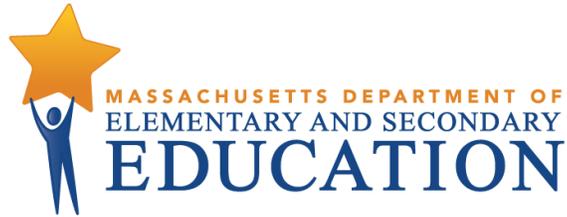




# **Guide to the Student Registration/ Personal Needs Profile (SR/PNP) Process for the 2017–2018 MCAS Tests**

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September 2017



This document was prepared by the  
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Acting Commissioner

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## Important Contact Information and Resources

### Test Administration Information and Online Services

#### MCAS Service Center

Telephone: **800-737-5103 (7:00 a.m.–5:00 p.m., Monday–Friday)**

Web: [mcas.pearsonsupport.com](http://mcas.pearsonsupport.com)

Use this website to access training modules and other materials to support administration, as well as a link to PearsonAccess Next (the site for submitting the SR/PNP).

Email: [mcas@measuredprogress.org](mailto:mcas@measuredprogress.org)

Fax: **877-325-4421**

Contact the MCAS Service Center with questions on the MCAS Resource Center website ([mcas.pearsonsupport.com](http://mcas.pearsonsupport.com)), PearsonAccess Next and passwords, and questions about importing the SR/PNP.

### MCAS Policy Information

#### MA Department of Elementary and Secondary Education Student Assessment Services Office

Web: [www.doe.mass.edu/mcas/admin.html](http://www.doe.mass.edu/mcas/admin.html)

Email: [mcas@doe.mass.edu](mailto:mcas@doe.mass.edu)

Telephone: **781-338-3625**

Fax: **781-338-3630**

Questions regarding Student Information Management System (SIMS) data should be directed to the [district's SIMS contact](#). Select **SIMS Contact** from the Function menu, and click **Get Results**.

## Student Registration/Personal Needs Profile (SR/PNP) Deadlines

	<b>Window for completing the <u>initial</u> SR/PNP process</b>	<b>Deadline for updating SR/PNP information (as needed)*</b>
<b>Elementary and Middle Schools</b>		
Grades 3–8 computer-based tests (CBT) and paper-based tests (PBT)	January 22–February 2, 2018**	May 7, 2018 for ELA May 30, 2018 for Mathematics and STE
<b>High Schools***</b>		
November Retests	September 25–October 6, 2017	November 20, 2017
February Biology Test	December 4–15, 2017	February 9, 2018
March Retests	January 8–22, 2018	March 8, 2018
Grade 10 ELA	January 31–February 13, 2018	April 11, 2018
Grade 10 Mathematics	March 12–23, 2018	May 31, 2018
High School STE	April 2–13, 2018	June 13, 2018

\* Schools should update the SR/PNP for the following situations:

- A student enrolls in your school after the initial upload was submitted.
- A student transfers out of your school.
- A student’s accommodations and/or accessibility features have changed.
- A student’s demographic information has changed (e.g., last name) or was entered incorrectly.

\*\* After the initial SR/PNP window closes, schools may update the SR/PNP, but if changes require additional test materials, the school must place an order for additional materials online at [www.mcasservicecenter.com](http://www.mcasservicecenter.com). Also note that Student ID Labels cannot be generated for students whose SR/PNP information is submitted after the initial window closes.

\*\*\* Note there will be additional SR/PNP windows for high schools to complete for the ELA and Mathematics field test and the high school STE question tryouts. Information will be provided later this fall or in early winter.

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## I. Introduction

The Student Registration/Personal Needs Profile (SR/PNP) is a collection of student-level data that includes student demographic data, test registration information, and information on accessibility features and/or selected accommodations that a student will use during testing.

The accuracy of the SR/PNP is important because it provides a record of accessibility features and accommodations used by students. In addition, for computer-based testing (CBT), the SR/PNP determines the test form that students will take (e.g., text-to-speech); and, for paper-based testing (PBT), it provides the basis for the initial shipment of test materials to schools (e.g., Student ID Labels, test booklets, answer booklets, large-print booklets). The SR/PNP process is also the basis for schools' orders for test administration manuals; additional manuals needed for administering tests to students with disabilities in small groups can be ordered online at [www.mcasservicecenter.com](http://www.mcasservicecenter.com) or viewed [online](#).

The purpose of this document is to provide schools and districts the information needed to complete the initial SR/PNP process as well as update SR/PNP information when necessary. This document provides instructions for all the test administrations for 2017–2018, followed by field definitions to be used as a reference when completing students' PNP information.

The process for completing the SR/PNP differs slightly from what was done in the previous school year in order to improve the accuracy of test orders. In 2017–2018, all schools/districts will go online to [MassEdu Gateway](#) to the MCAS 2018 folder (note that the November retest file will be in the MCAS 2017 folder) in the school or district drop box. There will be a file of students based on the most recent SIMS submission; you will need to update the file with new data and remove outdated data, and then import the file into PearsonAccess Next (PAN), the online test management site. Please note that a step that was required in 2017 – the “Enrollment Counts Entry Complete” checkbox – is no longer part of the SR/PNP process.

All schools must complete the initial SR/PNP upload, after which, schools can update the SR/PNP by inputting data directly into PAN for small numbers of students or by importing a new file into PAN (see deadlines listed on page ii).

