

Guide for Administering the ISASP Remote Testing

Common Tasks for Remote Testing

Limit of Up to 10 Students in a Live Remote Session:

1. There can be up to 10 students in a single live remote session. This fulfills the requirement of “a ratio of students taking the assessment to assessment proctors of not greater than ten to one.”

Close Other Programs Including Other Group Call Services Before Testing:

1. Both students and Proctors should close other programs, including other group call services (e.g., Google Meet) on their devices, before opening TestNav (students) and PearsonAccess^{next} (Proctors).

PearsonAccess^{next} Steps for Proctors to Exit Student in Active Status:

1. If a student needs to be exited from testing due to the end of a scheduled remote session or irregularities, take the following steps:
 - a. On the *Students in Sessions* page, select your assigned remote session if it is not already selected, by selecting it on the *Session List* box on the left.
 - b. A list of students in the session will be displayed by scrolling down the page. Check the boxes for students who have an *Active* status and need to be exited.
 - c. Scroll back up to the blue *Start* button. Click the drop-down and select *All Tasks*.
 - d. On the next page, select *Exit Student Tests*. Confirm the action to exit these students from the test by checking their boxes, then select the blue *Exit Test* button. These students will be automatically exited from the test.
2. **For irregularities, note the student, test, time, and irregularity observed. Report testing irregularities to your DAC or SAC.**

Resuming a Test in Exited Status:

1. If a student’s test is in *Exited* status and testing needs to be resumed, take the following steps:
 - a. On the *Students in Sessions* page, select your assigned remote session if it is not already selected, by selecting it on the *Session List* box on the left.
 - b. A list of students in the session will be displayed by scrolling down the page. Locate the student who has an *Exited* status, who needs to resume testing.
 - c. Click on the drop-down next to *Exited* and change the status to *Resume*.
 - d. The student can sign in using the same testing ticket for that remote session. The student must successfully complete the System Check again.

For Absent Students:

1. For absent students, their test will display as *Ready* and unlocked on the *Students in Sessions* page. After the end of the scheduled remote session, lock their tests on the *Students in Sessions* page by clicking on the unlocked padlock icon next to their *Ready* status.

Common Tasks for Remote Testing (continued)

For Students that Join Late:

1. For a student that signed in to a scheduled remote session but is late and missed the Group Call, take the following steps:
 - a. On your Monitor Test/remote testing screen, click on the secure video feed of the late student. An individual window will open; select *Start Call*.
 - i. Note: The late student's Help Tool window will open. The student must select *Answer Call* for the call to go through.
 - b. Read out the verbal directions to the late student. Once finished, click on *End Call* in the individual window.
 - c. Back on your Monitor Test/remote testing screen, click on the red padlock icon by the late student's video feed to unlock the test for the student. A *Confirm Unlock!* window will display, confirm the unlock by clicking *Yes*.
2. This will need to be done for each student that was late and missed the Group Call.

Makeup Remote Sessions:

1. For makeup remote sessions, absent student tests should display as *Ready* and locked on the *Students in Sessions* page in the original remote sessions. The original remote sessions can be run for makeup testing if the number of makeup students is manageable and there are enough Proctors available to manage these sessions. **Otherwise, these students should be removed from the original remote sessions and added to new makeup remote sessions.**
2. *Remove absent students from the original remote sessions:*
 - a. Go to *Testing > Sessions*. If you do not see sessions listed on this page, click the drop-down by the blue *Search* button and select *Show all results*. Check the boxes for remote sessions that have absent students that need to be removed.
 - b. Click on the drop-down by the blue *Start* button and select *All Tasks*.
 - c. On the next page, select *Add/Remove Students in Sessions* at the top.
 - d. The remote sessions selected will be over on the left. Select each one, then remove students over on the right by unchecking the boxes by their names, then click on the blue *Save* button when finished.
3. *Create new makeup remote sessions and add students:*
 - a. Go to *Testing > Sessions*.
 - b. Click on the drop-down by the blue *Start* button and select *All Tasks*.
 - c. On the next page in *Create/Edit Sessions*, a form should be displayed on the right to create a new session. **Verify the word "REMOTE" is at the beginning of the session name.** Fill out the other required details.
 - d. At the bottom of this form will be a field to add the students that were removed. Add them. Click the blue *Create* button when finished.
 - e. **Important: Notify Iowa Testing Programs (ITP) as soon as possible that you need remote forms and settings assigned to these new makeup remote sessions. You can email ITP at iowa-testing-programs@uiowa.edu. Also, note that all these students will have new testing tickets because they have been added to new sessions.**

Checklist for Students and Families

Checklist for Students and Families Prior To Remote Testing:

- Have I reviewed and verified our testing device meets Pearson’s hardware and system requirements?
<https://support.assessment.pearson.com/x/HwYcAQ>
- Have I downloaded and installed TestNav to our testing device, the app that allows participation in ISASP remote testing?
<https://support.assessment.pearson.com/x/mqJnAw>
- Have I followed Pearson’s step-by-step instructions to set up and configure our testing device?
<https://support.assessment.pearson.com/x/Jif1AQ>
- Have I run the System Check to verify our testing device meets connection speed, microphone, speaker (or headphone), and camera requirements for ISASP remote testing?
<https://rtpaas.pearson.com/standaloneSysCheck.html>
- Have I reviewed, signed, and returned the *Family Remote Testing Agreement* to our school?
- If there were technology issues, have I communicated and worked with our school for technology assistance and resolution (including TestNav setup and other troubleshooting)?
- If our school offered participating in additional technology setup activities, such as remote practice sessions, have I participated in those activities?
- Have I communicated with our school on finding out the local scheduled dates and times for remote testing, and how I will receive the testing tickets in advance of scheduled remote testing?

