Participation Counts
Entering Participation Counts in PearsonAccess\textsuperscript{next}

Participation counts will need to be entered in PearsonAccess\textsuperscript{next} by District Test Coordinators of both Computer-Based Testing and Paper-Based Testing schools during the following windows.

November 22, 2021 – December 03, 2021 AASA Writing Stand Alone Field Test (SAFT)

January 10, 2022 – January 21, 2022 AASA Grades 3-8 ELA and Math

“Participation Counts” is a head-count process for determining how many students, by school and grade level, are required to participate in the AASA Writing SAFT and the Operational AASA Spring ELA and Math assessment; therefore, districts are responsible for confirming, editing (when needed), and submitting these headcounts to Pearson. Pearson will use these counts to print the paper testing materials for your students.

Pearson has pre-populated some of the head counts for your students based on student data that ADE extracted. The extracted data may not include all your students. The Achievement District Test Coordinator must confirm these pre-populated participation counts and/or edit the counts for your students by school. All students in Grades 3-8 are required to participate in the AASA Writing SAFT and Operational AASA Spring 2022 assessment.

Participation counts will be used to process initial orders for paper test materials, such as Test Books, Test Administration Directions, and Test Coordinators Manuals, and return shipment materials. Only the assigned District Test Coordinator for the AASA Test Administration in PearsonAccess\textsuperscript{next} has permissions to enter participation counts.

Note: District Test Coordinators with more than one district must enter participation counts for each of their districts.
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The following steps will need to be completed separately for the AASA Writing SAFT and for the operational AASA test.

To review Participation Counts:

1. Verify the test administration is set to AASA Writing Winter and Operational Spring 2022.

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

3. On the Organizations screen, click the search menu arrow.

4. Next, place a check in the Show all results box.
5. On the Organizations screen, place a check in the box next to each participating school that will administer the AASA tests.

6. Click the Start dropdown menu and select Edit Enrollment Counts.

7. On the Tasks for Organizations screen, click on the **Edit Enrollment Counts** tab.
8. On the Tasks for Organizations Details screen, click the plus sign (+) to expand the Participation Count information for the highlighted school.

9. Preloaded Participation Counts are displayed by grade. Review the counts and edit, if needed, based on each school’s current enrollment.

10. When participation counts are accurate for each grade, place a check in the Enrollment Counts Entry Complete checkbox.
   - This includes schools with zero students at any of the grade levels (3-8).

11. Click the Save button.

12. If there are multiple schools, select the next school by clicking on the school’s name in the Organizations list and repeat steps 9-11 for each school.

   Note: For Paper-Based Tests, you MUST have had approval from ADE prior to this Participation Count Window.

Don’t forget to use the Save button.