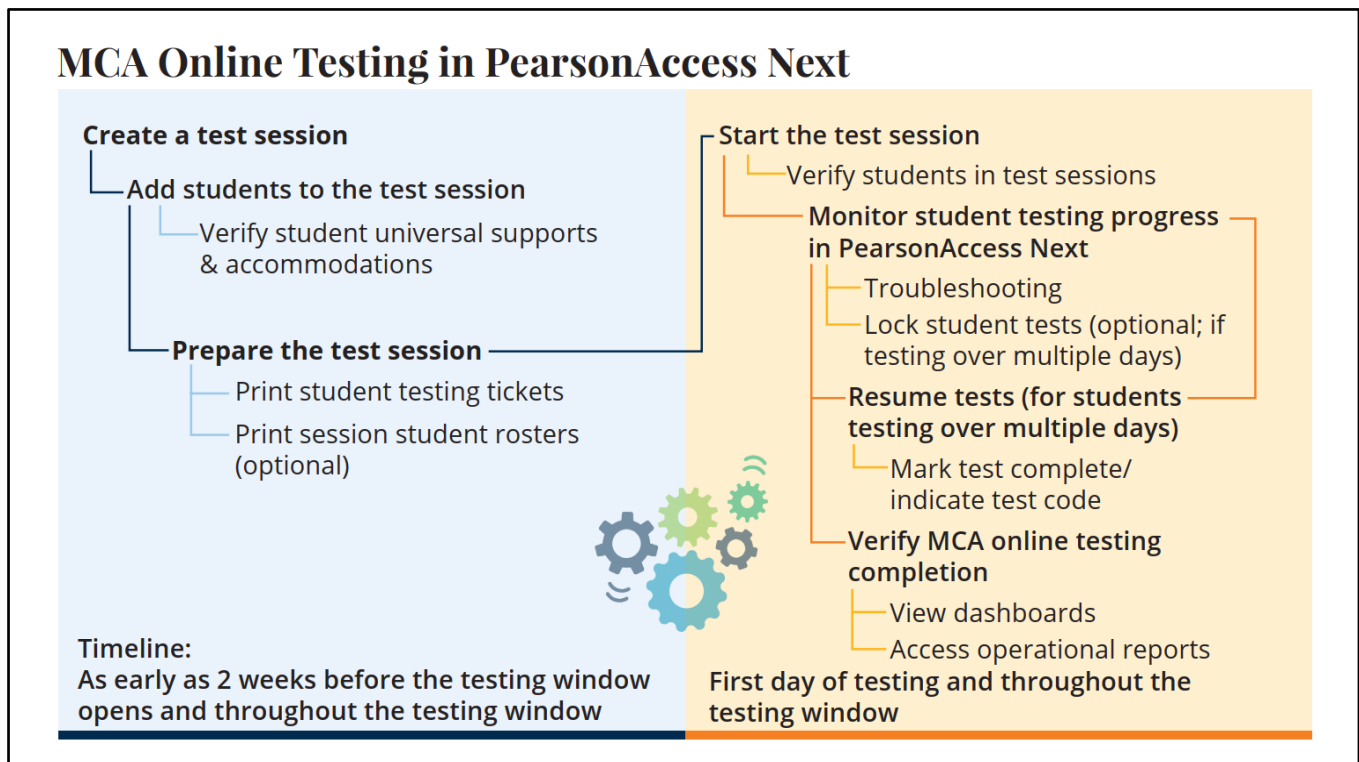


# MCA Online Testing User Guide

This guide provides instructions for MCA test session management and online test administration in PearsonAccess Next and TestNav.

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.



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## Create Test Sessions

A 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

\*Students cannot be removed from a test session by importing a file; students must be removed from test sessions manually.

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 Dashboards > Dashboards) to assist with verifying online MCA test session 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 reading, mathematics and science 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 reading, mathematics and science 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 – Online by Subject dashboard displays student test status for reading, mathematics and science 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 in the Online Testing category). 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 Session* operational report in PearsonAccess Next (under Reports > Operational Reports in the Students and Registration category). 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 in the Online Testing category). 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 was marked complete in error.
- Testing: The student has started the test but it has not been submitted or marked complete. The DAC must contact Pearson to move the test to your district.

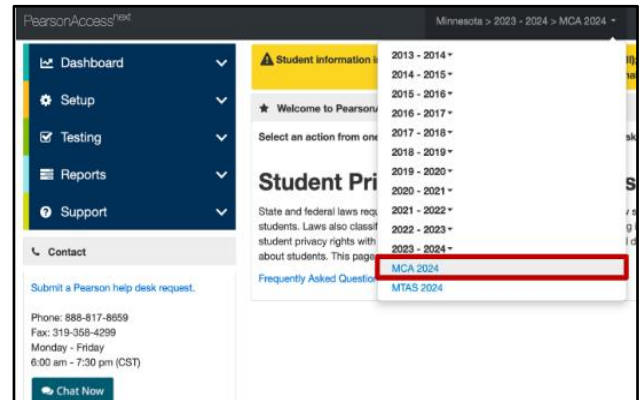
Note: Refer to the [MCA/MTAS Irregularities](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) document for more information.

## Designate Home Page (Optional)

Users can designate a personal home page in PearsonAccess Next. Many of the steps outlined in this user guide start on the Sessions page of PearsonAccess Next. Consider setting your personal home page to the Session page, or a different 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.

## Verify Test Administration

Once you have signed in to PearsonAccess Next, verify that the MCA 2024 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 2023–2024 dropdown, as needed and then select **MCA 2024**.



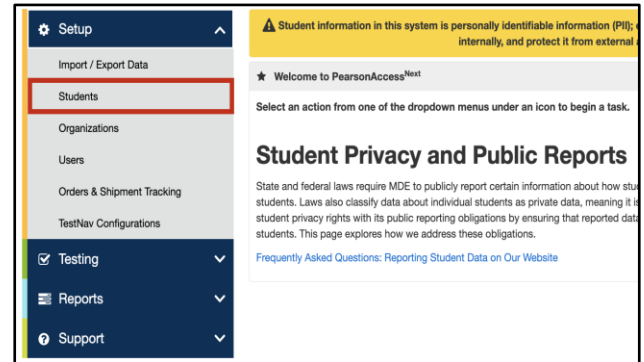
## Student Preferred Name

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. To view a student's preferred name, under **Setup > Students**.

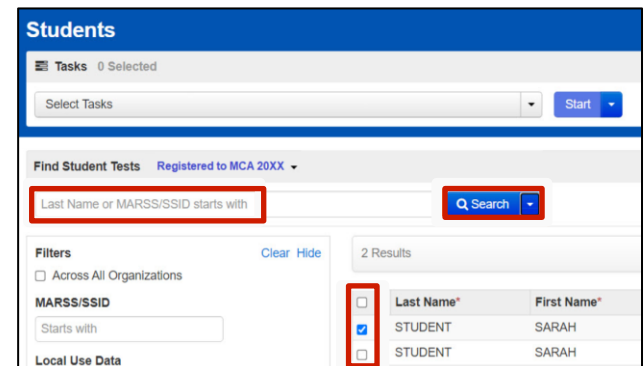
Note: It is recommended to add a student's preferred name in Test WES prior to adding a student to a test session in PearsonAccess Next. When a preferred name is added to a student's record in Test WES after the student has been added to a session that has been prepared/started, the preferred name will 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.

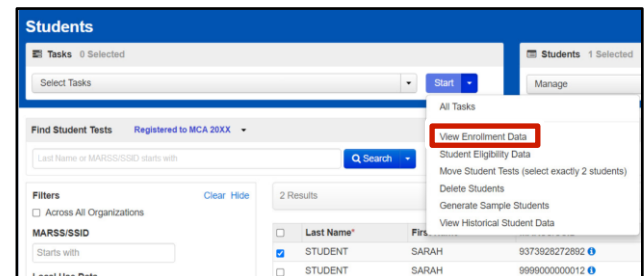
1. Under **Setup**, select **Students**.



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**.

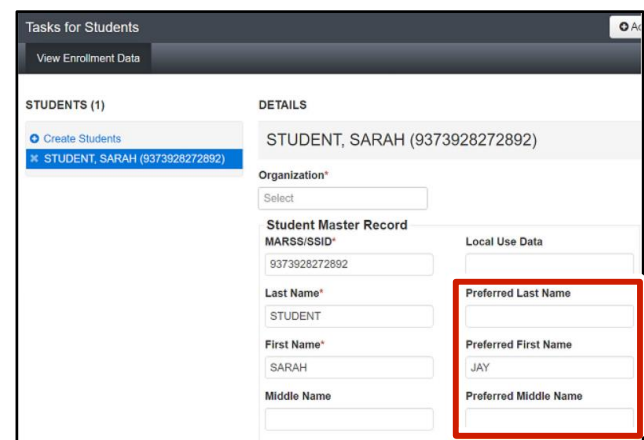


3. For the **Start** dropdown, select **View Enrollment Data**.



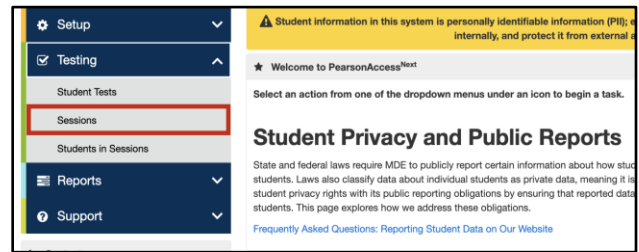
4. Preferred last name, first name, and middle name are displayed. Note: To make changes to preferred name, submit updates in MDE's Test WES system.

Note: Only preferred first name will appear on the Students in Sessions page, Student Testing Ticket, and Session Student Roster.

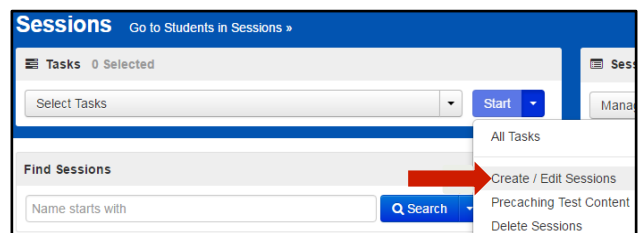


## Manually Create a Test Session

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



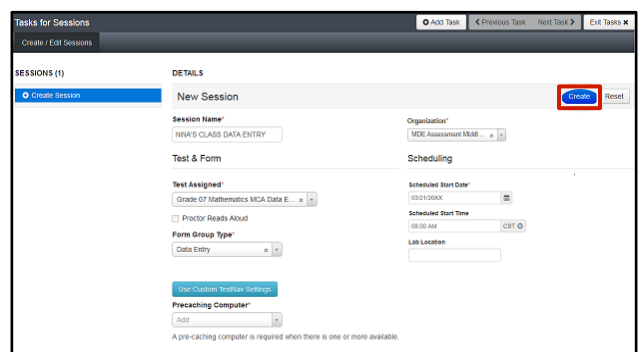
2. Select the dropdown menu to the right of the **Start** button and select **Create / Edit Sessions**.



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

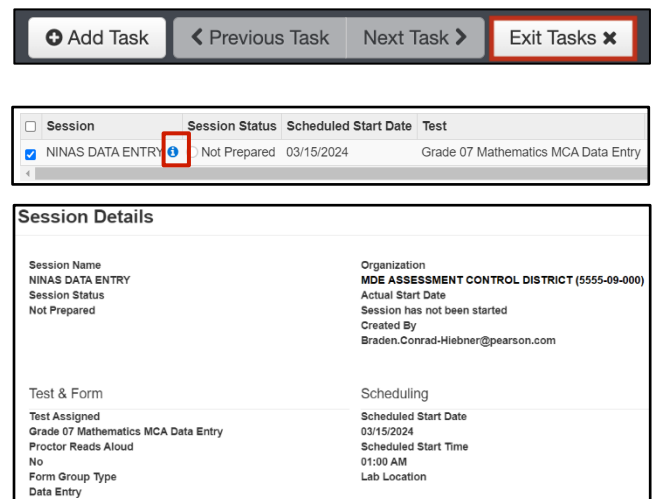
- Session Name\*
- Organization\*
- Test Assigned\*: Only one grade, subject, and type of test can be selected for each session.

Note: Data Entry is only used for staff to enter student responses from paper test materials. For more information on data entry, refer to the [MCA Data Entry User Guide](#) (PearsonAccess Next > Resources & Training > User Guides).



Subject and Test	Type of Test Assigned	
	Main (Used for most students)	Science Script (Only used for Science MCA when the script is administered with the online test)
Reading MCA	X	
Mathematics MCA	X (assigned to students who will use standard text-to-speech or require accommodated text-to-speech and/or pop-up translations)	
Science MCA	X (assigned to students who will use standard text-to-speech or need accommodated text-to-speech and/or pop-up translations)	X (assigned only to students who need the script read in conjunction with the online test)

- Proctor Reads Aloud: Not used.
  - Form Group Type\*: Main or Science Script will be automatically selected after selecting the applicable test under Test Assigned.
  - 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\*: Work with your technology staff on what to select, as needed. If a precaching computer is designated in a TestNav configuration it must be selected in this field. It may be listed as "NoCache" or "None." Note: Proctor caching is no longer recommend for online MCA testing and existing TestNav Configurations with precaching computers can be deleted. Confirm with your Technology Coordinator, or DAC, whether your school will proctor cache MCA tests. Refer to the [Infrastructure Readiness Checklist](#) for more information. Proctor caching may be completed before or after test sessions are created. Test content may be cached starting two weeks before the testing window opens and throughout the testing window. Note: If no precaching computer is indicated in the TestNav Configuration, 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.
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. **New for 2023-24:** 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.
  6. 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.



Buttons: Add Task, Previous Task, Next Task, Exit Tasks ✕

Session	Session Status	Scheduled Start Date	Test
<input checked="" type="checkbox"/> NINAS DATA ENTRY ⓘ	Not Prepared	03/15/2024	Grade 07 Mathematics MCA Data Entry

**Session Details**

<p>Session Name NINAS DATA ENTRY</p> <p>Session Status Not Prepared</p>	<p>Organization MDE ASSESSMENT CONTROL DISTRICT (5555-09-000)</p> <p>Actual Start Date Session has not been started</p> <p>Created By Braden.Conrad-Hiebner@pearson.com</p>
<p>Test &amp; Form</p> <p>Test Assigned Grade 07 Mathematics MCA Data Entry</p> <p>Proctor Reads Aloud No</p> <p>Form Group Type Data Entry</p>	<p>Scheduling</p> <p>Scheduled Start Date 03/15/2024</p> <p>Scheduled Start Time 01:00 AM</p> <p>Lab Location</p>

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

## Manually Add Students to the Test Session

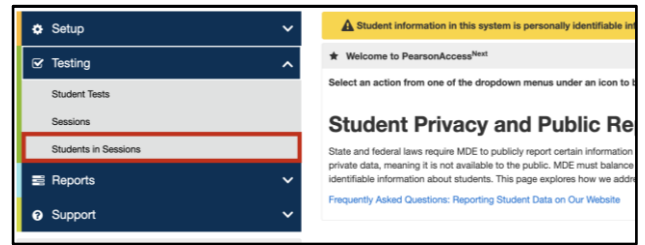
Student information will be sent to Pearson for all students enrolled in your district in the applicable grades.

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. 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.

