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Welcome to PearsonAccessnext

The Arizona PearsonAccessnext website provides access to AASA, AzSCI, and AZELLA testing programs. Users will only have access to the testing program(s) for which they have been assigned. This PearsonAccessnext User’s Guide will focus on tasks related to the AASA test administration, including the AASA Writing Stand-Alone Field Test, and the AzSCI test administration.

PearsonAccessnext (PAN) is the website to access the AASA test administration, including the AASA Writing Stand-Alone Field Test (SAFT), and the AzSCI test administration. Your Username and Password give you access to all test administration functions in the testing program(s) for which you have been assigned. Sign In information is located on the right side of the Home Page. Your Username will be your email address. Passwords must be reset each year. If you forgot your password, use the Forgot Password link to have the password reset.

Support
If you have questions about PearsonAccessnext, or for trouble logging in, contact 1-888-705-9421 (option 1 for AzSCI; option 3 for AASA), Monday through Friday, 7:00 a.m. to 7:00 p.m. CST, except holidays.

For e-mail support, please select the Contact Arizona Support link under the Contact Us section of the Home Page.

To make changes to contact or shipping information in PearsonAccessnext, please send an email to AASA@azed.gov or AzSCI@azed.gov.
Change Test Administration

If you have access to AASA, AzSCI, or AZELLA, you may need to change the test administration for the correct program.

To change the test administration:

1. Select the **Test Administration** in the black task bar across the top of the screen. This will open the **Test Administration** drop-down menu.
2. From the **Test Administration** drop-down menu, select **AASA Writing Winter and Operational Spring 2022 or Spring 2022 AzSCI**.

Change District or School View

To change district view:

1. On the black task bar across the top of the screen, select the **Organization Name**. This will open the Organization drop-down menu.
2. On the Organization drop-down menu, select the **District** radio button.
3. Select the district to view information.

To change school view:

1. On the black task bar across the top of the screen, select the **Organization Name**. This will open the Organization drop-down menu.
2. On the Organization drop-down menu, select the **School** radio button.
3. Select the school to view information.
Verify Contact Information and Shipping Address

Achievement District Test Coordinators need to verify their contact information and shipping address. Achievement District Test Coordinators with more than one district must verify contact information and shipping address for each of their districts. Separate verification of contact information and shipping address is also required for the different test administrations for each district.

To verify your contact and shipping information and the district’s shipping address for Spring 2022 AASA and/or Spring 2022 AzSCI, go to PearsonAccess™.

The district name displayed on the black task bar across the top of the screen is the district contact and shipping information that is being verified.

1. Go to the SETUP section, from the Select an action drop-down menu, select Organizations.

2. Click on the Parent Organization text field. Select the district name from the drop-down menu. The district and schools will populate under the Organization Name* column.

3. In the Organization Name* column, place a check mark in the box next to the district name.

4. Go to the Start drop-down menu, select Manage Contacts.

5. Under the district name on the left side, select Achievement District Test Coordinator to view CONTACT DETAILS.

6. Contact information refers to the Achievement District Test Coordinator. Verify the CONTACT DETAILS. If the District Test Coordinator’s name, phone number (main), email, or address (including city, state, and zip code) are incorrect, email ADE at AASA@azed.gov or AzSCI@azed.gov.

7. Select the Exit Tasks button.

8. If you are the Achievement District Test Coordinator with more than one district, you must change the district name in the black task bar across the top of the screen. Repeat steps 1 -7.
### Managing Users

District Test Coordinators and School Test Coordinators have permission in PearsonAccessnext to create User Accounts. Below are the various PearsonAccessnext User Roles and permission levels:

<table>
<thead>
<tr>
<th>Arizona Science</th>
<th>AASA and AzSCI PearsonAccessnext User Roles</th>
<th>Tasks</th>
<th>Operational Reports</th>
<th>Published Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>AASA District Test Coordinator</td>
<td><strong>View Contact and Shipping information</strong> View only</td>
<td><strong>Create New User Roles</strong> Yes</td>
<td><strong>Students</strong> Import/Export, Create/edit students</td>
<td><strong>Online Test Sessions</strong> Create/Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between sessions, Print Testing Tickets, Lock/Unlock Test Units</td>
</tr>
<tr>
<td>AASA School Test Coordinator</td>
<td>View only</td>
<td>Yes All roles beneath STC</td>
<td>Create, edit</td>
<td>Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between sessions, Print Testing Tickets, Lock/Unlock Test Units</td>
</tr>
<tr>
<td>AASA School Technology Coordinator</td>
<td>View only</td>
<td>No</td>
<td>View only</td>
<td>Add Students to Test Sessions, Print Testing Tickets, Lock/Unlock Test Units</td>
</tr>
<tr>
<td>AASA District Report Only Access</td>
<td>View only</td>
<td>No</td>
<td>No</td>
<td>Precaching, View/Edit Test Sessions, Edit Custom Settings</td>
</tr>
<tr>
<td>AASA School Report Only Access</td>
<td>View only</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Arizona Science AASA District Test Coordinator</td>
<td><strong>Place Additional Orders</strong> Yes</td>
<td><strong>Tasks</strong></td>
<td><strong>Student Transfers</strong> Request Student Transfer</td>
<td><strong>Online Test Sessions</strong> Request Student Transfer</td>
</tr>
<tr>
<td>AASA School Test Coordinator</td>
<td>No</td>
<td><strong>AASA and AzSCI PearsonAccessnext User Roles</strong></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AASA School Technology Coordinator</td>
<td>No</td>
<td><strong>Student Transfers</strong> Request Student Transfer</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AASA District Report Only Access</td>
<td>No</td>
<td><strong>Tasks</strong></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AASA School Report Only Access</td>
<td>No</td>
<td><strong>Student Transfers</strong> Request Student Transfer</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Creating New Users

Each test administration has its own set of AASA and/or AzSCI users. You may only create user accounts as described in the User Role Matrix table on page 7.

