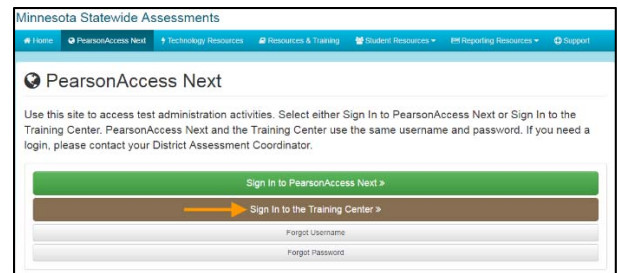


Accessing Online Item Samplers through the Training Center

NOTE: Access online item samplers through the TestNav app when using the Training Center. While there are no item samplers available specifically for OLPA, students can prepare for the OLPA administration using the Reading and Mathematics MCA online item samplers.

Sign in to the Training Center

To sign in to the Training Center, ensure the brown Training Center button is selected. Then enter your username and password and select Sign In.

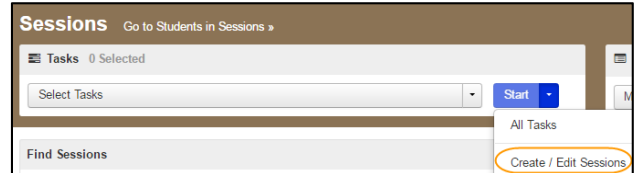


Create a Practice Test Session

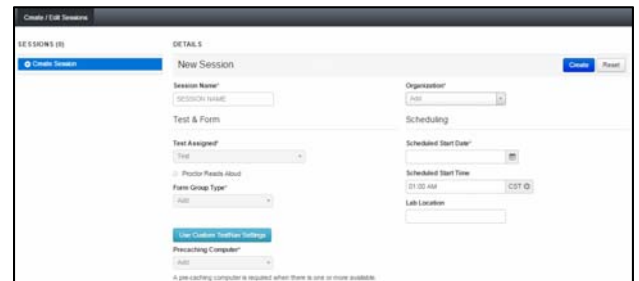
1. From the Home page, under **Testing**, select **Sessions**.



2. Select the dropdown menu next to the right of the **Start** button and select **Create / Edit Sessions**.



3. On the New Session screen, enter the required information as indicated by the asterisks (*).



- Session Name*
- Organization*
- Test Assigned*
- Proctor Reads Aloud: not used
- Form Group Type*: most students will be assigned to the Main form group type.
 - For mathematics and science, the Main form group is assigned to students requiring standard text-to-speech or accommodated text-to-speech.
 - For science only, students using the script accommodation in conjunction with the online item sampler will be assigned to the Accommodated form group type.
 - Separate sessions must be set up if students need to be assigned to different form group types.

NOTE: While the Data Entry form group type will appear, it should not be selected as the form group type for administering item samplers in the Training Center.

- Scheduled Start Date*: date is for planning purposes only; the test session will start whenever the Start button is selected, regardless of the date entered here.
 - Precaching Computer*: work with your technology staff on what to select, as needed.
 - Scheduled Start Time and Lab Location: optional fields that can be used to organize test sessions as needed.
4. Select **Create**. Once the test session is created, it will appear on the left under Create Session.

Adding Sample Students to the Test Session

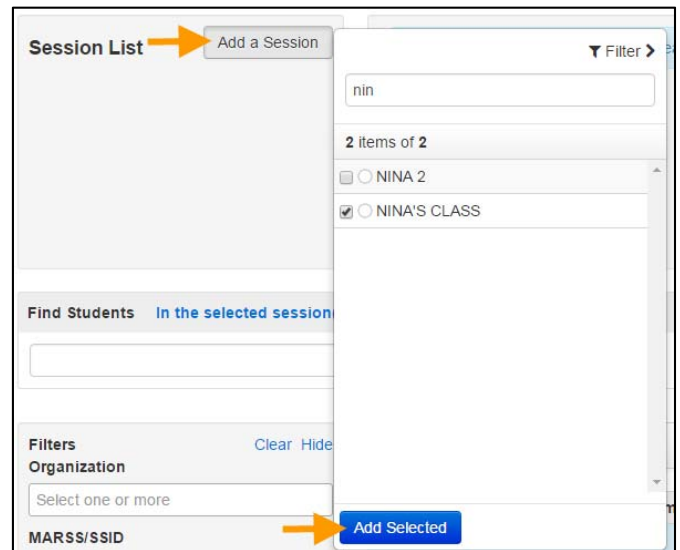
The Training Center does not contain any live student data, meaning that precode files containing student demographic and test eligibility information are not loaded to the Training Center. Sample students have been created in the Training Center by Pearson for item sampler administration. Sample students have generic student names and do not have student-specific information:

