Guide to the Student Registration/ Personal Needs Profile (SR/PNP) Process for the 2018–2019 MCAS Tests

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This document was prepared by the
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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
	    o user accounts
	    o technology support and readiness
	    o Infrastructure Trials and ProctorCache
	    o viewing student records and organizations
	    o 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@measuredprogress.org
Telephone:	800-737-5103
Fax:	877-325-4421

Contact:	**ESE 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 irregularities/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

Student Registration/Personal Needs Profile (SR/PNP) Deadlines

	Window for completing the <u>initial</u> SR/PNP process	Deadline for updating SR/PNP information (as needed)*
Elementary and Middle Schools		
Grades 3–8 tests	*Initial window:* January 28–February 8, 2019** *Extended window:* February 11–March 15, 2019	May 6, 2019 for ELA May 28, 2019 for Mathematics and STE
High Schools		
November retests	September 24–October 5, 2018**	November 19, 2018
February Biology test	December 3–14, 2018**	February 12, 2019
March retests	January 7–18, 2019**	March 12, 2019
Grade 10 ELA test	*Initial window:* January 30–February 12, 2019** *Extended window:* February 13–March 11, 2019	April 5, 2019
Grade 10 Mathematics test	*Initial window:* January 30–February 12, 2019** *Extended window:* February 13–May 3, 2019**	May 31, 2019
High School STE tests	April 1–12, 2019**	June 12, 2019
High School Biology and Introductory Physics field tests	April 22–May 3, 2019	June 17, 2019***

*   Schools should update the SR/PNP for the following situations:
- students added to or removed from your school's enrollment after the SR/PNP has been submitted
- accommodations that were wrong in the initial SR/PNP or have been added to or removed from students' IEPs or 504 plans
- accommodations that a student refused during testing

**   Schools must complete the SR/PNP by the end of the initial window in order to receive an initial shipment of manuals as well as PBT materials for students who require them. For students doing PBT, Student ID Labels cannot be generated for any students not registered in PAN by the initial SR/PNP deadlines. Any updates to the SR/PNP for PBT materials after the initial SR/PNP deadline will need to be made in PAN, and PBT materials must be ordered during the additional materials window online at www.mcasservicecenter.com.

***   Schools do not need to update the SR/PNP after the initial SR/PNP window for the high school Biology and Introductory Physics field test administration, with the exception of assigning tests to newly enrolled students who will be participating in testing.

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I. Introduction

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

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 booklets, answer booklets, large-print booklets). The SR/PNP process is also the basis for schools' orders for test administration manuals (additional manuals needed for administering tests to students with disabilities in small groups can be ordered online at www.mcasservicecenter.com or viewed online).

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 the test administrations for 2018–2019, followed by field definitions to be used as a reference when completing students' PNP information.

The general process for the SR/PNP is as follows:
1. The Department posts a file in DropBox Central in the DESE Security Portal containing the students in that grade based on the most recent Student Information Management System (SIMS) submission (or for the retests, the students who are eligible to participate).
   Note: For the high school Biology and Introductory Physics field tests, the Department will pre-load data directly into PearsonAccess Next (PAN).
2. Schools/districts receive an email notifying them that it is time to complete the SR/PNP for the administration. The email will provide additional details.
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 must complete the initial SR/PNP upload (see exceptions below), after which, schools can update the SR/PNP by inputting data directly into PAN for small numbers of students or by importing a new file into PAN (see deadlines listed on page ii).

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

Information for High Schools
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 (these dates are included in the testing schedule).

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 that Are Not Participating in Retest Administrations

High schools that have no students participating in the November retest, February Biology, or March retest administrations must email the MCAS Service Center with the school and district name and code. The MCAS Service Center will be calling high 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.

Note that steps A–C are not necessary for the Biology and Introductory Physics field test administration, since the Department is importing students' data directly into PAN to assist schools with this process.

A. Prepare the data file

1. Log in to the Security Portal. At **DropBox Central** in the **MCAS 2019** folder (MCAS 2018 folder for November retest only), find the .CSV file for the administration you are working with. Information about the file will be included in the email message that will be sent prior to the opening of each SR/PNP.

