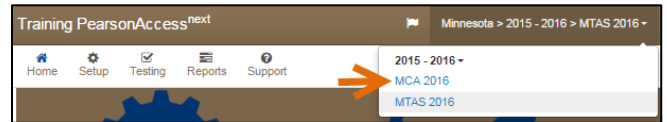![Pearson logo]

Accessing Online Item Samplers through the Training Center

NOTE: Students accessing item samplers on tablets and Chromebooks can only access them using the TestNav app.
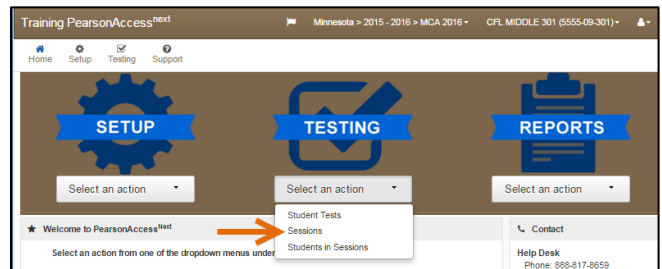
Verify Test Administration

Once you are signed into PearsonAccess Next, verify that the MCA 2016 test administration is selected. To change the test administration, select the current test administration to display a dropdown menu and then select **MCA 2016**.
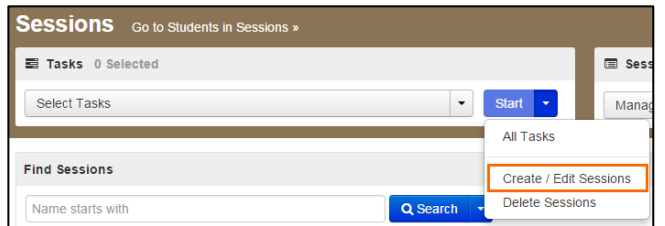

Create a Practice Test Session

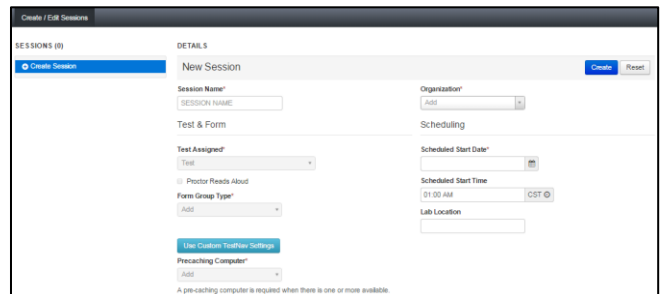1. From the Home page, under **Testing**, select **Sessions**.

2. Select the dropdown menu next to 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*: see the table below for information on the form group type to select. 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.

Item Sampler	Test Session Form Group Type	
	Main (Used for most student item samplers)	**Accommodated** (Available only for Science MCA item samplers)
Reading MCA	X	
Mathematics MCA	X – assigned to students requiring standard or accommodated text-to-speech	
Science MCA	X – assigned to students requiring standard text-to-speech	X – assigned to students requiring accommodated text-to-speech or the script accommodation in conjunction with the online item sampler

- 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.
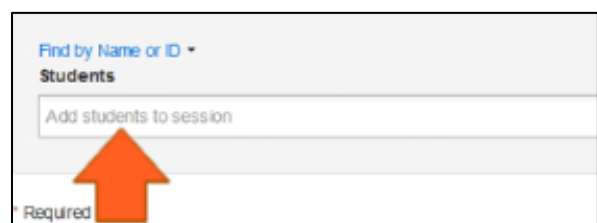
Adding Sample Students to the Test Session

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 and groups have been created in the Training Center by Pearson for item sampler administration. Sample students have generic student names that indicate the form group type to assign and do not have student-specific information:

- "M Student" for students taking Reading MCA and students requiring standard text-to-speech for Mathematics and Science MCA.
- "A Student" for students requiring accommodated text-to-speech for Mathematics and Science MCA.

