

# Online Testing Infrastructure Readiness Checklist 2016–2017

## Online Testing Checklist Overview

### Technology Staff

The *Online Testing Infrastructure Readiness Checklist* will help you create a successful testing experience for schools and students. This checklist can be used before the 2016–2017 MCA administration; tasks specific to an administration are indicated as for OLPA or MCA only. Tasks are listed chronologically. To limit test day technical issues, technology staff should perform the tasks below according to the recommended timelines. As district infrastructure changes, relevant tasks that had been completed before OLPA testing should be repeated to resolve any infrastructure issues before MCA testing begins.

TestNav 8 is accessed in one of two ways. Steps listed in this checklist may vary depending on the option used to access TestNav 8.

- **Installable TestNav (strongly recommended).** Available as a mobile app for tablets and Chromebooks, and as TestNav Desktop, an application for desktop and laptop computers. Installable TestNav is downloaded and installed by technology staff.
- **Browser-based TestNav** (must use Firefox ESR 45 (32 bit)). Does not need to be installed on each test-delivery computer or workstation; instead, a URL (<http://mn.testnav.com>) is used by students to sign in to the online test or item samplers.

Resources referenced in this checklist are available on PearsonAccess Next:

- The TestNav 8 Online Support page, for setting up TestNav 8, finding information specific to tablets and Chromebooks, troubleshooting guidance, and error codes. [View the TestNav 8 Online Support page](#) (PearsonAccess Next > TestNav 8 Online Support (under Quick Links)).
- The Technology Resources page, for information on App Check and Proctor Caching. [View the Technology Resources page](#) (PearsonAccess Next > Technology Resources).
- The User Guides section on the Resources & Training page, for system user guides and quick guides. [View the Resources & Training page](#) (PearsonAccess Next > Resources & Training > User Guides).

Review the TestNav 8 Online Support page on a weekly basis for hardware and software requirements updates and technical bulletins. Review the *Assessment Update* released by the Minnesota Department of Education (MDE) every Wednesday, which includes a Tech Update section for relevant technology information, troubleshooting guidance, and implementation resources.

### District Assessment Coordinators (DACs)

District Assessment Coordinators (DACs) will be the primary recipients of memos that provide information about online testing. It is important for DACs and technology staff to develop a communication plan for providing this information and for determining how communication with the Pearson help desk will be handled at the district. The Pearson help desk can be reached at 888-817-8659 or [mnhelp@support.pearson.com](mailto:mnhelp@support.pearson.com).

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Complete Technology Setup Required 2 Months Prior to Testing		
1	<p>DACs must set up any new user accounts for the Technology Staff user role. From the Home page of PearsonAccess Next, under <b>Setup</b>, select <b>Users</b>. Users must be created in both PearsonAccess Next and the Training Center if they need to have access to both sites.</p> <p>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.</p>	<p><a href="#">Minnesota Reference Page for the PearsonAccess Next Online User Guide</a></p> <p><a href="#">PearsonAccess Next User Role Matrix</a></p> <p><a href="#">PearsonAccess Next and Training Center Importing User Accounts Instructions</a></p>
2	<p>Identify testing labs/devices and review the <i>PearsonAccess Next Hardware and Software Guidelines</i> in order to ensure optimal performance of systems as tasks are performed to prepare for and administer assessments in PearsonAccess Next.</p>	<p><a href="#">PearsonAccess Next Hardware and Software Guidelines</a></p>
3	<p>Review the TestNav 8 Online Support page for system and proctor caching requirements for computers and devices.</p> <ul style="list-style-type: none"> <li>Update workstations to comply with hardware/software requirements</li> <li>Update workstations to meet browser dependencies</li> <li>Configure firewall/content filters</li> </ul>	<p><a href="#">TestNav 8 ProctorCache Requirements</a></p>
4	<p>Check devices and take an inventory of software applications, including cameras (still and video), screen capture programs (live and recorded, e.g., Skype), email, instant messaging, application switching, media players (e.g., iTunes), printing capabilities, or any other application that will launch automatically and terminate testing. These software applications need to be closed or disabled on all student testing devices on the days students are to test.</p> <p>Configure the common applications listed below NOT to launch on any student testing devices during testing sessions:</p> <ul style="list-style-type: none"> <li>Anti-virus software performing automatic updates</li> <li>Verify autofill is not accessible</li> <li>Power management software on laptops warning of low battery levels</li> <li>Screen savers and sleep mode</li> <li>Email with auto message notification</li> <li>Calendar applications with notifications (e.g., Google Calendar)</li> <li>Pop-up blockers</li> <li>Set automatic updates (e.g., iTunes)</li> </ul>	<p><a href="#">Set Up TestNav Testing Environment</a></p>