2. Delete rows of students who are no longer enrolled in your school, and for the high school retests, February Biology, and high school Science and Technology/Engineering (STE), delete rows of students who will not participate in that particular administration.
   Notes:
   - 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.**
   - For the March retests, there is no need to delete students who participated in the November retests, and for high school STE, there is no need to delete students who participated in the February Biology test. The testing contractor will remove students who earned their Competency Determination (CD) on the prior test before generating Student ID Labels.
   - For spring 2019:
     - Delete rows for students taking the MCAS Alternate Assessment (MCAS-Alt). If a student will take the MCAS-Alt in only one subject area, only delete the row for that subject area test.
     - Delete the English Language Arts (ELA) row for first-year English learners (ELs) who will not participate in testing (first-year ELs are not required to participate in MCAS ELA testing). Do not delete the rows for Mathematics and STE for EL students, since students are expected to participate in those subject area tests.

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 doing PBT will **only** receive Student ID Labels and secure test materials if they are listed in PAN during the initial SR/PNP window.

4. Enter students' selected accessibility features or accommodations in columns S–AQ. Refer to the field definitions in Part IV of this document for the expected values for each column.

Note: The accessibility features and accommodations are pre-populated in the data file by the Department and are based on what was used in the previous administration for the spring administrations as well as the field tests (for the other administrations, the school will need to input the students' accommodations). Be sure to update a student's accessibility features and accommodations if changes are needed.

5. Column M of the SR/PNP file can be used to automatically add students into PAN 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 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.
   **Note:** PAN Sessions are grade and subject specific.

6. Save the file as a .CSV file.
   Note for Apple users: Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show all four digits of the birth year. If not, please refer to the directions shown in column I in the table on page 10 to update.

B. Import the file into PAN

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. (Not all administrations are shown in the screen shot below.)
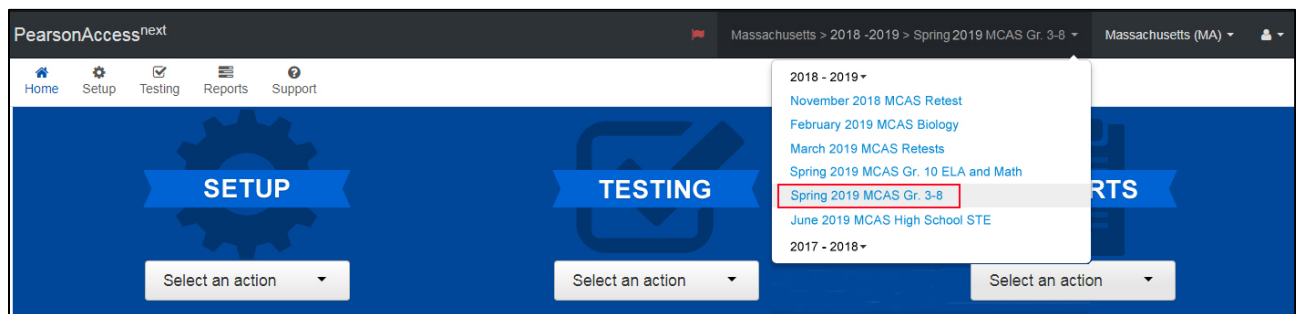

3. On the **Setup** menu, select **Import/Export Data.**

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

5. In the **Type** dropdown, select **Student Registration Import.** Ignore the checkbox for "Don't modify student tests." 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.

C. 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:
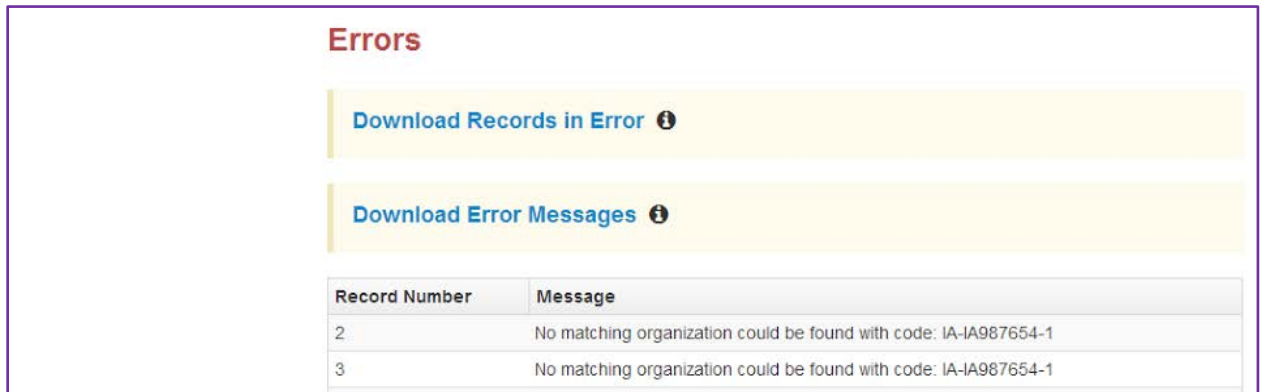
4. Correct the rows that had an error and repeat the steps above until all records import successfully. **Note:** A list of common error codes and solutions can be found on page 37 of this document.

