

**PearsonAccess™**

**ARDT System Training  
for ARDT Division and School  
Coordinators and Project  
Managers**

## Please Note

- This training is being recorded and will be available for download from the VDOE's website.
- This training is almost identical to the training given last year. This training includes updates and additional information.
- This training is meant for Division and School Coordinators. Separate trainings are being offered for Teachers and Aides.
- The Teachers and Aides training does not include information on creating PearsonAccess user accounts, submitting a Student Data Upload or registering students.

## Topics Covered

- PearsonAccess User Roles & Security
- Types of ARDT Tests
- Student Data Upload (SDU)
- Manual Student Registration
- Inventory Management
- Creating an online test session
- TestNav Configuration
- Viewing or editing test sessions
  - Adding students to test sessions
  - Removing students from test sessions
  - Moving students to another session
- Viewing currently scheduled sessions

## Topics Covered

- Viewing students not assigned to a session
- Starting test sessions
- TestNav 8 ARDT Functionality
- Monitoring test sessions
- Viewing student test progress
- Resuming a test
- Stopping a test session
- On Demand Reports
- Analytic Reports
- PearsonAccess Support

## PearsonAccess User Roles & Security: Creating a User Account

- All divisions must create ARDT users for their schools.
- SOL user accounts will not work for the ARDT administration and therefore, users must have a separate ARDT account created.
- Each user will need a role assigned to them upon setup:
  - ARDT Division Coordinator
  - ARDT Division Project Manager
  - ARDT School Coordinator
  - ARDT School Project Manager
  - ARDT Teacher (**requires a Virginia Teaching License Number**)
  - ARDT Aide
- Each user must be assigned to an organization.
- Each user role has permissions associated with it. Refer to *User Roles and Permissions* document posted on PearsonAccess which outlines user role permissions.

# PearsonAccess User Roles & Security: Creating a User Account

**New User Account**  
[↑ Return to View User Accounts](#)

▶ Required

**Demographic Information**

▶ User ID:  Start Date:

▶ First Name:  End Date:

Middle Name:

▶ Last Name:  ▶ E-mail Address:

User Locked:

Score ID:  Virginia Teaching License Number:

**▶ Roles**

Check All

ARDT Division Coordinator       ARDT Division Project Manager       ARDT School Coordinator

ARDT Teacher       ARDT Aide       ARDT School Project Manager

**▶ Organizations**

JUDSON COUNTY

CARSON MS 555 (5550002)

SUSBURY HS 555 (5550001)

Copyright © 2011 Pearson Education, Inc. or its affiliates. All rights reserved.

6

## PearsonAccess User Roles & Security: Creating a User Account

- The Teacher and Aide roles are identical except the Aide role does not need a Virginia Teaching License Number and cannot access student score reports
- Accounts may be modified by users with higher levels of access. (i.e. A Division Coordinator can modify a School Coordinator's account. However, a School Coordinator cannot modify a Division Coordinator's account.)
- Accounts have an *end date* and expire at **12:01 am** on the morning of the end date.
- If your account expires and you cannot log on, Pearson cannot change your account. You must contact your School or Division Coordinator. If you are a Division Coordinator, you must contact the Virginia Department of Education.

# PearsonAccess User Roles & Security: Log-in Procedures

- Three Strikes You're Out
  - Upon the third failed login attempt, your account will be locked.
  - It is recommended to reset your password prior to the third attempt.
  - Should you become locked out, Pearson **cannot** unlock you.
  - To unlock your account, click *Unlock User* on the PearsonAccess log in screen.
    - If you are locked by another user, must have your School or Division Coordinator unlock you. If you are a Division Coordinator, you must contact the Virginia Department of Education.

NOTE: If you forget your password, click the *Reset Your Password* link from the log in screen.

# Questions?

**Please type your question to Host in the  
Chat box**

## Types of ARDT Tests

- **Grade-level Tests** – This is the first diagnostic test administered to each student. These 30-item, computer-adaptive tests assess content mastery for a particular grade level. Grade-level Tests may also contain questions from previous grade levels if grade-level mastery is not evident. Grade-level Test results may assist in determining the need for student intervention and in identifying specific content strands needing instructional remediation.
- **Strand Tests** – Strand Tests can be assigned to a student after they have taken the Grade-level Test. The computer-adaptive Strand Tests are 10 problems in length and focus on a particular content strand. Strand Test results can be used to determine strengths and areas of challenge within the content strand.

## Types of ARDT Tests (continued)

ARDT Tests
Grade-level Test All Content Grades 3-6
Grade-level Test All Content Grades 3-7
Grade-level Test All Content Grades 3-8
Grade-level Test Algebra I
Grade 3 Number and Number Sense
Grade 3 Computation and Estimation
Grade 3 Measurement and Geometry
Grade 3 Probability and Statistics
Grade 3 Patterns, Functions, and Algebra
Grade 4 Number and Number Sense
Grade 4 Computation and Estimation
Grade 4 Measurement and Geometry
Grade 4 Probability and Statistics
Grade 4 Patterns, Functions, and Algebra
Grade 5 Number and Number Sense
Grade 5 Computation and Estimation
Grade 5 Measurement and Geometry

ARDT Tests
Grade 5 Probability and Statistics
Grade 5 Patterns, Functions, and Algebra
Grade 6 Number and Number Sense
Grade 6 Computation and Estimation
Grade 6 Measurement and Geometry
Grade 6 Probability and Statistics
Grade 6 Patterns, Functions, and Algebra
Grade 7 Number and Number Sense
Grade 7 Computation and Estimation
Grade 7 Measurement and Geometry
Grade 7 Probability and Statistics
Grade 7 Patterns, Functions, and Algebra
Grade 8 Number and Number Sense
Grade 8 Computation and Estimation
Grade 8 Measurement and Geometry
Grade 8 Probability and Statistics
Grade 8 Patterns, Functions, and Algebra

- Students must take the Grade-level Test first before taking a Strand test

## Student Data Upload (SDU): What can an SDU accomplish?

- **An SDU can:**
  - register a student for a test administration
  - create a group and add a student to that group (while not required, if no group is supplied, Pearson will create a group called NO GROUP NAME)
  - assign a student to a test
  - modify existing “Student Registration” demographics (i.e., Disability Status)  
**NOTE:** Race and Ethnicity is Student specific not Test specific
- **An SDU cannot:**
  - create an online test session
  - add students to an already existing online test session
  - modify a student’s Master Record demographics: First Name, Last Name, Date of Birth, Gender or State Testing Identifier (STI)
  - modify an existing test’s Group Name

## SDU: What resources are needed?

- **Student Data File Upload Requirements**
- **Student Data File Template**
  - Emailed from Pearson at the start of an administration
  - Posted on PearsonAccess under *Support*

# SDU: Tips for a Successful Upload

- Students who are eligible to be tested must exist under Manage STI Data in PearsonAccess and appear as Active in your division and school.
- SDU student information must match student information under Manage STI Data for the following fields: Last name, First name, Date of Birth, Gender and STI.
- NEVER delete or add columns to the Excel template prior to submission.
- The header row MUST be removed prior to submission.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Administration	Student Last Name	Student First Name	Student Middle Initial	Division Code	School Code	Test Code	Group Name	Group Code	Date of Birth	Grade	Gender	State Testing Identifier (STI)	Ethnicity: Hispanic or Latino	Race	Disability Status	LEP Code	ARI Intervention Code	Local Code A	Local Code 1	State Code A	State Code 1	Code VTLN	Code TLN	Code TFN	End of Record
2																										
3																										

## SDU: Tips for a Successful Upload (continued)

- SDU file must be saved as a “.csv” (comma-separated) file and uploaded in that format. Do not submit the file using “.xls” (Excel template default). Opening a “.csv” file in Excel before uploading removes formatting. Use Notepad or a text editor to review your file without losing formatting.
- Path of the file name should not contain extra periods. Invokes error: File Format is Invalid
  - **BAD** file names
    - i.e. C:\Documents and Settings\Tracey.Oehler\Desktop\FA06010.csv
    - i.e. C:\Documents and Settings\Administrator.GCHS-SASI\Desktop\Fall writing Test Upload files 06\WRFA06084.csv
  - **GOOD** file names
    - i.e. H:\FA06010.csv
    - i.e. C:\temp\FA06128.csv

# SDU: Overview of How to Submit an SDU File within PearsonAccess

On the Student Data File Submission page, verify the Administration, click Browse to search for your Student Data File and then click Send.

The screenshot shows the PearsonAccess interface for a user named Laura Ericksen. The page is titled "Student Data File Submission" and is for the organization "JUDSON COUNTY (555)". Key elements are circled in orange:

- Student Data File Submission** link in the left sidebar.
- ARDT 2016-2017** text in the main content area.
- Browse...** button next to the File Name input field.
- Send** button at the bottom of the submission form.

The page includes a navigation menu with "Home", "Student Data", "Test Setup", and "Test Management". The "Student Data" section contains links for "Student Data File Submission" and "Student Data Information". The "Test Setup" section includes "Configure TestNav". The "Test Management" section includes "Student Registration". The "Send Student Data File" form has a "File Name" field, a "Browse..." button, and a "Send" button. The "File Status Notification" section shows the "Primary Contact" as "laura.ericksen@pearson.com" and an "Add Contact" button.

