dese MASSACHUSETTS
Department of Elementary
and Secondary Education

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

For the 2023–24 MCAS Tests

November 2023 MCAS Retests
February 2024 MCAS High School Science
March 2024 MCAS Retests
Spring 2024 MCAS Gr. 3-8
Spring 2024 MCAS Gr. 10 ELA and Mathematics
June 2024 MCAS High School Science

September 2023

Important Contact Information and Resources

Contact: **MCAS Service Center**

For questions on:
- general test administration support
- PearsonAccess Next and TestNav such as
  - user accounts
  - technology support and readiness
  - Infrastructure Trial
  - viewing student records and organizations
  - the SR/PNP process and loading files
- logistical support, including filling out administration forms
- locating resources
- shipments of materials

Hours: 7:00 a.m.–5:00 p.m., Monday–Friday

Web: mcas.pearsonsupport.com

Use this website to access training modules and other materials to support test administration, including a link to the MCAS Service Center website (mcasservicecenter.com) where schools will access the Principal's Certification of Proper Test Administration (PCPA) and order additional materials.

Email: mcas@cognia.org

Telephone: 800-737-5103

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

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

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

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

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

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

Email: mcas@doe.mass.edu

Telephone: 781-338-3625

Contact: **Pearson Technology Support Specialists**

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

Hours: 10:00 a.m.–5:30 p.m., Monday–Friday

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

The purpose of this document is to provide schools and districts the information needed to complete the initial SR/PNP process as well as update SR/PNP information when necessary. This document provides instructions for all 2023–24 MCAS test administrations, followed by field definitions to be used as a reference when completing students' SR/PNP information.

This document is intended to complement the training modules and training webinars (see the MCAS Resource Center for the modules and recordings of the webinars and the *Principal's Administration Manual* for each administration.)

Note that an additional Field Definitions document will be made available for the 2024 Grade 8 Civics Field Test administration closer to the spring.

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

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

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

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).

New for 2023–24:
- Color Contrast and Answer Masking are now available in TestNav for all students in all tests except for the screen reader edition. Schools do not need to enter these accessibility features in the SR/PNP.

Note that columns S and T are now blank fields.

- Appendix A of this document now includes special instructions for assigning form-dependent accommodations.
    - text-to-speech
    - screen reader edition
    - ASL video edition of the grade 10 Mathematics test and June high school Science tests
    - Spanish/English edition of the grade 10 Mathematics test/retest and high school Science tests
    - compatible assistive technology
    - human read-aloud
    - human signer
    - large-print
    - Braille
    - Web extensions for speech-to-text and word prediction (See Appendix A for additional instructions for assigning web extensions.)

    Form-dependent accommodations **must be assigned to students before testing** in order to receive the correct test.

    These accommodations are marked with the ⚠ symbol in the tables below. If you will be assigning any of these accommodations to students, refer to Appendix A for additional instructions.

SR/PNP for Students Using Accommodations

Selected accommodations and accessibility features must be up to date in the SR/PNP for students by the end of each test administration window for the Department to have current data for the purposes of reporting results, including Parent/Guardian Reports, 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 to transfer a student's PNP data from the first school to the new school. For CBT, the student will be placed in a new PAN Session (a "transfer session") in the new school with the same settings as the original PAN Session from the first school. See the Guidance on Enrollment Transfer Requests for further information.

SR/PNP for High Schools

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) instead of adding these students to the SR/PNP.

Special Situations

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

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

Schools that have no students participating in the November or March retests or high school Science

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 do not contact them before the deadline.

## II. Steps for Completing the Initial SR/PNP Upload
Schools should follow the instructions below to complete the initial SR/PNP upload of student information into PAN.

Prepare the data file
1. Log in to the [Security Portal](#). At **DropBox Central,** select the **MCAS Data** folder for the test administration year (use the MCAS 2023 folder for the November administration, and the MCAS 2024 folder for all of the 2024 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 and June high school Science administrations: Add the appropriate Science test code for the subject test that students will take (refer to Part V, column J of this document for the test codes).

