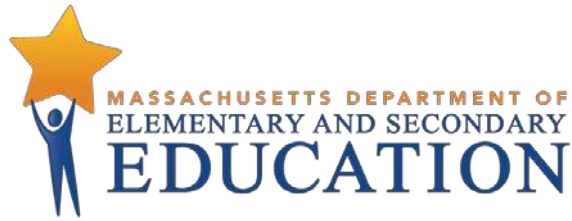# Guide to the Student Registration/ Personal Needs Profile (SR/PNP) Process for the Winter 2021 MCAS Tests

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This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
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Commissioner

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Important Contact Information and Resources

Contact:	**MCAS Service Center**

For questions on:	• general test administration support
	• PearsonAccess^next and TestNav such as
	  o user accounts
	  o technology support and readiness
	  o Infrastructure Trial
	  o viewing student records and organizations
	  o the SR/PNP process and loading files
	• logistical support, including filling out administration forms
	• locating resources
	• shipments of materials

Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	mcas.pearsonsupport.com Use this website to access training modules and other materials to support test administration, including a link to the MCAS Service Center website (mcasservicecenter.com) where schools will access the Principal's Certification of Proper Test Administration (PCPA) and order additional materials.
Email:	mcas@cognia.org
Telephone:	800-737-5103
Fax:	603-516-1121

Contact:	**DESE Office of Student Assessment Services**
For questions on:	• policy, such as assigning accessibility features and accommodations • student participation • testing irregularities, including test security incidents and technology failures • student data and SIMS (See note below regarding SIMS.) Questions regarding SIMS data should be directed to the district's SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select SIMS Contact from the Function menu, and click Get Results).
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.
Web:	www.doe.mass.edu/mcas/admin.html
Email:	mcas@doe.mass.edu
Telephone:	781-338-3625
Fax:	781-338-3630

Contact:	**Pearson Technology Support Specialists**
For questions on:	- Technology set-up and site readiness - Questions about TestNav - ProctorCache set-up - TestNav configurations in PearsonAccess[next] - Error messages or questions on creating PearsonAccess[next] sessions or TestNav configurations - Infrastructure Trials (set-up as well as debriefing)
Hours:	10:00 a.m.–5:30 p.m., Monday–Friday
Web:	http://mcas.pearsonsupport.com/technology-setup/ *Use the link above to schedule one-on-one support from Pearson's support specialists (i.e., Field Services Engineering). Technology coordinators may schedule a 15-, 30-, or 60-minute phone meeting with the Field Services Engineering team for "office hours" support.*

Table of Contents

I. Introduction

The Student Registration/Personal Needs Profile (SR/PNP) is a collection of student-level data that includes student demographic data, test registration information, and information on selected accessibility features and/or accommodations that a student will use during testing.

The purpose of this document is to provide schools and districts the information needed to complete the initial SR/PNP process as well as update SR/PNP information when necessary. This document provides instructions for the January and February MCAS test administrations, followed by field definitions to be used as a reference when completing students' PNP information. Note that a subsequent update to this document will be provided to cover the spring administrations. This document is intended to supplement the training modules and training webinars (see the MCAS Resource Center for the modules and recordings of the webinars and the *Principal's Administration Manual* for each administration, which includes a description of the reasons for updating a student's SR/PNP after the initial import).

The accuracy of the SR/PNP is important because it provides a record of certain accessibility features and accommodations used by students. In addition, for computer-based testing (CBT), the SR/PNP determines the test form that students will take (e.g., text-to-speech); for paper-based testing (PBT), it provides the basis for the initial shipment of test materials to schools (e.g., Student ID Labels, test booklets, answer booklets, large-print booklets). The SR/PNP process is also the basis for schools' orders for test administration manuals.

The general process for the SR/PNP is as follows:
1. On the first day of each SR/PNP window, the Department posts a pre-populated file in DropBox Central in the DESE Security Portal containing information on students, based on the most recent Student Information Management System (SIMS) or Schools Interoperability Framework (SIF) data.
2. Schools/districts receive notification via the Student Assessment Update when it is time to complete the SR/PNP for the administration.
3. Schools/districts update the file with new data and remove outdated data, and then import the file into PAN, the online test management site.

All schools, with the exceptions below in the "Special Situations" section, must complete the initial SR/PNP file import, after which schools can update the SR/PNP in the PAN interface for small numbers of students, or import a new file into PAN for large numbers of students (see deadlines listed on the Department's website).

Note that accommodations that require a special test form—text-to-speech, compatible assistive technology, screen reader, Spanish, and American Sign Language (ASL)— must be assigned to students **before testing** in order for the student to receive the correct test. Updates to these special test forms cannot be made in PAN after a student has begun testing. Selected accommodations and accessibility features must be up to date in the SR/PNP for students by the end of each test administration window in order for the Department to have current data for the purposes of reporting results, including Parent/Guardian Reports, as well as providing information for the next administration.

SR/PNP for Students Who Transfer
Note that the "enrollment transfer" task in PAN is used when a student transfers between schools. All

student PNP data from the first school will transfer along with the student record to the new school. For CBT, the student will be placed in a new PAN Session (a "transfer session") in the new school with the same settings as the original PAN Session from the first school.

Instructions on Ordering Materials for Former Students/Adults

High schools that are seeking to order test materials for former students who have not confirmed whether or not they will participate in a test administration should plan to order additional materials as needed during the additional materials windows (the testing schedule includes dates for the additional materials windows).

Special Situations

Adult/external diploma programs, test sites, DYS/SEIS (Department of Youth Services/Special Education in Institutional Settings), and other high schools with a special situation should contact the MCAS Service Center to place an order for a total amount of test materials instead of using the SR/PNP process. (Other high schools will be directed to follow the SR/PNP process.)

Schools that Are Not Participating in January and February Administrations

High schools that have no students participating in the winter high school administrations must email the MCAS Service Center with the school and district name and code. The MCAS Service Center will be calling high schools that do not complete the SR/PNP or did not contact them before the deadline.

