

BIE Summative Testing Management in Pearson Access and TestNav

1. When students have been added to Sessions in Pearson Access, they will be in a Ready status.

STUDENT LIST

Add Students | Print all testing ticket(s) | Refresh | View Accommodations | Export to CSV Filter: No filter applied Search

<input type="checkbox"/>	Student Name	Grad...	SSID	Exception	Accom	Progress	Status
<input type="checkbox"/>	Anderson, Joe	5	147895		Human Signer - Y	0/39	Ready
<input type="checkbox"/>	James, Ezra	5	96321			0/40	Ready
<input type="checkbox"/>	Smith, Abby	5	12369		Human Read Aloud - Y	0/39	Ready
<input type="checkbox"/>	Testerson, Test	5	555555			0/40	Ready

30 items per page Showing 1 - 4 of 4

2. Students will be provided their username and password on their printed testing ticket.

The seal codes for each unit of the test are also provided here but should not be given or presented to the students until they are ready to begin each unit/section.

STUDENT LIST

Add Students | **Print all testing ticket(s)** | Refresh | View Accommodations | Export to CSV

STUDENT TESTING TICKET (THIS IS A SECURE DOCUMENT)

Student Name: Anderson, Joe
Student Identifier (ID): 147895
Session: Summative CBT Test Session - G5
Test: Grade 5 Math

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device.
Please wait for the instructions from the proctor before proceeding.

➡ Select BIE PRD in the application.
TestNav Username: 5341708361
TestNav Password: 144050
Testing Device: _____

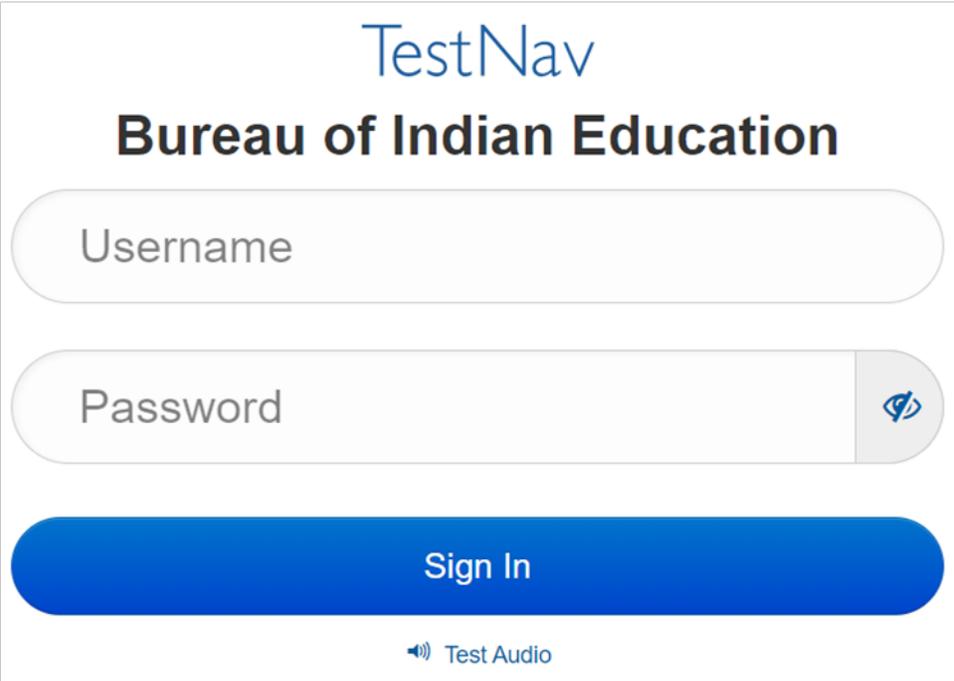
Seal Codes

Seal Codes are unique to each test session and necessary to unlock a specific section in that session. Only share or display a section Seal Code when you are ready for students to begin testing that section.

Seal Code for each section is listed below.

