INFRASTRUCTURE TRIAL GUIDE

Version 4.0

For Questions About	Who to Contact	Contact Information and Resources
• Technology, including ADAM and TestNav • Test administrations • Test materials	BIE Customer Support	Web: https://BIE.mypearsonsupport.com/ Available by Phone: 1-833-302-9587 Monday - Friday 3:30 am - 4:30 pm (PT) 4:30 am - 5:30 pm (MT) 5:30 am - 6:30 pm (CT) 6:30 am - 7:30 pm (ET)

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Glossary of Important Terms

ADAM is the portal used for the registration, setup, preparation, and management of both the computer-based and paper-based formats of the Bureau of Indian Education (BIE) College and Career Ready Standards (CCRS) assessments. ADAM is a secure site for CCRS assessments participants that requires a username and password. Additional information about setup and operation of computer- based testing for the CCRS assessments is available in ADAM.
ADAM is also the portal that provides an opportunity to practice tasks. It also allows schools and districts to perform an Infrastructure Trial (dress rehearsal) in preparation for testing. Users can access both live and training administrations via one portal.

An online User Guide is available at **https://support.assessment.pearson.com/as**.

TestNav is the online testing platform used by students to take the computer-based CCRS assessments. Additional information regarding technology requirements and setup instructions can be found in the TestNav User Guide at **https://support.assessment.pearson.com/display/TN**.

About This Guide

This guide is intended to provide a comprehensive list of tasks involved in conducting an Infrastructure Trial. For technical issue resolution or further information on tasks involved for managing student data, the manuals posted at **https://bie.mypearsonsupport.com/technology-setup/**may be referenced.

Section
1.0 Implementing an Infrastructure Trial This section outlines the preliminary steps to implementing an Infrastructure Trial.
2.0 ADAM Training Administration This section discusses the ADAM training administration.
3.0 Technology Set Up This section covers all the technology aspects of the Infrastructure Trial and provides instructions on configuring the Infrastructure Trial Environment.
4.0 Creating a Proctor Group This section provides all the necessary information and steps for setting up proctor groups for an Infrastructure Trial and managing student assignments.
5.0 Conducting a Proctor Group This section provides all the necessary information and steps for conducting an Infrastructure Trial including printing student testing tickets, obtaining Seal Codes and instructions about monitoring in ADAM.
6.0 Follow-Up This section includes instructions for providing the BIE with feedback regarding the Infrastructure Trial.

Infrastructure Trial Overview

What is an Infrastructure Trial?

An Infrastructure Trial is an opportunity for districts, schools, and students to prepare for the computer-based CCRS assessments by simulating test-day network utilization. This will help to identify any school or district issues, and to confirm testing devices are properly configured and ready to run the CCRS assessments. The Infrastructure Trial also provides an opportunity to introduce students to the testing interface and to practice online test content. Unlike live assessments, students can take the practice tests withing the training administration multiple times. These practice test attempts will not be used for scoring or reporting. This is an opportunity for students to practice using the TestNav tools and functions. It is also an opportunity for schools to check Network bandwidth.

This is a dress rehearsal to confirm that:

- TestNav is configured correctly
- Devices can successfully run TestNav
- Network can bear the full load
- Participating staff know what to do for CCRS computer-based assessments
- Students are familiar with the computer-based tools and format

Once your network is configured, your devices are set up and tested to run TestNav, staff are trained, and sessions are created, the Infrastructure Trial should take approximately 60 minutes to administer. Depending on the size of your school's Infrastructure Trial, it may take 1-2 weeks to setup and administer. Schools are encouraged to provide feedback to their districts regarding the Infrastructure Trial. Districts should contact the Pearson Support or BIE with feedback and/or concerns regarding software or hardware issues.

Why administer an Infrastructure Trial?

Conducting an Infrastructure Trial provides the school with a scheduled opportunity to practice administering a test in a training administration that can help identify possible problems and avoid delays during the operational administration of the CCRS assessments. Working through an Infrastructure Trial may also help identify gaps in technology, communication, and training that need to be addressed to prepare for CCRS assessments. Pearson recommends that your school runs an Infrastructure Trial for each computer-based test administration, making sure to use the same versions of TestNav that will be used for the upcoming test administration window.

Who should be involved?

BIE should consider involving all school personnel responsible for participating in computer-based assessments. The trial provides the opportunity to collectively evaluate the test environment and to identify and resolve potential issues prior to the CCRS assessments. For example, schools would want to consider including:

- School Test Coordinators
- School IT staff
- Students

When should my school conduct an Infrastructure Trial?

