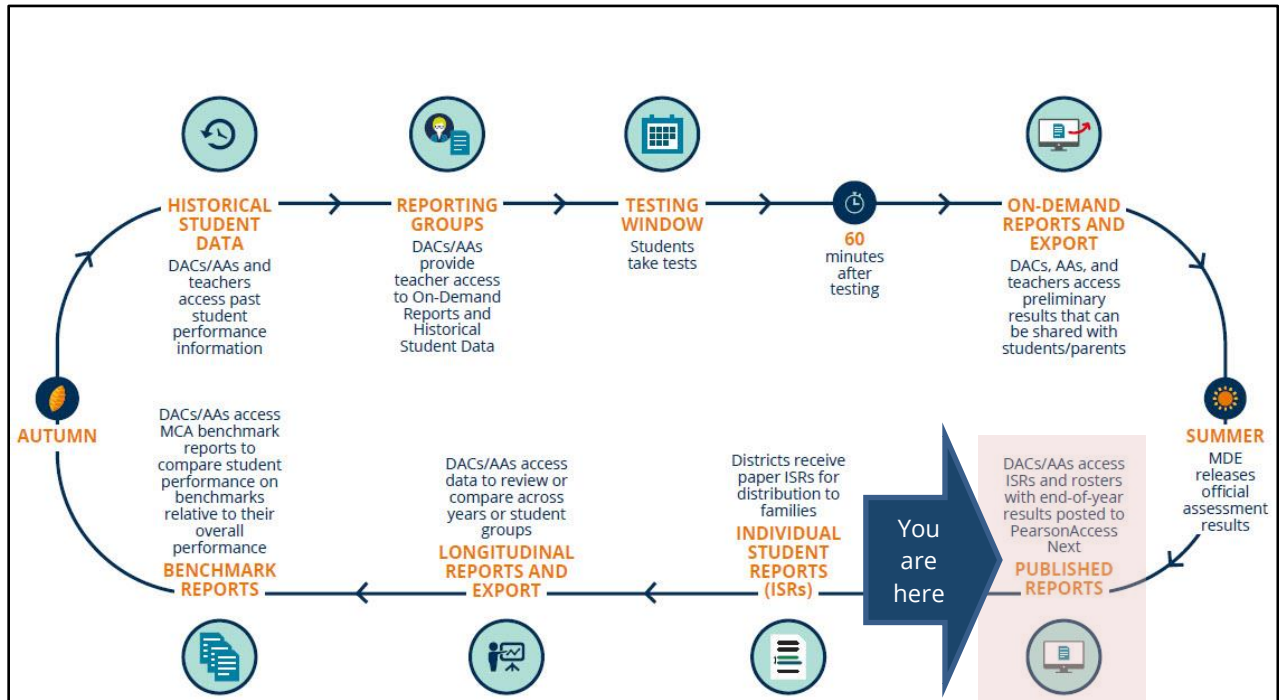


# Published Reports Quick Guide

This guide provides instructions on downloading published reports in PearsonAccess Next.

Note: The individual student information available in the secure PearsonAccess Next system is private student data. Ensure student data privacy is maintained when accessing, printing, or sharing information from the system.



## Access by User Role

Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next have access to Published Reports.

### Report Access by User Role

User Role	Published Reports
District Assessment Coordinator (DAC)	Yes
Assessment Administrator (AA)	Yes*
Test Monitor/Data Entry	No
MTAS Score Entry	No

\* The Secure Materials Status Report and Testing Time Report are only available to DACs.



## Published Reports of Assessment Results Available by Administration

The report types listed in the table below only include those with assessment results, which are posted as PDFs in Published Reports. Published Reports are administration-specific (by year and test); select a different test administration, as needed, to view applicable reports.

Report Name	Type of Assessment Results	Test	Description	Availability in Published Reports
Individual Student Reports (ISRs)	Final	MCA, MTAS	A combined report of individual student reports (ISRs) with final assessment results by grade, subject, and test; the report is posted by school.	2016–2021  Reports available each year in late summer.
Individual Student Reports (ISRs) – Separated by Student ^	Final	MCA, MTAS	A zipped file of individual student reports (ISRs) with final assessment results separated by student; the report is posted by district and school.	2021  Reports available each year in late summer.
Rosters	Final	MCA, MTAS	A report in list format of final student assessment results by grade, subject, and test; the report is posted by district and school.	2016–2019; 2021  Reports available each year in late summer.
Benchmark Reports	Final	MCA	A report comparing observed performance on the MCA at the school or district to the expected performance at the “Meets” achievement level cut score for a benchmark; the report is posted by district and school.	2019; 2021#  Reports available each year in early fall.
Combined On-Demand Reports	Preliminary	MCA, MTAS	A report containing all on-demand reports at the school level updated weekly throughout the test administration window; the report is posted by school.  <b>Note:</b> On-Demand Report access is removed when final results are available in late summer.	2017–2021 (MCA) 2018–2021 (MTAS)  Reports updated weekly throughout the test administration window.

