**Infrastructure Trial Process – Step 2**

Recommended Roles within PearsonAccess related to the Infrastructure Trial ([Training Center – Brown](http://PARCC.Pearson.com/TrainingCenter)) process:

* District Test Coordinator Task - \*Creates the Accounts for the other Roles in PearsonAccess (this role has all the rights of roles below as well) \* must be done first
* School Test Coordinator Task - Creates Student Accounts, and Test Sessions
* Test Administrator/Proctor of the test Task - Prints the Authorizations and Starts and Stops the Test Session
* Technology Coordinator Task - Sets up the TestNAV Configuration and downloads the test to the Proctor Caching Server

Communication is the key to a successful Infrastructure Trial. Each individual assigned a Role needs to accomplish their duties while communicating what they have completed in detail so that the next step in the process can start.

All testing devices need to have the SystemCheck tool run to verify that they meet the requirements for TestNAV.

Note: Chromebooks and iPads cannot run the SystemCheck tool. They will need to run an App that should be available mid February 2014. This was part of step 1.

***Steps for the Infrastructure Trial Setup (All Configurations through http://PARCC.Pearson.com/TrainingCenter)***

1. **District Test Coordinator role creates the accounts in PearsonAccess and schedules # 2 below. This role monitors the entire process.**
2. **District Test Coordinator discusses with roles above and a decision of the number of testing devices at test locations are decided.**
3. **Technology Coordinator task - Creates the TestNAV Configuration**
	1. **Prerequisites (Step 1 sent in email 2/4/14)**
		1. **Proctor Caching Server(s) are built**
		2. **SystemCheck Test is complete on devices**
		3. **Save Locations for PCs and MACs (Home Directory and Share Location) have been identified**
	2. **Communicates the Proctor Caching design (could be multiple required) to the School Test Coordinator who will be assigning test sessions to the Proctor Caching configuration(s).**
4. **School Test Coordinator task - Creates Sample Student Accounts (Fake accounts for the Infrastructure Trial only!)**
5. **School Test Coordinator task - Creates Test Sessions utilizing sample students and Proctor Caching design**
	1. **Communicates that the Test Sessions have been created to the Technology Coordinator and Test Administrator/Proctor of the test (cc to all other roles)**
6. **Technology Coordinator task - Downloads the Test to the Proctor Caching server(s)**
	1. **Communicates successful test download to Test Administrator/Proctor of the test (cc to all other roles)**
7. **Test Administrator/Proctor of the test – Retrieves the Student Authorizations from PearsonAccess for those sessions and prints one for each student. (Note – if choosing to print multiple on one page, Test Administrator/Proctor of the test needs to cut the Authorizations apart for distribution.)**
8. **Test Administrator/Proctor of the test starts the session and instructs the students to login with their Authorizations and begin.**
9. **Test Administrator/Proctor of the test stops the session when the allotted time expires.**
10. **Entire team debriefs and adjusts the process based on what they learned.**

**Reference: Infrastructure Trial Readiness Guide Spring 2014 and PearsonAccess User Guide located under the “Manuals and Documents” tab at this URL: http://www.pearsonaccess.com/cs/Satellite?c=Page&childpagename=PARCC%2FpcPALPLayout\_v2&cid=1205795411747&p=1205795411747&pagename=pcPALPWrapper&resourcecategory=Manuals+and+Documents**