5. Enter students' selected accessibility features or accommodations in the designated columns. Refer to the field definitions in Part V of this document for the expected values for each column.
   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, 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 notes and validations for Column M, "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, refer to the directions shown in column I in the table in Part V to update it.

Import the file into PAN

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

2. Select the appropriate test administration from the drop-down menu located near the top right of the home page (under the year) for the SR/PNP data you want to import.
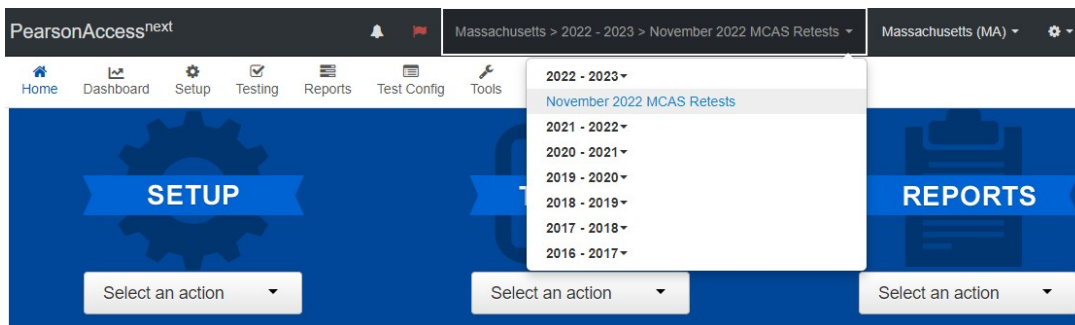
3. On the **Setup** menu, select **Import/Export Data.**

4. In the **Select Tasks** drop-down, select **Import/Export Data.** Click **Start**.

5. In the **Type** drop-down, select **Student Registration Import.** Ignore the checkbox for "Update demographic data only" (see the image below). If this checkbox is selected, CBT tests will **not** be created for students and PBT tests will **not** be sent for students.

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

Confirm that all records have been successfully imported

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

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

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

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

5. If you attempt to import a student who is registered for testing at a different school (i.e., a student who recently transferred into your school), you will receive a file import error (see the screenshot below) informing you that you do not have access to the student's organization. To register the student, you must submit an **Enrollment Transfer Work Request** by following the steps under "Request an enrollment transfer for a new student" below. Once the request is approved by the student's former school, the student will be registered for the test administration at your school. Any assigned subject tests and accommodations and/or accessibility features from the former school will be included in the student's SR/PNP.

Update SIMS with any changes to student information made in PAN

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

III. Steps for Updating Student Information After the Initial Upload
The table below describes when to use each of the options for updating the SR/PNP:
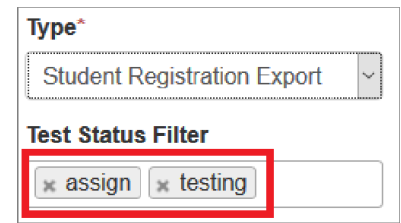
Options for updating the SR/PNP:	When would you use this option?
Option 1: SR/PNP file export and import	when updating a large number of student records
Option 2: PAN user interface	when updating approximately 10 or fewer records

Option 1: File Export and Import
Download the school's file from PAN
1. [Sign in to PAN](#).

2. Select the appropriate test administration from the drop-down menu in the top right corner. (See the sample screenshot on page 8.)

3. On the **Setup** menu, select **Import/Export Data**.

4. In the **Select Tasks** drop-down, select **Import/Export Data**. Click **Start**.

5. In the **Type** drop-down, select **Student Registration Export**

6. Do not change any of the Test Status Filters prior to exporting the file.

7. Select **Process**.

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

9. Save the file in a location that you can find easily (e.g., your documents folder).

10. Follow the steps in Part II on pages 7–11 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 drop-down menu in the top right corner (see the screenshot on page 8).

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

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

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

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

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

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

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

9. Create and register additional students as needed.

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

Update an existing student record in the PAN User Interface

1. Sign in to PAN.

2. Select the appropriate test administration from the drop-down menu in the top right corner (see the screenshot on page 8).

