

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



**Grades 3–8 Administrations**

Including a Step-by-Step Import Guide and  
Field Definitions



# Document Revisions

Revision Date	Version	Description
1/20/2016	1.0	Initial Version
2/3/2016	1.1	Updated information regarding Kurzweil 3000 Special Edition

Contact the **Department's Student Assessment Services** with policy questions:  
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The purpose of this document is to provide the information needed to populate values in the Student Registration/Personal Needs Profile (SR/PNP) data file, and provide instructions for importing the file into PearsonAccess<sup>next</sup>, as well as step-by-step directions on how to manually create student records and student tests in PearsonAccess<sup>next</sup>.

This document was created to support the spring 2017 MCAS grades 3–8 (ELA, Mathematics, and grades 5 and 8 Science and Technology/Engineering) test administrations in PearsonAccess<sup>next</sup>.

The field definitions indicate if the field is required, the field length requirements, Field Definitions, Notes/Validations, and provide a list of expected values or criteria for entering valid values.



## Spring MCAS Grades 3–8 Process

The Department will import a file containing a list of students into PearsonAccess<sup>next</sup> for the spring MCAS grades 3–8 administrations. Schools are responsible for ensuring that correct tests are assigned, and that student records have the correct selected accommodations listed. This can be done by verifying enrollment in PearsonAccess<sup>next</sup> using the directions below.

### Loading Student Information into PearsonAccess<sup>next</sup>

Depending on the number of students to be added to PearsonAccess<sup>next</sup>, follow either **option 1** below, which provides steps on how to import the SR/PNP file -- this is the best option for adding a large number of students; or follow **option 2**, which provides steps on how to manually add students one at a time into PearsonAccess<sup>next</sup> -- this is the best option if you only need to add a small number of students (5 or fewer). Since the Department performed the initial import of the grades 3–8 SR/PNP into PearsonAccess<sup>next</sup>, grades 3–8 schools should plan to follow **option 2** initially. Option 1 is recommended if a large number of updates are required. Regardless of which option is used, be sure to complete the SR/PNP process by following the instructions in the “Verifying Enrollment” section on page 8 in this document.

Note that changes to student information in PAN must also be made in the next SIMS update. Contact your district SIMS contact (go to [profiles.doe.mass.edu/search/search.aspx?leftNavID=11239](http://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239), select SIMS Contact from the Function menu, and click Get Results) with updates. The information in SIMS will be used for final reporting.

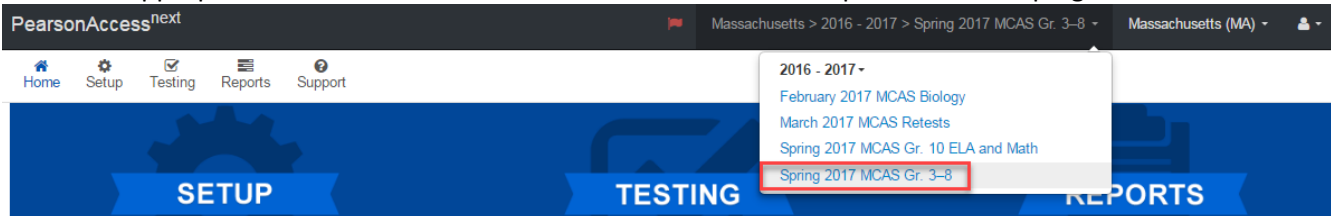
### Updating Student Information

Option 1 provides steps on how to export student information from PearsonAccess<sup>next</sup> and edit the information and import the SR/PNP file to make changes to student data. This is the best option for adding or updating a large number of students. Option 2 provides steps on how to manually add or edit student records in PearsonAccess<sup>next</sup>. This is the best option if you only need to add a small number of students (5 or fewer).

### Option 1: File Import – *best for adding or editing a large number of student records*

#### Export an SR/PNP Data File (Downloading the school’s pre-loaded file)

1. Log into PearsonAccess<sup>next</sup> at [mcas.pearsonaccessnext.com](http://mcas.pearsonaccessnext.com).
2. Select the appropriate test administration from the administration dropdown in the top right hand corner of PearsonAccess<sup>next</sup>.



