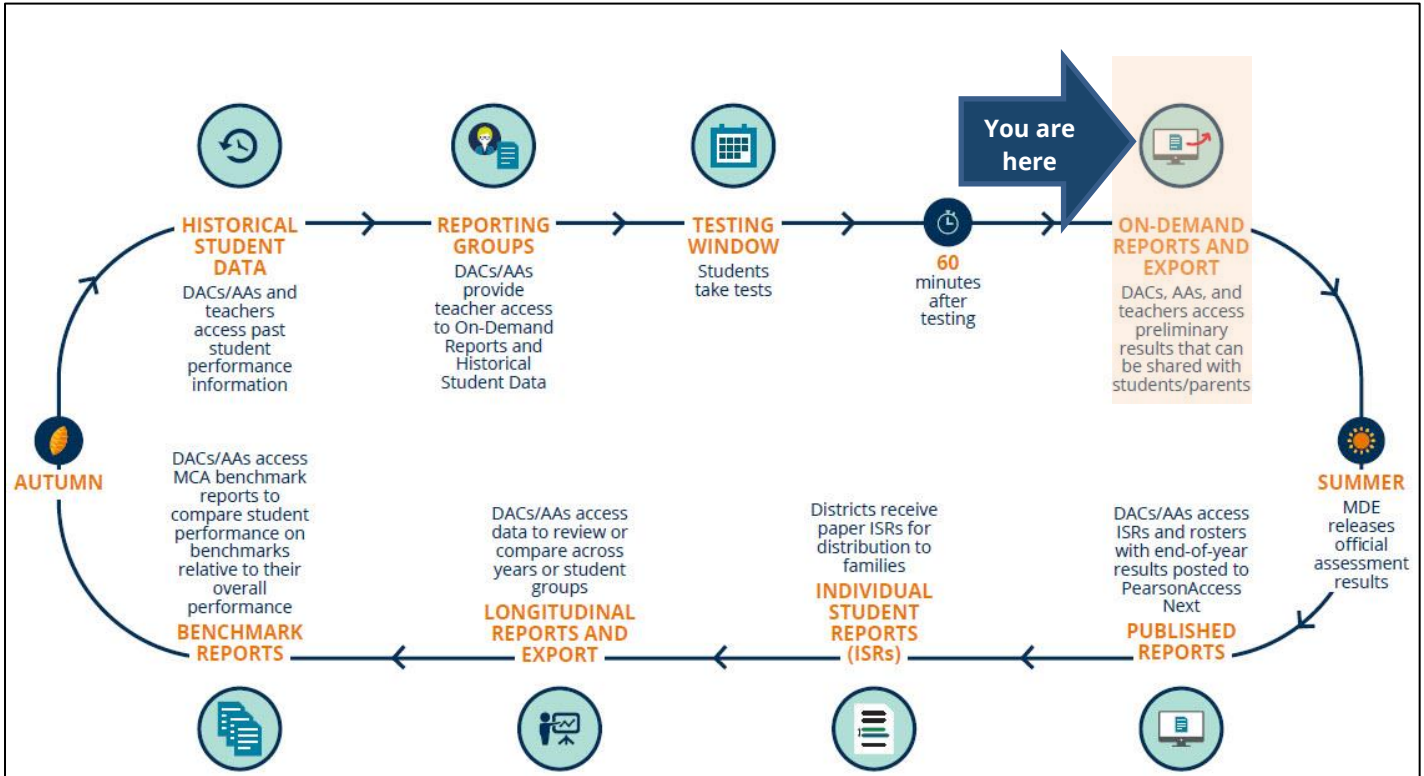


# On-Demand Reports and Export User Guide

This guide provides instructions on viewing, printing, downloading, and exporting On-Demand 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.



## Overview

On-Demand Reports allow users to access preliminary online test results for MCA and MTAS and are available within 60 minutes of test or data entry submission.

## Access by User Role

Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next have access to on-demand reports. If educators (users with the Test Monitor/Data Entry or MTAS Entry user role) need access to on-demand reports, the DAC or AA must first assign reporting groups to the Test Monitor/Data Entry or MTAS Entry user before they can access the results; see table below.