Accommodations must be up to date in the SR/PNP for students by the end of each test administration window in order for the Department to have current data for the purposes of reporting results, as well as providing information for the following administration (see dates on page ii). Note that accommodations that require a special test edition – text-to-speech, compatible assistive technology, and screen reader – must be assigned to students **before testing** in order for the student to receive the correct test form. Updates to these special test editions cannot be made in PAN after a student has begun testing.

### Information for High Schools

High schools that are seeking to order test materials for former students who have not confirmed whether or not they will participate in a test administration should plan to order additional materials as needed during the additional materials windows included as part of the [testing schedule](#).

### Special Situations

Adult/external diploma programs, test sites, DYS/SEIS, and other high schools with a special situation should contact the MCAS Service Center to place an order for a total amount of test materials instead of using the SR/PNP process. (Other high schools will be directed to follow the SR/PNP process.)

## II. Steps for Completing the Initial SR/PNP Upload

Schools should follow the instructions below to complete the initial SR/PNP upload of student information into PAN.

### A. Prepare the data file

1. Log in to [MassEdu Gateway](#) (formerly the Security Portal). At **DropBox Central** in the **MCAS 2018** folder (MCAS 2017 folder for November retest only), find the .CSV file for the administration you are working with.

**Notes:**

- The file contains a list of students who your district reported in the October SIMS submission (note that the November retest file is based on the previous June SIMS), as being enrolled in your school and eligible for the selected administration, as well as the accommodations the students used in their previous test administration (if applicable). For the high school administrations, the file will contain students eligible for or required to test for each test administration (check each administration's *Principal's Administration Manual* for details).
- For students in grades 3–8, you will see multiple rows per student (one for each subject area test).
- Students who previously participated in the MCAS Alternate Assessment are not included in the file.

2. Delete rows of students who are no longer enrolled in your school, and for high school retests and high school STE (and February Biology), delete rows of students who will not participate in that particular administration.

**Notes:**

- In order to delete students from the file, you must right-click on the row to remove and select "delete." **Do not use the delete key on your keyboard.**
- For high school STE, there is no need to delete rows of students who have already met the CD requirement in that subject area, as the Department will conduct this step prior to the release of results.
- For spring 2018:
  - Delete rows for students taking the MCAS Alternate Assessment. If a student will take the MCAS-Alt in only one subject area, only delete the row for that subject area test.
  - Delete the ELA row for first-year ELL students who will not participate in testing (first-year ELL students are not required to participate in MCAS ELA testing). Do not delete the rows for Mathematics and STE for ELL students, since students are expected to participate in those subject area tests.

3. Add rows for students who were not included in the file but should be tested (for the spring administrations: students who enrolled in your school after October SIMS; for the high school administrations: other students participating in tests who meet eligibility requirements).

**Notes:**

- This step is particularly important for PBT, since schools doing PBT will **only** receive Student ID Labels and secure test materials for each student test listed in PAN.

4. Enter students' selected accessibility features or accommodations in columns S–AQ. Refer to the field definitions in Part IV of this document for the expected values for each column.

**Notes:**

- The accessibility features and accommodations are preloaded by the Department and are based on what was used in the previous administration, with the following exceptions: November retests, February Biology, and March retests (for which schools will need to input students' accommodations). Be sure to update a student's accessibility features and accommodations if changes are needed.
  - New for 2017–2018, most expected values are “Y” (indicating yes) or blank. Note that Alternative Background and Font Color includes numbers for the expected value for each combination.
5. Column M of the SR/PNP file can be used to automatically add students into CBT test sessions in PearsonAccess Next. Schools may choose to do this step during the initial SR/PNP import or later on, prior to testing.

**Notes:**

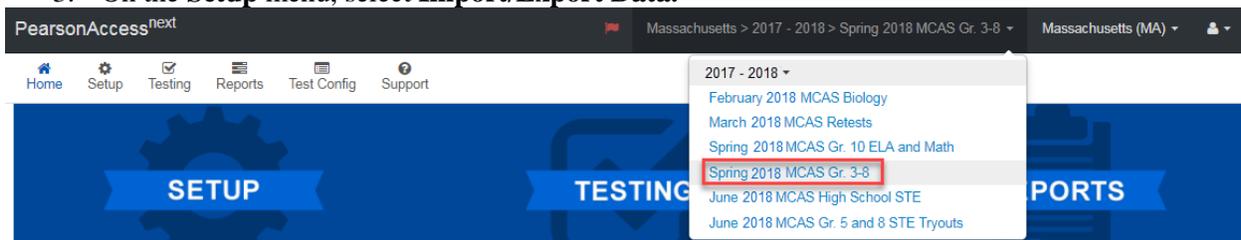
- Test sessions are grade and subject specific.
  - The SR/PNP file cannot move students from one session to another. Because of this, the Department recommends this step only be done once session lists have been finalized.
6. Save the file as a .CSV file.

**Note for Apple users:**

- Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show all four digits of the birth year. If not, please refer to the directions in the table below to update.