Users can be added either manually or through a file import.

Manually Creating New Users

1. To add new users, go to the SETUP section. Click on the Select an action drop-down menu and select Users. This menu will look different for the various user roles. You may only create user accounts as described in the User Role Matrix table on page 7.

2. On the Users screen, from the Start drop-down menu, select Create/Edit Users.

3. Click on the Selected Organizations* field. Select your organization (district or school) from the drop-down menu.

4. Click on the Selected Roles* field. Select the appropriate User Role(s) from the drop-down menu.

5. Fill in the First Name*, Last Name*, and Email* address of the user you are creating.

6. The Username* field will auto-populate once you enter the user’s e-mail address. Do not edit the Username* field once the email address is filled in completely.

7. When you have filled in and verified the information on the entire form, select the Create button and Exit Tasks.

Note: New users will receive a Welcome e-mail with instructions on next steps to access their PearsonAccessnext account. Updated users will not receive an email but will have their access updated immediately in PearsonAccessnext.
Manually Editing Users

1. To edit users, go to the SETUP section. Click on the Select an action drop-down menu and select Users.

2. On the Users screen, search either by individual users or by roles.

3. To search for all users, select the Search button and select Show all Results.

4. To search for individual users, at the Find Users field, enter either last name or email. Select Search. Other options for filtering can be found under Filters: search by First Name, Username, Roles, or Organizations.

5. Place a check mark next to the user(s) that need(s) to be updated. Select the Start button and select All Tasks.

6. The Tasks for Users screen will open. The list of users is on the left side.

7. Select a user to be updated and user information will be listed under DETAILS.

8. Note: Username* cannot be changed. If Username* needs to be changed, the previous account must be deleted, and a new account must be created.

9. Update the user information and select Save.

10. A green Success Changes saved screen will appear.

11. Continue to make changes for all users. When all updates have been made and saved, click Exit Tasks.
Manually Deleting Users

1. To edit users, go to the SETUP section. Click on the Select an action drop-down menu and select Users.

2. On the Users screen, search either by individual users or by roles.

3. To search for all users, select the Search button and select Show all Results.

4. To search for individual users, at the Find Users field, enter either last name or email. Select Search. Other options for filtering can be found under Filters: search by First Name, Username, Roles, or Organizations.

5. Place a check mark next to the user(s) that need(s) to be updated. Select the Start button and select All Tasks.

6. The Tasks for Users screen will open. Select the Delete/Restore Users tab.

7. Place a check mark next to the users(s) to be deleted. Click on the Delete/Restore button.

8. A green Success Changes saved screen will appear.

9. Continue to make changes (deletions) for all users. When all updates have been made and saved, click Exit Tasks.
Importing/Exporting Users

User data can be downloaded from PAN and user data can be updated with new users, current user changes, and user deletions with a single upload.

1. To import new users and update existing users, go to the SETUP section, click on the Select an action drop-down menu and select Import/Export Data.

2. On the Import/Export Data screen, from the Start drop-down menu, select All Tasks.

3. At the Import/Export tab, select the Type drop-down menu, select User Export and select Process.

4. The next screen is at the View File Details tab. The report will take a few minutes to process. Select the DETAILS refresh button to update the status of the report. When the file has processed, the link will appear. Select the link to download the file.

5. The User Export file is a .csv file that can be opened with Excel. Note: If there were no applicable users, the file will only have column headers in Row 1.

6. Using the downloaded file as a template, the District or School Test Coordinator can update/fill in rows to edit or create new users using the User File layout on page 13.

7. When all users are added or updated, save the file as a .csv in the “Save as type” menu dropdown so that the file can be uploaded back into PearsonAccess

8. Log back into PearsonAccess.
9. Go to the SETUP section, click on the Select an action drop-down menu, and select Import/Export Data.


11. On the Tasks for Importing and Exporting screen, select the Type* drop-down menu and select User Import.

12. Under Source File, select Choose File to find and select the user import file you updated.


14. When the import is complete, you will see the Complete confirmation message.

15. Select Exit Tasks.

Note: New users will receive a Welcome email instructing on the next steps to access their PearsonAccessnext account. Updated users will not receive an email but will have their access updated immediately in PearsonAccessnext.
## AASA and AzSCI User File Layout