- “M Student” for students taking reading item samplers and students requiring standard text-to-speech for mathematics and science item samplers.
- “A Student” for students requiring accommodated text-to-speech for mathematics and science item samplers and students requiring the science script accommodation in conjunction with the science item sampler.

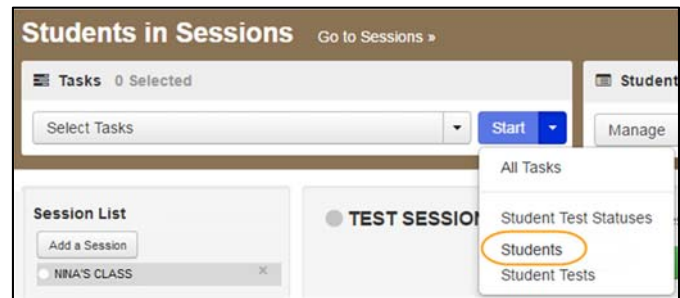
1. From the Home page, under **Testing**, select **Students in Sessions**.



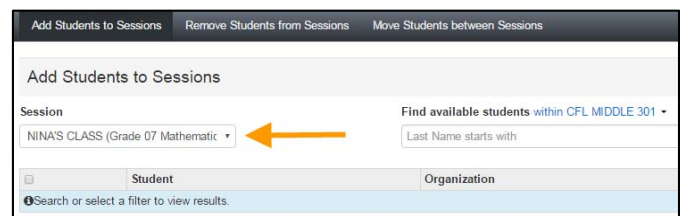
2. In the Session List, select **Add a Session**. In the Session Name field, begin entering the name of the test session. Select the checkbox next to the test session, and select **Add Selected**.



3. Select the dropdown menu next to the right of the **Start** button and select **Students**.

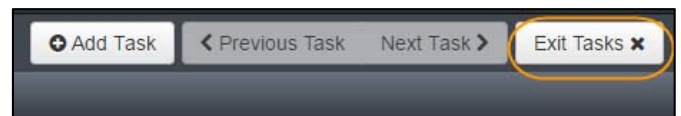
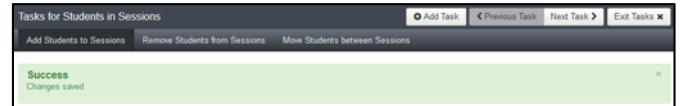
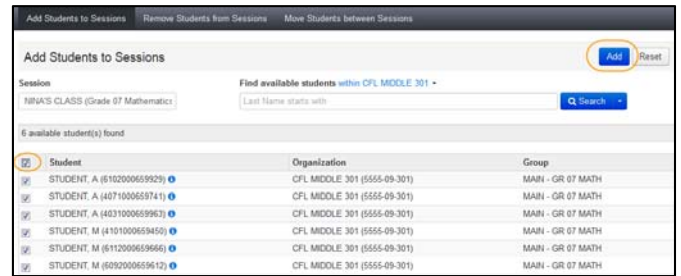
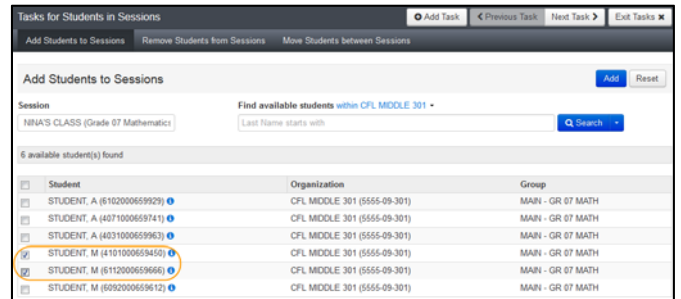
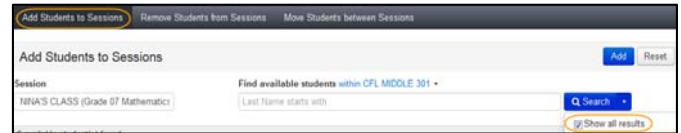


