



Pearson

Kentucky Assessments – Creating Test Sessions

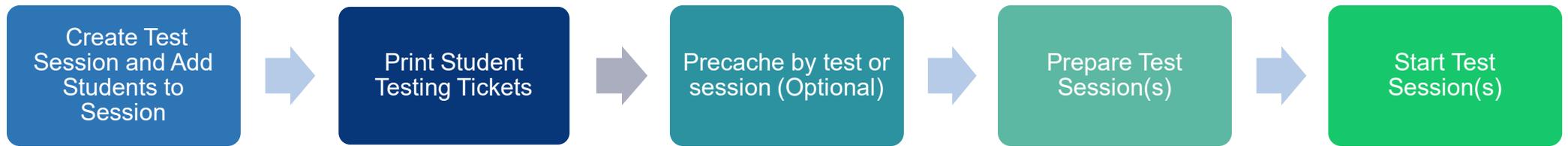
K-PREP Spring 2019 Administration and K-PREP Spring 2019 Grade 10 Field Test

Introduction

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

It is a best practice to create test sessions *after* Configure TestNav has been completed in PearsonAccess^{next} by the district technology coordinator.

When creating and managing test sessions, remember to always verify that the correct test administration is selected. Select **K-PREP Spring 2019 Administration** for the Grade 11 On-Demand Writing test and the Grade 11 Science test or **K-PREP Spring 2019 Grade 10 Field Test** for the Math and Reading tests.



Timeframe for Completing Tasks

Tasks	Due Dates
Create test session and add students to test session	at least two weeks before testing
Print student testing ticket	one week before testing
Precache test content (optional)	one to two weeks before testing
Prepare test session(s)	one to two weeks before testing
Start test session(s)	day of testing

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. Follow the steps to create and add students to test sessions.

PearsonAccess^{next} Kentucky > 2018 - 2019 > K-PREP Spring 2019 Administration SAMPLE DISTRICT 2 (701000)

Home Setup Testing Reports Support

SETUP TESTING REPORTS

Select an action Select an action Select an action

★ Program Information

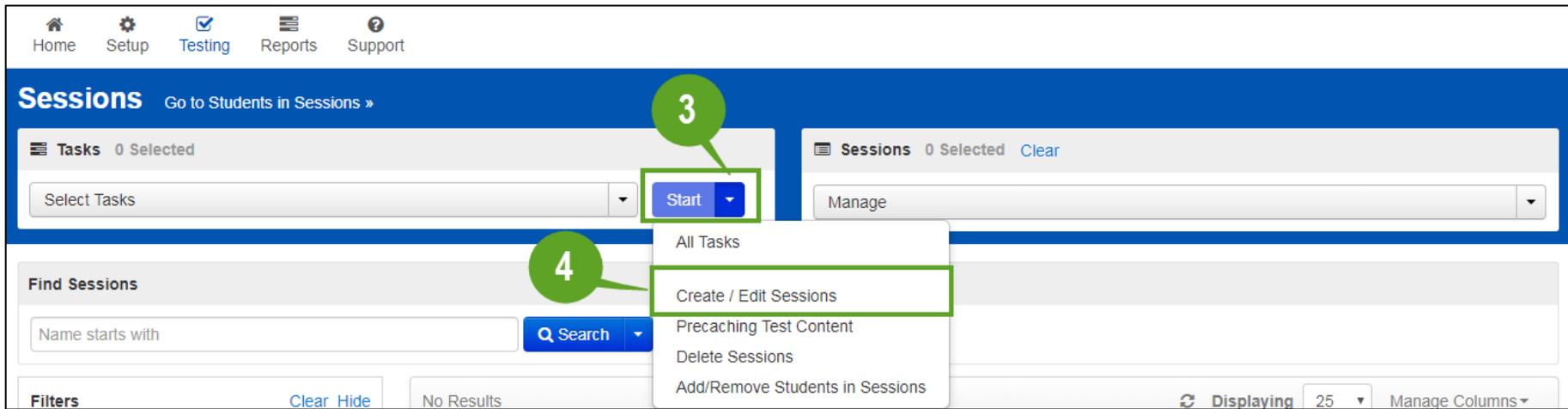
Kentucky Department of Education
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2019
Kentucky Performance Rating for Educational Progress (K-PREP)

