MTAS Score Entry User Guide for Test Administrators

This guide provides instructions for entering student Learner Characteristics Inventory (LCI) data and Minnesota Test of Academic Skills (MTAS) score data in PearsonAccess Next.

User Role and Teacher Assignments

If your user role is MTAS Score Entry, in order to enter MTAS score data you must first be assigned to student tests by your District Assessment Coordinator (DAC) or staff with the Assessment Administrator (AA) user role; teacher assignments are not needed for those with DAC or AA user roles.

To enter Learner Characteristics Inventory (LCI) data **only**, teacher assignment is not required. Instructions for administration tasks for DACs/AAs are available in the _MTAS Score Entry User Guide for District Assessment Coordinators and Assessment Administrators_ (PearsonAccess Next > Resources & Training > User Guides).

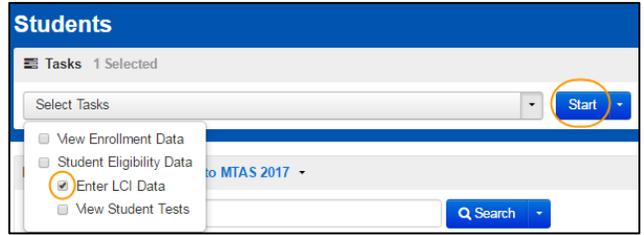## Enter LCI Data on the Enter LCI Data Screen

LCI data must be entered and saved before any MTAS scores can be entered. LCI is completed once for each student who will take the MTAS. Refer to the Learner Characteristics Inventory Form for student MTAS LCI data.

1. Once you have signed in to PearsonAccess Next, verify that the MTAS 2018 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 **MTAS 2018**.

2. On the Home page, under **Setup**, select **Students**.

3. Find and select the checkbox next to the student(s) for whom you will enter LCI. To search for an individual student, enter the student's last name or MARSS/SSID number and then select **Search**.

   NOTE: If you are at a district, to view all students, select the dropdown next to Search and select the checkbox next to **Show all results** or change your organization in the top right to a school to automatically see all students for the school**.**
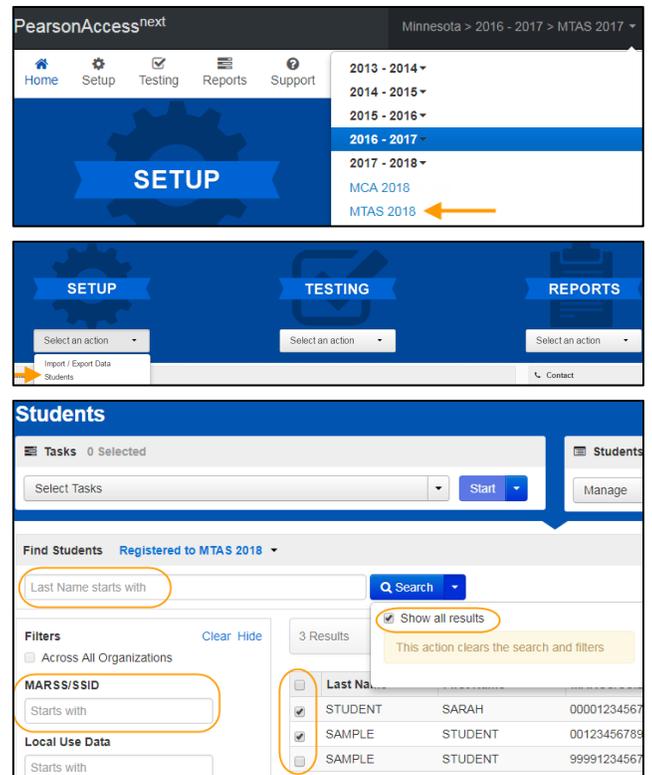
4. From the **Select Tasks** dropdown, select **Enter LCI Data** and then select the **Start** button.

