

Checklist for Testing

This checklist is intended to be used by testing programs to help guide your preparation. While you should use this as a source document, your programs will create more-detailed checklists that are likely to include policy and role information.

Tasks listed on this page are in as close to chronological order as possible. The timing of some tasks may overlap.

Start Here

1. Confirm that the computers you will use for testing meet the stated [System Requirements](#) for PearsonAccess^{next}.
 2. Learn the [System Basics](#).
 3. Learn how to [Import / Export Data](#).
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Setup Organizations and Users

1. [Create an Organization](#).
 2. [Manage Contacts](#).
 3. [Manage Participation in Test Administrations](#).
 4. [Create a User Account](#).
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Prepare for Testing

1. [Create a Student Record](#).
2. [Create a Group](#)
3. [Register a Student](#).
4. [Assign a Test](#).

Additional preparation tasks only for online tests

Perform technical prerequisites by configuring the TestNav server details, student response file backup locations, and proctor caching.

- a. [Configure Response File Backup Locations](#).
- b. [Manage Proctor Caching](#).
- c. Create a configuration, as described in [Configure TestNav for ProctorCache](#).
- d. [Create a Session](#) and set it to use the proctor caching configuration you created.
- e. [Add a Student to a Session](#).
- f. [Update PNP Settings](#).
- g. Precache your content, as described in [Precache Test Content](#).

Additional preparation tasks only for paper tests

Finalize and submit your data so that the appropriate quantity of testing materials are sent to you.

- a. [Manage Enrollment Counts](#).
 - b. [Create an Order for Materials](#).
 - c. [Track Material Shipments](#).
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Manage Testing

Required actions at this stage are different depending on whether your testing is online or on paper.

Tasks for online test session management

1. [Start a Session and Unlock a Test](#)
2. [Retrieve Resources for an Online Test](#)
3. During testing, [Monitor or Change Student Test Status](#).
4. When test session is complete, **stop** the test session as described in [Stop a Session](#).

Tasks for paper test management

1. Follow your program's stated procedures for handling paper testing materials.

After Testing

1. [Resolve Student Data Errors and Warnings](#), if needed.