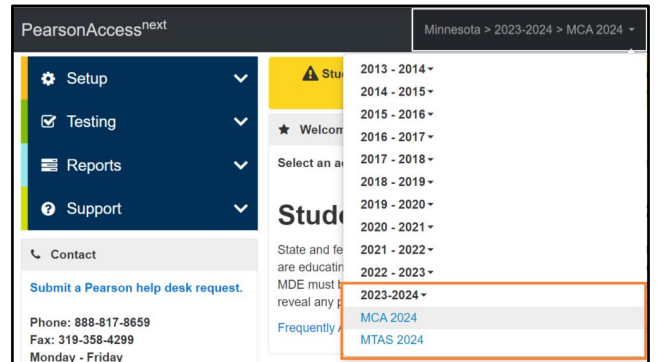
### Report Access by User Role

User Role	On-Demand Reports	On-Demand Export
District Assessment Coordinator (DAC)	Yes	Yes
Assessment Administrator (AA)	Yes	Yes
Test Monitor/Data Entry	Yes, if assigned to a Reporting Group	No
MTAS Entry	Yes, if assigned to a Reporting Group	No

Instructions for creating reporting groups in PearsonAccess Next are available in the [Reporting Groups User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

## Verify Test Administration

Once you have signed in to PearsonAccess Next, verify that the applicable test administration (for example, **MCA 2024** or **MTAS 2024**) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2023-2024 dropdown, as needed, and then select the test administration.



## View Test Results

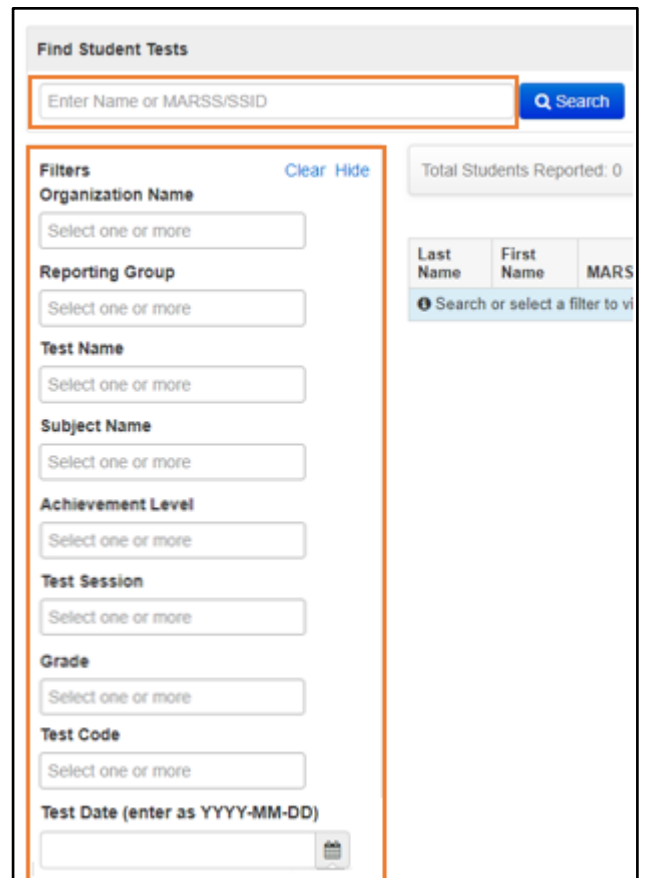
- From the Home page, under **Reports**, select **On-Demand Reports**.

- Search for a student by name or MARSS/SSID or use the filters to search by Organization Name, Reporting Group, Test Name, Subject Name, Achievement Level, Test Session (MCA only), Grade, Test Code, and/or Test Date (enter as DD-MM-YYYY).

Select the calendar icon to open a calendar view to ensure the correct data format is used.

Note: Multiple filters can be used at the same time as long as the selected subject and/or grades do not conflict (for example, Test Name "Grade 03 Mathematics MCA" and Subject Name "Reading" or Grade "07" conflict and will not display results).

