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

High School Administrations

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

Document Revisions

Revision Date	Version	Description
1/10/2016	1.0	Initial Version

contact the **Department's Student Assessment Services** with policy questions:
Telephone: 781-338-3625
Email: mcas@doe.mass.edu

Contact the **MCAS Service Center** for logistical support:
Hours: 7:00 am-5:00 pm, Monday-Friday
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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^{next}, as well as step-by-step directions on how to manually create student records and student tests in PearsonAccess^{next}.

This document is intended to be used to support the SR/PNP process for the following administrations:

- March MCAS Retests
- Spring MCAS grade 10 ELA and Mathematics
- June MCAS High School Science and Technology/Engineering

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.

Loading Student Information into PearsonAccess^{next}

Follow the appropriate section below for the administration for which you are completing the SR/PNP. Then, 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 into PearsonAccess^{next}. This is the best option if you only need to add a small number of students (5 or fewer).

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

March Retests

The Department will post a file containing a list of eligible students at MassEdu Gateway to assist schools in completing the SR/PNP process. Schools will need to edit student records, enter accommodations, and import a new file into PearsonAccess^{next} (or manually add students). Once all students have been loaded, or if no students are participating, verify the Enrollment Counts using the directions below.

Spring MCAS Grade 10 ELA and Mathematics

The Department will import students' records into PearsonAccess^{next} based on October 2016 SIMS, and with accommodations pre-populated based on spring 2015 grade 8 testing (MCAS or PARCC). The same file will be posted at MassEdu Gateway for reference. Organizations participating in these administrations are responsible for ensuring that all students' records have been loaded and students are listed with the correct accommodations. Once completed, verify the Enrollment Counts using the directions below.

June MCAS High School STE

The Department will post a file containing a list of eligible students at MassEdu Gateway to assist schools in completing the SR/PNP process. Schools will need to edit student records, enter accommodations, and import a new file into PearsonAccess^{next} (or manually add students). Once all students have been loaded, or if no students are participating, verify the Enrollment Counts using the directions below.

Option 1: File Import – *best for adding a large number of students*

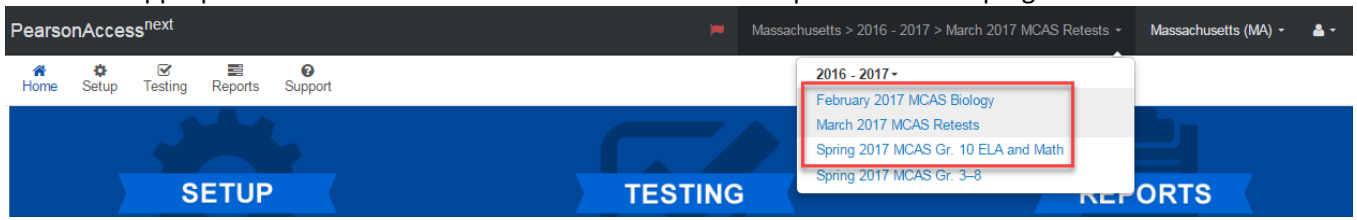
Preparing an SR/PNP data file

1. Open the Student Registration file (pre-populated by the Department based on October 2016 SIMS), and delete rows of students who will not participate in the administration. If a student is taking two tests in an administration, they will be listed twice in the file. Please note that the Department did not pre-populate accommodations data for the March Retest administration. Schools must enter selected accommodations data as needed.

   a. The file is posted in MassEdu Gateway (formerly the Security Portal) to schools' DropBox Central in the MCAS 2017 folder.
2. *If necessary*, enter any disability or accommodation information in columns U to AI.
   a. **Note: Fields that are shown here in gray rows are not applicable for high school testing.**
3. *If necessary*, add students who are not included in the file.
   a. Enter information for each required field in the file shown in the table below.
4. Save the file as a .CSV file.

