PAN Tasks for Accessibility and Accommodations

The Office of Student Assessment Services March 3, 2023



Presenters

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Logistics for This Session

- Use the Q&A feature to ask a question.
 - We will answer some questions aloud at specified times during this training session, and we will email the Q&A afterwards.
 - Type your questions anytime, but we may not answer them in real time as some questions may be covered during the presentation.
 - Use the thumbs-up icon to "upvote" someone else's question.
 - Email student-specific questions to mcas@doe.mass.edu instead of asking here.
- This session is being recorded and will be available in about a week in the MCAS Resource Center, along with the slides.
 - Slides were also emailed out beforehand, and are being posted in the chat.
- Closed captioning has been enabled for participants who need it.



Today's Agenda

- 1. Timeline of Tasks to Complete in PearsonAccess Next
- 2. Tasks to Complete before Testing
 - Creating Human Read-Aloud/Human Signer Sessions
 - Verifying Accessibility Features and Accommodations
- 3. Updating Accommodations in PAN
 - Before and after a Student Signs in
- 4. Web Extensions
- 5. Resources, Support, and Next Steps
- 6. Live "Sandbox Time"



Goals for Today's Session

- Different trainings for 2023 to provide support on PearsonAccess Next (PAN) in areas that generated the most questions
 - Accessibility and accommodations
 - Note: there are no significant changes to the topics that we will be covering today for spring 2023
 - Sessions separated out for tasks before, during, and after testing (three sessions this year instead of two)
 - Live "sandbox time" at the end of the session to ask for additional PAN demonstrations or support



Computer-Based Testing (CBT) Components

PearsonAccess Next (PAN)

Online test management system for principals, test coordinators, and technology coordinators to manage user accounts, student registration, and computer-based test sessions.

PAN Session

A group of students in PAN who will be taking the same test together. Each PAN Session is grade and subject specific.

TestNav8 (TN8)

Online testing platform used by students to take the computer-based MCAS assessments

For more information, view the <u>recording</u> of the "Introduction to MCAS CBT for New Staff" training session from Fall 2022.



Frequent Questions from Prior Years

- Text-to-speech (TTS) was not assigned correctly. How do we correct this?
- Web extensions were not assigned correctly. How do we correct this?
- How do we know a student has a paper-based test?





1. Timeline of Tasks in PearsonAccess Next

Timeline of Tasks in PAN to Complete Before Testing for Principals/Test Coordinators

Now

Continue to update student info in PAN (SR/PNP)

Conduct Preliminary System Test/Infr. Trial

Enrollment Transfer Work Requests (as needed)

See <u>recommended dates</u> for Infrastructure Trial

2 weeks before testing

Create PAN Sessions and add students

Verify accommodations in PAN

Recommended: principals/test coordinators, but can also be done by • District or School Test Coordinator • Tech Coordinator

Up to 2 days before testing

Prepare PAN Sessions

Print testing tickets

Recommended: Principals/test coordinators, but all PAN users have access to do these tasks.



Timeline of Tasks in PAN to Complete **During** Testing for <u>Principals/Test Coordinators</u>

1 day before testing

Start PAN Sessions

Recommended: Principals/test coordinators, but all PAN users have access to do this. Unlock PAN Sessions Distribute testing tickets to Test Administrators

Test Day

Recommended: test administrators unlock PAN Sessions, but all PAN users have access to do this. During Testing

Resolve incorrect accommodations

Manage makeup testing

Void tests as needed

These tasks should be completed by principals/test coordinators.

MASSACHUSETTS Department of Elementar and Secondary Education Timeline of Tasks for in PAN to Complete After Testing for Principals/Test Coordinators

After Testing

Mark tests complete Fill in Not Tested codes Void tests Stop PAN Sessions

Recommended: principals/test coordinators stop PAN Sessions, but all PAN users have access to this. The other tasks should be completed by principals/test coordinators.



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Timeline of Tasks in PAN to Complete Before and During Testing for <u>Test Administrators</u>

1 day before

testing

Start PAN Sessions

Up to 2 days before testing

Verify that students have the correct test forms, including accommodations

Note that this should be done after Sessions have been prepared. Recommended: Principals/test coordinators, but all PAN users have access to do this.