- Students are listed by last name, first name, and then MARSS/SSID.



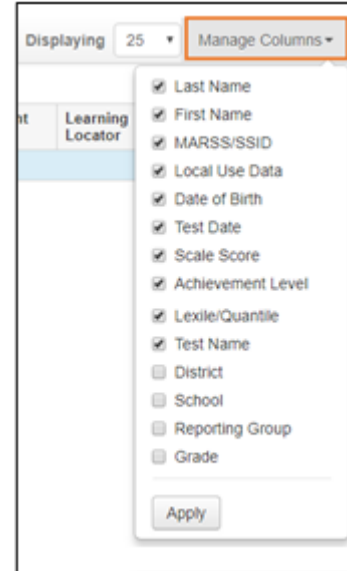
- Use the Manage Columns dropdown menu on the right to add or remove fields from the student data grid. The column options will vary depending on whether you are viewing MCA or MTAS (for example, Lexile/Quantile will only display for MCA).


The fields selected will display on the Student List Report (PDF) and Student List Report Excel when selecting Print.

Note: When there are 500 results or less, all columns can be sorted in ascending or descending order.

Tip: If downloading and printing the Student List Report (PDF), it is recommended to select nine or fewer columns. This is so the data does not appear truncated in the downloaded report.

- Select the **Information** icon to the right of the student's MARSS/SSID to view or print an individual student's test results as a Student Detail Report (SDR) in PDF format.



Last Name	First Name	MARSS/SSID
STUDENT	ACE	9373928272892 


## CONTROL BAILEY (5555000002335)

**Test Details**

<b>Local Use Data</b> 2335	<b>Date of Birth</b> 02/11/20XX	<b>Test Date</b> 03/15/20XX
<b>Test Name</b> Grade 06 Mathematics MCA	<b>District</b> 5555-09-000 - MDE Assessment Control District	<b>School</b> 5555-09-101 - MDE Assessment Elementary

**Test Results**

**Scale Score: 663**



**Parent and Student Resources**

**Quantile®: 495Q**

The Quantile® Framework is a system that helps match the student with materials appropriate for their ability in mathematical skills and concepts. Mathematics materials within the predicted Quantile range can challenge students without overwhelming them. Please visit the [Quantile Framework website](https://quantiles.com) for more information about the Quantile® Framework (https://quantiles.com).

Information for students and families is available on the [MDE Statewide Teacher, Students and Families website](#) (education.mde.state.md.us/Students-and-Families).

Close

## Download Preliminary Test Results

Preliminary test results report downloads process in the background allowing users to continue to use On-Demand Reports or complete other tasks in PearsonAccess Next while the report is processing. Users can sign out of PearsonAccess Next and return later to download the report. Up to 15 previously ran reports can be accessed.

- To download test results for all students displayed, select **Print**. There are three available options: Student Detail Reports (PDF), Student List Report (PDF), and Student List Report Excel.

Tip: Use the filter functions on the left to add or remove students displayed before selecting Print and a report option.

- The selected report will display as processing under the Requested Reports dropdown.

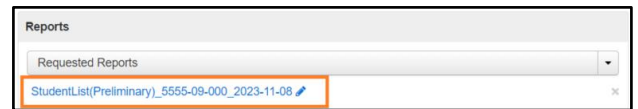
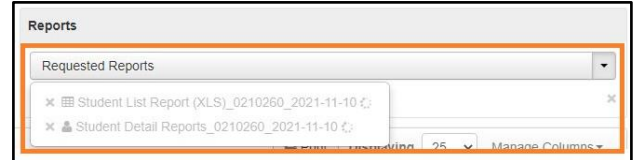
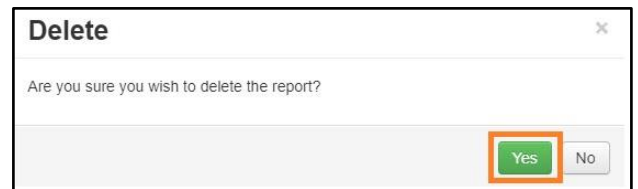
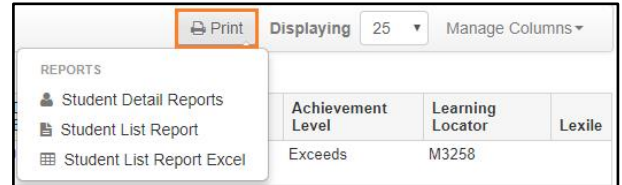
To stop the download, select the "X" icon to the right of the report. A confirmation pop-up will appear asking if you want to delete the report. Select "Yes" to delete the report, or "No" to not delete the report.

