MASSACHUSETTS
dese
Department of Elementary
and Secondary Education

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

November 2022 MCAS Retests
February 2023 MCAS Biology and Introductory Physics
March 2023 MCAS Retests
Spring 2023 MCAS Gr. 3-8
Spring 2023 MCAS Gr. 10 ELA and Mathematics
Spring 2023 MCAS High School STE

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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
Fax:	603-516-1121

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

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

Table of Contents

I. Introduction

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

The purpose of this document is to provide schools and districts the information needed to complete the initial SR/PNP process as well as update SR/PNP information when necessary. This document provides instructions for the following 2022–23 MCAS test administrations: November 2022 retests, February Biology and Introductory Physics, March 2023 retests, spring grades 3–8 tests, grade 10 ELA and Mathematics, and June high school STE. This is followed by field definitions to be used as a reference when completing students' SR/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 the *Principal's Administration Manual* for each administration, which includes a description of the reasons for updating a student's SR/PNP after the initial import).

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

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

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

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

SR/PNP for Students Who Transfer

Note that the "enrollment transfer" task in PAN is used when a student transfers between schools. All student PNP data from the first school will transfer along with the student record to the new school. For CBT, the student will be placed in a new PAN Session (a "transfer session") in the new school with the same settings as the original PAN Session from the first school.

Instructions on Ordering Materials for Former Students/Adults

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

Special Situations

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

Schools with No Students Participating in the November Retest, March Retest, or High School STE Administrations

Schools that have no students participating in the November retests, March retests, or high school STE administrations 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 did not contact them before the deadline.

II. Steps for Completing the Initial SR/PNP Upload

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

Prepare the data file

1. Log in to the Security Portal. At **DropBox Central,** select the **MCAS Data** folder for the test administration year (e.g., MCAS 2022 folder for the November administration, and the MCAS 2023 folder for the spring administrations) and download the .CSV file for the administration you are working with.

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

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

4. For the February Biology/Introductory Physics administration: Add the appropriate STE test code for the subject test that students will take. For the June STE administration in high schools: Add the appropriate STE test code for the Biology, Chemistry, Introductory Physics, or Technology/Engineering subject test that students will take. Field definitions are listed in Part V of this document in column J.

5. Enter students' selected accessibility features or accommodations in the designated columns, as shown in the field definitions below. Refer to the field definitions in Part V of this document for the expected values for each column.
    Note: The accessibility features and accommodations are only pre-populated in the February and spring data files by the Department and are based on the previous spring MCAS test administration. Accommodations for students who did not participate in the spring administration and 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.

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

7. 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 V to update.

Import the file into PAN

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

2. Select the appropriate test administration (e.g., November 2022 MCAS Retests as shown in the example below) 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.
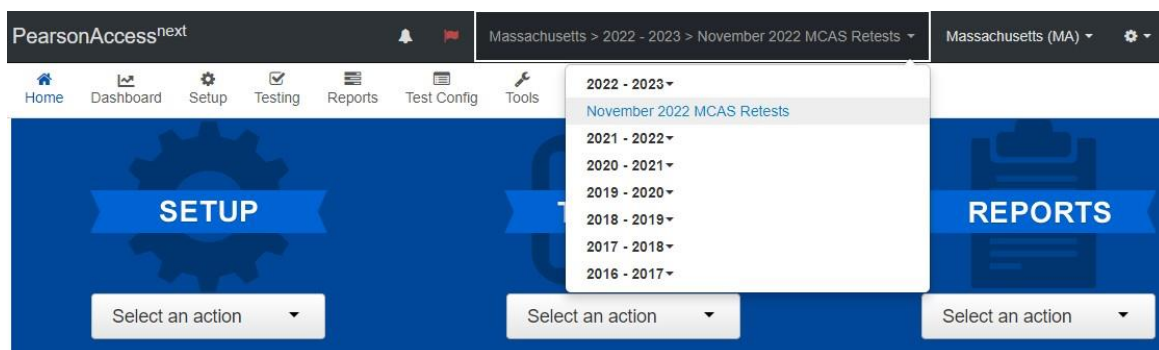
3. On the **Setup** menu, select **Import/Export Data.**

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

   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.

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

Confirm that all records have been successfully imported

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

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

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

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

5. If you attempt to import a student who is registered for testing at a different school (i.e., a student who recently transferred into your school), you will receive a file import error (see the screen shot below) informing you that you do not have access to the student's organization. To register the student, you must submit an **Enrollment Transfer Work Request** by following the steps under "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.

