



**Guide to the Student
Registration/Personal Needs
Profile (SR/PNP) Process
*For the November 2024 MCAS
Retests***

September 2024

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Important Contact Information and Resources

Contact: **MCAS Service Center**

- For questions on:
- general test administration support
 - PearsonAccess Next and TestNav such as
 - 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

Contact: **DESE Office of Student Assessment Services**

- For questions on:
- policy, such as assigning accessibility features and accommodations
 - student participation
 - testing irregularities, including test security incidents and technology failures
 - student data and SIMS (See note below regarding SIMS.)

Questions regarding SIMS data should be directed to the district’s SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select SIMS Contact from the Function menu, and click Get Results).

Hours: 8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows

Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.

Web: www.doe.mass.edu/mcas/admin.html

Email: mcas@mass.gov

Telephone: 781-338-3625

Contact:

Pearson Technology Support Specialists

For questions on:

- Technology set-up and site readiness
 - TestNav
 - ProctorCache set-up
 - TestNav configurations in PearsonAccess Next
 - Error messages or questions on creating PearsonAccess Next Sessions or TestNav configurations
 - Infrastructure Trials (set-up as well as debriefing)
-

Hours:

10:00 a.m.–5:30 p.m., Monday–Friday

Available prior to test administration, beginning in mid-September. Schools that need support during test administration should contact the MCAS Service Center using the contact information above.

Web:

<http://mcas.pearsonsupport.com/technology-setup/>

Use the link above to schedule one-on-one support from Pearson's support specialists (i.e., Field Services Engineering). Technology coordinators may schedule a 15-, 30-, or 60-minute phone meeting with the Field Services Engineering team for "office hours" support.

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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. After the initial SR/PNP import, schools may continue to update student information for both CBT and PBT. If PBT information is updated after the initial SR/PNP window, schools may need to contact the MCAS Service Center to place an additional materials order. Note that if certain accommodations are updated once testing has begun, they may require additional steps. Information about this is available in Appendix A of this document.

The purpose of this document is to provide schools and districts the information needed to complete the initial SR/PNP process as well as update SR/PNP information when necessary. This document provides instructions for the November 2024 MCAS retests, followed by field definitions to be used as a reference when completing students' SR/PNP information.

This document is intended to complement the training modules and training webinars (see the [MCAS Resource Center](#) for the modules and recordings of the webinars and the [Principal's Administration Manual](#) for the November 2024 MCAS retest administration.)

It is also important to refer to the [Accessibility and Accommodations Manual for the November 2024 Retest Administration](#) for additional steps to take. To avoid errors that can occur during test administration, it is important to communicate students' accessibility features and accommodations with their educators and test administrators. Additionally, students can practice with these features in advance of testing; practice tests are available on the [MCAS Resource Center](#) and through the [Infrastructure Trial](#), as well as within the TestNav app.

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 & answer booklets, large-print booklets). The SR/PNP process is also the basis for schools' orders for test administration manuals.

The general process for the SR/PNP is as follows:

1. On Monday, September 16, the Department will post a pre-populated file in DropBox Central in the [DESE Security Portal](#) containing student registration information, based on the most recent Student Information Management System (SIMS) or Schools Interoperability Framework (SIF) data.
2. Schools/districts receive notification via the [Student Assessment Update](#) when it is time to complete the SR/PNP for the administration.
3. Schools/districts update the file with new data and remove outdated data, and then import the file into PearsonAccess Next, the online test management site for November 2024 MCAS retests.

All schools, with the exceptions below in the "Special Situations" section, must complete the initial SR/PNP file import, after which schools can update the SR/PNP in the PAN interface for small numbers of students, or import a new file into PAN for large numbers of students. Schools must complete the initial SR/PNP by Friday, September 27.

SR/PNP for Students Using Accommodations

Selected accommodations and accessibility features must be up to date in the SR/PNP for students by the end of each test administration window for the Department to have current data for the purposes of reporting results, including Parent/Guardian Reports.

SR/PNP for Students Who Transfer

Note that the “enrollment transfer” task in PAN is used when a student transfers between schools to transfer a student’s PNP data from the first school to the new school. For CBT, the student will be placed in a new PAN Session (a “transfer session”) in the new school with the same settings as the original PAN Session from the first school. See the [Guidance on Enrollment Transfer Requests](#) for further information.

Instructions on Ordering Materials for Former Students/Adults

High schools that are seeking to order test materials for former students who have not confirmed whether or not they will participate in the November retest administration should plan to order additional materials as needed during the additional materials window (the [testing schedule](#) includes dates for the additional materials window) instead of adding these students to the SR/PNP.

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 with No Students Participating in the November Retests

Schools that have no students participating in the November retests must [email the MCAS Service Center](#) with the school and district name and code. The MCAS Service Center will be calling schools that do not complete the SR/PNP or do not contact them before the deadline.

