

2024-25 Guam Infrastructure Trial

Setting Up for an
Infrastructure Trial



Technology Setup

Please refer to the **Technology Quick Guide – Infrastructure Trial** to make sure all the technology related steps were implemented prior to the STC Infrastructure Trial.

Click on the **Technology Setup > Infrastructure Trial**:

<https://guam.mypearsonsupport.com/tech-setup.html>





2024 Guam District-Wide Summative Assessment

Technology Setup

Please follow this quick guide to ensure your school is ready for the test administration.

Setting Up for an Infrastructure Trial
Prior to beginning the Infrastructure Trial, School Test Coordinator (STC), 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.

1 Network Requirements and Guidelines
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, but not limited to:

- *.testnav.com:80
- *.testnav.com:443
- *.pearsonestcontent.com:80
- *.pearsonestcontent.com:443
- *.chime.aws
- TCP:443
- UDP:3478
- *.adamexam.com
- *.usertrust.com
- *.comodoca.com
- *.thawte.com
- *.google-analytics.com (optional)

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 OS X Three finger tap gesture on MacBook
- Other apps (e.g., Game Bar, Grammarly, etc.)

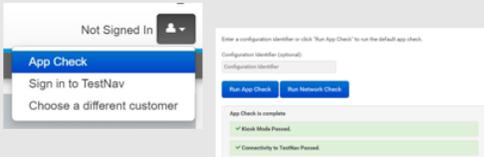
For additional TN requirements visit the following link: [TestNav System Requirements](#)

2 Step 2 - Download TestNav Apps on each Testing Device
The TestNav App can be downloaded from [Download TestNav](#)

3 Step 3 - Security
For the Guam 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 Guam sign in page, once open click the user icon in the top right and choose “App Check” from the menu.



App Check will verify connection to TestNav. Detailed instructions can be found at: [Run App Check](#)



Training Administrations in ADAM

The screenshot displays the ADAM system interface for Training Administrations. The left sidebar shows a navigation menu with 'Test Management' and 'Training Administrations' highlighted in red. The main content area shows a card for 'PDT G3: English Language Arts PT Training Test Administration' with a purple 'TRAINING' button and a blue 'ACTIVE' button. Below the card are sections for 'STUDENTS' and 'PROCTOR GROUPS', and a 'Sessions' bar chart showing 3 Complete, 4 In Progress, 3 Not Started, and 1 Exited.

- The purpose of the *Infrastructure Trial for STCs* is to conduct a simulation of the steps that need to be taken to successfully administer the Guam District-Wide Summative. Infrastructure trials are designed to identify any gaps with your setup **BEFORE** the start of the actual test window. Please follow all steps in this guide to fully complete the Infrastructure Trial, all the way through to launching the **Training Test**.
- A "generic" training test (G3 ELA) was assigned across all **Training Administrations**. Students will access/launch this test but will not have to take the test.
- Is important to note that the **Training Administration** cards have a purple hue. This differentiates them from the operational Test Admin Cards. **No activity should happen outside of the Training Administrations tab.**
- Let's kick-off the Infrastructure Trial by **Logging into ADAM** and navigating to **Test Management**, then **Training Administrations**.