Checklist for Students and Families During Remote Testing:

- I will be present and ready to take the tests on the dates and times that are assigned by our school.
- I will close other programs open on our testing device and have only TestNav open when ready to sign in to the test.
- I will have only allowed items such as the testing ticket, pencil or pen, and scratch paper on the desk during testing.
- I will maintain the security of the tests and not engage in prohibited behaviors, understanding that engaging in prohibited behaviors may be subject to actions including, but not limited to, the ISASP test being invalidated.
- I will securely destroy the testing ticket and scratch paper when I am done testing.

Directions for Reading (Remote)

PearsonAccess^{next} Steps for Proctors on the Scheduled Day of the Reading Remote Session:

1. On the scheduled date for administering the Reading remote session, sign in to [PearsonAccess^{next}](#) 15 minutes before the scheduled time.
2. Go to *Testing > Sessions*. If you do not see sessions listed on this page, click the drop-down by the blue *Search* button and select *Show all results*. Check the box for your assigned Reading remote session (you may need to click on additional pages by scrolling towards the bottom or do a session name search if you know your assigned Reading remote session name).
3. Go to the upper left corner of the page and click on *Go to Students in Sessions >>*.
4. On the *Students in Sessions* page, select your assigned Reading remote session by selecting it on the *Session List* box on the left. If your assigned Reading remote session is not prepared, click the blue *Prepare Session* button over on the right to prepare it. You can click on the blue *Refresh* button to see if the remote session has been prepared.
 - a. **Important: Do not prepare remote sessions until 4/20/2026.**
5. When the remote session has been prepared, there will be a green *Start Session* button. Clicking *Start Session* will:
 - a. Unlock all student tests in the remote session.
 - b. **Create the Monitor Test link** (opens the remote testing screen for Proctors to monitor students through secure video feeds).
6. Click on *Start Session*. Then click on the *Monitor Test* link.
 - a. **Important: Ensure you click on the Monitor Test link and have the remote testing screen up before any students start signing in.**
7. Your opening setup steps in PearsonAccess^{next} are complete. Wait for the scheduled start time, when students start signing in to the secure TestNav app on their devices using their testing tickets that were shared in advance by your school.

[After students sign in to TestNav, they will need to complete the System Check. Give students a few minutes to complete the checks with their internet, microphone, speakers, and camera. The secure video feed of each student will display upon sign in.]

[Students needing assistance can click on the Hand icon in their Help Tool window. On your remote testing screen, this will appear as a raised hand icon appearing above the student's video feed. Click on the student's video feed to open an individual window to initiate a chat or video call with the student. Once finished assisting the student, click on the raised hand icon above the student's video feed to clear it.]

[When ready to begin remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

We have scheduled ___ minutes for the test today.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, scratch paper, microphone, and speakers or headphones may be on your desk during testing. Your camera must be on you for the duration of the test.

You may not access your cell phone or other devices during testing.

If you have questions during testing, open your Help Tool window and click on the Hand icon. A chat message or video call will come from me in your Help Tool window. If you receive a video call, click on Answer Call in your Help Tool window.

Today, you will take a Reading Test.

For this test, you will read a set of reading passages. Read each passage, and then answer the questions about what you have read.

- **Read each question, then choose the best answer.**
- **Some questions will give you directions for how to answer the question. Follow these directions and answer the question.**
- **Other questions will ask you to write a response. Enter your response in the box provided beneath the question. Only responses entered in the box will be scored.**
- **Use the “Next” arrow to move on to the next question. If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, a review screen will allow you to review your answers and any questions you have bookmarked.**

If you finish before the scheduled testing time and have reviewed your answers and any questions you have bookmarked, you may submit the Reading test.

[Add your local instructions here for what students who finish before the scheduled testing time will be doing.]

I will soon finish this call and open your test. On your screen, click on the Proceed to Test button when its color changes to blue. Then on the next page select the Start button to begin your test.

[Click End Call in the Announcements window then close it. A Next Steps window will display. Click on the blue Proceed to Test button to unlock the test for all students that joined the call. Students can begin testing on their end.]

[During testing, monitor the secure video feeds of students and assist any students, as needed.]

[Click Refresh over on the upper right of your remote testing screen to update the student test progress and status displayed. There will be a 30-second wait period before the Refresh button can be clicked again.]

[When ready to end remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

[If some students will finish the Reading test at another time, instruct these students to exit TestNav.]

Testing time has now ended. Stop testing. If you are not finished, go to the upper right hand corner of your screen and select the drop down next to your name. Choose Sign out of TestNav and then select Save and Return Later.

If you are finished, submit the Reading test. I will soon close this Reading test session. Securely dispose of your Reading testing ticket and scratch paper.

[Click End Call in the Announcements window then close it. Verify all students are in Exited or Completed status in your remote testing screen.]

- **Important: Ensure all students who tested are in Exited or Completed status in PearsonAccess^{next}.**
 - If there are students who have an *Active* status, exit them out of the test. See steps below.
- For absent students, lock their tests on the *Students in Sessions* page by clicking on the unlocked padlock icon next to their *Ready* status.
- Report any testing irregularities to your DAC or SAC.