## SDU: Overview of How to Submit an SDU File within PearsonAccess (continued)

**Processing:** It could take up to 24 hours for the file to be processed.

Your Sent Files	Sent By	Sent Date	Status	Messages
<a href="#">C:\Documents and Settings\ericla\Desktop\SDU_template_judson.csv</a>	ERICLA	09/26/2007 10:35 AM	Processing...	<a href="#">Processing...</a>

### Successfully Completed SDU:

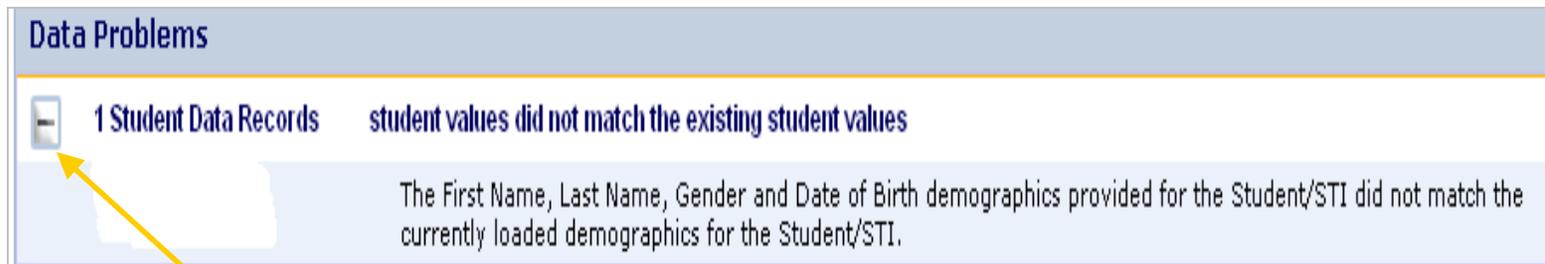
File Name	Sent By	Sent Date	Status	Messages
<a href="#">Summer 2009 WRT Paper Alerts SDU.csv</a>	brager	07/20/2009 09:57 AM	Complete	<a href="#">All 40 records were successfully processed</a>
<a href="#">VAAP_FINAL SDU.csv</a>	WAREEM	07/10/2009 12:17 PM	Complete with problems	<a href="#">19 records (1% of the file) had data problems.</a>
<a href="#">NWSP09018Gr8-EOC_REV.csv</a>	dunnma	05/11/2009 01:48 PM	Complete with problems	<a href="#">1257 records (64% of the file) had data problems.</a>
<a href="#">NWSP09018Gr8-EOC.csv</a>	dunnma	05/11/2009 01:48 PM	Complete with problems	<a href="#">2164 records (81% of the file) had data problems.</a>
<a href="#">CMS_NW_Spring_2009_SOL_SDU_delete.csv</a>	dunnma	04/24/2009 09:54 AM	Complete with problems	<a href="#">1550 records (81% of the file) had data problems.</a>

Page 1 | 2 | 3 | 4 | 5 | Next

Results: 1-5 of 165

## SDU: Error Messages

Up to 100 errors can appear per Data Problem



The screenshot shows a table with a header 'Data Problems'. The first row contains a minus sign icon, the text '1 Student Data Records', and the error message 'student values did not match the existing student values'. Below this row, the details of the error are displayed: 'The First Name, Last Name, Gender and Date of Birth demographics provided for the Student/STI did not match the currently loaded demographics for the Student/STI.' A yellow arrow points from a callout box to the minus sign icon.

**Click to expand or collapse details**

Locate this student in the SDU file and compare it to the information provided under Manage STI Data and/or the Student Data information in PearsonAccess.

All student data must match in the five critical fields (First Name, Last Name, Gender, Date of Birth, and STI).

## SDU: Error Messages (continued)

- Example of SDU Error Message (this message is repeated for every instance of the error found in the SDU file)

Attempted to assign a Student to an Organization with a code of 128960. This Organization does not exist.

Attempted to assign a Student to an Organization with a code of 12810. This Organization does not exist.

Attempted to assign a Student to an Organization with a code of 128920. This Organization does not exist.

Attempted to assign a Student to an Organization with a code of 128850. This Organization does not exist.

Attempted to assign a Student to an Organization with a code of 128440. This Organization does not exist.

**Leading zeros missing  
on school code.**

# Manual Student Registration

1. Register Student for a Test Administration
  - Go to Test Management > Student Registration

Your Account | Administrative Management | Support | Logout

Home Student Data Test Setup Test Management

Current organization: JUDSON COUNTY

Welcome, Laura Ericksen

**Latest News**

**Assessment Dates**

Important Assessment Dates:

- [VAP 2011-2012 Schedule \(1/2012\)](#)
- [VAAP VGLA VSEP 2012-2013 Schedule \(10/2012\)](#)
- [VAP 2012-2013 Schedule \(8/2012\)](#)

Summer 2012 Writing End-Of-Course:

- Request for Rescore Due: September 21, 2012
- ATP Deadline: November 9, 2012
- Short Paper Image Deadline: November 9, 2012
- Ordering Printed Reports: December 7, 2012

Summer 2012 Non-Writing Grade 8 and End-Of-Course: (includes VMAST Mathematics)

- Pre-Id Window: May 7 - September 24, 2012
- Additional Orders: May 14 - October 19, 2012
- Testing Window Including Expedited Retake: June 11 - September 24, 2012

**PearsonAccess**

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Student Data	Test Setup	Test Management
<p><a href="#">Student Data File Submission</a></p> <ul style="list-style-type: none"><li>• Send student files to the system</li><li>• Check for problems with sent files</li></ul> <p><a href="#">Student Data Information</a></p> <ul style="list-style-type: none"><li>• Filter and sort students</li><li>• View total student counts</li><li>• Change student data</li><li>• Create rostered groups</li></ul>	<p><a href="#">Configure TestNav</a></p> <ul style="list-style-type: none"><li>• Manage proctor caching settings</li><li>• Manage TestNav client settings</li></ul> <p><a href="#">Inventory</a></p> <ul style="list-style-type: none"><li>• Inventory Control</li></ul>	<p><a href="#">Student Registration</a></p> <ul style="list-style-type: none"><li>• Assign students to paper &amp; online tests</li><li>• Update student demographic data before testing</li><li>• View student counts by administration</li></ul> <p><a href="#">Manage Test Sessions</a></p> <ul style="list-style-type: none"><li>• View online test sessions</li><li>• Add registered students to a test session</li><li>• Proctor test sessions</li></ul>

# Manual Student Registration (continued)

## 1. Register Student for a Test Administration

- Under the proper administration, locate the student in the list of **Unregistered** Students. All Active students in your division within Manage STI Data will be pre-populated in the Unregistered Student list.
- Register the student and update student-specific information.

Home > Test Management > Student Registration

### Student Registration

[Return to Test Management](#)

ARDT 2016-2017 [Change](#)

View By  Groups  Registered Student  Unregistered Students

[Hide Search](#) [Clear All Filters](#) **Students** Results: 1 to 20 of 270

Name starts with

STI starts with

Grade is  03  04  05  06

Show All Students

Name	STI	Grade
<a href="#">AA ATesterB, LEPAnnie</a>	3214379308	08
<a href="#">AA ATESTAA, DEUBTEST</a>	1015339116	1

# Manual Student Registration (continued)

## 2. Assign Student to a Group

- Under the Assigned Groups tab, assign student to an existing group, or create a new group.

**Registered Students**  
[Return to Student Registration](#)  
ARDT 2016-2017 [Change](#)

Registered Students Record | **Assigned Groups** | Assigned Tests

**Assigned Groups**

AA ATesterB, LEPAnnie  
Gender: F Date of Birth: 01/02/1997  
STI: 3214379308

Show Search [Clear All Filters](#) 0 Entities Selected Results: **None Found**

**Add Group Assignment** | Remove Group Assignment | **New Group**

<input checked="" type="checkbox"/> Group Name	<input checked="" type="checkbox"/> Organization Name
No records were found	

Results: **None Found**

# Manual Student Registration (continued)

## 3. Assign Student to a Test

- Assign student to a test and update test-specific data

**Registered Students**  
Return to Student Registration  
ARDT 2016-2017 [Change](#)

Registered Students Record | Assigned Groups | **Assigned Tests**

**Assigned Tests**

AA ATesterB, LEPAnnie  
Gender: F Date of Birth: 01/02/1997  
STI: 3214379308

Search Clear All Filters Results: None Found

**Add Test** Remove Test Move Test

Name	Group	Organization	Format	Completed	UIN	Testing Status
No records were found						

Results: None Found

Registered Students Record | Assigned Groups | **Assigned Tests**

**Student Test Details** Save Cancel

AA ATesterB, LEPAnnie  
Gender: F Date of Birth: 01/02/1997  
STI: 3214379308

Grade 3 Computation and Estimation  
Completed: No  
Organization: CARSON, INC (5550002)  
UIN:

Group Code:   
State Code 1:   
Local Code 1:   
Code VTLN:   
Code TFLN:   
Code TLN:

Save Cancel

## Assigning ARDT Tests

- All tests can be assigned, at any time throughout the administration, via an SDU or manually
- Grade-level tests:
  - Pre-test
  - Post-test
- Strand tests:
  - Assigned after the Pre-test Grade-level test is taken

# Questions?

**Please type your question to Host in  
the Chat box**

# Inventory Management

- Divisions will be given testing units from VDOE
- Divisions must give schools testing units
- Each unit equals one student
  - A unit is *removed* from the total once a student is placed within an online test session.
  - A unit is *consumed* upon the starting of a student's first Grade-level Test. Subsequent tests taken by the same student do not consume units.
  - When reviewing units totals, consider students who are placed within sessions but have not tested. Remove an untested student from a session to get a unit back.
- Unused Purchased Inventory from 2015-2016 has already been applied to your account

# Inventory Management (continued)

## 1. Go to Test Setup>Inventory

The screenshot shows the PearsonAccess website interface. At the top, there are navigation links: [Your Account](#), [Administrative Management](#), [Support](#), and [Logout](#). Below these are tabs for [Home](#), [Student Data](#), [Test Setup](#), and [Test Management](#). The current organization is identified as **JUDSON COUNT**.