Note: The most recently selected report will display under Requested Reports. If downloading multiple reports in the same session, select the **Requested Reports** dropdown to view these reports.

- The default file name includes the report name, organization code, and date the report was run (for example, Student Detail Reports\_5555-09-101\_2023-03-25).

Note: If multiple reports are downloaded on the same date for the same organization, the number 1-14 will appear in parenthesis after the file name (for example, Student Detail Reports\_5555-09-101\_2023-03-25 (1)).

- New for 2023-24:** Select the pencil icon to the right of the file name to edit the file name.
- Enter text in the text box and select the green checkmark icon.
- If you do not wish to save the edited file name, select the red no symbol to keep the original file name.



4. Once the download is complete, the most recent report will display as a hyperlink. Select the hyperlink to download the report to your computer. Print or save the report using your browser's print function. Select the "X" icon to delete the report.
5. To download a previous report(s), under Requested Reports, select the report hyperlink to download the report to your computer. Select the "X" icon to the left of the report name to delete the report.



Note: Only the last 15 reports run by a user are available. If more than 15 of the same reports are downloaded on the same date, the current report will be replaced (for example, Student Detail Reports\_5555-09-101\_2023-03-25 (14)). If running more than 15 reports in a session, download and delete previous reports before running more reports.

### Student Detail Reports (PDF)

- The Student Detail Reports downloads a single PDF file containing individual one-page preliminary reports for each selected student.
- The Student Detail Reports include strand/substrand scale scores and strand performance levels for MCA and extended standards performance for MTAS.
- The download is limited to 1,500 individual reports in the combined file. If the file contains more than 1,500 records, you will receive the error message to the right.

**Error**

Your selection contains more than 1,500 records. Please choose a filter in order to print.

### Student List Report (PDF)

- The Student List Report downloads a report as a single PDF file with the selected students.
- The Student List Report (PDF) can include any column field options under Manage Columns, including scale scores and achievement level. Refer to Step 3 under the *View Test Results* section above for information about managing columns.
- The download is limited to 60,000 student tests listed in the Student List Report (PDF). If the file contains more than 60,000 student tests, you will receive the error message to the right.

**Error**

Your selection contains more than 60,000 records. Please choose a filter in order to print.

### Student List Report Excel

- The Student List Report Excel downloads as a list in Excel format with the selected students.
- The Student List Report in Excel format can include any column field options under Manage Columns, including scale scores and achievement level. Refer to Step 3 under the *View Test Results* section above for information about managing columns.
- The download is limited to 100,000 student tests listed in the Student List Report in Excel format. If the file contains more than 100,000 student tests, you will receive the error message to the right.

**Error**

Your selection contains more than 100,000 records. Please choose a filter in order to print.

