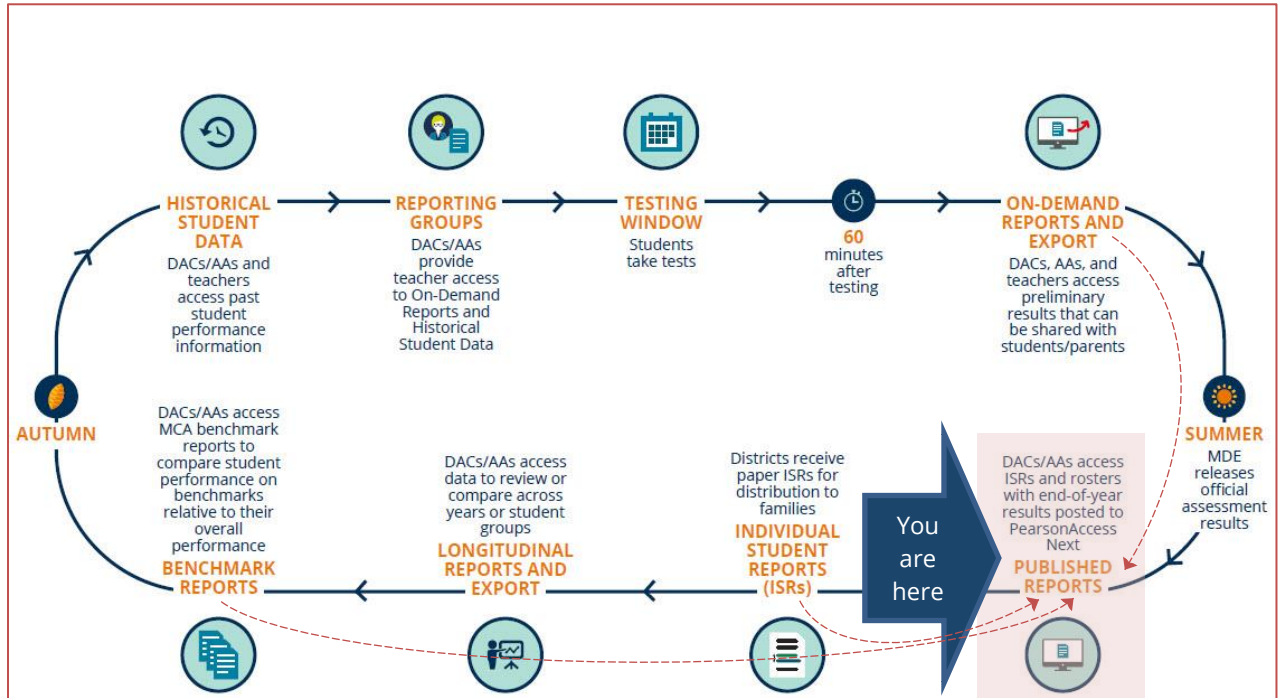


Published Reports Quick Guide

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



Overview

Reports available for download in Published Reports in PearsonAccess Next include the following types:

Report Type	Report Name	Description	Format	Availability
Assessment Results	Individual Student Reports (ISRs)	A combined report at the school level of individual student reports (ISRs) with final assessment results by grade, subject, and test.	PDF	Late summer
Assessment Results	Rosters	A report in list format of final student assessment results by grade, subject, and test for a school or district.	PDF	Late summer
Assessment Results	Benchmark Reports	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.	PDF	Early fall
Assessment Results	Combined On-Demand Reports	A report containing all on-demand reports at the school level updated weekly throughout the test administration window. The final on-demand report is retained here after administration.	PDF	Updated weekly throughout the test administration window
Test Administration	*Missing Barcode Report	A report in spreadsheet format listing secure test materials for MCA and MTAS that have not been returned to or scanned by Pearson.	Excel	Mid-May after the testing windows close

* For more information, refer to *Viewing Test Material Reports and Tracking Information* (PearsonAccess Next > Resources & Training > User Guides > Viewing Test Material Reports and Tracking Information).

