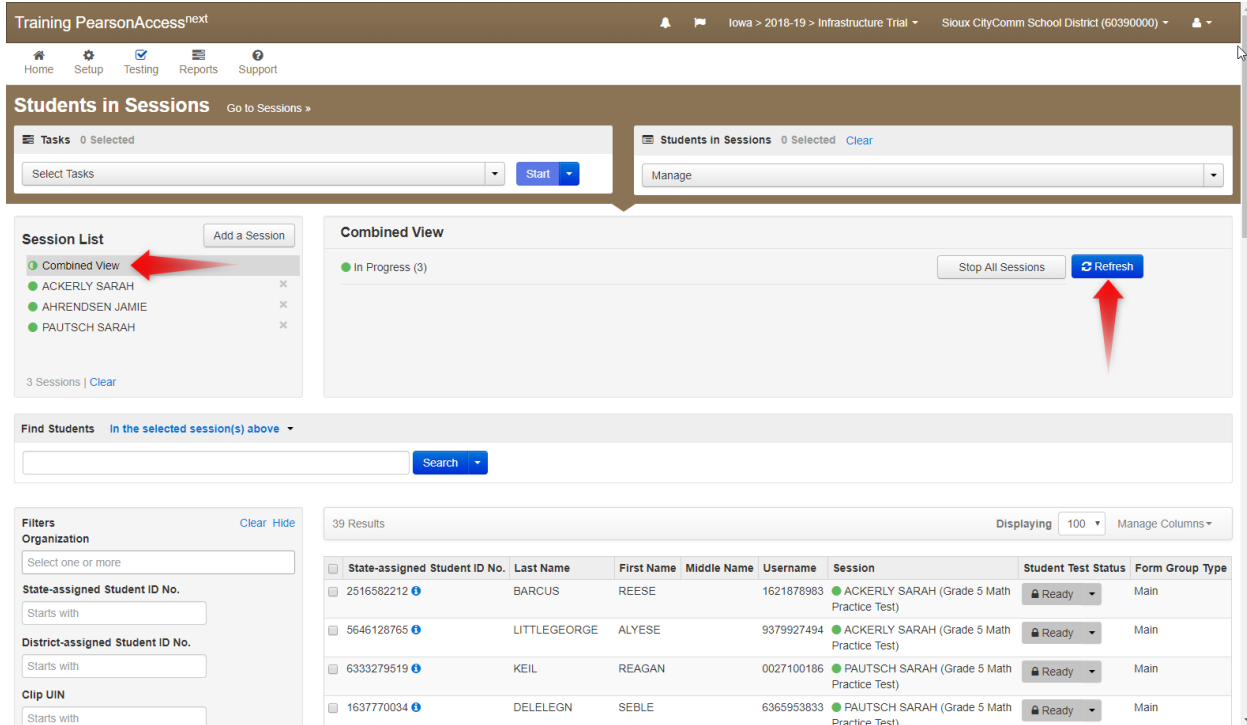
State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
6333279519	KEIL	REAGAN		0027100186	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready	Main

Students can now get into this test with TestNav

Monitoring and Resuming Tests

Proctors can view student testing statuses as needed from the “Students in Session” page within PearsonAccessNext.

If students in different test sessions are testing in the same room, they can monitor multiple test sessions simultaneously by adding the relevant test session to the session list and selecting “combined view” from the top of the session list. Again, make sure proctors are selecting the “refresh” option to update the data display.



The various types of a student’s test status are listed below

State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
2516582212	BARCUS	REESE		1621878983	ACKERLY SARAH (Grade 5 Math Practice Test)	A Active	Main
5646128765	LITTLEGEORGE	ALYESE		9379927494	ACKERLY SARAH (Grade 5 Math Practice Test)	B Exited	Main
6333279519	KEIL	REAGAN		0027100186	PAUTSCH SARAH (Grade 5 Math Practice Test)	C Completed	Main
1637770034	DELEGN	SEBLE		6365953833	PAUTSCH SARAH (Grade 5 Math Practice Test)	D Marked Complete	Main
3090144348	KUEHL	CARINSA		5059639316	PAUTSCH SARAH (Grade 5 Math Practice Test)	E Ready	Main

A: The student is currently taking the test

B: The student has not finished, but has logged out successfully

C: The student has finished the test and has submitted the test successfully

D: The student has not and will not finish (Principal decision only)

E: The student has not yet logged in to TestNav

If you wish to individually view a student test status, you may specify the session and then search for the specific student.

Session List

Add a Session

- Combined View
- ACKERLY SARAH
- AHRENDSEN JAMIE
- PAUTSCH SARAH

3 Sessions | Clear

ACKERLY SARAH

Resources Details Edit

In Progress

Stop Session Refresh

ACKERLY SARAH (3 Student Tests)

21

Student Test Status Key

- Ready
- Resumed, Resumed
- Upload
- Active
- Exited
- Completed, Marked
- Complete

Find Students In the selected session(s) above

littlegeorge
 Search

Filters

Clear Hide

Organization

Select one or more

State-assigned Student ID No.