Test Day

Unlock PAN Sessions Distribute testing tickets to students Monitor students in PAN Resume students who exit TestNav unexpectedly

Recommended: Test administrators unlock PAN Sessions, but all PAN users have access to do this.

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2. Tasks to Complete before Testing

Pre-Administration Checklist for Administering Accommodations

- Test Coordinators:
 - Verify that students with human read-aloud and human signer are assigned to separate PAN Sessions.
 - Verify that student accommodations have been assigned correctly by reviewing the PNP report in PAN.
- Test Administrators:
 - Review Students in Sessions page to verify student accommodations.
 - Ensure that students with Human Read-Aloud or Human Signer are given the student testing ticket, not proctor testing ticket.



Poll Question

If I select the Human Read-Aloud accommodation on the SR/PNP prior to import, will PAN automatically create the Human Read-Aloud Session?

A. YesB. NoC. I don't know.

Creating Human Read-Aloud and Human Signer Sessions

- Students with the Human Read-Aloud or Human Signer accommodation will need to be assigned to separate PAN Sessions with no more than 5 students (a proctor testing ticket will not be created without these steps).
- Use the user interface to create these separate PAN Sessions.
- This process assigns the students in this Session the same test form and assigns a proctor testing ticket for the test administrator to access a test to read or sign from their own device.
 - NOTE: Any responses entered using the proctor testing ticket will not be saved. Test administrators need to make sure that students use their own (student) testing tickets.
- Review the module for Creating Sessions on the MCAS Resource Center.



Demonstration

- Creating Human Read-Aloud and Human Signer Sessions
- Accessing Proctor Testing Tickets and Student Testing Tickets
- Accessing the PNP report



Creating Human Read-Aloud and Human Signer Sessions

- Testing > Sessions > select your Session(s), then go to Select Tasks, Create/Edit Sessions > Start
- Make sure your Session is selected on the left side of the screen, scroll down and check the Proctor Reads Aloud box, and then select either Human Read-Aloud or Human Signer in the Form Group Type drop-down. Click Save.



DETAILS
New Session
Session Name*
BOB G10 ELA HR RM 303
Test & Form
Test Assigned*
Grade 10 ELA CBT x v
Proctor Reads Aloud (group of 5 or fewer students) Form Group Type*
Add
Human Read-Aloud Human Signer
A pre-caching computer is required when there is one or more available.
Find by Name or ID ← Students
Add students to session

Proctor Testing Tickets

Proctor Testing Ticket

Session Name ADAMS G10 ELA RM 202

Test Grade 10 ELA CBT

IMPORTANT NOTE FOR TEST ADMINISTRATORS:

This **PROCTOR TESTING TICKET** should ONLY be used by the **Test Administrator** to log into TestNav when administering the Human Reader or Human Signer accommodation.

- · Students must log in using their own Student Testing Ticket.
- Students should NOT enter their test responses using this Proctor Testing Ticket. Student work will not be saved.
- When the Test Administrator is ready to access the test, log into the TestNav app on your device:

Select Massachusetts in the application.

Username	proctor116185
Password	B38CD1

* We suggest printing this ticket out on different colored paper or highlighting the ticket to ensure only the Test Administrator uses this ticket.



Student Testing Tickets for Human Read-Aloud, Human Signer, TTS

Student Testing Ticket – Human Read-Aloud or Human Signer Accommodation

STUDENT TESTING TICKET

a		
Student:	STUDENT, NEW	
Student ID:	3833944344	
Session:	GR 3 ELA READ ALOUD	
Date of Birth:	2007-01-23	
Test:	Grade 3 EL	
Please raise yo	ur hand if any of the information above is incorrect.	our test administrator will give you instructions before beginning the
test. You will ne	ed to enter in the username and password below.	
Select Massacl	husetts in the application.	
Username: 76	85120498 Password: 81c6b9	
(Optional) Scho	ool testing device ID: Session 1	Session 2

STUDEN	IT TESTING TICKET								
Student:	STUDENT, NEW								
Student ID:	8448669870								
Session:	G5 MATH TEST								
Date of Birth:	2009-02-03								
Test:	Grade 5 Math								
Please raise you	ar hand if any of the information above is incorrect. Your test administrator will give you instructions before beginning the								
test. You will need to enter in the username and password below.									
Select Massach	nusetts in the application.								
Username: 588	Password: ddec3d								
(Optional) Schoo	ol testing device ID: Session 1 Session 2								