## B. Import the file into PAN

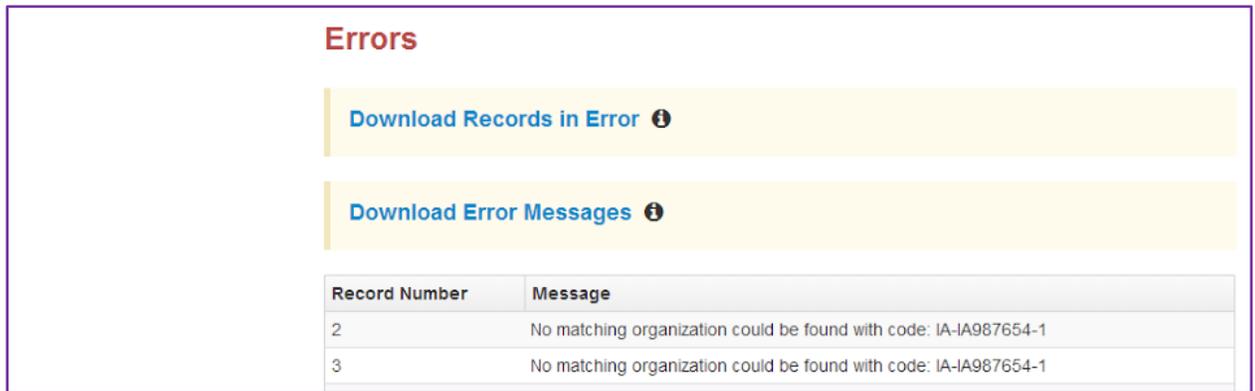
1. [Log into PAN](#).
2. Select the appropriate test administration from the dropdown menu in the top right corner for the SR/PNP data you want to import. All of the administrations are shown in the screen shot below.
3. On the **Setup** menu, select **Import/Export Data**.



4. In the **Select Tasks** dropdown, select **Import/Export Data**. Click **Start**.
5. In the **Type** dropdown, select **Student Registration Import**. Ignore the option “Don't modify student tests.”
6. Choose the .CSV file you had previously saved, and select **Process**.  
**Note:** PAN will only allow .CSV files to be imported. Files can be saved in another format (e.g., .xlsx) while working in them, but they must be changed back to .CSV prior to importing.

### C. Confirm that all records have been successfully imported

1. The **View File Details** screen will appear. Refresh the screen by selecting the  icon (at the top).
2. When the file has completed processing, a green box with the message **Complete** or a red box with the message **Complete with issues** will appear on the screen. Two messages will also appear: the number of **successful records**, and the number of **error records**, if any.
3. If there were errors in processing the file, messages will appear at the bottom of the screen. Error messages will indicate the specific field(s) that caused the error as well as information on how to correct it. The record number listed will match the row of the .csv file that caused the error. A sample screen is shown below:



4. Correct the rows that had an error and repeat the steps above until all records import successfully.

### D. Update SIMS with any changes to student information made in PAN

Changes to student information in PAN must also be made in the next SIMS submission. Call your district SIMS contact with updates (see page i for instructions on finding your district’s SIMS contact).

## III. Steps for Updating Student Information After the Initial Upload

Schools should follow the instructions below to update the SR/PNP as needed by the deadlines listed on page ii . Schools should update the SR/PNP for the following situations:

- A student enrolls in your school after the initial upload was submitted.
- A student transfers out of your school.
- A student’s accommodations and/or accessibility features have changed.
- A student’s demographic information has changed (e.g., last name) or was entered incorrectly.

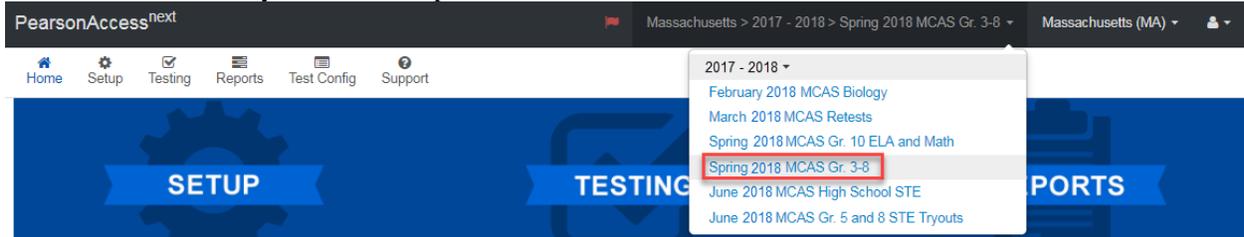
The table below describes when to use each of the options for updating the SR/PNP:

	When would you use this option?
<b>Option 1:</b> SR/PNP file export and import	when updating a large number of student records
<b>Option 2:</b> PAN user interface	when updating approximately 10 or fewer records

## Option 1: File Export and Import

### A. Download the school's file from PAN

1. [Log into PAN](#).
2. Select the appropriate test administration from the dropdown menu in the top right corner for the SR/PNP data you want to export. All of the administrations are shown in the screen shot below.



3. On the **Setup** menu, select **Import/Export Data**.
4. In the **Select Tasks** dropdown, select **Import/Export Data**. Click **Start**.
5. In the **Type** dropdown, select **Student Registration Export**.
6. Select **Process**.
7. Refresh your screen until the process has completed. Then click **Download File**.
8. Save the file in a location that you can find easily (e.g., your computer's hard drive).

### B. Follow steps 1–6 in Part II section A, and steps 1–6 in Part II section B, on pages 2–3 to prepare the data file and import it into PAN

## Option 2: PAN User Interface (follow either step A or B below)

### A. Manually add a new student record.

1. [Log into PAN](#).
2. Select the appropriate test administration from the dropdown menu in the top right corner for the SR/PNP data you want to import (see the screen shot above).
3. On the **Setup** menu, select **Students**.
4. In the **Select Tasks** dropdown, select **Create/Edit Students** and **Registration (Register Students, Manage Student Tests, and Manage Enrollments** 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. Add details to the **New Student** screen. Enter all required fields (indicated by a red asterisk). Click **Create**.
7. Click **Register Students** at the top of the screen. Click the **Registered** checkbox. Click the **Student Grade** dropdown and indicate the student's grade. (This is a required step, including for all the high school administrations.) Click **Save**.

