

Infrastructure Trial User Guide

2016–2017

Revised February 2017

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1.0 Infrastructure Trial Overview

This guide is designed to support the completion of an Infrastructure Trial. This guide can be used before the 2016–2017 MCA administration; tasks specific to an administration are indicated as for OLPA or MCA only.

An Infrastructure Trial is an opportunity for districts to prepare for online testing by simulating test-day network utilization. This will help determine if there are any infrastructure issues to resolve and confirm all testing devices are properly configured and ready to administer online assessments. An Infrastructure Trial is one of several tasks to complete before testing, as outlined in the *Online Testing Infrastructure Readiness Checklist* on the Online Testing Infrastructure Readiness section of the Technology Resources page of PearsonAccess Next. [View Technology Resources](#) (PearsonAccess Next > Technology Resources > Online Testing Infrastructure Readiness).

All instructions required to run an Infrastructure Trial are included in this guide. Information and resources necessary to prepare your online testing environment for an Infrastructure Trial, including instructions on proctor caching and App Check (for installable TestNav), are available on the TestNav 8 Online Support page. [View the TestNav 8 Online Support page](#) (PearsonAccess Next > TestNav 8 Online Support (under Quick Links)).

1.1 When Should I Conduct an Infrastructure Trial?

The Infrastructure Trial window should begin 1-2 months prior to testing. However, updated functionality for 2016–2017 will not be available in the PearsonAccess Next Training Center until mid-September 2016 so the Infrastructure Trial cannot be conducted until after this time.

As district infrastructure changes, relevant tasks that had been completed before OLPA testing should be repeated to resolve and resolve any infrastructure issues before MCA testing begins. Confirm the testing dates scheduled with your District Assessment Coordinator in order to complete the Infrastructure Trial prior to the test administration. You should plan to conduct an Infrastructure Trial only after you have completed the technology setup. See the *Online Testing Infrastructure Readiness Checklist* for the activities to complete before conducting an Infrastructure Trial.

Technology staff must plan approximately **60 minutes** to administer the Infrastructure Trial (times may vary depending on infrastructure complexities).

1.2 Where Do I Start?

DACs must set up any new user accounts for the Technology Staff user role. From the Home page of PearsonAccess Next, under **Setup**, select **Users**. Users must be created in both PearsonAccess Next and the Training Center if they need to have access to both sites. The same username and password are used for both PearsonAccess Next and the Training Center. Users will receive a “New Account” email when the initial account is created to set up their password. When the users are added to the other site, they will then receive an “Updated Account” email that lets the users know they have been granted additional access.

No action is required for technology staff who already have a PearsonAccess Next account. Any users who no longer need an account or who are no longer at the district should be deleted.

Once login credentials have been sent, technology staff will have access to the PearsonAccess Next Training Center to set up the Infrastructure Trial. The *Online Testing Infrastructure Readiness Checklist* outlines the steps to begin preparing the networks for the Infrastructure Trial and operational testing.

1.3 Implementing an Infrastructure Trial within the PearsonAccess Next Training Center

The Infrastructure Trial is conducted using the PearsonAccess Next Training Center. From the Home page of PearsonAccess Next, select **View PearsonAccess Next**, and then select **Sign In to the Training Center**. [View the Training Center](#) (PearsonAccess Next > View PearsonAccess Next > Sign In to the Training Center). Within the Training Center, users can create sample test sessions, add sample students to test sessions, and print Infrastructure Trial student testing tickets.

Instructions for the Infrastructure Trial are directed to the technology staff. However, these tasks could also be completed by the District and/or School Assessment Coordinator depending on what is decided at the district.

2.0 Setup for an Infrastructure Trial

2.1 Proctor Caching

Proctor Caching accelerates the delivery of test content to students and reduces the amount of bandwidth required, providing the best online testing experience.

2.1.1 Purge Cached Test Content

In your browser, type `http://<IP address>:4480` and select **Enter** to view the proctor caching interface. Select the **Tests** tab. Select the test content to purge by selecting the checkbox next to individual tests or the checkbox at the top of the row to select all tests. Once the test content is selected, select **Purge** and enter the password. ProctorCache requires a password to refresh, reload, or purge content. The default password is `t35t1n6`; however, it is strongly recommended that you create a custom password set locally.

You can change the default password at any time. For instructions on changing the password, select the Change Password hyperlink on the Set Up and Use ProctorCache page of the TestNav 8 Online Support page. [View Set Up and Use ProctorCache](#) (TestNav 8 Online Support > Set Up and Use ProctorCache). Confirm password protocol with technology staff before setting up or changing the password.

2.1.2 Download and Install Proctor Caching

If using proctor caching, the proctor caching software must be downloaded and installed and the proctor caching machine must be configured for TestNav 8 prior to creating a test session.

For OLPA, only:

Ensure that you have the latest version of proctor caching software and that old content has been purged. The latest version number is provided on the ProctorCache Requirements page of the TestNav 8 Online Support page.

- To update ProctorCache to the latest version, you should first purge all test content from prior test administrations using your current installation of proctor caching. Content downloaded from the 2015–2016 test year is no longer accessible to district staff and students and should be purged.
- Next, uninstall the previous version of proctor caching. You can uninstall ProctorCache using the software removal process for your operating system.
- Finally, reboot the computer and install the new version. If you are not a network administrator, proctor caching requires full local administrator permissions and a working knowledge of your network.

For MCA, only:

If proctor caching software was downloaded and installed for OLPA, ProctorCache does not need to be re-installed, but it is recommended to purge test content from the OLPA test administration to optimize performance. Districts participating in both OLPA and MCA should wait until OLPA testing is complete before purging test content.

NOTE: Installing ProctorCache DOES NOT automatically cache test content. ProctorCache may be installed at any time before caching test content.

Although tablets and Chromebooks can be used for student testing, only Macs and PCs can be used as proctor caching machines. For more information, refer to ProctorCache Requirements on the TestNav 8 Online Support page. [View ProctorCache Requirements](#) (TestNav 8 Online Support > System Requirements > ProctorCache).

2.1.3 Enter TestNav 8 Configurations

Enter TestNav 8 configurations in the Training Center before you create any test sessions. Later, while you are creating your test sessions, you will select the named configuration that you create here to be used for each test session.

1. From **Setup > TestNav Configurations**, select the dropdown menu next to the **Start** button and select **Create / Edit TestNav Configurations**.
2. Select **Create Configurations**. Enter the details of any proctor caching computers that you will use to precache tests.
3. Select **Test Connection** to make sure the configuration works.
4. Select **Create**.

TestNav 8 configurations created in the Training Center can be imported to PearsonAccess Next. [View Import or Export TestNav Configurations](#) (TestNav 8 Online Support > Manage Online Tests > Understand Proctor Caching > Import or Export TestNav Configurations).

For more information on entering TestNav 8 configurations, refer to section *Create Configuration* on the Configure TestNav for Proctor Caching and Precache Content page on the TestNav 8 Online Support page. [View Configure TestNav for Proctor Caching and Precache Content](#) (TestNav 8 Online Support > Manage Online Tests > Understand Proctor Caching > Configure TestNav for Proctor Caching and Precache Content).

