Best Practices for Administering District and Local Assessments Quick Reference Card

Best Practices for Administering District and Local Assessments

Students take benchmark and local assessments using an application called TestNav. Session management and reporting for the results is in Pearson Access. Even if you are already familiar with using TestNav for other assessments, there are some key workflow differences for students for these test administrations. See also: *Crosswalk of Maryland and PGCPS Assessments for SY 2021-22.*

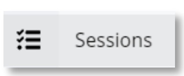
Review List of Students Assigned to a Session

Prior to test day, review the list of students assigned to the applicable test session.

- For Benchmarks/FAST, the school test coordinator builds sessions and is the contact for any missing students or date modifications
- For local assessments, the department chair builds sessions and is the contact for any missing students or date modifications

To view the student list:

1. Sign in to Pearson Access through your staff portal
2. Click **Sessions**



3. Click the appropriate session title

   The session name should have been shared with you prior to accessing Pearson.
4. All students should have a status of 'Ready'

If there are any new students who have never used TestNav, there is a student-facing video tutorial available here

What to Communicate to Students Before Testing

Here are some key things to communicate to students before they sign in to TestNav:

- If they have internet problems and get signed out, notify you so you can change their status so they can get back in
- How to sign in to TestNav, and provide a reminder to use the PGCPS button, the Student Portal link (not Maryland) and also select the correct test (they may see tests for other subjects)
- Reminder to submit when they are finished
- Let any students with accommodations know what will be available for them. To check what accommodations a student should receive, go to the Student Detail, which can be accessed by clicking the student name either through a session or the Students link.
- If the test will take longer than one class period, let students know where to stop

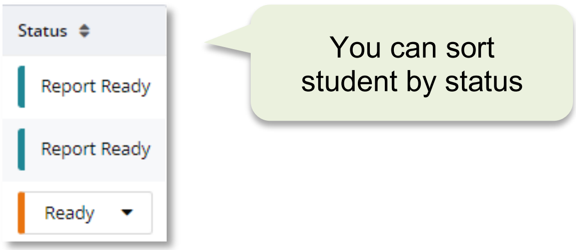
What to Do During the Assessment

Monitor the list of students in the session to make sure they are able to access the test and then that they submit it.

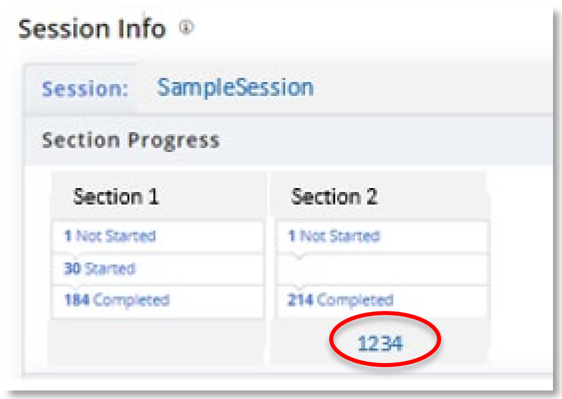
1. Open the session before students sign in

   Any student with a status of 'Exited' has signed into the test already. This can happen if they clicked on the wrong test in another class, for example. They will not be able to re-launch this test unless the status is changed to 'Ready'.

2. While students are testing, continue to monitor the status of students. If needed, reach out to students who continue to be in Ready status rather than Active



3. For Benchmarks only, find the status of students by test section in the Session Progress area, and if applicable to this test, the seal code they will need to continue



Refer to the applicable Test Administrator Manual for details on multi-part assessments.

4. Reach out to any students who have a status of 'Exited' to find out if they finished and forgot to submit, or had internet issues and were dropped out of their test.

   If needed, change the student status to 'Marked Complete' or 'Resumed' as appropriate

What to Do After the Assessment

There are a few post-assessment tasks.

1. Once the status of students is 'Report Ready,' view the results.
2. If applicable, score constructed response items; refer to the document *Hand Scoring Online Assessment Items*.
3. Any student who were absent should stay in the same session and test when they return; ask the department chair or STC to extend the date if needed
4. Record any testing irregularities

   For benchmarks, user can mark a student as *Not Tested* or *Void*. They *must* select from a list of exceptions (this was previously called Irregularities). You can only select one per student test. They may be updated at any time. The test attempt status will not change to *Void* or *Not Tested* if no exception is selected. Note that these selections cannot be undone in Pearson Access: you must escalate to the department chair or STC if a change is needed.