PearsonAccess^{next} Steps for Proctors to Exit Student in Active Status:

1. On the *Students in Sessions* page, select your assigned Reading remote session if it is not already selected, by selecting it on the *Session List* box on the left.
2. A list of students in the session will be displayed by scrolling down the page. Check the boxes for students who have an *Active* status.
3. Scroll back up to the blue *Start* button. Click the drop-down and select *All Tasks*.
4. On the next page, select *Exit Student Tests*. Confirm the action to exit these students from the test by checking their boxes, then select the blue *Exit Test* button. These students will be automatically exited from the test.

Directions for Language/Writing (Remote)

Important: Language/Writing (L/W) is composed of two sections, a multiple-choice Language section first, then a constructed response Writing section. Check with your DAC or SAC on how L/W will be administered. For example, both the Language and Writing sections can be administered during the same scheduled session. There is a *Section Exit Warning* displayed to students when the Language section is submitted.

If both Language and Writing sections will be administered during the same scheduled session:

- Read the *Directions for Language/Writing and Writing - Section 1 (Remote)* to students.

If there will be a break after the Language section:

- Read the *Directions for Language/Writing (Remote)* for Language, then after the break read the *Directions for Writing - Section 1 (Remote)* to students.

If the Language and Writing sections are scheduled on different days:

- Read the *Directions for Language/Writing (Remote)* for Language, then on the next scheduled day read the *Directions for Writing - Section 1 (Remote)* to students.

Directions for Language/Writing and Writing - Section 1 (Remote)

PearsonAccess^{next} Steps for Proctors on the Scheduled Day of the L/W Remote Session:

1. On the scheduled date for administering the L/W remote session, sign in to [PearsonAccess^{next}](#) 15 minutes before the scheduled time.
2. Go to *Testing > Sessions*. If you do not see sessions listed on this page, click the drop-down by the blue *Search* button and select *Show all results*. Check the box for your assigned L/W remote session (you may need to click on additional pages by scrolling towards the bottom or do a session name search if you know your assigned L/W remote session name).
3. Go to the upper left corner of the page and click on *Go to Students in Sessions >>*.
4. On the *Students in Sessions* page, select your assigned L/W remote session by selecting it on the *Session List* box on the left. If your assigned L/W remote session is not prepared, click the blue *Prepare Session* button over on the right to prepare it. You can click on the blue *Refresh* button to see if the remote session has been prepared.
 - a. **Important: Do not prepare remote sessions until 4/20/2026.**
5. When the remote session has been prepared, there will be a green *Start Session* button. Clicking *Start Session* will:
 - a. Unlock all student tests in the remote session.
 - b. **Create the Monitor Test link** (opens the remote testing screen for Proctors to monitor students through secure video feeds).
6. Click on *Start Session*. Then click on the *Monitor Test* link.
 - a. **Important: Ensure you click on the Monitor Test link and have the remote testing screen up before any students start signing in.**
7. Your opening setup steps in PearsonAccess^{next} are complete. Wait for the scheduled start time, when students start signing in to the secure TestNav app on their devices using their testing tickets that were shared in advance by your school.

[After students sign in to TestNav, they will need to complete the System Check. Give students a few minutes to complete the checks with their internet, microphone, speakers, and camera. The secure video feed of each student will display upon sign in.]

[Students needing assistance can click on the Hand icon in their Help Tool window. On your remote testing screen, this will appear as a raised hand icon appearing above the student's video feed. Click on the student's video feed to open an individual window to initiate a chat or video call with the student. Once finished assisting the student, click on the raised hand icon above the student's video feed to clear it.]

[When ready to begin remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

We have scheduled ___ minutes for testing today. Language will be the first test given. Then Writing will be the second test.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, scratch paper, microphone, and speakers or headphones may be on your desk during testing. Your camera must be on you for the duration of the test.

You may not access your cell phone or other devices during testing.

If you have questions during testing, open your Help Tool window and click on the Hand icon. A chat message or video call will come from me in your Help Tool window. If you receive a video call, click on Answer Call in your Help Tool window.

Today, you will take a Language test.

For this test, you will read drafts of different types of writing, then answer questions about changing the writing.

- **First, read quickly through the entire draft. Try to get a sense of its purpose and style.**
- **Read each question. Choose the answer choice that best improves the underlined text. If the original underlined text is best, choose “(No change)”.**
- **Some questions will give you directions for how to answer the question. Follow these directions and answer the question.**
- **Use the “Next” arrow to move on to the next question. If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, a review screen will allow you to review your answers and any questions you have bookmarked.**

When you finish the Language test, submit this test. You will then begin the Writing test.

Today, you will also take a Writing test.

You will be given a writing assignment. Read the writing assignment carefully. Then read the materials provided so you can use them to complete the writing assignment.

[If testing grades 3-6, read the following.]

As you write, remember to:

- Have clear main ideas.
- Use details and examples from the information you are given to develop your writing. You may also add your own ideas.
- Organize your writing. Provide an opening and closing. Use paragraphs. Use linking words.
- Use strong words and clear sentences.
- Check your work for spelling and mistakes.

[If testing grades 7-8, read the following.]