Contact Us

Kentucky
Office of Standards, Assessment and Accountability
Division of Assessment And Accountability Support
(502) 564-4394
dacinfo@education.ky.gov

1. Verify the correct test administration is selected in the dropdown. Select **K-PREP Spring 2019 Administration** for the Grade 11 On-Demand Writing test and the Grade 11 Science test or **K-PREP Spring 2019 Grade 10 Field Test** to set up for the Math and Reading tests.
2. From Testing, select the action dropdown and select **Sessions**.



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

SESSIONS (0) **5** DETAILS

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

A. Session Name*

B. Organization*

C. Test Assigned*

E. Proctor Reads Aloud

F. Form Group Type*

G. [Use Custom TestNav Settings](#)

H. Precaching Computer*

Scheduling

D. Scheduled Start Date*

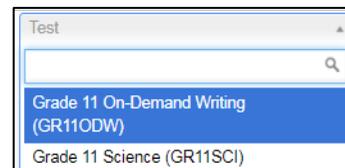
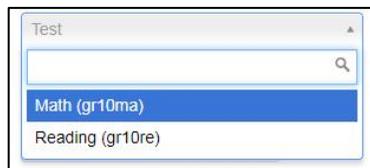
Scheduled Start Time
 [CST](#)

Lab Location

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

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 **K-PREP Spring 2019 Grade 10 Field Test** is selected, choose either the Math or Reading test. If **K-PREP Spring 2019 Administration** is selected, choose either Grade 11 On-Demand Writing or Grade 11 Science test).



- D. Scheduled Start Date*, Time, and Lab location - Setting test session dates and times is only used to help you with planning. The system will not use those dates and times to limit when sessions can be started. Test sessions will be started when Test Administrators click the Start Session button in PearsonAccess^{next}.
- E. Proctor Reads Aloud – will not be used.
- F. Form Group Type* - Main
- G. Use Custom TestNav Settings – used to create a custom TestNav configuration for a test session.
- H. Precaching computer* - 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 through the KDE upload. Students who were not included in that upload will need to be created and registered manually in PearsonAccess^{next}. Instructions for doing so can be found in the PearsonAccess^{next} training module, [Managing and Registering Students](#).

Students can be added to test sessions as the test sessions are being created or they can be added later. Search for students by clicking the **Find by Name or ID** dropdown. Click inside the blank Students field and a list of registered students will appear in a dropdown. Select the students you want to add to this session.

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



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

Note: After a test session is created, a password will be assigned to the session. This password can be edited, if desired, and will also be included in the student testing tickets.

Create / Edit Sessions

Success
Changes saved

SESSIONS (1)

+ Create Session

GR 11 SCIENCE SESSION 1

DETAILS

GR 11 SCIENCE SESSION 1 Save Reset

Session Name*
GR 11 SCIENCE SESSION 1

Session Status
 Not Prepared

Test & Form

Test
Grade 11 Science
 Proctor Reads Aloud

Password*
43BB78

Form Group Type*
Main x

Use Custom TestNav Settings

Precaching Computer*
Add

Organization
SAMPLE D2 HIGH (701003)

