



**Massachusetts Comprehensive  
Assessment System**

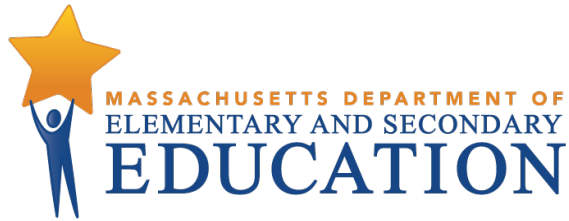
**PRE-ADMINISTRATION  
GUIDE**

**Tasks for the 2022–23  
MCAS Tests**

## Important Contact Information and Resources

Contact	MCAS Service Center
<b>For questions on:</b>	<ul style="list-style-type: none"> <li>• general test administration support</li> <li>• PearsonAccess<sup>next</sup> and TestNav such as               <ul style="list-style-type: none"> <li>&gt; user accounts</li> <li>&gt; technology support and readiness</li> <li>&gt; Infrastructure Trials and ProctorCache</li> <li>&gt; viewing student records and organizations</li> <li>&gt; the SR/PNP process and loading files</li> </ul> </li> <li>• logistical support, including filling out the Materials Summary and the PCPA</li> <li>• locating resources</li> <li>• shipments of materials</li> </ul>
<b>Hours</b>	7:00 a.m.–5:00 p.m., Monday–Friday
<b>Web</b>	<p><b><a href="http://mcas.pearsonsupport.com">mcas.pearsonsupport.com</a></b></p> <p>Use this website to access training modules and other materials to support test administration, including a link to the MCAS Service Center website (<a href="http://mcasservicecenter.com">mcasservicecenter.com</a>) where schools will access the PCPA and order additional materials.</p>
<b>Email</b>	<b><a href="mailto:mcas@cognia.org">mcas@cognia.org</a></b>
<b>Telephone</b>	800-737-5103
<b>Fax</b>	603-516-1121

Contact	DESE Office of Student Assessment Services
<b>For questions on:</b>	<ul style="list-style-type: none"> <li>• policy, such as assigning accessibility features and accommodations</li> <li>• student participation</li> <li>• testing irregularities, including test security incidents and technology irregularities/failures</li> <li>• voiding a test</li> <li>• student data and SIMS, call your district SIMS contact (Go to <a href="http://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239">profiles.doe.mass.edu/search/search.aspx?leftNavID=11239</a>, select <b>SIMS Contact</b> from the Function menu, and click <b>Get Results</b>.)</li> <li>• unsubmitting a test, call your district MCAS test coordinator (Go to <a href="http://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239">profiles.doe.mass.edu/search/search.aspx?leftNavID=11239</a>, select <b>MCAS Test Coordinator</b> from the Function menu, and click <b>Get Results</b>.)</li> </ul>
<b>Hours</b>	8:00 a.m.–5:00 p.m., Monday–Friday
<b>Web</b>	<b><a href="http://www.doe.mass.edu/mcas/testadmin">www.doe.mass.edu/mcas/testadmin</a></b>
<b>Email</b>	<b><a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a></b>
<b>Telephone</b>	781-338-3625
<b>Fax</b>	781-338-3630



This document was prepared by the  
Massachusetts Department of Elementary and Secondary Education  
Jeffrey C. Riley  
Commissioner

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Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street, Malden, MA 02148-4906  
Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370  
[www.doe.mass.edu](http://www.doe.mass.edu)



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## A. Using This Document

This document provides instructions and roles/responsibilities for the tasks that schools need to complete prior to MCAS test administration. This document is meant to supplement the manuals and resources posted on each [administration-specific page](#) by describing activities that should be completed in the fall and winter. Tasks in this document are listed first for the principal/test coordinator followed by tasks for the technology coordinator.

The list below contains acronyms that are commonly used throughout this document and other MCAS resources.