II. Steps for Completing the Initial SR/PNP Upload

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

Prepare the data file

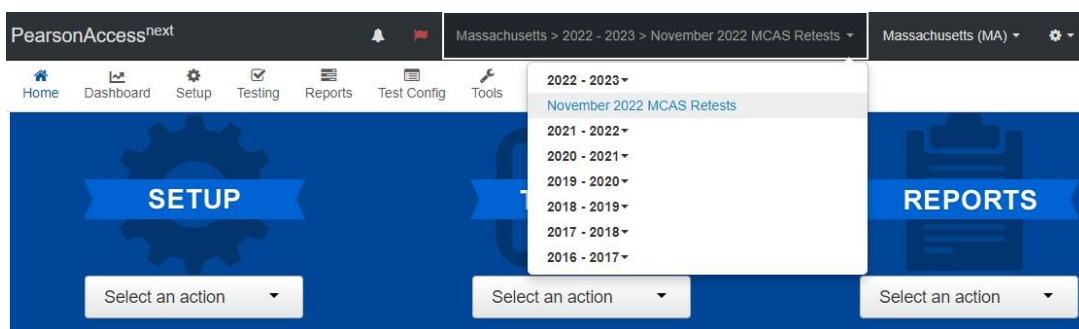
1. Log in to the [Security Portal](#). At **DropBox Central**, select the **MCAS 2024 Data** folder, and download the .CSV file for the November Retests.
2. Delete rows of students who are no longer enrolled in your school or who will not participate in the November retest administration.
Note: In order to delete students from the file, you must right-click on the row to remove and select “delete.” **Do not use the delete key on your keyboard.**
3. Add rows for students who were not included in the file but should be tested.
Note: This step is particularly important for PBT, since students taking the PBT will **only** receive Student ID Labels and secure test materials if they are listed in PAN during the initial SR/PNP

window.

4. Enter students' selected accessibility features or accommodations in the designated columns. Refer to the field definitions in Part V of this document for the expected values for each column. Accommodations for the retests are not available and are not pre-populated. **Be sure to review the file and update a student's accessibility features and accommodations if changes are needed.**
5. Column M of the SR/PNP file can be used to automatically create PAN Sessions and add students to those Sessions for computer-based tests. Schools may choose to do this step during the initial SR/PNP import or later, prior to testing. Once students have been added to a PAN Session, the SR/PNP file **cannot** be used to move students from one PAN Session to another. Because of this, the Department recommends leaving column M blank during the initial SR/PNP import. Then, schools can create PAN Sessions approximately two weeks before test administration to minimize changes needed. See the field notes and validations for Column M, "Session Name," for recommended naming conventions.
Note: PAN Sessions are 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, refer to the directions shown in column I in the table in Part V to update it.

Import the file into PAN

1. [Sign in to PAN.](#)
2. Select November 2024 MCAS Retests from the drop-down 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** drop-down, select **Import/Export Data**. Click **Start**.
5. In the **Type** drop-down, select **Student Registration Import**. Ignore the checkbox for "Update demographic data only" (see the image below). If this checkbox is selected, computer-based tests will **not** be created for students and paper-based tests will **not** be sent for students.

Update demographic data only.

6. Choose the .CSV file you had previously saved and select **Process**.

Note: PAN will only allow .CSV files to be imported. Files can be saved in another format (e.g., .xlsx) while working in them, but they must be changed back to .CSV prior to importing.

Confirm that all records have been successfully imported

1. The **View File Details** screen will appear. Refresh the screen by selecting the  icon (at the top).
2. When the file has completed processing, a green box with the message **Complete** or a red box with the message **Complete with issues** will appear on the screen. Two messages will also appear: the number of **successful records**, and the number of **error records** if there were 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 guidance 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:



Record Number	Error Record Number	Message
2	2	Large Print Test Edition is only valid when the Test Format is *P* for Paper.

4. Correct the rows that had an error and repeat the steps above until all records import successfully. You may reuse the initial import file, leave the records without errors in the file, and correct only the records with errors. When re-importing this file, PearsonAccess Next will treat the records without errors as updates, even if no values changed. This will not cause any issues. **Note:** A list of common error codes and solutions can be found in Part IV of this document.
5. If you attempt to import a student who is registered for testing at a different school (i.e., a student who recently transferred into your school), you will receive a file import error (see the screenshot 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 “Request an enrollment transfer for a new student” below. Once the request is approved by the student’s former school, the student will be registered for the test administration at your school. Any assigned subject tests and accommodations and/or accessibility features from the former school will be included in the student’s SR/PNP.