5. The student(s) selected are displayed on the panel on the left. If you selected multiple students, confirm that the student for whom you want to enter LCI data is selected (highlighted in blue).
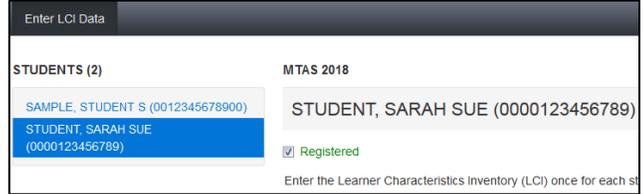
6. Enter LCI data. All fields are required, except for the Teacher Comments section.
   • Select one checkbox next to each item, 1–12.
   • Indicate any assistive technology devices that will be used during the administration of the MTAS. If the student will not use any, select the "No assistive technology devices used" checkbox.

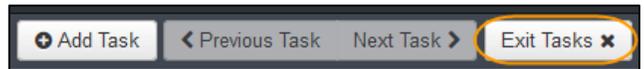   To clear all responses, select the **Reset** button.
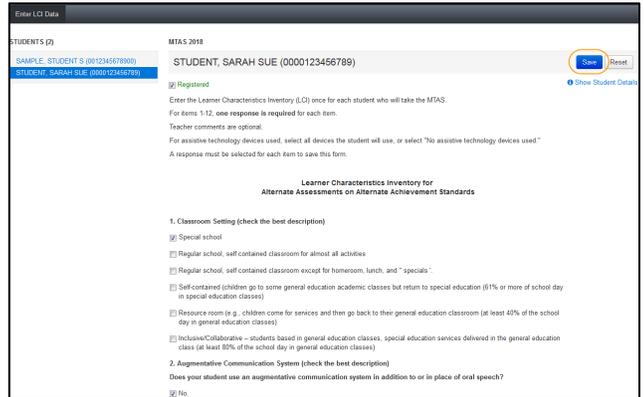
7. You will not be able to save the LCI form until all required items are entered. Select the **Save** button to save your responses. You must select Save to save the data.

   Once Save is selected, a "Success, Changes saved" message will appear on the green bar.
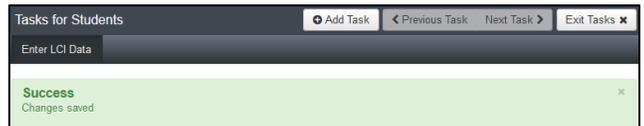
8. Select **Exit Tasks** at the top right to return to the Students screen.

If needed, you can continue to update LCI data throughout the MTAS testing window; you must select Save to save any subsequent changes.

NOTE: The Enter LCI Data screen opens one week prior to the MTAS testing window. Even if LCI data is entered before the MTAS testing window opens, you cannot administer MTAS tasks or enter MTAS scores until the testing window opens. LCI data entry must be completed by the end of the MTAS testing window. Check with your DAC to find out if there is an earlier deadline for completing data entry in your district.

# Enter MTAS Score Data on the Enter MTAS Scores Screen

MTAS scores can be entered any time during the testing window. Refer to the Data Collection Form for student MTAS score data.

NOTE: Any tasks that could not be administered to the student should be left blank when entering scores.

1. On the Home page, under **Testing**, select **Student Tests**.

2. Find and select the checkbox next to the student test(s) for which you will enter scores. To search for an individual student's test, enter the student's last name or MARSS/SSID and then select **Search**.
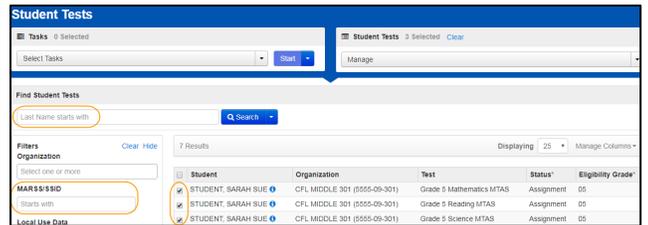
   NOTE: If you are at a district, to view all student test(s), select the dropdown next to Search and select the checkbox next to **Show all results** or change your organization in the top right to a school to automatically see all students for the school.