8. 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.

For more information about each accommodation, hover your cursor over the  for each accommodation. Click **Create**.

9. Click **Manage Enrollments** at the top of the screen. Confirm all the details by viewing the screen (there is nothing to click to confirm)
10. Create and register additional students as needed.

## **B. Manually update an existing student record**

1. [Log into PAN](#).
2. Select the appropriate test administration from the dropdown menu in the top right corner for the SR/PNP data you want to import (see the screen shot above).
3. On the **Setup** menu, select **Students**.
4. Search for the student record by the student's last name or SASID.
5. Click the checkbox next to the student's name.
6. From the **Select Tasks** dropdown, select **Create/Edit Students** and/or **Manage Student Tests** (depending on what needs to be updated). Click **Start**.
7. Update the student information as needed.
8. Click **Save**.

## IV. Field Definitions

The following pages contain a table showing the SR/PNP fields and definitions, as well as notes and validations (e.g., if steps are not followed, the error messages that will appear), and the expected value for each column.

The table includes the following sections:

- Student Registration
- Personal Needs Profile
  - Universal Accessibility Features
  - Accommodations

**Note:** This section also includes some accommodations that are both standard and nonstandard/special access accommodations; regardless of the section they appear in, nonstandard/special access accommodations appear in a row that is shaded in gray.
  - Nonstandard and special access accommodations

The field definitions include all administrations for the 2017–2018 school year.

## Field Definitions

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
<b>Student Registration</b>						
A	District Code	N	8	The Testing District responsible for administering the test to a student	Non-public schools that do not have a parent organization should leave this field blank.	0-9 A-Z
B	School Code	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 message will appear.	Must match a valid organization code in PearsonAccess Next. 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  If you do not have a student's SASID (e.g., SASIDs cannot be <b>newly</b> assigned for students 22 years of age or older), create and assign to the student a 10-digit number starting with "88" (instead of "10"). If a valid SASID is eventually assigned to the student, correct the SASID in PearsonAccess Next.	SASID must be 10-digits beginning with "10..."	0-9 SASIDs must begin with "10" or "88"
D	Student Grade	Y	2	Student's grade, as listed in most recent SIMS		03 04 05 06 07 08 09 10 11 12 SP

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
E	Last Name	Y	25	The student's full legal last name that is borne in common by members of the family		A-Z a-z - . (Period) ' (Standard Apostrophe) Embedded Spaces
F	First Name	Y	25	The student's full legal first name that was given at birth, baptism, or through legal change		A-Z a-z - . (Period) ' (Standard Apostrophe) Embedded Spaces
G	Middle Initial	N	1	The initial of the full middle name given to the student 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	Date of Birth	Y	10	The year, month, and day on which the student was born  <b>Note for Apple users:</b> .CSV files on a Mac will remove the first two digits on the birth year and this will cause the file to error out. Use the following steps to update the formatting. <ol style="list-style-type: none"> <li>1. Select row I in the file and right click.</li> <li>2. Select <b>Format Cells</b> from the menu.</li> <li>3. Select the <b>Custom</b> option from the list.</li> <li>4. In the <b>Type</b> text box, remove the text and enter "mm/dd/yyyy."</li> <li>5. Click OK and the formatting will be correct.</li> </ol>		mm/dd/yyyy

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
J	Test code	Y	7	Identifier assigned to the test name	<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>SCIO5</b> = Grade 5 STE <b>SCIO8</b> = Grade 8 STE <b>ELANR</b> = November ELA Retest <b>MATNR</b> = November Mathematics Retest <b>BIOHS</b> = February Biology <b>ELAMR</b> = March Mathematics Retest <b>MATMR</b> = March ELA Retest <b>ELA10</b> = Grade 10 ELA <b>MAT10</b> = Grade 10 Mathematics <b>BIOSP</b> = High School Biology <b>CHESP</b> = High School Chemistry <b>PHYSP</b> = High School Physics <b>TECSP</b> = High School Technology/Engineering	
K	Test Format	Y	1	Format of the test		P = Paper O = Online
L	Blank Field			<b>Not applicable</b>		

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
M	Session Name	N	50	<p><b>For CBT only</b></p> <p>When creating sessions, the Department recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that test session names include the following: test administrator name, testing location, grade, and subject area test.</p> <p>Note: Read-Aloud and Human Signer test sessions must be set up separately from other PAN test sessions. See Columns Y–AB for more information.</p>	<p><b>Not applicable for PBT</b></p> <p><b>For CBT:</b> If this field is populated in the initial import, a session will automatically be created with the name entered in this field in PearsonAccess Next.</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 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>	<p>A-Z a-z 0-9 ' (Standard Apostrophe) . (Standard Apostrophe) ( ) &amp; \ (Standard Apostrophe) + Embedded Spaces Blank</p>
N	Blank Field			<b>Not applicable</b>		
O	Blank Field			<b>Not applicable</b>		
P	Blank Field			<b>Not applicable</b>		
Q	Blank Field			<b>Not applicable</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>						
<b>Universal Accessibility Features</b>						
S	Alternative Background and Font Color (Color Contrast) (UF2)	N	2	<p><b>For CBT 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 and Mathematics Grades 5 and 8 Science and Technology/Engineering</p> <p><b>Not available for:</b> High School ELA and Mathematics February Biology High School Science and Technology/Engineering</p>	<p>If expected value equals “Y” or “02” – “06,” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>• Test format must be “O”</li> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> </ul>	<p>Y = 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 (UF5)	N	1	<p><b>For CBT 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 and Mathematics Grades 5 and 8 Science and Technology/Engineering</p> <p><b>Not available for:</b> February Biology High School ELA and Mathematics High School Science and Technology/Engineering</p>	<p>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>• Test format must be “O”</li> <li>• Screen Reader must be left blank</li> <li>• Assistive Technology must be left blank</li> </ul>	<p>Y = Yes Blank</p>
<b>Accommodations</b>						