Errors

Download Records in Error 🛈

Download Error Messages 🛈

1 Results		Displaying 25 ▾

Record Number	Error Record Number	Message
2	2	The user 'SCM_TRN_District_TC_SS' does not have access to the organization: DEMO SCHOOL (01700045).

Update SIMS with any changes to student information made in PAN

Changes in student enrollment and/or student information that you made in PAN must also be made in SIMS. Call your district SIMS contact with updates (see 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 dropdown menu in the top right corner. (See the sample screen shot on page 8.)

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.
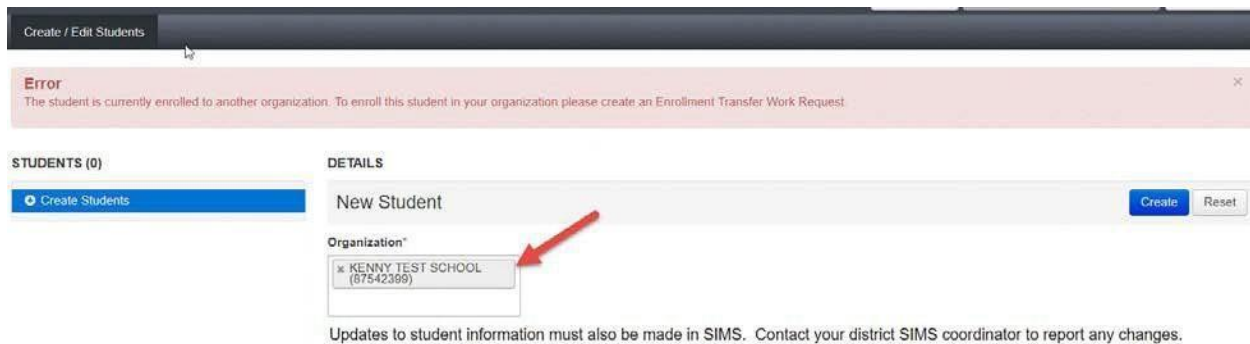
7. Select **Process**.

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

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

10. Follow the steps in Part II on pages 7–11 to prepare the data file and import it into PAN.
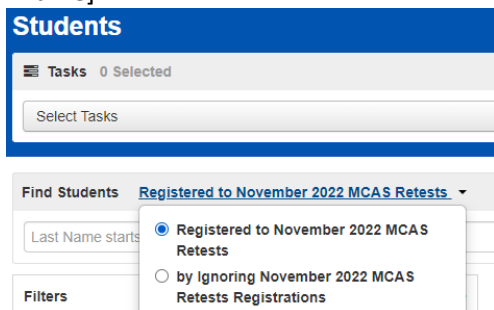
Option 2: PAN User Interface
Add a new student record in the PAN User Interface

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

2. Select the appropriate test administration from the dropdown menu in the top right corner (see the screen shot on page 8).

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

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

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

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

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

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

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

9. Create and register additional students as needed.

10. If you attempt to add a student who is already registered for testing at a different school (i.e., a transfer student), you will see an error message (see screen shot below) informing you that you must complete an **Enrollment Transfer Work Request**. To complete the request, follow the steps under "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.

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)   DETAILS

○ Create Students   New Student   Create   Reset

                                      Organization*
                                      × KENNY TEST SCHOOL
                                        (87542399)

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

Update an existing student record in the PAN User Interface

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 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 dropdown from "Registered to [admin name]" to "by Ignoring [admin name]".

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

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

7. Click **Start.** Update the student information as needed.
    Note: For the PBT edition of the next-generation high school ELA, Mathematics, Biology, and Introductory Physics tests, when updating accommodations, update *both* Session 1 and Session 2 on the **Manage Student Tests** page.

8. Click **Save**.

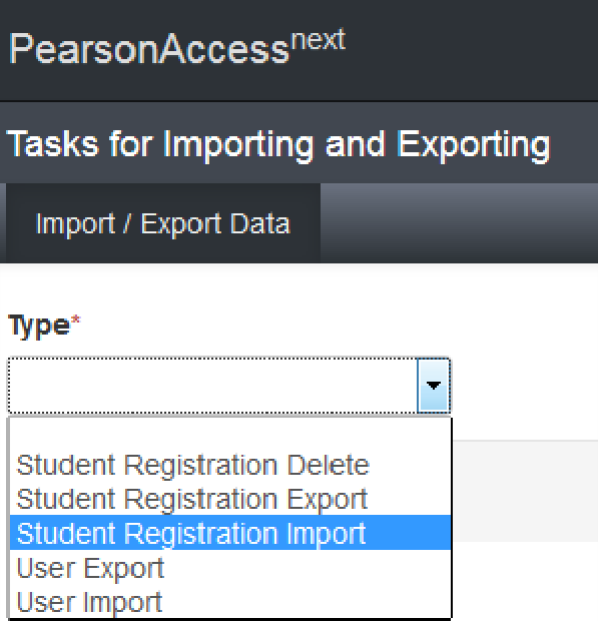## Request an enrollment transfer for a new student

