

# MTAS and Alt MCA Data Entry and Online Testing User Guide

This guide provides instructions on the administrative and data entry tasks in PearsonAccess Next for the Minnesota Test of Academic Skills (MTAS) and Alternate Minnesota Comprehensive Assessment (Alt MCA).

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.

*Revised Feb. 14, 2025*

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## Overview

**New for 2024–25:** This guide provides information on Reading and Mathematics MTAS data entry in PearsonAccess Next and Science Alt MCA online testing in TestNav. The Science Alt MCA is administered to students in an online, paper, or hybrid mode; however, all responses are submitted in TestNav. Reading and Mathematics MTAS are still paper-based assessments with data submitted in PearsonAccess Next.

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## Designate Home Page (Optional)

Users can designate a personal home page in PearsonAccess Next.

- For MTAS, many of the steps outlined in this user guide start on the Student Tests page of PearsonAccess Next. If you are primarily administering MTAS tasks, consider setting your personal home page to the Student Tests page.
- For Alt MCA, many of the steps outlined start on the Students in Sessions page. Consider setting your personal home page to the Students in Sessions page.

Users may set their personal home page to any frequently used page to reduce the number of navigation steps and go directly to this page when logging into PearsonAccess Next. Refer to the [PearsonAccess Next User Accounts Guide](#) (PearsonAccess Next > Resources & Training > User Guides) for information on setting your personal home page.

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## MTAS/Alt MCA Test Administration User Role

**New for 2024–25:** The MTAS/Alt MCA Test Administrator user role was updated to allow users to complete tasks in PearsonAccess Next for Reading and Mathematics MTAS data entry and Science Alt MCA online testing.

For Science Alt MCA, the MTAS/Alt MCA Test Administrator can complete tasks related to online testing (for example, create test sessions, start test sessions, add students to sessions, and print testing tickets). This guide provides step-by-step instructions for completing these Alt MCA tasks in PearsonAccess Next.

For Reading and Mathematics MTAS, the user role determines whether student tests must first be assigned to that user before entering MTAS data:

- MTAS/Alt MCA Test Administrator user role: These users must have student tests assigned to them before they can enter MTAS data or complete Alt MCA online testing tasks (for example, create test sessions, print testing tickets). Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) user role assign student tests to MTAS/Alt MCA Test Administrator users.
- DAC and AA user roles: If these users are completing MTAS data entry, student tests do not need to be assigned to them.

Note: The MTAS/Alt MCA Test Administrator user role should **not** be added to users with the DAC or AA user role; adding additional user roles may limit the permissions of the DAC or AA.

Note: To enter LCI data **only**, student MTAS/Alt MCA tests do not need to be assigned, regardless of user role (for example, DAC, AA or MTAS/Alt MCA Test Administrator).

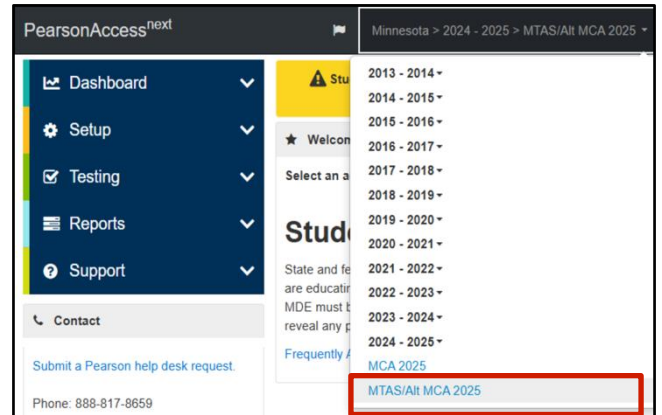
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## Enter Learner Characteristics Inventory (LCI) Data

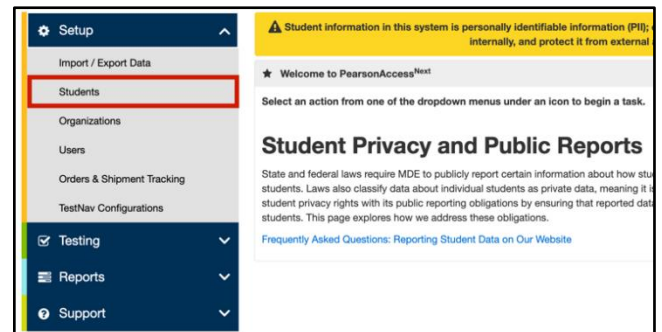
LCI data is required for all students completing the MTAS and/or Alt MCA. In PearsonAccess Next, the LCI is completed once annually for each student who will take the MTAS/Alt MCA. LCI data must be entered and saved before any MTAS data can be entered, and prior to online Alt MCA testing.

Refer to the Learner Characteristics Inventory (LCI) form for the required student LCI data. LCI information can be entered up to two weeks before the testing window opens and at any time during the testing window; however, no MTAS tasks/Alt MCA tests can be administered or entered before the testing window opens.

1. Once you have signed in to PearsonAccess Next, verify that the MTAS/Alt MCA 2025 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 2024–2025 dropdown, as needed, and then select **MTAS/Alt MCA 2025**.

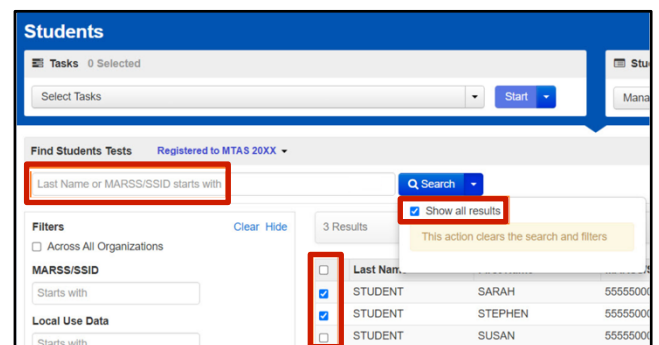


2. From the Home page, under **Setup**, select **Students**.

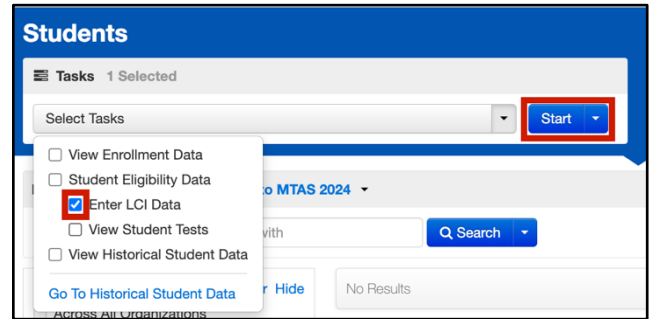


3. Find and select the checkbox next to the student(s) you will enter LCI data for. To search for an individual student, enter the student's last name or MARSS/SSID number and then select **Search**.

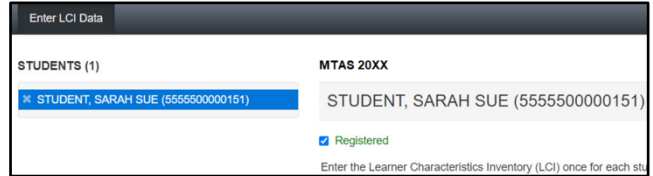
Note: If your PearsonAccess Next user role is at a district level, to view all students, select the dropdown next to Search and select the checkbox next to **Show all results** or change your organization in the top right to a school to automatically see all students for the school.



- From the **Select Tasks** dropdown, select **Enter LCI Data** and then select the **Start** button.



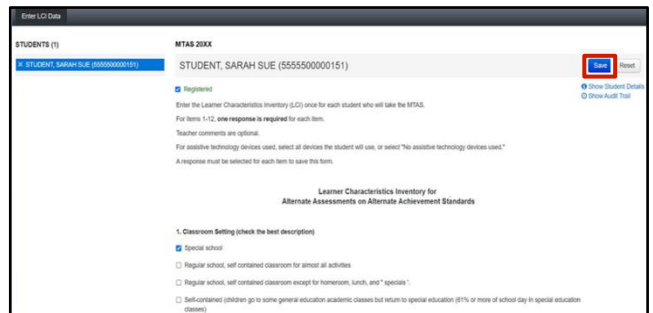
The student(s) are displayed on the panel on the left. If you selected multiple students, confirm that the student you want to enter LCI data for is highlighted in blue. To remove a student from the panel on the left, select the “x” icon.



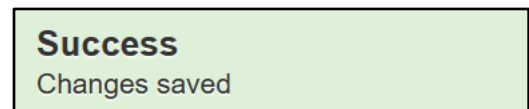
- Enter LCI data. All fields are required, except for the Additional Student Information section.

- Select one checkbox next to each item, 1–9.
- Indicate any assistive technology devices that will be used during the administration of the MTAS/Alt MCA. If the student will not use any, select the “No assistive technology used” checkbox.
- To clear all data, select the **Reset** button.

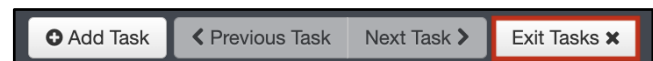
- Select the **Save** button to save your data. You will not be able to save the LCI until all required items are entered.



Once Save is selected, a “Success, Changes saved” message will appear in a green bar near the top of the screen.



Select another student in the panel on the left or select **Exit Tasks** at the top right to return to the Students screen.

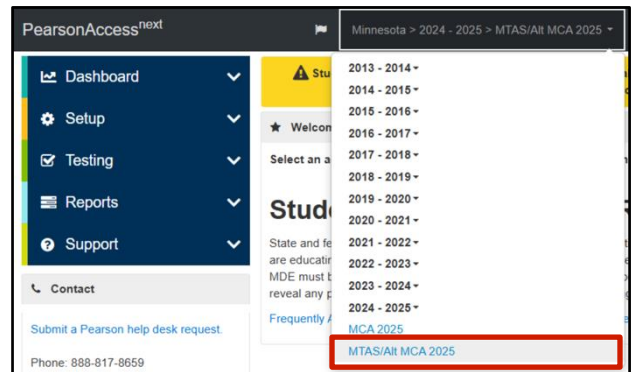


If needed, you can continue to update LCI data throughout the MTAS/Alt MCA testing window; you must select **Save** to save any subsequent changes. Follow your district’s procedure for returning the LCI form. It contains private student data and must be kept in a secure location and on file for one year in case there are questions about the data entered.

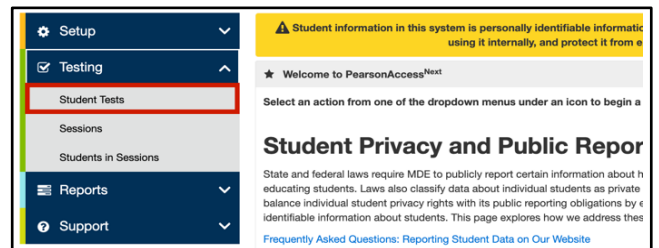
# MTAS: Assign Student Tests to Users with the MTAS/Alt MCA Test Administrator User Role

All students who are enrolled in your district and are taking the MTAS will be sent in precode files to Pearson for the applicable grades and subjects. Test assignment changes from MCA to MTAS are made in Test WES. Before MTAS/Alt MCA Test Admin users can enter MTAS data, the student tests must be assigned to them. MTAS/Alt MCA Test Admin users can be assigned to student tests beginning on Feb. 17.

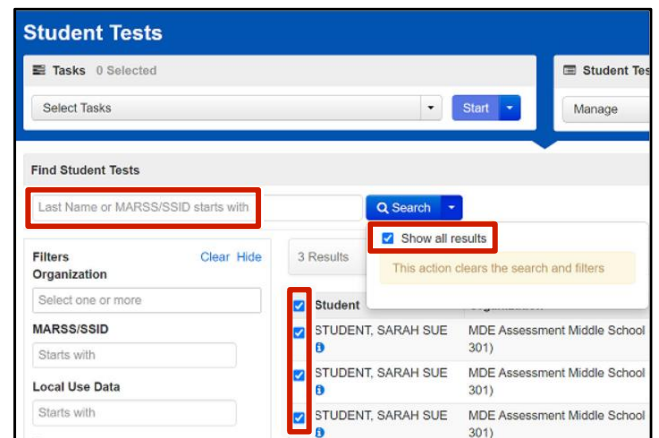
- Once you have signed in to PearsonAccess Next, verify that the MTAS/Alt MCA 2025 test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2024–2025 dropdown, as needed, and then select **MTAS/Alt MCA 2025**.



- From the Home page, under **Testing**, select **Student Tests**.

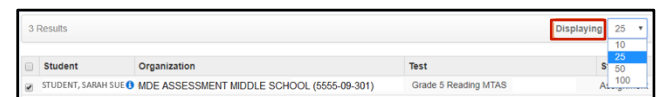


- Search for the student MTAS test(s) that need to be assigned to user(s) with the MTAS/Alt MCA Test Admin user role:
  - To view all students with eligibility, select the dropdown menu next to **Search** and select the checkbox next to **Show all results**.
  - To search for an individual student's test, enter the student's last name or MARSS/SSID number and then select **Search**.



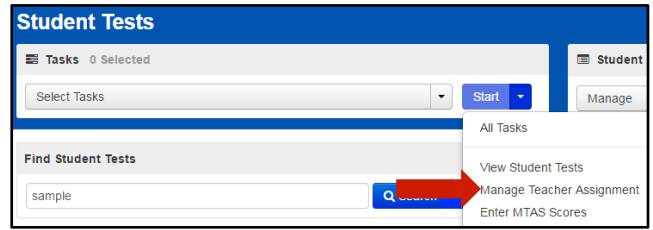
- Select the checkbox next to the individual student test(s) or select the top left checkbox to select all student test(s) to be assigned.

Note: To change the number of students displayed, select the dropdown menu next to **Displaying** and select 10, 25, 50, or 100 students. The default display is 25 students.



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.

5. Select the dropdown menu to the right of the **Start** button and select **Manage Teacher Assignment**.



6. Assign student test(s) to users with the MTAS/Alt MCA Test Admin user role.

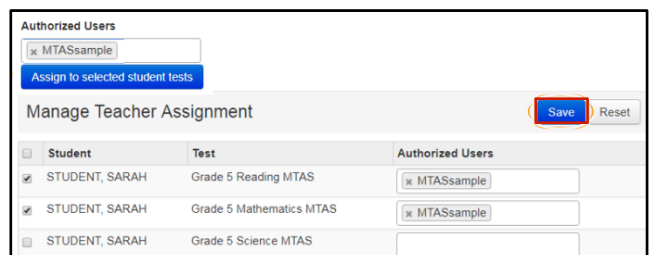
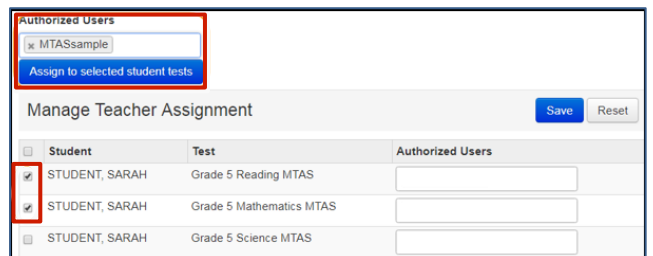
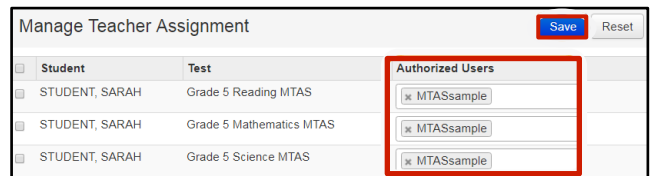
Tip: Ensure you know the usernames you will be entering. You can search for users by role in PearsonAccess Next (Setup > Users) by typing the names in the field.

Note: Only MTAS/Alt MCA Test Admin users will be available as options to select. DAC/AA users will not appear because they do not need to be assigned student tests in order to enter data.

Users can be assigned individually or in bulk to student tests.

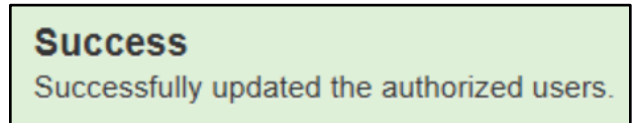
- To assign a user individually to a student test:
  - Under the **Authorized Users** column on the right for each student test, begin entering the username. Select the username from the list.
  - Then select **Save**.
- To assign a user in bulk to student tests:
  - Select the checkbox next to the student test(s) or the top left checkbox to select all student tests.
  - Under the **Authorized Users** field on the top left, begin entering the user's username. Select the user's username from the list and select **Assign to selected student tests**.

The user's username will then display in the **Authorized Users** column on the right for those student tests. Then select **Save**.

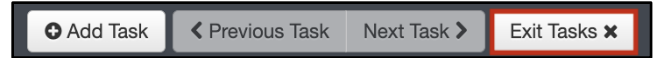




Once Save is selected, a “Success, Successfully updated the authorized users” message will appear in a green bar near the top of the screen.



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



Tip: To see a list of students who have eligibility for the MTAS, view the *Student Registrations Report* operational report in PearsonAccess Next (Reports > Operational Reports > select Students & Registrations under Report Categories). This report lists all students who have eligibility for the selected test administration. Refer to the *Access Operational Reports* section in this guide for details on how to access the reports.

If a student moves into your district from a different district and does not appear in PearsonAccess Next, view the *Student Tests Not Associated with the Student Organization* operational report in PearsonAccess Next (Reports > Operational Reports > select Online Testing under Report Categories). This report will include student information (such as, MARSS/SSID, Name, Date of Birth), the student’s current organization, the organization associated with the student test, and the test status (Testing or Attempt). Based on the test status, action may be needed by the DAC:

- Attempt: The test has been submitted by the previous district. No action required from the DAC unless the student will finish the test.
- Testing: Data has been entered and saved but the test has not been submitted. The DAC must contact Pearson to move the test to your district.

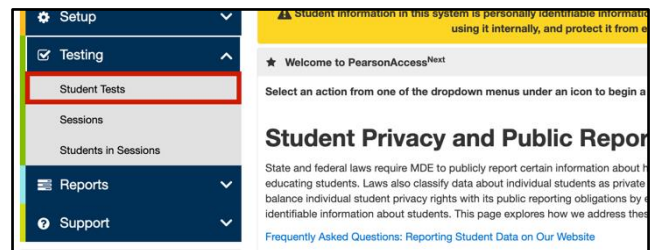
Note: Refer to the [MCA and MTAS/Alt MCA Irregularities](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) document for more information.

Refer to the *Access Operational Reports* section in this guide for details on how to access operational reports.

## MTAS: Remove or Change a User with the MTAS/Alt MCA Test Administrator User Role from an Assigned Student Test

Users with the MTAS/Alt MCA Test Admin user role can be removed or changed after they are assigned a student’s test, as needed.

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





2. Find and select student test(s) that need to be removed or changed.

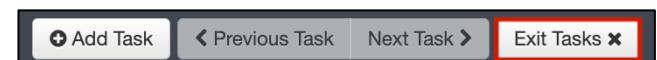
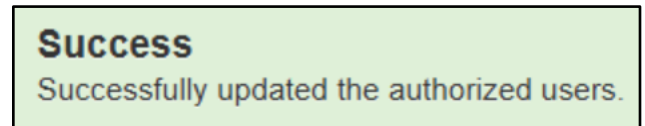
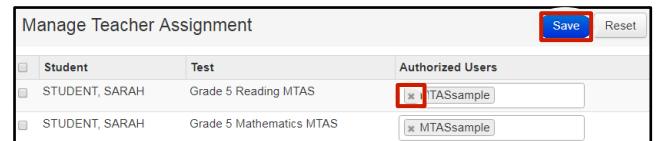
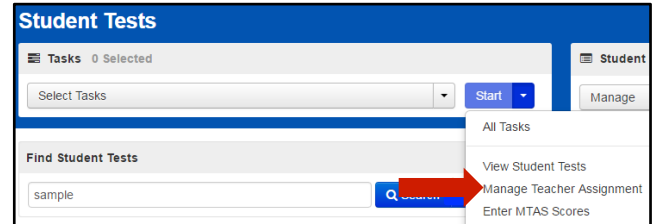
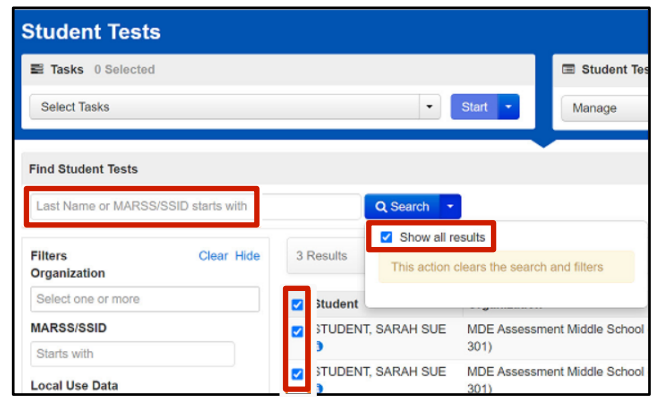
3. Select the dropdown menu to the right of the **Start** button and select **Manage Teacher Assignment**.

4. Under the **Authorized Users** column on the right, select the “x” next to the username for each student test the user should be removed from. Select **Save**.

Once Save is selected, a “Success, Successfully updated the authorized users” message will appear in a green bar near the top of the page.

5. To assign a different user, follow the steps shown under the MTAS: Assign Student Tests to Users with the MTAS/Alt MCA Test Admin User Role section.

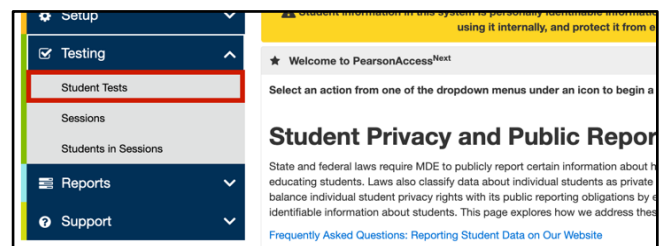
6. Select **Exit Tasks** at the top right to return to the Student Tests screen.