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
U	Large Print Test Edition (A2; High School: 11)	N	1	<p><b>For PBT only</b></p> <p>A large-print edition test booklet and answer booklet with text size printed in 18-point font are provided.</p> <p><b>Available for:</b>            Grades 3–8 ELA and Mathematics            Grades 5 and 8 Science and Technology/Engineering            February Biology            High School ELA and Mathematics            High School Science and Technology/Engineering</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 must be “P”</li> <li>• Braille Test Edition must be left blank</li> <li>• Kurzweil 3000 Special Edition must be left blank</li> <li>• English/Spanish Edition must be left blank</li> </ul>	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 (A3.1)	N	1	<p><b>For CBT 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 and Mathematics Grades 5 and 8 Science and Technology/Engineering</p> <p><b>Not available for:</b> February Biology High School ELA and Mathematics High School Science and Technology/Engineering</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 must be "O"</li> <li>• Alternative Background and Font Color must be left blank</li> <li>• Answer Masking must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Human Read-Aloud must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Text-to-Speech must be left blank</li> </ul> <p>If Spell Check accommodation is also selected, the student must use a spell-checking program on a second computer.</p> <p>If selecting "Screen Reader Edition," students will automatically receive Braille hard-copy test for Mathematics. Students will receive Braille hard-copy test for ELA only if graphics are included in the test.</p>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
W	Compatible Assistive Technology	N		<p><b>For CBT only</b></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>Assistive technology routinely used by student that provides word prediction (SA6) (e.g., Co:Writer), screen magnification (e.g., ZoomText or other external device), speech-to-text (A10.2, SA3.2, or EL 4.2) (e.g., Dragon Naturally Speaking), or other support not already provided as part of TestNav.</p> <p>If compatible <b>word prediction</b> will be used, also indicate this in column AN (Word Prediction).</p> <p>If compatible <b>speech-to-text</b> will be used, also indicate this in column AI or AJ (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 and Mathematics Grades 5 and 8 Science and Technology/Engineering</p> <p><b>Not available for:</b> February Biology High School ELA and Mathematics High School Science and Technology Engineering</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>• Test format must be “O”</li> <li>• Alternative Background and font color must be left blank</li> <li>• Answer Masking must be left blank</li> <li>• Screen Reader must be left blank</li> <li>• Human Read-Aloud must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Text-to-Speech must be left blank</li> </ul> <p>If Spell Check accommodation is also selected, the student must use a spell-checking program on a second computer.</p> <p>Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation)</p>	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
X	Braille Test Edition (A3.2; High School: 12)	N	1	<p><b>For PBT only</b></p> <p>Hard-copy Braille test (text and graphics) for student who is blind</p> <p><b>Available for:</b>            Grades 3–8 ELA and Mathematics            Grades 5 and 8 Science and Technology/Engineering            February Biology            High School ELA and Mathematics            High School Science and Technology/Engineering</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 must be “P”</li> <li>• Large Print must be left blank</li> <li>• Human Read-Aloud must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Kurzweil 3000 CD Edition must be left blank</li> <li>• English/Spanish Edition must be left blank</li> </ul>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
Y	Standard Human Read Aloud (Mathematics and STE) (A5; EL3.2; High School: 16)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Standard Accommodation</b></p> <p>Test administrator reads aloud a test to a student with a disability.</p> <p><b>Note:</b> Students requiring a computer-based read-aloud test must be placed in a separate human read-aloud test session. This ensures that all students are assigned the same test form and provides the test administrator with a TestNav testing ticket to log in and read the test on a separate computer. To set up a human read aloud session, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Find and Select the appropriate test session in PearsonAccess Next.</li> <li>2. Select the <b>Create/Edit Sessions</b> task.</li> <li>3. Next, select the <b>Proctor Reads Aloud</b> checkbox</li> <li>4. And select <b>Human Read-Aloud</b> from the <b>Form Group Type</b> menu.</li> </ol> <p><b>Available for:</b>            Grades 3–8 Mathematics            Grades 5 and 8 Science and Technology/Engineering            High School ELA – <i>Composition</i>            High School Mathematics            February Biology            High School Science and Technology/Engineering</p> <p><b>Not available for:</b>            Grades 3–8 ELA            High School ELA – <i>Reading Comprehension</i></p>	<p>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Text-to-Speech must be left blank</li> <li>• Kurzweil 3000 CD Edition must be left blank</li> <li>• English/Spanish edition must be left blank</li> </ul>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
Z	Human Read Aloud (SA1.2; High School: 26)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Special Access/Nonstandard Accommodation</b> Test administrator reads aloud a test to a student with a disability.</p> <p><b>Note:</b> Students requiring a computer-based read aloud test must be placed in a separate human read-aloud test session. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and read the test on a separate computer. To set up a human read aloud session, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Find and Select the appropriate test session in PearsonAccess Next.</li> <li>2. Select the <b>Create/Edit Sessions</b> task.</li> <li>3. Next, select the <b>Proctor Reads Aloud</b> checkbox</li> <li>4. And select <b>Human Read-Aloud</b> from the <b>Form Group Type</b> menu.</li> </ol> <p><b>Available for:</b> Grades 3–8 ELA High School ELA – <i>Reading Comprehension</i></p> <p><b>Not available for:</b> Grades 3–8 Mathematics Grades 5 and 8 Science and Technology/Engineering High School ELA – <i>Composition</i> High School Mathematics February Biology High School Science and Technology/Engineering</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>• Compatible Assistive Technology must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Text-to-Speech must be left blank</li> <li>• Kurzweil 3000 CD Edition must be left blank</li> <li>• English/Spanish edition must be left blank</li> </ul>	Y = Yes blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AA	Standard Human Signer (A6; High School: 17)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Standard Accommodation</b></p> <p>Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard-of-hearing. No more than five students may be tested in a group.