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

4. Search for the student record by the student's last name or SASID. If you are unable to locate your student, change the drop-down from "Registered to [admin name]" to "by Ignoring [admin name]".

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

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

7. Click **Start.** Update the student information as needed.
   Note: For the PBT edition of all high school 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 drop-down menu in the top right corner for the

SR/PNP data you want to import (see the screenshot on page 8).

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

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

5. Enter the required student information. Click **Search**.
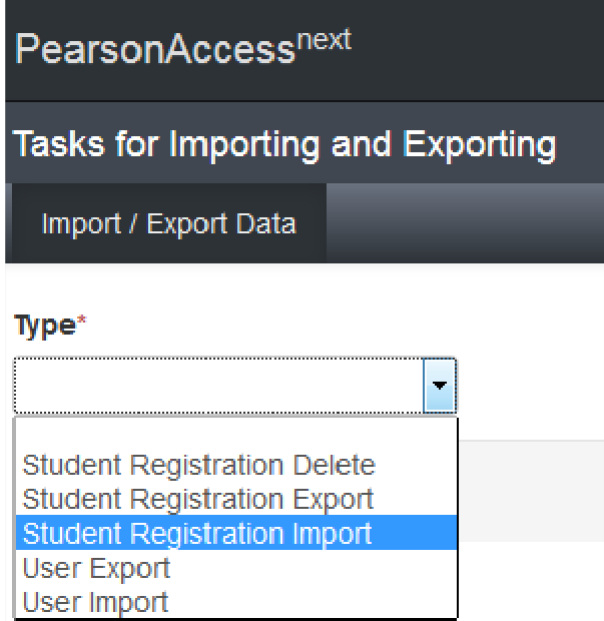
   Select the organization where the student will be testing on the **Change Enrollment To** drop-down. Click **Send Request.** Once the request is approved, the Transfer Coordinator at your organization will receive a confirmation email from **noreply@pearsonaccessnext.com**. All related testing information for the student will be moved to your organization
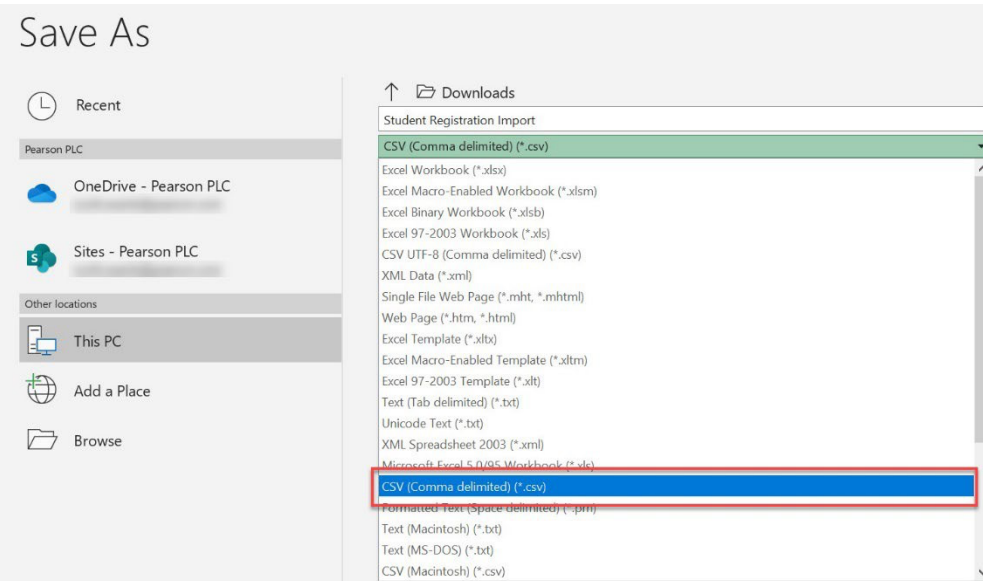
Approve an enrollment transfer for a student no longer enrolled
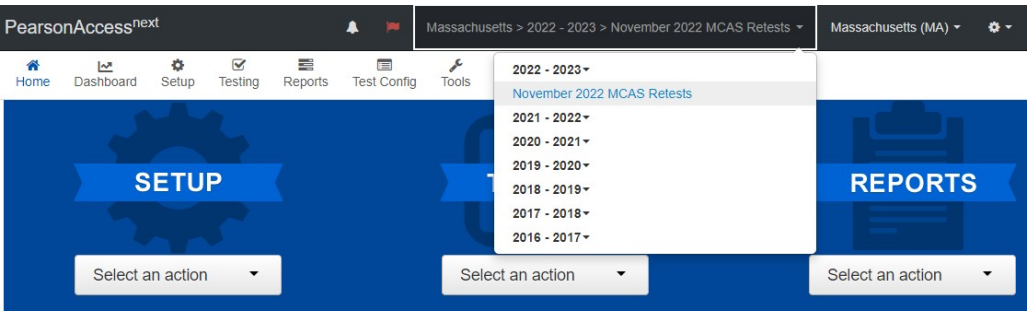
1. Sign in to PAN.

