



Early Fall 2021
TestNav Remote Delivery
Student Guide

TestNav Remote Delivery Overview

Welcome!

Please read this document to learn about remote testing so you will be able to ask your teacher any questions you may still have regarding this testing format. By testing, you are helping your teacher understand what you need to learn to have a successful academic year. In order to show teachers what you know, you will take your online tests using **TestNav** remote delivery.

TestNav remote delivery lets you take your online test –from anywhere! There is no difference between taking a test using TestNav at school and taking a test using TestNav remote delivery from home. You will answer questions the same way, the screen looks the same, and you have the same options and tools. Your teacher will help you prepare to take your test and show you how to access a Practice Test that mirrors most of your real test.

How to Prepare for Your Test

How to Access TestNav Remote Delivery

Your school and teacher will send you a TestNav web link before your test session, and they will show you how to get there. The link may be posted on your local school system webpage. It can also be accessed here: <https://md.testnav.com/client/index.html>
You should NOT use the TestNav App on your device.

Receiving your Username and Password

Your teacher or another person from your school system will email you a username and password that belongs to only YOU! Please keep this secure information near your device, as you will need it on testing day. If you do not have a school system email, the school will share how this secure information will be provided so that you can test on the scheduled day. Please do not share the username or password with anyone, except your parent or guardian, and teacher.

Signing Into TestNav Remote Delivery

You will need three things to sign into TestNav and take sections of the assessment. First, you will need a username. Second, you will need a password. Your teacher will check that you received this information before the scheduled test day. Third, you will need a Seal Code for tests with multiple sections. The Test administrator will give you this four-digit number during testing.

Your teacher will provide the Seal Code when it is time to enter it into the TestNav screen.

The image below shows the page where you will sign into the test.



The image shows a sign-in form with two input fields and a button. The first field is labeled "Username" and is empty. The second field is labeled "Password" and is empty, with a small blue icon of a key and a lock on the right side. Below the fields is a large blue button with the text "Sign In" in white.

Something New in TestNav

When you start your TestNav test, you will see something new. It is a small icon called a **Battery Indicator**. It tells you how long you have before your battery runs out. If your battery gets low, the Battery Indicator changes color, and you should let your teacher know. Do not worry. You will be able to resume your test at the place you left off. Please keep your device plugged in during testing if possible.

Security

We want the test to be fair and easy for you to use. Taking a test outside of school should be as easy as it is in your classroom. To make sure everyone has a fair advantage, keep in mind the following point:

- If TestNav runs slowly or poorly, tell your teacher. You may have too many programs running at once.

Before Testing

Here are some important things that must happen before you can start your test.

- Your teacher will tell you about the test and answer your questions.
- If you or your parents/guardians have any questions, they may contact the School Test Coordinator for your school.
- Your teacher will also:
 - Review your testing schedule and test materials
 - Explain how to get their attention and talk with them during your test
- Go over the *Parent/Guardian Guidance* with the adults who will make sure you are ready to test.
- Your teacher may ask you to participate in a Practice Test session. This helps you understand what to expect during your test.
- Your teacher will remind you that you should only sign in or start your test at the scheduled time.

During Testing

It is important that you do these things before and during your test.

- If possible, keep your device or computer plugged in.
- Check your audio and video so that you can communicate with your Test Administrator or teacher. Make sure they work correctly. Then, let your teacher know that you're ready to sign in.
- If you cannot sign in, let your parent/guardian and teacher know. They will work with your teacher to help you.
- If your internet is too slow or giving you problems, let your teacher know. Your teacher and your parent/guardian will help you resume your test as soon as possible. One solution is to have other devices using the Internet turned off during testing.
- While you test, your teacher may be watching you and your classmate's test. This is to help all of you if needed and to make sure everyone testing follows the rules.
- After you are finished your test, you should review and submit your answers.

After Testing

After you finish your test and submit your answers, there are still things left to do.

- If your teacher planned multiple days of testing, your teacher should tell you when the next testing time is scheduled. Make a note of the date and time!