<table>
<thead>
<tr>
<th>FIELD #</th>
<th>NAME (Display Name in UI)</th>
<th>FIELD NAME (FILE HEADER TITLE)</th>
<th>READ ONLY (Y/N)</th>
<th>REQUIRED (Y/N)</th>
<th>MIN LENGTH</th>
<th>MAX LENGTH</th>
<th>VALID VALUES</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Action</td>
<td>Action</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>1</td>
<td>C = Create  U = Update</td>
<td>Fill-in a C to create a new record  Fill-in a U to update an existing record</td>
</tr>
<tr>
<td>2</td>
<td>Username</td>
<td>Username</td>
<td>N</td>
<td>Y</td>
<td>8</td>
<td>100</td>
<td>No validations on data  Blank not allowed</td>
<td>Type User's Email Address</td>
</tr>
<tr>
<td>3</td>
<td>First Name</td>
<td>First Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>50</td>
<td>No validations on data  Blank not allowed</td>
<td>Type User's First Name</td>
</tr>
<tr>
<td>4</td>
<td>Last Name</td>
<td>Last Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>50</td>
<td>No validations on data  Blank not allowed</td>
<td>Type User's Last Name</td>
</tr>
<tr>
<td>5</td>
<td>Email</td>
<td>Email</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>100</td>
<td>Must be valid email address</td>
<td>Type User's Email Address</td>
</tr>
</tbody>
</table>
| 6       | Authorized Organizations | Authorized Organizations        | N              | Y             | Variable    |             |                          | • Type any or all Organization(s) Code(s) that the user's account is authorized to access.  
• Use only the school codes that are associated with the parent district.  
**Do not mix schools with other districts.**  
• Do not include different organizations (districts) in the same file.  
**Each district needs to be uploaded in a separate individual file.**  
• Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams.  
• Multiple organization codes **must be separated with a colon (:)** (e.g., 123456:345678).  
**Do Not place a space in between colon and organization codes.**  
• Make sure to include any leading zeros. (If you want them to see the district and all its schools, you must list the district entity code. If you |
<table>
<thead>
<tr>
<th>Roles</th>
<th>Roles</th>
<th>N</th>
<th>Y</th>
<th>Variable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Designated responsibilities in the system and designated data and system functions determines what the user’s account can access and use.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• List all roles that user has which control abilities to access and act upon data in the system.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Multiple roles must be separated with a colon (:) (e.g., dataEntry:schoolReport). Do Not place a space in between colon and organization codes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Type the Coding for Roles Column: o schoolCoord = AZ Science School Test Coordinator o schoolAdmin = AZ Science School test Administrator o techCoord = AZ Science Technology Coordinator o districtReport = AZ Science District Report Only Access o schoolReport = AZ Science School Report Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Active Begin Date</th>
<th>Active Begin Date</th>
<th>N</th>
<th>N</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave column blank - this column does not need to be filled in with data.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Active End Date</th>
<th>Active End Date</th>
<th>N</th>
<th>N</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave column blank - this column does not need to be filled in with data.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 10 | Disabled | Disabled | Y | N | 3 | Leave column blank - this column does not need to be filled in with data. **Do NOT** delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.

| 11 | Disabled Reason | Disabled Reason | Y* | N | 1000 | Leave column blank - this column does not need to be filled in with data. **Do NOT** delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.
Additional Orders

There will be a separate Additional Order window for each test administration: AASA Writing Stand-Alone Field Test, AASA, and AzSCI. If an additional order is needed, the Achievement District Test Coordinator is to place one consolidated additional order per test administration for the entire district. All additional orders are reviewed and approved by ADE prior to being shipped.

New this year: ADE will place an order for any approved Special Paper Version (SPV) tests (Braille, large print, or regular print SPV). Achievement District Test Coordinators will not need to place these orders but may check in PearsonAccess next to track the shipment of these tests.

Schools approved for AzSCI paper-based testing will need to place an additional order for test booklets as there are no initial orders shipped for AzSCI.

1. Go to the SETUP section, from the Select an action drop-down menu, select Orders & Shipment Tracking.

2. On the Orders & Shipment Tracking screen, click the Start drop-down menu, and select All Tasks.

3. The Organization (Code) auto-fills with the organization name. Verify that the Organization (Code) is for the correct district.

4. In the Date Needed* field, enter today's date. Note: The Reason and Special Instruction fields are not required and may be left blank.

5. Verify the Ship To information is correct. If there is an error in the address, do not continue with this order. Immediately contact AASA@azed.gov or AzSCI@azed.gov to update the contact information.

6. Select Add Items to open the Edit Materials Order screen.

7. On the Edit Materials Order screen, enter the quantity of each item needed.

8. Select Save.
9. The **Edit Materials Order** screen will close and take you back to the **Materials Order** screen. The **Materials Order** section will update and show your selections and quantities. Verify that the information entered is correct.

10. If the order is complete for the entire district, select **Create**.

11. A green **Success Changes saved** confirmation message will show once the order has been created.

12. On the left of the screen, select the **Additional Order** hyperlink to review the order.

13. Select **Exit Tasks**.

**Note:** After 24 hours, log back into PearsonAccess next to confirm that the Additional Order has been approved by the ADE.
Managing Students

ADE will provide Pearson with an initial Student Registration Information (SRI) file to upload into PearsonAccess\textsuperscript{next} for each test administration. The date for this upload is available on the District Test Coordinator Important Tasks Checklist for each test administration.

The initial SRI file will include student demographic information extracted from AzEDS based on district and school enrollments. Initial uploads will automatically register students for online testing, including placing students in online test sessions by grade level.

Districts may begin reviewing students in PearsonAccess\textsuperscript{next} any time after the initial SRI file upload. The initial SRI file will not include information regarding student IEP requirements or accommodations.

After adding students, District and School Test Coordinators can run a report in PearsonAccess\textsuperscript{next} to view the students that have been registered for testing for the AASA Writing SAFT, AASA, or AzSCI test using the Student Registration Export.

This is a list of the tasks that can be done through Managing Students in PearsonAccess\textsuperscript{next}.

- Manage Student Registration – District and School Test Coordinators can view students that are currently registered in PearsonAccess\textsuperscript{next}.
- Add New Students – Any student enrolled in the school after Pearson’s initial Student Registration Information file upload into PearsonAccess\textsuperscript{next} will need to be added.
- Edit Student Demographic Information.
- Edit a Student Test Assignment.
- Identify Students that require Special Paper Version tests and assign students to a Special Paper Version test session. For the 2021-2022 school year, ADE will complete this step for any approved Special Paper Version tests.
- Create/Edit Students using the Student Registration Import file upload.

View Student Registration Report

1. To view the Student Registration Report, go to SETUP, click on the Select an action drop-down menu, and select Import/Export Data.

2. On the Import/Export Data screen, from the Start drop-down menu, select All Tasks.

3. On the Tasks for Importing and Exporting screen and at the Import/Export Data tab, select the Type* drop-down menu, select Student Registration Export and click Process.
4. The next screen is at the View Files Details tab. The report will take a few minutes to process. Select the DETAILS refresh button to update the status. When the file has completed processing, the green Complete confirmation message and Download File link will appear. Select Download File to download the file.

5. The Student Registration Export file is an Excel spreadsheet. The file will contain all the students who are registered to take the AASA Writing SAFT, AASA, or AzSCI test.