II. Steps for Completing the Initial SR/PNP Upload

Schools should follow the instructions below to complete the initial SR/PNP upload of student information into PAN.

Prepare the data file

1. Log in to the Security Portal. At **DropBox Central,** select the **MCAS Data** folder for the test administration year (i.e., MCAS 2021 folder for the January administration) and download the .CSV file for the administration you are working with.

2. Delete rows of students who are no longer enrolled in your school or who will not participate in that particular administration.
   Note: In order to delete students from the file, you must right-click on the row to remove and select "delete." **Do not use the delete key on your keyboard.**

3. Add rows for students who were not included in the file but should be tested.
   Note: This step is particularly important for PBT, since students taking the PBT will **only** receive Student ID Labels and secure test materials if they are listed in PAN during the initial SR/PNP window.

4. Enter students' selected accessibility features or accommodations in the designated columns, as shown in the field definitions below. Refer to the field definitions in Part IV of this document for the expected values for each column.
   Note: For the January high school test administration, the accessibility features and accommodations are pre-populated in the data file by the Department and are based on what was used by students who participated in the spring 2018 test administration. For the

February Biology administration, the school will need to input the students' accommodations. Be sure to update a student's accessibility features and accommodations if changes are needed.

5. Column M of the SR/PNP file can be used to automatically create PAN sessions and add students to those sessions for CBT tests. Schools may choose to do this step during the initial SR/PNP import or later on, prior to testing. Once students have been added to a PAN Session, the SR/PNP cannot be used to move students from one PAN Session to another. Because of this, the Department recommends this step be done only when PAN Session lists have been finalized. See the field definitions Column M below, "Session Name," for recommended naming conventions.
   **Note:** PAN Sessions are grade and subject specific.

6. Save the file as a .CSV file.
   Note for Apple users: Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show all four digits of the birth year. If not, please refer to the directions shown in column I in the table in Part IV to update.

Import the file into PAN
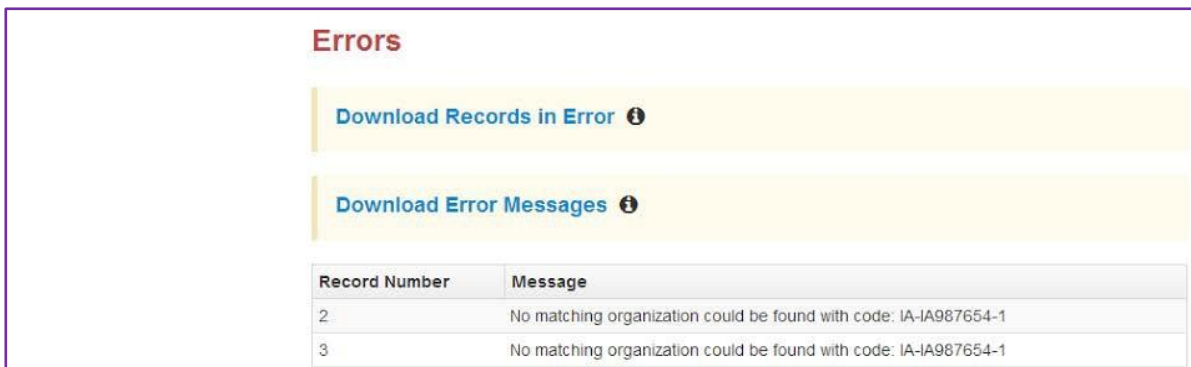
1. [Sign-in to PAN](#).

2. Select the appropriate test administration from the dropdown menu located near the top right of the home page (under the year) for the SR/PNP data you want to import.
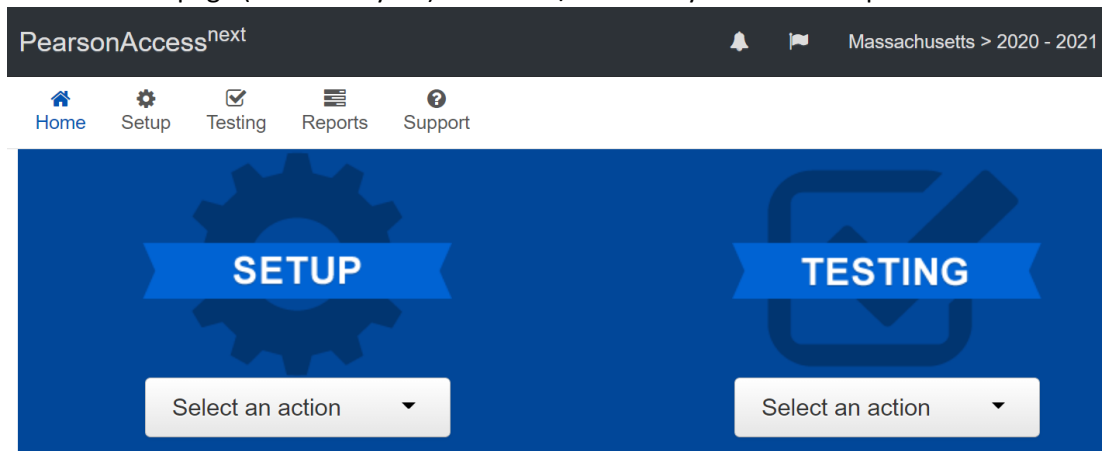
3. On the **Setup** menu, select **Import/Export Data.**

4. In the **Select Tasks** dropdown, select **Import/Export Data.** Click **Start.**

5. In the **Type** dropdown, select **Student Registration Import.** Ignore the checkbox for "Update demographic data only" (see the image below). If this checkbox is selected, CBT tests will **not** be created for students and PBT tests will **not** be sent for students.

   ☐ Update demographic data only.

6. Choose the .CSV file you had previously saved and select **Process.**
   Note: PAN will only allow .CSV files to be imported. Files can be saved in another format (e.g., .xlsx) while working in them, but they must be changed back to .CSV prior to importing.