Importing a file in PearsonAccess^{next}

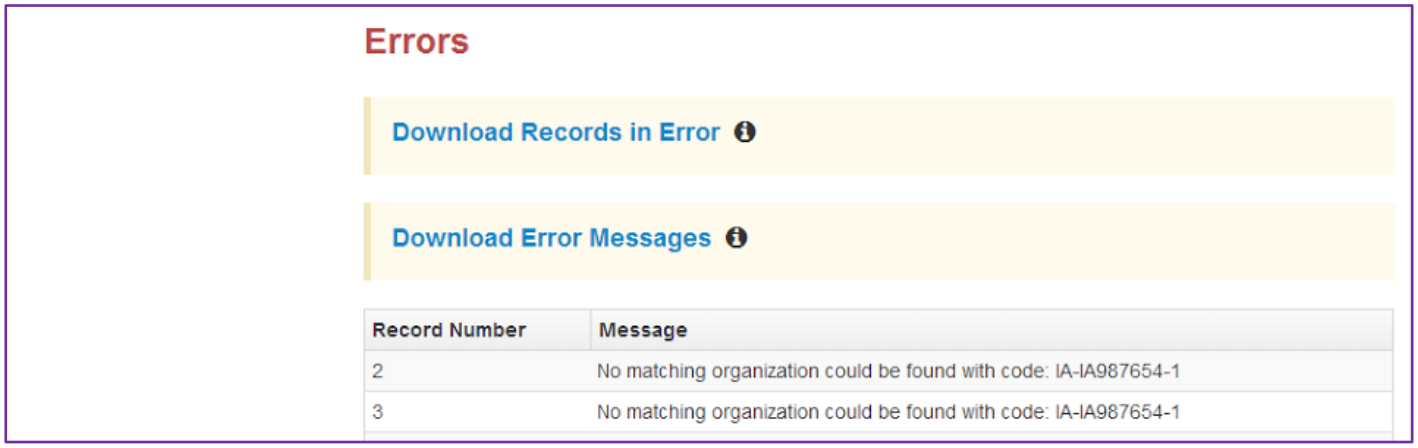
1. Log into PearsonAccess^{next} at mcas.pearsonaccessnext.com.
2. Select the appropriate administration from the administration dropdown in the top right hand corner of PearsonAccess^{next}.



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. **Choose** the saved .CSV file and 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.
3. If there are errors, they will be displayed at the bottom of the screen. The error message will indicate the field that caused the error and information on how to correct it. There is an option to download a file with just the records that contained an error in order to resolve these errors and re-import the record.

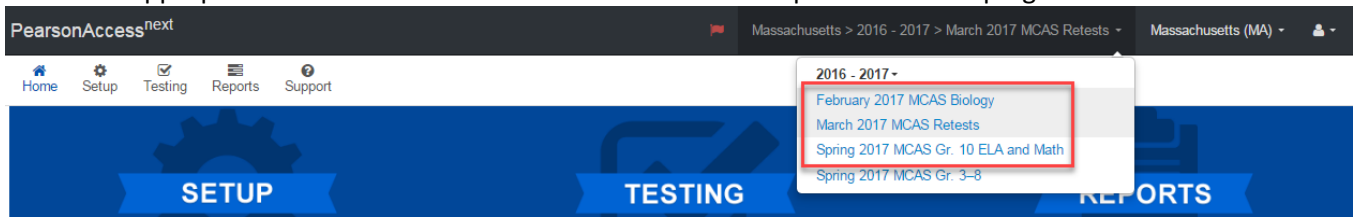


4. Once the file has been imported without any errors, all students have been successfully loaded. Verify enrollment using the steps below.

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

Manually Adding Student in PearsonAccess^{next}

1. Log into PearsonAccess^{next} at mcas.pearsonaccessnext.com.
2. Select the appropriate administration from the administration dropdown in the top right hand corner of PearsonAccess^{next}.



3. From the **Setup** dropdown, select **Students.**
4. 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**.
5. Tabs will appear at the top of the screen for each task that will be done sequentially.
6. 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^{next}. 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.

