ADAM and TestNav Infrastructure User Guide

Pearson

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ADAM and TestNav Infrastructure Trial User Guide

Infrastructure Trial Overview

This guide is designed to support the completion of an Infrastructure Trial. An Infrastructure Trial is an opportunity for districts and schools to prepare for online testing by simulating test-day network utilization, provides students and test proctors with practice in logging into an online test, illuminates training gaps for school staff and exposes weaknesses in school communication plans for online testing. This will help determine if any issues need to be resolved and confirm all testing devices are properly configured and ready to run online assessments using ADAM and TestNav.

This guide will define important terms, walk you through tasks required before, during, and after a Trial, and familiarize you with ADAM and technical requirements. It is recommended that you read through the entire guide before installing software and completing the setup for an Infrastructure Trial.

An Infrastructure Trial is one of several tasks to complete before testing to confirm site readiness.

When Should I Conduct an Infrastructure Trial?

The Infrastructure Trial should begin only **after** you have completed the technology setup. You will also want to confirm the testing dates scheduled with your LEA Assessment Director to complete the Infrastructure Trial before the test administration. District Technology Coordinators and other technology staff must plan approximately 60 minutes to administer the Infrastructure Trial (times may vary depending on infrastructure complexities).

The Infrastructure Trial can be used to test the school and district infrastructure and can also be used to administer Question Samplers to students. Students can participate in the Infrastructure Trial by using printed Student Test Tickets to log into the system.

Where Do I Start?
Once login credentials have been distributed by the LEA, the District Technology Coordinator and other technology staff will have access to ADAM to set up the Infrastructure Trial.

Glossary of Important Terms

Question Samplers are secure practice tests that provide students an opportunity to practice using the computer-based platform prior to testing. Note: there are non-secure versions of the Question Samplers, but for the purposes of your local Infrastructure Trial you will utilize the Question Samplers that are accessible in ADAM.

ADAM is a website used for all test preparation, setup, administration, and reporting tasks. The correct test administration should be verified every time you log in.

ADAM Training Administrations provide an opportunity to practice ADAM tasks and is the means of managing your **Infrastructure Trial** in preparation for testing.

TestNav 8 (TestNav or TN8) is the testing platform that students will use to take their online assessment.

Contacting Pearson Customer Support

If technical assistance is needed at any point during your Infrastructure Trial, contact Pearson Customer Support at 877-227-5009. Make sure that you know the answers to all relevant questions below so that Pearson can assist you effectively and efficiently.

- **ADAM**
  - Are you using a Windows, Mac, or mobile device?
  - What is your role (District Administrator, District Level User, School Administrator or Technology Coordinator)?
  - What screen are you on? Provide the path if possible. See screenshot below as an example.

  - What task were you trying to complete when you encountered an error?
  - What was the error message? If there wasn't an error message, what are you unable to do?
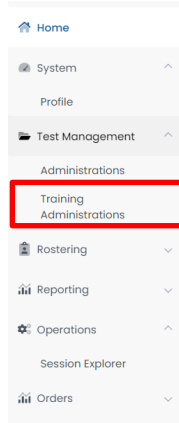- **TestNav**
  - Is the student using a PC, Mac, or mobile device?
  - What step of the Infrastructure Trial was the student/volunteer trying to complete in TestNav when he/she encountered an error?
  - Did an error code or message appear? o What is the IP address of the Proctor Caching computer? o Do you use a proxy server, and if so, what is the IP address?
  - Have the TestNav URLs been allowed through your Firewall/Content filter?

Configuring the Infrastructure Trial Environment

To configure the Infrastructure Trial environment (e.g., Download and install appropriate software), please see the [TestNav 8 Online Support documentation site](#), for additional information and resources.

All Infrastructure Trial activities are conducted in ADAM under **Test Management > Training Administrations**.

Follow all instructions for the activities below:

Before the Infrastructure Trial
- Downloading and install the TestNav app for mobile devices or computers
- Conduct the App Check using TestNav

Utah ADAM Training Administrations

The Utah Aspire Plus ADAM Training Administrations are used to administer an Infrastructure Trial. Within the Training Administrations, users will notice that their student data has been loaded to these administrations. They can create proctor groups and add students to the proctor groups. The Training Administrations are also used to monitor sessions during the Infrastructure Trial. Because most of the setup for computer-based testing occurs at a school-level, these instructions are directed to the **school level test coordinator**.

Logging in to ADAM

The district level test coordinator will be responsible for creating user accounts in ADAM. You should receive an email with your username and instructions for creating your password. If you have not received these instructions, contact your district level test coordinator.

Logging in for the First Time

After you receive the email providing your username, complete the following steps:

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1. Click the **Set Password** button.

