

Spring 2023
AASA & AzSCI
PearsonAccess^{next}
User's Guide



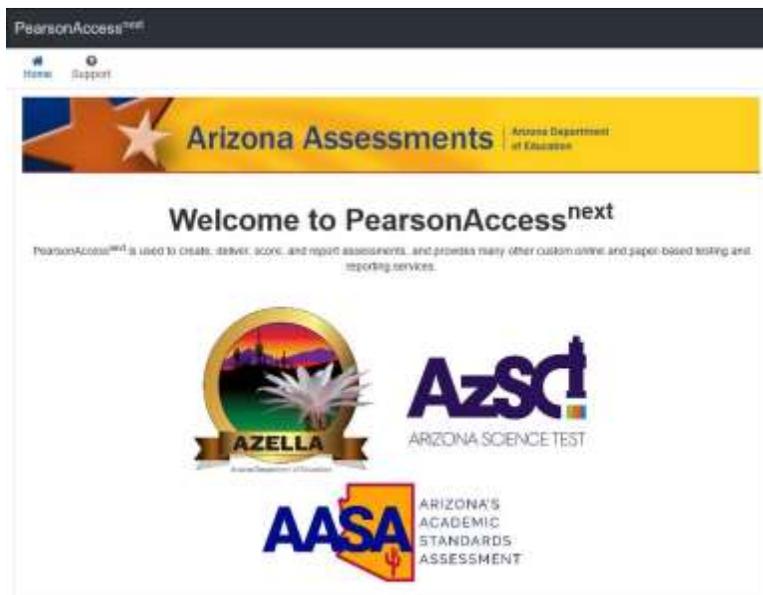
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Welcome to PearsonAccess^{next}

The Arizona PearsonAccess^{next} website provides access to AASA, AzSCI, and AZELLA testing programs. This *PearsonAccess^{next} User's Guide* will focus on tasks related to the AASA test administration and the AzSCI test administration.



PearsonAccess^{next} (PAN) is the website to access the AASA and AzSCI test administrations. Your Username and Password give you access to all test administration functions in the testing program(s) for which you have been assigned. The **Sign In** button 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 PearsonAccess^{next}, 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 use the **Contact Arizona Support** link under the **Contact Us** section of the Home Page.

To make changes to contact or shipping information in PearsonAccess^{next}, please send an email to AASA@azed.gov or AzSCI@azed.gov.

➔ Sign In

Sign In

[Forgot Username](#) | [Forgot Password](#)

📞 Contact Us

Email Pearson Customer Support:

[Contact Arizona Support](#)

To Contact ADE:

AZELLA@azed.gov

AzSCI@azed.gov

AASA@azed.gov

Pearson Client Services Center:

1.888.705.9421 Option 1 (AzSCI)

1.888.705.9421 Option 2 (AZELLA)

1.888.705.9421 Option 3 (AASA)

Hours available:

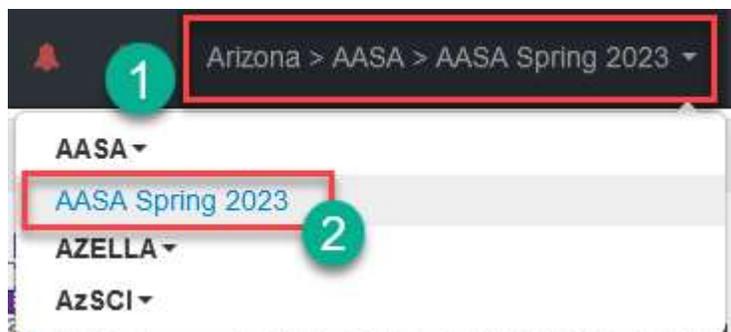
Mon-Fri 7:00 am - 7:00 pm (CST)

Changing Test Administration

If you have access to multiple assessment programs or have used PearsonAccess^{next} in prior years, 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 Spring 2023** or **Spring 2023 AzSCI**.



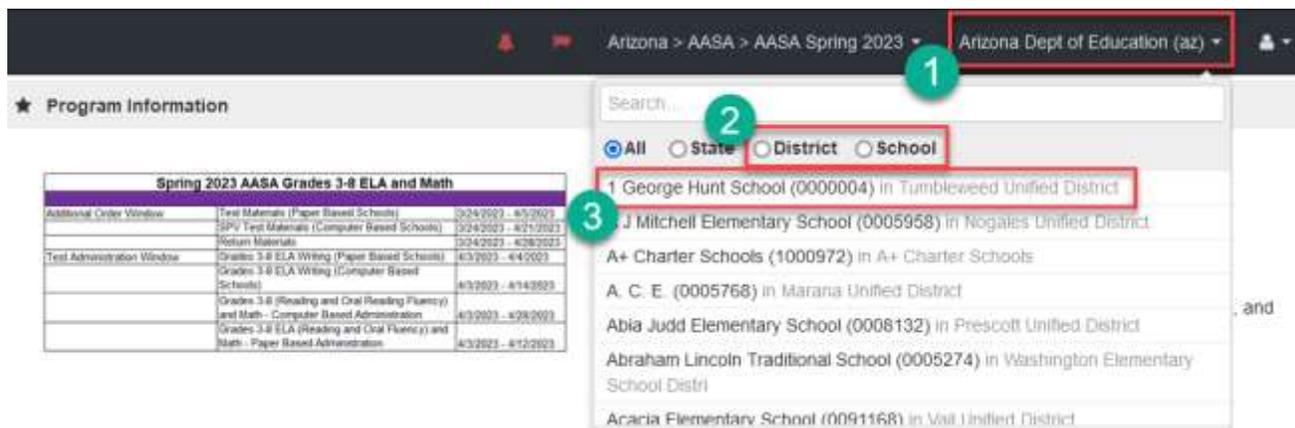
Change District or School View

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.



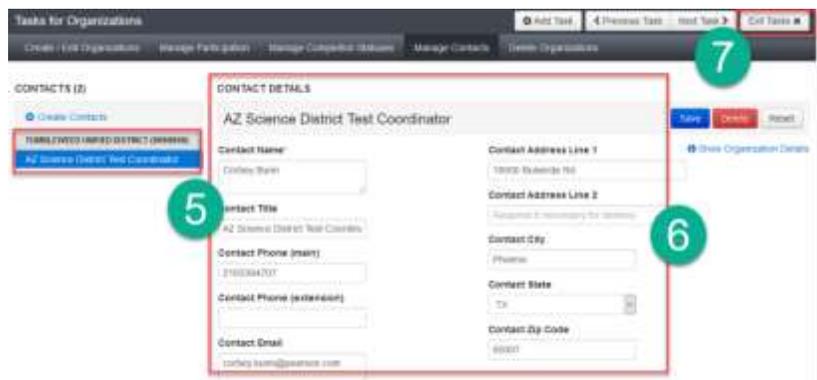
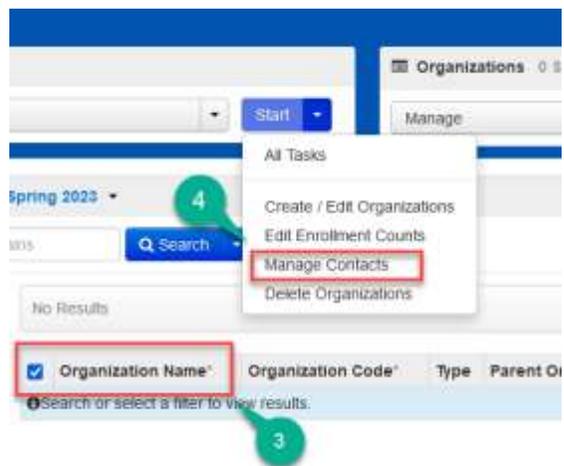
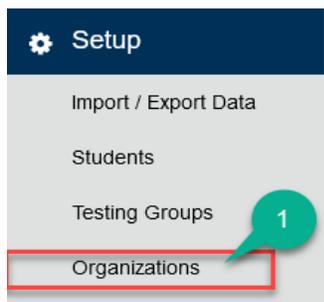
Verifying Contact Information and Shipping Address

Achievement District Test Coordinators need to verify their contact information and shipping address. Achievement District Test Coordinators **with more than one district must verify** the 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 2023 AASA and/or Spring 2023 AzSCI, go to [PearsonAccess^{next}](#).

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 Achievement 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 an 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.



Entering Participation Counts – AASA only

Participation counts will need to be entered for AASA in PearsonAccess^{next} by Achievement District Test Coordinators of both Computer-Based Testing and Paper-Based Testing schools during the following window.

Participation Count Window: January 9, 2023 – January 20, 2023 - 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 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, including paper test booklets and return shipment materials for Paper-Based Testing schools as well as Test Coordinator’s Manuals and Test Administration Directions for both Computer-Based Testing and Paper-Based Testing schools.

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 Spring 2023 assessment.

Only the assigned Achievement District Test Coordinator for the AASA Test Administration in PearsonAccess^{next} has permissions to enter participation counts.

Note: Achievement District Test Coordinators with more than one district must enter participation counts for each of their districts.

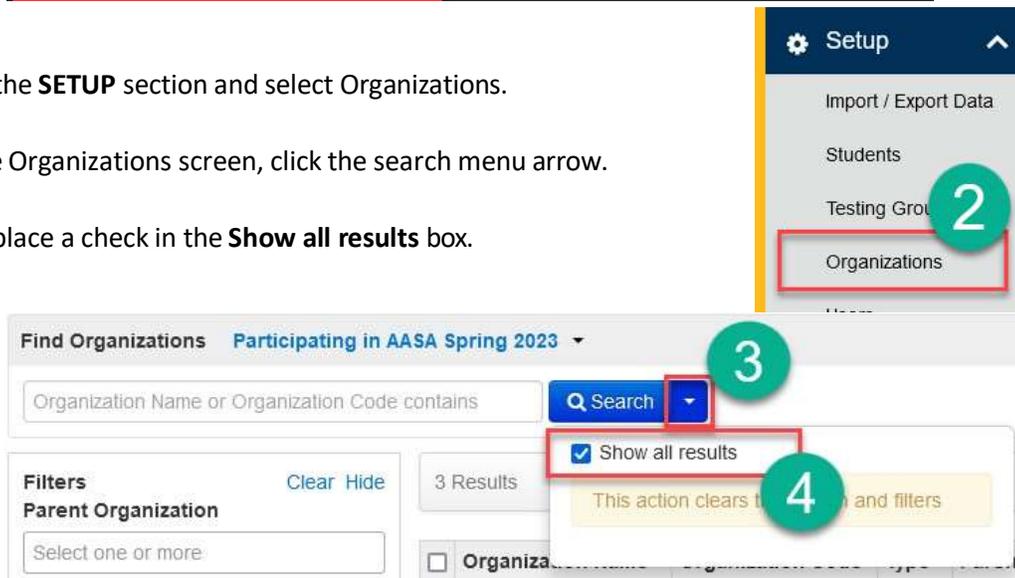
Entering AASA Participation Counts in PearsonAccess^{next}

To review Participation Counts:

1. Verify the test administration is set to AASA Spring 2023.



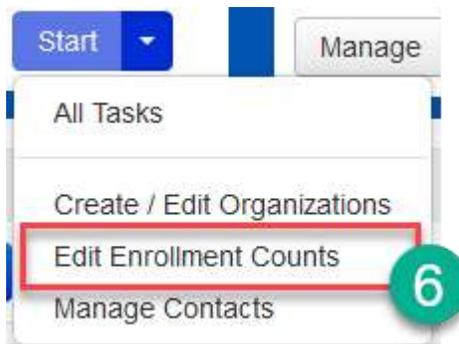
2. Go to the **SETUP** section and select Organizations.
3. On the Organizations screen, click the search menu arrow.
4. Next, place a check in the **Show all results** box.



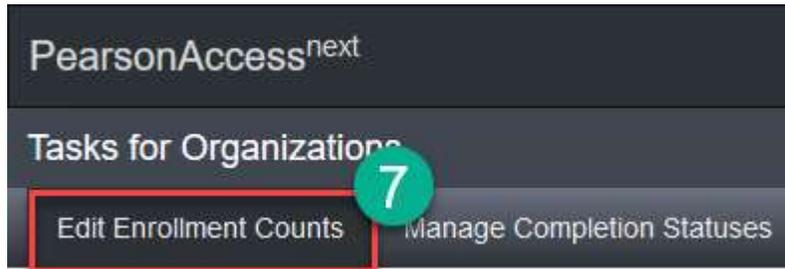
5. On the Organizations screen, place a check in the box next to each participating school that will administer the AASA tests, or select the check box next to Organization Name to select all.

<input type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	County Code*	Non-State Funded Indicator
<input type="checkbox"/>	Test Transfer District	2023000	District	Arizona Dept of Education(az)	02	
<input checked="" type="checkbox"/>	Test Transfer School	2023001	School	Test Transfer District(2023000)	02	
<input checked="" type="checkbox"/>	Test Transfer School2	2023002	School	Test Transfer District(2023000)	02	

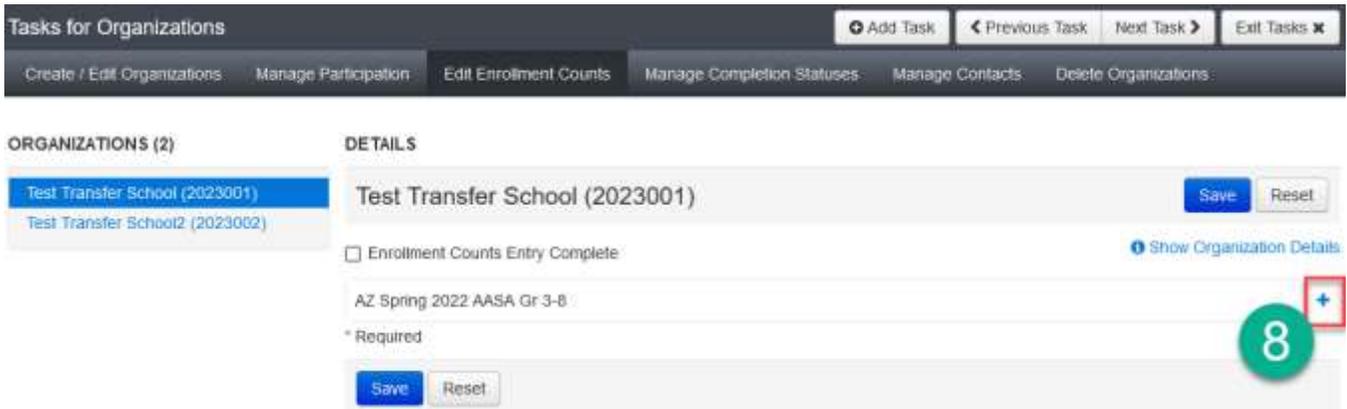
6. Click the Start dropdown menu and select Edit Enrollment Counts.



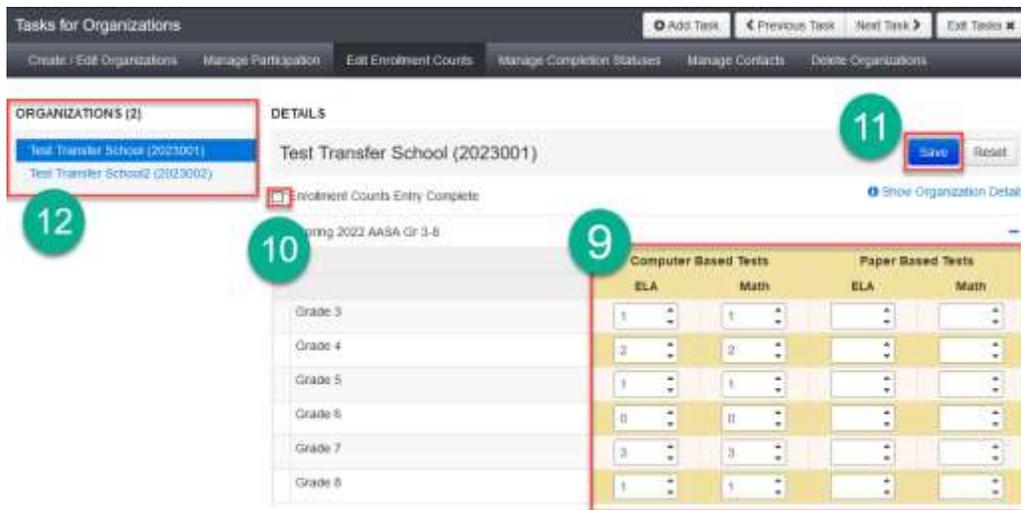
7. On the Tasks for Organizations screen, click on the **Edit Enrollment Counts** tab.



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.
 - o 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 for Paper-Based Testing prior to this Participation Count Window. The window to request Paper-Based Testing was open in ADEConnect September 19 - October 14, 2022.



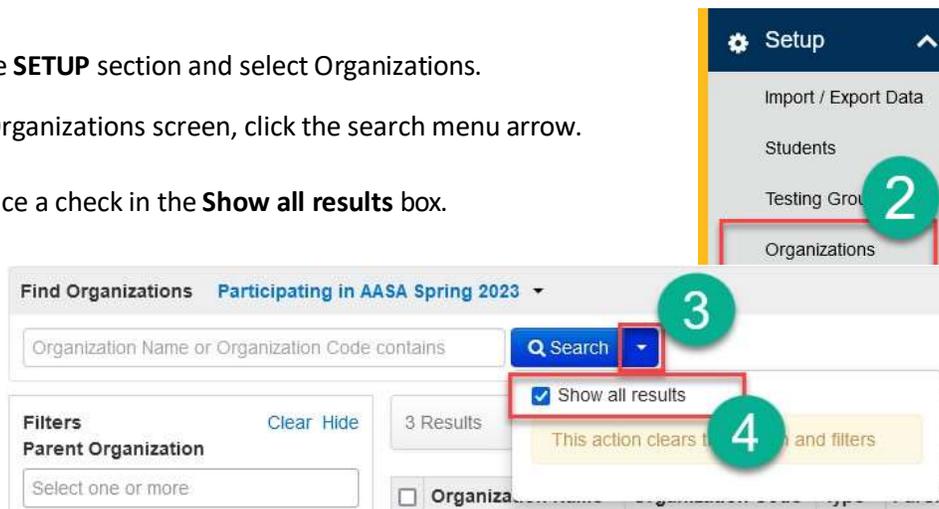
Selecting Materials Due-in-District Window – AASA Only

To select materials due-in-district window:

1. Verify the test administration is set to AASA Spring 2023.



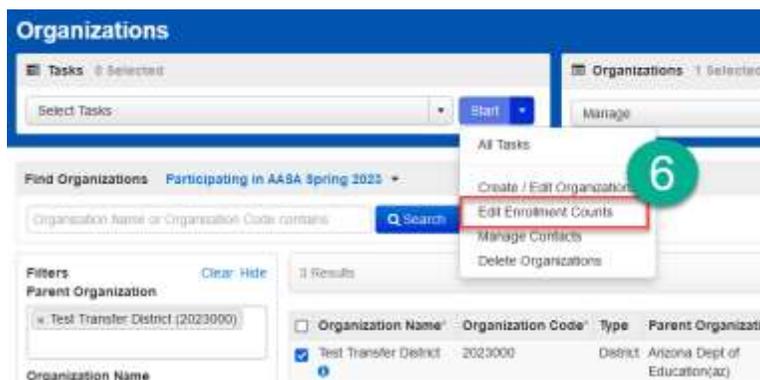
2. Go to the **SETUP** section and select Organizations.
3. On the Organizations screen, click the search menu arrow.
4. Next, place a check in the **Show all results** box.



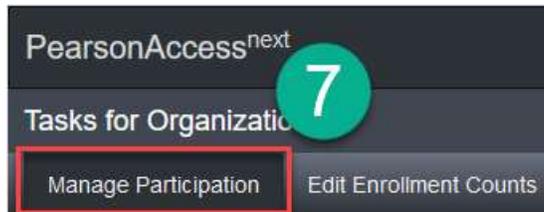
5. On the Organizations screen, place a check in the box next to the participating **district** that will administer the AASA tests.