- **CBT:** Computer-based testing
- **PBT:** Paper-based testing
- **PAN:** PearsonAccess Next
- **SR/PNP:** Student Registration/Personal Needs Profile
- **SIMS:** Student Information Management System
- **EL:** English learner
- **ELA:** English Language Arts
- **STE:** Science and Technology/Engineering

## B. General Timelines of Tasks

The table below describes the tasks for principals and test coordinators to complete prior to test administration.

### General Timeline for MCAS CBT Pre-Administration Tasks

September and October	At least 2 months before testing	At least 2 weeks before testing
<ul style="list-style-type: none"> <li>• (Ongoing) Read bi-weekly Student Assessment Updates.</li> <li>• Become familiar with CBT components.</li> <li>• Identify the school test administration team.</li> <li>• Update contact info with DESE.</li> </ul>	<ul style="list-style-type: none"> <li>• Update contact info in PAN and create additional accounts.</li> <li>• Plan for accessibility features and accommodations.</li> <li>• View online modules and participate in training sessions.</li> <li>• Meet with the technology coordinator, who will review the tech specs and prepare the school's infrastructure.</li> <li>• Complete the SR/PNP.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct an Infrastructure Trial (recommended).</li> <li>• Train test administrators in protocols and security requirements.</li> <li>• Prepare devices and materials.</li> <li>• Prepare students for online testing.</li> <li>• Review instructions in the <i>Principal's Administration Manual</i>.               <ul style="list-style-type: none"> <li>○ Manuals will be delivered to schools two weeks before spring ELA testing, and one week before each fall/winter administration, and will be available online beforehand.</li> </ul> </li> </ul>

The following table describes the general timeline for tasks to be completed in PearsonAccess Next (PAN) by all staff. (A description of PAN can be found on page 3.)

### Timeline of Tasks in PearsonAccess Next (PAN)

Timeline	Tasks	Staff Responsible
Approximately 2 months prior to testing	<ul style="list-style-type: none"> <li>Submit the Student Registration/Personal Needs Profile (SR/PNP)</li> </ul>	Principals/test coordinators
Approximately 2 months prior to testing (after the initial SR/PNP submission, through the testing window as needed)	<ul style="list-style-type: none"> <li>Continue to update student info in PAN (SR/PNP)</li> <li>Enrollment Transfer Work Requests (as needed)</li> </ul>	Principals/test coordinators
At least 2 weeks before testing	<ul style="list-style-type: none"> <li>Conduct Infrastructure Trial</li> </ul>	Principals/test coordinators and technology coordinators
2 weeks before testing	<ul style="list-style-type: none"> <li>Create PAN Sessions and add students</li> <li>Verify accommodations in PAN</li> </ul>	Principals/test coordinators (recommended), but can also be done by district or school test coordinator or technology coordinator

## C. Tasks for New Principals/Test Coordinators

Fall 2022

### 1. Familiarize yourself with these resources, and bookmark the web pages.

- **General resources**
  - [Student Assessment Update newsletter](#), sent biweekly throughout the school year.
    - Principals, MCAS test coordinators, special education directors, and EL program directors automatically receive the Update based on contact information submitted to the Department. See the instructions at the top of the Student Assessment Update archive page to change your email address, to add another staff member who serves in one of these roles, and for a link to subscribe.
  - [Test designs](#) (underneath the “Simplified Review Process” graphic, click on the subject area, and then click on “Test Design”).
  - [Test administration resources](#), which provide a running list of updates for the school year, and for each test administration window, links to manuals, sample forms, training resources, and other guidance documents
  - [MCAS Resource Center](#), which provides a link to PAN and PAN guidance documents, training modules and recordings of previous trainings, a link to the MCAS Service Center, resources for the technology coordinator for tech setup, the student tutorial and subject-specific practice tests, test administration guidance, and released test items.
- **Secure websites**

Note: These websites provide access to confidential student data, so be sure to file the MCAS Service Center password memorandum and other passwords in a secure location.

  - [MCAS Service Center secure website](#), used during test administration to order additional materials, complete the Principal’s Certification form, schedule a UPS pickup request (for paper-based testing), and during summer discrepancy reporting.

