**CMAS Test Simulator Form**

## Overview

The CMAS Technology Readiness process is designed to help Colorado schools and districts verify the technical readiness of their online assessment environments. This involves ensuring that networks, proctor caching devices, and student testing devices are appropriately configured using state-specific item types. Pearson provides a CMAS test simulator form to facilitate this process, which includes a range of simulations and technology-enhanced items that can be administered through the Colorado PearsonAccessnext Training site.

This guide provides instructions on how to effectively use the CMAS testing simulator and ensure your school or district is technically prepared for the CMAS administration.

### Purpose of the CMAS Test Simulator Form

The CMAS test simulator form is built with various simulations and technology-enhanced items, taken from different grade levels and disciplines. The purpose of the tool is to allow **technology support personnel** to test and verify technical configurations without interfering with **student practice resources**.

#### Key Functions:

* Simulate testing environments to verify network readiness.
* If you use proctor cache, ensure proctor caching devices and student testing devices perform as expected.
* Test the performance of Colorado-specific item types on student device types.

### Flexible Simulation Scaling

You have the flexibility to scale the simulation based on the needs of your district and schools.

#### Simulation Scenarios:

* **Single Session Simulation**: This is ideal for testing a specific scenario, such as in one classroom or on one type of device. It provides a focused approach to identify potential issues in smaller, controlled environments.
* **Multiple Sessions Simulation**: Suitable for testing different classrooms, buildings, or device types throughout a district. By simulating various scenarios, you can evaluate how different network environments or device types may impact test performance.

### Running the CMAS Testing Simulator

Once the test simulator form is set up, you can run it on either individual student devices or on multiple devices in a larger classroom or lab setting. New sessions should be created and established each administration year to run through a seamless experience. Do not utilize sessions created in previous administration years for this activity.

#### Options for Running the Simulation:

* On Specific Devices: Run the simulation on specific student testing devices to evaluate how individual items behave on student devices.
* In a Classroom or Lab: Create a more life-like simulation where multiple devices are used in a classroom or lab environment. This allows you to observe how test items impact network performance and proctor caching (if utilized) when scaled up.

### Troubleshooting Past Issues

If your school or district experienced any technical difficulties during a previous CMAS administration, it is highly recommended that you utilize this tool to simulate similar conditions. By doing so, you can identify the root cause of prior issues or error codes and adjust to prevent future problems.

### Pre-Requisites: TestNav Configuration

Before running the CMAS testing simulator, make sure you have completed the necessary TestNav configuration in the PearsonAccessnext Training site. This ensures that the testing environment is properly set up and ready for simulation.

#### Checklist for TestNav Configuration:

* Network connections are stable and meet the required specifications.
* If utilizing proctor cache that the devices are correctly configured.
* Student devices are updated and prepared for testing in line with [TestNav requirements](https://support.assessment.pearson.com/x/HwYcAQ).

If you have any questions about this form, contact Collin Bonner, [Bonner\_C@cde.state.co.us](mailto:Bonner_C@cde.state.co.us)

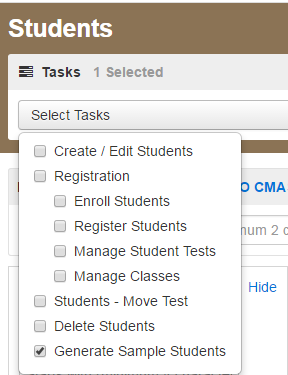
## Enter CMAS Training Center in PearsonAccessnext

Go to [CMAS Training Center in PearsonAccessnext](https://trng-co.pearsonaccessnext.com/)

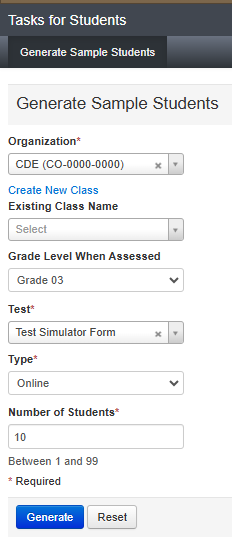
1. Select > Technology Readiness > CMAS Testing Simulator
2. Select School or District

Menu: Select > Technology Readiness > CMAS Testing Simulator

### Create Students

1. From **Setup** > **Students**, open the task list and select **Generate Sample Students**. Click **Start**. 
2. Select **Organization**

* Create **New Class**: New Class Name (Remember this name for session creation)
* Select **Grade**
* Test: **Test Simulator Form**
* Type: **Online**
* Number of Students: **up to 99**
* Select **Generate**
* View Success Message