Actual Start Date
Session has not been started

Scheduling

Scheduled Start Date*
04/10/2019

Scheduled Start Time
09:00 AM CST

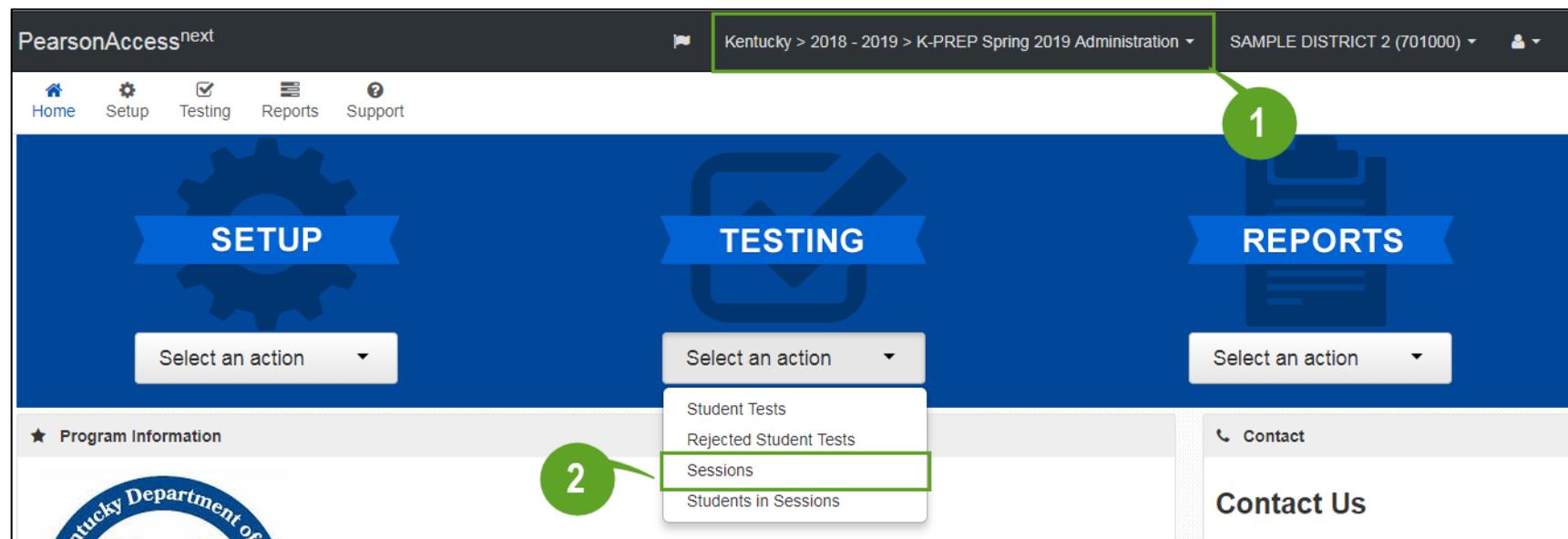
Lab Location

Print Student Testing Tickets and Seal Codes (District Assessment Coordinator, Building Assessment Coordinator)

Each student must have a student test ticket to sign in to an online test. Each test 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 test tickets, rosters, and seal codes are secure documents and must be kept in a secure location until the test is administered. Test 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.



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' management interface. At the top, there is a blue header with the title 'Sessions' and a link 'Go to Students in Sessions »' highlighted with a green box and callout 5. Below the header, there are two task bars: 'Tasks 0 Selected' with a 'Start' button and 'Sessions 1 Selected' with a 'Clear' button. The main area is titled 'Find Sessions' and includes a search bar with a 'Search' button highlighted by callout 3. On the left, there are filter sections for 'Session Status', 'Organization', and 'Test', each with a 'Select one or more' dropdown. The 'Session Status' filter is highlighted with callout 4. The main content area shows a table with 1 result. The table has columns: Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization. The first row is selected, with a checkbox highlighted by callout 4. The row data is: GR 11 SCIENCE SESSION 1 (with an info icon), Not Prepared, 04/10/2019, Grade 11 Science, 2, and SAMPLE D2 HIGH (7010). At the bottom right, there are pagination controls showing '1' of 1 results.

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: GR 11 SCIENCE SESSION 1

Test: Grade 11 Science

Start Date: _____

Location: LIBRARY

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: Section 1**, by providing the Seal Code:
4238

Allow Access to **Section 2: Section 2**, by providing the Seal Code:
4040

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

Select a print format 1 Per Page
1 Per Page
Multiple Per Page
Grid
List

10

STUDENT TESTING TICKET

Student: STUDENT
Student ID: 0365115986
Session: GR 11 SCIENCE SESSION 1
Date of Birth: 03/06/2000
Location: LIBRARY
Test: Grade 11 Science

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: 1831619951 **Password:** 43bb78

10. Select a print format from the dropdown. The options are 1 per page, multiple per page, grid or list. Print the test ticket(s) using your browser.

