

Tasks in PearsonAccess Next Before Testing

The Office of Student Assessment Services
March 1, 2023



Presenters

Shannon Cullen, MCAS and ACCESS Assessment Specialist

Thomas Morales, Pearson Customer Support Representative

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 in PearsonAccess Next (PAN)
2. Introduction to PAN Sessions
3. Creating PAN Sessions
4. Preparing PAN Sessions and Printing Testing Tickets
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
 - Sessions separated out for tasks before, during, and after testing (three sessions this year instead of two)
 - Separate session for accessibility and accommodations PAN tasks
 - Live “sandbox time” at the end of the session to ask for additional PAN demonstrations or support

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 [recommended dates](#) for Infrastructure Trial

2 weeks before testing

Create PAN Sessions and add students

Verify accommodations in PAN

Recommended to be completed by 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 to be completed by principals/test coordinators, but all PAN users have access to do these tasks.

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

1 day before testing

Start PAN Sessions

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

Test Day

**Unlock PAN Sessions
Distribute testing tickets to Test Administrators**

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.

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.

Timeline of Tasks in PAN to Complete Before and During Testing for Test Administrators

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.

1 day before testing

Start PAN Sessions

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.

New for Spring 2023

- Batch printing tickets
 - Principals and test coordinators can print student testing tickets for multiple PAN Sessions at one time
- Printing all tickets for one student
 - Principals and test coordinators can print all student testing tickets for one student at one time

2. Introduction to PearsonAccess Next Sessions

What are PearsonAccess Next Sessions?

- A Session is a group of students in PearsonAccess Next (PAN) who will be taking the same test together.
 - Each PAN Session is grade and subject specific.
 - The Human Read-Aloud and Human Signer accommodations require students to be assigned to a separate Session that is specifically designated as Human Read-Aloud or Human Signer.
 - Note that PAN Sessions are different than the actual “test session.”
- PAN Sessions can be created at any time prior to administration.
 - Recommended: Create PAN Sessions approximately two weeks before test administration
 - The timing can help to minimize changes needed (e.g., student transfers).

Poll Question

Do students who take paper-based tests need to be placed into a PAN Session?

A. Yes

B. No

C. I don't know.

PAN Session Names

- Users will be able to see all PAN Sessions in their organization.
- Recommended: Use a naming convention for PAN Sessions that will help test administrators quickly and easily find the test they are administering, including the following items:
 - Test administrator name; testing location; grade; subject area test
 - **Example: Smith.Rm202.G4.Math**
- A PAN Session name may contain up to 50 characters; commas (,) are not allowed.
 - Expected/allowed values:
 - A–Z
 - a – z
 - 0 – 9
 - - (Hyphen)
 - . (Period)
 - ‘ (Standard Apostrophe)
 - Embedded Spaces
- See page 22, column M of the [Guide to the SR/PNP Process](#) for more information.

3. Creating PAN Sessions

Poll Question

Can I change my PAN Sessions after assigning them on the SR/PNP import?

- A. Yes
- B. No
- C. I don't know.

Two Ways to Create PAN Sessions

- There are two ways to create PAN Sessions: **file import** and **user interface**.
 - File Import
 - Creating PAN Sessions via a file import can only be done ***one time***. Additional changes would need to be made through the user interface.
 - Recommended: Use the file import to create Sessions for large numbers of students or when creating 5 or more PAN Sessions.
 - User Interface
 - Recommended: Use the user interface to create a small number of PAN Sessions.
 - Required: Human Read-Aloud or Human Signer accommodated Sessions.

Demonstrations

- Creating PAN Sessions via the SR/PNP Import
- Creating PAN Sessions via the User Interface
- Adding Students to PAN Sessions

Option 1: Creating Sessions via SR/PNP Import

1. Export your current SR/PNP data.
 2. Add the Session names to column M. Save the file.
 3. Import the updated SR/PNP file to PAN.
- Note that once Sessions have been created, they **cannot** be changed via a file import.
 - If you need to make changes to a large number of PAN Sessions, call the MCAS Service Center.