BIE will be performing the Infrastructure Trial from January 29 to February 23, 2024. All BIE schools participating in the 2023 CCRS Infrastructure Trial must be completed with the trial by February 23, 2024.

Where do I start?

The Infrastructure Trial is conducted using practice test administrations within ADAM. School Test Coordinators should first check with your principal to see if their school is participating in the trial.

If assistance is needed at any point during your Infrastructure Trial, contact the Pearson support center at 1-833-302-9587

1.0 Implementing an Infrastructure Trial

1.1 Scheduling the Infrastructure Trial

To ensure a successful Infrastructure Trial, the School Test Coordinator should plan and coordinate the following activities:

- Identify all students or classes that who will participate in the Infrastructure Trial. Schools should select the maximum number of students expected to be testing at the same time so that the trial approximates the actual anticipated load on the school's network.
- Identify individuals to serve as Test Administrators.
- Train all staff involved in the Infrastructure Trial.
- Designate appropriate testing locations/rooms.
- Consult with Technology Support and confirm that all the student testing devices meet the requirements needed to participate in the Infrastructure Trial.
- Have technology staff perform a Preliminary System Test.
    - A Preliminary System Test is an informal, small-scale Infrastructure Trial.
- Have students practice TestNav navigation and tools by using the practice tests in the BIE ELA/Math practice test administrations.
- Assign students and testing locations to Test Administrators.

Once proctor groups are created and the technology set up is completed, schools will need approximately 60 minutes to administer the Infrastructure Trial per class/group of students. Practice test forms are assessments that help familiarize staff and students with sample CCRS test items. The secure practice tests available in the training administration will not be scored.

When creating students, and setting up proctor groups, there will be one English Language Arts (ELA)/Literacy and Mathematics test per grade.

2.0 ADAM Training Administration

The ADAM Training administration must be used to set up and administer the Infrastructure Trial. Within the ADAM, School Test Coordinators can create proctor groups and add students to these proctor groups.

Note: School Test Coordinators should work with your IT or school technology support staff to disable pop-up blocking software for the ADAM website.

2.1 Log in to the ADAM

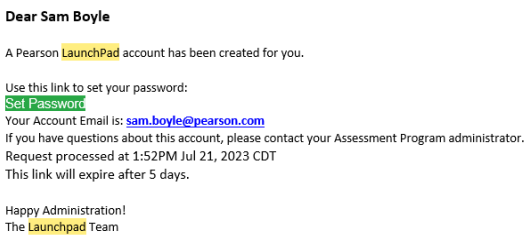
The School Test Coordinator and other designated staff at the school will have ADAM logins via the LaunchPad single sign-on (SSO). New users will receive an email with their username (which is their official BIE email address) and instructions for creating their password. If a user already has an account in ADAM but the user's role has changed, the user will not receive a new email but will be asked again to agree to the terms and conditions the first time logging in with the updated user roles.

Log in for the first time

After users receive the LaunchPad email containing their username, complete the following steps:

1. Click on the link within the email.

   NOTE: The first-time user email is from LaunchPad System with a subject line of “Welcome to Pearson LaunchPad”.



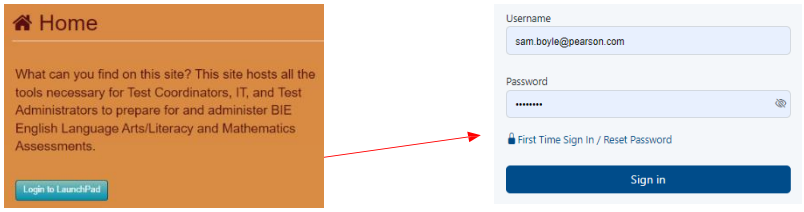
Dear Sam Boyle

A Pearson LaunchPad account has been created for you.

Use this link to set your password:
Set Password
Your Account Email is: sam.boyle@pearson.com
If you have questions about this account, please contact your Assessment Program administrator.
Request processed at 1:52PM Jul 21, 2023 CDT
This link will expire after 5 days.