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<b>5</b>	<p>For installable TestNav, only:</p> <p>Install the TestNav 8 app. Setup instructions for installable TestNav are available by expanding the options under the <a href="#">Installable TestNav Setup Overview</a> page of the TestNav 8 Online Support page. If the TestNav 8 application was previously downloaded on devices, the Android and Chrome apps will update automatically to the latest version, and no further action is required. For the iOS app and TestNav Desktop, the updated version must be downloaded from the App Store and download.testnav.com.</p> <p>For browser-based TestNav (Firefox ESR 45 (32 bit)), only:</p> <p>Ensure Java is installed and that the version meets the minimum supported requirements on all student workstations that will be used for online testing.</p>	<p><a href="#">TestNav 8 System Requirements</a></p> <p><a href="#">Installable TestNav Setup Overview</a></p> <p><a href="#">Download TestNav</a></p>
<b>6</b>	<p>Verify content filter/firewalls and allow the appropriate sites.</p> <ul style="list-style-type: none"><li>• *.testnav.com:80</li><li>• *.testnav.com:443</li><li>• *.pearsonusercontent.com</li><li>• *.thawte.com</li><li>• *.usertrust.com</li><li>• *.comodoca.com</li><li>• Google-analytics.com (optional)</li><li>• Allow javaw.exe to communicate</li><li>• Set browsers to allow pop-ups</li><li>• Allow local file access to home directory</li></ul>	<p>Firewall/Proxy Servers/Content Filtering on the <a href="#">TestNav 8 System Requirements</a> page</p>

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<p><b>7</b></p>	<p>Download and install Proctor Caching.</p> <p>ProctorCache is a software program that enables districts to download encrypted test content to a local computer. A district downloads the content once for each test administration. This reduces the amount of bandwidth required for electronic testing.</p> <p>For OLPA, only:</p> <p>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.</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Next, uninstall the previous version of proctor caching. You can uninstall ProctorCache using the software removal process for your operating system.</li><li>• 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.</li></ul> <p>For MCA, only:</p> <p>If proctor caching software was downloaded and installed for OLPA, ProctorCache does not need to be re-installed for MCA, 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.</p> <p><b>NOTE:</b> Installing ProctorCache DOES NOT automatically cache test content. ProctorCache may be installed at any time before caching test content.</p> <p>Although tablets and Chromebooks can be used for student testing, only Macs and PCs can be used as proctor caching machines.</p>	<p><a href="#">Download Proctor Cache</a></p> <p><a href="#">Set Up and Use ProctorCache</a></p> <p><a href="#">ProctorCache Requirements</a></p>
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<b>8</b>	<p>Run App Check, as applicable, on every workstation in your testing environment.</p> <p>For installable TestNav, only:</p> <p>Run the App Check Tool for TestNav 8 (TestNav 8 App &gt; User dropdown menu &gt; 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.</p> <p>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 &gt; 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.</p> <p>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.</p>	<p>Section <i>Run App Check</i> on each device setup page under <a href="#">Installable TestNav Setup Overview</a></p>
<b>9</b>	<p>It is strongly recommended that you add a secondary save location to provide an additional failsafe for preventing loss of student responses.</p> <ul style="list-style-type: none"><li>• PCs and Macs have the option of using a network share location or a Secure File Transfer Protocol (SFTP) address.</li><li>• 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).</li></ul> <p>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.</p>	<p><a href="#">Configure Response File Backup Locations</a></p> <p><a href="#">Browser-based TestNav Setup Overview</a></p> <p><a href="#">Installable TestNav Setup Overview</a></p>

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<b>10</b>	<p>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.</p> <ol style="list-style-type: none"><li>1. From <b>Setup &gt; TestNav Configurations</b>, select the dropdown menu next to the <b>Start</b> button and select <b>Create / Edit TestNav Configurations</b>.</li><li>2. Select <b>Create Configurations</b>. Enter the details of any proctor caching computers that you will use to precache tests.</li><li>3. Select <b>Test Connection</b> to make sure the configuration works.</li><li>4. Select <b>Create</b>.</li></ol> <p>TestNav 8 configurations created in the Training Center can be imported to PearsonAccess Next.</p>	<p><a href="#">Minnesota Reference Page for the PearsonAccess Next Online User Guide</a></p> <p><a href="#">Configure TestNav for Proctor Caching and Precache Content</a></p> <p><a href="#">Import or Export TestNav Configurations</a></p>
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### Conduct an Infrastructure Trial Recommended 1-2 Months Prior to Testing

The Infrastructure Trial is conducted using the PearsonAccess Next Training Center.

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 run the online assessments.