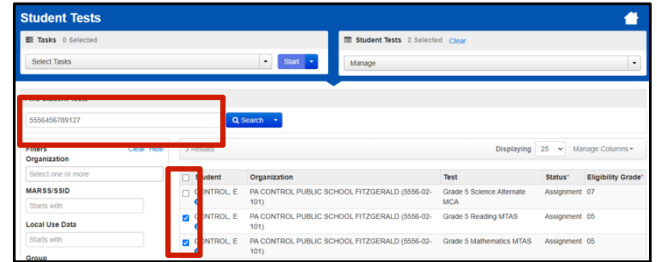
## MTAS: Data Entry

MTAS data can be entered in PearsonAccess Next any time during the testing window (March 3–May 2). Data for all subjects must be submitted by 7 p.m. (CST) of the close of the MTAS testing window on May 2. Refer to the Data Collection Form for student MTAS data.

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



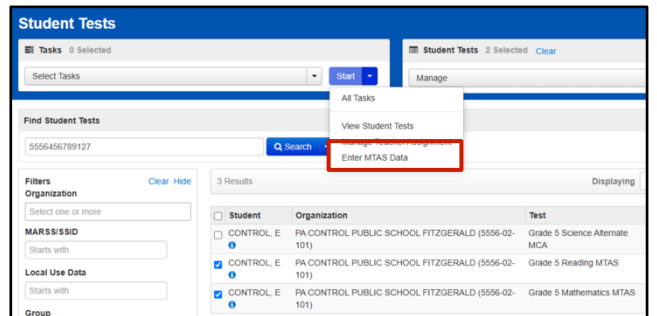
- Find and select the checkbox next to the student test(s) you will enter the test code for. To search for an individual student's test, enter the student's last name or MARSS/SSID and then select **Search**.



Notes:

- If your PearsonAccess Next user role is at a district level, 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.
- 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.
- If you have the MTAS/Alt MCA Test Administrator user role and do not see any students, contact your District or School Assessment Coordinator. You must be assigned to the students' tests in order to enter MTAS data.

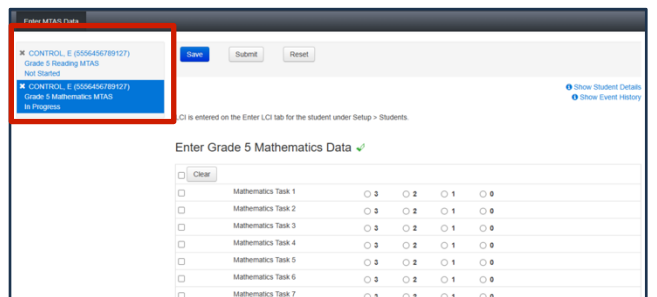
- Select the dropdown menu to the right of the **Start** button and select **Enter MTAS Data**.  
Note: If LCI data has not been entered, you will not be able to enter MTAS data.



The Learner Characteristics Inventory (LCI) data must be entered once for each student prior to entering MTAS score data.

You will see the message in the red box near the top of the screen: "The Learner Characteristics Inventory (LCI) data must be entered once for each student prior to entering MTAS score data."

- On the Enter MTAS Data screen, the student test(s) selected are displayed on the panel on the left. If you selected multiple tests, confirm that the test you want to enter data for is highlighted in blue.



- **For Mathematics MTAS**, 15 tasks are displayed. Refer to the Data Collection Form for the data.
  - For tasks 1–9, indicate the student’s data recorded on the Data Collection Form for each task by selecting the corresponding radio button for the data point of 3, 2, 1, or 0.
  - For tasks 10–15, indicate the student’s data on the Data Collection Form for each task by selecting the corresponding radio button for the responses A, B, C, or NR (No Response).  
Note: If any of the tasks were not administered to the student, the tasks must be left blank. The test may be submitted with blank tasks.

Enter Grade 5 Mathematics Data ✓

Clear

<input type="checkbox"/>	Mathematics Task 1	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0
<input type="checkbox"/>	Mathematics Task 2	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0
<input type="checkbox"/>	Mathematics Task 3	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0
<input type="checkbox"/>	Mathematics Task 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0
<input type="checkbox"/>	Mathematics Task 5	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0
<input type="checkbox"/>	Mathematics Task 6	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0
<input type="checkbox"/>	Mathematics Task 7	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0
<input type="checkbox"/>	Mathematics Task 8	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0
<input type="checkbox"/>	Mathematics Task 9	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0
<input type="checkbox"/>	Mathematics Task 10.1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> NR	
<input type="checkbox"/>	Mathematics Task 10.2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 10.3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 11.1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> NR	
<input type="checkbox"/>	Mathematics Task 11.2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 11.3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 12.1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> NR	
<input type="checkbox"/>	Mathematics Task 12.2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 12.3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 13.1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> NR	
<input type="checkbox"/>	Mathematics Task 13.2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 13.3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 14.1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> NR	
<input type="checkbox"/>	Mathematics Task 14.2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 14.3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 15.1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> NR	
<input type="checkbox"/>	Mathematics Task 15.2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR
<input type="checkbox"/>	Mathematics Task 15.3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> NR

- **For Reading MTAS**, 15 tasks are displayed along with reading passage access information that must also be entered. Refer to the Data Collection Form for the data and reading passage access indicated.
  - For tasks 1–9, indicate the student’s data recorded on the Data Collection Form for each task by selecting the corresponding radio button for the data point of 3, 2, 1, or 0.
  - For tasks 10–15, indicate the student’s data on the Data Collection Form for each task by selecting the corresponding radio button for the responses A, B, C, or NR (No Response).  
Note: If any of the tasks were not administered to the student, the tasks must be left blank. The test may be submitted with blank tasks.
  - The data entry screen for reading includes one reading passage access question for

Enter Grade 5 Reading Data and Passage Access ✓

Clear

<input type="checkbox"/>	Reading Passage Access for Tasks 1-3	<input type="text"/>
<input type="checkbox"/>	Reading Task 1	<input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
<input type="checkbox"/>	Reading Task 2	<input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
<input type="checkbox"/>	Reading Task 3	<input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
<input type="checkbox"/>	Reading Passage Access for Tasks 4-6	<input type="text"/>
<input type="checkbox"/>	Reading Task 4	<input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
<input type="checkbox"/>	Reading Task 5	<input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
<input type="checkbox"/>	Reading Task 6	<input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
<input type="checkbox"/>	Reading Passage Access for Tasks 7-9	<input type="text"/>
<input type="checkbox"/>	Reading Task 7	<input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
<input type="checkbox"/>	Reading Task 8	<input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
<input type="checkbox"/>	Reading Task 9	<input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> 0
<input type="checkbox"/>	Reading Passage Access for Tasks 10-12	<input type="text"/>
<input type="checkbox"/>	Reading Task 10.1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 10.2	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 10.3	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 11.1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 11.2	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 11.3	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 12.1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 12.2	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 12.3	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Passage Access for Tasks 13-15	<input type="text"/>
<input type="checkbox"/>	Reading Task 13.1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 13.2	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 13.3	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 14.1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 14.2	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 14.3	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 15.1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 15.2	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR
<input type="checkbox"/>	Reading Task 15.3	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> NR

each passage in addition to 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.

- To clear data, select the checkbox next to the task and select **Clear**.

Or, to clear all data, select the checkbox to the left of the Clear button, and then select **Clear**.

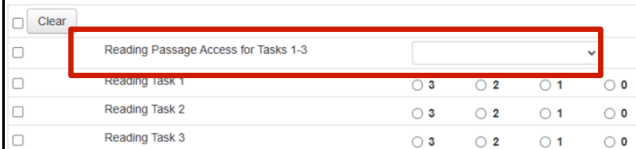
- To reset data back to the most recently saved version (which may be blank), select **Reset**.

Select **Reset Test** to confirm you want to reset the test.

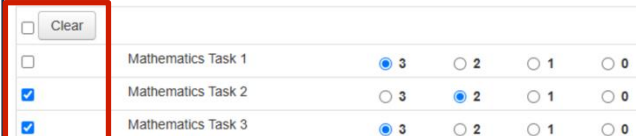
Note: If data has not been saved, selecting Reset will remove all data and the test will be blank.

- As data is entered, review your entries and select **Save**. Data 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 (for example, if data entry cannot be completed in one sitting).

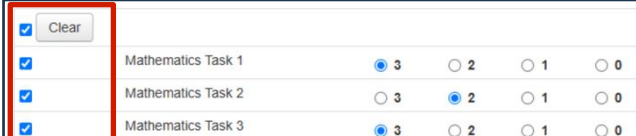
Once Save is selected, a “Success, Changes saved” message will appear in a green bar near the top of the screen, and the Submit button will display



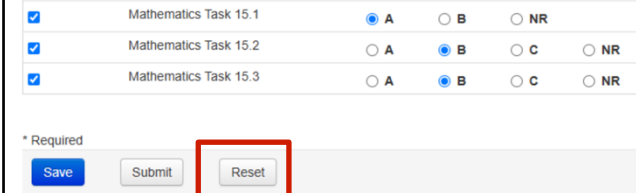
Task	3	2	1	0
Reading Task 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading Task 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading Task 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Task	3	2	1	0
Mathematics Task 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics Task 2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics Task 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



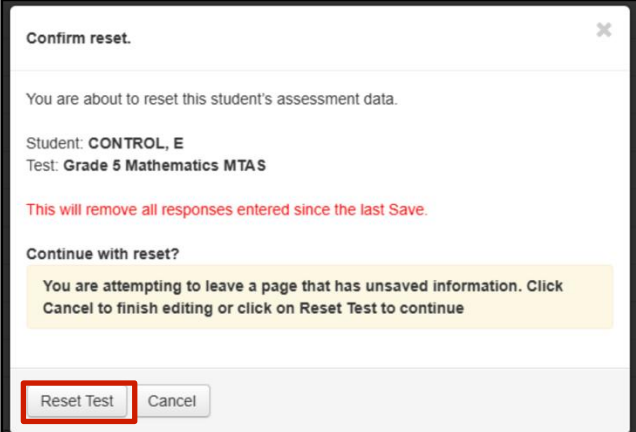
Task	3	2	1	0
Mathematics Task 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics Task 2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics Task 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Task	A	B	C	NR
Mathematics Task 15.1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics Task 15.2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics Task 15.3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* Required

Save Submit **Reset**



**Confirm reset.**

You are about to reset this student's assessment data.

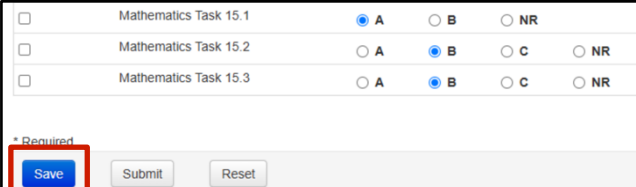
Student: **CONTROL, E**  
Test: **Grade 5 Mathematics MTAS**

**This will remove all responses entered since the last Save.**

Continue with reset?

You are attempting to leave a page that has unsaved information. Click **Cancel** to finish editing or click on **Reset Test** to continue

**Reset Test** Cancel



Task	A	B	C	NR
Mathematics Task 15.1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics Task 15.2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics Task 15.3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

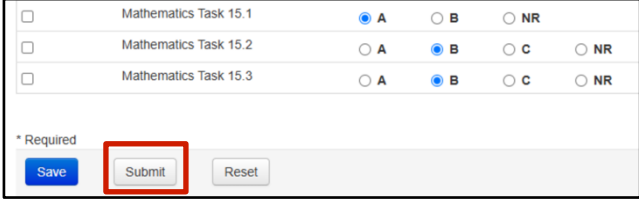
\* Required

**Save** Submit Reset

**Success**  
Changes saved

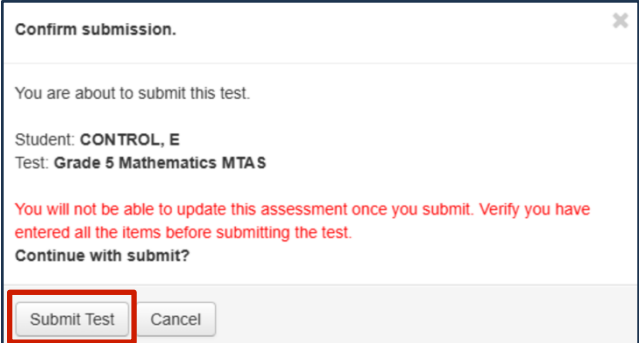
- After all MTAS data is entered, submit the student's data by selecting **Submit**.

Note: Before selecting Submit, verify that all data was entered. There is no confirmation that data for all tasks have been entered.

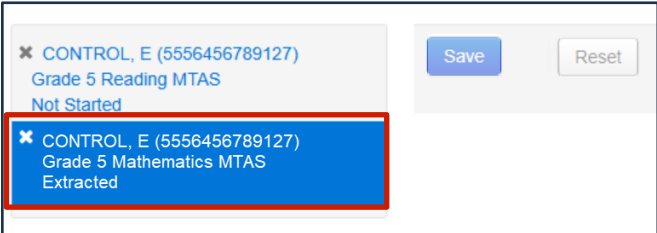


- Select **Submit Test** to confirm you want to submit the test.

Once Submit Test is selected, a "Success, Changes saved" message will appear in a green bar near the top of the screen.

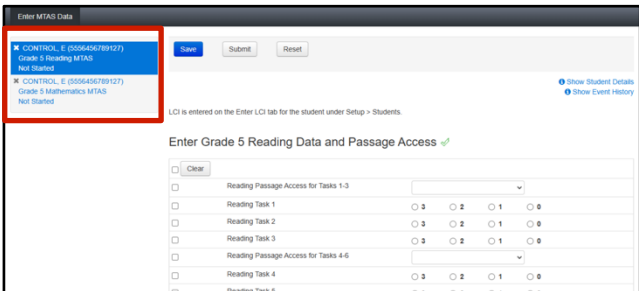


The test's status changes to "Submitted" and then "Extracted" in the panel on the left. The test will be grayed out on the screen and the Submit button will not be available. The change between Submitted and Extracted status may occur fairly quickly, so it is possible you will not see the test in "Submitted" status.



Note: 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.

- Select another student/subject in the panel on the left or select **Exit Tasks** at the top right to return to the Student Tests screen



Follow your district's procedure for returning the Data Collection Form. It contains private student data and must be kept in a secure location and on file for one year in case there are questions about the data entered.

The DAC/AA may use the reading and mathematics On-Demand Reports that are available within 60 minutes after submission to confirm scores/responses were entered correctly. If the student's On-Demand Report has an NC (Not Complete) code, this means that all scores/responses required for a

student to receive a valid score were not entered. If scores/responses were entered incorrectly, contact the Pearson Helpdesk at 888-817-8659 to reset the test during the testing window; there is a fee associated with updating score entry after the testing window closes. Refer to the [MCA and MTAS/Alt MCA Irregularities](#) document for more details (PearsonAccess Next > Resources & Training > Policies and Procedures). Tip: Download the On-Demand Export to view a list of all students at your organization that have completed reading and mathematics MTAS testing. Under **Achievement Level**, review all students with an NC (Not Complete) and confirm the list appears as expected. View the [On-Demand Reports and Export User Guide](#) for more details (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

In addition, the status of the data entry for a given reading or mathematics MTAS test is displayed on the Enter MTAS Data 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 data has been entered or all data has been cleared and then the test was saved.
In Progress	At least one score/response has been entered and saved, but the test has not been completed or submitted.
Completed	All test data, including passage access for reading, has been entered and saved. Note: If there is no data 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 MTAS Entry users in order for these users to access on-demand reports. For questions about on-demand reports, refer to the <a href="#">On-Demand Reports and Export User Guide</a> (PearsonAccess Next > Reporting Resources > Additional Reporting Resources) or contact the District or School Assessment Coordinator.

Any questions about MTAS data entry should be directed to the District or School Assessment Coordinator.

DAC and AA users have access to dashboard views in PearsonAccess Next (under Dashboard > Dashboard) to assist with verifying MTAS test status.

The Test Status – Alternate by Subject dashboard displays student test status for reading and, math and science in Assigned, In Progress, and Complete status. Hover over the status to see the number of tests in that status. Tip: Consider viewing this dashboard near the end of the MTAS test administration



to confirm student tests are in Completed status and there are no started student tests in In Progress status.

## MTAS: Indicate a Test Code

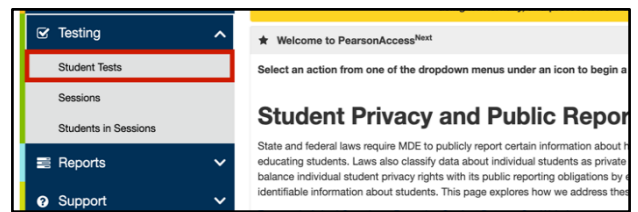
There may be situations where a DAC or AA user needs to indicate a test code. If an invalidation, medical excuse, or refusal code must be indicated for a student's test, the test code may be entered during the testing window in PearsonAccess Next or during Posttest Editing in Test WES. Refer to Chapter 9 of the [Procedures Manual](#) for the entire list of available test codes and more information on when test codes are indicated (PearsonAccess Next > Resources & Training > Policies and Procedures).

Note: For High School Science MTAS, any medical excuse or refusal test codes must be entered in PearsonAccess Next and cannot be entered during Posttest Editing. In addition, if a district wants a test code to be assigned to an MTAS record, it is important that the test code is indicated in PearsonAccess Next for MTAS.

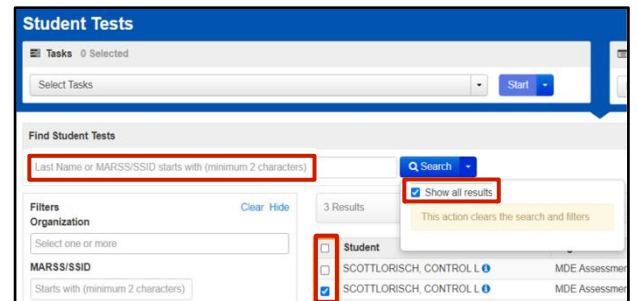
Note: Since absent and not enrolled test codes cannot be entered in PearsonAccess Next, submit a blank MTAS during the testing window and then add the test code during Posttest Editing.

Use the following steps to submit the test, as needed. A blank test must be submitted in order to enter a medical excuse or refusal code. For invalidations, if the started test has not been submitted, follow these steps to submit the test; if a submitted test needs to be invalidated, go to step 7.

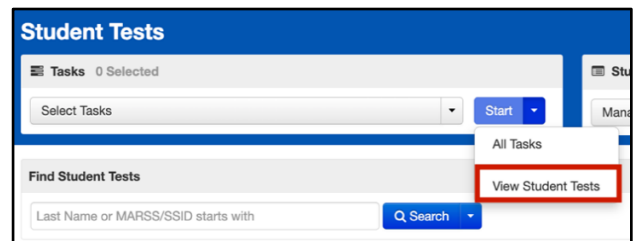
1. From the Home page, under **Testing**, select **Student Tests**.



2. Find and select the student test(s) that needs a test code indicated.



3. Select the dropdown menu next to the right of the **Start** button and select **View Student Tests**.





4. From the **Test Code** dropdown menu, select the appropriate code:

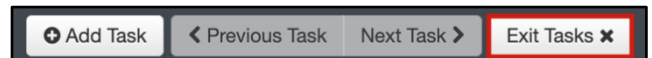
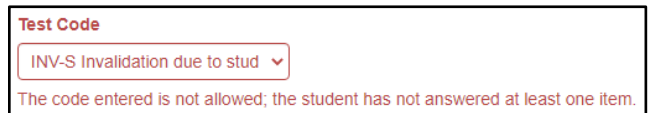
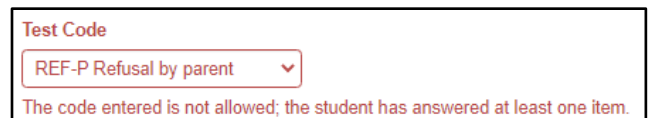
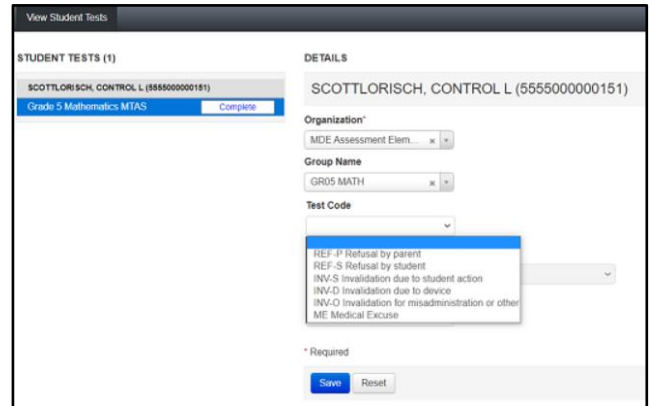
- REF-P (Refusal by parent)
- REF-S (Refusal by student)
- INV-S (Invalidation due to student action)
- INV-D (Invalidation due to device)
- INV-O (Invalidation for misadministration or other)
- ME (Medical excuse)

Notes:

- If the Test Code dropdown menu does not appear, ensure it has been approximately 15 minutes since the test has been submitted.
- The REF-P, REF-S, and ME test codes can only be indicated if the student did not start testing. If the student completed one or more tasks and the code is selected, the following message will appear: "The code entered is not allowed; the student has answered at least one item."
- The INV-S, INV-D, and INV-O test codes can only be entered if a student has already started testing. If the student has not completed one or more tasks and the code is selected, the following message will appear: "The code entered is not allowed; the student has not answered at least one item."

5. Select **Save**. Once Save is selected, a "Success, Changes saved" message will appear in a green bar near the top of the screen.

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



If needed, remove or change a test code by completing steps 8–12 above. Then, from the **Test Code** dropdown menu, select the appropriate code to change the code or select the blank field to remove the code and then select **Save**.

