

### Administering TestNav Online Assessments

Learn how to prepare for Schoolnet online assessments, understand the student assessment experience, and view student progress in real time.

### Preparing Students for the First Online Assessment

Students may be taking assessments in the classroom, from a computer lab or from home. You will need to make sure the computer systems/devices they are using are compatible with Schoolnet and our online delivery system, TestNav. TestNav is imbedded withing Schoolnet. These assumptions assume students will be taking these tests via the browser.

| Device            | Operating System     | Browser*   |
|-------------------|----------------------|--|
| Windows Laptop/PC | Windows 8.1 or 10    | Internet Explorer 11, Firefox 76, Chrome 83, Edge 44 and 83 (for Windows 10) |
| Mac Laptop/PC     | macOS 10.15 Catalina | Safari 13.1, Firefox 76, Chrome 83   |
| iPad              | iOS 13.5             | Safari 13.1  |
| Chromebook        | Chrome OS 83         | Chrome 83  |

\* Browsers that are not listed in this table may work with Schoolnet. However, Pearson has tested the current release only against those browsers listed in the table above. If a defect is reported with an unsupported browser, Pearson may not be able to offer a fix.

Because TestNav is a cloud-based application, an internet connection is required at all times in order to complete and submit a TestNav online test.

If students are having issues in the classroom or at home, please reference *Technical Support for TFAR Online Testing*.

### Tasks to Perform Before Each Assessment

Complete the following tasks before administering each test:

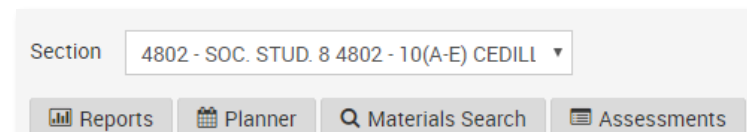
- Write the online test passcode and the site URL, where students can view them (for younger students, you may wish to point the browser to the URL ahead of time)
- If applicable, confirm the network password in case a student signs off the computer
- Open the Proctor Dashboard on a screen students cannot see

### Accessing the Proctor Dashboard as a Teacher

Use the Proctor Dashboard to prepare for test administration and to view the details of your students' progress during an assessment.

To access the Proctor Dashboard:

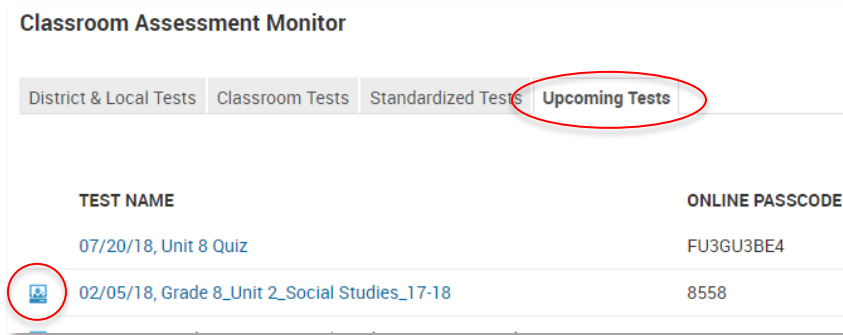
1. In the home page My Classroom area, select a class in the Section menu



2. Under Recent Assessments, click the **Upcoming Tests** tab

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3. Click the Proctor Dashboard icon next to the test name

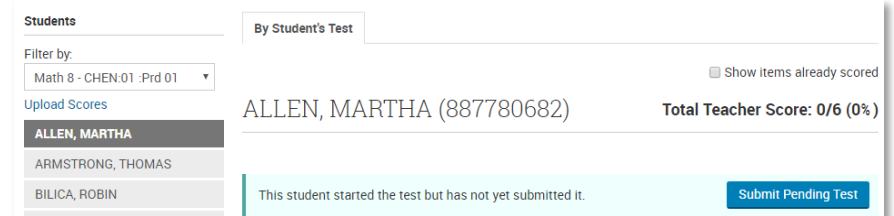


- Click the **Resume** link to allow a student to resume their test session if needed (link availability is permission-based)
- From the Actions menu, access the Item Analysis report or view which students were granted accommodations
- Click **View Details** to access any associated resource files for the test and a link to score all open response items
- Once a student submits their test, click the **pencil** icon next to their name to access a score page where you can submit the test for any student who missed this step: a button will only appear for unsubmitted tests along with the message "This student started the test but has not yet submitted it."