Update SIMS with any changes to student information made in PAN

1. Changes in student enrollment and/or student information that you make in PAN must also be made in SIMS. Call your district SIMS contact with updates (see the “Important Contact Information and Resources” on page 3 for instructions on finding your district’s SIMS contact).

III. Steps for Updating Student Information After the Initial Upload

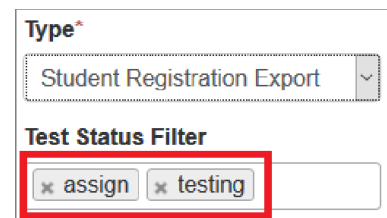
The table below describes when to use each of the options for updating the SR/PNP:

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 drop-down menu in the top right corner. (See the sample screenshot on page 8.)
3. On the **Setup** menu, select **Import/Export Data**.
4. In the **Select Tasks** drop-down, select **Import/Export Data**. Click **Start**.
5. In the **Type** drop-down, select **Student Registration Export**
6. Do not change any of the **Test Status Filters** prior to exporting the file.
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 Documents folder).
10. Follow the steps in Part II on pages 7–10 to prepare the data file and import it into PAN



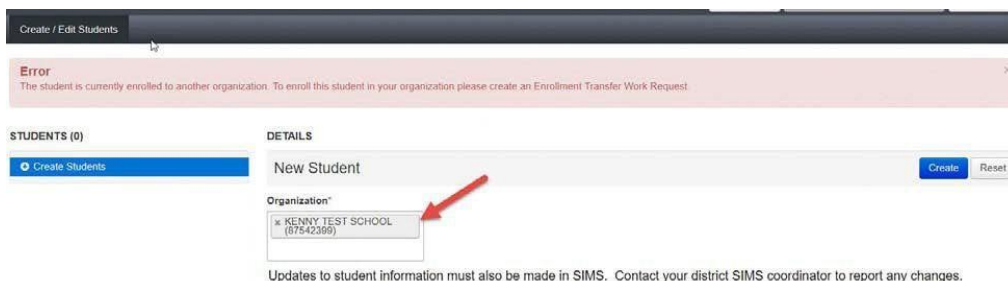
Option 2: PAN User Interface

Add a new student record in the PAN User Interface

1. [Sign in to PAN.](#)
2. Select November 2024 from the drop-down menu in the top right corner (see the screenshot on page 8).
3. On the **Setup** menu, select **Students**.
4. In the **Select Tasks** drop-down, select **Create/Edit Students** and **Registration (Register Students and Manage Student Tests** will automatically be selected). Click **Start**.
5. Tabs will appear at the top of the screen for each task that will be done sequentially.
6. Add details to the **New Student** screen. Enter all required fields (indicated by a red asterisk). Click **Create**.
7. Click **Register Students** at the top of the screen. Click the **Registered** checkbox. Click the **Student Grade** drop-down and indicate the student’s grade. (This is a required step.) Click **Save**.
8. Click **Manage Student Tests** at the top of the screen. Select the student from the drop-down,

assign a test to the student, and select the organization. Leave the group name blank. Select the test format, and then select the checkbox next to each accommodation that applies to the student. For more information about each accommodation, hover your cursor over the  for each accommodation. Click **Create**.

9. Create and register additional students as needed.
10. If you attempt to add a student who is already registered for testing at a different school (i.e., a transfer student), you will see an error message (see screenshot below) informing you that you must complete an **Enrollment Transfer Work Request**. To complete the request, follow the steps under “Request an enrollment transfer for a new student” below. Once the request is approved by the student’s former school, the student will be registered for the test administration at your school. Any assigned subject tests and accommodations and/or accessibility features from the former school will be included in the student’s SR/PNP.



Update an existing student record in the PAN User Interface

1. [Sign in to PAN](#).
2. Select the appropriate test administration from the drop-down menu in the top right corner (see the screenshot on page 8).
3. On the **Setup** menu, select **Students**.
4. Search for the student record by the student’s last name or SASID. If you are unable to locate your student, change the drop-down from “Registered to [admin name]” to “by Ignoring [admin name]”.
5. Click the checkbox next to the student’s name.
6. From the **Select Tasks** drop-down, select **Create/Edit Students** and/or **Manage Student Tests** (depending on what needs to be updated).
7. Click **Start**. Update the student information as needed.
Note: For the PBT edition of the retests, when updating accommodations, update **both** Session 1 and Session 2 on the **Manage Student Tests** page.
8. Click **Save**.

Request an enrollment transfer for a new student

1. [Sign in to PAN](#).
2. Select November 2024 MCAS Retests from the drop-down menu in the top right corner for the SR/PNP data you want to import (see the screenshot on page 8).
3. On the **Setup** menu, select **Work Requests**.
4. From the **Select Tasks** drop-down, select **Request/Delete Enrollment Transfer**. Click **Start**.
5. Enter the required student information. Click **Search**.

