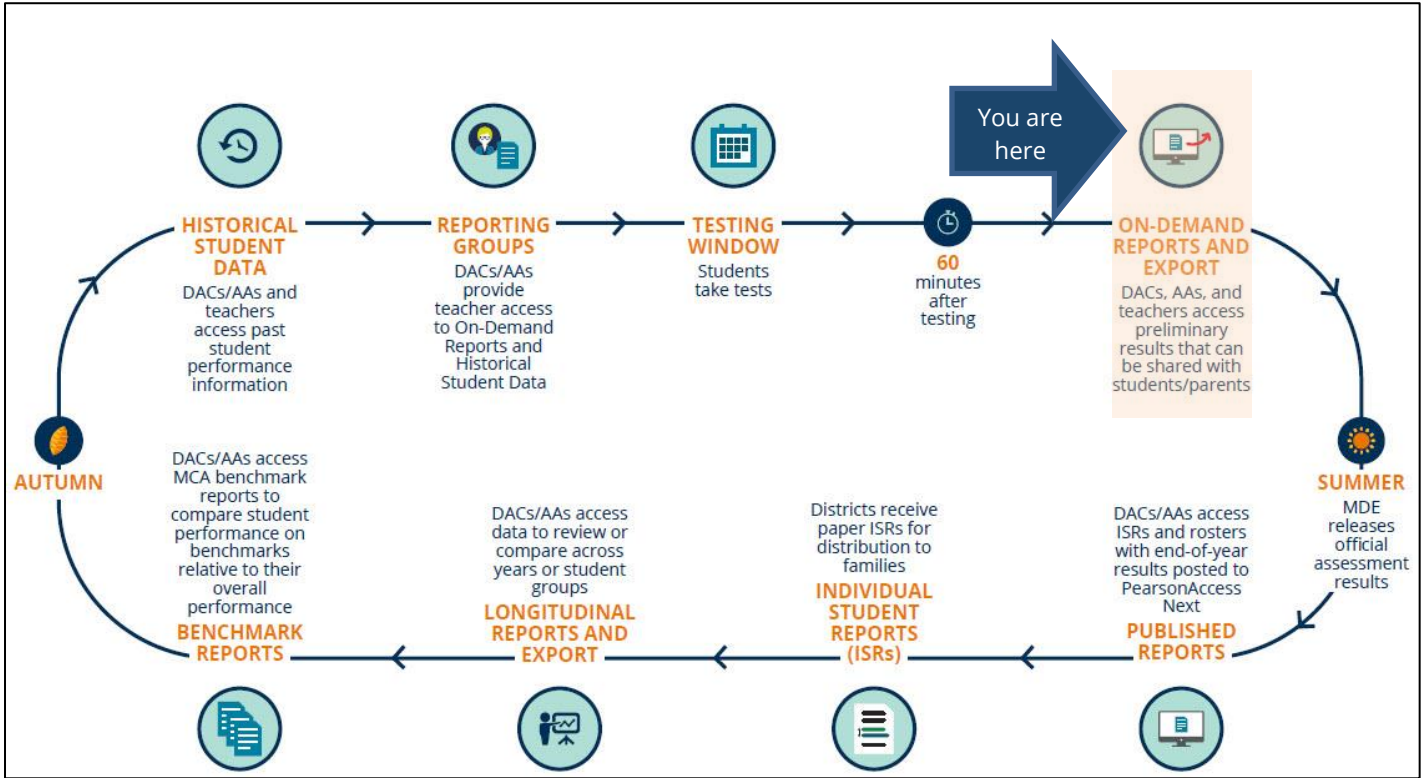


# On-Demand Reports and Export User Guide

This guide provides instructions on viewing, printing, downloading, and exporting On-Demand Reports in PearsonAccess Next.



## 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.

## User Roles

Users with the District Assessment Administrator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next have access to on-demand reports. If teachers (i.e., users with the Test Monitor/Data Entry or MTAS Score 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 Score Entry users in order for the users to access the results; see table below.

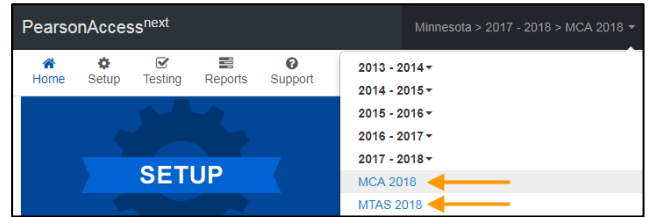
Instructions for creating reporting groups in PearsonAccess Next are available in the [Reporting Groups User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