Access by User Role

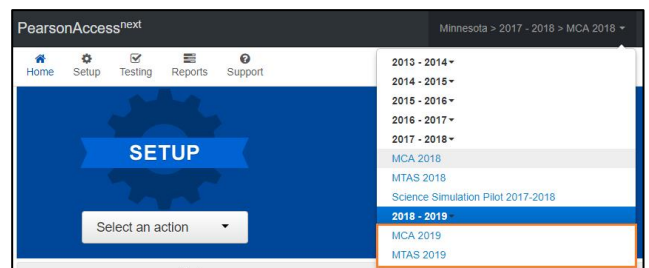
Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next have access to Published Reports.

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

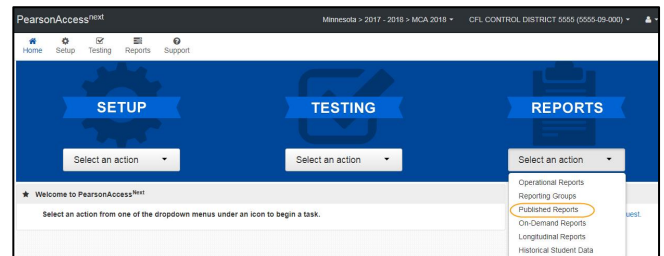
Verify Test Administration

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 2018-2019 dropdown, as needed, and then select the test administration.



View Published Reports

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



- 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)
 - Published Report Date Range (mm/dd/yyyy format)

Find Reports

Enter File Name 🔍 Search

Filters Clear Hide

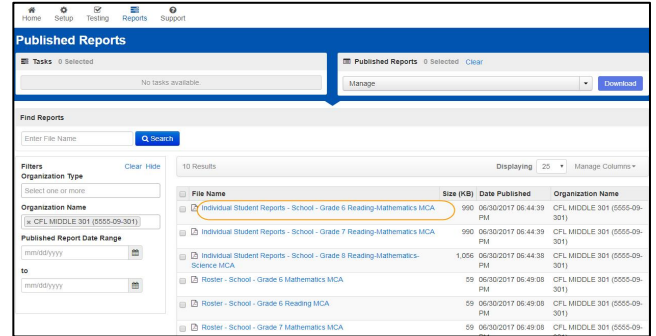
Organization Type

Organization Name

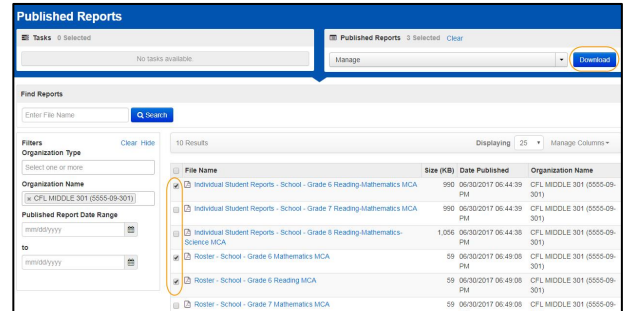
Published Report Date Range

to

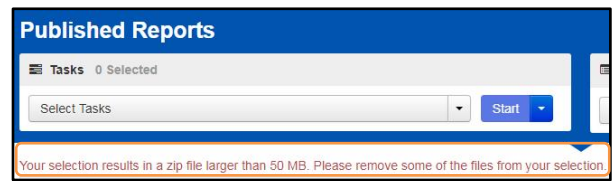
3. You can download one or multiple reports.
 - To download a single report, select the report hyperlink.



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



Note: 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.



Published Reports Available by Administration

The report types listed in the table below include assessment results and are posted as PDFs in Published Reports.

Report Type	Results	Test	Years Available in Published Reports*
Individual Student Reports (ISRs)	Final Data	MCA, MTAS	2016 - 2019
Rosters	Final Data	MCA, MTAS	2016 - 2019
Benchmark Reports	Final Data	MCA	2019**
Combined On-Demand Reports	Preliminary Results	MCA	2017 - 2019
Combined On-Demand Reports	Preliminary Results	MTAS	2018 - 2019

* Published reports are administration-specific (year and test). Select a different test administration as needed.

** The benchmark reports have been redesigned for 2019 and use a different calculation method to measure school and district performance on benchmarks. School and district staff should not compare 2019 benchmark reports to previous benchmark reports.

For more information about benchmark reports, refer to the benchmark report resources available on the [Additional Reporting page](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).