NOTE: If your technology staff are conducting an Infrastructure Trial, additional students (named "New Student") and groups may appear in the Training Center. These students should not be used to administer item samplers to students.
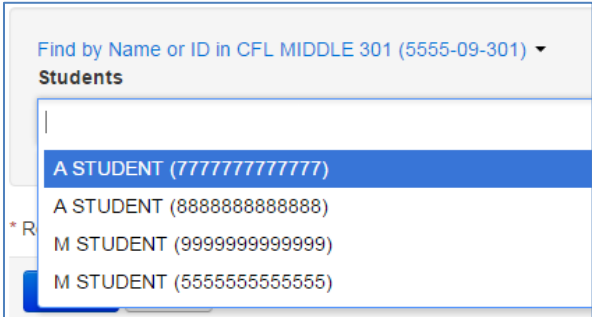
It is recommended that you add students individually to the test session, even though there is an option to add students by group. This is because each group contains all the sample students for a given grade and subject for that school, so if a group is added to a test session, no sample students for that grade and subject will be available to add to other test sessions. The default is to search for individual students.

1. To add individual sample students to the test session, select the box that says "Add students to session."

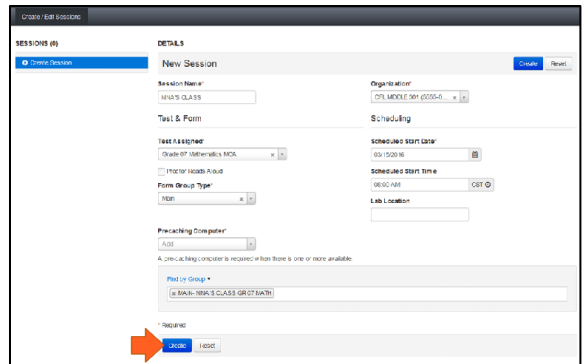Find by Name or ID ▾
Students

Add students to session

* Required

Then select the sample students from the list that appears below the box until you have added enough sample students for the students who will take the item sampler. Look for sample students with "M Student" or "A Student" names. Multiple sample students can be added in this field.
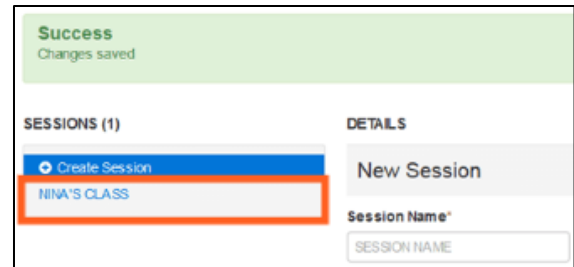
- For Reading MCA, only "M Student" names should be added to a Main test session.

- For Mathematics MCA, all students are added to a Main test session. Both "M Student" (for standard text-to-speech) and "A Student" (for accommodated text-to-speech) names should be added to a Main test session.

- For Science MCA, students are added either to a Main test session or Accommodated test session. Add "M Student" names to Main test sessions for standard text-to-speech and "A Student" names to Accommodated test sessions for accommodated text-to-speech.
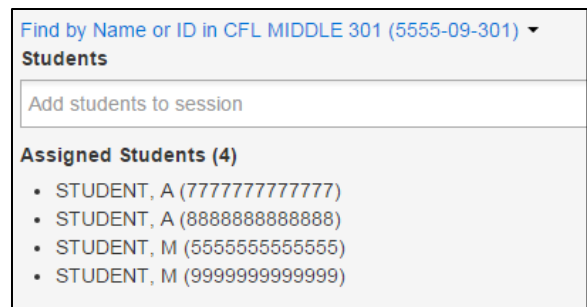
2. After sample students or groups have been added to the test session, select **Create**.
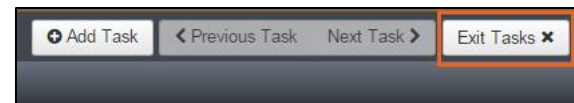

3. Once the test session is created, it will appear on the left under **Create Session**. You can select this session to edit it or to add additional sample students.