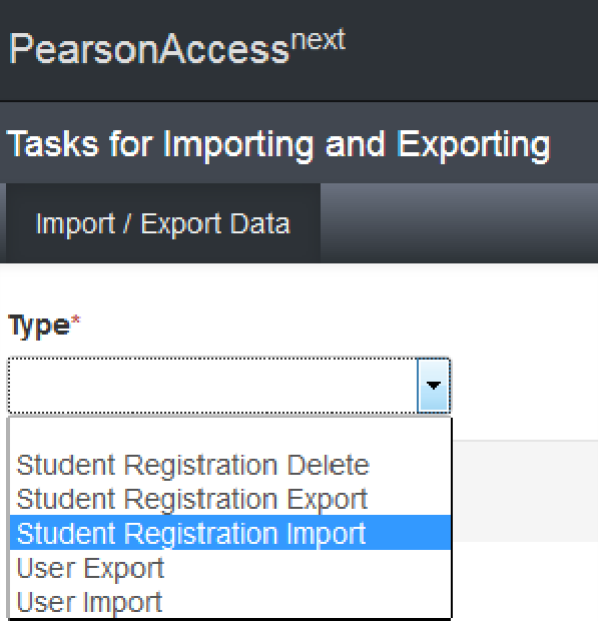
Select the organization where the student will be testing on the **Change Enrollment To** drop-down. Click **Send Request**. Once the request is approved, the Transfer Coordinator at your organization will receive a confirmation email from noreply@pearsonaccessnext.com. All related testing information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

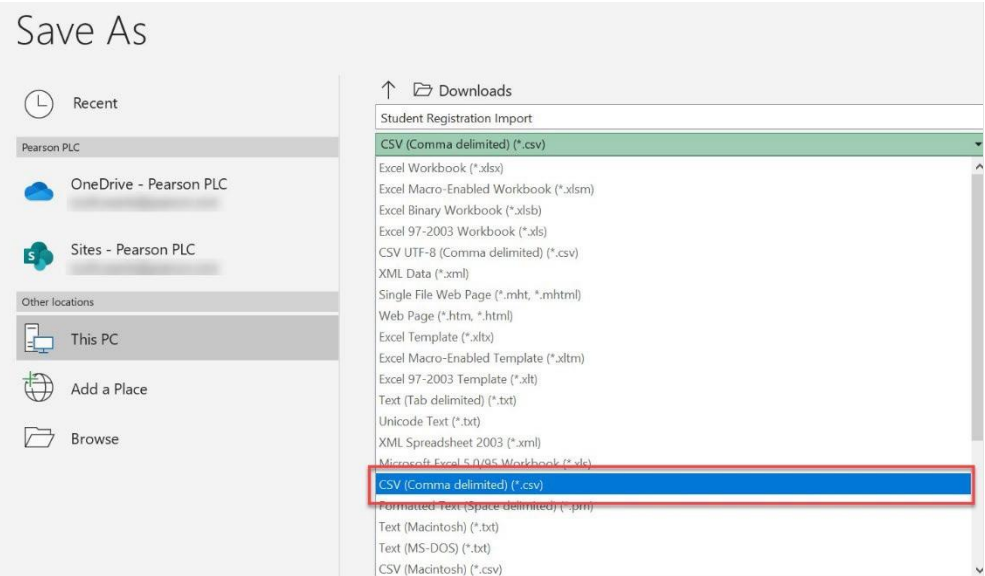
Approve an enrollment transfer for a student no longer enrolled

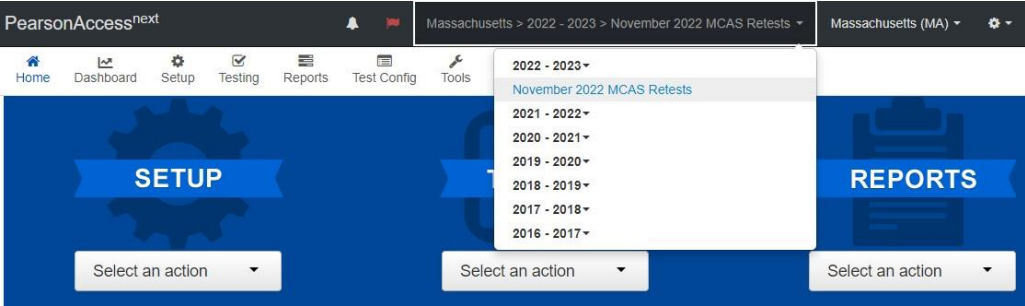
1. [Sign in to PAN](#).
2. Select the appropriate test administration from the drop-down menu in the top right corner for the data you need to update.
3. On the **Setup** menu, select **Work Requests**.
4. Select any records in the "Waiting for Approval" status (if needed, more than one can be selected at a time).
5. From the **Select Tasks** drop-down, select **Approve/Reject Enrollment Transfer**. Click **Start**.
6. Click **Approve**.