<input type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	County Code*	Non-State Funded Indicator
<input checked="" type="checkbox"/>	Test Transfer District	2023000	District	Arizona Dept of Education(az)	02	
<input type="checkbox"/>	Test Transfer School	2023001	School	Test Transfer District(2023000)	02	
<input type="checkbox"/>	Test Transfer School2	2023002	School	Test Transfer District(2023000)	02	

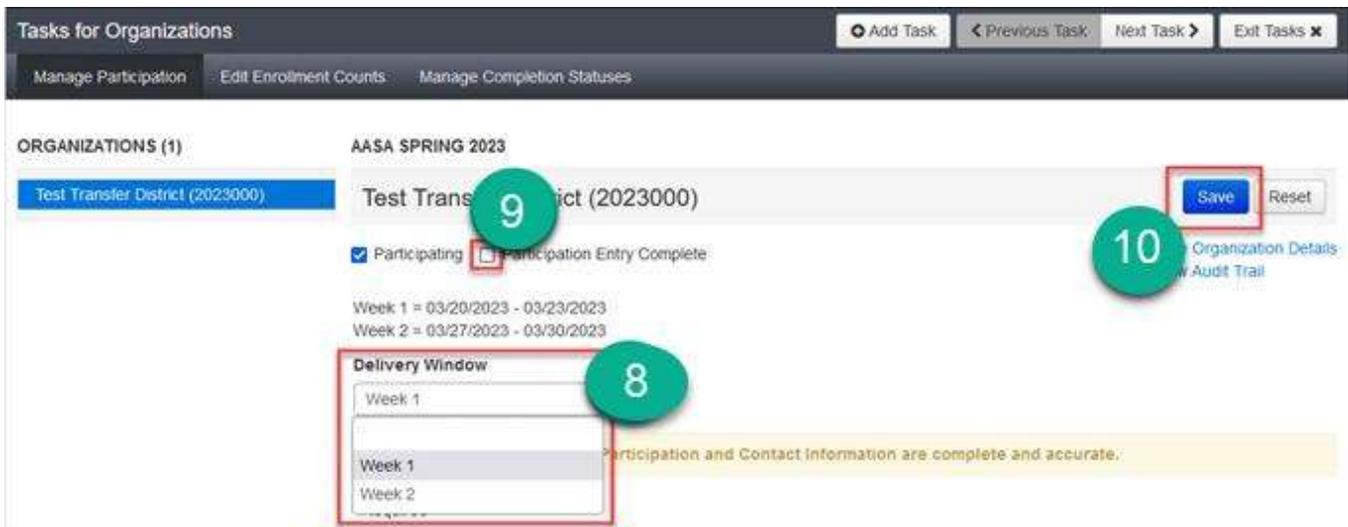
6. Click the Start dropdown menu and select Edit Enrollment Counts.



7. On the Tasks for Organizations screen, click on the **Manage Participation** tab.



8. On the Tasks for Organizations **AASA Spring 2023** screen, click the **Delivery Window** dropdown to select the delivery window for the highlighted district.
9. Once the desired delivery window has been selected, place a check in the Participation Entry Complete box.
10. Click the **Save** button.



Managing Users

Achievement District Test Coordinators and School Test Coordinators have permission in PearsonAccess^{next} to create User Accounts. Below are the various PearsonAccess^{next} User Roles and permission levels:

AASA/AzSCI		AASA and AzSCI PearsonAccess ^{next} User Roles					AASA/AzSCI School Report Only Access
		AASA/AzSCI District Test Coordinator	AASA/AzSCI School Test Coordinator	AASA/AzSCI School Test Administrator	AASA/AzSCI Technology Coordinator	AASA/AzSCI District Report Only Access	
Tasks	View Contact and Shipping information	View only	View only	View only	View only	View only	View only
	Create New User Accounts	Yes All Roles Beneath DTC	Yes All Roles Beneath STC	No	Yes	No	No
	Place Additional Orders	Yes	No	No	No	No	No
	Students	Import/Export, Create/Edit Students	Create/ Edit Students	View Only	Yes	No	No
	Personal Needs Profile	Yes	Yes	No	No	No	No
	Student Test Update	Yes	No	No	Yes	No	No
	User Files	Import/Export, Create/Edit Users	Import/Export, Create/Edit Users	No	Yes	No	No
	Student Registrations and Tests	Import/Export, Create/Edit Student Registrations	Export, Create/Edit Student Registrations	Create/Edit Student Registrations	Create/Edit Student Registrations	No	No
	Testing Groups	Create/Edit Student Testing Groups	Create/Edit Student Testing Groups	Create/Edit Student Testing Groups	Create/Edit Student Testing Groups	No	No
	Online Test Sessions	Create/Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between Sessions, Print Testing Tickets, Prepare Sessions, Lock/Unlock Test Units	Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between Sessions, Print Testing Tickets, Prepare Sessions, Lock/Unlock Test Units	Add Students to Test Sessions, Print Testing Tickets, Prepare Sessions, Lock/Unlock Test Units	Precaching, View/Edit Test Sessions, Edit Custom Settings	No	No
	Student Transfers	Request and Approve Student Transfer	No	No	No	No	No
	Testing Irregularities	Create/Edit Test Irregularities	No	No	Create/Edit Test Irregularities	No	No
	Operational Reports	View	View School	View	View	View District	View School
	Published Reports	View	View School	No	No	View District	View School

Creating New Users

Each test administration has its own set of users. You may only create user accounts as described in the User Role Matrix table on page 13.

Users can be added manually or through a file import. New users will receive a **Welcome** e-mail from noreply@mail.pearsonaccessnext.com with instructions on next steps to access their PearsonAccess^{next} account. Updated users will not receive an email but will have their access updated immediately in PearsonAccess^{next}.

Note: Upon creation, the user's account is set to Enabled status by default. At any point after creation, the user's account may be set to Disabled status to remove the user's access. The **Active Begin Date** may be used to enable the user's access on a specific, future date. The **Active End Date** may be used to remove the user's access on a specific, future date. The **Active Begin Date** and **Active End Date** fields are not required. The **Username** will be auto-filled after you enter the user's email address.

Manually Creating New Users

1. To add new users, go to the **SETUP** section and select **Users**.
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**.

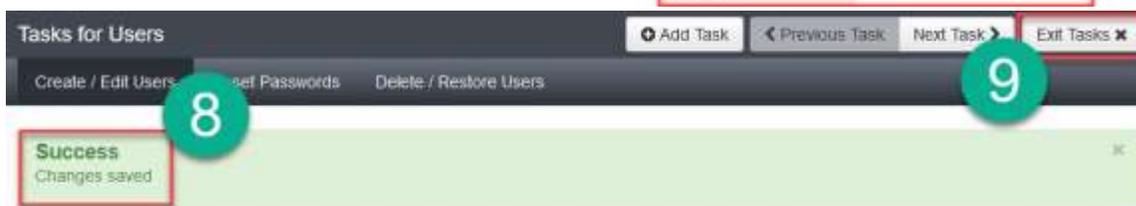
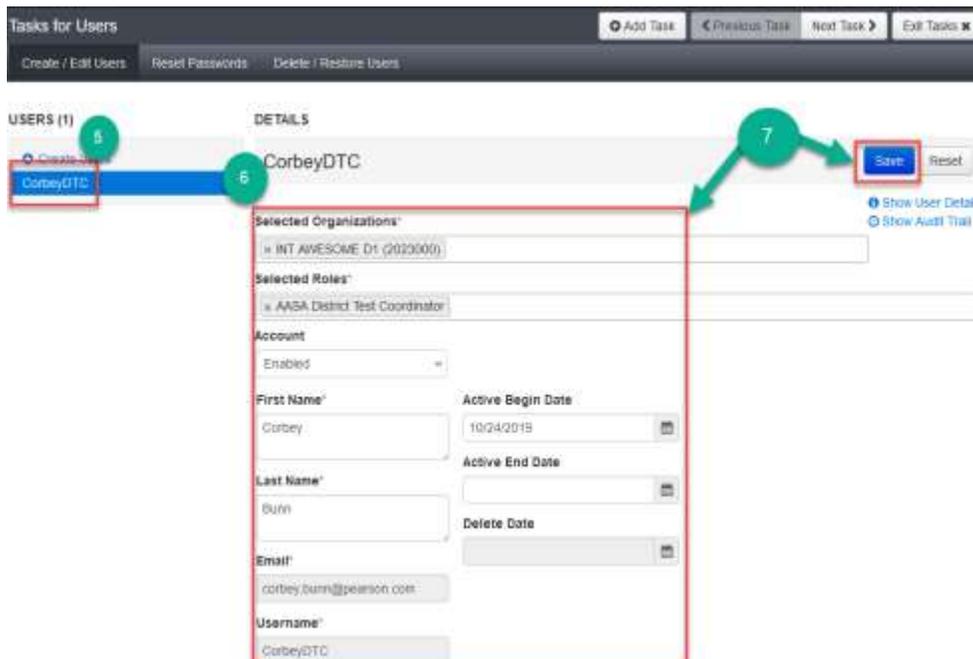
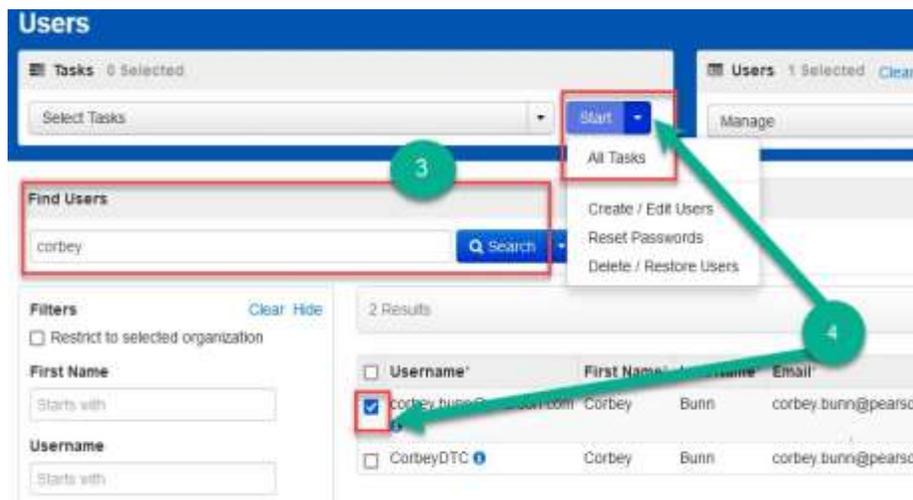
The screenshots illustrate the process of creating a new user in PearsonAccessNext. The first screenshot shows the 'Setup' menu with 'Users' highlighted. The second screenshot shows the 'Users' screen with the 'Start' dropdown menu open, highlighting 'Create / Edit Users'. The third screenshot shows the 'New User' form with fields for 'Selected Organizations', 'Selected Roles', 'Account', 'First Name', 'Last Name', 'Email', and 'Username', along with 'Active Begin Date', 'Active End Date', and 'Delete Date' fields. Red boxes and green callouts with numbers 1 through 7 highlight the specific steps described in the text.

Manually Editing Users

1. To edit users, go to the **SETUP** section and select **Users**.
2. To search for all users, select the **Search** button and select **Show all Results**.
3. To search for individual users, in 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**.
4. Place a **check mark** next to the user(s) that need(s) to be updated. Select the **Start** button and select **All Tasks**.
5. The **Tasks for Users** screen will open. The list of users is on the left side.
6. Select a user to be updated and user information will be listed under **DETAILS**.

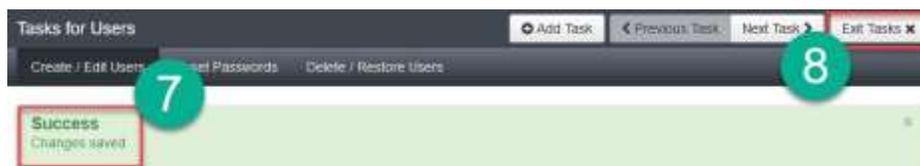
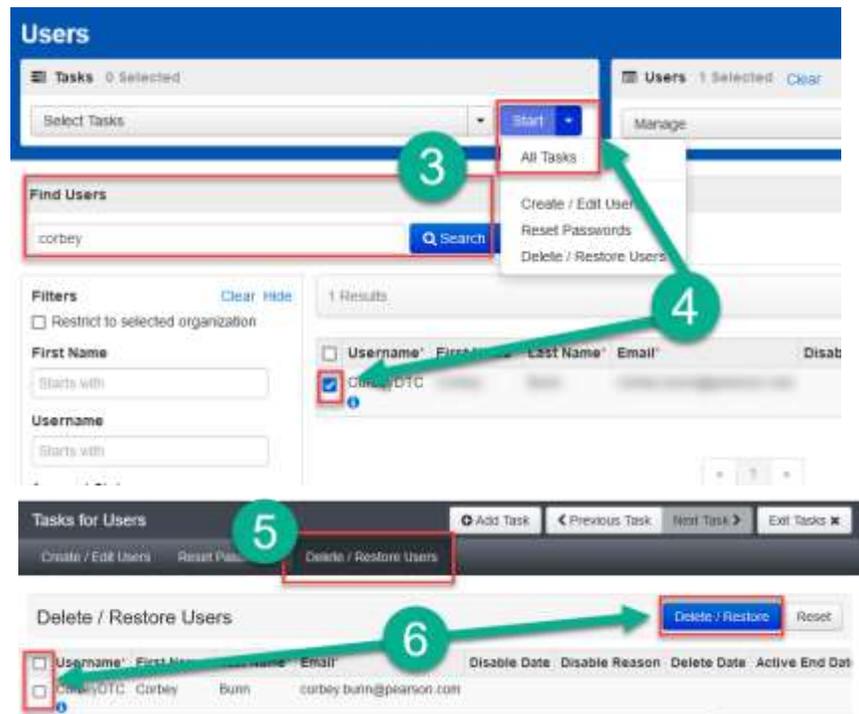
Note: **Username*** cannot be changed. If **Username*** needs to be changed, the previous account must be deleted, and a new account must be created.

7. Update the user information and select **Save**.
8. A green **Success** message will appear.
9. Once all updates have been saved, click **Exit Tasks**.



Manually Deleting Users

1. To edit users, go to the **SETUP** section and select **Users**.
2. To search for all users, select the **Search** button and select **Show all Results**.
3. 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**.
4. Place a **check mark** next to the user(s) that need(s) to be updated. Select the down arrow next to the **Start** button and select **All Tasks**.
5. The **Tasks for Users** screen will open. Select the **Delete/Restore Users** tab.
6. Place a **check mark** next to the users(s) to be deleted. Click on the **Delete/Restore** button.
7. A green **Success** screen will appear.
8. When all updates have been saved, click **Exit Tasks**.



AASA and AzSCI User File Layout

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES	Additional Notes
1	Action	Action	N	Y	1	1	C = Create U = Update	Fill-in a C to create a new record Fill-in a U to update an existing record
2	Username	Username	N	Y	8	100	No validations on data Blank not allowed	Type User's Email Address
3	First Name	First Name	N	Y	1	50	No validations on data Blank not allowed	Type User's First Name
4	Last Name	Last Name	N	Y	1	50	No validations on data Blank not allowed	Type User's Last Name
5	Email	Email	N	Y	1	100	Must be valid email address	Type User's Email Address
6	Authorized Organizations	Authorized Organizations	N	Y		Variable		<ul style="list-style-type: none"> 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., 1234567:3456789). 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 want them to only see school level, use the school entity code (e.g., 0001234).
7	Roles	Roles	N	Y		Variable		<ul style="list-style-type: none"> Designated responsibilities in the system and designated data and system functions determines what the user's account can access and use List all roles that user has which control abilities to access and act upon data in the system. 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.

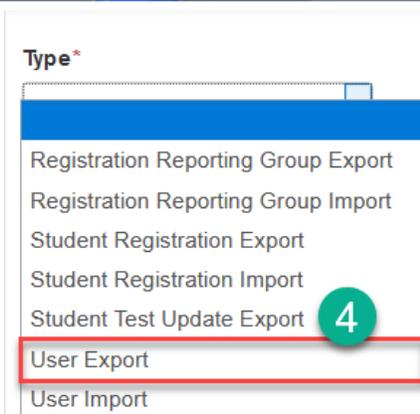
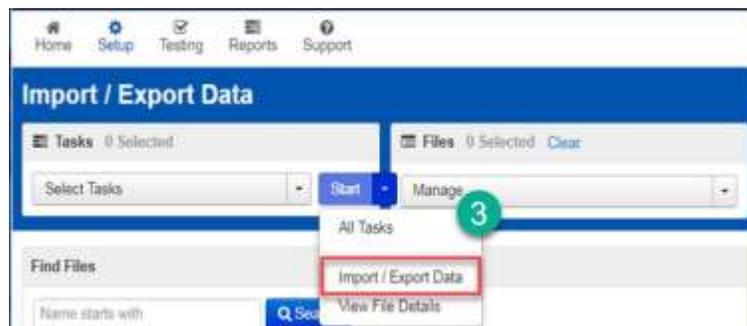
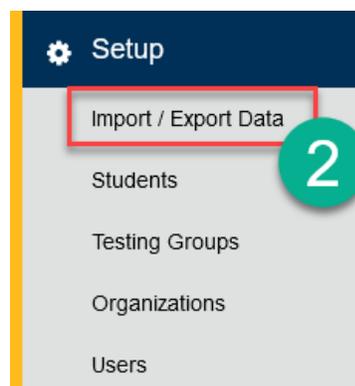
								<ul style="list-style-type: none"> Multiple roles must be separated with a colon (:) (e.g., dataEntry:schoolReport). Do Not place a space in between colon and organization codes. Type the Coding for Roles Column: <ul style="list-style-type: none"> schoolCoord = AZ Science School Test Coordinator schoolAdmin = AZ Science School test Administrator techCoord = AZ Science Technology Coordinator districtReport = AZ Science District Report Only Access schoolReport = AZ Science School Report Only
8	Active Begin Date	Active Begin Date	N	N		10	Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year	Enter the date the user profile should become active in PAN. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.
9	Active End Date	Active End Date	N	N		10	Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year	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.
10	Disabled	Disabled	N	N		3	Yes = Account is disabled No = Account is not disabled or Blank	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	No validations on data	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.
12	Is Deleted	Is Deleted	N	N		3	Yes = Account is deleted No = Account is not deleted or Blank	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.

Uploading Users - Using a User Import File

Achievement District Test Coordinators and School Test Coordinators may use Import/Export Data for mass uploads or edits to PearsonAccess^{next} users.

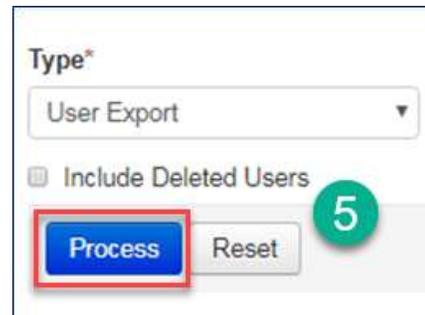
To create or update PearsonAccess^{next} users from a file import:

1. Select the Test Administration to export the User Data. You may select a previous administration to export a list of all users from the previous administration. To change the Test Administration, click on the Test Administration name in the black strip across the top of the page. This will activate the Test Administration drop-down menu. Select the desired test administration.
2. Go to the **SETUP** section and select **Import/Export Data**.
3. On the Import/Export Data screen use the **Start** drop-down menu to select **Import/Export Data**.
4. On the Tasks for Importing and Exporting screen use the **Type*** drop-down menu to select **User Export**.



5. Click the **Process** button.
6. The next screen is the **View Files Details** tab. Here you will see that the report is pending. The report will take a few moments to process.

Optional: Select the **DETAILS refresh** button to update the status of the report.



7. When the file has processed, the **Download File** link will appear. Select the link to download the file.



8. The User Export file is a .csv file that can be opened with Excel.

Note: If a previous administration export was used, review all users listed in the file. You may add and delete users as needed. If there were no applicable users, the file will only have column headers in Row 1.

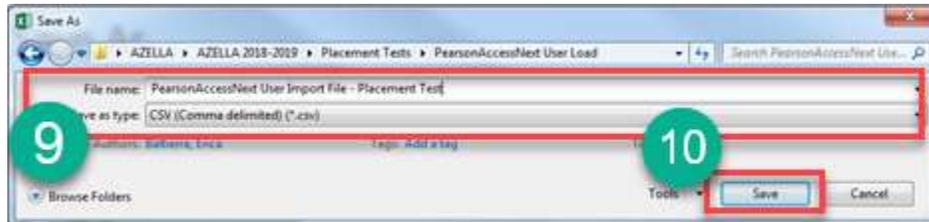
	A	B	C	D	E	F	G	H	I	J	K
1	Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Disable Reason
2	u	erica.baltierra@tud.edu	Erica	Baltierra	erica.baltierra@tud.edu	000004	testAdmin			No	
3	u	Lisa.Carter@tud.edu	Lisa	Carter	Lisa.Carter@tud.edu	000004	schoolCoord			No	



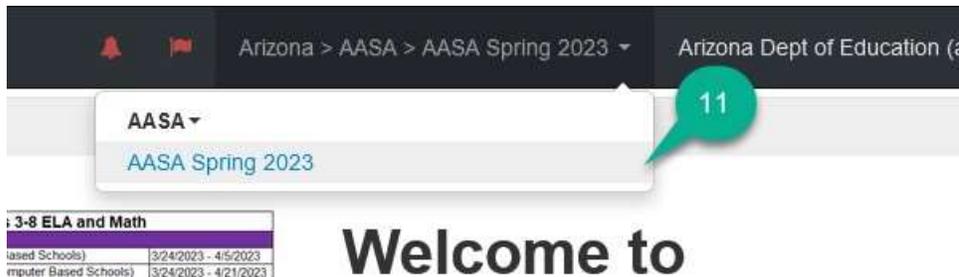
Using the downloaded file as a template, the District or School Test Coordinator can update or fill-in rows to edit or create users using the **User File** layout below.