2. You will be prompted to enter your **New Password** and **Confirm New Password.** Once you've done that, click the **Change Password** button.

3. Using your Username and Password you can now login to ADAM.

Reset Your Password

1. Go to ADAM.

2. Under the Login button, click **Forgot Password?** to go to the *Password Reset* screen.

3. Enter your Username, select "**I'm not a robot"** and then click **Send Reset Email**. You must enter your **exact** username. If you do not know your username, contact your district level test coordinator. If your username does not match what is associated with your user account, you will not be able to reset the password.
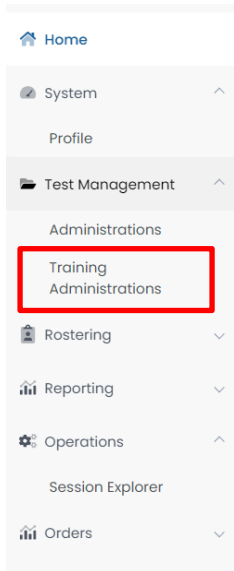
Students

In ADAM, student data is being loaded through the API to the Training Administrations. District and School Test coordinators must be signed into ADAM to see all eligible students for your Infrastructure Trial. You will be able to print student testing tickets for every eligible student loaded to the Training Administrations. Each ticket is valid for one login attempt unless the student is reseated in ADAM.

Find Eligible Students for Administration
To identify the eligible list of students within ADAM:

1. Log in to ADAM.

2. From the side menu bar, click **Test Management**, then click **Training Administrations**.

3. Note the purple banner Training icon on all Question Sampler Administration Cards. If you're not seeing the Training icon, ensure you're on the Training Administrations link on the left side of the screen. To identify all eligible students, on the Administration Card, under Students, select the **View** button.
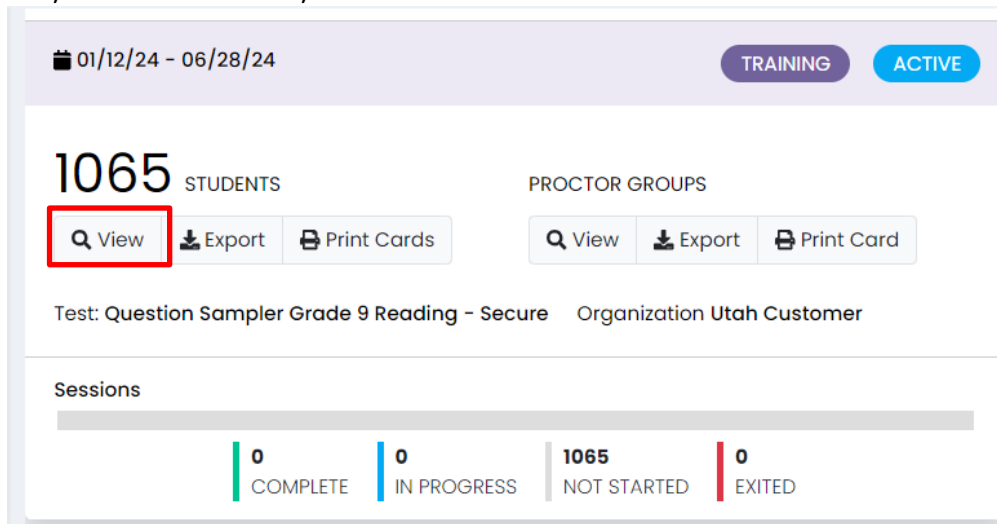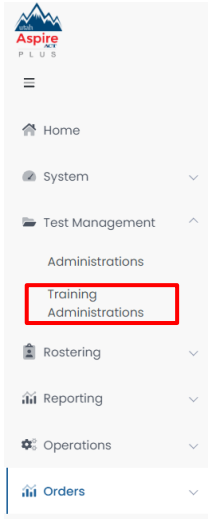

**4.** You will see a list of all students eligible to test for the Question Sampler.

Creating your Proctor Group

Proctor Groups are used to administer your student's tests. Follow these steps to create your proctor group.

