

Infrastructure Readiness Checklist 2024–25

Overview

Technology Staff

This checklist will help you prepare for the 2024–25 MCA and Alt MCA online test administration. **New for 2024–25:** The Science Alt MCA (previously Science MTAS) has the option to be administered online. Technical specifications are the same for MCA and Alt MCA online testing. Any responses recorded on the data collection form (if administered using paper test materials) will be entered online by the Test Administrator in TestNav.

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 completed before testing should be reassessed to ensure changes did not impact completed readiness efforts.

TestNav is accessed via installable TestNav software. It is available as an app for tablets, Chromebooks, and Windows devices (through the Microsoft Store), or as TestNav Desktop for desktop and laptop computers. TestNav is downloaded, installed, set up, and verified by technology staff.

Resources referenced in this checklist are available on the PearsonAccess Next website (minnesota.pearsonaccessnext.com):

- The [TestNav Online Support page](#) (PearsonAccess Next > TestNav Online Support (under Quick Links)) includes system requirements, detailed setup instructions for supported devices, infrastructure and network preparation, troubleshooting guidance, and complete error code documentation.
- The [User Guides page](#) (PearsonAccess Next > Resources & Training > User Guides) includes Minnesota-specific system user guides.

Refer to the TestNav Online Support page often for hardware and software requirement updates and technical bulletins, especially the [Recently updated page](#) (TestNav Online Support > TestNav 8 > Recently updated) to quickly view recent updates.

- Updates to hardware requirements will require you to work closely with the District Assessment Coordinator (DAC) to ensure that hardware, such as the type of headphones or keyboards, are available in the format needed on testing day. For example, Bluetooth headphones are not allowed for testing, while wired mice and keyboards are recommended, but not required. Note: There are exceptions for amplification devices, such as personal hearing aids, that use Bluetooth capabilities.
- The System Requirements page is regularly updated under Testing In Progress, as new operating systems are released and internal verification takes place before officially being supported by TestNav. Note: If possible, wait to update devices to a new OS until after they are officially supported by TestNav. Until supported, updated devices may not function properly for testing. Note: For Chrome OS, Pearson supports both the Google Stable (S) and Google Long Term Support (LTS) channels. The Stable channel receives OS updates regularly to address security fixes and software updates. The LTS channel has a slower release cadence and will only get feature updates every 6 months. Devices using the LTS channel will continue to receive frequent security fixes. Districts using the Google LTS can use the LTS channel for a longer period, reducing the need to take each update available through the Stable channel.

Review the *Assessment Update* sent 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 Technology Coordinators automatically receive the *Assessment Update*, but any staff can reach out to mde.testing@state.mn.us to subscribe. Past [Assessment Update](#) issues are also posted to PearsonAccess Next under MDE Updates (PearsonAccess Next > MDE Updates > Assessment Update).

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Test Security Reminders

- Annually complete the *Test Security Training* in the [Learning Management System](#) (LMS) (PearsonAccess Next > Resources & Training > Training) before testing, as well as any other trainings required by your district. Learners with a PearsonAccess Next account are automatically uploaded into the LMS. Learners without a PearsonAccess Next account will need to self-register an LMS account. Refer to the Training page (PearsonAccess Next > Resources and Training > Training) for resources on setting up an LMS account. Contact your DAC with any questions about setting up an account or completing required and optional courses in the LMS.
- Do not use actual student tests to prepare for test administration. Instead, follow the steps in this checklist to ensure your sites are ready for testing.
- Follow your district's policies and procedures for providing technology assistance during testing. If you need to report a technical issue within your district or to Pearson, write down any error messages or codes along with the Student MARSS/SSID number and testing device information. Do not take a picture of the error message or include any information on the content of the item when you report technical issues.
- Although there may be situations where you have access to test content, such as during a technical issue, you must not copy, share, or reference test content in any way.
- Report any test security violations immediately to your District or School Assessment Coordinator.

District Assessment Coordinators (DACs)

DACs will be the primary recipients of memos that provide information about test administration. It is important for DACs and technology staff to develop a communication plan for sharing 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 you may [submit a Pearson help desk request online](#) (PearsonAccess Next > Support).

Proctor Cache and Secondary Save Location No Longer Needed

Data from Spring 2021, 2022, 2023 and 2024 test administrations showed item load time was nearly identical for cached and non-cached tests. Additional data from the 2024 test administration showed that improper setup of proctor cache machines or secondary save locations results in testing errors which delayed item load time or forced students and Test Monitors to navigate past error warnings or seek Pearson Help Desk support. The information in this document outlines technology preparation without proctor caching or creating a secondary save location. For additional information on proctor caching and/or secondary save locations, contact the Pearson help desk by phone or by submitting an online help desk request.