D. Update SIMS with any changes to student information made in PAN

Changes to student information in PAN must also be made in SIMS. Call your district SIMS contact with updates (see page i for instructions on finding your district's SIMS contact).

III. Steps for Updating Student Information After the Initial Upload

Schools should follow the instructions below to update the SR/PNP by the deadlines listed on page ii. Schools should update the SR/PNP for the following situations:
- students added to or removed from your school's enrollment after the SR/PNP has been submitted
- accommodations that were wrong in the initial SR/PNP or have been added to or removed from students' IEPs or 504 plans
- accommodations that a student refused during testing

Schools do not need to update the SR/PNP after the initial SR/PNP window for the high school Biology and Introductory Physics field test administration, with the exception of assigning tests to newly enrolled students who will be participating in testing.

The table below describes when to use each of the 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 for the SR/PNP data you want to export. (See the sample screen shot on page 3.)

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. Select **Process**.

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

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

Follow steps 1–6 in Part II section A, and steps 1–6 in Part II section B, on pages 2–3 to prepare the data file and import it into PAN.

Option 2: PAN User Interface

Manually add a new student record

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 3).

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

4. In the **Select Tasks** dropdown, select **Create/Edit Students** and **Registration** (**Register Students**, **Manage Student Tests,** and **Manage Enrollments** 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, including for all the high school 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. Click **Manage Enrollments** at the top of the screen. Confirm all the details by viewing the screen (there is nothing to click to confirm).

10. Create and register additional students as needed.

Manually update an existing student record

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 above).

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

4. Search for the student record by the student's last name or SASID.

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). Click **Start.**

7. Update the student information as needed.

8. Click **Save**.

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
- Special access accommodations appear in a row that is shaded gray
(**Note:** Although text-to-speech appears in gray, it is also available as a standard accommodation for computer-based Mathematics and STE tests only).

The field definitions include all of the administrations for the 2018–2019 school year.

Field Definitions

Column Letter	Field Name	Required Y/N	Field 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 PearsonAccess Next, an error message will appear.	Must match a valid organization code in PearsonAccess Next. 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 PearsonAccess Next.		SASID must be 10-digits beginning with "10..."	0–9 SASIDs must begin with "10" or "88"

Column Letter	Field Name	Required Y/N	Field 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			03 04 05 06 07 08 09 10 11 12 SP – Former Students or students beyond grade 12
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 - . (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 - . (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 Letter	Field Name	Required Y/N	Field 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 Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
J	Test code	Y	7	Identifier assigned to the test name		**Operational Administrations** **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 **ELANR** = November ELA Retest **MATNR** = November Mathematics Retest **BIOHS** = February Biology **ELAMR** = March ELA Retest **MATMR** = March Mathematics Retest **ELA10** = Grade 10 ELA **MAT10** = Grade 10 Mathematics **BIOSP** = High School Biology **CHESP** High School Chemistry **PHYSP** = High School Introductory Physics **TECSP** = High School Technology/Engineering **Field Test Administration** • **FTBIO** = High School Biology Field Test • **FTPHY** = High School Introductory Physics Field Test	
K	Test Format	Y	1	Format of the test			P = Paper O = Online
L	Blank Field			**Not applicable**			

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
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. **Note:** 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:** • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • Grade 10 ELA and Mathematics • High School Biology and Introductory Physics Field Tests **Not Available for:** • November Retests • February Biology • March Retests • High School STE	**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 PearsonAccess Next. 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 Session in PearsonAccess Next, 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 ' (Standard Apostrophe) . ( ) & \ + Embedded Spaces Blank
N	Blank Field			**Not applicable**			
O	Blank Field			**Not applicable**			
P	Blank Field			**Not applicable**			
Q	Blank Field			**Not applicable**			