Confirm that all records have been successfully imported

1. The **View File Details** screen will appear. Refresh the screen by selecting the ⟳ icon (at the top).

2. When the file has completed processing, a green box with the message **Complete** or a red box with the message **Complete with issues** will appear on the screen. Two messages will also appear: the number of **successful records**, and the number of **error records**, if any.

3. If there were errors in processing the file, messages will appear at the bottom of the screen. Error messages will indicate the specific field(s) that caused the error as well as information on how to correct it. The record number listed will match the row of the .CSV file that caused the error. A sample screen is shown below:

4. Correct the rows that had an error and repeat the steps above until all records import successfully. You may reuse the initial import file, leave the records without errors in the file, and correct only the records with errors. When re-importing this file, PearsonAccess^{next} will treat the records without errors as updates, even if no values changed. This will not cause any issues. **Note:** A list of common error codes and solutions can be found at the end of this document.

5. If you attempt to import a student who is registered for testing at a different school (i.e., a student who recently transferred into your school), you will receive a file import error (see the screen shot below) informing you that you do not have access to the student's organization. To register the student, you must submit an **Enrollment Transfer Work Request** by following the steps under "Manually complete an enrollment transfer" below. Once the request is approved by the student's former school, the student will be registered for the test administration at your school. Any assigned subject tests and accommodations and/or accessibility features from the former school will be included in the student's SR/PNP.

Step	Message
Format Verification	Complete
Import	Encountered 1 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 user 'lizpamrole1' does not have access to the organization: KENNY TEST SCHOOL (00234583).

Update SIMS with any changes to student information made in PAN

Changes in student enrollment and/or student information that you made in PAN must also be made in SIMS. Call your district SIMS contact with updates (see page 2 for instructions on finding your district's SIMS contact).

III. Steps for Updating Student Information After the Initial Upload

The table below describes when to use each of the options for updating the SR/PNP:
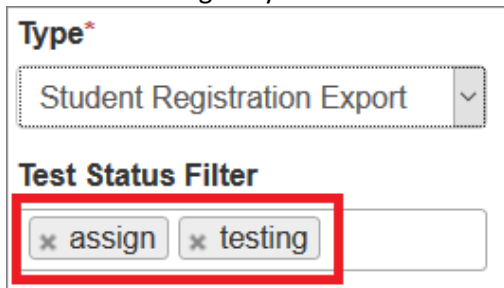
Options for updating the SR/PNP:	When would you use this option?
Option 1: SR/PNP file export and import	when updating a large number of student records
Option 2: PAN user interface	when updating approximately 10 or fewer records

Option 1: File Export and Import
Download the school's file from PAN

1. Sign-in to PAN.

2. Select the appropriate test administration from the dropdown menu in the top right corner. (See the sample screen shot on page 7.)

3. On the **Setup** menu, select **Import/Export Data**.

4. In the **Select Tasks** dropdown, select **Import/Export Data**. Click **Start**.

5. In the **Type** dropdown, select **Student Registration Export**.

6. Do not change any of the Test Status Filters prior to exporting the file.

Type*

Student Registration Export

Test Status Filter

× assign   × testing

7. Select **Process**.

8. Refresh your screen until the process has completed. Then click **Download File**.

9. Save the file in a location that you can find easily (e.g., your computer's hard drive).

10. Follow the steps in Part II on pages 6-9 to prepare the data file and import it into PAN.

Option 2: PAN User Interface
Manually add a new student record

1. [Sign-in to PAN](#).

2. Select the appropriate test administration from the dropdown menu in the top right corner (see the screen shot on page 7).

3. On the **Setup** menu, select **Students.**

4. In the **Select Tasks** dropdown, select **Create/Edit Students** and **Registration** (**Register Students** and **Manage Student Tests** will automatically be selected). Click **Start.**

5. Tabs will appear at the top of the screen for each task that will be done sequentially.

6. Add details to the **New Student** screen. Enter all required fields (indicated by a red asterisk). Click **Create**.

7. Click **Register Students** at the top of the screen. Click the **Registered** checkbox. Click the **Student Grade** dropdown and indicate the student's grade. (This is a required step for all administrations.) Click **Save**.

8. Click **Manage Student Tests** at the top of the screen. Select the student from the dropdown, assign a test to the student, and select the organization. Leave the group name blank. Select the test format, and then select the checkbox next to each accommodation that applies to the

   student. For more information about each accommodation, hover your cursor over the 🛈 for each accommodation. Click **Create**.

9. Create and register additional students as needed.

10. If you attempt to add a student who is already registered for testing at a different school (i.e., a transfer student), you will see an error message (see screen shot below) informing you that you must complete an **Enrollment Transfer Work Request**. To complete the request, follow the steps under "Manually complete an enrollment transfer" below. Once the request is approved by the student's former school, the student will be registered for the test administration at your school. Any assigned subject tests and accommodations and/or accessibility features from the former school will be included in the student's SR/PNP.
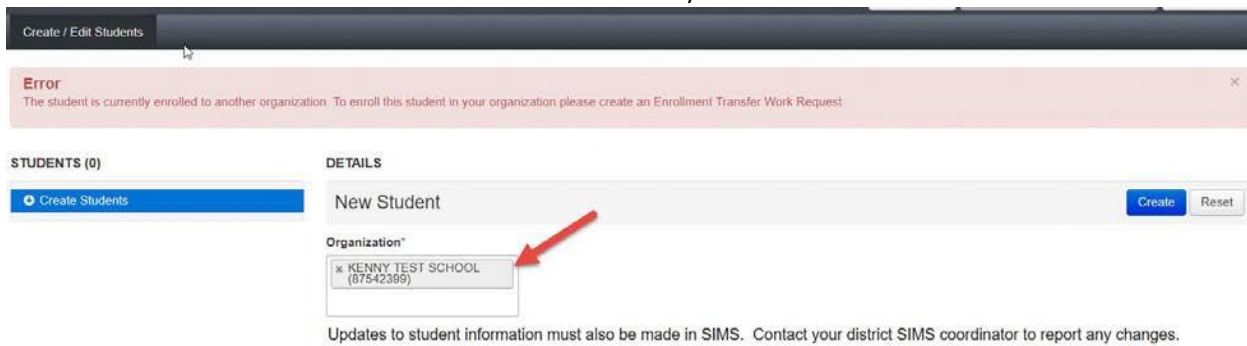
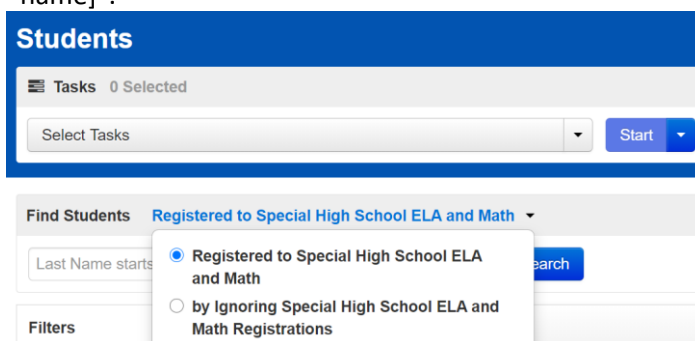## Manually update an existing student record