1. From ADAM home screen, navigate to **Test Management** and select **Training Administrations**.

2. From the **Training Administrations** screen, ensure you see the **Training Administration Cards**. They will appear with a purple banner.
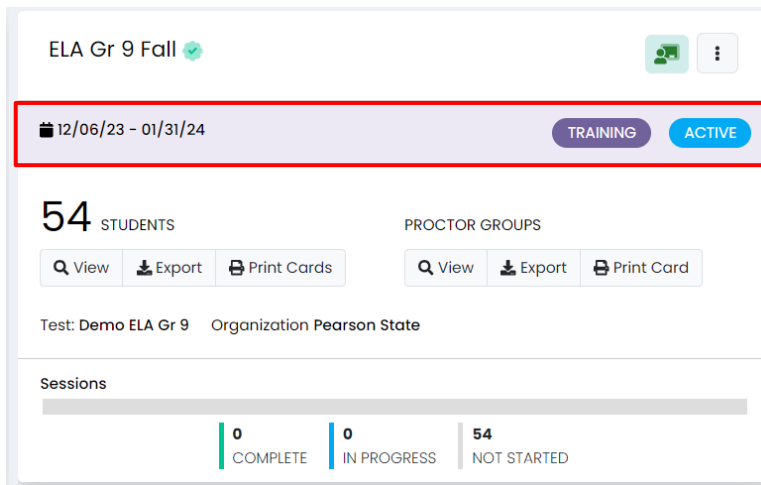
3. On the Administration Card click the **View** button under **Proctor Groups**.

4. Click the **Create Proctor Group** button on the Proctor Group screen.
5. Enter the information in the text boxes**.**

6. **FOR REMOTE TESTING ONLY:** Select the **Remote Proctoring** checkbox to indicate that the group is testing remotely. *This is a critical step in allowing the proctor and the students who are eligible for remote testing to communicate during the test. As a reminder there can only be a maximum of 10 students per proctor group.*
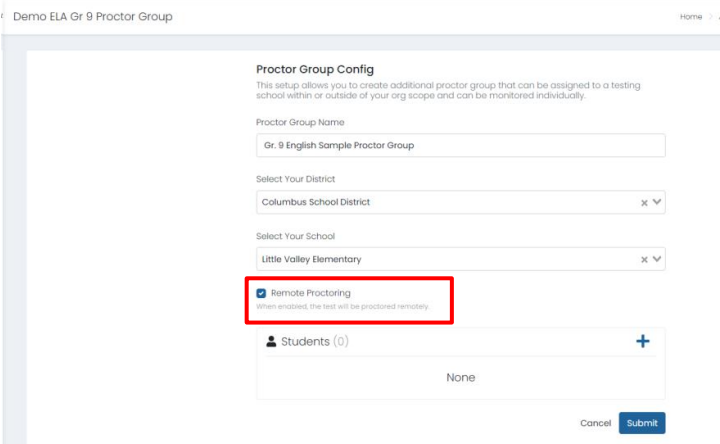
7. Add your students using the plus sign next to the **Students** header.
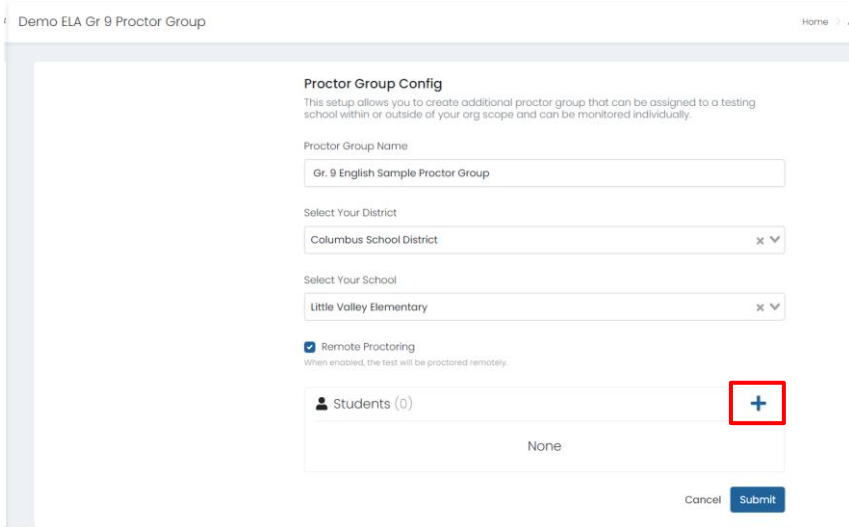
8. Using the either the **search box at the top of the screen** or the **plus signs**, select the students that you require for your remote proctor group and select the **Close** button.

9. Once you've made your student selections for your remote testing proctor group, you will be taken back to the proctor group creation screen. Select the **Submit** button.


10. Once your proctor group has been created, follow the next set of instructions to login to your Proctor Group or continue with your administration.