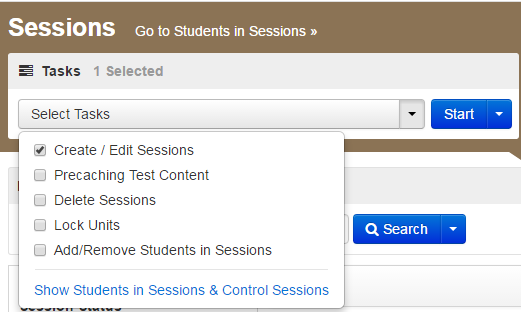
1. Select **Exit Task**

## Create an Online Test Session

Complete Details with Create / Edit Test Session Tasks

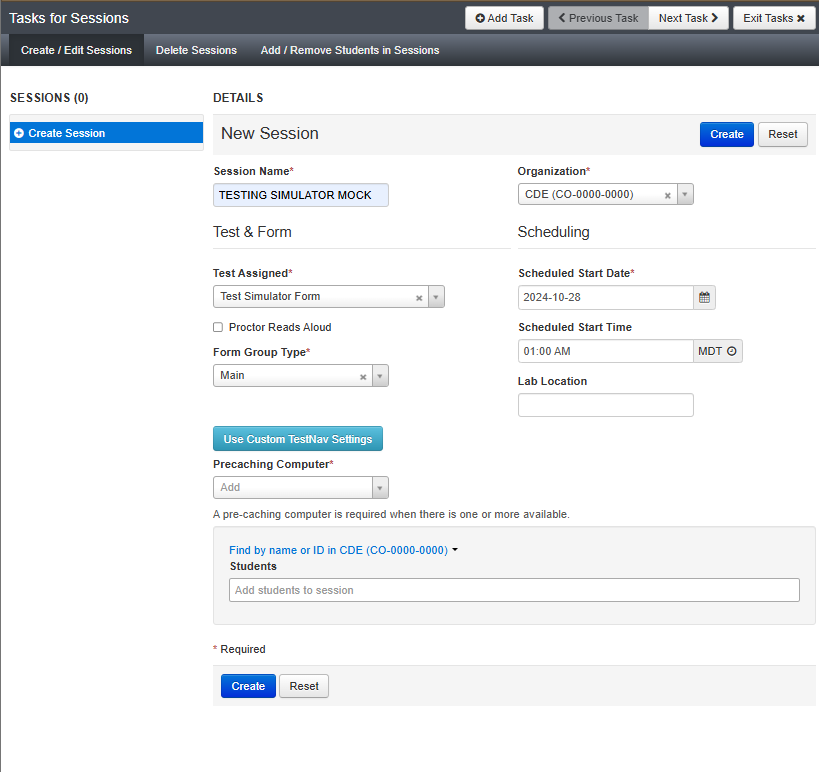
Do not use sessions from previous administration years. New sessions should be established each year to complete this activity.

1. From **Testing > Sessions**, click the **Select Tasks** drop-down and select **Create / Edit Test Sessions**. Click **Start.**



On the Create Session screen complete:

* + Session Name
  + Test Assigned: **Test Simulator Form**
  + Form Group Type: **Main**
  + Pre-caching Computer
  + Organization
  + Scheduled Start Date (today)
  + Find by Class- Look for the name used when the students were created.



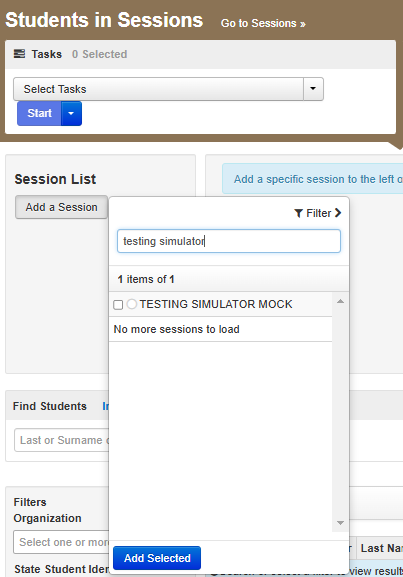
1. Select **Create**

View Success Message

1. Select **Exit Task**

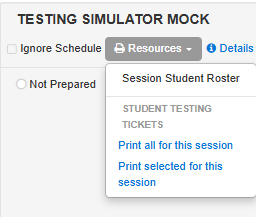
## Retrieve Student Test Tickets

1. From **Testing** > **Students in Sessions**, click **Add a Session.** Search for a session(s) and click **Add Selected**.
   * *Click Refresh to update the data displayed.*
2. Click a session to select it from the list. If you have trouble finding your session, go to **Testing** > **Sessions**, and select the test session(s) that contain the students whose statuses you want to view. To see the listed session(s), return to **Students in Sessions**.