4. On the Add Students to Sessions tab, under the Sessions dropdown, select the test session.



5. Under **Find available students with (your school)**, select the dropdown next to the **Search** button and select the checkbox next to **Show all results**.
6. Select students, up to 25 at a time.
 - For reading item samplers, select the checkbox next to each student with the name “Student, M”.
 - For mathematics or science item samplers, select the checkbox next to each student with the name “Student, M” (for standard text-to-speech) or “Student, A” (for accommodated text-to-speech) or “Student, A” (for accommodated text-to-speech or the science script accommodation in conjunction with the online item sampler).
 - Or, to select all the students on the page, select the checkbox at the top on the left, next to the Student column header. If selecting the checkbox in the top left corner, verify that you have selected the correct students (“Student, M.” or “Student, A.”) for mathematics and science.
7. Select **Add**.
8. Once Add is selected, a “Success, Changes saved” message will appear on the green bar.
9. Select **Exit Tasks** at the top right to return to the Students in Sessions screen. The student(s) you added will now display in the test session.

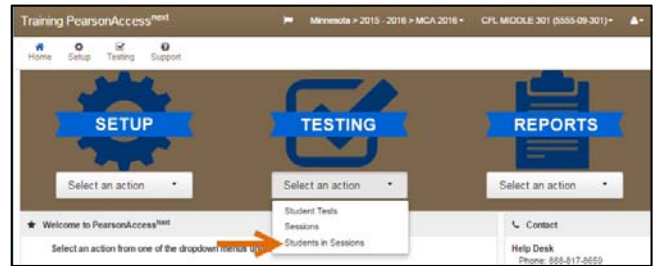
To add additional students at a later time, follow the same steps.



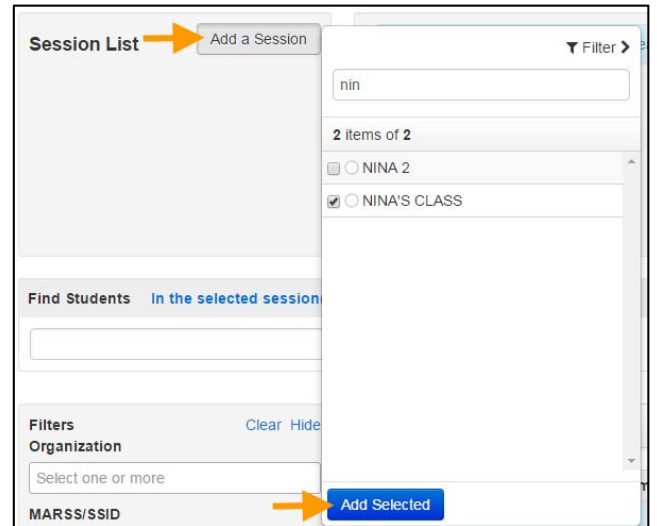
Print Student Testing Tickets

Student testing tickets are needed for students to sign in to the item samplers.

- From the Home page, under **Testing**, select **Students in Sessions**.