Happy Administration!
The Launchpad Team

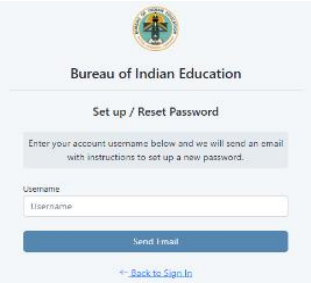
2. Set your password; you will be prompted to enter it twice, and then click Save New Password.
3. To access the BIE ELA/Math Training administration in ADAM, go to **https://launchpad.pearson.com/#/**.



4. Read the Privacy Policy and Terms and Conditions of Use, then click Accept.

To reset your password (if needed)

1. Go to **https://launchpad.pearson.com/#/.**



2. Enter your username (which is your email address) and then click Send Email.

Locked Accounts

You only have five chances to enter the correct username (which is your email address) and password on the login screen. If the fifth attempt is unsuccessful, your account will be locked. If locked, use the Forgot Password option on the home screen.

3.0 Technology Setup

This section covers the technology setup steps required to complete the Infrastructure Trial. These are the same steps that must be completed prior to the CCRS summative assessment testing window.

3.1 Setting Up for an Infrastructure Trial

Prior to beginning the Infrastructure Trial, School Test Coordinator, and Technology Support Staff will need to coordinate roles and responsibilities for preparing your schools to conduct the trial.

Step 1 - Configure Internet firewalls, content filters, and spam filters.

Internet firewalls, content filters, or spam filters must be configured to allow access to the Pearson domain. Verify content filter/firewalls and allow the appropriate sites, including:

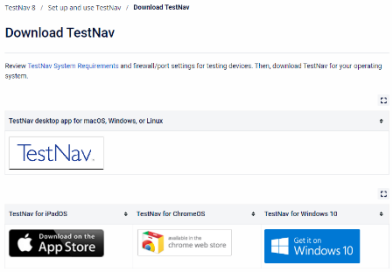
- *.testnav.com:80
- *.testnav.com:443
- *.pearsontestcontent.com
- *.usertrust.com
- *.comodoca.com
- *.thawte.com
- *.google-analytics.com (recommended, but not required)
- Allow local file access to home directory

Next, configure the common applications listed below NOT to launch on any student test taking devices during testing sessions:

- Anti-virus software performing automatic updates
- Power management software on laptops warning of low battery levels
- Screen savers and sleep mode
- Email with auto message notification
- Calendar applications with notifications, such as Google Calendar
- Pop-up blockers
- Set automatic updates (iTunes)
- MAC OSX Three finger tap gesture on MacBook

Step 2 - Download TestNav Apps

The TestNav App can be downloaded from **https://support.assessment.pearson.com/TN/download-testnav-57082522.html.**

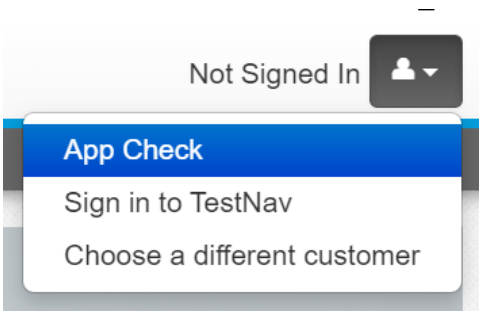


Step 3 - Security

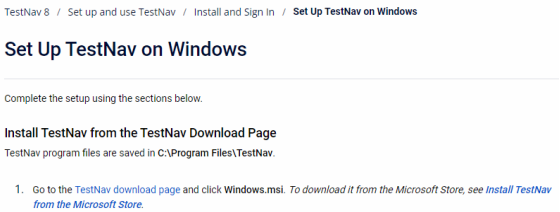
For the CCRS assessments, eligible devices must have the administrative tools and capabilities to "lock down" the device to temporarily disable features, functionalities, and applications that could present a security risk during test administration.

Schools can test the security lock down settings following these steps:

1. Open TestNav and navigate to the BIE sign in page, then click the user icon in the top right and choose "App Check" from the menu.



2. App Check will verify connection to TestNav. Detailed instructions can be found at: **https://support.assessment.pearson.com/x/JgAyAQ**.



3.2 Preliminary System Test

Prior to students taking part in the Infrastructure Trial, school technology support staff should perform a Preliminary System Test. The Preliminary System Test is an informal, small-scale Infrastructure Trial that is recommended to help ensure systems are set up and in place before students participate. Information technology support staff will login to several computers to ensure test content is delivered to TestNav. This process is designed to help ensure a successful full-scale Infrastructure Trial.