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Verify Accessibility Features and Accommodations: Accessing the PNP Report

- Before preparing PAN Sessions, verify students' accommodations:
 - Go to Reports > Operational Reports > Students and Registrations
 > PNP Report
 - Preparing PAN Sessions is completed up to 2 days prior to testing.
 - District test coordinators, school test coordinators, and technology coordinators can access this report in PAN. Test administrators do not have access to the report.
- After the Sessions are prepared, you can view the Students in Sessions page to see accommodated forms listed next to students' names.



Accessing the PNP Report in PAN

Operational Reports

PNP Report - Accessibility Features and Accommodations for Student Tests

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List of students and tests with identified Accessibility Features and Accommodations

Execution Date

2023-02-06 09:56 AM Organization Massachusetts (MA) Test Administration Massachusetts > 2022 - 2023 > Feb. 2023 MCAS Biology and Intro Physics Accessibility Features and/or Accommodations ALL

Download Report

Request Report Refresh

Report Parameters

Organization

Massachusetts (MA) Test Administration Massachusetts > 2022 - 2023 > Feb. 2023 MCAS Biology and Intro Physics Accessibility Features and/or Accommodations*

ALL

Filtered Organization

Test

PNP Report

	A	x	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	Organization														
2	Test Administration														
3	Accessibility Features a	and/or Acco	mmodatio	ns											
4	Filtered Organization														
5	Test														
6	SASID	Text-to-Sp	Human Re	Human Re	Human Sig	Human Sig	Web Exter	Typed Res	Kurzweil St	Kurzweil S	Spell-Chee	Graphic O	rganizer/Re	ference She	aet
7	10	Y										Y			
8	10	Y										Y			
9	10	Y										Y			
10	10	Y										Y			
11	10	Y										Y			
12	10	Y										Y			
13	10	Y										Y			
14	10	Y										Y			
15	10	Y										Y			
16	10	Y										Y			
17	10	Y										Y			
18	10	Y										Y			
19	10	Y										Y			
20	10	Y										Y			
21	10	Y										Y			
22	10	Y										Y			
23	10	Y										Y			
24	10	Y										Y			
25	10	Y										Y			
26	10	Y										Y			
27	10	Y										Y			
28	10	Y													



Verify Students' Accommodated Forms Prior to Testing (After Sessions Are Prepared)

 View the Students in Sessions page to see accommodated forms listed next to students' names.

Indicator	Description
ASL	American Sign Language
SR	Screen Reader
AT	Compatible Assistive Technology
TTS	Text-to-Speech
S	Spanish
Calc	Calculation Device on a non-calculator session

Note: A Spanish bilingual edition is only available for the grade 10 Mathematics, high school Biology, and high school Introductory Physics tests.

 If an accommodated form is not listed (or if the wrong form is listed), follow the steps beginning on slide 29 to update the accommodation prior to preparing the Session.







Questions and Answers

Use the "Q&A" feature to ask questions.

Question and Answer				>
Welco	me			
Feel free to ask the host a	ind panelists ques	tior	IS	
Type your question here				



3. Updating Accommodations in PAN

Updating Accommodations in PAN

- After reviewing the PNP report, you may discover you need to update accessibility features or accommodations for certain students.
- These updates should be made before preparing Sessions through the PAN user interface.
 - If you need to update accommodations for a large number of students, contact the MCAS Service Center.
- Note: If an error is discovered after a PAN Session has been prepared, update the accommodations following steps beginning on slide 33.



Demonstrations

Updating Accommodations in the User Interface



Step-by-Step Procedures to Update Accommodations in PAN (Before a PAN Session is Prepared)

- From the Setup drop-down, select Students.
- Search by last name or SASID.
- Click the checkbox next to the student's name.
- From the Select Tasks drop-down, select Manage Student Tests. Click Start. Click the content area test on the left side.
- Add or remove the check from the box next to each accommodation as needed.
- Click Save.