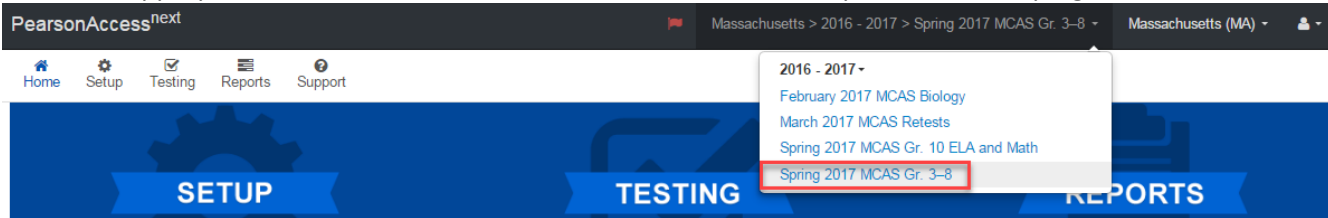
3. From the **Setup** dropdown, select **Import/Export Data**.
4. From the **Select Tasks** dropdown, select **Import/Export Data**. Click **Start**.
5. From the **Type** dropdown, select **Student Registration Export**.
6. Select **Process**.
7. Refresh until complete. Once completed, click **Download File**.
8. Save the file on your computer's hard drive in a location that you can find easily.

## Preparing an SR/PNP Data File

1. Open the Student Registration .CSV file exported using the steps above.
2. *If necessary*, enter any special form or accommodation information in columns S to AI.
  - a. **Note: Fields shown as gray rows are not applicable to the grades 3–8 administrations.**
3. *If necessary*, add students who are not included in the file. See instructions below to remove students who will not test.
  - a. Enter information for each required field as shown in the Field Definitions table below.
4. Save the file as a .CSV file.


## Importing a File in PearsonAccess<sup>next</sup> (Uploading the school's updated file)

1. Log into PearsonAccess<sup>next</sup> at [mcas.pearsonaccessnext.com](https://mcas.pearsonaccessnext.com).
2. Select the appropriate test administration from the administration dropdown in the top right hand corner of PearsonAccess<sup>next</sup>.



3. From the **Setup** dropdown, select **Import/Export Data**.
4. From the **Select Tasks** dropdown, select **Import/Export Data**. Click **Start**.
5. From the **Type** dropdown, select **Student Registration Import**. Ignore the option “Don’t modify student tests.” Also ignore entering additional emails.
6. Navigate to and select the saved .CSV file on your computer, select **Process**.

## Checking the Status of an Imported File

1. The **View File Details** screen will appear after selecting **Process**. This screen will show the processing status. Select the  icon to refresh the screen.
2. After the file processes, the **View File Details** screen will show a **Complete** message, and the number of **Successful Records** processed will be indicated. The number of **Error Records** processed will also be indicated.

- If there are errors, they will be displayed at the bottom of the screen. There is an option to download a file with the only records that contained an error in order to resolve these errors and re-import the file. There is also an option to view a list of error messages (without the records).

### Errors

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

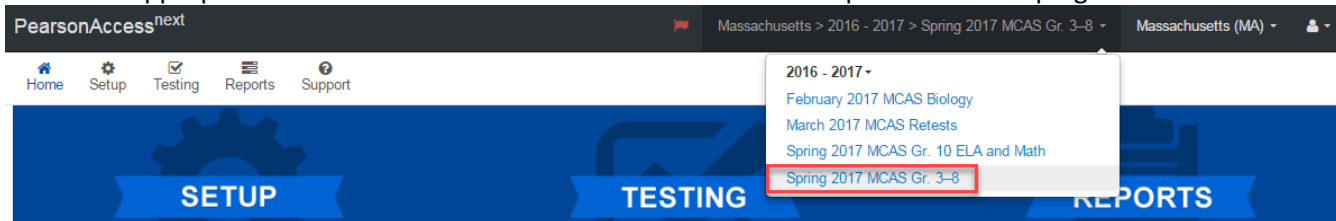
Record Number	Message
2	No matching organization could be found with code: IA-IA987654-1
3	No matching organization could be found with code: IA-IA987654-1

- Once the file has been imported without any errors, all student records have been successfully loaded. Verify enrollment using the steps below.