3.3 Conducting an Infrastructure Trial

The following section describes the roles and responsibilities of the technology support staff during the Infrastructure Trial. As a reminder, to complete set up, the Test Coordinator will need to follow the

steps in Sections 4.0 and 5.0 to add students to proctor groups. The detailed steps for conducting the Infrastructure Trial are provided in section 6.3 Conduct an Infrastructure Trial at a School.

Monitor network performance for slowdowns or ISP bandwidth usage.

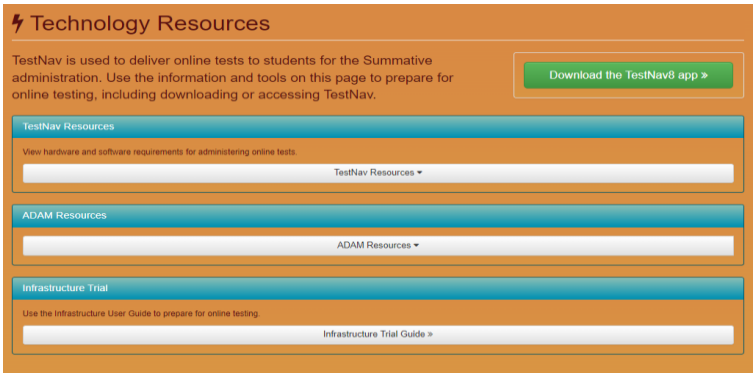
- If using a wireless connection, monitor the connections and verify that access point placement is sufficient for testing.
- Provide technology support to schools and districts.

3.4 After Conducting the Infrastructure Trial

The following section describes the roles and responsibilities of the technology staff after conducting the Infrastructure Trial.

Conduct follow up on any identified issues.

Following the Infrastructure Trial, there may be things that require follow up and resolution prior to the test administration. Observations from monitoring, as well as feedback from school and district staff should be used to conduct the follow-up. CCRS customer support can be reached at 1-833-302-9587. Detailed technical manuals are available at [https://BIE.mypearsonsupport.com/technology-setup/.](https://BIE.mypearsonsupport.com/technology-setup/)



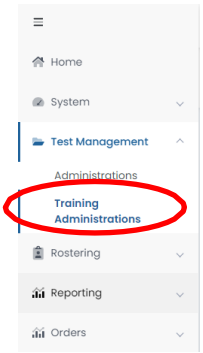
4.0 Creating a Proctor Group

4.1 Create a Training Proctor Group

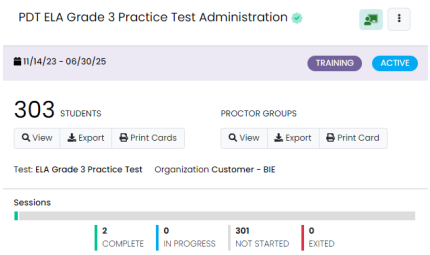
Students must be added to appropriate practice test administration to administer an Infrastructure Trial. For an Infrastructure Trial, it is recommended that the School Test Coordinator set up a proctor group for each testing lab/class. A proctor group in ADAM is a logical grouping of students who are assigned to the same grade/subject assessment.

To create a Proctor Group:

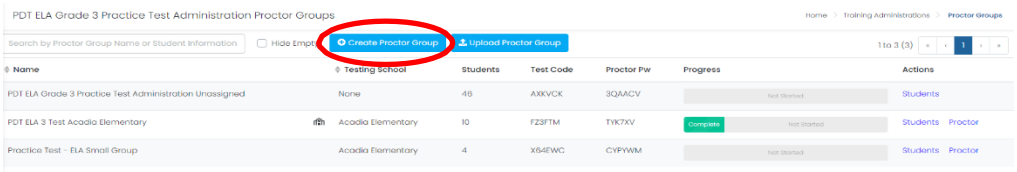
1. In ADAM, go to the **Test Management** menu on the left side of the screen and select **Training Administrations**.



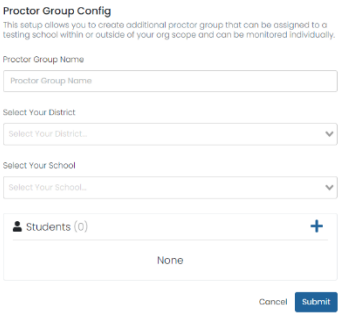
2. From a given practice test administration, click on **View** under **PROCTOR GROUPS**.