2.1.4 Ensure Proctor Caching Software is Running

In your browser, enter `http://<IP address>:4480` and select **Enter** to view the proctor caching interface. You will see three tabs. The **Tests** tab provides information about test content and caching status. Select the **Clients** tab to monitor client connectivity. Select the **Settings** tab to change the password.

2.2 App Check

You must run App Check, as applicable, on every workstation in your testing environment.

For installable TestNav, only:

Run the App Check Tool for TestNav 8 (TestNav 8 App > User dropdown menu > App Check). App Check confirms that the device is running a supported OS and OS version, but does not provide bandwidth speed checks. After it checks the OS, App Check confirms that the device is configured to launch TestNav in kiosk mode. App Check will also verify connectivity to Pearson servers and has the ability to run with proctor cache configurations for test sessions.

In order to run App Check with proctor cache configurations, a Configuration Identifier must be copied from PANext and added to App Check. The Configuration Identifier in PANext can be found by going to Setup > TestNav Configurations, locating and selecting the configuration applicable to your district/school, and selecting the Create/Edit TestNAV Configurations option in the Start dropdown. The Identifier is located within the settings for your Precache computer.

NOTE: The SystemCheck tool is no longer available due to the increased usage of installable TestNav and the limited browser options available for testing. If you are testing using the supported browser, install the Desktop App and run the App Check. If it connects successfully, the browser will also connect successfully.

2.3 Designate a Secondary Save Location

It is strongly recommended that you add a secondary save location to provide an additional failsafe for preventing loss of student responses. PCs and Macs have the option of using a network share location or a Secure File Transfer Protocol (SFTP) address. For devices, if you add a secondary save location, you must use an SFTP address to ensure that TestNav saves backup Saved Response Files (SRFs). If you set a non-SFTP address as a secondary save location, TestNav saves backup SRFs for ONLY those students testing on browser-based TestNav and TestNav Desktop; SRFs would not be saved for Chromebooks and tablets.

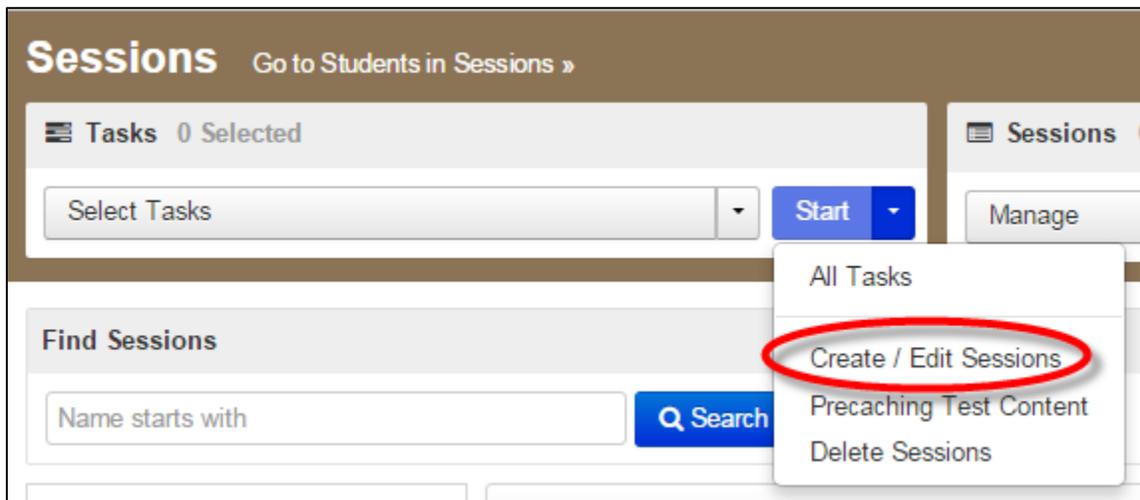
For instructions on setting up response file backups, see the Configure Response File Backup Locations page under Manage Online Tests in the PearsonAccess Next Online User Guide. [View Configure Response File Backup Locations](#) (PearsonAccess Next Online User Guide > Manage Online Tests > Configure Response File Backup Locations). For more information about primary and secondary save locations, expand the options in the menu under Installable TestNav Setup Overview on the TestNav 8 Online Support page. [View Installable TestNav Setup Overview](#) (TestNav 8 Online Support > Set Up TestNav Testing Environment > Installable TestNav Setup Overview).

3.0 Creating an Infrastructure Trial Test Session

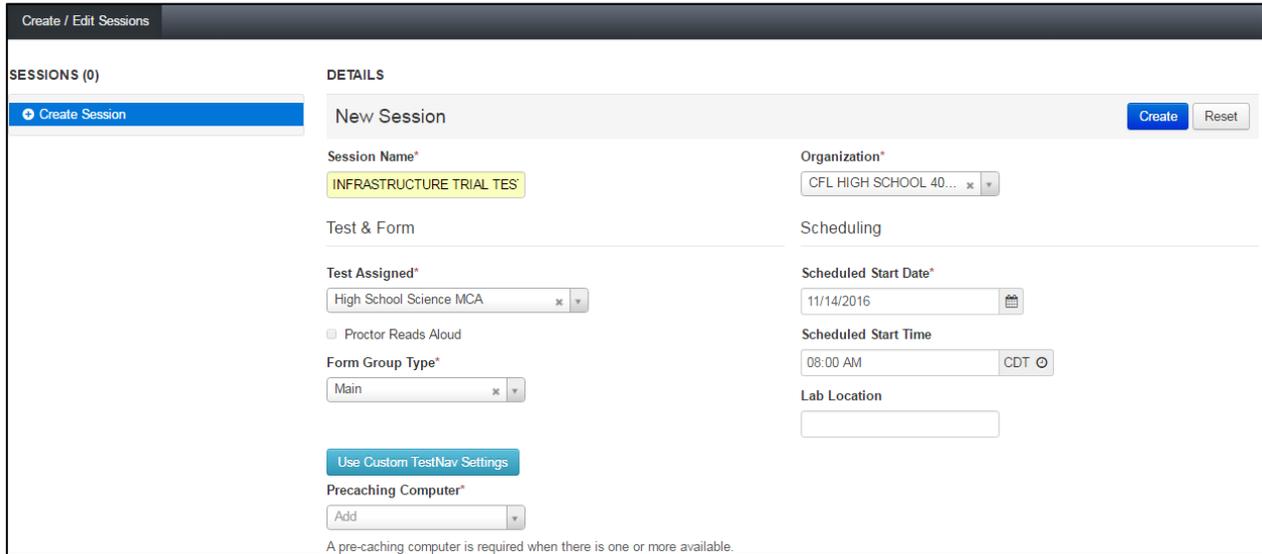
3.1 Create a New Test Session

Sample test sessions should be created by the technology staff to administer an Infrastructure Trial. For an Infrastructure Trial, it is recommended that you set up a session for each testing lab/class. Sample students will be created by Pearson for the purpose of conducting the Infrastructure Trial. To create a sample test session:

1. From **Testing > Sessions**, select the dropdown menu next to the **Start** button and select **Create / Edit Sessions**.



2. On the New Session screen, enter the required information as indicated by the asterisks. For Test Assigned, select High School Science MCA. For the Form Group Type, select Main. Scheduled Start Date and Time are for planning purposes only; the test session will start whenever the Start Session button is selected, regardless of the date entered here. If at least one proctor caching computer is configured, you must select a proctor caching computer.