- Unit 1: 3902
- Unit 2: 5892
- Unit 3: 8125

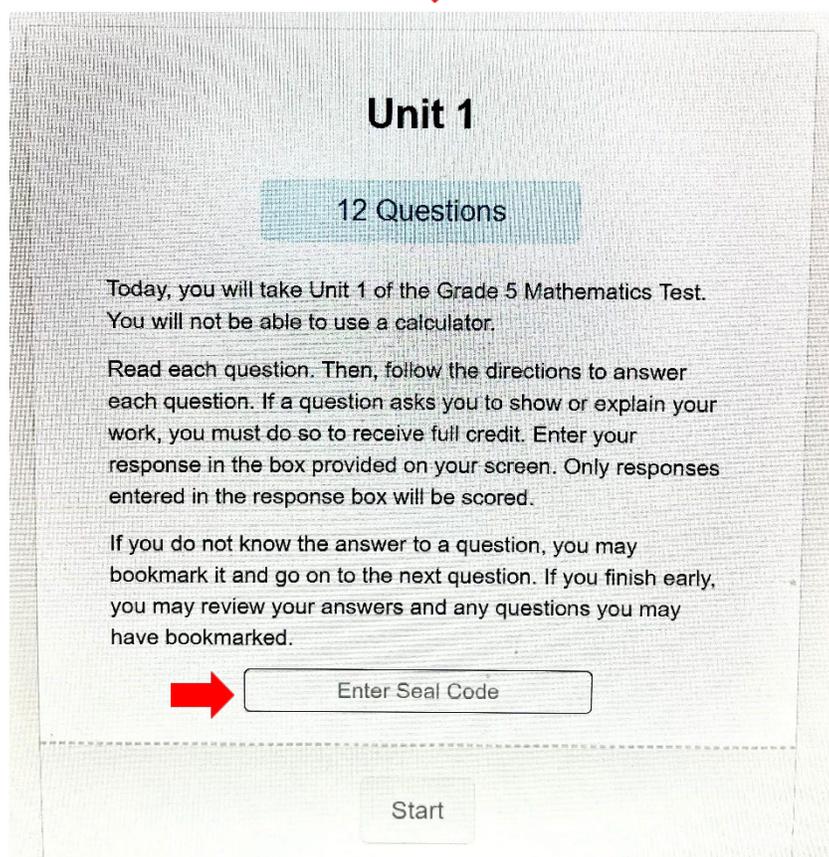
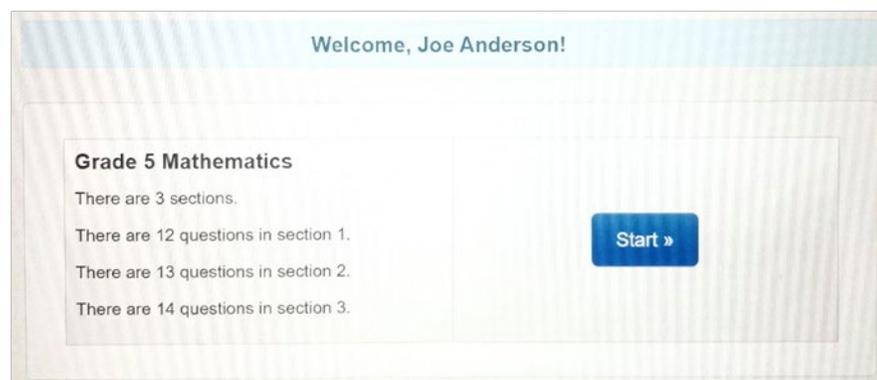
3. Once the student has been provided their username and password on the testing ticket, they will be able to log in to TestNav.



The image shows a login interface for TestNav. At the top, the text "TestNav" is displayed in a blue font, followed by "Bureau of Indian Education" in a bold black font. Below this, there are two input fields: "Username" and "Password". The "Password" field has a small icon of an eye with a slash through it, indicating a toggle for password visibility. Below the input fields is a large blue button labeled "Sign In". At the bottom of the interface, there is a small speaker icon followed by the text "Test Audio".

4. After logging into TestNav students will be provided information on the unit they are about to begin, including the number of questions and directions.

