

# Viewing Test Material Reports and Tracking Information

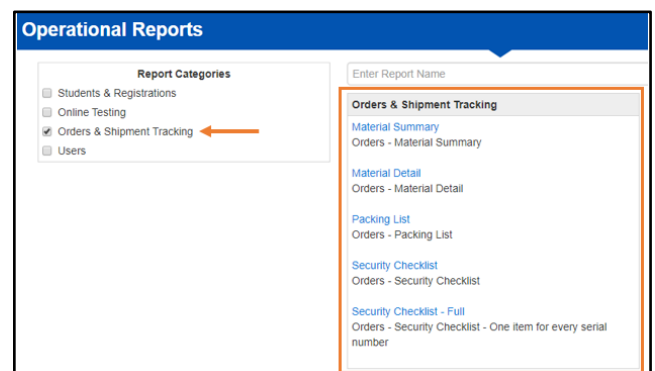
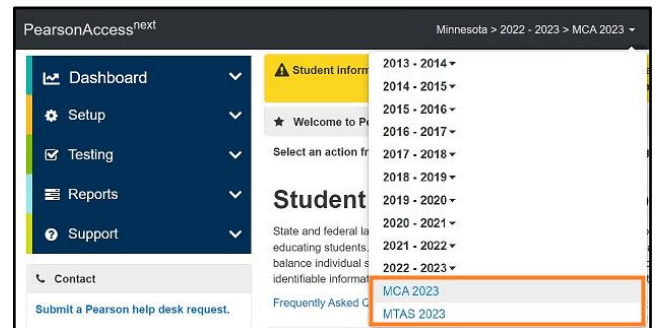
This guide provides information on accessing available reports and tracking information in PearsonAccess Next for MCA paper test materials and MTAS test materials.

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.

## Accessing Secure Paper Test Material Reports in PearsonAccess Next

Staff with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) user role in PearsonAccess Next can access electronic copies of reports for initial test material shipments (typically available 2–3 days prior to the arrival dates in February) and any additional orders.

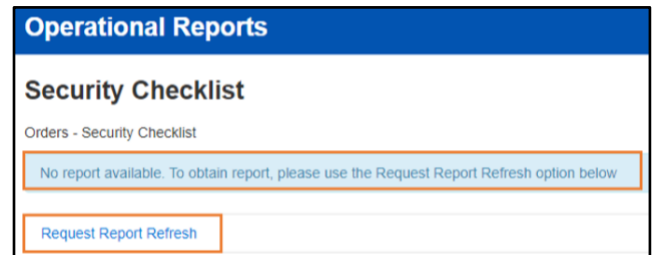
1. Once you have signed in to PearsonAccess Next, verify that the applicable test administration (for example, **MCA 2023** or **MTAS 2023**) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, and then select the test administration.
2. From the Home page, under **Reports**, select **Operational Reports**.
3. Select the checkbox next to **Orders & Shipment Tracking** and then select from the list of available reports:



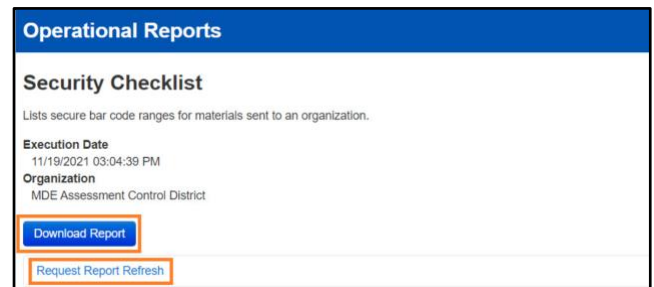
- **Material Summary** includes the item (test material) name and code (inventory number) and quantity. The Materials Summary report includes filters for:
  - Type of Order (All Orders, Additional Orders, Initial Orders)
  - Order Status (Cancelled, Delivered, In Transit, Pending, Processing, Rejected, Submitted)
  - Organization (district and school(s))
- **Material Detail** is a detailed material summary report that includes the organization (district or school) name and code (district and school), item (test material) name, item code (inventory number), and quantity. The Material Detail report includes filters for:
  - Type of Order (All Orders, Additional Orders, Initial Orders)
  - Order Status (Cancelled, Delivered, In Transit, Pending, Processing, Rejected, Submitted)
  - Organization (district and school(s))
- **Packing List** includes the box number, item description and quantity packed, and material type. Note: This report is run by Order ID. To find the Order ID, on the Home page, under Setup, select Orders & Shipment Tracking. Find the Order ID under the Order # column.
- **Security Checklist** includes the order number, organization (district and school) code and organization (district or school) name, item (test material) name, item number (inventory number), quantity, and the beginning and ending serial (barcode) numbers for each type of test material.
- **Security Checklist - Full** includes the order number, organization (district and school) code and organization (district or school) name, item (test material) name, item number (inventory number), and quantity and individual serial (barcode) numbers for each test material ordered.

Note: Security barcode numbers listed on the Security Checklist are 9 digit numbers. The security barcodes printed on secure test materials contain a 10<sup>th</sup> digit that is not included on the report or checklist.

4. The screen you see next depends on the following:
- If this is the first time you have run the report, select **Request Report Refresh**.



- If you have accessed the report previously, you will see the parameters of the previous report (for example, date, organization, administration, and test). You can download the previous report by selecting **Download Report**. To run a new report, select **Request Report Refresh**.



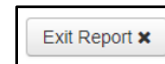
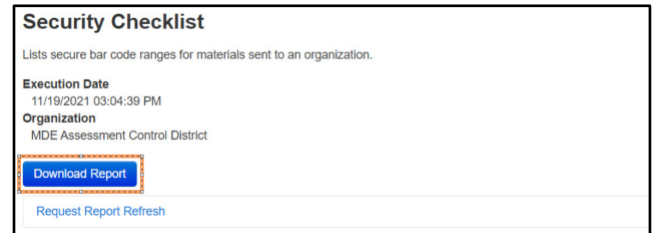
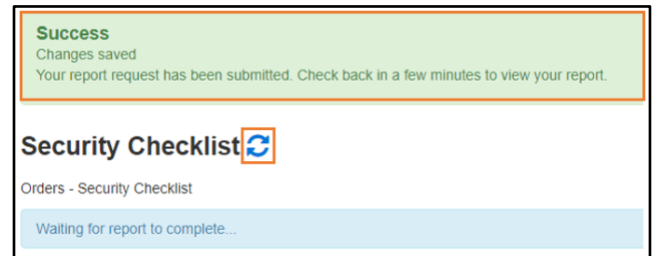
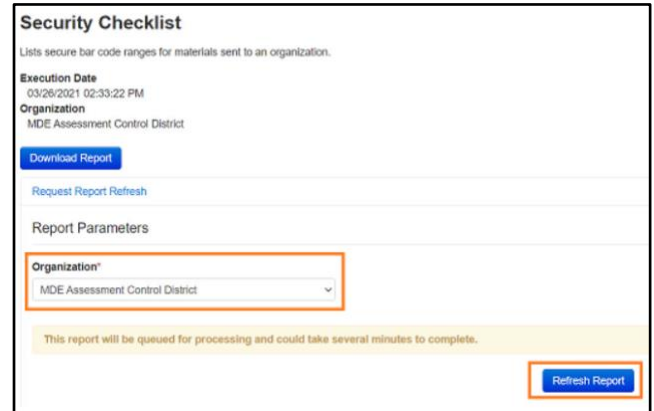
Note: Depending on the report, you may have different options, such as **Display Report** or **Download CSV**.

5. Some reports are available once the link is selected. For others, select additional Report Parameters to access the report, such as organization and test. Select **Refresh Report**.

- The following message will appear on the green bar: "Success, Changes saved. Your report has been submitted. Check back in a few minutes to view your report." Select the **Refresh** icon.

