

Participation Counts

Entering Participation Counts in PearsonAccess^{next}

Participation counts will need to be entered in PearsonAccess^{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^{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.

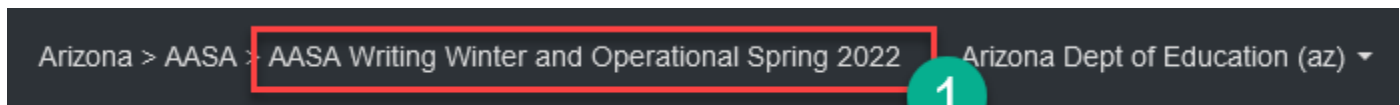
Entering Participation Counts in PearsonAccess^{next}

12 steps

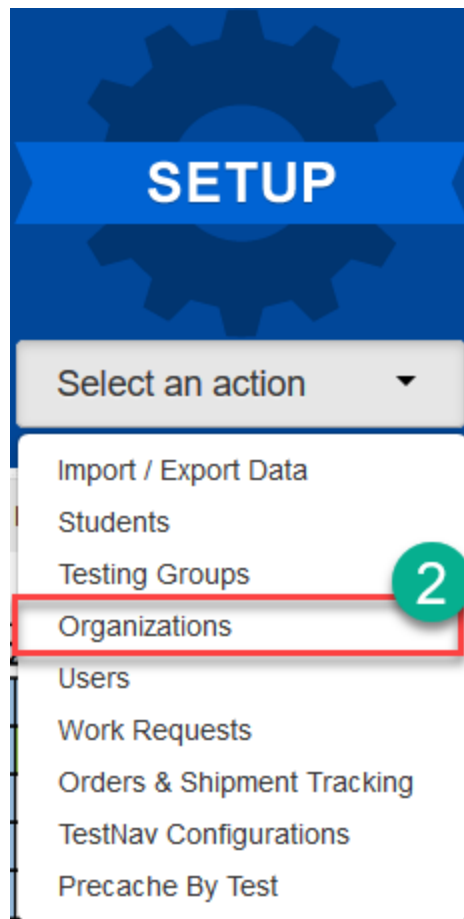
The following steps will need to be completed separately for the AASA Writing SAFT and for the operational AASA test.

To review Participation Counts:

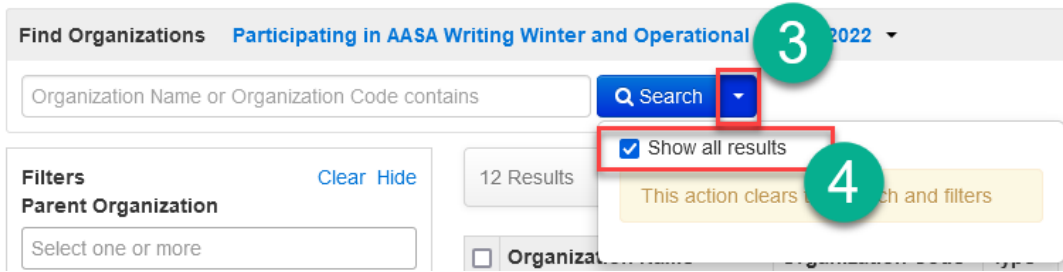
1. Verify the test administration is set to AASA Writing Winter and Operational Spring 2022.



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



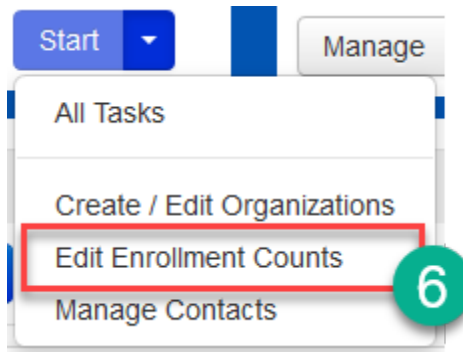
3. On the Organizations screen, click the search menu arrow.
4. Next, place a check in the **Show all results** box.



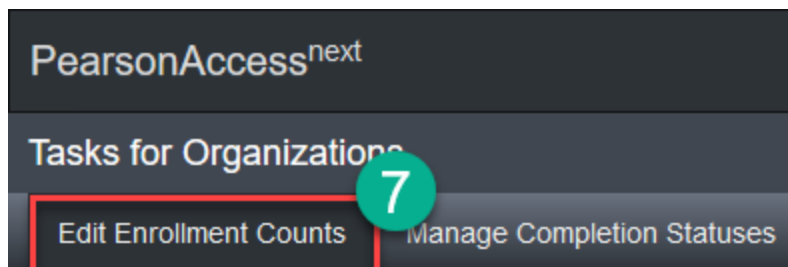
- On the Organizations screen, place a check in the box next to each participating school that will administer the AASA tests.

<input checked="" type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	School Type
<input checked="" type="checkbox"/>	1 George Hunt School ⓘ	0000004	School	Tumbleweed Unified District(9999999)	State Funded
<input checked="" type="checkbox"/>	Prickly Pear Elementary School ⓘ	0000003	School	Tumbleweed Unified District(9999999)	State Funded
<input checked="" type="checkbox"/>	Prickly Pear High School ⓘ	0000001	School	Tumbleweed Unified District(9999999)	State Funded
<input checked="" type="checkbox"/>	Prickly Pear Intermediate School ⓘ	0000005	School	Tumbleweed Unified District(9999999)	State Funded
<input checked="" type="checkbox"/>	Prickly Pear Middle School ⓘ	0000002	School	Tumbleweed Unified District(9999999)	State Funded
<input checked="" type="checkbox"/>	Tumbleweed Unified District ⓘ	9999999	District	Arizona Dept of Education(az)	

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



- On the Tasks for Organizations screen, click on the **Edit Enrollment Counts** tab.



- On the Tasks for Organizations **Details** screen, click the **plus sign (+)** to expand the Participation Count information for the highlighted school.

PearsonAccess^{next} Arizona > AASA > AASA Writing Winter and Operational Spring 2022 Arizona Dept of Education (az)

Tasks for Organizations Add Task Previous Task Next Task Exit Tasks

Create / Edit Organizations Manage Participation Edit Enrollment Counts Manage Completion Statuses Manage Contacts Delete Organizations

ORGANIZATIONS (1)

INT MANUAL CR8 D1S1 (2022011)

DETAILS

INT MANUAL CR8 D1S1 (2022011) Save Reset

Enrollment Counts Entry Complete Show Organization Details

AZ Spring 2022 AASA Gr 3-8

* Required

Save Reset

- Preloaded Participation Counts are displayed by grade. Review the counts and edit, if needed, based on each school's current enrollment.
 - 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).
 - Click the **Save** button.
 - 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.

ORGANIZATIONS (4)

INT MANUAL CR8 D1S1 (2022011)

INT MANUAL CR8 D1S2 (2022012)

INT MANUAL CR8 D2S1 (2022021)

INT MANUAL CR8 D2S2 (2022022)

DETAILS

INT MANUAL CR8 D1S2 (2022012) Save Reset

Enrollment Counts Entry Complete Show Organization Details

AZ Spring 2022 AASA Gr 3-8

	Computer Based Tests			Paper Based Tests		
	ELA	Math	Writing Field Test	ELA	Math	Writing Field Test
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						

* Required

Save Reset

Don't forget to use the **Save** button.