   Note: This file is secure. All student level information must be used confidentially in accordance with state and federal privacy laws.

6. Optional: You can log out of the View Files Details screen while the file is being generated. PearsonAccessnext will send you an email stating that the export file is complete.

   a. Login to PearsonAccessnext.
   b. Go to the SETUP section, from the Select an action drop-down menu, select Import/Export Data.
   c. On the Import/Export Data screen, place a check mark in the box next to the file name.
   d. From the Start drop-down menu, select View File Details.
   e. Select the Download File link.
Manually Creating New Students

When manually creating a new student, the following three tasks (tabs) must be completed for each student.

Task 1 – Create Student

1. Go to the SETUP section, from the Select an action drop-down menu, select Students.
2. From the Start drop-down menu, select All Tasks.
3. On the Tasks for Students screen and at the Create/Edit Students tab, fill in the New Student details.

   **Note:** Check the Not Enrolled box only if the student is not currently enrolled at the school where the test is administered. This check box is very rarely selected. Check with your District Test Coordinator before selecting the Not Enrolled check box. District Test Coordinators should contact ADE for questions about selecting the Not Enrolled check box. Select Create. You will receive a green Success Changes saved screen.

Task 2 – Register Student

4. Select the Register Students tab on the task bar. Under STUDENTS, select the student’s name.
5. Under the details, place a check mark in the box next to Registered to activate the form.
6. Complete the form with the student’s Grade or Cohort. Select Save. You will receive a green Success Changes saved screen.
Task 3 – Test Assignment

7. Select the **Manage Student Tests** tab on the task bar.

8. In the **TEST DETAILS** section, under **Student***, select the student’s name from the drop-down menu.

9. Under **Test***, select the appropriate test from the drop-down menu. To assign a Special Paper Version (SPV) test, the student must have been approved for an SPV test by ADE.

10. Under **Organization***, select the appropriate school for the student.

11. Optional: **Testing Group** field. This field may be left blank. If you have not created groups, this will not be an option available in the drop-down menu.

12. Under **Format***, select **Online** for either the regular tests or the SPV tests.

13. Place a check mark in the **Text-to-Speech** box. This is a mandatory field. An error message will display if the check box is not marked.

14. For an online test, under **Non-Embedded Accommodations**, place a check mark in the box for any accommodations required by the student’s IEP/504 Plan. Click Create.

15. When finished selecting accommodations, go to the **Student Tests** to select the student’s test.

16. For **Visual Assistance Tools**, place a check mark in the box for any accommodations required by the student’s IEP/504 Plan. Click Save.
Adding Students to a Test Session

To add students to an existing test session in PearsonAccess next:

1. Go to **TESTING**, select **Sessions**.

2. Search for the test session that was created under **Find Sessions**. Click **Search**.

3. Place a **check mark** next to the test session for the correct school.

4. Go to **Start**, select **All Tasks**.

5. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** tab.

6. On the left side of the screen, select the session name from the **SESSIONS** list.

7. Under the **DETAILS** section, select the **Find by name** field to select students to add to the session.

8. Place a **check** in the box next to each selected student.

9. Select **Save**.
Editing a Student Test Assignment

Adding students through a file import (see page 25) will register the students to an online test. If you identify a student that is in the wrong Grade, or Cohort, you must change their Test Assignment.

To update a student’s test assignment in PearsonAccessnext:

1. Go to SETUP, select Students.
2. Search for an individual student by entering either their name or SSID and select Search or select Show All Results.
3. Place a check in the box next to the student’s name(s) that need(s) to be updated.
4. From the Start drop-down menu, select All Tasks.
5. Select the Manage Student Tests tab on the black task bar across the top.
6. On the left side under STUDENT TESTS, select the assigned test that is identified under the student’s name.
7. Test Details will auto-populate for the student, uncheck the Assigned box. Select Save.
8. The student’s test assignment has been removed.
9. To add a new test assignment, remain on the Manage Student Tests tab, under Student*, select the student’s name.
10. Select Organization*. Select the correct school.
11. Select Test*. Select the appropriate test.
12. Testing Group is an optional field and can be left blank.
14. Place a checkmark in the Text-To-Speech box.
15. Select Create.
Editing Student Demographic Information

Demographic information includes the Student’s Name, SSID Number, Date of Birth, Gender, and Ethnicity.

**Note:** Check with your District Test Coordinator before selecting the Not Enrolled check box. This is rarely used.

1. To edit student demographic information, go to the SETUP section. From the Select an action drop-down menu, select Students.

2. On the Students screen, search by either Last Name or SSID Number, click Search. Additional option would be to click Search and place a check next to Show all Results.

3. Place a check in the box(es) next to the student’s name(s) that need to be updated.

4. On the Students screen, from the Start drop-down menu, select Create/Edit Students.

5. On the Tasks for Students screen and under the STUDENTS list, select the student to be edited.

6. Edit all demographic information for student and select Save.

7. Continue editing any additional students, if necessary. Click Exit Tasks when all students have been edited.
Creating/Editing Students from a File Import

The Student Registration Import (SRI) is an option that can be used to create or edit students, create or edit student registrations, or change a test assignment at the same time.

To create or edit students via an SRI file upload in PearsonAccessnext:

1. Download the blank AASA/AzSCI Student Registration File Layout/Template from the Support section.

2. Fill in the Student Registration Import file according to the Data File Layout tab. See next page for file layout.

3. Save the Student Registration Import File as a .csv file to your desktop.

4. To import the Student Registration Import file, go to the SETUP section, click on Select an action, and select Import/Export Data.

5. On the Import/Export Data screen, from the Start drop-down menu, select All Tasks.

6. On the Tasks for Importing and Exporting screen, from the Type drop-down menu select Student Registration Import.

7. Select Choose File to find and select the AASA/AzSCI Student Registration Import file you created earlier. Select Process.