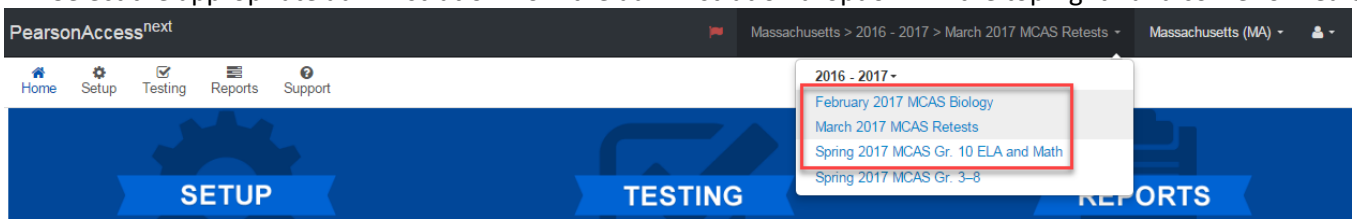
8. Click **Register Students** at the top of the screen. Click the **Registered** button to select it. Click the **Student Grade** dropdown and indicate the student's grade. Click **Save**.
9. Click **Manage Student Tests** at the top of the screen. Select the student from the dropdown. Assign a test to the student 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. (Use the information next to each accommodation by hovering over it for more information.) Click **Create**.

Removing Student Records

Since the Department is loading a Student Registration file directly into PAN for the spring grade 10 ELA and Mathematics administration based on October SIMS, principals may need to remove records from PAN for students who have transferred out of the school. **This step is important, since schools will receive Student ID Labels and secure test materials for each student test listed in PAN.**

Option A: Use PearsonAccess^{next} to remove student tests and unregister from the administration.

1. Log into at mcas.pearsonaccessnext.com.
2. Select the appropriate administration from the administration dropdown in the top right hand corner of PearsonAccess^{next}.



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.
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.
8. Next, select the **Register Students** tab from the top bar of PAN. Unselect the **Registered** checkbox and click **Save**.

Option B: Use the SR/PNP File Import/Export Process

1. Prepare a .CSV file containing only the student tests to be removed, using the same SR/PNP layout.
2. Select **Setup** dropdown, select **Import / Export Data**.
3. From the **Select Tasks** drop-down menu, select **Import / Export Data**, and click **Start**.

4. In the **Type** drop-down menu on the next screen, select **Student Registration Delete**.
5. 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.
6. 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 (Step for all schools, including if no students will participate in an administration)

1. Log into PearsonAccess next at mcas.pearsonaccessnext.com.
2. Select the appropriate administration from the administration dropdown in the top right hand corner of PearsonAccess next.
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**.

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 of 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 for a student	Error and reject record if organization does not exist within PearsonAccess^{next}.	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 student receiving publicly funded education in Massachusetts	Can be 1–10 digits long.	0–9
D	Stugrade	Y	2	Grade from 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
F	Firstname	Y	25	The full legal first name given to a person at birth, baptism, or through legal change		A–Z a–z

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
						- . (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
Student Registration						
J	Testcode	Y	7	Identifier assigned to the test name		**March Retests:** **MATMR** = March Mathematics Retest **ELAMR** = March ELA Retest **Spring 2017 Grade 10 ELA and Math:** **HSMAT** = Grade 10 Math **HSELA** = Grade 10 ELA **Science and Technology/Engineering:** **SPBIO** = High School Biology **SPCHE** = High School Chemistry **SPPHY** = High School Introductory Physics **SPTEC** = High School Technology/Engineering