Option 1: Creating Sessions via SR/PNP Import

- **Setup > Import/Export Data > Select Tasks, Import/Export Data > Student Registration Export > Process**
- Export the file and add the appropriate Session names for each student in column M. When completed, save the file as a .CSV.
- **Setup > Import/Export Data >** in the Tasks drop-down, choose **Import/Export Data > Student Registration Import >** select the file you just saved **> Process**
- Confirm that your Sessions have been created by going to **Testing > Sessions > Show All Results**

Option 2: Creating Sessions via PAN User Interface

- **Testing > Sessions > Select Tasks, Create/Edit Sessions > Start**
- **Complete the required fields and click Create**

DETAILS

New Session [Create](#) [Reset](#)

Session Name*

Organization*

Test & Form

Test Assigned*

Proctor Reads Aloud (group of 5 or fewer students)

Form Group Type*

Precaching Computer*

A pre-caching computer is required when there is one or more available.

Scheduling

Scheduled Start Date*

Scheduled Start Time

Lab Location

Find by Name or ID ▾
Students

* Required

Adding Students to PAN Sessions

- Go to **Testing>Sessions>Create/Edit Sessions**
- Once required information is entered, students can be selected for the specific PAN Session at the bottom of the screen.

DETAILS

New Session Create Reset

Session Name*
BOB G10 MATH RM 303

Organization*
PEARSON SCHOOL 2 (... x)

Test & Form **Scheduling**

Test Assigned*
Grade 10 Mathematics CBT x

Proctor Reads Aloud (group of 5 or fewer students)

Scheduled Start Date*
2021-03-01 📅

Form Group Type*
Standard x

Scheduled Start Time
01:00 AM EST 🕒

Lab Location
[Empty field]

Precaching Computer*
Add

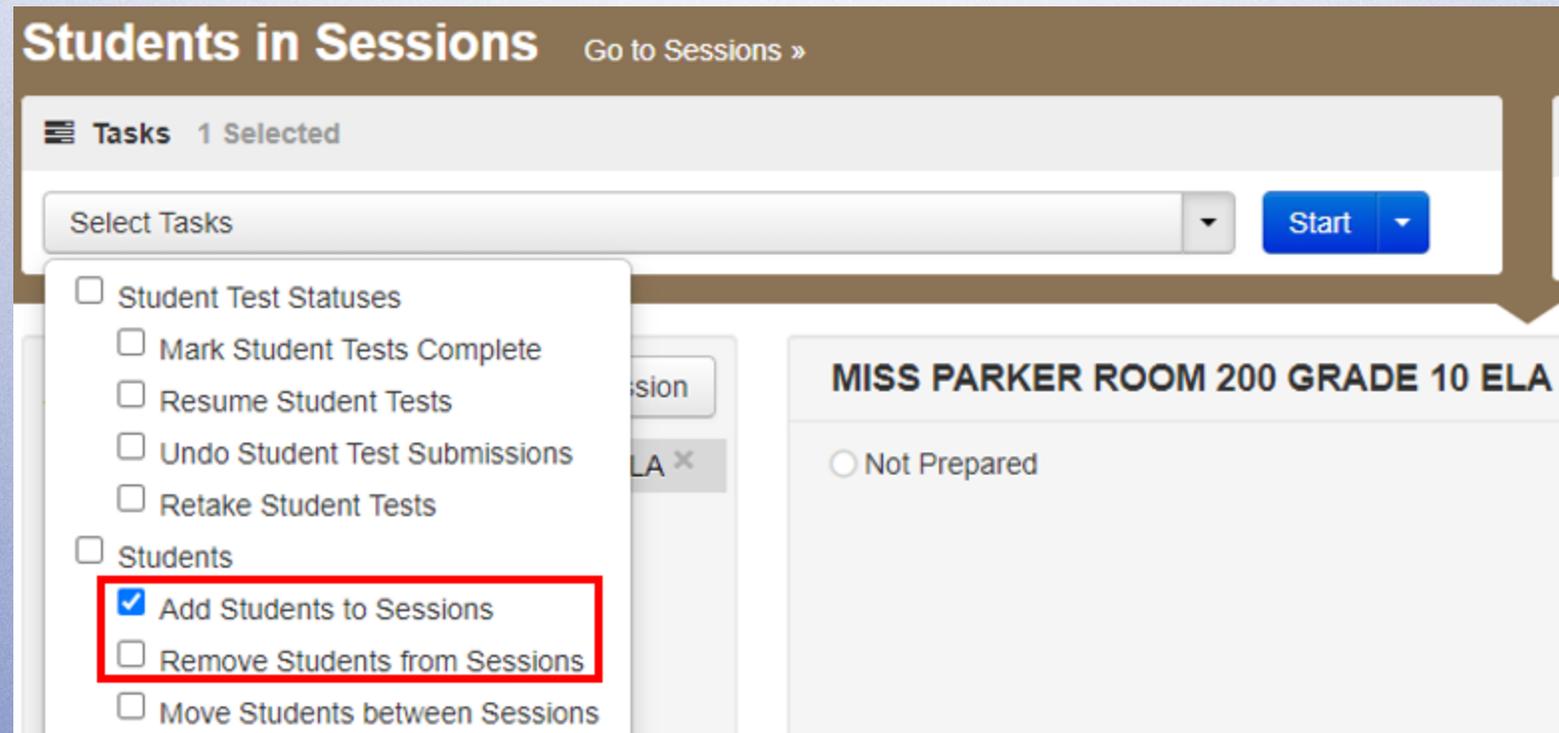
A pre-caching computer is required when there is one or more available.

