

Infrastructure Trial User Guide

2017–2018

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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 2017–2018 MCA administration.

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 page](#) of PearsonAccess Next (PearsonAccess Next > Technology > 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](#) (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.

As district infrastructure changes, relevant tasks that had been completed before testing should be reassessed to ensure that the change did not impact completed readiness efforts. 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. The Training Center is only intended to be used for technology preparation.

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 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 Training Center

The Infrastructure Trial is conducted using the Training Center. Sign in to the [Training Center](#) (PearsonAccess Next > Technology > PearsonAccess Next Training Center > 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

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.

2.1.2 Download and Install or Update Proctor Caching

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

Ensure that you have the latest version of the ProctorCache application and that old content has been purged. The latest version number is provided on the [ProctorCache System Requirements page](#).

- To update ProctorCache to the latest version, you should first purge all test content from prior test administrations using your current installation of ProctorCache. Content downloaded from the previous test year is no longer accessible to district staff and students and should be purged.
- Next, uninstall the previous version of 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, ProctorCache requires full local administrator permissions and a working knowledge of your network.

2.1.1 Purge Cached Test Content

If previously cached test content is still stored on your ProctorCache machine, it should be purged. In your browser, type `http://< ProctorCache 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](#) (TestNav 8 Online Support > Set Up and Use ProctorCache). Confirm password protocol with technology staff before setting up or changing the password.

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

Only Macs and PCs can be used as proctor caching machines. Although tablets and Chromebooks can be used for student testing, they cannot be used as proctor caching machines. ProctorCache can only be installed on devices running the OS X, macOS, or Windows operating systems. For more information, refer to [ProctorCache System Requirements](#).



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. Sign in to the [Training Center](#) (PearsonAccess Next > Technology > PearsonAccess Next Training Center > Sign In to the Training Center).
2. From **Setup > TestNav Configurations**, select the dropdown menu to the right of the **Start** button and select **Create / Edit TestNav Configurations**.
3. Select **Create Configurations**. Enter the details of any proctor caching computers that you will use to precache tests.
4. Select **Create**.

TestNav 8 configurations created in the Training Center can be imported to PearsonAccess Next, refer to the [Import or Export TestNav Configurations](#) page (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 TestNav Configuration* on the [Configure TestNav for Proctor Caching](#) page (TestNav 8 Online Support > Manage Online Tests > Understand Proctor Caching > Configure TestNav for Proctor Caching).

2.1.4 Ensure Proctor Caching Software is Running

In your browser, enter `http://< ProctorCache IP address>:4480` and select **Enter** to view the ProctorCache interface.

- If you are visiting the interface from an IP address, you will see two tabs. The **Tests** tab provides information about test content and caching status. Select the **Clients** tab to monitor client connectivity.
- If you are visiting the ProctorCache interface from a localhost address (`http://localhost:4480`) you will see an additional **Settings** tab. This tab allows you to change the default ProctorCache password.



2.2 App Check

Run App Check, as applicable, on every testing device in your testing environment.

For installable TestNav, only:

Run App Check for TestNav 8 (TestNav 8 App > User dropdown menu > App Check). App Check verifies that the test device can contact the TestNav servers, and that the app can run in a secure kiosk mode, but it does not provide bandwidth speed tests. Running App Check with the optional Configuration Identifier will verify connectivity to the installed and configured ProctorCache machine.

In order to run App Check with proctor cache configurations, a Configuration Identifier must be copied from PearsonAccess Next and added to App Check. The Configuration Identifier can be found in Pearson Access Next by going to Setup > TestNav Configurations, locating and selecting the TestNav configuration applicable to your district/school, and selecting the Create/Edit TestNav Configurations option in the Start dropdown. The Identifier is located beneath the IP address and port fields for your ProctorCache 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 App Check. If the connection test is successful then the browser will also connect successfully.

To support the increased reliance on wireless networks, Pearson created a [Network Requirements and Guidelines page](#) on the TestNav Online Support page (TestNav 8 Online Support > Network Requirements and Guidelines), which presents wireless network best practices and troubleshooting tips.

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. You have the ability to designate primary and secondary SRF locations for each type of test device. Windows and Mac devices can take advantage of local, network, and SFTP SRF locations. For ChromeOS and iOS devices use a local Primary SRF location. Secondary SRF locations for these device types must be SFTP.

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. ChromeOS and iOS devices require that the secondary save location is a SFTP. If a secondary location of a type other than SFTP is listed for these devices, the secondary location will not be used and TestNav will only create SRF files in the primary save location on those devices.