Printing your Student Testing Tickets

Once you've created your Proctor Group and added your students to the group, you can now print your Student Testing Tickets. Follow these instructions to print your Student Testing Tickets.
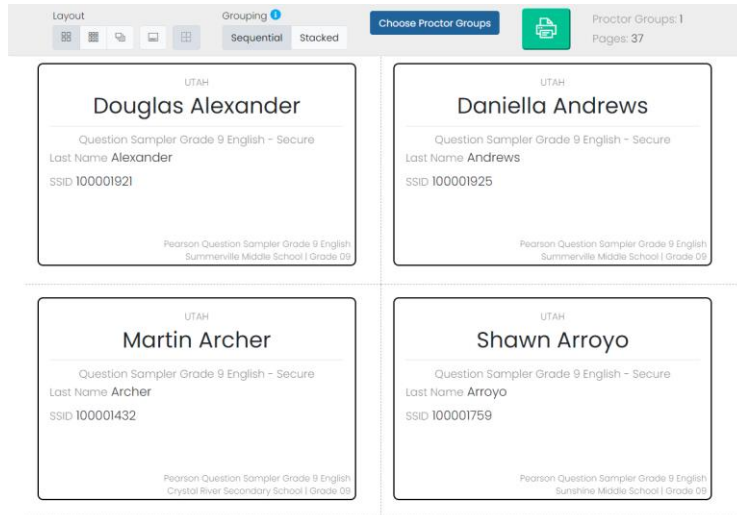
1. From ADAM home screen, navigate to **Test Management** and select **Training Administrations**.
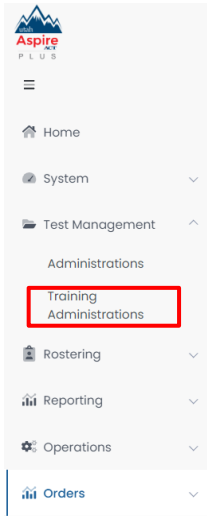
2. In the appropriate administration card, select **Print Cards** under Students.
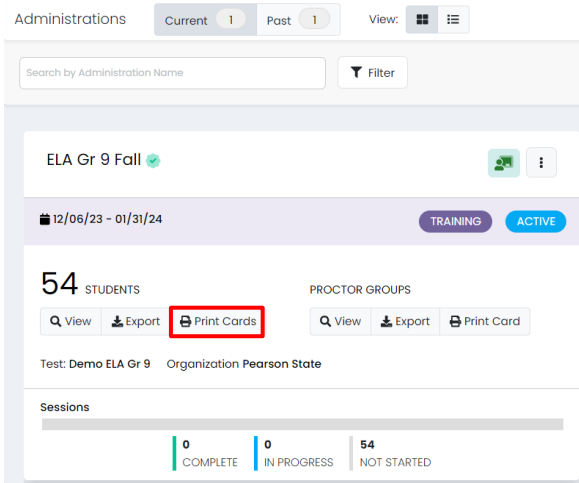
3. On the Print Cards screen, you can select various formatting options:
   - Layout – Select 2x4, 3x6, or 1 per page.
   - Toggle title pages for each proctor group - Select whether to include title pages for each proctor group. This prints a roster for the proctor.
   - Toggle borders - Select whether to include dashed borders (guides for cutting the cards).
   - Grouping - Sequential or Stacked. Select the information icon to see formatting conventions for each option.
   - Choose Proctor Groups - Select the proctor groups you want to print. (This function is typically for situations where Proctor Groups are created prior to administration)
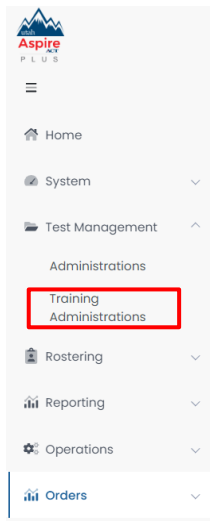
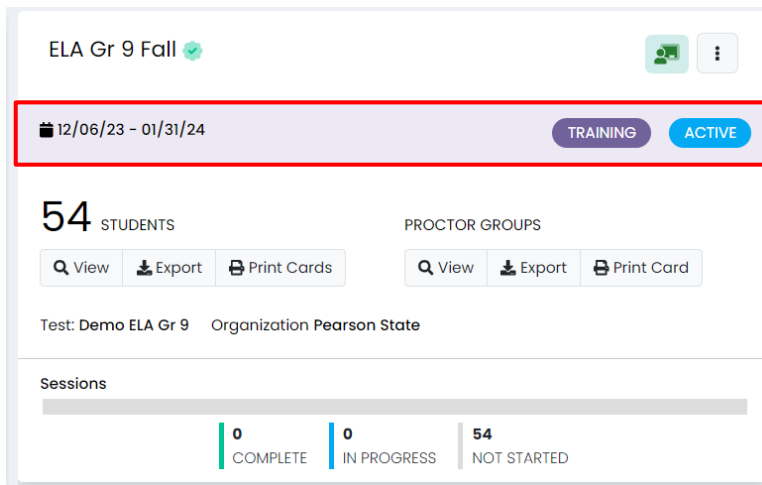4. Select the **Print** button.

