



Early Fall 2021

TestNav Remote Delivery

LSS and School Guide

TestNav Remote Delivery Overview

TestNav remote delivery is Pearson's solution for LSS, schools, and families using TestNav for remote testing. Remote test delivery provides data that helps educators meet their students' instructional needs, even while outside of the classroom.

These key points apply to using TestNav remote delivery:

- Students will navigate through online tests using the browser-based version of TestNav, with the same embedded tools available in non-remote testing.
- TestNav remote delivery still requires the use of Pearson Access to manage test sessions for students.

Outside of TestNav remote delivery itself, LSS and schools can use existing communication methods and platforms to deliver practice tests, aid with technology setup, and provide specific directions for test administration.

TestNav Remote Delivery Options

For this year's remote delivery, Pearson is instructing students and families to use the browser-based version of TestNav (<https://md.testnav.com/client/index.html>). Students may be directed to a specific site to launch this URL within their local school system.

- Pearson supports specific browser(s) on specific operating system (OS) versions.
- See the TestNav System Requirements here:
<https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements>.

Recommendations for LSS/LEA24 and School Administrators

Thoroughly train staff on TestNav remote delivery, including how to administer and monitor remote test sessions, and how to communicate with proctors and students.

When interacting with parents/guardians and caregivers:

- Provide them with ample notification and information on assessments prior to the scheduled assessment date.
- Consider sending a communication to explain their role during assessments.
- Make sure they know who to call for troubleshooting.
- Please refer to the *2021 Early Fall Remote Manual* on the MCAP Portal (<https://support.mdassessments.com/remote-testing/>) for further guidance.

Security

Use the following guidelines when preparing for TestNav remote delivery:

- Browser-based TestNav allows students to communicate during testing with their teacher.
- Observe a “shared responsibility” for test security that aligns with MSDE’s local policies and administration support.
- Use pre-agreed upon chat to contact students.
- Require that students shut down other applications during remote testing.
- Request that families reduce the number of users on a home internet network during testing for optimal functionality.
- Please refer to the *2021 Early Fall Remote Manual* on the MCAP Portal (<https://support.mdassessments.com/remote-testing/>) for further guidance.

Before Testing

The STC or Test Administrator should refer to the following task checklist before testing starts:

- Make sure you can access Pearson Access and view testing sessions. Confirm that all students appear on the **Student Roster**.
- Discuss with students the background and expectations for the test per MCAP policies adopted by Maryland's State Department of Education.
 - Topics to consider:
 - *Test environment*
 - *Technology setup*
 - *Scheduling*
 - *Test resources*
 - *Test materials*
- Work out an agreed-upon plan for when students can interact with the teacher during testing.
- Provide the Parent/Guardian and Student Remote Testing Setup Guides to facilitators at home so they can verify devices are supported.
- Provide students with a testing time and meet using your normal instructional meeting platform to read the **SAY** directions or copy and paste **SAY** directions into an email for your students.
- Read or distribute specific testing directions, if they include information aside from the **SAY** directions provided to students from the Test Administrator Manual (for example, allowed and prohibited materials).
- Distribute Sign-In credentials to students using the standard educator-to-student communication method/type and remind students they can sign in only at the scheduled testing time. Provide usernames and passwords in separate emails.
- Refer to the *2021 Early Fall Remote Manual* for more information on steps before testing.

During Testing

Refer to the following task checklist right before testing starts and during testing:

- Remind students to keep their devices plugged in if possible.
- Instruct students to complete audio and video checks, and let you know when they're ready to sign in. The test itself will not need audio or video.
- Confirm that every student is able to sign in with their credentials. Troubleshoot and help any students that could not sign in (for example, cross-check the credentials on their test ticket with the email you sent to the student).
- Manage all relevant test sessions for each testing group.
- Monitor student status in Pearson Access, ensuring all testing students remain in "Active" status during online testing. Students should be "Resumed" as needed.
- Be prepared to address connectivity issues that students may mention, including resuming a student's test as needed.
- Use Pearson Access to confirm that all student tests have been "Submitted" at the end of each Section. Once all Sections have been submitted, the status for that student will show "Complete" or Submitted for Scoring."
- Refer to the *2021 Early Fall Remote Manual* for more information on steps during testing.

After Testing

Refer to the following task checklist after testing is completed:

- If any students did not submit their test, follow up with them as to whether they need to resume testing later, or if you need to use Pearson Access to mark their test complete.
 - Refer to the *2021 Early Fall Remote Manual* for steps on Mark Tests Complete, as well as the Not Tested Codes and Void Exemption Codes. The School Test Coordinator (STC) should only change the status for a student's test per the guidance from the Local Accountability Coordinator (LAC).
- If testing is planned across multiple days, communicate the next testing time and related information to all students.