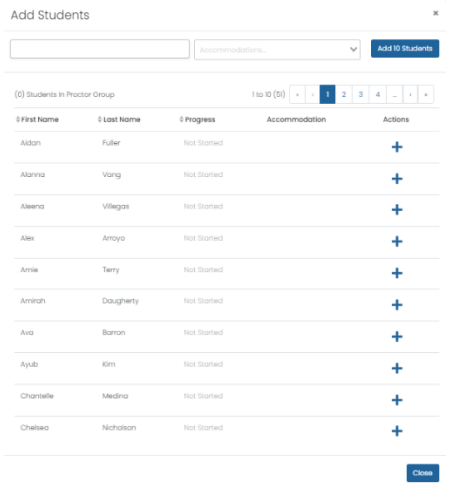
3. Select **Create Proctor Group** and complete the required details.



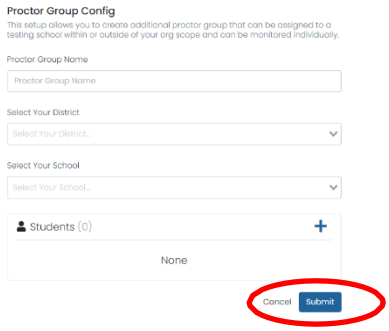
4. Enter a **Proctor Group Name**.



5. Select your **District** from the drop-down.
6. Select your **School** from the drop-down.
7. Add **Students** by selecting the **+ Add** button, then **Close**.



8. Finally, click the **Submit** button at the bottom of the screen.

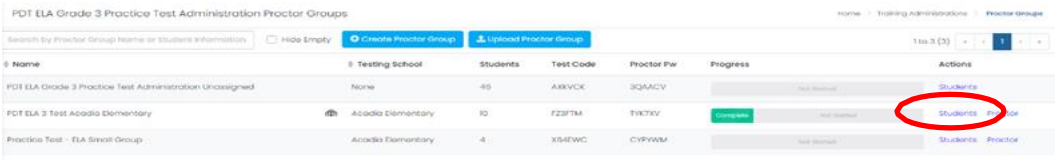


4.2 Add Additional Students to an Already Created Proctor Group

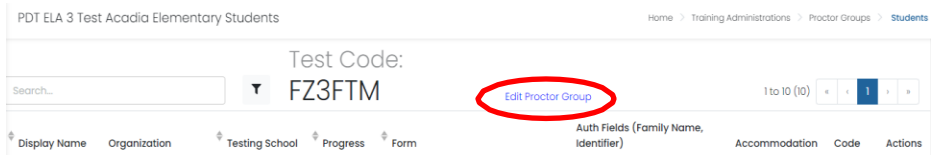
If students need to be added after the proctor group was created, you can add them later.

To manually add student tests to a session:

1. In ADAM, navigate to the proctor group where you will be adding students.
2. Under **Actions** select **Students.**



3. Click **Edit Proctor Group.**



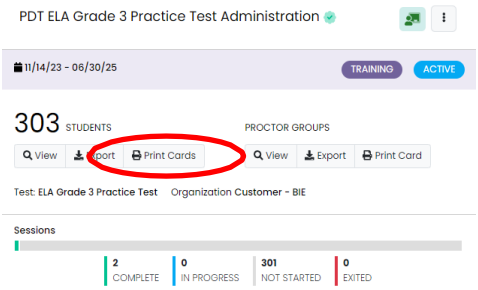
4. Select **+ Add**, add additional students as needed, then click **Close**. Click the **Submit** button to save changes.

4.3 Print Student Testing Tickets and Accessing Seal Codes

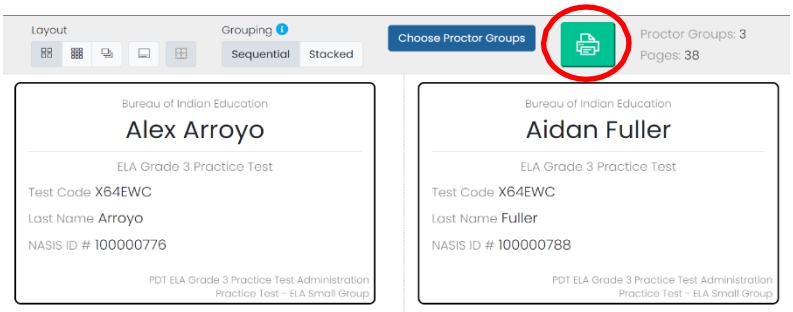
Testing tickets include a login ID and password for each individual student. This information is necessary to log into a test for the Infrastructure Trial.