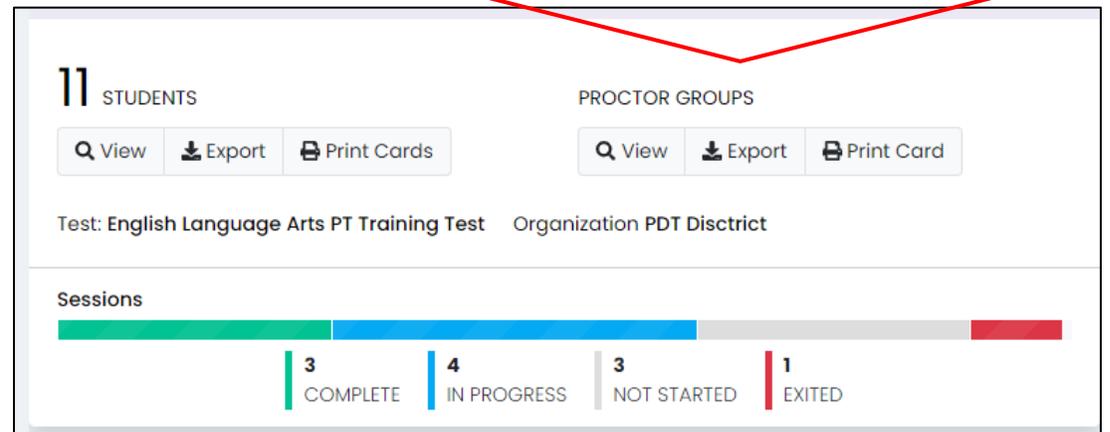
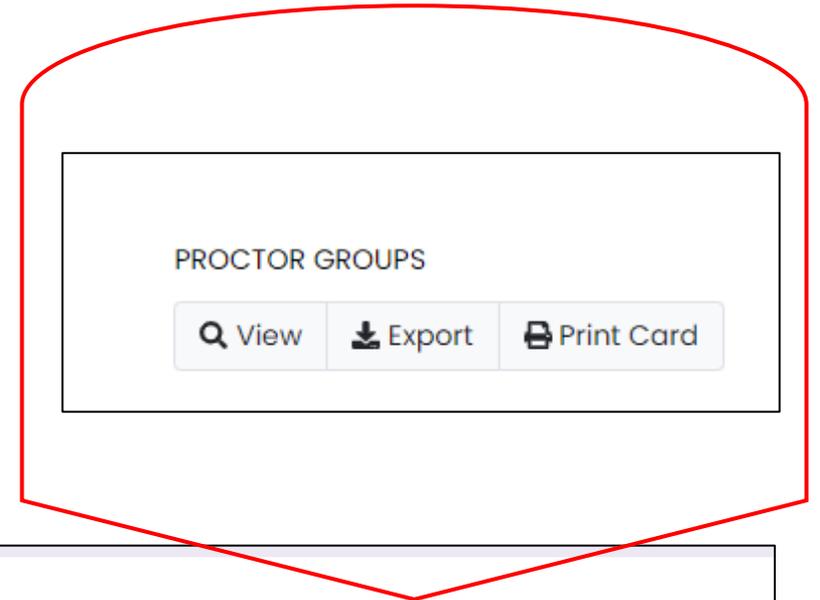
Proctor Groups



Proctor groups in ADAM are groupings of students, created by School Test Coordinators, that will be testing together and/or be tested by the same test administrator or proctor.

Students can be grouped by:

- Administration consideration (i.e. small group)
- Subject

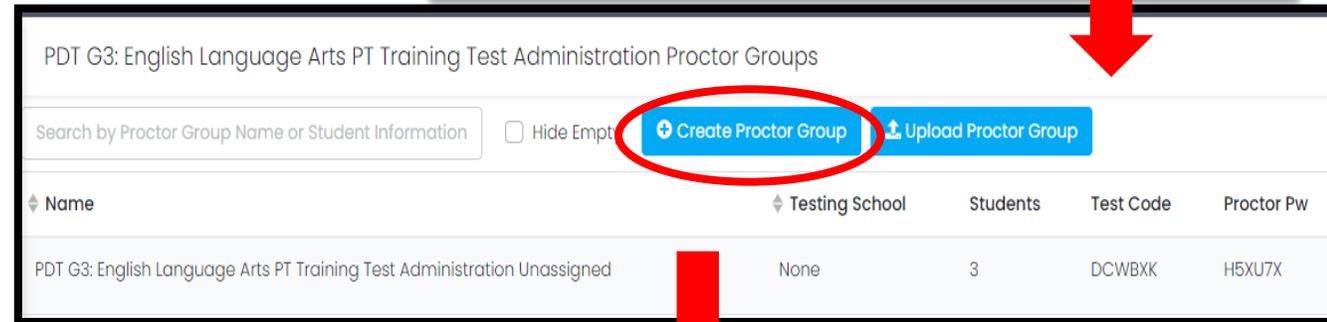
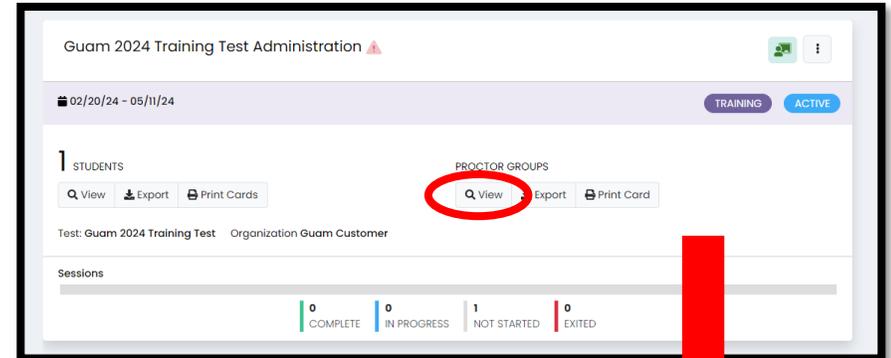