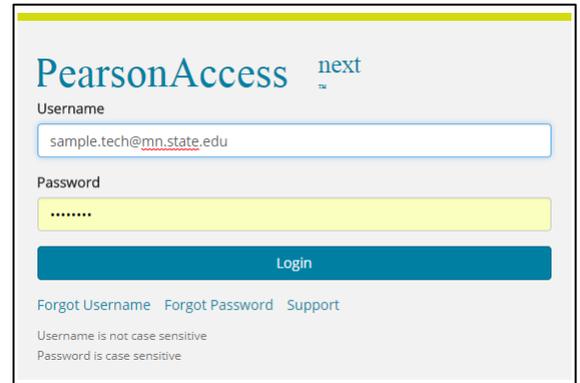
For instructions on setting up response file backups, see the [Configure Response File Backup Locations](#) page (PearsonAccess Next Online User Guide > Manage Online Tests > Configure Response File Backup Locations). For more information about primary and secondary save locations, refer to the [Installable TestNav](#) section on the [Set up and User TestNav](#) page (TestNav 8 Online Support > Set Up and Use TestNav > Installable TestNav).

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. To create a sample test session:

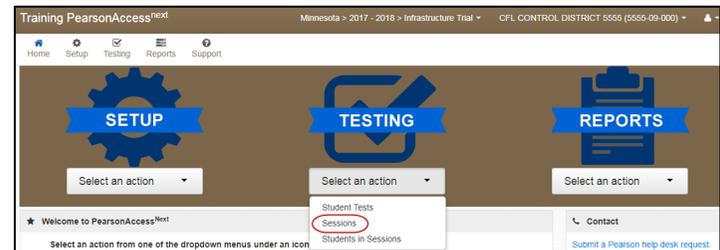
1. Sign in to the Training Center (PearsonAccess Next >Technology > PearsonAccess Next Training Center > Sign In to the Training Center).



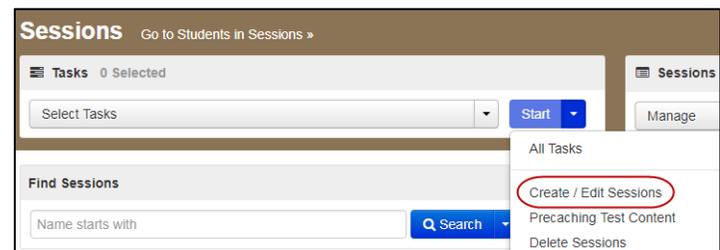
2. Once you have signed in to the Training Center, verify that the Infrastructure Trial test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2017–2018 dropdown, and then select **Infrastructure Trial**.



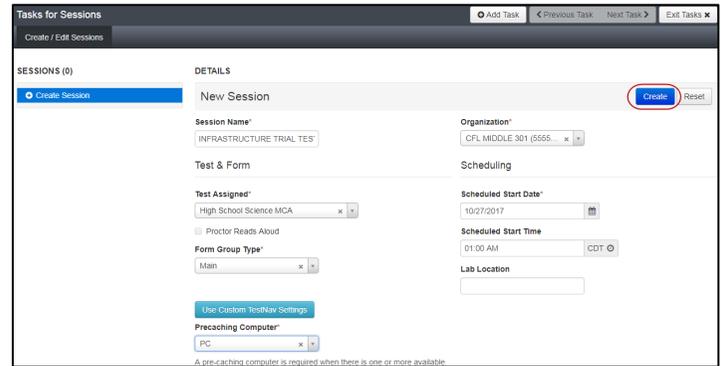
3. From the Home page, under **Testing**, select **Sessions**.



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



- On the New Session screen, enter the required information as indicated by the asterisks. For Test Assigned, select **High School Science MCA**. The Form Group Type will default to 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.

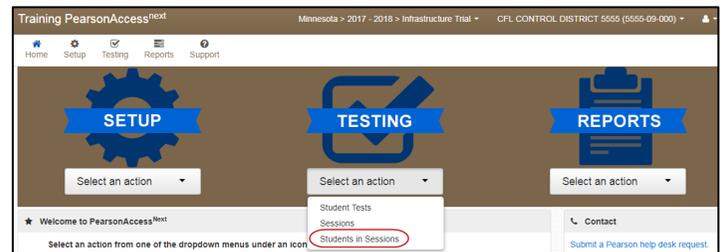


- Select **Create**.