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

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

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

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

6. Click **Approve**.

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 fields found on line 2, expected: 11 actual: 53	This error message appears when selecting the wrong type of import from the drop-down when importing the SR/PNP file (e.g., selecting **User Import** instead of **Student Registration Import**).	The file needs to be re-imported by selecting the correct import type in the drop-down menu (**Student Registration Import**).

Error message	Cause	Solution
Incorrect number of fields 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 2023–24 Student Registration file (in the example error message, the file contained 45 columns).	The file needs to be updated using the 2023–24 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_ or the "Administrations" column of the _Guide to the SR/PNP Process_ to determine whether the accommodation 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.	Verify that the correct test administration is selected in the drop-down menu in the top right corner of PAN (under the year) and refer to column J to enter the correct test code in the SR/PNP file.
The test: [ ] is not allowed for registration grade: [ ]. This test is only valid for registration grades: [ ]. (e.g., "The test: Grade 5 Math Is not allowed for registration grade: 03. This test is only valid for registration grades: 05"	One or more students are assigned to a test that does not match their registered grade level.	Students must participate in MCAS tests only for the grade in which they are enrolled and reported in SIMS. Verify that students' grade level (column D) and test codes (column J) match. For example, a student registered in grade 3 can only be assigned to the following tests: • ELA03 • MAT03

V. Field Definitions

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

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

For additional information on accommodations and accessibility features, refer to the *Accessibility and Accommodations Manual*.

Field Definitions

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

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
D	Student Grade	Y	2		Student's grade, as listed in the most recent SIMS Students must participate in MCAS tests only for the grade in which they are enrolled and reported in SIMS (for grades 3–8 and 10). PearsonAccess Next will restrict test registration to grade-level testing in grades 3–8 and 10. Call your SIMS contact with any questions. **November 2023 Retests:** repeating grade 10, 11, 12, SP **February 2024 High School Science:** 09, 10, 11, 12, SP **Spring 2024 MCAS Gr. 3–8:** 03, 04, 05, 06, 07, 08 **Spring 2024 MCAS Gr. 10 ELA and Math:** 10, 11, 12, SP **March 2024 MCAS Retests:** repeating grade 10, 11, 12, SP **Spring 2024 MCAS High School Science:** 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 as it appears in SIMS	A–Z a–z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
G	Middle Initial	N	1		The initial of the full middle name as it appears in SIMS	A–Z a–z Blank
H	Gender	N	1		Gender of the student	M = Male F = Female N = Non-Binary Blank
I	Date of Birth	Y	10		The year, month, and day on which the student was born **Note for Apple users:** .CSV files on a Mac will remove the first two digits on the birth year, and an error message will appear. Use the following steps to update the formatting. 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)	Administrations	Field Notes and Validations	Expected Values
J	Test code	Y	5		**November 2023 MCAS Retests** **ENRNG** = ELA retest **MNRNG** = Mathematics retest **February 2024 MCAS High School Science** **BIOFE** = Biology **PHYFE** = Introductory Physics **Spring 2024 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 Note: If your school is participating in the Innovative Science Pilot, **do not** use the science codes listed above. Contact iada_DESE@mass.gov for information on the Innovative Science test codes. **Spring 2024 MCAS Grade 10 ELA and Math** **ELA10** = Grade 10 ELA **MAT10** = Grade 10 Mathematics **March 2024 MCAS Retests** **EMRNG** = ELA retest **MMRNG** = Mathematics retest **Spring 2024 MCAS High School Science** **BIOSP** = Biology **PHYSP** = Introductory Physics	