Column:	Row 1:	Row 2:
A	Type Action	<ul style="list-style-type: none"> Fill-in a C to create a new record Fill-in a U to update an existing record
B	Type Email Address	<ul style="list-style-type: none"> Type User's Email Address
C	Type First Name	<ul style="list-style-type: none"> Type User's First Name
D	Type Last Name	<ul style="list-style-type: none"> Type User's Last Name
E	Type Email Address	<ul style="list-style-type: none"> Type User's Email Address
F	Type Authorized Organizations	<ul style="list-style-type: none"> Type any or all Organization(s) Code(s) that the user's account is authorized to access. 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., 1234567:3456789). 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 want them to only see school level, use the school entity code (e.g., 0001234).
G	Type Roles	<ul style="list-style-type: none"> Designated responsibilities in the system and designated data and system functions determines what the user's account can access and use. List of all roles that user has which control abilities to access and act upon data in the system. 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 roles must be separated with a colon (:) (e.g., dataEntry:schoolReport) Type the Coding for Roles Column: <ul style="list-style-type: none"> schoolCoord = Achievement School Test Coordinator techCoord = Achievement Technology Coordinator testAdmin = Achievement Test Administrator districtReport = District Report Only Access schoolReport = School Report Only
H, I, J, K, L	Leave Blank	Leave the columns H - L on blank

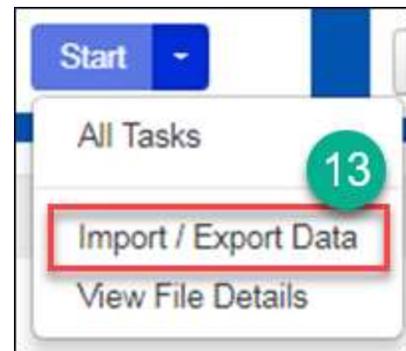
- When all users are added or updated, save the file as a **.csv** using the **Save as type** menu so that the file can be uploaded back into PearsonAccess^{next}.
- Click the **Save** button.



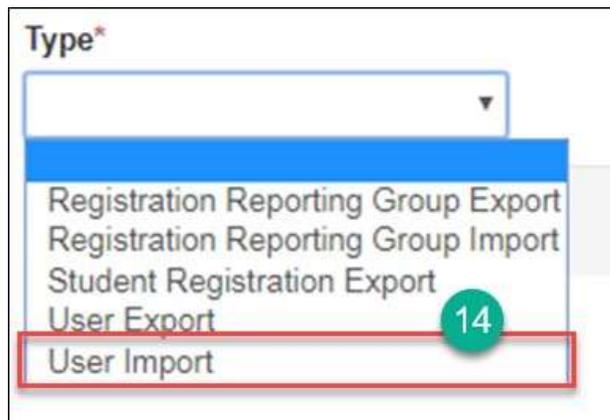
- To begin the Import User process, first check the **Test Administration** in the upper right corner of the screen to be sure you are in the correct test administration for the users you wish to enable.



- Go to the **SETUP** section and select **Import/Export Data**.
- On the **Import/Export Data** screen, use the **Start** drop-down menu to select **Import/Export Data**.

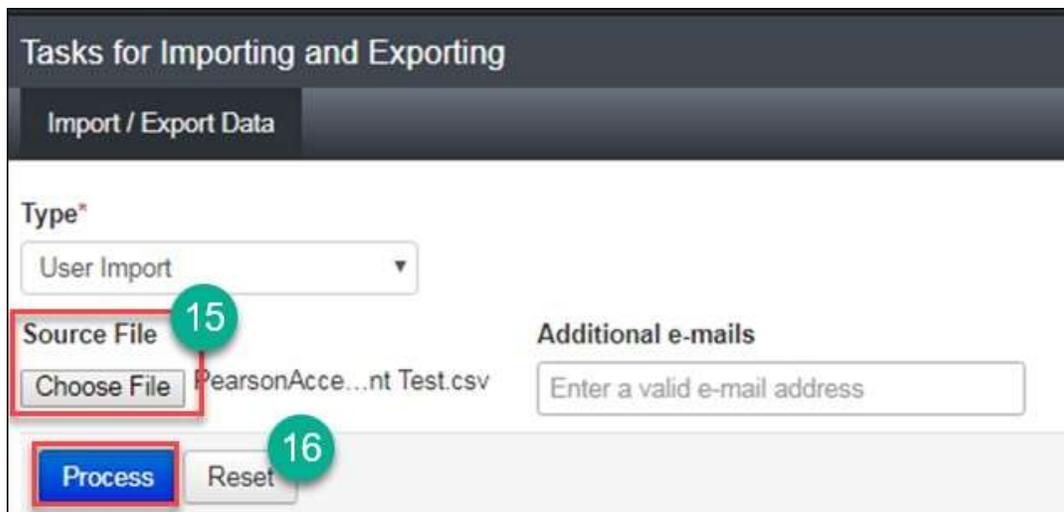


14. In the **Type*** drop-down menu, select **User Import**.



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

16. Click the **Process** button.



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

Complete 17

Saved information for all records in the file.

File Information

Type User Import	Organization Tumbleweed Unified District (999999)
Name PearsonAccessNext User Import File - Placement Test.csv	User ericadct
Request Date 06/11/2018 10:45:34 AM	Download File ⓘ
Total Records 1	
Successful Records 1	
Error Records 0	

Note: If the records were unable to be imported or if only some records were imported, you will receive a **Complete with Issues** error message. You will also be given a list of errors and the option to download only the records in error so you may make corrections.

Managing Students

ADE will provide Pearson with an initial Student Registration Information (SRI) file to upload into PearsonAccess^{next} for each test administration.

- For AASA, the ADE upload of students will be visible in PearsonAccess^{next} on **February 6, 2023**.
- For AzSCI, the ADE upload of students will be visible in PearsonAccess^{next} on **February 20, 2023**.

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^{next} any time after the initial SRI file upload. The initial SRI file will not include information regarding student IEP requirements or accommodations.

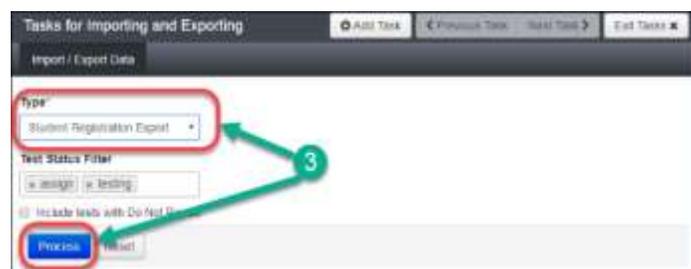
After adding students, District and School Test Coordinators can run a report in PearsonAccess^{next} to view the students that have been registered for testing for the AASA or AzSCI test using the Student Registration Export.

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

- Manage Student Registration – District and School Test Coordinators can view students that are currently registered in PearsonAccess^{next}.
- Add New Students – Any student enrolled in the school after ADE’s initial Student Registration Information file upload into PearsonAccess^{next} will need to be added to PearsonAccess^{next}.
- Edit Student Demographic Information.
- Edit a Student Test Assignment.
- Create/Edit Students using the Student Registration Import file upload.

View Student Registration Report

1. To view the Student Registration Report, go to **SETUP** 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.



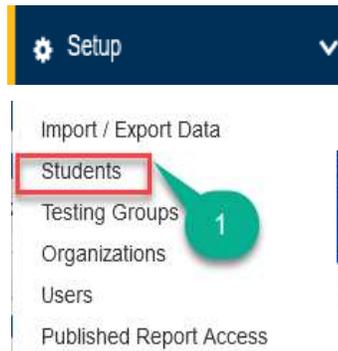
Manually Creating New Students

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

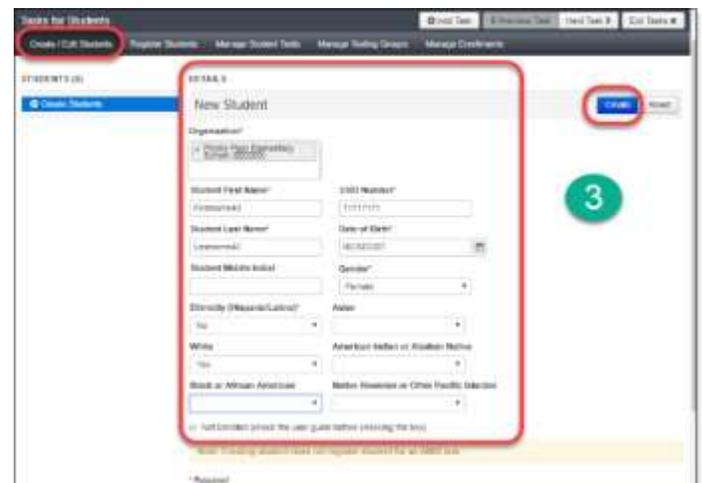
- Task 1– Create Student
- Task 2– Register Student
- Task 3– Test Assignment

Task 1 – Create Student

1. Go to the **SETUP** section and 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 Achievement District Test Coordinator before selecting the **Not Enrolled** check box. Achievement 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.



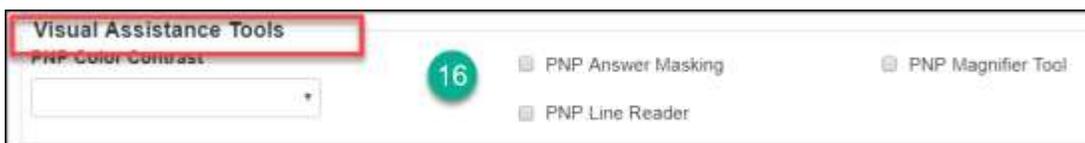
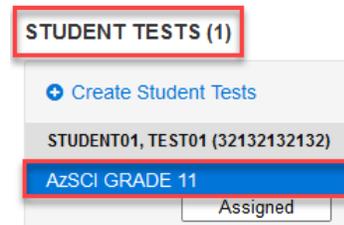
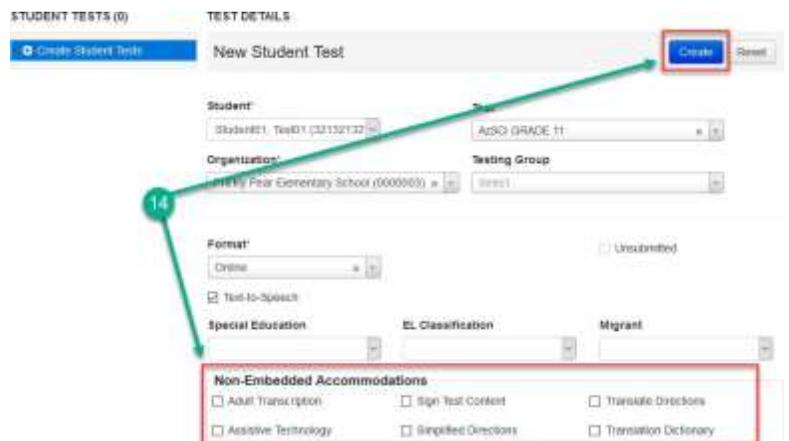
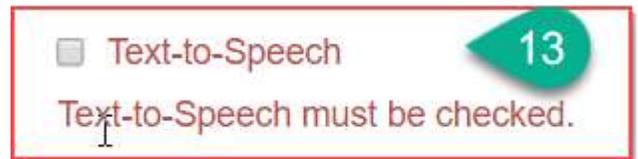
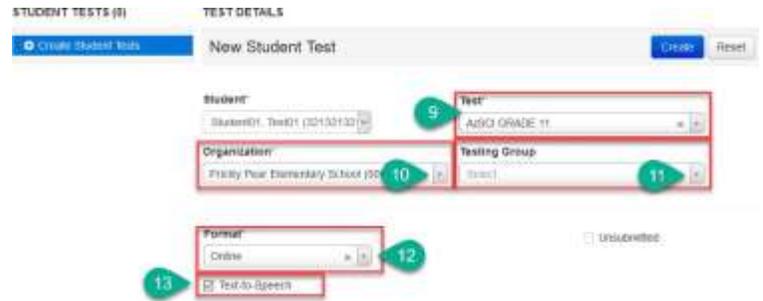
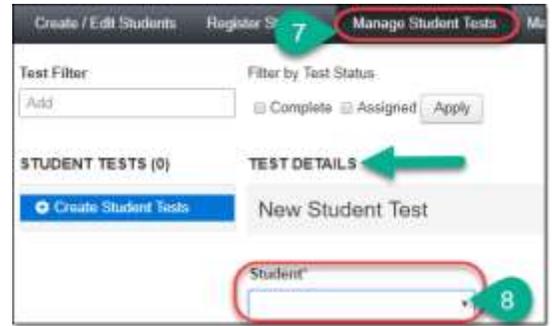
Task 2 – Register Student

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.
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**.

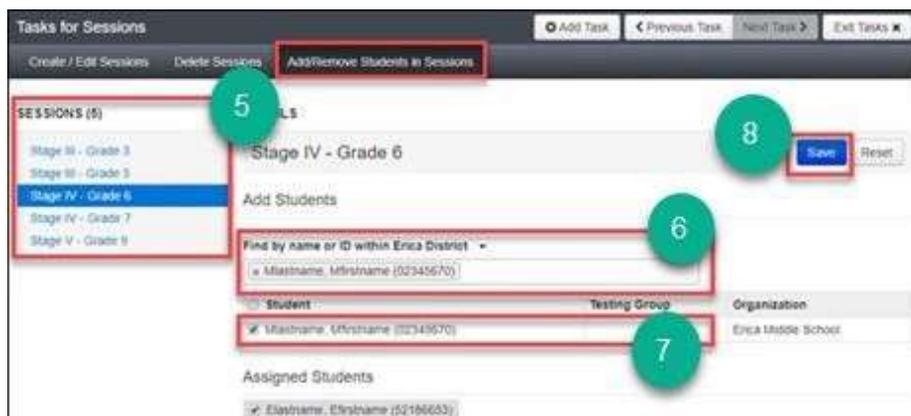
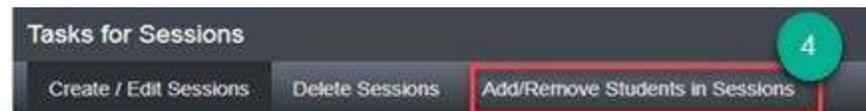
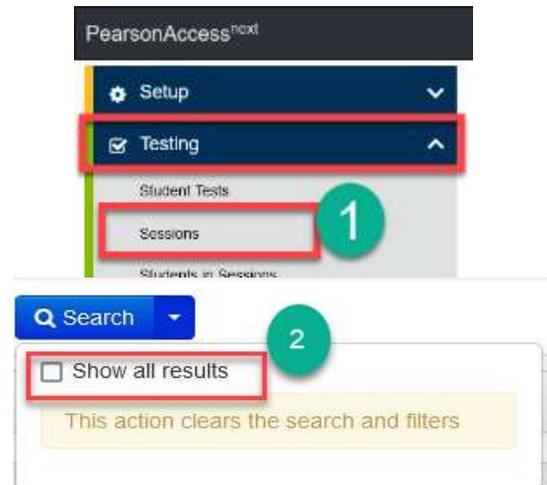


Adding Students to a Test Session

Note: This section is for students who are newly enrolled in a school and are not currently in a test session. This task may be completed by Achievement District Test Coordinators, School Test Coordinators, and School Test Administrators.

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

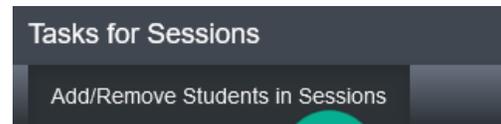
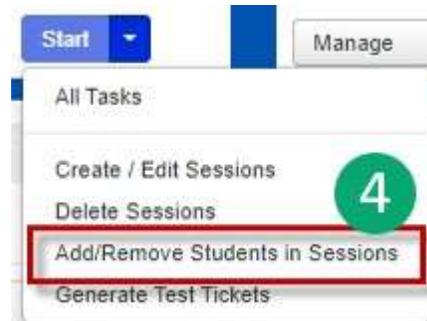
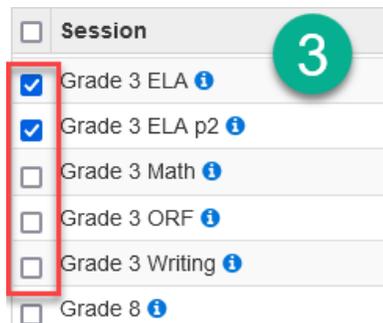
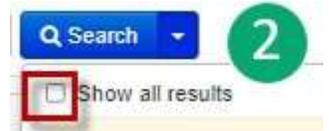
1. Go to the **TESTING** section and select **Sessions** from the Select an action drop-down menu.
2. If you click the down arrow next to the search button and Select **Show All Results**, it will bring up all sessions for this organization. Place a **Check Mark** next to the test session for the correct school.
3. On the Sessions screen, select **All Tasks** from the Start drop-down menu.
4. On the Tasks for Sessions screen, select the **Add/Remove Students Tab**.
5. At the Add/Remove Students in Sessions tab, on the left side of the screen, select the Session name from the **SESSIONS** list.
6. Under the **DETAILS** section, select the **Find By Name Field** to select students to add to the session.
7. Place a **Check** in the box next to each selected student.
8. Select **Save**.



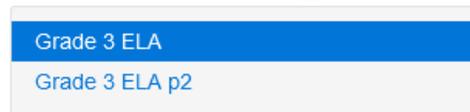
Note: If a student has not been assigned a test, they will not be able to be placed into a session.

Removing Students from a Test Session

1. Go to the **TESTING** section and select **Sessions**.
2. On the **Sessions** screen, click the arrow on the **Search** button, then check the **Show all results** check box.
3. On the **Sessions** screen, select the session(s) that contain(s) students to be removed by placing a check in the checkbox for each session.
4. Select **Add/Remove Students in Sessions** from the **Start** drop-down menu.
5. On the **Add/Remove Students in Sessions** Screen, you can move between selected sessions by clicking on the session names on the **SESSIONS** menu.
6. For each session, Assigned Students will be listed with a checkmark by each name. Names with a blue check box are eligible to be removed from the test session. Uncheck the box for each student to be moved out of the session.
7. Click the **Save** button. Then repeat for each session with students to be removed.



SESSIONS (2)



Assigned Students



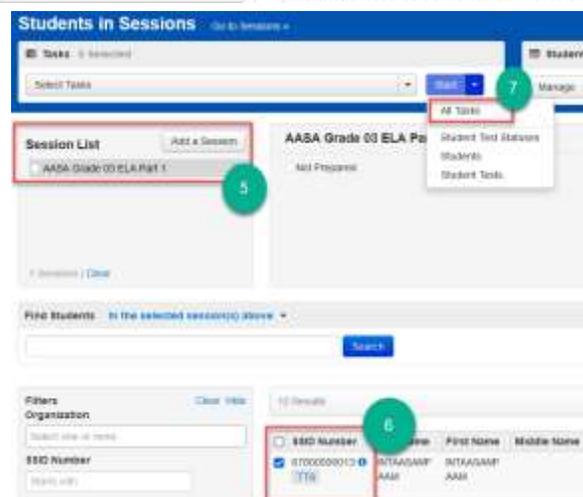
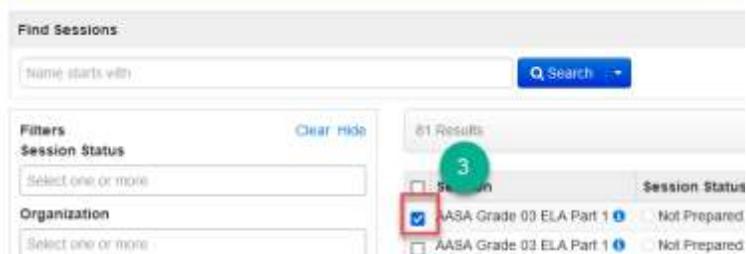
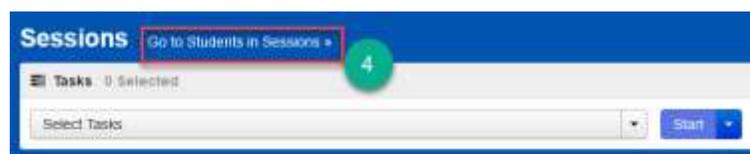
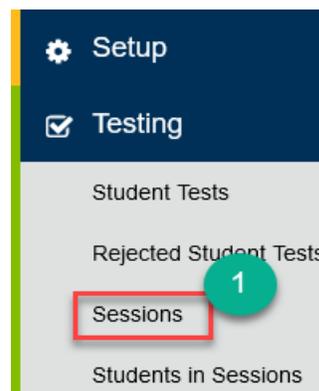
Editing a Student Test Assignment

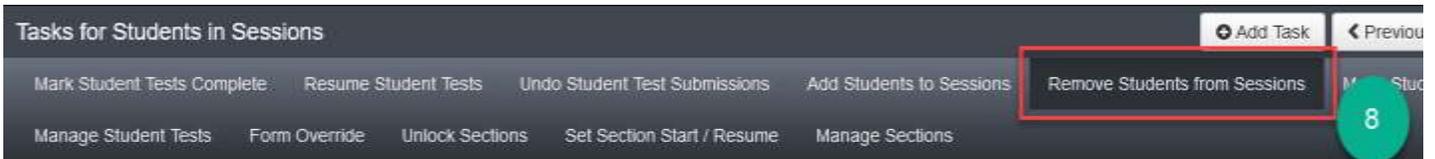
Adding students through a file import (see page 35) will register the students to an online test. If you identify a student that is in the wrong Grade, or Cohort, you must change their Test Assignment.