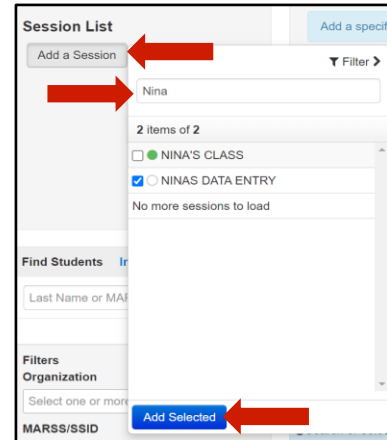


Note: If you are adding students to a test session directly after creating it, start on step 2B.

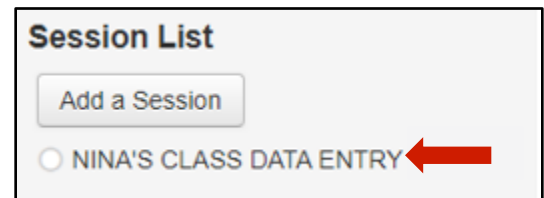
1. From the Home page, under **Testing**, select **Students in Sessions**.



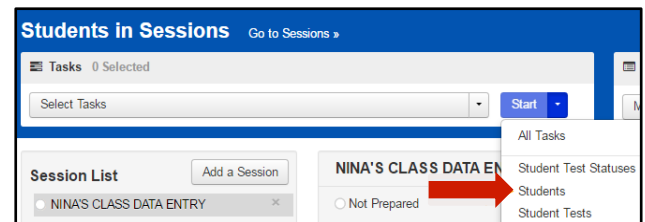
2. A) In the Session List, select **Add a Session**. In the Session Name field, begin entering the name of the test session. Select the checkbox next to the test session, and select **Add Selected**.



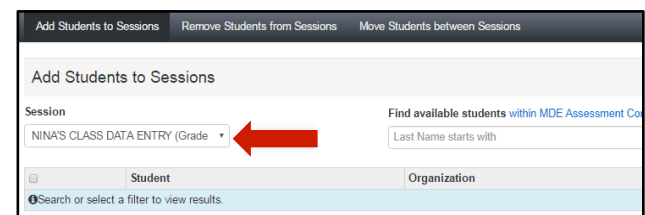
B) If you are adding students immediately after creating the session as described in the previous section, the created test session will automatically appear under **Session List** and you can continue to Step 3.



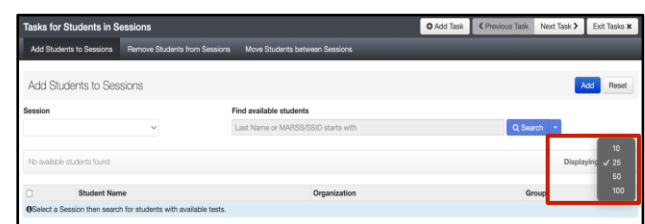
3. Select the dropdown menu to the right of the **Start** button and select **Students**.



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.

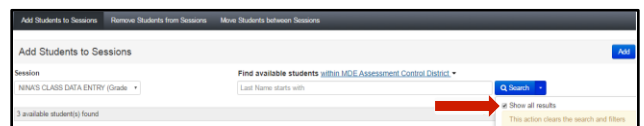
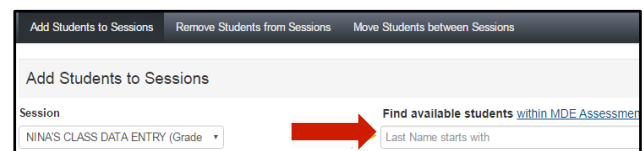
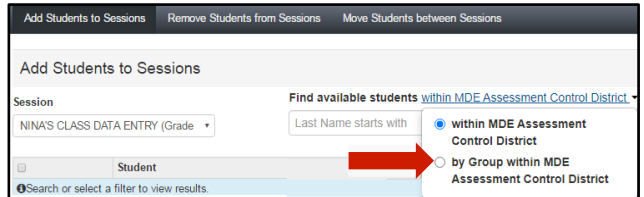
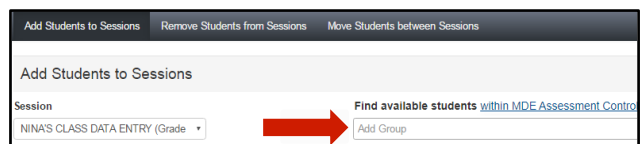
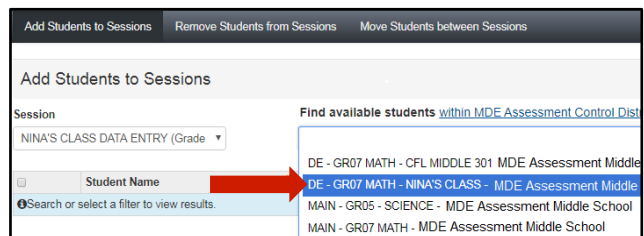




Note: Students will only be available to be added to a test session if they:

- 1) Are eligible for the test assigned, including grade and subject (for example, only students with a MS (script) code indicated for Science MCA will be eligible to add to session with the Science Script test assigned);
  - 2) Do not have an accommodation that requires data entry;
  - 3) Are not already in another test session for that grade and subject.
- 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.
  - To search for an entire group of students:
    - i. Under **Find available students within [your school]**, select the dropdown menu next to your school and select the **by Group within [your school]** radio button.
    - ii. Begin entering the group name in the “**Add Group**” field or select the field to view all groups with eligible students. There is a 25 group limit in the dropdown; if you do not see the group you are looking for, begin entering the group name.

Groups are automatically created by Pearson and named by form group type, grade, and subject (for example, MAIN – GR07 MATH). If the District Assessment Coordinator created custom groups in Pretest Editing in Test WES (for example, MAIN – GR07 MATH-NINA'S CLASS), you will see those displayed here.

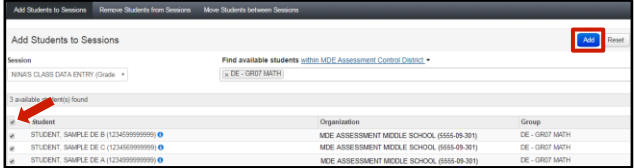






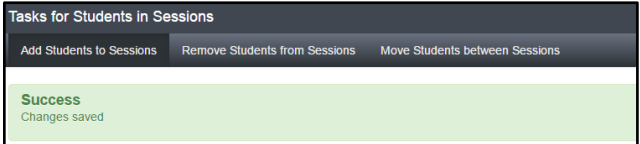
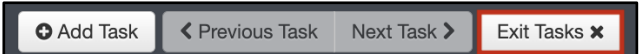
- 4) Add students to the test session by selecting either the top left checkbox to select all students or the checkboxes next to individual students from the list that appears below and select **Add**.

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.

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



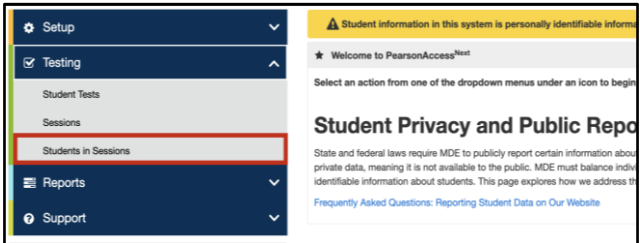



To add additional students at a later time, follow the same steps.

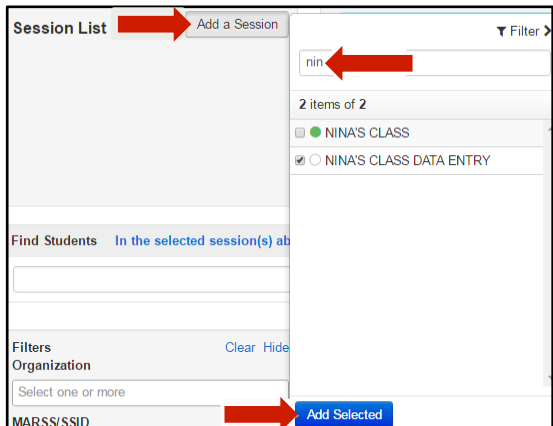
## Manually Remove Students from a Test Session and Move Students Between Test Sessions

Before you remove or move students, check each student’s status. Student tests in “Ready,” “Exited,” “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.

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.

- To move students between test sessions:
  - i. 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.

MARSS/SID	Last Name	First Name	Middle Name	Username	Session	Student Test
<input checked="" type="checkbox"/> 0001112223334	STUDENT	SAMPLE	ONE	5881074772	<input type="radio"/> NINA'S CLASS (Grade 07 Mathematics MCA)	<input type="button" value="Ready"/>
<input checked="" type="checkbox"/> 0099999997777	STUDENT	SAMPLE	TWO	3850139383	<input type="radio"/> NINA'S CLASS (Grade 07)	<input type="button" value="Ready"/>

⚠ There are no student test assignments selected.

**Students in Sessions** [Go to Sessions »](#)

Tasks: 0 Selected

Select Tasks

Session List

NINA'S CLASS DATA ENTRY ☐ Not Prepared

Remove Students from Sessions

STUDENT NAME (CODE)	SESSION	STUDENT TEST	STUDENT TEST STATUS
<input checked="" type="checkbox"/> STUDENT, SAMPLE ONE (0001112223334)	<input type="radio"/> NINA'S CLASS	Grade 07 Mathematics MCA	Ready
<input checked="" type="checkbox"/> STUDENT, SAMPLE TWO (0099999997777)	<input type="radio"/> NINA'S CLASS	Grade 07 Mathematics MCA	Ready

Success  
Changes saved

⚠ There are no student test assignments selected.

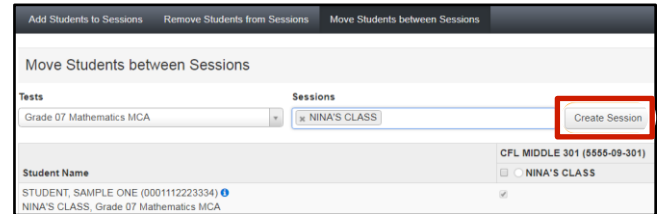
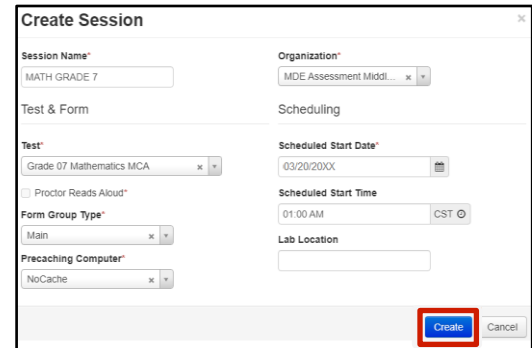
Move Students between Sessions

Tests: Grade 07 Mathematics MCA

Sessions:

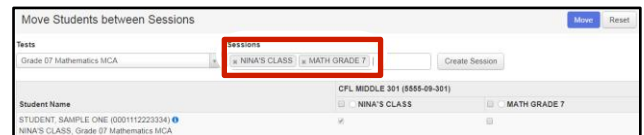
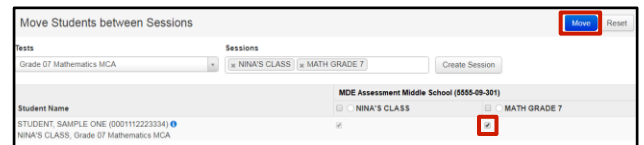
MATH GRADE 7 (0099-09-301)

- To move the student to a new test session:  
Select **Create Session**. Enter the required information as indicated by the red asterisks (\*). Select **Create**.

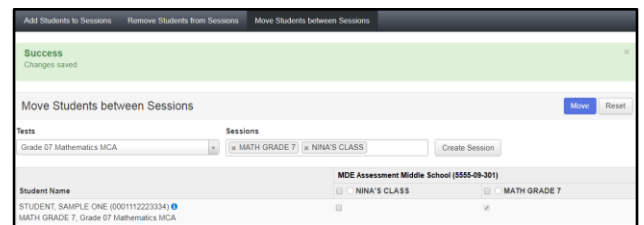



Both test sessions will now appear under the Sessions field and next to the student(s). The test session the student is currently in will have the checkbox selected.

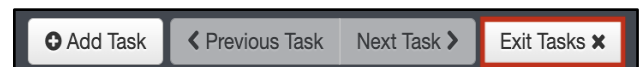
- Select the checkbox next to the test session you want to move the student to and select **Move**.

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.



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



## Create Test Sessions by Importing a File to PearsonAccess Next

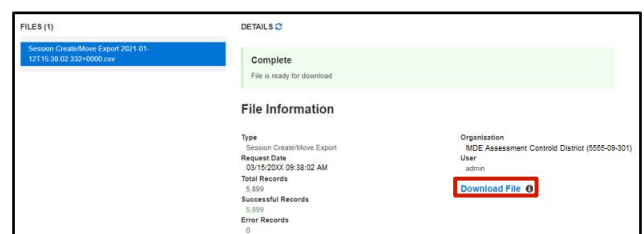
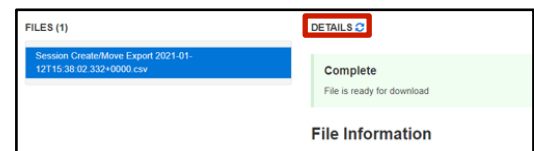
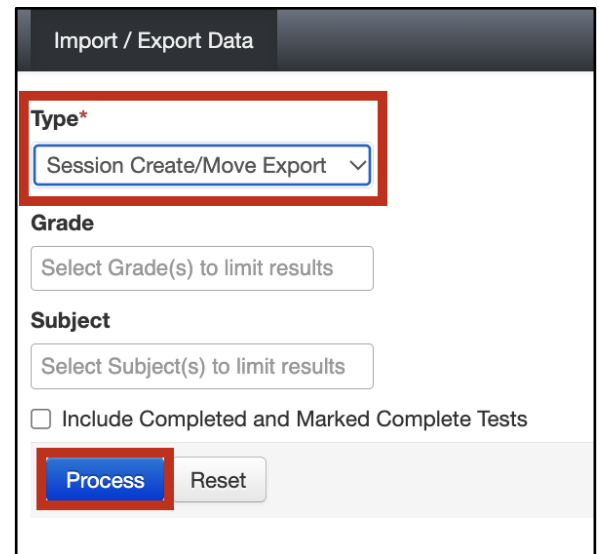
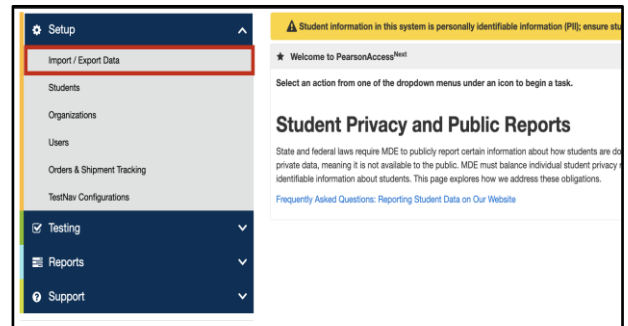
District Assessment Coordinator (DAC) or Assessment Administrator (AA) user roles in PearsonAccess Next can create test sessions, and move students between test sessions, by importing a file into PearsonAccess Next.

Note: Students cannot be removed from a test session by importing a file. Students must be manually removed from test sessions in PearsonAccess Next.