</p> <p><b>Note:</b> Students requiring a computer-based human signer test must be placed in a separate human signer test session. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and sign the test using a separate computer. To set up a human signer session, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Find and Select the appropriate test session in PearsonAccess Next.</li> <li>2. Select the <b>Create/Edit Sessions</b> task.</li> <li>3. Next, select the <b>Proctor Reads Aloud</b> checkbox</li> <li>4. And select <b>Human Signer</b> from the <b>Form Group Type</b> menu.</li> </ol> <p><b>Available for:</b>            Grades 3–8 Mathematics            Grades 3–8 ELA - <i>Questions and responses only, NOT passages</i>            Grades 5 and 8 Science and Technology/Engineering            High School ELA – <i>Composition only</i>            High School Mathematics            February Biology            High School Science and Technology/Engineering</p> <p><b>Not available for:</b>            High School ELA – <i>Reading Comprehension</i></p>	<p>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Reader must be left blank</li> <li>• Text-to-Speech must be left blank</li> <li>• Kurzweil 3000 CD Edition must be left blank</li> <li>• English/Spanish Edition must be left blank</li> </ul>	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AB	Human Signer (SA2; High School: 27)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Special Access/Nonstandard Accommodation</b></p> <p>Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard-of-hearing. No more than five students may be tested in a group.</p> <p><b>Note:</b> Students requiring a computer-based human signer test must be placed in a separate human signer test session. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and sign the test using a separate computer. To set up a human signer session, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Find and Select the appropriate test session in PearsonAccess Next.</li> <li>2. Select the <b>Create/Edit Sessions</b> task.</li> <li>3. Next, select the <b>Proctor Reads Aloud</b> checkbox</li> <li>4. And select <b>Human Signer</b> from the <b>Form Group Type</b> menu.</li> </ol> <p><b>Available for:</b> Grade 3-8 ELA – <i>Reading passages, items and response options</i> High School ELA – <i>Reading Comprehension</i></p> <p><b>Not available for:</b> Grades 3–8 Mathematics Grades 5 and 8 Science and Technology/Engineering High School ELA – <i>Composition</i> High School Mathematics February Biology High School Science and Technology/Engineering</p>	<p>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Reader must be left blank</li> <li>• Text-to-Speech must be left blank</li> <li>• Kurzweil 3000 CD Edition must be left blank</li> <li>• English/Spanish Edition must be left blank</li> </ul> <p>“Special access” accommodation for students with disabilities for Grades 3–8 ELA/High School ELA–Reading Comprehension. Review <a href="#">guidelines</a> on who may receive this accommodation.</p>	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AC	Text-to-Speech (TTS) Grades 3–8 Mathematics; Grades 5 and 8 STE (A4, EL3.1)  <b><u>*Special Access TTS Grades 3–8 ELA (SA1.1)</u></b>	N	1	<p><b>For CBT 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 paper-based tests.</p> <p>If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.</p> <p><b>Available for:</b> Grades 3–8 ELA and Mathematics Grades 5 and 8 Science and Technology/Engineering</p> <p><b>Not available for:</b> February Biology High School ELA and Mathematics High School Science and Technology/Engineering</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 must be “O”</li> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Human Reader must be left blank</li> <li>• Human Signer must be left blank</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 2018 MCAS Grades 3–8 Tests</a>).</p>	Y =Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AD	Kurzweil 3000 Special Edition High School ELA—Composition, Mathematics and STE (High School: 18)	N	1	<p><b>For High School PBT only</b></p> <p><b>Standard Accommodation</b></p> <p>Kurzweil 3000 edition is “read-only” using Kurzweil proprietary software.</p> <p>Answers must be transcribed into the student’s answer booklet.</p> <p>If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.</p> <p><b>Available for:</b> High School ELA – <i>Composition only</i> High School Mathematics February Biology High School Science and Technology/Engineering</p> <p><b>Not available for:</b> Grades 3–8 ELA and Mathematics Grades 5 and 8 Science and Technology/Engineering High School ELA – <i>Reading Comprehension</i></p>	<p><b>If expected value equals “Y”: then the following criteria must be met or record will cause an error:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “P”</li> <li>• Large Print Test Edition must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Reader must be left blank</li> <li>• Human Signer must be left blank</li> <li>• English/Spanish Edition must be left blank</li> </ul>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AE	Kurzweil 3000 Special Edition (High School ELA–Reading Comprehension) (28)	N	1	<p><b>For High School only – PBT</b></p> <p><b>Nonstandard Accommodation</b></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 using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting.</p> <p><b>Available for:</b> High School ELA – <i>Reading Comprehension</i></p> <p><b>Not available for:</b> Grades 3–8 ELA and Mathematics Grades 5 and 8 Science and Technology/Engineering High School ELA - <i>Comprehension</i> High School Mathematics February Biology High School Science and Technology/Engineering</p>	<p><b>If expected value equals “Y”: then the following criteria must be met or record will cause an error:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “P”</li> <li>• Large Print Test Edition must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Reader must be left blank</li> <li>• Human Signer must be left blank</li> <li>• English/Spanish Edition must be left blank</li> </ul> <p>Nonstandard accommodation for students with disabilities for High School ELA–Reading Comprehension. Review <a href="#">guidelines</a> on who may receive this accommodation.</p>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AF	ASL Video DVD Edition (Grade 10 Mathematics only) (High School: 17)			<p><b>For High School only – PBT</b></p> <p>Answers must be transcribed into the student’s answer booklet.</p> <p><b>Available for:</b> Grade 10 Mathematics</p> <p><b>Not Available for:</b> Grades 3–8 ELA and Mathematics Grades 5 and 8 Science and Technology/Engineering November Retest February Biology March Retest High School ELA High School Science and Technology/Engineering</p>	<p><b>If expected value equals “Y”: then the following criteria must be met or record will cause an error:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “P”</li> <li>• Large Print must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Kurzweil 3000 CD Edition must be left blank</li> <li>• English/Spanish Edition must be left blank</li> </ul>	<p>Y = Yes Blank</p>