- When the report is available, select **Download Report**. The file will download to your computer to open.

6. Select **Exit Report** to return to the Operational Reports page.

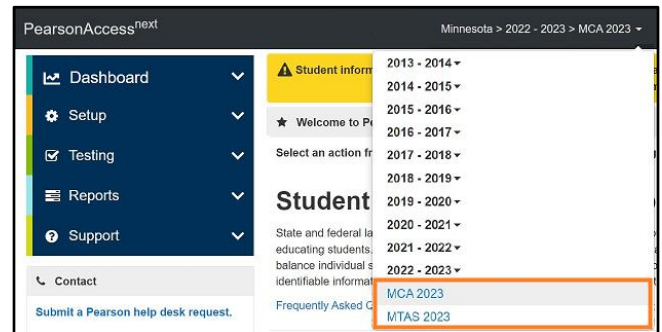


## Tracking Secure Test Material Shipments

Users with DAC and AA user roles can track initial test material shipments (typically 2–3 days prior to the arrival dates in February) and any additional orders. Pearson will use UPS for all secure test material shipments.

Note: The Minnesota Department of Education (MDE) requires a record of receipt for all secure test materials. Ensure someone is available to receive test materials when they are delivered. If your district has a policy in place that allows UPS to deliver packages without a signature or record of receipt, your district is assuming responsibility for the receipt of materials as recorded by UPS.

- Once you have signed in to PearsonAccess Next, verify the applicable test administration (for example, **MCA 2023** or **MTAS 2023**) is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2022–2023 dropdown, as needed, and then select the test administration.



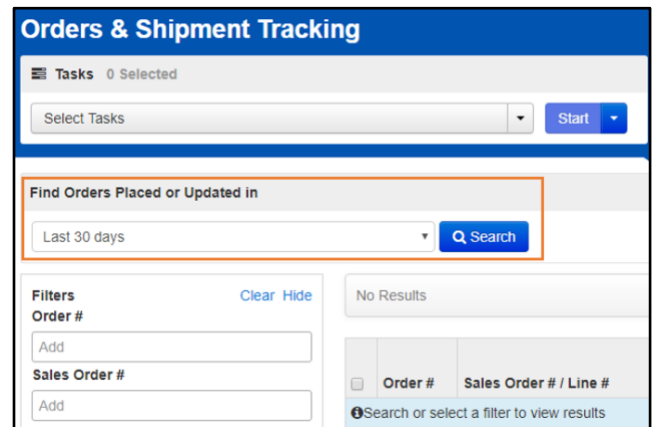
The screenshot shows the PearsonAccess Next interface. At the top right, there is a navigation bar with the text "Minnesota > 2022 - 2023 > MCA 2023". Below this, a dropdown menu is open, showing a list of years from 2013 to 2023. The years 2022 and 2023 are highlighted in orange, and "MCA 2023" and "MTAS 2023" are also highlighted in orange.

- On the Home page under **Setup**, select **Orders & Shipment Tracking**.



The screenshot shows the PearsonAccess Next interface. The left sidebar is expanded to the "Setup" section. Under "Setup", the "Orders & Shipment Tracking" option is highlighted in orange.

- From the **Find Orders Placed or Updated in** dropdown menu, select an option, and select **Search**.  
Note: Last 30 days is the default.