Note: Do not select the Don’t modify student tests box.
<table>
<thead>
<tr>
<th>FIELD #</th>
<th>NAME (Display Name in UI)</th>
<th>FIELD NAME (FILE HEADER TITLE)</th>
<th>READ ONLY (Y/N)</th>
<th>REQUIRED (Y/N)</th>
<th>MIN LENGTH</th>
<th>MAX LENGTH</th>
<th>VALID VALUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization Code</td>
<td>Organization Code</td>
<td>N</td>
<td>Y</td>
<td>7</td>
<td>7</td>
<td>Numeric (0-9) Blank not allowed Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>2</td>
<td>Organization Name</td>
<td>Organization Name</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>35</td>
<td>A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>3</td>
<td>SSID Number</td>
<td>SSID Number</td>
<td>Y</td>
<td>Y</td>
<td>11</td>
<td>11</td>
<td>Numeric, 0-9 *Must be unique</td>
</tr>
<tr>
<td>4</td>
<td>Student Last Name</td>
<td>Student Last Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>75</td>
<td>A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>5</td>
<td>Student First Name</td>
<td>Student First Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>75</td>
<td>A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>6</td>
<td>Student Middle Initial</td>
<td>Student Middle Initial</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>A-Z, a-z or blank</td>
</tr>
<tr>
<td>7</td>
<td>Date of Birth</td>
<td>Date of Birth</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>10</td>
<td>Date (M=Month, D=Day, Y=Year) MM/DD/YYYY</td>
</tr>
<tr>
<td>8</td>
<td>Ethnicity (Hispanic/Latino)</td>
<td>Hispanic or Latino</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>1</td>
<td>Y=Yes N=No</td>
</tr>
<tr>
<td>9</td>
<td>White</td>
<td>White</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>Y=Yes N=No or blank</td>
</tr>
<tr>
<td>10</td>
<td>Black or African American</td>
<td>Black or African American</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>Y=Yes N=No or blank</td>
</tr>
<tr>
<td>11</td>
<td>Asian</td>
<td>Asian</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>Y=Yes N=No or blank</td>
</tr>
<tr>
<td>12</td>
<td>American Indian or Alaskan Native</td>
<td>American Indian or Alaskan Native</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1</td>
<td>Y=Yes N=No or blank</td>
</tr>
<tr>
<td></td>
<td>Field</td>
<td>Description</td>
<td>Type 1</td>
<td>Type 2</td>
<td>Format Count</td>
<td>Language Notes</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------------</td>
<td>--------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>Y=Yes N=No or blank</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 14| Gender                                   | Gender                                          | N      | Y      | 1            | M = Male  
F = Female  
Records with blanks and invalid values in this field will be rejected. |
| 15| Grade                                    | Grade                                           | N      | Y*     | 2            | Numeric 05, 08, or Blank for HS                                            |
| 16| Cohort                                   | Cohort                                          | N      | Y*     | 2            | 23 = 2023 or Blank                                                       |
| 17| Special Education                        | Special Education                               | N      | N      | 1            | 1 = Participating  
Blank = Not Participating                                                     |
| 18| EL Classification                        | EL Classification                               | N      | N      | 1            | 1 = Participating  
Blank = Not Participating                                                     |
| 19| Migrant                                  | Migrant                                         | N      | N      | 1            | 1 = Participating  
Blank = Not Participating                                                     |
| 20| SES                                      | SES                                             | N      | N      | 1            | 1 = Participating  
Blank = Not Participating                                                     |
| 21| Filler                                   | Filler                                          | N      | N      | 1            | Blank                                                                          |
| 22| Test Code                                | Test Code                                       | N      | N      | 8            | AZSC05 = AzSCI GRADE 5  
AZSC08 = AzSCI GRADE 8  
AZSCHS = AzSCI GRADE 11  
If blank, set automatically based on Cohort and Grade fields                  |
| 23| Format                                   | Format                                          | N      | N      | 10           | online = Online  
If not = online, set automatically in load                                    |
| 24| Lithocode (TIN)                          | Lithocode (TIN)                                 | N      | Y      | 8            | Numeric  
Leave Blank                                                                    |
| 25| Filler                                   | Filler                                          | N      | N      | 1            | Blank                                                                          |
| 26| Filler                                   | Filler                                          | N      | N      | 1            | Blank                                                                          |
| 27| Special Paper Version                    | Special Paper Version                           | N      | N      | 1            | Blank  
1 = Paper  
2 = Braille  
3 = Large Print                                                                   |
| 28| Special Paper Version Approved           | Special Paper Version Approved                  | N      | N      | 5            | TRUE, FALSE, or Blank                                                      |
| 29| Form Group Type                          | Form Group Type                                 | N      | N      | 1            | 1 = SPV Form  
2 = ASL Form  
3 = Braille  
Blank = Computer Based Test                                                   |
| 30| Registration Type                        | Registration Type                               | N      | Y      | 1            | 1 (Writing test only)  
2 (Operational ELA and Math only)                                              |
## STUDENT REGISTRATION File Layout: AzSCI Spring 2022