Creating Proctor Groups

Open **View** Proctor Groups. All students will be assigned to the **Unassigned** proctor group by default. You will need to create proctor groups for your proctors for the purpose of this infrastructure trial.

To create a proctor group :

1. Select **Create Proctor Group**.
2. Complete the Proctor Group Config.
3. Add students to the proctor group by clicking the + button. Select students that will be participating in the infrastructure trial. (note: make sure that you are selecting enough students to test all the devices that will be used during the test window. Students should only take 1 infrastructure Trial Test)
4. Click **Submit** to save the new proctor group.



Proctor Group Config
This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

Select Your District

Select Your School

Students (0)

None



Proctor Group Upload



As an alternative to creating each proctor group in the ADAM, STCs can use the **Upload Proctor Group** option to create proctor groups through a bulk file upload.

Guam 2024 Training Test Administration 2 Proctor Groups Home > Training Administrations > Proctor Groups

Search by Proctor Group Name or Student Info Hide Empty [+ Create Proctor Group](#) [↓ Upload Proctor Group](#) 1 to 3 (3) « ‹ 1 › »

Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
Guam 2024 Training Test Administration 2 Unassigned	None	1250	3WQVKW	TV3TN4	Not Started	Students
Grade 3-Testing	PVFE Dist1 Sch1	5	5GPSH5	KB3CZ5	Not Started	Students Proctor
Group 03 Infrastructure Trial	PVFE Dist2 Sch2	10	S4Y4WF	7QD7XK	Not Started	Students Proctor

Proctor Group Upload



After selecting **Upload Proctor Group**, you'll be taken to a new screen that provides step-by-step instructions on downloading the template file, updating the file, and uploading into ADAM.

Create Proctor Group via CSV

Follow the instructions to create/modify proctor groups.

<p>Step 1:</p> <p>Select if the template file should include all students in the administration or only those not already in a proctor group, then click the button to download the template file.</p> <p><input type="radio"/> All Students <input type="radio"/> All Unassigned Students</p> <p>Click to download template</p> <p>The file download is named using the Admin Name and Date. (e.g., PDT ELA Grade 3 Practice Test Administration_05_01_2021.csv)</p>	<p>Step 2:</p> <ul style="list-style-type: none">• Open the file using Sheets, Numbers, or Excel.• In column 'testing_org_id', set the testing school for each student• In column 'new_proctor_group_name', assign a proctor group name for each student.<ul style="list-style-type: none">• If left blank, the student will be moved into the Unassigned Proctor Group.• If an existing name is used, students are added to that group• Save the modified file as a .csv (comma separated values)
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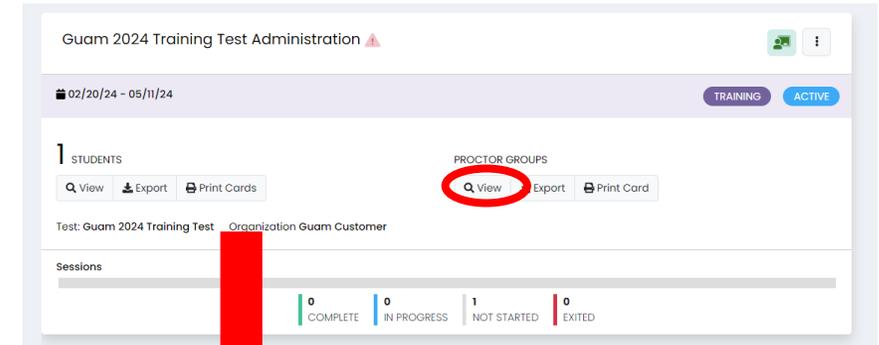
Step 3: Upload the modified file into ADAM.