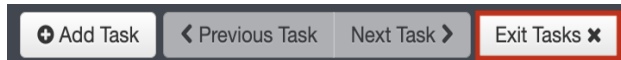
The first step for creating and adding students to a test session via a file import is to download a *Session Create/Move Export* file through PearsonAccess Next. With this template you can generate a file to create or update test sessions. Note: The file must be downloaded from PearsonAccess Next because 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.

## Export the Test Session file

- From the Home page, under **Setup**, select **Import / Export Data**.
- Select the dropdown menu to the right of the **Start** button and select **Import / Export Data**.
- 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.
- 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 student tests not yet added to a test session and student tests in Ready, Exited, Resumed, or Resumed Upload status within a test session for the organization. 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 were selected, the export will only contain student tests for those grades/subjects.
- Users can create one test session per student test (subject) in the *Session Create/Move Export* file. If the student has multiple tests, the user can enter separate test sessions for each testsubject).

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

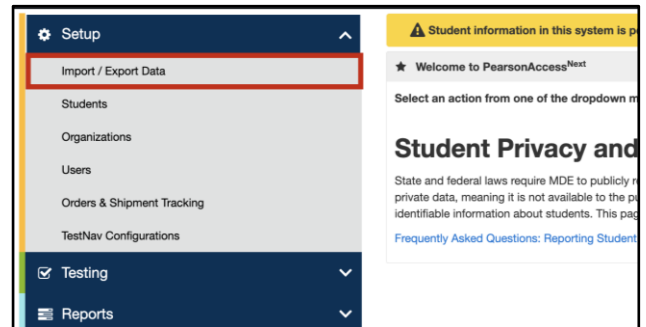
CSV File Column	Column Heading	Field Description	Field Notes
A	Student Test UUID	Unique identifier for a student's test.	Pre-populated. Required. Do not edit. Pearson internal unique identifier used to match student test to test session.
B	Organization Code	School code where the student is being reported.	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 of 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

			<p>is. This does not affect how the student's MARSS/SSID number appears in PearsonAccess Next.</p> <p>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.</p>
H	District Use Special Sort	District created delivery group.	<p>Pre-populated (if available). Informational only. Do not edit or add if blank.</p> <p>District-assigned custom group uploaded into PearsonAccess Next if provided by the district through precode files.</p>
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 be 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 Math G3' without spaces creates additional test session 'Nina'sMathG3').</p> <p>Note: Students cannot be removed from a test session through importing a file. Students must manually be removed from test sessions.</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).</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, MCA05STN8).</p>

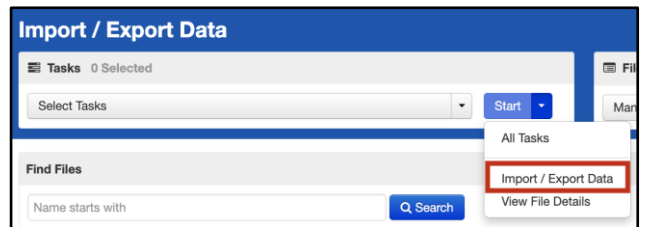


## Import the Test Session File

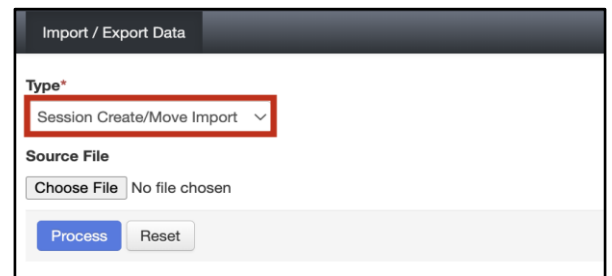
1. From the Home page, under **Setup**, select **Import / Export Data**.



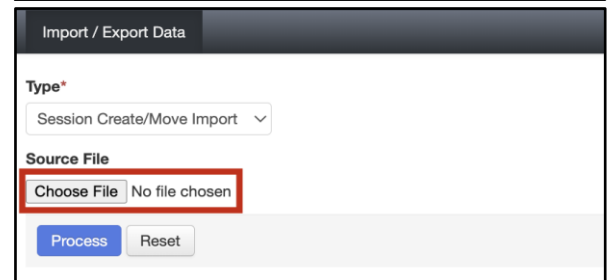
2. Select the dropdown menu to the right of the **Start** button and select **Import / Export Data**.



3. From the Type dropdown menu, select **Session Create/Move Import**.

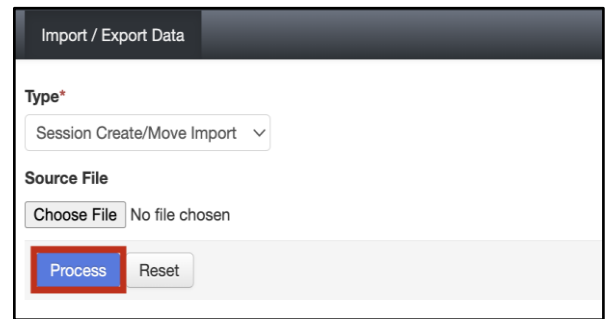


4. Select the **Choose File** button and select the file from your computer to import.
  - If you would like someone else to receive an email notice when the file has completed processing, under Additional emails, type the email address and hit enter. Repeat this process to enter multiple emails.

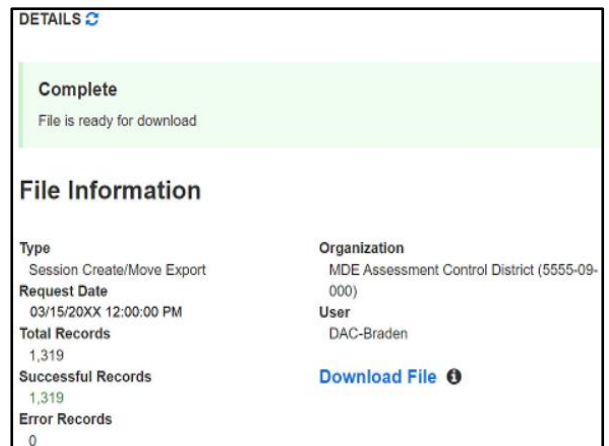


5. Select the **Process** button.

- 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 Math G3' without spaces creates additional test session 'Nina's MathG3').
  - 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.

## 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.

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.

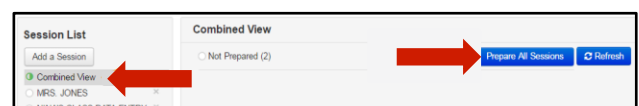
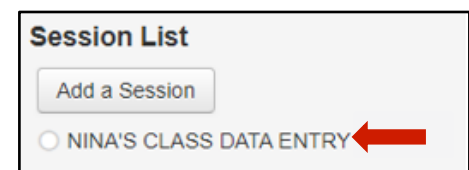
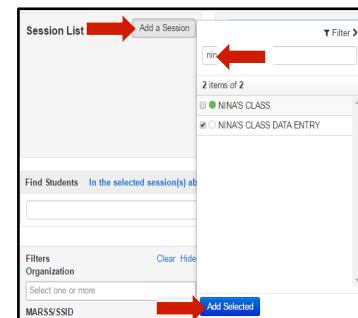
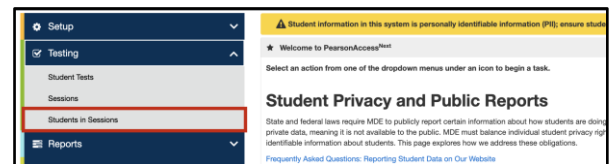
1. Export the test session file from PearsonAccess Next by following steps outlined in the *Create Test Sessions by Importing a File to PearsonAccess Next* section.
2. Make updates in the Test Session file. For questions, refer to the *Edit the Test Session File to Import* section.
3. Import the test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

## 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.

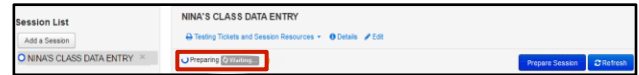
1. From the Home page, under **Testing**, select **Students in Sessions**.
2. A) Add the test session to the Session List. If you are preparing multiple test sessions, add the applicable sessions to the Session List.  
  
B) If you are preparing the session immediately after adding students to the session 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**.



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.

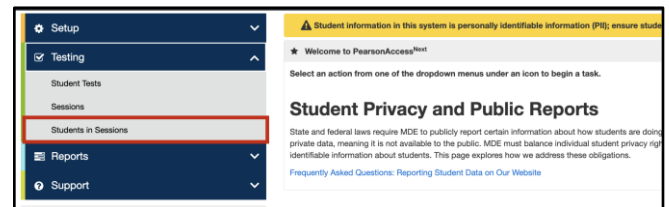
Note: If you have a large number of students (more than 500) in your test session, or preparing appears to be taking additional time to finish, select **Refresh**.



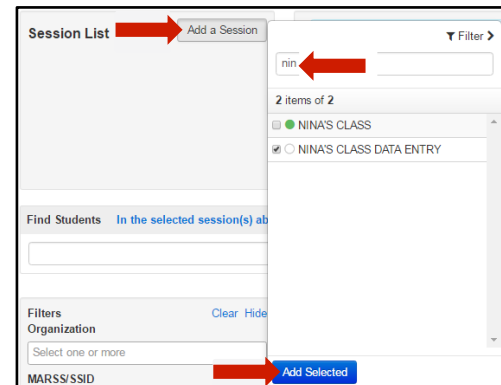
## Verify Accommodated Text-to-Speech or Pop-Up Translation (Mathematics and Science MCAs Only)

Prior to test administration, it is important to verify that students requiring accommodated text-to-speech or pop-up translations for Mathematics or Science MCA have the applicable code indicated and that it appears in PearsonAccess Next. The student roster can be used to verify accommodated text-to-speech or pop-up translations. Refer to the *Print Session Student Rosters* section below for details on student rosters.

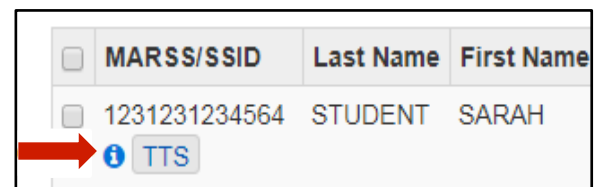
1. From the Home page, under **Testing**, select **Students in Sessions**.



2. Add the test session to the Session List.

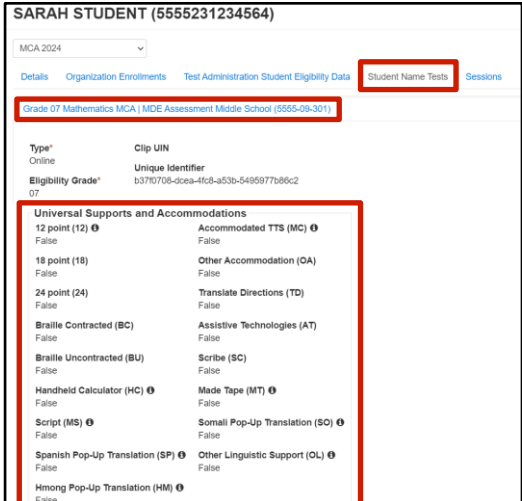


3. Verify a student's accommodations/universal supports by selecting the information icon next to the student's name.



4. Select the **Student Name Tests** tab and select the test/school/group name hyperlink. Under **Universal Supports and Accommodations**, verify that accommodated text-to-speech and/or the applicable pop-up translation is indicated as "True." Scroll to see the entire list. Select **Close** when finished.

If "True" is not indicated, the student must not start testing. The DAC must first indicate the accommodation or universal support in Test WES and it will be loaded to PearsonAccess Next the following business day.



## Print Session Student Rosters

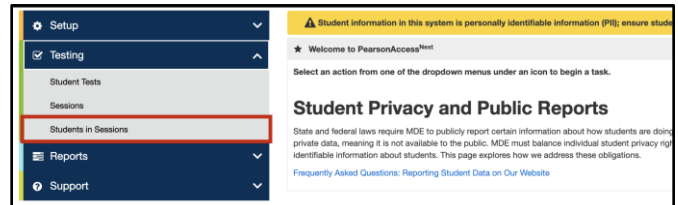
Session student rosters are available to print as a resource during testing. Rosters include test session information (session status, name, test name, form group type, password, etc.), as well as student test information (name, MARSS/SSID, date of birth), text-to-speech (None, Standard, or Accommodated), pop-up translation (None, Spanish, Somali, Hmong), test status, and username. 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:

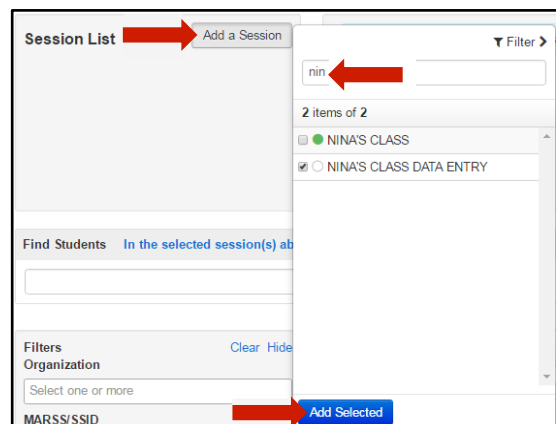
- To verify accommodated text-to-speech and pop-up translations are assigned to students
- To assist a student who is having difficulty signing in (rather than sorting through multiple testing tickets)
- To use as a checklist to verify that all secure materials (for example, student testing tickets, 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**.

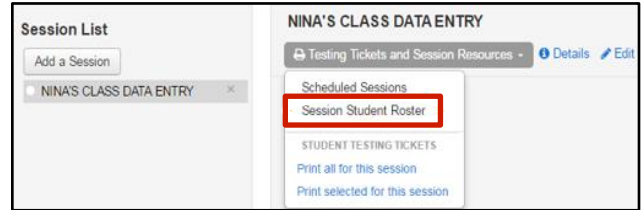


2. Add the test session to the Session List.



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

4. 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 (5555-09-381)	Actual Start Date									
Test	Grade 07 Mathematics MCA	Actual Start Time									
Proctor Reads Aloud	No	Lab Location									
Form Group Type	Main										
Password	BCFAE										
4 Results											
Student Name	Preferred First Name	MARSS/SID	Date of Birth	Text-to-Speech	Pop-Up Translation	Status	Username				
STUDENT SAMPLE FIVE	SARAH	555522223334	01/17/2010	Standard	None	Ready	5703753987				
STUDENT SAMPLE FOUR		555522223333	10/02/2009	Standard	None	Ready	4346579784				
STUDENT SAMPLE ONE		555522223333	12/25/2009	Standard	None	Ready	7323262717				

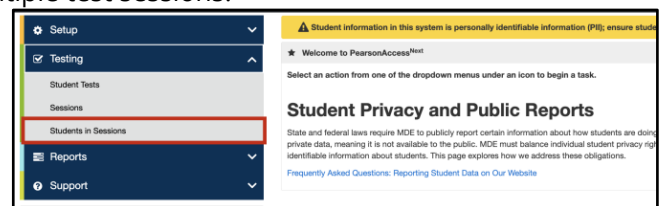
Tip: Session rosters in Excel format are available in the *Session Roster* operational report in PearsonAccess Next (under Reports > Operational Reports in Online Testing category). Users can add columns and/or additional information (for example, to track which students tested with a particular Test 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.

