

# Ordering Additional Test Materials

An additional order must be placed by staff with a District Assessment Coordinator (DAC) or Assessment Administrator (AA) user role in PearsonAccess Next if additional test materials are needed for any of the following reasons:

- Students have newly enrolled or there are changes in accommodations/linguistic supports or test assignments after Jan. 17.
- The district decided not to receive MTAS test materials in the initial test materials shipment (a decision made during Pretest Editing).
- Students require the MTAS Presentation Pages and Response Option Cards for reading in a symbol format.

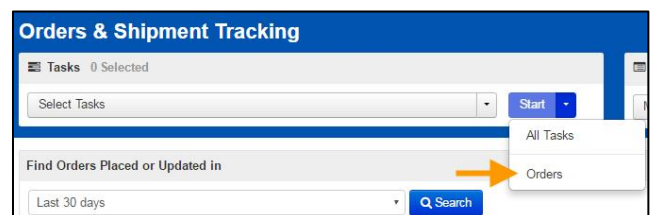
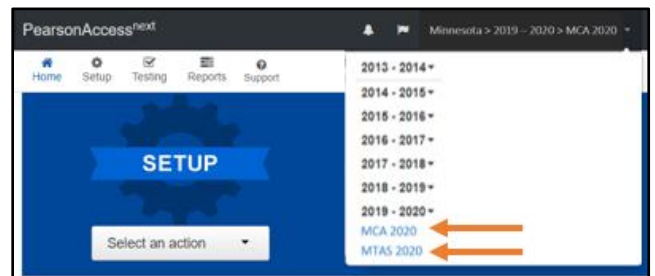
Additional orders can be sent either to the district or a specific school.

Allow time for an additional order to be delivered before test administration. Additional test materials can be ordered until **noon** on the Wednesday before the last day of the testing window so that test materials will arrive in time for test administration.

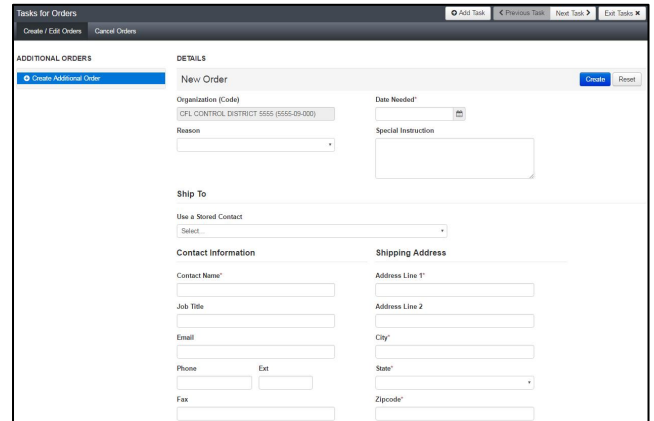
Additional Orders Windows		
Dates for Reading and Math MCA	Dates for Reading, Math, and Science MTAS	Dates for Science MCA
Feb. 18– April 29 (noon)		Feb. 18– May 6 (noon)

All additional orders automatically include return and district labels. If additional return labels and/or district labels are needed, call the Pearson help desk at 888-817-8659 or [submit a help desk request](#) and indicate how many additional labels are needed. **New for 2019-20:** Red stickers for sealing MCA paper test books will be provided along with additional orders of paper test books. Tape can still be used to seal the test book, as needed.

1. Once you have signed in to PearsonAccess Next, verify that the applicable test administration (e.g. **MCA 2020** or **MTAS 2020**) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2019–2020 dropdown, as needed, and then select the test administration.
2. On the Home page under Setup, select **Orders & Shipment Tracking**.
3. Select the dropdown menu to the right of the **Start** button and select **Orders**.