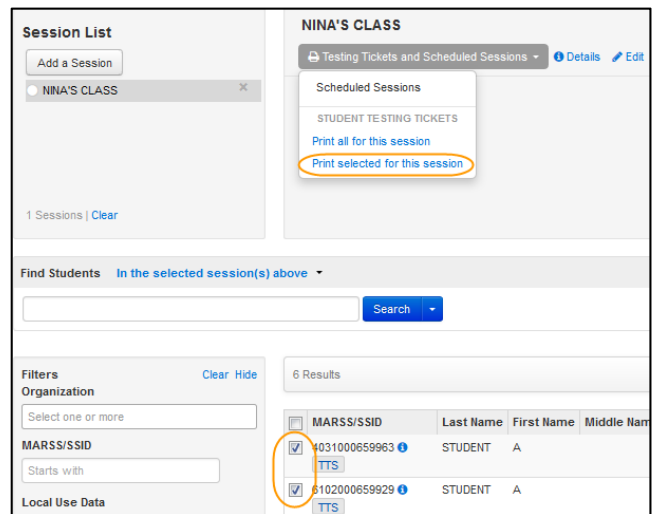
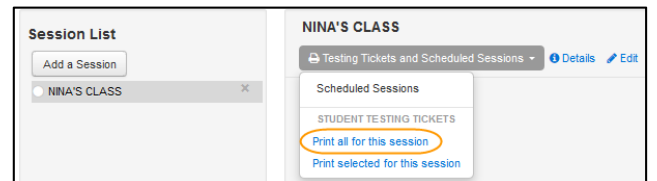


- Add the test session to the Session List.

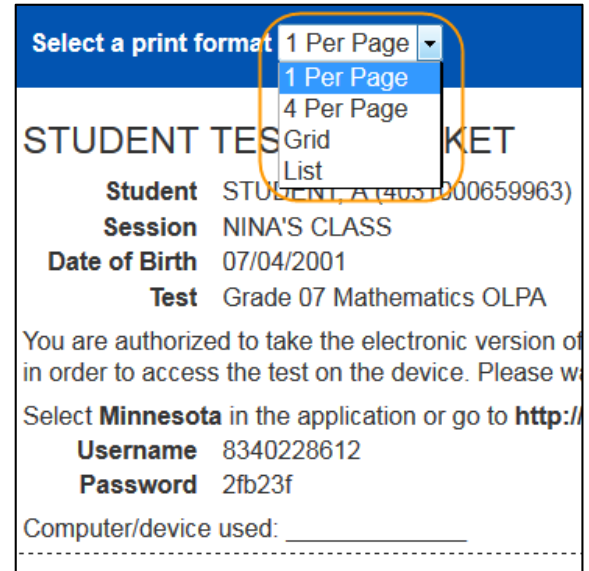


- Print student testing tickets for the entire test session or by selecting individual students.

- To print tickets for all students in the test session, select **Testing Tickets and Scheduled Sessions**. Under Student Testing Tickets, select **Print all for this session**.
- To print individual student tickets, select the checkbox next to the student or students. Then select **Testing Tickets and Scheduled Sessions**. Under Student Testing Tickets, select **Print select for this session**.



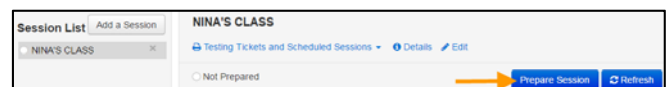
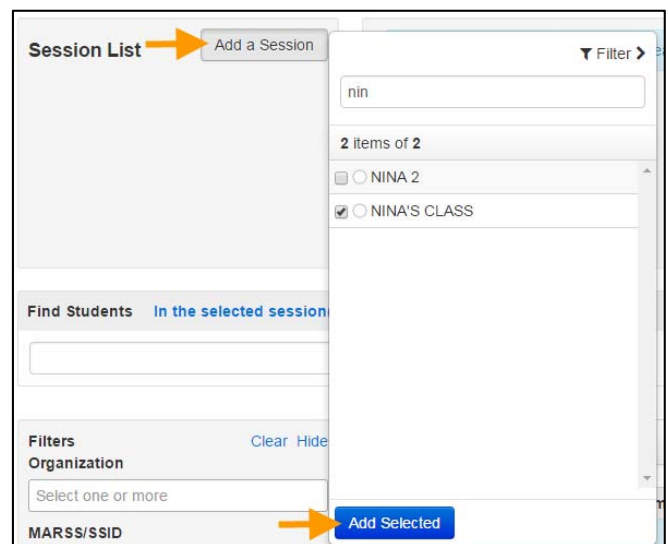
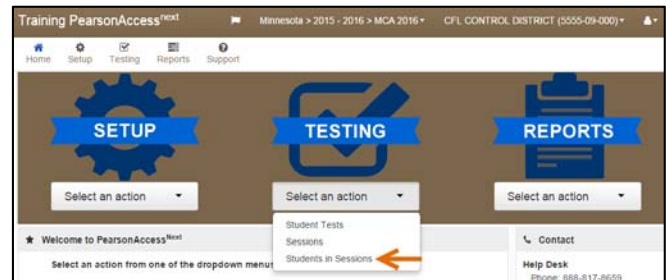
4. When the tickets open, they are set up to print as one ticket per page. To change how the tickets are printed, select a different print option (4 Per Page, Grid, or List) from the dropdown menu.
5. Print the student testing tickets using your browser's print function.