## Print Student Testing Tickets for Individual Sessions

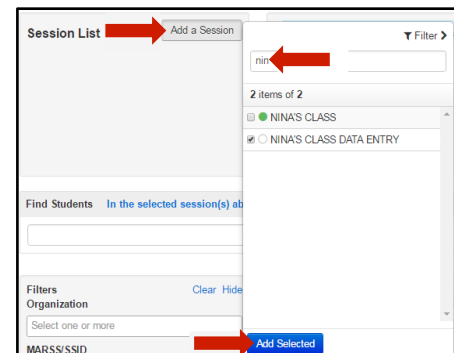
Student testing tickets are needed for students to sign in to TestNav. Student testing tickets can be printed any time after students are added to the test session. Student testing tickets must be kept secure when not used for testing because they contain private student data and provide access to test 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.

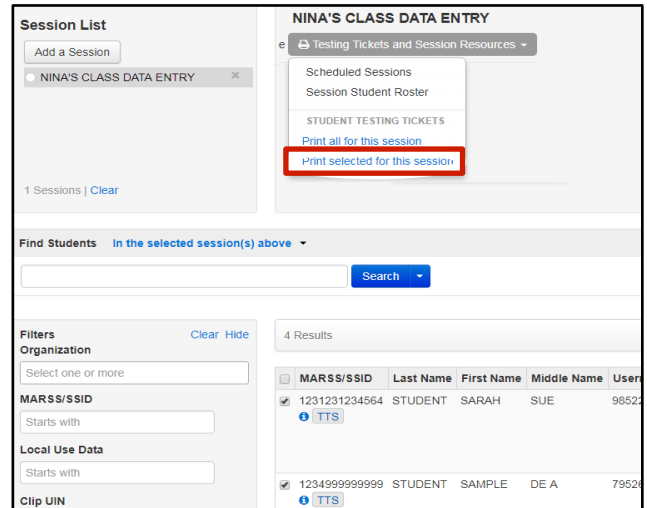
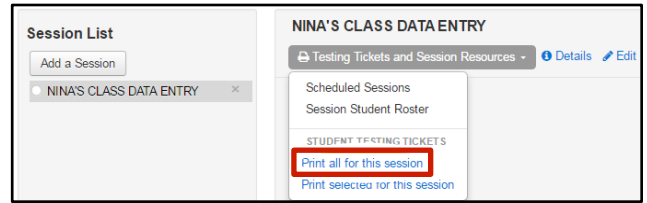
1. From the Home page, under **Testing**, select **Students in Sessions**.



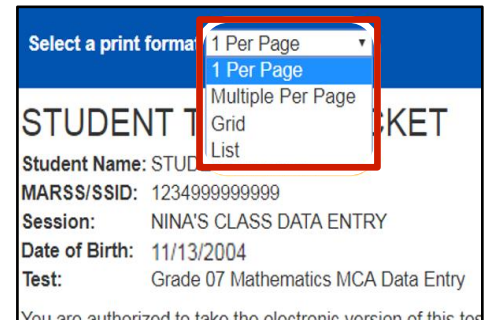
2. Add the test session to the Session List.



3. 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**.



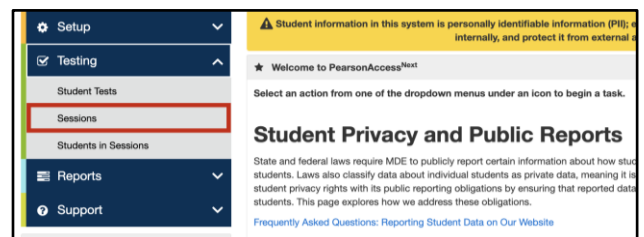
4. When the tickets open, they are set up to print as one ticket per page. To change how the tickets are printed, select a different print option (Multiple Per Page (6 per page), Grid (6 per page), or List (4 per page) from the dropdown menu.



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

## Print Student Testing Tickets for Multiple Sessions

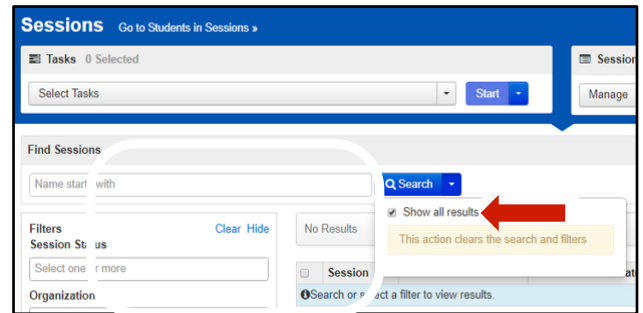
1. From the Home page, under **Testing**, select **Sessions**.





2. 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**.

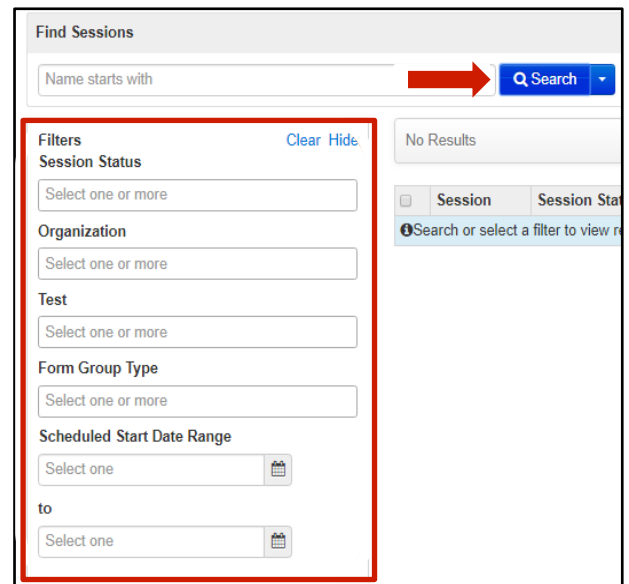


The screenshot shows the 'Sessions' interface. At the top, there's a 'Tasks' section with '0 Selected' and a 'Start' button. Below it, the 'Find Sessions' section has a search bar and a dropdown menu. The dropdown menu is open, showing 'Show all results' selected. A red arrow points to this option. A yellow tooltip says 'This action clears the search and filters'.

- To search for sessions individually: Under **Find Sessions** enter the session name and select **Search**.

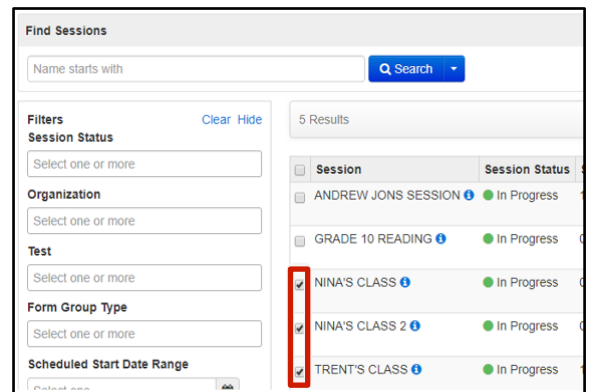
Or under **Filters**, select parameters to automatically view only those test sessions within the selected parameters.

Note: You can select multiple filters for a search.



The screenshot shows the 'Find Sessions' interface. The 'Name starts with' field is empty. The 'Search' button is highlighted with a red arrow. The 'Filters' section is highlighted with a red box. It includes 'Session Status', 'Organization', 'Test', 'Form Group Type', and 'Scheduled Start Date Range'.

3. Select the checkbox next to the session name.

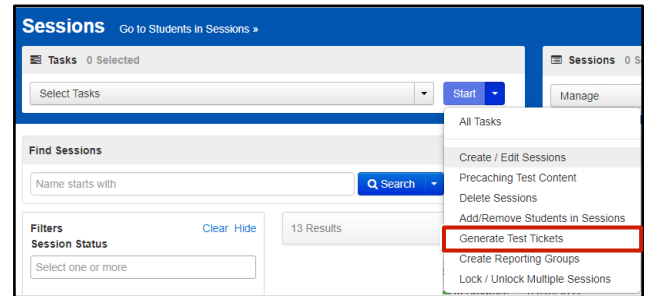


The screenshot shows the 'Find Sessions' interface with search results. The 'Name starts with' field is empty. The 'Search' button is highlighted. The 'Filters' section is highlighted. The 'Session' column has checkboxes selected for 'NINA'S CLASS', 'NINA'S CLASS 2', and 'TRENT'S CLASS'.

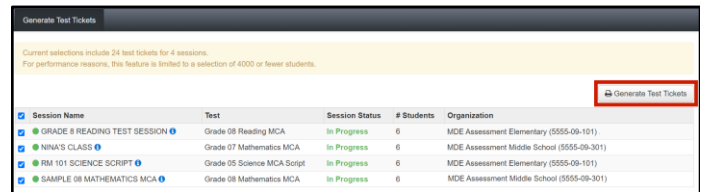
Note: Selecting the checkbox next to **Session** will select all test sessions in the list.

<input checked="" type="checkbox"/>	Session	Session Status
<input checked="" type="checkbox"/>	ANDREW JONS SESSION ⓘ	In Progress
<input checked="" type="checkbox"/>	GRADE 10 READING ⓘ	In Progress
<input checked="" type="checkbox"/>	NINA'S CLASS ⓘ	In Progress

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

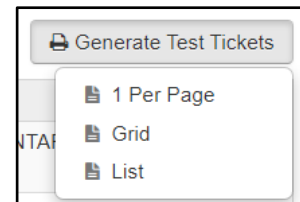


5. Test sessions selected on the previous page are pre-selected. Select **Generate Test Tickets** and the printing option (1 Per Page, Grid (6 per page), or List (4 per page)) from dropdown menu to create a single PDF for printing.



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.



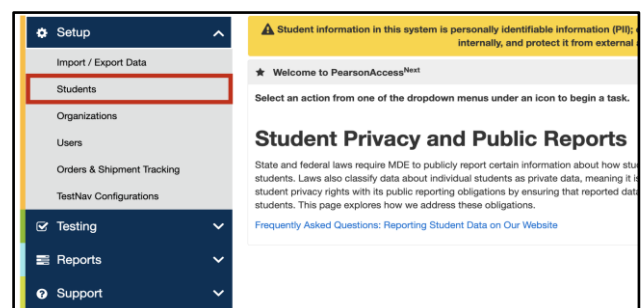
Current selections include 1594 test tickets for 100 sessions.  
For performance reasons, this feature is limited to a selection of 4000 or fewer students.

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

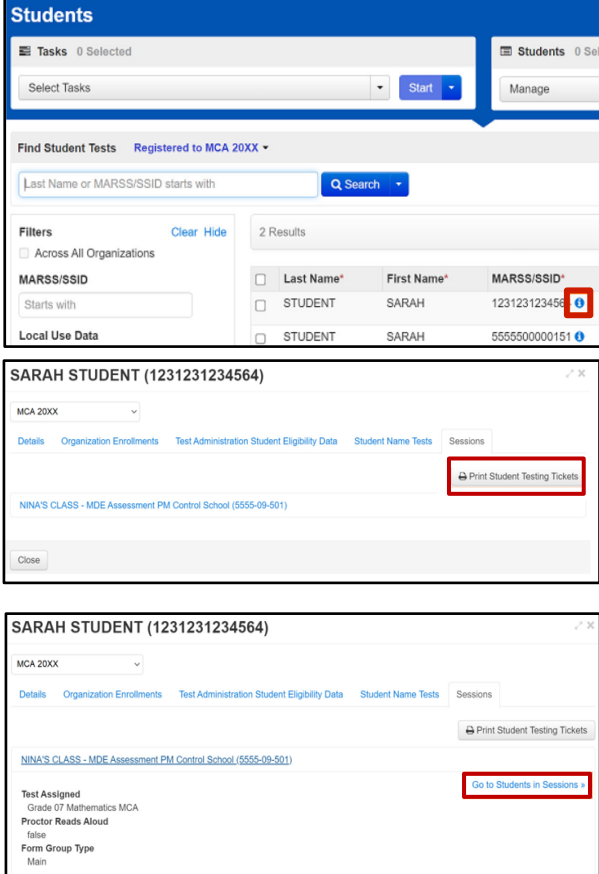
## Print Testing Tickets for an Individual Student

Testing tickets for an individual student can be generated for that student across all test sessions. Printing all test tickets for an individual student across all test sessions may be helpful for students unable to test on the scheduled date (for example, missed testing due to illness) and will test during a make-up session.

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



- Find and select the information icon next to the student(s) you will be printing tickets for.
- 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.
- Select the session name and then select **Go to Students in Sessions** to go directly to the test session.

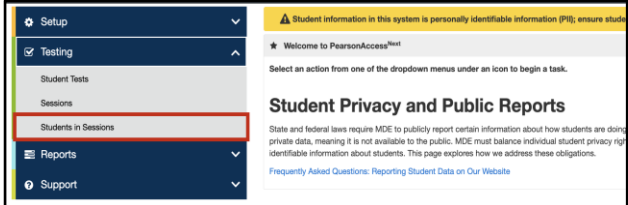


The screenshot shows the 'Students' interface. At the top, there's a 'Tasks' section with '0 Selected' and a 'Start' button. Below is a search bar for 'Last Name or MARSS/SSID starts with'. A table lists two results for 'STUDENT SARAH' with MARSS/SSIDs '123123123456' and '555550000151'. A red box highlights the information icon next to the first student. Below the table, the 'Local Use Data' section is visible. The second screenshot shows the 'SARAH STUDENT (1231231234564)' profile with tabs for 'Details', 'Organization Enrollments', 'Test Administration Student Eligibility Data', 'Student Name Tests', and 'Sessions'. A red box highlights the 'Print Student Testing Tickets' button in the 'Sessions' tab. The third screenshot shows the same profile with a red box highlighting the 'Go to Students in Sessions' button.

## 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.

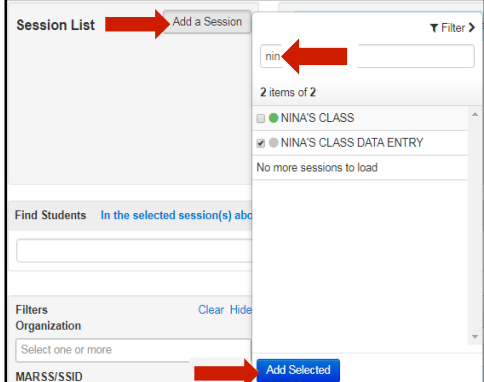
- From the Home page, under **Testing**, select **Students in Sessions**.



The screenshot shows the PearsonAccess home page. On the left, a navigation menu has 'Setup', 'Testing', 'Reports', and 'Support'. Under 'Testing', 'Students in Sessions' is highlighted with a red box. The main content area displays a 'Student Privacy and Public Reports' notice.

- Add the test session to the Session List.