## Option 2: User Interface – *best for adding or updating a small number of students (5 or fewer)*

### Manually Adding a Student Record in PearsonAccess<sup>next</sup>

- Log into PearsonAccess<sup>next</sup> at [mcas.pearsonaccessnext.com](https://mcas.pearsonaccessnext.com).
- Select the appropriate test administration from the administration dropdown in the top right hand corner of PearsonAccess<sup>next</sup>.



The screenshot shows the PearsonAccess<sup>next</sup> interface. At the top, there is a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below this is a large blue banner with 'SETUP', 'TESTING', and 'REPORTS' buttons. On the right side, there is a dropdown menu for 'Massachusetts (MA)'. The dropdown is open, showing a list of test administrations: '2016 - 2017 -', 'February 2017 MCAS Biology', 'March 2017 MCAS Retests', 'Spring 2017 MCAS Gr. 10 ELA and Math', and 'Spring 2017 MCAS Gr. 3-8'. The 'Spring 2017 MCAS Gr. 3-8' option is highlighted with a red box.

- From the **Setup** dropdown, select **Students**.
- From the **Select Tasks** dropdown, select **Create/Edit Students** and **Registration (Enroll Students, Register Students, and Manage Student Tests** will automatically be selected). Click **Start**.
- Tabs will appear at the top of the screen for each task that will be done sequentially.
- First, you will add details to the **New Student** screen. Enter all required fields (indicated by a red asterisk). The Department strongly recommends adding students' dates of birth, even though this is not a required field in PearsonAccess<sup>next</sup>. Click **Create**.

7. Click **Enroll Students** at the top of the screen. Confirm all the details by viewing the screen, but there is nothing to click to confirm.
8. Click **Register Students** at the top of the screen. Click the **Registered** checkbox. Click the **Student Grade** dropdown and indicate the student's grade. Click **Save**.
9. Click **Manage Student Tests** at the top of the screen. Select the student from the dropdown. Assign a test to the student. 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. (Hover your cursor over each accommodation for more information.) Click **Create**. Create and register additional students, as needed.

### Manually Updating an Existing Student's Test Information in PearsonAccess<sup>next</sup>

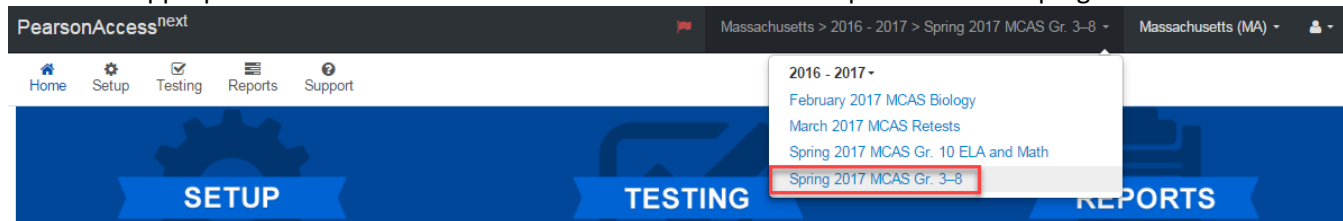
1. From the **Setup** dropdown, select **Students**.
2. Search by last name or SASID.
3. Click the checkbox next to the student's name.
4. From the **Select Tasks** dropdown, select **Manage Student Tests**. Click **Start**.
5. Select the checkbox next to each accommodation that applies to the student. (Hover your cursor over each accommodation for more information.)
6. Click **Save**.

### Removing Student Records from PearsonAccess<sup>next</sup>

Since the Department is importing a Student Registration file directly into PAN for the spring grades 3–8 ELA and Mathematics administration based on October SIMS, schools should remove records from PAN for students who have transferred out of the school. **This step is especially important for schools administering paper-based tests, since Student ID Labels and secure test materials will be shipped for each student listed in PAN.**

**Option A:** Use PearsonAccess<sup>next</sup> to “unassign” student tests and unregister students from the administration. (*Best for removing a small number of students*)

1. Log into PearsonAccess<sup>next</sup> at [mcas.pearsonaccessnext.com](https://mcas.pearsonaccessnext.com).
2. Select the appropriate test administration from the administration dropdown in the top right hand corner of PearsonAccess<sup>next</sup>.