As you write, remember to:

- Provide clear main ideas.
- Use reasons, details, and examples from the information you are given to develop your writing. You may also add your own ideas.
- Organize your writing. Provide an opening and closing. Use paragraphs and linking words.
- Use strong words, clear sentences, and language appropriate for your audience.
- Check your work for correct spelling and mistakes.

[If testing grades 9-11, read the following.]

As you write, remember to:

- Communicate your main ideas clearly.
- Use reasons, details, and examples from the information you are given to develop your writing. You may also add your own ideas.
- Provide clear and logical organization. Include an opening and closing. Use paragraphs and linking words.
- Use precise words and language appropriate for your audience.
- Check your work for correct spelling, grammar, and punctuation.

You may use scratch paper to help plan your response. Scratch paper will not be scored. Enter your response in the box provided beneath the assignment. Only responses entered in the box will be scored.

If you finish before the scheduled testing time and have reviewed your answer, you may submit the Writing test.

[Add your local instructions here for what students who finish before the scheduled testing time will be doing.]

I will soon finish this call and open your test. On your screen, click on the Proceed to Test button when its color changes to blue. Then on the next page select the Start button to begin your test.

[Click End Call in the Announcements window then close it. A Next Steps window will display. Click on the blue Proceed to Test button to unlock the test for all students that joined the call. Students can begin testing on their end.]

[During testing, monitor the secure video feeds of students and assist any students, as needed.]

[Click Refresh over on the upper right of your remote testing screen to update the student test progress and status displayed. There will be a 30-second wait period before the Refresh button can be clicked again.]

[When ready to end remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

[If some students will finish the Language/Writing test at another time, instruct these students to exit TestNav.]

Testing time for Language and Writing has now ended. Stop testing. If you are not finished, go to the upper right hand corner of your screen and select the drop down next to your name. Choose Sign out of TestNav and then select Save and Return Later.

If you are finished, submit the Language and Writing test. I will soon close this Language and Writing test session. Securely dispose of your Language and Writing testing ticket and scratch paper.

[Click End Call in the Announcements window then close it. Verify all students are in Exited or Completed status in your remote testing screen.]

- **Important: Ensure all students who tested are in Exited or Completed status in PearsonAccess^{next}.**
 - If there are students who have an *Active* status, exit them out of the test. See steps below.
- For absent students, lock their tests on the *Students in Sessions* page by clicking on the unlocked padlock icon next to their *Ready* status.
- Report any testing irregularities to your DAC or SAC.

PearsonAccess^{next} Steps for Proctors to Exit Student in Active Status:

1. On the *Students in Sessions* page, select your assigned L/W remote session if it is not already selected, by selecting it on the *Session List* box on the left.
2. A list of students in the session will be displayed by scrolling down the page. Check the boxes for students who have an *Active* status.
3. Scroll back up to the blue *Start* button. Click the drop-down and select *All Tasks*.
4. On the next page, select *Exit Student Tests*. Confirm the action to exit these students from the test by checking their boxes, then select the blue *Exit Test* button. These students will be automatically exited from the test.

Directions for Language/Writing (Remote)

PearsonAccess^{next} Steps for Proctors on the Scheduled Day of the L/W (Language) Remote Session:

1. On the scheduled date for administering the L/W remote session, sign in to [PearsonAccess^{next}](#) 15 minutes before the scheduled time.
2. Go to *Testing > Sessions*. If you do not see sessions listed on this page, click the drop-down by the blue *Search* button and select *Show all results*. Check the box for your assigned L/W remote session (you may need to click on additional pages by scrolling towards the bottom or do a session name search if you know your assigned L/W remote session name).
3. Go to the upper left corner of the page and click on *Go to Students in Sessions >>*.
4. On the *Students in Sessions* page, select your assigned L/W remote session by selecting it on the *Session List* box on the left. If your assigned L/W remote session is not prepared, click the blue *Prepare Session* button over on the right to prepare it. You can click on the blue *Refresh* button to see if the remote session has been prepared.
 - a. **Important: Do not prepare remote sessions until 4/20/2026.**
5. When the remote session has been prepared, there will be a green *Start Session* button. Clicking *Start Session* will:
 - a. Unlock all student tests in the remote session.
 - b. **Create the Monitor Test link** (opens the remote testing screen for Proctors to monitor students through secure video feeds).
6. Click on *Start Session*. Then click on the *Monitor Test* link.
 - a. **Important: Ensure you click on the Monitor Test link and have the remote testing screen up before any students start signing in.**
7. Your opening setup steps in PearsonAccess^{next} are complete. Wait for the scheduled start time, when students start signing in to the secure TestNav app on their devices using their testing tickets that were shared in advance by your school.

[After students sign in to TestNav, they will need to complete the System Check. Give students a few minutes to complete the checks with their internet, microphone, speakers, and camera. The secure video feed of each student will display upon sign in.]

[Students needing assistance can click on the Hand icon in their Help Tool window. On your remote testing screen, this will appear as a raised hand icon appearing above the student's video feed. Click on the student's video feed to open an individual window to initiate a chat or video call with the student. Once finished assisting the student, click on the raised hand icon above the student's video feed to clear it.]

[When ready to begin remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

We have scheduled ___ minutes for testing today. Language will be the first test given. Do not move on to the Writing test.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, scratch paper, microphone, and speakers or headphones may be on your desk during testing. Your camera must be on you for the duration of the test.