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



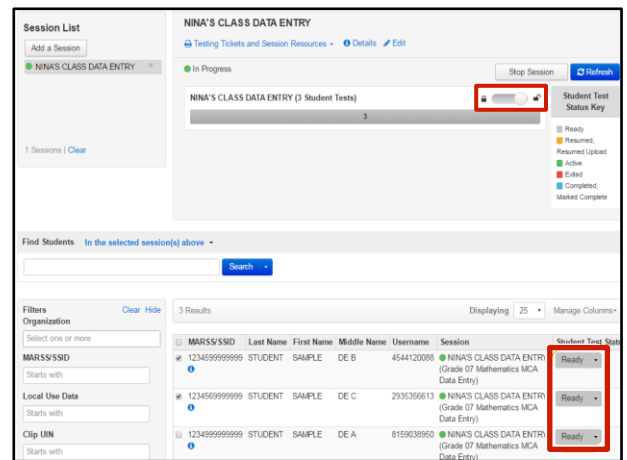
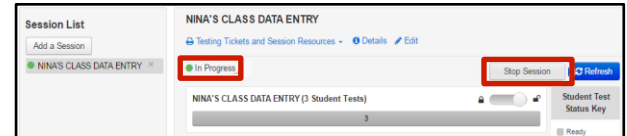
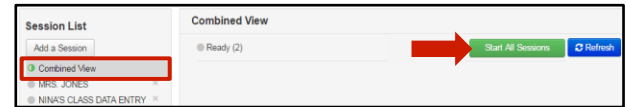
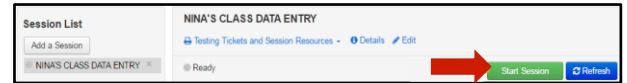
The screenshot shows the 'Session List' interface. A red arrow points to the 'Add a Session' button. A dropdown menu is open, showing a search for 'nin' with two results: 'NINA'S CLASS' and 'NINA'S CLASS DATA ENTRY'. A red box highlights the 'Add Selected' button at the bottom right of the dropdown.

### 3. Start the test session.

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

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.

- ### 4. 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.



## Verify Students in Sessions

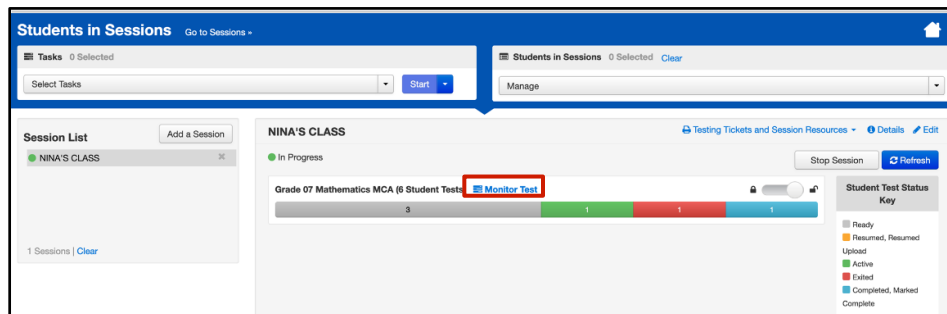
Tip: To confirm all eligible students have been added to test sessions, view the *Students Assigned to Test but not Added to a Test Session* operational report in PearsonAccess Next (under Reports > Operational Reports in Students & Registrations category) 2-3 days prior to actual testing. If a student 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.

## Monitor Student Testing Progress

For test security purposes, access to student tests through TestNav is limited to the hours of 6 a.m. to 5 p.m. (CST) on weekdays throughout the testing window.

You can monitor student testing progress on the **Students in Session** screen. Refresh your browser window or select the **Refresh** button.

- In the single session view, select the Monitor Test pop-out button to the right of the session to access the **Student Test Status Dashboard**. **New for 2023–24:** The pop-out button has been updated to read “Monitor Test” and be more visible to Test Monitors in PearsonAccess Next. Note: The pop-out button will only appear if the session has 100 students or less. The number of students in the session has increased from 50 to 100. The dashboard will open in a new tab within the browser.



- If monitoring multiple sessions, select a different session in the single session view to open the dashboard in another tab within the browser. This way, multiple sessions can be monitored by navigating between browser tabs.
- On the **Student Test Status Dashboard**, all student tests within that session will be displayed. The following information will display on the dashboard:




NINA'S CLASS <span>In Progress</span>		Grade 07 Mathematics MCA		
All Test Statuses <span>Total Students: 6</span>		<span>Stop Auto Refresh</span>		
		<span>■ - Answered</span> <span>■ - No Response Required</span> <span>■ - Visited</span> <span>■ - Remaining</span>		
Student Name	Test Status	Test Duration	Battery	Test Progress
STUDENT, SAMPLE FIVE (5555122223334) ⓘ	Marked Complete	00:24:52	n/a	22 0 26
STUDENT, SAMPLE FOUR (5555222333333) ⓘ	Active	00:09:12	n/a	10 1 37
STUDENT, SAMPLE ONE (5555222222333)	Ready	--:--:--	n/a	n/a
STUDENT, SAMPLE THREE (5555333333333) ⓘ	Exited	00:26:59		24 0 24
STUDENT, SAMPLE TWO (5555122222222)	Fatal Error 04/01/20XX 02:31:45 PM 3005	00:00:08	n/a	n/a
STUDENT, SARAH SUE (5555231234564)	Ready	--:--:--	n/a	n/a

- Student Name (MARSS) (for example, Student, Sarah (5550000000012))
- Test Status (Active, Ready, Completed, Resumed, etc.)
  - All test statuses are displayed by default. Select the dropdown menu above the table to filter results by specific test session.
  - If a student is exited from TestNav due to a technology issue, the dashboard Test Status column will display one of the following messages:
    - Connectivity/Save Errors (any error caused by loss of connectivity between testing device and Pearson servers)
    - Fatal Error (any error that results in the student being exited from TestNav). Select the error code hyperlink to see additional error information and instructions. Resume the student test in PearsonAccess Next and have the student login to TestNav again. Once the student is in Active

status and navigates to the next item, the error code clears and the dashboard updates when refreshed. If the error persists, follow school procedures to request assistance from other staff.




- Test Duration (total time the student has been testing based on when the student starts testing and submits their test in TestNav). **New for 2023–24:** The test duration timer now stops when a student exits the test and restarts when a student resumes testing. If there are multiple days between test sessions, the time will now only include the time the student was actively testing.
- Battery indicator (the status of the student’s device battery will display here; students will also receive a warning message when their battery reaches 20% (yellow icon) and 10% (red icon). Note: Students testing on iOS devices (for example, iPad) will have “n/a” for this column).
- Test Progress (actual student test status is reflected) Note: The test progress displays a bar graph based on the percentage of items answered, no response required, visited, and remaining. It also includes a chart showing the number of items for each of those categories.
  - Answered (green)
    - Online Reading and Mathematics MCAs (adaptive): While students are in the student directions section, this field includes the number of student direction pages that have been viewed. Once students navigate past the student directions, this field includes only items that require a response. The total number reflects the total number of items on the test.
    - Online Science MCA (fixed form): This field includes both items that have been answered, as well as student directions pages, title pages, and review screens that have been viewed. As a result, the total number will be higher than the number of items on the test once the student has answered all items.
  - No response required (blue) (Note: This includes the student directions and any title pages or review screens in the test.)
    - Online Reading and Mathematics MCAs (adaptive): While students are in the student directions section, this field includes the number of direction pages that have not yet been viewed. Once students navigate past the student directions, this will appear as ‘n/a’.
    - Online Science MCA (fixed form): This field includes student directions pages, title pages, and review screens that have not yet been viewed.
  - Visited (yellow): For all tests, while testing, this field always appears as a 0. After students exit the test, this field will appear as either 0 or 1 as students must answer each item in order to continue.
  - Remaining (red): For all tests, this field is the number of items remaining that require a response.

#### Example: Reading and Mathematics MCAs

DASHBOARD CHECK <span style="color: green;">●</span> In Progress		Grade 05 Reading MCA		
<div> <div></div> <div>Total Students: 3</div> </div> <div>Test Source: TN APP</div>		<div>Stop Auto Refresh</div>		
		<div> <span style="color: green;">■</span> - Answered               <span style="color: blue;">■</span> - No Response Required               <span style="color: orange;">■</span> - Visited               <span style="color: red;">■</span> - Remaining             </div>		
Student Name	Test Status	Test Duration	Battery	Test Progress
Lemon, Control (5555095010023) ⓘ	Exited	00:03:19		<div> <div>7</div> <div>n/a</div> <div>1</div> <div>42</div> </div>
Lime, Control (5555095010024) ⓘ	Exited	00:00:17		<div> <div>1</div> <div>9</div> <div>1</div> <div>0</div> </div>
Melon, Control (5555095010025) ⓘ	Exited	00:03:45		<div> <div>24</div> <div>n/a</div> <div>0</div> <div>26</div> </div>

Note: The second student in the reading example is still in the Student Directions section of their test. Once they navigate past this section, the student test progress will display like the other students.

### Example: Science MCA

DASHBOARD CHECK <span style="color: green;">●</span> In Progress				Grade 05 Science MCA			
All Test Statuses <span>▼</span>				Total Students: 3			
				<span>Stop Auto Refresh</span>			
				<span style="color: green;">■</span> - Answered <span style="color: blue;">■</span> - No Response Required <span style="color: orange;">■</span> - Visited <span style="color: red;">■</span> - Remaining			
Student Name	Test Status	Test Duration	Battery	Test Progress			
Lemon, Control (5555095010023) ⓘ	Exited	00:04:23		22	10	1	43
Lime, Control (5555095010024) ⓘ	Exited	00:00:37		8	17	0	51
Melon, Control (5555095010025) ⓘ	Exited	00:02:00		24	10	0	42

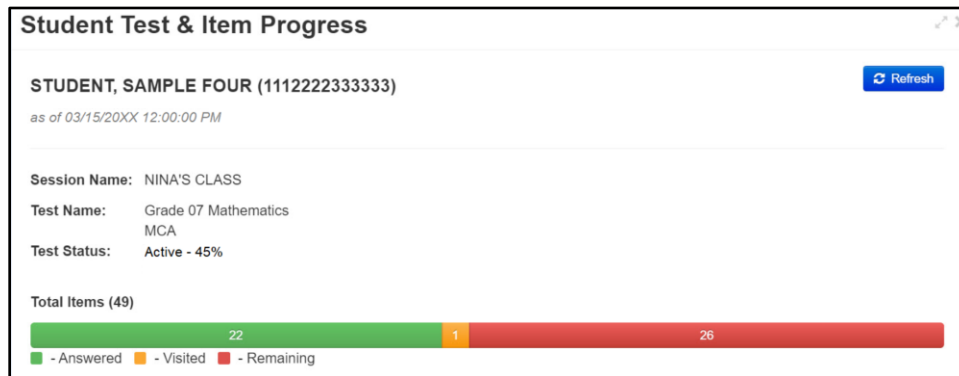
The dashboard is set to automatically refresh every 30 seconds. To stop auto refresh, select the Stop Auto Refresh button. Turning off auto refresh only applies to that dashboard. If dashboards are open in multiple tabs, you must stop auto refresh for each dashboard, as needed. Once Stop Auto Refresh is selected, the button changes to Start Auto Refresh. Select the button on auto refresh. Unlike PearsonAccess Next, the Student Test Status Dashboard page does not time out after 30 minutes of inactivity. However, once logged out of PearsonAccess Next, this page will no longer refresh. When logged back into PearsonAccess Next, auto refresh is turned-on by default.

Note: Selecting the information icon next to a student's name will display the same detailed test and item progress as selecting the student test status on the Students in Session screen.

- If students in different test sessions are testing in the same room, you can monitor testing for multiple test sessions simultaneously in PearsonAccess Next. Add the relevant test sessions to the Session List and select **Combined View** in the Session List to see the testing status of all students in the sessions on one screen. Refresh your browser window or select **Refresh** button.
  - Student Test Status: To check the status of a specific student, find the student's name in the test session. View the student's status in the **Student Test Status** column. Select the status hyperlink to view detailed information about the student's test and item progress. The test status now reflects the student's item progress and test completion percentage for Reading, Mathematics, and Science MCAs.
    - The first part of each test contains student directions and will be referred to as "Web Content" on the **Student Test & Item Progress** screen.
    - While section numbers do not appear in students tests, they will appear in PearsonAccess Next. This information is provided for reference only when monitoring student progress in PearsonAccess Next.
    - Reading and Mathematics MCAs are adaptive tests, meaning PearsonAccess Next knows the number of scorable items but not the non-scorable items (such as title pages and end of group review screens). The completion percentage does not include student directions or any non-scorable items and updates after the student navigates past the student directions. Note: The TestNav progress indicator and PearsonAccess Next student test item progress match within one percent of each other.

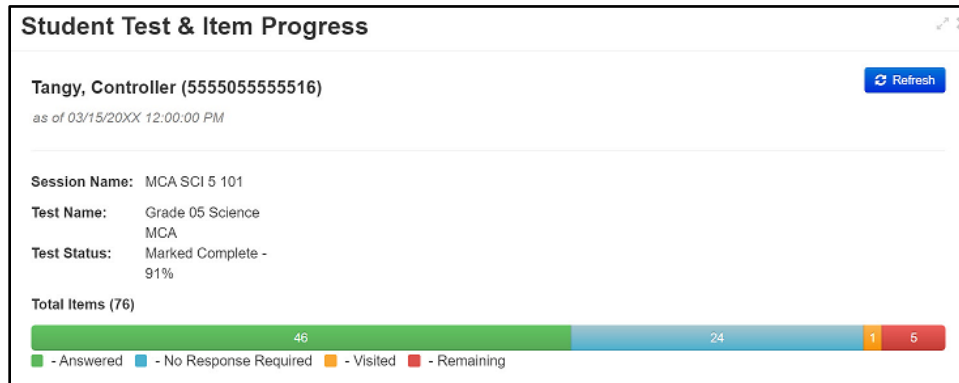


### Example: Mathematics MCA



- Science MCA is a fixed form, meaning PearsonAccess Next knows the total number of scorable and non-scorable items. When the student starts their test, the non-scorable items are considered complete and the completion percentage initially starts off higher in PearsonAccess Next (for example, 30% complete). The PearsonAccess Next student test item progress shows the percent complete at the test level. Note: The TestNav progress indicator shows the percent complete at the section level, not the test level, so the percentages on TestNav progress indicator and PearsonAccess Next student test item progress will not match. Students should use the TestNav progress indicator to know how far they are in the section. Test Administrators should use the PearsonAccess Next student test item progress data to know how are the student is in their overall test.

### Example: Science MCA



- The following information is displayed on the student test item progress bar:
    - Answered (green) – The number of items completed and pages viewed.
    - No Response Required (blue) – The number of pages remaining that do not require a response (MCA Science only).
    - Visited (yellow) – The number of items visited but not completed. Note: This will appear as 0 or 1 as students must answer each item in order to continue.
    - Remaining (red) – The number of items remaining that require a response.
  - Refer to the *Using Filters* section at the end of this guide for helpful tips on viewing students in sessions.
- Note: To maintain system security, PearsonAccess Next times out after 30 minutes of test session management inactivity. If you have been timed out, you will need to sign back into PearsonAccess Next to resume monitoring the test session.

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

- **New for 2023–24:** After the first item in each section or group of questions, the back and next navigation arrows will always appear active (for example, blue) throughout the test. However, if a student selects the back or next button before answering the current item, a message will appear reminding the student to answer all parts of the question first.
- 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 students are exited due to inactivity, they still have 20 minutes to resume the test with the ability to go back and review.
- If testing over multiple days, students may exit the test at any point. However, if testing is scheduled so that students stop at the end of a group of items (Reading MCA) or at the end of Section 2 (Science MCA), it is recommended that students exit on the Review screen. When they resume, they will not be able to go back to review and will need to select Next to proceed.
- Once students exit the test for more than 20 minutes or stop testing for the day, they cannot 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.