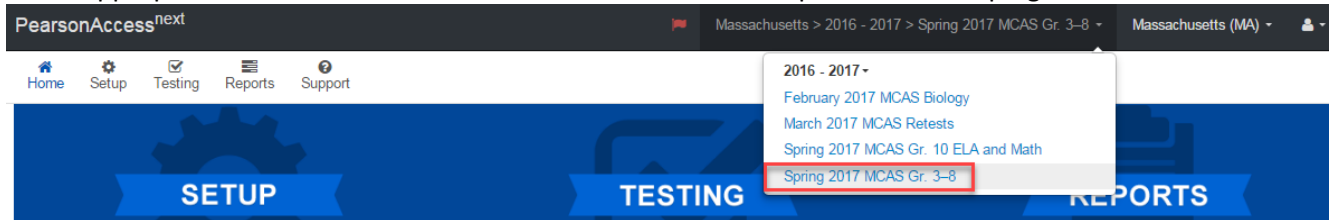


3. From the **Setup** dropdown, select **Students**.
4. Search for the student by last name or SASID. Once found, select the checkbox next to the student. Repeat this step to select multiple students.
5. From the **Select Tasks** dropdown, select **Manage Student Tests** and **Register Students**.
6. First, select the **Manage Student Test** tab from the top bar of PAN. Select the appropriate test(s) under the **Student Tests** list and unselect the **Assigned** check box.

7. Click **Save**. This removes the test assignment from the student record. Repeat steps 6 and 7 for additional students, as needed.
8. Next, select the **Register Students** tab from the top bar of PAN. Unselect the **Registered** checkbox and click **Save**. Repeat this step for additional students, as needed.

**Option B:** Use the SR/PNP File Import/Export Process. (*Best for removing a large number of students*)

1. Log into PearsonAccess<sup>next</sup> at [mcas.pearsonaccessnext.com](https://mcas.pearsonaccessnext.com).
2. Select the appropriate test administration from the administration dropdown in the top right hand corner of PearsonAccess<sup>next</sup>.



3. Select **Setup**; From the **Setup** dropdown, select **Import/Export Data**.
4. From the **Select Tasks** dropdown, select **Import/Export Data**. Click **Start**.
5. From the **Type** dropdown, select **Student Registration Export**.
6. Select **Process**.
7. Refresh until complete. Once completed, click **Download File**.
8. Save the file on your computer's hard drive in a location you can find easily.
9. Prepare the .CSV file by removing students who will participate in testing. The resulting file should contain only the student tests to be removed from PAN.
10. Select **Setup** dropdown, select **Import/Export Data**.
11. From the **Select Tasks** dropdown, select **Import/Export Data**, and click **Start**.
12. In the **Type** dropdown on the next screen, select **Student Registration Delete**.
13. Click the **Choose File** button and select the .CSV file created in **Step 1** above. Click **Process** to upload the file. This step removes all the students in the data file.
14. On the View File Details page, once the status of the import is **Complete**, make note of and correct any errors that may be listed on the page.





## Verifying Enrollment (Required for all schools, regardless of whether option 1 or option 2 is used)

1. Log into PearsonAccess<sup>next</sup> at [mcas.pearsonaccessnext.com](https://mcas.pearsonaccessnext.com).
2. Select the appropriate test administration from the administration dropdown in the top right hand corner of PearsonAccess<sup>next</sup>.
3. From the **Setup** dropdown, select **Organizations**.
4. Search for the school that you would like to update. Click the checkbox next to the school name.
5. From the **Select Tasks** dropdown, select **Edit Enrollment Counts**. Click **Start**.
6. Click the blue **+** icon to confirm the order for test materials for your school is correct. If no students in your school will be participating in a test administration, all the fields will be blank.
7. If all the counts of test materials for your school are correct, select the **Enrollment Counts Entry Complete** checkbox and **Save**.
8. If the counts are **not** correct, you will need to update student information following either option 1 or option 2 above.