When you select the session, the sample students added when the test session was created will then appear under **Assigned Students** at the bottom of the screen.
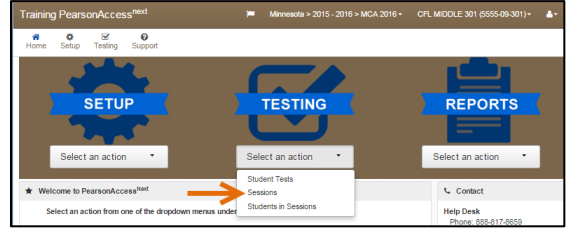

4. Select **Exit Tasks** at the top right to return to the Sessions screen.

Add Additional Sample Students to a Test Session

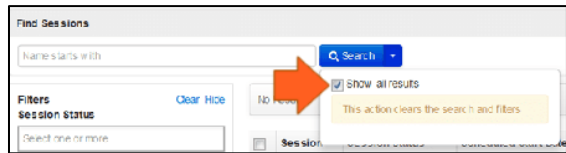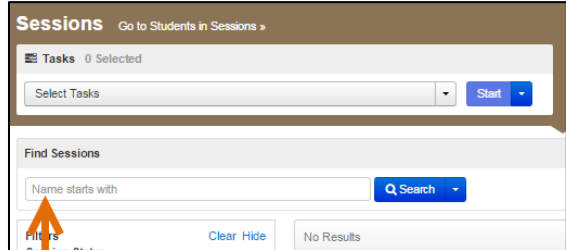To add additional sample students after the test session has been created:

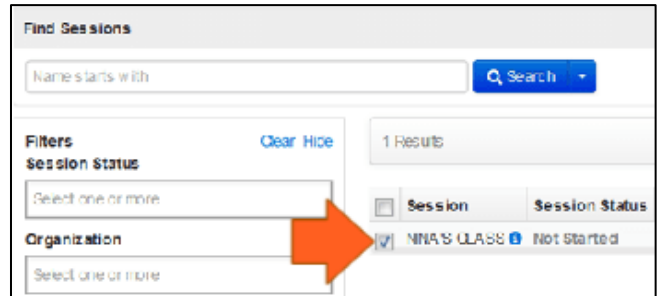1. From the Home page, under **Testing**, select **Sessions**.

2. Search for the test session by entering the name under **Find Sessions** and selecting **Search**.
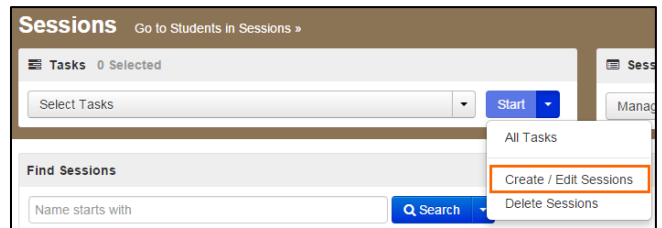
   OR

   Select the dropdown next to **Search** and select **Show all results** to view all test sessions in your school.

   Select the checkbox next to the session.

3. Then select the dropdown next to the **Start** button, and select **Create / Edit Sessions**.

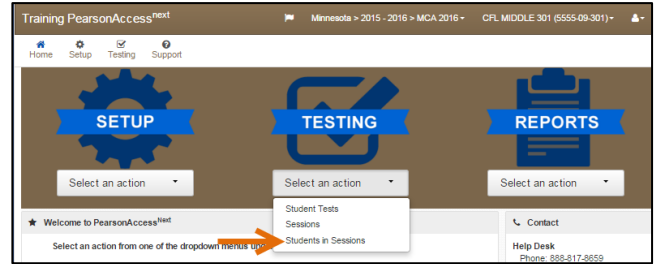4. Select the test session on the left under **Create Session**.