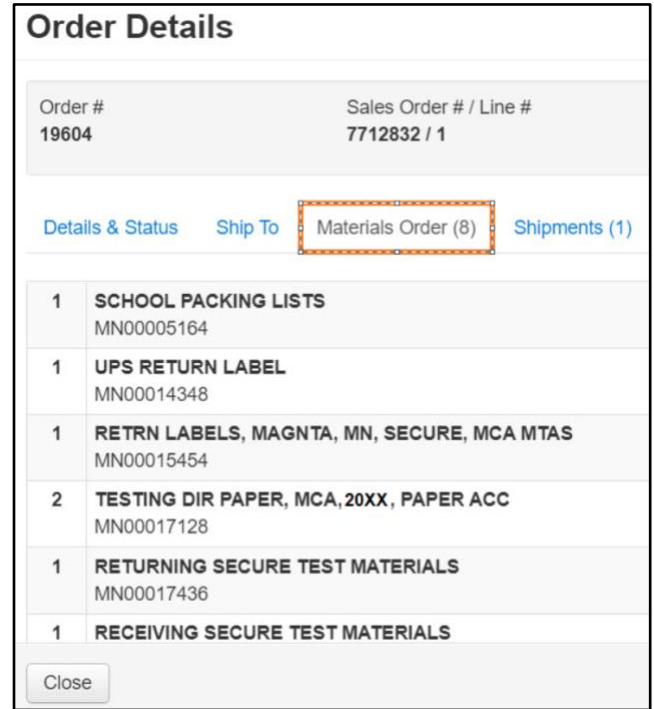


The screenshot shows the "Orders & Shipment Tracking" page. At the top, there is a "Tasks" section with a "Start" button. Below that, there is a "Find Orders Placed or Updated in" section with a dropdown menu set to "Last 30 days" and a "Search" button. Below the search section, there are "Filters" for "Order #" and "Sales Order #".

- Under the **Order #** column, select the information icon to the right of the order number.

Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)
19604	7712832 / 1	Initial	delivered	MDE Assessment Control District (5555-09-000)
19605	7712832 / 2	Initial	delivered	MDE Assessment Elementary (5555-09-101)
19606	7712832 / 3	Initial	delivered	MDE Assessment Care Program (5555-09-201)

5. An Order Details window will appear. Select each tab to view the order details (Details & Status, Ship To, Materials Order, and Shipment).
  - The **Materials Order** tab displays materials shipped.



**Order Details**

Order # 19604      Sales Order # / Line # 7712832 / 1

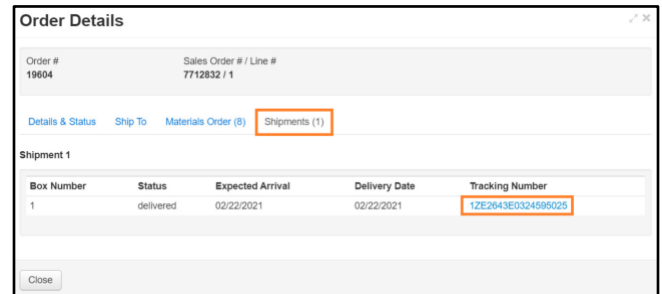
[Details & Status](#)  
 [Ship To](#)  
 [Materials Order \(8\)](#)  
 [Shipments \(1\)](#)

1	<b>SCHOOL PACKING LISTS</b> MN00005164
1	<b>UPS RETURN LABEL</b> MN00014348
1	<b>RETRN LABELS, MAGNTA, MN, SECURE, MCA MTAS</b> MN00015454
2	<b>TESTING DIR PAPER, MCA, 20XX, PAPER ACC</b> MN00017128
1	<b>RETURNING SECURE TEST MATERIALS</b> MN00017436
1	<b>RECEIVING SECURE TEST MATERIALS</b>

Close

- The **Shipments** tab displays the shipment status, expected arrival, delivery date, and tracking number hyperlink (when available).

Note: For the initial test materials shipment, a three-day delivery range is provided (Feb. 21–23 or Feb. 28–Mar. 2). Use the tracking number hyperlink to track the status of the shipment.



**Order Details**

Order # 19604      Sales Order # / Line # 7712832 / 1

[Details & Status](#)  
 [Ship To](#)  
 [Materials Order \(8\)](#)  
 [Shipments \(1\)](#)

Shipment 1

Box Number	Status	Expected Arrival	Delivery Date	Tracking Number
1	delivered	02/22/2021	02/22/2021	<a href="#">1ZE2643E0324595025</a>

Close