## Field Definitions

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
A	districtcode	N	8	The Testing District responsible for administering the test to a student	Non-public schools that do not have a parent organization can leave this field blank.	0–9 A-Z
B	schoolcode	Y	8	The Testing School responsible for administering the test to a student	If a school code does not already exist in PearsonAccess <sup>next</sup> , an error will occur.	Must match a valid organization code in PearsonAccess <sup>next</sup> . Use the same codes that are in the Department's <a href="#">School and District Profiles</a> .
C	sasid	Y	10	A unique numeric code given to each Massachusetts publicly funded student	SASID should be 10-digits beginning with "10..."	0–9
D	stugrade	Y	2	Grade listed in most recent SIMS		03 04 05 06 07 08 09 10 11 12 SP
E	lastname	Y	25	The full legal last name borne in common by members of a family		A–Z a–z - . (Period) ' (Standard Apostrophe) Embedded Spaces

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
F	firstname	Y	25	The full legal first name given to a person at birth, baptism, or through legal change		A-Z a-z - . (Period) ' (Standard Apostrophe) Embedded Spaces
G	mi	N	1	The initial of the full middle name given to a person at birth, baptism, or through legal change		A-Z a-z blank
H	gender	N	1	Gender of the student		M = Male F = Female N = Non-Binary blank
I	dob	N	10	The year, month, and day on which a person was born		mm/dd/yyyy Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
<b>Student Registration</b>						
J	testcode	Y	7	Identifier assigned to the test name		<b>Spring 2017 MCAS Gr. 3–8</b> <b>ELA03</b> = Grade 3 ELA <b>ELA04</b> = Grade 4 ELA <b>ELA05</b> = Grade 5 ELA <b>ELA06</b> = Grade 6 ELA <b>ELA07</b> = Grade 7 ELA <b>ELA08</b> = Grade 8 ELA <b>MAT03</b> = Grade 3 Mathematics <b>MAT04</b> = Grade 4 Mathematics <b>MAT05</b> = Grade 5 Mathematics <b>MAT06</b> = Grade 6 Mathematics <b>MAT07</b> = Grade 7 Mathematics <b>MAT08</b> = Grade 8 Mathematics <b>SCI05</b> = Grade 5 Science and Technology/Engineering <b>SCI08</b> = Grade 8 Science and Technology/Engineering
K	Test Format	Y	1	Format of the test		P = Paper O = Online
L	Retest			<b>Not applicable for grades 3–8 testing</b>		

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
M	SessionName	N	50	<p><b>For computer-based testing only</b></p> <p>The Department recommends that schools use an easy-to-identify naming convention that will allow test administrators to quickly locate the session they are administering. Test session names might include, for example, test administrator name, testing location or home room, grade, and subject test (e.g., “Smith ELA Grade 3 Room 100”).</p>	<p><b>Not applicable for paper-based testing</b></p> <p><b>For computer-based testing:</b> If this field is populated on the initial import, a session will automatically be created with the name entered into this field in PearsonAccess<sup>next</sup>.</p> <p>Students who share the same session name will also be automatically placed into that session.</p> <p><b>Note:</b> If a student’s test has already been added to a session in PearsonAccess<sup>next</sup>, it cannot be moved by changing this field and reimporting the file. Instead, remove the student’s test from the session in PearsonAccess<sup>next</sup> and then reimport the file with this field populated.</p>	<p>A-Z a-z 0-9 ' (Standard Apostrophe) . (Standard Apostrophe) ( ) &amp; \ (Standard Apostrophe) + Embedded Spaces Blank</p>
N	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
O	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
P	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
Q	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
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.		

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
<b>Personal Needs Profile</b>						
S	Alternative Background and Font Color	N	2	<p><b>For computer-based testing only</b></p> <p>Selects an alternative color combination for the text (foreground) and background.</p> <p>Student may change the alternative color combination during testing, if selected.</p> <p><b>Available For:</b> Grades 3–8 ELA Grades 3–8 Mathematics</p> <p><b>Not Available for:</b> Grades 5 and 8 Science and Technology/Engineering</p>	<p><b>Not applicable for paper-based testing</b></p> <p><b>If expected value equals “01” – “06,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format populated with “O”</li> </ul> <p>Covers Universal Accessibility Feature: (UF2)</p>	<p>01 = 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</p>
T	Answer Masking	N	1	<p><b>For computer-based testing only</b></p> <p>Response options (“answer choices”) are not visible; student clicks to reveal each response option.</p> <p><b>Available for:</b> Grades 3–8 ELA Grades 3–8 Mathematics</p> <p><b>Not Available for:</b> Grades 5 and 8 Science and Technology/Engineering</p>	<p><b>Not applicable for paper-based testing</b></p> <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format populated with “O”</li> </ul> <p>Covers Universal Accessibility Feature: (UF5)</p>	<p>Y = Yes Blank</p>