SESSIONS (0)

DETAILS

New Session Create Reset

Session Name*
INFRASTRUCTURE TRIAL TES

Organization*
CFL HIGH SCHOOL 40... x

Test & Form

Test Assigned*
High School Science MCA x

Proctor Reads Aloud

Form Group Type*
Main x

Use Custom TestNav Settings

Precaching Computer*
Add

Scheduling

Scheduled Start Date*
11/14/2016

Scheduled Start Time
08:00 AM CDT

Lab Location

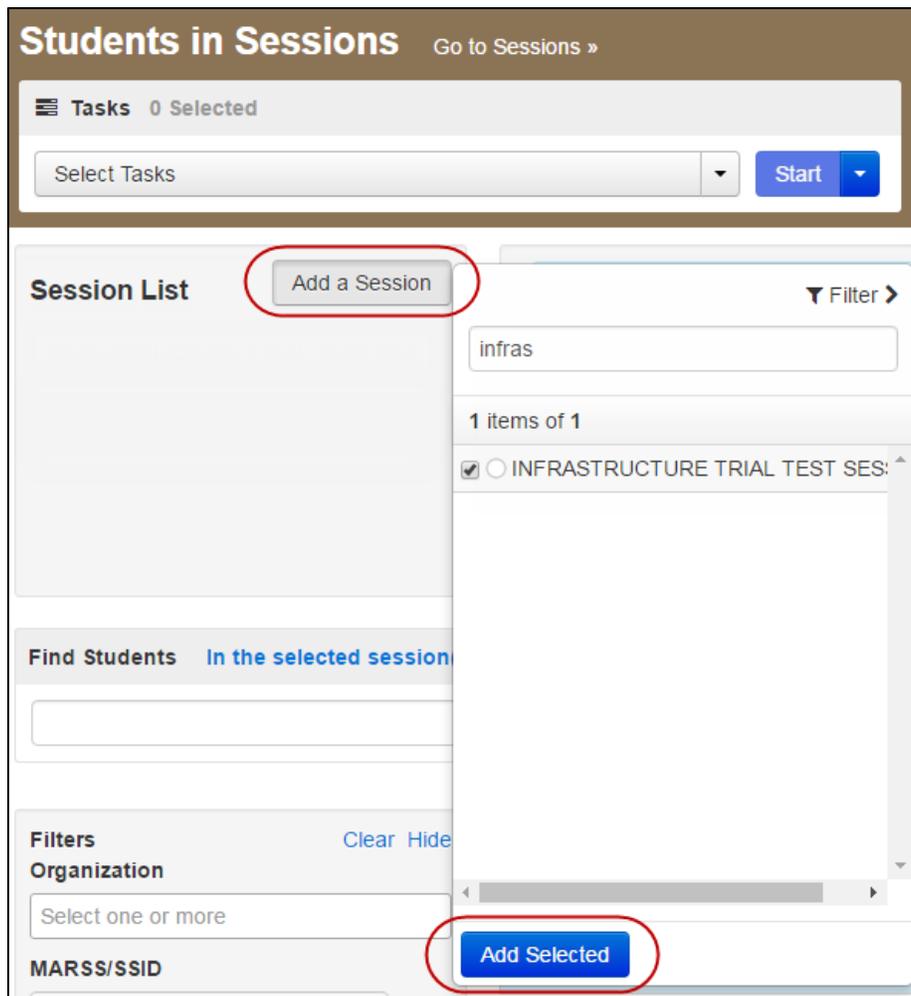
A pre-caching computer is required when there is one or more available.

3. Select **Create**.

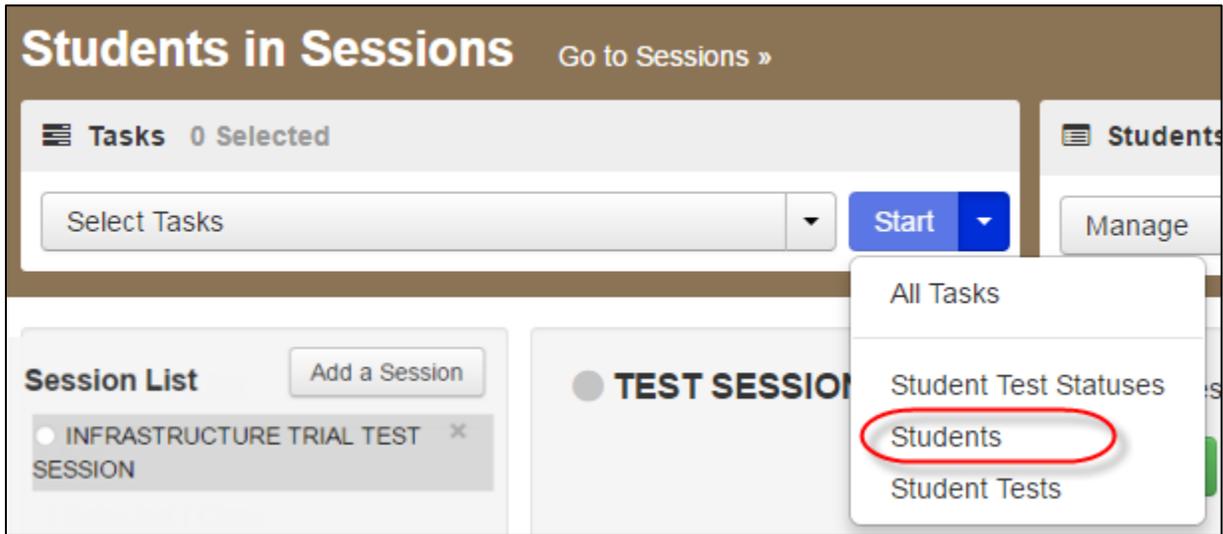
3.2 Add Sample Students to a Test Session

Add sample students by selecting individual students.

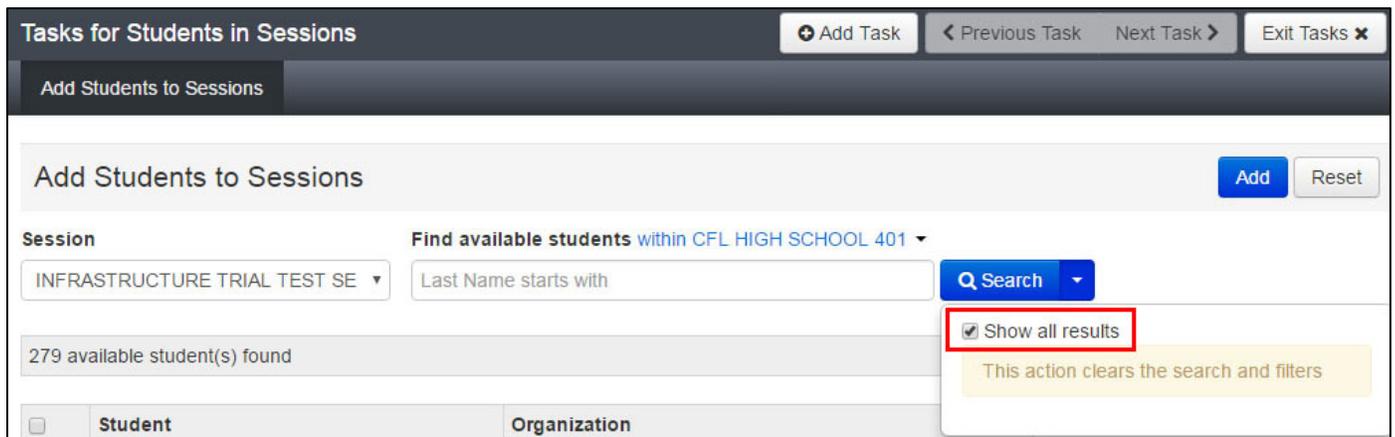
1. From **Testing > Students in Sessions**, in the Session List, select Add a Session. You must begin entering name of the test session in order to find and select the test session. Select Add Selected.