Note: In the rare situation where the student's test has not been started but must be invalidated, email [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).

Tip: To see a list of student tests with a test code, view the *Student Tests with a Test Code* operational report in PearsonAccess Next (Reports > Operational Reports > select Online Testing under Report Categories). This report provides a list of all test records that have a test code indicated. Refer to the *Access Operational Reports* section in this guide for details on how to access the reports.

## MTAS: Access MTAS Data Entry Reports in PearsonAccess Next

There are a number of options for accessing MTAS data entry reports in PearsonAccess Next:

- **Dashboards:** Dashboards provide a graphical display of MTAS test status by subject to quickly view the number of tests in Assigned, In Progress, and Complete status for each subject.
  - **Operational Reports:** Operational Reports provide detailed information and are available for Students & Registration, Online Testing, Orders & Shipment Tracking, and Users. For MTAS data entry, these reports provide detailed information on student registrations, not completed test assignments, students with a test code, and student tests not associated with the student organization.
  - **MTAS Data Entry Reports:** Data Entry Reports provide information on the status of each MTAS test assignment for every student at the district- and school-level. MTAS data entry status includes Not Started, In Progress, Completed, Submitted, and Extracted.
- 

## Alt MCA: Create Test Sessions

An Alt MCA test session can be created as early as two weeks before the testing window opens and throughout the testing window.

There are two ways for users to create test sessions in PearsonAccess Next:

1. By manually creating in PearsonAccess Next
  - Create a test session
  - Add student(s) to a test session
  - Remove students from a test session
  - Move students between test sessions
2. By importing a file to PearsonAccess Next\*
  - Create test session(s)
  - Add student(s) to test sessions
  - Move students between test sessions
  - **New for 2024–25:** Remove students from test sessions

Recommendations for creating test sessions:

- If only a few test sessions need to be created or updated, it is recommended to complete steps manually in PearsonAccess Next
- If there are many test sessions that need to be created or updated, it is recommended to import a file into PearsonAccess Next. Refer to the applicable sections below for detailed instructions.

DAC and AA users have access to dashboard views in PearsonAccess Next (under Dashboard > Dashboard) to assist with verifying online Alt MCA test sessions and test status. Refer to the *View Dashboards* section in this guide for details on viewing dashboards in PearsonAccess Next.

- The Session Status by Subject dashboard displays test sessions for Science Alt MCA in Not Prepared, Preparing, Errors – Not Prepared, Ready, In Progress, and Stopped statuses. Hover over the status to see the number of sessions in that status.
  - The Student Test Status by Subject dashboard displays student test status for Science Alt MCA in Ready, Resumed/Resumed Upload, Active, Exited, and Completed/Marked Complete statuses. Hover over the status to see the number of tests in that status.
-

- The Test Status – Alternate by Subject dashboard displays student test status for Science Alt MCA in Assigned, In Progress, and Complete statuses. Hover over the status to see the number of tests in that status.

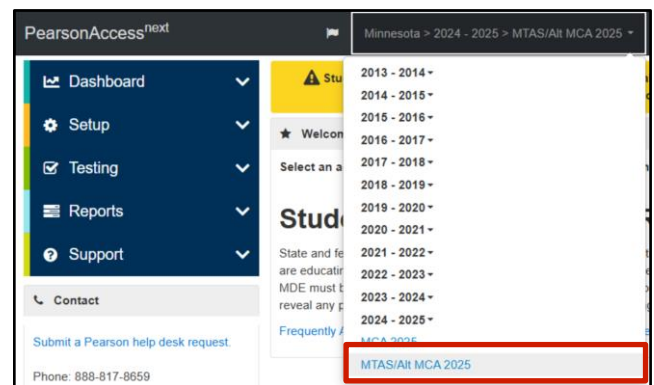
There are a number of operational reports in PearsonAccess Next that can assist you with setting up and verifying test sessions. Refer to the *Access Operational Reports* section in this guide for details on how to access operational reports.

- To see a list of created tests sessions, view the *Session List* operational report in PearsonAccess Next (Under Reports > Operational Reports > select Online Testing under the Report Categories). This report includes a list of all sessions, including session status and actual start date, by organization.
- To confirm eligible students have been added to test sessions, view the *Students Assigned to Test but not Added to a Test Session* operational report in PearsonAccess Next (under Reports > Operational Reports > select Students & Registrations under the Report Categories). This report is run by organization and test and provides a list of students who are not in a test session and the test(s) they are eligible for.
- If a student moves to your district from a different district and does not appear in PearsonAccess Next for you to add to a test session, view the *Student Tests Not Associated with the Student Organization* operational report in PearsonAccess Next (under Reports > Operational Reports > select Online Testing under the Report Categories). This report will include student information (for example, MARSS/SSID, Name, Date of Birth), the student’s current organization, the organization associated with the student test, and the test status (Testing or Attempt). Based on the test status, action may be needed by the DAC.
  - Attempt: The student has submitted their test or it has been marked complete (with or without a test code) by the previous district. No action required from the DAC unless the student’s test was marked complete in error.
  - Testing: The student has started their test but it has not been submitted or marked complete. The DAC must contact Pearson to move the test to your district.

Note: Refer to the [MCA and MTAS/Alt MCA Irregularities](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) document for more information.

## Alt MCA: Verify Test Administration

Once you have signed in to PearsonAccess Next, verify that the MTAS/Alt MCA 2025 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 2024–2025 dropdown, as needed and then select **MTAS/Alt MCA 2025**.



## Alt MCA: Student Preferred Name

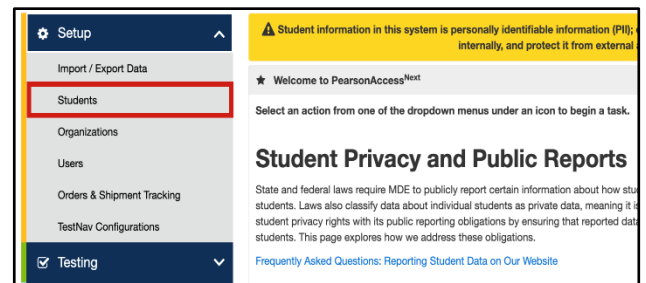
Districts can indicate a student's preferred first, middle, and last name in MDE's Test WES system. That information is sent to Pearson in nightly precode files. View a student's preferred name in PearsonAccess Next under **Setup > Students**.

Note: It is recommended to add a student's preferred name in Test WES prior to adding a student to a test session in PearsonAccess Next. When a preferred name is added to a student's record in Test WES after the student has been added to a session that has been prepared/started, the preferred name will display in PearsonAccess Next and on the student testing ticket, but **not** in TestNav upon the student's initial login. Student name information is provided to TestNav when the session is prepared/started.

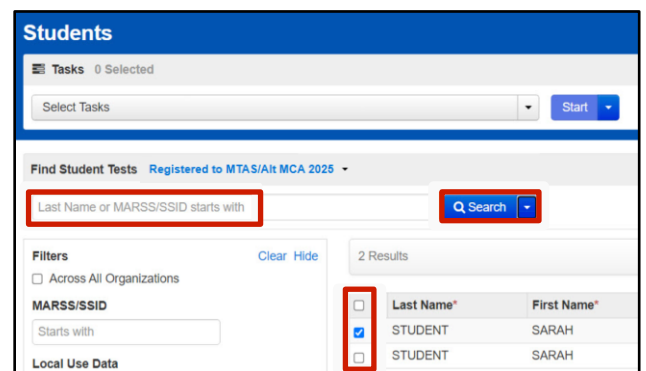
- If noted prior to the student starting testing, remove and then re-add the student to the test session.
- If noted by the student after they have stated testing, have the student exit the test. Resume the student's test in PearsonAccess Next. The student's preferred name will be displayed in TestNav when the student resumes testing.

Note: Preferred name is only used in PearsonAccess Next for online Alt MCA testing. While preferred name can be added for students taking the MTAS, it is not displayed for the student outside the Students page in PearsonAccess Next.

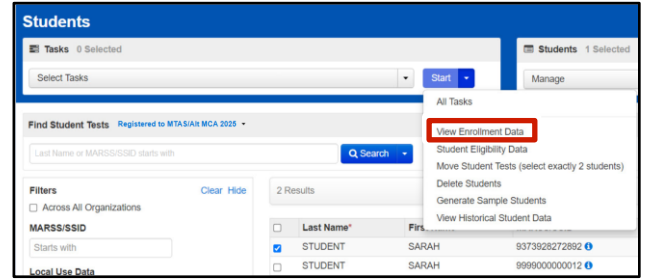
1. Under Setup, select **Students**.



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

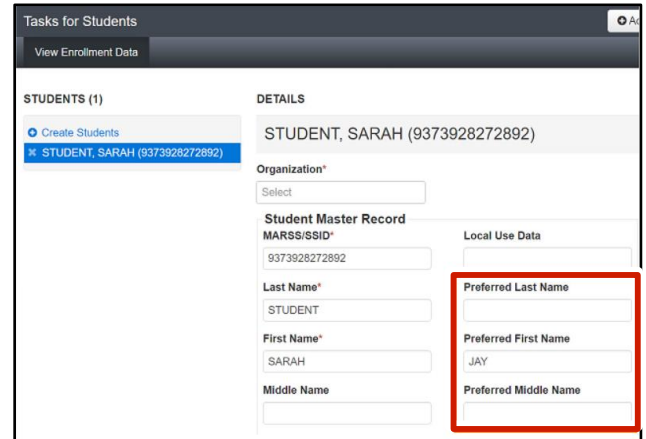


3. Select the dropdown menu next to the right of the **Start** button and select **View Enrollment Data**.



4. Preferred last name, first name, and middle name are displayed. Note: To make changes to preferred name, submit updates in MDE's Test WES system.

Note: For Alt MCA, only preferred first name will appear on the Students in Sessions page, Student Testing Ticket, and Session Student Roster. For MTAS, preferred name will only display on the Students page.



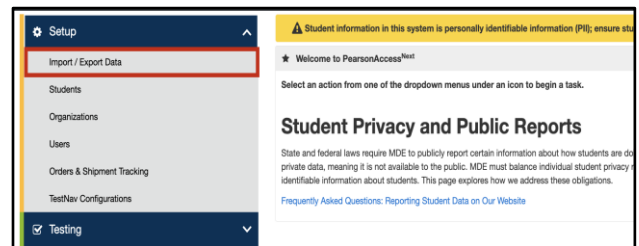
## Alt MCA: Verify Assistive Technology (AT) Accommodation

Assistive technology online test forms are available for the Science Alt MCA that allow screen readers and non-screen reader AT devices to interact directly with the online test. Prior to creating test sessions, it is important to verify that students requiring the use of assistive technology have the applicable code (AT-S for screen reader or AT-N for non-screen reader) indicated and that it appears in PearsonAccess Next.

Students with an assistive technology accommodation must be placed in a test session with the correct AT test form assigned. In order for TestNav to allow other programs or applications to run at the same time as the test, the AT forms are published at a different security level. As a result, the test must be administered in an individual setting to ensure that the student is only accessing the assistive technology to complete testing and not other features or programs.

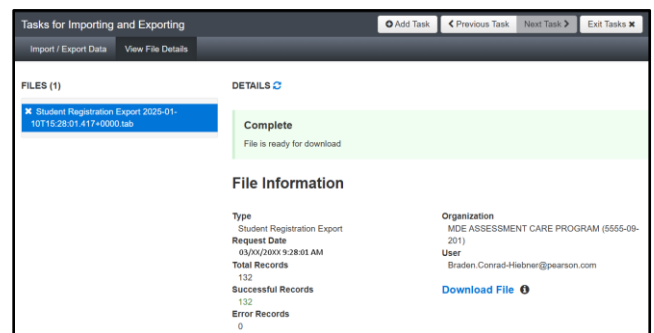
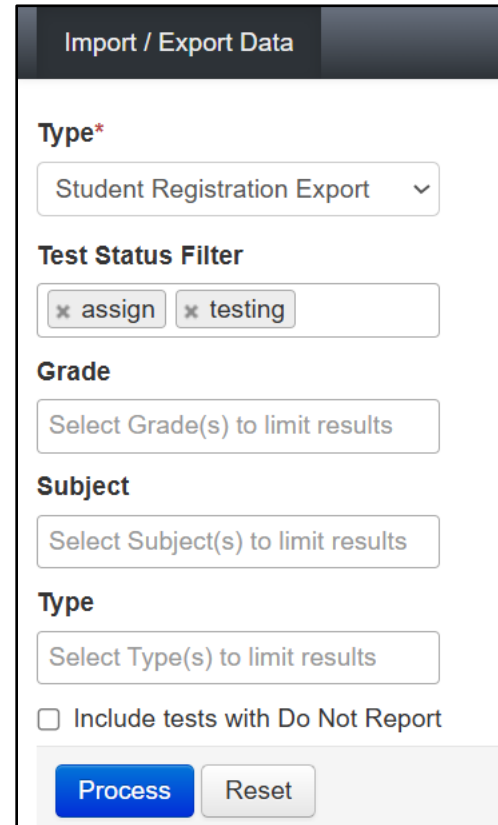
Tip: Confirm with the District or School Assessment Coordinator which students have been assigned an AT-S or AT-N accommodation code. If needed, follow the steps below to identify students in PearsonAccess Next with an AT online test form accommodation. Use this information to place these students into the correct AT form group type test session.

1. From the Home page, under **Setup**, select **Import/Export Data**.



2. Select the dropdown menu to the right of the **Start** button and select **Import/Export Data**.
  
3. From the Type dropdown menu, select **Student Registration Export**
  - Test Status Filter: Assign and Testing are prepopulated. Attempt can be selected, if needed.
  - Grade: Select grade(s) to limit results. For Science Alt MCA, select grades 5, 8, 9, 10, 11 & 12, as needed.
  - Subject: Select subject(s) to limit results. For Science Alt MCA, select Science.
  - Type: Select type (Online or Alternate) to limit results. For Science Alt MCA, select Online.
4. Select the **Process** button.
  - After you select the Process button, you will be directed to the View File Details page where you can see file information updates.
    - Select the refresh icon next to Details to move from pending status to complete status.
    - You will receive a Status Notification email when the file has completed processing.
5. When the file is complete, select **Download File**. The file will download to your computer as a .tab file.
 

Note: To open the file in Excel, in your computer's downloads folder, right click on the file name. Select "open with" and then Excel. If you experience issues opening this file, contact the Pearson help desk.



Select **Exit Tasks** at the top right to return to the Import/Export Data screen.



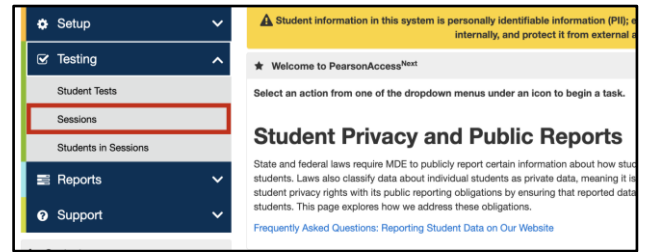
CSV File Column	Column Heading	Field Description	Field Notes
A	MarssNumber	Student's MARSS/SSID number.	The MARSS/SSID number will not appear as a 13-digit number when downloaded. To reformat the MARSS/SSID number into a 13-digit number, right-click on the MARSS/SSID column and select "Format Cells." Under category, select "Custom." In the "Type" text box enter thirteen zeros (for example, 0000000000000). Select "OK."
B	Organization Code	School code where the student is being reported.	Organization codes are pre-populated and are 9 digits comprised of District Number (4 digits), District Type (2 digits), School Number (3 digits), in DDDD-TT-SSS format (for example, 5555-01-301). Includes leading zeros.
C	Grade	Grade student is registered.	Valid values: 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 Tip: If not indicated when exporting the file, filter using values 05, 08, 09, 10, 11 and/or 12 for Science.
D	Test Subject	Test Subject Name	Valid values: R, M, S Tip: If not indicated when exporting the file filter using "S" value for Science.
E	Assistive Technology - SR (AT-S)	Student middle name.	Science only. Valid values: Y (Yes), N (No) Tip: Filter this field by "Y" to find all student with the Assistive Technology - Screen reader accommodation.
F	Assistive Technology - Non SR (AT-N)	Student's MARSS/SSID number.	Pre-populated (if available). Informational only. Science only. Valid values: Y (Yes), N (No) Tip: Filter this field by "Y" to find all student with the Assistive Technology - Non-screen reader accommodation.

Tip: Filter the AT-S or AT-N columns by "Y" to find students with an AT accommodation. Reference this list when creating test sessions. Since students testing with AT devices. Consider placing these students into test sessions by grade and subject (for example, Grade 5 Science AT-S, Grade 5 Science AT-N). Refer to the *Alt MCA: Manually Create a Test Session* or *Alt MCA: Create Test Session by Importing a File to PearsonAccess Next* section in this guide for details on creating test session in PearsonAccess Next.

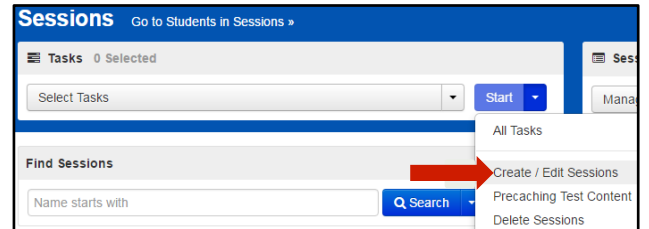


## Alt MCA: Manually Create a Test Session

1. From the Home page, under Testing, select Sessions.



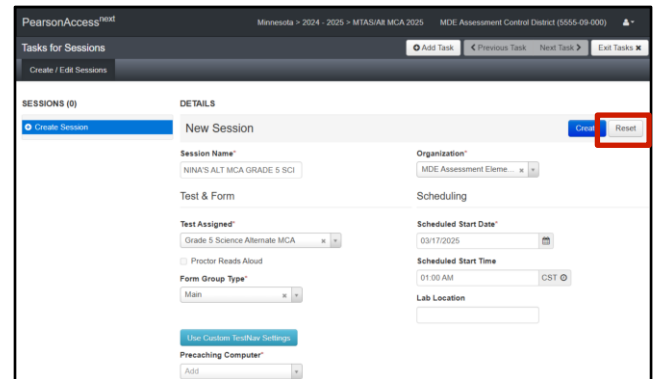
2. Select the dropdown menu to the right of the **Start** button and select **Create / Edit Sessions**.



3. On the New Session screen, enter the required information as indicated by the asterisks (\*).

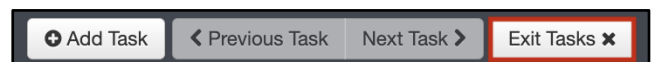
- Session Name\*
- Organization\*
- Test Assigned\*: Only one grade, subject, and type of test can be selected for each session.

Note: If an AT form is needed for a Science assessment, select the appropriate grade level and subject. Then, select the appropriate AT form under "Form Group Type."



Type of Test Assigned	
Science Alt MCA	<p><b>MAIN</b></p> <p>Main: Assigned to all students taking the Alt MCA.</p>
	<p><b>AT-S</b></p> <p>(Assistive Technology online form – screen reader)</p> <p>AT-S: Must be indicated in Test WES during Pretest Editing. Students with this code must be manually assigned the appropriate form group type when creating test sessions in order to use their assistive technology devices during testing.</p>
	<p><b>AT-N</b></p> <p>(Assistive Technology online form – non-screen reader)</p> <p>AT-N: Must be indicated in Test WES during Pretest Editing. Students with this code must be manually assigned the appropriate form group type when creating test sessions in order to use their assistive technology devices during testing.</p>

- Proctor Reads Aloud: Not used.
  - Form Group Type\*:
    - Main is automatically selected after selecting the applicable Science Alt MCA test under Test Assigned. If an MTAS test is selected (for example, Grade 3 Reading MTAS), nothing will appear in the Form Group Type filter. MTAS tests are not eligible for online testing.
    - In the Form Group Type dropdown menu, manually select “AT Screen Reader” or “AT Non-Screen Reader” for students needing to use assistive technology (AT) devices during testing. Separate AT TestNav forms are available to allow AT devices to interact directly with the test. Note: AT forms are not automatically assigned based on Test Assigned or student accommodations.
  - Scheduled Start Date\*: This date is for planning purposes only; the test session will start whenever the Start button is selected, regardless of the date entered here.
  - Precaching Computer\*: Proctor caching is not needed for online Alt MCA testing.: If no precaching computer is indicated in PearsonAccess Next TestNav Configurations, or no TestNav Configuration is setup for your organization, No Cache will display as default.
  - Scheduled Start Time and Lab Location: Optional fields that can be used to organize test sessions as needed.
  - Students: Students can be added individually at the time of creating a test session. Refer to *Manually Add Students to the Test Session* for steps on adding entire groups of students to a test session. Note: Students are populated in this list based on their Science Alt MCA test assignment. Students with an AT online form accommodation will appear in this list, regardless of whether the applicable AT form group type is indicated. Refer to the *Alt MCA: Verify Assistive Technology (AT) Accommodation* section for more details on identifying students with an AT online form accommodation in PearsonAccess Next.
4. Select **Create**. Once the test session is created, it will appear on the left under Create Session.  
 Note: Once created, select the information icon to the right of the session name to view session details. The username who created the test session is displayed on the **Session Details** page.
5. Select **Exit Tasks** at the top right to return to the Student Tests screen.



<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test
<input checked="" type="checkbox"/>	NINA'S ALT MCA GRADE 5 SCI	Not Prepared	03/17/2025	Grade 5 Science Alternate MCA

To view session details, select the information icon to the of the session name. The Sessions Details contains information on session name, status, organization, created by user, test and form, and scheduling.