Column Header	Field Name	Required Y/N	Fields Length (Max)	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	**Not Available for:** • Nov. Retests • February High School Science • March Retests	First-year English learner status is estimated using historical SIMS. Official EL status will be based on March and June SIMS of this school year. 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	**Available for all administrations**	**For CBT only; not applicable for PBT** 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. When creating PAN Sessions, the Department recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that PAN Session names include the following: test administrator name, testing location, grade, and subject area test (e.g., 6 MATH SMITH 205). **Notes:** • Human Read-Aloud and Human Signer Sessions in PAN must be set up separately from other PAN Sessions. See Columns Y– AB for more information. • If a student's test has already been added to a PAN Session, it cannot be moved by changing this field and reimporting the file. Instead, remove the student's test from the PAN Session in the user interface and then reimport the file with this field populated.	A-Z a-z 0-9 - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
N	Not Tested Reason	N	1	**Not Available for:** • Nov. Retests • March Retests	Use this field to indicate if a student had a medically documented absence. This field can only be used for CBT.	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.	
				Universal Accessibility Features		
R	Enlarged Cursor/Mouse Pointer (UF4)	N	3	**Available for all administrations**	**For CBT only** **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	Blank Field				**Not applicable (New for 2023–24)**	
T	Blank Field				**Not applicable (New for 2023–24)**	

