

# User Role Matrix for PearsonAccess<sup>next</sup>



Last updated: March 2022



Contact the **MCAS Service Center** for logistical support:

Hours: 7:00 am-5:00 pm, Monday-Friday

Telephone: 800-737-5103

Email: [mcas@cognia.org](mailto:mcas@cognia.org)

Fax: 603-516-1121

Contact the **Department's Student Assessment Services** with questions on editing organizations or contacts; or to move student tests:

Telephone: 781-338-3625

Email: [mcas@doe.mass.edu](mailto:mcas@doe.mass.edu)



The purpose of this document is to provide a full list of permissions granted to each user role in PearsonAccess<sup>next</sup>, as well as the rules for assigning roles to another user.

## Role Types

There are five roles that can be assigned to users in PearsonAccess<sup>next</sup>. A user account will generally only need one role assigned, but multiple roles can be assigned if needed. For example, a Principal or School Test Coordinator may also be assigned the Technology Coordinator Role.

### List of Roles


- **District Test Coordinator Role (DTC)** – Assigned to District level users. Includes the Published Reports role tasks.
- **Principal or School Test Coordinator Role (STC)** - Assigned to Principal or School Test Coordinators. Includes the Published Reports role tasks.
- **Test Administrator Role (TA)** – Assigned to users who will be administering computer-based tests.
- **Technology Coordinator Role (TC)** – Assigned to users who will be supporting technology for computer-based testing.
- **Published Reports Role (PR)** – Secondary role assigned to Test Administrators or Technology Coordinators to grant the ability to see published reports, including released essays from the spring ELA tests and Parent/Guardian reports from the spring ELA, math, and STE tests.
  - This role does not need to be assigned to District Test Coordinators and Principal or School Test Coordinators to access published reports.
  - This cannot be the only role assigned to a user. This must be assigned with the Test Administrator or Technology Coordinator role.

## User Role Assignment

If the user has been granted this role...	...then the user may grant these roles to others.
District Test Coordinator Role	District Test Coordinator Role Principal or School Test Coordinator Role Technology Coordinator Role Test Administrator Role Published Reports Role
Principal or School Test Coordinator Role	Principal or School Test Coordinator Role Technology Coordinator Role Test Administrator Role Published Reports Role
Technology Coordinator Role	Technology Coordinator Role Test Administrator Role
Test Administrator Role	Does not have ability to create other accounts

## User Role Matrix

#	Ability	DTC	STC	TA	TC	PR	Notes
<b>Organizations</b>							
1	<b>Organizations - View</b>	■	■		■		<p>Allows the user to access the organization page of PearsonAccess<sup>next</sup> (Setup &gt; Organizations) and view organizations that have been previously created.</p> <p>A user with this role can also see the organization's details (Setup &gt; Organizations &gt; (task) Create / Edit Organizations).</p> <p>This includes phone number, fax number, organization type, email address and shipping information.</p>
2	<b>Organizations - Enrollment Counts - View</b>	■	■		■		<p>Allows the user to view the enrollment counts for an organization. (Setup &gt; Organizations &gt; (task) Edit Enrollment Counts).</p> <p>This number will include the number of tests assigned for an organization (number in black text) and the number of students who have been assigned this test (blue hyperlink).</p>
3	<b>Organizations - Edit Enrollment Count Completion Status</b>	■	■		■		<p>Allows the user to check the "Enrollment Counts Entry Complete" box (Setup &gt; Organizations &gt; Edit Enrollment Counts).</p> <p>This box indicates the counts have been checked and are correct.</p>
<b>Users</b>							
4	<b>File Import/Export - Users - Import/Export</b>	■	■		■		<p>Allows the user to import or export user data files into the system (Setup &gt; Import / Export Data &gt; (task) Import / Export Data &gt; User Import/Export).</p> <p>This can be used to create, edit, or delete users using a data file.</p>
5	<b>Users View/Create/Delete/Edit/Enable/Assign Roles/Reset Password</b>	■	■		■		<p>Allows the user to create, edit, or delete a user account in PearsonAccess<sup>next</sup>, as well as allows users to disable, enable and assign roles to a user (Setup &gt; Users &gt; (task) Create / Edit Users or Setup &gt; Users &gt; (task) Reset Password).</p>
<b>Students</b>							
6	<b>Students - View</b>	■	■	■	■		<p>Allows the user to be able to search for students in PearsonAccess<sup>next</sup> (Setup &gt; Students).</p>