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Steps to Update Accommodations in User Interface (Before a PAN Session Is Prepared) Manage Student Tests Display Screen

STUDENTS IN SESSIONS (1)	DETAILS			
STUDENT, NEW (3109706389)	STUDENT, NEW (310970638	9)		Save
	Details			 Show Student Details Show Audit Trail
	Group		Test & Form	
	Organization PEARSON DEMO SCHOOL (11331133) Session Name G3 ELA TRAINING HR Format online		Test Grade 3 ELA Form 22EL03ISONEN01HR Proctor Reads Alon	t ud (group of 5 or fewer students)
	Special Test Forms Text-to-Speech ● ▲ Large Print Test Edition (A2) ● Braille Test Edition (A3.2) ● Screen Reader Edition ● ▲ Web Extensions ● Compatible Assistive Technology ● ▲ See list of compatible software.	Selected Accommodations Human Read Aloud as a Special Access Ar (SA1.2) Human Signer as a Special Access Accom Human Scribe as a Special Access Accom Speech-to-Text as a Special Access Accom Graphic Organizer/Reference Sheet (A9) Typed Responses (A12) Spell-Checker (SA5) Word Prediction (SA6)	ccommodation modation (SA2) () modation (SA3.1) () nmodation (SA3.2) ()	Accessibility Features Answer Masking (UF6) Alternative Background and Font Color (Color Contrast) (UF2) Alternative Cursor/Mouse Pointer Alternative Cursor/Mouse Pointer

Next-Generation High School PBT Tests in PAN

 For the paper-based (PBT) editions of all high school tests, each test session has its own screen in PAN in Manage Student Tests. Each test session should be updated individually by clicking on each on the

left side of the page.

Manage Student Tests	_	_	_
Test Filter Add	Filter by Test Status		
STUDENT TESTS (2)	TEST DETAILS		
• Create Student Tests	STUDENT, TEST (1144332211)		Save
STUDENT, TEST (1144332211) Grade 10 ELA PBT Assigned Gr10ELAPBT - Sess. 1 Gr10ELAPBT - Sess. Assigned 2 Assigned	Gr10ELAPBT - Sess. 1 Assigned Organization* PEARSON SCHOOL 2 (87949654) x *	Group Name Select	 Show Student Details Show Audit Trail
	Test Format* Paper x v		
	Special Test Forms	Selected Accommodations	Accessibility Features
	Text-to-Speech (A4.1, EL3.1 for Math/STE,	Human Read Aloud as a Special	Answer Masking (UF6)
	SA1.1 for ELA)	Access Accommodation (SA1.2)	Alternative Background and Font Color (Color Contrast) (UF2)
	□ Large Print Test Edition (A2) 1	Human Signer as a Special Access	0
	Braille Test Edition (A3.2) 0	Accommodation (SA2)	×



Updating a Human Read-Aloud/Human Signer Session

- Human Read-Aloud and Human Signer Sessions must be designated in the Sessions > Create/Edit sessions task.
 - Refer to slide 18 for steps.
 - Note: If a Session has been prepared, a new Session will need to be created in order to update the Form Group Type.



Updating Accommodations <u>After</u> a PAN Session is Prepared

- Most accessibility features and accommodations can be updated <u>after</u> a PAN Session is prepared according to the steps on the previous slides. The following accommodations are exceptions:
 - Text-to-speech
 - Screen-reader
 - Compatible Assistive Technology

o ASL

- English/Spanish Edition
- Human Read-Aloud/Human Signer Session



Demonstrations

Updating Accommodations after a PAN Session is Prepared



Exceptions: Updating Accommodations <u>After</u> a PAN Session Is Prepared

- The student must be removed from the Session before changes can be made.
- Students in Sessions > Click the checkbox next to student's name > Select Tasks > Remove Students from Sessions > Start
- Then, update the student on Manage Student Tests page
- Then, add the student back to the PAN session
- Applies to TTS, Screen-Reader, Compatible Assistive Technology, ASL, Spanish, Human Reader/Signer Session
 - Refer to Guidelines for Using Assistive Technology on the <u>MCAS</u> <u>Resource Center</u>



Poll Question

The wrong accommodation was assigned to a student in PAN, and the student has started their test. Do I need to assign the student a new test?

- A. Yes
- B. No
- C. Only for certain accommodations

Demonstrations—Updating Accommodations

 Updating Accommodations after a Student Signs into a Test



What are the steps to take if a student started testing with the incorrect accessibility feature/ accommodation?