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AG	Human Scribe (Grades 3–8 Mathematics; Grades 5 and 8 STE; High School ELA–Reading Comprehension) (A10.1; EL4.2; High School: 19)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Standard Accommodation</b></p> <p>Scribe must record student’s responses verbatim as dictated by the student at the time of testing into the student’s test (for CBT, into TestNav, or for PBT, into the student’s answer booklet).</p> <p>Students must be tested individually in a separate setting.</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> Grades 3–8 Mathematics Grades 5 and 8 Science and Technology/Engineering High School ELA – <i>Reading Comprehension</i> High School Mathematics February Biology High School Science and Technology/Engineering</p> <p><b>Not available for:</b> Grades 3–8 ELA High School ELA – <i>Composition only</i></p>	<p>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>Speech-to-Text must be left blank</li> </ul>	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AH	Human Scribe (Grades 3–8 ELA; High School ELA– Composition (SA3.1; 29)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Special Access/Nonstandard Accommodation</b></p> <p>Scribe must record student’s responses verbatim as dictated by the student at the time of testing into the student’s test (for CBT, into TestNav, or for PBT, into the student’s answer booklet). Students must be tested individually in a separate setting.</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> Grades 3–8 ELA High School ELA– <i>Composition</i></p> <p><b>Not available for:</b> Grades 3–8 Mathematics Grades 5 and 8 Science and Technology/Engineering High School ELA– <i>Reading Comprehension</i> High School Mathematics February Biology High School Science and Technology/Engineering</p>	<p>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>Speech-to-Text must be left blank</li> </ul> <p>Special access/nonstandard accommodation for students with disabilities for grades 3–8 ELA and high school ELA Composition. Review <a href="#">guidelines</a> on who may receive this accommodation.</p>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AI	Speech-to-Text (Grades 3–8 Mathematics, STE, or High School ELA–Reading Comprehension) (A10.2; EL4.2; High School: 19	N	1	<p><b>For CBT or PBT</b></p> <p><b>Standard Accommodation</b></p> <p>If speech-to-text is used, test administrators must transcribe student responses verbatim at the time of testing into the student’s test (for CBT, into TestNav, or for PBT, into the student’s answer booklet).</p> <p>Students 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 TestNav, then Compatible 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 a student to dictate responses. Contact the Department’s Student Assessment Office for approval.</p> <p><b>Available for:</b>            Grades 3–8 Mathematics            Grades 5 and 8 Science and Technology/Engineering            High School ELA – <i>Reading Comprehension</i>            High School Mathematics            February Biology            High School Science and Technology/Engineering</p> <p><b>Not available for:</b>            Grade 3-8 ELA            High School ELA – Composition</p>	<p>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>Human Scribe must be left blank</li> </ul>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AJ	Speech-to-Text (SA3.2; High School: 29)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Special Access/Nonstandard Accommodation</b></p> <p>If speech-to-text is used, test administrators must transcribe student responses verbatim in the student’s answer booklet or in the student’s test in TestNav.</p> <p>Students 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 TestNav, then Compatible 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 a student to dictate responses. Contact the Department’s Student Assessment Office for approval.</p> <p><b>Available for:</b> Grades 3–8 ELA High School ELA–<i>Composition</i></p> <p><b>Not available for:</b> Grades 3–8 Mathematics Grades 5-8 Science and Technology/Engineering High School ELA – <i>Reading Comprehension</i> High School Mathematics February Biology High School Science and Technology/Engineering</p>	<p>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>Human Scribe must be left blank</li> </ul> <p>Special access/nonstandard accommodation for students with disabilities for grades 3–8 ELA and high school ELA Composition. Review <a href="#">guidelines</a> on who may receive this accommodation.</p>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AK	Typed Responses (A12; High School: 23)	N	1	<p><b>For PBT only</b></p> <p>Student responds to test questions using word processor or similar device.</p> <p>Responses for constructed-response questions and the ELA Composition must be printed out, one response per page, and inserted into the student’s answer booklet with all required information on each page (see the appendix in the appropriate <i>Test Administrator’s Manual</i>). Responses for typed constructed-response questions must not also be transcribed into the student’s answer booklet.</p> <p>After printing out responses, they must be deleted from the word processor.