- If your predecessor did not leave the password for you, call the MCAS Service Center at 800-737-5103 to request it. You will need to provide your school’s name and your 8-digit school code (found on your [School and District Profile](#)).
- [PearsonAccess Next](#)
  - Principals and school test coordinators should contact their district test coordinator to create a new account.
  - District test coordinators can contact another district test coordinator within their district in order to create a new account.
  - If you are the only district test coordinator in your district and need a PAN account, please contact the MCAS Service Center at 800-737-5103. Prior to calling, please be sure your contact information has been updated in [School and District Profiles](#).
- [Edwin Analytics](#), which provides authorized district and school personnel with access to students’ test results, information, and reports that support improvements in teaching, learning, and educational outcomes. New users can review these [resources](#) to ensure they have [Security Portal](#) access and the security role needed to view student data.

**2. Find contact information for certain district/school staff members, and save for later use.**

- the [district-level Directory Administrator](#)
  - Confirm with your district-level Directory Administrator whether you are listed in the Department’s Directory Administration application in your new role, and confirm whether your school’s mailing address and email address are correct.
  - Test sites, adult education programs, out-of-state schools, SEIS-DYS programs: Email your updates to [ESEDirectoryAdministrator@Mass.Gov](mailto:ESEDirectoryAdministrator@Mass.Gov) (be sure to include your 8-digit school code and school name).
- the district test coordinator (found at <https://profiles.doe.mass.edu/>; submit any updates to your district-level Directory Administrator)
- the district technology coordinator (found at <https://profiles.doe.mass.edu/>; submit any updates to your district-level Directory Administrator)
- the district-level SIMS contact, who submits data for the entire district to the Department’s Student Information Management System (SIMS)
  - To find your district’s SIMS contact, go to the [School and District Profiles people search page](#), select **SIMS Contact** from the **Function** menu, and click **Get Results**.

**3. Become familiar with the components for computer-based testing (CBT).**

Component	What is it used for?	Resources
<b>PearsonAccess Next (PAN):</b> The online test management system for principals, test coordinators, technology coordinators, and test administrators	<ul style="list-style-type: none"> <li>• Managing user accounts</li> <li>• Completing the Student registration (SR/PNP)</li> <li>• Managing computer-based test sessions</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PAN online support</a></li> <li>• <a href="#">User Role Matrix</a> (Click on the “PearsonAccess Next” dropdown)</li> </ul>
<b>TestNav:</b> The online testing platform used by students	Used by students for taking computer-based MCAS tests	<ul style="list-style-type: none"> <li>• <a href="#">TestNav8 Online Support</a></li> <li>• <a href="#">Set up and Use TestNav</a></li> <li>• <a href="#">Troubleshooting</a></li> </ul>

**Become familiar with the components for computer-based testing (CBT), continued**

<b>Component</b>	<b>What is it used for?</b>	<b>Resources</b>
<p><b>Infrastructure Trial:</b> An opportunity for schools to prepare for computer-based testing by simulating test-day network use</p> <p>If your organization has previously successfully administered school-wide CBT, and you are able to confirm the five bulleted items in the second column, your organization may not need to conduct an Infrastructure Trial.</p> <p>If one or more items in this list cannot be confirmed, or if your technology setup has significantly changed since the last CBT administration (including using Bring Your Own Device for the first time), an Infrastructure Trial is recommended.</p>	<p>This “dress rehearsal” will help to confirm the following:</p> <ul style="list-style-type: none"> <li>• If TestNav is configured correctly</li> <li>• If precaching, if the ProctorCache machine is properly configured to deliver test content to devices</li> <li>• If devices can successfully run TestNav</li> <li>• If participating staff know how to monitor and manage a computer-based MCAS test</li> <li>• If students are familiar with the computer-based tools and format</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Infrastructure Trial Readiness Guide</a> (Click on the “PearsonAccess Next” drop-down)</li> <li>• <a href="#">Infrastructure Trial for Test Coordinators and Test Administrators module</a></li> <li>• <a href="#">Fall/winter training sessions</a> (dates to be announced in fall 2022)</li> </ul>
<p><b>ProctorCache:</b> Software that precaches (i.e., loads) test content onto a designated machine in the school</p> <p>In schools with lower bandwidth, ProctorCache can reduce test delays and can provide students with a more seamless testing experience in the event of disruptions to Internet connectivity.</p>	<p>To reduce bandwidth requirements, reduce test content load times, and provide a more seamless experience for students</p>	<ul style="list-style-type: none"> <li>• <a href="#">ProctorCache Recommendation for MCAS Computer-Based Testing</a> (Click on the “PearsonAccess Next” dropdown)</li> <li>• <a href="#">Set Up and Use ProctorCache</a></li> <li>• <a href="#">ProctorCache System Requirements</a></li> <li>• <a href="#">Features and Demos</a></li> </ul>