<table>
<thead>
<tr>
<th>FIELD #</th>
<th>NAME (Display Name in UI)</th>
<th>FIELD NAME (FILE HEADER TITLE)</th>
<th>READ ONLY (Y/N)</th>
<th>REQUIRED (Y/N)</th>
<th>MIN LENGTH</th>
<th>MAX LENGTH</th>
<th>VALID VALUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization Code</td>
<td>Organization Code</td>
<td>N</td>
<td>Y</td>
<td>7</td>
<td>7</td>
<td>Numeric (0-9) Blank not allowed Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>2</td>
<td>Organization Name</td>
<td>Organization Name</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>35</td>
<td>A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>3</td>
<td>SSID Number</td>
<td>SSID Number</td>
<td>Y</td>
<td>Y</td>
<td>11</td>
<td>11</td>
<td>Numeric, 0-9 *Must be unique</td>
</tr>
<tr>
<td>4</td>
<td>Student Last Name</td>
<td>Student Last Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>75</td>
<td>A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>5</td>
<td>Student First Name</td>
<td>Student First Name</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>75</td>
<td>A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.</td>
</tr>
<tr>
<td>6</td>
<td>Student Middle Initial</td>
<td>Student Middle Initial</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td></td>
<td>A-Z, a-z or blank</td>
</tr>
<tr>
<td>7</td>
<td>Date of Birth</td>
<td>Date of Birth</td>
<td>N</td>
<td>Y</td>
<td>10</td>
<td></td>
<td>Date (M=Month, D=Day, Y=Year) MM/DD/YYYY</td>
</tr>
<tr>
<td>8</td>
<td>Ethnicity (Hispanic/Latino)</td>
<td>Hispanic or Latino</td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>1</td>
<td>Y=Yes N=No</td>
</tr>
<tr>
<td>9</td>
<td>White</td>
<td>White</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td></td>
<td>Y=Yes N=No or blank</td>
</tr>
<tr>
<td>10</td>
<td>Black or African American</td>
<td>Black or African American</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td></td>
<td>Y=Yes N=No or blank</td>
</tr>
<tr>
<td>11</td>
<td>Asian</td>
<td>Asian</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td></td>
<td>Y=Yes N=No or blank</td>
</tr>
<tr>
<td>12</td>
<td>American Indian or Alaskan Native</td>
<td>American Indian or Alaskan Native</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td></td>
<td>Y=Yes N=No or blank</td>
</tr>
<tr>
<td></td>
<td>Field</td>
<td>Description</td>
<td>Type</td>
<td>Format</td>
<td>Length</td>
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</tr>
<tr>
<td>13</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>Y=Yes N=No or blank</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Gender</td>
<td></td>
<td>N</td>
<td>Y</td>
<td>1</td>
<td>M = Male F = Female Records with blanks and invalid values in this field will be rejected.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Grade</td>
<td></td>
<td>N</td>
<td>Y*</td>
<td>2</td>
<td>Numeric 05, 08, or Blank for HS</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Cohort</td>
<td></td>
<td>N</td>
<td>Y*</td>
<td>2</td>
<td>23 = 2023 or Blank</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Special Education</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1 = Participating Blank = Not Participating</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>EL Classification</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1 = Participating Blank = Not Participating</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Migrant</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1 = Participating Blank = Not Participating</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>SES</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1 = Participating Blank = Not Participating</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Filler</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>Blank</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Test Code</td>
<td></td>
<td>N</td>
<td>N</td>
<td>8</td>
<td>AZSC05 = AzSCI GRADE 5 AZSC08 = AzSCI GRADE 8 AZSCHS = AzSCI GRADE 11 If blank, set automatically based on Cohort and Grade fields</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Format</td>
<td></td>
<td>N</td>
<td>N</td>
<td>10</td>
<td>online = Online If not = online, set automatically in load</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Filler</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>Blank</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Filler</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>Blank</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Filler</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>Blank</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Special Paper Version</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>Blank 1 = Paper 2 = Braille 3 = Large Print</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Special Paper Version Approved</td>
<td></td>
<td>N</td>
<td>N</td>
<td>5</td>
<td>TRUE, FALSE, or Blank</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Form Group Type</td>
<td></td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>1 = SPV Form 2 = ASL Form 3 = Braille Blank = Computer Based Test</td>
<td></td>
</tr>
</tbody>
</table>
At times, when the SRI file has completed processing in PearsonAccessnext and issues/errors are encountered, the message Complete with Issues will display on the screen.

This issue may be due to a student who was in the SRI file but already exists in PearsonAccessnext with another school or district. Refer to the image for sample issues.

When this occurs, the District Test Coordinator needs to submit a Work Request in PearsonAccessnext. This will request for the student to be transferred from one school/district to another school/district. If the Work Request has not been processed within 3-4 days, contact the ADE at AASA@azed.gov or AzSCI@azed.gov.

Refer to directions for Work Requests beginning on page 43.

Note: Students cannot be deleted from PearsonAccessnext. A student will be removed when another district/charter adds the student to their registration.
Optional: Creating Testing Groups

Testing Groups are optional for PearsonAccess™next. For those wanting to group students by classroom or testing days, this may be completed using the Testing Group function or by uploading Testing Groups using the STU (please see the STU Quick Guide located on the Support Documentation page in PearsonAccess™next.)

To create the optional testing groups in PearsonAccess™next:

1. Go to the SETUP section, from the Select an action drop-down menu, select Testing Groups.
2. Select All Tasks from the Start drop-down menu.
3. Select the Create/Edit Testing Groups tab. Select the Organization, fill in the Name field and, if desired, a Description.
4. Select Create. The form will reset after creating each group. Repeat this process until all groups are created.
5. Select the Add/Remove Student Tests in Testing Groups tab.
6. On the left side of the screen, select the Testing Group from the list.
7. Select the Find by name or ID within the Organization to find the desired student.
8. Select the student’s name to add the student to the Testing Group. Repeat this until all students have been selected.
9. Once the students are selected, they will populate below the Find by name or ID within the Organization filter. Note: If a student is selected in error, you can remove the student by selecting the “x” by the student’s name.
10. Place a check in the box next to each test, then select Save. Repeat this process for each Testing Group created.
11. Select the Exit Tasks button.
Special Paper Version Accommodations

All Special Paper Version (SPV) test requests must be approved by ADE. SPV test accommodations available include Braille, large print, and regular print tests. For all approved SPV tests, ADE will complete the following steps. **District Test Coordinators will not need to complete these steps, but they are included for reference only.**

- Step One – Create a Special Paper Version Test Session
- Step Two – Identify Students for Special Paper Version Accommodations
- Step Three – Move Students to a Special Paper Version Test Session
- Step Four – Place an Additional Order for a Special Paper Version Test

Preparing for Testing

Once all students have been added and assigned to a session, but no earlier than a couple of days before the scheduled testing day, the Achievement District Test Coordinator, School Test Coordinator, or Test Administrator may begin the preparations for testing day.