If a student is currently in a session, they must be removed before their test assignment can be removed or changed. If your student is not a session skip to the next section.

To remove a student from a session in PearsonAccess^{next}:

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select the search drop down menu and check the **Show All Results** check box.
3. On the **Sessions** screen place a check in the box next to the session to which the student is assigned.
4. On the top left side of the screen select the **Go to Students in Sessions** link.
5. On the student in sessions screen, on the left side of the screen select a session name from the **Session List**.
6. Select the student that should be removed the session.
7. Select **All Tasks** from the start drop down menu.
8. At the top of the **Tasks for Students in Sessions** page select **Remove Students From Sessions**.
9. Place a check in the box next to the student who should be removed and click **Remove**.





Remove Students from Sessions

<input type="checkbox"/>	STUDENT NAME (CODE)	SESSION	STUDENT TEST
<input checked="" type="checkbox"/>	INTAASANP AAM, INTAASANP AAM (67800000013)	<input type="checkbox"/> AASA Grade 03 ELA Part 1	AASA Grade 03 ELA Part 1

* Required

To update a student's test assignment in PearsonAccess^{next}:

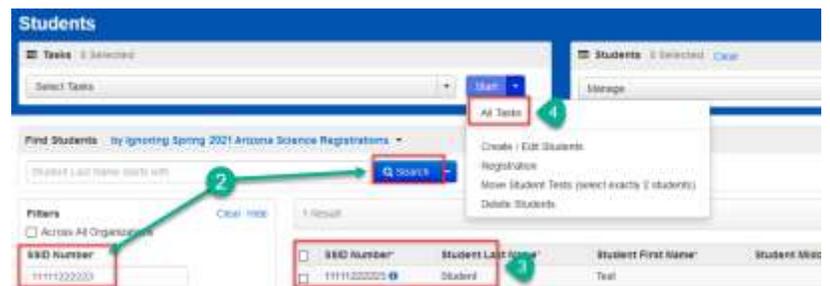
1. Go to **SETUP**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.

Note: All SSIDs must be 11 digits in length. Leading zeros should be added if necessary.

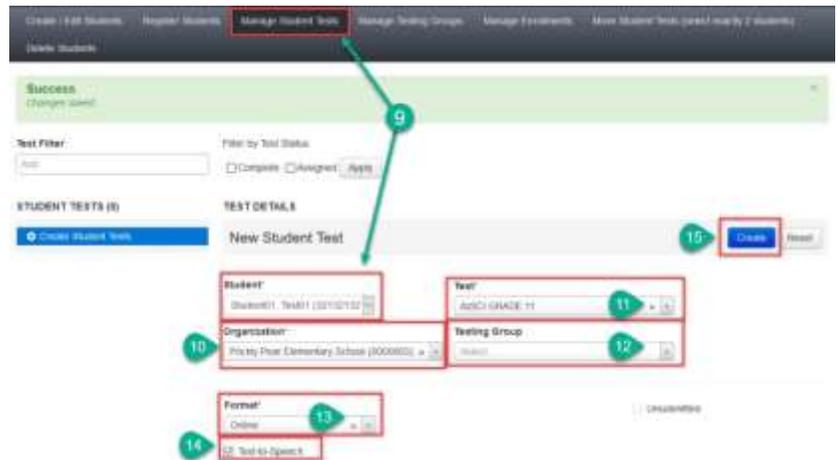
3. Place a **Check** in the box next to the student's name(s) that need(s) to be updated.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.



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.
13. Select **Format***. Select **Online**.
14. Place a checkmark in the **Text-To-Speech** box.
15. Select **Create**.

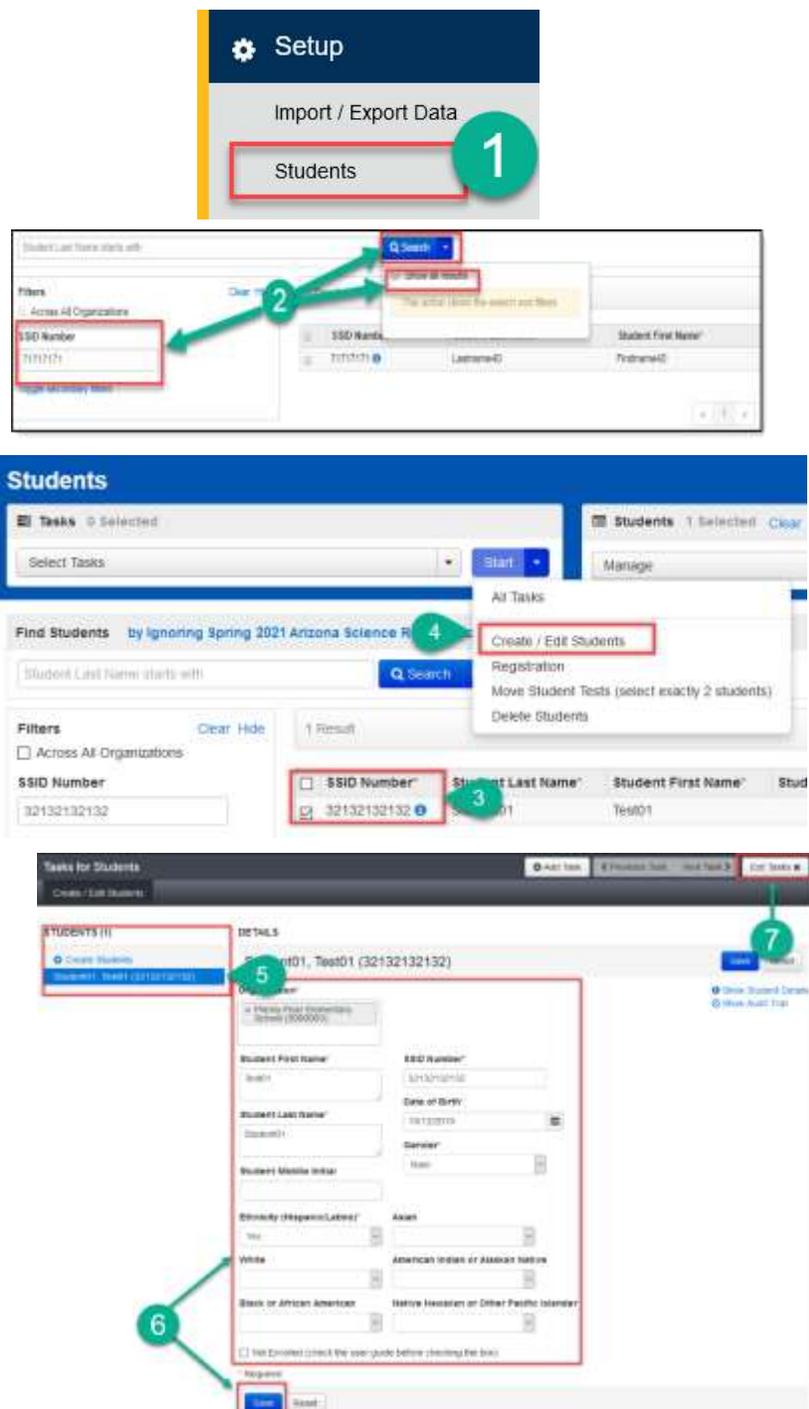


Editing Student Demographic Information

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

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

- To edit *student demographic information*, go to the **SETUP** section and select **Students**.
- 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**.
Note: The "by ignoring" filter is necessary to find students who have not been assigned a test.
- Place a **check** in the box(es) next to the student's name(s) that need to be updated.
- On the **Students** screen, from the **Start** drop-down menu, select **Create/Edit Students**.
- On the **Tasks for Students** screen and under the **STUDENTS** list, select the student to be edited.
- Edit all demographic information for student and select **Save**.
- Continue editing any additional students, if necessary. Click **Exit Tasks** when all students have been edited.



Creating/Editing Students from a File Import

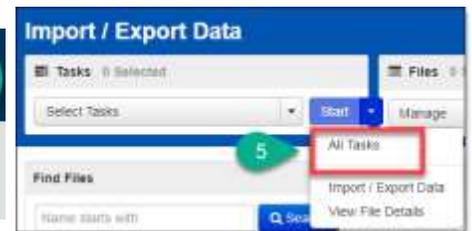
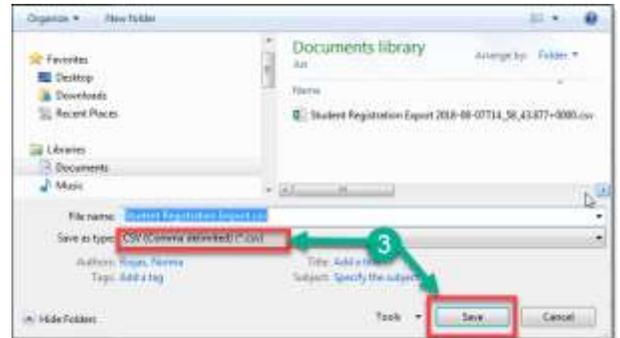
The Student Registration Import (SRI) is an option that can be used to create or edit students, create or edit student registrations, or change a test assignment at the same time.

To create or edit students via an SRI file upload in PearsonAccess^{next}:

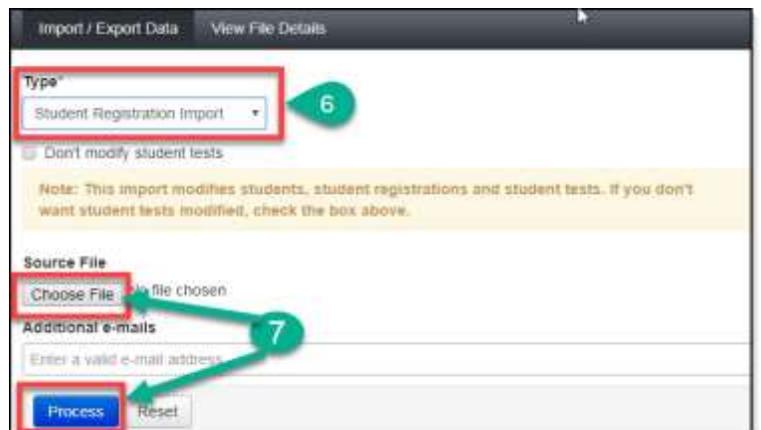
1. Download the blank AASA/AzSCI Student Registration File Layout/Template from the **Support** section.
2. Fill in the Student Registration Import file according to the Data File Layout tab. See next page for file layout.
3. **Save** the Student Registration Import File as a **.csv file** to your desktop.
4. To import the Student Registration Import file, go to the **SETUP** section 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**.



Organization Code	Organization Name	SID Number	Student Last Name	Student First Name	Student's Date of Birth	Hispanic or White	
000001	Pickley Pear Elementary School	4444444	Student	Gradefour	4/4/2008	Y	
000001	Pickley Pear Elementary School	5555555	Lastname1	Firstname1	E	5/2/2007	N
000001	Pickley Pear Elementary School	6666666	Lastname2	Firstname2	W	1/1/2007	N
000001	Pickley Pear Intermediate School	7777777	Lastname3	Firstname3	F	6/24/2003	Y



Note: Do not select the **Don't modify student tests** box.



Student Registration File Layout: **AASA Spring 2023**

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES
1	Organization Code	Organization Code	N	Y	7	7	Numeric (0-9) Blank not allowed Records with blanks and invalid values in this field will be rejected.
2	Organization Name	Organization Name	N	N	1	35	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
3	SSID Number	SSID Number	Y	Y	11	11	Numeric, 0-9 *Must be unique
4	Student Last Name	Student Last Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
5	Student First Name	Student First Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
6	Student Middle Initial	Student Middle Initial	N	N		1	A-Z, a-z or blank
7	Date of Birth	Date of Birth	N	Y		10	Date (M=Month, D=Day, Y=Year) MM/DD/YYYY
8	Ethnicity (Hispanic/Latino)	Hispanic or Latino	N	Y	1	1	Y=Yes N=No
9	White	White	N	N		1	Y=Yes N=No or blank
10	Black or African American	Black or African American	N	N		1	Y=Yes N=No or blank
11	Asian	Asian	N	N		1	Y=Yes N=No or blank
12	American Indian or Alaskan Native	American Indian or Alaskan Native	N	N		1	Y=Yes N=No or blank

13	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander	N	N		1	Y=Yes N=No or blank
14	Gender	Gender	N	Y		1	M = Male F = Female <i>Records with blanks and invalid values in this field will be rejected.</i>
15	Grade	Grade	N	Y*	2	2	Numeric 03, 04, 05, 06, 07, or 08
16	Cohort	Cohort	N	N			Leave 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	N	N		1	Blank
22	Test Code	Test Code	N	N		8	AZAE03, AZAM03 = Grade 3 AZAE04, AZAM04 = Grade 4 AZAE05, AZAM05 = Grade 5 AZAE06, AZAM06 = Grade 6 AZAE07, AZAM07 = Grade 7 AZAE08, AZAM08 = Grade 8 <i>If blank, set automatically based on Cohort and Grade fields</i>
23	Format	Format	N	N		10	online = Online <i>If not = online, set automatically in load</i>
24	Lithocode (TIN)	Lithocode (TIN)	N	Y		8	Numeric Leave Blank
25		Filler	N	N		1	Blank
26		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

Student Registration File Layout: **AzSCI Spring 2023**

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES
1	Organization Code	Organization Code	N	Y	7	7	Numeric (0-9) Blank not allowed Records with blanks and invalid values in this field will be rejected.
2	Organization Name	Organization Name	N	N	1	35	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
3	SSID Number	SSID Number	Y	Y	11	11	Numeric, 0-9 *Must be unique
4	Student Last Name	Student Last Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
5	Student First Name	Student First Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
6	Student Middle Initial	Student Middle Initial	N	N		1	A-Z, a-z or blank
7	Date of Birth	Date of Birth	N	Y		10	Date (M=Month, D=Day, Y=Year) MM/DD/YYYY
8	Ethnicity (Hispanic/Latino)	Hispanic or Latino	N	Y	1	1	Y=Yes N=No
9	White	White	N	N		1	Y=Yes N=No or blank
10	Black or African American	Black or African American	N	N		1	Y=Yes N=No or blank
11	Asian	Asian	N	N		1	Y=Yes N=No or blank
12	American Indian or Alaskan Native	American Indian or Alaskan Native	N	N		1	Y=Yes N=No or blank
13	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander	N	N		1	Y=Yes N=No or blank

14	Gender	Gender	N	Y		1	M = Male F = Female <i>Records with blanks and invalid values in this field will be rejected.</i>
15	Grade	Grade	N	Y*	2	2	Numeric 05, 08, or Blank for HS
16	Cohort	Cohort	N	Y*	2	2	23 = 2024 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	N	N		1	Blank
22	Test Code	Test Code	N	N		8	AZSC05 = AzSCI GRADE 5 AZSC08 = AzSCI GRADE 8 AZSCHS = AzSCI GRADE 11 <i>If blank, set automatically based on Cohort and Grade fields</i>
23	Format	Format	N	N		10	online = Online <i>If not = online, set automatically in load</i>
24		Filler	N	N		1	Blank
25		Filler	N	N		1	Blank
26		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

At times, when the SRI file has completed processing in PearsonAccess^{next} 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 PearsonAccess^{next} with another school or district. Refer to the image for sample issues.

When this occurs, the Achievement District Test Coordinator needs to submit a **Work Request** in PearsonAccess^{next}. 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 ADE at AASA@azed.gov or AzSCI@azed.gov.

Refer to directions for Work Requests beginning on page 49.

Note: Students cannot be deleted from PearsonAccess^{next}. A student will be removed when another district/charter adds the student to their registration.

Complete with Issues
Some records were not saved, see the error list for details

File Information

Type Student Registration Import	Organization Sample School District (000000)
Name Sample SD.csv	User abcd.efgh@klmnop.org
Request Date 01/24/2019 11:18:11 AM	Download File ⓘ
Total Records 255	Download Students Created ⓘ
Successful Records 12	
Error Records 243	

Steps

Step	Message
Format Verification	Complete
Import	Encountered 243 records with issues; data for these records was not saved
Generate Error Files	Complete

Errors

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

Record Number	Message
2	The Test A2P04 is already assigned to this student in organization Prickly Pear School
12	The Test A2P04 is already assigned to this student in organization Prickly Pear School
15	The Test A2P04 is already assigned to this student in organization Prickly Pear School

Creating Testing Groups Using the Student Test Update File

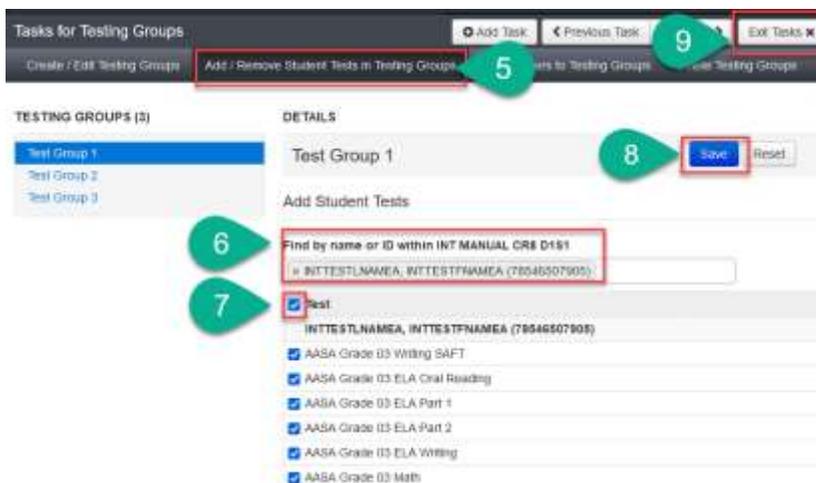
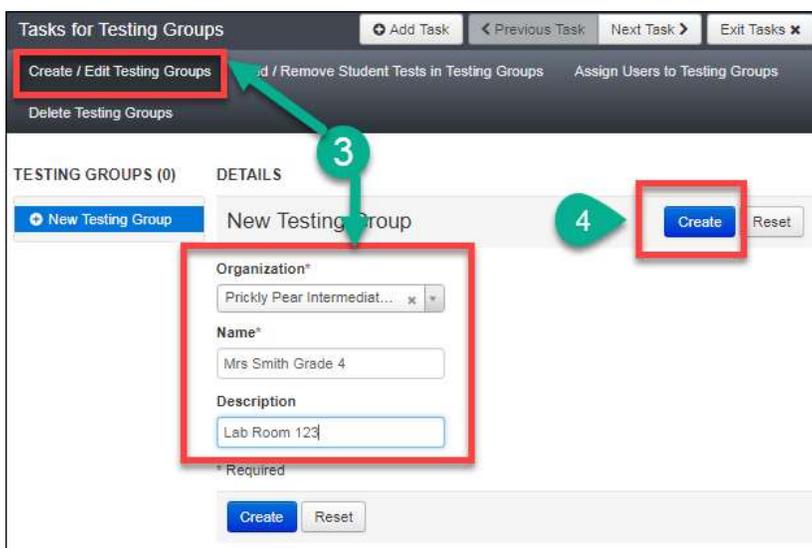
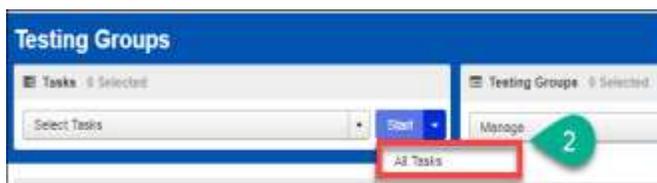
Testing Groups are optional for PearsonAccess^{next}. For those wanting to group students by classroom or testing days, this may be completed using the Testing Group function or by uploading the Student Test Update (STU) file.