You may not access your cell phone or other devices during testing.

If you have questions during testing, open your Help Tool window and click on the Hand icon. A chat message or video call will come from me in your Help Tool window. If you receive a video call, click on Answer Call in your Help Tool window.

Today, you will take a Language test.

For this test, you will read drafts of different types of writing, then answer questions about changing the writing.

- **First, read quickly through the entire draft. Try to get a sense of its purpose and style.**
- **Read each question. Choose the answer choice that best improves the underlined text. If the original underlined text is best, choose “(No change)”.**
- **Some questions will give you directions for how to answer the question. Follow these directions and answer the question.**
- **Use the “Next” arrow to move on to the next question. If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, a review screen will allow you to review your answers and any questions you have bookmarked.**

If you finish before the scheduled testing time and have reviewed your answers and any questions you have bookmarked, you may submit the Language test. Then after submitting the Language test, go to the upper right hand corner of your screen and select the drop down next to your name. Choose Sign out of TestNav and then select Save and Return Later.

[Add your local instructions here for what students who finish before the scheduled testing time will be doing.]

[Students that sign out of TestNav will display with the Exited status in your remote testing screen.]

I will soon finish this call and open your test. On your screen, click on the Proceed to Test button when its color changes to blue. Then on the next page select the Start button to begin your test.

[Click End Call in the Announcements window then close it. A Next Steps window will display. Click on the blue Proceed to Test button to unlock the test for all students that joined the call. Students can begin testing on their end.]

[During testing, monitor the secure video feeds of students and assist any students, as needed.]

[Click Refresh over on the upper right of your remote testing screen to update the student test progress and status displayed. There will be a 30-second wait period before the Refresh button can be clicked again.]

[When ready to end remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

[If some students will finish the Language test at another time, instruct these students to exit TestNav.]

Testing time for Language has now ended. Stop testing. If you are not finished, go to the upper right hand corner of your screen and select the drop down next to your name. Choose Sign out of TestNav and then select Save and Return Later.

If you are finished, submit the Language test. Then after submitting the Language test, go to the upper right hand corner of your screen and select the drop down next to your name. Choose Sign out of TestNav and then select Save and Return Later.

The Writing test will be administered *[Add your local schedule for when the Writing test will be administered.]*

Save your Language and Writing testing ticket as you will use it to sign in to the Writing test. Securely dispose of your Language scratch paper.

[Click End Call in the Announcements window then close it. Verify all students are in Exited status in your remote testing screen.]

- **Important: Ensure all students who tested are in Exited status in PearsonAccess^{next}.**
 - If there are students who have an *Active* status, exit them out of the test. See steps below.
- For absent students, lock their tests on the *Students in Sessions* page by clicking on the unlocked padlock icon next to their *Ready* status.
- Report any testing irregularities to your DAC or SAC.

PearsonAccess^{next} Steps for Proctors to Exit Student in Active Status:

1. On the *Students in Sessions* page, select your assigned L/W remote session if it is not already selected, by selecting it on the *Session List* box on the left.
2. A list of students in the session will be displayed by scrolling down the page. Check the boxes for students who have an *Active* status.
3. Scroll back up to the blue *Start* button. Click the drop-down and select *All Tasks*.
4. On the next page, select *Exit Student Tests*. Confirm the action to exit these students from the test by checking their boxes, then select the blue *Exit Test* button. These students will be automatically exited from the test.

Directions for Writing - Section 1 (Remote)

PearsonAccess^{next} Steps for Proctors on the Scheduled Day of the L/W (Writing) Remote Session:

1. On the scheduled date (or end of a break after the Language section) for administering the L/W remote session, sign in to [PearsonAccess^{next}](#) 15 minutes before the scheduled time.
2. Go to *Testing > Sessions*. If you do not see sessions listed on this page, click the drop-down by the blue *Search* button and select *Show all results*. Check the box for your assigned L/W remote session (you may need to click on additional pages by scrolling towards the bottom or do a session name search if you know your assigned L/W remote session name).
3. Go to the upper left corner of the page and click on *Go to Students in Sessions >>*.
4. On the *Students in Sessions* page, select your assigned L/W remote session by selecting it on the *Session List* box on the left.
5. A list of students in the session will be displayed by scrolling down the page. Locate the students who have an *Exited* status, who need to resume testing. Click on the drop-down next to *Exited* and change the status to *Resume* for each student.
6. Your opening setup steps in PearsonAccess^{next} are complete. Wait for the scheduled start time, when students start signing in to the secure TestNav app on their devices using their testing tickets that were shared in advance by your school.
 - a. The student can sign in using the same testing ticket for the Language remote session. The student must successfully complete the System Check again.

[After students sign in to TestNav, they will need to complete the System Check. Give students a few minutes to complete the checks with their internet, microphone, speakers, and camera. The secure video feed of each student will display upon sign in.]

[Students needing assistance can click on the Hand icon in their Help Tool window. On your remote testing screen, this will appear as a raised hand icon appearing above the student's video feed. Click on the student's video feed to open an individual window to initiate a chat or video call with the student. Once finished assisting the student, click on the raised hand icon above the student's video feed to clear it.]

[When ready to begin remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

We have scheduled ___ minutes for the Writing test today.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, scratch paper, microphone, and speakers or headphones may be on your desk during testing. Your camera must be on you for the duration of the test.

You may not access your cell phone or other devices during testing.