Session Details	
<b>Session Name</b> NINA'S ALT MCA GRADE 5 SCI <b>Session Status</b> Not Prepared	<b>Organization</b> MDE Assessment Elementary (5555-09-101) <b>Actual Start Date</b> Session has not been started <b>Created By</b> admin
<b>Test &amp; Form</b> <b>Test Assigned</b> Grade 5 Science Alternate MCA <b>Proctor Reads Aloud</b> No <b>Form Group Type</b> Main	<b>Scheduling</b> <b>Scheduled Start Date</b> 03/17/2025 <b>Scheduled Start Time</b> 01:00 AM <b>Lab Location</b>

Note: Refer to the Using Filters section at the end of this guide for helpful tips on viewing sessions.

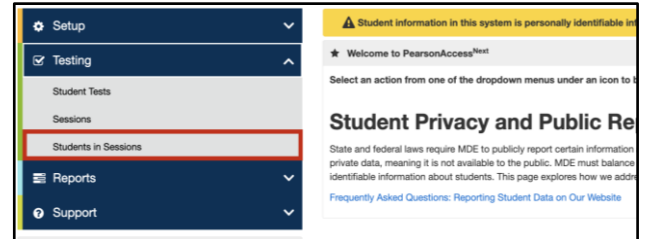
## Alt MCA: Manually Add Students to the Test Session

Student information will be sent to Pearson for all students enrolled in your district in the applicable grades.

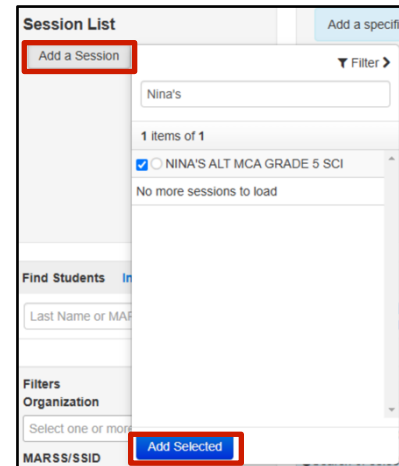
Note: It is recommended to add a student's preferred name in Test WES prior to adding a student to a test session in PearsonAccess Next. Refer to the *Alt MCA: Student Preferred Name* section in this guide for details on preferred name.

Note: If you are adding students to a test session directly after creating it, start on step 2B.

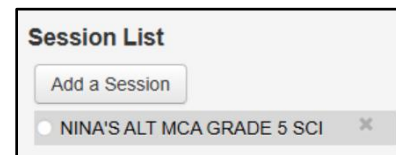
1. From the Home page, under **Testing**, select **Students in Sessions**.



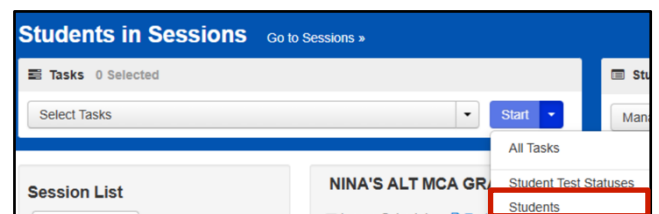
2. A) In the Session List, select **Add a Session**. In the Session Name field, begin entering the name of the test session. Select the checkbox next to the test session and select **Add Selected**.



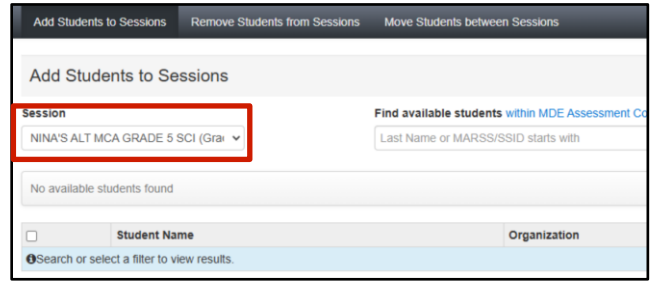
B) If you are adding students immediately after creating the session as described in the previous section, the created test session will automatically appear under **Session List** and you can continue to Step 3.



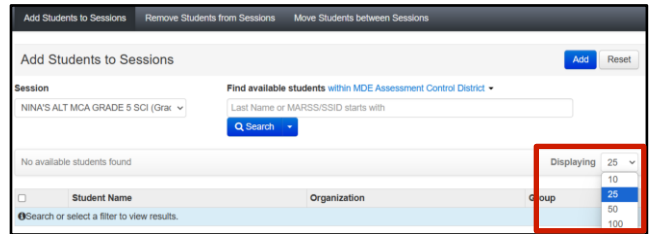
3. Select the dropdown menu to the right of the **Start** button and select **Students**.



4. On the **Add Students to Sessions** tab, under the Session dropdown, select the test session.



5. Select students. To change the number of students displayed, select the dropdown menu next to **Displaying** and select 10, 25, 50 or 100 students. The default display is 25 students. Students can either be searched for individually or by group.

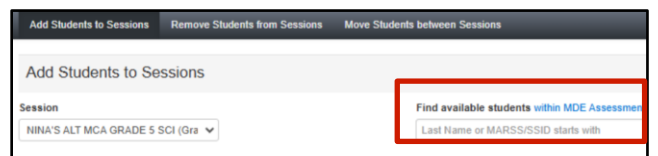
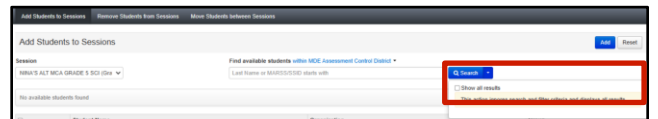


Note: For Alt MCA, all students are assigned to the Main online form and are available to be added to a test session if they:

- 1) Are eligible for the test assigned, including grade and subject;
- 2) Are not already in another test session for that grade and subject;

Note: Students with an AT-S or AT-N accommodation can be placed in a test session with the Main form group type, just as students without these accommodations can be added to a test session with the AT-S or AT-N form group type indicated. Verify you are adding students with an AT accommodation to the correct test session. Refer to the *Alt MCA: Verify Assistive Technology (AT) Accommodation* section for details on identifying students with AT accommodations in PearsonAccess Next.

- To search for individual students:
  - i. To view all students with eligibility: Select the dropdown menu next to **Search** and select the checkbox next to **Show all results**.
  - ii. To search for students individually: Under **Find available students within [your school]**, begin entering the student's last name in the Last Name starts with field.



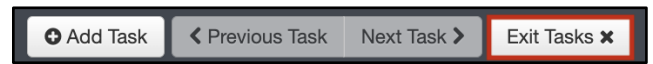
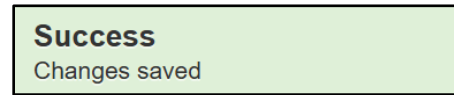
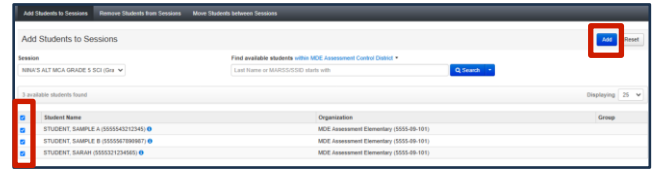
- 3) Add students to the test session by selecting either the top left checkbox to select all students or the checkboxes next to individual students from the list that appears below and select **Add**.

Note: If you select the checkbox at the top on the left, it will automatically select all the students on that page (up to 25 students). If you have more than 25 students, at the bottom of the page, go to the next page to select additional students before proceeding to the next step.

Once Add is selected, a “Success, Changes saved” message will appear in a green bar near the top of the screen.

Select **Exit Tasks** at the top right to return to the Students in Sessions screen.

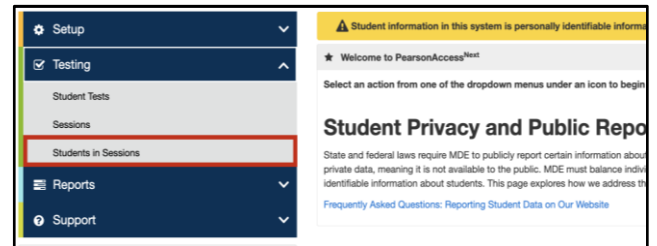
To add additional students at a later time, follow the same steps.



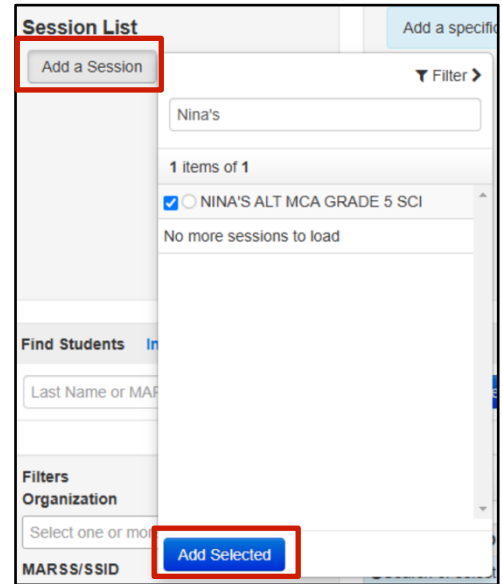
## Alt MCA: Manually Remove Students from a Test Session and Move Students Between Test Sessions

Before you remove or move students, check each student’s status. Student tests in “Ready,” “Resumed,” or “Resumed Upload” status can be moved to a new session within your district. Students in “Active” status cannot be moved between test sessions. In addition, students can only be moved between test sessions with the same test assigned.

1. From the Home page, under **Testing**, select **Students in Sessions**.



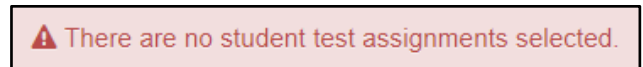
2. Add the test session to the Session List.



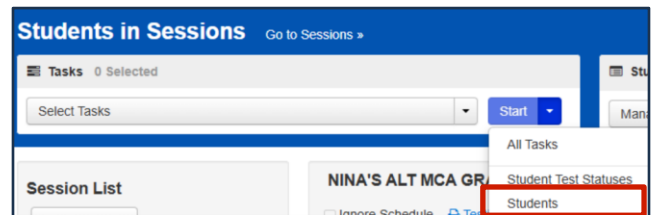
3. Select the top left checkbox to select all or the checkboxes next to individual students you want to remove or move.

MARSS/SSID	Last Name	First Name	Preferred First Name	Middle Name	Username	Session
<input checked="" type="checkbox"/>	TTS	STUDENT	SARAH		5570298794	<input type="radio"/> NINA'S ALT MCA GRADE 5 SCI (Grade 5 Science Alternate MCA)
<input checked="" type="checkbox"/>	TTS	STUDENT	SAMPLE	B	0546826973	<input type="radio"/> NINA'S ALT MCA GRADE 5 SCI (Grade 5 Science Alternate MCA)
<input checked="" type="checkbox"/>	TTS	STUDENT	SAMPLE	A	5479678091	<input type="radio"/> NINA'S ALT MCA GRADE 5 SCI (Grade 5 Science Alternate MCA)

Note: If no students are selected, a “There are no student test assignments selected” message will appear in a red box near the top of the page. Select exit and return to the **Student in Sessions** page to select student tests.

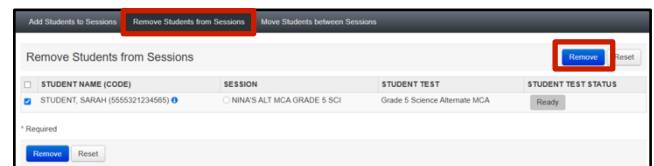


4. Select the dropdown menu to the right of the **Start** button and select **Students**.



5. Remove or move students using the steps listed below.

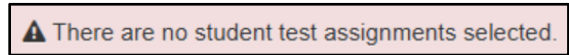
- To remove students from the test session:
  - i. Select the Remove Students from Sessions tab.
  - ii. Select the top left checkbox to select all or select the checkboxes next to individual students and then select **Remove**.



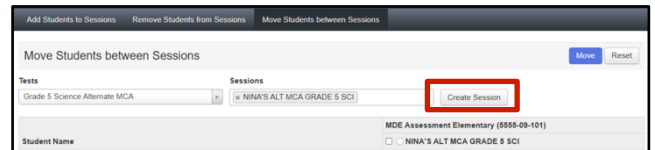
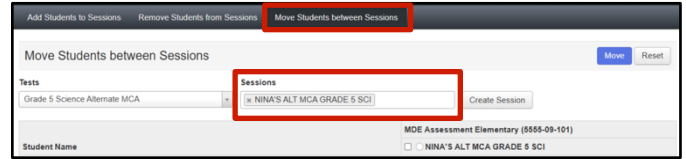
Once Remove is selected, a “Success, Changes saved” message will appear in a green bar near the top of the screen and the student(s) will not display in the test session.



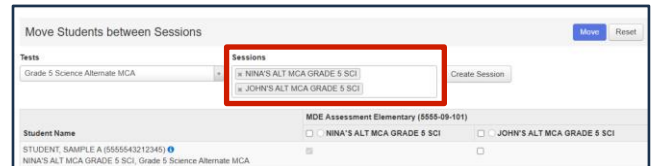
Note: If all student test assignments were removed, a “There are no student test assignments selected” message will appear in a red box near the top of the screen.



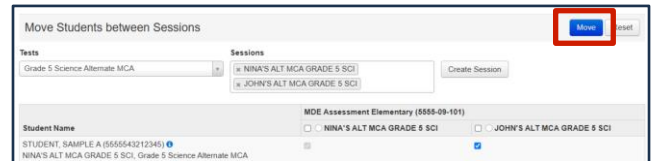
- i. To move students between test sessions:
- ii. Select the Move Students between Sessions tab.
  - o To move the student to an existing test session: In the Sessions field, begin entering the test session you want to move the student to or select the field to view all available test sessions for that grade and subject. Select the test session.
  - o To move the student to a new test session: Select **Create Session**. Enter the required information as indicated by the red asterisks (\*). Select **Create**.



Both test sessions will now appear under the Sessions field and next to the student(s). The test session the student is currently in will have the checkbox selected.



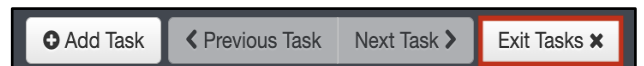
- iii. Select the checkbox next to the test session you want to move the student to and select **Move**.



Once Move is selected, a “Success, Changes saved” message will appear in a green bar near the top of the screen and the checkbox will now appear under the test session.



6. Select **Exit Tasks** at the top right to return to the Students in Sessions screen.





## Alt MCA: Create Test Sessions by Importing a File to PearsonAccess Next

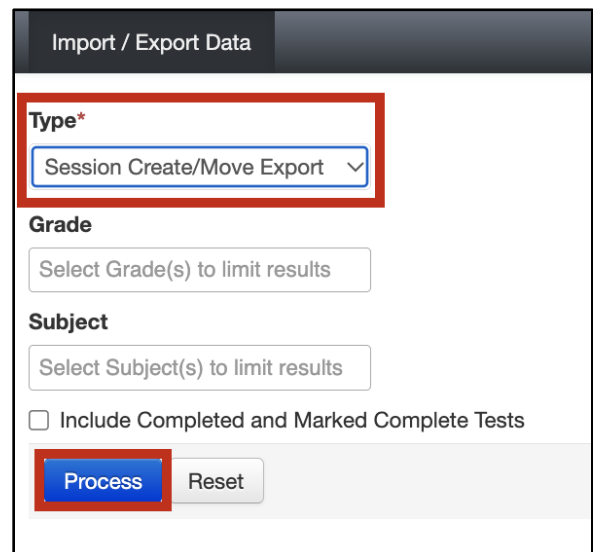
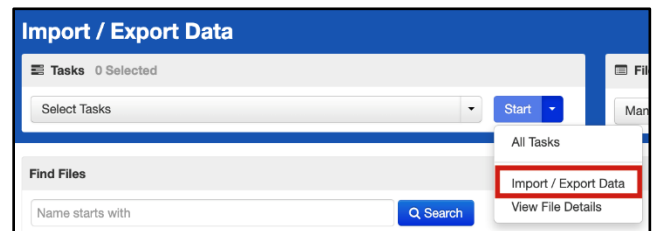
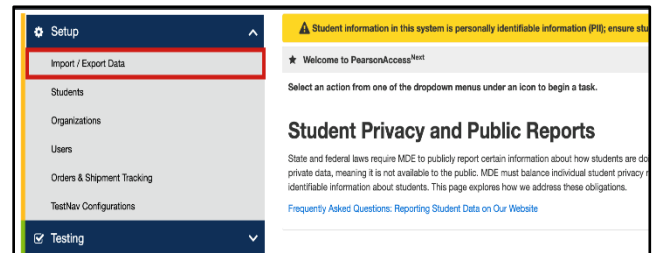
District Assessment Coordinator (DAC) or Assessment Administrator (AA) user roles in PearsonAccess Next can create test sessions, and move students between test sessions, by importing a file into PearsonAccess Next.

Note: **New for 2024–25:** Students in assigned or testing status can now be removed from a test session by importing a file.

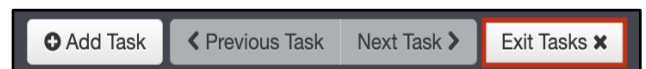
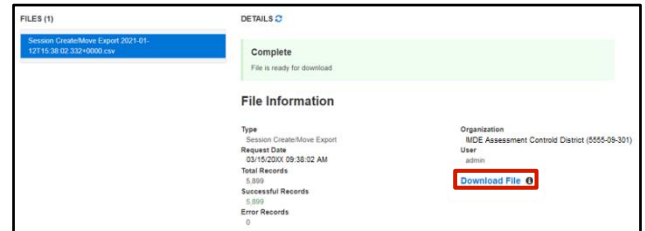
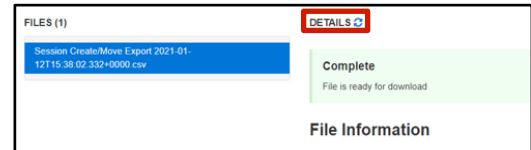
The first step for creating and adding students to a test session via a file import is to download a *Session Create/Move Export* file through PearsonAccess Next. With this template you can generate a file to create or update test sessions. Note: The file must be downloaded from PearsonAccess Next because it contains a unique identifier that links a student to their test. This data is only available in PearsonAccess Next and not through a district’s student information system.

### Alt MCA: Export the Test Session File

1. From the Home page, under **Setup**, select **Import / Export Data**.
2. Select the dropdown menu to the right of the **Start** button and select **Import / Export Data**.
3. From the Type dropdown menu, select **Session Create/Move Export** and select **Process**.
  - Optional: To export test session data only for specific grades and/or subjects, enter information in the **Grade** and **Subject** fields. Multiple grades and subjects can be selected.
  - To export test session data for your entire organization, leave these fields blank.
  - Optional: Select the checkbox to the left of “Include Completed and Marked Complete Tests” to include these tests in the file export.
  - Select **Process**.



- After you select the Process button, you will be directed to the View File Details page where you can see file information updates.
  - Select the refresh icon next to Details to move from pending status to complete status.
  - You will receive a Status Notification email when the file has completed processing.
- 4. When the file is complete, select **Download File**. The file will download to your computer as a .csv file and should be used as a template.
- 5. Select **Exit Tasks** at the top right to return to the Students in Sessions screen.



An exported file will include test session information **ONLY** if students were previously assigned to test sessions during the current test administration.

### Edit the Test Session File to Import

Note the following export details:

- The file contains all student tests in Ready, Exited, Resumed, or Resumed Upload status. The export does not include students in Active status.
- As needed, when exporting the file, select the checkbox to include student tests in Completed or Marked Complete status. Tests in these statuses are not included unless indicated when exporting the file.
- If specific grades and/or subjects are selected, the export will only contain student tests for those grades/subjects. For Alt MCA, select **Science**.

Make updates in the Session Create/Move Export file template. The table below provides details on the file columns.

- The Session Name is the **ONLY** field you should add or update information to in this file before importing it to create a test session.
- All other fields are for informational purposes only. Most fields are pre-populated with data from PearsonAccess Next. **Do not edit this information**. Updating these fields (for example, Student Last Name, School Code, Local Use Data) in file layout will not update information in PearsonAccess Next and may result in errors when importing the file.
- To add a student to a test session, enter the test session name in the test session field. If the test session has not yet been created, entering the test session name creates the test session. If the test session already exists in PearsonAccess Next, entering the test session name adds the student to the existing session.
- **New for 2024-25:** To remove a student from a test session, delete the test session name from the test session field. Note: This will remove the student from the test session, but not delete the test session itself.

Save the file to your computer in .csv format. Note: The file must include all column header rows.



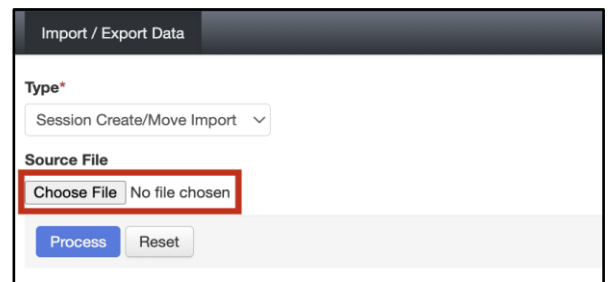
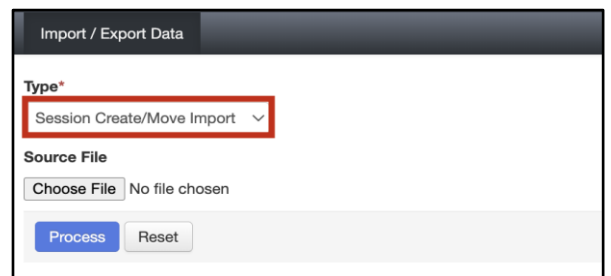
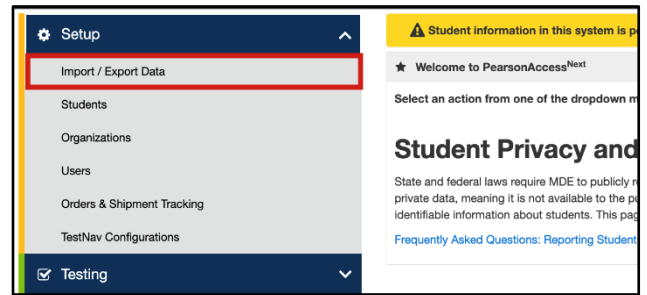
CSV File Column	Column Heading	Field Description	Field Notes
A	Student Test UUID	Unique identifier for a student's test.	Pre-populated. Required. Do not edit. Pearson internal unique identifier used to match student test to test session.
B	Organization Code	School code where the student is being reported.	Pre-populated. Informational only. Do not edit. Organization codes are pre-populated and are 9 digits comprised of District Number (4 digits), District Type (2 digits), School Number (3 digits), in DDDD-TT-SSS format (for example, 5555-01-301). Includes leading zeros.
C	Last Name	Student last name.	Pre-populated. Informational only. Do not edit.
D	First Name	Student first name.	Pre-populated. Informational only. Do not edit.
E	Middle Name	Student middle name.	Pre-populated (if available). Informational only. Do not edit or add if blank.
F	MARSS Number	Student's MARSS/SSID number.	Pre-populated. Informational only. Do not edit. The MARSS/SSID number will not appear as a 13-digit number when downloaded. For this process, the number can be left as is. This does not affect how the student's MARSS/SSID number appears in PearsonAccess Next. Note: If the MARSS/SSID number needs to be reformatted (for example, in order to confirm you are adding the correct student to a session), right-click on the MARSS/SSID column and select "Format Cells." Under category, select "Custom." In the "Type" text box enter thirteen zeros (for example, 0000000000000). Select "OK." Formatting the MARSS/SSID as a 13-digit number will not cause an error when importing the file.
H	District Use Special Sort	District created delivery group.	This will be blank. Custom groups cannot be created in Test WES for Alt MCA.