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
<p>Incorrect number of fields found on line 2, expected: 11 actual: 53</p>	<p>This error message appears when selecting the wrong type of import from the drop-down when importing the SR/PNP file (e.g., selecting User Import instead of Student Registration Import).</p>	<p>The file needs to be re-imported by selecting the correct import type in the drop-down menu (Student Registration Import).</p>  <p>The screenshot shows the PearsonAccess^{next} interface. Under the heading 'Tasks for Importing and Exporting', the 'Import / Export Data' option is selected. Below this, there is a dropdown menu labeled 'Type*'. The dropdown menu is open, showing the following options: 'Student Registration Delete', 'Student Registration Export', 'Student Registration Import' (which is highlighted in blue), 'User Export', and 'User Import'.</p>

Error message	Cause	Solution
<p>Incorrect number of fields found on line 2, expected: 53 actual: 45</p>	<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 November 2024 Student Registration file (in the example error message, the file contained 45 columns).</p>	<p>The file needs to be updated using the November 2024 Student Registration layout. Once the file is prepared, it should be re-imported into PAN.</p>
<p>No error message, but the file is not uploaded correctly</p>	<p>Typically, this occurs when a user imports a file that was saved in the wrong format.</p>	<p>Users should verify that the file is saved in the .CSV format. PAN will not import files saved as .xlsx or .txt.</p>  <p>The screenshot shows the 'Save As' dialog box with the following file format options listed:</p> <ul style="list-style-type: none"> Student Registration Import CSV (Comma delimited) (*.csv) Excel Workbook (*.xlsx) Excel Macro-Enabled Workbook (*.xlsm) Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xls) CSV UTF-8 (Comma delimited) (*.csv) XML Data (*.xml) Single File Web Page (*.mht, *.mhtml) Web Page (*.htm, *.html) Excel Template (*.xlt) Excel Macro-Enabled Template (*.xltm) Excel 97-2003 Template (*.xlt) Text (Tab delimited) (*.txt) Unicode Text (*.txt) XML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbook (*.xls) CSV (Comma delimited) (*.csv) Formatted Text (Space delimited) (*.prn) Text (Macintosh) (*.txt) Text (MS-DOS) (*.txt) CSV (Macintosh) (*.csv)

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 November 2024 Retest Administration or the “Administrations” column of the Field Definitions in section V below to determine whether the accommodation is available for the subject area test that was selected.
‘ ‘ is not a valid test (e.g., “SCIHS is not a valid test”)	The import was not completed in the correct test administration of PAN or column J of the SR/PNP import does not contain the correct test code.	<p>Verify that the correct test administration is selected in the drop-down menu in the top right corner of PAN (under the year) and refer to column J to enter the correct test code in the SR/PNP file.</p>  <p>The screenshot shows the PearsonAccessnext web application interface. At the top, there is a navigation bar with the logo 'PearsonAccessnext' and a breadcrumb trail: 'Massachusetts > 2022 - 2023 > November 2022 MCAS Retests'. Below the navigation bar is a menu with icons for Home, Dashboard, Setup, Testing, Reports, Test Config, and Tools. A dropdown menu is open, showing a list of years: '2022 - 2023', 'November 2022 MCAS Retests', '2021 - 2022', '2020 - 2021', '2019 - 2020', '2018 - 2019', '2017 - 2018', and '2016 - 2017'. The main content area has a blue background with a gear icon and the word 'SETUP' in a blue banner. Below the banner is a button labeled 'Select an action'. To the right, there is a 'REPORTS' section with another 'Select an action' button.</p>

Additional Reminders

- Confirm you are in the [blue live site](#) of PAN, not the [brown training site](#).
- Only school or district test coordinators can import an SR/PNP file. Test administrators do not have the ability to do so in PAN.
- If columns are hidden or frozen, be sure to unhide and unfreeze them prior to import.
- Do not make changes to the format of the file.
- Do not add a title to the file using row 1 of the spreadsheet – this will cause an error during upload.
- Students taking PBT cannot be placed in a PAN Session.

V. Field Definitions

The following pages contain a table showing the SR/PNP fields 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

For additional information on accommodations and accessibility features, refer to the [*Accessibility and Accommodations Manual for the November 2024 Retest Administration*](#).