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
K	Test Format	Y	1	Format of the test		P = Paper
L	Retest			**Not applicable for high school testing**		
M	SessionName			**Not applicable for high school testing**		
N	Blank Field			**Not applicable for high school testing**		
O	Blank Field			**Not applicable for high school testing**		
P	Blank Field			**Not applicable for high school testing**		
Q	Blank Field			**Not applicable for high school testing**		
R	Measured Progress Organization ID	N		This field will not make any updates when imported into the system, but will be populated with the Measured Progress organization ID when exported.		
Personal Needs Profile						
S	Alternative background and font color	N		**Not applicable for high school testing**		
T	Answer Masking	N	1	**Not applicable for high school testing**		
U	Large Print Test Edition	N	1	A Large Print test booklet is provided with text size increased to 18-point font. **Available for:** March ELA and Mathematics Retests Grade 10 ELA and Mathematics High School Science and Technology/Engineering	**If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Braille Test Edition must be left blank • English / Spanish Edition Test must be left blank • ASL DVD Edition must be left blank • Kurzweil 3000 CD Edition must be left blank	Y = Yes blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
					• Human Read-Aloud / Human Signer must be left blank Covers accommodations code 11	
V	Screen Reader Edition	N		**Not applicable for high school testing**		
W	Assistive Technology	N		**Not applicable for high school testing**		
X	Braille Test Edition	N	1	Hard-copy Braille test (text and graphics) for student who is blind **Available for:** March ELA and Mathematics Retests Grade 10 ELA and Mathematics High School Science and Technology/Engineering	**If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Large Print Test Edition must be left blank • English / Spanish Edition Test must be left blank • ASL DVD Edition must be left blank • Kurzweil 3000 CD Edition must be left blank • Human Read-Aloud / Human Signer must be left blank Covers accommodations code 12	Y = Yes blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
Y	Human Read-Aloud or Human Signer	N	2	Test may be **read aloud/signed** by test administrator to a student with a disability **Available for:** March ELA and Mathematics Retests Grade 10 ELA and Mathematics High School Science and Technology/Engineering	Covers accommodations codes 16 (read-aloud); 26 (nonstandard read-aloud); 17 (human signer); and 27 (nonstandard human signer) Human read-aloud/human signer for ELA Reading Comprehension are nonstandard accommodations (26 and 27) for students with disabilities; review guidelines on who may receive this accommodation. Students must be tested in groups of no more than five students. **If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Large Print Test Edition must be left blank • Braille Test Edition must be left blank • ASL DVD Edition must be left blank	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
					• Kurzweil 3000 CD Edition must be left blank	
Z	Text-to-Speech	N		**Not applicable for high school testing**		

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	Kurzweil 3000 test is "read-only" using Kurzweil proprietary software. Answers must be entered in the student's answer booklet. If student uses headphones, student may be tested in typical-size group; if not using headphones, must take test in separate setting. **Available for:** March ELA and Mathematics Retests Grade 10 ELA and Mathematics High School Science and Technology/Engineering	**If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Large Print Test Edition must be left blank • Braille Test Edition must be left blank • English / Spanish Edition Test must be left blank • ASL DVD Edition must be left blank • Human Read-Aloud / Human Signer must be left blank Covers accommodations codes 18 and 28	Y = Yes blank
AB	ASL Video DVD Edition	N	1	Video of human signer on a read-only DVD for student who is Deaf or Hard of Hearing DVD is "read-only." Responses must be entered in student's answer booklet. **Available for:** Grade 10 Mathematics only **Not available for:** March ELA and Mathematics Retests	**If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Large Print Test Edition must be left blank • Braille Test Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
				Grade 10 ELA High School Science and Technology/Engineering	• English / Spanish Edition Test must be left blank • Kurzweil 3000 CD Edition must be left blank • Human Read-Aloud / Human Signer must be left blank For grade 10 Mathematics test only Covers accommodation code 17	
AC	Human Scribe or Speech-to-Text	N	2	Scribe must record student's responses verbatim as dictated by the student at the time of testing in the student's answer booklet; **OR** Test administrator may transcribe student responses verbatim in the student's answer booklet at any time prior to end of the testing window. External **speech-to-text** device or software (other than a smartphone) may be used by student to dictate responses; if so, "Assistive Technology" must also be selected. Contact Department's Student Assessment Office for approval. Students with recent arm fractures or severe injuries may receive a scribe, but this must be reflected in a 504 plan (or IEP, if student already has one). Student must be tested individually in a separate setting.	Covers accommodation codes 19 and 29 Scribe for ELA Composition is a nonstandard accommodation (29) for students with disabilities; review guidelines on who may receive this accommodation.	01 = Speech-to-Text 02 = Human Scribe