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
U	Large Print Test Edition	N	1	<p><b>For paper-based testing only</b></p> <p>A Large Print test booklet and answer booklet are provided with text size printed in 18-point font.</p> <p><b>Available for:</b> All grades 3–8 tests</p>	<p><b>Not applicable for computer-based testing</b></p> <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Braille Test Edition must be left blank</li> <li>• Human Read-Aloud/Human Signer must be left blank</li> <li>• Kurzweil 3000 CD Edition must be left blank</li> <li>• Test format populated with “P”</li> </ul> <p>Covers accommodations code: (A2)</p>	Y = Yes blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
V	Screen Reader Edition	N	1	<p><b>For computer-based testing only</b></p> <p>Screen reader-enabled edition of computer-based test for a student who is blind</p> <p>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.</p> <p>Generally used in conjunction with a Refreshable Braille display or hard-copy Braille test</p> <p>Note: “Screen Reader Edition” is different from “Assistive Technology” or “Text-to-Speech.”</p> <p><b>Available for:</b> Grades 3–8 ELA Grades 3–8 Mathematics</p> <p><b>Not Available for:</b> Grades 5 and 8 Science and Technology/Engineering</p>	<p><b>Not applicable for paper-based testing</b></p> <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Text-to-Speech must be left blank.</li> <li>• Assistive Technology must be left blank.</li> <li>• Human Read-Aloud/Human Signer must be left blank.</li> <li>• Test format populated with “O”</li> </ul> <p>If selecting “Screen Reader Edition,” students will automatically receive Braille hard-copy test for Mathematics. Students will receive Braille for ELA only if there are graphics.</p> <p>Covers accommodation code: (A3.1)</p>	Y = Yes Blank



Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
W	Assistive Technology	N	1	<p><b>For computer-based testing only</b></p> <p>Assistive technology that provides word prediction (e.g., Co:Writer), screen magnification (e.g., ZoomText), speech-to-text (e.g., Dragon Naturally Speaking), or other support not already provided as part of TestNav8.</p> <p>Select Assistive Technology to allow activation of compatible software or hardware. If software or hardware is listed <a href="#">here</a>, then it is compatible and may be used on the same computer as TestNav. If not listed, do not select Assistive Technology, and use external computer instead.</p> <p>If compatible <b>word prediction</b> will be used, also indicate this on column AG (Word Prediction).</p> <p>If compatible <b>speech-to-text</b> will be used, also indicate this on column AC (Speech-to-Text).</p> <p>Select “screen reader” separately; this is for non-screen reader AT</p> <p><b>Available for:</b> Grades 3–8 ELA Grades 3–8 Mathematics</p> <p><b>Not Available for:</b> Grades 5 and 8 Science and Technology/Engineering</p>	<p><b>Not applicable for paper-based testing</b></p> <p>Must obtain ESE approval prior to testing for AT applications</p> <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank.</li> <li>• Text-to-Speech must be left blank.</li> <li>• Read Aloud or Human Signer must be left blank.</li> <li>• Test format populated with “O”</li> </ul> <p>Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation)</p>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
X	Braille Test Edition	N	1	<p><b>For paper-based testing only</b></p> <p>Hard-copy Braille test (text and graphics) for student who is blind</p> <p><b>Available for:</b> All grades 3–8 tests</p>	<p><b>Not applicable for computer-based testing</b></p> <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Large Print must be left blank.</li> <li>• Read Aloud or Human Signer must be left blank.</li> <li>• Kurzweil 3000 CD Edition must be left blank</li> <li>• Test format populated with “P”</li> </ul> <p>Covers accommodations code: (A3.2)</p>	Y = Yes blank
Y	Human Read-Aloud or Human Signer	N	2	<p><b>For computer-based or paper-based testing</b></p> <p>Test may be <b>read aloud/signed</b> by a test administrator to a student with a disability</p> <p><b>Note:</b> Students requiring a computer-based read-aloud or human signer test must be placed in a separate human read-aloud or human signer test session. This ensures that all students are assigned the same test form and provides the proctor a TestNav testing ticket to log in and read the test on a separate computer. To set up a Human read aloud/signer session, find and select the session on the Testing&gt;Sessions page in PearsonAccess<sup>next</sup></p> <ol style="list-style-type: none"> <li>1. Select the <b>Create/Edit Session</b> task.</li> <li>2. Next, select the <b>Proctor Reads Aloud</b> checkbox</li> <li>3. And select the appropriate dropdown from the <b>Form Group Type</b> menu.</li> </ol>	<p>Human read-aloud/human signer for ELA are special access accommodations for students with disabilities; review guidelines on who may receive this accommodation (see the <a href="#">Accessibility and Accommodations Manual for the Spring 2017 MCAS Grades 3–8 Tests</a>).</p> <p>Students must be tested in groups of no more than five students.</p>	01 = Human Signer 02 = Human Read-Aloud blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
				<p><b>Available for:</b> All grades 3–8 tests</p>	<p><b>If expected value equals “01 or 02,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank.</li> <li>• Assistive Technology must be left blank.</li> <li>• Text-to-Speech must be left blank.</li> <li>• Large Print must be left blank.</li> <li>• Braille Test Edition must be left blank.</li> </ul> <p>Covers accommodations codes: (A5 and EL3.1-read-aloud); (SA1.2-special access read-aloud for ELA); ( A6-human signer); and (SA2-special access human signer for ELA passages)</p>	