Welcome, Laura Ericksen

**Latest News**

**Assessment Dates**  
Important Assessment Dates:

- [VAP 2011-2012 Schedule \(1/2012\)](#)
- [VAAP VGLA VSEP 2012-2013 Schedule \(10/2012\)](#)
- [VAP 2012-2013 Schedule \(8/2012\)](#)

**Summer 2012 Writing End-Of-Course:**

- Request for Rescore Due: September 21, 2012
- ATP Deadline: November 9, 2012
- Short Paper Image Deadline: November 9, 2012
- Ordering Printed Reports: December 7, 2012

**Summer 2012 Non-Writing Grade 8 and End-Of-Course: (includes VMAST Mathematics)**

- Pre-Id Window: May 7 - September 24, 2012
- Additional Orders: May 14 - October 19, 2012
- Testing Window Including Expedited Retake: June 11

**PearsonAccess**  
Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

<u>Student Data</u>	<u>Test Setup</u>	<u>Test Management</u>
<p><a href="#">Student Data File Submission</a></p> <ul style="list-style-type: none"><li>• Send student files to the system</li><li>• Check for problems with sent files</li></ul> <p><a href="#">Student Data Information</a></p> <ul style="list-style-type: none"><li>• Filter and sort students</li><li>• View total student counts</li><li>• Change student data</li><li>• Create rostered groups</li></ul>	<p><a href="#">Configure TestNav</a></p> <ul style="list-style-type: none"><li>• Manage proctor caching settings</li><li>• Manage TestNav client settings</li></ul> <p><a href="#">Inventory</a></p> <ul style="list-style-type: none"><li>• Inventory Control</li></ul>	<p><a href="#">Student Registration</a></p> <ul style="list-style-type: none"><li>• Assign students to paper &amp; online tests</li><li>• Update student demographic data before testing</li><li>• View student counts by administration</li></ul> <p><a href="#">Manage Test Sessions</a></p> <ul style="list-style-type: none"><li>• View online test sessions</li><li>• Add registered students to a test session</li><li>• Proctor test sessions</li></ul>

# Inventory Management (continued)

2. Click Edit, enter units and then click Save.

**Inventory**  
[Return to Test Setup](#)  
ARDT 2016-2017 [Change](#)

**Edit Units** Save Cancel

**Division Unit Totals** | **Inventory** - Required

Available Units:	0	State Allocated:	0
Assigned to Sessions:	0	Division Purchased:	0
Consumed:	0	<hr/>	
<b>Total Units:</b>	<b>0</b>	<b>Total Inventory:</b>	<b>0</b>
		<b>Unused Inventory:</b>	<b>0</b>

Results: 1 to 2 of 2

<input checked="" type="checkbox"/> School Name	Available Units	Assigned to Sessions	Consumed	Total Units
CARSON MS 555	<input type="text" value="0"/>	0	0	0
SUSBURY HS 555	<input type="text" value="0"/>	0	0	0

Results: 1 to 2 of 2

Save Cancel

# Inventory Management: Purchasing Additional Units

- To order additional inventory units, download the Testing Units Order Form under Support in PearsonAccess.
- You may submit the form via mail, e-mail or fax.
- The purchased units will be allocated to your division within approximately 2 business days from receipt of your order.
- You will receive confirmation from Pearson that your order was received and the units applied.

<b>PEARSON</b>			
Virginia Algebra Readiness Diagnostic Test Testing Units Order Form			
<b>Bill To:</b>		<b>Order Information:</b>	
Division Name		Number of Units Ordered	Unit Price
Division Number			Total Price
Contact Name			\$ 2.50   \$ -
Title		<b>Submit Order By:</b>	
Street Address		<b>Mail:</b> Pearson	
City		Virginia ARDT	
State		Mail Stop 160	
Zip		2510 North Dodge Street	
Phone Number		Iowa City, IA 52245-9555	
Fax Number		<b>E-Mail:</b> <a href="mailto:ARDT@pearson.com">ARDT@pearson.com</a>	
E-mail Address		<b>Fax:</b> 319-358-4298	
<b>Payment Information:</b>		<b>Questions?</b>	
Purchase Order Number		Call our help desk at 866-650-9425	
<b>Payment Method - Select One:</b>			
Check Number		(Mail Check with Order Form)	
OR			
Credit Card Type			
Number			
Expiration Date			
Name of Cardholder			
Signature			

Copyright © 2011 Pearson Education, Inc. or its affiliates. All rights reserved.

29

# Creating an Online Test Session

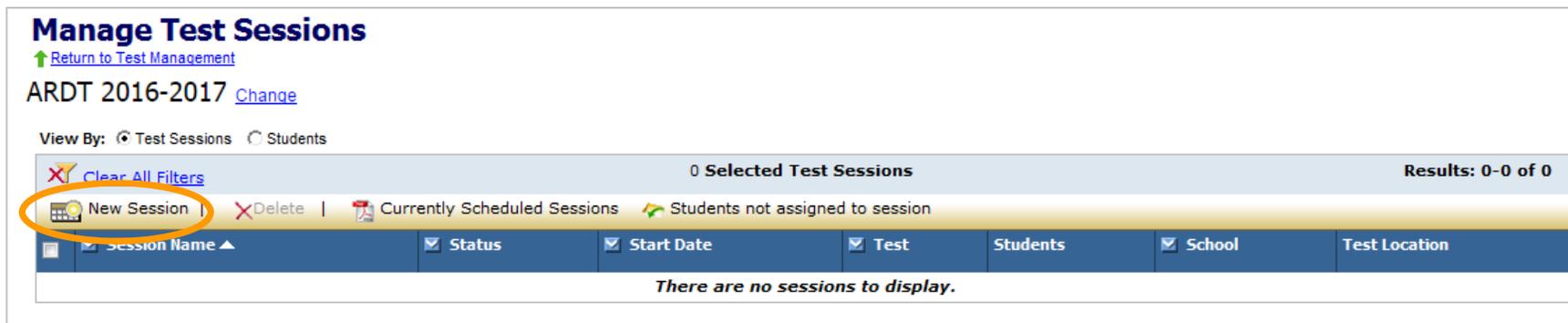
1. Go to Test Management > Manage Test Sessions

The screenshot shows the PearsonAccess website interface. At the top, there are navigation links: [Your Account](#), [Administrative Management](#), [Support](#), and [Logout](#). Below these are tabs for [Home](#), [Student Data](#), [Test Setup](#), and [Test Management](#). The current organization is identified as **JUDSON COUNT**. A welcome message for Laura Ericksen is displayed. A sidebar on the left contains 'Latest News' and 'Assessment Dates' with links to various schedules. The main content area features the 'PearsonAccess' logo and a globe image. Below this is a table with three columns: 'Student Data', 'Test Setup', and 'Test Management'. The 'Test Management' column contains a link to 'Manage Test Sessions' which is circled in orange.

<a href="#">Student Data</a>	<a href="#">Test Setup</a>	<a href="#">Test Management</a>
<p><a href="#">Student Data File Submission</a></p> <ul style="list-style-type: none"><li>• Send student files to the system</li><li>• Check for problems with sent files</li></ul> <p><a href="#">Student Data Information</a></p> <ul style="list-style-type: none"><li>• Filter and sort students</li><li>• View total student counts</li><li>• Change student data</li><li>• Create rostered groups</li></ul>	<p><a href="#">Configure TestNav</a></p> <ul style="list-style-type: none"><li>• Manage proctor caching settings</li><li>• Manage TestNav client settings</li></ul> <p><a href="#">Inventory</a></p> <ul style="list-style-type: none"><li>• Inventory Control</li></ul>	<p><a href="#">Student Registration</a></p> <ul style="list-style-type: none"><li>• Assign students to paper &amp; online tests</li><li>• Update student demographic data before testing</li><li>• View student counts by administration</li></ul> <p><a href="#">Manage Test Sessions</a></p> <ul style="list-style-type: none"><li>• View online test sessions</li><li>• Add registered students to a test session</li><li>• Proctor test sessions</li></ul>

## Creating an Online Test Session (continued)

2. Click **New Session** to go to the New Test Session screen.



The screenshot displays the 'Manage Test Sessions' interface. At the top, there is a title 'Manage Test Sessions' with a link 'Return to Test Management'. Below that, the text 'ARDT 2016-2017' is followed by a 'Change' link. A 'View By:' section shows 'Test Sessions' selected and 'Students' unselected. A toolbar contains a 'Clear All Filters' button, a '0 Selected Test Sessions' status indicator, and 'Results: 0-0 of 0'. The main toolbar includes a 'New Session' button (circled in orange), a 'Delete' button, and a 'Currently Scheduled Sessions' button. Below the toolbar is a table with columns: 'Session Name', 'Status', 'Start Date', 'Test', 'Students', 'School', and 'Test Location'. The table is currently empty, with the message 'There are no sessions to display.' centered below the columns.

## Creating an Online Test Session (continued)

3. Enter the session details. At this point, you can add students to the group now or wait. Click Save.

### New Test Sessions

[Return to Manage Test Sessions](#)

**Test Session Details** Save Cancel

**Session Name:**  ▶ - Required

**School:**

**Context:**

**Test to be Administered:**

**Read Aloud by Test Examiner:**

**Default Form Group Type:**

**Proctor Caching Computer:**

**Scheduled Start Date:**

**Scheduled Start Time:**

**Location/Room:**

View By:  Groups  Students

0 Selected Groups Results: 1-2 of 2

<input type="checkbox"/>	<input checked="" type="checkbox"/> Group Name ▲	Student Count	<input checked="" type="checkbox"/> School Name	ID
<input type="checkbox"/>	Test Group	3	CARSON MS 555	5550002
<input type="checkbox"/>	Test Group 2	1	CARSON MS 555	5550002

Page 1 Results: 1 - 2 of 2

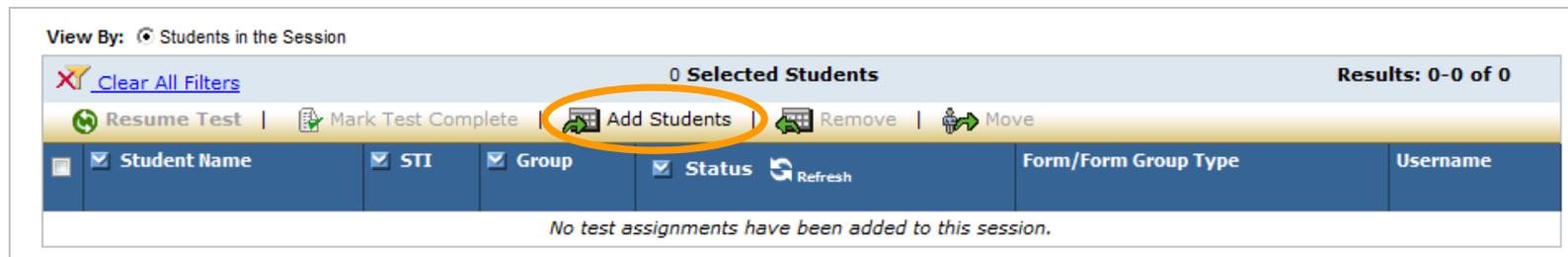
Save Cancel

# TestNav Configuration

- ARDT will utilize the TestNav Configurations that are currently set up for the SOL administration.
- For questions regarding the TestNav Configurations set up within your division, please see your Division Director of Testing (DDOT).

# Adding Students to a Test Session

- Click the session name on the Manage Test Sessions screen to go to the Session Details screen.
- Click "Add Students"
- Select "View By: Groups" or "View By: Students".