Field Definitions

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Notes and Validations	Expected Values
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 PAN, an error message will appear.	Must match a valid organization code in PAN. Use the same codes that are in the Department's School and District Profiles .
C	SASID	Y	10	A unique numeric code given to each Massachusetts publicly funded student SASID must be 10-digits beginning with "10..." 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.	0-9 SASIDs must begin with "10" or "88"
D	Student Grade	Y	2	Student's grade, as listed in the most recent SIMS November 2024 Retests: repeating grade 10, 11, 12, SP Participation guidelines for the re tests are available at www.doe.mass.edu/mcas/highschool.html .	
E	Last Name	Y	25	The student's last name as it appears in SIMS.	A-Z a-z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Notes and Validations	Expected Values
F	First Name	Y	25	The student's full first name as it appears in SIMS	A-Z a-z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces
G	Middle Initial	N	1	The initial of the full middle name as it appears in SIMS	A-Z a-z Blank
H	Gender	N	1	Gender of the student	M = Male F = Female N = Non-Binary Blank
I	Date of Birth	Y	10	The year, month, and day on which the student was born Note for Apple users: .CSV files on a Mac will remove the first two digits on the birth year, and an error message will appear. Use the following steps to update the formatting. <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
J	Test code	Y	5	November 2024 MCAS Retests ENRNG = ELA retest MNRNG = Mathematics retest	
K	Test Format	Y	1	Format of the test	P = Paper O = Online
L	Blank Field			Not applicable	

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Notes and Validations	Expected Values
M	Session Name	N	50	<p>For CBT only; not applicable for PBT</p> <p>If this field is populated in the initial import, a PAN Session will automatically be created with the name entered in this field in PAN.</p> <p>Students who share the same PAN Session name will also be automatically placed into that Session.</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 (e.g., MATH SMITH 205).</p> <p>Notes:</p> <ul style="list-style-type: none"> Human Read-Aloud and Human Signer Sessions in PAN must be set up separately from other PAN Sessions. See Columns Y– AB for more information. 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 in the user interface and then reimport the file with this field populated. 	<p>A-Z a-z 0-9 - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces Blank</p>
N	Blank field			Not applicable	
O	Blank Field			Not applicable	
P	Blank Field			Not applicable	
Q	Cognia Organization ID	N	10	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.	

Column Header	Field Name	Required Y/N	Fields Length (Max)	Available for November Retests?	Field Notes and Validations	Expected Values
Universal Accessibility Features						
R	Enlarged Cursor/Mouse Pointer (UF4)	N	3	Yes	<p>For CBT only</p> <p>If expected value equals “M,” “L,” “XL,” “XLB,” “XLG,” or “XLY” 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” 	<p>M = Medium L = Large XL = Extra Large XLB = Extra Large Black XLG = Extra Large Green XLY = Extra Large Yellow Blank</p>
S	Blank Field				Not applicable	
T	Blank Field				Not applicable	