### 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 Score Entry	Yes, if assigned to a Reporting Group	No

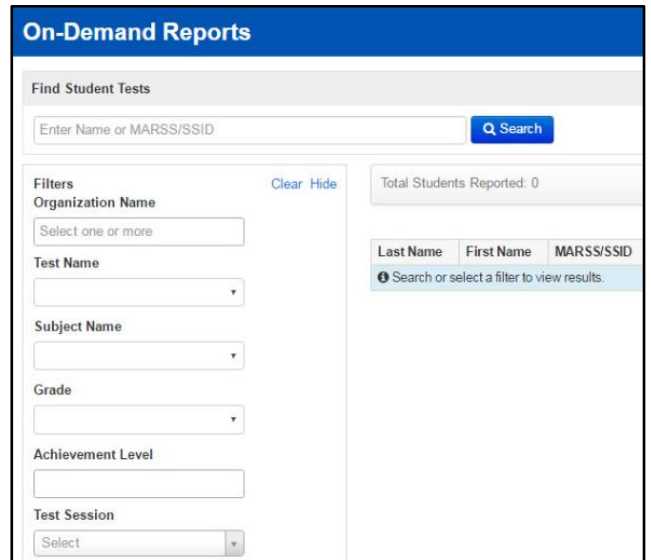
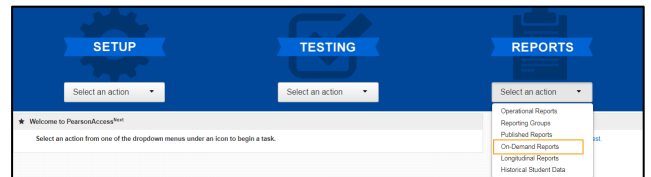
## Verify Test Administration

Once you are signed into PearsonAccess Next, verify the applicable test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2017–2018 dropdown, as needed, and then select the test administration.



## View Test Results

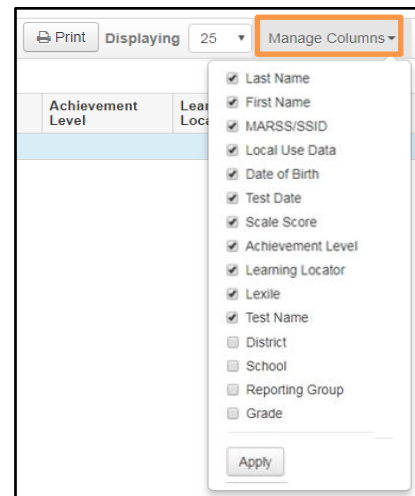
- From the Home page, under **Reports**, select **On-Demand Reports**.
- Search for a student by name or MARSS/SSID or use the filters to search by Organization Name, Test Name, Subject Name, Grade, Achievement Level, or Test Session (MCA only).
  - Multiple achievement levels can be selected in the Achievement Level filter.
  - 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 (e.g. Learner Locator and Lexile 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:** If downloading and printing the Student List Report (PDF), it is recommended to select nine or less columns so the data does not appear truncated in the downloaded report.



- Select the **Information** icon next to 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
PROGRAM	TEAM	0001111111111 
PROGRAM	TEAM	0011111111111 
PROGRAM	TEAM	0022222222222 


CONTROL ABDI (555500000971)

Test Details

Local Use Data 971	Date of Birth 12/31/1999	Test Date 10/16/2017
Test Name Grade 11 Mathematics MCA	District 5555-09-000 - CFL CONTROL DISTRICT 5555	School 5555-09-201 - CFL TREATMENT 201

Overall Test Results

Scale Score: 1189



Parent and Student Resources

Learning Locator™: MHS64

Visit Pearson's Performance website to access learning materials and other educational resources (https://mca.pearsonperformance.com/peptide/). On the website, enter the Learning Locator™ provided above. Select from the list of online learning materials mapped specifically to your child's test results. Use the online materials to guide your student's learning. Return to often as you like and be an active participant in your student's educational progress.


Close

## Download Preliminary Test Results




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.

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

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

 **Print**    Displaying 25    Manage Columns ▾

REPORTS

-  Student Detail Reports
-  Student List Report
-  Student List Report Excel

Achievement Level    Learning Locator    Lexile

Filters Clear Hide

Organization Name

Test Name

Subject Name

Grade

Achievement Level

Test Session

### Student Detail Reports (PDF)

- Downloads a PDF containing multiple individual one-page preliminary Student Detail Reports in one file.
- The Student Detail Reports include strand/substrand scale scores and strand performance levels for MCA and extended standards performance for MTAS.
- Download limited to 150 individual reports in the combined file.

**Error**  
Your selection contains more than 150 records. Please choose a filter in order to print.



### Student List Report (PDF)

- Downloads a report of selected students as a list in PDF format.
- 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.
- Download limited to 550 student tests listed in the Student List Report (PDF).

**Error**

Your selection contains more than 550 records. Please choose a filter in order to print.