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

2. Select 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 8).

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

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

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

6. Select the organization where the student will be testing on the **Change Enrollment To** dropdown. Click **Send Request.** Once the request is approved, the Transfer Coordinator at your organization will receive a confirmation email from **noreply@pearsonaccessnext.com**. All related testing information for the student will be moved to your organization.
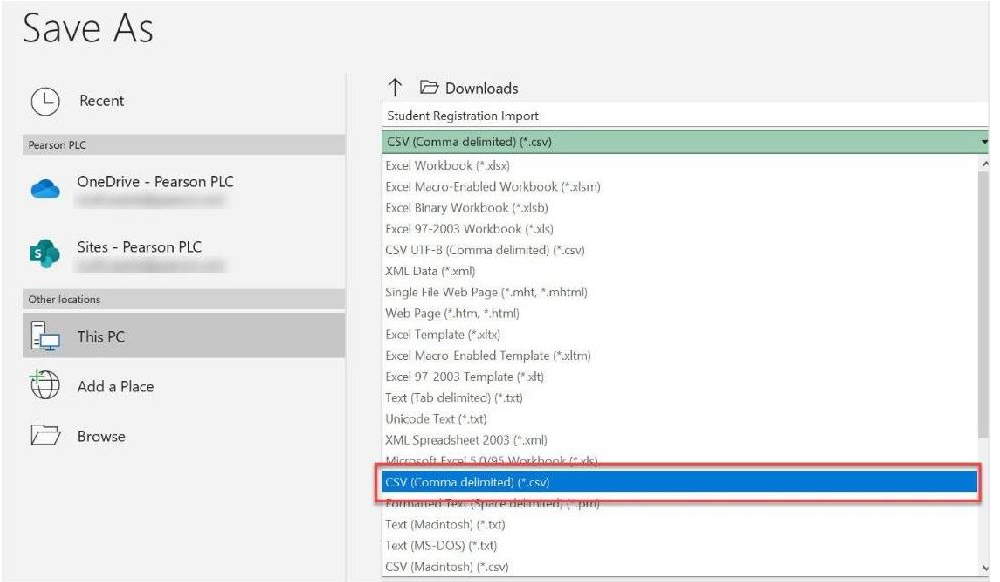
Approve an enrollment transfer for a student no longer enrolled
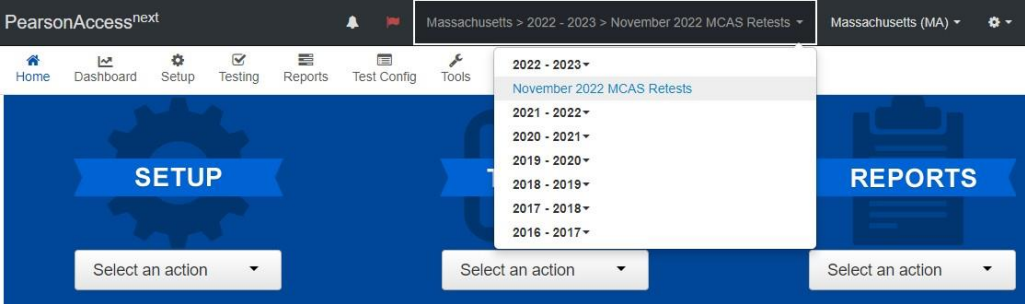
1. [Sign in to PAN](#).