The following table provides a complete list and explanations of student statuses.

Student Status	Explanation
Ready	The student has not yet started the test.
Active	The student has signed in and is testing. Note: A test may be in Active status if the student improperly exited from the text.
Exited	The student has exited TestNav but has not submitted test responses.
Resumed	The student's test has been resumed, but the student has not yet signed in.
Resumed Upload	<p>The student's test has been resumed, but the student has not yet signed in. Resumed Upload status forces TestNav to check for a saved response file (SRF) on the testing machine and the secondary save location when the student signs back in to continue.</p> <p>If a student resumes testing in a Resumed-Upload status, they will receive a <a href="#">Connectivity/Save Warning and Error Code</a> message. Students will need to alert the Test Monitor if they receive one of these messages. <i>If there are no ongoing technical issues where you are working with Pearson technology support, select <b>Skip Upload</b> to resume the student.</i></p>
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The student's test has been marked complete by the DAC or AA and the student will not finish testing.

DAC and AA users have access to dashboard views in PearsonAccess Next (under Dashboards > Dashboards) to assist with verifying test session 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 reading, mathematics and science in Not Prepared, Preparing, Errors – Not Prepared, Ready, In Progress, and Stopped statuses.
- The Student Test Status by Subject dashboard displays student test status for reading, mathematics and science in Ready, Resumed/Resumed Upload, Active, Exited, Completed/Marked Complete statuses.
- The Test Status – Online by Subject dashboard display student test status for reading, mathematics and science in Assigned, In Progress, and Complete statuses.

There are a number of operational reports in PearsonAccess Next that can assist you with monitoring test sessions and student test progress. See the *Access Operational Reports* section in this guide for details on how to access these reports.

Under Reports > Operational Reports in the Online Testing category:

- Student Tests that are Ready and Unlocked: This report provides a list of all student tests that are in Ready status and unlocked. Tip: Consider running this report the morning before testing to confirm all student tests are ready and unlocked.
- Students Currently Testing Online: This report provides a list of all students who have started testing but have not yet finished. This includes students in an Active, Resumed, or Resumed Upload status. Tip: Consider running this report throughout the dates when students are testing in your district or school to see which students are actively testing.

Under Reports > Operational Reports in the Students & Registrations category:

- Students with Test Assignments but have not Completed: This report lists students who have a test assigned to them but the test has not yet been completed. Tip: Consider running this report at the end of your scheduled testing dates and before the end of the test administration to confirm all students with test assignments have completed testing.
- Student Registration Summary: This report provides a list of the number of students assigned to a test and the number of completed tests. Tip: Consider running this report at the end of your scheduled testing dates and before the end of the test administration to confirm all students with test assignments have completed testing.

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## Troubleshooting

Occasionally, students encounter technical issues during online testing. Ensure Test Monitors know the plan for contacting technology staff, or other district staff, if issues arise so they can continue actively monitoring other students who are successfully testing.

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

- If a student is repeatedly exited from TestNav:
  - Have the student try signing in again (confirm the test is in a status of Resumed in PearsonAccess Next first and that the student is using the correct username and password).
  - 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.
  - Carefully monitor the actions the student is taking when signing in or navigating through the test (for example, make sure the student is not powering the device off, intentionally exiting, attempting to access another program, selecting certain keystrokes).
- 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 > 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.

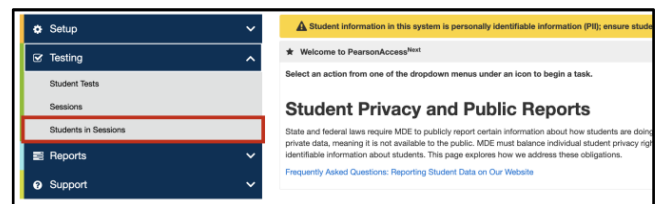
## Lock/Unlock Student Tests in a Single Session (Optional)

Though not required, districts may choose to lock student tests once students have exited TestNav. This optional step can be helpful if student tests are resumed a day or more before the next testing session takes place. If student tests are resumed shortly before students will be signing in, this optional step is not necessary.

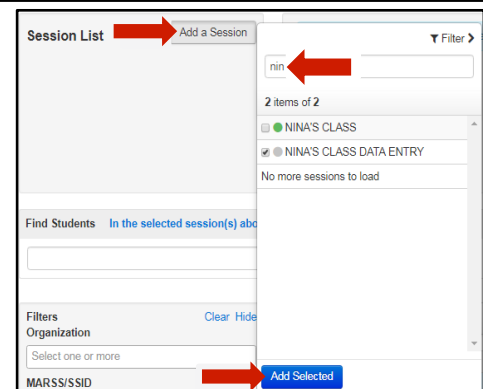
Student tests must be unlocked before students can sign in. When a test is complete or marked complete, the test will automatically be locked and cannot be unlocked.

Note: If a student is actively testing and the test is then locked in PearsonAccess Next, the student will not be kicked out of TestNav. However, if they exit and need to resume testing, the student's test will need to be unlocked.

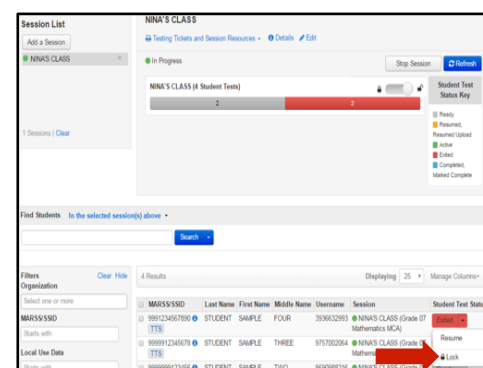
1. From the Home page, under **Testing**, select **Students in Sessions**.



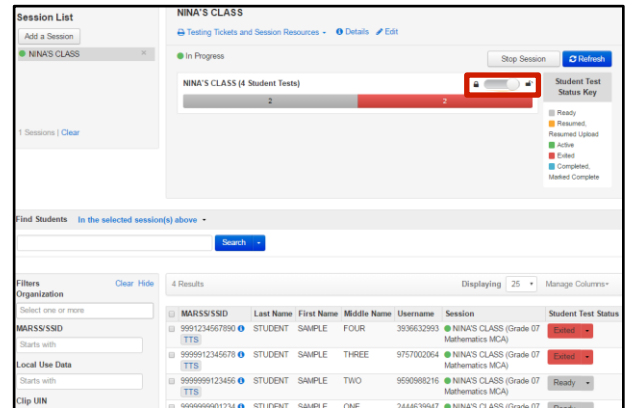
2. Add the test session to the Session List.



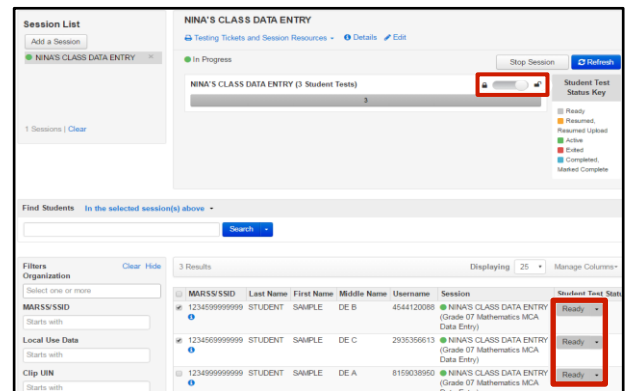
3. Lock student tests.
  - To lock an individual student's test: In the **Student Test Status** column, select the dropdown next to the student's status and select **Lock**.



- To lock all student tests in the test session: Move the slider at the top of the test session from unlocked to locked.

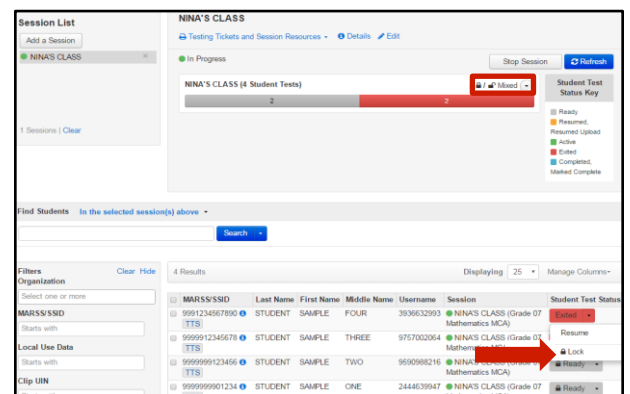
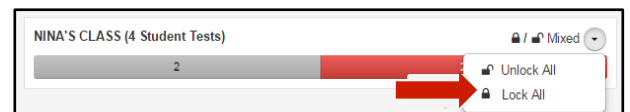


Once student tests are locked, the lock icon next to the student's status will appear.



If there are both locked and unlocked tests in the same test session, the test session will show "Mixed" in place of the slider.

- To lock individual student tests, select the dropdown next to the student's test status and select **Lock**.
- To lock all student tests in the test session, select the dropdown menu next to "Mixed" and select **Lock All**. **NOTE:** This will not change student tests who were already locked.

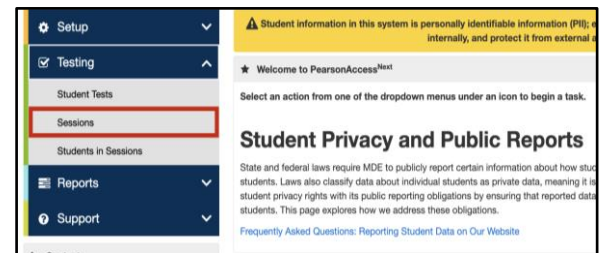
Once student tests are locked, the lock icon next to the student's status will appear.

Note: If a student is added or moved to a test session where all student tests are locked, their test will automatically be locked. If there are any unlocked tests, the student's test that is added/moved will be unlocked.

## Lock/Unlock All Student Tests for Multiple Sessions (Optional)

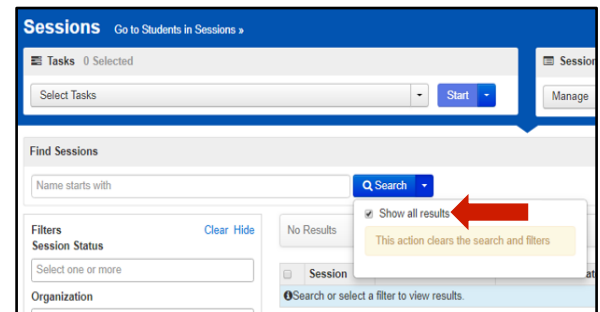
Users can lock/unlock all student tests for multiple sessions.

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



2. To search for test session:

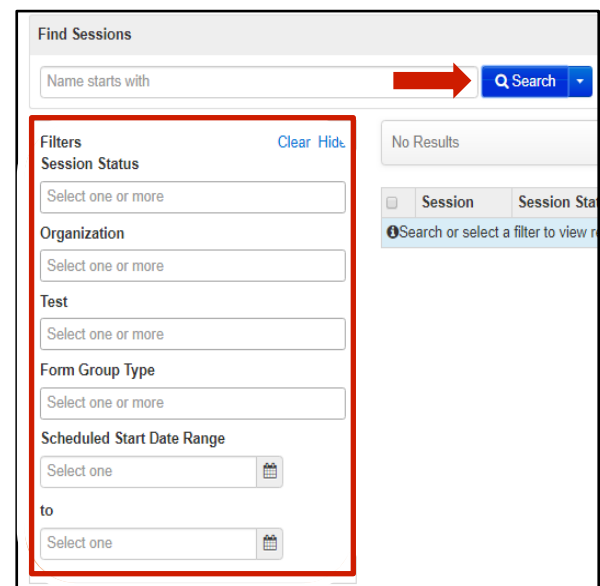
- To view all sessions created: Select the dropdown next to **Search** and select the checkbox next to **Show all results**.



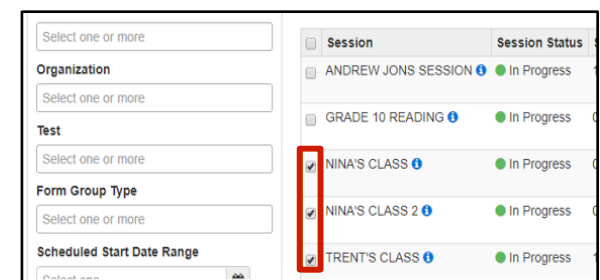
- To search for sessions individually: Under **Find Sessions** enter the session name and select **Search**.

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

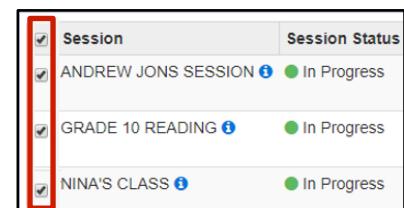
Note: Only sessions in In Progress or Stopped status can be locked/unlocked. Use the Session Status filter to find test sessions in these statuses.



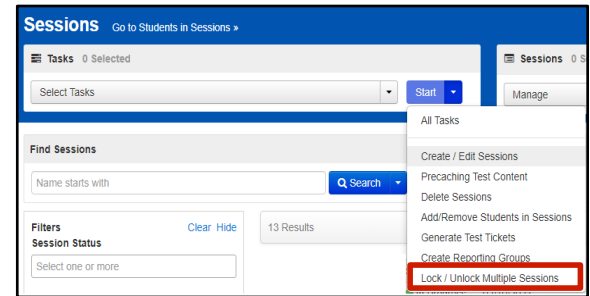
3. Select the checkbox next to the session name.



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

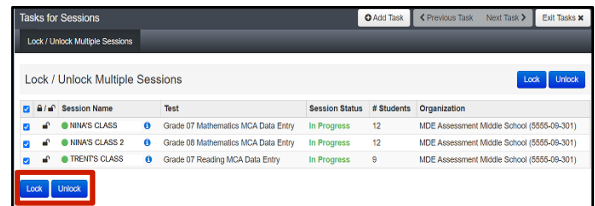


4. Select the dropdown menu to the right of the **Start** button and select **Lock/Unlock Multiple Sessions**.

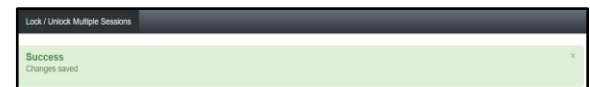


5. Test sessions selected on the previous page are pre-selected.

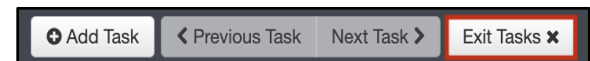
- To lock sessions, select **Lock**.
- To unlock sessions, select **Unlock**.



Once Add 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.