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
				Available for: March ELA and Mathematics Retests Grade 10 ELA and Mathematics High School Science and Technology/Engineering		
AD	Typed Response	N	1	Student responds to test questions using word processor or similar device. 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 MCAS *Test Administrator's Manual*). No transcription of responses is necessary. After printing out, responses must be deleted from word processor. **Available for:** March ELA and Mathematics Retests Grade 10 ELA and Mathematics High School Science and Technology/Engineering	**If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Test format populated with "P" Covers accommodation code 23	Y = Yes blank
AE	Calculation Device on non-calculator session of Mathematics test	N	1	For non-calculator session, a calculator must be provided to student by the school (any kind of calculator may be provided) **Available for:** March Mathematics Retest Grade 10 Mathematics High School Science and Technology/Engineering **Not available for:** March ELA Retest Grade 10 ELA	Nonstandard accommodation for students with disabilities; review guidelines on who may receive this accommodation: Covers accommodation code: 30	Y = Yes Blank
AF	Spell-Checker	N	1	**Not applicable for high school testing**		

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AG	Word Prediction or Spell Checker	N	1	Word prediction or hand-held spell-checker for ELA test, using an external device, application, or software. Test administrator may transcribe, or facilitate transfer of information by student, from external device or application to the answer booklet. During testing, Internet access must be turned off/restricted; and the "predict-ahead" and "predict online" functions must be turned off. **Available for:** March ELA Retest Grade 10 ELA **Not available for:** March Mathematics Retest Grade 10 Mathematics High School Science and Technology/Engineering	Nonstandard accommodation for students with disabilities; review guidelines on who may receive this accommodation Covers accommodation code: 31	Y = Yes Blank
AH	English/Spanish Edition Test	N	1	English/Spanish edition of the MCAS grade 10 Mathematics test or retest. Test administrator must be fluent in both English and Spanish. **Available for:** March Mathematics Retest Grade 10 Mathematics **Not available for:** March ELA Retest Grade 10 ELA High School Science and Technology/Engineering	ELL accommodation for grade 10 Mathematics test or retest only. **If expected value equals "Y": then the following criteria must be met or record will cause an error:** • Large Print Test Edition must be left blank • Braille Test Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
					• Kurzweil 3000 CD Edition must be left blank Available only for Spanish-speaking ELL students who have been enrolled in U.S. schools for fewer than three years. If "Yes," then tested grade must be 10, 11, or 12	
AI	Any Other Accommodation	N	1	**Available for:** March ELA and Mathematics Retests Grade 10 ELA and Mathematics High School Science and Technology/Engineering	Select this field if student with a disability will be given any additional accommodation(s) not included elsewhere in this PNP. Students are entitled to receive accommodations listed in their IEP or 504 plan, provided the accommodation does not alter what the test is designed to measure. Rationale: State is required to report results for students who took the test(s) with accommodations.	Y = Yes blank
AJ	Blank Field			**Not applicable for high school testing**		
AK	Blank Field			**Not applicable for high school testing**		
AL	Blank Field			**Not applicable for high school testing**		
AM	Blank Field			**Not applicable for high school testing**		
AN	Blank Field			**Not applicable for high school testing**		

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AO	Blank Field			**Not applicable for high school testing**		
AP	Blank Field			**Not applicable for high school testing**		
AQ	Blank Field			**Not applicable for high school testing**		
AR	Blank Field			**Not applicable for high school testing**		
AS	Blank Field			**Not applicable for high school testing**		