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

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

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

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

6. Click **Approve**.

IV. Common errors to avoid when completing the SR/PNP

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

Error message	Cause	Solution
Incorrect number of tokens found on line 2, expected: 11 actual: 53	This error message appears when selecting a **User Import** (incorrectly) from the Import/Export dropdown menu instead of the **Student Registration Import** in PAN. This error message indicates that the file being imported contained more columns than PAN expected. PAN expects only 11 columns for the User Import, but the Student Registration file has 53.	The file needs to be re-imported by selecting the correct import type in the dropdown menu (**Student Registration Import**). PearsonAccess^next Tasks for Importing and Exporting Import / Export Data Type* Student Registration Delete Student Registration Export Student Registration Import User Export User Import

Error message	Cause	Solution
Incorrect number of tokens found on line 2, expected: 53 actual: 45	This error message appears when using the SR/PNP file layout and field definitions from a previous administration. This error message indicates that the file being imported contained fewer columns than expected. PAN expects 53 columns in the 2022–2023 Student Registration file (In this example, the file contained 45 columns).	The file needs to be updated using the 2022–2023 Student Registration layout. Once the file is prepared, it should be re-imported into PAN.
No error message, but the file is not uploaded correctly	Typically, this occurs when a user imports a file that was saved in the wrong format.	Users should verify that the file is saved in the .CSV format. PAN will not import files saved as.xlsx or .txt.
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 2022–2023 MCAS Test/Retests* to determine if the accommodation in question is available for the subject area test that was selected.

Error message	Cause	Solution
' ' 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.	Either verify that the correct test administration is selected in the dropdown menu in the top right corner of PAN (under the year) or refer to column J to determine that the correct test code was entered into the SR/PNP file.

IV. Field Definitions

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

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

The field definitions include the fall 2022 and spring 2023 administrations.

Field Definitions

Column Header	Field Name	Required Y/N	Fields 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 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 If you do not have a student's SASID (e.g., SASIDs cannot be **newly** assigned for students 22 years of age or older), create and assign to the student a 10-digit number starting with "88" (instead of "10"). If a valid SASID is eventually assigned to the student, correct the SASID in PAN.		SASID must be 10-digits beginning with "10…"	1–9 SASIDs must begin with "10" or "88"

Column Header	Field Name	Required Y/N	Fields 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		**November 2022 Retests:** repeating grade 10, 11, 12, SP **Feb. 2023 Biology and Introductory Physics:** 09, 10, 11, 12, SP **Spring 2023 MCAS Gr. 3–8:** 03, 04, 05, 06, 07, 08 **Spring 2023 MCAS Gr. 10 ELA and Math:** 10, 11, 12, SP **March 2023 MCAS Retests:** repeating grade 10, 11, 12, SP **Spring 2023 MCAS High School STE:** 09, 10, 11, 12, SP Participation guidelines for the high school tests will be available at www.doe.mass.edu/mcas/highschool.html.	
E	Last Name	Y	25	The student's full legal last name that is borne in common by members of the family			A–Z a–z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces
F	First Name	Y	25	The student's full legal first name that was given at birth, baptism, or through legal change			A–Z a–z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces
G	Middle Initial	N	1	The initial of the full middle name given to the student at birth, baptism, or through legal change			A–Z a–z Blank

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

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
J	Test code	Y	5	Identifier assigned to the test name		**November 2022 MCAS Retests** **ENRNG** = Next-generation ELA retest **MNRNG** = Next-generation Mathematics retest **February 2023 MCAS Biology and Intro Physics** **BIOFE** = Biology **PHYFE** = Introductory Physics **Spring 2023 MCAS Gr. 3–8** **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 **Spring 2023 MCAS Grade 10 ELA and Math** **ELA10** = Grade 10 ELA **MAT10** = Grade 10 Mathematics **March 2023 MCAS Retests** **EMRNG** = Next-generation ELA retest **MMRNG** = Next-generation Mathematics retest **Spring 2023 MCAS High School STE** **BIOSP** = Next-generation Biology **PHYSP** = Next-generation Introductory Physics **CHESP** = Legacy Chemistry **TECSP** = Legacy Technology/Engineering	