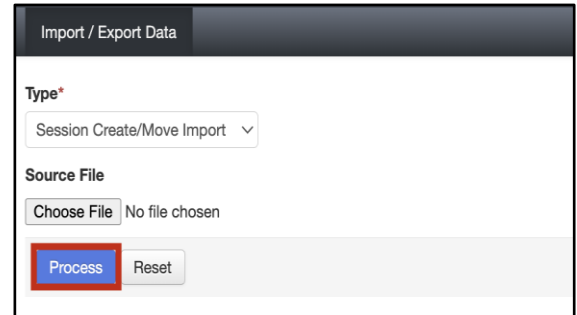
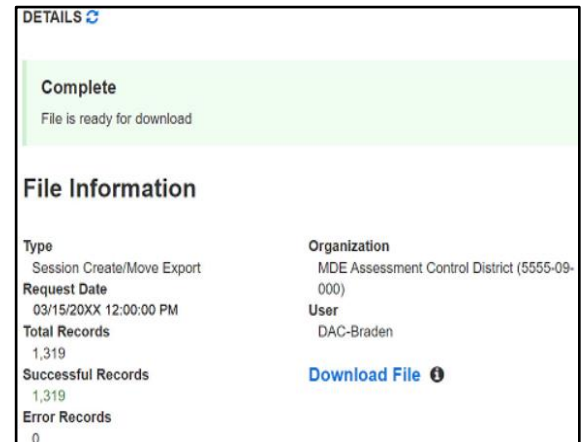
CSV File Column	Column Heading	Field Description	Field Notes
I	Session Name	Test Session name to assign the student to a test session.	<p>Pre-populated (if available). Blank if student test has not been assigned to a test session.</p> <p>Enter a test session name to create a new test session, add student to existing test session, or move student to a new test session.</p> <ul style="list-style-type: none"> <li>• A test session will be created if it does not currently exist for that organization.</li> <li>• The test session will display next to student record if already created.</li> <li>• If left blank, the student will not be added to a test session.</li> </ul> <p>Verify test session names are identical when adding multiple students to the same session. Adding or removing spaces will result in a new test session with different name (for example, 'Nina's Science G5' without spaces creates additional test session 'Nina'sScienceG5').</p> <p>Note: <b>New for 2024–25:</b> Students can now be removed from a test session through importing a file. Delete the test session name to remove the student from the test session.</p> <p>Valid characters include: letters, numbers, apostrophe ('), hyphen (-), space, and period (.).</p>
J	Student Test Status	Student's test status in PearsonAccess Next.	<p>Pre-populated. Informational only. Do not edit.</p> <p>Test status include Assignment (test not started), Testing (test started but not submitted), Attempt (test submitted). Note: Students actively testing cannot be removed or moved between test sessions.</p>
K	Test Name	Test name registered to student.	<p>Pre-populated. Informational only. Do not edit.</p> <p>Students can only be moved between test sessions that are for the same test assigned (for example, Grade 05 Science Alternate MCA).</p>
L	Test Code	Test code assigned to each test.	<p>Pre-populated. Informational only. Do not edit.</p> <p>Students can only be moved between test sessions that are for the same test assigned (for example, (MTAS05S).</p>

## Import the Test Session File

1. From the Home page, under **Setup**, select **Import / Export Data**.
2. Select the dropdown menu to the right of the **Start** button and select **Import / Export Data**.
3. From the Type dropdown menu, select **Session Create/Move Import**.
4. Select the **Choose File** button and select the file from your computer to import.
  - If you would like someone else to receive an email notice when the file has completed processing, under Additional emails, type the email address and press enter. Repeat this process to enter multiple emails.



5. Select the **Process** button.
  - After you import the file, you will be directed to the View File Details page where you can see file information updates.
    - The file status displays under Details at the top of the page.
    - Select the refresh icon next to Details as the file processes.
    - You will receive a Status Notification email when the file has completed processing.
  - A **Complete** message will appear when the file has finished processing. The message will include information on the total number of records, successful records and error records.

Refer to the table below for a list of status and explanations.

Status	Explanation
Pending	File is queued for processing.
Complete	Saved information for all records in the file.
Complete with issues	Some records were not saved, see the error list for details.

- If the file completes with issues, check for the following common errors:
  - Confirm the Student Test UUID is included in the file layout and was not edited before being imported.
  - Confirm the test session name includes valid characters.
  - Verify test session names are identical. Adding or removing spaces will result in a new test session with different name (for example, 'Nina's Science G5' without spaces creates additional test session 'Nina'sScienceG5').

Confirm the test session status. If adding students to an already created test session, you cannot add students to a Stopped session or a test session that is Preparing.

## Alt MCA: Move Students Between Test Sessions by Importing a File

Students can be moved between test sessions by importing a file into PearsonAccess Next.

Note: Students can only be moved between test sessions within the same organization (district or school). Students cannot be moved to a new test session if actively testing (for example, if the test is in Active status in PearsonAccess Next).

Tip: If only a few students need to be moved between test sessions, it is recommended to make the changes manually; refer to *Manually Remove Students from a Test Session and Move Students Between Test Sessions* section. If numerous test sessions need to be updated, make updates by importing a file. Note: Students must be manually removed from test sessions.

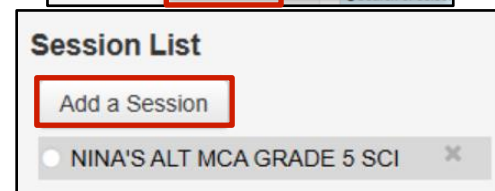
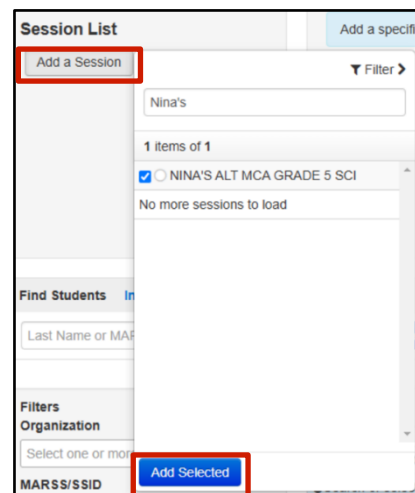
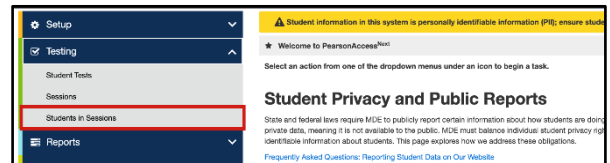
1. Export the test session file from PearsonAccess Next by following steps outlined in the *Create Test Sessions by Importing a File to PearsonAccess Next* section.
2. Make updates in the Test Session file. For questions, refer to the *Edit the Test Session File to Import* section.
3. Import the test session file by following steps outlined in the *Import the Test Session File* section.

## Alt MCA: Prepare the Test Session

Students must be added to the test session before the test session can be prepared. Test sessions can be prepared at any point after adding students to the session.

Note: If you are preparing the session directly after adding students to the test session, start on step 2B.

1. From the Home page, under **Testing**, select **Students in Sessions**.
2. A) Add the test session to the Session List. If you are preparing multiple test sessions, add the applicable sessions to the Session List.  
  
B) If you are preparing the session immediately after adding students to the session manually as described in the previous section, the test session will automatically appear under **Session List** and you can continue to Step 3.





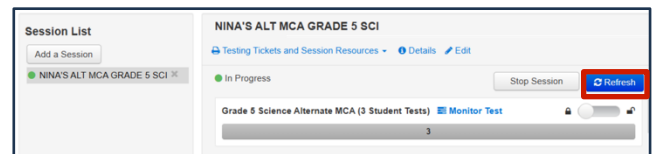
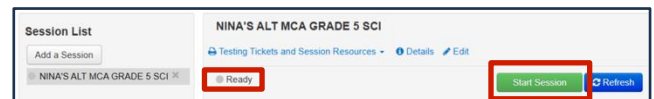
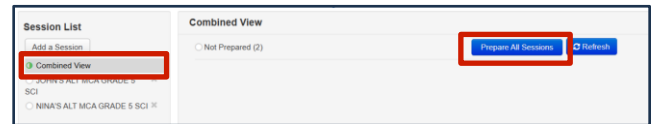
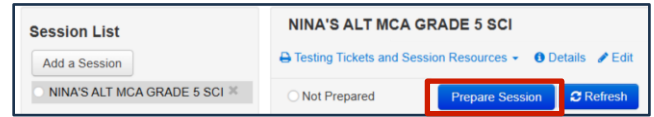
3. Prepare the test session.
  - To prepare a single test session, select **Prepare Session**.
  - To prepare multiple test sessions, select **Combined View** from the top of the Session List. Select **Prepare All Sessions**.

Note: If a student's AT accommodation does not match the session AT form group type (for example, the student has an AT-S accommodation, but the session form group type is AT Non-Screen Reader), the session will not prepare and an error message will display. Refer to the *Manually Create Test Sessions* section in this guide to either remove the student from the test session or change the test session form group type.

The test session status will change from Not Prepared to Preparing. Note: While the session is preparing, the white disk will have a blue circle.

Once the test session has been prepared, Prepare Session will change to Start Session, the status will change to Ready, and the white disk next to the session status will turn gray.

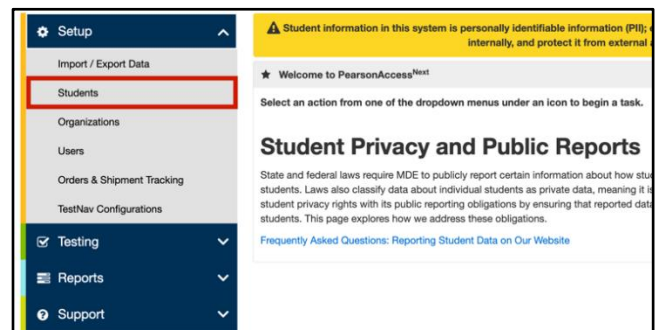
Note: If you have a large number of students (more than 500) in your test session, or preparing appears to be taking additional time to finish, select **Refresh**.



## Alt MCA: Verify Accommodations

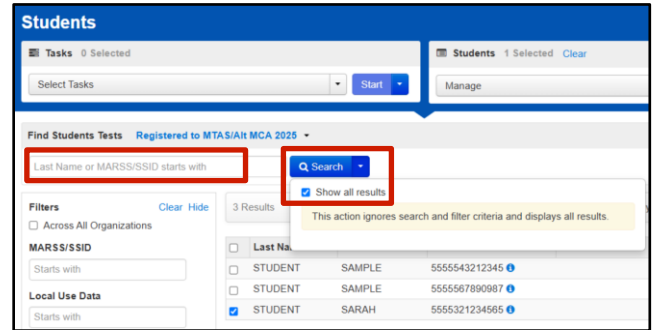
**New for 2024–25:** For Science Alt MCA, confirm the appropriate assistive technology online form is indicated in PearsonAccess Next, as needed.

1. From the Home page, under Setup, select **Students**.



2. Search for the student Alt MCA test(s) that need to be assigned to user(s) with the MTAS/Alt MCA Test Admin user role:

- To view all students with eligibility, select the dropdown menu next to **Search** and select the checkbox next to **Show all results**.
- To search for an individual student's test, enter the student's last name or MARSS/SSID number and then select **Search**.



3. Verify a student's accommodations by selecting the information icon next to the student's MARSS number.

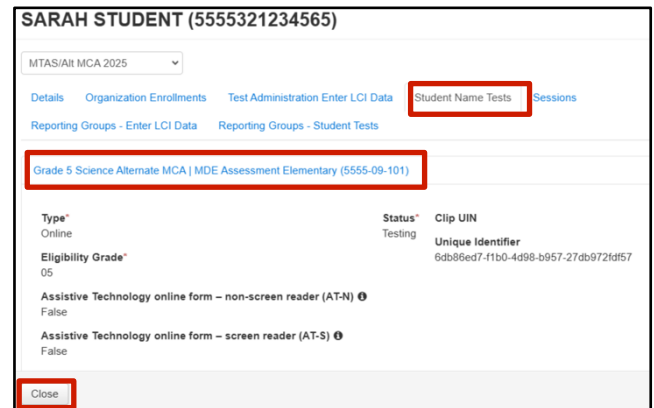
Note: For Science Alt MCA, students with an assistive technology (AT-N or AT-S) accommodation are indicated next to the student's MARSS/SSID number.



4. Select the **Student Name Tests** tab and select the test/school/group name hyperlink.

- For Science Alt MCA, verify that "True" is indicated for the appropriate assistive technology online form accommodation:
  - Assistive Technology online form – non-screen reader (AT-N)
  - Assistive Technology online form – screen reader (AT-S)
- Select **Close** when finished.

Note: If the correct accommodation is not indicated, the student must not start testing. The DAC must first indicate the accommodation in Test WES and it will be loaded to PearsonAccess Next the following business day.



## Alt MCA: Print Session Student Rosters

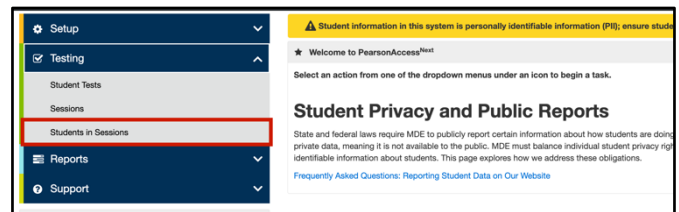
Session student rosters are available to print as a resource during testing. Rosters include test session information (session status, name, test name, form group type, password, etc.), as well as student test information (name, MARSS/SSID, date of birth), test status, and username. Note: Text-to-speech and pop-up translations are not applicable to Alt MCA testing and default as “None.” If a student preferred first name is indicated, that name will appear in a separate column on the roster.

Rosters may be helpful in the following ways:

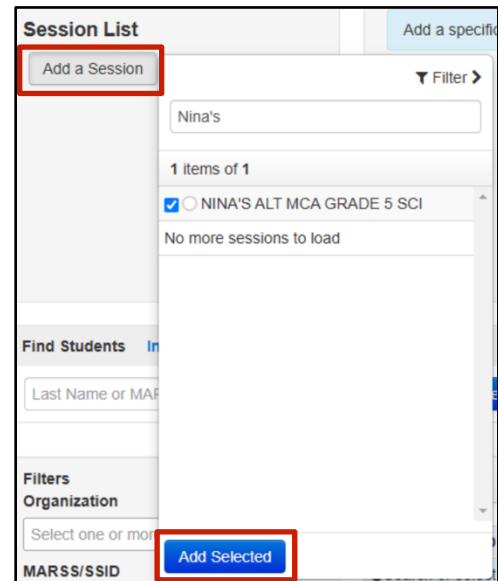
- To assist with signing in (rather than sorting through multiple testing tickets)
- To use as a checklist to verify that all secure materials (for example, student testing tickets, scratch paper) have been collected
- To make notes on test administration or student status (for example, noting students who were absent or completed testing)

Note: Rosters can be printed any time after students are added to the test session. Rosters must be kept secure when not used during testing because they contain private student data and provide access to test content.

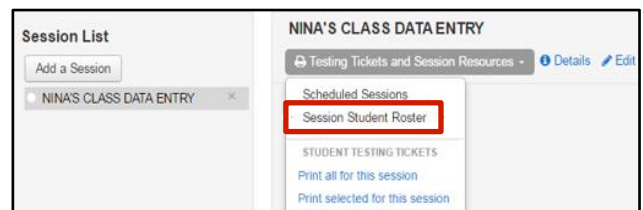
1. From the Home page, under **Testing**, select **Students in Sessions**.



2. Add the test session to the Session List.



3. Select **Testing Tickets and Session Resources** and then select **Session Student Roster**.



- Print the session student roster using your browser's print function.

Session Student Roster							
Test Administration	MCA 20XX		Proctoring Computer	NoCache			
Session Status	Not Prepared		Scheduled Start Date	03/15/20XX			
Session Name	NINA'S CLASS		Scheduled Start Time	01:00 PM			
Organization	MDE Assessment Middle School (555-09-391)		Actual Start Date				
Test	Grade 07 Mathematics MCA		Actual Start Time				
Proctor Reads About	No		Lab Location				
Form Group Type	Main						
Password	BCF5AE						
5 Results							
Student Name	Preferred First Name	MARSSSID	Date of Birth	Text-to-Speech	Pop-Up Translation	Status	Username
STUDENT SAMPLE FIVE	SARAH	555512223334	01/17/2010	Standard	None	Ready	5703753667
STUDENT SAMPLE FOUR		555522233333	10/02/2009	Standard	None	Ready	4346579704
STUDENT SAMPLE ONE		555522223333	12/25/2009	Standard	None	Ready	7332052717

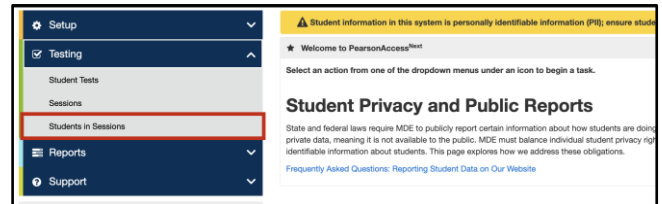
Tip: Session rosters in Excel format are available in the Session Roster operational report in PearsonAccess Next (under Reports > Operational Reports > select Online Testing under the Report Categories). Users can add columns and/or additional information (for example, to track which students tested with a particular Test Monitor), as needed. This report lists all students in Testing status (tests not started or started but not submitted) and/or Attempt status (tests submitted) for all sessions. Refer to the Access Operational Reports section in this guide for details on how to access the reports. If a student preferred first name is indicated, that name will appear in a separate column on the operational report.

## Alt MCA: Print Student Testing Tickets for Individual Sessions

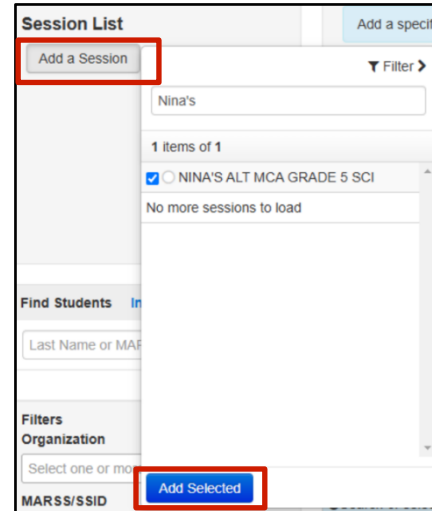
Student testing tickets are needed for students to sign in to TestNav and/or for staff to complete data entry. Student testing tickets can be printed any time after students are added to the test session. Student testing tickets must be kept secure when not used for testing because they contain private student data and provide access to test content. If a student preferred first name is indicated, the preferred first name will appear on the student testing ticket and in TestNav.

Note: Testing tickets can be printed for multiple test sessions. Refer to the Print Student Testing Tickets for Multiple Sessions section of this guide for printing testing tickets for multiple test sessions.

- From the Home page, under Testing, select Students in Sessions.

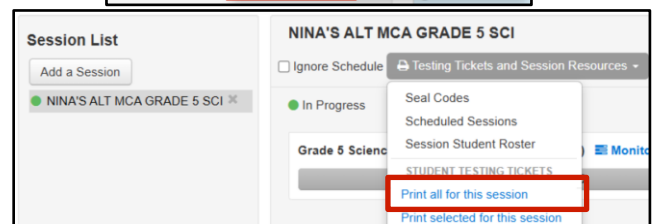


2. Add the test session to the Session List.

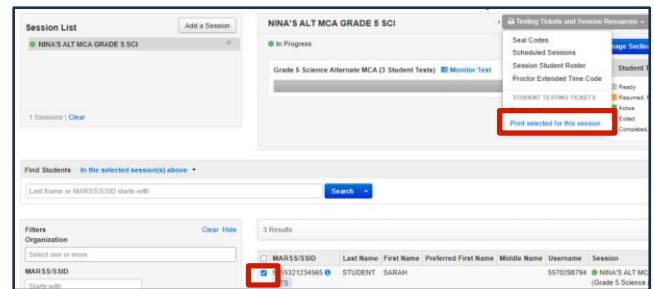


- Print student testing tickets for the entire test session or by selecting individual students.

To print tickets for all students in the test session, select **Testing Tickets and Session Resources**. From the dropdown menu under **Student Testing Tickets**, select **Print all for this session**.

