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This user guide provides instructions on entering student responses from paper accommodated test materials online in PearsonAccess Next.

Create a Data Entry Test Session

Before you can start entering student responses, a Data Entry test session must be created. A test session can be created as early as two weeks before the testing window opens and throughout the testing window.

1. Once you have signed in to PearsonAccess Next, verify that the MCA 2017 test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2016–2017 dropdown, as needed, and then select **MCA 2017**.

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

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

4. On the New Session screen, enter the required information as indicated by the asterisks (*).
   - **Session Name***
   - **Organization***
   - **Test Assigned***
     i. Select the dropdown menu. Under Test, in the search field, begin entering “data entry” so all data entry tests appear.
     ii. Select the applicable data entry form from the list.
   - **Proctor Reads Aloud**: not used
   - **Form Group Type***: Data Entry
   - **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.

5. Select **Create**. Once the test session is created, it will appear on the left under Create Session.
Add Students to the Data Entry Test Session

All students who are enrolled in the district and have an MCA test assignment in Pretest Editing in Test WES will be sent in precode files to Pearson for the applicable grades and subjects. Only students with an accommodation that requires data entry will be eligible to add to a Data Entry test session.

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 to the right of the Start button and select Students.

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

5. Select students, up to 25 at a time. Note that students can either be searched for individually or by group.
NOTE: Students will only be available to add to a data entry test session if they: 1) have eligibility for the grade and subject 2) have an accommodation that requires data entry; and 3) are not already in another data entry test session.

- To search for individual students:
  i. To view all students with eligibility: Select the dropdown menu next to Search and select the checkbox next to Show all results.
  ii. To search for students individually: Under Find available students within (your school), begin entering the student’s last name in the Last Name starts with field.

- To search for an entire group of students:
  i. Under Find available students within (your school), select the dropdown menu next to your school and select the by Group within (your school) radio button.
  ii. Begin entering the group name in the “Add Group” field or select the field to view all groups with eligible students. Groups are named by form group type, grade, and subject (e.g. DE – GR07 MATH). Look for groups with the prefix “DE.” If the District Assessment Coordinator created custom groups in Pretest Editing in Test WES (e.g. MAIN – GR07 MATH NINAS CLASS DE), you will see those displayed here.

NOTE: The custom groups are not the same as reporting groups and are used only for test session set up.

6. Add students to the test session by selecting the top left checkbox to select all students or the checkboxes next to individual students from the list that appears below and select Add.

Once Add is selected, a “Success, Changes saved” message will appear on the green bar.

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

You will need to confirm with your Technology Coordinator or Assessment Coordinator that the test has been proctor cached prior to testing. Proctor Caching accelerates the delivery of test content and reduces the amount of bandwidth required for online testing. Precaching by test may be completed before or after test sessions are created. Test content may be precached starting two weeks before testing.

Print Student Testing Tickets for Data Entry by Staff

Student testing tickets are needed for staff to sign in to TestNav to enter student responses. **NOTE:** Student testing tickets can be printed any time after students are added to the Data Entry test session. Student testing tickets are secure test materials because they contain private student data and must be kept secure when not used during testing.

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

2. Add the test session to the Session List.

3. 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 Session Resources**. Under **Student Testing Tickets**, select **Print all for this session**.
To print tickets for selected students in the test session, select the checkbox next to the student(s). Then select **Testing Tickets and Session Resources**. From the dropdown menu under **Student Testing Tickets**, select **Print selected 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.
Print Session Student Rosters (Optional)

Session student rosters are available to print for reference, as needed. Session student rosters include test session information (session status, name, test name, form group type, password, etc.) as well as student information (name, MARSS/SSID, date of birth, test status, form, and username).

**NOTE:** Session student rosters can be printed any time after students are added to the test session. Session student rosters must be kept secure when not used during data entry because they contain private student data.

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

2. Add the test session to the Session List.

3. Select Testing Tickets and Session Resources and select Session Student Roster.

4. Print the session student roster using your browser’s print function.
Prepare and Start the Data Entry Test Session

Students must be added to the test session before the test session can be prepared and started. Test sessions cannot be prepared and started prior to the first day of the testing window. **It is recommended that the test session not be prepared and started until student responses will actually be entered.** Test sessions will not automatically stop, time out, or expire.