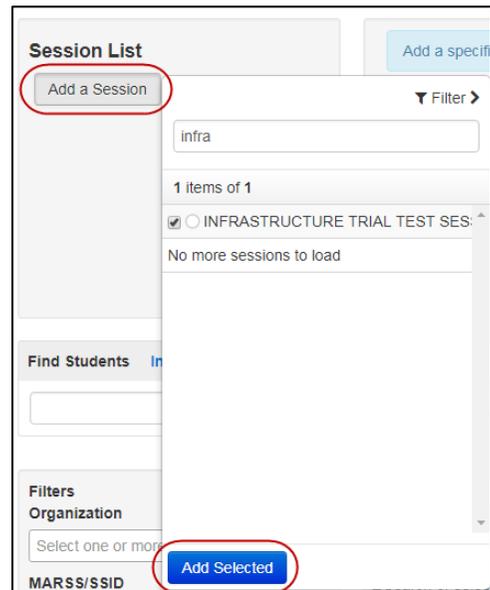
3.2 Add Sample Students to a Test Session

Sample students are available for the purpose of conducting the Infrastructure Trial. To add sample students by selecting individual students:

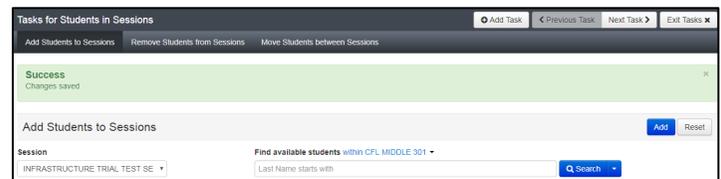
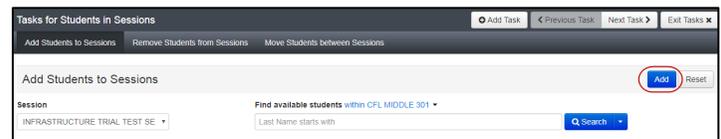
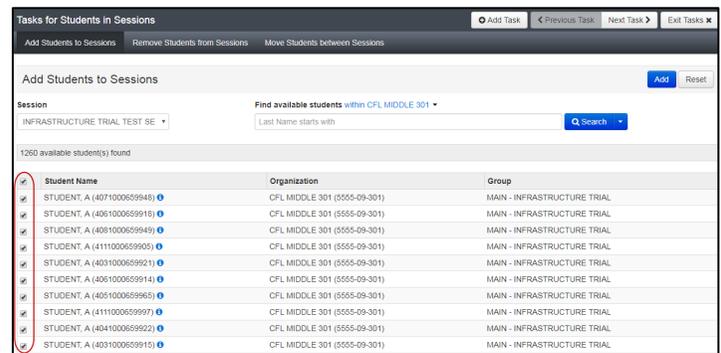
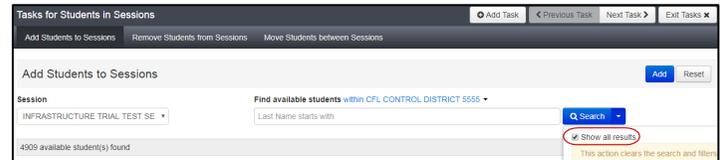
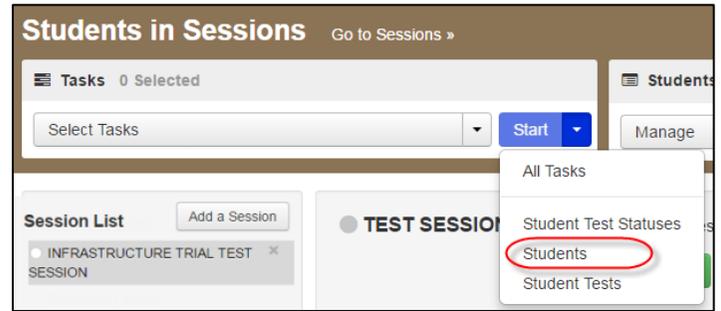
- From the Home page, under **Testing**, select **Students in Sessions**.