To create and populate testing groups with students in PearsonAccess^{next}:

1. Go to the **SETUP** section and 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. You **MUST** add one student to each of your testing groups in PAN. Click on **Add/Remove Student Tests in Testing Groups**.
6. Search for a student in the **Find by Name or ID** search bar.
7. Select each of the student's tests by selecting the box next to **Test**.

Note: If you prefer to add students to a testing group without using the Student Test Update file, follow steps 6 and 7 until all students have been added to the test session.

8. Click **Save**.
9. Select the **Exit Tasks** button.



10. Go to the **SETUP** section and select **Import/Export Data**.

11. Select **All Tasks** from the **Start** drop-down menu.

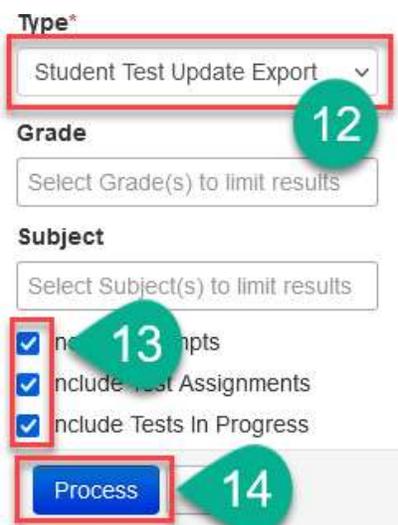
12. Select **Student Test Update Export** from the **Type*** drop-down menu.

13. Check each box to include Attempts, Test Assignments, and Tests in Progress to be sure all students are included in the export.

14. Click **Process**.

15. The file may take a few moments to process. You may refresh the page by clicking the arrows in a circle icon.

16. Once the export is completed, download the file by clicking **Download File**.



Complete
File is ready for download

File Information

Type
Student Test Update Export
Request Date
12/30/2021 10:48:44 AM
Total Records
253

Organization
[Redacted]
User
[Redacted]



17. Once the file is open, you will see that columns AF (Testing Group) and AG (Testing Group ID) are populated for the students that were placed into Testing Groups in step 5. For each of the other students, you must enter the Testing Group name in Column AF and copy and paste the Testing Group ID in column AG.

AD	AE	AF	AG	AH
Administrati	Litho Code	Testing Group	Testing Group ID	Status
2		Test Group 1	3658	assign
2		Test Group 2	3659	assign
2		Test Group 3	3660	assign

Note: The Testing Group ID will only be available on the Student Test Update Export file if a student has already been added to the Testing Group in PAN.

18. Be sure column A, Organization Code, has seven digits, and column C, SSID Number, has eleven digits.

A	B	C
Organization Code	Organization Name	SSID Number
0000004	1 George Hunt School	000000000001
0000004	1 George Hunt School	000000000001
0000004	1 George Hunt School	000000000002
0000004	1 George Hunt School	000000000002

19. Save the file as a .csv.

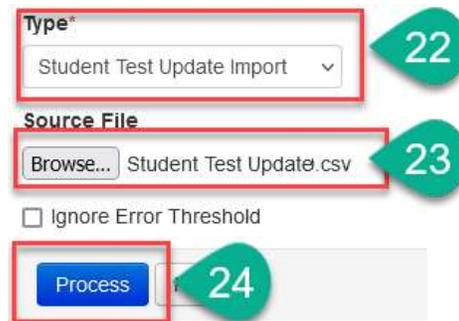
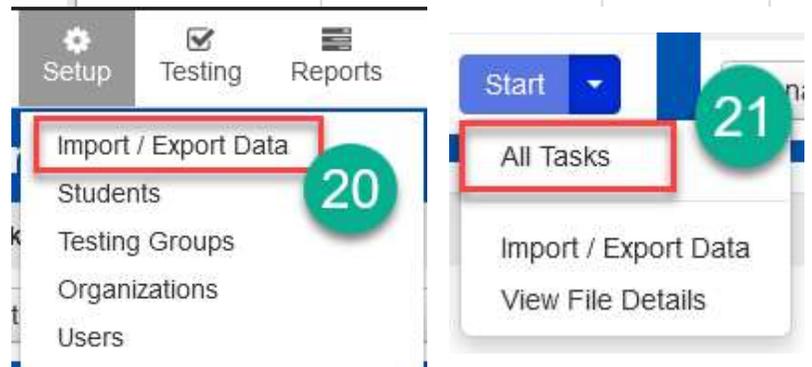
20. In PAN, go to the **SETUP**, then select **Import/Export Data**.

21. Select **All Tasks** from the **Start** drop-down menu.

22. Select **Student Test Update Import** from the **Type*** drop-down menu.

23. Click the **Browse** button under **Source File** and select your Student Test Update file.

24. Click **Process**.



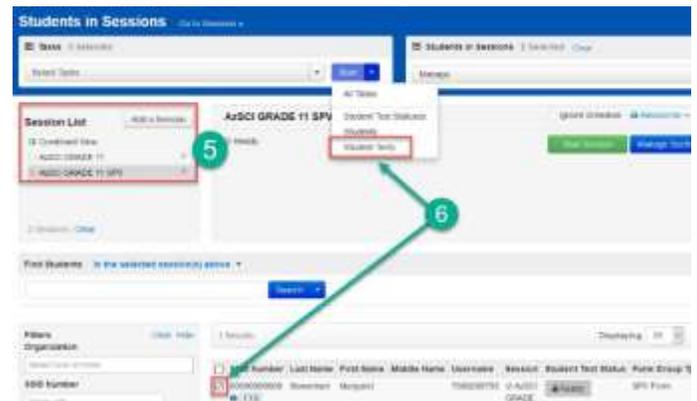
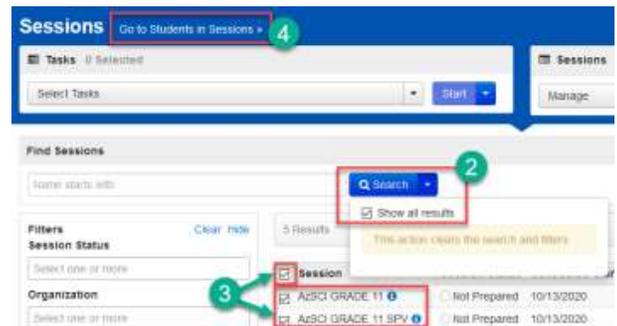
Testing Conditions and Accommodations

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 PearsonAccess^{next} 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, use the **PNP Alternate Mouse Pointer** drop-down to select a specific mouse pointer size or color, or place a **check mark** in the boxes for each of the desired tools.

Visual Assistance Tools for Grades 3-8 Computer-Based Testing

PNP Color Contrast
[Dropdown menu]

PNP Answer Masking

PNP Line Reader

PNP Magnifier Tool

PNP Alternate Mouse Pointer
[Dropdown menu]

PNP Magnification Percentage
[Dropdown menu]



Assigning Student Accommodations Using the Personal Needs Profile Import File

Using the Personal Needs Profile (PNP) Import file to assign accommodations to students will allow the user to assign accommodations to multiple students at the same time. Additionally, when uploaded to PAN via the PNP Import file, accommodations will automatically be active in TestNav when the student logs in to test.

To update student accommodations using the PNP Import file, first extract the existing basic PNP information from PearsonAccess^{next}:

1. Go to the **SETUP** section and select **Import/Export Data**.
2. Select **All Tasks** from the **Start** drop-down menu.
3. Select **Personal Needs Profile Export** from the **Type*** drop-down menu.

Note: You do not need to change anything in the **Test Status Filter** box.

4. Click **Process**.
5. The file may take a few moments to process. You may refresh the page by clicking the arrows in a circle icon.
6. Once the export is completed, download the file by clicking **Download File**.

The screenshot shows the PearsonAccess next interface with several elements highlighted and numbered:

- 1:** The 'Import / Export Data' option in the Setup menu.
- 2:** The 'All Tasks' option in the Start dropdown menu.
- 3:** The 'Personal Needs Profile Export' option in the Type* dropdown menu.
- 4:** The 'Process' button.
- 5:** The 'DETAILS' icon with a refresh symbol.
- 6:** The 'Download File' button in the File Information section.

Below the main interface, a green box indicates the process is complete:

Complete
File is ready for download

File Information

Type
Personal Needs Profile Export

Request Date
01/11/2022 02:42:56 PM

Total Records
4

Successful Records

Organization

User

6 **Download File** ⓘ

- Once the file is open, you will see that columns J through O may already have data populated. These are the columns that you will update for the students' accommodations.

J	K	L	M	N	O
PNP Color	PNP Answ	PNP Line	PNP Magn	PNP Alter	PNP Magnification Percentage
black-Ima	TRUE	TRUE	TRUE	TRUE	200
	FALSE	FALSE	FALSE		
	FALSE	FALSE	FALSE		
	FALSE	FALSE	FALSE		

Note: Please see page 48 for the PNP Import file layout which contains information on what data will be accepted in each of these columns.

- Be sure column A, Organization Code, has seven digits, and column C, SSID Number, has eleven digits.
- Save the file as a .csv.
- In PAN, go to the **SETUP**, then select **Import/Export Data**.

A	B	C
Organization Code	Organization Name	SSID Number
0000004	1 George Hunt School	00000000001
0000004	1 George Hunt School	00000000001
0000004	1 George Hunt School	00000000002
0000004	1 George Hunt School	00000000002

- Select **All Tasks** from the **Start** drop-down menu.
- Select **Personal Needs Profile Import** from the **Type*** drop-down menu.
- Click the **Browse** button under **Source File** and select your PNP Import file.
- Click **Process**.

Personal Needs Profile Import File Layout

Column	Header Name	Min Length	Max Length	Required	Valid Values
A	Organization Code	7	7	Y	0-9
B	Organization Name	1	35	Y	A-Z, a-z, 0-9 - ' , . : () & # / + embedded spaces
C	SSID Number	11	11	Y	0-9
D	Student Last Name	1	75	Y	A-Z, a-z, 0-9
E	Student First Name	1	75	Y	A-Z, a-z, 0-9
F	Student Middle Initial	1	1	N	A-Z, a-z Blank
G	Test Code	8	8	Y	Do Not Change
H	PNP Color Contrast		255	N	black-cream black-lblue black-lmagenta white-black yellow-blue dgray-pgreen Blank
I	PNP Answer Masking		1	N	TRUE, FALSE Blank
J	PNP Line Reader		1	N	TRUE, FALSE Blank
K	PNP Magnifier Tool		1	N	TRUE, FALSE Blank
L	PNP Alternate Mouse Pointer		18	N	medium large extra-large extra-large-black extra-large-green extra-large-yellow Blank
M	PNP Magnification Percentage		3	N	100 110 120 150 175 200 250 Blank

Managing 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 Achievement District Test Coordinator 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**.

The screenshots illustrate the following steps:

- Setup** menu: 'Work Requests' is selected.
- Start** menu: 'All Tasks' is selected.
- Tasks for Work Requests** screen: 'Request/Delete Enrollment Transfer' tab is active.
- New Enrollment Transfer** form: Fields for SSID Number, Student Last Name, Student First Name, Student Middle Initial, and Date of Birth are visible.
- Search** button is clicked.
- A green message bar indicates 'Student Found'.
- Change Enrollment From** and **Change Enrollment To** fields are populated with school names.
- Send Request** button is clicked.

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.

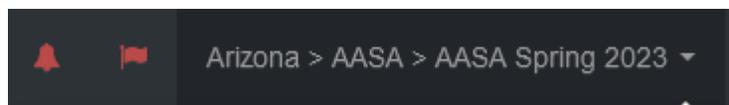
12. To confirm or view requests that are pending approval, use the filter status **Waiting for Approval**.

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.



Requesting Student Transfers with an Enrollment Transfer Import File

When several students transfer into your district and the students require an AASA and/or AzSCI test, the Achievement District Test Coordinator may use an Enrollment Transfer Import file to request to have the students transferred from the releasing school(s) to the new school(s). These work requests will be sent to the releasing school for approval.

To submit an Enrollment Transfer Import File for new students who transferred into the district:

1. Download the **Enrollment Transfer Import File Layout** from the **Support Documentation** page in PAN and enter your students' information into the file.

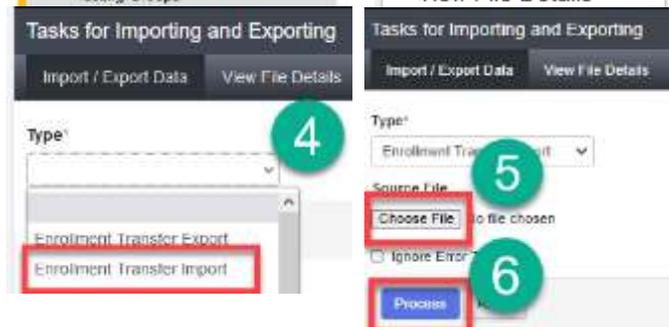
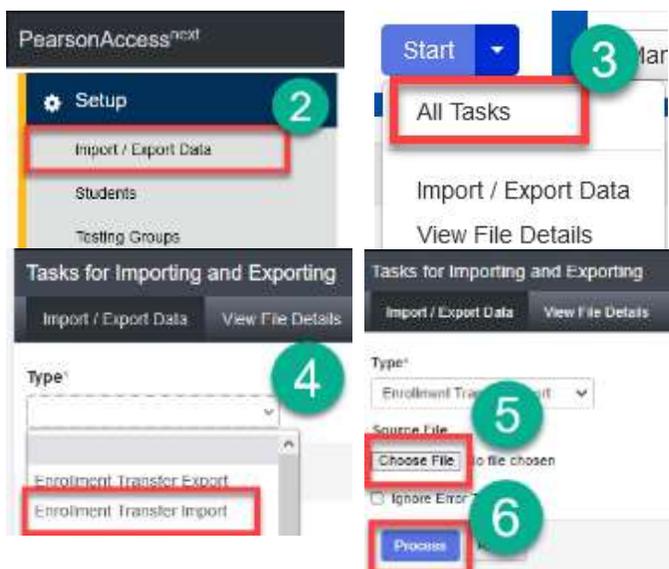
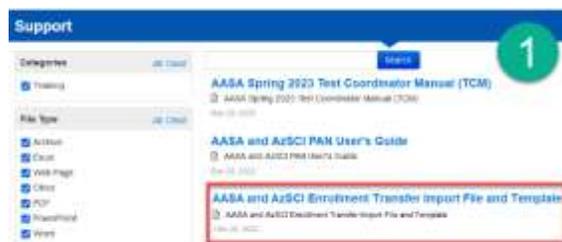
Note: The import file must be saved as a .csv. Please see page 52 for tips on how to format your .csv file in Excel.

2. Go to **Setup**, select **Import/Export Data**.
3. Go to **Start**, select **All Tasks**.
4. On the **Tasks for Importing and Exporting** screen, select **Enrollment Transfer Import** on the Type* dropdown menu.
5. Click **Choose File** under **Source File** and select your saved .csv file that you completed in step 1.

6. Click **Process**.

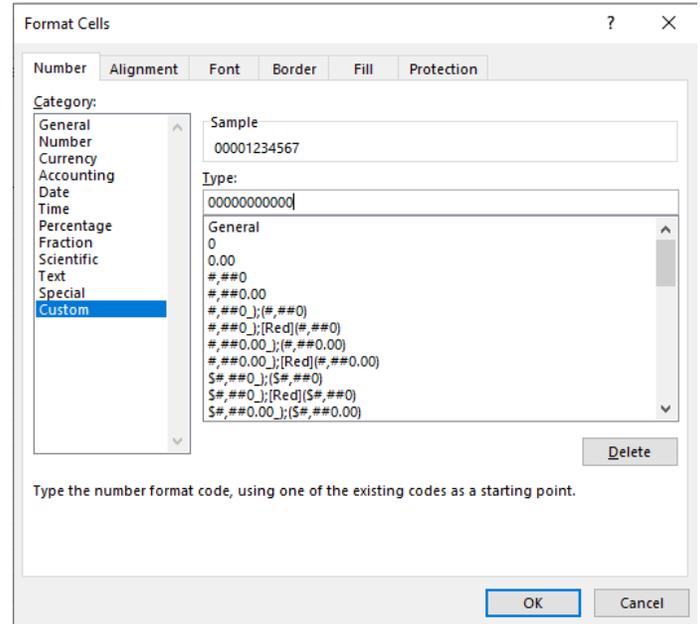
7. You should receive a blue message bar indicating that the file is processing. You can click the refresh button next to **DETAILS** to refresh this page.

8. When complete, you will receive a blue message bar indicating that the import is complete.



****Excel tip:** Microsoft Excel automatically removes *leading zeros from number values entered*. The *leading zeroes are required for the SRI to work properly*. To change the number format, follow the steps below:

- A. Select the cell(s) that requires leading zeros, and press Ctrl+1 to open the Format Cells dialog box.
- B. On the Number tab, select Custom from the Category Menu.
- C. On the Type menu, select the “0”, then click in the Type box and type zeroes until the number format matches the minimum length. For example, to make the SSID an 11-digit number with leading zeroes, you will type 11 zeroes in the “Type” box.
- D. Click OK to save the changes.



Approving or Rejecting Work Requests

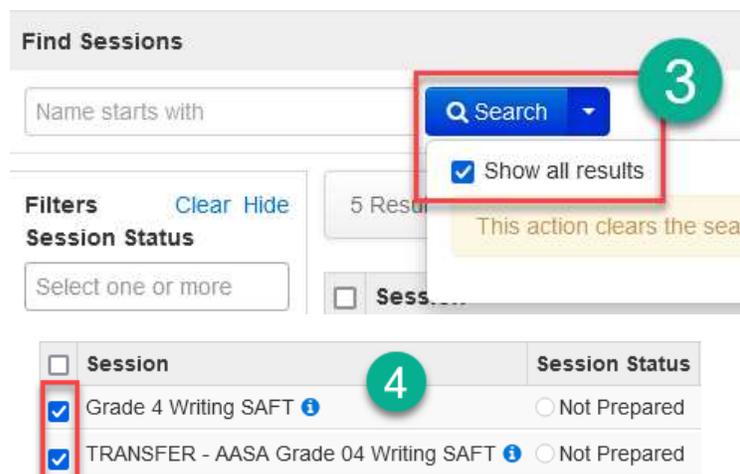
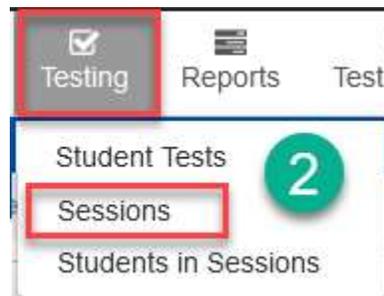
Once testing has begun, check if a student has already completed testing prior to approving a transfer request. Please use the following guidelines for approving or rejecting transfer requests.

- If a student has not started testing, APPROVE the transfer request.
- If a student has completed one or more test units, but has not completed the entire test, APPROVE the transfer request.
- If a student has completed all test units of the assessment, REJECT the transfer request and indicate in the comments field, “Student has already completed testing.”

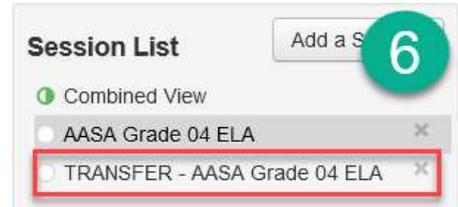
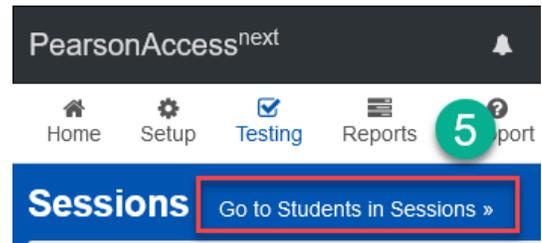
Moving a Student into an Active Session from a Transfer Session

If an examinee was in a session prior to the examinee’s transfer, the examinee’s test assignments are moved to the Sessions screen and placed in a session with “TRANSFER” listed in the title. This is a temporary session, and the examinee needs to be moved to actual sessions at your school. A TRANSFER session cannot be prepared, started, or stopped. Examinees cannot test in a TRANSFER session.

1. The student from the TRANSFER session must be moved into an active session.
2. Go to the **Testing** section and select **Sessions**.
3. Click on the **Find Sessions Search** button and check the **Show all results** box.
4. Check the box next to the **TRANSFER** session **and** the session the student is moving into.
5. Click on the **Go to Students in Session** link near the top of the page.