New for 2024–25: On Dec. 13, 2024, Pearson purged all TestNav Configurations from PearsonAccess Next and the Training Center. As stated above, proctor caching and secondary save locations are no longer needed, and improper setup results in slower item load item and error messages. Purging TestNav Configurations also eliminates the need to select a precaching computer during test session creation in addition to reducing unnecessary errors during online testing. Districts can still create a new TestNav Configuration, or load a previously used configuration to PearsonAccess Next, if it is determined to be needed, in communication with Pearson technical support.

Technology Office Hours

In addition to the Pearson help desk, you may also utilize Pearson's [Technology Office Hours](#) (PearsonAccess Next > Support) and schedule a one-on-one virtual session with a technology field engineer to talk through district-specific cases, testing without proctor cache, specific setup instructions, or discuss other challenges.

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Complete Technology Setup (Required) 2 Months Prior to Testing

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| 1 | <p>DACs must set up any new user accounts for the Technology Staff user role. Users must be created in both PearsonAccess Next (for test administration) and the Training Center (for the Infrastructure Trial) if they need access to both sites. No action is required for technology staff who already have active PearsonAccess Next accounts. Any user accounts that have been disabled due to inactivity must be restored by the DAC. DACs may refer to the PearsonAccess Next User Accounts Guide (PearsonAccess Next > Resources & Training > User Guides) for additional information on creating or updating user accounts.</p> <p>New for 2024–25: Previously, the Training Center was used only for technology preparation. The Science MCA and Science Alt MCA will have assistive technology (AT) forms compatible with screen readers and non-screen reader AT devices. The Training Center contains sample students that can be used by teachers and students for confirming their AT device is compatible with TestNav, as well as practice using the device within a secure TestNav test. DAC or AA users can provide teachers with a testing ticket from the Training Center, and students can login. Refer to the resources posted on PearsonAccess Next under Preparing for Testing for more information on student use of assistive technology for the new Science MCA and Science Alt MCA assessments.</p> |
| 2 | <p>Identify student testing devices and Test Administrator/Test Monitor devices used for online testing. Review the PearsonAccess Next System Requirements (TestNav Online Support > PearsonAccess Next Online Support > System Basics > System Requirements) to ensure optimal performance in preparation for administering assessments in PearsonAccess Next.</p> |
| 3 | <p>Verify that student testing devices and Test Administrator/Test Monitor devices comply with hardware/software requirements by reviewing the TestNav System Requirements page (TestNav Online Support > Set up and use TestNav > Requirements and Guidelines > TestNav System Requirements).</p> |

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| 4 | <p>Review the Set Up and use TestNav page (TestNav Online Support > TestNav 8 > Set up and use TestNav). In the days before testing, confirm that all programs and applications are closed or disabled on the student testing device. Note: Consider creating a generic user profile to be used during testing that locks the user from opening applications other than TestNav. While TestNav will lock down the student testing device and prevent students from accessing other applications while testing, a generic user profile can lock the user from opening other applications (for example, YouTube) that could be running in the background while the student is testing.</p> <p>Software applications must be closed or disabled on all student testing devices on the days students are to test. Check devices and take an inventory of software applications, including:</p> <ul style="list-style-type: none">• Bluetooth• Cameras (still and video)• Screen capture programs (live and recorded, for example, Skype)• Mirroring software• Email• Instant messaging• Application switching• Media players (for example, iTunes)• Windows Cloud Clipboard• Printing capabilities• Screen share applications• Any other application that will launch automatically and terminate testing. <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">• Anti-virus software performing automatic updates• Autofill (verify it is not accessible)• Power management software on laptops warning of low battery levels• Screen savers and sleep mode• Email with auto message notification• Calendar applications with notifications (for example, Google Calendar)• Pop-up blockers• Set automatic updates (for example, iTunes) |
| 5 | <p>Install the TestNav app (TestNav Online Support > TestNav 8 > Set up and use TestNav > Download TestNav) and follow the specific setup steps for each type of device that you will use. Detailed setup steps for all supported devices and configurations can be found on the Set up and Use TestNav page (TestNav Online Support > TestNav 8 > Set up and use TestNav). If the TestNav application was previously installed on a testing device, you may need to take steps to update before following device specific setup instructions.</p> <ul style="list-style-type: none">• Chrome, iOS, and Windows Store apps will update automatically to the latest version if automatic updating is enabled on the device. No further action is required.• Desktop apps will need to be downloaded and re-installed. You will uninstall the TestNav application using your device's uninstall process, and download and install the updated version of the TestNav application for your device. |

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Configure all infrastructure services, network devices, and applications that may reject, redirect, reroute, delay or modify network traffic packets between the student test device and Pearson servers. If proctor caching, configure infrastructure services between the ProctorCache machine and Pearson servers. This includes but is not limited to: firewall/content filters, anti-virus, IPS/IDS, network and device security, address translation services, packet inspection, load balancing, and global caching services.