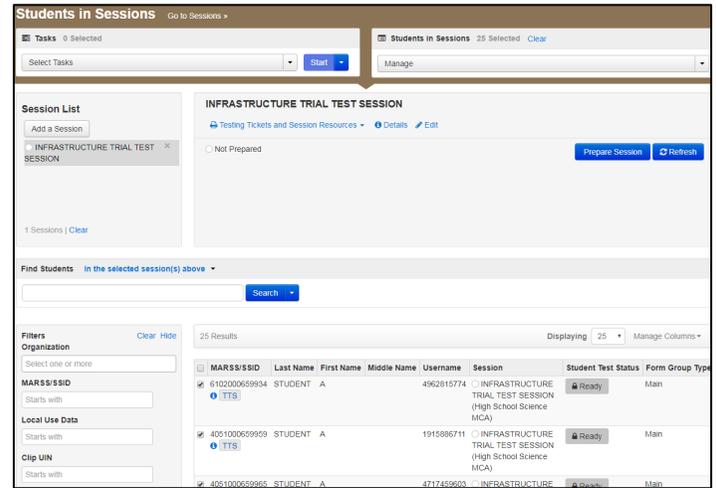
- In the Session List, select **Add a Session**. You must begin entering name of the test session in order to find and select the test session. Select **Add Selected**.



3. Select the dropdown menu to the right of the **Start** button and select **Students**.
4. 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**.
5. Select students, up to 25 at a time, 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.
6. Select **Add**.
7. 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.
8. 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.



9. A list of the students in the test session will appear.



4.0 Precache Test Content

If using ProctorCache, ensure proctor caching software was properly installed and the ProctorCache service is running by visiting the ProctorCache Admin page. This page is a web interface to your ProctorCache machine that is served by the ProctorCache service while the service is running. If the Admin page does not load that indicates that there was an issue when the software was installed, the service is not running, or that ports 4480 and/or 4481 are being blocked.

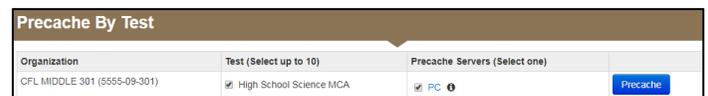
To access the ProctorCache Diagnostics page, use shortcuts which are automatically created in the following locations:

- 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. When precache is initiated, a pop-up window will appear which sends a signal to your local ProctorCache machine, beginning the caching process. A pop-up blocker will prevent this pop-up window, and impede or stop the caching process.

1. From **Setup > Precache By Test**, select the box next to High School Science MCA.
2. Select one precache server from the list.
3. Select **Precache**.
4. Verify that content has successfully cached by visiting the ProctorCache diagnostics page and verifying that all cached content has green OK status indicators.



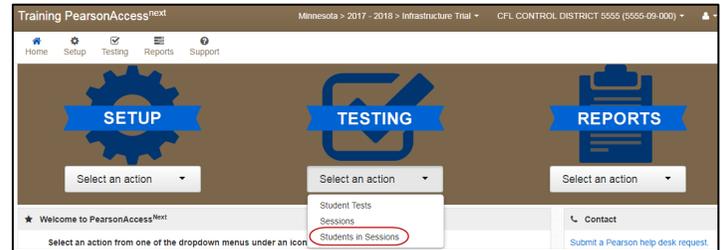
5.0 Conduct an Infrastructure Trial at a School

5.1 Print Infrastructure Trial Student Testing Tickets

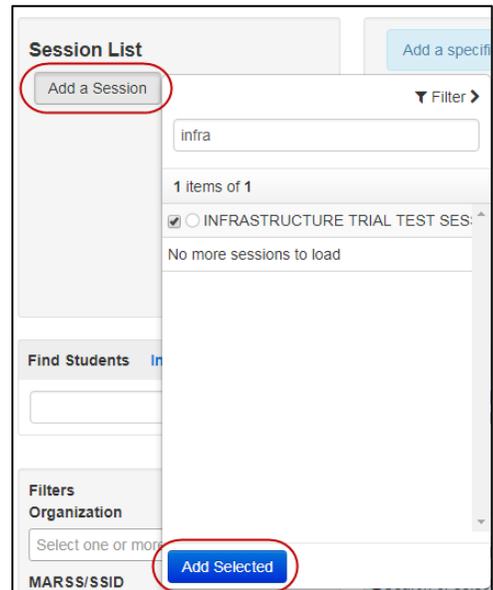
Technology staff provide Infrastructure Trial student testing tickets to the appropriate staff who will be signing in as the sample students and direct them to their assigned computer lab or other testing location.

NOTE: Sessions do not need to be in “Started” status to print student testing tickets.

