

ISASP Testing Schedule

Monday, April 7

8:15-9:30	Reading (70 min)
9:35-10:13	1st period
10:17-10:54	2nd period
10:58-11:35	3rd period
11:35-12:00	A Lunch
12:04-12:52	5th period A Lunch
11:39-12:27	5th period B Lunch
12:27-12:52	B Lunch
12:56-1:26	4th period
1:30-2:00	6th period
2:04-2:35	7th period
2:39-3:10	8th period

Tuesday, April 8

8:15-9:30	Math (70 min)
9:35-10:13	1st period
10:17-10:54	2nd period
10:58-11:35	3rd period
11:35-12:00	A Lunch
12:04-12:52	5th period A Lunch
11:39-12:27	5th period B Lunch
12:27-12:52	B Lunch
12:56-1:26	4th period
1:30-2:00	6th period
2:04-2:35	7th period
2:39-3:10	8th period

Wednesday, April 9

8:15-9:30	Language & Writing (70 min)
9:35-10:34	1st period
10:38-11:35	3rd period
11:35-12:00	A Lunch
12:04-12:52	5th period A Lunch
11:39-12:27	5th period B Lunch
12:27-12:52	B Lunch
12:56-1:26	Intercession
1:30-2:10	7th period
2:15-3:10	Mass

Thursday, April 10

8:15-9:30	Science (70 min)*
9:35-10:34	2nd period
10:38-11:35	4th period
11:35-12:00	A Lunch
12:04-12:52	6th period A Lunch
11:39-12:27	6th period B Lunch
12:27-12:52	B Lunch
12:56-1:26	Intercession
1:30-2:10	8th period

*late arrival for students in 7th, 9th, 11th, and 12th grades - students in those grades who are at school should report to their testing room

*The time given is the recommended time for testing plus 5 minutes for handing out and picking up tickets and reading directions.

*Please record who is absent and for what tests they are absent for.

*Students in grades 7, 9, 11, and 12 will be allowed late arrival on Thursday.

*Lunch count should be taken asap at the beginning of 1st period/block.

Students must be logged out of their Google account in order to log in.

Teaching Assignments

7th

Coffin (Almeida-Cronk)
Fedoris (Deters-Harney)
Goldsmith (Hesseltine-McConnell)
Boland (McGrane-Santos)
Wallace (Scott-Wilhelm)

8th

Conlon (Agassi-Contreras)
Kahler (Crigger-Gay)
Lazarre (Gbaguidi-Leza-Parks)
Arp (Livorsi-Rushton)
Yoder (Segbo-Zhou)

9th

Barnes (Aguilar-Hagarty)
Kunz (Hartzler-La Grange)
Moore (Lacina-Pontzer)
Sprengelmeyer (Quinlan-Zahasky)

10th

Jansen (Almeida-Corbett)
Helm (Cutter-Kirk)
Opiola (Klein-Shetler)
Staab (Shey-Wiltgen)

11th

Hepperly (Carmichael's room;
Beard-Gomez)
Hill (Gong-Luong)
Welter (Martini-Schemmel)
Elsbury in Library (Slager-White)

Sr Trip: Lewis, Moeller

Calculator Policy

Students taking either the paper or online ISASP are permitted to use locally approved calculators. This includes the calculators that students use during regular instruction EXCEPT the following:

- No smartphone/smart watch/tablet/computer apps, devices where notes or programs can be typed or stored, devices where pictures can be stored, devices with cameras, or devices with internet access. These devices are prohibited while taking all ISASP assessments.
- No calculators with Computer Algebra System (CAS) capabilities.
- No calculators with QWERTY format letter keys.
- Examples of prohibited calculator models include the following. This is not an exhaustive list.
 - TI-83, TI-84, TI-89, TI-92
 - HP Prime, HP 48GII, HP 40G, HP 49G, HP 50G
 - ClassPad 300, ClassPad 330, ClassPad 400, Algebra fx 2.0

Monitoring Student Testing

Proctors can view student testing status, as needed, from the Students in Sessions page in PearsonAccessnext. To view the status of individual students:

1. Log in to PearsonAccess at <https://ia.pearsonaccessnext.com/customer/index.action>. Your user name should be your regina.org email address.
2. From **Testing > Students in Sessions**, add a session(s) to the Session List. Sessions are in the format of grade then test (i.e. 7TH GRADE MATH).
 - a. If students in different test sessions are testing in the same room, you can monitor multiple test sessions simultaneously by adding the relevant test session to the Session List and selecting **Combined View** from the top of the Session List.
3. Select **Refresh** to update the data displayed.
4. Search for the student(s) whose status you want to view. View the student's status in the **Student Test Status** column.
 - a. To view more detailed information about the student's test and item progress, select the student's test status. The **Student Test & Item Progress** screen will display.
 - b. To only view the students in your room, check the box next to each student's name then click the Select Tasks pull down and Student Test Statuses then Start.

A Student Test Status Key appears on the Students in Sessions page by individual test session for quick reference. A table in the Test Administrator Manual (p. 101) provides a complete student status list and explanations. See the Monitor or Change Student Test Status page for additional details, as needed.

Resuming a Test

When testing over multiple days or signing back in to TestNav after a break, tests must first be resumed in PearsonAccessnext. Only students in Active or Exited status can be resumed. To resume a test:

1. From **Testing > Students in Sessions**, add a session to the Session List.
2. There are two ways to resume a test: (1) resume all student tests or (2) resume an individual student's test.
 - a. To resume all student tests: Select the checkbox at the top on the left of the student data grid or the checkboxes next to individual students. Note: If you select the checkbox at the top on the left, it will automatically select all the students on that page (up to 25 students). If you have more than 25 students in your test session, at the bottom of the page, select the next page to select additional students before proceeding to the next step.
 - i. Select the dropdown menu to the right of the **Start** button and select **Student Test Statuses**.
 - ii. On the resume Student Tests tab, select the checkbox at the top on the left of the student data grid to confirm your selections. Select **Resume**.
 - b. To resume an individual student's test: In the **Student Test Status** column, select the dropdown next to the student's status and select either **Resume** or **Resume Upload** (only one option will display, and the displayed option depends on how the student exited the test).

When resuming a test, students will use the same testing ticket to sign back in to TestNav. When the student signs back in, he or she will select Resume to continue testing.

Troubleshooting

Occasionally, students encounter technical issues during online testing. Ensure you know the plan for contacting technology staff, or other district staff, as needed, if issues arise so that you can continue actively monitoring other students who are successfully testing. It is not possible to provide specific guidance for all emergencies and irregularities, but the welfare of students is the primary concern. Whatever action might need to be taken should put the health and safety of students first. Secondly, test security must be maintained.

The following are some quick troubleshooting steps that may be followed when providing assistance.

- If a student is repeatedly exited from TestNav:
 - Have the student try signing in again (confirm the test is resumed and unlocked in PearsonAccessnext first and the student is using the correct username and password).
 - Move the student to a different device - if possible, one that has been used successfully for testing.
 - Carefully monitor the actions the student is taking when signing in or navigating in the test.
- Refer to the Troubleshooting for Online Testing page for a list of the most common issues that occur during online testing and how to address them.
- Refer to the Error Codes page for information on specific TestNav error codes.

If an issue occurs, note the grade, subject, test session, and District-assigned Student ID number. Kelly will call Pearson customer support and inform them you have a live testing issue. To more quickly identify the issue, support may request TestNav and system log files from the device.

Note: The content of the test itself should never be referenced, captured as an image, or emailed within the school or district or in communication with ITP or Pearson because doing so is a breach of security.

Students Who Do Not Finish

The recommended time may not be enough time for students to complete their test. Due to time constraints and in order to allow the other students to move on, these students will be allowed to finish their test later in the day.

Please be sure that these students do not submit their tests. We will call them out of their afternoon class(es) to finish their test(s).

After Testing Tasks

Collect all test materials, including student testing tickets and scratch paper. Securely dispose of these materials.