Column Header	Field Name	Required Y/N	Fields Length (Max)	Available for November Retest?	Field Notes and Validations	Expected Values
Accommodations						
U	Large Print Test Edition (A2)	N	1	Yes	<p>For PBT only</p> <p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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 “P” • Enlarged Cursor/Mouse-Pointer must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Text-to-Speech must be left blank • Spanish/English edition must be left blank • Web Extensions must be left blank 	Y = Yes Blank
V	Screen Reader Edition for JAWS or NVDA (ONLY for a student who is blind) (A3.1)	N	1	Yes	<p>For CBT only</p> <p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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” • Large Print Test edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • Spanish/English edition must be left blank • Web Extensions must be left blank 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Available for November Retest?	Field Notes and Validations	Expected Values
W	Compatible Assistive Technology (A3.3, A10.2, SA6, EL4.2, or approved Unique Accom.)	N	1	Yes	<p>For CBT only</p> <p>Must obtain DESE approval prior to testing for AT applications. See Appendix D of the Accessibility and Accommodations Manual for the November 2024 Retest Administration: Guidelines for Using Assistive Technology as an MCAS Test Accommodation.</p> <p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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” • Large Print Test edition must be left blank • Screen Reader edition must be left blank • Braille Test edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • Spanish/English edition must be left blank • Web Extensions must be left blank 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Available for November Retest?	Field Notes and Validations	Expected Values
X	Braille Test Edition (A3.2)	N	1	Yes	<p>For PBT only</p> <p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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 “P” • Enlarged Cursor/Mouse-Pointer must be left blank • Large Print Test edition must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech must be left blank • Spanish/English edition must be left blank • Web Extensions must be left blank 	Y = Yes Blank
Y	Human Read- Aloud as a Standard Accomm. (Math) (A5; EL3.2)	N	1	Not available for November <u>ELA</u> Retest	<p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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"> • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Human Read-Aloud as a Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech must be left blank • Math retest only 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Available for November Retest?	Field Notes and Validations	Expected Values
Z	Human Read-Aloud as a Special Access Accom. (ELA) (SA1.2)	N	1	Not available for November <u>Math</u> Retest	<p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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"> • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Human Read-Aloud as a Standard Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech must be left blank • ELA retest only 	Y = Yes Blank
AA	Human Signer as a Standard Accom. (Mathematics) (A6.1)	N	1	Not available for November <u>ELA</u> Retest	<p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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"> • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Special Access Accommodation must be left blank • Text-to-Speech must be left blank • Math retest only 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Available for November Retest?	Field Notes and Validations	Expected Values
AB	Human Signer as a Special Access Accom. (ELA) (SA2)	N	1	Not available for November Math Retest	<p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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"> • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard Accommodation must be left blank • Text-to-Speech must be left blank • ELA retest only 	Y = Yes Blank
AC	Text-to-Speech (TTS) (A4,EL3.1) or Special Access (SA1.1 for ELA)	N	1	Yes	<p>For CBT only</p> <p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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” • Large Print Test edition must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Spanish/English edition must be left blank 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Available for November Retest?	Field Notes and Validations	Expected Values
AD	Blank Field				Not applicable	
AE	Blank Field				Not applicable	
AF	Blank Field				Not applicable	
AG	Human Scribe as a Standard Accommodation (Math) (A10.1, EL4.1)	N	1	Not available for November ELA Retest	<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 as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Special Access Accommodation must be left blank • Math retest only 	Y = Yes Blank
AH	Human Scribe as a Special Access Accommodation (ELA) (SA3.1)	N	1	Not available for November Math Retest	<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 as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Standard Accommodation must be left blank • ELA retest only 	Y = Yes Blank
AI	Speech-to-Text as a Standard Accommodation (Math) (A10.2; EL4.2)	N	1	Not available for November ELA Retest	<p>For CBT</p> <p>⚠ Review Appendix A: PAN Guidance for Form-Dependent Accommodations and Appendix D of the Accessibility and Accommodations Manual for the November 2024 Retest Administration: Guidelines for Using Assistive Technology as an MCAS Test Accommodation for additional instructions.</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"> • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Special Access Accommodation must be left blank • Web Extensions must be left blank • Math retest only 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Available for November Retest?	Field Notes and Validations	Expected Values
AJ	Speech-to-Text as a Special Access Accommod. (ELA) (SA3.2)	N	1	Not available for November Math Retest	<p>For CBT</p> <p>⚠ Review Appendix A: PAN Guidance for Form-Dependent Accommodations and Appendix D of the Accessibility and Accommodations Manual for the November 2024 Retest Administration: Guidelines for Using Assistive Technology as an MCAS Test Accommodation for additional instructions.</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"> Human Scribe as a Standard/Special Access Accommodation must be left blank Speech-to-Text as a Standard Accommodation must be left blank ELA retest only 	Y = Yes Blank
AK	Typed Responses (A12)	N	1	Yes	<p>For PBT only</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 “P” Enlarged Cursor/Mouse-Pointer must be left blank Screen Reader edition must be left blank Compatible Assistive Technology must be left blank Text-to-Speech must be left blank Web Extensions must be left blank 	Y = Yes Blank
AL	Calculation Device on noncalculator test session (Math) (SA4)	N	1	Not available for November ELA Retest	<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"> Math retest only 	Y = Yes Blank
AM	Spell-Checker (ELA) (SA5)	N	1	Not available for November Math Retest	<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 edition must be left blank Compatible Assistive Technology must be left blank ELA retest only 	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
AN	Word Prediction (ELA) (SA6)	N	1	Not available for November Math Retest	<p>For CBT</p> <p>⚠ Review Appendix A: PAN Guidance for Form-Dependent Accommodations and Appendix D of the Accessibility and Accommodations Manual for the November 2024 Retest Administration: Guidelines for Using Assistive Technology as an MCAS Test Accommodation for additional instructions.</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"> • ELA retest only 	Y = Yes Blank
AO	Spanish/ English Edition (EL7)	N	1	Not available for November ELA Retest	<p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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"> • Large Print Test edition must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech must be left blank • Web Extensions must be left blank • Math retest only 	Y = Yes Blank
AP	Graphic Organizer/ Reference Sheet (A9)	N	1	Yes	<p>Select only if using as an accommodation:</p> <ul style="list-style-type: none"> • A pre-approved graphic organizer and/or reference sheet posted to the Department’s website <p>All students receive a standard reference sheet for the November retest in Mathematics. Accommodation A9 does not refer to these standard reference sheets; it refers to graphic organizers and supplemental reference sheets.</p>	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Available for November Retest?	Field Notes and Validations	Expected Values
AQ	Web Extensions for Co:Writer, etc.	N	1	Not available for November <u>Math Retest</u>	<p>For CBT only</p> <p>⚠ See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions prior to selecting this accommodation.</p> <p>Note: Web Extensions are not available for Math retest.</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” • Large Print Test edition must be left blank • Screen Reader edition for Visually Impaired Students must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Typed Responses must be left blank • Spanish/English edition must be left blank • ELA retest only 	Y = Yes Blank
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	

