

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



**Version 2.0**

**2017–2018 Test Administrations**

# 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

Contact the **Department's Student Assessment Services** with questions on editing organizations or contacts; or to move student tests:  
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The purpose of this document is to provide a full list of permissions granted to each user role in PearsonAccess<sup>next</sup>, as well as the rules for assigning roles to another user.

## Role Types

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

### List of Roles


- **District Test Coordinator Role** – Assigned to District level user accounts.
- **Principal or School Test Coordinator Role** - Assigned to Principal or School Test Coordinators.
- **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.

## User Role Conferrability

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

## User Role Matrix

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

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5	Users - <i>View/Create/Delete/ Edit/Enable/Assign Roles, Reset Password</i>	■	■		■	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).
<b>Students</b>						
7	Students - <i>View</i>	■	■	■	■	Allows the user to be able to search for students in PearsonAccess Next (Setup > Students).
8	Students - <i>View Detail Pop Up</i>	■	■	■	■	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 - <i>Create/Edit</i>	■	■		■	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 - <i>Edit- Not Tested Code/Reason</i>	■	■		■	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 - <i>Edit- Void Test Score Code/Reason</i>	■	■		■	Allows the user to mark the student test as Void and enter the Void Reason (Setup > Students > (task) Manage Student Tests)
12	Students - <i>Create Student Tests and Edit Existing Tests</i>	■	■	■	■	Allows the user to assign/un-assign student tests and add edit existing student tests (Setup > Students > (task) Manage Student Tests).
13	Students - <i>Delete</i>	■	■		■	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	<b>File Import / Export - Students Registration - Import/Export</b>	■	■		■	<p>Allows the user to import or export student registration data (Setup &gt; Import / Export Data &gt; (task) Import Export Data &gt; 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	<b>File Import - Students Registration Delete - Import</b>	■	■		■	<p>Allows the user to import a Student Registration Delete file. (Setup &gt; Import / Export Data &gt; (task) Import Export Data &gt; Student Registration Delete).</p> <p>Students will only be fully deleted if they do not have prior testing records.</p>
16	<b>Rejected Student Tests - View/Edit</b>	■	■		■	<p>Allows the user to view the Rejected Student Test page of PearsonAccess Next (Testing &gt; 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	<b>Student - Generate Sample Student</b>	■	■		■	<p>Allows the user to create generic students in the training environment (Setup &gt; Students &gt; (task) Generate Sample Students).</p> <p>These students can be used to log into practice tests during the infrastructure trial.</p>
<b>Groups</b>						
18	<b>Groups - View/Create/Delete/Edit</b>	■	■		■	<p>Allows the user to view, edit and delete groups that have been created and create new groups in PearsonAccess Next Training (Setup &gt; Groups).</p>
<b>TestNav Configurations</b>						
19	<b>TestNav Configurations - Create/Edit/Delete</b>				■	<p>Allows the user to create, edit and delete TestNav Configurations.</p> <p>These configurations must be set up prior to precaching test content</p>

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	<b>Sessions</b>					
20	<b>Sessions - View</b>	■	■	■	■	Allows the user to search for and view sessions in PearsonAccess Next (Testing > Sessions).
21	<b>Sessions - Create/Delete</b>	■	■		■	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	<b>Sessions - Edit</b>	■	■		■	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	<b>Sessions - Edit - Form Group Type/Read Aloud</b>	■	■		■	Allows the user to check the Proctor Reads Aloud checkbox and change the Form Group Type from Main to Human Reader. (Testing > Sessions > (task) Create / Edit Sessions)  Students with a Read Aloud accommodation must be placed into Read Aloud session.
24	<b>Sessions - Edit - Custom TestNav Settings</b>				■	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 for only one session.
25	<b>Sessions – Lock Units</b>		■			Allows the user to lock all units of multiple sessions at a time (Testing > Sessions > (task) Lock Units).  This task can be used by the principal or school test coordinator to lock students out of the test at the end of each day.



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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 administrators to submit a session for a student who exited the test incorrectly.
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.
35	Students in Sessions - <i>Set Section Start</i>	■	■	■	■	Allows the user to select the section of a test the student will be started in. (Testing > Students in Sessions > Set Section Start)
	<b>Operational Reports</b>					

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37	Organization Reports - view	■	■		■	Allows the user to see the Organization Operational Reports (Reports > Operational Reports).
38	Students & Registration - view	■	■		■	Allows the user to see the Student & Registration Operational Reports (Reports > Operational Reports).
39	Online Testing - view	■	■		■	Allows the user to see the Online Testing Operational Reports (Reports > Operational Reports).
40	Users - view	■	■		■	Allows the user to see the User Operational Reports (Reports > Operational Reports).