Find by Name or ID ▾
Students
Add students to session

* Required

Adding Students to PAN Sessions (continued)

- Adding students can also be done by going to **Testing>Sessions>Add/Remove Students in Sessions**
- Search for the names of the students.
- Select the checkboxes next to the student names.
- Select **Save**.



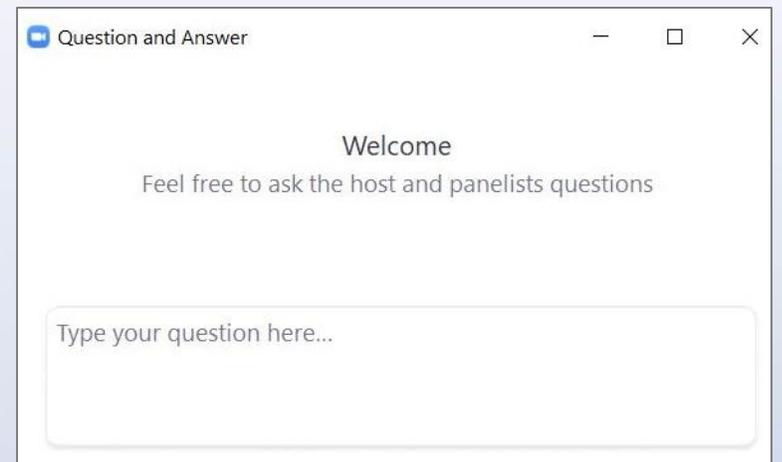
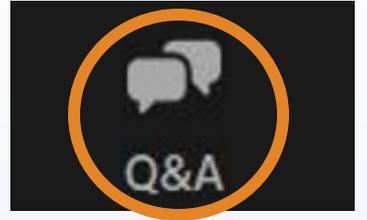
The screenshot displays the 'Students in Sessions' interface. At the top, there is a header with the title 'Students in Sessions' and a link 'Go to Sessions »'. Below the header, there is a 'Tasks' section with a '1 Selected' indicator. A dropdown menu is open, showing a list of tasks. The 'Students' category is expanded, and the 'Add Students to Sessions' option is selected and highlighted with a red box. Other options in the 'Students' category include 'Remove Students from Sessions' and 'Move Students between Sessions'. The background shows a session titled 'MISS PARKER ROOM 200 GRADE 10 ELA' with a 'Not Prepared' status.

Why might a student record not be found when assigning that student to a PAN Session?

- Student is already assigned to a PAN Session.
- Student is assigned to paper-based testing (PBT).
 - Student would need to be assigned to computer-based testing (CBT).
- Student is assigned to a different grade level.
 - Student would need to be assigned the appropriate grade level test.

Questions and Answers

Use the “Q&A” feature to ask questions.



4. Preparing PAN Sessions and Printing Testing Tickets

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**
 - District test coordinators, school test coordinators, and technology coordinators can access this report in PAN. Test administrators do not have access to the report.
- Attend the PAN Tasks for Accessibility and Accommodations training session for further information (Friday, March 3 at 9:30 a.m.)

