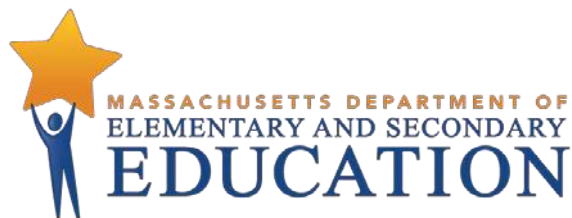


Guide to the Student Registration/ Personal Needs Profile (SR/PNP) Process for the 2019–2020 MCAS Tests

Updated February 3, 2020



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:	<ul style="list-style-type: none"> • general test administration support • PearsonAccess^{next} and TestNav such as <ul style="list-style-type: none"> ○ user accounts ○ technology support and readiness ○ Infrastructure Trial ○ viewing student records and organizations ○ 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:	<ul style="list-style-type: none"> • 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.) <p>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).</p>
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

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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 all the test administrations for 2019–2020, followed by field definitions to be used as a reference when completing students' PNP information. 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 see the Department's [Training Opportunities web page](#) to register for the webinars). Each [Principal's Administration Manual](#) describes the reasons for which 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.

Updates for high schools for spring 2020:

- Accommodations are managed on two separate screens in PAN for next-generation PBT high school tests.
- Students will participate in the June 2020 high school STE tests according to [these participation requirements/guidelines](#). Note the new test codes on page 13 in the "Field Notes and Validations."
- New columns (N and O) can be used to help schools register students for the correct STE test.

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 the enrolled students in that grade based on the most recent Student Information Management System (SIMS) or School Interoperability Framework (SIF) data (or for the retests, the students who are eligible to participate).
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 must complete the initial SR/PNP file import (see exceptions below), after which, schools can update the SR/PNP by inputting data directly into the PAN interface for small numbers of students, or by importing a new file into PAN for large numbers of students (see deadlines listed on the [Department's website](#)).

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. Note that accommodations that require a special test form—text-to-speech, compatible assistive technology, screen reader, 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.

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 same settings as the original PAN Session from the first school.

Information for High Schools

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 Retest Administrations

High schools that have no students participating in the November retest, February Biology, or March retest 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.

A. Prepare the data file

1. Log in to the [Security Portal](#). At **DropBox Central** in the **MCAS 2020** folder (MCAS 2019 folder for November retest only), find 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.

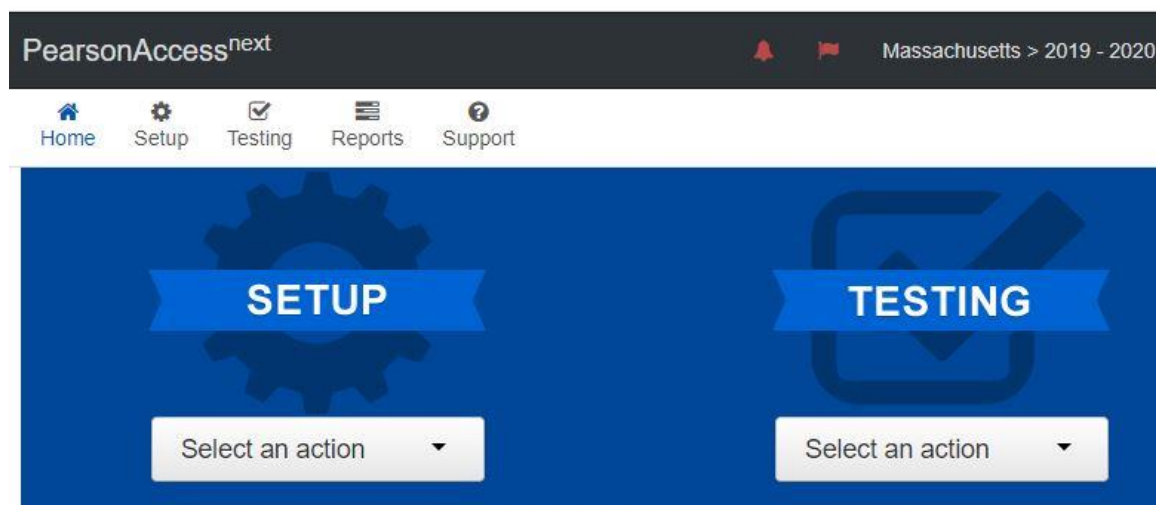
Notes:

- 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.**
- For the March retests, there is no need to delete students who participated in the November retests, and for the legacy high school Biology test for students in grades 10 and above, there is no need to delete students who participated in the February Biology test. The testing contractor will remove students who earned their Competency Determination (CD) on the prior test before generating Student ID Labels.
- For spring 2020:
 - Delete rows for students taking the MCAS Alternate Assessment (MCAS-Alt). If a student will take the MCAS-Alt in only one subject area, only delete the row for that subject area test.
 - Delete the English Language Arts (ELA) row for first-year English learners (ELs) who will not participate in testing (first-year ELs are not required to participate in MCAS ELA testing).