## Monitoring Test Administration in the Proctor Dashboard

View each student's progress throughout the assessment using the progress bar, which displays colored bars to represent correct, partially correct (light green), incorrect (red), and open response/task (blue) items.

| Device ID | Student            | ID      | Test Progress (12 questions) | Results       | Status      |
|-----------|--------------------|---------|------------------------------|---------------|-------------|
|           | Aileru, Aarana     | 1060478 |                              | 72.2% (13/18) | Completed   |
|           | Andreani, Tavionna | 1059456 |                              |               | Not Started |
|           | Bailous, Ka'Price  | 1059464 |                              |               | Not Started |
|           | Best, ANDREW F     | 1060995 |                              | 77.8% (14/18) | Completed   |
|           | Bregu, Asila       | 1208567 |                              | 11.1% (2/18)  | Completed   |
|           | Carvour, Dallace   | 1061218 |                              |               | In Progress |



## Understanding the Student Experience

For each test, confirm if it is set up to require secure tester. If the secure test option was selected, students must log in via secure tester. If not selected, secure tester is optional.

*Procedure for students to start an assessment via the browser:*

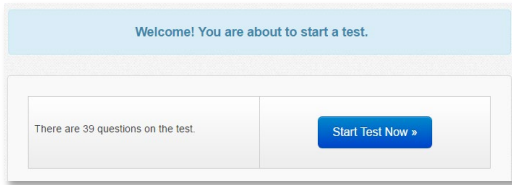
1. Log in to Schoolnet
2. Under Take a Test, enter the online passcode for the test and click **Go**
3. Click **Start Your Test**
4. Click **Start Test Now**

From the Proctor Dashboard you can:

- View status of each student

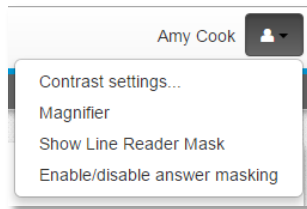
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5. In the test window that appears, click **Start Test Now**

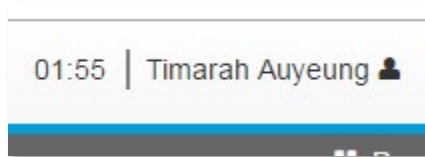


To take the assessment via TestNav once logged in:

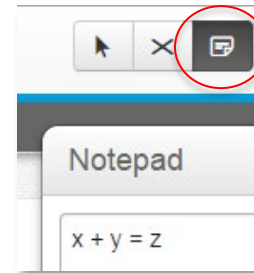
1. Select any available accommodations as needed



2. After answering each item, click **the blue arrow** to advance forward or back through the assessment
3. Use test tools as needed:
  - Click **Bookmark** to tag items for follow-up
  - Click **Review** to see which items are unanswered or bookmarked
  - Drag your cursor over passage text to apply a blue or pink highlighter
  - Click the **X** in the tool menu and click on wrong answers to hide them and more easily choose from remaining options
  - If test is timed, be mindful of time remaining



- Click the Notepad icon to enter notes that teachers will be able to see later



4. After answering the last test question, click **Test Summary**
5. On the Test Summary page, click any flagged or unanswered questions to review them and make changes or additions
6. When satisfied with all the answers, click **Submit Test**
7. In the confirmation window that appears, click **Yes**
8. Click **Close Test**