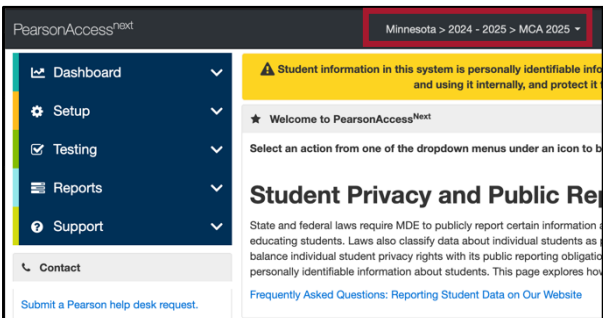
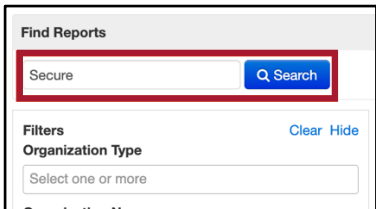


Accessing the Secure Materials Status Report

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

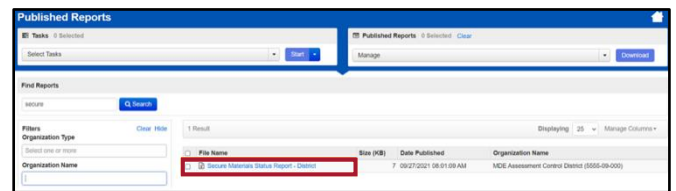
Accessing the Secure Materials Status Report

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 21 through Friday, Oct. 24.
 - The report will be updated nightly through mid-June as materials are received and scanned, and then weekly until Sept. 22. 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 4, 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 2025 test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2024–2025 dropdown, as needed, and then select **MCA 2025**.
Note: The Secure Materials Status Report is only available under the MCA 2025 test administration. Both MCA and MTAS/Alt MCA materials appear on this report.
 2. On the Home page under **Reports**, select **Published Reports**.
The screenshot shows the PearsonAccessNext dashboard. At the top right, there is a dropdown menu for the test administration, currently set to 'Minnesota > 2024 - 2025 > MCA 2025'. On the left sidebar, the 'Reports' menu is expanded, and 'Published Reports' is highlighted with a red box. The main content area displays a welcome message and a link to 'Student Privacy and Public 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**.
The screenshot shows the 'Find Reports' search interface. A search box at the top contains the text 'Secure' and a 'Q Search' button. Below the search box, there are several filter sections: 'Organization Type' with a dropdown menu, 'Organization Name' with a dropdown menu, and 'Published Report Date Range' with two date pickers labeled 'mm/dd/yyyy' and 'to'.

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/Alt MCA 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
<div> ☰ 5555-09 5555-09-101 5555-09-301 5555-09-401 + </div>					

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.	