#	Ability	DTC	STC	TA	TC	PR	Notes
7	<b>Students - View Detail Pop Up</b>	■	■	■	■		Allows the user to click on the  icon on the Students page (Setup > Students).  Users can see a student's name, birthdate, gender, grade level, assigned tests and online sessions in the Detail Pop up as long as the student is in the user's assigned organization.
8	<b>Students - Create/Edit/Delete</b>	■	■		■		Allows the user to create student records and edit basic student information (Setup > Students > (task) Create / Edit Students). This includes last name, first name, SASID, date of birth and gender.  Allows the user to delete a student record, as long as the student does not have prior testing records (Setup > Students > Delete Students).
9	<b>Students - Edit- Not Tested Code/Reason</b>	■	■		■		Allows the user to mark the student test as Not Tested and enter the Not Tested Code/Reason (Setup > Students > (task) Manage Student Tests).
10	<b>Students - Edit- Void Test Score Code/Reason</b>	■	■		■		Allows the user to mark the student test as Void and enter the Void Reason (Setup > Students > (task) Manage Student Tests).
11	<b>Students - Create Student Tests and Edit Existing Tests</b>	■	■	■	■		Allows the user to assign/un-assign student tests and edit existing student tests (Setup > Students > (task) Manage Student Tests).
12	<b>File Import/Export - Students Registration - Import/Export</b>	■	■		■		Allows the user to import or export student registration data (Setup > Import / Export Data > (task) Import / Export Data > Student Registration Import/Export).  This can be used to create new students or edit existing students via a .CSV data file.
13	<b>File Import - Students Registration Delete - Import</b>	■	■		■		Allows the user to import a Student Registration Delete file. (Setup > Import / Export Data > (task) Import / Export Data > Student Registration Delete).  Students will only be fully deleted if they do not have prior testing records.
14	<b>Rejected Student Tests - View/Edit</b>	■	■		■		Allows the user to view the Rejected Student Tests page of PearsonAccess <sup>next</sup> (Testing > Rejected Student Tests).  Rejected student tests are caused by paper tests that come through with hand gridded demographic information that does not match the student information in PearsonAccess <sup>next</sup> .
15	<b>Students – Generate Sample Students</b>	■	■		■		Allows the user to create generic students in the training environment (Setup > Students > (task) Generate Sample Students).  These students can be used to log into practice tests during the Infrastructure Trial.

#	Ability	DTC	STC	TA	TC	PR	Notes
<b>Groups (Only available in Infrastructure Trial)</b>							
16	<b>Groups - View/Create/Delete/Edit</b>	■	■		■		Available in PearsonAccess <sup>next</sup> Training only.  Allows the user to create groups at the same time they generate sample students during an Infrastructure Trial.
<b>TestNav Configurations</b>							
17	<b>TestNav Configurations - Create/Edit/Delete</b>				■		Allows the user to create, edit and delete TestNav Configurations.  If using ProctorCache, configurations must be set up prior to precaching test content.
<b>Sessions</b>							
18	<b>Sessions - View</b>	■	■	■	■		Allows the user to search for and view sessions in PearsonAccess <sup>next</sup> (Testing > Sessions).
19	<b>Sessions - Create/Delete</b>	■	■		■		Allows the user to create new sessions and delete existing sessions in PearsonAccess <sup>next</sup> (Testing > Sessions > (task) Create / Edit Sessions or Delete Sessions). Note: Sessions can only be deleted if they do not contain any students.
20	<b>Sessions - Edit</b>	■	■		■		Allows the user to edit existing sessions in PearsonAccess <sup>next</sup> (Testing > Sessions > (task) Create / Edit Sessions).  Session Name, Scheduled Start Date, Scheduled Start Time can be edited.
21	<b>Sessions - Edit - Form Group Type/Read Aloud</b>	■	■		■		Allows the user to check the Proctor Reads Aloud checkbox and change the Form Group Type from Standard to Human Reader (Testing > Sessions > (task) Create / Edit Sessions).  Students with a Read Aloud accommodation must be placed into a Read Aloud session.
22	<b>Sessions - Edit - Custom TestNav Settings</b>				■		Allows the user to change the default TestNav configuration of a session to a custom setting (Testing > Sessions > (task) Create / Edit Sessions).  This allows a user to change the TestNav Configuration settings for a specific session, including such details as the computer used for ProctorCache.
23	<b>Sessions – Lock Units</b>		■				Allows the user to lock all the sessions of a test at the same time (Testing > Sessions > (select specific sessions to lock) > (task) Lock Units).  This task can be used by the principal or school test coordinator to lock students out of the test at the end of each day.