1. [Sign-in to PAN](#).

2. Select the appropriate test administration from the dropdown menu in the top right corner (see the screen shot on page 7).

3. On the **Setup** menu, select **Students.**

4. Search for the student record by the student's last name or SASID. If you are unable to locate your student, change the drop down from "Registered to [admin name]" to "by Ignoring [admin name]".

5. Click the checkbox next to the student's name.

6. From the **Select Tasks** dropdown, select **Create/Edit Students** and/or **Manage Student Tests** (depending on what needs to be updated).

7. Click **Start.** Update the student information as needed.
   Note: See note and screenshot on the previous page for additional steps for high school PBT for accommodations.

8. Click **Save**.

Manually request an enrollment transfer for a new student

1. [Sign-in to PAN](#).

2. Select the appropriate test administration from the dropdown menu in the top right corner for the SR/PNP data you want to import (see the screen shot on page 7).

3. On the **Setup** menu, select **Work Requests.**

4. From the **Select Tasks** dropdown, select **Request/Delete Enrollment Transfer**. Click **Start.**

5. Enter the required student information. Click **Search**.

6. Select the organization where the student will be testing on the **Change Enrollment To** dropdown. Click **Send Request.** Once the request is approved, the Transfer Coordinator at your organization will receive a confirmation email from **noreply@pearsonaccessnext.com**. All related testing information for the student will be moved to your organization.

Approve an enrollment transfer for a student no longer enrolled

1. [Sign-in to PAN](#).

2. Select the appropriate test administration from the dropdown menu in the top right corner for the data you need to update.

3. On the **Setup** menu, select **Work Requests.**

4. Select any records in the "Waiting for Approval" status (if needed, more than one can be selected at a time).

5. From the **Select Tasks** dropdown, select **Approve/Reject Enrollment Transfer**. Click **Start.**

6. Click **Approve**.

IV. Field Definitions

The following pages contain a table showing the SR/PNP fields and definitions, as well as notes and validations (e.g., if steps are not followed, the error messages that will appear), and the expected value for each column.

The table includes the following sections:
- Student Registration/Personal Needs Profile
- Universal Accessibility Features
- Accommodations

The field definitions include only the January and February 2021 administrations. If the "Administrations" field is blank, the field applies to both administrations.

Field Definitions

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
Student Registration/Personal Needs Profile							
A	District Code	N	8	The Testing District responsible for administering the test to a student		Non-public schools that do not have a parent organization should leave this field blank.	0–9 A-Z
B	School Code	Y	8	The Testing School responsible for administering the test to a student		If a school code does not already exist in PearsonAccess[next], an error message will appear.	Must match a valid organization code in PearsonAccess[next]. Use the same codes that are in the Department's School and District Profiles.
C	SASID	Y	10	A unique numeric code given to each Massachusetts publicly funded student If you do not have a student's SASID (e.g., SASIDs cannot be **newly** assigned for students 22 years of age or older), create and assign to the student a 10-digit number starting with "88" (instead of "10"). If a valid SASID is eventually assigned to the student, correct the SASID in PAN.		SASID must be 10-digits beginning with "10…"	1–9 SASIDs must begin with "10" or "88"

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
D	Student Grade	Y	2	Student's grade, as listed in most recent SIMS		**Special High School ELA and Math:** 11 – (repeating grade 11 only) 12 SP – (former students or students beyond grade 12) **February Biology:** 09 – (first-time grade 9 only) SP – (former students or students beyond grade 12)	**Special High School ELA and Math:** 11 12 SP **February Biology:** 09 SP
E	Last Name	Y	25	The student's full legal last name that is borne in common by members of the family			A–Z a–z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces
F	First Name	Y	25	The student's full legal first name that was given at birth, baptism, or through legal change			A–Z a–z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces
G	Middle Initial	N	1	The initial of the full middle name given to the student at birth, baptism, or through legal change			A–Z a–z blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
H	Gender	N	1	Gender of the student			M = Male F = Female N = Non-Binary Blank
I	Date of Birth	Y	10	The year, month, and day on which the student was born **Note for Apple users**: .CSV files on a Mac will remove the first two digits on the birth year, and an error message will appear. Use the following steps to update the formatting. 1. Select column I in the file and right-click (secondary click). 2. Select **Format Cells** from the menu. 3. Select the **Custom** option from the list. 4. In the **Type** text box, remove the text and enter "mm/dd/yyyy." 5. Click **OK**.			mm/dd/yyyy