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

2. Add the test session to the Session List. If you are preparing or starting multiple test sessions, 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 Preparing. **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, the status will change to Ready, and the white circle next to the session status will turn gray.

**NOTE:** If preparing appears to be taking additional time to finish, select **Refresh**.
4. Start the test session.
   - To start a test session, select **Start Session**.
   - To start multiple test sessions, 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. The test session status will change from Ready to In Progress.

5. A lock/unlock slider will be displayed. Student tests are automatically unlocked when the test session is started. Student tests must be unlocked before signing in to enter student responses.
Sign in to the Data Entry Form in TestNav

For test security purposes, TestNav can only be accessed during the hours of 6 a.m. to 7 p.m. on weekdays throughout the testing window for entry of student responses.

1. Launch TestNav in one of two ways, depending on device:
   - For installable TestNav:
     i. On tablets: Select the TestNav 8 icon on the Home screen.
     ii. On Chromebooks: Select the TestNav 8 app from the Apps menu on the lower left side of the screen.
     iii. On desktops or laptops: Select the TestNav 8 icon on the desktop screen of a desktop or laptop.
   - For browser-based TestNav (using Firefox ESR 45): Open the browser on the computer and enter the TestNav 8 URL, http://mn.testnav.com.

2. Enter the student's username and password provided on the student testing ticket and select Sign In.

3. Confirm the test grade and subject on the Welcome screen. The Welcome screen provides the number of sections (2) and the total number of questions in the Data Entry form.
   - The first section is the screen on which you enter your name and email address (which counts as one question in the total questions displayed).
   - The second section contains all the test items for which you will enter student responses.

Select Start Test Now on the Welcome screen.

4. Select Start Section.
5. Enter your name and email address on the next screen. Select the Next arrow.

6. Select **Submit Section**.

7. A Section Exit Warning screen will pop up. Select **Yes** to confirm you want to leave the section.

8. Select **Start Section** to begin entering student responses.
Enter Student Responses

Test items appear in the same order in the Data Entry form as in the paper accommodated test books. You must break the seals applied by students in order to enter the student responses. Segments do not need to be re-sealed after data entry is completed.

Navigate through the test, entering the student’s responses from the paper accommodated test materials. Use the Review list to verify answered and unanswered items. You may also go back to review the responses that you have entered for the student before submitting the test.

- If not answered, leave the item blank.
- If there are multiple answers selected for a multiple-choice item, leave the item blank.
- If using characters not allowed, entered what can be entered.
- For science, even if an item indicates there are a certain number of responses, enter what the student provided (e.g., if the item specifies three responses and a student indicates two, enter the two).

The Data Entry form will not time out after any period of inactivity; please follow the steps under Exit and Resume the Data Entry Form below to exit the test when you are not actively entering data. However, PearsonAccess Next times out after 15 minutes of test session management inactivity. If you have been timed out, reenter your username and password to resume managing the test session in PearsonAccess Next as needed.

Exit and Resume the Data Entry Form

If you will not finish entering all of the student’s responses in one session, you can exit at any time. In the User dropdown menu, select Sign out of TestNav, and then select Save and Return Later.

When ready to resume entering the student’s responses, sign into PearsonAccess Next. NOTE: Only tests in “Active” or “Exited” status can be resumed.

1. On the Home page, under Testing, select Students in Sessions.
2. Add the test session to the Session List.

3. In the **Student Test Status** column, select the dropdown next to the student’s status and select either **Resume** or **Resume Upload** (only one option will display, and the displayed option depends on how the test was exited).

Then sign into the Data Entry form in TestNav using the same student testing ticket used previously. When signing back in, select Resume Test Now to continue entering student responses. The Data Entry form will resume from the last page viewed before exiting.
Submit Student Responses

Once all of the student's responses have been entered and reviewed, submit the student's responses for scoring.

1. Select **Submit Final Answers**.

2. A Test Submit Warning will pop up. Select **Yes, Submit Final Answers** to confirm the Data Entry form should be submitted.

3. You should now see a screen confirming you have signed out from TestNav.

If responses need to be entered into the Data Entry form for multiple students, you will need to sign back into TestNav with the next student's testing ticket.

After Data Entry is complete, return all secure test materials to the District or School Assessment Coordinator as instructed.