Prepare and Start the Practice Test Session

Students must be added to the test session before the test session can be prepared and started. Test sessions will not automatically stop, time out, or expire.

1. From the Home page, under **Testing**, select **Students in Sessions**.
2. Add the session to the Session List. If you are preparing or starting multiple test session, add at least two sessions to the Session List.
3. Prepare the test session.
 - To prepare a single test session, select **Prepare Session**.



- To prepare multiple test sessions, select **Combined View** from the top of the Session List. Select **Prepare All Sessions**.

The test session status will change from Not Prepared to Ready.

NOTE: While the session is preparing, the white circle will have a blue outline.

Once the test session has been prepared, Prepare Session will change to Start Session and the white circle next to the session status will turn gray.

4. Start the test session.

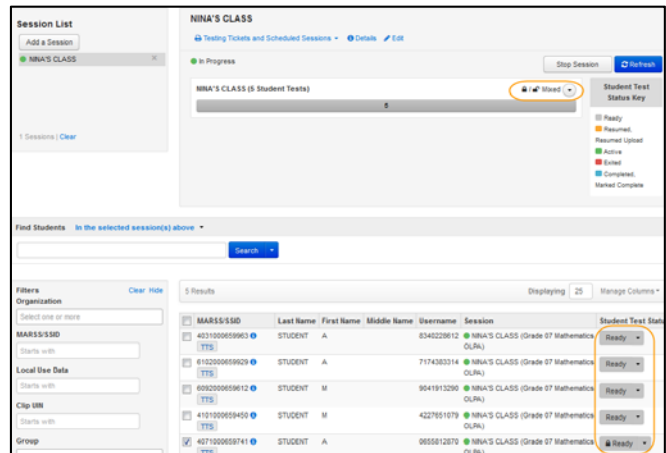
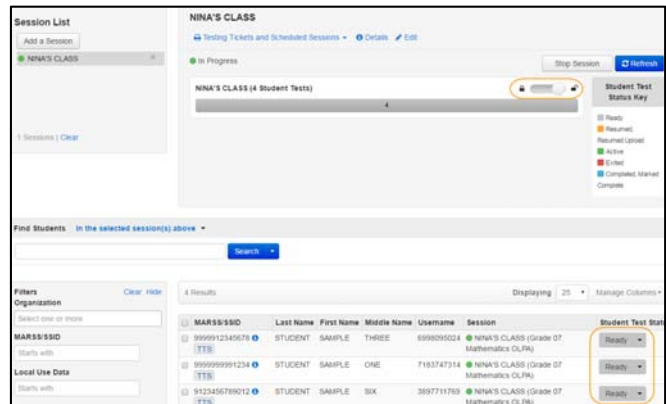
- To start a single test session, select **Start Session**. The test session status will change from Ready to In Progress.
- To start multiple test sessions, add at least two sessions to the Session List. Select **Combined View** from the top of the Session List. Select **Start All Sessions**.

Once the test session has been started, Start Session will change to Stop Session and the gray circle next to the session status will turn green.

5. A lock/unlock slider will be displayed. Student tests are automatically unlocked when the test session is started.

If a student is added or moved to the test session, their test will automatically be unlocked unless they are added to a test session where all student tests are locked.

The test session will show "Mixed" in place of the slider if there are both locked and unlocked tests in the same test session. You will need to unlock the additional students before they can sign in to the test by selecting the dropdown next to the student's test status and selecting Unlock.