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
J	Test code	Y	5	Identifier assigned to the test name		**BIOHS** = February Biology **ELAHS** = Special High School ELA **MATHS** = Special High School Math	
K	Test Format	Y	1	Format of the test			P = Paper O = Online
L	First-year English learner (EL)	N	1	For spring administration only, this field shows the first-year EL status, pre-populated by DESE from SIMS.	**Not Available for:** • Special High School ELA and Math • February Biology	**Not applicable for Special High School ELA and Math or February Biology test administrations.**	Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
M	Session Name	N	50	**For CBT only** When creating PAN Sessions, the Department recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that PAN Session names include the following: test administrator name, testing location, grade, and subject area test. (for example, 6 MATH SAMPSON 205) **Note:** Read-Aloud and Human Signer Sessions in PAN must be set up separately from other PAN Sessions. See Columns Y–AB for more information.	**Available for:** • Special High School ELA and Math **Not Available for:** • February Biology	**Not applicable for PBT** **For CBT:** If this field is populated in the initial import, a PAN Session will automatically be created with the name entered in this field in PearsonAccess^next. Students who share the same PAN Session name will also be automatically placed into that Session. **Note**: If a student's test has already been added to a PAN Session, it cannot be moved by changing this field and reimporting the file. Instead, remove the student's test from the PAN Session and then reimport the file with this field populated.	A-Z a-z 0-9 - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces
N	Blank Field			**Not applicable**			
O	Blank Field			**Not applicable**			
P	Blank Field			**Not applicable**			
Q	Blank Field			**Not applicable**			