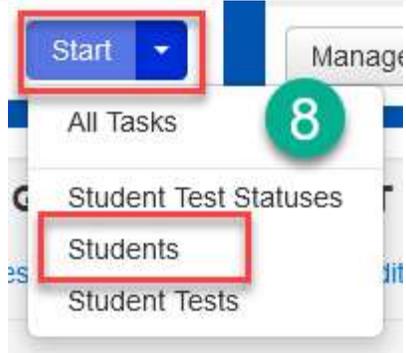


6. Click on the **TRANSFER** session in the **Session List**.
7. Check the box next to the student's name in the lower center of the screen.
8. Select **Students** from the **Start** drop-down menu.
9. Select the **Move Students Between Sessions** tab on the black bar.
10. Place a **check** in the box for the Session that you are moving the student into.
11. Click on the **Move** button.
12. When all steps are complete, the transfer student is ready for testing.



<input type="checkbox"/>	SSID Number	Last Name	First Name	Middle Name
<input checked="" type="checkbox"/>	00000000011	11 Student	11 Test	

TTS



AASA Work Requests - Transferring a Student from a Computer-Based School to a Paper-Based School

Once the Work Request has been approved to transfer a student to your paper-based school from a computer-based school, you will need to assign a new, paper-based, test to the student.

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) whose test(s) need(s) to be reassigned.
4. From the **Start** drop-down menu, select **All Tests**.
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.
13. Select **Format***. Select **Paper**.
14. Place a checkmark in the **Text-To-Speech** box.
15. Select **Create**.

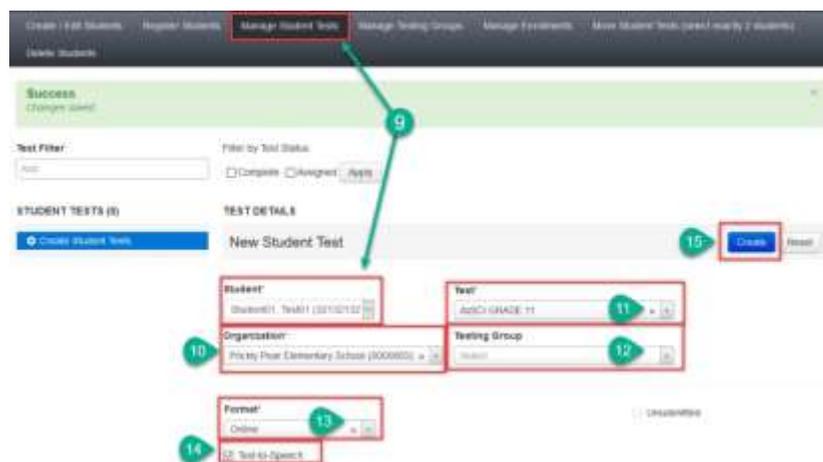
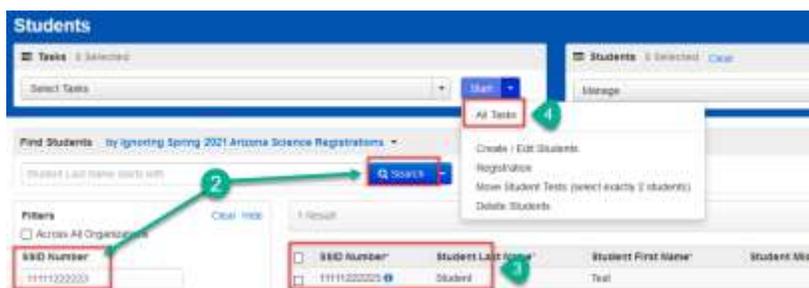
The screenshots illustrate the following steps:

- Screenshot 1:** The 'Setup' menu is open, and 'Students' is selected (1). A search for a student by SSID is performed (2). The 'All Tests' option is selected from the 'Start' menu (4).
- Screenshot 2:** The 'Manage Student Tests' tab is selected (5). The 'Assigned' checkbox is unchecked (6), and the 'Save' button is clicked (7).
- Screenshot 3:** The 'Manage Student Tests' tab is shown with a new test being created (9). The student is selected (10), the organization is selected (11), the testing group is selected (12), the format is set to 'Paper' (13), and the 'Text-To-Speech' checkbox is checked (14). Finally, the 'Create' button is clicked (15).

AASA Work Requests - Transferring a Student from a Paper-Based School to a Computer-Based School

Once the Work Request has been approved to transfer a student to your computer-based school from a paper-based school, you will need to assign a new, online, test to the student.

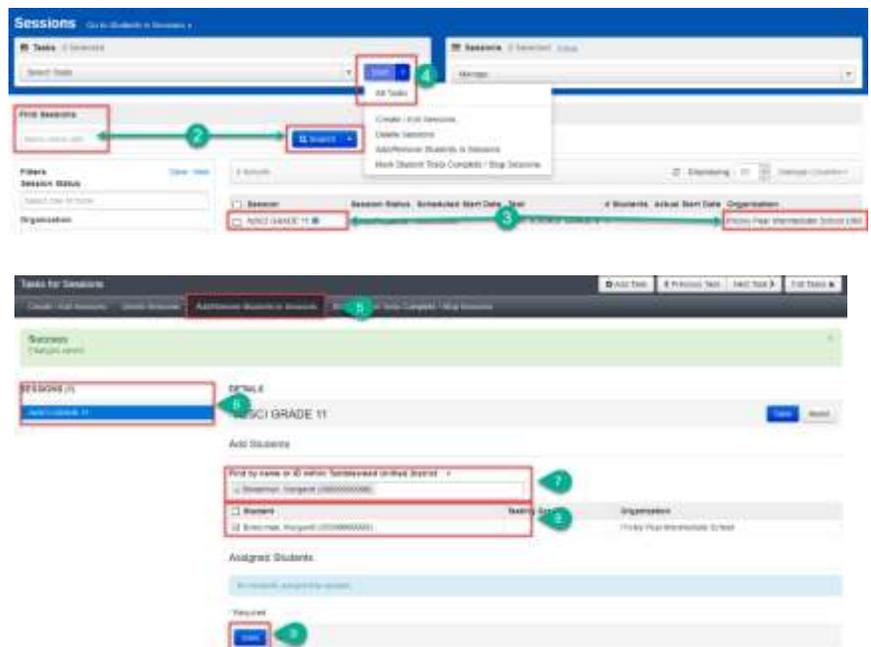
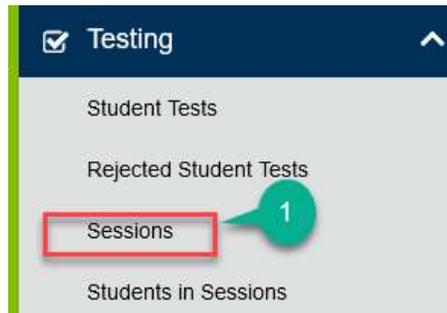
1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** drop-down 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.
13. Select **Format***. Select **Online**.
14. Place a checkmark in the **Text-To-Speech** box.
15. Select **Create**.



Next, you will need to add the student's test to the proper test session.

Note: See section Adding Students to a Test Session on page 29.

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 or ID** field to select students to add to the session.
8. Place a **check** in the box next to each selected student.
9. Select **Save**.



Managing Additional Orders

There will be a separate Additional Order window for each test administration: 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 for approval by ADE prior to being shipped.

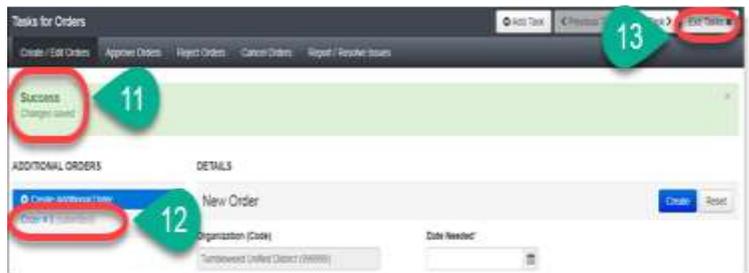
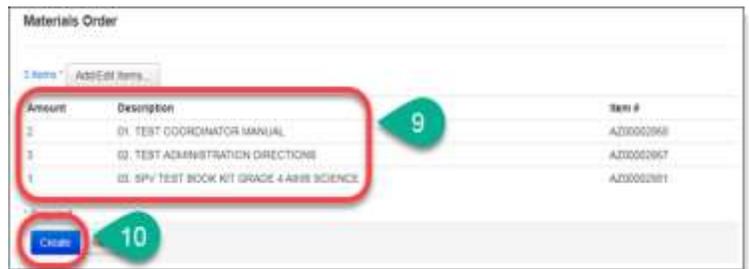
ADE will place an order for any approved Special Paper Version (SPV) tests (Braille, large print, or regular print SPV). Achievement District Test Coordinators will not need to place these orders but may check in PearsonAccess^{next} to track the shipment of these tests.

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, 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**.

Item #	Description	Item #	Subject	Type	Grade
01	AASA Grade 3 Math Test Book	A200003955	AASA Math	Student Test Books	Grade 3
02	AASA Grade 4 Math Test Book	A200003957	AASA Math	Student Test Books	Grade 4
03	AASA Grade 5 Math Test Book	A200003959	AASA Math	Student Test Books	Grade 5
04	AASA Grade 6 Math Test Book	A200003801	AASA Math	Student Test Books	Grade 6

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**.

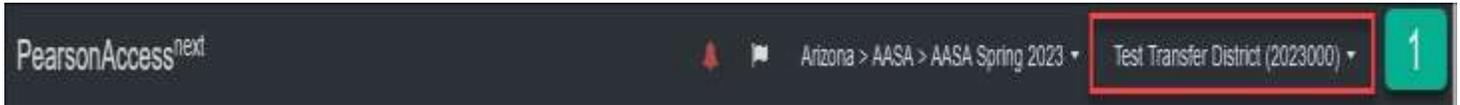


Note: After 24-48 hours, log back into PearsonAccess^{next} to confirm that the Additional Order has been approved by the ADE.

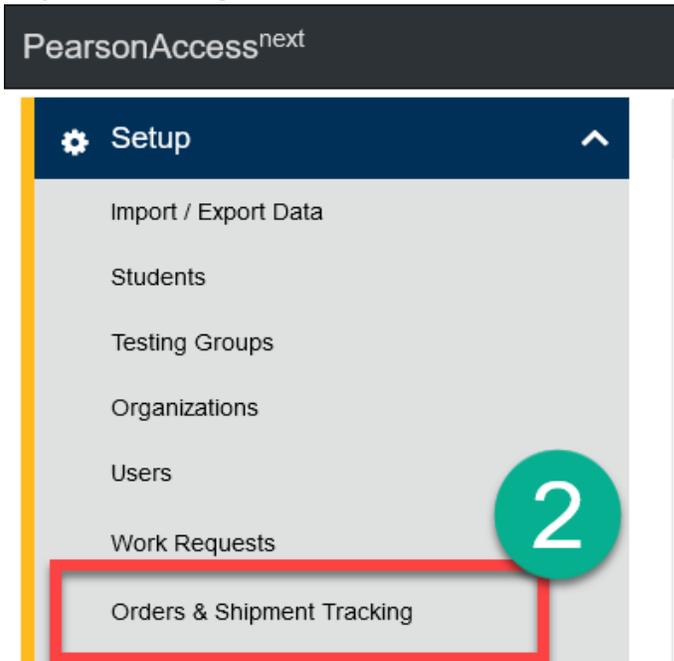
Tracking Additional Orders in PearsonAccess^{next}

To track an order in PearsonAccess^{next}:

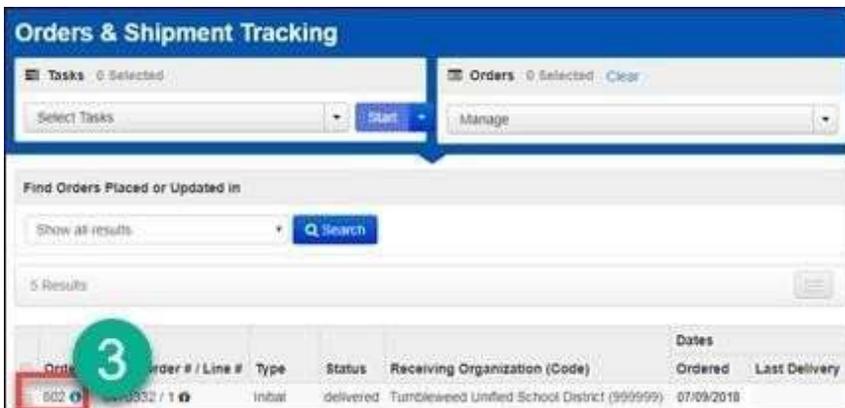
1. Verify you are on the **District Entity** organization or change to the District Entity for the order to be tracked.



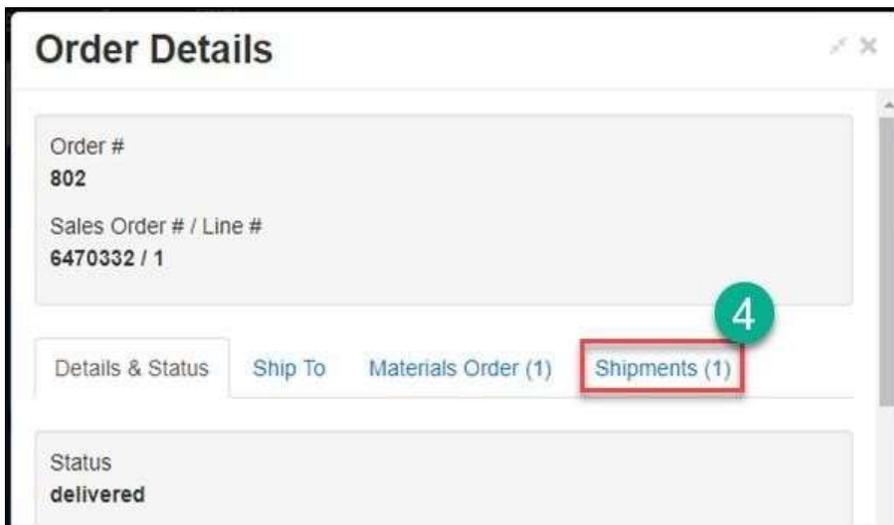
2. Go to the **SETUP** section and use the **Select an action** drop-down menu to select **Orders & Shipment Tracking**.



3. On the **Orders & Shipment Tracking** page, click on the blue information circle  for the **Order #** you want to track.



- The **Order Details** screen will pop up in a separate window. Click on the **Shipments** tab to track the order.



- On the **Shipments** tab, available details about the order will be displayed. The Tracking Number is a live link for tracking the package(s) with UPS.



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.

Note: These resources can be accessed on March 13, 2023 for AzSCI and March 27, 2023 for AASA.

Session Resources

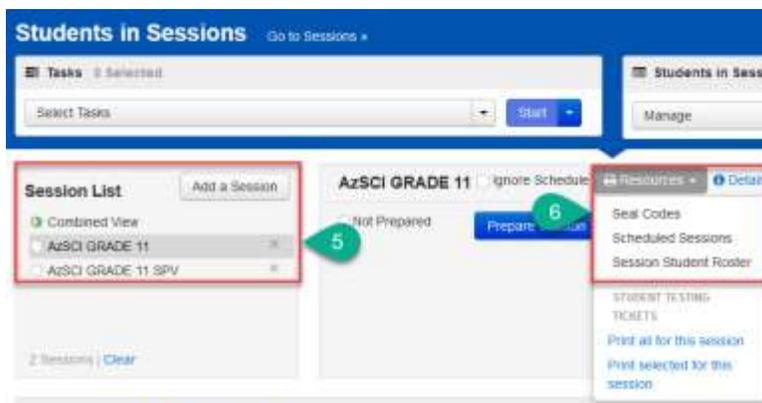
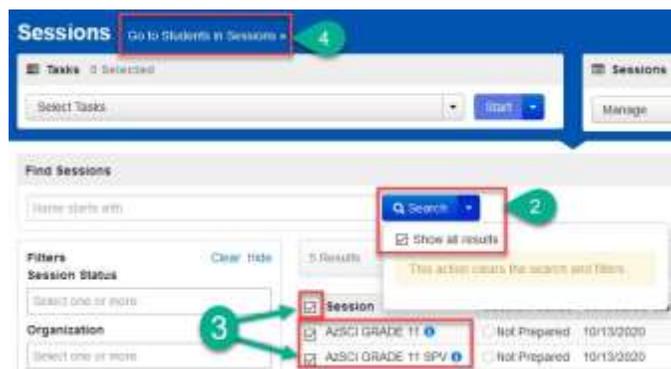
Below are descriptions of the session resources that will be used:

- **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.
 - **New for Spring 2023:** The Session Student Roster Report will show a detailed status by test unit, rather than the overall test status.
- **Testing Tickets** provides the student’s username and password for logging into TestNav, Pearson’s online testing platform.
 - **New for Spring 2023:** Quickly print all testing tickets across sessions for a student from the student information page.

Note: Seal codes are **not** used for AASA or AzSCI.

To access the various session resources in PearsonAccess^{next}:

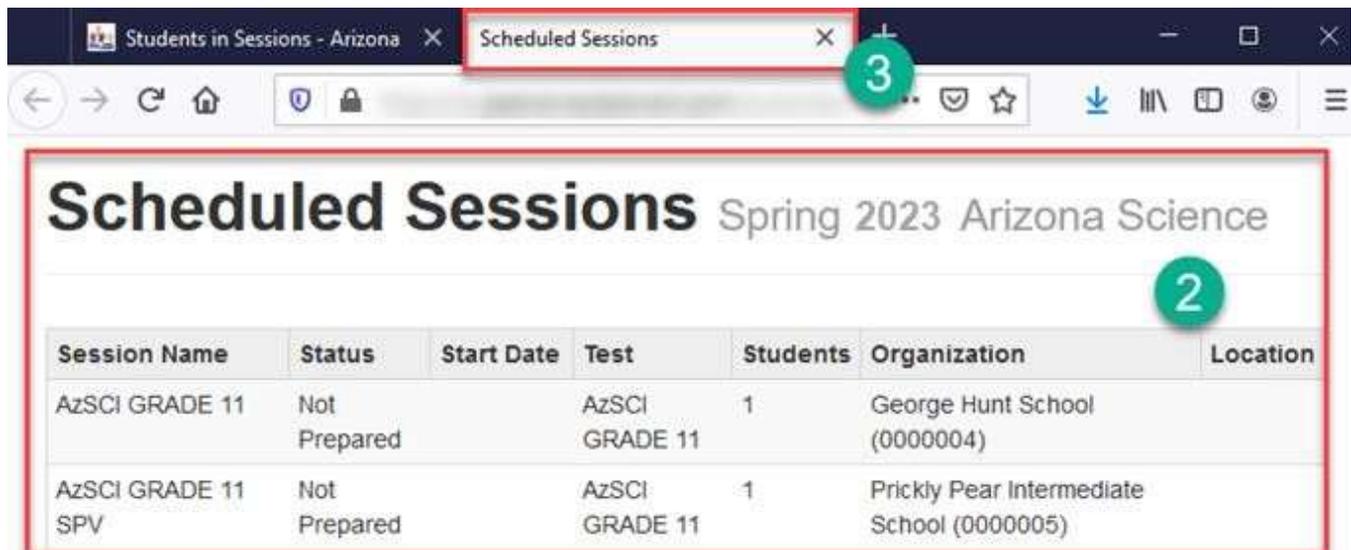
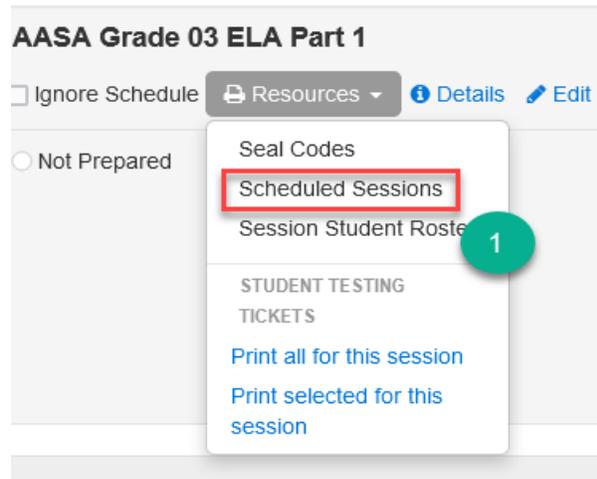
1. Go to **TESTING**, select **Sessions** from the **Select an action** drop-down menu.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, place a check in the box from the header row to select all sessions.
4. On the top left side of the screen, select the **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.
7. Select the **Resources** needed. Each of the session resources will open in a new tab.