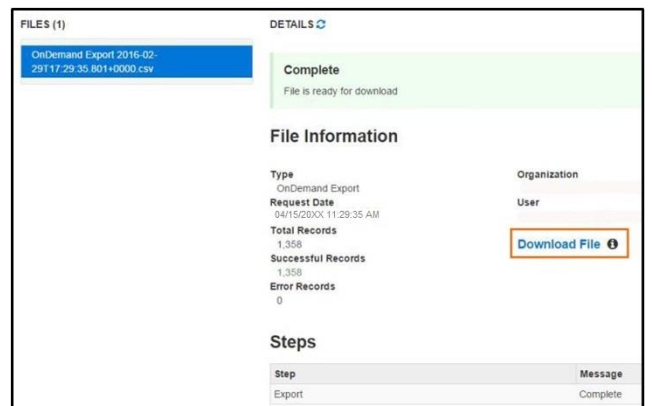
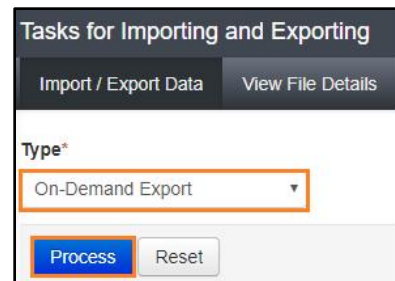
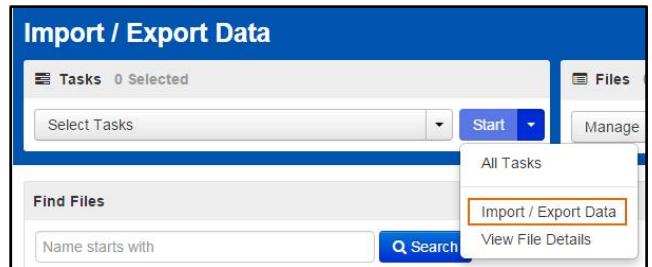
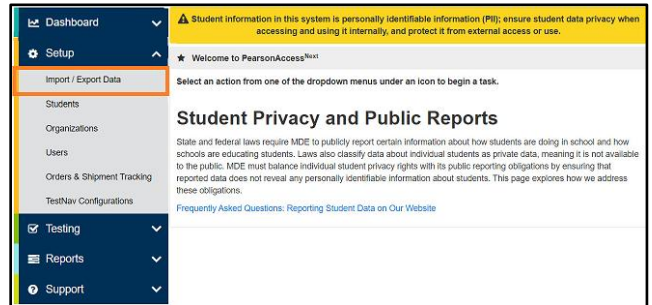


## On-Demand Export

The On-Demand Export includes all student results in a CSV format and strand/substrand scale scores and performance levels for MCA and extended standards performance for MTAS.

Note: The On-Demand Export includes results for online, data entry, and science script tests.

1. From the Home page, under **Setup**, select **Import / Export Data**.
2. Select the dropdown menu to the right of the **Start** button and select **Import / Export Data**.
3. From the Type dropdown menu, select **On-Demand Export** and select **Process**.
4. After you select the Process button, you will be directed to the View File Details page where you can see file information updates. You will receive a Status Notification email when the file has completed processing.
5. When the file is complete, select **Download File**. The file will download to your computer as a .csv file.





MCA On-Demand Export File Layout

CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
A	Admin	ADMINISTRATION	Example: mnmca24
B	District Code	DIST_CODE	The district code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits, all zeroes), in DDDD-TT-SSS format Example: 5555-01-000
C	District Name	DISTRICT	Example: District Area Schools
D	School Code	SCH_CODE	The school code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits), in DDDD-TT-SSS format Example: 5555-01-201
E	School Name	SCHOOL	Example: Wilson Elementary
F	Test Name	TEST_NAME	Example: Grade 03 Mathematics MCA, Grade 03 Reading MCA Data Entry
G	Test Date	TEST_DATE	Format as: YYYYMMDD Example: 20240411
H	Subject	SUBJECT	Example: Reading
I	Grade	GRADE	Includes leading zero on single digit grades Example: 03
J	MARSS ID	MARSS_SSID_NUMBER	Example: 1234567890123 To format the number, right-click on the MARSS column and select "Format Cells." Under category, select "Custom." In the "Type" text box enter thirteen zeros (for example, 0000000000000). Select "OK."
K	Local Use ID	LOCAL_USE_ID	This field is optional and may be blank if the district does not submit local use numbers in MARSS Example: 12345, abcde, <blank>
L	Last Name	LAST_NAME	Example: Student
M	First Name	FIRST_NAME	Example: Susan
N	Date of Birth	DATE_OF_BIRTH	Format as: YYYYMMDD Example: 20140101
O	Scale Score	SCALE_SCORE	Will display the score; if a test code or other score code applies, it will be displayed in this field Example: 0, 350, INV-S, INV-O, INV-D, REF-S, REF-P, ME, NA, NC
P	Achievement Level	ACHIEVEMENT_LEVEL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: Does Not Meet, Partially Meets, Meets, Exceeds
Q	Filler	FILLER	Note: Learning Locator is no longer provided on reports. The column will no longer contain data. Example: blank



CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
R	Lexile/ Quantile	LEXILE_QUANTILE	Will display Lexile for reading tests, Quantile for mathematics tests, and be blank for science tests Example: L1234, Q1234
S	Reporting Strand 1 Scale Score	RS1	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand scale scores are reported from 1 to 9 Example: 9
T	Reporting Strand 1 Performance Level	RS1_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand performance levels are reported below expectations, at or near expectations, or above expectations Example: Above expectations
U	Reporting Strand 2 Scale Score	RS2	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand scale scores are reported from 1 to 9 Example: 9
V	Reporting Strand 2 Performance Level	RS2_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand performance levels are reported below expectations, at or near expectations, or above expectations Example: Above expectations
W	Reporting Strand 3 Scale Score	RS3	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand scale scores are reported from 1 to 9 Example: 9
X	Reporting Strand 3 Performance Level	RS3_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand performance levels are reported below expectations, at or near expectations, or above expectations Example: Above expectations
Y	Reporting Strand 4 Scale Score	RS4	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand scale scores are reported from 1 to 9 Example: 9
Z	Reporting Strand 4 Performance Level	RS4_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand performance levels are reported below expectations, at or near expectations, or above expectations Example: Above expectations
AA	Science Strand 5 Scale Score	SC5	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand scale scores are reported from 1 to 9 Only applies to HS Science Example: 9





CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
AB	Science Reporting Strand 5 Performance Level	SC5_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand performance levels are reported below expectations, at or near expectations, or above expectations Only applies to High School Science Example: Above expectations
AC	Science Strand 6 Scale Score	SC6	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand scale scores are reported from 1 to 9 Only applies to High School Science Example: 9
AD	Science Reporting Strand 6 Performance Level	SC6_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand performance levels are reported below expectations, at or near expectations, or above expectations Only applies to High School Science Example: Above expectations
AE	Science Strand 7 Scale Score	SC7	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand scale scores are reported from 1 to 9 Only applies to High School Science Example: 9
AF	Science Reporting Strand 7 Performance Level	SC7_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand performance levels are reported below expectations, at or near expectations, or above expectations Only applies to High School Science Example: Above expectations
AG	Science Strand 8 Scale Score	SC8	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand scale scores are reported from 1 to 9 Only applies to High School Science Example: 9
AH	Science Reporting Strand 8 Performance Level	SC8_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand performance levels are reported below expectations, at or near expectations, or above expectations Only applies to High School Science Example: Above expectations
AI	Science Strand 9 Scale Score	SC9	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand scale scores are reported from 1 to 9 Only applies to High School Science Example: 9
AJ	Science Reporting Strand 9 Performance Level	SC9_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Strand performance levels are reported below expectations, at or near expectations, or above expectations Only applies to High School Science Example: Above expectations