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
R	Cognia Organization ID			Schools and districts should ignore this field when importing the file into the system (i.e., leave this field blank). When exported, this field will be populated with the Cognia organization ID.			
**Universal Accessibility Features**
S	Alternative Background and Font Color (Color Contrast) (UF2)	N	2	**For CBT only** Selects an alternative color combination for the text (font color) and background If selected, student may change the alternative color combination during testing.	**Available for:** • Special High School ELA and Math **Not available for:** • February Biology	**If expected value equals "Y" or "02" – "06," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank	Y = Black on Cream 02 = Black on Light Blue 03 = Black on Light Magenta 04 = White on Black 05 = Yellow on Blue 06 = Dark Gray on Pale Green Blank
T	Answer Masking (UF5)	N	1	**For CBT only** Response options (answer choices) are not visible; student clicks to reveal each response option	**Available for:** • Special High School ELA and Math **Not available for:** • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
				Accommodations			
U	Large Print Test Edition (A2)	N	1	**For PBT only** A large-print edition test booklet and answer booklet are provided with printed text in approximately 18-point font.		**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "P" • Braille Test Edition must be left blank • Kurzweil 3000 Special Edition must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
V	Screen Reader Edition (A3.1)	N	1	**For CBT only** Screen reader-enabled edition of computer-based test for a student who is blind Screen Reader assistive technology application (e.g., Jaws, NVDA) is used for browser navigation and to deliver a computer-based test tagged to support Screen Reader use. Generally used in conjunction with a Refreshable Braille display or hard-copy Braille test **Note:** "Screen Reader Edition" is different from "Compatible Assistive Technology" or "Text-to-Speech" test forms.	**Available for:** • Special High School ELA and Math **Not available for:** • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • Alternative Background and Font Color must be left blank • Answer Masking must be left blank • Compatible Assistive Technology must be left blank • Human Read-Aloud must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank • ASL must be left blank • English/Spanish Edition must be left blank If Spell-checker accommodation is also selected, the student must use a spell-checking program on a second computer. If selecting "Screen Reader Edition," students will automatically receive a Braille hard-copy test for Mathematics. Students will receive a Braille hard-copy test for ELA only if graphics are included in the test.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
W	Compatible Assistive Technology	N	1	**For CBT only** Select Compatible Assistive Technology (AT) to allow activation of software or hardware that is compatible. For more information on how to determine compatibility of software or devices, see the Assistive Technology Guidelines for MCAS. Select the field if it is compatible and may be used on the same computer as TestNav. If not compatible, *do not* select Compatible Assistive Technology and use an external computer instead. Assistive technology routinely used by a student that provides word prediction (SA6) (e.g., Co:Writer), screen magnification (e.g., ZoomText or other external device), speech-to-text (A10.2, SA3.2, or EL 4.2) (e.g., Dragon Naturally Speaking), or other support not already provided as part of TestNav. If compatible **word prediction** will be used, also indicate this in column AN (Word Prediction). If compatible **speech-to-text** will be used, also indicate this in column AI or AJ (Speech-to-Text). Compatible Assistive Technology is intended for non-screen reader AT only. Select "screen reader" instead, if used by a student with a visual disability.	**Available for:** ● Special High School ELA and Math **Not available for:** ● February Biology	Must obtain DESE approval prior to testing for AT applications **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** ● Test format must be "O" ● Alternative Background and font color must be left blank ● Answer Masking must be left blank ● Screen Reader must be left blank ● Human Read-Aloud must be left blank ● Human Signer must be left blank ● Text-to-Speech must be left blank ● ASL must be left blank ● English/Spanish Edition must be left blank Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation)	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
X	Braille Test Edition (A3.2)	N	1	**For PBT only** Hard-copy Braille test (text and graphics) for student who is blind **Note:** The Braille tests will be available in either English Braille American Edition (EBAE) or Unified English Braille (UEB). The MCAS Service Center will contact schools if they have students registered for Braille to determine which versions in UEB or EBAE will be sent to the schools.	**Available for:** • Special High School ELA and Math • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test Format must be "P" • Large Print must be left blank • Human Read-Aloud must be left blank • Human Signer must be left blank • Kurzweil 3000 CD Edition must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
Y	Human Read-Aloud as a Standard Accommodation (Math and STE) (A5; EL3.2)	N	1	**For CBT or PBT** **Standard Accommodation** Test administrator reads aloud a test to a student with a disability. **Note:** Students requiring a human reader for the computer-based test **must** be placed in a separate human read-aloud Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator with a TestNav testing ticket to log in and read the test on a separate computer. To set up a human read-aloud Session in PAN, follow the steps below: 1. Find and select the appropriate Session in PearsonAccess[next]. 2. Select the **Create/Edit Sessions task.** 3. Next, select the **Proctor Reads Aloud** checkbox. 4. Select **Human Read-Aloud** from the **Form Group Type** menu.	**Available for:** • Special High School Math • February Biology **Not Available for:** • Special High School ELA	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank • Kurzweil 3000 CD Edition must be left blank • ASL must be left blank • Math and STE only	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
Z	Human Read-Aloud as a Special Access Accommodation (ELA) (SA1.2)	N	1	**For CBT or PBT** **Special Access Accommodation** Test administrator reads aloud a test to a student with a disability. **Note:** Students requiring a computer-based read aloud test must be placed in a separate human read-aloud Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and read the test on a separate computer. To set up a human read aloud: 1. Find and select the appropriate Session in PearsonAccess^next. 2. Select the **Create/Edit Sessions task.** 3. Next, select the **Proctor Reads Aloud** checkbox. 4. Select **Human Read-Aloud** from the **Form Group Type**	**Available for:** • Special High School ELA **Not available for:** • Special High School Math • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank • Kurzweil 3000 CD Edition must be left blank • English/Spanish Edition must be left blank • ASL must be left blank • ELA only For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests*.	Y = Yes blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AA	Human Signer as a Standard Accommodation (A6.1) (Mathematics and STE)	N	1	**For CBT or PBT** **Standard Accommodation** Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard-of-hearing. No more than five students may be tested in a group. **Note:** Students requiring a human signer on a computer-based test must be placed in a separate human signer Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and sign the test using a separate computer. To set up a human signer Session in PAN, follow the steps below: 1. Find and select the appropriate Session in PearsonAccess^next 2. Select the **Create/Edit Sessions task.** 3. Next, select the **Proctor Reads Aloud** checkbox. 4. Select **Human Signer** from the **Form Group Type** menu.	**Available for:** • Special High School Math • February Biology **Not Available for:** • Special High School ELA	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Text-to-Speech must be left blank • Kurzweil 3000 CD Edition must be left blank • English/Spanish Edition must be left blank • ASL must be left blank • Math and STE only	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AB	Human Signer as a Special Access Accommodation (ELA) (SA2)	N	1	**For CBT or PBT** **Special Access Accommodation** Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard of-hearing. No more than five students may be tested in a group. **Note:** Students requiring a human signer on a computer-based test must be placed in a separate human signer Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and sign the test using a separate computer. To set up a human signer Session in PAN, follow the steps below: 1. Find and select the appropriate Session in PearsonAccess^next. 2. Select the **Create/Edit Sessions task.** 3. Next, select the **Proctor Reads Aloud** checkbox. 4. Select **Human Signer** from the **Form Group Type** menu.	**Available for:** • Special High School ELA **Not available for:** • Special High School Math • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Text-to-Speech must be left blank • Kurzweil 3000 CD Edition must be left blank • English/Spanish Edition must be left blank • ASL must be left blank • ELA only For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests*.	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AC	*Standard Text-to-Speech (TTS) (Math and STE only) (A4.1, EL3.1) *Special Access Text-to-Speech (TTS) (ELA) (SA1.1)	N	1	**For CBT only** TTS-enabled version of computer-based test read aloud to student TTS is only available for computer-based tests. TTS is not available for paper-based tests. If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.	**Available for:** • Special High School ELA and Math **Not available for:** • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Human Reader must be left blank • Human Signer must be left blank • ASL must be left blank • English/Spanish Edition must be left blank For guidelines on which students may receive this special access accommodation, review the _Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests_.	Y =Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AD	Kurzweil 3000 Special Edition as a Standard Accommodation (Math and STE) (A4.2, EL3.3)	N	1	**For PBT only** **Standard Accommodation** Kurzweil 3000 edition is a "read-only" CD; Kurzweil 3000 software must be used. Answers must be transcribed into the student's answer booklet. If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting. **Note: Kurzweil will be available for paper-based MCAS tests for the January administration.** However, the SR/PNP is not currently set up to allow Kurzweil ordering for students whose IEP or 504 plan lists this accommodation. Users will receive an error message if they select this accommodation. Please contact the MCAS Service Center at 1-800-737-5103 to request the Kurzweil edition.	**Available for:** • Special High School Math • February Biology **Not available for:** • Special High School ELA	**If expected value equals "Y," then the following criteria must be met, or record will cause an error:** • Test format must be "P" • Large Print Test Edition must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Human Signer must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AE	Kurzweil 3000 Special Edition as a Special Access Accommodation (ELA) (SA1.3)	N	1	**For PBT only** **Special Access Accommodation** Kurzweil 3000 edition is a "read-only" CD; Kurzweil 3000 software must be used. Answers must be transcribed (entered) in the student's answer booklet. If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting. **Note: Kurzweil will be available for paper-based MCAS tests for the January administration.** However, the SR/PNP is not currently set up to allow Kurzweil ordering for students whose IEP or 504 plan lists this "special access" accommodation. Users will receive an error message if they select this accommodation. Please contact the MCAS Service Center at 1-800-737-5103 to request the Kurzweil edition.	**Available for:** • Special High School ELA **Not available for:** • Special High School Math • February Biology	**If expected value equals "Y," then the following criteria must be met, or record will cause an error:** • Test format must be "P" • Large Print Test Edition must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Human Signer must be left blank • English/Spanish Edition must be left blank For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AF	ASL Video Edition (A6.2)	N	1	**For CBT only** ASL video is embedded in TestNav for all test items and responses.	**Available for:** • Special High School Math **Not available for:** • Special High School ELA • February Biology	**If expected value equals "Y," then the following criteria must be met, or record will cause an error:** • Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Human Reader must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AG	Human Scribe as a Standard Accommodation (Math and STE) (A10.1, EL4.1)	N	1	**For CBT or PBT** **Standard Accommodation** **CBT:** Scribe must record student's responses verbatim (as dictated by the student) into TestNav at the time of testing. **PBT:** Scribe must record student's responses verbatim (as dictated by the student) into the student's answer booklet at the time of testing. Students must be tested individually in a separate setting. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one).	**Available for:** • Special High School Math • February Biology **Not Available for:** • Special High School ELA	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Speech-to-Text must be left blank • Math and STE only	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AH	Human Scribe as a Special Access Accommodation (ELA) (SA3.1)	N	1	**For CBT or PBT** **Special Access Accommodation** **CBT:** Scribe must record student's responses verbatim (as dictated by the student) into TestNav at the time of testing. **PBT:** Scribe must record student's responses verbatim (as dictated by the student) into the student's answer booklet at the time of testing. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one).	**Available for:** • Special High School ELA **Not available for:** • Special High School Math • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Speech-to-Text must be left blank • ELA only For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AI	Speech-to-Text as a Standard Accommodation (Math and STE) (A10.2; EL4.2)	N	1	**For CBT or PBT** **Standard Accommodation** Test administrators must transcribe student responses verbatim (as dictated by the student) at the time of testing into either: • TestNav (for **CBT**), or • the student's answer booklet (for **PBT**). Students must be tested individually in a separate setting. If **compatible** speech-to-text device or software will be used on the same device as TestNav, then Compatible Assistive Technology must also be selected (Column Letter W). Otherwise, an **external** speech-to-text device or software (other than a smartphone) must be used. **Note**: If a student uses an **external** speech- to-text device or software**,** do not select Compatible Assistive Technology (Column Letter W). Contact the Department's Office of Student Assessment Services for approval or consultation.	**Available for:** • Special High School Math • February Biology **Not Available for:** • Special High School ELA	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Human Scribe must be left blank • Math and STE only	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AJ	Speech-to-Text as a Special Access Accommodation (ELA) (SA3.2)	N	1	**For CBT or PBT** **Special Access Accommodation** Test administrators must transcribe student responses verbatim (as dictated by the student) at the time of testing into either: • TestNav (for **CBT**), or • the student's answer booklet (for **PBT**). Students must be tested individually in a separate setting If **compatible** speech-to-text device or software will be used on the same device as TestNav, then Compatible Assistive Technology must also be selected (Column Letter W). Otherwise, an **external** speech-to-text device or software (other than a smartphone) must be used by student to dictate responses. **Note**: If a student uses an **external** speech- to-text device or software**,** do not select Compatible Assistive Technology (Column Letter W). Contact the Department's Office of Student Assessment Services for approval or consultation.	**Available for:** • Special High School ELA **Not available for:** • Special High School Math • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Human Scribe must be left blank • ELA only For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AK	Typed Responses (A12)	N	1	**For PBT only** Student responds to test questions using word processor or similar device. Responses must be printed out, one response per page, and **inserted into the student's answer booklet** with all required information on each page (see the appendix in the appropriate *Test Administrator's Manual*). Typed responses should **not** be transcribed into the student's answer booklet. Responses that have been printed out must be deleted from the word processor.		**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "P"	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AL	Calculation Device on non-calculator test session (SA4)	N	1	**For CBT or PBT** **Special Access Accommodation** **CBT:** Calculators will be embedded in TestNav if selected. **PBT:** Calculators must be provided to students. Select if student requires a calculator for Mathematics *non-calculator* sessions. If selected, a calculator will be embedded in TestNav for the non-calculator session (i.e., school does not need to provide student with a calculator). **Note for STE Tests:** • Calculator will be available (embedded) in TestNav for *all* students taking CBT STE tests and therefore does not need to be collected.	**Available as an accommodation for:** • Special High School Math **Not Available for:** • Special High School ELA **Ignored on Import (not collected)** • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Math only For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AM	Spell-Checker (SA5)	N	1	**For CBT or PBT** **Special Access Accommodation** **CBT:** Student uses spell-checker embedded in TestNav for ELA. **PBT:** Student uses an external spell-checking device for ELA. **Note:** Spell-checker will be available automatically to all students taking all CBT STE tests, and therefore, does not need to be collected.	**Available as an accommodation for:** • Special High School ELA **Not Available For** • Special High School Math **Ignored on Import (Not collected)** • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • ELA only For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests*.	Y = Yes Blank