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
R	Measured Progress Organization ID			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 Measured Progress organization ID.			
over all: **Universal Accessibility Features**							
S	Alternative Background and Font Color (Color Contrast) (UF2)	N	2	**For CBT only** Selects an alternative color combination for the text (font color) and background If selected, student may change the alternative color combination during testing.	**Available for:** • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • Grade 10 ELA and Mathematics • High School Biology and Introductory Physics Field Tests **Not available for:** • November Retests • February Biology • March Retests • High School STE	**If expected value equals "Y" or "02" – "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	Y = 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 Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
T	Answer Masking (UF5)	N	1	**For CBT only** Response options (answer choices) are not visible; student clicks to reveal each response option.	**Available for:** • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • Grade 10 ELA and Mathematics • High School Biology and Introductory Physics Field Tests **Not available for:** • November Retests • February Biology • March Retests • 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:** • Test format must be "O" • Screen Reader must be left blank • Assistive Technology must be left blank	Y = Yes Blank
					Accommodations		
U	Large Print Test Edition (A2; Legacy: 11)	N	1	**For PBT only** A large-print edition test booklet and answer booklet are provided with printed text in approximately 18-point font.	**Available for:** • November Retests • February Biology • March Retests • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • High School STE • Grade 10 ELA and Mathematics **Not available for:** • High School Biology and Introductory Physics Field 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 "P" • Braille Test Edition must be left blank • Kurzweil 3000 Special Edition must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

| V | Screen Reader Edition (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" or "Text-to-Speech" test forms. | **Available for:**
• Grades 3–8 ELA and Mathematics
• Grades 5 and 8 STE
• Grade 10 ELA and Mathematics

Not available for:
• November Retests
• February Biology
• March Retests
• High School STE
• High School Biology and Introductory Physics Field 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"
• Alternative Background and Font Color must be left blank
• Answer Masking must be left blank
• Compatible Assistive Technology must be left blank
• Human Read-Aloud must be left blank
• Human Signer must be left blank
• Text-to-Speech must be left blank
• ASL must be left blank

If Spell-checker accommodation is also selected, the student must use a spell-checking program on a second computer.

If selecting "Screen Reader Edition," students will automatically receive a Braille hard-copy test for Mathematics. Students will receive a Braille hard-copy test for ELA only if graphics are included in the test. | Y = Yes
Blank |

| W | Compatible Assistive Technology | N | | **For CBT only**

Select Compatible Assistive Technology (AT) to allow activation of software or hardware that is compatible. If software or hardware is listed [here,](#) then it is compatible and may be used on the same computer as TestNav. If not listed, *do not* select Compatible Assistive Technology, and use an external computer instead.

Assistive technology routinely used by a student that provides word prediction (SA6) (e.g., Co:Writer), screen magnification (e.g., ZoomText or other external device), speech-to-text (A10.2, SA3.2, or EL 4.2) (e.g., Dragon Naturally Speaking), or other support not already provided as part of TestNav.

If compatible **word prediction** will be used, also indicate this in column AN (Word Prediction).

If compatible **speech-to-text** will be used, also indicate this in column AI or AJ (Speech-to-Text).

Compatible Assistive Technology is intended for non-screen reader AT only. Select "screen reader" instead, if used by a student with a visual disability. | **Available for:**
• Grades 3–8 ELA and Mathematics
• Grades 5 and 8 STE
• Grades 10 ELA and Mathematics

Not available for:
• November Retests
• February Biology
• March Retests
• High School STE
• High School Biology and Introductory Physics Field Tests | Must obtain ESE 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
• Screen Reader must be left blank
• Human Read-Aloud must be left blank
• Human Signer must be left blank
• Text-to-Speech must be left blank
• ASL must be left blank

Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation) | Y = Yes |

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
X	Braille Test Edition (A3.2; Legacy: 12)	N	1	**For PBT only** Hard-copy Braille test (text and graphics) for student who is blind	**Available for:** • November Retests • February Biology • March Retests • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • Grade 10 ELA and Mathematics • High School STE **Not available for:** • High School Biology and Introductory Physics Field 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 "P" • Large Print must be left blank • Human Read-Aloud must be left blank • Human Signer must be left blank • Kurzweil 3000 CD Edition must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
Y	Human Read-Aloud (Mathematics, STE, and Legacy ELA—Composition) (A5; EL3.2; Legacy: 16)	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 PearsonAccess Next. 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:** • November Retest—ELA *Composition* • November Retest—Mathematics • February Biology • March Retest—ELA *Composition* • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • High School STE • High School Biology and Introductory Physics Field Tests **Not available for:** • November Retest—ELA *Reading Comprehension* • March Retest—ELA *Reading Comprehension* • 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 must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank • Kurzweil 3000 CD Edition must be left blank • ASL must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
Z	Human Read-Aloud (Grades 3–8 and 10 ELA; Legacy ELA—Reading Comprehension) (SA1.2; Legacy: 26)	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 a human read aloud Session in PAN, follow the steps below: 1. Find and select the appropriate Session in PearsonAccess Next. 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:** • November Retest—ELA *Reading Comprehension* • March Retest—ELA *Reading Comprehension* • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • November Retest—ELA *Composition* • November Retest—Mathematics • February Biology • March Retest—ELA *Composition* • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • High School STE • High School Biology and Introductory Physics Field Tests	**If expected value equals "Y" then the following criteria must be met or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank • Kurzweil 3000 CD Edition must be left blank • English/Spanish Edition must be left blank • ASL must be left blank For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y = Yes blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AA	Human Signer (A6; Legacy: 17) (Mathematics, STE, and Legacy ELA—Composition)	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 PearsonAccess Next. 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:** • November Retest—ELA *Composition* November Retest—Mathematics • February Biology • March Retest—ELA *Composition* • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • High School STE • High School Biology and Introductory Physics Field Tests **Not available for:** • November Retest—ELA *Reading Comprehension* • March Retest—ELA *Reading Comprehension* • 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 must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Text-to-Speech must be left blank • Kurzweil 3000 CD Edition must be left blank • English/Spanish Edition must be left blank • ASL must be left blank	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AB	Human Signer (Grades 3–8 and 10 ELA Reading passages; Legacy ELA—Reading Comprehension) (SA2; Legacy: 27)	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 PearsonAccess Next. 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:** • November Retest—ELA *Reading Comprehension* • March Retest—ELA *Reading Comprehension* • Grade 10 ELA • Grades 3–8 ELA **Not available for:** • November Retest—ELA *Composition* • November Retest—Mathematics • February Biology • March Retest—ELA *Composition* • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • High School STE • High School Biology and Introductory Physics Field Tests	**If expected value equals "Y" then the following criteria must be met or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Text-to-Speech must be left blank • Kurzweil 3000 CD Edition must be left blank • English/Spanish Edition must be left blank • ASL must be left blank For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AC	*Standard* Text-to-Speech (TTS) (Grades 3–8 and 10 Mathematics; Grades 5 and 8 STE) (A4, EL3.1) *Special Access* Text-to-Speech (TTS) (Grades 3–8 and 10 ELA) (SA1.1)	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, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.	Available for: • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • High School Biology and Introductory Physics Field Tests • Grades 3–8 ELA as a special access accommodation • Grade 10 ELA as a special access accommodation **Not available for:** • November Retests • February Biology • March Retests • 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:** • Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Human Reader must be left blank • Human Signer must be left blank • ASL must be left blank For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y =Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AD	Kurzweil 3000 Special Edition (Legacy ELA—*Composition*, Mathematics, and STE) (A4.2, EL3.3; Legacy: 18)	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, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.	**Available for:** • November Retest—ELA *Composition* • November Retest—Mathematics • February Biology • March Retest—ELA *Composition* March Retest—Mathematics • • High School STE **Not available for:** • November Retest—ELA *Reading Comprehension* • March Retest—ELA *Reading Comprehension* • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • Grade 10 ELA and Mathematics • High School Biology and Introductory Physics Field Tests	**If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Test format must be "P" • Large Print Test Edition must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Human Signer must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AE	Kurzweil 3000 Special Edition (Legacy ELA—Reading Comprehension) (SA1.3; Legacy: 28)	N	1	**For PBT only** **Special Access Accommodation** Kurzweil 3000 edition is a "read-only" CD; Kurzweil 3000 software must be used. Answers must be transcribed (entered) in the student's answer booklet. If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.	**Available for:** • November Retest—ELA *Reading Comprehension* • March Retest—ELA *Reading Comprehension* **Not available for:** • November Retest—ELA *Composition* • November Retest—Mathematics • February Biology • March Retest—ELA *Composition* • March Retest—Mathematics • Grades 3–8 ELA and Mathematics • Grade 5 and 8 STE • Grade 10 ELA and Mathematics • High School STE • High School Biology and Introductory Physics Field Tests	**If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Test format must be "P" • Large Print Test Edition must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Human Signer must be left blank • English/Spanish Edition must be left blank For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AF	ASL Edition (Grade 10 Mathematics only) (A6; Legacy: 17)			**For CBT only** ASL video is embedded in TestNav for all test items and responses.	