Poll Question

When should I prepare my PAN Sessions?

- A. Any time after submitting the SR/PNP
- B. Two weeks prior to testing
- C. Up to two days prior to testing
- D. On test day

Demonstrations

- Prepare PAN Sessions
- Download testing tickets and Session Student Roster

Prepare PAN Sessions

- Sessions must be **prepared** by principals/test coordinators before they can be started. (**Starting** Sessions is covered in our March 7 training).
- Preparing Sessions assigns the test forms to students.

The screenshot shows the 'Students in Sessions' interface in PearsonAccessnext. The top navigation bar includes 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The main content area is titled 'Students in Sessions' and includes a 'Go to Sessions' link. Below this, there are two task bars: 'Tasks 0 Selected' and 'Students in Sessions 0 Selected'. The 'Students in Sessions' task bar has a 'Manage' dropdown menu. The main content area is divided into two sections: 'Session List' on the left and 'GRADE 8 ELA ROOM 106' details on the right. The 'Session List' section has an 'Add a Session' button and a list item for 'GRADE 8 ELA ROOM 106'. The 'GRADE 8 ELA ROOM 106' section has 'Resources', 'Details', and 'Edit' links, and a 'Not Prepared' status. A blue 'Prepare Session' button is highlighted with a red box, and a 'Refresh' button is also visible.

- **Testing > Students in Sessions >** Find the Session and select the checkbox to see the **Session Details** screen.
- Click the blue **Prepare Session** button.

Download Testing Tickets and the Session Student Roster

- Student testing tickets and proctor testing tickets (for human read-aloud/signer PAN Sessions) are located in the **Resources** drop-down in the **Students in Sessions** view, along with a **Session Student Roster**.

The screenshot displays the 'Students in Sessions' interface. At the top, there are two task bars: 'Tasks 0 Selected' and 'Students in Sessions 0 Selected'. Below these are search and action fields. The main content area is divided into three sections: 'Session List' on the left, a central session details view for 'G3 ELA TRAINING HR', and a 'Student Test Status Key' on the right. The 'Resources' dropdown menu is open for the 'G3 ELA TRAINING HR' session, listing options: 'Proctor Testing Ticket', 'Scheduled Sessions', 'Session Student Roster', 'STUDENT TESTING TICKETS', 'Print all for this session', and 'Print selected for this'. The 'STUDENT TESTING TICKETS' option is highlighted with a red box. The 'Student Test Status Key' on the right includes a legend for Ready, Resumed, Active, Exited, and Completed.

Sample Session Student Roster

Session Student Roster

Test Administration	Spring 2021 MCAS Gr. 3-8	Precaching Computer	Sample Config
Session Status	In Progress	Scheduled Start Date	2021-02-08
Session Name	BOB G7 MATH RM 107	Scheduled Start Time	01:00 AM
Organization	PEARSON DEMO SCHOOL (11331133)	Actual Start Date	2021-02-08
Test	Grade 7 Math	Actual Start Time	10:50 AM
Proctor Reads Aloud (group of 5 or fewer students)	No	Lab Location	
Form Group Type	Standard		
Password	93CE66		