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
Z	Text-to-Speech (TTS)	N	1	<p><b>For computer-based testing only</b></p> <p>TTS-enabled version of computer-based test read aloud to student</p> <p>TTS is only available for computer-based tests. TTS is not available for STE or other paper-based tests.</p> <p>If using headphones, students may be tested in a typical-size group; if not using headphones, must be tested individually in separate setting.</p> <p><b>Available for:</b> Grades 3–8 ELA Grades 3–8 Mathematics</p> <p><b>Not Available for:</b> Grades 5 and 8 Science and Technology/Engineering</p>	<p><b>Not applicable for paper-based testing</b></p> <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank.</li> <li>• Assistive Technology must be left blank.</li> <li>• Read-Aloud or Human Signer must be left blank.</li> <li>• Test format populated with “O”</li> </ul> <p>“Special access” accommodation for students with disabilities for ELA; review guidelines on who may receive this accommodation (see the <a href="#">Accessibility and Accommodations Manual for the Spring 2017 MCAS Grades 3–8 Tests</a>).</p> <p>Covers accommodation codes: (A4; EL3.1; SA1.1)</p>	<p>Y =Yes Blank</p>

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AA	Kurzweil 3000 Special Edition	N	1	<p><b>For paper-based testing only</b></p> <p>Kurzweil 3000 edition is only available for Grades 5 and 8 Science and Technology/Engineering.</p> <p>Kurzweil 3000 edition is “read-only” using Kurzweil proprietary software.</p> <p>Answers must be transcribed (entered) in the student’s answer booklet.</p> <p>If student uses headphones, student may be tested in typical-size group; if not using headphones, student must be tested in separate setting.</p>	<p><b>Not applicable for computer-based testing</b></p> <p><b>If expected value equals “Y”:</b> <b>then the following criteria must be met or record will cause an error:</b></p> <ul style="list-style-type: none"> <li>• Large Print Test Edition must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Read-Aloud / Human Signer must be left blank</li> </ul> <p>Covers accommodations code-A5</p>	Y = Yes blank
AB	ASL Video DVD Edition			<b>Not applicable for grades 3–8 testing</b>		

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AC	Human Scribe or Speech-to-Text	N	2	<p><b>For computer-based or paper-based testing</b></p> <p>Scribe must record student’s responses verbatim as dictated by the student at the time of testing in the student’s answer booklet or in the student’s test in TestNav</p> <p>If speech-to-text is used, test administrator must transcribe student responses verbatim in the student’s answer booklet or onscreen at any time prior to end of the testing window.</p> <p>Student must be tested individually in a separate setting.</p> <p>If <b>compatible</b> speech-to-text device or software will be used on the same device as TestNav8, then Assistive Technology must also be selected (Row W).</p> <p>Alternatively, an <b>external</b> speech-to-text device or software (other than a smartphone) may be used by student to dictate responses. Contact Department’s Student Assessment Office for approval.</p> <p>Students with recent arm fractures or severe injuries may have a scribe, but this must be included in a 504 plan (or IEP, if student already has).</p> <p><b>Available for:</b> All grades 3–8 tests</p>	<p>Covers accommodation codes: (A10.1;EL 4.1- human scribe), (SA3.1- special access human scribe for ELA), (A10.2; EL4.2- Speech-to-text), and (SA3.2- special access speech to-text for ELA)</p> <p>“Special access” accommodation for students with disabilities for ELA; review guidelines on who may receive this accommodation (see the <a href="#">Accessibility and Accommodations Manual for the Spring 2017 MCAS Grades 3–8 Tests</a>).</p>	<p>01 = Speech-to-Text 02 = Human Scribe</p>