**Available for:** • Grade 10 Mathematics **Not available for:** • November Retests • February Biology • March Retests • Grades 3–8 ELA and Mathematics • Grade 5 and 8 STE • Grade 10 ELA High School STE • High School Biology and Introductory Physics Field Tests	**If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Human Reader must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AG	Human Scribe (Grades 3–8 and 10 Mathematics; Grades 5 and 8 STE; Legacy ELA—Reading Comprehension) (A10.1, EL4.1; Legacy: 19)	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. Students 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:** • November Retest—ELA *Reading Comprehension* • November Retest—Mathematics • February Biology • March Retest—ELA *Reading Comprehension* • March Retest—Mathematics • Grades 3–8 Mathematics • Grade 5 and 8 STE • Grade 10 Mathematics • High School STE • High School Biology and Introductory Physics Field Tests **Not available for:** • November Retest—ELA *Composition* • March Retest—ELA *Composition* • 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 must be left blank	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AH	Human Scribe (Grades 3–8 and 10 ELA; Legacy ELA—Composition (SA3.1; Legacy: 29)	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:** • November Retest—ELA *Composition* • March Retest—ELA *Composition* • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • November Retest—ELA *Reading Comprehension* • November Retest—Mathematics • February Biology • March Retest—ELA *Reading Comprehension* • March Retest—Mathematics • Grade 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • High School STE • High School Biology and Introductory Physics Field Tests	**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 must be left blank For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AI	Speech-to-Text (Grades 3–8 and 10 Mathematics, STE, or Legacy ELA—Reading Comprehension) (A10.2; EL4.2; Legacy: 19)	N	1	**For CBT or PBT** **Standard Accommodation** Test administrators must transcribe student responses verbatim (as dictated by the student) at the time of testing into either: • TestNav (for **CBT**), or • the student's answer booklet (for **PBT**). Students must be tested individually in a separate setting. If **compatible** 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). Otherwise, an **external** speech-to-text device or software (other than a smartphone) must be used. **Note**: If a student uses an **external** speech-to-text device or software**,** do not select Compatible Assistive Technology (Column Letter W). Contact the Department's Office of Student Assessment Services for approval or consultation.	**Available for:** • November Retest—ELA *Reading Comprehension* • November Retest—Mathematics • February Biology • March Retest—ELA *Reading Comprehension* • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • High School STE • High School Biology and Introductory Physics Field Tests **Not available for:** • November Retest—ELA *Composition* • March Retest—ELA *Composition* • 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 must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AJ	Speech-to-Text (SA3.2; Legacy: 29)	N	1	**For CBT or PBT** **Special Access Accommodation** Test administrators must transcribe student responses verbatim (as dictated by the student) at the time of testing into either: • TestNav (for **CBT**), or • the student's answer booklet (for **PBT**). Students must be tested individually in a separate setting If **compatible** 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). Otherwise, an **external** speech-to-text device or software (other than a smartphone) must be used by student to dictate responses. **Note**: If a student uses an **external** speech-to-text device or software, do not select Compatible Assistive Technology (Column Letter W). Contact the Department's Office of Student Assessment Services for approval or consultation.	**Available for:** • November Retest—ELA *Composition* • March Retest—ELA *Composition* • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • November Retest—ELA *Reading Comprehension* • November Retest—Mathematics • February Biology • March Retest—ELA *Reading Comprehension* • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • High School STE • High School Biology and Introductory Physics Field Tests	**If expected value equals "Y" then the following criteria must be met or the record will cause an error message to appear:** • Human Scribe must be left blank For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AK	Typed Responses (A12; Legacy: 23)	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 word processor.	**Available for:** • November Retests • February Biology • March Retests • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • Grade 10 ELA and Mathematics • High School STE **Not available for:** • High School Biology and Introductory Physics Field 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 "P"	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AL	Calculation Device on non-calculator test session (SA4; Legacy: 30)	N	1	**For CBT or PBT** **Special Access Accommodation** **CBT:** Calculators will be embedded in TestNav if selected. **PBT:** Calculators must be provided to students. 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 available (embedded) in TestNav for *all* students taking CBT STE tests and therefore does not need to be collected.	**Available as an accommodation for:** • November Retest—Mathematics • March Retest—Mathematics • Grades 3–8 Mathematics • Grade 10 Mathematics **Not available for:** • November Retest—ELA • March Retest—ELA • Grades 3–8 ELA • Grade 10 ELA **Ignored on Import (not collected)** • February Biology • Grade 5 and 8 STE • High School STE • High School Biology and Introductory Physics Field Tests	For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AM	Spell-Checker (SA5; Legacy: 31)	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 as an accommodation for:** • November Retest—ELA *Composition* • March Retest—ELA *Composition* • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • November Retest—Mathematics • March Retest—Mathematics • Grades 3–8 Mathematics • Grade 10 Mathematics **Ignored on Import (Not collected)** • February Biology • Grades 5 and 8 STE • High School STE • High School Biology and Introductory Physics Field Tests	**If expected value equals "Y," then the following criteria must be met or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AN	Word Prediction (SA6; Legacy: 31)	N	1	**For CBT or PBT** **Special Access Accommodation** If **compatible** word prediction device or software will be used on the same device as TestNav, then Compatible Assistive Technology must also be selected (Column Letter W). Otherwise, an **external** word prediction device or application (other than a smartphone) may be used by student. 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.	**Available for:** • November Retest—ELA *Composition* • March Retest—ELA *Composition* • Grades 3–8 ELA • Grade 10 ELA **Not available for:** • November Retest—Mathematics • February Biology • March Retest—Mathematics • Grades 3–8 Mathematics • Grades 5 and 8 STE • Grade 10 Mathematics • High School Biology and Introductory Physics Field Tests	For guidelines on which students may receive this special access accommodation, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y = Yes Blank