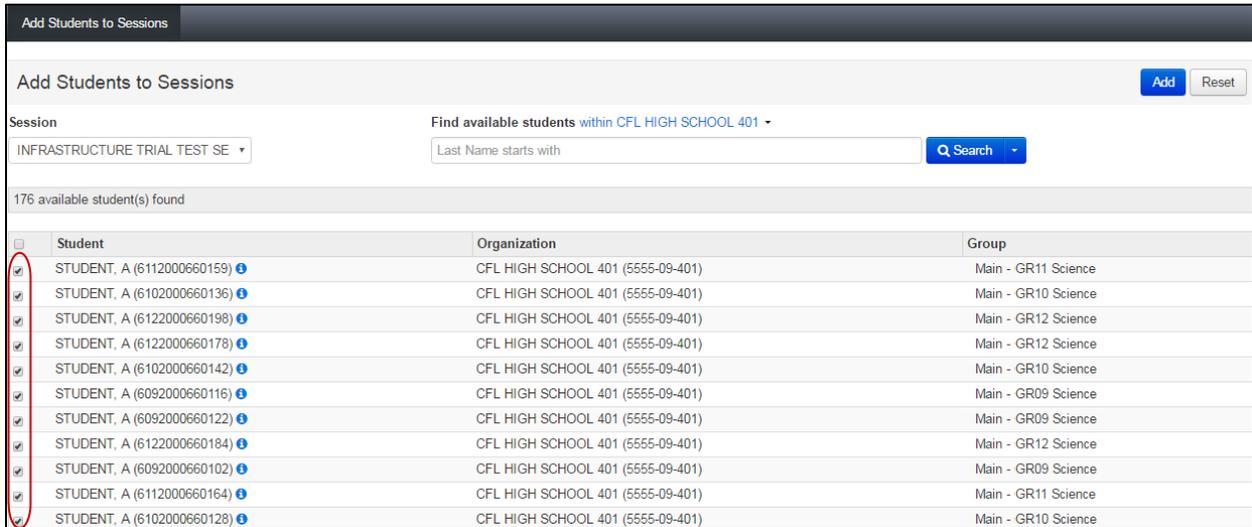
2. Select the dropdown menu next to the **Start** button and select **Students**.



3. On the Add Student to Sessions page, under the **Session** dropdown, select the test session name. Under **Find available students**, select the dropdown next to **Search** and select **Show all results**.



- Select students, up to 25 at a time, with the name "Student, A" (indicating students with accommodated text-to-speech) you want to add by selecting the checkbox next to each student name or selecting the checkbox in the top left corner, next to the **Student** column header. If selecting the checkbox in the top left corner, verify that all students selected have the name "Student, A."



Add Students to Sessions

Session: INFRASTRUCTURE TRIAL TEST SE

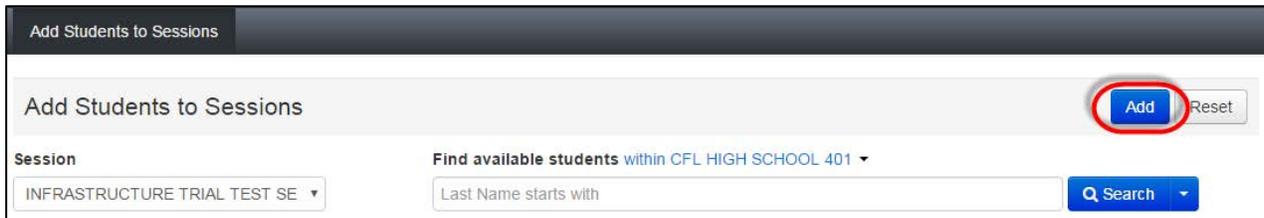
Find available students within CFL HIGH SCHOOL 401

Last Name starts with [] Q Search

176 available student(s) found

<input type="checkbox"/>	Student	Organization	Group
<input checked="" type="checkbox"/>	STUDENT, A (6112000660159)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR11 Science
<input checked="" type="checkbox"/>	STUDENT, A (6102000660136)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR10 Science
<input checked="" type="checkbox"/>	STUDENT, A (6122000660198)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR12 Science
<input checked="" type="checkbox"/>	STUDENT, A (6122000660178)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR12 Science
<input checked="" type="checkbox"/>	STUDENT, A (6102000660142)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR10 Science
<input checked="" type="checkbox"/>	STUDENT, A (6092000660116)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR09 Science
<input checked="" type="checkbox"/>	STUDENT, A (6092000660122)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR09 Science
<input checked="" type="checkbox"/>	STUDENT, A (6122000660184)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR12 Science
<input checked="" type="checkbox"/>	STUDENT, A (6092000660102)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR09 Science
<input checked="" type="checkbox"/>	STUDENT, A (6112000660164)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR11 Science
<input checked="" type="checkbox"/>	STUDENT, A (6102000660128)	CFL HIGH SCHOOL 401 (5555-09-401)	Main - GR10 Science

- Select **Add**.



Add Students to Sessions

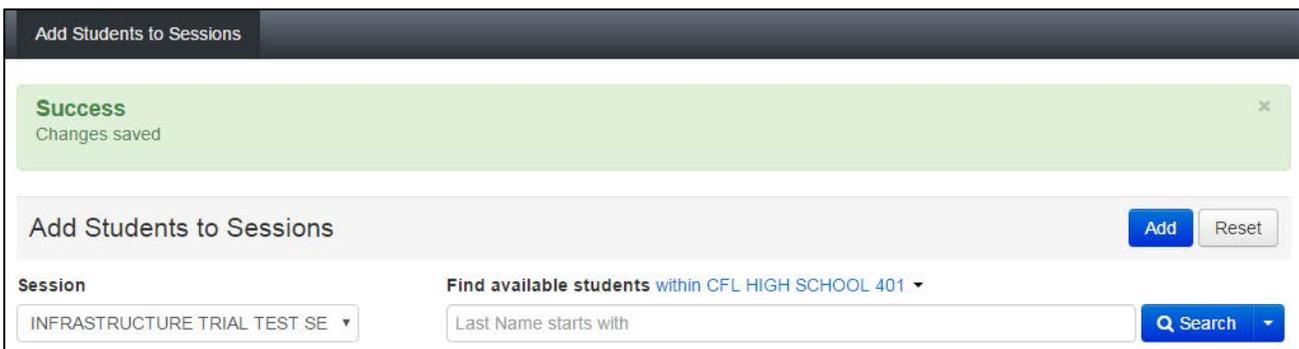
Session: INFRASTRUCTURE TRIAL TEST SE

Find available students within CFL HIGH SCHOOL 401

Last Name starts with [] Q Search

Add Reset

A "Success, changes saved" message will appear. Repeat steps to add additional students as needed. The number of sample students added to the test session should be based on the maximum number of testing devices that will be used concurrently during testing.