Students Sign in to the Item Sampler

Before signing in, mathematics and science students using text-to-speech must plug in their headphones and perform a volume check by selecting **Test Audio** on the TestNav sign in screen.

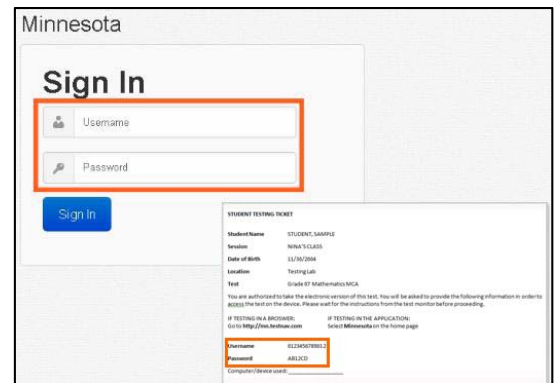
Provide the students with their student testing tickets.

NOTE: Student information on the testing tickets is generic. For mathematics and science, make sure students receive the correct ticket for the item sampler they need to take (tickets with Student, A for accommodated text-to-speech and science script, Student, M, for standard text-to-speech).

Students sign in to the item sampler by selecting the TestNav 8 icon on the Home screen (for tablets); selecting TestNav from the Apps menu (for Chromebooks); or selecting the TestNav 8 icon on the desktop screen (for desktops and laptops).

When they are ready to sign in, students enter the username and password provided on their student testing tickets, and select **Sign In**.

NOTE: Students will see a code of conduct screen, which reflects what they will see in the operational test. While the code of conduct indicates that students cannot work with other students or accept help, this is specific to the actual test and does not apply to item samplers.



On this test, do your own best work to show what you know and can do.

- Do not accept help finding answers to test questions.
- Do not give answers to other students.
- Do not tell others what is on the test.
- There may be consequences if you do not follow directions or if you behave dishonestly.

Student Testing Status

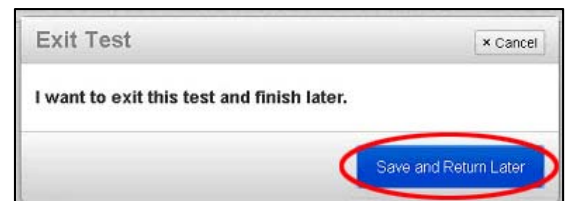
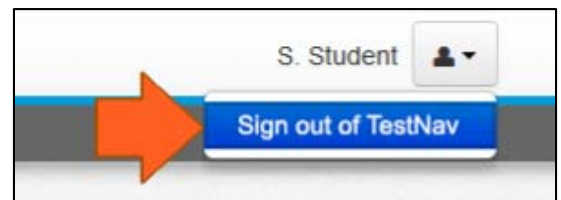
The testing status of all students in the test session is set to "Ready" in PearsonAccess Next and will not change at any point during the administration of the item sampler.

MARSS/SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status
77777777777777	STUDENT	A		6332691781	TEST 2 (Grade 07 Mathematics MCA)	Ready
88888888888888	STUDENT	A		4300802873	TEST 2 (Grade 07 Mathematics MCA)	Ready
99999999999999	STUDENT	M		2482817285	TEST 2 (Grade 07 Mathematics MCA)	Ready
55555555555555	STUDENT	M		0743991163	TEST 2 (Grade 07 Mathematics MCA)	Ready

Students Exit an Item Sampler

If the student needs to exit before completing the entire item sampler, the student selects **Sign Out of TestNav** from the User dropdown menu. The student then selects **Save and Return Later**.

NOTE: The options to exit the item samplers are the same as those in the operational test, but students will not be able to resume the item sampler where they left off. The student will need to start over if exiting before completing the entire item sampler.



Students Complete and Submit the Item Sampler

When students have reached the end of the item sampler and are ready to submit the item sampler for scoring, they are prompted to review their answers. After reviewing their answers, students select **Submit Final Answers**.

A report screen then appears, and students have the opportunity to view the correct answers and print their score report. However, score reports cannot be printed using tablets and Chromebooks.

Students select **Print this page** or **Sign out** on the report screen.

NOTE: The report screen is the only way to access student scores on item samplers.