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 columns S–AQ. Refer to the field definitions in Part IV of this document for the expected values for each column.
Note:
 - The accessibility features and accommodations are pre-populated in the data file by the Department and are based on what was used in the previous spring test administration. For the February Biology and retest administrations, 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 add students into PAN 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.
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.

B. 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.

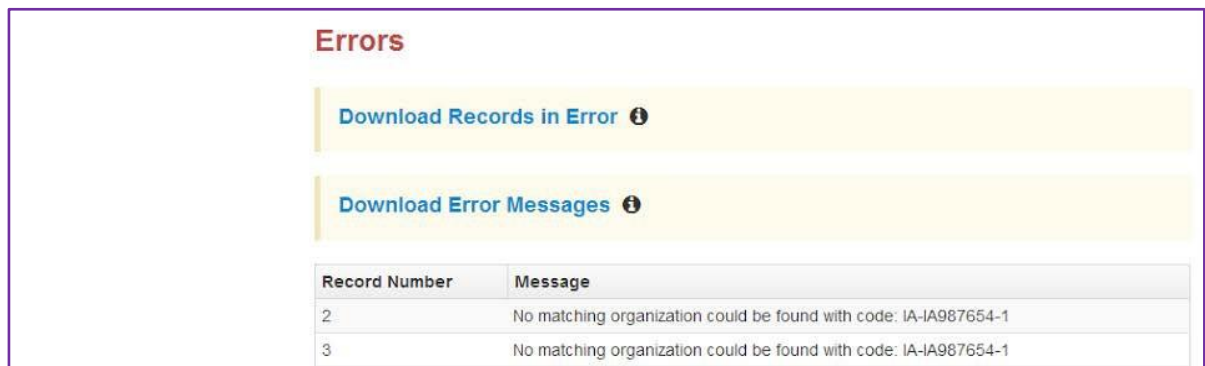
☐ Update demographic data only.

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.

C. 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.
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 transfer student), 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 the “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. 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).

D. Update SIMS with any changes to student information made in PAN

Changes in student enrollment and/or student information in PAN must also be made in SIMS. Call your district SIMS contact with updates (see page i 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:

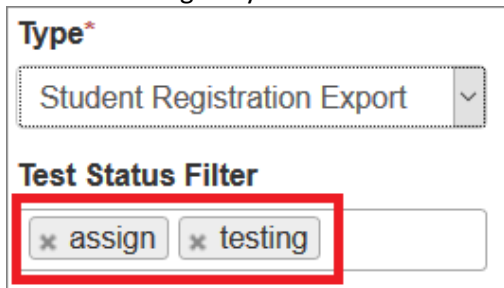
Options for updating the SR/PNP:	When would you use this option?
Option 1: SR/PNP file export and import	when updating a large number of student records
Option 2: PAN user interface	when updating approximately 10 or fewer records

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 3.)
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.



The screenshot shows a web interface with a 'Type' dropdown menu set to 'Student Registration Export'. Below this is a 'Test Status Filter' section. Within this section, there are two buttons: 'x assign' and 'x testing'. These two buttons are enclosed in a red rectangular box, indicating they should not be changed.

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).

Follow steps 1–6 in Part II section A, and steps 1–6 in Part II section B, on pages 6-8 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 3).
3. On the **Setup** menu, select **Students**.
4. In the **Select Tasks** dropdown, select **Create/Edit Students** and **Registration (Register Students, Manage Student Tests, and Manage Enrollments** 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, including for all the high school 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**.

Note: For any Grade 10 students who are taking the paper tests for Mathematics or ELA, or students taking the Next-Generation Biology or Introductory Physics, you need to update the accommodations for **both** sessions of the test(s). Refer to the screenshot below for an example.

Test Filter
Add ☐ Complete ☐ Assigned

STUDENT TESTS (5)
Create Student Tests
DAWSON, ROSE (1912191200)
Grade 10 ELA Paper - Assigned
Gr10ELAPaper - Sess. 1 - Assigned
Gr10ELAPaper - Sess. 2 - Assigned
Grade 10 Mathematics Online - Assigned

TEST DETAILS
New Student Test

Student*

Organization*

Test*
Select
Gr10ELAPaper - Sess. 1
Gr10ELAPaper - Sess. 2
Gr10MathPaper - Sess. 1
Gr10MathPaper - Sess. 2
Grade 10 ELA Online
Grade 10 ELA Paper
Grade 10 Mathematics Online
Grade 10 Mathematics Paper

Test Format*
Add

Special Test Forms
☐ ASL Edition ⓘ
☐ Text-to-Speech (A4, EL3.1 for Math/STE, SA1.1 for ELA)

Select
☐ Human Read Aloud
☐ Human Read Aloud as a Special Access Accommodation (SA1.2)

Accessibility Features
☐ Answer Masking ⓘ
Alternative Background and Font Color (Color Contrast)

9. Click **Manage Enrollments** at the top of the screen. Confirm all the details by viewing the screen (there is nothing to click to confirm).
10. Create and register additional students as needed.
11. If you attempt to add a student who is registered for testing at a different school (i.e., a transfer student), you will see an error message (see screen shot on page 5 informing you that you must complete an **Enrollment Transfer Work Request**). To complete the request, follow the steps under the “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. Any assigned subject tests and accommodations and/or accessibility features from the former school will be included in the student’s SR/PNP.