**D. Tasks for Principals/Test Coordinators**

**Fall 2022**

**1. Begin to determine local responsibilities, and identify which staff members will be part of your test administration team to help with the planning and management of CBT tasks including the following:**

- Test coordination, including who will schedule and manage the test administration schedule
- Identifying which students will use accessibility features (available to all students), reviewing IEPs and 504 plans for accommodations for students with disabilities, and reviewing which accommodations are needed for English learners (ELs)
- Completing tasks in PAN, including updating contact information and providing student information



- Technology set-up, including configuring devices and the network for testing (See tasks for technology coordinators beginning on page 8 of this document.)
- Communication planning, including determining how information from the [Student Assessment Update](#) biweekly newsletter will be shared across the team (whether to sign up multiple individuals, or if one person will have the responsibility of communicating information across the team)

**2. Provide the Department with the school’s correct contact information to receive important notices via email during test administration.**

The Department provides important program updates, timely test administration-related deadlines, and links to register for trainings via the Student Assessment Update. Confirm whether you receive the update by following the instructions in step C.1.

Review your [School and District Profile](#), and click on the “people” tab to confirm whether the names and contact information are correct for the Principal, district and school-level Test Coordinator(s), district Educational Technology Director.

**3. For high schools: Review participation guidelines for the high school tests and retests, and determine which students in grades 11 and 12 still need to meet their [MCAS graduation requirements](#).**

Participation guidelines will be posted on the [Test Administration web page](#) for each test administration period.

High school principals should review the Student CD Roster (report PE618 in Edwin Analytics) to confirm that students who need to earn their CD will participate in MCAS testing as appropriate.

**New for 2022–23 high school STE:**

- February 2023 will be the first February administration of the Introductory Physics test. Next-generation accessibility features and accommodations will be available for the Biology and Introductory Physics tests, including a Spanish/English edition for eligible students.
- Plan ahead for students to take appropriate coursework and to participate in tests according to their year of graduation. Students in the class of 2023 are eligible for a modified Competency Determination for STE.
- Legacy high school Chemistry and Technology/Engineering tests will be offered for the last time in spring 2023, only for students in the class of 2025 and earlier.

**4. Review accessibility features (for all students) and accommodations for students with disabilities and ELs, and begin planning which ones students will use during MCAS testing.** Review the [Accessibility and Accommodations Manual](#) and the [Accessibility and Accommodations module](#).

Accommodations need to be listed in students’ IEPs and 504 plans and noted in local records for EL students. Selected accessibility features and accommodations need to be included in PAN.

Test administrators who will administer accommodations to students with disabilities or EL students should receive additional training beyond that offered at the school-wide test administrator training

to ensure that accommodations are correctly provided. Additional information will be provided in the *Principal's Administration Manual*.

**5. By October 1, 2022: Provide student information to your district SIMS contact.**

Students' data used for MCAS reporting purposes is provided by districts to the Department via the Student Information Management System (SIMS). Most districts use the School Interoperability Framework (SIF), which provides updates to student data in real time to the Department. For non-SIF districts, SIMS is updated in October, March, and June.

Call your district's contact to confirm the accuracy of your school's data and learn how to provide updates throughout the school year (e.g., if a student no longer has an IEP) to SIMS (see step C.2 for instructions on finding your district's contact).