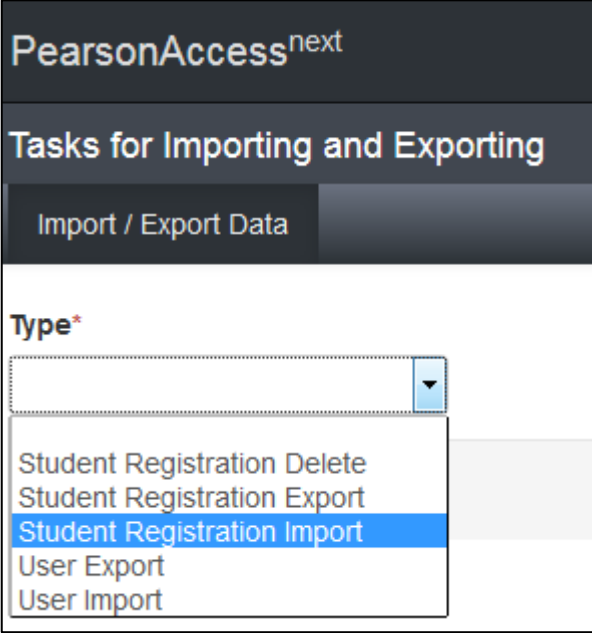| Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AN	Word Prediction (SA6)	N	1	**For CBT or PBT** **Special Access Accommodation** If **compatible** word prediction device or software will be used on the same device as TestNav, then Compatible Assistive Technology must also be selected (Column Letter W). Otherwise, an **external** word prediction device or application (other than a smartphone) may be used by student. Test administrator may assist student to transcribe words from the external device or application into either the student's answer booklet (PBT) or TestNav (CBT). During testing, Internet access must be turned off/restricted.	**Available for:** • Special High School ELA **Not available for:** • Special High School Math • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • ELA only For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests*.	Y = Yes Blank