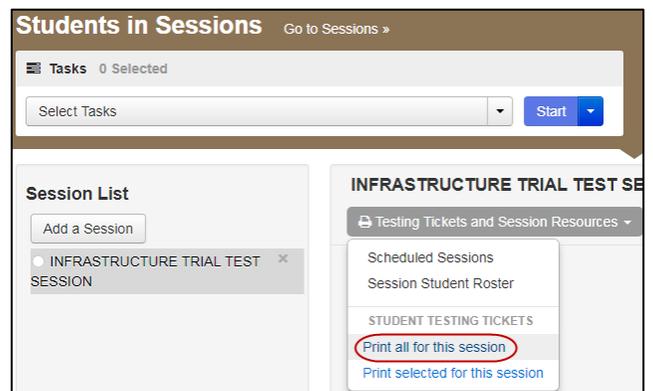
1. From the Home page, under **Testing**, select **Students in Sessions**.



2. Add the test session to the Session List.



3. Select **Testing Tickets and Session Resources**. 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.

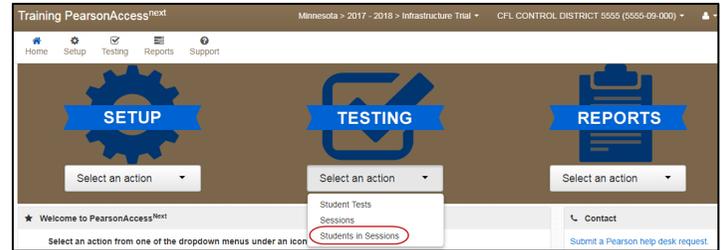


4. Use your browser’s print function to print the testing tickets.

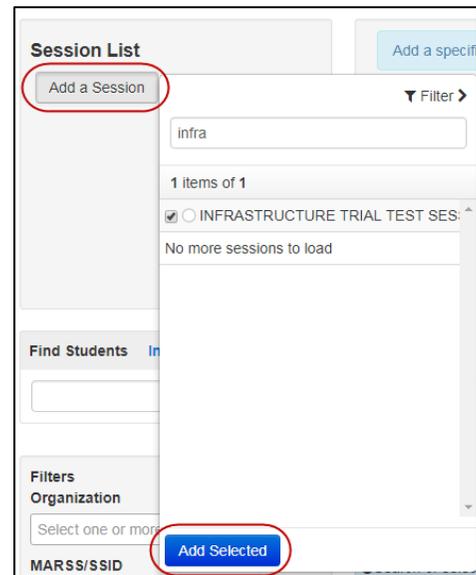
5.2 Prepare and Start the Test Session

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.

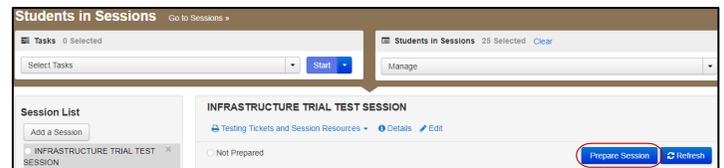
1. From the Home page, under **Testing**, select **Students in Sessions**,



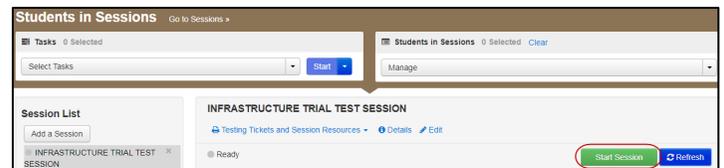
2. Add the test session to the Session List.



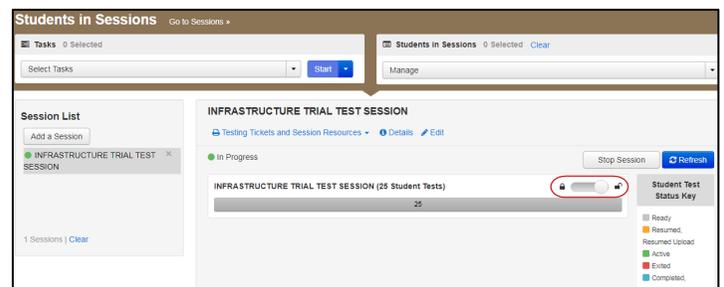
3. Select **Prepare Session**.



4. Select **Start Session**.



5. 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.





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 52 (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.

Make note of any application, software, or service which causes TestNav to exit kiosk mode. Additionally, identify test devices and workstations that experience long load times, have difficulty displaying or interacting with test items, or that experience degraded performance.

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. Identify access points which are underperforming, overloaded, or transmitting at a slower rate or unexpected network standard.

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 the Training Center is not required.

1. If needed, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#) with feedback and/or concerns regarding software or hardware issues that occurred during the Infrastructure Trial.
2. Share any notes regarding need for support with the District Assessment Coordinator.
3. Report any issues that cannot be resolved with assistance from Pearson to the District.