Unlike a live assessment, you will not use real student information; instead, you will use sample students in the PearsonAccess Next Training Center.

**NOTE:** Sample students are created by Pearson for both the purposes of conducting the Infrastructure Trial and item sampler administration.

Refer to the *Infrastructure Trial User Guide* for more detailed information about the Infrastructure Trial. Sign in to the [PearsonAccess Next Training Center](#) (PearsonAccess Next > View PearsonAccess Next > Sign In to the Training Center) to complete the Infrastructure Trial.

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<p><b>11</b></p>	<p>Create Infrastructure Trial test sessions in the Training Center:</p> <ol style="list-style-type: none"> <li>1. From <b>Testing &gt; Sessions</b>, select the dropdown menu next to the <b>Start</b> button and select <b>Create / Edit Sessions</b>.</li> <li>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 <b>Start Session</b> 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.</li> <li>3. Select <b>Create</b>.</li> </ol>	<p>Section 3.1 Create a New Test Session, in the <a href="#">Infrastructure Trial User Guide</a></p>
<p><b>12</b></p>	<p>Add individual sample students to the Infrastructure Trial test session:</p> <ol style="list-style-type: none"> <li>1. From <b>Testing &gt; Students in Sessions</b>, 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.</li> <li>2. Select the dropdown menu next to the <b>Start</b> button and select <b>Students</b>.</li> <li>3. On the Add Student to Sessions page, under the <b>Session</b> dropdown, select the test session name. Under <b>Find available students</b>, select the dropdown next to <b>Search</b> and select <b>Show all results</b>.</li> <li>4. Select students, up to 25 at a time, with the name "Student, A" (indicating accommodated text-to-speech) selecting the checkbox next to each student name or selecting the checkbox in the top left corner, next to the <b>Student</b> column header, to select all the students displaying on the page. If selecting the checkbox in the top left corner, verify that all students selected have the name "Student, A."</li> <li>5. Select <b>Add</b>. 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.</li> </ol>	<p>Section 3.2 Add Sample Students to a Test Session, in the <a href="#">Infrastructure Trial User Guide</a></p>
<p><b>13</b></p>	<p>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.</p> <ul style="list-style-type: none"> <li>• For Macs, go to the ProctorCache folder located under Applications.</li> <li>• For PCs, go to the ProctorCache folder located on the C:/ drive.</li> </ul>	<p><a href="#">Set Up and Use ProctorCache</a></p>
<p><b>14</b></p>	<p>If using Proctor Caching, precache test content. Precaching by test is recommended because it downloads all forms and content for the selected test.</p> <ol style="list-style-type: none"> <li>1. From <b>Setup &gt; Precache By Test</b>, select the box next to High School Science MCA.</li> <li>2. Select one precache server from the list.</li> <li>3. Select <b>Precache</b>.</li> </ol>	<p>Section 4.0 Precache Test Content, in the <a href="#">Infrastructure Trial User Guide</a></p>

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<p><b>15</b></p>	<p>Print Infrastructure Trial student testing tickets for sample students in the Training Center.</p> <ol style="list-style-type: none"> <li>1. From <b>Testing &gt; Students in Sessions</b>, add the test session to the Session List.</li> <li>2. Select <b>Testing Tickets and Scheduled Sessions</b>. Under <b>Student Testing Tickets</b>, select <b>Print all for this session</b>. When the tickets open, they will be formatted as one per page. To change how the tickets are printed, select a print option from the dropdown menu.</li> <li>3. Use your browser's print function to print the testing tickets.</li> </ol>	<p>Section 5.1 Print Infrastructure Trial Student Testing Tickets, in the <a href="#">Infrastructure Trial User Guide</a></p>
<p><b>16</b></p>	<p>Prepare Infrastructure Trial test sessions in the Training Center.</p> <ol style="list-style-type: none"> <li>1. From <b>Testing &gt; Students in Sessions</b>, add the test session to the Session List.</li> <li>2. Select <b>Prepare Session</b>. Once the test session has been prepared, Prepare Session will change to Start Session.</li> </ol>	<p>Section 5.2 Prepare and Start the Test Session and Unlock Student Tests, in the <a href="#">Infrastructure Trial User Guide</a></p>
<p><b>17</b></p>	<p>Start Infrastructure Trial test sessions in the Training Center.</p> <ol style="list-style-type: none"> <li>1. From <b>Testing &gt; Students in Sessions</b>, add the test session to the Session List.</li> <li>2. Select <b>Start Session</b>. Once the test session has been started, Start Session will change to Stop Session and a lock/unlock slider will be displayed. Student tests are automatically unlocked when the test session is started.</li> </ol> <p><b>NOTE:</b> 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.</p>	
<p><b>18</b></p>	<p>Using the Infrastructure Trial student testing tickets, sign in to the online High School Science MCA item sampler on each of the machines that will be used for the Infrastructure Trial.</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• For browser-based TestNav (Firefox ESR 45 (32 bit)), launch TestNav 8 by entering <a href="http://mn.testnav.com">http://mn.testnav.com</a> into the browser.</li> </ul> <p>To ensure schools have sufficient bandwidth, technology staff will need to launch an online item sampler on all student testing machines participating in the Infrastructure Trial. Users do not have to navigate through the entire item sampler to complete the simulation of the network load. Simultaneously loading these tests will simulate the network load experience of live testing.</p>	<p>Section 5.4 Conduct Infrastructure Trial, in the <a href="#">Infrastructure Trial User Guide</a></p>