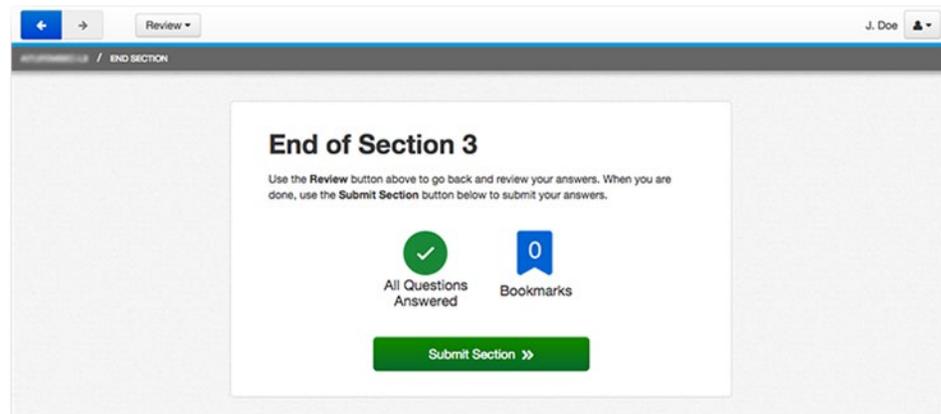
At the bottom of the screen is a field where students will enter the seal code for that unit/section.



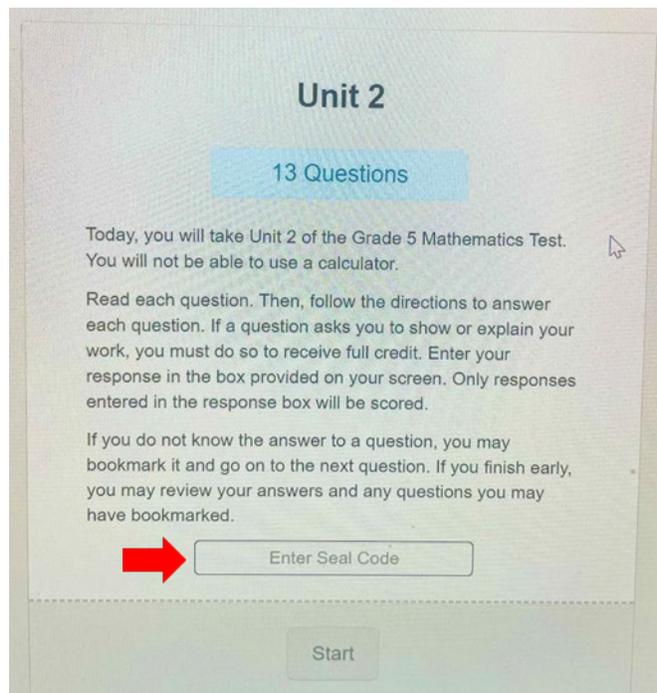
5. Once a student has begun their test in TestNav, they will be in an Active status in Pearson Access.

Section ⓘ	Progress	Status ⚙
	Unit 1 11/20	Active
	Unit 1 11/20	Active
Section 1	Unit 1 0/20	Ready
Section 1	Unit 1 0/20	Ready
Section 2	Unit 2 11/20	Exited

6. Once the student has answered every question in a particular section, they will be prompted to Submit Section. Once they select Submit Section, a Section Exit Warning window will appear, and they will select Yes to submit.

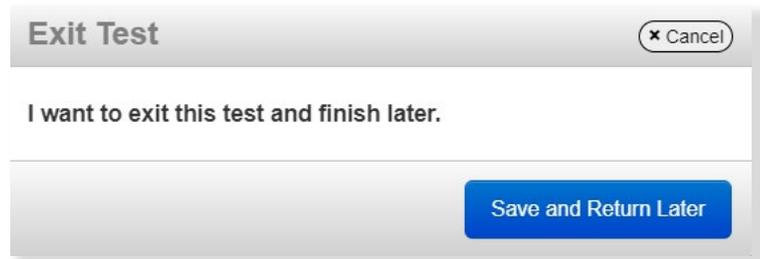
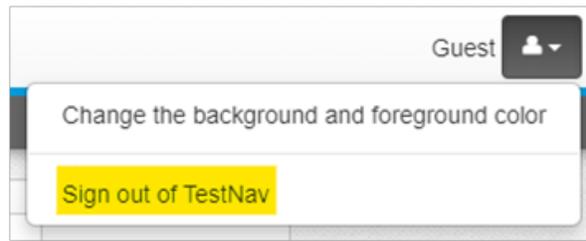


7. After submitting a section, the student will move to the next unit and again be prompted to enter a seal code. This process will repeat for every unit/section with a seal code required.