Logging into your Proctor Group

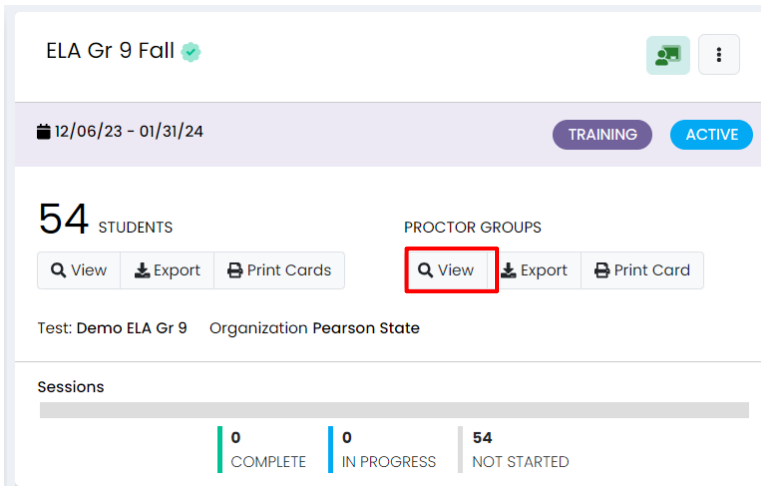To log into your Proctor Group, follow these instructions.

1. From ADAM home screen, navigate to **Test Management** and select **Training Administrations**.

2. From the **Training Administrations** screen, ensure you see the **Training Administration Cards**. They will appear with a purple banner.

3. On the Administration Card click the **View** button under **Proctor Groups**.

4. Identify your Proctor Group by either using the Search box in the top left corner or finding it in the list of proctor groups.
5. Click the **Proctor** link on the right-hand side of the screen.

6. Enter your **Proctor First Name** and **Proctor Last Name** and click the **Save** button.

Enter Proctor Information

Please Enter Proctor Name
Proctor First Name
Tyler

Proctor Last Name
Hix

Save

7. Once logged in to your Proctor Dashboard, follow the next set of instructions on starting your Infrastructure Trial (Question Sampler) administration.

Starting your Infrastructure Trial Administration

Once your proctor group created or you've navigated to your proctor group, you can now start your administration.

1. The **Proctor Dashboard** gives the proctor a new Test Code.

2. Once your students are ready to start testing, give the test code to the students in your proctor group by either clicking the **Display** symbol next to your **Test Code** in the **Actions** box or writing it on the board.
3. The **Display** button will give a large display of the test code for students to use to login to TestNav.
4. Along with your **Test Code** you should have all your **Student Testing tickets**. The **Student Testing tickets** will have the student's last name and **SSID** that they will need with the **Test Code** to login to TestNav.

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UTAH
Douglas Alexander

Demo ELA Gr 9

Last Name **Alexander**

SSID **100001921**

ELA Gr 9
Summerville Middle School | Grade 09

UTAH
Daniella Andrews

Demo ELA Gr 9

Last Name **Andrews**

SSID **100001925**

ELA Gr 9
Summerville Middle School | Grade 09

5. As students complete the login process, they will start showing in the Proctor Dashboard with the Progress status of **Needs Attention**.

6. You can approve students one at a time by clicking **Approve Session** button to the right of the student or approve all students waiting for approval by clicking the **Approve All Sessions** button.

Secure Question Samplers allow students to practice the following:

- Answering various item types
- Navigating in the interface and through the assessment
- Becoming familiar with the accessibility tools
- Alternate Mouse Pointer

Note: The alternate mouse point will only be available through the secure Question Samplers and can be activated using ADAM. More information is available in the accommodations section of the manual.

- Zoom tool

Note: The zoom tool can be turned on in ADAM and will be activated once the student logs in to their test. More information is available in the accommodations section of the manual.

Contact the Pearson Help Desk at 877-227-5009 with any technical questions.

Conducting an Infrastructure Trial at a School

On the day of your Infrastructure Trial, students will be needed to simulate the testing process. Each student can log in and navigate through the test on their computer.

Students should be provided with test tickets so they may log in. Once the Infrastructure Trial session has been started, a student must be logged in to each computer to be used for testing.

Conducting an Infrastructure Trial Remotely

On the day of your Infrastructure Trial, students will be needed to simulate the testing process. Each student can log in and navigate through the test on their computer.