If you have questions during testing, open your Help Tool window and click on the Hand icon. A chat message or video call will come from me in your Help Tool window. If you receive a video call, click on Answer Call in your Help Tool window.

Today, you will take a Writing test.

You will be given a writing assignment. Read the writing assignment carefully. Then read the materials provided so you can use them to complete the writing assignment.

<p><i>[If testing grades 3-6, read the following.]</i></p> <p>As you write, remember to:</p> <ul style="list-style-type: none">• Have clear main ideas.• Use details and examples from the information you are given to develop your writing. You may also add your own ideas.• Organize your writing. Provide an opening and closing. Use paragraphs. Use linking words.• Use strong words and clear sentences.• Check your work for spelling and mistakes.	<p><i>[If testing grades 7-8, read the following.]</i></p> <p>As you write, remember to:</p> <ul style="list-style-type: none">• Provide clear main ideas.• Use reasons, details, and examples from the information you are given to develop your writing. You may also add your own ideas.• Organize your writing. Provide an opening and closing. Use paragraphs and linking words.• Use strong words, clear sentences, and language appropriate for your audience.• Check your work for correct spelling and mistakes.	<p><i>[If testing grades 9-11, read the following.]</i></p> <p>As you write, remember to:</p> <ul style="list-style-type: none">• Communicate your main ideas clearly.• Use reasons, details, and examples from the information you are given to develop your writing. You may also add your own ideas.• Provide clear and logical organization. Include an opening and closing. Use paragraphs and linking words.• Use precise words and language appropriate for your audience.• Check your work for correct spelling, grammar, and punctuation.
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You may use scratch paper to help plan your response. Scratch paper will not be scored. Enter your response in the box provided beneath the assignment. Only responses entered in the box will be scored.

If you finish before the scheduled testing time and have reviewed your answer, you may submit the Writing test.

[Add your local instructions here for what students who finish before the scheduled testing time will be doing.]

I will soon finish this call and open your test. On your screen, click on Resume. Then on the next page select the Start button to begin your test.

[Click End Call in the Announcements window then close it. A Next Steps window will display. Click on the blue Proceed to Test button to unlock the test for all students that joined the call. Students can begin testing on their end.]

[During testing, monitor the secure video feeds of students and assist any students, as needed.]

[Click Refresh over on the upper right of your remote testing screen to update the student test progress and status displayed. There will be a 30-second wait period before the Refresh button can be clicked again.]

[When ready to end remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

[If some students will finish the Language test at another time, instruct these students to exit TestNav.]

Testing time for Writing has now ended. Stop testing. If you are not finished, go to the upper right hand corner of your screen and select the drop down next to your name. Choose Sign out of TestNav and then select Save and Return Later.

If you are finished, submit the Writing test. I will soon close this Writing test session. Securely dispose of your Language/Writing testing ticket and scratch paper.

[Click End Call in the Announcements window then close it. Verify all students are in Exited or Completed status in your remote testing screen.]

- **Important: Ensure all students who tested are in Exited or Completed status in PearsonAccess^{next}.**
 - If there are students who have an *Active* status, exit them out of the test. See steps below.
- For absent students, lock their tests on the *Students in Sessions* page by clicking on the unlocked padlock icon next to their *Ready* status.
- Report any testing irregularities to your DAC or SAC.

PearsonAccess^{next} Steps for Proctors to Exit Student in Active Status:

1. On the *Students in Sessions* page, select your assigned L/W remote session if it is not already selected, by selecting it on the *Session List* box on the left.
2. A list of students in the session will be displayed by scrolling down the page. Check the boxes for students who have an *Active* status.
3. Scroll back up to the blue *Start* button. Click the drop-down and select *All Tasks*.
4. On the next page, select *Exit Student Tests*. Confirm the action to exit these students from the test by checking their boxes, then select the blue *Exit Test* button. These students will be automatically exited from the test.

Directions for Mathematics (Remote)

PearsonAccess^{next} Steps for Proctors on the Scheduled Day of the Mathematics Remote Session:

1. On the scheduled date for administering the Mathematics remote session, sign in to [PearsonAccess^{next}](#) 15 minutes before the scheduled time.
2. Go to *Testing > Sessions*. If you do not see sessions listed on this page, click the drop-down by the blue *Search* button and select *Show all results*. Check the box for your assigned Mathematics remote session (you may need to click on additional pages by scrolling towards the bottom or do a session name search if you know your assigned Mathematics remote session name).
3. Go to the upper left corner of the page and click on *Go to Students in Sessions >>*.
4. On the *Students in Sessions* page, select your assigned Mathematics remote session by selecting it on the *Session List* box on the left. If your assigned Mathematics remote session is not prepared, click the blue *Prepare Session* button over on the right to prepare it. You can click on the blue *Refresh* button to see if the remote session has been prepared.
 - a. **Important: Do not prepare remote sessions until 4/20/2026.**
5. When the remote session has been prepared, there will be a green *Start Session* button. Clicking *Start Session* will:
 - a. Unlock all student tests in the remote session.
 - b. **Create the Monitor Test link** (opens the remote testing screen for Proctors to monitor students through secure video feeds).
6. Click on *Start Session*. Then click on the *Monitor Test* link.
 - a. **Important: Ensure you click on the Monitor Test link and have the remote testing screen up before any students start signing in.**
7. Your opening setup steps in PearsonAccess^{next} are complete. Wait for the scheduled start time, when students start signing in to the secure TestNav app on their devices using their testing tickets that were shared in advance by your school.