Add Students to Sessions

Success
Changes saved

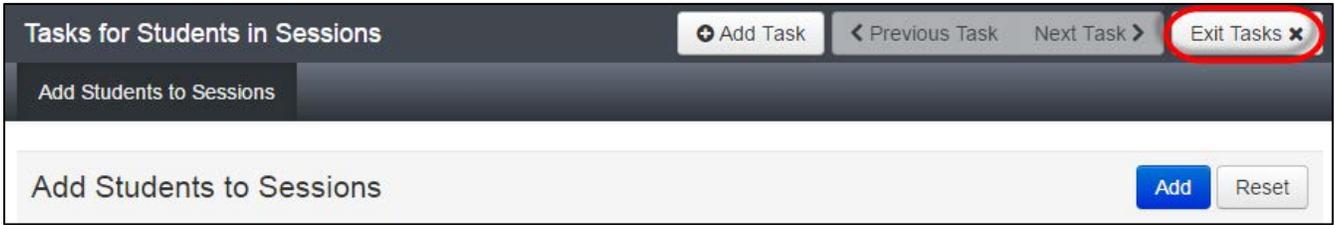
Session: INFRASTRUCTURE TRIAL TEST SE

Find available students within CFL HIGH SCHOOL 401

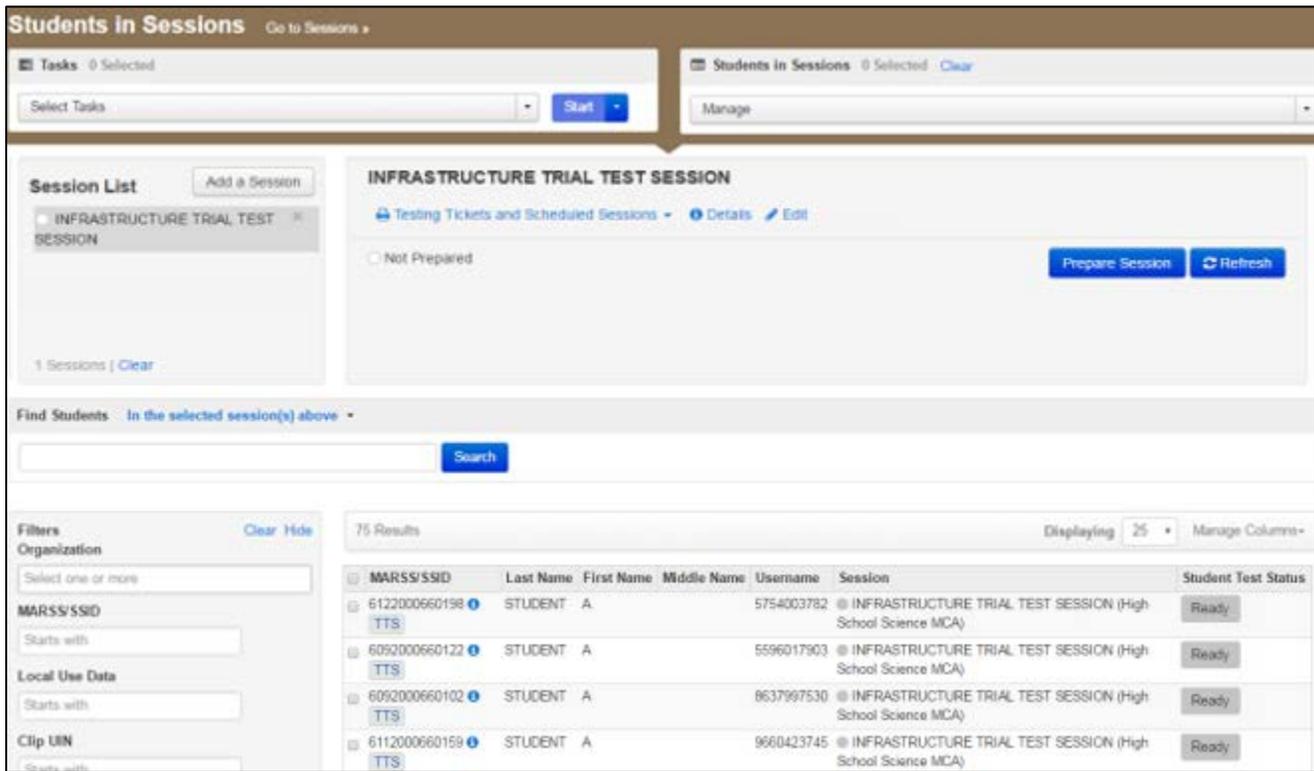
Last Name starts with [] Q Search

Add Reset

- To view a list of the students added to the test session, select **Exit Tasks** in the top right to return to the Students in Sessions screen.



- A list of the students in the test session will appear below the Find Students field.



4.0 Precache Test Content

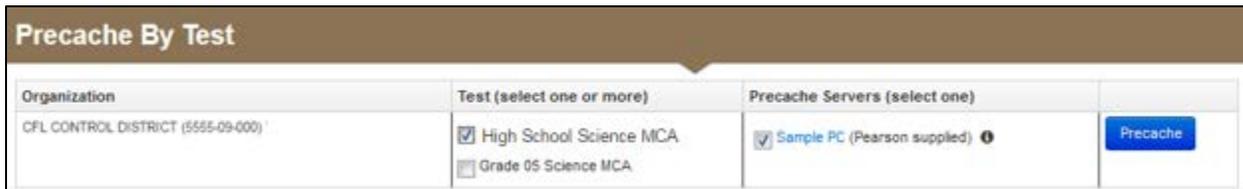
If using Proctor Caching, ensure proctor caching software was properly installed by checking that the Monitor Proctor Caching page appears under ProctorCache in the application folder.

- For Macs, go to the ProctorCache folder located under Applications.
- For PCs, go to the ProctorCache folder located on the C:/ drive.

Precaching by test is recommended because it downloads all forms and content for the selected test.

NOTE: Disable pop-up blocking software in PearsonAccess Next when precaching tests. A pop-up blocker will block screens from opening on devices.

