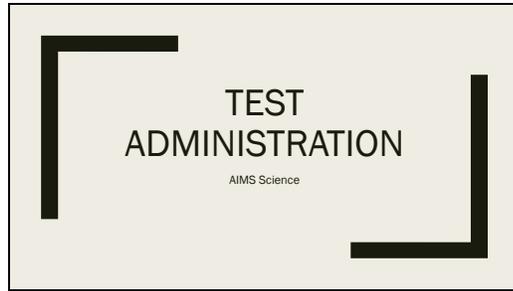
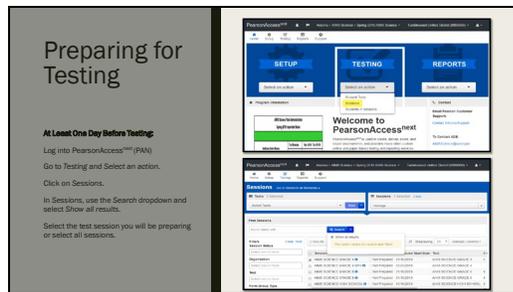


Slide 1



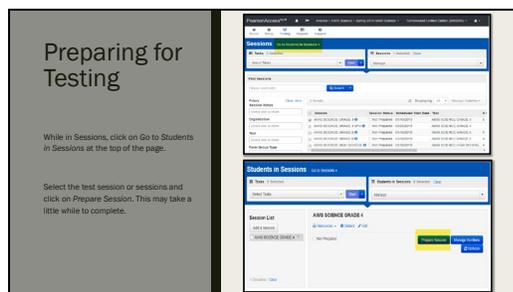
This presentation is for those who will be administering the AIMS Science test. It will cover the procedures for preparing for testing, starting a test session, pausing a test, resuming a test, and submitting a test. All procedures can be found in the PAN User Guide on the PearsonAccess<sup>next</sup> site under Support.

Slide 2



Users and students should already be in the system, and any students who require a Special Paper Version test (SPV) should already be placed in a separate test session. You are now ready to prepare for testing. We recommend that either the District Test Coordinator, the School Test Coordinator, or the Test Administrator prepare the test session or sessions at least one day in advance of students testing.

Slide 3



To do this, once you log into PAN, go to *Testing* and then to *Sessions*. Follow the directions in the slide to prepare the session.

Slide 4

**Preparing for Testing**

Click on the dropdown for Resources.

- Print one copy of the Seal Codes(s).
- Print the Test Ticket for each student.
- Optional - print the Session Student Roster.

There are several resources that you may want to print before testing. Click on the dropdown for Resources. The Seal Codes are needed for students to begin the test section. There are two Seal Codes for grades 4 and 8 since they will have two different test sections to complete. There is one Seal Code for high school students. You only need to print one copy of the Seal Code for the test administrator since all 4<sup>th</sup> graders at your school have the same Seal Codes, all 8<sup>th</sup> graders have the same Seal Codes, and all high school students in your school have the same Seal Codes.

You will want to print all test tickets for your students. You can choose the number of test tickets to print on a page to save on paper. The test tickets have the student's name, birthdate, and SSID. You may want to also print a copy of the Session Student Roster to identify which students are enrolled in the test session. This is totally optional.

Slide 5

**Testing Day**

**Starting a Test Session:**

You can start one or more test sessions at a time. To do this:

On the Sessions screen, place a check mark in the row or rows you want to work with.

Go to Students in Sessions and select the session. Select the green Start Session button.

**Unlock:** the tests for students by clicking the lock/unlock switch (a) for all tests in a session or (b) for individual students, go to Student Test Status and unlock for each student present for testing.

On the day of testing, you can start one or all test sessions at the same time. Since the session includes all 4<sup>th</sup> grade students or all 8<sup>th</sup> grade students or all high school students, the test sessions will remain open throughout the entire test window. This will give you time to test every student in the school, plus any new students that arrive during the test window.

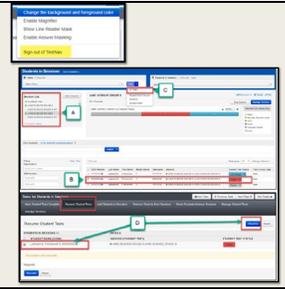
Fourth and eighth graders must take Section 1 prior to taking Section 2.

Slide 6

**Testing Day**

**Resuming a Test:**  
If a student needs to leave the room (bathroom break, visit to nurse, etc.), he or she should sign out of TestNav.

- A. On the Students in Session screen, select a session from the Session List.
- B. Place a check by the name of the student in Exited status.
- C. Go to Start, All Tasks.
- D. On the Resume Student Tests tab, place a check on the student that needs a test to be resumed. Click Resume.



Students can pause their test by using the dropdown menu by their name in the right-hand corner of the test. They will select “Sign Out of TestNav.” When they return to test on the same day, you will need to resume their test. Students must complete the test section on the same day they start.

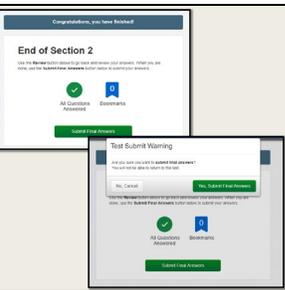
Slide 7

**Testing Day**

**Submitting a Test:**  
Students in grades 4 and 8 have two test sections. High School students have only one test section.

At the end of a section, the student can click any bookmarked items or review questions before submitting responses.

Once a student clicks Submit, a warning will appear asking the student to confirm this choice.



Students will submit their test results. Please contact your District Test Coordinator if you have any questions preparing the test or have any issues when testing.