

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



Grades 5 and 8 STE Question Tryout

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

Document Revisions

Revision Date	Version	Description
4/28/2017	1.0	Initial Version

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^{next}, as well as step-by-step directions on how to manually create student records and student tests in PearsonAccess^{next}.

This document was created to support the June 2017 MCAS grades 5 and 8 STE Tryouts test administration in PearsonAccess^{next}.

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^{next} for the spring MCAS Grades 5 and 8 STE question tryout administration for participating schools. 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^{next} using the directions below.

Loading Student Information into PearsonAccess^{next}

Depending on the number of students to be added to PearsonAccess^{next}, 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^{next} -- 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 5 and 8 STE Tryout into PearsonAccess^{next}, 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, select SIMS Contact from the Function menu, and click Get Results) with updates.

Updating Student Information

Option 1 provides steps on how to export student information from PearsonAccess^{next} 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^{next}. 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^{next} at mcas.pearsonaccessnext.com.
2. Select the appropriate test 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 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 STE question tryout administration.**
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^{next} (Uploading the school's updated file)

1. Log into PearsonAccess^{next} at mcas.pearsonaccessnext.com.
2. Select the appropriate test 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. 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.
3. 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^{next}

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



The screenshot shows the PearsonAccess^{next} interface. At the top, there is a navigation bar with 'Home', 'Setup', 'Testing', 'Reports', 'Test Config', and 'Support'. Below this is a large blue banner with 'SETUP' and 'TESTING' buttons. On the right side, a dropdown menu is open, showing a list of test administrations for the 2016-2017 school year. The option 'June 2017 MCAS Gr. 5 and 8 STE Tryouts' 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^{next}. Click **Create**.
- 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.
- 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**.

- 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^{next}

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

Removing Student Records from PearsonAccess^{next} (Optional Step)

Since the Department is importing a Student Registration file directly into PAN based on a prior SIMS submission, schools may wish to remove records from PAN for students who have transferred out of the school (this step is optional but not necessary).

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

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



- From the **Setup** dropdown, select **Students**.
- 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.
- From the **Select Tasks** dropdown, select **Manage Student Tests** and **Register Students**.
- 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.
- Click **Save**. This removes the test assignment from the student record. Repeat steps 6 and 7 for additional students, as needed.
- 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^{next} at mcas.pearsonaccessnext.com.
2. Select the appropriate test administration from the administration dropdown in the top right hand corner of PearsonAccess^{next}.



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^{next} at mcas.pearsonaccessnext.com.
2. Select the appropriate test 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**.
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 ^{next} , an error will occur.	Must match a valid organization code in PearsonAccess ^{next} . Use the same codes that are in the Department's School and District Profiles .
C	sasid	Y	10	A unique numeric code given to each Massachusetts publicly funded student	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
Student Registration						
J	testcode	Y	7	Identifier assigned to the test name		STE Question Tryout TRY05 = Grade 5 STE Question Tryout TRY08 = Grade 8 STE Question Tryout
K	Test Format	Y	1	Format of the test		O = Online
L	Retest			Not applicable for the STE Question Tryout		

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
M	SessionName	N	50	The Department requests that schools use the test administrator's name and the session number as part of your easily identifiable naming convention (max. 50 characters) for the session name in PearsonAccess ^{next} (e.g., Mrs. Smith's Grade 4 STE Session 1).	<p>If this field is populated on the initial import, a session will automatically be created with the name entered into this field in PearsonAccess^{next}.</p> <p>Students who share the same session name will also be automatically placed into that session.</p> <p>Note: If a student's test has already been added to a session in PearsonAccess^{next}, it cannot be moved by changing this field and reimporting the file. Instead, remove the student's test from the session in PearsonAccess^{next} and then reimport the file with this field populated.</p>	A-Z a-z 0-9 ' (Standard Apostrophe) . () & \ + Embedded Spaces Blank
N	Blank Field			Not applicable for the STE Question Tryout		
O	Blank Field			Not applicable for the STE Question Tryout		
P	Blank Field			Not applicable for the STE Question Tryout		
Q	Blank Field			Not applicable for the STE Question Tryout		
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.		
Personal Needs Profile						

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
S	Alternative Background and Font Color	N	2	Selects an alternative color combination for the text (foreground) and background. Student may change the alternative color combination during testing, if selected.	Covers Universal Accessibility Feature: (UF2)	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
T	Answer Masking	N	1	Response options (“answer choices”) are not visible; student clicks to reveal each response option.	Covers Universal Accessibility Feature: (UF5)	Y = Yes Blank
U	Large Print Test Edition			Not applicable for the STE Question Tryout		
V	Screen Reader Edition			Not applicable for the STE Question Tryout		
W	Assistive Technology			Not applicable for the STE Question Tryout		
X	Braille Test Edition			Not applicable for the STE Question Tryout		
Y	Human Read-Aloud or Human Signer	N	2	Test may be read aloud/signed by a test administrator to a student with a disability	Covers Accommodations: (A5-read-aloud); (A6-human signer) Students must be tested in groups of no more than five students.	01 = Human Signer 02 = Human Read-Aloud blank
Z	Text-to-Speech (TTS)			Not applicable for the STE Question Tryout		
AA	Kurzweil 3000 Special Edition			Not applicable for the STE Question Tryout		
AB	ASL Video DVD Edition			Not applicable for the STE Question Tryout		

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>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>An external 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 one).</p>	Covers Accommodations: (A10.1-Human scribe); (A10.2-Speech-to-text)	01 = Speech-to-Text 02 = Human Scribe
AD	Typed Response			Not applicable for the STE Question Tryout		
AE	Calculation Device on non-calculator session of Mathematics test			Not applicable for the STE Question Tryout		
AF	Spell-Checker			Not applicable for the STE Question Tryout		
AG	Word Prediction			Not applicable for the STE Question Tryout		
AH	English/Spanish Edition Test			Not applicable for the STE Question Tryout		
AI	Any Other Accommodation	N	1	<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>		Y = Yes blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AJ	Blank Field			Not applicable for the STE Question Tryout		
AK	Blank Field			Not applicable for the STE Question Tryout		
AL	Blank Field			Not applicable for the STE Question Tryout		
AM	Blank Field			Not applicable for the STE Question Tryout		
AN	Blank Field			Not applicable for the STE Question Tryout		
AO	Blank Field			Not applicable for the STE Question Tryout		
AP	Blank Field			Not applicable for the STE Question Tryout		
AQ	Blank Field			Not applicable for the STE Question Tryout		
AR	Blank Field			Not applicable for the STE Question Tryout		
AS	Blank Field			Not applicable for the STE Question Tryout		