Note: Firewall/content filters are a leading cause of testing disruptions. At a minimum, your testing configuration should allow traffic from the following list of URLs and allow browser popups for Pearson sites, including PearsonAccess Next.

- *.testnav.com:80
- *.testnav.com:443
- *.pearsonusercontent.com:80
- *.pearsonusercontent.com:443
- *.thawte.com
- *.usertrust.com
- *.comodoca.com
- Google-analytics.com (optional)
- Set browsers to allow pop-ups from pearsonaccessnext.com
- Allow read and write access to Saved Response File (SRF) locations
- For students using the Co:Writer extension, allow *.cowriter.dev; *.donjohnston.net; *cw-ws.qadji.com

New for 2024–25: For Science MCA, students can be assigned access to the Co:Writer Universal and Read&Write web extensions in TestNav. These tools allow students to use speech-to text and/or word predication to complete constructed response items. To use these extensions, allow traffic from the following list of URLs:

Co:Writer

*.cowriter.dev

*.donjohnston.net

*cw-ws.qadji.com

Read&Write

*.speechstream.net

- toolbar.speechstream.net
- cache.speechstream.net
- speech.speechstream.net

Note: Additional guidelines for configuring proxy servers, firewalls, content filters, anti-virus software, and assistive technology URLs can be found on the [Network Requirements and Guidelines page](#) (TestNav Online Support > TestNav 8 > Set up and use TestNav > Requirements and Guidelines). For questions or concerns, contact your vendor, as they will be able to assist you in configuring specific systems.

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

Running App Check ensures that TestNav is properly installed, the device is able to enter Kiosk mode, and verifies connectivity to Pearson servers.

Review information on the [Set up and use TestNav page](#) (TestNav Online Support > TestNav 8 > Set up and use TestNav).

- Select the applicable device. Note: If possible, run app check on each testing device, as app check provides feedback for that individual device. If it is not possible to run app check on all testing devices, run app check on a sampling of devices that will be used during testing.
- Review the Run App Check section.

Run the App Check (TestNav 8 App > User dropdown menu > App Check > Run 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.
- App Check includes a download check when launched and will report if the download of preselected sampled content fails. This could be caused by content filtering with custom rules in place to block certain audio, video, etc. files.

Run the Network Check (TestNav 8 App > User dropdown menu > App Check > Network Check).

- Enter the number of devices you anticipate being active during peak testing to see whether there is sufficient flow between the local network and Pearson servers to conduct online testing. Note: Run the network check during the school day when students are scheduled to test to get a realistic picture of bandwidth load.
- Under **Network Diagnostics** the download speed test displays and provides a **pass** or **warning** rating.
- Here's what you'll see: a note indicating whether or not proctor caching is recommended based on the results of the network diagnostics test. This information provides an opportunity to evaluate whether the number of concurrent testers would cause issues with your technology setup and, if so, fine tune the testing numbers for your network.

To support the increased reliance on wireless networks, refer to the [Network Requirements and Guidelines page](#) (TestNav Online Support > TestNav 8 > Set up and use TestNav > Requirements and Guidelines), which provides wireless network best practices and troubleshooting tips.

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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 test administration 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 for online testing. Below are some issues that could be uncovered or else properly verified through running an Infrastructure Trial:

- Testing devices without the latest TestNav version
- TestNav configured and runs correctly on testing devices
- Previously configured testing devices that were reimaged or do not meet current system requirements
- Issues with a device accessing content through local ports or content being filtered
- Background applications on testing devices that may interfere during the test administration
- Network load
- Overloaded Wi-Fi access points

The Infrastructure Trial is also an opportunity for Technology Staff to familiarize themselves with PearsonAccess Next and provides general troubleshooting experience.

Confirm the testing dates scheduled with your DAC in order to complete the Infrastructure Trial prior to the test administration. Running an infrastructure check prior to test administration also provides opportunities to troubleshoot issues prior to active student testing and schedule Office Hours with Pearson Field Engineering, if needed. You should plan to conduct an Infrastructure Trial only after you have completed the previous steps.