5. You can add individual students following the same steps outlined on pages 2–3. Then select **Save**.
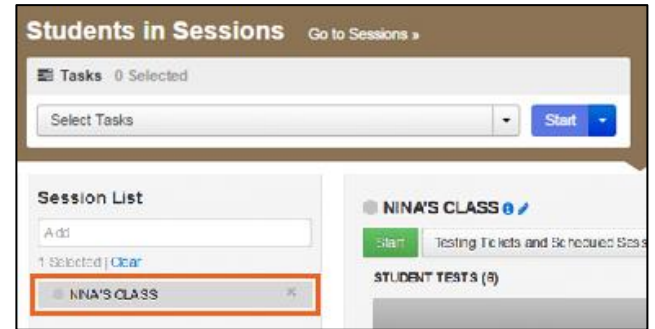
Print Student Testing Tickets

Student testing tickets are needed for students to sign in to the item samplers.
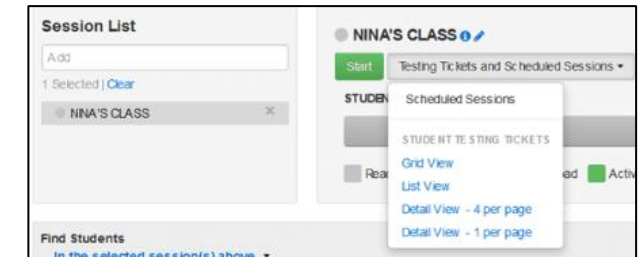
1. From the Home page, under **Testing**, select **Students in Sessions**.

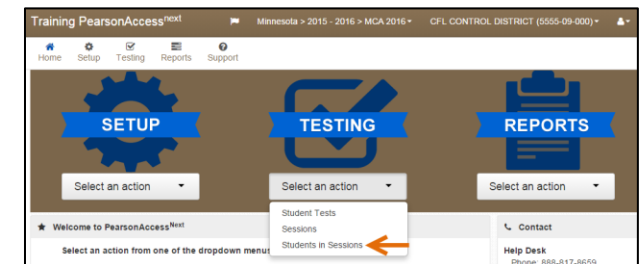2. Find and select your test session.

3. Select **Testing Tickets and Scheduled Sessions**. From the dropdown menu under **Student Testing Tickets**, select a print option: Grid View, List View, Detail View – 4 per page, and Detail View – 1 per page. Then you can print the student testing tickets using your browser's print function.
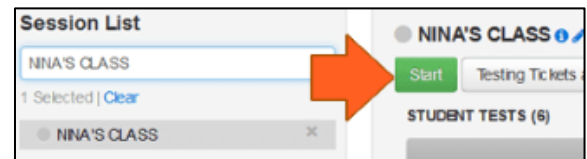
Start the Practice Test Session

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

2. Find and select the test session from the Session List and select **Start**. Once the test session has been started, Start will change to Stop and the gray circle next to the session name will turn green.

3. 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**.

NOTE: The test session will not automatically stop, time out, or expire.

Students Start 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 8 login screen.

Provide the students with their student testing tickets.

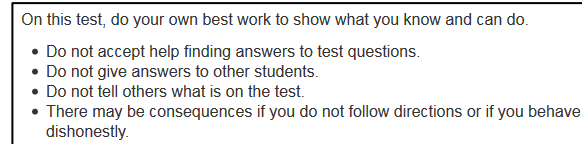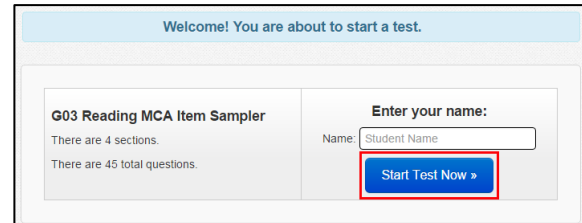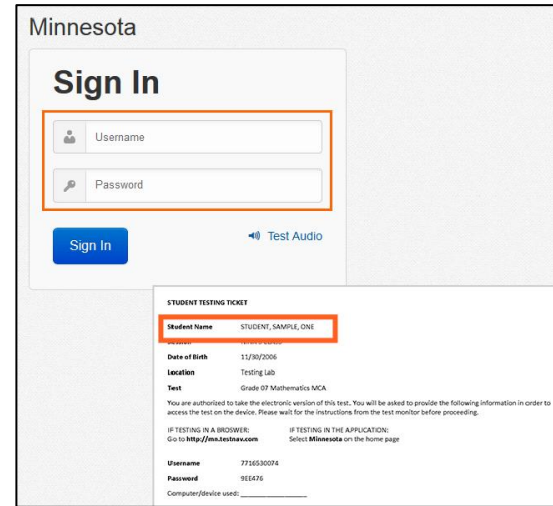Students sign in to the item sampler in one of two ways. **NOTE**: Students taking item samplers on tablets and Chromebooks can **only** access them using installable TestNav.