**E. Tasks for Principals/Test Coordinators                      At least 2 months before testing**

**1. (Returning principals/test coordinators) Confirm whether your PearsonAccess Next account is still active.**

School and district staff who had access to PAN during the previous school year should [sign in to PAN](#) to make sure their accounts are still active. If you are able to sign in to your account successfully, no further action is needed at this time. If you are unable to sign in, you should first attempt to reset your password. If after attempting to reset your password you are still unable to sign in, your account may have been disabled due to inactivity, and you will need to contact the MCAS Service Center to reinstate your account.

As you confirm your account, you may notice some minor updates to PAN. Detailed information on new features will soon be posted to the [Updates for 2022–23 web page](#) on the DESE website.

**2. Confirm whether appropriate staff members have PearsonAccess Next accounts.**

Principals should review the [User Role Matrix](#) to confirm that school and district staff have the appropriate PAN accounts. Principals should designate a member of their team to add/remove accounts for each administration. This task can be done manually or by uploading a file (the latter is best for creating large numbers of new accounts). For support, refer to the [Guide to Managing User Accounts in PearsonAccess Next](#). Contact the MCAS Service Center with questions.

**3. (Encouraged) Participate in training sessions on MCAS test administration and test security topics and view online training modules, and plan to train test administrators.**

All principals and test coordinators, especially those who are new, are encouraged to participate in a training session on MCAS test security protocols in the winter. Other training sessions will be offered on various test administration topics (details will be provided in a late fall Student Assessment Update). Online training modules providing guidance on completing tasks before, during, and after testing are [available](#), and sample slides will be provided for principals to use in training test administrators (the availability of the slides will be announced in a Student Assessment Update).

#### **4. Provide student information in PAN during the Student Registration/Personal Needs Profile (SR/PNP) window.**

The SR/PNP is a collection of student-level data that includes student demographic data, test registration information, and information on selected accessibility features and/or accommodations that a student will use during testing. The accuracy of the SR/PNP is important because it provides a record after testing of certain accessibility features and accommodations used by students. In addition, for CBT, the SR/PNP determines the test form that students will take (e.g., text-to-speech); for PBT, it provides the basis for the initial shipment of test materials to schools (e.g., Student ID Labels, test booklets, answer booklets, large-print booklets). The SR/PNP process is also the basis for schools' orders for test administration manuals.

On the first day of each SR/PNP window for each administration, the Department posts a pre-populated file in DropBox Central in the [DESE Security Portal](#) containing information on students, based on the most recent Student Information Management System (SIMS) or Schools Interoperability Framework (SIF) data.

Review the dates for the SR/PNP windows for each test administration period (see [the schedule for testing and administration deadlines](#)), and add them to your calendar. Designate an individual to complete the SR/PNP during these timeframes.

The Department will hold training sessions on the SR/PNP (registration will be announced in the Student Assessment Update). An updated Guide to the SR/PNP will be posted on the [MCAS Resource Center](#) (under PearsonAccess Next Guidance) on the first day of the SR/PNP window for the November retests and the spring administrations. For additional support, view the [SR/PNP module](#).

#### **5. (If your school has extenuating circumstances) Request a waiver from the MCAS CBT expectation.**

With the exception of legacy high school Chemistry and Technology/Engineering testing, schools are expected to administer the MCAS tests on a computer (except for students who meet the criteria in the [Accessibility and Accommodations Manual](#) for a paper-based test). Schools with unique, extenuating circumstances may apply to administer paper-based testing instead if technology constraints or related issues make computer-based testing unfeasible, or if **all** students will take paper-based tests as an accommodation or participate in the MCAS Alternate Assessment as an accommodation. Instructions on how to apply for a waiver will be provided in a Student Assessment Update. Requests will be evaluated on a case-by-case basis.