To print student test tickets:

1. In ADAM, go to the **Test Management** menu on the left side of the screen then select **Training Administrations**.
2. From a given practice test administration select **Print Cards** under **STUDENTS**.

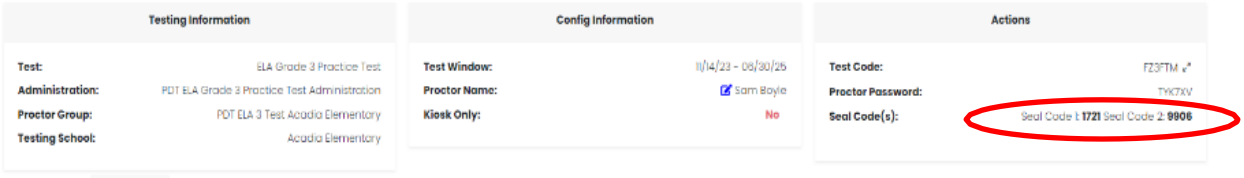


3. Click the **Print** button to print selected test tickets



Seal Codes:

1. Student's will use test tickets to log into the test in TestNav. They will need a seal code to unlock each unit of the test form.
2. All students in the session will use the same seal code for a unit. Each unit will have a separate code.
3. The Test Administrator will need to obtain the Seal Code and provide to the students. The Seal code for each unit can be written on the board (for example).
5. To obtain session seal codes, in ADAM, navigate to the proctor dashboard for a given test administration.

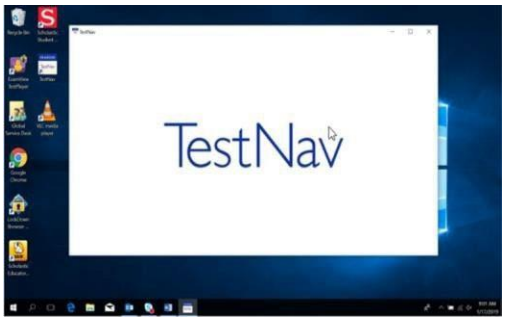


5.0 Monitoring a Proctor Group

3.1 Conduct an Infrastructure Trial at a School

School Test Coordinators will provide Test Administrators with a schedule and instructions for administering the Infrastructure Trial forms. It will take approximately 60 minutes to administer and review the items.

1. **Prepare testing devices**
   Launch TestNav on all testing devices by accessing TestNav App.
   Note: As described in section 3.1 Setting Up for an Infrastructure Trial, ensure that all software applications, including internet browsers, are closed on all student testing devices before this test begins.



2. **Direct test administrators and students to testing locations**
   Direct Test Administrators and students to their assigned computer lab or other testing location.
3. **Distribute student testing tickets**
   After students are seated, read the appropriate administration script and distribute testing tickets when instructed to do so.
4. **Provide Seal Codes**
   Provide students with the unit Seal Code; i.e. write code on the board for that unit.
5. **Read the Infrastructure Trial Script**
   Test Administrators are advised to adhere to the scripts provided in this manual (Appendix C) for administering the Infrastructure Trial. You may repeat any part of these directions as many times as needed while you are delivering the script.
6. **Conduct Testing**
   The script provides instructions for students to login to TestNav and concludes with instructions for students to 'Start Test Now'. This marks the beginning of the Proctor Group.
7. **Supervise test administration**
   During each test, circulate around the room and check to see that students are recording their answers.

3.2 Monitor Sessions

Once a session has been started, there are several actions that may need to be carried out to complete the Infrastructure Trial. These actions include resuming students and marking tests complete. The Test Administrator should have their own device on which to perform these actions. Additional information

for monitoring sessions including screenshots of steps to resume units can be found in the ADAM User Guide here: https://support.assessment.pearson.com/as.

The following table lists the statuses that may appear for test units in the proctor dashboard and a description of what each status indicates.

Test Status Key	
Not Started	The student has not logged in to the test yet, but is ready to log in.
In Progress	The student is currently testing the test unit.
Exited	The student has exited the test. If the student has not submitted their responses for that unit, they will need to be resumed in order to re-enter the test. Students will remain in exited status until all units of the test have been completed.
Submitted	The student has completed all units of the test and the attempt has been submitted for scoring. Note: Infrastructure Trial attempts will not be scored.
Reseat	The student is ready to log back in to the test unit.