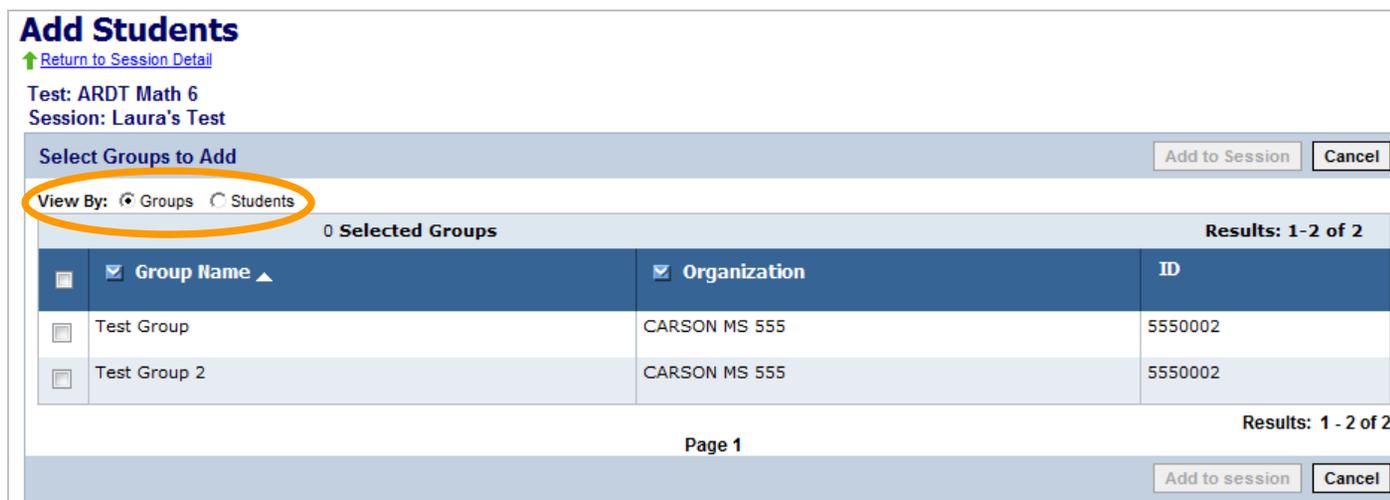


View By:  Students in the Session

[Clear All Filters](#) 0 Selected Students Results: 0-0 of 0

[Resume Test](#) | [Mark Test Complete](#) | [Add Students](#) | [Remove](#) | [Move](#)

<input checked="" type="checkbox"/>	Student Name	<input checked="" type="checkbox"/>	STI	<input checked="" type="checkbox"/>	Group	<input checked="" type="checkbox"/>	Status	<a href="#">Refresh</a>	Form/Form Group Type	Username
No test assignments have been added to this session.										



**Add Students**  
[Return to Session Detail](#)

Test: ARDT Math 6  
Session: Laura's Test

Select Groups to Add [Add to Session](#) [Cancel](#)

View By:  Groups  Students

0 Selected Groups Results: 1-2 of 2

<input checked="" type="checkbox"/>	Group Name ▲	<input checked="" type="checkbox"/>	Organization	ID
<input type="checkbox"/>	Test Group		CARSON MS 555	5550002
<input type="checkbox"/>	Test Group 2		CARSON MS 555	5550002

Page 1 Results: 1 - 2 of 2

[Add to session](#) [Cancel](#)

# Removing Students from a Test Session

- Click the session name on the Manage Test Sessions screen to go to the Session Details screen.
- Select the check box for each student who you want to remove, and then click Remove.
- Click Yes-Remove Students on the confirmation screen.

View By: Students in the Session

[Clear All Filters](#) 2 Selected Students **Results: 1-4 of 4**

Resume Test | Mark Test Complete | Add Students | Remove | Move

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> STI	<input checked="" type="checkbox"/> Group	<input checked="" type="checkbox"/> Status	Form/Form Group Type	Username
<input checked="" type="checkbox"/>	<a href="#">AAAAATESTAA, BBBBTEST</a>	1015339116	Test Group	Ready	Main	9706758872
<input checked="" type="checkbox"/>	<a href="#">AAATesterA, AATest_A</a>	9921540467	Test Group	Ready	Main	6204723162
<input type="checkbox"/>	<a href="#">AAATesterA, MarkComp_A</a>	3214379307	Test Group 2	Ready	Main	2895118583
<input type="checkbox"/>	<a href="#">AAATESTERN, TESTERN_B</a>	3214379342	Test Group	Ready	Main	5251044289

**Results: 1 - 4 of 4**

## Moving Students to Another Test Session

- Click session name on the Manage Test Sessions screen.
- Select the check box for each student to be moved.
- Students with Submitted, Processing, Completed status cannot be moved to another session.
- Click “Move” to go to the Move Students screen.

View By: Students in the Session

Clear All Filters 2 Selected Students Results: 1-4 of 4

Resume Test | Mark Test Complete | Add Students | Remove | Move

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> STI	<input checked="" type="checkbox"/> Group	<input checked="" type="checkbox"/> Status	Form/Form Group Type	Username
<input checked="" type="checkbox"/>	<a href="#">AAAAATESTAA, BBBBTEST</a>	1015339116	Test Group	Ready	Main	9706758872
<input checked="" type="checkbox"/>	<a href="#">AAATesterA, AATest_A</a>	9921540467	Test Group	Ready	Main	6204723162
<input type="checkbox"/>	<a href="#">AAATesterA, MarkComp_A</a>	3214379307	Test Group 2	Ready	Main	2895118583
<input type="checkbox"/>	<a href="#">AAATESTERN, TESTERN_B</a>	3214379342	Test Group	Ready	Main	5251044289

Results: 1 - 4 of 4

Note: If you create a new session, the School and Test to be Administered values are carried over from the previous session.

# Viewing Currently Scheduled Sessions

- Click “Currently Scheduled Sessions” on the Manage Test Sessions screen
- Filtering on columns to refine list

**Manage Test Sessions**  
[Return to Test Management](#)  
ARDT 2016-2017 [Change](#)

View By:  Test Sessions  Students

[Clear All Filters](#) 0 Selected Test Sessions Results: 0-0 of 0

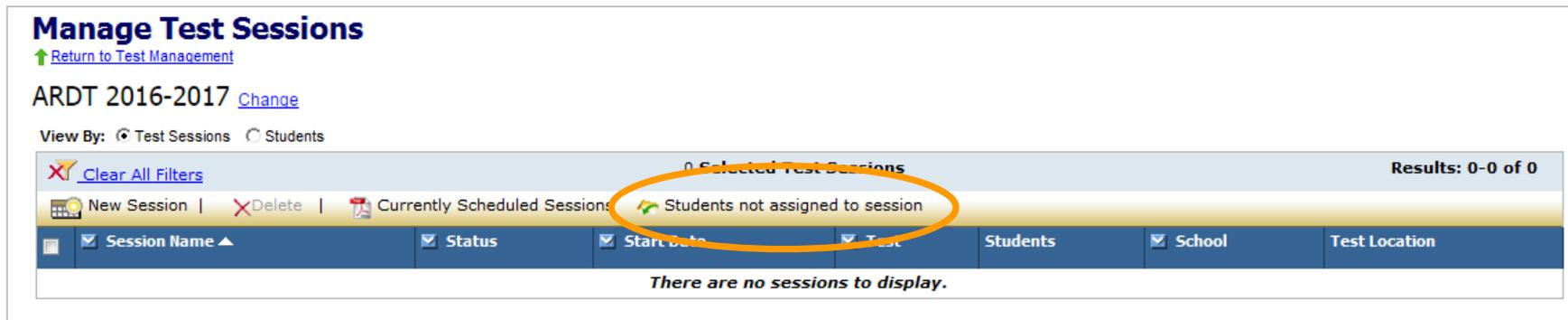
[New Session](#) | [Delete](#) | **Currently Scheduled Sessions** | [Students not assigned to session](#)

<input checked="" type="checkbox"/>	Session Name ▲	Status	<input checked="" type="checkbox"/>	Start Date	<input checked="" type="checkbox"/>	Test	Students	<input checked="" type="checkbox"/>	School	Test Location
<i>There are no sessions to display.</i>										

Currently Scheduled Sessions							
Test Administration:		ARDT Field Test					
							Results: 2
Session Name	Status	Start Date	Context	Test	Students	School	Test Location
Laura's Test	Not Started	10/26/2012	Regular	ARDT Math 6	4	CARSON MS 555 (5550002)	
Tracey	Not Started	10/25/2012	Regular	ARDT Math 5	0	SUSBURY HS 555 (5550001)	
							Results: 2

# Viewing Students not Assigned to a Session

- Report showing students, who have been registered for a test, but not added to a session.



The screenshot displays the 'Manage Test Sessions' interface. At the top, it shows 'ARDT 2016-2017' and 'View By: Test Sessions'. Below this, there is a toolbar with options like 'New Session', 'Delete', and 'Currently Scheduled Sessions'. A filter menu is open, showing 'Students not assigned to session' as the selected option, which is circled in orange. The main table area is empty, displaying the message 'There are no sessions to display.'