Session Resources

Below are descriptions of the session resources that will be used:

- **Scheduled Sessions** provides a list of all the sessions created and session status for an organization.
- **Session Student Roster** is a list of all students assigned to a session.
- **Testing Tickets** provides the student’s username and password for logging into TestNav, Pearson’s online testing platform.

To access the various session resources in PearsonAccessnext:

1. Go to **TESTING**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to look at the sessions:
   a. Place a check in the box next to each session name you want to work with, or
   b. Place a check in the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session name from the **Session List**.
6. Select the **Resources** drop-down menu to see the list of session resources.
Scheduled Sessions provides a list of all sessions created and session status for an organization.

1. On the Resources drop-down menu, select Scheduled Sessions.

2. The Scheduled Sessions report will open in a new tab in your internet browser.

3. Close the tab on your internet browser that displays the Scheduled Sessions report when finished.
The Session Student Roster is a list of all students assigned to a session.

1. On the Resources drop-down menu, select Session Student Roster.

2. The Session Student Roster report will open in a new tab in your internet browser for the selected session.

3. Close the tab on your internet browser that displays the Session Student Roster when finished.
Testing Tickets

Testing tickets are printed for each student. A testing ticket provides the student’s username and password for logging into TestNav, Pearson’s online testing platform. There are two methods you can use to print testing tickets.

Method 1

1. On the Resources drop-down menu, you can select whether to print testing tickets for all students in a session (Print all for this session) or just for selected students (Print selected for this session).

2. To print testing tickets for select students:
   a. You can search for students by entering information into Filters.
   b. Place a check in the box by each student you want to print a testing ticket for.
   c. From the Resources drop-down menu, select Print selected for this session.

3. The Testing Tickets will open in a new tab on your browser.

4. You may select to print one testing ticket per page, or multiple tickets per page.

5. Close the tab on your internet browser that displays the Testing Tickets when finished.

Note: Testing Tickets should be treated as secure test material.
Method 2

1. On the **Sessions** page, select the session or sessions for which you would like to print testing tickets.
2. Click **Start**, then select **Generate Testing Tickets**.
3. Confirm the selection on the **Generate Test Tickets** page, then click **Generate Test Tickets**.
4. A PDF file including all testing tickets for this session/sessions will be downloaded and you may print from this file.

**STUDENT TESTING TICKET**

Student: Student 02, Test 02
SSID: 12345678910
Session: Test Session
Date of Birth: 11/05/2004
Test: AzSCI GRADE 11

Select Arizona in the application.

Username: ******** Password: ********
Preparing a Session

Preparing a Session is the action that links the students in the Session with their assigned form in TestNav. This step must be done prior to the first day of testing.

To prepare for a test session in PearsonAccessnext:

1. Go to TESTING, select Sessions.

2. On the Sessions screen, select Search and check the Show All Results box.

3. On the Sessions screen, there are two ways to look at the sessions:
   a. Place a check in the box next to each session name you want to work with, or
   b. Place a check in the box in the header row to select all sessions.

4. Select Go to Students in Sessions link.

5. On the Students in Sessions screen, there are two ways to view the sessions:
   a. Select a session name from the Session List, or
   b. Select the Combined View to manage all the sessions at the same time.

6. Click the Prepare Session button.

7. When all test forms are assigned, the Session will show as Ready and the green Start Session button will appear.

Note: This task should be completed a day or two in advance of the scheduled testing day. Depending on the number of students assigned to the session, this could take several minutes.
Testing Conditions and Accommodations

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide him/her with a comfortable and distraction-free environment.

Universal Tools such as Color Contrast, Answer Masking, Line Reader, and the Magnifier Tool are available in TestNav for all students.

Students who require specific test settings or testing accommodations must have those set before the student signs into TestNav to begin testing. The selections made in PearsonAccessnext will turn on the tools as soon as the student signs into TestNav. If a student’s accommodations are not set prior to sign in, the student needs to sign out of the test. Follow the directions below to set the accommodations.

1. Go to Testing, select Sessions.

2. On the Sessions screen, select Search and check the Show All Results box.

3. On the Sessions screen, there are two ways to look at the sessions:
   a. Place a check in the box next to each session name you want to work with, or
   b. Place a check in the box in the header row to select all sessions.

4. Select Go to Students in Sessions link.

5. On the Students in Sessions screen, select a session name from the Session List.

6. Place a check mark in the box by the desired student test. Select Student Tests from the Start dropdown menu.

7. On the Tasks for Students in Session screen, select the Manage Student Test tab.

8. Find the Visual Assistance Tools section. Use the PNP Color Contrast drop-down menu to select specific color contrast settings or place a check mark in the boxes for each of the desired tools.
Testing Day Activities

Starting a Session

On testing day, a test session must be started. Students present for testing must be unlocked before the students can login to TestNav.

To start a session on the day of testing in PearsonAccessnext:

1. Go to TESTING section, select Sessions.

2. On the Sessions screen, select Search and check the Show All Results box.

3. On the Sessions screen, there are two ways to select sessions:
   a. Place a check in the box next to each session name you want to work with, or
   b. Place a check in the box in the header row to select all sessions.

4. Select Go to Students in Sessions link.

5. There are two ways to find the student:
   a. Select Combined View in the Session List and enter information into the Filters section, or
   b. Select a session name from the Session List and scroll through the list of students assigned to each of the sessions.

6. Test Administrators can start each session individually by clicking on each session in the Session List or starting multiple sessions by using the Combined View in the Session List.