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
				Accommodations		
U	Large Print Test Edition (A2)	N	1	**Available for all administrations**	**For PBT only** ⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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" • Enlarged Cursor/Mouse-Pointer must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Text-to-Speech must be left blank • ASL edition must be left blank • Spanish/English edition must be left blank • Web Extensions must be left blank	Y = Yes Blank
V	Screen Reader Edition for JAWS or NVDA (ONLY for a student who is blind) (A3.1)	N	1	**Available for all administrations**	**For CBT only** ⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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 • 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 • Spanish/English edition must be left blank • Web Extensions must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
W	Compatible Assistive Technology (A3.3, A10.2, SA6, EL4.2, or approved Unique Accomm.)	N	1	**Available for all administrations**	**For CBT only** **Must obtain DESE approval prior to testing for AT applications.** See the <u>Assistive Technology Guidelines for MCAS</u>. ⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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 • 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 • Spanish/English edition must be left blank • Web Extensions must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
X	Braille Test Edition (A3.2)	N	1	Available for all administrations	**For PBT only** ⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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" • Enlarged Cursor/Mouse-Pointer must be left blank • Large Print Test edition must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech must be left blank • ASL edition must be left blank • Spanish/English edition must be left blank • Web Extensions must be left blank	Y = Yes Blank
Y	Human Read-Aloud as a Standard Accomm. (Math and STE) (A5; EL3.2)	N	1	Not available for: • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA	⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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 • ASL must be left blank • Math and STE tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
Z	Human Read-Aloud as a Special Access Accomm. (ELA) (SA1.2)	N	1	**Not available for:** • Nov. Math Retest • February High School Science • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School Science	⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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 • ASL must be left blank • ELA only	Y = Yes Blank
AA	Human Signer as a Standard Accomm. (Mathematics and STE) (A6.1)	N	1	**Not available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA	⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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 • ASL must be left blank • Math and STE tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
AB	Human Signer as a Special Access Accomm. (ELA) (SA2)	N	1	**Not available for:** • Nov. Math Retest • Feb. High School Science • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School Science	⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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
AC	Text-to-Speech (TTS) (A4, EL3.1) or **Special Access (SA1.1 for ELA)**	N	1	**Available for all administrations**	**For CBT only** ⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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 • Spanish/English edition must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
AD	Blank Field				**Not applicable**	
AE	Blank Field				**Not applicable**	
AF	ASL Edition (Grade 10 Math and June High School Science) (A6.2)	N	1	**Not available for:** • Nov. Retests • February High School Science • Grades 3–8 • Grade 10 ELA • March Retests	**For CBT only** ⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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 • Spanish/English edition must be left blank • Web Extensions must be left blank	Y = Yes Blank
AG	Human Scribe as a Standard Accommodation (Math and STE) (A10.1, EL4.1)	N	1	**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)	Administrations	Field Notes and Validations	Expected Values
AH	Human Scribe as a Special Access Accommodation (ELA) (SA3.1)	N	1	**Not available for:** • Nov. Math Retest • Feb. High School Science • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School Science	**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
AI	Speech-to-Text as a Standard Accommodation (Math and STE) (A10.2; EL4.2)	N	1	**Not available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 ELA • Grade 10 ELA	**For CBT** ⚠ **Review the [Assistive Technology Guidelines for MCAS](#) and Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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)	Administrations	Field Notes and Validations	Expected Values
AJ	Speech-to-Text as a Special Access Accommodation (ELA) (SA3.2)	N	1	**Not available for:** • Nov. Math Retest • February High School Science • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School Science	**For CBT** ⚠ **Review the Assistive Technology Guidelines for MCAS and Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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
AK	Typed Responses (A12)	N	1	**Available for all administrations.**	**For PBT only** **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" • Enlarged Cursor/Mouse-Pointer must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Text-to-Speech must be left blank • ASL edition must be left blank • Web Extensions must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
AL	Calculation Device on noncalculator test session (Math) (SA4)	N	1	**Not available for:** • Nov. ELA Retest • February High School Science • March ELA Retest • Grades 3–8 ELA and STE • Grade 10 ELA • June High School Science	**Note for Science tests:** *Calculator will be automatically available (embedded) in TestNav for all students taking CBT STE tests and therefore does not need to be collected in the SR/PNP.* **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
AM	Spell-Checker (ELA) (SA5)	N	1	**Not available for:** • Nov. Math Retest • February High School Science • March Math Retest • Grades 3–8 Math and STE • Grade 10 Math • June High School Science	**Note for Science tests:** *Spell-checker will be available automatically to all students taking all CBT STE tests, and therefore, does not need to be collected.* **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
AN	Word Prediction (ELA and STE) (SA6)	N	1	**Not available for:** • February Introductory Physics • March Math Retest • Grades 3–8 Math • Grade 10 Math • June Introductory Physics	**For CBT** ⚠ **Review the Assistive Technology Guidelines for MCAS and Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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 STE, Gr. 8 STE, and Biology only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
AO	Spanish/English Edition (EL7)	N	1	**Not available for:** • Nov. ELA Retest • March ELA Retest • Grades 3–8 • Grade 10 ELA	⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions.** **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 • ASL must be left blank • Web Extensions must be left blank • Grade 10 Math, November Math Retest, March Math Retest, and High School Science Only	Y = Yes Blank
AP	Graphic Organizer/ Reference Sheet (A9)	N	1	**Available for all administrations.**	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. All students receive a standard reference sheet for grades 5–8 and 10 tests and retests in Mathematics and Introductory Physics. Accommodation A9 does not refer to these standard reference sheets; it refers to graphic organizers and supplemental reference sheets.	Y = Yes Blank

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
AQ	Web Extensions for Co:Writer, etc.	N	1	**Not available for:** • Nov. Math Retest • March Math Retest • February Introductory Physics • Grades 3–8 Math • Grade 10 Math • June High School Introductory Physics	**For CBT only** ⚠ **See Appendix A: PAN Guidance for Form-Dependent Accommodations for additional instructions prior to selecting this accommodation.** **Note:** Web Extensions are not available for Math Tests. **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 • ASL must be left blank • Typed Responses must be left blank • Spanish/English edition must be left blank • ELA and STE tests only	Y = Yes Blank
AR	Blank Field				**Not applicable**	
AS	Blank Field				**Not applicable**	
AT	Blank Field				**Not applicable**	
AU	Blank Field				**Not applicable**	
AV	Blank Field				**Not applicable**	
AW	Blank Field				**Not applicable**	
AX	Blank Field				**Not applicable**	
AY	Blank Field				**Not applicable**	
AZ	Blank Field				**Not applicable**	
BA	Blank Field				**Not applicable**	