**Manage Test Sessions**  
[Return to Test Management](#)

ARDT 2016-2017 [Change](#)

View By:  Test Sessions  Students

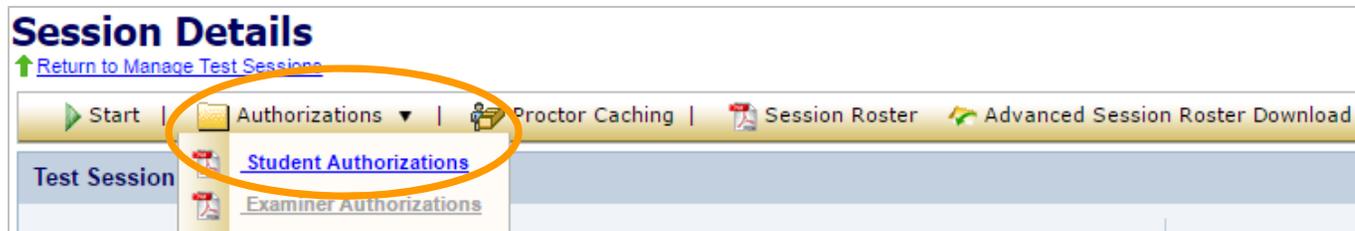
[Clear All Filters](#) 0 Selected Test Sessions Results: 0-0 of 0

[New Session](#) | [Delete](#) | [Currently Scheduled Sessions](#) | [Students not assigned to session](#)

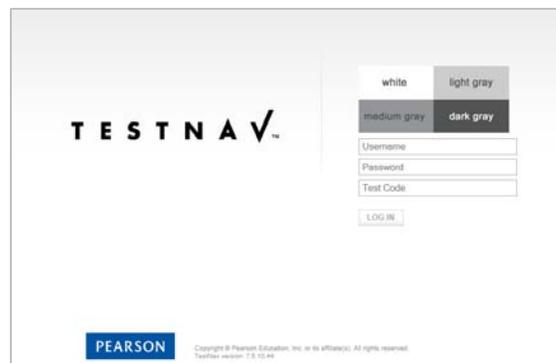
<input checked="" type="checkbox"/> Session Name ▲	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Start Date	<input checked="" type="checkbox"/> Test	Students	<input checked="" type="checkbox"/> School	Test Location
<i>There are no sessions to display.</i>						

# Starting Test Sessions

- Click “Start” on the Session Details screen.
- Provide students with their Student Authorization ticket



- After a session is started, students can log in and begin testing.
- Students will require the following information to log into TestNav
  - Username: student’s STI
    - Login ID (username) is not on SDU template and will be auto-generated by Pearson
  - Password: unique for 2016-2017
  - Test Code



# TestNav 8 ARDT Functionality

- ARDT-Specific Functionality
  - Navigational Bar
    - No Flag for Review button
    - No Section Review button
    - No Previous button
      - Test takers may not return to a previous item
      - No ability to skip items and return to an item
  - Next Button
    - Will appear disabled until test taker selects an answer
    - Must answer to continue
    - No ability to skip items

## TestNav 8 ARDT Functionality Continued

- ARDT-Specific Functionality
  - No-Calculator Icon



- Test takers are not permitted to use a handheld calculator on items that contain this icon.
- Teachers are responsible for enforcement.
- The calculators that are permitted are the same as used in SOL.
- Submit & Exit Test
  - Cannot submit incomplete test
    - If the test taker submits an incomplete test, they will have to be resumed in order to log back in, finish the test and submit properly
    - Only completed tests will receive score reports

# Monitoring Test Sessions

- Monitor the status of students in the session.
- To refresh a student's testing status
  - Click the **Refresh** icon in the Status column of the student list on the Session Details screen to refresh the student's status.

Student Name▲	STI	Group	Status 
Student A, Example	1111111111	Group 5	Active
Student B, Example	2222222222	Group 5	Active
Student C, Example	3333333333	Group 5	Submitted
Student D, Example	4444444444	Group 5	Exited
Student E, Example	5555555555	Group 5	Exited
Student F, Example	6666666666	Group 5	Resumed

# Resuming a Test

- Select the check box for the student on the Session Details screen.
- Click “Resume Test”.
- You cannot resume a student who has a Ready, Resumed, Resumed-Upload or Submitted status.

<a href="#">Clear All Filters</a>		1 Selected Students			4 Students In Session		Results: 1-4 of 4				
<b>Resume Test</b>		<b>Undo Test Submit</b>		<b>Mark Test Complete</b>		<b>Add Students</b>		<b>Remove</b>		<b>Move</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Student Name</b>	<input checked="" type="checkbox"/> <b>STI</b>	<input checked="" type="checkbox"/> <b>Group</b>	<input checked="" type="checkbox"/> <b>Status</b>	<b>Form/Form Group Type</b>		<b>Username</b>				
<input checked="" type="checkbox"/>	<a href="#">AATesterC, TesterC A</a>	1014379309	VA ARDT CATALG	<b>Completed</b> <a href="#">View Progress</a>	Grade-level Test Algebra I - GLT1A <a href="#">History</a>		1014379309				
<input type="checkbox"/>	<a href="#">AATesterD, TesterD A</a>	1014379330	VA ARDT CATALG	<b>Completed</b> <a href="#">View Progress</a>	Grade-level Test Algebra I - GLT1A <a href="#">History</a>		1014379330				

# Stopping a Test Session

- Click “Stop” to stop the session.
- You cannot stop a session until all students in the session are in “Completed” status.
- A session does not stop until you click the “Stop” button.

**Session Details**  
[Return to Manage Test Sessions](#)

**Stop** | Authorizations | Proctor Caching | Session Roster | Advanced Session Roster Download

**Test Session Details** Edit

Test Session Status: **Started**  
Session Name: **AIQ\_ARDT\_ADAPTIVE\_REG\_CATALG**  
School: **CARSON MS 555 (5550002)**  
Context: **CAT**  
Test to be Administered: **Grade-level Test Algebra I**  
Read Aloud by Test Examiner: **No**  
Default Form Group Type: **Main**  
Test Code: **DABC87**

TestNav Settings: [View](#) | [Edit](#)  
Proctor Caching Computer: **Carson**  
Scheduled Start Date: **07/08/2015**  
Scheduled Start Time: **01:00 AM**  
Actual Start Date: **08/03/2015**  
Actual Start Time: **02:02 PM**  
Location:

View By:  Students in the Session  Session Health

[Clear All Filters](#)    0 Selected Students    4 Students In Session    Results: 1-4 of 4

[Resume Test](#) | [Undo Test Submit](#) | [Mark Test Complete](#) | [Add Students](#) | [Remove](#) | [Move](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> STI	<input checked="" type="checkbox"/> Group	<input checked="" type="checkbox"/> Status <input type="checkbox"/> Refresh	Form/Form Group Type	Username
<input type="checkbox"/>	<a href="#">AATesterC, TesterC A</a>	1014379309	VA ARDT CATALG	<b>Completed</b> <a href="#">View Progress</a>	Grade-level Test Algebra I - GLT1A <a href="#">History</a>	1014379309
<input type="checkbox"/>	<a href="#">AATesterD, TesterD A</a>	1014379330	VA ARDT CATALG	<b>Completed</b> <a href="#">View Progress</a>	Grade-level Test Algebra I - GLT1A <a href="#">History</a>	1014379330

# Questions?

**Please type your question to Host in  
the Chat box**

## On Demand Reports

- Within approximately 30 minutes of a student taking a test, their score report will be available under On Demand Reports.
- For Teachers to view their own students' score reports, the Virginia Teaching License Number must be populated on the students' Test Assignments. This can be done manually or via the SDU.

# On Demand Reports (continued)

- Go to Test Results > On Demand Reports

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Student Data](#) | [Test Setup](#) | [Test Management](#) | [Test Results](#)

Current organization: **JUDSON COUNTY (555)** [change organization](#)

Welcome, Laura Ericksen

**Latest News**

**Assessment Dates**  
 Important Assessment Dates:

- [VAAP VGLA VSEP 2013-2014 Schedule \(8/2013\)](#)
- [VAP 2013-2014 Schedule \(9/2013\)](#)

Fall 2012 Writing Grade 8 and End-Of-Course:

- ATP Deadline: April 5, 2013
- Short Paper Image Deadline: April 5, 2013
- Ordering Printed Reports Deadline: May 3, 2013

Fall 2012 Non-Writing Grades 6-8, CSH, and End-Of-Course:

- Additional Orders: November 5, 2012 - March 29, 2013
- Secure Test Materials Due: 4 weeks after division level window closes - state deadline is March 29, 2013
- ATP Deadline: April 5, 2013

**PearsonAccess**

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Student Data	Test Setup	Test Management	Test Results
<a href="#">Student Data File Submission</a> <ul style="list-style-type: none"> <li>Send student files to the system</li> <li>Check for problems with sent files</li> </ul> <a href="#">Student Data Information</a> <ul style="list-style-type: none"> <li>Filter and sort students</li> <li>View total student counts</li> <li>Change student data</li> <li>Create rostered groups</li> </ul>	<a href="#">Configure TestNav</a> <ul style="list-style-type: none"> <li>Manage proctor caching settings</li> <li>Manage TestNav client settings</li> </ul> <a href="#">Inventory</a> <ul style="list-style-type: none"> <li>Inventory Control</li> </ul>	<a href="#">Student Registration</a> <ul style="list-style-type: none"> <li>Assign students to paper &amp; online tests</li> <li>Update student demographic data before testing</li> <li>View student counts by administration</li> </ul> <a href="#">Manage Test Sessions</a> <ul style="list-style-type: none"> <li>View online test sessions</li> <li>Add registered students to a test session</li> <li>Proctor test sessions</li> </ul>	<a href="#">On Demand Reports</a> <ul style="list-style-type: none"> <li>Online testing test results at a group level</li> </ul> <a href="#">Published Reports</a> <ul style="list-style-type: none"> <li>View, download and print access to daily published reports and extracts by organization</li> </ul> <a href="#">ARDT Reports</a> <ul style="list-style-type: none"> <li>View, export and print ARDT reports</li> </ul>

## On Demand Reports (continued)

- Click on the Group Name of the student(s) whose report you wish to see
  - Use the filters to limit your search

[Home](#) > [Test Results](#) > [On-Demand Reports](#)

### On Demand Reports

[Return to Test Results](#)

ARDT 2016-2017 [Change](#)

Tested Groups

Results: 1-25 of 141544

<input checked="" type="checkbox"/> Group ▲	<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/> Subject	Total Reported
<a href="#">000MR. SMITH ALGEBRA</a>	ARCADIA HS	Computer Adaptive Test Algebra 1	3
<a href="#">001MRS. MORGAN GRADE 6</a>	NANDUA MS	Grade 6 Measurement and Geometry	3
<a href="#">002LAB FIRST HOUR</a>		Computer Adaptive Test All Content Grades 3-7	1
<a href="#">002LAB SECOND HOUR</a>		Computer Adaptive Test All Content Grades 3-7	18
<a href="#">002LAB THIRD HOUR</a>		Computer Adaptive Test All Content Grades 3-7	15
<a href="#">003MISS MEYER GR 7</a>		Computer Adaptive Test All Content Grades 3-7	28

# On Demand Reports (continued)

- Group List Report
  - This report is available for both Grade-level Tests and Strand tests
  - Export to Excel or view as a PDF
  - Grade-level test example:

**Group List Report**  
[Return to On-Demand Reports](#)  
 ARDT 2016-2017 [Change](#)

Tested Groups

**List Report by Group**  
 SUSBURY HS 555 - VA ARDT CAT8 - Grade-level Test All Content Grades 3-8

Reports | Export to Excel | Results: 1-6 of 6

Name ▲	State Testing ID	Attempts	Pre-Test Score	Best Score	Most Recent Total Score	Strands	Most Recent Strand Score
<a href="#">AATESTER, TESTER A</a>	1014379335	1	1300	1300	1300	Number & Number Sense	1330
						Computation & Estimation	1340
						Measurement & Geometry	1359
						Probability & Statistics	1327
<a href="#">AATESTERF, TESTERF A</a>	1014379332	1	1422	1422	1422	Patterns, Functions, and Algebra	1330
						Number & Number Sense	1397
						Computation & Estimation	1461
						Measurement & Geometry	1428
<a href="#">AATESTERG, TESTERG A</a>	1014379334	1	1677	1677	1677	Probability & Statistics	1395
						Patterns, Functions, and Algebra	1424
						Number & Number Sense	1742
						Computation & Estimation	1662
						Measurement & Geometry	1668
						Probability & Statistics	1639
						Patterns, Functions, and Algebra	1657

# On Demand Reports (continued)

- Group List Report
  - Strand test example:

**Group List Report**  
[Return to On-Demand Reports](#)  
 ARDT 2016-2017 [Change](#)

Tested Groups

**List Report by Group**  
 CARSON MS 555 - VA ARDT 3ST1 - Grade 3 Number and Number Sense

Reports | Export to Excel | Results: 1-2 of 2

<input checked="" type="checkbox"/> Name ▲	<input checked="" type="checkbox"/> State Testing ID	Test Date/Time	Question	Item Key	Student Response	Result	Item Difficulty	SOL
<a href="#">LNAME, FNAME_C</a>	1017110725	08/04/2015 02:43:04 PM	<a href="#">Question #1</a>	B	D	Incorrect	Low	3.1a*
			<a href="#">Question #2</a>	C	B	Incorrect	Low	3.1a*
			<a href="#">Question #3</a>	B	C	Incorrect	Low	3.1b*
			<a href="#">Question #4</a>	C	A	Incorrect	Low	3.1c*
			<a href="#">Question #5</a>	C	A	Incorrect	Low	3.1c*
			<a href="#">Question #6</a>	A	B	Incorrect	Low	3.2
			<a href="#">Question #7</a>	D	D	Correct	Medium	3.3b
			<a href="#">Question #8</a>	D	C	Incorrect	Medium	3.3c
			<a href="#">Question #9</a>	N/A	N/A	Incorrect	Low	3.2
			<a href="#">Question #10</a>	N/A	N/A	Incorrect	Low	3.3a
<a href="#">LNAME, FNAME_C</a>	1017110730	08/04/2015 12:34:26 PM	<a href="#">Question #1</a>	B	D	Incorrect	Low	3.1a*
			<a href="#">Question #2</a>	C	C	Correct	Low	3.1a*
			<a href="#">Question #3</a>	C	C	Correct	Low	3.1b*
			<a href="#">Question #4</a>	D	A	Incorrect	Low	3.1c*
			<a href="#">Question #5</a>	B	A	Incorrect	Low	3.1c*
			<a href="#">Question #6</a>	A	B	Incorrect	Low	3.2
			<a href="#">Question #7</a>	D	D	Correct	Medium	3.3b
			<a href="#">Question #8</a>	B	B	Correct	Low	3.3b
			<a href="#">Question #9</a>	C	D	Incorrect	Medium	3.3c
			<a href="#">Question #10</a>	N/A	N/A	Incorrect	Low	3.3a

## On Demand Reports (continued)

- Student Detail Report
  - Available for both Grade-level Tests and Strand tests
  - View each student's report as a PDF or view one PDF that contains all students within that Group

# On Demand Reports (continued)

- Student Detail Report
  - Grade-level test sample:

<b>STUDENT DETAIL REPORT</b>	<b>FNAME C. LNAME</b>	<b>Admin: ARDT 2015-2016</b>
	State Testing Identifier: 1017110729	School: 0002 - CARSON MS 555
	Student Number:	Division: 555 - JUDSON COUNTY
	Grade: 08	
	Test Date/Time: 08/03/2015 04:19:17 PM	

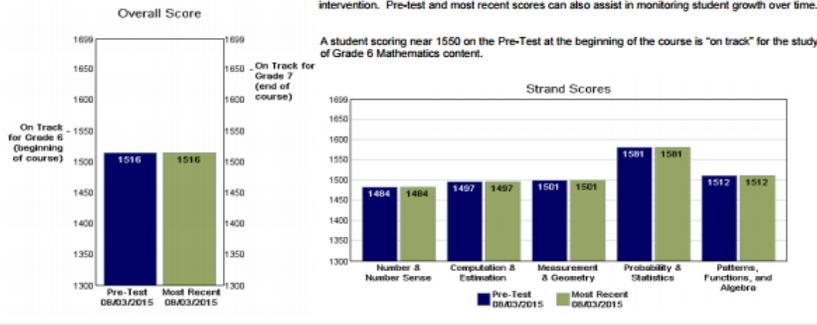
## FNAME'S performance on Grade-level Test All Content Grades 3-6



### Virginia Algebra Readiness Diagnostic Test

The Algebra Readiness Diagnostic Test (ARDT) is a Grade-level test that provides information about overall student performance and performance in content strands. Using the "on track" indicators, the ARDT student score should assist in identifying whether a student needs additional support through intervention. Pre-test and most recent scores can also assist in monitoring student growth over time.

A student scoring near 1550 on the Pre-Test at the beginning of the course is "on track" for the study of Grade 6 Mathematics content.



### FNAME'S Performance in each strand on most recent test

Results by Strand	Score	High Difficulty Items		Medium Difficulty Items		Low Difficulty Items	
		Correct	Incorrect	Correct	Incorrect	Correct	Incorrect
1. Number & Number Sense	1484			6.3b	4.1b, 5.3a, 6.2d*		6.1, 6.2a
2. Computation & Estimation	1497			6.6b	3.5*, 4.4a*, 6.6a*, 6.7*		6.8*
3. Measurement & Geometry	1501			6.10a	3.9d*, 6.11a, 6.13, 6.9		6.11b
4. Probability & Statistics	1581			5.15, 6.15b	5.14, 6.15a	6.14b, 6.16b	
5. Patterns, Functions, and Algebra	1512			3.20a*, 6.18	5.18d, 6.20		6.17, 6.19a

**FNAME's Total Score** 1516 \* Denotes a calculator was not permitted for this item.

This table provides information about the items the student attempted on the Algebra Readiness Diagnostic Test (ARDT). Items are organized by strand and for each item attempted, the SOL measured is listed, as well as an estimate of the item's difficulty and an indication of whether the student answered the item correctly or incorrectly.

The appearance of items that measure SOL below the grade level of the attempted test in the table suggests that the student is struggling with grade level content in this area. The student may benefit from additional instruction on the skills and content included in these SOL.

Produced on 09/14/2015

## On Demand Reports (continued)

- Student Detail Report
  - Strand test example:

STUDENT DETAIL REPORT		FIRSTNAME A LASTNAME	Admin: ARDT 2012-13			
		State Testing Identifier: 1234567890	School: ### - SCHOOL NAME			
		Student Number: 6987	Division: ### - DIVISION NAME			
		Grade: 06				
		Test Date/Time: mm/dd/yyyy hh:mm:ss am/pm				
FIRSTNAME's Performance on Grade 6 Measurement and Geometry						
		<b>Virginia Algebra Readiness Diagnostic Test</b> The analysis of student performance on strand tests should take into consideration the item difficulty. For example, a student who correctly answers 6 out of 10 items that are of low difficulty has performed differently than a student who correctly answers 6 out of 10 items that are of medium or high difficulty.				
Question	Item Key	Student Response	Result	Item Difficulty	SOL	
Question #1	A	A	Correct	Low	4.17a	
Question #2	B	B	Correct	Medium	4.18a	
Question #3	C	D	Incorrect	High	4.19c	
Question #4	D	D	Correct	Low	4.20g	
Question #5	A	C	Incorrect	High	4.21b	
Question #6	B	B	Correct	Medium	4.22d	
Question #7	C	C	Correct	Low	4.23e	
Question #8	D	C	Incorrect	Low	4.24e	
Question #9	A	A	Correct	Low	4.25f	
Question #10	B	B	Correct	High	4.26a	

# Analytic Reports

- Each week, reports will be posted that contain information on students' longitudinal assessment history
- Go to Test Results>ARDT Reports

The screenshot displays the PearsonAccess web application interface. At the top, there is a navigation bar with links for 'Your Account', 'Administrative Management', 'Support', and 'Logout'. Below this is a secondary navigation bar with tabs for 'Home', 'Student Data', 'Test Setup', 'Test Management', and 'Test Results', with 'Test Results' currently selected. The main content area includes a welcome message for 'Laura Ericksen' and a 'Latest News' sidebar. The central part of the page features the 'PearsonAccess' logo and a grid of four menu items: 'Student Data', 'Test Setup', 'Test Management', and 'Test Results'. The 'Test Results' menu item is highlighted, and its sub-menu is visible, with 'ARDT Reports' circled in orange. The sub-menu for 'Test Results' includes 'On Demand Reports', 'Published Reports', and 'ARDT Reports'.

# Analytic Reports (continued)

- Click Longitudinal Assessment Reports

**DIAGNOSTIC REPORTS**

 [Longitudinal Assessment Reports](#)

These reports provide a fast and easy solution for retrieving longitudinal assessment results. The Performance Analysis tab allows for viewing division, school and teacher level data by all subgroups. The Assessment History tab is available to focus on one student's assessment history.