Technology staff should plan approximately **30 minutes** to administer the Infrastructure Trial (times may vary depending on infrastructure complexities, issues encountered, and troubleshooting required). For the purpose of conducting the Infrastructure Trial, you will use sample students and forms in the PearsonAccess Next Training Center. District staff must use the sample student testing tickets to run the Infrastructure Trial. Select Infrastructure Readiness Check from the test admin dropdown menu. This form contains large item types in an adaptive form to simultaneously test a district's or school's connectivity to Pearson's servers and bandwidth to download large items.

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| 8 | <p>Create Infrastructure Trial test sessions in the Training Center.</p> <ol style="list-style-type: none">1. Sign in to the Training Center (PearsonAccess Next > Technology > PearsonAccess Next Training Center > Sign In to the Training Center) to set up and complete the Infrastructure Trial.2. Test sessions can be created manually or through a file upload. Note: If creating a single test session with a few students, it may be faster to manually create the test session. If creating multiple test sessions with many students, it is faster to create test session through a file import.3. To manually create test sessions, from Testing > Sessions, select the dropdown menu to the right of the Start button and select Create / Edit Sessions.<ol style="list-style-type: none">i. On the New Session screen, enter the required information as indicated by the asterisks.<ol style="list-style-type: none">i. Test Assigned: Select Infrastructure Readiness Check.ii. Form Group Type: Defaults to Main.iii. Scheduled Start Date and Time: This is for planning purposes only. The test session will start whenever the Start Session button is selected, regardless of the date entered here.iv. Select Create.4. To create test sessions through a file import, from Setup > Import/Export, select the dropdown menu to the right of the Start button and select Import/Export Data.<ol style="list-style-type: none">i. On the Import/Export Data page, under Type select Session Create/Move Export and then select Process. After the file has completed processing, select Download File.ii. Add students to a session by entering the session name in the Session Field column. If the test session does not exist, importing the file will create the test session. If the test session already exists, importing the file will add that student to the existing test session. Save changes.iii. On the Import/Export Data page, under Type, select Session Create/Move Import. Select Choose File and then select the file from your computer to import. Select Process. |
| 9 | <p>For test sessions created manually, add sample students to the test session.</p> <ol style="list-style-type: none">1. From Testing > Students in Sessions, in the Session List, select Add a Session. In the Session Name field, begin entering the name of the Bandwidth test session. Select the checkbox next to the test session and select Add Selected.2. Select the dropdown menu to the right of 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.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 Student 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."5. Select Add. 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.6. To return to the Students in Sessions screen, in the top right, select Exit Tasks. |

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| 10 | <p>Print student testing tickets for sample students in the Training Center.</p> <ol style="list-style-type: none"> 1. 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 testing location. From Testing > Students in Sessions, add the test sessions to the Session List. One test session will automatically be selected in the Session List. 2. 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 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. |
| 11 | <p>Prepare and start the test session in the Training Center.</p> <p>The session must be prepared and started by the technology staff before staff are able to sign in as sample students to the Infrastructure Trial.</p> <ol style="list-style-type: none"> 1. From Testing > Students in Sessions, add the test session to the Session List. Note: Multiple sessions can be prepared and started at the same time by selecting Combined View at the top of the Session List. 2. Select Prepare Session. Once the test session is prepared, Prepare Session will change to Start Session. 3. Select Start Session. Once the test session has been started, Start Session will change to Stop Session and a lock/unlock slider will be displayed. Tests are automatically unlocked when the test session is started. |
| 12 | <p>Launch TestNav on all testing devices used in the Infrastructure Trial.</p> <ol style="list-style-type: none"> 1. Select the TestNav icon on the Home screen (for tablets); select TestNav from the Apps menu (for Chromebooks); or select the TestNav icon on the desktop screen (for desktops and laptops). 2. Using the Infrastructure Trial student testing tickets, staff sign in on each device that will be used for the Infrastructure Trial. <p>Tip: Run the Infrastructure Readiness Check during the time scheduled for spring test administration. For example, if testing between 9:00–11:00 a.m. and 1:00–3:00 p.m., schedule the Infrastructure Readiness Check during these times to simulate network load experience.</p> |
| 13 | <p>Monitor network performance for slowdowns or ISP bandwidth usage. 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. 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.</p> |
| 14 | <p>If needed, contact the Pearson help desk at 888-817-8659 or submit a Pearson help desk request (PearsonAccess Next > Support) with feedback and/or concerns regarding software or hardware issues that occurred during the Infrastructure Trial. You may also utilize Pearson's Technology Office Hours and schedule a one-on-one virtual meeting with a technology field engineer to talk through edge cases, specific setup instructions, or discuss other challenges.</p> <p>Communicate the results of the Infrastructure Trial to the DAC in order to keep the DAC in the loop on technology readiness.</p> |