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
K	Test Format	Y	1	Format of the test			P = Paper O = Online
L	First-year English learner (EL)	N	1	First-year English learner status is estimated using historical SIMS. Official reporting will be based on March and June SIMS of this school year.	**Available for:** • Grades 3–8 • Grade 10 ELA and Math • June High School STE **Not Available for:** • Nov. Retests • February Biology and Introductory Physics • March Retests	This field is to help schools remove ELA test assignments for first-year EL students who will not participate 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 STE is required.) First-year EL results are not aggregated with official school/district results and are provided for diagnostic purposes only. **Note:** Any student with a "Y" in this field is projected to be a first-year EL as of March of the spring test administration and is **not required** to participate in the spring ELA test.	Y = First-year English learner Blank
M	Session Name	N	50	**For CBT only** When creating PAN Sessions, the Department recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that PAN Session names include the following: test administrator name, testing location, grade, and subject area test (for example, 6 MATH SAMPSON 205). **Note:** 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.	**Available for:** • Nov. Retests • Feb. Biology and Introductory Physics • March Retests • Grades 3–8 • Grade 10 ELA and Math • June High School Biology and Introductory Physics **Not Available for:** • High School Chemistry and Tech/ Engineering	**Not applicable for PBT** **For CBT:** If this field is populated in the initial import, a PAN Session will automatically be created with the name entered in this field in PAN. Students who share the same PAN Session name will also be automatically placed into that Session. **Note:** If a student's test has already been added to a PAN Session, it cannot be moved by changing this field and reimporting the file. Instead, remove the student's test from the PAN Session and then reimport the file with this field populated.	A-Z a-z 0-9 - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
N	Not Tested Reason	N	1	Use this field to indicate if a student had a medically documented absence.	**Available for:** • Feb. Biology and Introductory Physics • Grades 3–8 • Grade 10 ELA and Math • June High School STE **Not Available for:** • Nov. Retests • March Retests		Y = Medical Absence Blank
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)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
					Universal Accessibility Features		
R	Enlarged Cursor/Mouse Pointer (UF4)	N	3	**For CBT only** Select an enlarged cursor/mouse size with or without a different color. Student must log out of the test to change the selected cursor/mouse.	**Available for:** • Nov. Retests • Feb. Biology and Introductory Physics • March Retests • Grades 3–8 • Grade 10 ELA and Math • June Biology & Introductory Physics **Not Available for:** • High School Chemistry and Technology/ Engineering	**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:** • Test format must be "O"	**M** = Medium **L** = Large **XL** = Extra Large **XLB** = Extra Large Black **XLG** = Extra Large Green **XLY** = Extra Large Yellow Blank
S	Color Contrast (UF2)	N	2	**For CBT only** Selects an alternative color combination for the text (font color) and background If selected, a student may change the alternative color combination during testing.	**Available for:** • Nov. Retests • February Biology and Introductory Physics • March Retests • Grades 3–8 • Grade 10 ELA and Math • June Biology & Introductory Physics **Not available for:** • High School Chemistry and Technology/ Engineering	**If expected value equals "Y" or "01" – "06," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Typed Responses must be left blank • Large Print Test Edition must be left blank • Braille Test Edition must be left blank	Y = 01 = Black on Cream 02 = Black on Light Blue 03 = Black on Light Magenta 04 = White on Black 05 = Yellow on Blue 06 = Dark Gray on Pale Green Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
T	Answer Masking (UF6)	N	1	**For CBT only** Response options (answer choices) are not visible; student clicks to reveal each response option.	**Available for:** • Nov. Retests • February Biology and Introductory Physics • March Retests • Grades 3–8 • Grade 10 ELA and Math • June Biology and Introductory Physics **Not available for:** • High School Chemistry and Technology/ Engineering	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Typed Responses must be left blank • Large Print Test Edition must be left blank • Braille Test Edition must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
					Accommodations		
U	Large Print Test Edition (A2)	N	1	**For PBT only** A large-print combined test and answer booklet is provided with printed text in approximately 18-point font. Responses must be transcribed into the student's standard test and answer booklet.	**Available for all administrations**	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "P" • Alternate Cursor/Mouse-Pointer must be left blank • Alternate Background and Font Color must be left blank • Answer Masking 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 • Kurzweil 3000 Special Edition as a Standard Accommodation must be left blank for HS STE • ASL Edition must be left blank • English/Spanish Edition must be left blank • Web Extension must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
V	Screen Reader Edition for Visually Impaired Students (A3.1)	N	1	**For CBT only** Screen reader-enabled edition of computer-based test for a student who is blind Screen Reader assistive technology application (e.g., Jaws, NVDA) is used for browser navigation and to deliver a computer-based test tagged to support Screen Reader use. Generally used in conjunction with a Refreshable Braille display or hard-copy Braille test **Note:** "Screen Reader Edition" is **different** from "Compatible Assistive Technology," "Text-to-Speech," or "Web Extension" test forms. If Spell-checker accommodation is needed, the student must use a spell-checking program on a second computer. If selecting "Screen Reader Edition," the student will automatically receive a Braille hard-copy test for Mathematics. The student will receive a Braille hard-copy test for ELA only if graphics are included in the test.	**Available for:** • Nov. Retests • February Biology and Introductory Physics • March Retests • Grades 3–8 • Grade 10 ELA and Math • June Biology and Introductory Physics **Not available for:** • High School Chemistry and Technology/ Engineering	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • Alternative Background and Font Color must be left blank • Answer Masking must be left blank • 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 • ASL must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • English/Spanish Edition must be left blank • Web Extensions must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