1. From **Setup > Precache By Test**, select the box next to High School Science MCA.



Organization	Test (select one or more)	Precache Servers (select one)	
CFL CONTROL DISTRICT (5555-09-000)	<input checked="" type="checkbox"/> High School Science MCA <input type="checkbox"/> Grade 05 Science MCA	<input checked="" type="checkbox"/> Sample PC (Pearson supplied) ⓘ	<input type="button" value="Precache"/>

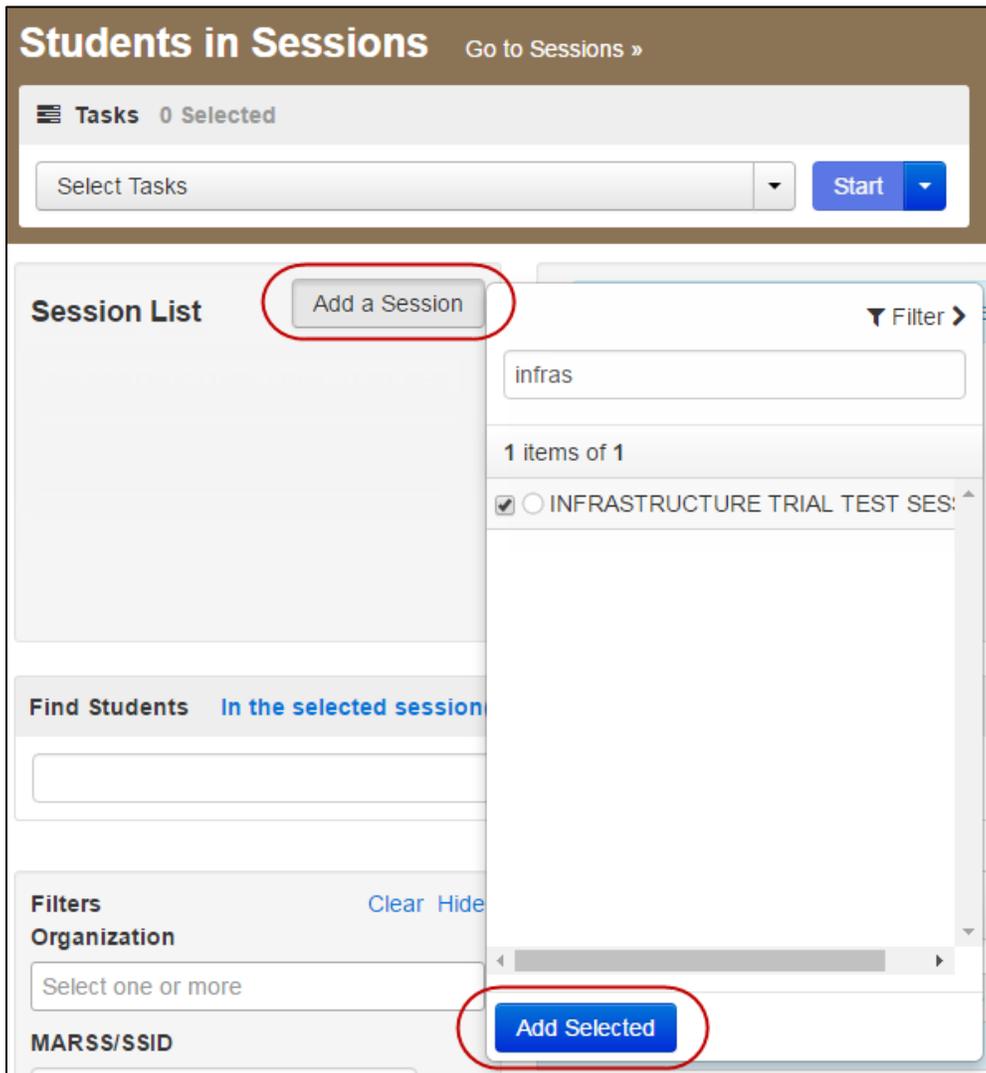
2. Select one precache server from the list.
3. Select **Precache**.

5.0 Conduct an Infrastructure Trial at a School

5.1 Print Infrastructure Trial Student Testing Tickets

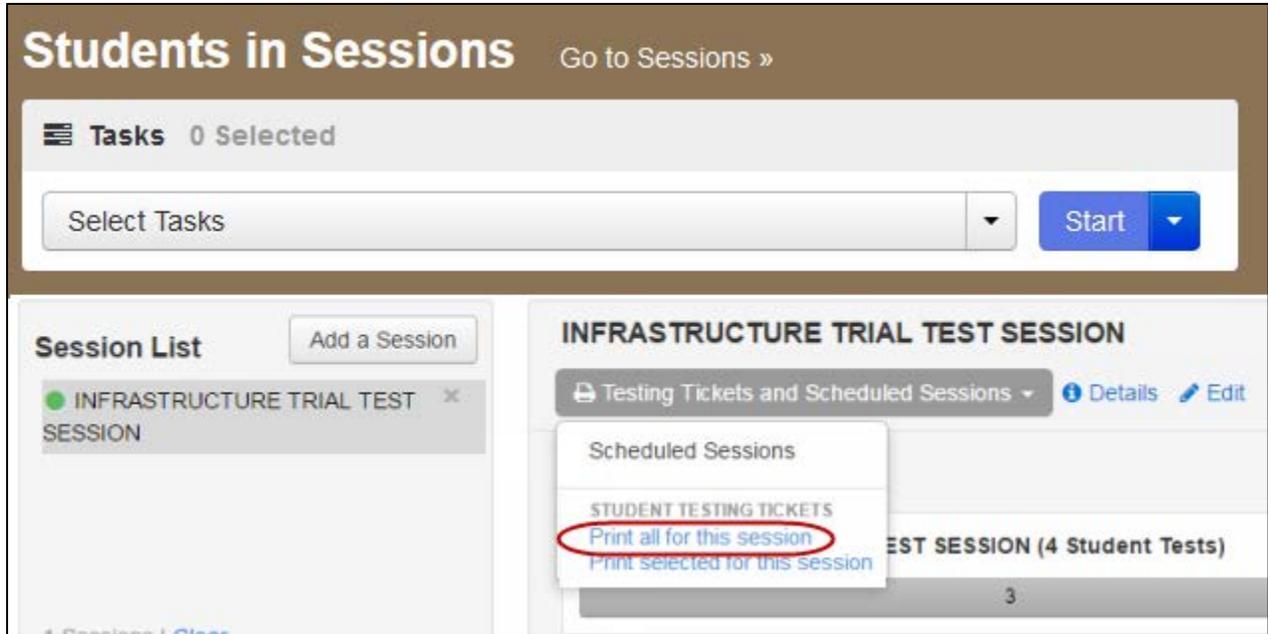
Technology staff provide Infrastructure Trial student testing tickets to the appropriate staff who will be signing in as the sample students and direct them to their assigned computer lab or other testing location. **NOTE:** Sessions do not need to be in “Started” status to print student testing tickets.

1. From **Testing > Students in Sessions**, add the test session to the Session List.



The screenshot shows the 'Students in Sessions' interface. At the top, there is a header with the title 'Students in Sessions' and a link 'Go to Sessions »'. Below the header, there is a 'Tasks' section with '0 Selected' and a 'Select Tasks' dropdown menu. A 'Start' button is also visible. The main content area is divided into two sections. On the left, there is a 'Session List' section with an 'Add a Session' button circled in red. On the right, there is a search and filter section with a search box containing 'infr' and a 'Filter' dropdown. Below the search box, it says '1 items of 1' and shows a list item: 'INFRASTRUCTURE TRIAL TEST SES:'. At the bottom of the interface, there is a 'Find Students' section with a search box and a 'Filters' section with a 'Clear Hide' link. A 'MARSS/SSID' section is also visible. At the bottom right, there is an 'Add Selected' button circled in red.

2. Select **Testing Tickets and Scheduled Sessions**. Under **Student Testing Tickets**, select **Print all for this session**. When the tickets open, they will be formatted as one ticket per page. To change how the tickets are printed, select a print option from the dropdown menu.