7. Click the Start Session button for individual sessions, or the Start All Sessions button if you are using the combined view.

8. When a test session is started in PearsonAccessnext, all tests are locked. Test Administrators must unlock a student’s test before the student is able to login to TestNav to begin testing.
To unlock a session on the day of testing in PearsonAccess<sup>next</sup>:

1. There are two ways to unlock tests for students:
   a. To unlock all tests in a session, click and drag the lock/unlock switch. This method may be used for a single session, or with multiple sessions using the Combined View, or
   b. For individual students, go to Student Test Status. Select Unlock for each student present for testing.

2. The student should be in Ready status and the lock icon should not be visible in the Student Test Status box.
Resuming a Student Test

When a student signs out of TestNav or if a test times out, the student’s test status changes to **Exited**. The student’s test must be resumed to complete testing in TestNav. This task can be completed by the District Test Coordinator, the School Test Coordinator, and the Test Administrator.

1. Go to **Testing**, select **Sessions**.

2. On the **Sessions** screen, select **Search** and **check the Show All Results** box.

3. On the **Sessions** screen, there are two ways to select sessions:
   a. Place a **check** in the box next to each session name you want to work with, or
   b. Place a **check** in the box in the header row to select all sessions.

4. Select **Go to Students in Sessions** link.

5. On the **Students in Sessions** screen, select a session from the **Session List**.

6. Place a **check** by the student test that is in **Exited** status.

7. Go to **Start**, select **All Tasks**.

8. On the **Resume Student Tests** tab, place a **check** on the student that needs to be resumed in the **Students in Sessions**. Click **Resume**.

9. A confirmation page will show the **Student Test Status** as **Resumed**. The student may sign into TestNav with the credentials supplied on the test ticket.
Work Requests

When a student transfers into your district or within schools in your district and the student requires an AASA and/or AzSCI test, the Achievement District Test Coordinator may submit a **Work Request** from inside of PearsonAccess™️next to have the student transferred from the releasing school to the new school. This work request will be sent to the releasing school for approval. If this work request is for transfers within your own district, the DTC will create the work request and then approve the work request.

The following is the information you will need to submit a student transfer **Work Request**:

- SSID
- Last name
- First name
- Middle initial - optional
- Date of birth

To submit a work request for a new student who transferred into the district:

1. Go to **Setup**, select **Work Requests**.
2. Go to Start, select **All Tasks**.
3. From the Tasks for Work Requests screen, select the **Request/Delete Enrollment Transfer** tab.
4. Complete the information on the **New Enrollment Transfer**.
5. Select **Search**.
6. You should receive a green message bar showing **Student Found**. Enter the new organization below.
7. **Change Enrollment From** – will indicate the school that the student is currently listed in PAN.
8. Complete **Change Enrollment To** – select the school name (not district) where the student needs to be transferred to.
9. Click **Send Request**.
10. A green **Success Changes saved** confirmation message will appear. An email will be sent to the releasing district.

11. Select the **Exit Tasks** button.

12. To confirm or view requests that are pending approval, use the filter status Waiting for Approval.

13. The Achievement District Test Coordinator from the releasing district will receive an email notifying them of the work request.

   The releasing district will have a red bell on the black task bar indicating that a Transfer Request requires action:

14. If the student is transferring schools within the same district, the Achievement District Test Coordinator must create a New Enrollment Transfer and must also approve the transfer from the releasing school.
Reporting Test Irregularities

To report a Test Irregularity in PearsonAccess™:

1. Select the Test Administration to report a test irregularity. To change the Test Administration, click on the Test Administration name in the black task bar across the top of the page. This will activate the Test Administration drop-down menu. Select the desired test administration.

2. Go to the TESTING section and use the Select an action drop-down menu to select Student Tests.

3. At the Find Student Tests field, type in the student’s last name and click on Search.

4. Place a check in the box by the Student name.

5. From the Start drop-down menu, select Manage Irregularities.
6. At the Manage Irregularities tab, check the box next to the Student Name.

7. From the calendar icon, select the Irregularity Date/Time. From the Irregularity Type drop-down menu, select the irregularity type. In the Comment field, type in a short sentence of what happened.

8. Click on the Save button and click on the Exit Tasks.

Note: The District Test Coordinator also needs to send an email to ADE at AASA@azed.gov or AzSCI@azed.gov informing them of what happened.

For issues that arise during actual student testing, send an email to AASA@azed.gov or AzSCI@azed.gov and indicate in the subject line “Students Testing—Need Help.” Mark your email with a “High Importance” flag. Include:

- a phone number so that ADE can call you back, and
- in the email include any error message or code the student or the TA is receiving.
Reports

Student level results will be available in PearsonAccess\textsuperscript{next}. Published reports include the District Student Data file and the PDF versions of the Student and Roster Reports.

\textbf{Note}: Please refer to the Reporting Guide from ADE for further information regarding student reports.

To access the reports in PearsonAccess\textsuperscript{next}:

1. Go to REPORTS, select Published Reports.

2. On the Published Reports screen, there are two ways to find reports:
   \begin{enumerate}
   \item Enter search information into the Find Reports filter, or
   \item Enter search information into the Filters section.
   \end{enumerate}

3. Select the File Name to download and view the report or student data file.
Several Operational Reports are available in PearsonAccess\textsuperscript{Next} which may provide the user with helpful information. A few of the commonly used Operational Reports are listed below:

**Students Enrolled but not Registered for Test Administration**  
This report is useful for finding students that have not yet been registered for the AASA/AzSCI Test.

**Students Registered but not Assigned to a Test**  
This report is useful for finding students that have been registered for the AASA/AzSCI Test but have not been assigned a test.

**Students with Online Test but not assigned to Session**  
This report is useful for finding students who have not yet been assigned to a session.

These reports can be found by selecting Operational Reports in the Reports drop-down menu, then checking the box next to Students & Registrations on the Operational Reports page.