Scheduled Sessions

Scheduled Sessions provides a list of all sessions created and session status for an organization.

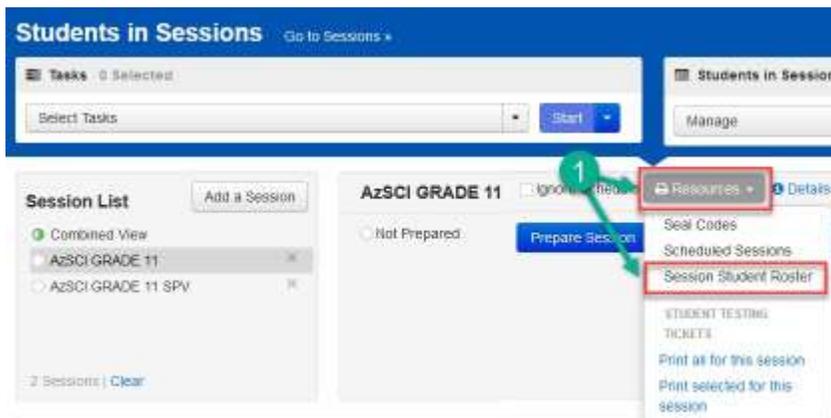
1. On the **Resources** drop-down menu, select **Scheduled Sessions**.
2. The **Scheduled Sessions** report will open in a new tab in your internet browser.
3. Close the tab on your internet browser that displays the **Scheduled Sessions** report when finished.



Session Student Roster

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.



Session Student Roster

Test Administration	AASA Spring 2023	Precaching Computer	
Session Status	Not Prepared	Scheduled Start Date	11/09/2022
Session Name	AASA Grade 05 Math	Scheduled Start Time	01:57 PM
Organization	intpvfesh testschool (1500001)	Actual Start Date	
Test	AASA Grade 05 Math	Actual Start Time	
Proctor Reads Aloud	No	Lab Location	
Form Group Type	Computer Based Test		



4 Results

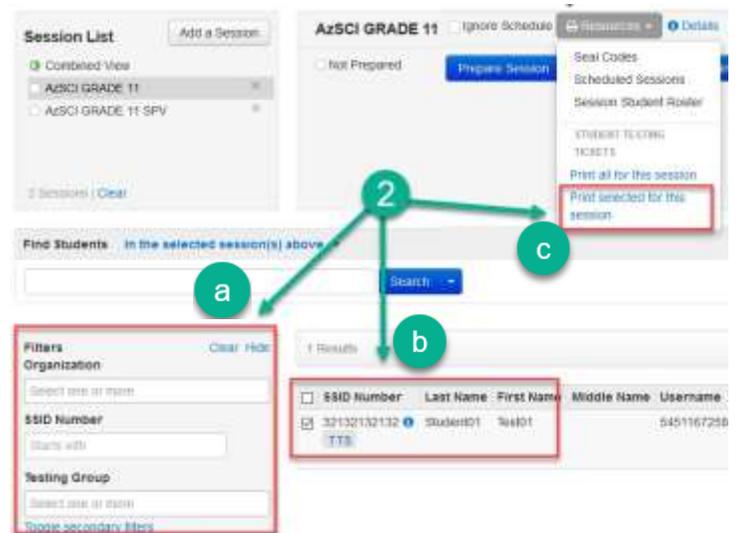
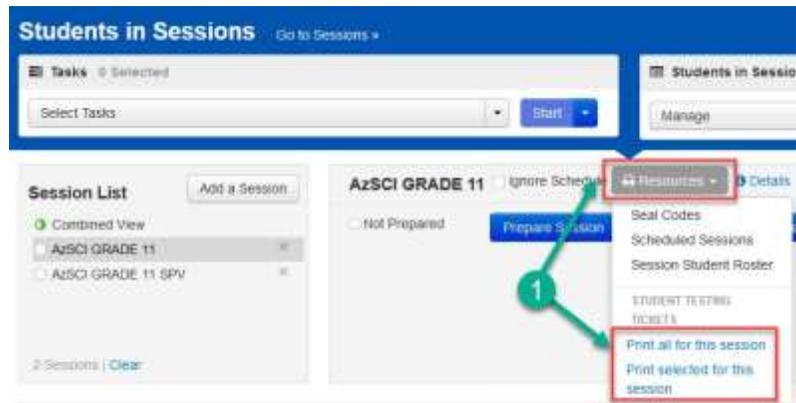
Student Name	Preferred First Name	Student Code	Date of Birth	Status	Form/Form Group	Username	Signature
intpvfedsh testef, intpvfedsh testef (TTS)	n/a	9000000004	2013-01-01	Battery		1708765901	
intpvfesh di, intpvfesh df (TTS)	n/a	1000000003	2014-01-03	Battery		5856769026	
intpvfesh testbat, intpvfesh testbat (TTS)	n/a	9000000038	2013-01-01	Battery		0368848508	
intpvfesh testbmf, intpvfesh testbmf (TTS)	n/a	9000000050	2013-01-01	Battery		2442632669	

Testing Tickets

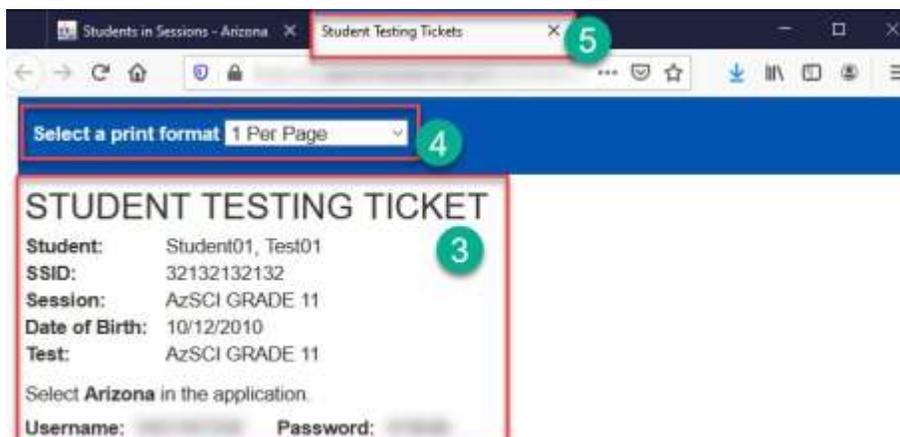
Testing tickets are printed for each student. A testing ticket provides the student's username and password for logging into TestNav, Pearson's online testing platform. There are two methods you can use to print testing tickets.

Method 1

- While on the Students in Sessions page, 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**).
- To print testing tickets for select students:
 - You can search for students by entering information into Filters.
 - Place a **check** in the box by each student you want to print a testing ticket for.
 - From the **Resources** drop-down menu, select **Print selected for this session**.
- The **Testing Tickets** will open in a new tab on your browser.
- You may select to print one testing ticket per page, or multiple tickets per page.
- Close the tab on your internet browser that displays the **Testing Tickets** when finished.

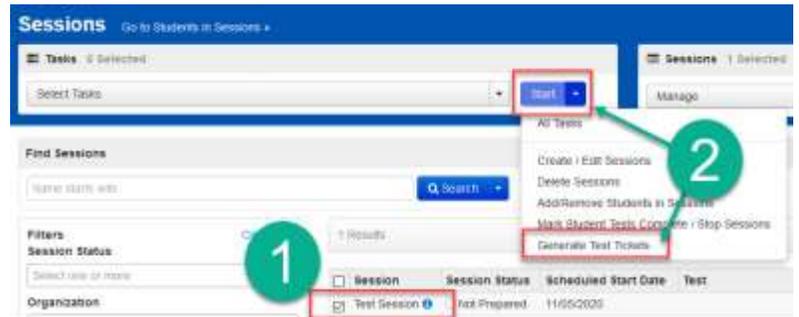


Note: Testing Tickets should be treated as **secure** test material.



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

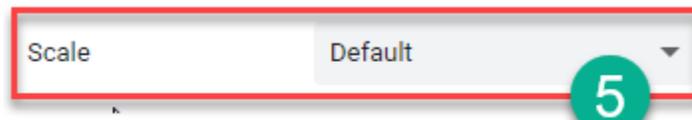
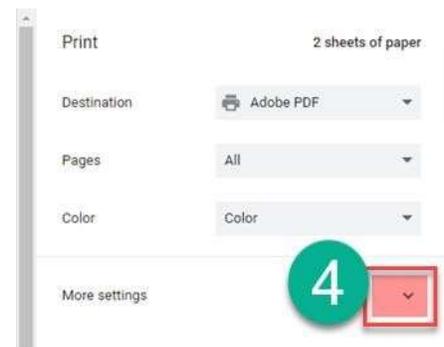
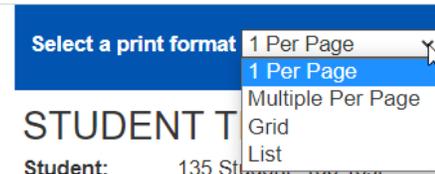


Select **Arizona** in the application.

Username: **Password:**

Increasing the Font Size of a Testing Ticket:

1. While on the Students in Sessions page, select the testing session that you would like to print.
2. Go to the Resources link and select either **Print all for this session** or **Print selected for this session**.
3. On the Test Ticket page, select the **1 Per Page** print format.
4. Use Ctrl+P on your keyboard to bring up the **Print Dialogue Box**. Then scroll down and click on the arrow to show **More settings**.
5. Under **More settings**, scroll down to select the scale menu.
6. Select **Custom** from the Scale drop down menu, then enter 200 in the scale field. This will double the font size of the testing ticket.
7. Click **Print** on the bottom of the Print Dialog Box.

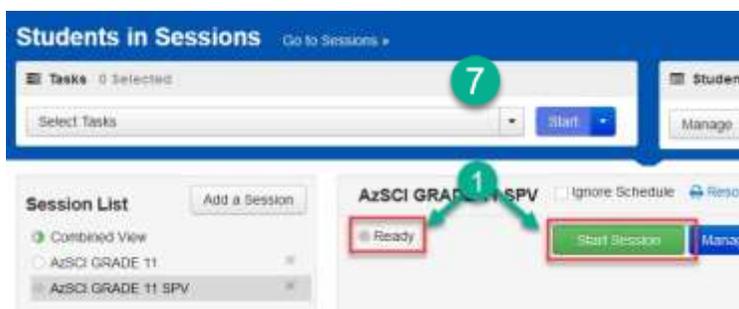
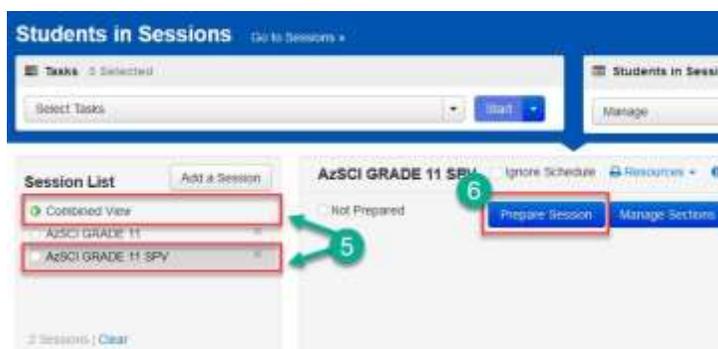
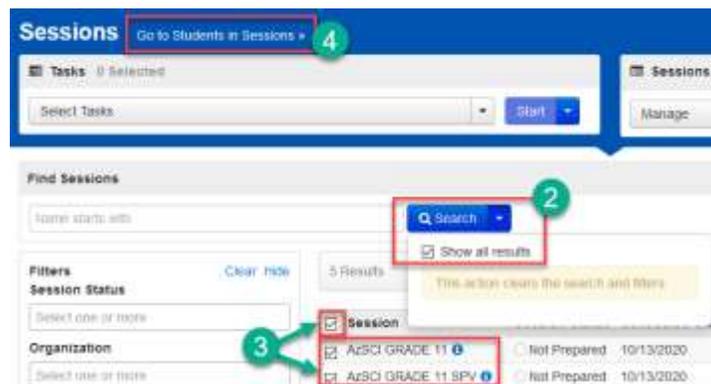


Preparing a Session

Preparing a Session assigns students their testing form in TestNav. This step must be done prior to testing.

To prepare for a test session in PearsonAccess^{next}:

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.



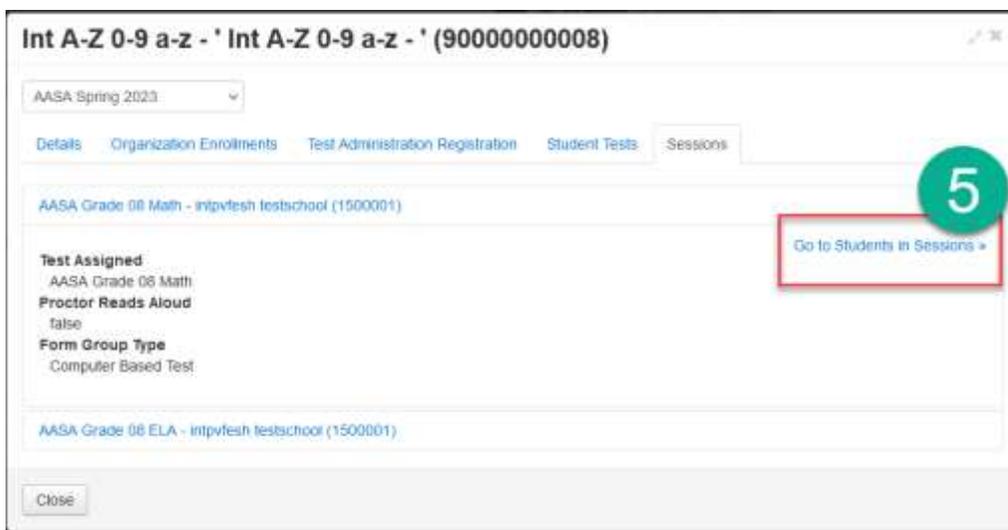
Note: This task should be completed in advance of the scheduled testing day. Depending on the number of students assigned to the session, this could take several minutes.

Testing Day Activities

Locating a Student's Test Session

To easily locate a student's test session in PearsonAccess^{next}:

1. Go to **SETUP** section, select **Students**.
2. On the **Students** screen, either search for the student using the filters or select the down arrow next to the Search button and **select Show all results**.
3. Click the blue "i" icon to the right of the student's name to open the student information box.
4. Click the **Sessions** tab, then click the session you wish to view.
5. Click the **Go to Students in Sessions** link. You will be taken to this session on the Students in Sessions page.

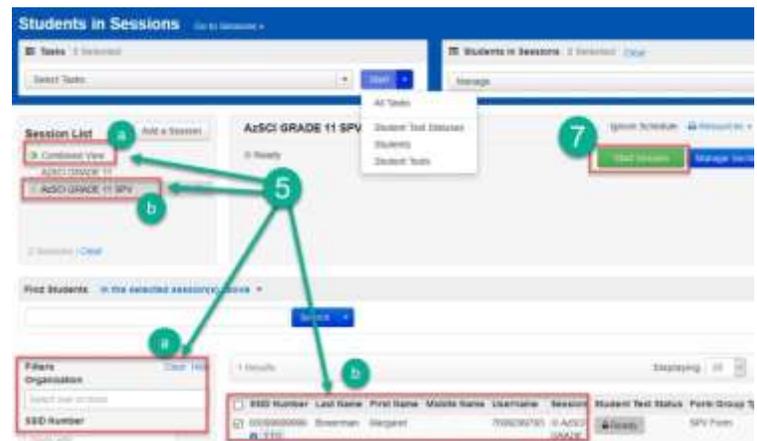
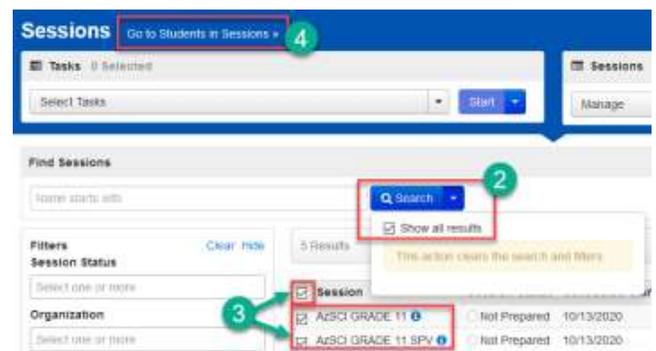


Starting a Session

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 PearsonAccess^{next}:

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 PearsonAccess^{next}, all tests are locked. Test Administrators must unlock a student's test before the student is able to login to TestNav to begin testing.



Unlocking Student Tests

To unlock a session on the day of testing in PearsonAccess^{next}:

Method 1

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.



Method 2

New this year, users may also use the filters on the **Students in Sessions** page to filter on Testing Group, Test Status or Student information, then quickly click the lock/unlock icon to lock or unlock a test. Only one test unit may be unlocked for a student at one time. If you unlock a test unit, all other units for the student will automatically lock.

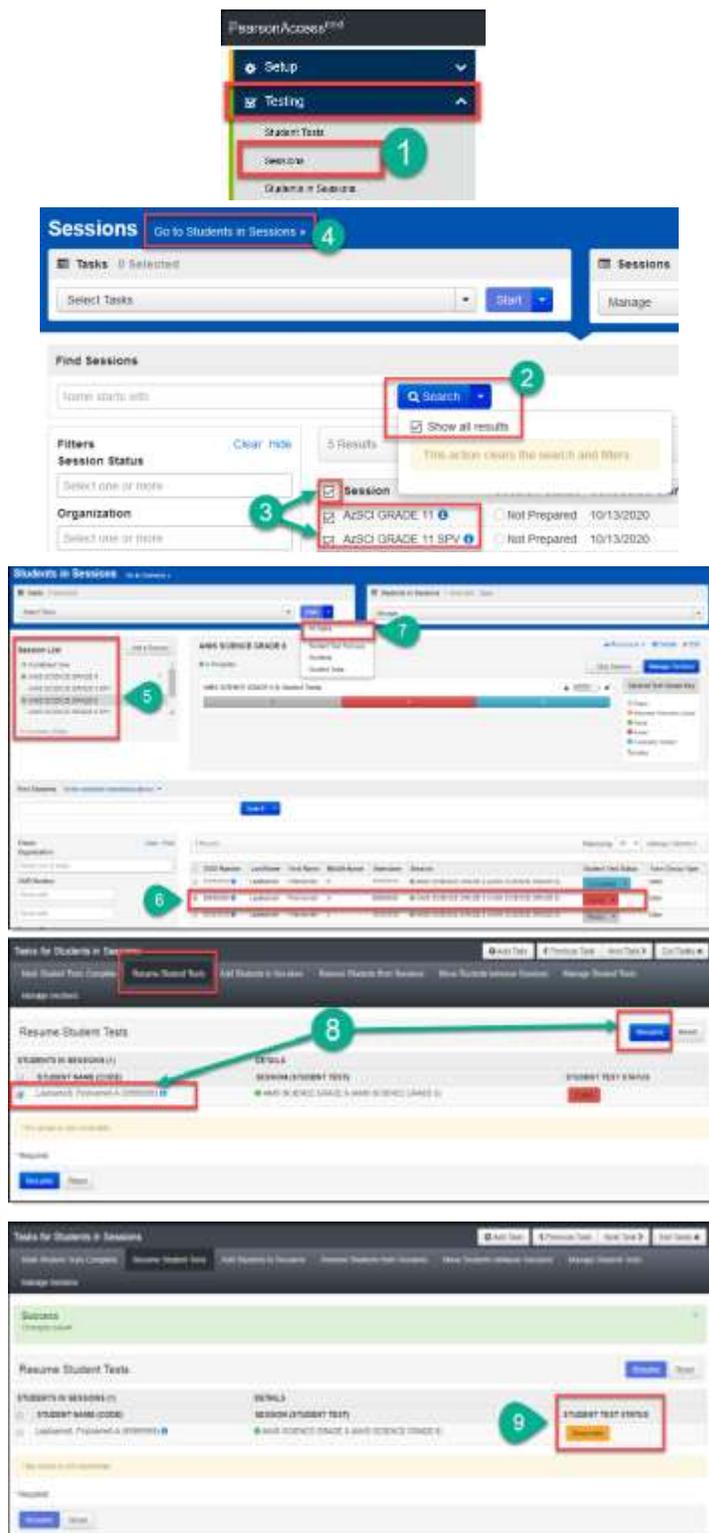


Resuming a Student Test

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 Achievement District Test Coordinator, the School Test Coordinator, and the Test Administrator.