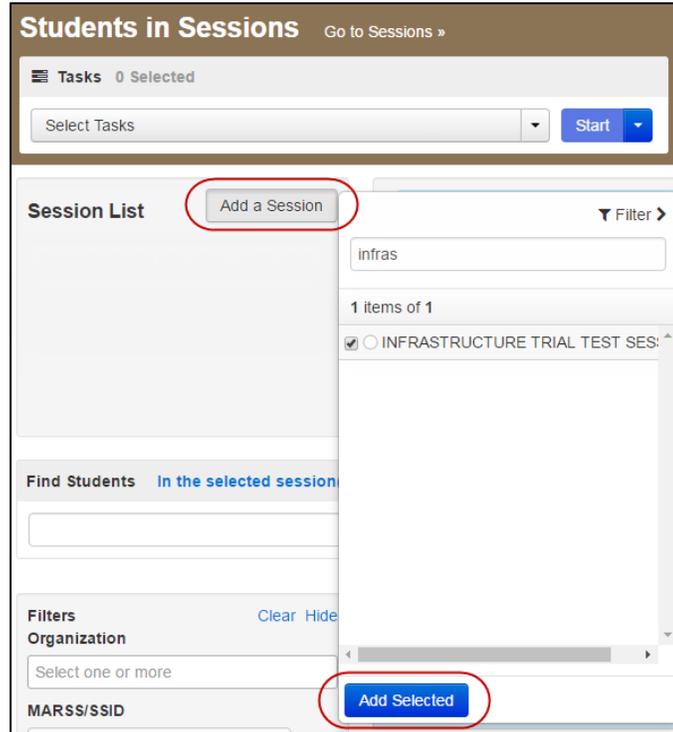


3. Use your browser's print function to print the testing tickets.

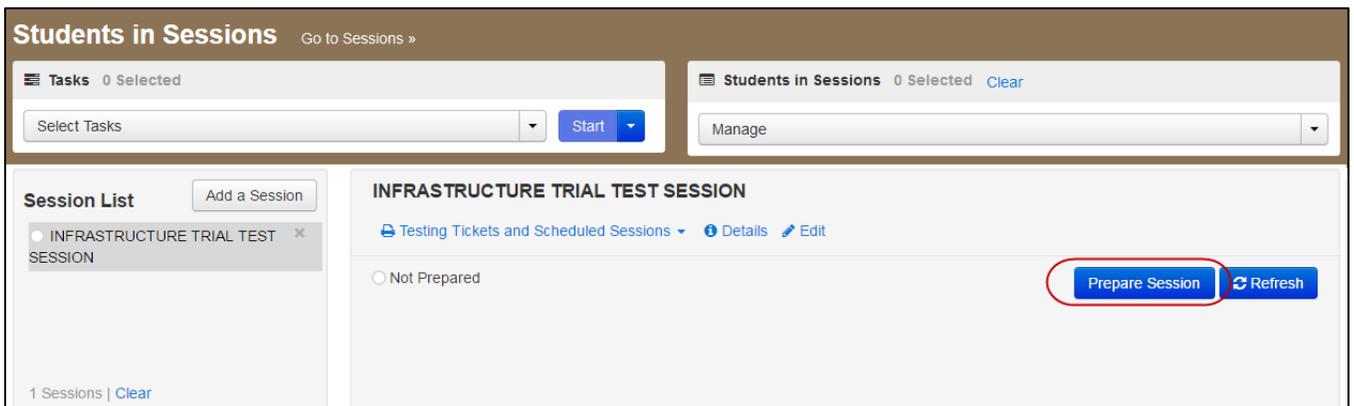
5.2 Prepare and Start the Test Session

The session must be prepared and started by the technology staff before technology staff are able to sign in as sample students to the Infrastructure Trial.

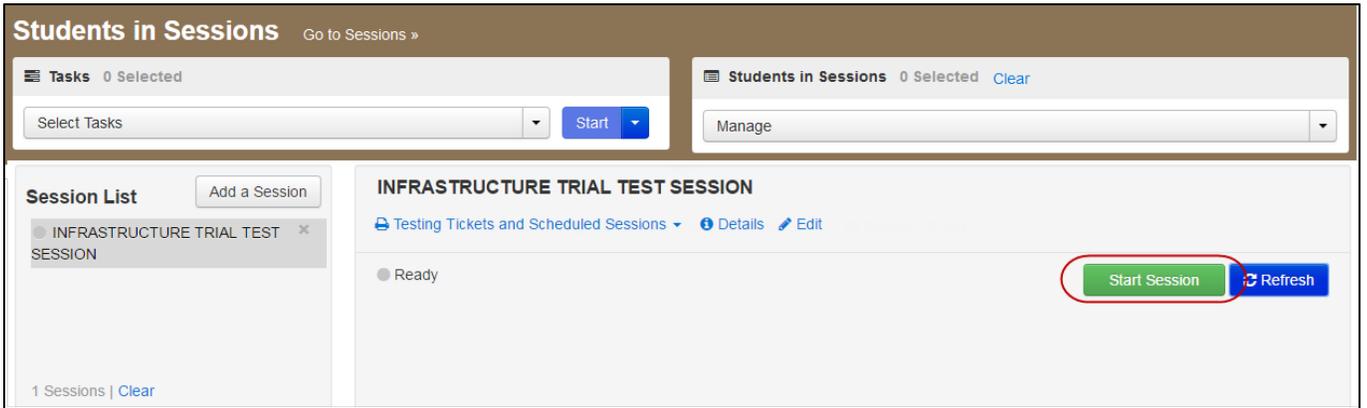
1. From **Testing > Students in Sessions**, add the test session to the Session List.



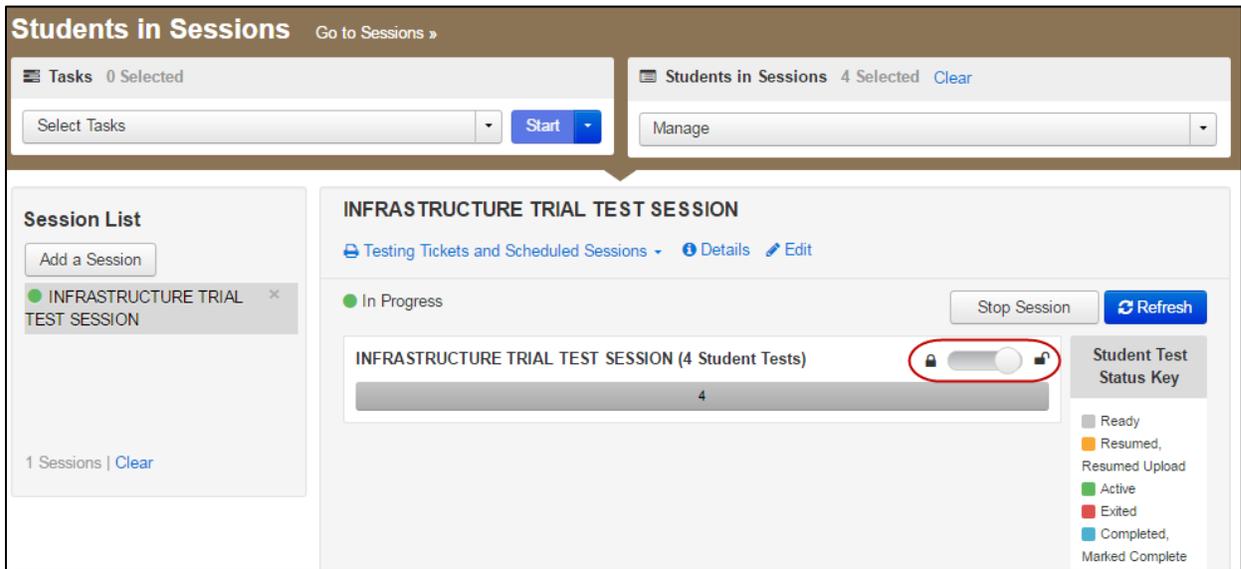
2. Select **Prepare Session**.