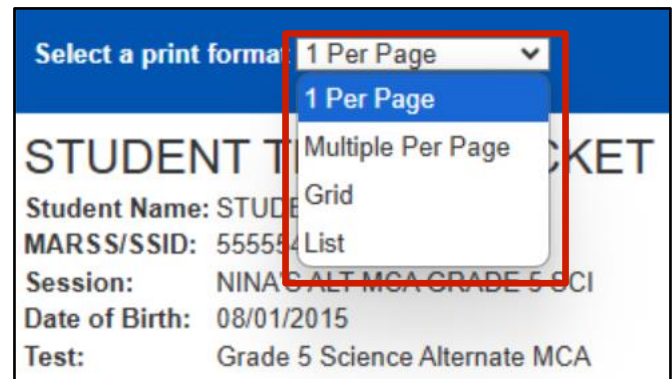


- To print tickets for selected students in the test session, select the checkbox next to the student(s). Then select **Testing Tickets and Session Resources**. From the dropdown menu under **Student Testing Tickets**, select **Print selected for this session**.



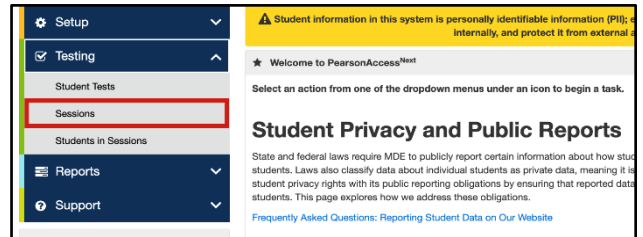
- When the tickets open, they are set up to print as one ticket per page. To change how the tickets are printed, select a different print option (Multiple Per Page (6 per page), Grid (6 per page), or List (4 per page)) from the dropdown menu.

Print the student testing tickets using your browser's print function.

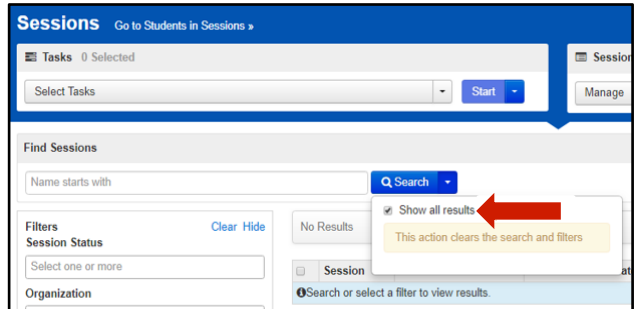


# Alt MCA: Print Student Testing Tickets for Multiple Sessions

- From the Home page, under **Testing**, select **Sessions**.

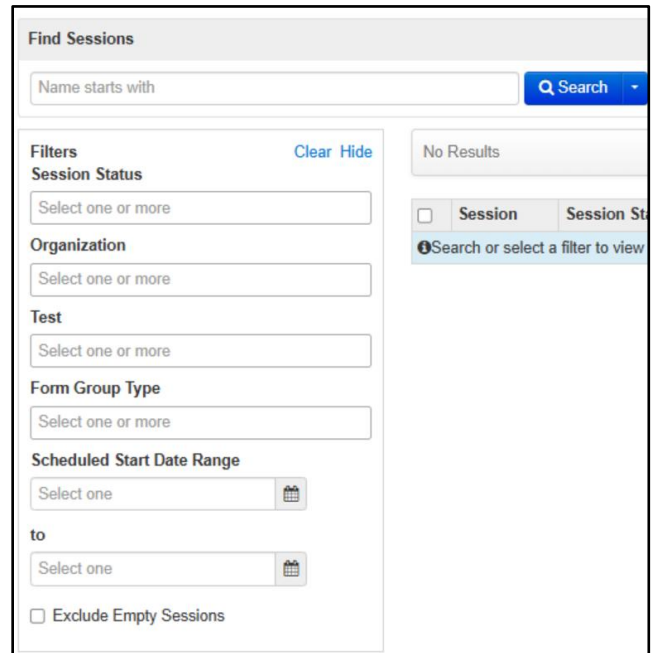


- To search for test session:
  - To view all sessions created: Select the dropdown next to **Search** and select the checkbox next to **Show all results**.
  - To search for sessions individually: Under **Find Sessions** enter the session name and select **Search**.

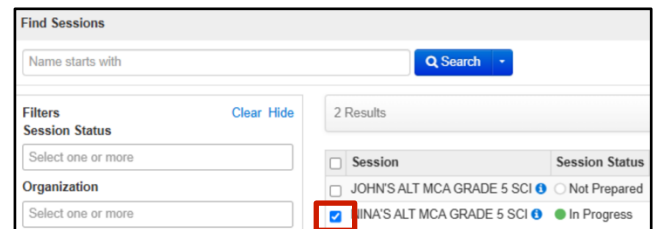


Or under **Filters**, select parameters to automatically view only those test sessions within the selected parameters.

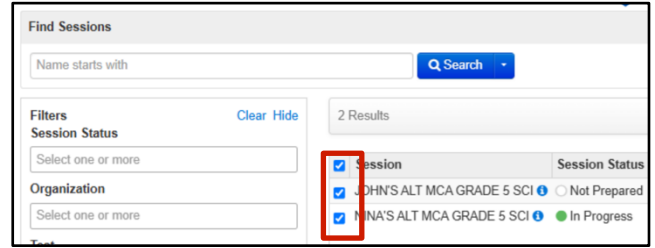
Note: You can select multiple filters for a search.



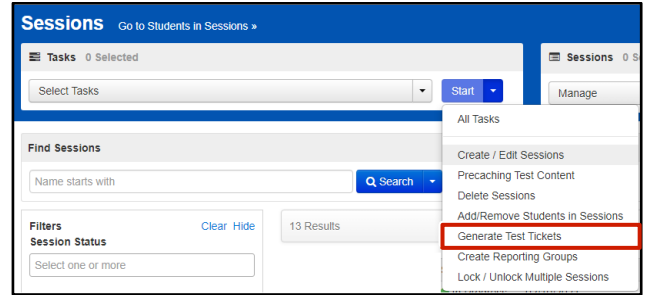
- Select the checkbox next to the session name.



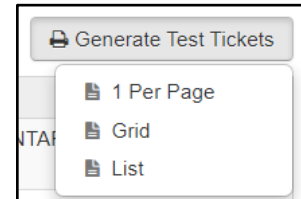
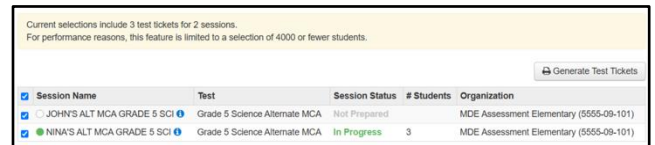
Note: Selecting the checkbox next to **Session** will select all test sessions in the list.



- Select the dropdown menu to the right of the **Start** button and select **Generate Test Tickets**.



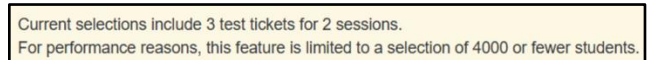
- Test sessions selected on the previous page are pre-selected. Select **Generate Test Tickets** and the printing option (1 Per Page, Grid (6 per page), or List (4 per page)) from dropdown menu to create a single PDF for printing.



Note: The PDF is formatted as follows:

- Test tickets for all students in a session are printed. There is no option to select or deselect individual students.
- A title page with test session information will precede each set of tickets for that section.
- The page number (for example, 1 of 6) and test session name are included in the footer. The page number(s) reset for each test session printed.

A yellow text box will display the number of test tickets and sessions selected. Note: There is a limit of 4,000 student test tickets per print job.



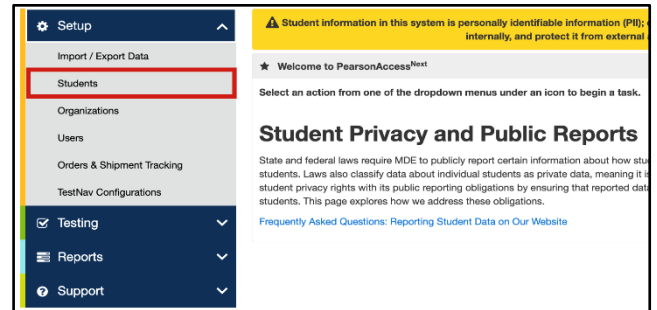
Print the student testing tickets using your browser's print function.



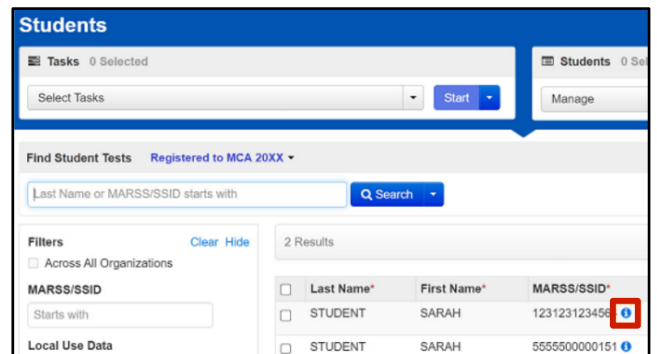
# Alt MCA: Print Testing Tickets for an Individual Student

Testing tickets for an individual student can be generated for that student across all test sessions.

1. From the Home page, under **Setup**, select **Students**.

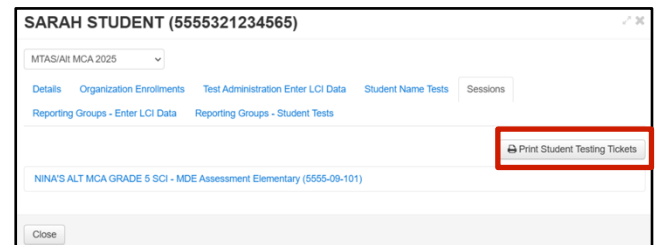


2. Find and select the information icon next to the student(s) you will be printing tickets for.

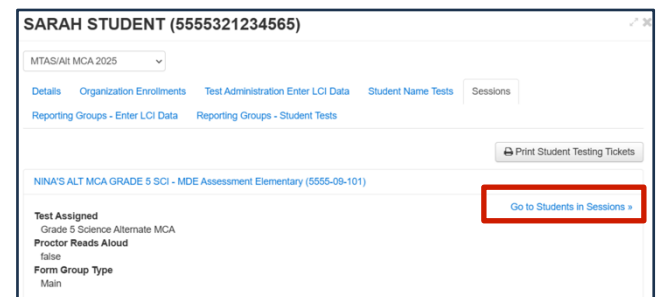


3. Under **Sessions**, select **Print Student Testing Tickets**.

Note: If the student has not been added to a test session the print button will not appear. Testing tickets print one per page. The page number and session name are included in the footer.



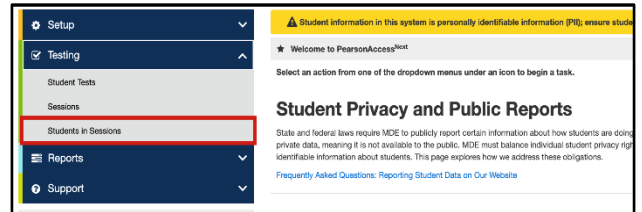
4. Select the session name and then select **Go to Students in Sessions** to go directly to the test session.



## Alt MCA: Start the Test Session

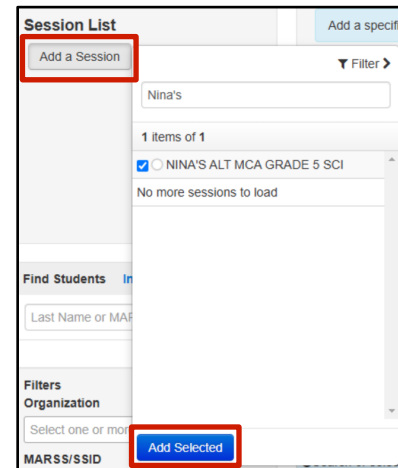
A test session cannot be started prior to the first day of the testing window. It is recommended that test sessions are not started until the actual day students begin testing. Test sessions will not automatically stop, time out, or expire.

1. From the Home page, under **Testing**, select **Students in Sessions**.



2. Add the test session to the Session List.

Note: If you are starting multiple test sessions, add the applicable sessions to the Session List.

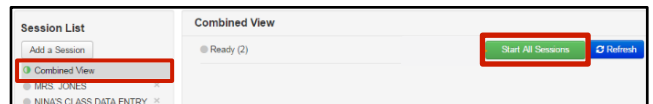


3. Start the test session.

To start a test session, select **Start Session**.

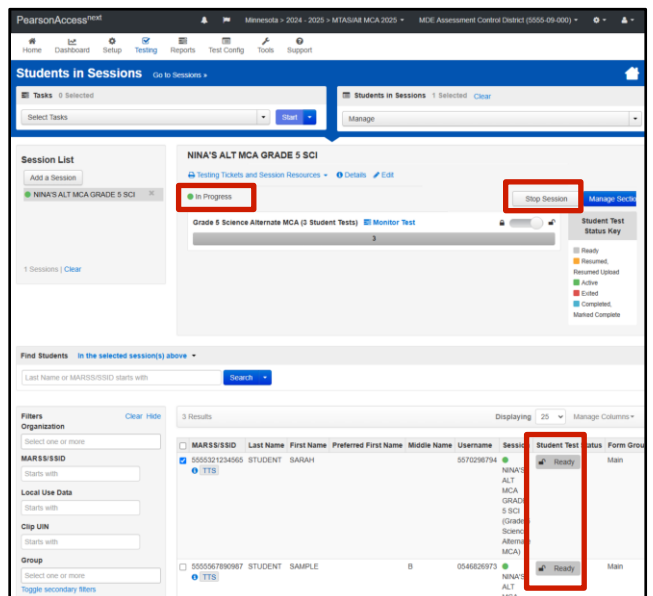


Note: To start multiple test sessions, select **Combined View** from the top of the Session List. Select **Start All Sessions**.



4. Once the test session has been started, Start Session will change to Stop Session and the gray disk next to the session status will turn green. The test session status will change from Ready to In Progress.

Note: A lock/unlock slider will be displayed. Student tests are automatically unlocked when the test session is started. Student tests must be unlocked before students can sign in.



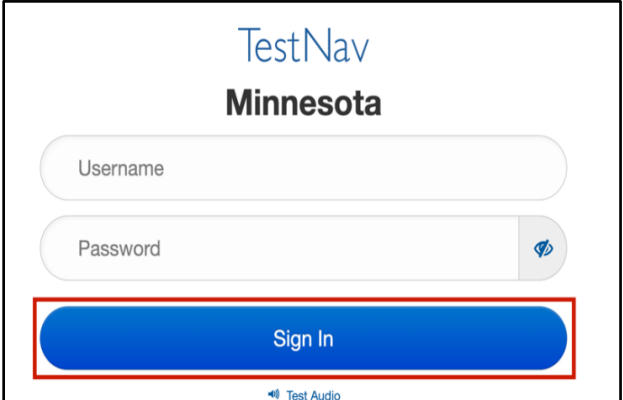
## Alt MCA: Verify Students in Sessions

Tip: To confirm all eligible students have been added to test sessions, view the *Students Assigned to Test but not Added to a Test Session* operational report in PearsonAccess Next (under Reports > Operational Reports > select Students & Registrations under Report Categories) 2–3 days prior to actual testing. If a student was removed from PearsonAccess Next (for example, due to an enrollment error, change in student information, change in student testing location) and resent at a later date, the student may have been removed from the test session. This report provides a list of students who have eligibility but are not in a test session. Refer to the *Access Operational Reports* section in this guide for details on how to access the reports.

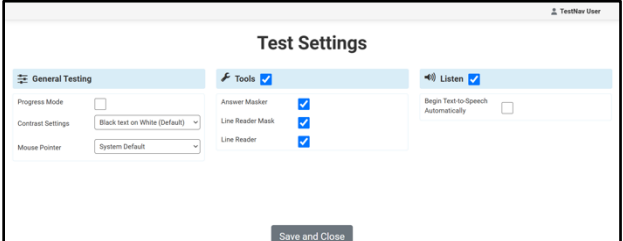
## Alt MCA: Sign into TestNav

For test security purposes, TestNav can only be accessed during the hours of 6 a.m. to 7 p.m. on weekdays throughout the testing window.

- For students taking the online Science Alt MCA assessment (including a hybrid administration mode), follow the steps below to assist the student with signing into TestNav.
  - For student taking the paper Science Alt MCA assessment, follow the steps below to enter student responses from the Data Collection Form into TestNav after the student has completed testing.
1. Launch TestNav, depending on device:
    - On tablets: Select the TestNav icon on the Home screen.
    - On Chromebooks: Select the TestNav app from the Apps menu on the lower left side of the screen.
    - On desktops or laptops: Select the TestNav icon on the desktop screen of a desktop or laptop.
  2. Enter the student's username and password provided on the student testing ticket or roster and select **Sign In**.



3. On the Test Setting Screen, select which settings and tools will be available to the student.



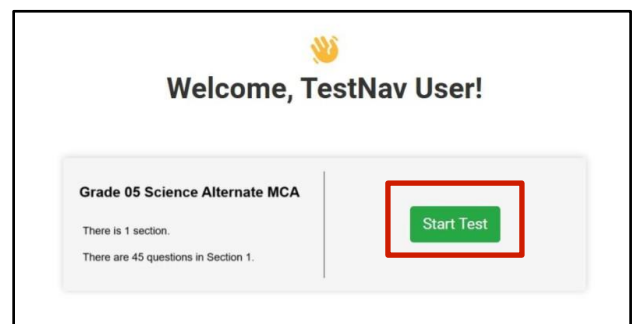
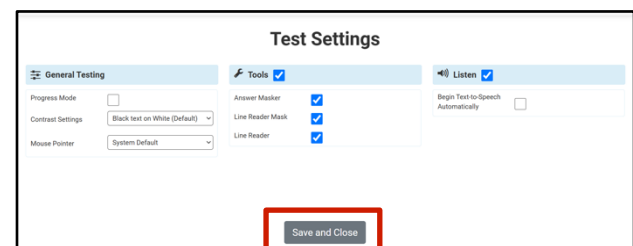
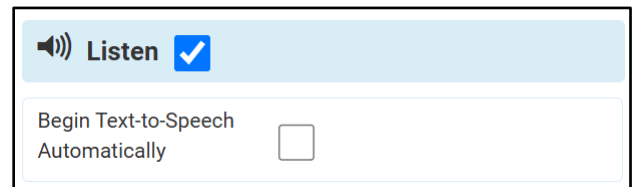
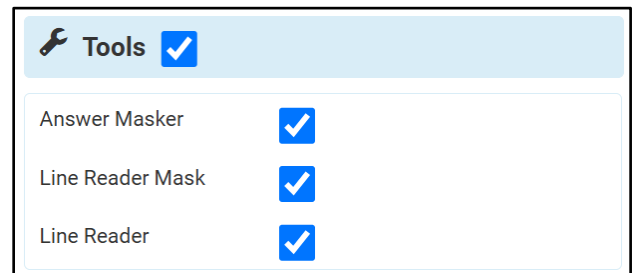
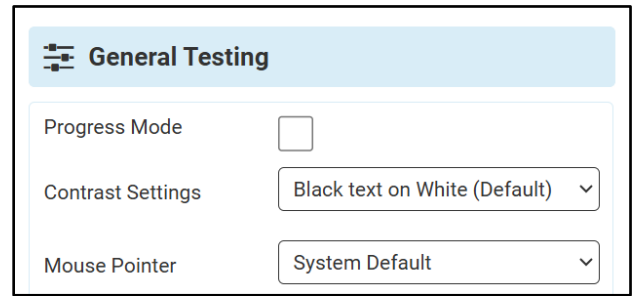
- General Testing: These settings affect the layout and appearance of the test content.
  - Progress Mode: Select the checkbox to enable or disable the Progress Bar. The default setting is set to disabled.
  - Zoom: Adjust the size of text and other test elements. The recommended maximum zoom level is 200% for compatibility with all tools. The default setting is 100%.
  - Contrast Settings: Adjust the foreground and background colors of text. The default setting is Black text on White.
  - Mouse Pointer: Adjust the size and color of the mouse pointer. The default setting is the system default.
- Tools: Select the checkbox to enable or disable each tool. The default setting for each tool is enabled.
  - Answer Masker
  - Line Reader Mask
  - Line Reader
- Listen: Select the checkbox to enable or disable text-to-speech. The default setting is enabled.
  - Select the checkbox next to “Begin Text-To-Speech Automatically” to have each question automatically read aloud when a new prompt or question is first opened. The default setting is disabled.

Select **Save and Close** to start the test.

Note: Test Settings can be adjusted at any time while testing by selecting the **Admin** button and then selecting **Test Settings**.

4. Confirm the student’s name, test grade, and subject on the Welcome screen. Note: If the information is not correct, exit the test and contact your district or school assessment coordinator.

The Welcome screen indicates there is one section and the total number of questions in the section. Select **Start Test** on the Welcome screen.



The following points provide other information related to student testing that may be helpful when monitoring student testing progress:

- Must answer to continue is disabled for online Alt MCA testing to allow for the use of the early stopping rule (refer to the *Alt MCA: Early Stopping Rule* section below). Tasks must be administered to the student in the order presented in the Task Administration Manual.
- Student tests in TestNav time out after 20 minutes of inactivity. Inactivity is defined as not touching the screen, moving the mouse, and/or pressing keys. Students will receive a warning that their test is about to be exited due to inactivity. Students will receive a second warning 30 seconds prior to being exited due to inactivity. Once exited, they will receive a message that the session (their test) has closed due to inactivity, and the student's test will need to be resumed in PearsonAccess Next to continue testing.
- If testing over multiple days, students may exit the test at any point. If possible, students should stop after the completing all items associated with the task.
- Students exited from the test for more than 20 minutes or stop testing for the day can access any items completed previously.
- In rare instances, if students do not sign out of TestNav and exit in another way (for example, turning off the testing device), it may result in the student remaining in an Active status in PearsonAccess Next.