20 Results

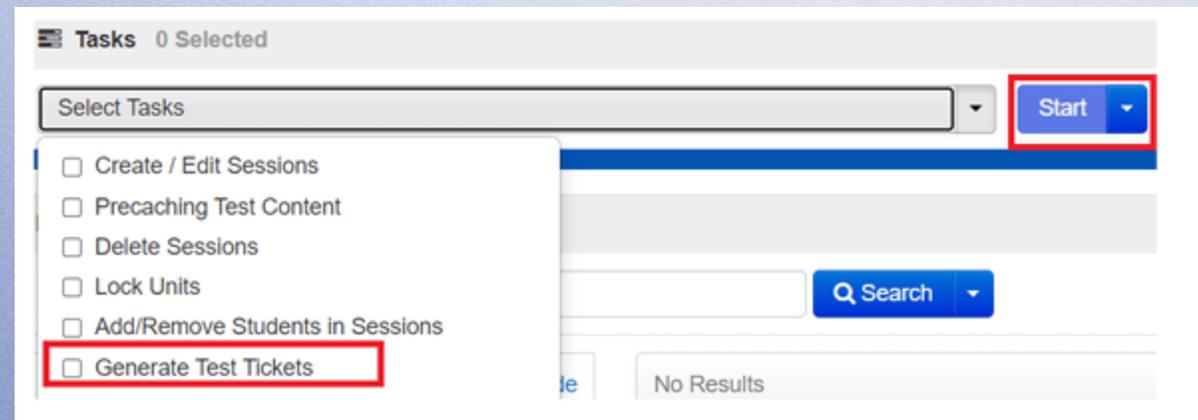
Student Name	Student Code	Date of Birth	Status	Form/Form Group	Username
STUDENT, NEW	2266677658	2009-02-19	Ready	Grade 7 Math - 20MA07STONEN0102	5904530507
STUDENT, NEW	9265466625	2009-02-08	Ready	Grade 7 Math - 20MA07STONEN0102	1441227666
STUDENT, NEW	2586521827	2009-02-19	Ready	Grade 7 Math - 20MA07STONEN0102	3199700961
STUDENT, NEW	5379700852	2009-02-19	Ready	Grade 7 Math - 20MA07STONEN0102	5384428686

Print Testing Tickets

- Testing tickets contain the sign-in information that students need to type in to begin each test session.
 - Students use the **same testing ticket for each subject area test** (e.g., Jon Ward has one ticket for grade 4 ELA sessions 1 and 2, and a different ticket for grade 4 Mathematics).
- Print testing tickets one or two days before testing, and distribute them to test administrators on the day of testing.
 - Testing tickets are considered **secure** and must be tracked.
- See [these instructions](#) for printing testing tickets.
- Note: Proctor testing tickets are available for Human Read-Aloud and Human Signer Sessions only.
 - Responses are **not saved** when using a proctor testing ticket.

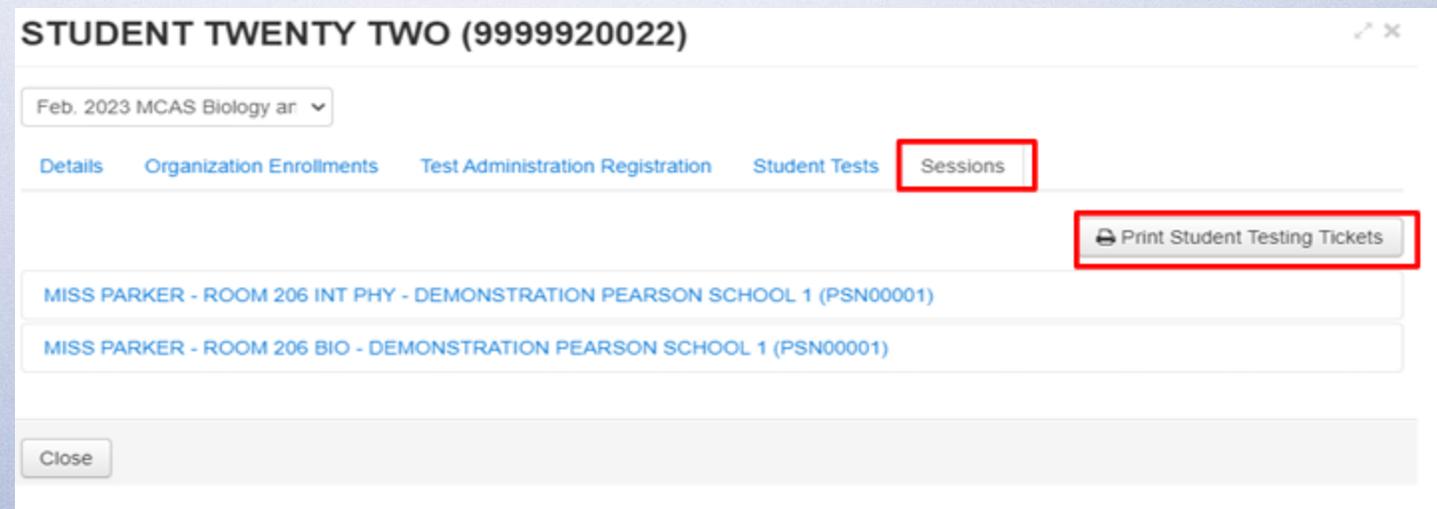
Batch Printing Testing Tickets

- Test coordinators can print student testing tickets for multiple PAN Sessions at a time.
 - When tickets are printed, each PAN Session will be sorted by a leading header page labeled with the PAN Session name followed by tickets for that Session.
- Note that batch printing is not available for proctor tickets – these are only available in the Resources drop-down menu on the Students in Sessions page.
- Go to **Testing>Sessions**. Search for and select your PAN Sessions.
- Under **Select Tasks**, select **Generate Test Tickets**.