   NOTE: You will see a separate record for each subject a student is eligible for. For example, if a student is eligible for both Reading and Mathematics MTAS, there will be two entries for that student on the list, one for each subject.

3. Select the dropdown menu to the right of the **Start** button and select **Enter MTAS Scores**.

   NOTE: If LCI data has not been entered, you will not be able to enter MTAS scores. You will see the message in the red bar: "The Learner Characteristic Inventory (LCI) data must be entered once for each student prior to entering MTAS score data."
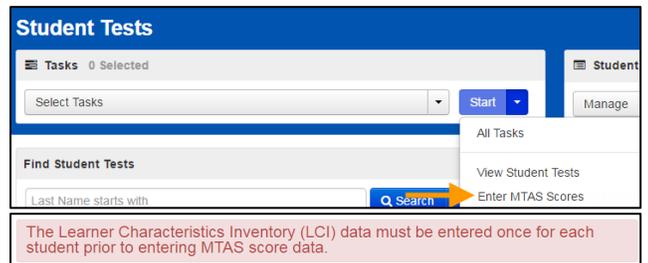
4. On the Enter MTAS Scores screen, the student test(s) selected are displayed on the panel on the left. If you selected multiple tests, confirm that the test for which you want to enter scores is selected (highlighted in blue).
   - **For Mathematics and Science MTAS**, 15 tasks are displayed. Refer to the Data Collection Form for the scores.
     - Enter the student's score recorded on the Data Collection form for each task by selecting the corresponding radio button for the score point of 3, 2, 1, or 0.
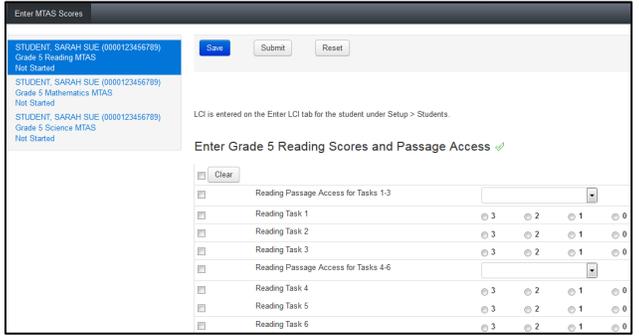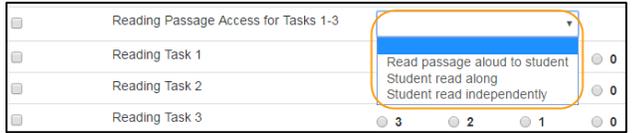
Enter MTAS Scores – Mathematics and Science
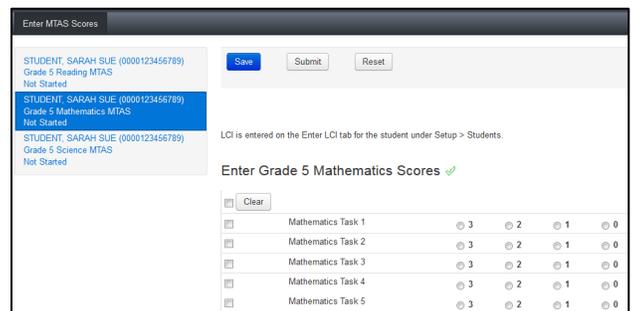
- **For Reading MTAS**, 15 tasks are displayed, but reading passage access must also be entered. Refer to the Data Collection Form for the scores and reading passage access indicated.
   - Enter the student's score recorded on the Data Collection form for each task by selecting the corresponding radio button for the score point of 3, 2, 1, or 0.

    - The score entry screen for Reading includes one reading passage access question for each passage in addition to the three associated tasks. Use the dropdown menu to select whether the passage was read aloud to the student, the student read the passage along with the Test Administrator, or the student read the passage independently.

5. To clear a score, select the checkbox next to the task and select **Clear**. Or, to clear all scores, select the checkbox to the left of the Clear button, and then select **Clear**.

6. To reset the scores back to the most recently saved version, select **Reset**. Select **Reset Test** to confirm you want to reset the test.