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19	Monitor network performance for slowdowns or ISP bandwidth usage. If using a wireless connection, monitor the connections and verify access point placement is sufficient for testing.	<a href="#">Minnesota Reference Page for the PearsonAccess Next Online User Guide</a>
20	If needed, contact the Pearson help desk with feedback and/or concerns regarding software or hardware issues that occurred during the Infrastructure Trial.	Contact the Pearson help desk at 888-817-8659 or <a href="mailto:mnhelp@support.pearson.com">mnhelp@support.pearson.com</a>
21	<p>After steps 1 through 20 are completed, contact the DAC to confirm or deny readiness in Test WES. Site readiness can be confirmed beginning December 12, and the deadline to indicate for MCA is March 3.</p> <p><b>NOTE:</b> If your district completed the steps in this checklist for OLPA, and your infrastructure and configurations have not changed, you are not required to repeat the steps for MCA.</p> <p>Site readiness is confirmed in Test WES by selecting Site Readiness Confirmation from the left menu on the Dashboard. Check the appropriate option for MCA:</p> <p><input type="checkbox"/> Our district has successfully completed all the steps to prepare for online testing.</p> <p><input type="checkbox"/> Our district ran into difficulties when completing the steps to prepare for online testing. We are actively working to resolve the issues, including contacting the Pearson help desk if necessary.</p>	<p><a href="#">Test WES</a> (<a href="http://education.state.mn.us">http://education.state.mn.us</a> &gt; Districts, Schools and Educators &gt; Data Submissions &gt; Test WES)</p>

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Final Preparation for Live Testing Required 2 Weeks Prior to Testing		
<b>22</b>	DACs ensure all test sessions are created in PearsonAccess Next for the live assessments: <ol style="list-style-type: none"> <li>1. From <b>Testing &gt; Sessions</b>, select the dropdown menu next to the <b>Start</b> button and select <b>Create / Edit Sessions</b>.</li> <li>2. On the New Session screen, enter the required information as indicated by the asterisks.</li> <li>3. Select <b>Create</b>.</li> </ol>	<a href="#">Online Testing User Guide for MCA</a>
<b>23</b>	Add students to the test session.	<a href="#">Online Testing User Guide for MCA</a>
<b>24</b>	If using Proctor Caching, precache by test. Precaching by test is recommended because it downloads all forms and content for the selected test. <ol style="list-style-type: none"> <li>1. From <b>Setup &gt; Precache By Test</b>, mark the boxes to select one or more tests from the list.</li> <li>2. Select one precache server from the list.</li> <li>3. Select <b>Precache</b>.</li> </ol> <p><b>NOTE:</b> Precaching by test may be completed before or after test sessions are created. Test content may be cached starting two weeks before testing.</p>	<a href="#">Set Up and Use ProctorCache</a>  <a href="#">Configure TestNav for Proctor Caching and Precache Content</a>
<b>25</b>	Run App Check on all computers and devices that will be used for online testing to verify that no changes have been made to infrastructure.	Section <i>Run App Check</i> on each device setup page under <a href="#">Installable TestNav Setup Overview</a>
<b>26</b>	DACs will print student testing tickets for students in online sessions in PearsonAccess Next. Student testing tickets should be kept secure as they provide access to live test content and contain private student information.	<a href="#">Online Testing User Guide for MCA</a>

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Administer the Live Online Test		
27	DACs and/or Test Monitors will prepare and start online test sessions. It is recommended that the test session <b>not</b> be prepared or started until the day of testing. The test session will not automatically stop, time out, or expire.	<a href="#">Online Testing User Guide for MCA</a>
28	Monitor network performance for slowdowns and ISP bandwidth usage.	<a href="#">Minnesota Reference Page for the PearsonAccess Next Online User Guide</a>
29	Retrieve SRFs as needed.	<a href="#">Find SRF and Log Files</a>