Create / Edit Students

Error
The student is currently enrolled to another organization. To enroll this student in your organization please create an Enrollment Transfer Work Request.

STUDENTS (0)
Create Students

DETAILS
New Student

Organization*
KENNY TEST SCHOOL (875423699)

Updates to student information must also be made in SIMS. Contact your district SIMS coordinator to report any changes.

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 for the SR/PNP data you want to import (see the screen shot on page 3).
3. On the **Setup** menu, select **Students**.
4. Search for the student record by the student’s last name or SASID.
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). Click **Start**.
7. 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 3).
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 Enrollment 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
- Special access accommodations appear in a row that is shaded gray
(**Note:** Although text-to-speech appears in gray, it is also available as a standard accommodation for computer-based Mathematics and STE tests only).

The field definitions include all of the administrations for the 2019–2020 school year.

Note: If any details for a field have changed since the September 2019 edition of this guide, those changes will be highlighted in yellow in the table on the following pages.

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	<p>A unique numeric code given to each Massachusetts publicly funded student</p> <p>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.</p>		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			03 04 05 06 07 08 09 10 11 12 SP – Former Students or students beyond grade 12
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 - . (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 - . (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	<p>The year, month, and day on which the student was born</p> <p>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.</p> <ol style="list-style-type: none"> 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	7	Identifier assigned to the test name		Operational Administrations ELA03 = Grade 3 ELA ELA04 = Grade 4 ELA ELA05 = Grade 5 ELA ELA06 = Grade 6 ELA ELA07 = Grade 7 ELA ELA08 = Grade 8 ELA MAT03 = Grade 3 Mathematics MAT04 = Grade 4 Mathematics MAT05 = Grade 5 Mathematics MAT06 = Grade 6 Mathematics MAT07 = Grade 7 Mathematics MAT08 = Grade 8 Mathematics SCI05 = Grade 5 STE SCI08 = Grade 8 STE ELANR = November ELA Retest MATNR = November Mathematics Retest BIOHS = February Biology ELAMR = March ELA Retest MATMR = March Mathematics Retest ELA10 = Grade 10 ELA MAT10 = Grade 10 Mathematics BIOL9 = Next-Generation Biology for Students in <u>Grade 9</u> PHYS9 = Next-Generation Introductory Physics for Students in <u>Grade 9</u> BIO10 = Legacy Biology for Students in <u>Grades 10-12</u> PHY10 = Legacy Introductory Physics for Students in <u>Grades 10-12</u> CHESP = Legacy Chemistry for Students in <u>Grades 9-12</u> TECSP = Legacy Technology/Engineering for Students in <u>Grades 9-12</u>	
K	Test Format	Y	1	Format of the test			P = Paper O = Online

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
L	First-year English learner (EL) status as of October 2019 SIMS, and verified by student enrollment in historical SIMS	N	1	<p>This field shows the first-year EL status, pre-populated by DESE, as of October 2019 SIMS.</p> <p>Note: It is not necessary to update this field for PearsonAccess^{next}.</p>	<ul style="list-style-type: none"> • Grades 3–8 • Grade 10 ELA and Mathematics • High school STE 	<p>The field is to help you remove ELA test assignments for first-year EL students not participating in the spring ELA test in grades 3–8 and 10 (removal of the test assignment is optional). (Note that ELA testing is optional, but participation in Mathematics and testing is required.)</p> <p>Note: Any student with a “Y” in this field who will no longer be a first-year EL as of March 2020 SIMS is required to participate in the spring ELA test.</p>	<p>Y = First-year English learner as of October 2019 SIMS</p> <p>Blank</p>

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
M	Session Name	N	50	<p>For CBT only</p> <p>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.</p> <p>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.</p>	<p>Available for:</p> <ul style="list-style-type: none"> • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • Grade 10 ELA and Mathematics • Next-Generation Biology for Students in Grade 9 • Next-Generation Introductory Physics for Students in Grade 9 <p>Not Available for:</p> <ul style="list-style-type: none"> • November Retests • February Biology • March Retests • Legacy Biology for Students in Grades 10-12 • Legacy Introductory Physics for Students in Grades 10-12 • Legacy Chemistry for Students in Grades 9–12 • Legacy Technology/Engineering for Students in Grades 9–12 	<p>Not applicable for PBT</p> <p>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}.</p> <p>Students who share the same PAN Session name will also be automatically placed into that Session.</p> <p>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.</p>	<p>A-Z a-z 0-9 ' (Standard Apostrophe) , (Period) - (Hyphen) () Space</p>