Printing All Testing Tickets for One Student

- PAN users can print all of the testing tickets for the different subject area tests a student will take from one screen.
- Go to **Setup>Students**. Search for the student.
- Select the blue information icon next to the student's SASID.
- Select the **Sessions** tab of the pop-up window.
- Select **Print Student Testing Tickets**.



Proctor Testing Tickets and Student Testing Tickets

Proctor Testing Ticket

Session Name HUMAN READER SESSION
Test February Biology 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 proctor923853
Password 97791E

STUDENT TESTING TICKET

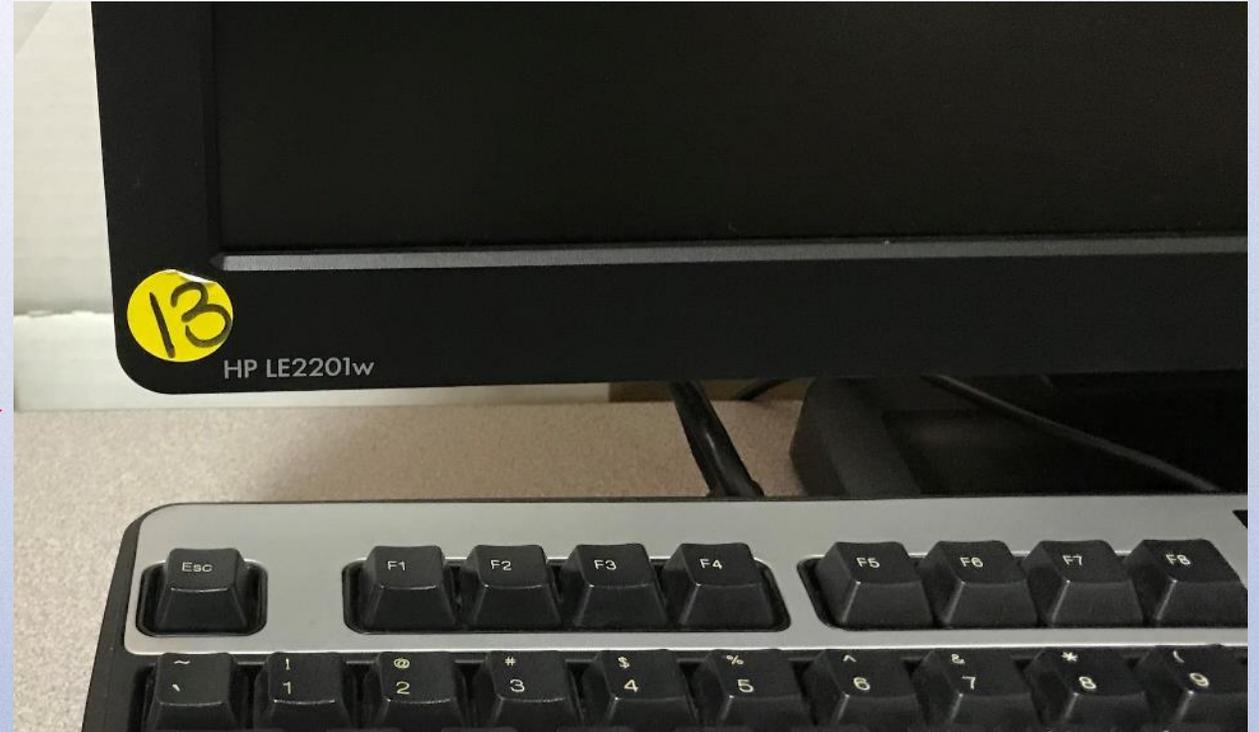
Student: WARD, JONATHAN A
Student ID: 9999999999
Session: TEST SESSION
Date of Birth: 2008-01-01
Test: Grade 8 ELA

Please raise your 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.