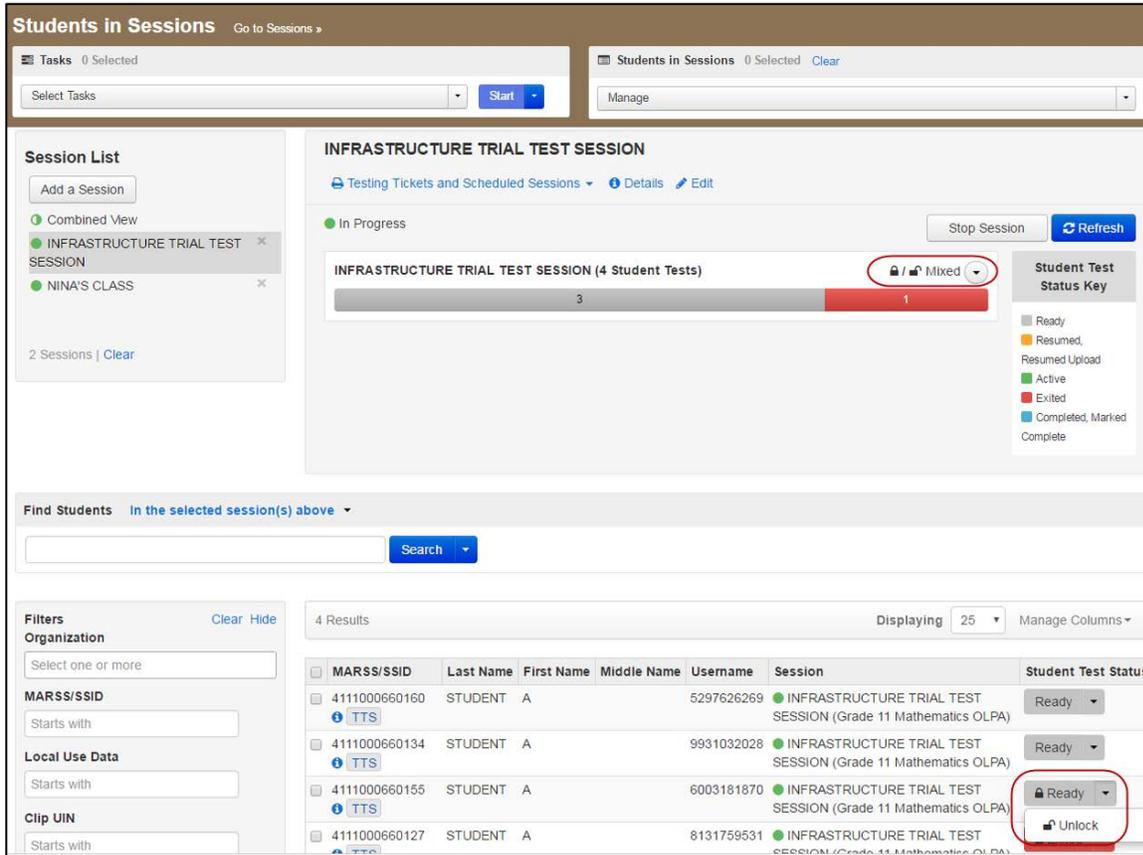
3. Select **Start Session**.



4. Once the test session has been started, 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 a 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 student tests before they can sign in to the test by selecting the dropdown next to the student’s test status and selecting Unlock.



The screenshot shows the 'Students in Sessions' interface. At the top, there are navigation tabs for 'Tasks' and 'Students in Sessions'. The main content area displays the 'INFRASTRUCTURE TRIAL TEST SESSION' with a progress bar showing 3 tests in progress and 1 test in a 'Mixed' status. A 'Student Test Status Key' on the right lists various statuses: Ready, Resumed, Resumed Upload, Active, Exited, and Completed, Marked Complete. Below this, a 'Find Students' search bar is present. A table of 4 results is shown, with columns for MARSS/SSID, Last Name, First Name, Middle Name, Username, Session, and Student Test Status. The table data is as follows:

MARSS/SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status
4111000660160	STUDENT	A		5297626269	INFRASTRUCTURE TRIAL TEST SESSION (Grade 11 Mathematics OLPA)	Ready
4111000660134	STUDENT	A		9931032028	INFRASTRUCTURE TRIAL TEST SESSION (Grade 11 Mathematics OLPA)	Ready
4111000660155	STUDENT	A		6003181870	INFRASTRUCTURE TRIAL TEST SESSION (Grade 11 Mathematics OLPA)	Ready
4111000660127	STUDENT	A		8131759531	INFRASTRUCTURE TRIAL TEST SESSION (Grade 11 Mathematics OLPA)	Ready

The 'Ready' status for the last student is highlighted with a red circle, and an 'Unlock' button is visible below it.

5.3 Launch TestNav 8

Technology staff must launch TestNav 8 for the Training Center on all testing devices.

- For Installable TestNav, 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).
- For browser-based TestNav (Firefox ESR 45 (32 bit)), launch TestNav 8 by entering <http://mn.testnav.com> into the browser.

Refer to step 3 in the *Online Testing Infrastructure Readiness Checklist* to ensure that all software applications, including Internet browsers, are closed on all student workstations before the test begins.

5.4 Conduct Infrastructure Trial

Using the Infrastructure Trial student testing tickets, the technology staff will sign in to the item samplers at each student workstation in the lab.

The testing status of all sample 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.

If the school technology staff signs out of a test at any point during the Infrastructure Trial before they are ready to do so, sign back in to TestNav 8 using the same Infrastructure Trial student testing ticket.

5.5 Monitor Network Performance for Slowdowns or ISP Bandwidth Usage

If using a wireless connection, monitor the connections and verify that access point placement is sufficient for testing.

As a reminder, in order to complete infrastructure readiness, the technology staff will need to follow the remaining steps in this guide.

6.0 Follow-Up

Once your Infrastructure Trial has been completed, follow the steps below to complete infrastructure readiness before testing.

NOTE: Stopping a test session in PearsonAccess Next is not required.

1. If needed, contact the Pearson help desk at 888-817-8659 or mnhelp@support.pearson.com with feedback and/or concerns regarding software or hardware issues that occurred during the Infrastructure Trial.
2. The District Assessment Coordinator and technology staff will need to work together to complete the infrastructure readiness process and review all notes from the Infrastructure Trial.
3. Share any notes regarding need for support with the District Assessment Coordinator.
4. Report any issues that cannot be resolved with assistance from Pearson to the District.