Like the previous section states above, students should be provided with test tickets so they may log in. Test tickets will need to be distributed through the student's LMS. To conduct remote testing a student must have a working camera, microphone, and speakers so they can communicate with their proctor. Once the Infrastructure Trial session has been started, a student must be logged in to their computer that is to be used for testing.

Script for the Infrastructure Trial

Note: The Infrastructure Trial can be used to administer Question Samplers. The Infrastructure Trial uses this content to allow districts and schools to simulate a computer-based administration for testing hardware and network connectivity prior to the operational administration.

1. Distribute the designated test tickets to each student. Each student should be provided a pen or pencil and should log any issues on the back of his or her student test ticket. They should also alert the teacher to any issue.

Say	Thank you for participating in the Infrastructure Trial. I have provided you with a student test ticket and a pen or pencil. If you encounter any problems during the Infrastructure Trial, please let me know by raising your hand. Describe the problem and state the number of times it occurred on your student test ticket. If the problem prohibits you from proceeding with the test, please raise your hand and I or someone else will assist you. Are there any questions? (*Pause*).

2. Answer questions one at a time.

Say	For tablets or other mobile devices (e.g., Chromebooks, iPads), or computers with the TestNav app installed, launch the TestNav app and follow the prompts to reach the Student Sign In screen.
	A Sign In screen should be displayed after a few seconds. Raise your hand if you do not see the Utah Sign In screen.

3. Assist students as needed and make sure everyone can get to the Sign In screen.

Say	Now enter the Last Name, SSID and Test Code as shown on the test ticket and click **Sign In**.

4. **FOR STUDENTS ELIGIBLE FOR REMOTE TESTING.** Students will be prompted to do an additional system check. This will test their computer to make sure their microphone, camera, and system are ready for remote testing.

5. The Infrastructure Trial/Question Sampler will take a few seconds to load.

Say	Select **Start Test Now**, and then select **Start Section**.

6. Assist students as needed and make sure everyone has successfully started the section.

Say	Click the forward arrow in the top left corner of the screen once you have successfully launched TestNav. Click through the script or instructions in section 1 and then proceed to section 2. Answer each question. When you are ready, submit your test. Click **Submit Final Answers and Yes, Submit Final Answers**. Use your Student Test Ticket to record any additional comments about your experience and turn in your ticket.

7. Walk around the room and assist students as needed to complete the Infrastructure Trial.

8. See the Follow-Up section, in this Infrastructure Trial User Guide, for how to provide your district and Pearson with feedback on your experience in the Infrastructure Trial.

Monitoring Sessions

Once a session has been started, there are actions that may need to be carried out to complete the Infrastructure Trial. These actions could include reseating student's tests and approving the session.

The following list as the statuses that may appear for a student in the Session Details and a description of what each status indicates.

Not Started - The student has not logged into the assessment. No action is needed by the proctor.

In Progress - The student has logged into the assessment. The student has recently interacted with the assessment.

Exited - The student has exited the TestNav app. The Proctor needs to reseat the student before they can log back into the assessment. A student will show as "Exited" if they have exited the test before the test is submitted.

Submitted - The student has completed and submitted the test.

No Activity - The student has not interacted with the assessment for at least 90 seconds. This indicates the student is still in the assessment but has not interacted with the application. The proctor may choose to check on student if this status persists.

Reseating a Student's Session

To Reseat a student's session, follow these directions.
1. In the proctor dashboard, find the student you want to reseat.
2. In the **Actions** area, select the **Reseat Session** button.
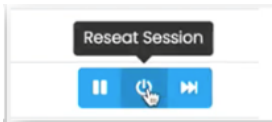
3. When the confirmation message appears, select **Reseat**.
   NOTE: The student progress will change from **In Progress** or **Breached** to **Reseat** to indicate that the student has been reseated.
The student will receive a notification that they can log in to the test session again.

Monitoring Sessions for Remote Testing

Once a session has been started, there are actions that may need to be carried out to complete the Infrastructure Trial. Tasks are the same, but the screens may appear a little differently in ADAM for remote testing.

The following will show you differences for monitoring sessions for remote testing.