#### **6. Prepare students for online testing.**

- Ensure the curriculum incorporates digital learning; review the [DLCS Curriculum Framework](#)
- [Student Tutorial](#)
  - Demonstration of the navigation, tools, and features for CBT
  - Students complete it independently (no audio).
- [Practice tests](#)
  - Simulation of the tools and features for CBT
  - Tests include accessibility features and special edition text-to-speech accommodated test forms

- Additional resources for students
  - [Sample student work and scoring guides](#)
  - [Released items](#)
  - [Answer keys and scoring rubrics](#) for practice tests
    - Click on the subject, and then click on the grade.
  - [Equation editor guides and symbol keys for Math and STE](#)
  - [Reference sheets for Math and STE](#) (for all students)
- [Resources for parents/guardians](#)

## F. Tasks for Principals/Test Coordinators

Winter 2022

### 1. Receive the 2023 password for the MCAS Service Center secure website.

School and district passwords for the [MCAS Service Center](#) are changed at the close of each calendar year to maintain the site's security.

Memos containing passwords for use in 2023 will be posted in early January 2023 in the Department's [Security Portal](#). Passwords are provided for school principals, and district superintendents will receive a list of passwords for all the schools in their district.

Additional details will be provided in a winter edition of the Student Assessment Update.

### 2. Plan for the receipt of test administration manuals.

Paper copies of the spring *Principal's Administration Manual (PAM)* and *Test Administrator's Manuals* (separate manuals for CBT and PBT) are shipped for receipt prior to test administration according to the [detailed schedule](#) to be posted this fall. In addition, the manuals are planned for posting on the Department's website prior to the delivery of manuals. Manuals are posted in PDF format, and PDFs will be provided of the full documents, as well as script-only versions.

Each school receives one copy of the *Principal's Administration Manual*. Each school also receives one copy of each *Test Administrator's Manual* for every 15 students, based on the school's SR/PNP. Additional copies of manuals can be downloaded from the website linked above or, alternatively, a school may contact the MCAS Service Center to request additional copies.

## G. Tasks for Technology Coordinators

Fall 2022

### 1. Review the technology specifications, and prepare the school's infrastructure.

- The [CBT technology specifications](#) provide minimum and recommended specifications for computer hardware, and devices; security requirements; and suggest recommended levels of bandwidth that will support schools' instructional and assessment needs. Schools should review the system requirements linked above and update operating systems as necessary.
- Identify any gaps in technology capacity, including test-taking devices that do not meet technology specifications and potentially insufficient bandwidth, and address those gaps.
- If the school will use Chromebooks, review [these special instructions](#).
- Plan to have enough devices for test administrators and students, including back-up devices that can be used if needed.
  - Schools may want to use this [device planner](#) to determine the number of devices needed at a time.

**2. Review the Department's cybersecurity guidance and establish a cybersecurity plan for your school.**

Review this [cybersecurity planning document](#). Schools and districts should consider the information in the document as it relates to their technology infrastructure for MCAS testing and overall district plans, and email the Department's Center for School and District Partnership team at [k12edtech@mass.gov](mailto:k12edtech@mass.gov) with any questions.

**3. Determine whether your school will participate in "Bring Your Own Device" (BYOD) for MCAS testing.**

A BYOD policy allows students to use their own devices for instruction. Schools with students using their own devices for instruction that would also like to use these devices for MCAS testing will need to inform the Department of this decision. Look for announcements in the [Student Assessment Update](#) for more information.

**H. Tasks for Technology Coordinators At least 2 months before testing**

**1. Verify access to [PearsonAccess Next](#) and the [PearsonAccess Next training site](#).**

- If you are new to your role, or if you are unable to sign in to your account, contact your principal or test coordinator.

**2. Ensure that all testing devices have been updated to version 1.11 of the TestNav app, and familiarize yourself with updates to TestNav and PAN.**

- The latest annual TestNav release became available in summer 2022. Districts that did not install this version of TestNav over the summer must install it prior to testing. Once complete, schools will not need to update TestNav again prior to testing.
- Updates to PAN and TestNav will be [posted](#) soon.

**3. View online training modules, and attend additional training sessions.** The ones below will be particularly helpful for technology coordinators.

- Module: **Infrastructure Trial for Technology Coordinators**
- Training sessions:
  - **Pre-Administration Tasks for Technology Staff** (late January/early February)
  - **Overview of Infrastructure Trials** (early February)