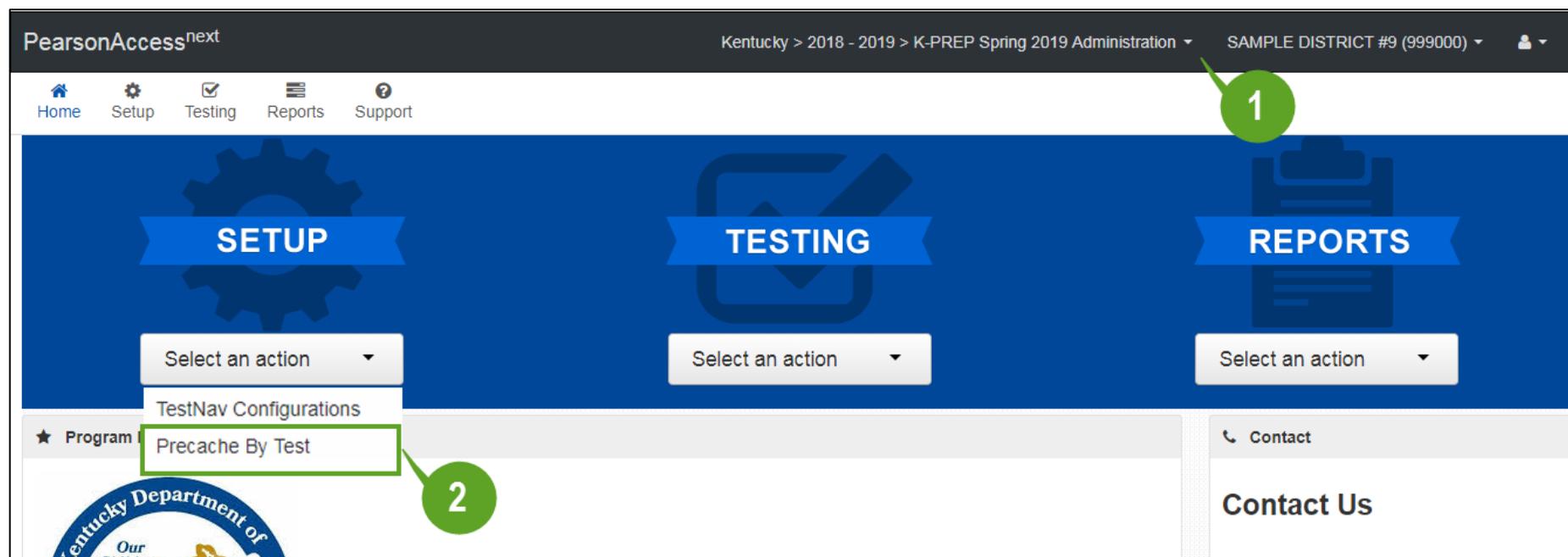
Note: If the “1 Per Page” option is selected, students may use the test ticket as scratch paper.

Precache by Test(s) or Session(s) (Technology Coordinator)

Proctor caching, or precaching, refers to downloading encrypted test content from the Pearson testing server to the proctor caching computer on your local network. This reduces the amount of bandwidth being used at the school and speeds up the delivery of test content. Not all schools/districts will use proctor cache. Consult with your district technology coordinator for additional information.

Test content can be precached by test subject or by test session. Precaching by test subject will cache the tests for all sessions at one time and is the most commonly used option.

Precache by test:



1. Verify the correct test administration is selected.
2. Under Setup, select **Precache By Test**.

Precache By Test

Organization	Test (Select up to 10)	Precache Servers (Select one)	
SAMPLE D2 HIGH (701003)	<input type="checkbox"/> Grade 11 Science	<input type="checkbox"/> Library Computer ⓘ	<input type="button" value="Precache"/>

3. Select the Test(s) to precache.
4. Select the Precache Server.
5. Click the **Precache** button.

Precache by session:

PearsonAccess^{next} Kentucky > 2018 - 2019 > K-PREP Spring 2019 Administration SAMPLE DISTRICT 2 (701000)

