

# 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 or test assignments after Jan. 19, 2024.
- The district decided not to receive MTAS test materials in the initial test materials shipment (a decision made during Pretest Editing).

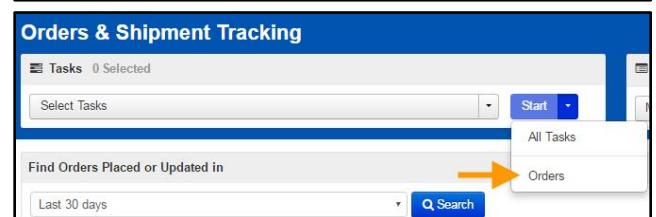
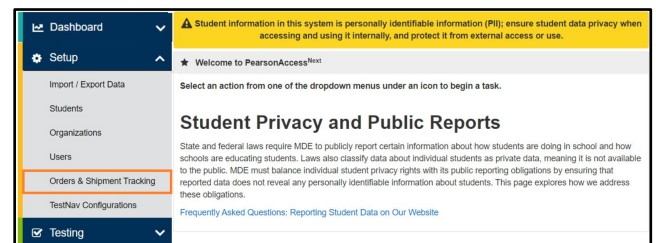
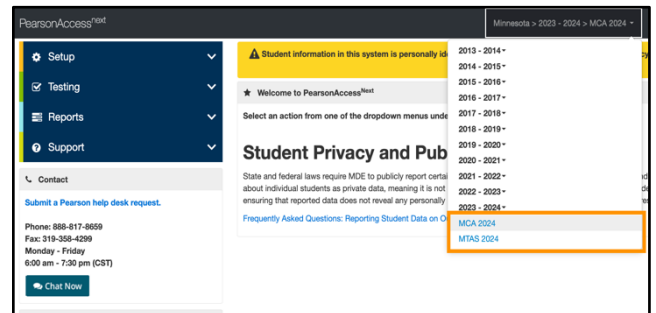
Additional orders can be sent either to the district or a specific school.

Allow time for an additional order to be delivered before test administration. Additional orders can be made until **noon** on the **Tuesday** of the last week of the testing windows to ensure all test materials arrive in time for test administration.

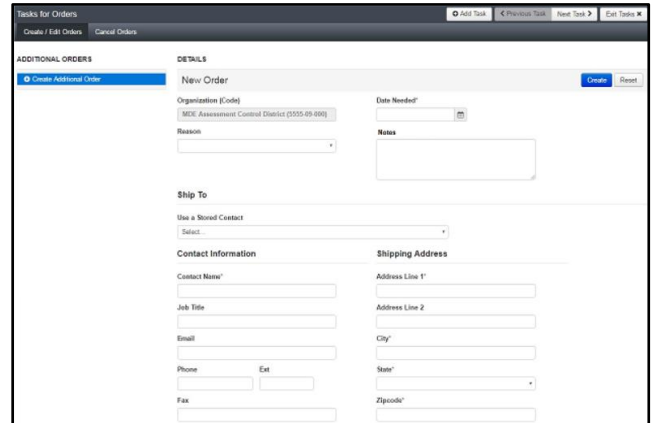
Additional Orders Windows		
Dates for Reading and Math MCA	Dates for Reading, Math, and Science MTAS	Dates for Science MCA
Feb. 20–April 30 (noon)		Feb. 20–May 7 (noon)

All additional orders automatically include UPS return and district labels. If additional UPS return labels and/or district labels are needed, contact the Pearson help desk at 888-817-8659 or [submit a help desk request](#) and indicate how many additional UPS and/or district labels are needed and the address they need to be shipped to. Note: Red stickers for sealing MCA paper test books are provided along with additional orders of paper test books. Tape can also be used to seal the test book, as needed.

1. Once you have signed in to PearsonAccess Next, verify that the applicable test administration (for example, **MCA 2024** or **MTAS 2024**) 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 you want to view.
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
  - Note: leave blank unless you have specific instructions for Pearson (for example, hold until after spring break, March 23-27). This field is **NOT** sent to UPS so do not include instructions for delivery (for example, give to the staff member at the front desk).
  - Contact Name\*
  - Address Line 1\*
  - Job Title
  - Email
  - City, State, Zip Code\*
  - Phone\*
  - 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 and Science 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.