MTAS On-Demand Export File Layout

CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
A	Admin	ADMINISTRATION	Example: mnmtas24
B	District Code	DIST_CODE	The district code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits, all zeroes), in DDDD-TT-SSS format Example: 5555-01-000
C	District Name	DISTRICT	Example: District Area Schools
D	School Code	SCH_CODE	The school code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits), in DDDD-TT-SSS format Example: 5555-01-201
E	School Name	SCHOOL	Example: Wilson Elementary
F	Test Name	TEST_NAME	Example: Grade 03 Mathematics MTAS
G	Test Date	TEST_DATE	Format as: YYYYMMDD Example: 20240411
H	Subject	SUBJECT	Example: Reading
I	Grade	GRADE	Include leading zero on single digit grades Example: 03
J	MARSS ID	MARSS_SSID_NUMBER	Example: 1234567890123 To format the number, right-click on the MARSS column and select "Format Cells." Under category, select "Custom." In the "Type" text box enter thirteen zeros (for example, 0000000000000). Select "OK."
K	Local Use ID	LOCAL_USE_ID	This field is optional and may be blank if the district does not submit local use numbers in MARSS Example: 12345, abcde, <blank>
L	Last Name	LAST_NAME	Example: Student
M	First Name	FIRST_NAME	Example: Samuel
N	Date of Birth	DATE_OF_BIRTH	Format as: YYYYMMDD Example: 20140101
O	Scale Score	SCALE_SCORE	Will display the score; if a test code or other score code applies, it will be displayed in this field Example: 0, 350, INV-S, INV-O, INV-D, ME, REF-S, REF-P, NA, NC
P	Achievement Level	ACHIEVEMENT_LEVEL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: Does Not Meet, Partially Meets, Meets, Exceeds
Q	Extended Standard 1 Points Earned	ES1_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 9



CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
R	Extended Standard 1 Points Possible	ES1_POSSIBLE	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 9
S	Extended Standard 2 Points Earned	ES2_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 9
T	Extended Standard 2 Points Possible	ES2_POSSIBLE	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 9
U	Extended Standard 3 Points Earned	ES3_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 9
V	Extended Standard 3 Points Possible	ES3_POSSIBLE	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 9
W	Extended Standard 4 Points Earned	ES4_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 9
X	Extended Standard 4 Points Possible	ES4_POSSIBLE	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 9
Y	Extended Standards Total Points Earned	ES_TOTAL_PTS_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 27
Z	Extended Standards Total Points Possible	ES_TOTAL_PTS_POSSIBLE	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 27

## MCA On-Demand Strands and Substrands

The tables below present the strand/substrand information included in On-Demand Reports for MCA.

Reading		
All Grades	RS1	RS2
	Strand 1	Strand 2
	Literature	Informational Text

Mathematics				
Grades 3-5	RS1	RS2	RS3	RS4
	Strand 1	Strand 2	Strand 3	Strand 4
Grades 6-8	RS1	RS2	RS3	RS4
	Strand 1	Strand 2	Strand 3	Strand 4
Grade 11	RS1	RS2	RS3	RS4
	Strand 1	Strand 2	Strand 3	Strand 4
	N/A	Algebra	Geometry and Measurement	Data Analysis Probability

Science									
Grades 5 & 8	RS1	RS2	RS3	RS4					
	Strand 1	Strand 2	Strand 3	Strand 4					
	Nature of Science and Engineering	Physical Science	Earth and Space Science	Life Science					
HS	RS1	RS2	RS3	RS4	SC5	SC6	SC7	SC8	SC9
	Strand 1	Substrand 1.1	Substrand 1.2	Substrand 1.3	Strand 4	Substrand 4.1	Substrand 4.2	Substrand 4.3	Substrand 4.4
	Nature of Science and Engineering	Practice of Science	Practice of Engineering	Interactions among STEM and Society	Life Science	Structure and Functions in Living Systems	Interdependence among Living Systems	Evolution in Living Systems	Human Interaction with Living Systems

## MTAS On-Demand Extended Standards

The tables below present the extended standard information included in On-Demand Reports for MTAS.

Reading				
All Grades	ES1	ES2	ES3	ES4
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4

Mathematics				
Grades 3-5	ES1	ES2	ES3	ES4
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Number and Operation	Algebra	Geometry and Measurement	Data Analysis
Grades 6-8	ES1	ES2	ES3	ES4
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Number and Operation	Algebra	Geometry and Measurement	Data Analysis and Probability
Grade 11	ES1	ES2	ES3	ES4
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	N/A	Algebra	Geometry and Measurement	Data Analysis and Probability

Science				
Grades 5 & 8	ES1	ES2	ES3	ES4
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Nature of Science and Engineering	Physical Science	Earth and Space Science	Life Science
HS	ES1	ES2	ES3	ES4
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Nature of Science and Engineering	N/A	N/A	Life Science