Administering TestNav Assessments

Learn how to prepare for Schoolnet online assessments, understand the student assessment experience, and view student progress in real time. If students have never used TestNav, you may wish to present relevant slides in *The Student Experience (TestNav),* a customizable PowerPoint presentation with images and talking points on specific features. Make sure you know how students will log in at your district – ask a site administrator if unsure if students will sign in through a portal or directly to Schoolnet as it may differ from your login process. Referenced documents are available at https://schoolnet.tms.pearson.com.

Preparing Computers for the First Online Assessment

Students may be taking assessments in the classroom, from a computer lab or from home. You will need to make sure the computer systems/devices they are using are compatible with Schoolnet and its embedded version of TestNav. **Note**: Schoolnet TestNav is separate from any instance of TestNav used for state high stakes testing.

- Confirm every student computer meets **System Requirements** (there is a link in the Schoolnet site footer to current specifications)

- Know if the student computers have pop-up blockers, and if so, how to enable TestNav

Tasks to Perform Before Each Assessment

Complete the following tasks before administering each test:
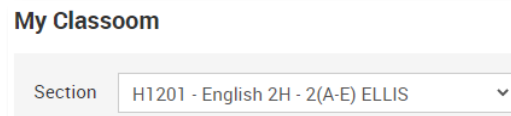
- Communicate the online test passcode

- Let students know what to do if they encounter issues during testing; see also: *Understanding Internet Connectivity and Online Testing in TestNav*

- Open the Proctor Dashboard on a screen students cannot see

- Know what students are flagged for text to speech or other accommodations that may need explaining; see also: *Administering Assessments with Accommodations in TestNav*

- Know if 'Requires Secure Tester application' was selected during scheduling, if so, confirm it is installed on each machine

Accessing the Proctor Dashboard

Use the Proctor Dashboard to prepare for test administration and to view the details of your students' progress during an assessment.
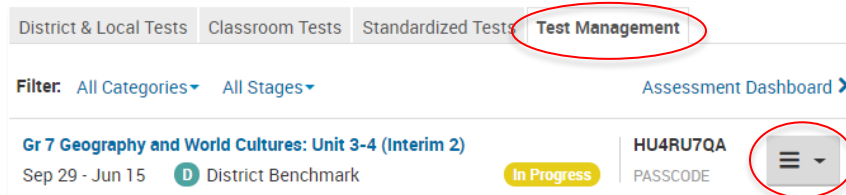
To access the Proctor Dashboard:

1. On the home page, select a class in the Section menu

2. In the Classroom Assessment Monitor widget, click the **Test Management** tab

3. In the menu next to the desired assessment, select 'Proctor Dashboard'

Monitoring Administration in the Proctor Dashboard

View each student's progress throughout the assessment using the progress bar, which displays colored bars to represent correct, partially correct (light green), incorrect (red), and open response/task (blue) items. Some assessments are configured to show progress only without indicating by color which answers are correct.

Device ID	Student	ID	Test Progress (12 questions)	Results	Status
✏	*Aileru, Aarana*	1060478		72.2% (13/18) ■	Completed ⊕ Resume
✏	Andreani, Tavionna	1059456			Not Started
✏	Bailous, Ka'Price	1059464			Not Started
✏	*Best, ANDREW F*	1060995		77.8% (14/18)	Completed ⊕ Resume
✏	*Bregu, Asila*	1208567		11.1% (2/18) ■	Completed ⊕ Resume
✏	Carvour, Dallace	1061218			In Progress

From the Proctor Dashboard you can:

- View status of each student

- Click the **Resume** link to allow a student to resume their test session once if needed (link availability is permission-based)

- From the Actions menu, access the Item Analysis report or view which students were granted accommodations

- Click **View Details** to access any associated resource files for the test and a link to score all open response items

- Once student submits their test, click the **pencil** icon next to their name to access a score page where you can submit the test for any student who missed this step: a button will only appear for unsubmitted tests along with the message "This student started the test but has not yet submitted it."

Students | **By Student's Test**

Filter by:
Math 8 - CHEN:01 :Prd 01 ▾
Upload Scores

☐ Show items already scored

ALLEN, MARTHA (887780682)   Total Teacher Score: 0/6 (0%)

| ALLEN, MARTHA |
| ARMSTRONG, THOMAS |
| BILICA, ROBIN |

This student started the test but has not yet submitted it.   **Submit Pending Test**

Understanding the Student Experience

If you have access to the Test Detail (this will vary), you can replicate the student experience once in TestNav. To access, go to the home page > Classroom Assessment Monitor > Test Management tab > click a test title and then **Preview as a Student**.

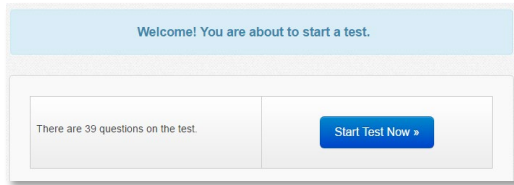***Procedure for students to start an assessment via the browser*:**

1. Log in to Schoolnet

2. Under **Take a Test**, enter the online passcode for the test and click **Go**

3. Click **Start Your Test**

4. Click **Start Test Now**

5. In the test window that appears, click **Start Test Now**

***Procedure for students to start an assessment via Secure Tester*:**

1. Launch Secure Tester

2. Enter your username, password and the online test passcode for the test provided by the teacher
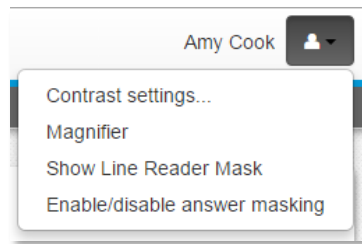
3. Click **Login**

4. Wait momentarily while test is preparing content

5. Click the green **Start Your Test** button
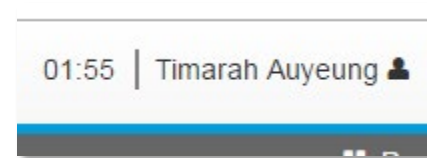6. In the test window that appears, click **Start Test Now**

To take the assessment via TestNav once logged in:

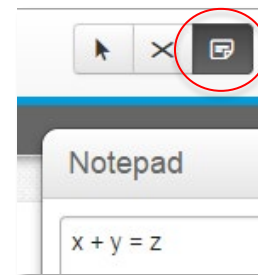1. Select any available accommodations as needed

2. After answering each item, click **the blue arrow** to advance forward or back through the assessment

3. Use test tools as needed:
   - Click **Bookmark** to tag items for follow-up
   - Click **Review** to see which items are unanswered or bookmarked
   - Drag your cursor over passage text to apply a blue or pink highlighter
   - Click the **X** in the tool menu and click on wrong answers to hide them and more easily choose from remaining options

- If test is timed, be mindful of time remaining

- Click the Notepad icon to enter notes that teachers will be able to see later

4. After answering the last test question, click **Test Summary**
5. On the Test Summary page, click any flagged or unanswered questions to review them and make changes or additions
6. When satisfied with all the answers, click **Submit Test**
7. In the confirmation window that appears, click **Yes**
8. Click **Close Test**