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
N	Eligible High School STE Tests	N	40	High School STE tests that students are eligible to take based on SIMS	High School STE	Use column N as guidance for completing column J (test code). Refer to the Principal's Administration Manual for participation requirements and eligibility for different tests.	First-time grade 9 students: BIOL9; PHYS9; CHESP; TECSP Repeating grade 9 students: BIOL9; PHYS9; BIO10; PHY10; CHESP; TECSP Students in grades10–12: BIO10; PHY10; CHESP; TECSP
O	Repeating Grade 9	N	1	Repeating grade 9 based on SIMS	High School STE	Use column O as guidance for completing column J (test code). Repeating grade 9 students are permitted to take any of the high school STE tests (legacy or next-generation).	Y = Yes Blank
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	<p>For CBT only</p> <p>Selects an alternative color combination for the text (font color) and background</p> <p>If selected, student may change the alternative color combination during testing.</p>	<p>Available for:</p> <ul style="list-style-type: none"> Grades 3–8 ELA and Mathematics Grades 5 and 8 STE Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Grade 10 ELA and Mathematics <p>Not available for:</p> <ul style="list-style-type: none"> November Retests February Biology March Retests Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	<p>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:</p> <ul style="list-style-type: none"> Test format must be “O” Screen Reader must be left blank Compatible Assistive Technology must be left blank 	<p>Y = Black on Cream</p> <p>02 = Black on Light Blue</p> <p>03 = Black on Light Magenta</p> <p>04 = White on Black</p> <p>05 = Yellow on Blue</p> <p>06 = Dark Gray on Pale Green</p> <p>Blank</p>

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
T	Answer Masking (UF5)	N	1	<p>For CBT only</p> <p>Response options (answer choices) are not visible; student clicks to reveal each response option.</p>	<p>Available for:</p> <ul style="list-style-type: none"> Grades 3–8 ELA and Mathematics Grades 5 and 8 STE Grade 10 ELA and Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 <p>Not available for:</p> <ul style="list-style-type: none"> November Retests February Biology March Retests Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> Test format must be “O” Screen Reader must be left blank Assistive Technology must be left blank 	Y = Yes Blank