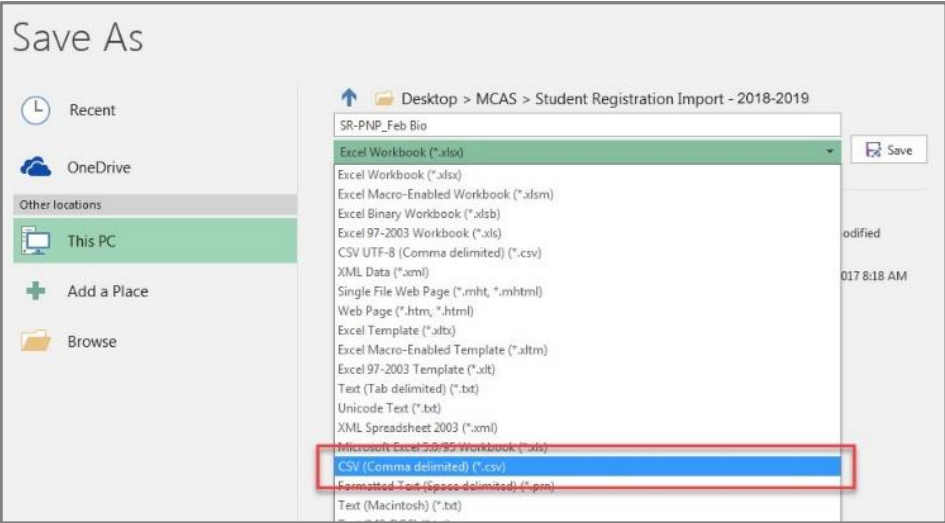| Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AO	English/Spanish Edition (High School Math) (EL7)	N	1	**For CBT and PBT** **CBT:** English/Spanish appears stacked on the same screen, with Spanish above English. **PBT:** English/Spanish test booklets are published in side-by-side English/Spanish format, with identical test questions presented on opposing pages in two languages: left-facing pages present the questions in Spanish; right-facing pages present the same questions in English.	**Available for:** • Special High School Math **Not available for:** • Special High School ELA • February Biology	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Large Print must be left blank • Braille Test Edition must be left blank • Kurzweil 3000 CD Edition must be left blank • ASL must be left blank • Grade 10 Math only For eligibility requirements for the English/Spanish edition, review the *Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AP	Graphic Organizer/ Reference Sheet (A9)	N	1	**For CBT or PBT** This accommodation should **not** be selected if only using a standard reference sheet provided to students in grades 5-8 and high school with Mathematics tests or a standard formula sheet provided to students in high school with Introductory Physics, Chemistry, or Technology/Engineering tests. Select only if using: • A graphic organizer and/or reference sheet posted to the Department's website for next-generation ELA, Mathematics, and STE tests; or • An individualized graphic organizer and/or reference sheet that has previously been submitted to, and approved by, the Department for legacy retests and tests only.			Y = Yes Blank
AQ	Blank Field			**Not applicable**			

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AR	Blank Field			**Not applicable**			
AS	Blank Field			**Not applicable**			
AT	Blank Field			**Not applicable**			
AU	Blank Field			**Not applicable**			
AV	Blank Field			**Not applicable**			
AW	Blank Field			**Not applicable**			
AX	Blank Field			**Not applicable**			
AY	Blank Field			**Not applicable**			
AZ	Blank Field			**Not applicable**			
BA	Blank Field			**Not applicable**			

Common errors to avoid when completing the SR/PNP

Below are common errors that can occur during the Student Registration/Personal Needs Profile (SR/PNP) import process, as well as solutions to correct them. Contact the MCAS Service Center at mcas@cognia.org or 800-737-5103 with any questions on the SR/PNP process.

Error message	Cause	Solution
Incorrect number of tokens found on line 2, expected: 11 actual: 53	This error message appears when selecting a **User Import** rather than a **Student Registration Import** in PAN. This error message indicates that the file being imported contained more columns than expected. PAN has 53 columns in the Student Registration file. (In this example, PAN expected 11 columns for a User Import.)	The file needs to be re-imported with the correct import type (**Student Registration Import**).

Error message	Cause	Solution
No error message, but the file is not uploaded correctly	Typically, this occurs when a user imports a file that was saved in the wrong format.	Users should verify that the file is saved in the **.CSV** format. PAN will not import files saved as .xlsx or .txt.

Error message	Cause	Solution
Incorrect number of tokens found on line 2, expected: 53 actual: 45	This error message appears when using the SR/PNP file layout and field definitions from a previous administration. This error message indicates that the file being imported contained fewer columns than expected. PAN expects 53 columns in the 2020–2021 Student Registration file. (In this example, the file contained 45 columns.)	The file needs to be updated using the 2020–2021 Student Registration layout. Once the file is prepared, it should be re-imported into PAN.

Error message	Cause	Solution
Human Read Aloud as a Special Access Accommodation is not valid when "testcode" is for a Mathematics test.	Several accommodations are available for only one subject area test (e.g., available for ELA but not for Mathematics). An error message will appear if an accommodation is not available for the selected test.	Refer to the _Accessibility and Accommodations Manual for the 2020–2021 MCAS Tests/Retests_ to determine if the accommodation in question is available for the subject area test that was selected.
'____' is not a valid test (e.g., "BIOHS is not a valid test")	The import was not completed in the correct test administration of PearsonAccess^next or column J of the SR/PNP import does not contain the correct test code.	Either verify that the correct test administration is selected in the dropdown menu in the top right corner of PearsonAccess^next (under the year) or refer to column J on page 17 to determine that the correct test code was entered into the SR/PNP file.