1. As students start logging in, they'll appear in the dashboard as "Needs Attention". Select the menu with the three dots to the right and select **Approve Session** to allow the student in the proctor dashboard. You'll see the students start to appear on camera as they get logged in to their tests.
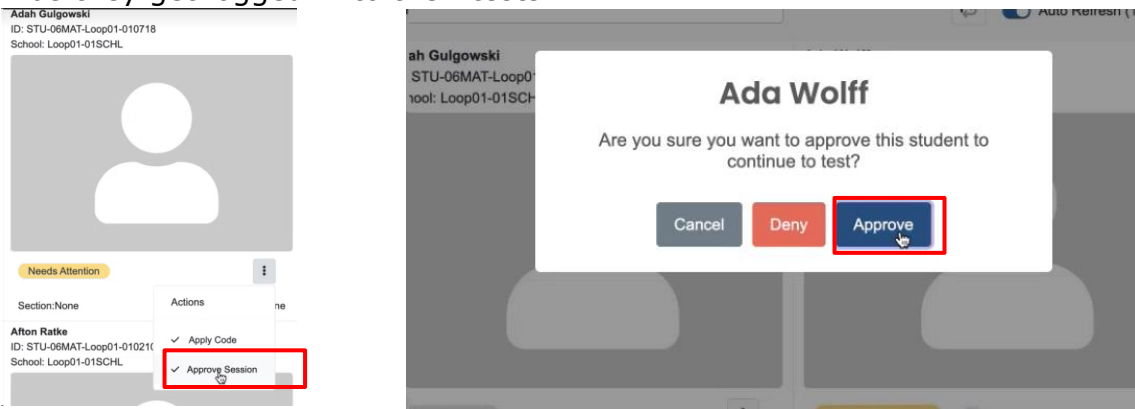
2. During testing, students can raise their hands using the help tool. You'll see a hand icon appear over the student's video to notify you they have a question. You can also see how many students have their hands raised by seeing the status bar in the dashboard.
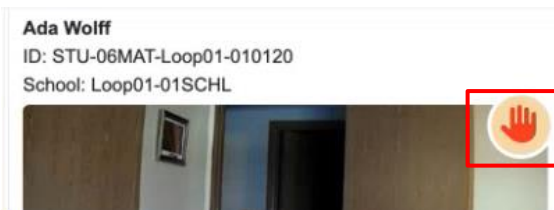
3. You can communicate with students using the chat feature. You'll see the chat with the blue hand icon.
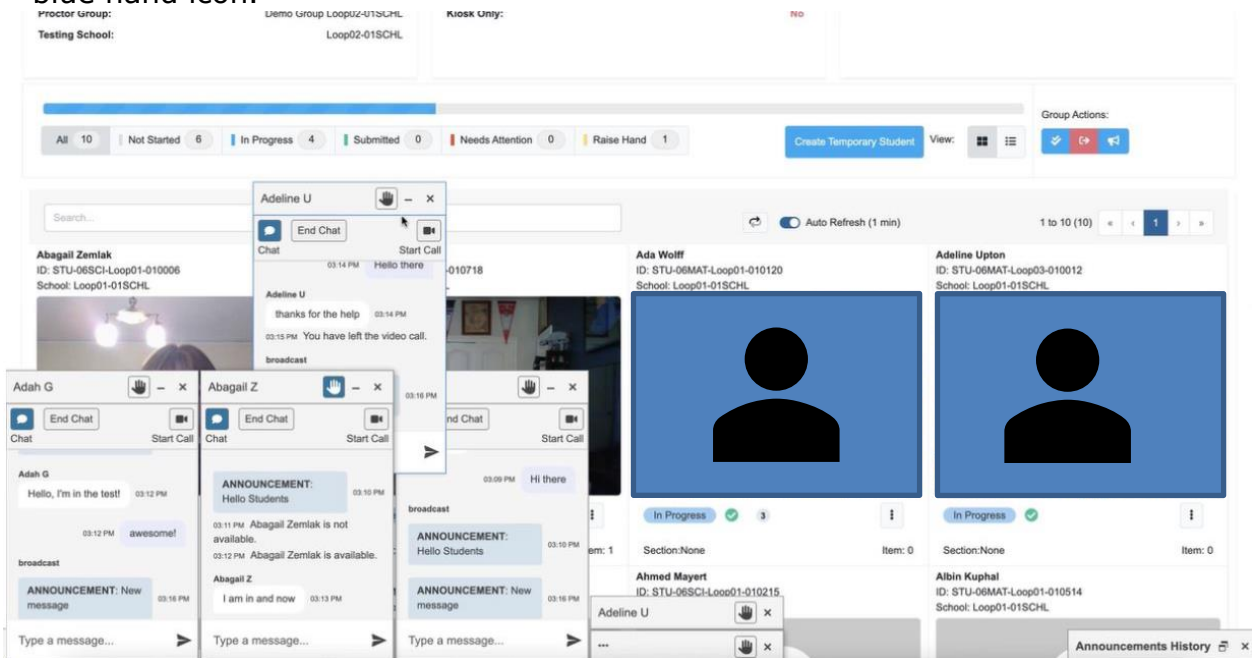

4. The proctor can initiate a video call with the student to address the student's questions or concerns.
   - Proctors can only video call one student at a time. There is no broadcast video capability.