---

 Hide Loaded Data The following data has been loaded into ARDT and is available for analytical reporting purposes

**ARDT**

	Summer	Fall	Spring
Year 2011-12			

 = Data Not Loaded       = Preliminary Data Loaded       = Final Data Loaded

# Analytic Reports (continued)

- Performance Analysis
  - Shows the number of students and tests taken within each Group.
  - Data may be disaggregated using the filters on the left side of the screen – Organization, Test, Grade, Test Level, Subgroup, or Local Use. The data may also be filtered by school year.
  - Click on subheading to view a different version

**Longitudinal Assessment Reports**  
[Return to ARDT Reports](#)

Performance Analysis | Grade-level Readiness Results | Pre-Test to Most Recent Test Comparison | Assessment History

School Year: 2012-13 | 2013-14

Organization: Division, School, Teacher/Group

Test: Grade-level, Strand

Grade: 06, 07, 08

Test Level: 06, 07, 08, Alg I

Subgroup: Gender, Hispanic, Fed Race Code, Disability Code, LEP, ARI Intervention

Local Use: Local Code A, Local Code 1

**Subgroup Report**

School Year	Group	# of Students	# of Strand Tests	# of Grade-level Tests
2012-13	8th Spring 2013	10	0	37
	8th Spring 2013 NO	1	0	1
	Algebra 1 Spr 2013	6	0	24
	Math 7 Spr 2013	7	0	28
	Math 8 Spr 2013	7	0	28
	NO GROUP NAME	1	0	2
	SW Algebra 1	36	0	36
	SW Grade 6	52	0	52
2013-14	SW Grade 7 test	12	0	12
	SW Grade 8 test	33	0	33
	13ARFall6	12	34	47
Total	13ARFall7	13	37	47
	13ARFall8	14	36	56
Total		204	107	403

Copyright © 2011 Pearson Education, Inc. or its affiliates. All rights reserved.

## Analytic Reports (continued)

- Grade-level Readiness Results
  - The data is organized to show students who have taken the Grade-level Test once versus those who have taken the test multiple times. Also, for multiple-time test takers, the most recent test information is shown.
  - Only one school year may be chosen at a time.

Performance Analysis ■
Grade-level Readiness Results ■
Pre-Test to Most Recent Test Comparison ■
Assessment History ■

Organization

Division

School

Teacher/Group

Grade

06    07    08

Test Level

06    07    08    Alg I

Subgroup

Gender

Hispanic  No

Fed Race Code

Disability Code

LEP  No

ARI Intervention  No

Local Use

Local Code A

Local Code 1

School Year

2012-13

2013-14

Grade-level Readiness Results Report

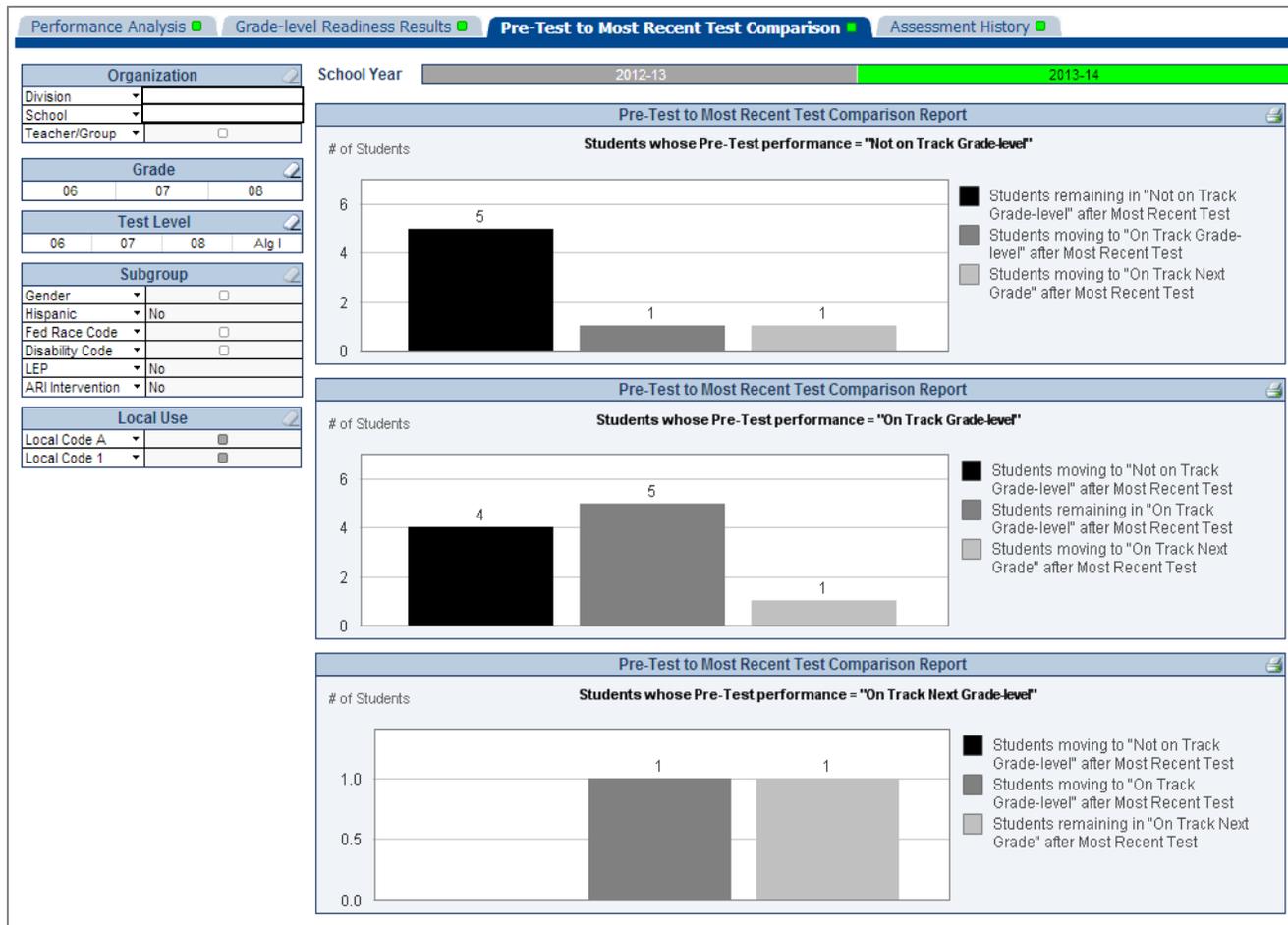
Performance	All Test Takers Pre-test #	All Test Takers Pre-test %	One-Time Test Takers Pre-test #	One-Time Test Takers Pre-test %	Multiple-Time Test Takers Pre-test #	Multiple-Time Test Takers Pre-test %	Multiple-Time Test Takers Most Recent Test #	Multiple-Time Test Takers Most Recent Test %
Not on Track for Grade-level	16	39.0%	4	66.7%	7	36.8%	9	47.4%
On Track Grade-level	20	48.8%	2	33.3%	10	52.6%	7	36.8%
On Track Next Grade-level	5	12.2%	0	0.0%	2	10.5%	3	15.8%
Total	41	100.0%	6	100.0%	19	100.0%	19	100.0%

## Analytic Reports (continued)

- Pre-Test to Most Recent Test Comparison
  - Further analysis of multiple-time test takers from the Grade-level Readiness Results report.
  - Shows the movement of students between the different performance levels based on initial pre-test data. The number above each bar indicates the number of students included in that data set.
  - For this report, only one school year may be chosen at a time.

# Analytic Reports (continued)

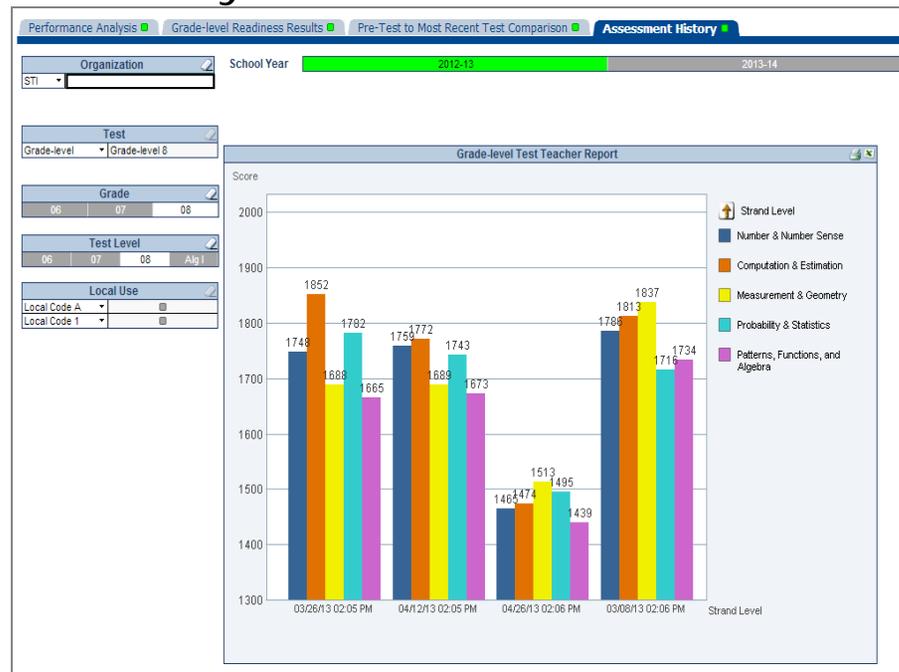
- Pre-Test to Most Recent Test Comparison, continued



Copyright © 2011 Pearson Education, Inc. or its affiliates. All rights reserved.