</p> <p><b>Available for:</b> All paper-based tests</p> <p><b>Not available for:</b> All computer-based tests</p>	<p>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>• Test format must be “P”</li> </ul>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AL	Calculation Device on non-calculator test session(s) (SA4; High School: 30)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Special Access/Nonstandard Accommodation</b></p> <p>For Mathematics <i>non-calculator</i> sessions and grades 5 and 8 Science and Technology/Engineering, a calculator must be provided to student by the school.</p> <p><b>Available for:</b>            Grades 3–8 Mathematics            Grades 5 and 8 Science and Technology Engineering            High School Mathematics</p> <p><b>Not available for:</b>            Grades 3–8 ELA            High School ELA            High School Science and Technology Engineering</p>	Special Access/nonstandard accommodation for students with disabilities for Mathematics; review <a href="#">guidelines</a> on who may receive this accommodation.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AM	Spell-Checker (SA5; High School: 31)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Special Access/Nonstandard Accommodation</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 High School ELA</p> <p><b>Not available for:</b> Grades 3–8 Mathematics High School Mathematics High School Science and Technology/Engineering</p> <p><b>Please Note:</b> Spell-Checker will be available to all students taking the <b>Grades 5 and 8 Science and Technology/Engineering</b> tests without requesting this in the PNP.</p>	<p>Special Access/nonstandard accommodation for students with disabilities for ELA; review <a href="#">guidelines</a> on who may receive this accommodation.</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>• Compatible Assistive Technology must be left blank</li> </ul>	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AN	Word Prediction (SA6; High School: 31)	N	1	<p><b>For CBT or PBT</b></p> <p><b>Special Access/Nonstandard Accommodation</b></p> <p>Word prediction for ELA test using an external device, application, or software.</p> <p>Test administrator may transcribe, or facilitate transfer of responses by student, from external device or application to the student’s test (for CBT, into TestNav, or for PBT, into the student’s answer booklet).</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 High School ELA</p> <p><b>Not available for:</b> Grades 3–8 Mathematics Grades 5 and 8 Science and Technology/Engineering High School Mathematics High School Science and Technology/Engineering</p>	Special access accommodation for students with disabilities; review <a href="#">guidelines</a> on who may receive this accommodation.	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AO	English/Spanish Edition (High School Mathematics)			<p><b>For High School PBT only</b></p> <p>Review guidelines in the <a href="#">Requirements for the Participation of Students with Disabilities and English Language Learners in the 2017–2018</a> for students who are eligible for the English-Spanish edition. English/Spanish test booklets are issued in side-by-side English/Spanish format, with identical test questions presented on opposing pages in two languages: left-facing pages present the questions in Spanish; right-facing pages present the same questions in English.</p> <p><b>Available for:</b> High School Mathematics</p> <p><b>Not available for:</b> Grades 3–8 ELA and Mathematics Grades 5 and 8 Science and Technology/Engineering High School ELA High School Science and Technology/Engineering</p>	<p>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>• Test format must be “P”</li> <li>• Large Print must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Kurzweil 3000 CD Edition must be left blank</li> </ul>	Y = Yes Blank
AP	Graphic Organizer / Reference Sheet  (A9; High School: 20)	N	1	<p><b>For CBT or PBT</b></p> <p><b>New for 2017–2018:</b> The Department will record the use of approved graphic organizers and approved supplemental reference sheets. This accommodation <u>should not</u> be selected if using the reference sheet provided to all students with a Mathematics test.</p> <p>Grades 3–8: Student may only be provided a graphic organizer and/or reference sheet posted to <a href="#">Department’s website</a>.</p> <p>High School: Student must use a graphic organizer and/or reference sheet submitted to and approved by the Department prior to testing.</p> <p><b>Available for:</b> All tests</p>		Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AQ	Any Other Accommodation not listed in the SR/PNP	N	1	<p><b>For CBT or PBT</b></p> <p>Select this field if student with a disability will be given accommodation(s) listed in the <a href="#">Department's list of accommodations</a>, but are not included elsewhere in this PNP.</p> <p>The Department is required to report the results for students who used accommodations.</p> <p><b>Available for:</b> All tests</p>		Y = Yes blank
AR	Blank Field			<b>Not applicable</b>		
AS	Blank Field			<b>Not applicable</b>		
AT	Blank Field			<b>Not applicable</b>		
AU	Blank Field			<b>Not applicable</b>		
AV	Blank Field			<b>Not applicable</b>		
AW	Blank Field			<b>Not applicable</b>		
AX	Blank Field			<b>Not applicable</b>		
AY	Blank Field			<b>Not applicable</b>		
AZ	Blank Field			<b>Not applicable</b>		
BA	Blank Field			<b>Not applicable</b>		