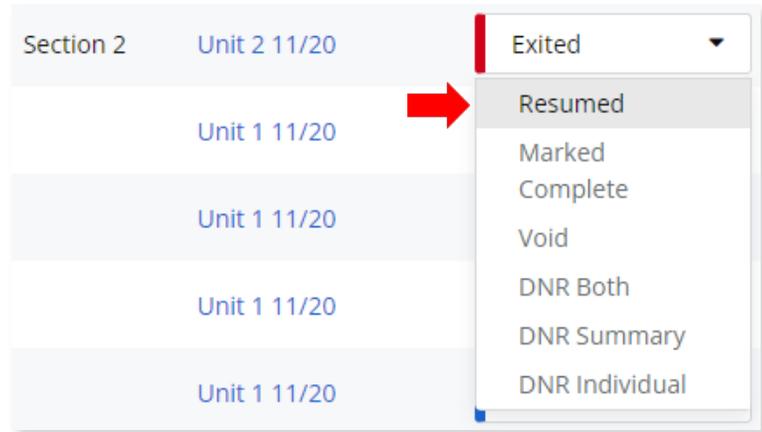
8. At any time, a student can log out of TestNav by clicking the down arrow in the upper right corner. An Exit Test window will appear, and the student can select Save and Return Later.

The student's status in Pearson Access will then update to Exited.



Section 1	Unit 1 0/20	Ready
Section 1	Unit 1 0/20	Ready
Section 2	Unit 2 11/20	Exited
	Unit 1 11/20	Active
	Unit 1 10/20	Active

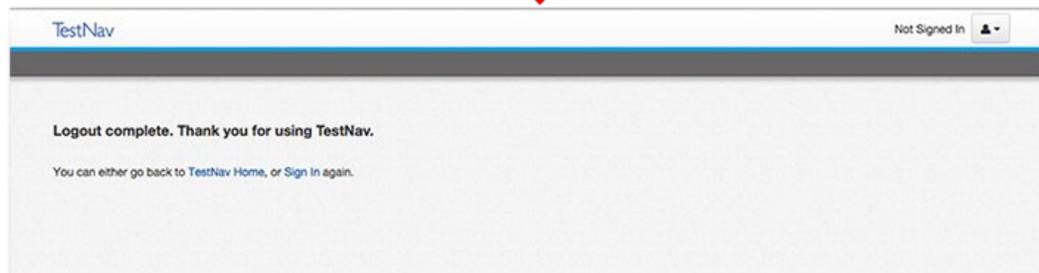
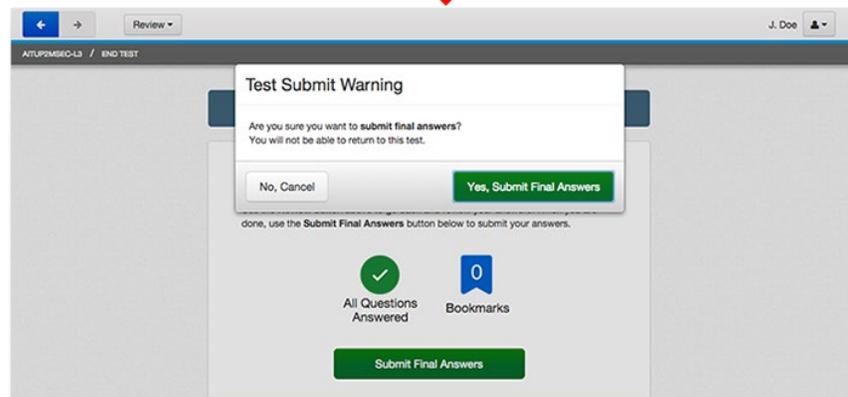
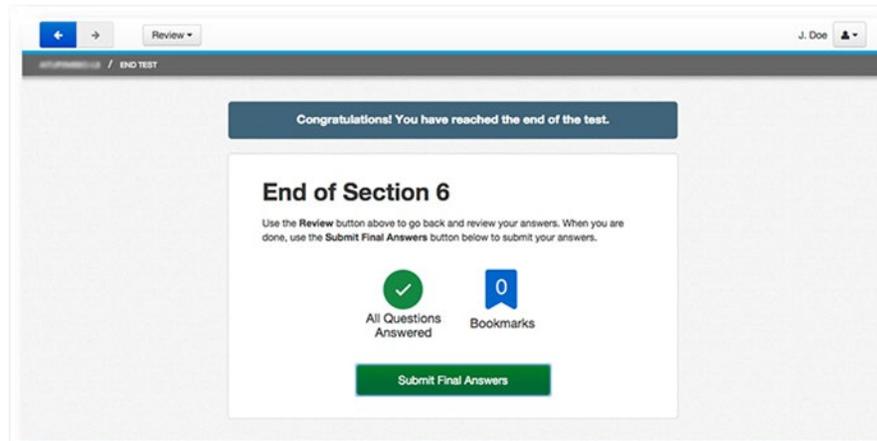
9. If a student logs out of TestNav and is in an Exited status in Pearson Access, they will need to be set to a Resumed status to log back into TestNav. They will resume in the same unit/section as when they logged out.