Home Setup Testing Reports Support

SETUP TESTING REPORTS

Select an action Select an action Select an action

★ Program Information

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

The screenshot shows the 'Sessions' management interface. At the top, there are navigation links: Home, Setup, Testing, Reports, and Support. The main header is 'Sessions' with a link 'Go to Students in Sessions »'. Below this, there are two panels: 'Tasks 1 Selected' and 'Sessions 1 Selected Clear'. The 'Tasks' panel has a 'Select Tasks' dropdown and a 'Start' button. A dropdown menu is open from the 'Start' button, showing options: 'Create / Edit Sessions', 'Precaching Test Content' (checked), 'Delete Sessions', 'Lock Units', 'Add/Remove Students in Sessions', and 'Mark Student Tests Complete / Stop Sessions'. The 'Sessions' panel has a 'Manage' dropdown. In the center, there is a 'Search' button. Below the search bar, it says '1 Results'. To the right, there are controls for 'Displaying 25' and 'Manage Columns'. At the bottom, there is a table with columns: 'Session', 'Session Status', 'Scheduled Start Date', 'Test', '# Students', 'Actual Start Date', and 'Organization'. One row is visible: 'GR 11 SCIENCE SESSION 1' with status 'Not Prepared', date '04/10/2019', test 'Grade 11 Science', 2 students, and organization 'SAMPLE D2 HIGH (7010)'. A checkbox in the 'Session' column is checked. Numbered callouts (3-6) highlight the search button, the session checkbox, the 'Precaching Test Content' option, and the 'Start' button respectively.

3. Search for the session(s) to precache.
4. Select the session(s) to precache.
5. From the Start dropdown, select **Precaching Test Content**.
6. Select **Start**.

Tasks for Proctor Caching

➕ Add Task < Previous Task Next Task > Exit Tasks ✕

Precaching Test Content

Precaching Test Content

* Stopped sessions will not be precached

Server Name	Session Name - Test Name	Download Detail
Library Computer Precache View Status	<ul style="list-style-type: none">GR 11 SCIENCE SESSION 1 (Not Prepared) - Grade 11 Science ⓘ	Forms: 2 Elements: 38 Size: 873 KB



7. Select the **Precache** button.

Prepare Session(s)

(District Assessment Coordinator, Building Assessment Coordinator)

After sessions are created and before the session is started, users prepare the session. This step takes the information provided when users created sessions to assign students to the correct test forms. **All test sessions must be prepared before a session can be started.** You can begin to Prepare Sessions when ProctorCache becomes available. **Users should prepare sessions at least a day before testing.** You can prepare test sessions one at a time or prepare multiple sessions at the same time.

The screenshot displays the PearsonAccessnext web application interface. At the top, the breadcrumb navigation shows 'Kentucky > 2018 - 2019 > K-PREP Spring 2019 Grade 10 Field Test' and 'SAMPLE DISTRICT #1 (700000)'. Below the navigation bar, there are three main sections: 'SETUP', 'TESTING', and 'REPORTS'. The 'TESTING' section is active, and its dropdown menu is open, showing 'Student Tests', 'Sessions', and 'Students in Sessions'. A green circle with the number '1' points to the breadcrumb navigation, and another green circle with the number '2' points to the 'Sessions' option in the dropdown menu. The page also features a 'Program Information' section with the Kentucky Department of Education logo and the text '2019 Kentucky K-PREP Spring 2019 Grade 10 Field Test'. A 'Contact Us' section is visible on the right side of the page.

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

The screenshot shows the 'Sessions' interface. At the top left, there is a 'Sessions' header with a link 'Go to Students in Sessions »' highlighted by a green box and a callout '5'. Below this are two task bars: 'Tasks 0 Selected' with a 'Start' button, and 'Sessions 1 Selected' with a 'Clear' button. A search bar labeled 'Find Sessions' contains the text 'Name starts with' and a 'Search' button highlighted by a green box and callout '3'. On the left, a 'Filters' panel has three sections: 'Session Status' with a dropdown menu highlighted by a green box and callout '4', 'Organization', and 'Test', each with a 'Select one or more' dropdown. The main area shows '1 Results' and a table with columns: Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization. The first row is 'GR 11 SCIENCE SESSION 1' with a checked checkbox, 'Not Prepared' status, '04/10/2019' date, 'Grade 11 Science' test, '2' students, and 'SAMPLE D2 HIGH (7010)' organization. A pagination bar at the bottom shows '« 1 »'.

