

AzSCI Test Administrator Checklist

Managing Students – District Test Administrator only		
<input type="checkbox"/>	Add any new students to PAN.	PAN User Guide page 20
<input type="checkbox"/>	Create any needed SPV test sessions and move students into these sessions.	PAN User Guide page 30
<input type="checkbox"/>	Order your SPV materials if needed.	PAN User Guide page 33
Preparing for Testing – District Test Coordinator, School Test Coordinator, or Test Administrator		
<input type="checkbox"/>	Check out directions for accessing the Session Resources: seal codes, roster, testing tickets	PAN User Guide page 34
<input type="checkbox"/>	Print one copy of the Seal Code for each TA at that grade level. This is secure material and should be placed in a locked drawer until testing begins.	PAN User Guide page 35
<input type="checkbox"/>	Print Testing Tickets for each student.	PAN User Guide page 38
Testing Day Activities - School Test Coordinator or Test Administrator		
<input type="checkbox"/>	Start a Test Session Testing>Session. Search> <i>Show All Results</i> Select Your Group Go to <i>Students in Session</i> Click “Start Session” Button	PAN User Guide page 42
<input type="checkbox"/>	Unlock Student Tests Unlock all tests by dragging the lock/unlock switch Unlock individual students by selecting “unlock” next to their name Students should be in “Ready” status	PAN User Guide page 43
<input type="checkbox"/>	Manage Test Sections Click “Manage Sessions” button Top Portion: Each row represents a test section Lower Portion: The Section Status columns monitors a student’s test progress	PAN User Guide page 44
<input type="checkbox"/>	Resume a Test Place a check by the student test that is in Exited status Go to Start, select <i>All Tasks</i> . Resume Student Tests tab, place a check on the student that needs to be resumed in the <i>Students in Sessions</i> Click Resume.	PAN User Guide page 45

PAN User Guide:

<https://www.azed.gov/sites/default/files/2020/12/AzSCI%20Spring%202021%20PAN%20Users%20Guide%20-%20Final.pdf>