

Accessing the Secure Materials Status Report

This guide provides information on accessing the Secure Materials Status Report in PearsonAccess Next for MCA and MTAS test materials.

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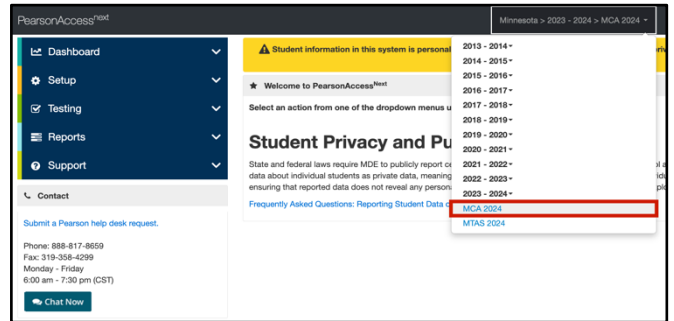
Following the return of test materials, the Secure Materials Status Report is available in PearsonAccess Next to help District Assessment Coordinators (DACs) track the return of secure materials as they are scanned at Pearson. DACs can use this report to identify any discrepancies between the materials returned and materials received. The Secure Materials Status Report is available at the district level only. Note: If your organization does not have a Secure Materials Status Report in PearsonAccess Next, it means all secure materials were returned and scanned by Pearson before the report was created in May and your organization does not have any outstanding secure materials.

- The report will be available to view beginning Wednesday, May 22 through Friday, Oct. 25.
- The report will be updated nightly through mid-June as materials are received and scanned, and then weekly until Sept. 23. Note: Materials may still appear as missing on the report even after they have been returned if the materials have not yet been scanned by Pearson. This is common in early June when the largest volume of materials is returned to Pearson but still need to be scanned. If returned materials are still on the Secure Materials Status Report after June 5, contact Pearson at 888-817-8659 or submit a [Pearson help desk request](#).

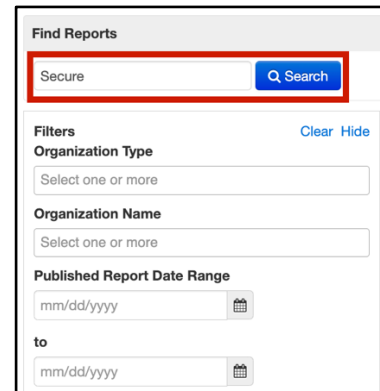
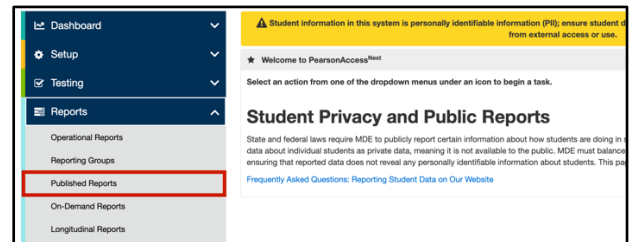
1. Once you have signed in to PearsonAccess Next, verify that the MCA 2024 test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2023–2024 dropdown, as needed, and then select **MCA 2024**.

Note: The Secure Materials Status Report is only available under the MCA 2024 test administration. Both MCA and MTAS materials appear on this report.

2. On the Home page under **Reports**, select **Published Reports**.

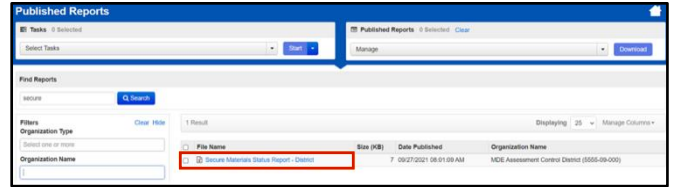


3. To narrow the list of reports, search under **Find Reports** or use one of the **Filters** on the left-hand side of the screen to find the report needed. Under **Find Reports**, enter the file name (type in the partial or full name: Secure Materials Status Report) and select **Search**.



4. Select the available Secure Materials Status Report. The report will be updated when a new one is generated by Pearson.

Note: View the Date Published column to see the date the report was posted.



5. Open the file on your computer.
 - This report includes a district tab (labeled with the district number and type, for example, 5555-09) with all missing secure test materials for the district. There will be a separate tab for each school that has missing secure test materials (labeled with the school number at the end, for example, 5555-09-301) and the specific secure test materials missing for those schools.
 - Only schools that have missing secure test materials will be included on the report.
 - Reports for non-public schools only include one tab (labeled with the school number at the end, for example, 5555-31-401) with all missing secure test materials for the school.
 - The “Report Date” is updated each time a report is generated even if no materials have been received or scanned since the last refresh.
 - The “Data Last Updated” date is updated as materials are received and scanned for that organization.
 - Note: Security barcode numbers listed on the Secure Materials Status Report and Security Checklist are 9-digit numbers. The security barcodes printed on secure test materials contain a 10th digit that is not included on the report or checklist.

| Minnesota MCA/MTAS Spring 20XX Secure Materials Status Report | | | | | | |
|--|--------------------------------|---------------|-------------------------------|---------------------------------|------------------------------|--|
| Report Date: 06/03/20XX | | | Data Last Updated: 06/02/20XX | | | |
| Security Barcode | Material Description | District Code | School Code | District Name | School Name | |
| 807729951 | SCRIPT, MCA, SCIENCE GR 5, SEC | 5555-09- | 101 | MDE ASSESSMENT CONTROL DISTRICT | MDE ASSESSMENT ELEMENTARY | |
| 807729952 | SCRIPT, MCA, SCIENCE GR 5, SEC | 5555-09- | 101 | MDE ASSESSMENT CONTROL DISTRICT | MDE ASSESSMENT ELEMENTARY | |
| 807699751 | TB MCA GR7 M | 5555-09- | 301 | MDE ASSESSMENT CONTROL DISTRICT | MDE ASSESSMENT MIDDLE SCHOOL | |
| 807736951 | SCRIPT MATH GR7 | 5555-09- | 301 | MDE ASSESSMENT CONTROL DISTRICT | MDE ASSESSMENT MIDDLE SCHOOL | |
| 807736959 | SCRIPT MATH GR10 | 5555-09- | 401 | MDE ASSESSMENT CONTROL DISTRICT | MDE ASSESSMENT HIGH SCHOOL | |

Note: Once all missing secure test materials are received and scanned at Pearson, the school and/or district tab will only include the message “All secure materials have been accounted for.”

| | |
|---|-------------------------------|
| Report Date: 06/09/20XX | Data Last Updated: 06/08/20XX |
| All secure materials have been accounted for. | |