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

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

Tasks 0 Selected [Start](#)

Students in Sessions 0 Selected [Clear](#)

Session List [Add a Session](#)

- GR 11 SCIENCE SESSION 1 x

1 Sessions | [Clear](#)

GR 11 SCIENCE SESSION 1 Ignore Schedule [Resources](#) [Details](#) [Edit](#)

Not Prepared [Prepare Session](#) [Refresh](#)

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

[Search](#)

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

Organization

Pearson Student Id Number

State Student Identification Number (SSID)

2 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 type="checkbox"/>	1966988289	STUDENT	SAMPLE		9264367750	<input type="radio"/> GR 11 SCIENCE SESSION 1 (Grade 11 Science)	Ready	Main	
<input type="checkbox"/>	0365115986	STUDENT	SAMPLE		1831619951	<input type="radio"/> GR 11 SCIENCE SESSION 1 (Grade 11 Science)	Ready	Main	

6. Verify the test session(s) you want to prepare is selected under Session List.
7. Click the **Prepare Session** button. (Note the session is *Not Prepared* and no Form number is assigned).

Session List Add a Session

GR 11 SCIENCE SESSION 1 ×

1 Sessions | [Clear](#)

GR 11 SCIENCE SESSION 1 Ignore Schedule Resources Details Edit

Preparing Waiting... Prepare Session Refresh

8

Find Students In the selected session(s) above

Search

Filters Clear Hide Organization 5 Results Displaying 25 Manage Columns

8. Session will show as *Preparing*.

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

Session List Add a Session

GR 11 SCIENCE SESSION 1
×

1 Sessions | [Clear](#)

GR 11 SCIENCE SESSION 1

● 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

Clip UIN

Starts with

5 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 type="checkbox"/> 3922769970 i	STUDENT	NEW		8452030491	● GR 11 SCIENCE SESSION 1 (Grade 11 Science)	🔒 Ready	Main	Grade 11 Science - 19SCBIPTONEN00000001 (19SCBIPTONEN00000001)
<input type="checkbox"/> 2549275656 i	STUDENT	NEW		6905352760	● GR 11 SCIENCE SESSION	🔒 Ready	Main	Grade 11 Science - 19SCBIPTONEN00000001 (19SCBIPTONEN00000001)

Start Test Session(s)

(District Assessment Coordinator, Building Assessment Coordinator, Online Test Administrator)

After a test session is prepared, it can then be started. Test sessions should be started on the day of testing, **before** students log in to test. You can start test sessions one at a time or start multiple sessions at the same time.

The screenshot displays the PearsonAccessnext web application interface. At the top, the breadcrumb navigation shows 'Kentucky > 2018 - 2019 > K-PREP Spring 2019 Grade 10 Field Test', which is highlighted with a green box and a green circle containing the number '1'. Below the breadcrumb is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. The main content area features three large blue buttons: 'SETUP', 'TESTING', and 'REPORTS'. The 'TESTING' button is active, and its dropdown menu is open, showing three options: 'Student Tests', 'Sessions', and 'Students in Sessions'. The 'Sessions' option is highlighted with a green box and a green circle containing the number '2'. Below the main content area, there is a 'Program Information' section with the Kentucky Department of Education logo and the text '2019 Kentucky K-PREP Spring 2019 Grade 10 Field Test'. On the right side, there is a 'Contact Us' section with contact information for the Kentucky Office of Standards, Assessment and Accountability.

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

The screenshot shows the 'Sessions' interface. At the top left, there is a 'Sessions' header with a link 'Go to Students in Sessions »' highlighted by a green box and a callout '5'. Below this is a 'Tasks' section with '0 Selected' and a 'Start' button. To the right is a 'Sessions' section with '1 Selected' and a 'Clear' button. In the center, there is a 'Find Sessions' search bar with a 'Search' button highlighted by a green box and callout '3'. On the left, there are filter sections for 'Session Status', 'Organization', and 'Test', each with a 'Select one or more' dropdown. The 'Session Status' dropdown is highlighted by a green box and callout '4'. Below the filters, a table displays '1 Results'. The table has columns: Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization. The first row is 'GR 11 SCIENCE SESSION 1' with status 'Ready', date '04/10/2019', test 'Grade 11 Science', 2 students, and organization 'SAMPLE D2 HIGH (7010)'. A checkbox next to the session name is checked and highlighted by a green box. At the bottom right, there are pagination controls showing '1'.