[After students sign in to TestNav, they will need to complete the System Check. Give students a few minutes to complete the checks with their internet, microphone, speakers, and camera. The secure video feed of each student will display upon sign in.]

[Students needing assistance can click on the Hand icon in their Help Tool window. On your remote testing screen, this will appear as a raised hand icon appearing above the student's video feed. Click on the student's video feed to open an individual window to initiate a chat or video call with the student. Once finished assisting the student, click on the raised hand icon above the student's video feed to clear it.]

[When ready to begin remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

We have scheduled ___ minutes for the Mathematics test and a short survey today.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, a locally approved calculator (if using), scratch paper, microphone, and speakers or headphones may be on your desk during testing. Your camera must be on you for the duration of the test.

You may not access your cell phone or other devices during testing.

If you have questions during testing, open your Help Tool window and click on the Hand icon. A chat message or video call will come from me in your Help Tool window. If you receive a video call, click on Answer Call in your Help Tool window.

[If testing grades 3-5, read the following.]

Today, you will take a Mathematics Test.

For this test, you will use what you have learned about math to solve math problems and answer questions.

- Read each question, then choose the best answer.
- Some questions will give you directions for how to answer the question. Follow these directions and answer the question.
- Other questions will ask you to write a response. Enter your response in the box provided beneath the question. Only responses entered in the box will be scored.
- You may use scratch paper while working on the questions. Scratch paper will not be scored. It is important to answer all questions on the computer.
- An online calculator has been provided in the tool bar at the top of the screen. You may also use a locally approved calculator.
- Use the “Next” arrow to move on to the next question. If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, a review screen will allow you to review your answers and any questions you have bookmarked.

[If testing grades 6-11, read the following.]

Today, you will take a Mathematics Test.

For this test, you will use what you have learned about math to solve math problems and answer questions.

- Read each question, then choose the best answer.
- Some questions will give you directions for how to answer the question. Follow these directions and answer the question.
- Other questions will ask you to write a response. Enter your response in the box provided beneath the question. Only responses entered in the box will be scored.
- You may use scratch paper while working on the questions. Scratch paper will not be scored. It is important to answer all questions on the computer.
- An online calculator has been provided in the tool bar at the top of the screen. You may also use a locally approved calculator.
- If needed, a formula sheet is available by selecting the “exhibit” folder on the right side of the screen.
- Use the “Next” arrow to move on to the next question. If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, a review screen will allow you to review your answers and any questions you have bookmarked.

If you finish before the scheduled testing time and have reviewed your answers and any questions you have bookmarked, you may submit the Mathematics test. There will be a short survey for you to complete after submitting the Mathematics test.

[Add your local instructions here for what students who finish before the scheduled testing time will be doing.]

I will soon finish this call and open your test. On your screen, click on the Proceed to Test button when its color changes to blue. Then on the next page select the Start button to begin your test.

[Click End Call in the Announcements window then close it. A Next Steps window will display. Click on the blue Proceed to Test button to unlock the test for all students that joined the call. Students can begin testing on their end.]

[During testing, monitor the secure video feeds of students and assist any students, as needed.]

[Click Refresh over on the upper right of your remote testing screen to update the student test progress and status displayed. There will be a 30-second wait period before the Refresh button can be clicked again.]

[When ready to end remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

[If some students will finish the Mathematics test at another time, instruct these students to exit TestNav.]

Testing time has now ended. Stop testing. If you are not finished, go to the upper right hand corner of your screen and select the drop down next to your name. Choose Sign out of TestNav and then select Save and Return Later.

If you are finished, submit the Mathematics test. If you have not completed the short survey, complete the survey now.

I will close this Mathematics test session after 5 minutes. Securely dispose of your Mathematics testing ticket and scratch paper.

[Click End Call in the Announcements window then close it. Allow students who have not completed the survey 5 minutes to do so. Then verify all students are in Exited or Completed status in your remote testing screen.]

- **Important: Ensure all students who tested are in Exited or Completed status in PearsonAccess^{next}.**
 - If there are students who have an *Active* status, exit them out of the test. See steps below.
- For absent students, lock their tests on the *Students in Sessions* page by clicking on the unlocked padlock icon next to their *Ready* status.
- Report any testing irregularities to your DAC or SAC.

PearsonAccess^{next} Steps for Proctors to Exit Student in Active Status

1. On the *Students in Sessions* page, select your assigned Mathematics remote session if it is not already selected, by selecting it on the *Session List* box on the left.
2. A list of students in the session will be displayed by scrolling down the page. Check the boxes for students who have an *Active* status.
3. Scroll back up to the blue *Start* button. Click the drop-down and select *All Tasks*.
4. On the next page, select *Exit Student Tests*. Confirm the action to exit these students from the test by checking their boxes, then select the blue *Exit Test* button. These students will be automatically exited from the test.