- For the accessibility features and accommodations listed below, a new test is <u>not</u> needed.
 - Color Contrast
 - Calculation Device
 - Alternate Cursor/Mouse Pointer
- Answer Masking
- Spell-Check
- Web Extension
- Student should sign out of test in TestNav, and the principal/test coordinator should follow the below instructions (also on slide 29)
 - Go to Setup > Students > Select Student > Select Tasks > Manage Student Tests > Start
 - Update feature or Accommodation > Save
 - Student logs back in to test



What are the steps to take if a student started testing with the incorrect accommodated *test form?*

- For text-to-speech, screen reader, ASL, compatible AT, and Spanish edition, or human read-aloud/human signer (if a student was incorrectly assigned to a Human Read-Aloud/Human Signer PAN Session), follow these steps:
- The student needs to exit the test.
- The test coordinator marks the test complete. (Testing > Students in Sessions > Mark Student Tests Complete)
- The test coordinator voids the test (e.g., Manage Students Tests screen > select the "Void Test Score Code" and the appropriate "Void Test Score Reason" from the drop-down).
- Assign the student a new test with the correct accommodated test form.
- The test administrator can create a new PAN Session for the student or place the student in a different PAN Session.
- School personnel will contact the Department and may need to submit an irregularity report.

Review the training module **Resolving Incorrect Accommodations During Testing** for a step-by-step demonstration online at

http://mcas.pearsonsupport.com/training/

Step 1 in PAN to Update Accommodations After a Student Signs in to a Test

 Select the student on the Students in Sessions page > Select Tasks > Mark Student Tests Complete > Manage Student Tests > Start

Students in Sessions Go to Sessions »	
E Tasks 0 Selected	
Select Tasks	✓ Start ✓
 Student Test Statuses Mark Student Tests Complete Resume Student Tests Undo Student Test Submissions Students Add Students to Sessions Remove Students from Sessions Move Students between Sessions Student Tests 	BOB G6 MATH RM 505 In Progress BOB G6 MATH RM 505 (5 Student Tests)

Step 2 in PAN to Update Accommodations After a Student Signs in to a Test: Void the Test

 On the Manage Student Tests tab, check the box for Void Test, and select the reason – i.e., Wrong Accommodations.

Not Tested and Void Test Score	
Not Tested Code	Void Test Score Code
Not Tested Reason	Void Test Score Reason
✓	Wrong Accommodations ~
* Required	
Save Reset	



Step 3 in PAN to Update Accommodations After a Student Signs in to a Test: Mark the Test Complete

 On the Mark Student Tests Complete tab, check the boxes for all sessions that are not yet complete > describe reason (e.g., incorrect accommodation given) > Mark Complete

Mark Student Tests Complete				Mark Complete	Reset
Reason Wrong Accommodation					
Use the same Reason for checked Students i	n Sessions				
STUDENTS IN SESSIONS (2)	DETAILS				
STUDENT NAME (CODE)	SESSION (STUDENT TEST)	Gr10Math - Sess. 1	Gr10Math - Sess. 2	Gr10Math - Sess. 3 - Questionnaire	
STUDENT, NEW (0934485279) 😗	TEST DK -M-HR (Grade 10 Mathematics)	© Completed	2 Exten	R Exited	
STUDENT, NEW (2446519813) 0	MATH SESSION 1 (Grade 10 Mathematics)	2 Exted	2 Ented	Resumed	
This action is not reventable					
* Required					
Mark Complete Reset					

Updating Accommodations <u>After Testing</u> for Students Who Did <u>Not</u> Use an Accommodation

- Update accommodations in PAN for each content area test if a student refused or did not use an accommodation:
 - Setup > Students > Manage Student Tests
- If the following accommodations cannot be changed (i.e., TTS, ASL, Screen Reader, Spanish) in PAN and were incorrect during testing, accommodations can be updated during the discrepancy period.
 - More information about the 2023 discrepancy period will be shared in future <u>Student Assessment Updates</u>.







Questions and Answers

Use the "Q&A" feature to ask questions.

<u> </u>		>
panelists questic	ons	
	panelists questic	panelists questions



4. Web Extensions

Web Extensions

 For students using speech-to-text and/or word prediction on ELA, grades 5 and 8 STE, and HS Biology (not applicable for Math and Physics), Web Extensions must also be selected in the SR/PNP.

