



## **TestNav Remote Delivery – District and School Guide**

## TestNav Remote Delivery Overview

TestNav remote delivery is Pearson’s solution for districts, schools, and families using TestNav for remote testing. Remote test delivery provides data that helps educators meet their students’ instructional needs, even while outside of the classroom.

These key points apply to using TestNav remote delivery:

- There is no functional change for students—they navigate through online tests using TestNav, with the same tools and accessibility options available in non-remote testing.
- TestNav remote delivery still requires the use of PearsonAccess Next or Pearson Access (depending on your program) to manage accommodations and test sessions for students.
- ProctorCache is not necessary or available for remote testing administrations.

Outside of TestNav remote delivery itself, districts and schools can use existing communication methods and platforms to deliver practice tests, aid with technology setup, and provide specific directions for test administration. For details, see your State Department of Education’s documentation and policies.

## Test Preparation Considerations

### Accommodations and Tools for Students

To assign accommodations to students, follow the same process that you follow when registering students for in-person testing. Check with your local Department of Education for available accommodations.

The same embedded tools are available when using TestNav remote delivery. Check with your State Department of Education for guidance regarding embedded or unembedded tools.


### TestNav Remote Delivery Options

You can access TestNav remote delivery using either browser-based TestNav or a TestNav app. For this year's remote delivery, Pearson is instructing families to use browser-based Testnav.

- Pearson supports specific browser(s) on specific operating system (OS) versions. See ***Browser-based TestNav Requirements for details.***

## Sign-In Credentials

Sign-In credentials must be provided to students—both a username and password. Do not send full testing tickets to students, as the testing ticket may include Personally Identifying Information (PII). Sign-In credentials are unique to each student and can be provided electronically. They can be found in PearsonAccess Next or Pearson Access (following your program's guidelines).



The image shows a sign-in form with two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon on the right side. Below the fields is a blue button labeled 'Sign In'. The form is set against a light gray background with a subtle drop shadow.

**Commented [MV1]:** We put a drop shadow on all images. I can send you the Photoshop settings or do so for you if you don't have Photoshop.

**Commented [PJ2R1]:** I don't have Photoshop, so go ahead and replace when you get this back

**Commented [MV3R1]:** Replaced. If you want me to make it bigger, I can. But I don't think it needs to be huge.

**Commented [PJ4R1]:** @Marroquin, Vanessa looks great!

## Synchronous Video Monitoring

Pearson recommends synchronous video monitoring (using Teams, Zoom, Hangout, or other platform) of up to 20 students per remote testing session. In doing so, teachers and test administrators can:

- Review pretest information or instruction with students.
- Monitor individual or small-group test sessions and more easily take individual student questions.
- Respond to students in real time.

## Session Management Features

TestNav remote delivery and PearsonAccess Next/Pearson Access remote testing session management include new features:

- Battery Indicator/Warning in PearsonAccess/TestNav - *A battery indicator appears in the Pearson Access Session Info page for test administrators and on the student's TestNav testing window.*
- Test progress in PearsonAccess Next - *A pop-out session dashboard that displays student test status item by item.*
- Configuration option for assessments to auto-resume in PearsonAccess Next

## Recommendations for District and School Administrators

Thoroughly train staff on TestNav remote delivery, including how to administer and monitor remote test sessions, and also how to communicate with proctors.

When interacting with parents/guardians and caregivers:

- Provide them with ample notification and information on assessments prior to the scheduled assessment date.
- Consider sending a communication that explain their role during assessments.
- Make sure that they know who to call for troubleshooting.

Commented [MV5]: @Pobst, James Was this previously New Features or something like that? Session Management doesn't seem to match the content. Maybe I accidentally flubbed something?

Commented [MV6]: @Riley, Jennifer, as far as Maggie and I know, this is only available in PAN. You can see session and section progress in the Session Info page of PA, but not item by item.

Commented [MV7R6]: @Pobst, James

Commented [MV8]: Consulting with Maggie

Commented [PJ9]: Vanessa, I changed the formatting here from your edits. I think the bullets can be grouped together under "interacting with parents/guardians:"

## Security

Use the following guidelines when preparing for TestNav remote delivery:

- Browser-based TestNav allows students to communicate during testing with their teacher.
- Observe a “shared responsibility” for test security that aligns with local policies and administration support.
- Use pre-agreed upon chat and video conferencing software to contact students and actively monitor student testing. *Students may need to turn off video conferencing if they experience issues with it, or it reduces network bandwidth affecting optimal TestNav functionality.*
- Require that students shut down other applications during remote testing.
- Request that families reduce the number of users on a home internet network during testing for optimal functionality.

## Before Testing

Refer to the following task checklist before testing starts:

- Make sure you can access PearsonAccess Next/Pearson Access and view testing sessions. Confirm that all students appear on the **Student List**.
- Discuss with students the background and expectations for the test per the specific policies adopted by your State Department of Education.
  - Topics to consider:
    - *Test environment*
    - *Technology setup*
    - *Scheduling*
    - *Test resources*
    - *Test materials*
- Work out an agreed-upon plan for when students can interact with the teacher during testing.
- Provide the Parent/Guardian and Student Remote Testing Setup Guides to facilitators at home so they can verify devices are supported.
- Provide students with a testing time and meet using your normal instructional meeting platform (for example, Zoom) to read the **SAY** directions, or copy and paste **SAY** directions into an email for your students.
- Read or distribute specific testing directions, if they include information aside from the **SAY** directions provided to students (for example, allowed and prohibited materials).
- Distribute Sign-In credentials to students using the standard educator-to-student communication method/type, and remind students they can sign in only at the scheduled testing time. Provide usernames and passwords in separate emails.

## During Testing

Refer to the following task checklist right before testing starts and during testing:

- Remind students to keep their devices plugged in if possible.
- Instruct students to complete audio and video checks, and let you know when they're ready to sign in.
- Confirm that every student was able to sign in with their credentials. Troubleshoot and help any students that could not sign in (for example, cross-check the credentials on their test ticket with the email you sent to the student).
- Take note of and help any student who believes they have an incorrect test form.
- Open and manage all relevant test sessions for each testing group.
- Monitor student status in PearsonAccess Next or Pearson Access, ensuring all testing students remain in "Active" status during online testing.
- Be prepared to address connectivity issues that students may mention, including resuming a student's test as needed (unless your program opted for an auto-resume configuration).
- Monitor and support students through video and chat. However, avoid specific words of encouragement/coaching.
- Use PearsonAccess Next or Pearson Access to confirm that all student tests have been submitted.

**Commented [PJ10]:** Vanessa, because you had a question about what screens are referred to, maybe we can make this reference more general

**Commented [MV11R10]:** I think this is okay the way it is.

**Commented [MV12]:** Consulting Maggie

**Commented [MV13]:** Do we need another bullet about Mark Complete if something happens and a student doesn't click submit final answers?

**Commented [PJ14R13]:** I added a bullet in the next section

## After Testing

Refer to the following task checklist after testing is completed:

- If any students did not submit their test, follow up with them as to whether they need to resume testing later, or if you need to use PearsonAccess Next or Pearson Access to mark their test complete.
- If testing is planned across multiple days, communicate the next testing time and related information to all students.