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## Alt MCA: Enter Student Responses

For paper administrations where student responses are indicated in the Data Collection Form, follow district policies and procedures for entering responses into TestNav. Note: All Science Alt MCA student responses must be entered into TestNav for scoring. Do not return the Data Collection Forms to Pearson for scoring.

Test items appear in the same order in the online form as in the paper test book and Data Collection Form. Navigate through the online test and enter the student's responses from the Data Collection Form. Review the responses you entered prior to submitting the test.

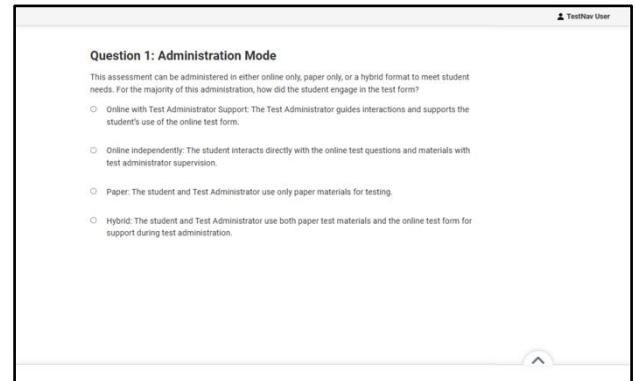
The responses must be entered exactly as the student responded, without edits or changes.

- If not answered, select No Response. In TestNav, select the **Admin** button and then select **No Response**. Once selected, No Response is indicated with a green checkmark. Select No Response again to remove the checkmark.
- If you accidentally enter a response that was left unanswered by the student, stop testing and contact your District or School Assessment Coordinator. Once selected, an item response cannot be removed. Do not select No Response. If an item has an answer option and No Response selected, the selected answer prevails. The DAC must contact Pearson to have the test reset.
- The test can be exited at anytime exit the test when you are not actively entering data. Note: The test will time out after 20 minutes of inactivity; if you have been timed out, the test will automatically be resumed in PearsonAccess Next and you can continue testing by signing back into TestNav using the student testing ticket. No matter how long you have been exited from the test, you are still able to review all items previously answered.

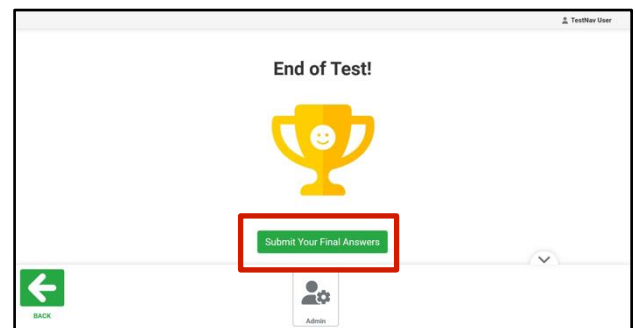
## Alt MCA: Submit Student Responses

1. Once all of the student's responses have been entered and reviewed, submit the student's responses for scoring.

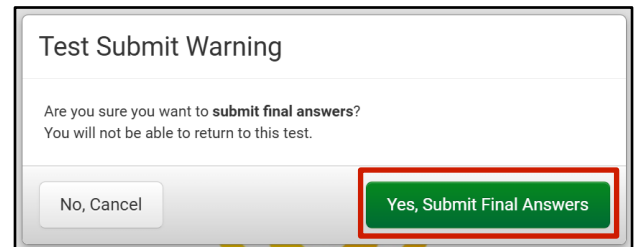
Note: Prior to submitting the test, complete the three Test Administrator survey questions at the end of the test.



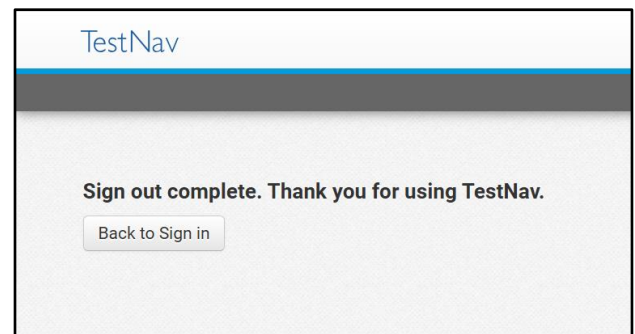
2. Select **Submit Your Final Answers**.



3. A Test Submit Warning will pop up. Select **Yes, Submit Final Answers** to confirm the test should be submitted.



4. You will now see a screen confirming you have signed out from TestNav.



If responses need to be entered for multiple students, you will need to sign back in to TestNav with the next student's information from the roster or testing ticket.

After online student response entry is complete, return all secure test materials, including the roster and student testing tickets, to the District or School Assessment Coordinator as instructed.



## Alt MCA: Early Stopping Rule

The early stopping rule can be used for a very small percentage of students who have no consistent, observable system of expressive communication to communicate responses to participate in assessments. The early stopping rule should not be applied based on a student's behavior, frustration level, or knowledge of content.

For Science MCA only, the early stopping rule can be applied so they do not have to take the entire test. Refer to the *MTAS/Alt MCA Task Administration Manual* for more information on the early stopping rule.

1. To indicate No Response for an item, in TestNav select the **Admin** button and then select **No Response**. Once selected, No Response is indicated with a green checkmark. Select No Response for the first six items.
  - Do not select No Response for any other items. Selecting No Response for more than six items will result in the test having a score of Not Complete.
  - If you accidentally select an answer response for an item without a response, stop testing and contact your District or School Assessment Coordinator. For items with an answer option and No Response selected, the answer option will prevail. Answers cannot be removed once selected in TestNav.

After selecting No Response for the first six items, navigate to the end of the test. Complete the three survey questions and then submit the test.

---

## Alt MCA: Troubleshooting

Occasionally, students encounter technical issues during online testing. Ensure Test Administrators know the plan for contacting technology staff, or other district staff, if issues arise.

The following are some quick troubleshooting steps that may be followed by the other staff who are providing assistance to the Test Administrator, as the Test Administrator should continue to actively monitor other students:

- If a student is repeatedly exited from TestNav:
    - Assist the student with signing in or navigating through the test.
    - Try signing in again (Note: For Science Alternate MCA, tests are set to auto-resume in PearsonAccess Next). Confirm the correct username and password is being used.
    - Restart TestNav.
    - Restart the testing device.
    - Move the student to a different device – if possible, one that has been used successfully for testing. Note: When working with Pearson regarding technology issues, a troubleshooting step may involve having the student log back into TestNav using the same device. Districts should note testing device information when experiencing technology issues in order to provide to your district or Pearson, as needed.
  - Refer to the [Troubleshooting for Online Testing page](#) for a list of the most common issues that occur during online testing and an overview of how to address them (PearsonAccess Next > Technology > Additional Technology Resources > Troubleshooting for Online Testing).
-





- Refer to the [Error Codes page](#) for information on specific TestNav error codes (PearsonAccess Next > TestNav Online Support (under Quick Links) > Troubleshooting (tab on top of page) > Error Codes).

If an issue continues, record the following information:

- Grade
- Subject
- Test session name
- Student's MARSS/SSID number
- Item number
- How the test was accessed (for example, device and/or operating system).

Then, call the Pearson help desk at (888) 817-8659. Inform them you have a live testing issue and need to speak to Level 2 support. To identify the issue more quickly, the help desk may request TestNav and system log files from the device. Note: The content of the test itself should never be referenced, captured as an image, or emailed within the school or district, or in a communication with MDE or Pearson. Doing so is a breach of security. To ensure data privacy, never provide both the student's name and MARSS/SSID number in any communication; only provide the MARSS/SSID number.

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## Alt MCA: Mark Tests Complete and Indicate a Test Code

There may be situations where a DAC or AA user needs to mark a student's test complete and/or indicate a test code in PearsonAccess Next:

- When a student will not complete a test before the end of a testing window, the test may be marked complete if the district chooses. All incomplete tests will be marked complete by Pearson at the end of the testing window. If you decide to mark tests complete, then you should wait until the end of the testing window, to ensure the student will not be returning to finish (in your district or another district).
- Some test codes may be entered during the testing window in PearsonAccess Next:
  - INV-D (Invalidation due to device)
  - INV-S (Invalidation due to student action)
  - INV-O (Invalidation for misadministration or other)
  - REF-P (Refusal by parent)
  - REF-S (Refusal by student)
  - ME (Medical excuse)
- Note: The early stopping rule (VS-ES) is a score code applied to student tests where the Test Administrator indicates No Response (NR) in TestNav for the first six items of the student test. VS-ES is NOT a test code to be indicated in PearsonAccess Next. It is applied automatically to student tests that meet this criteria. Refer to the [MTAS/Alt MCA Task Administration Manual](#) for more details (PearsonAccess Next > Resources & Training > User Guides).
- Test codes can only be indicated in PearsonAccess Next during the testing windows. After testing, these test codes may also be entered during Posttest Editing in Test WES. Refer to Chapter 9 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for the entire list of available test codes and more information on when test codes are indicated.
- Note: For High School Science Alt MCA, any medical excuse or refusal test codes must be entered in PearsonAccess Next and cannot be entered during Posttest Editing.

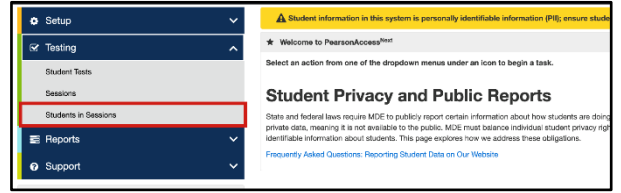
Note: Since absent and not enrolled test codes cannot be entered in PearsonAccess Next, mark the test complete during the testing window and then add the test code during Posttest Editing.

### Mark Tests Complete and Indicate a Test Code

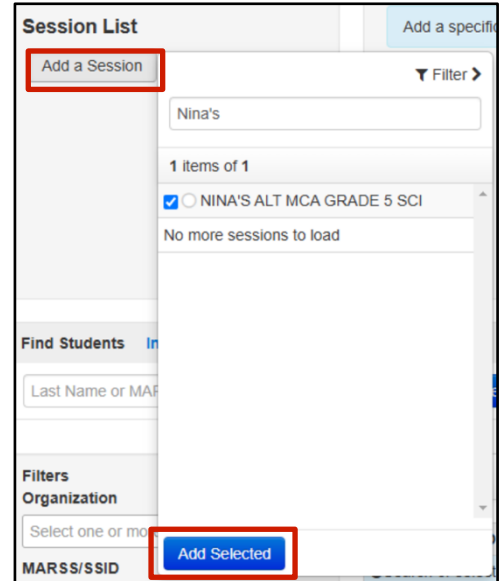
In order to indicate a test code, a student must be added to a test session and have the test marked complete, even if the student did not start testing. Test codes can be indicated for an individual student or a group of students at the time of marking the test complete. Note: A test code (for example, reason) is required when marking tests complete.

Tip: Place all students for a grade/subject who need a test code indicated (for example, REF-P or REF-S) into a separate test session. The test session must be prepared and started in order for tests to be marked complete. Refer to the *Prepare the Test Session* and *Start the Test Session* sections of this guide for information on how to prepare and start a test session.

1. From the Home page, under **Testing**, select **Students in Sessions**.



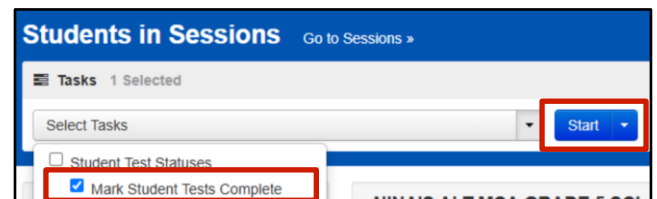
2. Add the test session to the Session List.



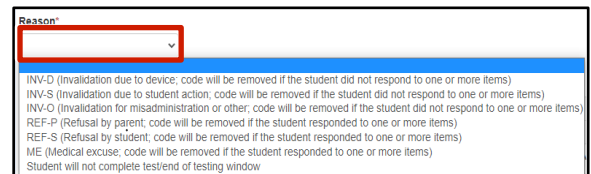
3. Select the student(s) whose tests will be marked complete.

<input type="checkbox"/>	MARSS/SSID	Last Name	First Name	Middle Name	Username	Session
<input checked="" type="checkbox"/>	5555321234565	STUDENT	SARAH		5570298794	NINA'S ALT MCA GRADE 5 SCI (Grade 5 Science Alternate MCA)
<input checked="" type="checkbox"/>	5555567890987	STUDENT	SAMPLE	B	0546826973	NINA'S ALT MCA GRADE 5 SCI (Grade 5 Science Alternate MCA)
<input checked="" type="checkbox"/>	5555543212345	STUDENT	SAMPLE	A	5479678091	NINA'S ALT MCA GRADE 5 SCI (Grade 5 Science Alternate MCA)

4. From the **Select Tasks** dropdown, select **Mark Student Tests Complete**, and then select **Start**.



5. Apply the same test code or different test codes to multiple students using the steps below.
- To apply the same test code for multiple students:
    - From the **Reason** dropdown above the student names, select the appropriate test code or reason.



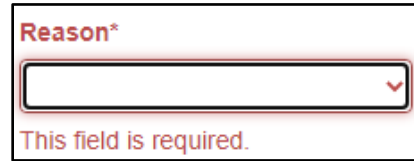
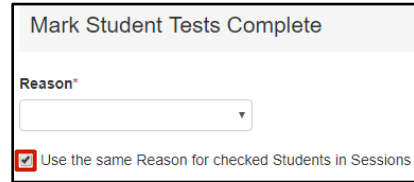
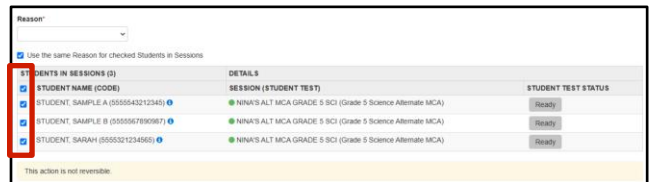
Note: Reason is required when marking student tests complete from the Students

in Sessions page. Use the *Student will not complete test/end of testing window* if the student will not complete the test during the testing window but a test code does not apply.

- ii. Confirm the checkbox next to **Use the same reason for checked Students in Sessions** is selected.
- iii. Select the checkbox to the left of the student tests.

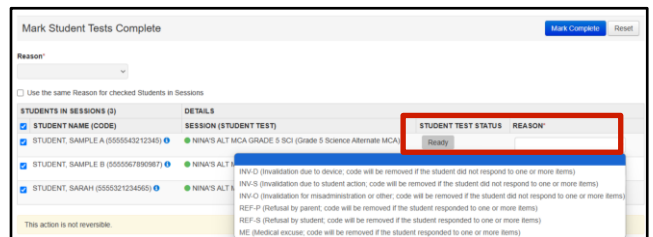
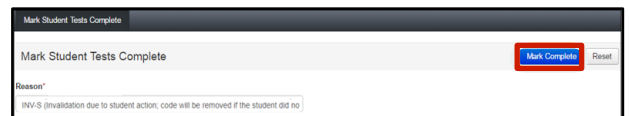
Note: Selecting the checkbox next to **Student Name (Code)** will select all students in the list.

- To apply different test codes for student(s):
  - i. De-select the checkbox next to **Use the same reason for checked Students in Sessions**.
  - ii. Select the checkbox to the left of the student test(s).  
Note: Selecting the checkbox next to **Student Name (Code)** will select all students in the list.
  - iii. From the **Reason** dropdown to the right of the student's test, select the appropriate test code or reason for each student.  
Note: Use the *Student will not complete test/end of testing window* if the student will not complete the test during the testing window but a test code does not apply.

STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input checked="" type="checkbox"/> STUDENT, SAMPLE A (555543212345)	NINA'S ALT MCA GRADE 5 SCI (Grade 5 Science Alternate MCA)	Ready
<input checked="" type="checkbox"/> STUDENT, SAMPLE B (55556789087)	NINA'S ALT MCA GRADE 5 SCI (Grade 5 Science Alternate MCA)	Ready
<input checked="" type="checkbox"/> STUDENT, SARAH (5555321234565)	NINA'S ALT MCA GRADE 5 SCI (Grade 5 Science Alternate MCA)	Ready

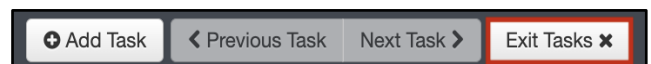
6. Select **Mark Complete**.  
Note: This action is not reversible.

Once Mark Complete is selected, a "Success, Changes saved" message will appear in a green bar near the top of the screen.

7. Select **Exit Tasks** at the top right to return to the Students in Sessions screen.

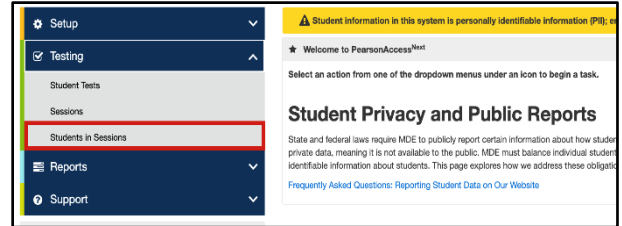
**Success**  
Changes saved



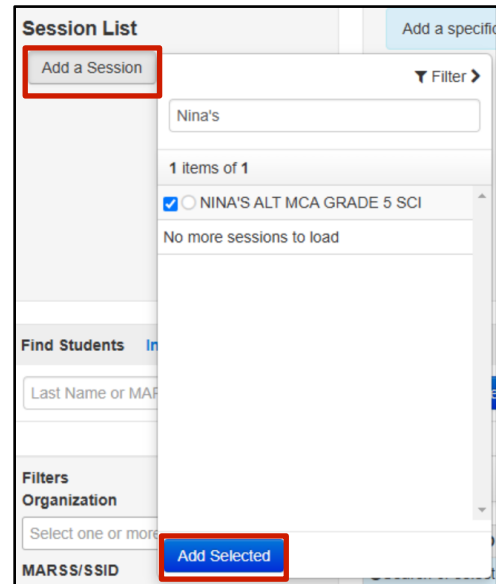
## Indicate or Update a Test Code on the Student Tests Page

A test code can be entered, changed, or removed after a test is in Completed or Marked Completed status.

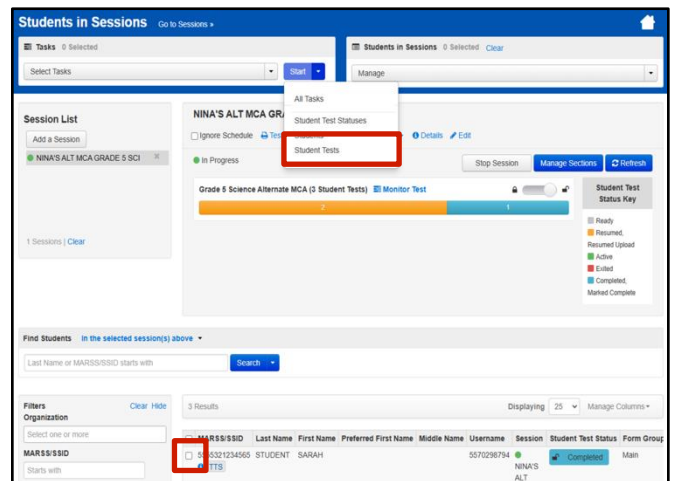
1. From the Home page, under **Testing**, select **Students in Sessions**.



2. Add the test session to the Session List.



3. Select the student(s) whose test needs the test code indicated or updated. Select the dropdown menu to the right of the **Start** button and select **Student Tests**.



4. The student(s) are displayed on the panel on the left. From the **Test Code** dropdown menu, select the appropriate code:

- INV-D (Invalidation due to device)
- INV-S (Invalidation due to student action)
- INV-O (Invalidation for misadministration or other)
- REF-P (Refusal by parent)
- REF-S (Refusal by student)
- ME (Medical excuse)

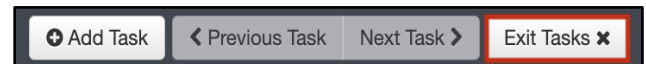
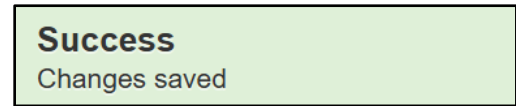
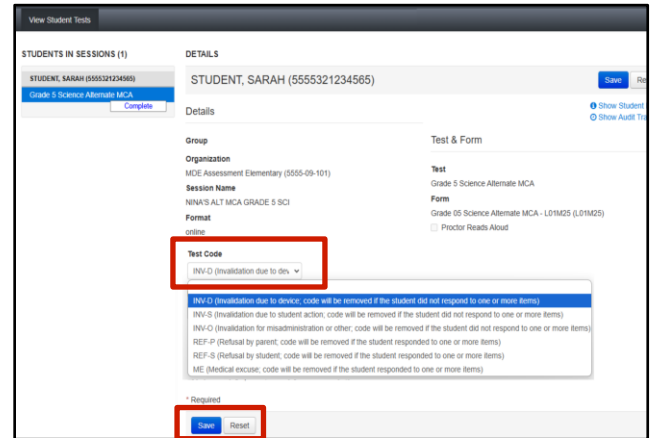
Remove or change a test code, as needed. From the **Test Code** dropdown menu, select the appropriate code to change the code or select the blank field to remove the code.

Note: The Test Code dropdown menu will not display until approximately 15 minutes after a test has been submitted or marked complete.

5. Select **Save**. Once Save is selected, a “Success, Changes saved” message will appear in a green bar near the top of the screen.

Note: If you selected multiple students, complete step 4 and 5 for each student.

Select **Exit Tasks** at the top right to return to the Students in Sessions screen.



### Validate Test Codes

Whether test codes are indicated when tests are marked complete or on the Student Tests page, test codes are not validated immediately. Incorrectly applied test codes will be removed by Pearson.

- The REF-P, REF-S, and ME test codes can only be indicated if the student did not start testing. If the student completed one or more items and one of these codes is selected, the code will be removed by Pearson.
- The INV-S, INV-D, and INV-O test codes can only be indicated if the student has already started testing. If the student has not completed one or more items and the code is selected, the code will be removed by Pearson.