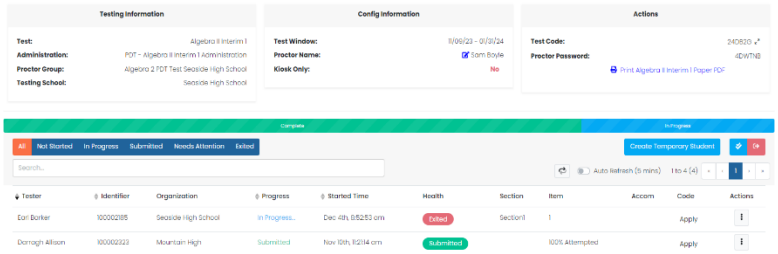
If a student logs out of the session at any point before the test is completed, the student will need to be reseated/resumed before the student can log in again.

Note: For the Infrastructure Trial more than one unit will need to be completed to give students practice using the Seal Code required between units.

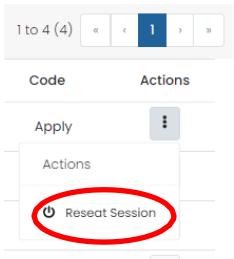
3.3 To Reseat/Resume Students

To resume a student:

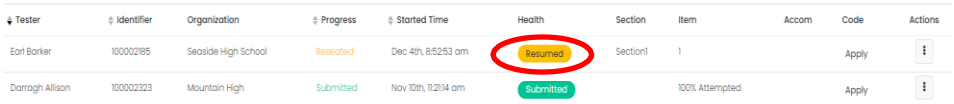
1. In ADAM, navigate to the proctor dashboard.



2. Locate the student in the student list, the under **Actions** select the ellipses and click **Reseat Session**.



3. In the **Health** column the student status will update to **Resumed**.



Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	Accom	Code	Actions
Earl Barker	100002185	Seaside High School	Reseated	Dec 4th, 8:52:53 am	Resumed	Section1	1		Apply	
Darragh Allison	100002323	Mountain High	Submitted	Nov 10th, 11:21:14 am	Submitted		100% Attempted		Apply	

6.0 Follow-Up

Once your Infrastructure Trial has been completed, the computer-based testing team at the school should review all notes from the Infrastructure Trial. Follow-up steps include:

1. Contact BIE customer support on any specific technology issues.
    a. If assistance is needed at any point during your Infrastructure Trial, contact BIE customer support at 1-833-302-9587.
2. Share any notes regarding the need for support with the district computer-based testing team.
3. If requested, confirm with the district that schools have completed the trial successfully.
4. Report any issues that cannot be resolved with assistance from Pearson to the District Test Coordinator.
5. Districts should contact BIE with feedback and/or concerns regarding software or hardware issues.

Appendix A: Technology Quick Guide – Infrastructure Trial

Preparing for an Infrastructure Trial

- ☐ Configure internet firewalls, content filters, and spam filters.
- ☐ Download and configure the appropriate app on each testing device (see directions at https://support.assessment.pearson.com/display/TN).
- ☐ Use App Check in TestNav to verify connection to TestNav.
- ☐ Perform a small-scale, preliminary system trial with school technology staff WITHOUT student participation PRIOR to the Infrastructure Trial.

Conducting an Infrastructure Trial

- ☐ Monitor network performance for slowdowns or ISP bandwidth usage.
- ☐ If using a wireless connection, monitor the connections and verify the access point placement is sufficient for testing.
- ☐ Monitor the Infrastructure Trial to provide feedback to your district.
- ☐ Provide technology support to schools and districts.

After Conducting an Infrastructure Trial

- ☐ Conduct follow up on any identified issues.
- ☐ Evaluate overall results and repeat the Infrastructure Trial as necessary to resolve issues.
- ☐ Provide feedback to your BIE contact if necessary.

Appendix B: Test Coordinator Quick Guide – Infrastructure Trial*

*Steps can vary by role based on how roles/responsibilities are assigned for your district/school.