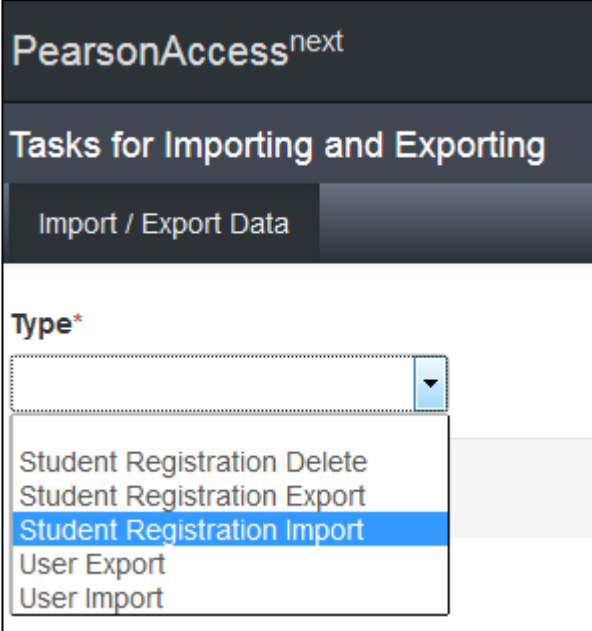| Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AO	English/Spanish Edition (High School Mathematics)			**For CBT and PBT** **CBT:** English/Spanish appears stacked on the same screen, with Spanish above English. **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:** • November Retest—Mathematics • March Retest—Mathematics • Grade 10 Mathematics **Not available for:** • November Retest—ELA • February Biology • March Retest—ELA • Grades 3–8 ELA and Mathematics • Grades 5 and 8 STE • Grade 10 ELA • High School STE • High School Biology and Introductory Physics Field Tests	**If expected value equals "Y," then the following criteria must be met or the record will cause an error message to appear:** • Large Print must be left blank • Braille Test Edition must be left blank • Kurzweil 3000 CD Edition must be left blank • ASL must be left blank For eligibility requirements for the English/Spanish edition, review the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.	Y = Yes Blank