Pearson will inform the district when this occurs so that the correct test code can be added to the student’s test, if needed.

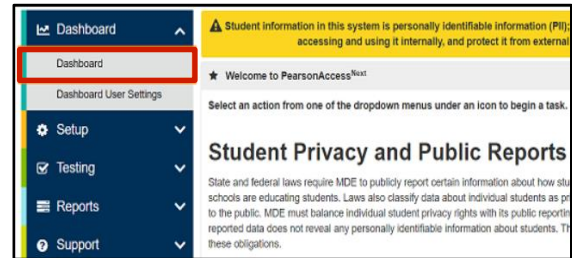
Note: In the rare situations where the student’s test has not been started but must be invalidated, email [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).

Tip: To see a list of student tests with a test code, view the *Student Tests with a Test Code* operational report in PearsonAccess Next (under Reports > Operational Reports > select Online Testing under the Report Categories). This report provides a list of all test records with a test code indicated. See the *Access Operational Reports* section in this guide for details on how to access the reports.

## MTAS/Alt MCA: View Dashboards

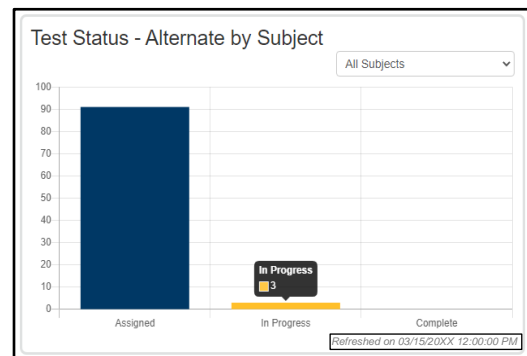
DAC and AA users have access to dashboard views (bar graph with filter, speedometer, bar graph) for quick access to test status for MTAS and Alt MCA testing. Dashboards automatically refresh every 10 minutes and this information is indicated under each dashboard (for example, *Refreshed on 03/15/20XX 12:30:00 P.M.*). To see the updates, users must refresh the page or navigate away from and return to the page.

1. From the Home page, under Dashboard, select **Dashboard**.



2. The Dashboard page contains four default dashboard:

- **Test Status - Alternate by Subject (MTAS/Alt MCA all subjects)**
  - The default view is a bar graph with filter.
  - Test status include Assigned, In Progress, and Complete.
  - Hover over the status in the bar graph to see the number of tests in that status by subject.
  - All Subjects is selected by default.
  - Select the dropdown menu to change the subject: Math or Reading.  
Note: When changing between subjects, the left axis values may also update.
  - Select the bar graph to be taken to the Student Test Search page. The number displayed is based on the student tests on the dashboard.

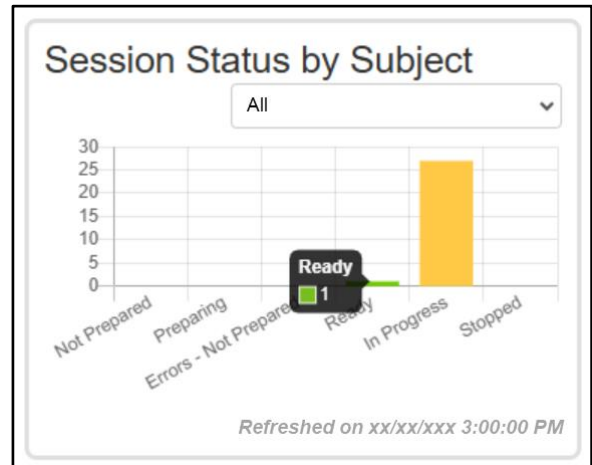


Tip: Consider viewing this dashboard near the end of the MTAS/Alt MCA test administration to confirm student tests are in Complete status and there are no started student tests in In Progress status.



- **Session Status by Subject (Science Alt MCA only)**

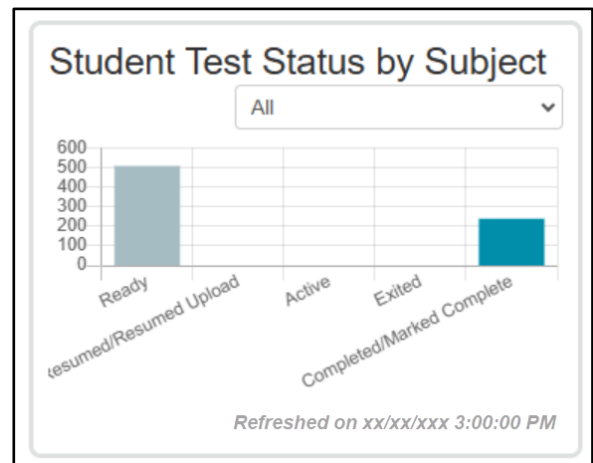
- The default view is a bar graph with filter
- Session statuses include: Not Prepared, Preparing, Errors – Not Prepared, Ready, In Progress, and Stopped
- Hover over the status in the bar graph to see the number of sessions in that status
- All Subjects is selected by default
- Select the dropdown menu to change the subject: Science (only). Note: When changing between subjects, the left axis values may also update.
- Select the bar graph to be taken to the Session Search page. The number displayed is based on the sessions on the dashboard



Tip: Consider viewing this dashboard prior to the start of Alt MCA testing to confirm test sessions are in the correct status prior to testing.

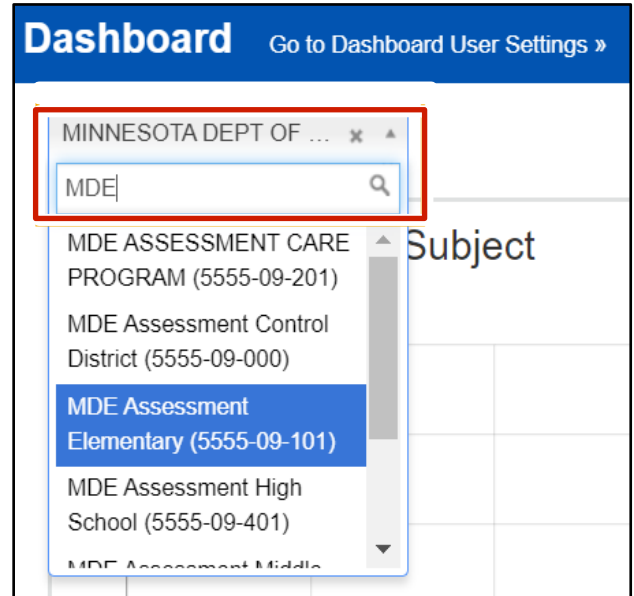
- **Student Test Status by Subject (Science Alt MCA only)**

- The default view is a bar graph with filter
- Test statuses include Ready, Resumed/Resumed Upload, Active, Exited, Completed/Marked Complete
- Hover over the status in the bar graph to see the number of tests in that status by subject
- All Subjects is selected by default
- Select the dropdown menu to change the subject: Science (only).
- Select the bar graph to be taken to the Students is Sessions page. The number displayed is based on the student tests on the dashboard.

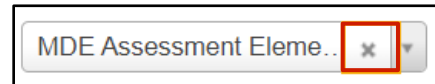


Tip: Consider viewing this dashboard near the end of the Alt MCA test administration to confirm student tests have been completed / marked complete and there are no started student tests in Resumed/Resumed Upload or Active status.

- To change the organization displayed within the dashboard, select the dropdown menu and enter the full or partial name of the organization. Only results from that organization will display in the dashboard.



Select the "x" icon to remove the organization.



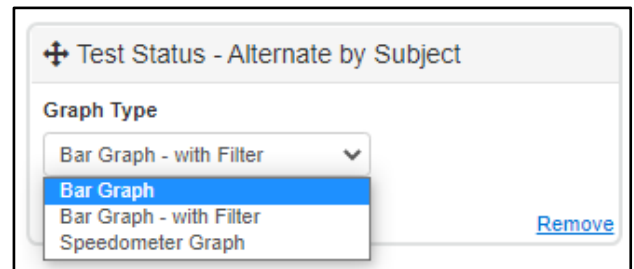
- To change the dashboard view, select **Go to Dashboard User Settings**.

Note: Users can navigate to this page from the Home page. Under Dashboard, select **Dashboard User Settings**.



- Under Your Dashboards, make the following update, as needed:
  - Graph Type: The default graph type for Test Status – Alternate by Subject is Bar Graph – with Filter. Select the dropdown to change the view to Bar Graph or Speedometer.

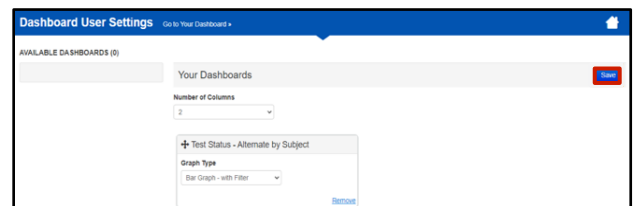
Note: While there is only one Dashboard for MTAS, the Number of Columns dropdown can be used to adjust the size of the dashboard on screen.



- Select **Save**. Once save is selected, you will be returned to the Dashboard page.

Note: Dashboard settings are saved for that administration even after logging out of PearsonAccess Next.

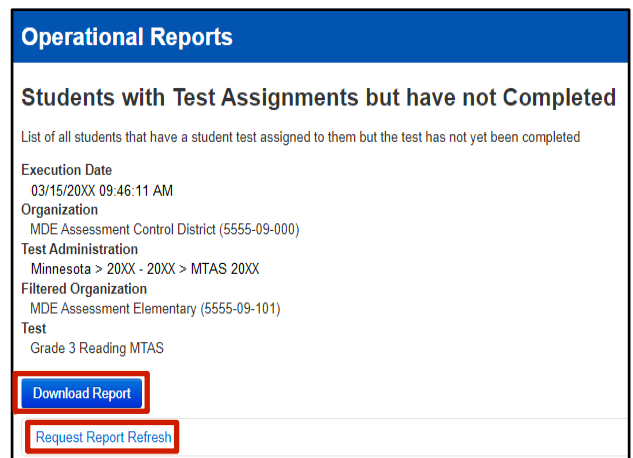
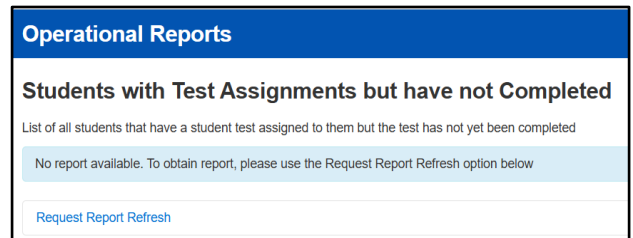
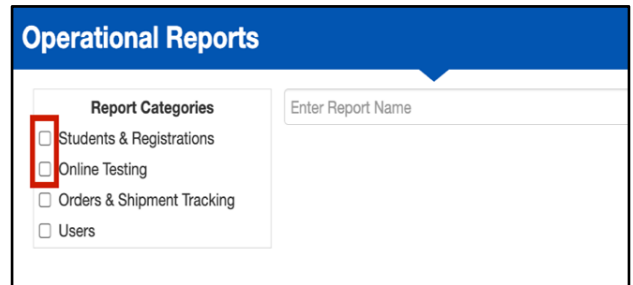
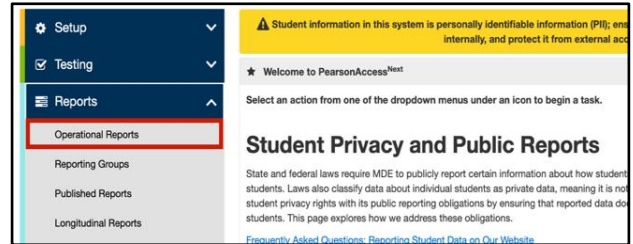
Note: If you do not want to save your updated settings, select **Go to Your Dashboard** to return to the Dashboard page.



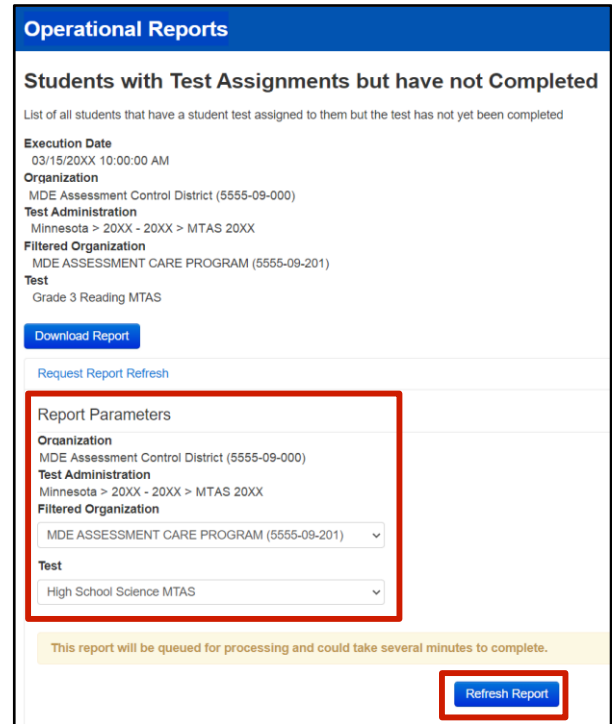
## MTAS/Alt MCA: Access Operational Reports

Users have access to a report of all student tests with a test code; the reports a user have access to are based on their user role.

- From the Home page, under **Reports**, select **Operational Reports**.
  - Select the checkbox next to a report category or categories and select the report you want access to. Note: The **Student Registrations** and **Online Testing** operational report categories are most useful for MTAS data entry and Alt MCA online testing include the reports referenced in this guide.
  - The next screen you see next depends on will vary based 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. 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**.



4. 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**.



**Operational Reports**

**Students with Test Assignments but have not Completed**

List of all students that have a student test assigned to them but the test has not yet been completed

**Execution Date**  
03/15/20XX 10:00:00 AM

**Organization**  
MDE Assessment Control District (5555-09-000)

**Test Administration**  
Minnesota > 20XX - 20XX > MTAS 20XX

**Filtered Organization**  
MDE ASSESSMENT CARE PROGRAM (5555-09-201)

**Test**  
Grade 3 Reading MTAS

[Download Report](#)

[Request Report Refresh](#)

**Report Parameters**

**Organization**  
MDE Assessment Control District (5555-09-000)

**Test Administration**  
Minnesota > 20XX - 20XX > MTAS 20XX

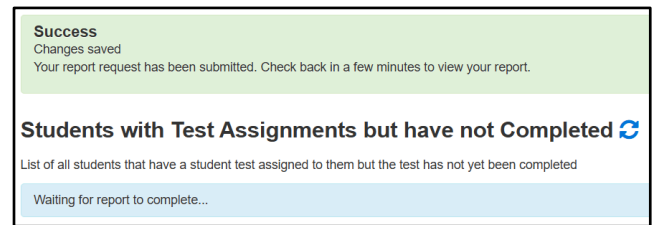
**Filtered Organization**  
MDE ASSESSMENT CARE PROGRAM (5555-09-201)

**Test**  
High School Science MTAS

This report will be queued for processing and could take several minutes to complete.

[Refresh Report](#)

- Once **Refresh Report** is selected, a “Success, Changes saved, Your report has been submitted. Check back in a few minutes to view your report” Message will appear in a green bar near the top of the screen. Select the **Refresh** icon.



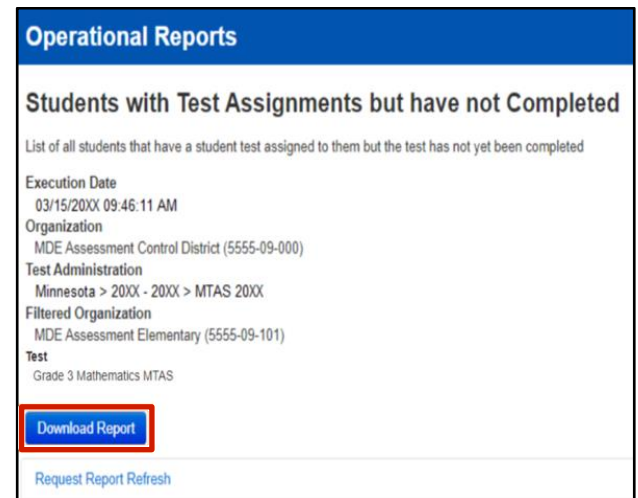
**Success**  
Changes saved  
Your report request has been submitted. Check back in a few minutes to view your report.

**Students with Test Assignments but have not Completed**

List of all students that have a student test assigned to them but the test has not yet been completed

Waiting for report to complete...

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



**Operational Reports**

**Students with Test Assignments but have not Completed**

List of all students that have a student test assigned to them but the test has not yet been completed

**Execution Date**  
03/15/20XX 09:46:11 AM

**Organization**  
MDE Assessment Control District (5555-09-000)

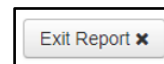
**Test Administration**  
Minnesota > 20XX - 20XX > MTAS 20XX

**Filtered Organization**  
MDE Assessment Elementary (5555-09-101)

**Test**  
Grade 3 Mathematics MTAS

[Download Report](#)

[Request Report Refresh](#)



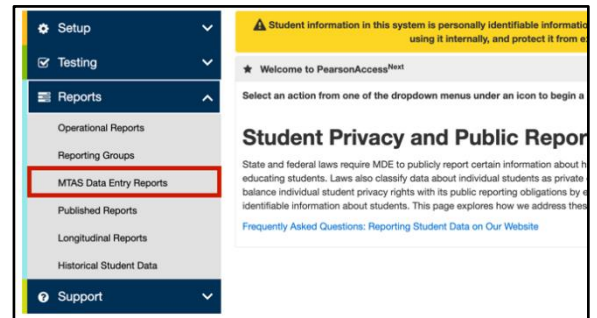
5. Select **Exit Report** to return to the Operational Reports page.

## MTAS: Access MTAS Data Entry Reports

DACs and AAs have access to four data entry status reports in PearsonAccess Next: two at the district level and two at the school level. Note: While these data entry reports will provide information about whether student tests have been submitted, the On-Demand Reports should be used to verify that all data was entered correctly.

If the student's On-Demand Report has an NC (Not Complete) code, this means that all data was not entered for that student's test. If the data was entered incorrectly, contact the Pearson Helpdesk at 888-817-8659 to reset the test. Refer to the [MCA and MTAS/Alt MCA Irregularities](#) document for more details (PearsonAccess Next > Resources & Training > Policies and Procedures).

- From the Home page, under **Reports**, select **MTAS Data Entry Reports**.

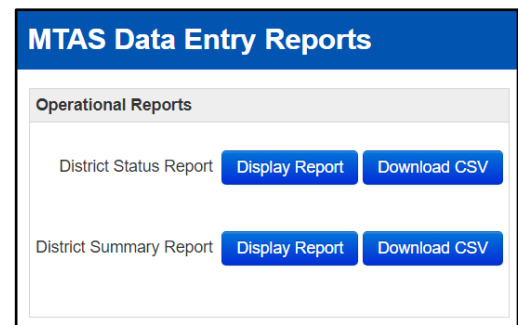
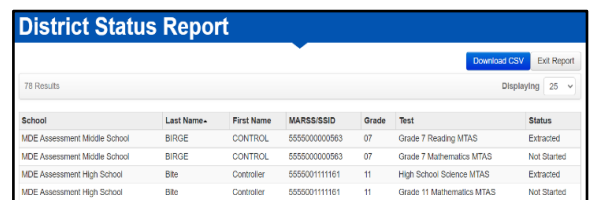


- Select **Display Report** or **Download CSV** for either the status or summary report.

All status reports are updated in real time. Refer to page 14 of this guide for a list and description of each status.

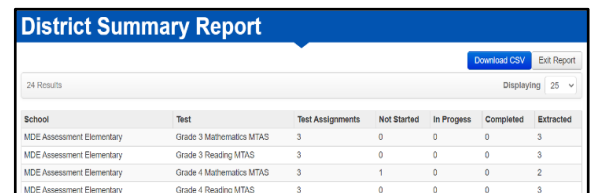
Note: If your PearsonAccess Next user role is at a district level, you must change your organization to a school prior to accessing school-level reports.

- The District Status Report and School Status Report display the data entry status of each student's MTAS test assignment(s).
- The District Summary Report and School Summary Report display the data entry status of MTAS tests, sorted by school and test.

The screenshot shows the 'District Status Report' table. It has columns for School, Last Name, First Name, MARSSSID, Grade, Test, and Status. The table displays data for three schools: MDE Assessment Middle School, MDE Assessment Middle School, and MDE Assessment High School.

School	Last Name	First Name	MARSSSID	Grade	Test	Status
MDE Assessment Middle School	BIRGE	CONTROL	555500000563	07	Grade 7 Reading MTAS	Extracted
MDE Assessment Middle School	BIRGE	CONTROL	555500000563	07	Grade 7 Mathematics MTAS	Not Started
MDE Assessment High School	Bte	Controlor	555501111161	11	High School Science MTAS	Extracted
MDE Assessment High School	Bte	Controlor	555501111161	11	Grade 11 Mathematics MTAS	Not Started



The screenshot shows the 'District Summary Report' table. It has columns for School, Test, Test Assignments, Not Started, In Progress, Completed, and Extracted. The table displays data for four schools: MDE Assessment Elementary, MDE Assessment Elementary, MDE Assessment Elementary, and MDE Assessment Elementary.

School	Test	Test Assignments	Not Started	In Progress	Completed	Extracted
MDE Assessment Elementary	Grade 3 Mathematics MTAS	3	0	0	0	3
MDE Assessment Elementary	Grade 3 Reading MTAS	3	0	0	0	3
MDE Assessment Elementary	Grade 4 Mathematics MTAS	3	1	0	0	2
MDE Assessment Elementary	Grade 4 Reading MTAS	3	0	0	0	3

- Select **Exit Report** to return to the Score Entry Reports page.