Accommodations

U	Large Print Test Edition (A2)	N	1	<p>For PBT only</p> <p>A large-print edition test booklet and answer booklet are provided with printed text in approximately 18-point font.</p>	<p>Available for:</p> <ul style="list-style-type: none"> • November Retests • February Biology • March Retests • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • Grade 10 ELA and Mathematics • Next-Generation Biology for Students in Grade 9 • Next-Generation Introductory Physics for Students in Grade 9 • Legacy Biology for Students in Grades 10-12 • Legacy Chemistry for Students in Grades 9–12 • Legacy Introductory Physics for Students in Grades 10-12 • Legacy Technology/Engineering for Students in Grades 9–12 <p>Not available for:</p> <ul style="list-style-type: none"> • Grade 10 Math English/Spanish 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • 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
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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	<p>For CBT only</p> <p>Screen reader-enabled edition of computer-based test for a student who is blind</p> <p>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.</p> <p>Generally used in conjunction with a Refreshable Braille display or hard-copy Braille test</p> <p>Note: "Screen Reader Edition" is different from "Compatible Assistive Technology" or "Text-to-Speech" test forms.</p>	<p>Available for:</p> <ul style="list-style-type: none"> Grades 3–8 ELA and Mathematics Grades 5 and 8 STE Grade 10 ELA and Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 <p>Not available for:</p> <ul style="list-style-type: none"> November Retests February Biology March Retests Grade 10 Math English/Spanish Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	<p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> 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 <p>If Spell-checker accommodation is also selected, the student must use a spell-checking program on a second computer.</p> <p>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.</p>	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	<p>For CBT only</p> <p>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.</p> <p>If compatible word prediction will be used, also indicate this in column AN (Word Prediction).</p> <p>If compatible speech-to-text will be used, also indicate this in column AI or AJ (Speech-to-Text).</p> <p>Compatible Assistive Technology is intended for non-screen reader AT only. Select “screen reader” instead, if used by a student with a visual disability.</p>	<p>Available for:</p> <ul style="list-style-type: none"> Grades 3–8 ELA and Mathematics Grades 5 and 8 STE Grades 10 ELA and Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 <p>Not available for:</p> <ul style="list-style-type: none"> November Retests February Biology March Retests Grade 10 Math English/Spanish Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	<p>Must obtain DESE approval prior to testing for AT applications</p> <p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> 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 <p>Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation)</p>	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	Available for: <ul style="list-style-type: none"> November Retests February Biology March Retests Grades 3–8 ELA and Mathematics Grades 5 and 8 STE Grade 10 ELA and Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Legacy Biology for Students in Grades 10 -12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 Not available for: <ul style="list-style-type: none"> Grade 10 English/Spanish 	If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> 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 (Mathematics, STE, and Legacy ELA—Composition) (A5; EL3.2)	N	1	<p>For CBT or PBT</p> <p>Standard Accommodation</p> <p>Test administrator reads aloud a test to a student with a disability.</p> <p>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:</p> <ol style="list-style-type: none"> 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. 	<p>Available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Composition</i> • November Retest—Mathematics • February Biology • March Retest—ELA <i>Composition</i> • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • Next-Generation Biology for Students in Grade 9 • Next-Generation Introductory Physics for Students in Grade 9 • Legacy Biology for Students in Grades 10-12 • Legacy Introductory Physics for Students in Grades 10-12 • Legacy Chemistry for Students in Grades 9–12 • Legacy Technology/Engineering for Students in Grades 9–12 <p>Not available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Reading Comprehension</i> • March Retest—ELA <i>Reading Comprehension</i> • Grades 3–8 ELA • Grade 10 ELA 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • 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 	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 (Grades 3–8 and 10 ELA; Legacy ELA—Reading Comprehension) (SA1.2)	N	1	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>Test administrator reads aloud a test to a student with a disability.</p> <p>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:</p> <ol style="list-style-type: none"> 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 	<p>Available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Reading Comprehension</i> • March Retest—ELA <i>Reading Comprehension</i> • Grades 3–8 ELA • Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Composition</i> • November Retest Mathematics • February Biology • March Retest—ELA <i>Composition</i> • March Retest Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • Next-Generation Biology for Students in Grade 9 • Next-Generation Introductory Physics for Students in Grade 9 • Legacy Biology for Students in Grades 10–12 • Legacy Introductory Physics for Students in Grades 10–12 • Legacy Chemistry for Students in Grades 9–12 • Legacy Technology/Engineering for Students in Grades 9–12 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • 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 <p>For guidelines on which students may receive this special access accommodation, review the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests.</p>	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 (A6.1) (Mathematics, STE, and Legacy ELA—Composition)	N	1	<p>For CBT or PBT</p> <p>Standard Accommodation</p> <p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 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. 	<p>Available for:</p> <ul style="list-style-type: none"> • November Retest—<i>ELA Composition</i> • November Retest—<i>Mathematics</i> • February Biology • March Retest—<i>ELA Composition</i> • March Retest—<i>Mathematics</i> • Grades 3–8 <i>Mathematics</i> • Grades 5 and 8 <i>STE</i> • Grade 10 <i>Mathematics</i> • Next-Generation Biology for Students in Grade 9 • Next-Generation Introductory Physics for Students in Grade 9 • Legacy Biology for Students in Grades 10–12 • Legacy Introductory Physics for Students in Grades 10–12 • Legacy Chemistry for Students in Grades 9–12 • Legacy Technology/Engineering for Students in Grades 9–12 <p>Not available for:</p> <ul style="list-style-type: none"> • November Retest—<i>ELA Reading Comprehension</i> • March Retest—<i>ELA Reading Comprehension</i> • Grades 3–8 <i>ELA</i> • Grade 10 <i>ELA</i> • Grade 10 <i>Math English/Spanish</i> 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • 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 	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AB	Human Signer (Grades 3–8 and 10 ELA Reading passages; Legacy ELA—Reading Comprehension) (SA2)	N	1	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 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. 	<p>Available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Reading Comprehension</i> • March Retest—ELA <i>Reading Comprehension</i> • Grade 10 ELA • Grades 3–8 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Composition</i> • November Retest— Mathematics • February Biology • March Retest—ELA <i>Composition</i> • March Retest— Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • Next-Generation Biology for Students in Grade 9 • Next-Generation Introductory Physics for Students in Grade 9 • Legacy Biology for Students in Grades 10-12 • Legacy Introductory Physics for Students in Grades 10-12 • Legacy Chemistry for Students in Grades 9–12 • Legacy Technology/Engineering for Students in Grades 9–12 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • 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 <p>For guidelines on which students may receive this special access accommodation, review the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests.</p>	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AC	<p>*Standard Text-to-Speech (TTS) (Mathematics, Grades 5 and 8 STE, G9 Bio and Intro Physics) (A4, EL3.1)</p> <p>*Special Access Text-to-Speech (TTS) (Grades 3–8 and 10 ELA) (SA1.1)</p>	N	1	<p>For CBT only</p> <p>TTS-enabled version of computer-based test read aloud to student</p> <p>TTS is only available for computer-based tests. TTS is not available for paper-based tests.</p> <p>If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.</p>	<p>Available for:</p> <ul style="list-style-type: none"> Grades 3–8 Mathematics Grades 5 and 8 STE Grade 10 Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Grades 3–8 ELA as a special access accommodation Grade 10 ELA as a special access accommodation <p>Not available for:</p> <ul style="list-style-type: none"> November Retests February Biology March Retests Legacy Biology for Students in Grades 10-12e Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 Grade 10 Math English/Spanish 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <p>Test format must be “O”</p> <ul style="list-style-type: none"> 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 <p>For guidelines on which students may receive this special access accommodation, review the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests.</p>	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 (Legacy ELA— <i>Composition</i> , Mathematics, and STE) (A4.2, EL3.3)	N	1	<p>For PBT only</p> <p>Standard Accommodation</p> <p>Kurzweil 3000 edition is a “read-only” CD; Kurzweil 3000 software must be used.</p> <p>Answers must be transcribed into the student’s answer booklet.</p> <p>If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.</p>	<p>Available for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Composition</i> November Retest—Mathematics February Biology March Retest—ELA <i>Composition</i> March Retest—Mathematics Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 <p>Not available for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Reading Comprehension</i> March Retest—ELA <i>Reading Comprehension</i> Grades 3–8 ELA and Mathematics Grades 5 and 8 STE Grade 10 ELA and Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 	<p>If expected value equals “Y,” then the following criteria must be met, or record will cause an error:</p> <ul style="list-style-type: none"> 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 (Legacy ELA—Reading Comprehension) (SA1.3)	N	1	<p>For PBT only</p> <p>Special Access Accommodation</p> <p>Kurzweil 3000 edition is a “read-only” CD; Kurzweil 3000 software must be used.