1. Click the **Resources** drop-down and from the **Student Testing Tickets** select either of the following:

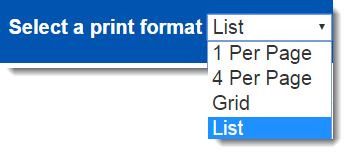
* **Print all for this session** to print testing tickets for all the students within the session.
* **Print selected for this session** to print testing tickets for selected student(s) within the session.
  + Select a student(s) registered in the session, and then click **Resources > Student Testing Tickets > Print selected for this session**.



1. To print, select a print format and then print the testing ticket(s). You can select one of the following:

* 1 Per Page: One student test ticket per page *Default selected print format*
* 4 Per Page: Four students testing tickets per page
* Grid - All testing tickets print in a grid
* List - All testing tickets print in a list

1. Print test ticket using your browser.

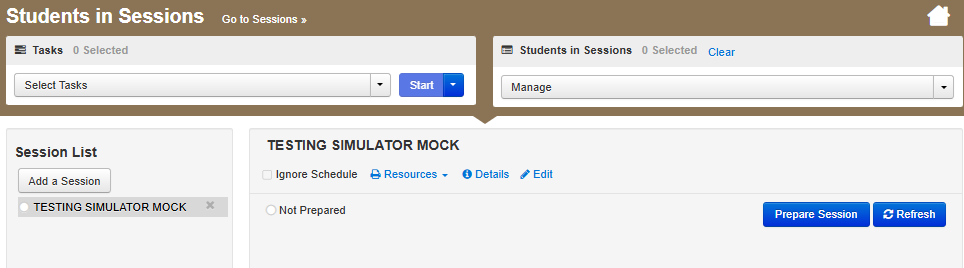


## Prepare an Online Test Session

You can prepare sessions in two ways:

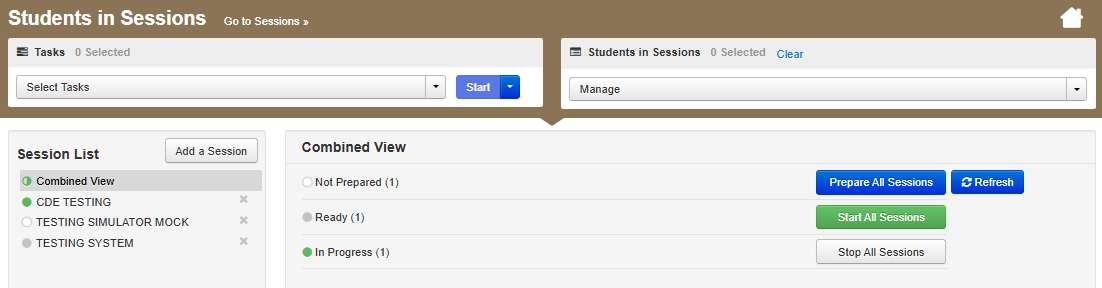
1. Prepare a single session:

* From **Testing > Students in Sessions**, select a session from the **Session List** and click **Prepare Session**.



1. Prepare multiple sessions:

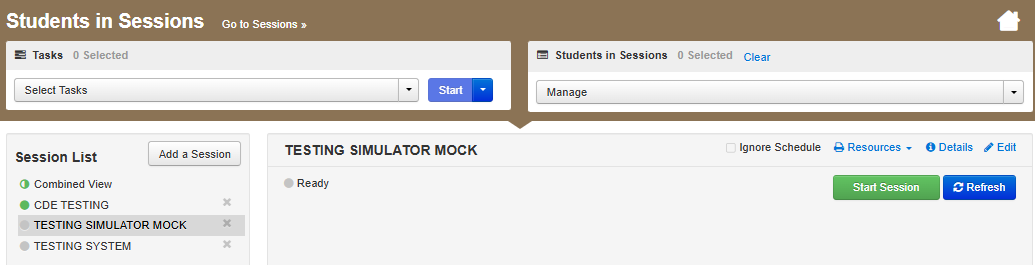
* From **Testing > Students in Sessions**, select multiple sessions using the combined view and click **Prepare All Sessions.**