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AD	Typed Response	N	1	<p><b>For paper-based testing only</b></p> <p>Student responds to test questions using word processor or similar device.</p> <p>Responses must be printed out, one response per page, and inserted in the student’s answer booklet with all required information on each page (See the appendix in the appropriate <i>Test Administrator’s Manual</i>). No transcription of responses into the answer booklet is necessary.</p> <p>After printing out, responses must be deleted from word processor.</p> <p><b>Available for:</b> All grades 3–8 tests</p>	<p><b>Not applicable for computer-based testing</b></p> <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format populated with “P”</li> </ul> <p>Covers accommodation code: (A12)</p>	Y = Yes blank
AE	Calculation Device on non-calculator session of Mathematics test	N	1	<p><b>For computer-based or paper-based testing</b></p> <p>For Mathematics <i>non-calculator</i> sessions, a calculator must be provided to student by the school (any kind of calculator may be provided)</p> <p><b>Available for:</b> Grades 3–8 Mathematics</p> <p><b>Not Available for:</b> Grades 3–8 ELA Grades 5 and 8 Science and Technology/Engineering</p>	<p>Special access accommodation for students with disabilities for Mathematics; review guidelines on who may receive this accommodation (see the <a href="#">Accessibility and Accommodations Manual for the Spring 2017 MCAS Grades 3–8 Tests</a>).</p> <p>Covers accommodation code: (SA4)</p>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AF	Spell-Checker	N	1	<p><b>For computer-based or paper-based testing</b></p> <p>Spell-checker is embedded in computer-based ELA tests. Student may use external spell-checking device for paper-based test.</p> <p><b>Available for:</b> Grades 3–8 ELA</p> <p><b>Not Available for:</b> Grades 3–8 Mathematics Grades 5 and 8 Science and Technology/Engineering</p>	<p>"Special access" accommodation for students with disabilities for ELA; review guidelines on who may receive this accommodation (see the <a href="#">Accessibility and Accommodations Manual for the Spring 2017 MCAS Grades 3–8 Tests</a>).</p> <p>Covers accommodation code: (SA5)</p>	Y = Yes Blank
AG	Word Prediction	N	1	<p><b>For computer-based or paper-based testing</b></p> <p>Word prediction for ELA test, using an <b>external</b> device, application, or software.</p> <p>Test administrator may transcribe, or facilitate transfer of information by student, from external device or application to the answer booklet or TestNav8.</p> <p>During testing, Internet access must be turned off/restricted; and the “predict-ahead” and “predict online” functions must be turned off.</p> <p><b>Available for:</b> Grades 3–8 ELA</p> <p><b>Not Available for:</b> Grades 3–8 Mathematics Grades 5 and 8 Science and Technology/Engineering</p>	<p>Special access accommodation for students with disabilities; review guidelines on who may receive this accommodation (see the <a href="#">Accessibility and Accommodations Manual for the Spring 2017 MCAS Grades 3–8 Tests</a>).</p> <p>Covers accommodation code: (SA6)</p>	Y = Yes Blank
AH	English/Spanish Edition Test			<b>Not applicable for grades 3–8 testing</b>		



Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AI	Any Other Accommodation	N	1	<p><b>For computer-based or paper-based testing</b></p> <p>Select this field if student with a disability will be given any additional accommodation(s) not included elsewhere in this PNP, provided that the accommodation does not alter what the test is designed to measure.</p> <p>Students are entitled to receive accommodations listed in their IEP or 504 plan,</p> <p><b>Available for:</b> All grades 3–8 tests</p>	State is required to report results for students who received accommodations.	Y = Yes blank
AJ	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
AK	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
AL	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
AM	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
AN	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
AO	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
AP	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
AQ	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
AR	Blank Field			<b>Not applicable for grades 3–8 testing</b>		
AS	Blank Field			<b>Not applicable for grades 3–8 testing</b>		