7. When task scores are entered, cleared, or reset, review your entries and select **Save**. Scores can be saved at any time by selecting the Save button, and you must select Save to save the data prior to leaving the score entry screen.
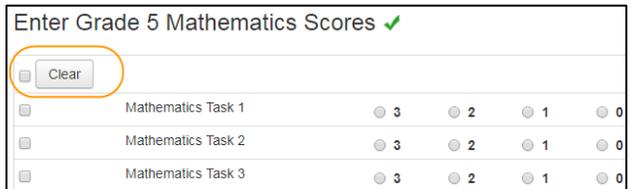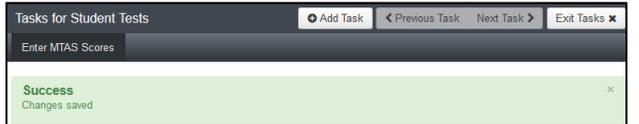
   Once Save is selected, a "Success, Changes saved" message will appear on the green bar, and the Submit button will display.

If all data entry for a subject cannot be completed in one sitting, you must save the data before you leave the score entry screen. If saved, the data you entered will be saved until you return. **Do not submit scores for a test until all data entry is complete for that test subject.**

Enter MTAS Scores – Reading

8. After all MTAS scores are entered and saved, submit the student's scores by selecting **Submit**. Select **Submit Test** to confirm you want to submit the test.

Once Submit Test is selected, a "Success, Changes saved" message will appear on the green bar. The test's status changes to "Submitted" and then "Extracted," the test will be grayed out on the screen, and the Submit button will not be available.

NOTE: The change between Submitted and Extracted status may occur fairly quickly, so it is possible you will not see the test in "Submitted" status.

9. Select **Exit Tasks** at the top right to return to the Student Tests screen.

NOTE: If the tasks will not be administered during the testing window or a test/accountability code will be entered by the DAC/AA, the test can be submitted with fewer than 15 task scores. However, in cases where all of the tasks were not administered to the student, the student will not receive a valid score.

If you attempt to submit a test for which fewer than 15 task scores have been entered, you will be asked to confirm submission of the incomplete test. For Reading, the warning contains the number of items that have been responded to out of a total 20, referring to the 15 tasks and 5 reading passage access questions.
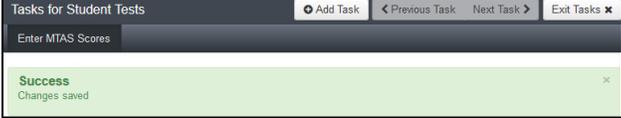
Once the test is submitted, it can no longer be edited. If something is incorrect, please contact your District or School Assessment Coordinator for the next steps.

The status of the data entry for a given MTAS test is displayed on the Enter MTAS Scores screen on the panel on the left. The data entry progress for a student's MTAS test will be one of the following:

Status	Explanation
Not Started	No scores have been entered or all scores have been cleared and then the test was saved.
In Progress	At least one score has been entered and saved, but the test has not been completed or submitted.
Completed	All test data, including passage access for reading, have been entered and saved. **NOTE:** If there is no score entered for a task because it was not administered, you will not see the test in "Completed" status.
Submitted	The test has been submitted for scoring and can no longer be edited. If an MTAS test was submitted in error, contact the District or School Assessment Coordinator. **NOTE:** The change between Submitted and Extracted status may occur fairly quickly, so it is possible you will not see the test in "Submitted" status.
Extracted	The test has been extracted for an On-Demand Report to be available within 60 minutes. **NOTE:** Reporting groups must be assigned to your MTAS Score Entry user role in order to access on-demand reports. If you have questions on viewing on-demand reports, refer to the *On-Demand Reports and Export Quick Guide* (PearsonAccess Next > Reporting Resources > Additional Reporting Resources) or contact your District or School Assessment Coordinator.

NOTE: Any test/accountability codes entered by the District or School Assessment Coordinator are not reflected in the status.

All scores must be submitted by the close of the MTAS testing window. Direct any questions about MTAS score entry to your District or School Assessment Coordinator.