Choose a file or drop it here... [Browse](#)

 Refer to **ADAM Training for Principals and School Coordinators** for more details.

Add Students to Existing Proctor Groups

1. Go to Test Management and select Training Administrations.
2. In the appropriate administration card, select **View** under Proctor Groups.
3. Select **Students** under **Actions**.
4. Select **Edit Proctor Group**.
5. Select the + icon to assign additional students.



Guam 2024 Training Test Administration Proctor Groups

Search by Proctor Group Name or Student Information Hide Empty Create Proctor Group 1 to 3 (3)

Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
Guam 2024 Training Test Administration Unassigned	None	0	A7KCBT	UWUZJK	No Students	Students
Julia	Westbrigde Elementary	0	EV77TV	XVE3KU	No Students	Students Proctor
Guam Sample school	Mountain High	1	5URXVP	A	Not Started	Students Proctor

Guam Sample school Students

Search... Test Code: 5URXVP Edit Proctor Group 1 to 1 (1)

Display Name	Organization	Testing School	Progress	Form	Auth Field	Accommodation	Code	Actions
Bill Hampton	Independence Secondary School	Mountain High	Not Started	Guam 2024 Training Test - 24ELALOTRGU				Apply

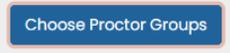
Students (1)

First Name	Last Name	Progress	Actions
Bill	Hampton	Not Started	





Printing Test Cards

1. Locate the administration card, and then select **Print Cards** in the **STUDENTS** section.
2. Select the proctor group or groups you want to print. 
3. You can select various formatting options:
 - a) Layout - Select 2 by 4, 3 by 6, or 1 per page.
 - b) Toggle title pages for each proctor group - Select to **include title pages** for each proctor group. This prints a roster for the proctor (**The Proctor Roster List**).
 - c) Toggle borders - Select whether to include dashed borders (guides for cutting the cards).
 - d) Grouping - Sequential or Stacked. Select the information icon to see formatting conventions for each option.
4. Select the **Print** button.

The screenshot displays the 'Guam 2024 Training Test Administration' interface. At the top, it shows the test name and dates (02/20/24 - 05/11/24) with 'TRAINING' and 'ACTIVE' status buttons. Below this, there are two sections: 'STUDENTS' and 'PROCTOR GROUPS'. In the 'STUDENTS' section, the 'Print Cards' button is circled in red. A red arrow points from this button to the 'Choose Proctor Groups' dialog box. This dialog box lists two proctor groups: 'PDT Grade 3 Math Jorge' and 'PDT Grade 3 Math Sheila', each with a '(5)' and a checked checkbox. Below the dialog box, there is a 'Layout' section with icons for different card layouts, a 'Grouping' section with 'Sequential' and 'Stacked' options, and a 'Print' button circled in red. A red arrow points from the 'Print' button to the final test card preview. The preview shows a card for 'Bill Hampton' with the test code '5URXVP' and the school name 'Guam Sample school'. The right side of the preview is labeled 'Blank'.



Get Teachers Involved

Proctor Roster List

Student Cards

Administration: PDT: Grade 3 English Language Arts PT Administration
 Proctor Group: PDT: Grade 3 English Language Arts PT Administration Proctor Group

Test Code **GJH7AV** Proctor Password **35B45M**

Student	Last Name	Accommodations
1. Student 6 PDT	PDT	Medical Supports
2. Student 7 PDT	PDT	
3. Student 8 PDT	PDT	
4. Student 9 PDT	PDT	
5. Student A PDT	PDT	Dynamic Text To Speech

Page 2

Guam

Student 6 PDT

PV Grade 3 English Language Arts PT

Test Code GJH7AV

Last Name PDT

Student ID 66666

PDT: Grade 3 English Language Arts PT Administration
 PDT: Grade 3 English Language Arts PT Administration Proctor Group