4. On the New Order screen, enter the required information as indicated by the asterisks (\*).
  - Date Needed\*:
  - Reason
  - Special Instruction; information entered in this field is NOT sent to UPS, and it should only be used if you have special instructions for Pearson (e.g., Please do not deliver during spring break, March 23-27).
  - Contact Name\*
  - Address Line 1\*
  - Job Title
  - Email
  - City, State, Zip Code\*
  - Phone (Note: Although not indicated as required, this field is required to process your additional order.)
  - Fax
5. Under Materials Order, select **Add Items**.



6. On the Edit Materials Order screen, in the Amount column, enter the amount of each material needed. Select **Save**.

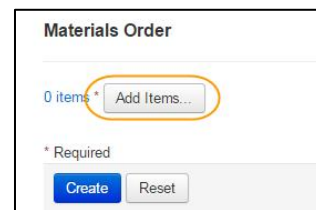
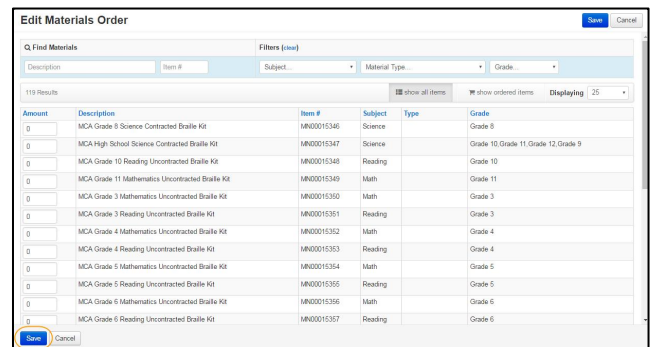
Tip: Use the **Find Materials** or **Filters** at the top to narrow your search.

Note: For Mathematics MCA, scripts and 12 point font test books must be ordered separately. All large print or braille test books must also be ordered separately from scripts.

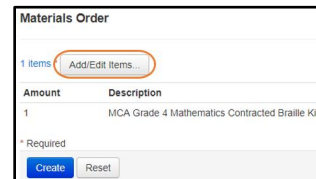
7. To edit the materials order, select **Add/Edit Items** and edit the amounts as needed.

8. Select **Create** to create the materials order.

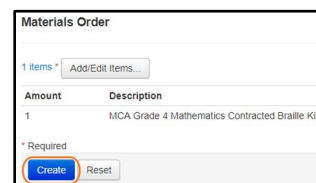
Note: Once created, the materials order cannot be edited. If materials were ordered by mistake, these materials can be returned to Pearson along with other secure test materials. If additional materials need to be ordered, follow the steps above to create another order.

Amount	Description	Item #	Subject	Type	Grade
0	MCA Grade 8 Science Contracted Braille Kit	MN00015346	Science		Grade 8
0	MCA High School Science Contracted Braille Kit	MN00015347	Science		Grade 10, Grade 11, Grade 12, Grade 9
0	MCA Grade 10 Reading Uncontracted Braille Kit	MN00015348	Reading		Grade 10
0	MCA Grade 11 Mathematics Uncontracted Braille Kit	MN00015349	Math		Grade 11
0	MCA Grade 3 Mathematics Uncontracted Braille Kit	MN00015350	Math		Grade 3
0	MCA Grade 3 Reading Uncontracted Braille Kit	MN00015351	Reading		Grade 3
0	MCA Grade 4 Mathematics Uncontracted Braille Kit	MN00015352	Math		Grade 4
0	MCA Grade 4 Reading Uncontracted Braille Kit	MN00015353	Reading		Grade 4
0	MCA Grade 5 Mathematics Uncontracted Braille Kit	MN00015354	Math		Grade 5
0	MCA Grade 5 Reading Uncontracted Braille Kit	MN00015355	Reading		Grade 5
0	MCA Grade 6 Mathematics Uncontracted Braille Kit	MN00015356	Math		Grade 6
0	MCA Grade 6 Reading Uncontracted Braille Kit	MN00015357	Reading		Grade 6



Amount	Description
1	MCA Grade 4 Mathematics Contracted Braille Kit



Amount	Description
1	MCA Grade 4 Mathematics Contracted Braille Kit