Starts with

1 Results
 Displaying 100 Manage Columns

State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
5646128765	LITTLEGEORGE	ALYSE		9379927494	ACKERLY SARAH (Grade 5 Math Practice Test)	Exited	Main

To view more detailed information about the student's tests and item progress, simply click on the student's test status and the Student Test & Item Progress screen will display.

1 Results
 Displaying 100 Me

State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status
5646128765	LITTLEGEORGE	ALYSE		9379927494	ACKERLY SARAH (Grade 5 Math Practice Test)	Exited

and the Student Test & Item Progress screen will display.

Student Test & Item Progress

Refresh

LITTLEGEORGE, ALYSE (5646128765)

as of 04/08/2019 09:25:32 AM

Session Name: ACKERLY SARAH
Test Name: Grade 5 Math Practice Test
Test Status: Exited - 5%

Session Health

Start Time	04/08/2019 08:05:01 AM
Exit Time	04/08/2019 08:05:26 AM
Resume Count	0
Undo Submit Count	0
Last Message from Examinee Computer	04/08/2019 08:05:25 AM

Total Items (20)

1118

- Answered - No Response Required - Visited - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1		✓	04/08/2019 08:05:20 AM
2	1	2			04/08/2019 08:05:25 AM
3	1	3			
4	1	4			

When testing over multiple days or signing back into a test after a break, tests must first be resumed in PearsonAccessNext. Only students in active or exited status can be resumed. Other statuses such as ready, complete, or marked complete cannot be resumed because that student has either not yet started testing or is indicated as complete.

There are two ways to resume a test; you may resume all student tests or resume an individual student's test.

To resume all student tests, select the check box at the top of the left of the stoop data grate.

Note: if you select the check box at the top on the left, it automatically selects all the students on the page – up to 25 students. If you have more than 25 students in your test session, at the bottom of the page, select the next page to select additional students before proceeding to the next step. Also, you may change the display option at the top of the page to show more than 25 students.

39 Results

Displaying 25 10 25 50 100 Manage Columns

<input checked="" type="checkbox"/>	State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input checked="" type="checkbox"/>	2516582212	BARCUS	REESE		1621878983	ACKERLY SARAH (Grade 5 Math Practice Test)	Exited	Main
<input checked="" type="checkbox"/>	5646128765	LITTLEGEORGE	ALYESE		9379927494	ACKERLY SARAH (Grade 5 Math Practice Test)	Exited	Main
<input checked="" type="checkbox"/>	6333279519	KEIL	REAGAN		0027100186	PAUTSCH SARAH (Grade 5 Math Practice Test)	Completed	Main
<input checked="" type="checkbox"/>	1637770034	DELEGN	SEBLE		6365953833	PAUTSCH SARAH (Grade 5 Math Practice Test)	Marked Complete	Main

Once you have selected all students, select the drop down menu next to the start button (A) and choose "Resume Student Tests" (B), and then select "Start" (C).

Students in Sessions Go to Sessions »

Tasks 1 Selected

Select Tasks

- ☐ Student Test Statuses
- ☐ Mark Student Tests Complete
- ☒ Resume Student Tests
- ☐ Student Test Sessions
- ☐ Add Student Test Sessions

Start

Combined View

● In Progress (3)

Again check the boxes next to the tests you wish to resume. Then select “Resume”. Click the “Exit Tasks” button to return to Students in Sessions

Tasks for Students in Sessions ➕ Add Task ◀ Previous Task Next Task ▶ Exit Tasks ✕

Resume Student Tests

Resume Student Tests Resume Reset

STUDENTS IN SESSIONS (39)		DETAILS	
<input checked="" type="checkbox"/>	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input checked="" type="checkbox"/>	ARREOLA-TORRES, JASMINE (9046725889) ⓘ	AHRENDSEN JAMIE (Grade 5 Math Practice Test)	Exited
<input checked="" type="checkbox"/>	BARCUS, REESE (2516582212) ⓘ	ACKERLY SARAH (Grade 5 Math Practice Test)	Exited
<input checked="" type="checkbox"/>	BOUWERS, PAUL (9274761747) ⓘ	AHRENDSEN JAMIE (Grade 5 Math Practice Test)	Exited
<input type="checkbox"/>	CABRERA GONZALEZ, ERNESTO (1547335851) ⓘ	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready
<input type="checkbox"/>	CARRILLO GALICIA, MAIRENY (8564758913) ⓘ	PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready

To resume an individual student test:

In the student test column, select the drop down menu next to the student status – you will either select resume or resumed upload depending on how the student exited testing.