Guam

Student 7 PDT

PV Grade 3 English Language Arts PT

Test Code GJH7AV

Last Name PDT

Student ID 77777

PDT: Grade 3 English Language Arts PT Administration
 PDT: Grade 3 English Language Arts PT Administration Proctor Group

Guam

Student 8 PDT

PV Grade 3 English Language Arts PT

Test Code GJH7AV

Last Name PDT

Guam

Student 9 PDT

PV Grade 3 English Language Arts PT

Test Code GJH7AV

Last Name PDT

Task 1: Verify the Proctor Roster list contains all the students that need to be in that specific Proctor Group for this infrastructure trial.

Task 2: Provide the Proctor Roster List and Student Cards to the Teachers. They will login using their Launchpad Account to access ADAM and administer the training test from the Proctor Dashboard (see Teacher Training videos).

Working in the Proctor Dashboard

The Proctor Dashboard is the one-stop-shop for **teachers** to allow students into the test, monitor student progress, create temporary student records, and update student statuses as needed.

This section of the dashboard is divided into three main areas:

- Testing Information:** Displays details about the current test, including the Test Name (English Language Arts PT Training Test), Administration (PDT G3: English Language Arts PT Training Test Administration), Proctor Group (PDT_G3_ELA_T. Sheila), and Testing School (PDT School).
- Config Information:** Shows the Test Window (03/02/24 - 05/11/24), Proctor Name (with a user icon), and Kiosk Only status (No).
- Actions:** Contains the Test Code (FW4MTR) and Proctor Password (KG5XHV).

This section displays a table of student sessions with various filters and controls.

Filters: All, Not Started, In Progress, Submitted, Needs Attention, Exited

Search: Search...

Controls: Refresh, Auto Refresh (5 mins), 1 to 3 (3), Page 1 of 3

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	Accom	Code	Actions
Student 1 PDT	11111	PDT School	In Progress...	Mar 2nd, 3:19:13 pm	Not Started	None	None			⋮
Student 2 PDT	22222	PDT School	Not Started	Not Started		None	None			⋮
Student 3 PDT	33333	PDT School	In Progress...	Mar 3rd, 3:46:10 pm	Not Started	None	None			⋮

The Proctor Dashboard has three (3) main sections:

-  Assessment Information
-  Progress Bar
-  Student Session List

During Testing – Progress Status Review

The progress column displays the students' progress as one of the following:

Not Started – The student has not signed into test.

In Progress - The student has signed into the test. No action is needed by the proctor.

Submitted - The student has completed the test and submitted their answers.

Reseat – The proctor has reseated the student(s). The student has not yet signed back into the session. No action is needed by the proctor.

Needs Attention – The student login in TestNav, needs Proctor approval to start the test.

Exited – Student was exited from a test, the proctor needs to reseated.



During Testing – Test Health Review

Health tells the proctor if the student is interacting with the test. Health can display one of the following values:

Not Started – The student has not signed into the test. No action is needed by the proctor.

Submitted - The student has completed the test and submitted their answers.

In Progress - The student has signed in to the test. The student has recently interacted with the test.

Exited - The student has exited TestNav, and a proctor must reseal them before they can log in to the test again.

Resumed – The student has resumed their test session.

During Testing – Actions Review

After the assessment session has started, a set of buttons appears in the Actions column for each student. Proctors use these buttons to control individual student's sessions:

Approve Session: Proctors can approve the entry of student to the test.

Reseat Session – Proctors can select this if a student exits TestNav before submitting their test or if something interrupts a student's session. This might include a computer issue, session timeout, or an unexpected error. Reseating allows the student to re-enter their test code and SSID to continue taking their test.

Submit Session - Proctors can select this if a student finishes their test but does not submit the test before exiting.

Exit Session –Proctor can exit a student from a session.



Student Experience in TestNav

1. Reminder: Students should only participate in the Infrastructure Trial once. This will give them the experience of launching a test through the TestNav App.
2. Proctor will distribute the **Student Test Cards** to the students
3. Students will enter the **Test Code** provided by the STC on a board or by referencing their Student Test Card
4. Next page will ask the student to enter their Last Name and Student ID (also located on their Student Test Card).
5. Lastly, the student will confirm Test and their Name, then click **Next** to start the test.