Preparing for an Infrastructure Trial

- ☐ Confirm that staff participants have received user IDs, passwords, or proctor login credentials to ADAM.
- ☐ Read the Infrastructure Trial Readiness Guide.
- ☐ Read and review all appropriate manuals and user guides.
- ☐ Confirm that all Test Coordinators, Test Administrators, Technology Coordinators and staff members participating in the Infrastructure Trial have completed the appropriate training.
- ☐ Confirm that all Test Administrators, Technology Coordinators and staff members participating in the Infrastructure Trial have read all appropriate manuals and user guides.
- ☐ Provide the URL for the ADAM site to all Test Coordinators, Test Administrators and Technology Support Staff.
- ☐ Develop an Infrastructure Trial communication plan/schedule for each test school/location.
- ☐ Create proctor group(s) for the Infrastructure Trial.
- ☐ Print student testing tickets.
- ☐ Obtain Seal Code information.
- ☐ Distribute the student testing tickets after the students are seated at a testing computer for the Infrastructure Trial.
- ☐ Provide Seal Code to students.

Conducting an Infrastructure Trial

- ☐ Provide guidance/support to Test Administrators as needed.
- ☐ Direct Test Administrators to their assigned testing location.
- ☐ Direct students to their assigned testing location.
- ☐ Monitor and manage the proctor groups.
- ☐ Monitor the Infrastructure Trial to provide any feedback to your district and/or BIE.

After Conducting an Infrastructure Trial

- ☐ Conduct a Lessons Learned meeting to document any challenges or concerns.
- ☐ Provide feedback or concerns regarding software or hardware issues to your BIE contact.
- ☐ If necessary, work with Pearson support for assistance with technology issues.

Appendix C: Infrastructure Trial Test Administrator Script

The Infrastructure Trial is an important opportunity for schools, and students to prepare for the computer-based CCRS assessment administrations. The practice tests will help to familiarize you and your students with the computer-based testing tools, navigating through TestNav, and practicing with different item types. Practice tests provide you and your students with an opportunity to become familiar with CCRS test items.

Test Administrators are required to adhere to the scripts provided in the Test Administrator Manuals for administering the CCRS assessments (this does not apply to the Infrastructure Trial). For the Infrastructure Trial use the following script. Read word-for-word the bold instructions in each Say box to students (i.e., you may not modify or paraphrase the wording in the "Say" boxes). Some of the Say boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by unit and are noted within the administration script.

Test Administrators must make sure they launch TestNav on all testing devices by opening the TestNav app (see details below on the app).

Infrastructure Trial Test Administrator Script

Say	**Today, you will take an Infrastructure Trial assessment. This assessment introduces you to the tools and the format of the computer-based test questions.** **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the INTERNET are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand.**

If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have any questions regarding electronic devices.

Instructions for Logging In

Say	**Please sit quietly while I distribute your student testing tickets.** **Do NOT log in until I tell you to do so.**

Distribute student testing tickets.

Say	**Now, look at your student testing ticket.** **Type the Test Code as shown on your ticket, then select Next.** (Pause.) **Next, type your Last Name and NASIS ID as shown on your ticket, then select Next.** (Pause.) **Confirm the information on the screen, then select Next.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive.

Instructions for Administering Unit (fill in the appropriate unit number)

Say	**Today, you will take Unit one of the CCRS assessment.** **Read each question. Then, follow the directions to answer each question.**

Say	**While answering sample questions, take some time to use each tool found at the top of the screen. You can navigate to the next question by clicking the arrow buttons in the top left corner of the screen.** **Does anyone have any questions about how to navigate between questions?**

Answer any questions

Instructions for Starting the Test

Say	**While answering sample questions, take some time to use each tool found at the top of the screen. You can navigate to the next question by clicking the arrow buttons in the top left corner of the screen.** **Does anyone have any questions about how to navigate between questions?**

Pause to make sure all students are in the correct unit.

Say	**Read the Instructions and enter the Seal Code I have provided in the box at the bottom of the screen.** (confirm all students have the correct Seal Code entered) **Does anyone have any questions about how to navigate between questions?**

Say	**When you reach the end, the click "Submit" button.** **You will then see a message that asks, "You are about to leave this unit and will not be able to return once you exit. Are you sure you want to leave?" Select the "Yes" button.** **When you have completed the unit, and submitted your answers, log out of TestNav.**

Walk around the room and assist students as needed to complete the Infrastructure Trial.

See the Follow-Up section for how to provide your district and Pearson with feedback on your experience in the Infrastructure Trial.

Appendix D: Guides and Manuals for Tech Prep

Guide/Manual	Description	Location
ADAM User Guide	This guide provides information on how to navigate through ADAM.	https://support.assessment.pearson.com/as
TestNav User Guide	This guide provides information needed to run TestNav and a list of error codes students or staff may encounter during the test administration.	https://support.assessment.pearson.com/display/TN