</p> <p>Answers must be transcribed (entered) in the student’s answer booklet.</p> <p>If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.</p>	<p>Available for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Reading Comprehension</i> March Retest—ELA <i>Reading Comprehension</i> <p>Not available for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Composition</i> November Retest—Mathematics February Biology March Retest—ELA <i>Composition</i> March Retest—Mathematics Grades 3–8 ELA and Mathematics Grade 5 and 8 STE Grade 10 ELA and Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Gr. 9–12 	<p>If expected value equals “Y,” then the following criteria must be met, or record will cause an error:</p> <ul style="list-style-type: none"> 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 <p>For guidelines on which students may receive this special access accommodation, review the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests.</p>	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)			For CBT only ASL video is embedded in TestNav for all test items and responses.	Available for: <ul style="list-style-type: none"> Grade 10 Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Not available for: <ul style="list-style-type: none"> November Retests February Biology March Retests Grades 3–8 ELA and Mathematics Grade 5 and 8 STE Grade 10 ELA Grade 10 Math English/Spanish Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	If expected value equals “Y,” then the following criteria must be met, or record will cause an error: <ul style="list-style-type: none"> 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 (Mathematics, STE, or Legacy ELA—Reading Comprehension) (A10.1, EL4.1)	N	1	<p>For CBT or PBT</p> <p>Standard Accommodation</p> <p>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.</p> <p>Students must be tested individually in a separate setting.</p> <p>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).</p>	<p>Available for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Reading Comprehension</i> November Retest—Mathematics February Biology March Retest—ELA <i>Reading Comprehension</i> March Retest—Mathematics Grades 3–8 Mathematics Grade 5 and 8 STE Grade 10 Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 <p>Not available for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Composition</i> March Retest—ELA <i>Composition</i> Grades 3–8 ELA Grade 10 ELA 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> Speech-to-Text must be left blank 	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AH	Human Scribe (Grades 3–8 and 10 ELA; Legacy ELA—Composition (SA3.1))	N	1	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>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.</p> <p>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).</p>	<p>Available for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Composition</i> March Retest—ELA <i>Composition</i> Grades 3–8 ELA Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Reading Comprehension</i> November Retest—Mathematics February Biology March Retest—ELA <i>Reading Comprehension</i> March Retest—Mathematics Grade 3–8 Mathematics Grades 5 and 8 STE Grade 10 Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10 12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> Speech-to-Text must be left blank <p>For guidelines on which students may receive this special access accommodation, review the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests.</p>	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 (Mathematics, STE, or Legacy ELA—Reading Comprehension) (A10.2; EL4.2)	N	1	<p>For CBT or PBT</p> <p>Standard Accommodation</p> <p>Test administrators must transcribe student responses verbatim (as dictated by the student) at the time of testing into either:</p> <ul style="list-style-type: none"> • TestNav (for CBT), or • the student’s answer booklet (for PBT). <p>Students must be tested individually in a separate setting.</p> <p>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).</p> <p>Otherwise, an external speech-to-text device or software (other than a smartphone) must be used.</p> <p>Note: If a student uses an external speech- to-text device or software, do not select Compatible Assistive Technology (Column Letter W).</p> <p>Contact the Department’s Office of Student Assessment Services for approval or consultation.</p>	<p>Available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Reading Comprehension</i> • November Retest—Mathematics • February Biology • March Retest—ELA <i>Reading Comprehension</i> • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • Next-Generation Biology for Students in Grade 9 • Next-Generation Introductory Physics for Students in Grade 9 • Legacy Biology for Students in Grades 10-12 • Legacy Introductory Physics for Students in Grades 10-12 • Legacy Chemistry for Students in Grades 9–12 • Legacy Technology/Engineering for Students in Grades 9–12 <p>Not available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Composition</i> • March Retest—ELA <i>Composition</i> • Grades 3–8 ELA • Grade 10 ELA 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Human Scribe 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
AJ	Speech-to-Text (SA3.2)	N	1	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>Test administrators must transcribe student responses verbatim (as dictated by the student) at the time of testing into either:</p> <ul style="list-style-type: none"> • TestNav (for CBT), or • the student's answer booklet (for PBT). <p>Students must be tested individually in a separate setting</p> <p>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).</p> <p>Otherwise, an external speech-to-text device or software (other than a smartphone) must be used by student to dictate responses.</p> <p>Note: If a student uses an external speech-to-text device or software, do not select Compatible Assistive Technology (Column Letter W).</p> <p>Contact the Department's Office of Student Assessment Services for approval or consultation.</p>	<p>Available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Composition</i> • March Retest—ELA <i>Composition</i> • Grades 3–8 ELA • Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> • November Retest—ELA <i>Reading Comprehension</i> • November Retest—Mathematics • February Biology • March Retest—ELA <i>Reading Comprehension</i> • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • Next-Generation Biology for Students in Grade 9 • Next-Generation Introductory Physics for Students in Grade 9 • Legacy Biology for Students in Grades 10-12 • Legacy Introductory Physics for Students in Grades 10-12 • Legacy Chemistry for Students in Grades 9–12 • Legacy Technology/Engineering for Students in Grades 9–12 	<p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> • Human Scribe must be left blank <p>For guidelines on which students may receive this special access accommodation, review the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests.</p>	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	<p>For PBT only</p> <p>Student responds to test questions using word processor or similar device.</p> <p>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 <i>Test Administrator's Manual</i>). Typed responses should not be transcribed into the student's answer booklet.</p> <p>Responses that have been printed out must be deleted from the word processor.</p>	<p>Available for:</p> <ul style="list-style-type: none"> All paper-based tests 	<p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> 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	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>CBT: Calculators will be embedded in TestNav if selected. PBT: Calculators must be provided to students.</p> <p>Select if student requires a calculator for Mathematics <i>noncalculator</i> sessions. If selected, a calculator will be embedded in TestNav for the noncalculator session (i.e., school does not need to provide student with a calculator).</p> <p>Note for STE Tests:</p> <ul style="list-style-type: none"> Calculator will be available (embedded) in TestNav for <i>all</i> students taking CBT STE tests and therefore does not need to be collected. 	<p>Available as an accommodation for:</p> <ul style="list-style-type: none"> November Retest—Mathematics March Retest—Mathematics Grades 3–8 Mathematics Grade 10 Mathematics <p>Not available for:</p> <ul style="list-style-type: none"> November Retest—ELA March Retest—ELA Grades 3–8 ELA Grade 10 ELA <p>Ignored on Import (not collected)</p> <ul style="list-style-type: none"> February Biology Grade 5 and 8 STE Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	For guidelines on which students may receive this special access accommodation, review the Accessibility and Accommodations Manual for the 2019–2020 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	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>CBT: Student uses spell-checker embedded in TestNav for ELA.</p> <p>PBT: Student uses an external spell-checking device for ELA.</p> <p>Note: Spell-checker will be available automatically to all students taking all CBT STE tests, and therefore, does not need to be collected.</p>	<p>Available as an accommodation for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Composition</i> March Retest—ELA <i>Composition</i> Grades 3–8 ELA Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> November Retest—Mathematics March Retest—Mathematics Grades 3–8 Mathematics Grade 10 Mathematics <p>Ignored on Import (Not collected)</p> <ul style="list-style-type: none"> February Biology Grades 5 and 8 STE Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> Screen Reader must be left blank Compatible Assistive Technology must be left blank <p>For guidelines on which students may receive this special access accommodation, review the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests.</p>	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	<p>For CBT or PBT</p> <p>Special Access Accommodation</p> <p>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).</p> <p>Otherwise, an external word prediction device or application (other than a smartphone) may be used by student.</p> <p>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).</p> <p>During testing, Internet access must be turned off/restricted.</p>	<p>Available for:</p> <ul style="list-style-type: none"> November Retest—ELA <i>Composition</i> March Retest—ELA <i>Composition</i> Grades 3–8 ELA Grade 10 ELA <p>Not available for:</p> <ul style="list-style-type: none"> November Retest—Mathematics February Biology March Retest—Mathematics Grades 3–8 Mathematics Grades 5 and 8 STE Grade 10 Mathematics Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	<p>For guidelines on which students may receive this special access accommodation, review the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests.</p>	Y = Yes Blank