- Browser-based TestNav 8: Students open the browser on the computer and enter the TestNav 8 URL, http://mn.testnav.com.
- Installable TestNav: Students select the TestNav 8 icon on the Home screen (for tablets); select TestNav from the Apps menu (for Chromebooks); or select 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**.

Students select **Start Test Now** to proceed to the first section in the item sampler.

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.
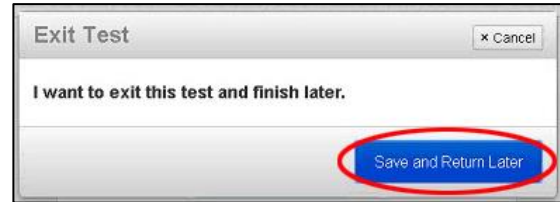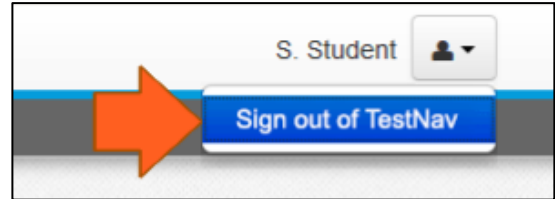
Student Testing Status

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.

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.
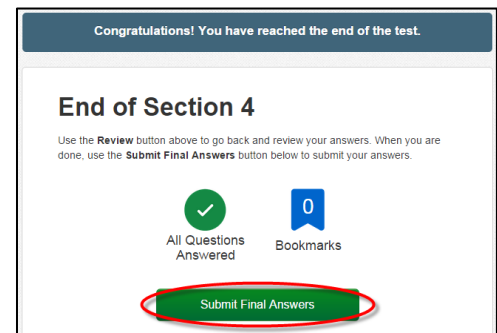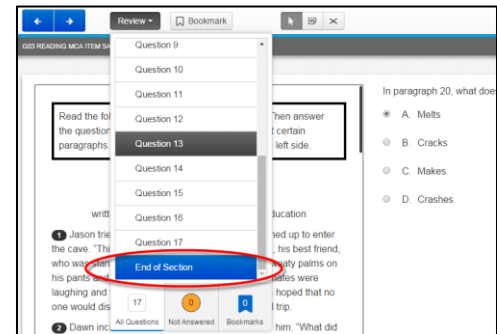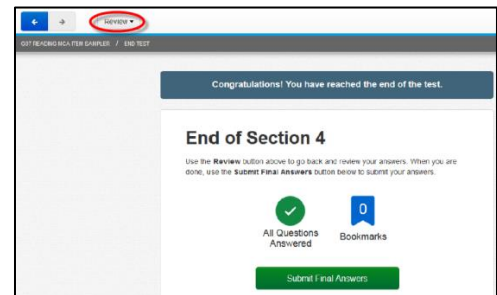
Students Complete and Submit the Item Sampler

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 on the End Test screen.

After reviewing their answers, students:

- Select the **Review** button and select **End of Section** from the bottom of the list to return to the End Test screen.

- Select **Submit Final Answers**.

A report screen then appears, and students have the opportunity to view the correct answers. The report screen is the only way to access student scores on item samplers; student results are not reported in other sections of the Training Center. **NOTE**: Students taking item samplers on Internet Explorer do not receive score reports.

Students taking item samplers on a browser will also have the opportunity to print their score report by selecting **Print this page**. Students who use installable TestNav 8 to access item samplers through the Training Center will not be able to print their score reports.

Students who have finished reviewing the score report select **Logout** on the report screen to exit the item sampler.