W	Compatible Assistive Technology	N	1	**For CBT only** Select Compatible Assistive Technology (AT) to allow activation of external software or hardware that is compatible (e.g., Dragon Naturally Speaking, ZoomText). For more information on how to determine compatibility of software or devices, see the [Assistive Technology Guidelines for MCAS](#). Compatible Assistive Technology is intended for non-screen reader AT only. Select "screen reader" instead, if used by a student with a visual disability. Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation)	**Available for:** • Nov. Retests • February Biology and Introductory Physics • March Retests • Grades 3–8 • Grade 10 ELA and Math • June Biology and Introductory Physics **Not available for:** • High School Chemistry and Technology/ Engineering	**Must obtain DESE approval prior to testing for AT applications** **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • Alternative Background and Font Color must be left blank • Answer Masking must be left blank • 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 • ASL must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • English/Spanish Edition must be left blank • Web Extensions must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
X	Braille Test Edition (A3.2)	N	1	**For PBT only** A hard-copy UEB Braille test booklet is provided. Responses must be transcribed by test administrator into the student's standard answer booklet.	**Available for all administrations**	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "P" • Alternate Cursor/Mouse-Pointer must be left blank • Alternate Background and Font Color must be left blank • Answer Masking 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 • Kurzweil 3000 Special Edition as a Standard Accommodation must be left blank for HS STE • ASL Edition must be left blank • English/Spanish Edition must be left blank • Web Extension must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
Y	Human Read-Aloud as a Standard Accommodation (Math and STE) (A5; EL3.2)	N	1	**For CBT or PBT** Standard Accommodation Test administrator reads aloud a test to a student with a disability. **Note:** Students requiring a human reader for the computer-based test **must** be placed in a separate Human Read-Aloud Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator with a TestNav testing ticket to log in and read the test on a separate computer. To set up a Human Read-Aloud Session in PAN, follow the steps below: 1. Find and select the appropriate session in PAN. 2. Select the **Create/Edit Sessions** task. 3. Next, select the **Proctor Reads Aloud** checkbox. 4. Select **Human Read-Aloud** from the **Form Group Type** menu.	**Available for:** • Nov. Math Retest • February Biology and Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School STE **Not available for:** • Nov. ELA Retest • March ELA Retest Grades 3–8 ELA • Grade 10 ELA	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Screen Reader 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 • Kurzweil 3000 Special Edition as a Standard Accommodation must be left blank for HS STE • ASL must be left blank for Feb. STE, Gr 10, and HS STE • Math and STE tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
Z	Human Read-Aloud as a Special Access Accommodation (ELA) (SA1.2)	N	1	**For CBT or PBT** **Special Access Accommodation** Test administrator reads aloud a test to a student with a disability. **Note:** Students requiring a computer-based read aloud test must be placed in a separate Human Read-Aloud session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and read the test on a separate computer. To set up Human Read-Aloud: 1. Find and select the appropriate session in PAN. 2. Select the **Create/Edit Sessions** task. 3. Next, select the **Proctor Reads Aloud** checkbox. 4. Select **Human Read-Aloud** from the **Form Group Type** menu.	**Available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • Nov. Math Retest • February Biology and Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School STE	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • 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 • Accommodation must be left blank • ASL must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AA	Human Signer as a Standard Accommodation (A6.1) (Mathematics and STE)	N	1	**For CBT or PBT** **Standard Accommodation** Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard-of-hearing. No more than five students may be tested in a group. **Note:** Students requiring a human signer on a computer-based test must be placed in a separate human signer Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and sign the test using a separate computer. To set up a human signer Session in PAN, follow the steps below: 1. Find and select the appropriate session in PAN. 2. Select the **Create/Edit Sessions** task. 3. Next, select the **Proctor Reads Aloud** checkbox. 4. Select **Human Signer** from the **Form Group Type** menu.	**Available for:** • Nov. Math Retest • February Biology and Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School STE **Not available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Screen Reader 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 • Kurzweil 3000 Special Edition as a Standard Accommodation must be left blank • ASL must be left blank • Math and STE tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AB	Human Signer as a Special Access Accommodation (ELA) (SA2)	N	1	**For CBT or PBT** **Special Access Accommodation** Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard of-hearing. No more than five students may be tested in a group. **Note:** Students requiring a human signer on a computer-based test must be placed in a separate human signer Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and sign the test using a separate computer. To set up a human signer Session in PAN, follow the steps below: 1. Find and select the appropriate session in PAN. 2. Select the **Create/Edit Sessions** task. 3. Next, select the **Proctor Reads Aloud** checkbox. 4. Select **Human Signer** from the **Form Group Type** menu.	