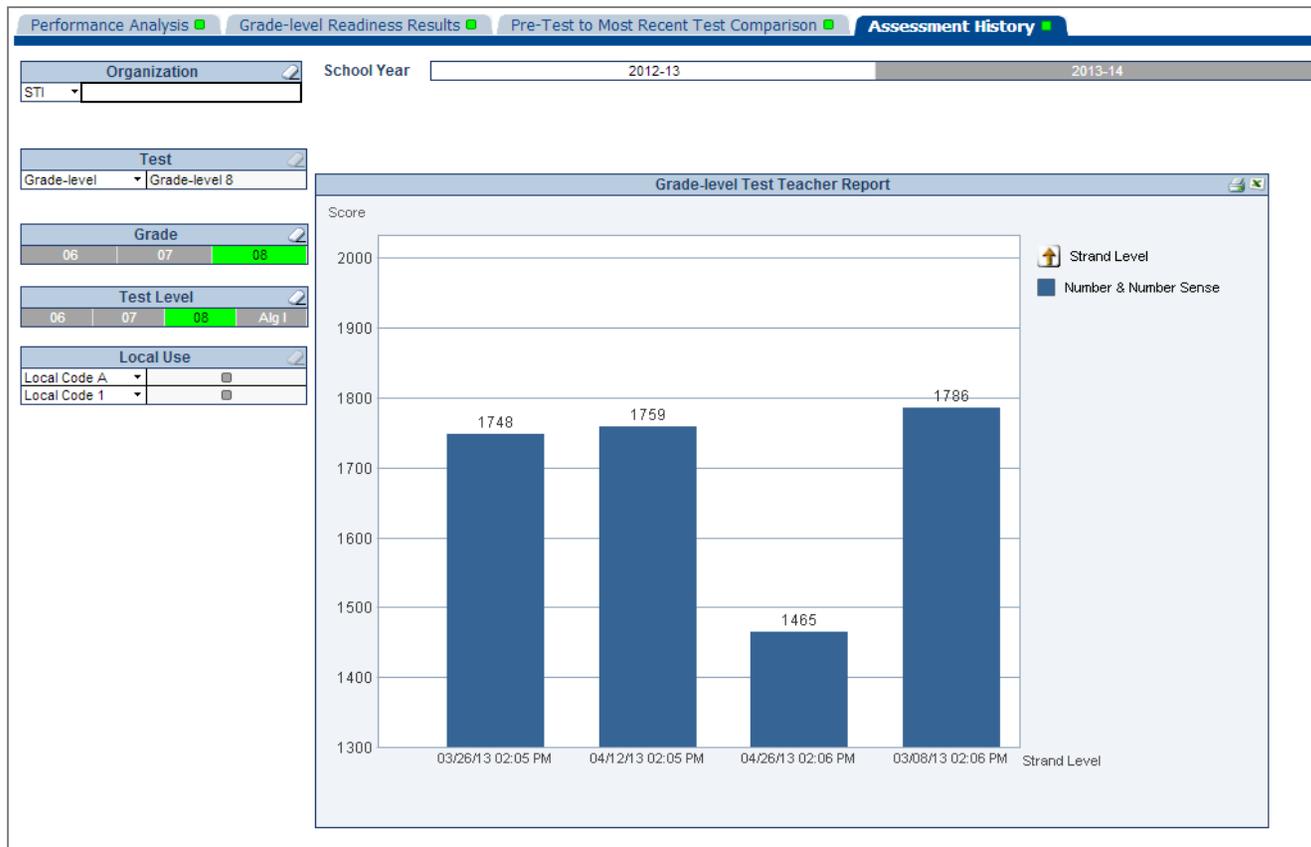
# Analytic Reports (continued)

- Assessment History
  - Displays all of the Grade-level Tests taken by a student.
  - A student must be selected from the STI filter in order for data to be displayed.
  - Multiple school years may be chosen to see a student's full assessment history.



# Analytic Reports (continued)

- Assessment History, continued
  - To track progress on a specific Strand, click on a Strand in the list on the right.



# Questions?

**Please type your question to Host in  
the Chat box**

# PearsonAccess Support Tab

Home > Support

## Support

[Return to Home](#)

### Resources

**Top Resources**

- PearsonAccess User's Guide for the Virginia Assessment Program (9/2012)
- Fall 2012 SOL SDU File Template (04/2012)
- Fall 2012 SOL SDU File Requirements (08/2012)
- EIMS FAQ's (9/2012)
- Summer 2012 SOL SDU File Template (12/2011)
- Summer 2012 SOL SDU File Requirements (3/2012)
- 2012-2013 VAAP VGLA VSEP Student Data Upload File Requirements (10/2012)
- 2012-2013 VAAP VGLA VSEP Student Data Upload File Template (10/2012)
- ARDT 2012 Field Test Student Data Upload File Requirements (10/2012)
- ARDT 2012 Field Test Student Data Upload File Template (10/2012)

[View All Resources...](#)

**Resource Categories**

- Tech
- Training
- SDU
- Alt Scoring
- Extracts
- Reports
- ATP
- ARDT
- EIMS

### FAQs

**Key FAQs**

- Editing Organizational Data
- Changing Organizations
- Login/Logout
- Tracking Orders
- Sending Student Data Files
- On-Demand Reports
- Entering Participation Counts

[View More FAQs...](#)

### Contact Us

**Email Customer Support:**  
[vap@support.pearson.com](mailto:vap@support.pearson.com)

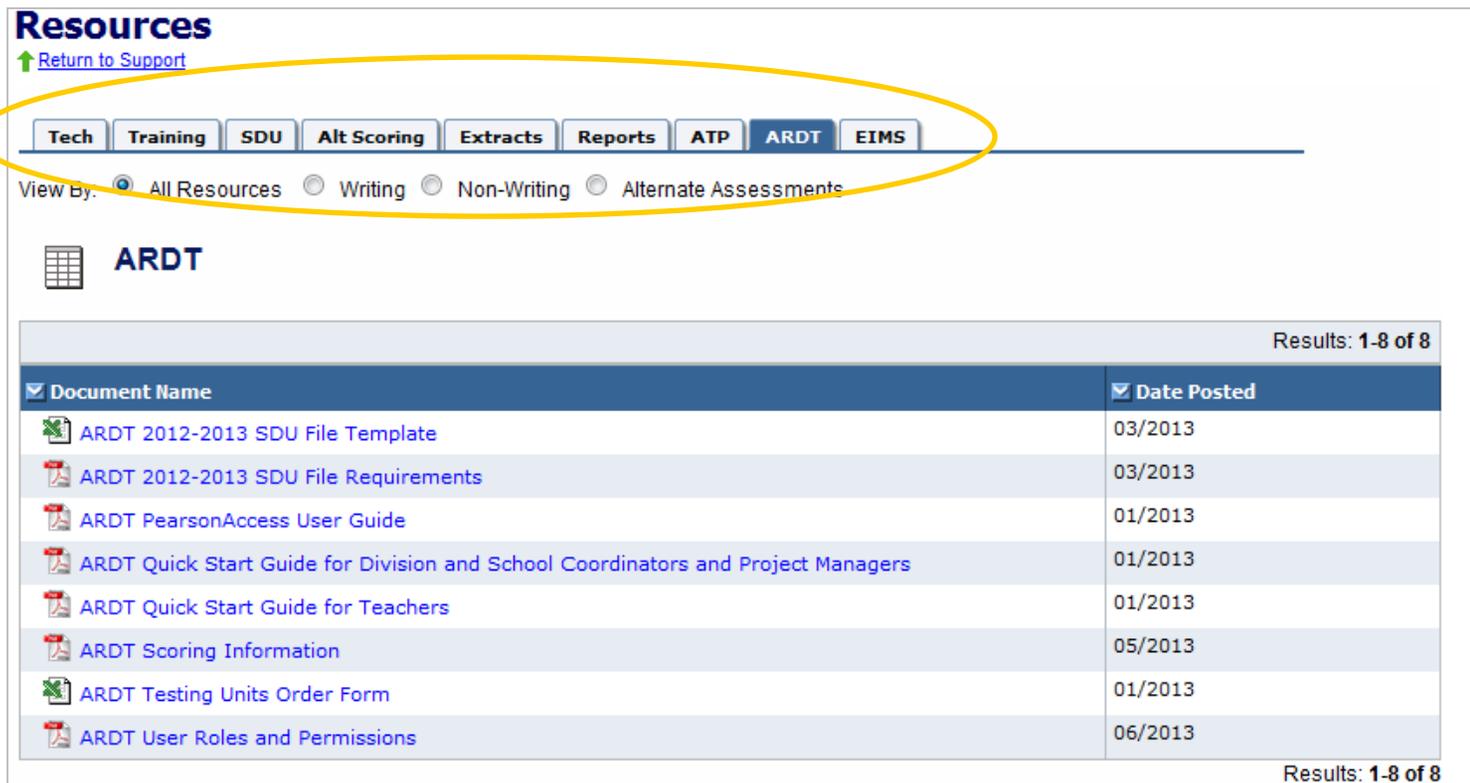
**Call Customer Support:**  
866-650-9425  
Hours available:  
Mon-Fri 7:00AM EST - 8:30PM EST

The PearsonAccess main support page provides a lengthy selection of FAQ's to address a range of questions or concerns.

At the bottom of the Top Resources section, you will see the *View All Resources* link that will take you to the Resources main page.

# PearsonAccess Support Tab (continued)

The Resources tabs contain helpful documents, worksheets, layouts, and additional FAQ's.



The screenshot shows the 'Resources' section of the PearsonAccess website. A yellow oval highlights the navigation tabs: Tech, Training, SDU, Alt Scoring, Extracts, Reports, ATP, ARDT, and EIMS. The 'ARDT' tab is currently selected. Below the tabs, there are radio buttons for 'View By' with options: All Resources (selected), Writing, Non-Writing, and Alternate Assessments. A grid icon and the text 'ARDT' are visible. The main content area displays a table of resources with 8 results. The table has two columns: 'Document Name' and 'Date Posted'. The documents listed are:

Document Name	Date Posted
ARDT 2012-2013 SDU File Template	03/2013
ARDT 2012-2013 SDU File Requirements	03/2013
ARDT PearsonAccess User Guide	01/2013
ARDT Quick Start Guide for Division and School Coordinators and Project Managers	01/2013
ARDT Quick Start Guide for Teachers	01/2013
ARDT Scoring Information	05/2013
ARDT Testing Units Order Form	01/2013
ARDT User Roles and Permissions	06/2013

Results: 1-8 of 8

## PearsonAccess Support Tab (continued)

- ARDT User Guide – overview of how to use PearsonAccess
- Coordinator and Project Manager Quick Start Guide – overview of the steps you need to get students testing
  - Includes Test Administration Instructions
    - Tools are like those used for SOL testing so make sure students are familiar using the Practice SOL Items
    - Approved Calculators (grades 6-8: scientific; Algebra: graphing calculator)
    - No individual question review within TestNav
  - Includes common FAQs and a Checklist to guide you.

## Additional Resources

- Many resources are also located on the Virginia Department of Education's Website:

[http://www.doe.virginia.gov/instruction/mathematics/middle/algebra\\_readiness/diagnostic\\_test/index.shtml](http://www.doe.virginia.gov/instruction/mathematics/middle/algebra_readiness/diagnostic_test/index.shtml)

## VAP Email

- VAP email address: [VAP@support.pearson.com](mailto:VAP@support.pearson.com)
- Pearson frequently sends emails from the VAP mailbox to Division Coordinators.
- It is important to carefully read these emails because they contain vital information pertaining to test administration activities.
- To ensure proper delivery of these emails:
  - Be certain to update your personal contact information through VDOE. Pearson is not authorized to update contact information without VDOE approval.
  - Check that your mailbox security filter allows emails from VAP to be delivered to your inbox and is not mistaken for Junk or Spam.

# Thank You