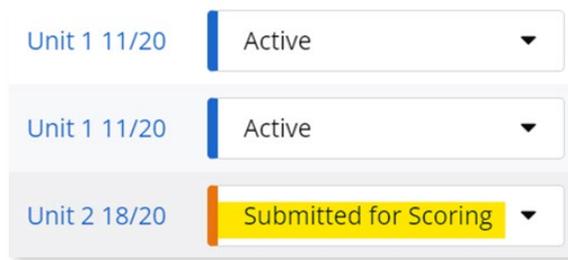
10. Once a student has completed all units/sections of their test in TestNav they will be prompted to Submit Final Answers.

After selecting Submit Final Answers, a Test Submit Warning window will appear and the student will need to select Yes, Submit Final Answers.

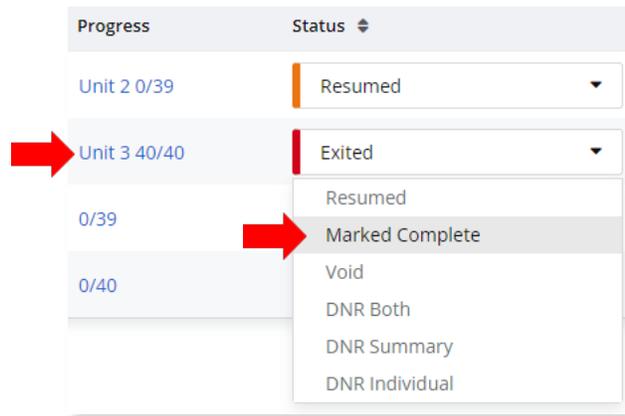
The test will be submitted, and the student will be logged out of TestNav automatically.



11. After submitting their final answers in TestNav, the student's status will be Submitted for Scoring in Pearson Access.



12. Student tests should be manually set to Marked Complete in Pearson Access **only if** the student was unable to submit their completed test in TestNav. Students that completed their test but were unable to submit will be in an Exited status.



Detailed Progress Download X

Session Name: Summative CBT Test Session - G5
Student Name: James, Ezra

Question	Visited	Time Spent (min:sec)	Question Status	Section
Unit 1 Completed				
Question 1	Visited	0:08	Answered	Unit 1
Question 2	Visited	0:02	Answered	Unit 1
Question 3	Visited	0:15	Answered	Unit 1
Question 4	Visited	0:01	Answered	Unit 1
Question 5	Visited	0:10	Answered	Unit 1
Question 6	Visited	0:04	Answered	Unit 1
Question 7	Visited	0:02	Answered	Unit 1
Question 8	Visited	0:03	Answered	Unit 1
Question 9	Visited	0:01	Answered	Unit 1

By selecting Progress, you will be able to view each Unit that has been Completed and all questions that have been Visited and Answered.