The screenshot shows the TestNav app interface for the location 'Guam'. At the top is the TestNav logo (a stylized 'A' with a checkmark). Below the logo, the word 'Guam' is displayed in a large font. Underneath, it says 'To begin a test you will need to enter a test code.' There is a text input field labeled 'Test Code' with a horizontal line below it. At the bottom of the screen, there is a 'TEST AUDIO' button with a speaker icon and a 'NEXT' button.



The screenshot shows the TestNav app interface for the 'English Language Arts PT Training Test'. At the top is the TestNav logo. Below it, the test title 'English Language Arts PT Training Test' is displayed, followed by the instruction 'Enter your information before continuing.' There are two text input fields: 'Last Name' with the placeholder 'Enter your last name' and 'Student ID' with the placeholder 'Enter your identifier'. At the bottom of the screen, there are 'BACK' and 'NEXT' buttons.



The screenshot shows the TestNav app interface for the 'Confirm' screen. At the top is the TestNav logo. Below it, the word 'Confirm' is displayed, followed by the instruction 'Click Next when you are ready.' There are two text input fields: 'Test' with the value 'English Language Arts PT Training Test' and 'Your Name' with the value 'Student 3 PDT'. At the bottom of the screen, there are 'QUIT' and 'NEXT' buttons.

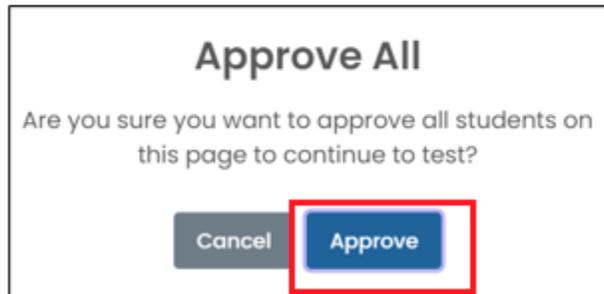
Teacher Approves Entry to Test

1. The Teacher can approve students' entry to test individually or all sessions at the same time through the Proctor Dashboard.
2. Please make sure that **all students enter the test, navigate through the test, and submit the test**. This ensures that the devices the students are using for the STC Infrastructure Trial are ready for the actual Test Window.

All Sessions approval

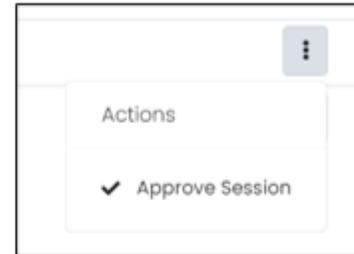


Press the **Approve All Session** button.

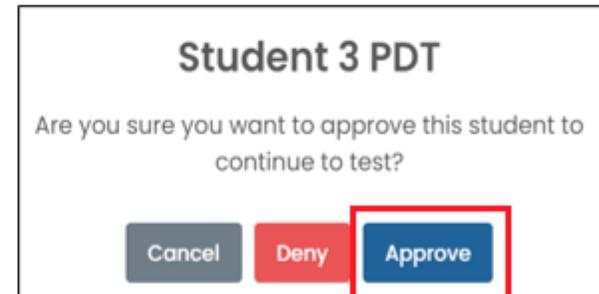


A confirmation message will appear, if you wish to approve the entry of all students press **Approve**.

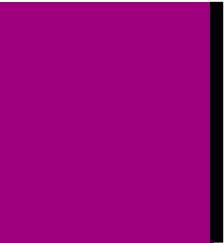
Individual session approval



Click on **Approve Session**, found under **Actions**, to approve the student to enter their test.



A confirmation message will appear for final approval to allow the student to start their test, press **Approve**.



Reminder

1. **Accommodations Setup** is not part of the Infrastructure Trial. Ensure that the appropriate amount of time is dedicated to setting up accommodations and designated supports for students that will need them.
2. Please reference the **Guam Portal Site** for additional guides/manuals: <https://guam.mypearsonsupport.com/admin-resources.html>



Pearson