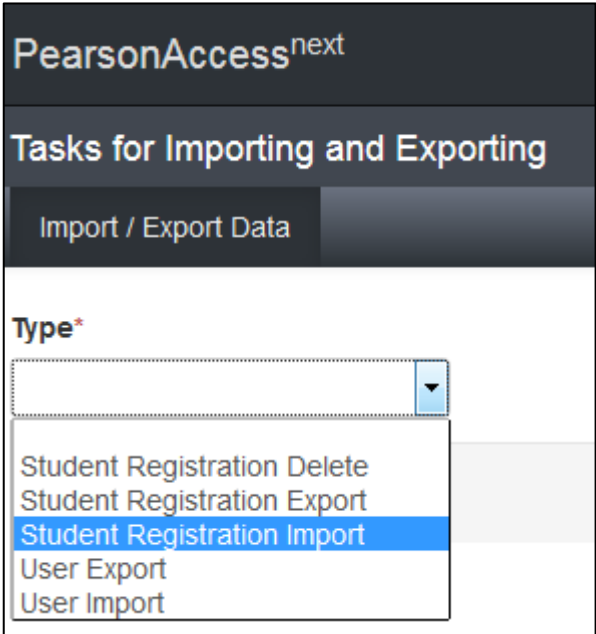
Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AO	English/Spanish Edition (High School Mathematics)			<p>For CBT and PBT</p> <p>CBT: English/Spanish appears stacked on the same screen, with Spanish above English.</p> <p>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.</p>	<p>Available for:</p> <ul style="list-style-type: none"> November Retest—Mathematics March Retest—Mathematics Grade 10 Mathematics <p>Not available for:</p> <ul style="list-style-type: none"> November Retest—ELA February Biology March Retest—ELA Grades 3–8 ELA and Mathematics Grades 5 and 8 STE Grade 10 ELA Next-Generation Biology for Students in Grade 9 Next-Generation Introductory Physics for Students in Grade 9 Legacy Biology for Students in Grades 10-12 Legacy Introductory Physics for Students in Grades 10-12 Legacy Chemistry for Students in Grades 9–12 Legacy Technology/Engineering for Students in Grades 9–12 	<p>If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> 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 <p>For eligibility requirements for the English/Spanish edition, review the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests.</p>	Y = Yes Blank