Directions for Science (Remote)

PearsonAccess^{next} Steps for Proctors on the Scheduled Day of the Science Remote Session:

1. On the scheduled date for administering the Science remote session, sign in to [PearsonAccess^{next}](#) 15 minutes before the scheduled time.
2. Go to *Testing > Sessions*. If you do not see sessions listed on this page, click the drop-down by the blue *Search* button and select *Show all results*. Check the box for your assigned Science remote session (you may need to click on additional pages by scrolling towards the bottom or do a session name search if you know your assigned Science remote session name).
3. Go to the upper left corner of the page and click on *Go to Students in Sessions >>*.
4. On the *Students in Sessions* page, select your assigned Science remote session by selecting it on the *Session List* box on the left. If your assigned Science remote session is not prepared, click the blue *Prepare Session* button over on the right to prepare it. You can click on the blue *Refresh* button to see if the remote session has been prepared.
 - a. **Important: Do not prepare remote sessions until 4/20/2026.**
5. When the remote session has been prepared, there will be a green *Start Session* button. Clicking *Start Session* will:
 - a. Unlock all student tests in the remote session.
 - b. **Create the Monitor Test link** (opens the remote testing screen for Proctors to monitor students through secure video feeds).
6. Click on *Start Session*. Then click on the *Monitor Test* link.
 - a. **Important: Ensure you click on the Monitor Test link and have the remote testing screen up before any students start signing in.**
7. Your opening setup steps in PearsonAccess^{next} are complete. Wait for the scheduled start time, when students start signing in to the secure TestNav app on their devices using their testing tickets that were shared in advance by your school.

[After students sign in to TestNav, they will need to complete the [System Check](#). Give students a few minutes to complete the checks with their internet, microphone, speakers, and camera. The secure video feed of each student will display upon sign in.]

[Students needing assistance can click on the [Hand](#) icon in their [Help Tool](#) window. On your remote testing screen, this will appear as a raised hand icon appearing above the student's video feed. Click on the student's video feed to open an individual window to initiate a chat or video call with the student. Once finished assisting the student, click on the raised hand icon above the student's video feed to clear it.]

[When ready to begin remote testing, click on the [Announcements](#) button in your remote testing screen. An Announcements window will open. Click the [Group Call](#) button.]

[On students' screens, their [Help Tool](#) window will display to show they are being joined on a call. They can click on [Join Group Call](#), or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

We have scheduled ___ minutes for the test today.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, a locally approved calculator (if using), scratch paper, microphone, and speakers or headphones may be on your desk during testing. Your camera must be on you for the duration of the test.

You may not access your cell phone or other devices during testing.

If you have questions during testing, open your Help Tool window and click on the Hand icon. A chat message or video call will come from me in your Help Tool window. If you receive a video call, click on Answer Call in your Help Tool window.

Today, you will take a Science test.

Use what you have learned about science to answer problems and questions about science concepts.

- **Read each question, then choose the best answer.**
- **Some questions will give you directions for how to answer the question. Follow these directions and answer the question.**
- **Other questions will ask you to write a response. Enter your response in the box provided beneath the question. Only responses entered in the box will be scored.**
- **Use the “Next” arrow to move on to the next question. If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, a review screen will allow you to review your answers and any questions you have bookmarked.**

If you finish before the scheduled testing time and have reviewed your answers and any questions you have bookmarked, you may submit the Science test.

[Add your local instructions here for what students who finish before the scheduled testing time will be doing.]

I will soon finish this call and open your test. On your screen, click on the Proceed to Test button when its color changes to blue. Then on the next page select the Start button to begin your test.

[Click End Call in the Announcements window then close it. A Next Steps window will display. Click on the blue Proceed to Test button to unlock the test for all students that joined the call. Students can begin testing on their end.]

[During testing, monitor the secure video feeds of students and assist any students, as needed.]

[Click Refresh over on the upper right of your remote testing screen to update the student test progress and status displayed. There will be a 30-second wait period before the Refresh button can be clicked again.]

[When ready to end remote testing, click on the Announcements button in your remote testing screen. An Announcements window will open. Click the Group Call button.]

[On students' screens, their Help Tool window will display to show they are being joined on a call. They can click on Join Group Call, or they will be automatically joined on the call after four rings.]

[Students that have connected to the Group Call will have a green phone icon in the Announcements window. When all expected students have joined, read the following.]

[If some students will finish the Science test at another time, instruct these students to exit TestNav.]

Testing time has now ended. Stop testing. If you are not finished, go to the upper right hand corner of your screen and select the drop down next to your name. Choose Sign out of TestNav and then select Save and Return Later.

If you are finished, submit the Science test. I will soon close this Science test session. Securely dispose of your Science testing ticket and scratch paper.

[Click End Call in the Announcements window then close it. Verify all students are in Exited or Completed status in your remote testing screen.]

- **Important: Ensure all students who tested are in Exited or Completed status in PearsonAccess^{next}.**
 - If there are students who have an *Active* status, exit them out of the test. See steps below.
- For absent students, lock their tests on the *Students in Sessions* page by clicking on the unlocked padlock icon next to their *Ready* status.
- Report any testing irregularities to your DAC or SAC.

PearsonAccess^{next} Steps for Proctors to Exit Student in Active Status

1. On the *Students in Sessions* page, select your assigned Science remote session if it is not already selected, by selecting it on the *Session List* box on the left.
2. A list of students in the session will be displayed by scrolling down the page. Check the boxes for students who have an *Active* status.
3. Scroll back up to the blue *Start* button. Click the drop-down and select *All Tasks*.
4. On the next page, select *Exit Student Tests*. Confirm the action to exit these students from the test by checking their boxes, then select the blue *Exit Test* button. These students will be automatically exited from the test.