39 Results Displaying 25 Manage Columns

<input type="checkbox"/>	State-assigned Student ID No.	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input type="checkbox"/>	2516582212 ⓘ	BARCUS	REESE		1621878983	ACKERLY SARAH (Grade 5 Math Practice Test)	Exited	Main
<input type="checkbox"/>	5646128765 ⓘ	LITTLEGEORGE	ALYESE		9379927494	ACKERLY SARAH (Grade 5 Math Practice Test)	Resume	Main
<input type="checkbox"/>	6333279519 ⓘ	KEIL	REAGAN		0027100186	PAUTSCH SARAH (Grade 5 Math Practice Test)	Completed	Main

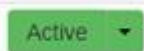
When resuming a test, students will use the same testing ticket to sign back into TestNav. When the student signs back into TestNav he/she will select “resume” to continue testing. Please note: testing tickets are located under the “Resources” drop menu at the top of the page.

Students must submit answers in order for their tests to be scored and for the district to receive test results for that student.

Student laptop shuts down unexpectedly while the test is being taken

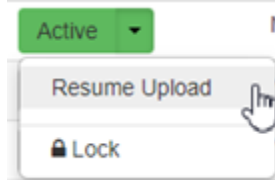
Fix: Steps to take for the student to resume on the same or different computer

- 1) Proctor will see the student is still *Active* in PearsonAccess next



- 2) Student will try to login to TestNav on any computer, but will receive a message that a proctor must resume their test.

- 3) Proctor must click the *Active* button and select **Resume Upload**



- 4) Student can then login to TestNav, but will receive a message for the Proctor. Proctor must click the **“Test Proctor – Click Here”** button

Early Warning System

Message 1001



Your test has been saved



Please contact your teacher or test proctor to complete this process

Test Proctor - Click Here

- 5) Proctor must click the **“Skip Upload”** button in order for the student to resume the test.
We do not need to upload a file since we are using a caching server for testing.

No saved response file found

Message 1005

Your previous exit from TestNav was abnormal, so a saved response file (SRF) is expected.

Please browse to a response file and upload it.

Response file name: ab29e3b6-61eb-4109-ac52-75e102560d60.SRF

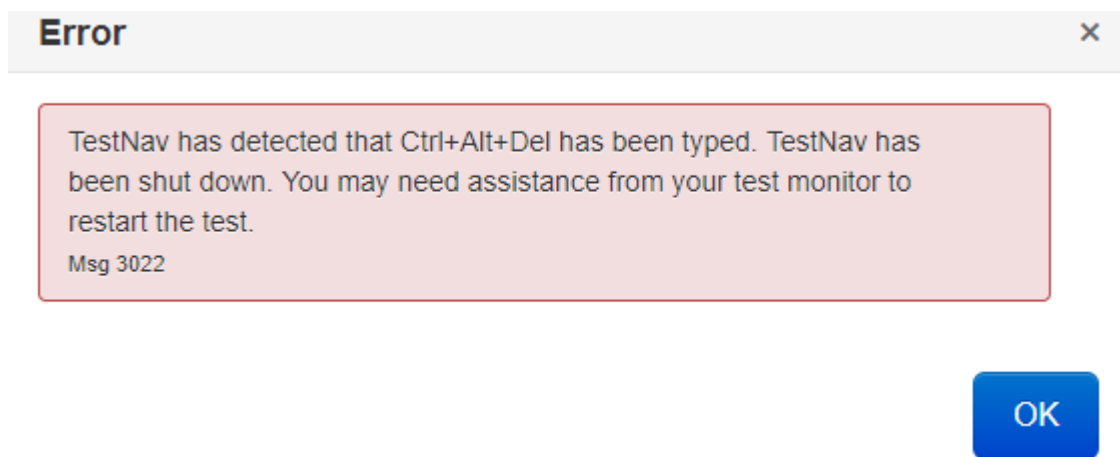
Response file location:

If you are unable to locate the response file, contact support.

To go to the test without uploading an SRF, choose **Skip Upload**. This may result in lost responses.

BONUS:

If a student types Ctrl+Alt+Del, then the following message appears and the student is automatically logged out of TestNav properly so the status displays “Exited” for the Proctor



End of the Test Session

- At the end of the test session, if all students have completed, proctor will close the session. Done!
 - Collect the tickets and deliver to SAC at end of the day
- If at the end of the test session not all students have completed,
 - Student upper right drop down, Exit TestNav
 - the proctor will 'lock' the session.
- Students who did not complete, that student needs to take their ticket to the make up room. (I don't think you want to put the responsibility on the student to hang on to and deliver the testing ticket to the make-up room)
 - The Make-up Proctor
 - For list of all test sessions, select those sessions, resume all tests
 - Then for each individual test session, unlock
 - At the end of the test session (or when all students are complete), Make-up Proctor will collect the tickets and place them in:
 - Completed
 - Did not complete
- At the end of the day the Proctor or Make-up Proctor will take tickets to the SAC

After all students have completed their online test, you should stop test sessions via the “Students in Sessions” page.

Please note, all students must be in either a completed or marked complete status before you will be able to stop the relevant test session.

For questions, please contact the ISASP support line at 833-878-7041.