**Available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • Nov. Math Retest • Feb Biology and Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School STE	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • 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 • ASL must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AC	Text-to-Speech (TTS) (A4.1, EL3.1 or **Special Access** SA1.1 for ELA)	N	1	**For CBT only** TTS-enabled version of computer-based test read aloud to student TTS is only available for computer-based tests. TTS is not available for paper-based tests. If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in separate setting.	**Available for:** • Nov. Retests • February Biology and Introductory Physics • March Retests • Grades 3–8 • Grade 10 ELA and Math • June Biology and Introductory Physics **Not available for:** • High School Chemistry and Technology/ Engineering	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • 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 • ASL must be left blank • English/Spanish Edition must be left blank	Y =Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AD	Kurzweil Standard Accommodation – legacy only (A4.2)	N	1	**For PBT only** **Standard Accommodation** Kurzweil 3000 edition is a "read-only" CD; Kurzweil 3000 software must be used. Answers must be transcribed into the student's answer booklet. If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in a separate setting.	**Available for:** • High School Chemistry and Technology/ Engineering **Not available for:** • Nov. Retests • February Biology and Introductory Physics • March Retests • Grades 3–8 • Grade 10 ELA and Math • June Biology and Introductory Physics	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "P" • Alternate Cursor/Mouse-Pointer must be left blank • Alternate Background and Font Color must be left blank • Answer Masking 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 • 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 • ASL must be left blank • English/Spanish Edition must be left blank • Web Extensions must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AE	BLANK31			**Not applicable**			
AF	ASL Edition (A6.2)	N	1	**For CBT only** American Sign Language video is embedded in TestNav for all test items and responses.	**Available for:** • Grade 10 Math • June Biology and Introductory Physics **Not available for:** • Nov. Retests • February Biology and Introductory Physics • Grades 3–8 • Grade 10 ELA • March Retests • High School Chemistry and Technology/ Engineering	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • 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 • Text-to-Speech must be left blank • English/Spanish Edition must be left blank • Web Extensions must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AG	Human Scribe as a Standard Accommodation (Math and STE) (A10.1, EL4.1)	N	1	**For CBT or PBT** Standard Accommodation **CBT:** Scribe must record student's responses verbatim (as dictated by the student) into TestNav at the time of testing. **PBT:** Scribe must record student's responses verbatim (as dictated by the student) into the student's answer booklet at the time of testing. The student must be tested individually in a separate setting. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one).	**Available for:** • Nov. Math Retest • February Biology and Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School STE **Not available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Special Access Accommodation must be left blank • Math and STE tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AH	Human Scribe as a Special Access Accommodation (ELA) (SA3.1)	N	1	**For CBT or PBT** **Special Access Accommodation** **CBT:** Scribe must record student's responses verbatim (as dictated by the student) into TestNav at the time of testing. **PBT:** Scribe must record student's responses verbatim (as dictated by the student) into the student's answer booklet at the time of testing. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one).	**Available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • Nov. Math Retest • Feb Biology and Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School STE	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Standard Accommodation must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AI	Speech-to-Text as a Standard Accommodation (Math and STE) (A10.2; EL4.2)	N	1	**For CBT or PBT** **Standard Accommodation** **For PBT:** Test administrators must transcribe student responses verbatim (as dictated by the student) into the student's answer booklet. **For CBT:** Review _Assistive Technology Guidelines for MCAS_ prior to selecting this accommodation. If speech-to-text device is not compatible, test administrators must transcribe student responses verbatim (as dictated by the student) into the student's computer-based test from the student's separate external workstation. If one of the embedded **Web Extension speech-to-text programs** (Co:Writer or Read&Write) will be used, then select Web Extension AT Form (Column Letter AQ). 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, then Compatible Assistive Technology must also be selected (Column Letter W).	**Available for:** • Nov. Math Retest • February Biology and Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School STE **Not available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Human Scribe 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 for CBT Math and Physics tests • Math and STE tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AJ	Speech-to-Text as a Special Access Accommodation (ELA) (SA3.2)	N	1	**For CBT or PBT** **Special Access Accommodation** **For PBT:** Test administrators must transcribe student responses verbatim (as dictated by the student) into the student's answer booklet. **For CBT:** Review _Assistive Technology Guidelines for MCAS_ prior to selecting this accommodation. If speech-to-text device is not compatible, test administrators must transcribe student responses verbatim (as dictated by the student) into the student's computer-based test from the student's separate external workstation. If one of the embedded **Web Extension speech-to-text programs** (Co:Writer or Read&Write) will be used, then select Web Extension AT Form (column letter AQ). 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, then Compatible Assistive Technology must also be selected (column letter W).	**Available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • Nov. Math Retest • February Biology and Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School STE	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Standard Accommodation must be left blank • ELA tests only	Y = Yes Blank