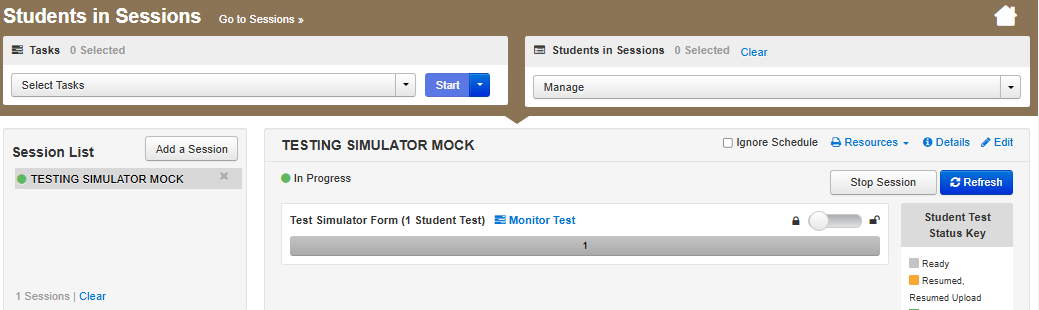
## Start an Online Test Session and Unlock the Students Tests

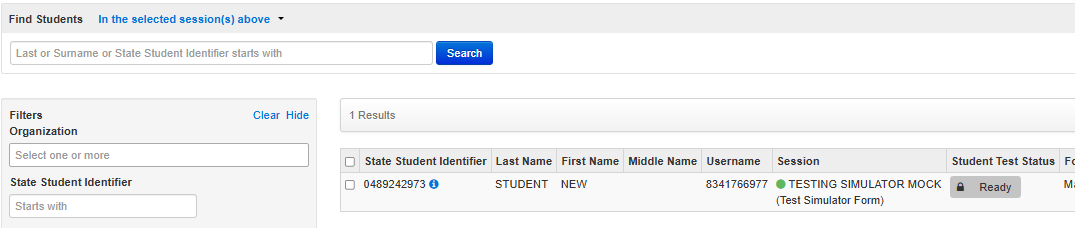
1. To start a session:

* From **Testing** > **Students in Sessions**, select a session from the **Session List** and click **Start Session**.



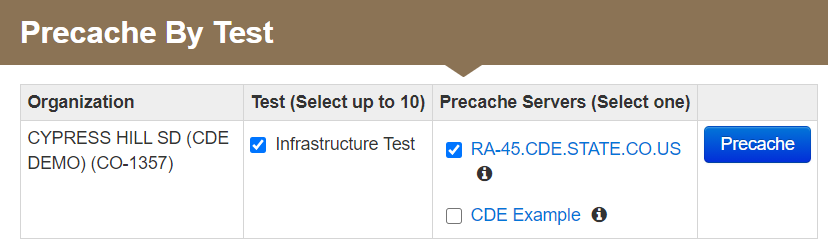
1. To unlock a test/section for a student(s), follow these steps:
   * 1. From **Testing > Students in Sessions**, select a session from the **Session List**.

Students in session

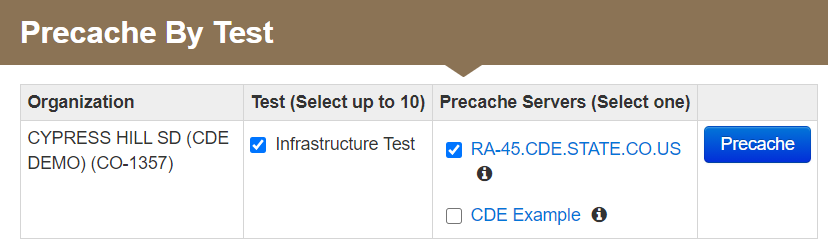
* + 1. Click**Start Session or** select an**In Progress** session.
    2. elect a student with **Ready** status. Click the lock on the status button and the unit will unlock. 

## Precache Test Content (If Applicable)

1. From **Setup > Precache by Test**

****

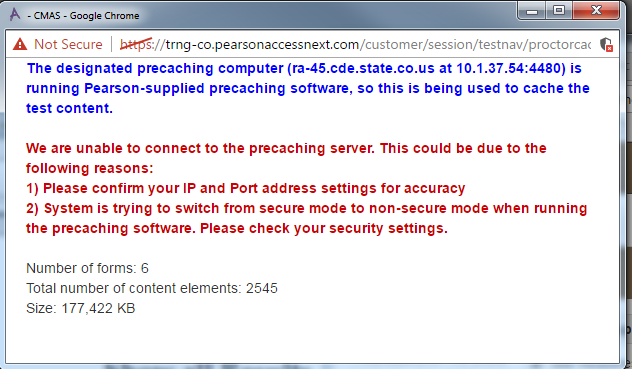
1. Select one **Precache Server** from the list and, mark the boxes to select Infrastructure Test.
2. Click **Precache**.

****

1. Watch for your browser blocking Pearson’s Precache script.

* In Chrome look for the shield in the top right-hand corner of the window

1. Select **Load Unsafe Scripts**



1. Click **Precache**.