To initiate a video call with a student who has their hand raised, click the **Start Call** button in the chat window for that student.
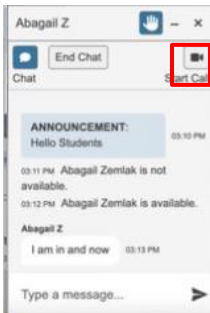
5. The proctor can send broadcast messages to all students in the proctor group by using the broadcast button.
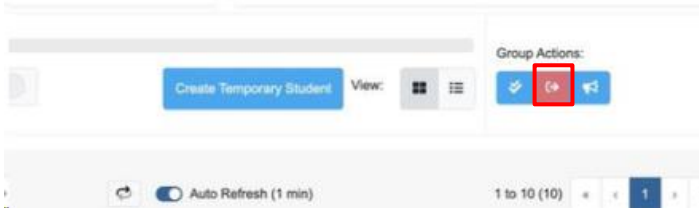
Troubleshooting During Remote Testing (Teachers and Proctors)
Remote proctoring has built in messaging to help assist proctors address issues they may encounter during testing. If you see these messages over the student's images, follow steps to address the issues.

Students are required to have their cameras turned on while testing. If you notice a student's camera has turned off, you need to immediately click on the **Exit Session** option in the three-dot menu under the picture window.
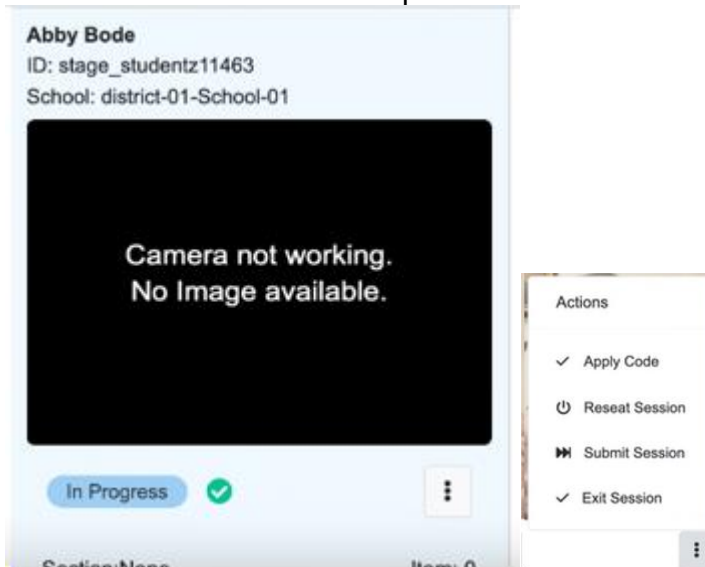
If your student loses network connection, TestNav will exit the student from their session. Prior to reseating your student, your student is in **Exited** status, click the **Reseat Session**. Once the student's status changes to **Reseat**, they can now user their last name, SSID and test code to log back into TestNav.
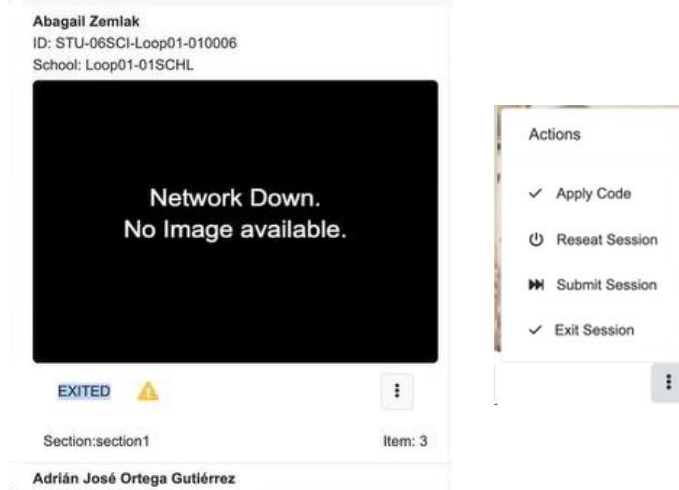
After the Infrastructure Trial

Once an Infrastructure Trial has been completed, the Infrastructure Trial session can be stopped.

Follow-Up

Once your Infrastructure Trial has been completed, the computer-based testing team at the school should review all notes from the Infrastructure Trial. Follow up with Pearson Customer Support on any specific technology issues. The school should also share these notes with the district computer-based testing team. The district may also request additional confirmation that the trial has been completed successfully. Report to the District Test Coordinator any issues that cannot be resolved with assistance from Pearson, or any comments that will help in designing future Infrastructure Trials.