Assistive Technology Guidelines for MCAS



Web Extension Assistive Technology (AT) Form

- Web AT form for the use of speech-to-text or word prediction accommodations
 - IEP must list "speech-to-text" or "word prediction" as an accommodation, and student must meet criteria to receive this accommodation.
 - SR/PNP for student with a disability must designate Web Extension AT test form for the specific test. (Student will select either Co:Writer or Read&Write on TestNav screen.)
 - Web extensions are **NOT** available for Mathematics tests and Introductory Physics, due to conflicting use of the Equation Editor.
 - Do not assign the "Web Extension AT Form" to student who is unfamiliar with its use. Student should attempt a practice test with this feature prior to actual testing.
 - Review <u>Assistive Technology Guidelines for MCAS</u> prior to selecting the Web Extension AT Form for students.



Web Extension Assistive Technology (AT) Form

First-year English learner (EL) 6



* Required





Questions and Answers

Use the "Q&A" feature to ask questions.

Question and Answer			>
Welco	me		
Feel free to ask the host a	nd panelists quest	ions	
Type your question here			



5. Resources, Support, and Next Steps

Resources for PAN Tasks for Accessibility and Accommodations

Resource	Location
Guide to the SR/PNP Process	mcas.pearsonsupport.com/manuals ("PearsonAccess Next Guidance" drop-down)
Creating Sessions module	mcas.pearsonsupport.com/training
Verifying accommodations by viewing the PNP report	https://support.assessment.pearson.com/PAsup/repo rting/operational-reports
Updating Accommodations in PAN	mcas.pearsonsupport.com/training
Resolving Incorrect Accommodations During Testing module	
Accessibility and accommodations guidance and modules	mcas.pearsonsupport.com/manuals ("Accessibility and Accommodations Guidance" drop-down)
Appendix B of the CBT TAM – Resolving Situations that Involve Accommodations	https://www.doe.mass.edu/mcas/admin.html



Additional Resources on the DESE MCAS Website

Resource	Description
Home page	Access MCAS headlines and links to MCAS site (e.g., test schedule, test designs, training)
<u>Student</u> <u>Assessment</u> <u>Updates</u>	Biweekly email with important updates about the MCAS program If you do not already receive this email, subscribe at this link: <u>http://eepurl.com/ghSOhH</u>



Upcoming Training Sessions on PAN Tasks

Date	Session	Audience
Tuesday, March 7, 9:30 – 11:30 a.m.	Tasks in PAN During Testing	Principals and test coordinators
Friday, March 10, 9:30 – 10:30 a.m.	Tasks in PAN After Testing	Principals and test coordinators

Registration for training sessions available now: <u>www.doe.mass.edu/mcas/training.html</u> After each session is delivered, a recording of the session and the slides will be posted at <u>mcas.pearsonsupport.com/training/</u> approximately one week later.



Next Steps

- Today: Complete the evaluation form.
 - Responses are associated with the name and email address used to log in.
 - Email your input to mcas@doe.mass.edu if you have problems accessing or completing the form.

• Within one week:

- Receive an email with the Q&A from this session
- Recording will be available



Email and Phone Support

MCAS Service Center

- Questions on logistics and technology (e.g., PearsonAccess Next, SR/PNP, TestNav)
 - Web: <u>mcas.pearsonsupport.com</u>
 - Email: mcas@cognia.org
 - Phone: 800-737-5103
 - <u>Schedule Technology</u> <u>Support Call.</u>

DESE Student Assessment Services

- Policy questions (e.g., student participation, accommodations, "I have a student who...")
 - Web: www.doe.mass.edu/mcas
 - Email: mcas@doe.mass.edu
 - Phone: 781-338-3625



6. Live "Sandbox Time"

Poll Question

Which demonstration would you like to see again?

- A. Creating Human Reader/Human Signer Sessions
- B. Accessing the PNP Report to verify accommodations
- C. Printing Student and Proctor Testing Tickets
- D. Updating accommodations before preparing PAN Sessions
- E. Updating accommodations after preparing PAN Sessions
- F. Updating accommodations after a student signs in to a test



THANK YOU

The Office of Student Assessment Services







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