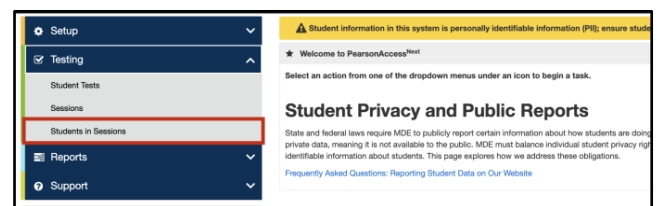


## Resume a Test

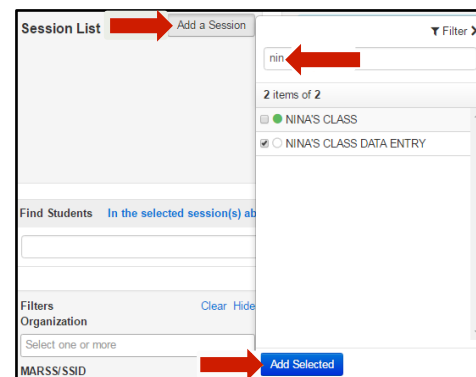
When testing over multiple days or signing back in after a break (if students exited their test), the tests must first be resumed in PearsonAccess Next. If student tests were locked, confirm all tests are unlocked before resuming. Only students in Exited status can be resumed. Note: If a student is in Active status but not testing, the student must first be placed in Resumed Upload before being placed in Resume status.

Note: If you are actively monitoring test progress in PearsonAccess Next and need to resume a test (for example, a student is exited during testing), start on step 2B.

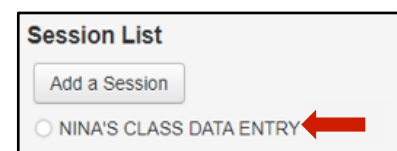
1. From the Home page, under **Testing**, select **Students in Sessions**.



2. A) Add the test session to the Session List.



B) If you are actively monitoring test progress, the test session will automatically appear under **Session List** and you can continue to below to resume students.





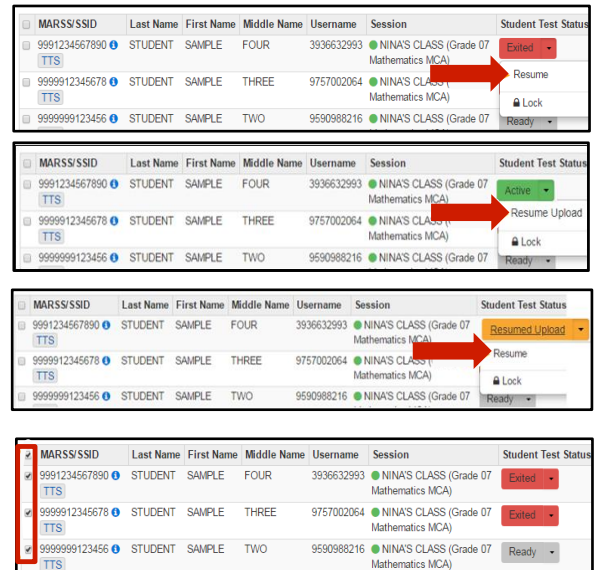
- In the **Student Test Status** column, select the dropdown next to the student's status (only one option will display, and the displayed option depends on how the test was exited).
  - For student tests in **Exited** status, select **Resume**.
  - For student tests in **Active** status, first place the student tests in **Resumed Upload** and then immediately change the status to **Resume** (this prevents students from receiving error messages when they resume testing in TestNav).
- To resume multiple or all students on the page:
  - Select the checkbox at the top on the left or the checkboxes next to individual students.

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 in your test session, at the bottom of the page, go to the next page to select additional students proceeding to the next step.

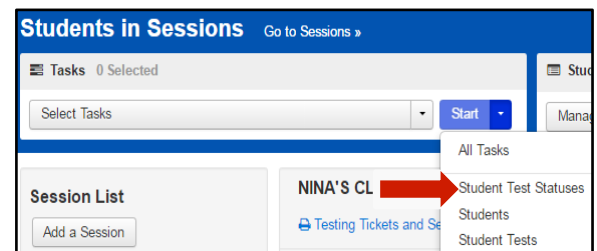
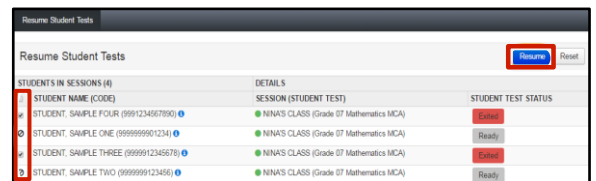
- Select the dropdown menu to the right of the **Start** button and select **Student Test Statuses**.

- On the Resume Student Tests tab, select the checkbox at the top on the left or next to the student names in the list to confirm your selections and select **Resume**.  
Note: For students in an Active status, selecting **Resume** will place the student into a **Resumed-Upload** status. Select the checkbox next to the student name(s) in Resumed-Upload status and select **Resume** again to change to Resumed status.

Students will use the same student testing ticket to sign back in to the test. When the student signs back in, they will select Resume to continue testing. The test will resume on the next unanswered question.



MARSS/SID	Last Name	First Name	Middle Name	Username	Session	Student Test Status
9991234567890	STUDENT	SAMPLE	FOUR	3936632993	NINA'S CLASS (Grade 07 Mathematics MCA)	Exited
9999912345678	STUDENT	SAMPLE	THREE	9757002064	NINA'S CLASS (Grade 07 Mathematics MCA)	Active
9999999123456	STUDENT	SAMPLE	TWO	9590988216	NINA'S CLASS (Grade 07 Mathematics MCA)	Resumed Upload

STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
STUDENT SAMPLE FOUR (9991234567890)	NINA'S CLASS (Grade 07 Mathematics MCA)	Exited
STUDENT SAMPLE ONE (999999991234)	NINA'S CLASS (Grade 07 Mathematics MCA)	Ready
STUDENT SAMPLE THREE (9999912345678)	NINA'S CLASS (Grade 07 Mathematics MCA)	Exited
STUDENT SAMPLE TWO (9999999123456)	NINA'S CLASS (Grade 07 Mathematics MCA)	Ready

A student should only be kept in a Resume-Upload status if there were technical issues and your school is working with Pearson technology support. Work with your school technology staff and District or School Assessment Coordinator as needed.

If a student resumes testing in a Resumed-Upload status, they will receive a [Connectivity/Save Warning and Error Code](#) message. Students will need to alert the Test Monitor if they receive one of these messages. *If there are no ongoing technical issues where you are working with Pearson technology support, select **Skip Upload** to resume the student.*

Note: Selecting Skip Upload will **not** result in a loss of student responses for previously answered items. Online testing requires a continuous connection between the student testing device and Pearson servers to send and receive test items. Each time a student responds to an item, that response is sent and saved at Pearson.



## Stop a Test Session (Optional)

When all students have completed testing, you may consider stopping the test session if you choose. Stopping a test session is optional as all test sessions are automatically stopped and all tests are extracted for scoring at the close of the testing window. However, you may choose to stop testing sessions as a way to monitor testing progress and to ensure all testing has been completed.

Note: A session cannot be stopped if there are students with started tests in the session. These students would need to be removed or marked complete before the session can be stopped. Once stopped, a session cannot be restarted by the district.

## 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)
- 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 MCA, any medical excuse or refusal test codes must be entered in PearsonAccess Next and cannot be entered during Posttest Editing.

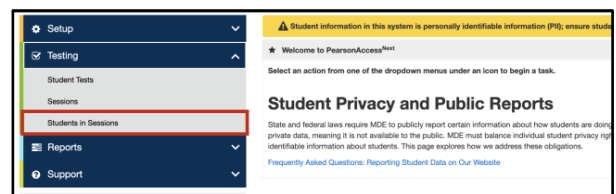
- Note: Since absent and not enrolled test codes cannot be entered in PearsonAccess Next, mark the test complete during the testing window and then add the test code during Posttest Editing.

## Mark Tests Complete and Indicate a Test Code

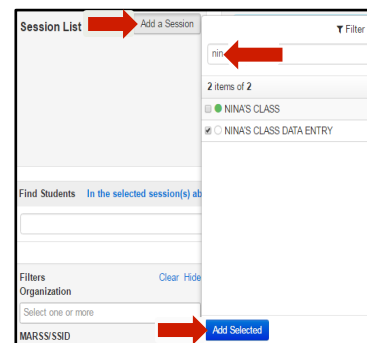
In order to indicate a test code, a student must be added to a test session and have the test marked complete, even if the student did not start testing. Test codes can be indicated for an individual student or a group of students at the time of marking the test complete. Note: A test code (for example,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

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



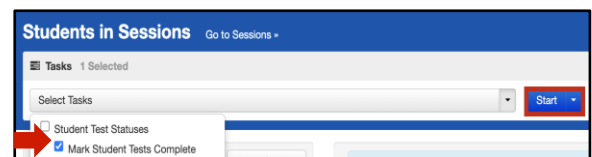
- Add the test session to the Session List.



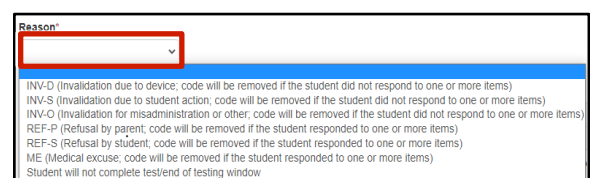
- Select the student(s) whose tests will be marked complete.

MARSS/SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status
6373893637380	STUDENT	A		8969932889	NINAS CLASS (Grade 07 Mathematics MCA)	Ready
9099378389393	STUDENT	B		5131254956	NINAS CLASS (Grade 07 Mathematics MCA)	Ready
8278729829272	STUDENT	C		2153349376	NINAS CLASS (Grade 07 Mathematics MCA)	Ready

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



- 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.

## 6. Select **Mark Complete**.

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.

**Reason\***

This field is required.

**Mark Student Tests Complete**

**Reason\***

☒ Use the same Reason for checked Students in Sessions

**Mark Student Tests Complete**

**Reason\***

☒ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (3)	DETAILS	STUDENT TEST STATUS	REASON
<input checked="" type="checkbox"/> STUDENT A (03738937380)	SESSION (STUDENT TEST)	Ready	
<input checked="" type="checkbox"/> STUDENT B (03997688935)	SESSION (STUDENT TEST)	Ready	
<input checked="" type="checkbox"/> STUDENT C (02787262972)	SESSION (STUDENT TEST)	Ready	

This action is not reversible.

**Mark Student Tests Complete**

**Reason\***

☒ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (3)	DETAILS	STUDENT TEST STATUS	REASON
<input checked="" type="checkbox"/> STUDENT A (03738937380)	SESSION (STUDENT TEST)	Ready	
<input checked="" type="checkbox"/> STUDENT B (03997688935)	SESSION (STUDENT TEST)	Ready	
<input checked="" type="checkbox"/> STUDENT C (02787262972)	SESSION (STUDENT TEST)	Ready	

This action is not reversible.

**Mark Student Tests Complete**

**Reason\***

☒ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (3)	DETAILS	STUDENT TEST STATUS	REASON
<input checked="" type="checkbox"/> STUDENT A (03738937380)	SESSION (STUDENT TEST)	Ready	
<input checked="" type="checkbox"/> STUDENT B (03997688935)	SESSION (STUDENT TEST)	Ready	
<input checked="" type="checkbox"/> STUDENT C (02787262972)	SESSION (STUDENT TEST)	Ready	

This action is not reversible.

**Mark Student Tests Complete**

**Reason\***

☒ Use the same Reason for checked Students in Sessions

**Mark Complete** **Reset**

**Tasks for Students in Sessions**

**Mark Student Tests Complete**

**Success**  
Changes saved

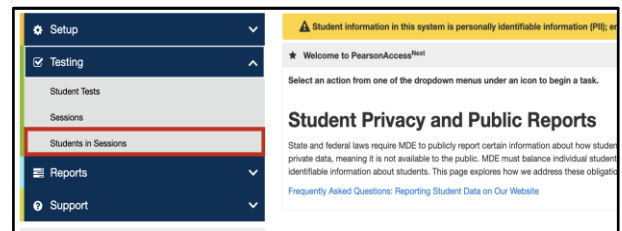
**Add Task** **Previous Task** **Next Task** **Exit Tasks**

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

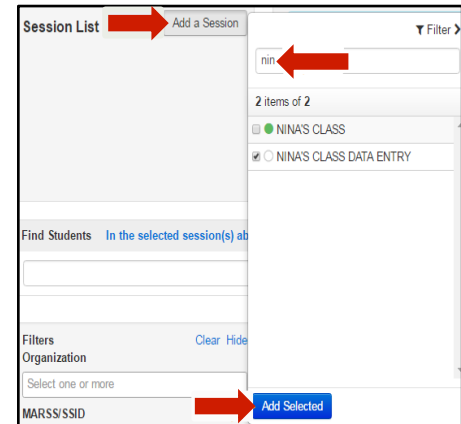
A test code can be entered, changed, or removed after a test is in Completed or Marked Completed status.

Note: Test codes for the Reading and Mathematics MCAs can be entered in PearsonAccess Next until the Science MCA testing window closes (May 10).

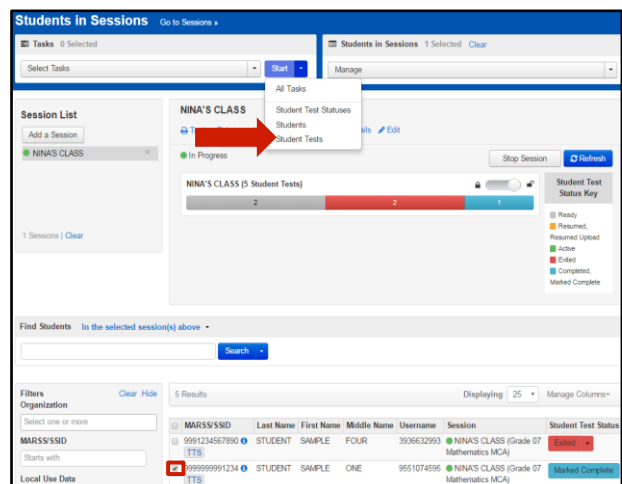
1. From the Home page, under **Testing**, select **Students in Sessions**.



2. Add the test session to the Session List.



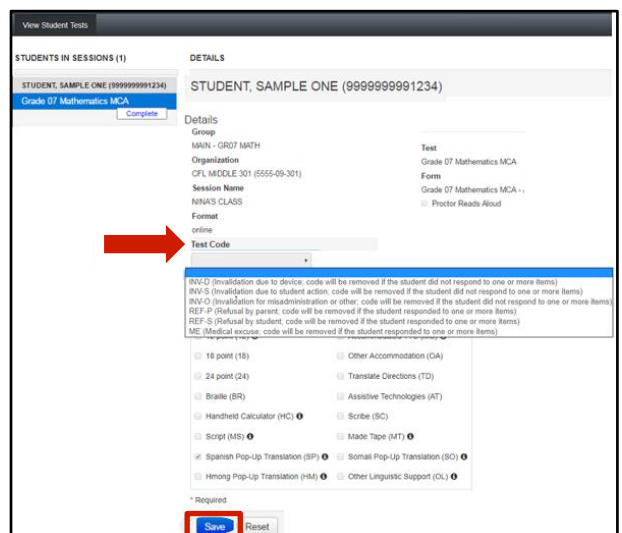
3. Select the student(s) whose test needs the test code indicated or updated. Select the dropdown menu to the right of the **Start** button and select **Student Tests**.



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

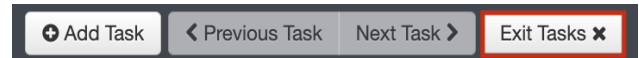
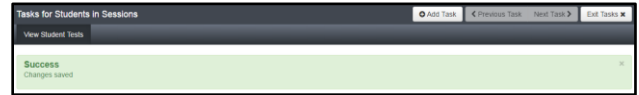
- INV-D (Invalidation due to device)
- INV-S (Invalidation due to student action)
- INV-O (Invalidation for misadministration or other)
- REF-P (Refusal by parent)
- REF-S (Refusal by student)
- ME (Medical excuse)

Remove or change a test code, as needed. From the **Test Code** dropdown menu, select the appropriate code to change the code of 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.
6. 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 correct On-Demand Report information can be accessed, as needed.