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**.



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

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

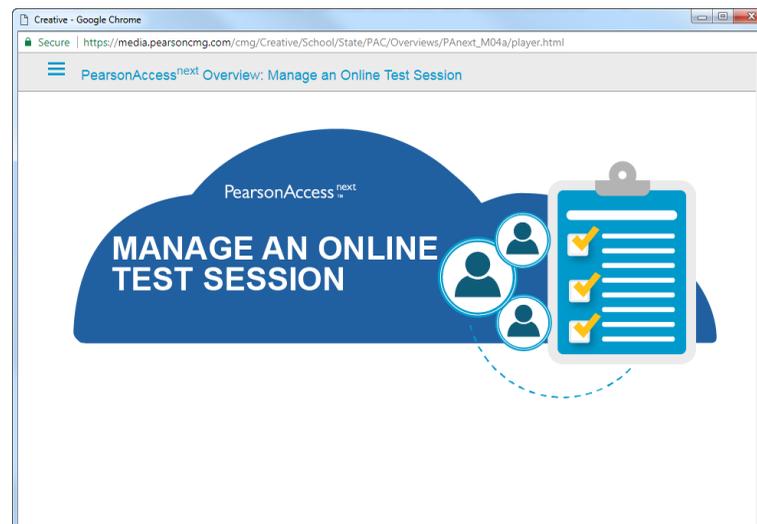
Additional Resources

- **PearsonAccess^{next} Online Support – Setup a Session**

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

- **PearsonAccess^{next} Manage an Online Test Session Training Module** – This module covers how to create and manage online test sessions.

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



Grade 10 Field Test 2019 Important Dates		
User	Action	Begin Date
Pearson	PearsonAccess ^{next} live and training sites available	March 4
	Load student data into PearsonAccess ^{next}	March 4
	Post DAC/BAC and Test Administrator Manuals (TAMs)	TBD
DAC	Create user accounts	March 6
	Enter Orders for Accommodated Materials	March 25
	Create test sessions	March 18
	Start and monitor test sessions	April 8 – April 26
BAC	Create user accounts	After DAC has created BAC account
	Create test sessions	March 18
	Start and monitor test sessions	April 8 – April 26
Technology Staff	Prepare online testing environment	<i>Before testing occurs</i>
	Configure TestNav 8 in PearsonAccess ^{next}	<i>Before test sessions are created</i>
	Precache test content/prepare test sessions	Apr. 1
Test Administrators	Review Test Admin Manual (TAM)	Early April
	Start and monitor test sessions	April 15 – April 26
Students	Practice Tests and TestNav 8 tutorials	<i>Before testing</i>
	Take Assessment	April 15 – April 26

Grade 11 2019 Important Dates		
User	Action	Begin Date
Pearson	PearsonAccess ^{next} live and training sites available	Feb. 4
	Load student data into PearsonAccess ^{next}	Feb. 19
	Post DAC/BAC and Test Administrator Manuals (TAMs)	TBD
DAC	Create user accounts	Feb. 4
	Verify and update student registration	Feb. 19
	Create test sessions	Feb. 19
	Start and monitor test sessions	April 8 – June 7
BAC	Create user accounts	After DAC has created BAC account
	Verify student registration	Feb. 19
	Create test sessions	Feb. 19
	Start and monitor test sessions	April 8 – June 7
Technology Staff	Prepare online testing environment	<i>Before</i> testing occurs
	Configure TestNav 8 in PearsonAccess ^{next}	<i>Before</i> test sessions are created
	Precache test content	Apr. 2
Test Administrators	Review TAM	Early April
	Start and monitor test sessions	April 8 – June 7
Students	Practice Tests and TestNav 8 tutorials	March 19 – April 27