

User Role Matrix for PearsonAccess^{next}



Version 5.1

Last updated: March 12, 2020

Document Revisions

Revision Date	Version	Description
11/30/2016	1.0	Initial Version
9/15/2016	2.0	Added Test Coordinator permissions to the Technology Coordinator user role Added Undo Test Submit permission to the District Test Coordinator user role
11/3/2017	3.0	Added Lock Units from the Session Screen permission to the School Test Coordinator user role Added Lock/Unlock Sessions to all user roles
5/20/2018	4.0	Added Published Reports User Role Added Published Reports permission to the District Test Coordinator and Principal or School Test Coordinator user role
1/18/2019	5.0	Added enrollment transfer work request permissions
3/12/2020	5.1	Added information about updating enrollment transfer notification email addresses Added updated contact information for MCAS Service Center

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

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

Telephone: 800-737-5103

Email: mcas@cognia.org

Fax: 603-516-1121

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

Telephone: 781-338-3625

Email: mcas@doe.mass.edu

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

Role Types

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

List of Roles


- **District Test Coordinator Role** – Assigned to District level user accounts. Includes the Published Report role tasks.
- **Principal or School Test Coordinator Role** - Assigned to Principal or School Test Coordinators. Includes the Published Report role tasks.
- **Test Administrator Role** – Assigned to users who will be administering computer-based tests.
- **Technology Coordinator Role** – Assigned to users who will be supporting technology for computer-based testing.
- **Published Reports Role** – Secondary role assigned to Test Administrators or Technology Coordinators to grant the ability to see published reports.
 - This role does not need to be assigned to District Test Coordinators and Principal or School Test Coordinators to access published reports.
 - This cannot be the only role assigned to a user. This must be assigned with the Test Administrator or Technology Coordinator role.

User Role Assignment

If the user has been granted this role...	...then the user may grant these roles to others.
Base Roles	
District Test Coordinator Role	<ul style="list-style-type: none"> • District Test Coordinator Role • Principal or School Test Coordinator Role • Technology Coordinator Role • Test Administrator Role • Published Reports Role
Principal or School Test Coordinator Role	<ul style="list-style-type: none"> • Principal or School Test Coordinator Role • Technology Coordinator Role • Test Administrator Role • Published Reports Role
Test Administrator Role	Does not have ability to create other accounts
Technology Coordinator Role	<ul style="list-style-type: none"> • Technology Coordinator Role • Test Administrator Role

User Role Matrix

#	Ability	District Test Coordinator Role	Principal or School Test Coordinator Role	Test Administrator Role	Technology Coordinator Role	Published Reports Role	Notes
	Organizations						
1	Organizations - View	■	■		■		<p>Allows the user to access the organization page of PearsonAccess Next (Setup > Organizations) and view organizations that have been previously created.</p> <p>A user with this role can also see the organization's details (Setup > Organizations > (task) Create / Edit Organizations).</p> <p>This includes phone number, fax number, organization type, email address and shipping information.</p>
2	Organizations - Enrollment Counts - View	■	■		■		<p>Allows the user to view the enrollment counts for an organization. (Setup > Organizations > (task) Edit Enrollment Counts).</p> <p>This number will include the number of tests assigned for an organization (number in black text) and the number of students who have been assigned this test (blue hyperlink).</p>
3	Organizations - Edit Enrollment Count Completion Status	■	■		■		<p>Allows the user to check the "Enrollment Counts Entry Complete" box (Setup > Organizations > Edit Enrollment Counts).</p> <p>This box indicates the counts have been checked and are correct.</p>
	Users						
4	File Import / Export - Users - Import/Export	■	■		■		<p>Allows the user to import or export user data files into the system (Setup > Import / Export Data > (task) Import / Export Data > User Import/Export).</p> <p>This can be used to create, edit or delete users using a data file.</p>

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5	Users - View/Create/Delete/ Edit/Enable/Assign Roles, Reset Password	■	■		■		Allows the user to create, edit or delete a user in PearsonAccess Next, as well as the ability to disable, enable and assign roles to a user (Setup > Users > (task) Create / Edit Users).
6	Users - Reset Passwords	■	■		■		Allows the user to reset another user's password (Setup > Users > (task) Reset Password).
	Students						
7	Students - View	■	■	■	■		Allows the user to be able to search for students in PearsonAccess Next (Setup > Students).
8	Students - View Detail Pop Up	■	■	■	■		Allows the user to click on the  icon on the Students page (Setup > Students). Users can see a student's name, birthdate, gender, grade level, assigned tests and online test sessions in the Detail Pop up as long as the student is in the user's assigned organization.
9	Students - Create/Edit	■	■		■		Allows the user to create student records and edit basic student information (Setup > Students > (task) Create / Edit Students). This includes last name, first name, SASID, date of birth and gender.
10	Students - Edit- Not Tested Code/Reason	■	■		■		Allows the user to mark the student test as Not Tested and enter the Not Tested Code/Reason (Setup > Students > (task) Manage Student Tests).
11	Students - Edit- Void Test Score Code/Reason	■	■		■		Allows the user to mark the student test as Void and enter the Void Reason (Setup > Students > (task) Manage Student Tests).
12	Students - Create Student Tests and Edit Existing Tests	■	■	■	■		Allows the user to assign/un-assign student tests and add edit existing student tests (Setup > Students > (task) Manage Student Tests).
13	Students - Delete	■	■		■		Allows the user to delete a student record, as long as the student does not have prior testing records (Setup > Students > Delete Students).