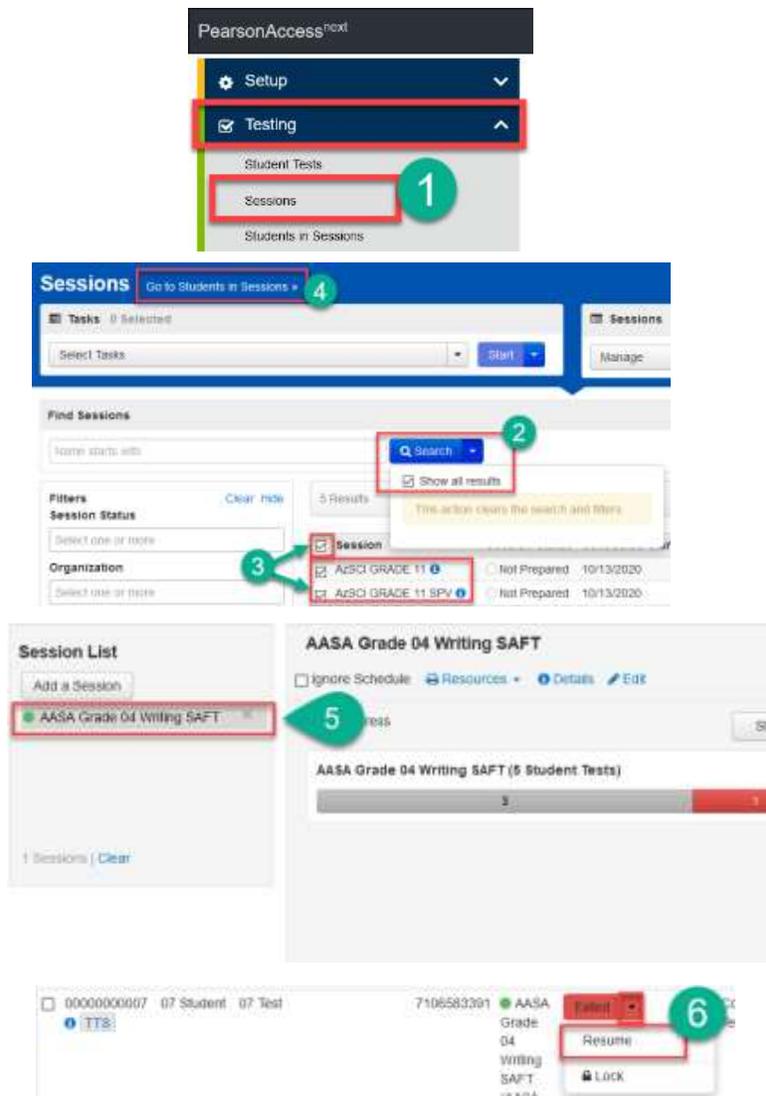
Method 1

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.



Method 2

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:
 - c. Place a **check** in the box next to each session name you want to work with, or
 - d. 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. Click the down arrow next to the red Exited tile and select Resume.
7. The tile will turn yellow and say Resumed.
8. The student may now log into TestNav and continue testing. The student may need to refresh TestNav to see the available test.



The table below gives a short description of each testing status.

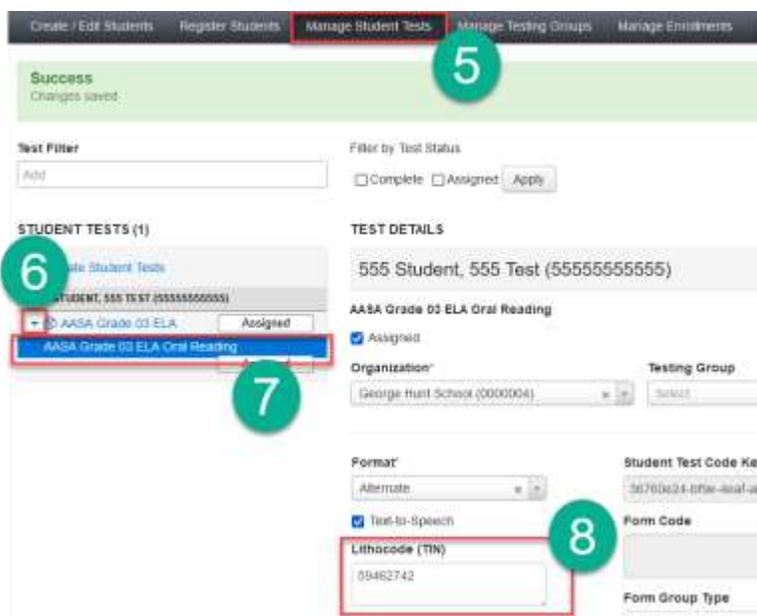
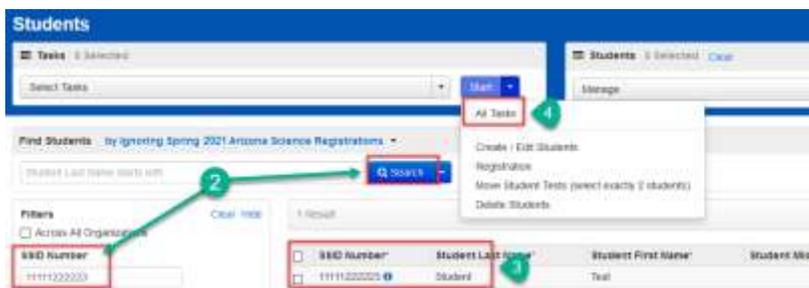
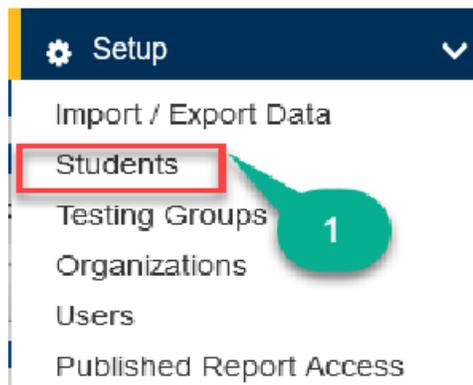
Status	Description
Ready	The examinee has not yet started the test.
Active	<p>The examinee has logged in and started the test.</p> <p><i>Note: If the examinee exits the test, but the status remains set at Active, the examinee cannot resume testing unless the status is changed to Resumed or Resumed Upload. Resumed Upload is used when the examinee needs to resume their test from another workstation. Resume must be selected first, then Resumed Upload.</i></p>
Exited	<p>The examinee has exited TestNav but has not submitted test responses for the current test.</p> <p><i>Note:</i></p> <p><i>The examinee cannot resume testing in the session unless the examinee's status is changed to Resumed or Resumed Upload.</i></p> <p><i>If the examinee will not resume testing for any reason, the examinee's status must be changed to Marked Complete.</i></p>
Resumed or Resumed Upload	The examinee has been authorized to resume the test, but has not yet logged in.
Completed	The test has been submitted by the examinee through TestNav.
Marked Complete	The examinee has exited TestNav and will not resume testing. Examinees are marked complete by the room supervisor or test coordinator in PearsonAccess ^{next} .

Lithocodes – AASA Grade 3 Paper-Based Schools Only

A lithocode is required to administer the Grade 3 Oral Reading Fluency (ORF) test in Paper-Based Testing schools via a landline speaker telephone with a keypad. Each student’s lithocode is located on their ELA Pre-ID label. If a student did not receive an ELA Pre-ID label, the lithocode can be located in PAN.

Locating a Student’s Lithocode in PAN

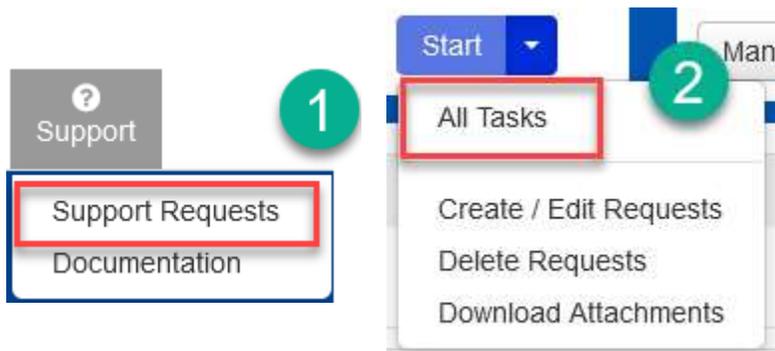
1. Go to **Setup**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student’s name(s) that need(s) to be updated.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. Click on the blue arrow to the left of the test name to expand the battery test name and view the test details for each unit of the test.
7. Click on the **AASA Grade 03 ELA Oral Reading** Test Unit.
8. Find the Lithocode (TIN) on the Test Details screen. This number will be entered using the telephone keypad for the AASA Grade 03 ELA Oral Reading test.



Requesting a New Lithocode with Support Requests

Note: A lithocode may only be used once. If the student’s telephone speaking test is interrupted or aborted before it has been completed, a new lithocode must be obtained before another attempt can be made. You do NOT need to request a new lithocode from ADE. Requesting a new lithocode is not a test irregularity. Before requesting a new lithocode be sure to try the lithocode again to verify if it is still a valid lithocode to use or not.

1. Go to the **Support** section and select **Support Requests** from the drop-down menu.
2. On the Support Requests screen, select **All Tasks** from the **Start** drop-down menu.
3. On the **Tasks for Support Requests** screen, at the Create/Edit Students tab, fill in the New Request details.



Note: Please enter the student’s SSID number in the title of the request.

4. Click the Create button.
5. Your request will now be listed on the Support Requests page in a “Submitted” status.
6. You will receive an email as confirmation of your submission containing the status of your request and the Question/Concern and Comments you entered into PearsonAccess^{next}.
7. Once your lithocode request has been completed, you will receive an email detailing the resolution.

New Request

Organization*

Title (max 30 characters)*

Category*

Question / Concern*

Attachments

Filename	Size (KB)	Uploaded Date
<p>Attach Files</p> <p style="text-align: center;">Choose Files</p>		

* Required

[Create](#)

[Reset](#)

Lithocode Exchange Form

The AASA Spring 2023 Oral Reading Fluency (ORF) Lithocode Exchange Form for grade 3 must be used when two different students are administered the ORF test using each other’s assigned lithocode in PearsonAccess^{Next}. This form will allow for the exchange of the two students’ lithocodes to enable accurate scoring.

1. The **Oral Reading Fluency Lithocode Exchange Form** for Grade 3 can be found in PearsonAccess^{Next} on the Support Documentation page.
2. Enter all the required information including the **District & School Entity ID Numbers**.
3. Enter all the required information for Student #1 including the **Lithocode Entered** and the **Lithocode Assigned, SSID number**, and the **Phone Number of Device Used**.
4. Enter all the required information for Student #2 including the **Lithocode Entered** and the **Lithocode Assigned, SSID number**, and the **Phone Number of Device Used**.
5. When all information requested has been entered in the form, **name** the file, and **save** it so it can be forwarded to ADE in your email (AASA@azed.gov). ADE will verify the student information and then forward it to Pearson for processing. Pearson will send a task completion notification email to the Achievement District Test Coordinator and ADE after the Lithocodes have been exchanged.



AASA Operational Spring 2023 Grade 03 ORF Speaking Test – Lithocode Exchange Form
Lithocode Exchanges need to be reported to ADE and Pearson within 14 hours of the incident occurring.

Test Administration:	
Date:	
District Test Coordinator:	
District Name:	
District Entity ID Number:	
School Name:	
School Entity ID Number:	

2

Student #1	
Lithocode Entered for Speaking Test:	
Lithocode assigned in PearsonAccess Next:	
Teacher Name:	
Student First Name:	
Student Last Name:	
Student Middle Initial:	
Student SSID:	
Student Grade:	
Student Date of Birth:	
Date of Speaking Test:	
Approximate Time of Speaking Test:	
Phone Number of Device Used:	
Notes:	

3

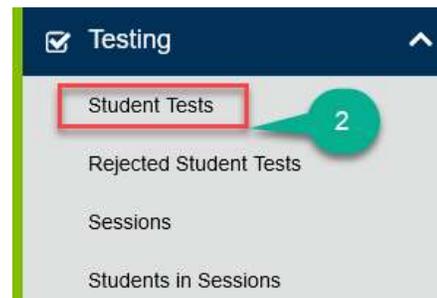
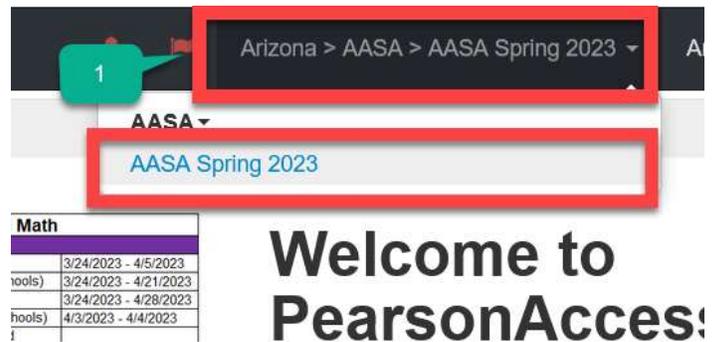
Student #2	
Lithocode Entered for Speaking Test:	
Lithocode assigned in PearsonAccess Next:	
Teacher Name:	
Student First Name:	
Student Last Name:	
Student Middle Initial:	
Student SSID:	
Student Grade:	
Student Date of Birth:	
Date of Speaking Test:	
Approximate Time of Speaking Test:	
Phone Number of Device Used:	
Notes:	

4

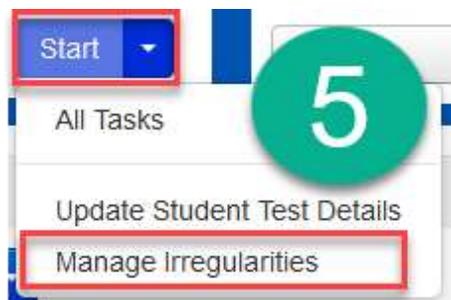
Reporting Test Irregularities

To report a Test Irregularity in PearsonAccessnext:

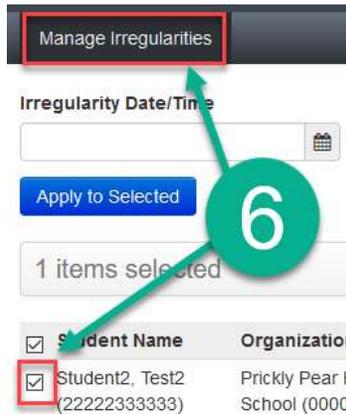
1. Select the Test Administration to report a test irregularity. To change the **Test Administration**, click on the Test Administration name in the black task bar across the top of the page. This will activate the Test Administration drop-down menu. Select the desired test administration.
2. Go to the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



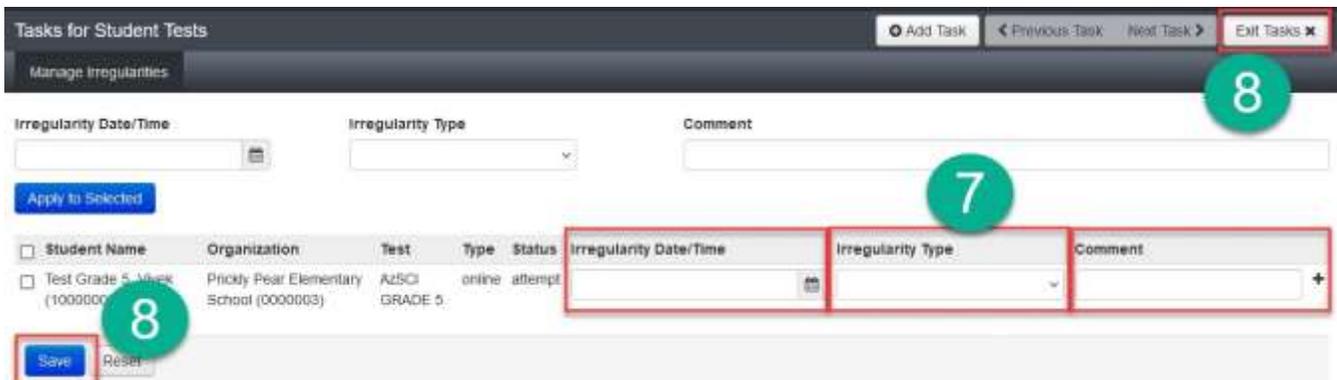
5. From the **Start** drop-down menu, select **Manage Irregularities**.



- At the **Manage Irregularities** tab, check the box next to the **Student Name**.



- 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.
- Click on the **Save** button and click on the **Exit Tasks**.



Accessing Dashboards

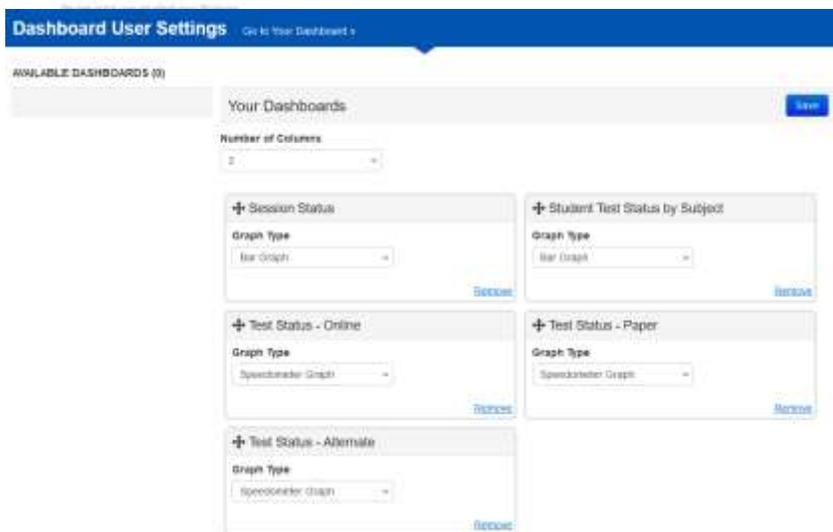
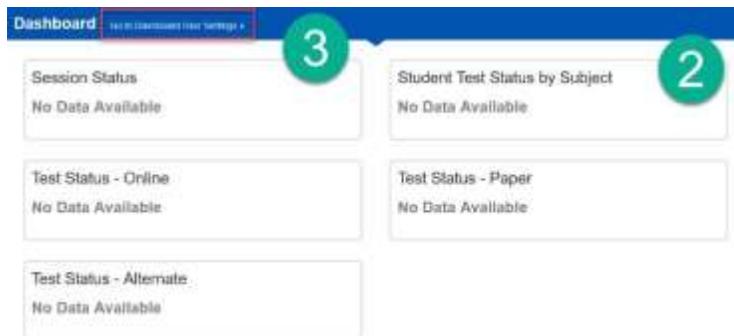
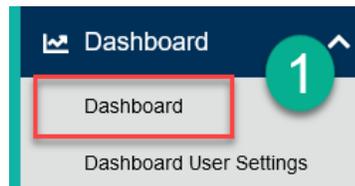
The new Dashboard feature in PearsonAccess^{next} allows each user easy access to testing information.

To view the Dashboard:

1. Go to the **Dashboard** drop down menu, select **Dashboard**.
2. This screen has multiple graphs depicting student testing data for the organization of the user.

This page is customizable for each user. To customize your Dashboard page:

3. Click the **Go to Dashboard User Settings** link at the top of the page. (This can also be accessed on the Dashboard drop down menu depicted in the first image.)
4. On this page, you can customize your Dashboard, so you have access to the information you need. You may remove any unnecessary graphs and change the graph type, so the information is easily accessible to you.



Operational Reports in PearsonAccess^{next}

Several Operational Reports are available in PearsonAccess^{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.

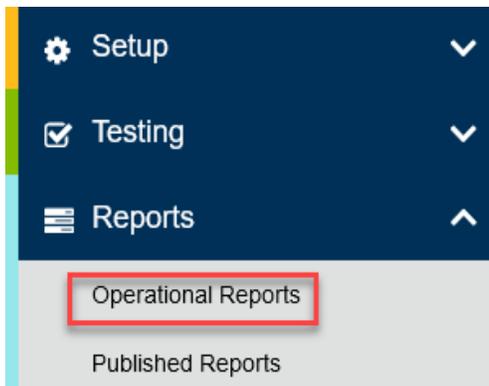
Students Registered but not Assigned to a Test

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.



Published Reports in PearsonAccess^{next}

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

Note: Please refer to the AASA Reporting Guide and the AzSCI Reporting Guide for further information regarding student reports.

To access the reports in PearsonAccess^{next}:

1. Go to **REPORTS**, select **Published Reports**.
2. On the **Published Reports** screen, there are two ways to find reports:
 - a. Enter search information into the **Find Reports** filter, or
 - b. Enter search information into the **Filters** section.
3. Select the **File Name** to download and view the report or student data file.