#	Ability	DTC	STC	TA	TC	PR	Notes
24	Sessions - Precache Test Content	■	■		■		If using ProctorCache, allows the user to precache test content in PearsonAccess <sup>next</sup> (Setup > Precache By Test).
25	Students in Sessions - View/Refresh Student Progress	■	■	■	■		Allows the user to view students in an online session and monitor their progress (Testing > Students in Sessions).
26	Students in Sessions - Download Resources	■	■	■	■		Allows the user to download student testing tickets, which contain usernames and passwords for online testing (Testing > Students in Sessions > Resources).
27	Students in Sessions - Prepare/Start/Stop/Restart Session	■	■	■	■		Allows the user to prepare, start, stop, or restart online sessions (Testing > Students in Sessions).
28	Students in Sessions – Lock/Unlock Sessions	■	■	■	■		Allows the user to lock and unlock sessions of the test (Testing > Students in Sessions).
29	Students in Sessions - Add/Move/Remove Students	■	■		■		Allows the user to add, move, or remove students from an online session. (Testing > Students in Sessions > (task) Add Students to Sessions/Remove Students from Sessions/ Move Students Between Sessions).
30	Students in Sessions - Resume Test	■	■	■	■		Allows the user to resume a test that is in exited status (Testing > Students in Sessions > (task) Resume Student Tests).
31	Students in Sessions - Mark Test Complete	■	■		■		Allows the user to mark student tests complete (Testing > Students in Sessions > (task) Mark Student Tests Complete).  This task allows test and technology coordinators to submit a session for a student who was not able to complete the test.
32	Students in Sessions - Undo Test Submission	■					Allows the user to unsubmit a test that is in Complete or Marked Complete status (Testing > Students in Sessions > Undo Student Test Submissions).  The session must be in a Started (not Stopped) status for a test to be unsubmitted.
<b>Operational Reports</b>							
33	Organization Reports - view	■	■		■		Allows the user to see the Organization Operational Reports (Reports > Operational Reports).
34	Students & Registration - view	■	■		■		Allows the user to see the Student & Registration Operational Reports (Reports > Operational Reports).

#	Ability	DTC	STC	TA	TC	PR	Notes
35	Online Testing - view	■	■		■		Allows the user to see the Online Testing Operational Reports (Reports > Operational Reports).
36	Users - view	■	■		■		Allows the user to see the User Operational Reports (Reports > Operational Reports).
<b>Published Reports</b>							
37	Published Reports – View Published Reports	■	■			■	<p>Allows the user to access published reports assigned to the organization (Reports &gt; Published Reports).</p> <p>Published reports include released essays from the spring ELA tests and Parent/Guardian reports from the spring ELA, math, and STE tests and retests. Note: Users granted the Published Reports role may assign it to users with the Test Administrator or Technology Coordinator role.</p>
<b>Enrollment Transfer Work Requests</b>							
38	Create enrollment transfer requests, View Enrollment transfer notifications, Approve enrollment transfer requests	■	■				<p>Allows the user to request a student enrollment transfer (Set up &gt; Work requests).</p> <p>If there is an active request to approve, users will see the work requests flag on the PearsonAccess<sup>next</sup> home page, and the bell icon on the home page will be shown in red. Email notifications are sent to the “Transfer Coordinator” email address listed on the Setup &gt; Organizations &gt; Create/Edit Organizations page.</p> <p>Users can approve or reject transfer requests in PearsonAccess<sup>next</sup> (Set up &gt; Work requests). If approved, the student’s SR/PNP information (including any test assignments and accommodations) will be transferred to the requesting organization. If rejected, the student’s SR/PNP information remains with the current organization and will not be moved to the requesting school.</p> <p>All student PNP data from the first school will transfer along with the student record to the new school.</p> <p>For CBT, the student will be placed in a new PearsonAccess<sup>next</sup> Session (a “transfer session”) in the new school with the same settings as the original PearsonAccess<sup>next</sup> Session from the first school.</p>
<b>Dashboards</b>							
39	Dashboards - Access	■	■		■		Allows the user to access the Dashboards page within PAN.