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14	File Import / Export - Students Registration - Import/Export	■	■		■		<p>Allows the user to import or export student registration data (Setup > Import / Export Data > (task) Import Export Data > Student Registration Import/Export).</p> <p>This can be used to create new students or edit existing students via a CSV data file.</p>
15	File Import - Students Registration Delete - Import	■	■		■		<p>Allows the user to import a Student Registration Delete file. (Setup > Import / Export Data > (task) Import Export Data > Student Registration Delete).</p> <p>Students will only be fully deleted if they do not have prior testing records.</p>
16	Rejected Student Tests - View/Edit	■	■		■		<p>Allows the user to view the Rejected Student Test page of PearsonAccess Next (Testing > Rejected Student Tests).</p> <p>Rejected student tests are caused by paper tests that come through with hand gridded demographic information that does not match the student information in PearsonAccess Next.</p>
17	Student - Generate Sample Student	■	■		■		<p>Allows the user to create generic students in the training environment (Setup > Students > (task) Generate Sample Students).</p> <p>These students can be used to log into practice tests during the infrastructure trial.</p>
Groups							
18	Groups - View/Create/Delete/Edit	■	■		■		<p>Allows the user to view, edit and delete groups that have been created and create new groups in PearsonAccess Next Training (Setup > Groups).</p>
TestNav Configurations							
19	TestNav Configurations - Create/Edit/Delete				■		<p>Allows the user to create, edit and delete TestNav Configurations.</p> <p>Configurations must be set up prior to precaching test content.</p>

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	Sessions						
20	Sessions - View	■	■	■	■		Allows the user to search for and view sessions in PearsonAccess Next (Testing > Sessions).
21	Sessions - Create/Delete	■	■		■		Allows the user to create new sessions and delete existing sessions in PearsonAccess Next (Testing > Sessions > (task) Create / Edit Sessions or Delete Sessions). Note: Sessions can only be deleted if they do not contain any students.
22	Sessions - Edit	■	■		■		Allows the user to edit existing test sessions in PearsonAccess Next (Testing > Sessions > (task) Create / Edit Sessions). Session Name, Scheduled Start Date, Scheduled Start Time can be edited.
23	Sessions - Edit - Form Group Type/Read Aloud	■	■		■		Allows the user to check the Proctor Reads Aloud checkbox and change the Form Group Type from Main to Human Reader (Testing > Sessions > (task) Create / Edit Sessions). Students with a Read Aloud accommodation must be placed into Read Aloud session.
24	Sessions - Edit - Custom TestNav Settings				■		Allows the user to change the default TestNav configuration of a test session to a custom setting (Testing > Sessions > (task) Create / Edit Sessions). This allows a user to change the TestNav Configuration settings for a specific session, including such details as the computer used for proctor caching.
25	Sessions – Lock Units		■				Allows the user to lock both sessions of a test at the same time (Testing > Sessions > (select specific sessions to lock) > Lock Units). This task can be used by the principal or school test coordinator to lock students out of the test at the end of each day.

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

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	Operational Reports						
35	Organization Reports - view	■	■		■		Allows the user to see the Organization Operational Reports (Reports > Operational Reports).
36	Students & Registration - view	■	■		■		Allows the user to see the Student & Registration Operational Reports (Reports > Operational Reports).
37	Online Testing - view	■	■		■		Allows the user to see the Online Testing Operational Reports (Reports > Operational Reports).
38	Users - view	■	■		■		Allows the user to see the User Operational Reports (Reports > Operational Reports).
	Published Reports						
39	Published Reports – View Published Reports	■	■			■	Allows the user to access published reports assigned to the organization (Reports > Published Reports). Note: Users granted the Published Reports role may assign it to users with the Test Administrator or Technology Coordinator role.
	Enrollment Transfer Work Requests						
40	Create enrollment transfer requests, View Enrollment transfer notifications, Approve enrollment transfer requests	■	■				Allows the user to request a student enrollment transfer (Set up > Work requests). If there is an active request to approve, users will see the work requests flag on the PAN home page, and the bell icon on the home page will be shown in red. Email notifications are sent to the “Transfer Coordinator” email address listed on the Setup > Organization > Create/Edit Organizations page. Users can approve or reject transfer requests in PAN (Set up > Work requests). If approved, the student’s SR/PNP information (including any test assignments and accommodations) will be transferred to the requesting organization. If rejected, the student’s SR/PNP information remains with the current organization and will not be moved to the requesting school.

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