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### Student List Report Excel

- Downloads a report of selected students as a list in Excel format.
- 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.
- Download limited to 550 student tests listed in the Student List Report in Excel format.

**Error**

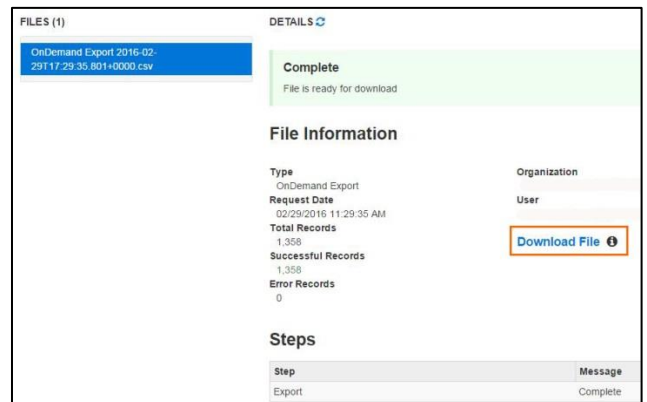
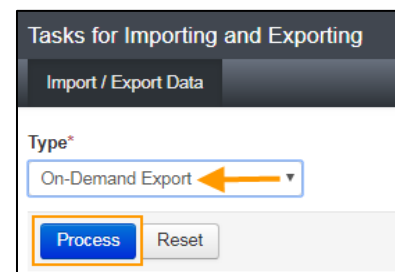
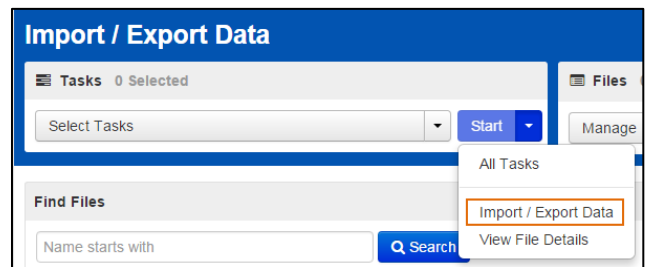
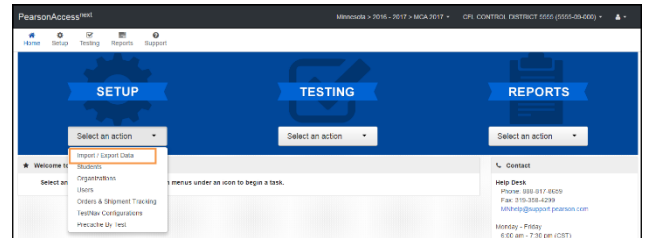
Your selection contains more than 550 records. Please choose a filter in order to print.

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## On-Demand Export

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

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 file is complete, select **Download File**. The file will download to your computer as a .csv file.



**NOTE:** For MCA, the export file includes: Administration, District/School, Test Name, Test Date, Subject, Grade, MARSS/SSID Number, Local Use ID, Last Name, First Name, Date of Birth, Scale Score, Achievement Level, Learning Locator, Strand Scale Score and Strand Performance Level information.

In the export for each strand/substrand, a strand performance level is reported in addition to the strand/substrand scale score of 1 to 9. The strand performance level are reported as below expectations (B); at or near expectations (N); and above expectations (A).

For MTAS, the export file includes: Administration, District/School, Test Name, Test Date, Subject, Grade, MARSS/SSID Number, Local Use ID, Last Name, First Name, Date of Birth, Scale Score, Achievement Level, Extended Standard Points Earned, Extended Standard Points Possible, Extended Standards Total Points Earned, and Extended Standards Total Points Possible.



### MCA On-Demand Export File Layout

CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
A	Admin	ADMINISTRATION	Example: mnmca18
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
G	Test Date	TEST_DATE	Format as: YYYYMMDD Example: 20180410
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 (e.g. 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: Smith
M	First Name	FIRST_NAME	Example: John
N	Date of Birth	DATE_OF_BIRTH	Format as: YYYYMMDD Example: 20070101
O	Scale Score	SCALE_SCORE	Will display the score; if a test/accountability 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, NA, NC
P	Achievement Level	ACHIEVEMENT_LEVEL	Will be left blank when a test/accountability code is applied or the test has not been attempted (NA) or completed (NC) Example: Does Not Meet, Partially Meets, Meets, Exceeds
Q	Learning Locator	LEARNING_LOCATOR	Will be left blank when a test/accountability code is applied or the test has not been attempted (NA) or completed (NC) Example: 12345



CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
R	Reporting Strand 1 Scale Score	RS1	Will be left blank when the test does not have a valid score Example: 9
S	Reporting Strand 1 Performance Level	RS1_PL	Will be left blank when the test does not have a valid score Example: Below Expectations, At or Near Expectations, Above Expectations
T	Reporting Strand 2 Scale Score	RS2	Will be left blank when the test does not have a valid score Example: 9
U	Reporting Strand 2 Performance Level	RS2_PL	Will be left blank when the test does not have a valid score Example: Below Expectations, At or Near Expectations, Above Expectations
V	Reporting Strand 3 Scale Score	RS3	Will be left blank when the test does not have a valid score Example: 9
W	Reporting Strand 3 Performance Level	RS3_PL	Will be left blank when the test does not have a valid score Example: Below Expectations, At or Near Expectations, Above Expectations
X	Reporting Strand 4 Scale Score	RS4	Will be left blank when the test does not have a valid score Example: 9
Y	Reporting Strand 4 Performance Level	RS4_PL	Will be left blank when the test does not have a valid score Example: Below Expectations, At or Near Expectations, Above Expectations
Z	Science Strand 5 Scale Score	SC5	Will be left blank when the test does not have a valid score Only applies to HS Science Example: 9
AA	Science Reporting Strand 5 Performance Level	SC5_PL	Will be left blank when the test does not have a valid score Only applies to High School Science Example: Below Expectations, At or Near Expectations, Above Expectations
AB	Science Strand 6 Scale Score	SC6	Will be left blank when the test does not have a valid score Only applies to High School Science Example: 9
AC	Science Reporting Strand 6 Performance Level	SC6_PL	Will be left blank when the test does not have a valid score Only applies to High School Science Example: Below Expectations, At or Near Expectations, Above Expectations



CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
AD	Science Strand 7 Scale Score	SC7	Will be left blank when the test does not have a valid score Only applies to High School Science Example: 9
AE	Science Reporting Strand 7 Performance Level	SC7_PL	Will be left blank when the test does not have a valid score Only applies to High School Science  Example: Below Expectations, At or Near Expectations, Above Expectations
AF	Science Strand 8 Scale Score	SC8	Will be left blank when the test does not have a valid score Only applies to High School Science Example: 9
AG	Science Reporting Strand 8 Performance Level	SC8_PL	Will be left blank when the test does not have a valid score Only applies to High School Science  Example: Below Expectations, At or Near Expectations, Above Expectations
AH	Science Strand 9 Scale Score	SC9	Will be left blank when the test does not have a valid score Only applies to High School Science Example: 9
AI	Science Reporting Strand 9 Performance Level	SC9_PL	Will be left blank when the test does not have a valid score Only applies to High School Science  Example: Below Expectations, At or Near Expectations, Above Expectations

### MTAS On-Demand Export File Layout

CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
A	Admin	ADMINISTRATION	Example: mnmtas2018
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: 1234-12-000
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: 1234-12-001
E	School Name	SCHOOL	Example: Wilson Elementary
F	Test Name	TEST_NAME	Example: Grade 03 Mathematics MTAS





CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
G	Test Date	TEST_DATE	Format as: YYYYMMDD Example: 20180410
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 (e.g. 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: Smith
M	First Name	FIRST_NAME	Example: John
N	Date of Birth	DATE_OF_BIRTH	Format as: YYYYMMDD Example: 20070101
O	Scale Score	SCALE_SCORE	Will display the score; if a test/accountability 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, NA, NC
P	Achievement Level	ACHIEVEMENT_LEVEL	Will be left blank when a test/accountability 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 the test does not have a valid score Example: 9
R	Extended Standard 1 Points Possible	ES1_POSSIBLE	Will be left blank when the test does not have a valid score Example: 9
S	Extended Standard 2 Points Earned	ES2_EARNED	Will be left blank when the test does not have a valid score Example: 9
T	Extended Standard 2 Points Possible	ES2_POSSIBLE	Will be left blank when the test does not have a valid score Example: 9
U	Extended Standard 3 Points Earned	ES3_EARNED	Will be left blank when the test does not have a valid score Example: 9



CSV File Column	Field Name	CSV Column Heading	Field Notes / Sample Data
V	Extended Standard 3 Points Possible	ES3_POSSIBLE	Will be left blank when the test does not have a valid score Example: 9
W	Extended Standard 4 Points Earned	ES4_EARNED	Will be left blank when the test does not have a valid score Example: 9
X	Extended Standard 4 Points Possible	ES4_POSSIBLE	Will be left blank when the test does not have a valid score Example: 9
Y	Extended Standards Total Points Earned	ES_TOTAL_PTS_EARNED	Will be left blank when the test does not have a valid score Example: 27
Z	Extended Standards Total Points Possible	ES_TOTAL_PTS_POSSIBLE	Will be left blank when the test does not have a valid score 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

Math				
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

Math				
Grades 3-8	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
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