^ Posting ISRs separated by student allows for easier loading of PDFs into student information systems for distribution to families, see the naming conventions below. Ensure district has software to open zipped files formatted as a tar.gz file.

Criteria	File Naming Convention
Local Use Data* value indicated in PearsonAccess Next	MCA_<CCYY>_<DDDD>_<TT>_<SSS>_GR<99>_<SubjectAbbrev>_Marss_<MARSSNumber>_Local Use_<LocalUseData>.pdf
Local Use Data value NOT indicated in PearsonAccess Next	MCA_<CCYY>_<DDDD>_<TT>_<SSS>_GR<99>_<SubjectAbbrev>_Marss_<MARSSNumber>.pdf

\* Note: the Local Use Data field truncated to remove leading/trailing blanks.

# Benchmark reports for 2019 or 2021 are comparable; 2020 Benchmark Reports are not available due to COVID-19. For more information, refer to the benchmark report resources available on the [Additional Reporting Resources page](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

**Administration Reports:** The Secure Materials Status Report and Testing Time Report are spreadsheets that provide test administration information in Published Reports for the most recent test administration and are available to DACs only.

- The Secure Materials Status Report lists secure test materials for MCA and MTAS that have not been returned to or scanned by Pearson. For more information, refer to [Accessing the Secure Materials Status Report](#) (PearsonAccess Next > Resources & Training > User Guides).
- The Testing Time Report is available at the district-level and provides cumulative testing time information by student. The time (in seconds) indicates the total time a student spent on both scorable and non-scorable (e.g. student directions, section end pages, start of section, etc.) items. This report is intended to provide districts information to plan for future administrations by confirming the amount of time students tested, or to identify trends by grade or subject across the district. The data provided in this report is not meant to be used to make decisions about individual students.

## Verify Test Administration

Once you are signed into PearsonAccess Next, verify the applicable test administration is selected. To change the test administration, select the administration dropdown at the top and select a different year and test name.



## View Published Reports

1. From the Home page, under **Reports**, select **Published Reports**.

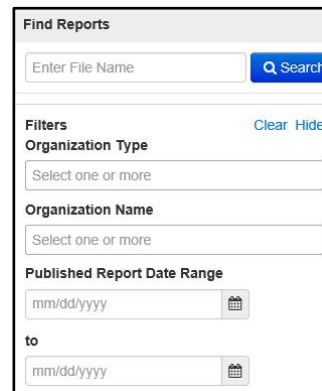


2. To narrow the list of reports, search under **Find Reports** or use one the **Filters** on the left to find the report needed.

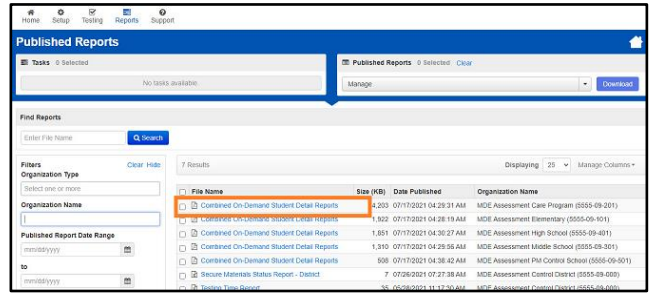
- Under **Find Reports**, enter the file name (type in the partial or full name) and select **Search**.

Note: Published reports are ordered by date posted to PearsonAccess Next with the most recent reports listed first.

- Use one or more of the **Filters**:
  - Organization Type (select district, school, or non-public school)
  - Organization Name (type in partial or full name)  
Note: Your assigned organization will be automatically populated in this filter. If-your assigned organization is at the district level, remove this filter selection to see school-level reports.
  - Published Report Date Range (mm/dd/yyyy)

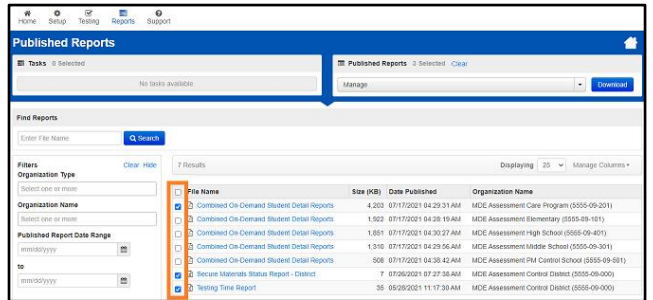


3. You can download one or multiple reports.
  - To download a single report, select the report hyperlink.



- To download multiple reports, check box(es) left of the report name and then select **Download**.

Note: The report(s) will download to your computer. Print or save using your computer's print function.



Note: Depending on the number of reports selected, the download may occur as a zip file, and you will need to extract the files. The maximum zip file size is 50 MB.