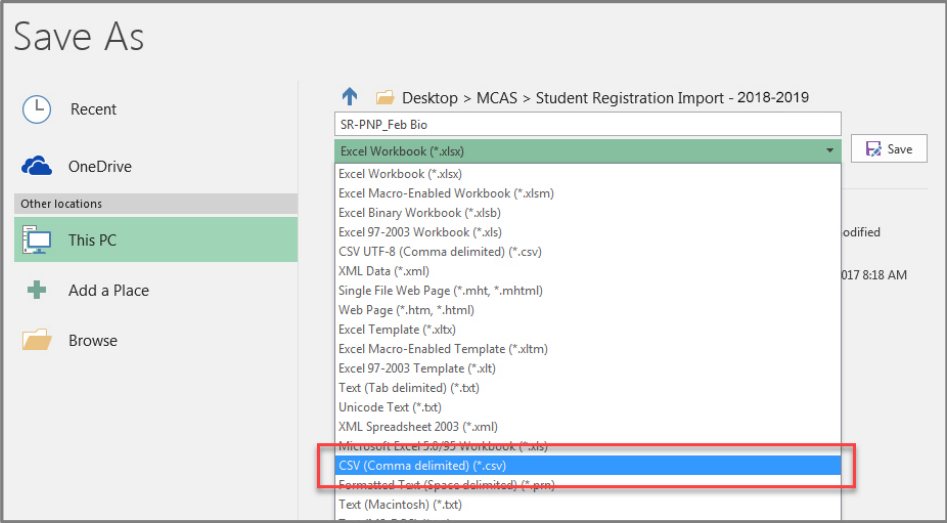| Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
AP	Graphic Organizer/ Reference Sheet (A9; Legacy: 20)	N	1	**For CBT or PBT** This accommodation should **not** be selected if only using a standard reference sheet provided to *all* students with Mathematics tests. Select only if using: • A graphic organizer and/or reference sheet posted to the Department's website for next-generation ELA and Mathematics tests; or • An individualized graphic organizer and/or reference sheet that has previously been submitted to, and approved by, the Department either in 2017 or 2018 for legacy retests and STE tests only.	**Available for:** • All computer-based tests and field tests and paper-based tests		Y = Yes Blank
AQ	Any Other Accommodation Not Listed in the SR/PNP	N	1	**For CBT or PBT** Select this field ONLY if a student with a disability will be given one or more accommodation(s) that **is not** included elsewhere in this SR/PNP, but is listed in the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*. (e.g., A7, A8, A11, A13, A14, A15, A16, A17) This field is used to determine the number of students that received accommodations on the MCAS test; the Department is required to report the number of students with disabilities who received accommodations.	**Available for:** • All computer-based tests and field tests and paper-based tests		Y = Yes blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Administrations	Field Notes and Validations	Expected Values
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**			

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@measuredprogress.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** rather than a **Student Registration Import** in PAN. This error message indicates that the file being imported contained more columns than expected. PAN has 53 columns in the Student Registration file. (In this example, PAN expected 11 columns for a User Import.)	The file needs to be re-imported with the correct import type (**Student Registration Import**).

Error message	Cause	Solution
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.

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 2018–2019 Student Registration file. (In this example, the file contained 45 columns.)	The file needs to be updated using the 2018–2019 Student Registration layout. Once the file is prepared, it should be re-imported into PAN.

Error message	Cause	Solution
Human Read Aloud as a Special Access Accommodation is not valid when "testcode" is for a Mathematics test.	Several accommodations are available for only one subject area test (e.g., available for ELA but not for Mathematics). An error message will appear if an accommodation is not available for the selected test.	Refer to the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests* to determine if the accommodation in question is available for the subject area test that was selected.
'___' is not a valid test (e.g., "BIOHS is not a valid test")	The import was not completed in the correct test administration of PearsonAccess Next, 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 PearsonAccess Next as shown below, or refer to column J on page 11 to determine that the correct test code was entered into the SR/PNP file.