Appendix A: PearsonAccess Next Guidance for Form-Dependent Accommodations

A: Form-Dependent Accommodations

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

- Text-to-speech
- ASL video edition of the grade 10 Mathematics test and June high school Science tests
- Spanish/English edition of the grade 10 Mathematics test/retest and high school Science tests
- Screen reader edition
- Compatible assistive technology

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

- Large-print
- Braille

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

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

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

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

- On the **Sessions** page, select **Create/Edit Sessions** from the **Select Tasks** drop-down menu and click **Start**.
- Select the checkbox for **Proctor Reads Aloud**.
- In the **Form Group Type** drop-down, select **Human Read Aloud** or **Human Signer**. Fill out the rest of the information for the Session and click **Save**.
- A separate proctor testing ticket will be generated for the test administrator.
  - Proctor testing tickets can be found on the **Students in Sessions** page under the **Resources** drop-down.
  - Test administrators should be very careful not to distribute proctor testing tickets to students. **Answers entered with a proctor testing ticket will <u>not</u> be saved.**
  - **New for 2023–24**: Users who log in to TestNav with a proctor testing ticket will be prompted to confirm they are not a student before proceeding into the test.

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

C: Assigning Speech-to-Text and Word Prediction

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

Speech-to-text

For ELA tests (SA3.2):
- If one of the **embedded web extension speech-to-text programs** will be used (Co:Writer or Read&Write), select **both** of the following:
    - Column AJ – Speech-to-text as a special access accommodation
    - Column AQ – Web extensions
- If a **compatible (a district-owned software program installed on the student's computer) speech-to-text device or software** will be used on the same device as TestNav, select **both** of the following and refer to the [Guidelines for Using Assistive Technology](#):
    - Column AJ – Speech-to-text as a special access accommodation
    - Column W – Compatible Assistive Technology
- If a **software program will be used on a separate device than TestNav**, select column AJ only.

For grades 5 and 8 STE and high school Biology (A10.2; EL4.2):
- If one of the **embedded web extension speech-to-text programs** will be used (Co:Writer or Read&Write), select **both** of the following:
    - Column AI – Speech-to-text as a standard accommodation
    - Column AQ – Web extensions
- If **a compatible (a district-owned software program installed on the student's computer) speech-to-text device or software** will be used on the same device as TestNav, select **both** of the following and refer to the [Guidelines for Using Assistive Technology](#):
    - Column AI – Speech-to-text as a standard accommodation
    - Column W – Compatible Assistive Technology

For Mathematics and Introductory Physics (A10.2; EL4.2):
Due to its incompatibility with the Equation Editor answer box used for constructed responses, the embedded web extension for speech-to-text is not available for Mathematics or Introductory Physics. For students with a speech to text accommodation for these subjects, there are two options:
1. Students may use their own speech-to-text devices on a **separate** computer; responses must be transcribed into the student's test.
    - In the SR/PNP, select Column AI – Speech-to-text as a standard accommodation
2. Students may use a scribe if necessary. IEPs may include the following language: "Speech-to-text, or scribe if appropriate"
    - In the SR/PNP, select Column AG – Human Scribe as a Standard Accommodation

Word Prediction (SA6)

Only available for ELA, grades 5 and 8 STE, and Biology
- If one of the **embedded web extension word prediction programs** will be used (Co:Writer or Read&Write), select **both** of the following:
    - Column AN – Word prediction
    - Column AQ – Web extensions
- If a **compatible (a district-owned software program installed on the student's computer) speech-to-text device or software** will be used on the same device as TestNav, select **both** of the following and refer to the [Guidelines for Using Assistive Technology](#):
    - Column AN – Word prediction
    - Column W – Compatible Assistive Technology