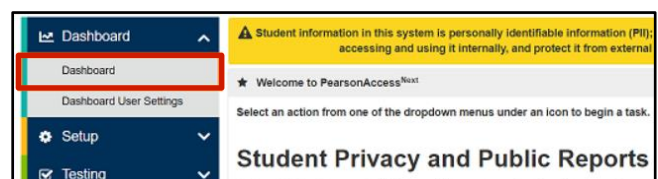
Note: In the rare situations where the student’s test has not been started but must be invalidated, email [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).

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 in Online Testing category). 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.

## View Dashboards

DAC and AA users have access to dashboard views (bar graph with filter, speedometer, bar graph) for quick access to information (session status, test status) for MCA testing. The dashboards include both online and paper data entry 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 PM*). 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**.

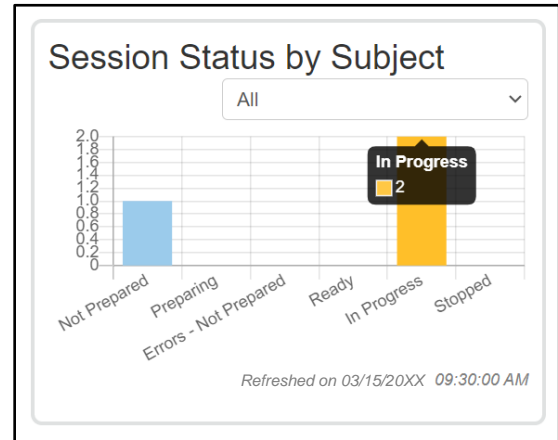




2. The Dashboard page contains three default dashboards:

- **Session Status by Subject**

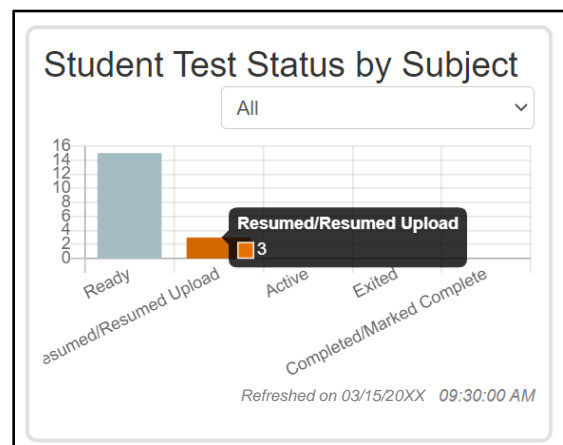
- The default view is a bar graph with filter
- Session statuses include: Not Prepared, Preparing, Errors – Not Prepared, Ready, In Progress, and Stopped
- Hover over the status in the bar graph to see the number of sessions in that status
- All Subjects is selected by default
- Select the dropdown menu to change the subject: Math, Reading, or Science. 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 online MCA testing to confirm test sessions are in the correct status prior to testing

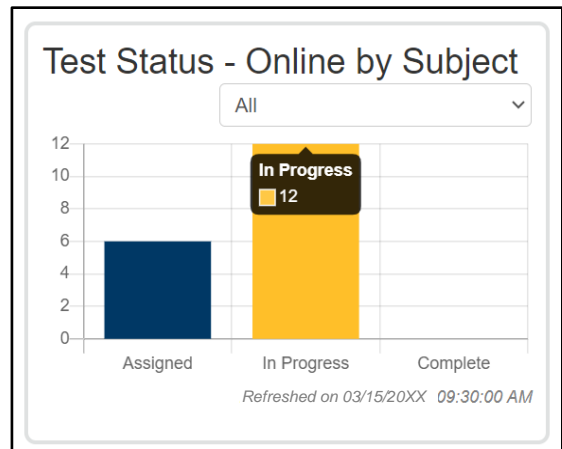
- **Student Test Status by Subject**

- 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: Math, Reading, or Science
- 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 online MCA test administration to confirm student tests have been completed/marked complete and there are no started student tests in Resumed/Resumed Upload, Active, or Exited status.

- **Test Status - Online by Subject**
  - The default view is a bar graph with filter
  - Test statuses 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, Reading, or Science
  - 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.

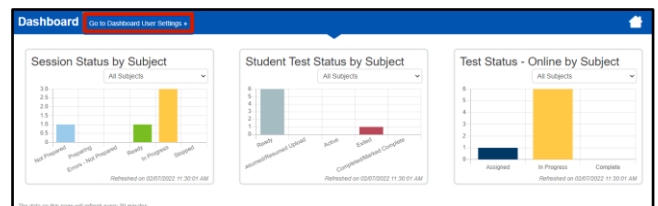


Tip: Consider viewing this dashboard near the end of the online MCA test administration to confirm student tests are in Complete status and there are no started student tests in In Progress status.

3. **New for 2023-24:** 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.

4. 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**.



5. Under Your Dashboards, make the following updates, as needed:
  - Number of Columns: The default is 2. Select the Number of Columns dropdown to change the number of columns to 1, 2, or 3.
  - Graph Type: The default varies by graph type. Select the **Graph Type** dropdown to change

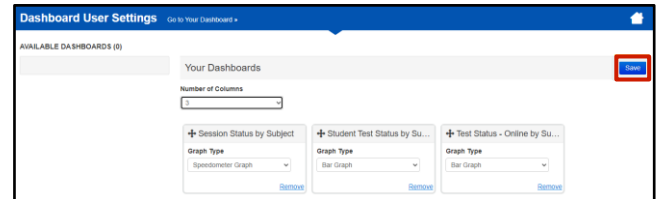
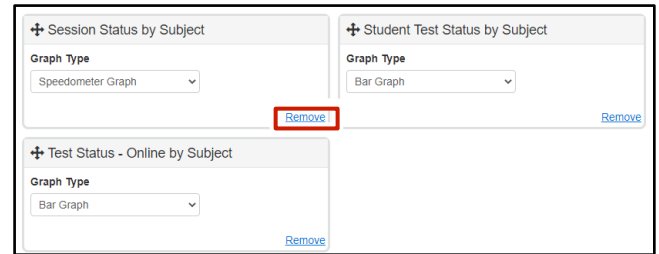


the view to Bar Graph, Bar Graph with Filter, or Speedometer.

- Select the display header and drag to reorganize the display order.
- Select **Remove** to remove the dashboard from your view. The dashboard will appear under the Available Dashboards along the left side of the screen. Select **Add** to add the dashboard back to your view.

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

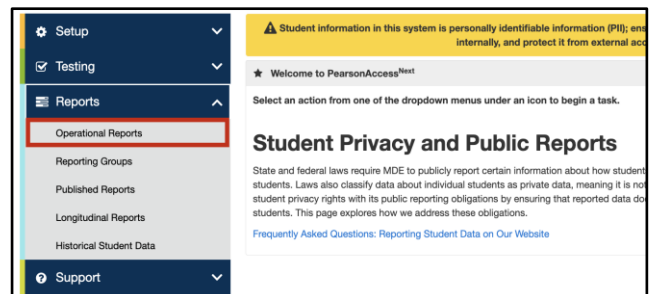
Note: If you do not want to save your updated settings, select **Go to Your Dashboard** to return to the dashboard page.



## Access Operational Reports

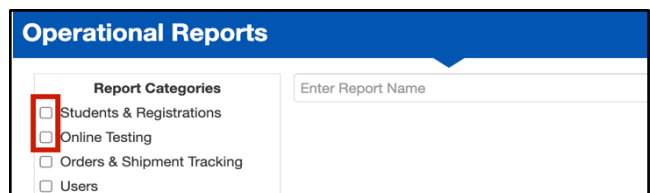
Users have access to operational reports in PearsonAccess Next; the reports a user has access to are based on their user role.

1. From the Home page, under **Reports**, select **Operational Reports**.

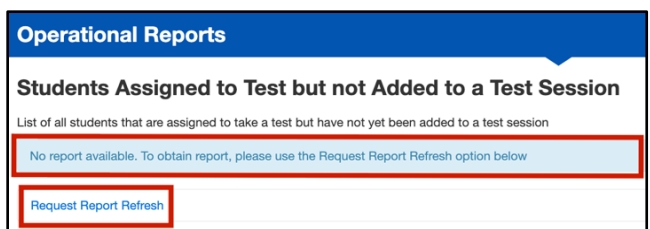


2. Select the checkbox next to a report category or categories and then select the report you want access to.

Note: The **Students & Registrations** and **Online Testing** operational report categories are most useful for MCA online testing and include the reports referenced throughout this guide.



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



- If you have accessed the report previously, you will see the parameters of the previous report (for example, date, organization, administration, and text). 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**.

- 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**.

- Once Refresh Report is select, the following message will appear in a green bar near the top of the screen: "Success, Changes saved. Your report has been submitted. Check back in a few minutes to view your report." Select the **Refresh** icon.
- When the report is available, select **Download Report**. The file will download to your computer to open.

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

### 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 09:37:02 AM

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

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

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

**Test**  
Grade 03 Reading MCA

**Download Report**

**Request Report Refresh**

### 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 09:37:02 AM

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

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

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

**Test**  
Grade 03 Reading MCA

**Download Report**

[Request Report Refresh](#)

**Report Parameters**

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

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

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

**Test**  
Grade 03 Reading MCA

### Operational Reports

**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...

### 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 09:37:02 AM

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

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

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

**Test**  
Grade 03 Reading MCA

**Download Report**

[Request Report Refresh](#)

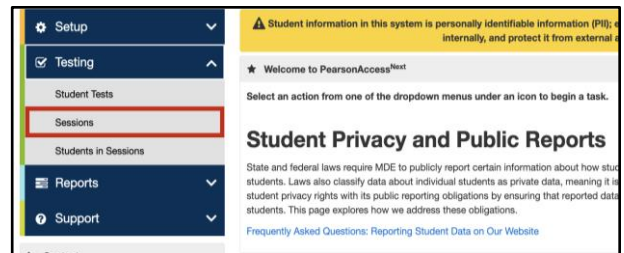
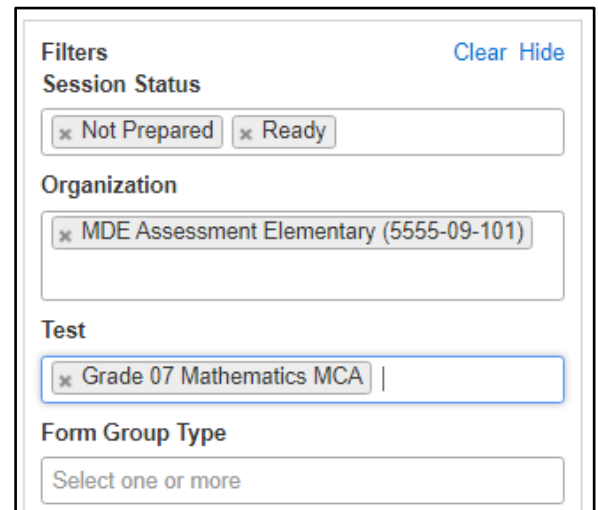
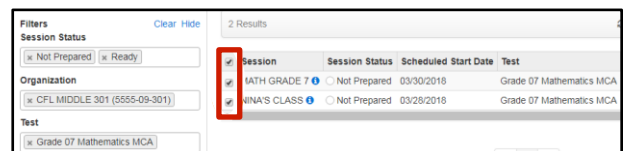
**Exit Report** ✕

## Using Filters

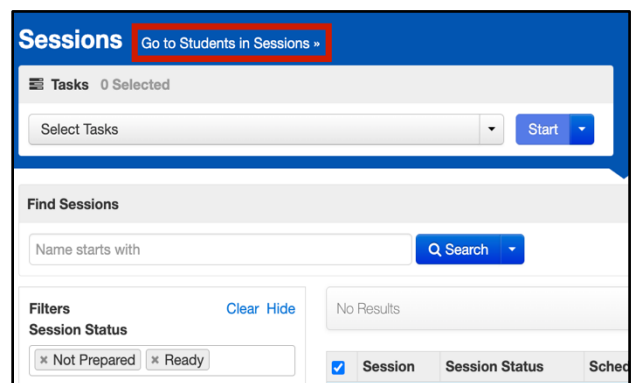
To help you find specific students or test sessions more easily, use the Filters available in the left panel on screens in PearsonAccess Next. While a user is logged in to PearsonAccess Next, filter selections will remain selected on each page. If a user navigates away from a page, and then returns to that page while still logged in, the filter selections remain. Filter selections are removed when the user changes the test administration (for example, MCA 2024 to MTAS 2024) or exits PearsonAccess Next.

Here are a couple examples where filters may be the most useful:

- From the Home page, under **Testing**, select **Sessions**.
- Under **Filters**, select parameters to automatically view only those test sessions within the selected parameters. You can select multiple parameters for individual filters. Helpful filter examples:
  - Under **Session Status**, select statuses such as Not Prepared and Ready.
  - If you have access to multiple schools, under **Organization**, select the schools you want to view.
  - Under Test, select a test(s), such as Grade 07 Mathematics MCA.
  - Select **Clear** to clear all filters. Select Hide to hide the **Filters** panel.
- Select the top left checkbox to select all or the checkboxes next to individual test sessions that you want to view.
- To the right of the **Sessions** header, select **Go to Students in Sessions**.

Session	Session Status	Scheduled Start Date	Test
<input checked="" type="checkbox"/> 1ATH GRADE 7	Not Prepared	03/30/2018	Grade 07 Mathematics MCA
<input checked="" type="checkbox"/> 4INA'S CLASS	Not Prepared	03/28/2018	Grade 07 Mathematics MCA



5. The test sessions you previously selected will automatically be added to your Session List. Select a test session or Combined View (to view both sessions).

### Session List

Add a Session

Combined View

MATH GRADE 7

NINA'S CLASS

6. Under **Filters**, select parameters to automatically view only those students within the selected test session(s) and parameters. You can select multiple parameters for individual filters. Helpful filter examples:

- Under **MARSS/SSID**, begin entering a student's MARSS number and hit Enter to look for a specific student.
- Under **Toggle secondary filters**.
  - Under **First Name**, begin entering a student's first name and hit Enter to look for a specific student.
  - Under **Student Test Status**, select statuses from the dropdown menu such as Active and/or Exited.
- Select **Clear** to clear all filters. Select Hide to hide the **Filters** panel.

### Filters

Clear Hide

Organization

Select one or more

MARSS/SSID

1231

Local Use Data

Starts with

Clip UIN

Starts with

Group

Select one or more

Toggle secondary filters

First Name

sar

Test

Select one or more

Test Status

Select one

Student Test Status

Active

Exited

Note: By default, the filter parameters are applied to students only in the selected sessions above.

7. Select the white space to the right of the column header to sort in ascending or descending order.

	MARSS/SSID	Last Name	First Name	Middle Name	Username	Se
	4041000659531	STUDENT	SALAM		0997990028	Ch
	4111000659986	STUDENT	SAMUEL		4671606011	Ch
	4041000659968	STUDENT	SANIYA		0892708032	Ch