Username: 1111111111 **Password:** 111aaa

(Optional) School testing device ID: Session 1 _____ Session 2 _____

Example of a School Testing Device ID

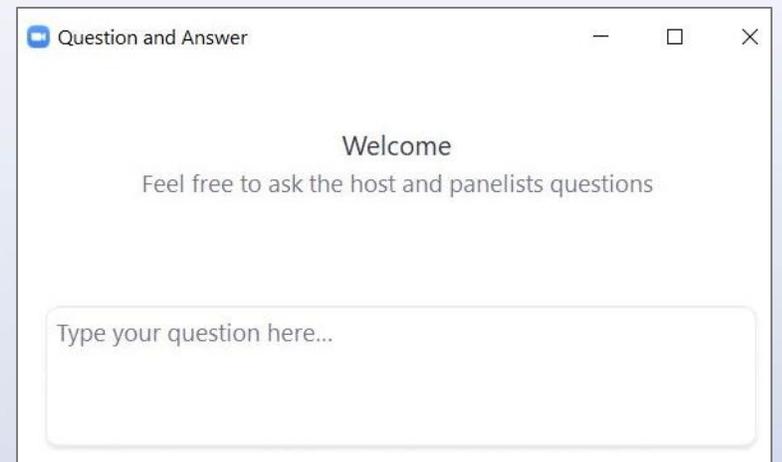
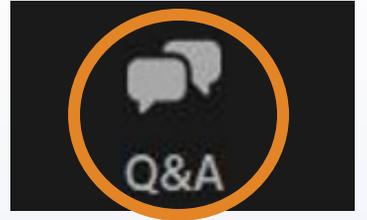


Stickers with numbers on all the machines in the computer lab, each numbered sequentially



Questions and Answers

Use the “Q&A” feature to ask questions.



5. Resources, Support, and Next Steps

Additional Resources

Resource	Location
Guide to the SR/PNP Process	mcas.pearsonsupport.com/manuals ("PearsonAccess Next Guidance" drop-down)
Online training modules: <ul style="list-style-type: none">• Creating Sessions module• Sessions Management module• Overview of Infrastructure Trials for Principals and Test Coordinators (including additional PAN demonstrations)	mcas.pearsonsupport.com/training
Accessibility and accommodations guidance and link to modules and recording of a live session	mcas.pearsonsupport.com/manuals ("Accessibility and Accommodations Guidance" drop-down)

Additional Resources from the PAN User Guide

Resource	Location
Creating PAN Sessions	https://support.assessment.pearson.com/PAsup/testing/create-a-session
Adding Students to Sessions	https://support.assessment.pearson.com/PAsup/testing/add-a-student-to-a-session
Preparing Sessions	https://support.assessment.pearson.com/PAsup/testing/prepare-a-session
Retrieve Resources for an Online Test (including student testing tickets)	https://support.assessment.pearson.com/PAsup/system-basics/resources/retrieve-resources-for-an-online-test

Additional Resources on the DESE MCAS Website

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

Upcoming Training Sessions on PAN Tasks

Date	Session	Audience
Friday, March 3, 9:30 – 10:30 a.m.	PAN Tasks for Accessibility and Accommodations	Principals, MCAS test coordinators, special education administrators and supervisors, and test administrators administering accessibility features for all students and accommodations for students with disabilities and EL students
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: www.doe.mass.edu/mcas/training.html
After each session is delivered, a recording of the session and the slides will be posted at mcas.pearsonsupport.com/training/ 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:** mcas.pearsonsupport.com
 - **Email:** mcas@cognia.org
 - **Phone:** 800-737-5103
 - [Schedule Technology Support Call.](#)

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 PAN Sessions via the SR/PNP import
- B. Creating PAN Sessions via the user interface
- C. Adding students to PAN Sessions
- D. Preparing PAN Sessions
- E. Download student testing tickets
- F. Batch printing testing tickets
- G. Printing all testing tickets for one student
- H. Download the session student roster

THANK YOU

The Office of Student Assessment Services



781-338-3625



mcas@doe.mass.edu



www.doe.mass.edu/mcas



75 Pleasant Street, Malden, MA 02148