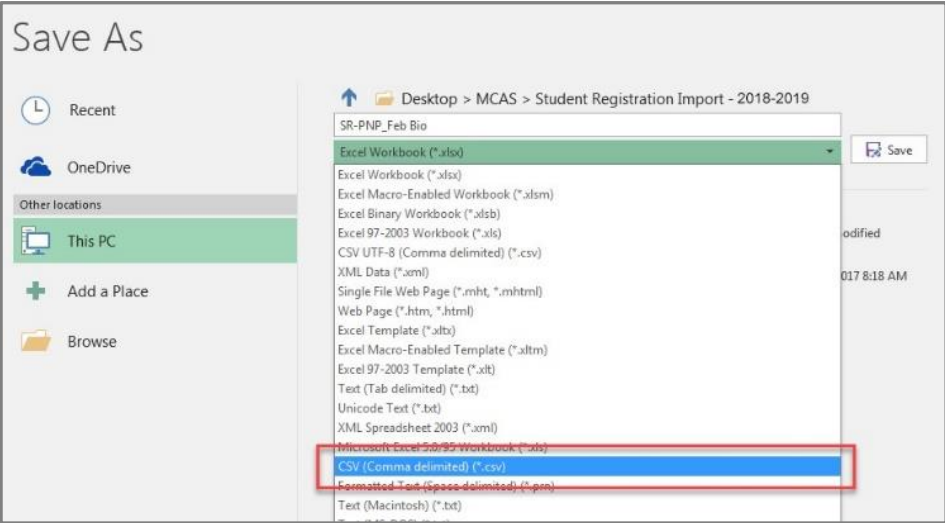
Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AP	Graphic Organizer/ Reference Sheet (A9)	N	1	<p>For CBT or PBT</p> <p>This accommodation should not be selected if only using a standard reference sheet provided to 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.</p> <p>Select only if using:</p> <ul style="list-style-type: none"> 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 	<p>Available for:</p> <ul style="list-style-type: none"> All computer-based tests and paper-based tests 		Y = Yes Blank
AQ	Any Other Accommodation Not Listed in the SR/PNP	N	1	<p>For CBT or PBT</p> <p>Select this field ONLY if a student with a disability will be given one or more accommodation(s) that is not included elsewhere in this SR/PNP, but is listed in the Accessibility and Accommodations Manual for the 2019–2020 MCAS Tests/Retests. (e.g., A7, A8, A11, A13, A14, A15, A16, A17)</p> <p>This field is used to determine the number of students that received accommodations on the MCAS test; the Department is required to report the number of students with disabilities who received accommodations.</p>	<p>Available for:</p> <ul style="list-style-type: none"> All computer-based test and paper-based tests 		Y = Yes blank

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	<p>This error message appears when selecting a User Import rather than a Student Registration Import in PAN.</p> <p>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.)</p>	<p>The file needs to be re-imported with the correct import type (Student Registration Import).</p> 

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.	<p>Users should verify that the file is saved in the .CSV format. PAN will not import files saved as .xlsx or .txt.</p> 

Error message	Cause	Solution
Incorrect number of tokens found on line 2, expected: 53 actual: 45	<p>This error message appears when using the SR/PNP file layout and field definitions from a previous administration.</p> <p>This error message indicates that the file being imported contained fewer columns than expected. PAN expects 53 columns in the 2019–2020 Student Registration file. (In this example, the file contained 45 columns.)</p>	<p>The file needs to be updated using the 2019–2020 Student Registration layout.</p> <p>Once the file is prepared, it should be re-imported into PAN.</p>

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 2019–2020 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.	<p>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.</p> 