Quick Guide to Online Testing

The graphic below outlines the key steps to online testing. District coordinators may assign these steps to staff according to each district's needs and resources.

District/campus registers to test online

3–6 weeks prior to testing

District coordinator receives administration announcement letter

Review resources and complete training of coordinators and technology staff

2 weeks prior to testing

Complete training of test administrators

Review test security and confidentiality policies and sign necessary oaths

Create user accounts with applicable roles

Ensure that student data are loaded into the Assessment Management System; verify student data

Prepare campus technology:
- **configure TestNav**
- **network infrastructure**
- **proctor cache**

Send data file to testing contractor

1 week prior to testing

Proctor cache test content

Create online test sessions

Conduct a test of the online testing environment

1–3 days prior to testing

Prepare the testing environment

Print the necessary authorization letters

Print seal code letters (TAKS ELA only)

Day of testing

Start, monitor, and manage test sessions

After testing

Close test sessions

Verify student data/status in the session details

Lock user accounts in the Assessment Management System