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

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AL	Calculation Device on noncalculator test session (SA4)	N	1	**For CBT or PBT** **Special Access Accommodation** **CBT:** Calculators will be embedded in TestNav if selected. **PBT:** Calculator must be provided to the student. Select if student requires a calculator for Mathematics noncalculator 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). **Note for STE Tests:** *Calculator will be automatically available (embedded) in TestNav for all students taking CBT STE tests and therefore does not need to be collected.*	**Available for:** • Nov. Math Retest • March Math Retest • Grades 3–8 Math • Grade 10 Math	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Math tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AM	Spell-Checker (SA5)	N	1	**For CBT or PBT** **Special Access Accommodation** **CBT:** Student uses spell-checker embedded in TestNav for ELA. **PBT:** Student uses an external spell-checking device for ELA. **Note:** Spell-checker will be available automatically to all students taking all CBT STE tests, and therefore, does not need to be collected.	**Available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • Nov. Math Retest • February Biology and Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School STE	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AN	Word Prediction (SA6)	N	1	**For CBT or PBT** **Special Access Accommodation** **For CBT:** Review *Assistive Technology Guidelines for MCAS* prior to selecting this accommodation. If one of the embedded **Web Extension word prediction programs** (Co:Writer or Read&Write) will be used, then select Web Extension AT Form (Column Letter AQ). If stand-alone word prediction program is not compatible, a test administrator (or the student) must transcribe student responses verbatim into the student's computer-based test from the student's separate external workstation. Test administrator may assist student to transcribe words from the external device or application into either the student's answer booklet (PBT) or TestNav (CBT). During testing, Internet access must be turned off/restricted for non-compatible word prediction programs.	**Available for:** • Nov. ELA Retest • February Biology • March ELA Retest • Grades 3–8 ELA and STE • Grade 10 ELA • June Biology **Not available for:** • February Introductory Physics • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June Introductory Physics, Chemistry, and Technology/ Engineering	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • ELA, Gr. 5 Science, Gr. 8 Science, and Biology only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AO	English/Spanish Edition (EL7)	N	1	**For CBT and PBT** **CBT:** English/Spanish appears stacked on the same screen, with Spanish above English. **PBT:** English/Spanish test booklets are published in side-by-side English/Spanish format, with identical test questions presented on opposing pages in two languages: left-facing pages present the questions in Spanish; right-facing pages present the same questions in English.	**Available for:** • Nov. Math Retest • February Biology and Introductory Physics • March Math Retest • Grade 10 Math • June Biology and Introductory Physics **Not available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 • Grade 10 ELA • June Chemistry and Technology/ Engineering	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • 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 • Kurzweil 3000 Special Edition as a Standard Accommodation must be left blank • ASL must be left blank • Web Extensions must be left blank • Grade 10 Math, March Math Retest, and High School Biology and Introductory Physics only	Y = Yes Blank

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

Column Header	Field Name	Required Y/N	Fields Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AQ	Web Extensions	N	1	**For CBT only** Students will have the option to select a compatible web extension tool (Co:writer or Read&Write) for the use of speech-to-text and/or word prediction assistive technologies. The speech-to-text and/or word prediction accommodation(s) must also be selected with the Web Extension test form. **Note:** Web Extensions are not available for Math Tests.	**Available for:** • Nov. ELA Retest • March ELA Retest • February Biology • Grades 3–8 ELA and STE • Grade 10 ELA • June Biology **Not available for:** • Nov. Math Retest • March Math Retest • Feb. Intro. Physics • Grades 3–8 Math • Grade 10 Math • June High School Introductory Physics, Chemistry, and Technology/ Engineering	**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:** • Test format must be "O" • 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 • Kurzweil 3000 Special Edition as a Standard Accommodation must be left blank • ASL must be left blank • Typed Responses must be left blank • English/Spanish Edition must be left blank • ELA and STE tests only For eligibility requirements for the English/Spanish edition, review the *Accessibility and Accommodations Manual for the 2022–2023 MCAS Tests/Retests.*	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**			