Appendix A: PearsonAccess Next Guidance for Form-Dependent Accommodations

A: Form-Dependent Accommodations

Principals and test coordinators must verify that all accommodations have been assigned correctly in PearsonAccess Next prior to testing. The following accommodations are particularly important to verify prior to testing because they **cannot be changed in PAN after a student has signed in to a computer-based test**. If a student begins testing and one of these accommodations has been assigned incorrectly, it may result in voiding the student's test.

- Text-to-speech
- Spanish/English edition of the November Mathematics retest
- Screen reader edition
- Compatible assistive technology

The following form-dependent accommodations should also be verified for paper-based testing:

- Large-print
- Braille

Test administrators should also review and verify the accommodations for the students they will be proctoring one day before testing.

B: Assigning Students to Human Read Aloud and Human Signer Sessions

For students receiving a human read aloud or human signer accommodation for the computer-based test, in addition to selecting the appropriate column (column Y, Z, AA, or AB) in the SR/PNP file outlined above, **students must be assigned to a special human read-aloud or human signer PAN Session prior to testing**. This will ensure that all students in the human read-aloud or human signer group will have the same test form, and will also produce a proctor testing ticket for the test administrator.

To create a Human Read-Aloud or Human Signer PAN Session:

- On the **Sessions** page, select **Create/Edit Sessions** from the **Select Tasks** drop-down menu and click **Start**.
- Select the checkbox for **Proctor Reads Aloud**.
- In the **Form Group Type** drop-down, select **Human Read Aloud** or **Human Signer**. Fill out the rest of the information for the Session and click **Save**.
- A separate proctor testing ticket will be generated for the test administrator.
 - Proctor testing tickets can be found on the **Students in Sessions** page under the **Resources** drop-down.
 - Test administrators should be very careful not to distribute proctor testing tickets to students. **Answers entered with a proctor testing ticket will not be saved.**
 - Users who log in to TestNav with a proctor testing ticket will be prompted to confirm they are not a student before proceeding into the test.

Principals and test coordinators must verify that human read-aloud and human signer PAN Sessions have been assigned correctly in PAN prior to testing because these assignments **cannot be changed in PAN after a student signs in**.

C: Assigning Speech-to-Text and Word Prediction

The Speech-to-text and Word Prediction accommodations require schools to take specific steps in the SR/PNP to designate these accommodations for students accurately. See below for instructions on how to correctly assign these forms to students.

Speech-to-text

For ELA retest (SA3.2):

- If one of the **embedded web extension speech-to-text programs** will be used (Co:Writer or Read&Write), select **both** of the following:
 - Column AJ – Speech-to-text as a special access accommodation
 - Column AQ – Web extensions
- If a **compatible (a district-owned software program installed on the student’s computer) speech-to-text device or software** will be used on the same device as TestNav, select **both** of the following and refer to Appendix D of the [Accessibility and Accommodations Manual for the November 2024 Retest Administration](#): Guidelines for Using Assistive Technology as an MCAS Test Accommodation:
 - Column AJ – Speech-to-text as a special access accommodation
 - Column W – Compatible Assistive Technology
- If a **software program will be used on a separate device than TestNav**, select column AJ only.

For Mathematics (A10.2):

Due to its incompatibility with the Equation Editor answer box used for constructed responses, the embedded web extension for speech-to-text is not available for Mathematics. For students with a speech-to-text accommodation, there are two options:

1. Students may use their own speech-to-text devices on a **separate** computer; responses must be transcribed into the student’s test.
 - In the SR/PNP, select Column AI – Speech-to-text as a standard accommodation
2. Students may use a scribe if necessary. IEPs may include the following language: “Speech-to-text, or scribe if appropriate”
 - In the SR/PNP, select Column AG – Human Scribe as a Standard Accommodation

Word Prediction (SA6)

Only available for ELA

- If one of the **embedded web extension word prediction programs** will be used (Co:Writer or Read&Write), select **both** of the following:
 - Column AN – Word prediction
 - Column AQ – Web extensions
- If a **compatible (a district-owned software program installed on the student’s computer) speech-to-text device or software** will be used on the same device as TestNav, select **both** of the following and refer to Appendix D of the [Accessibility and Accommodations Manual for the November 2024 Retest Administration](#): Guidelines for Using Assistive Technology as an MCAS Test Accommodation:
 - Column AN – Word prediction
 - Column W – Compatible Assistive Technology