

Spring 2025

AASA & AzSCI

PearsonAccess^{next}

User's Guide



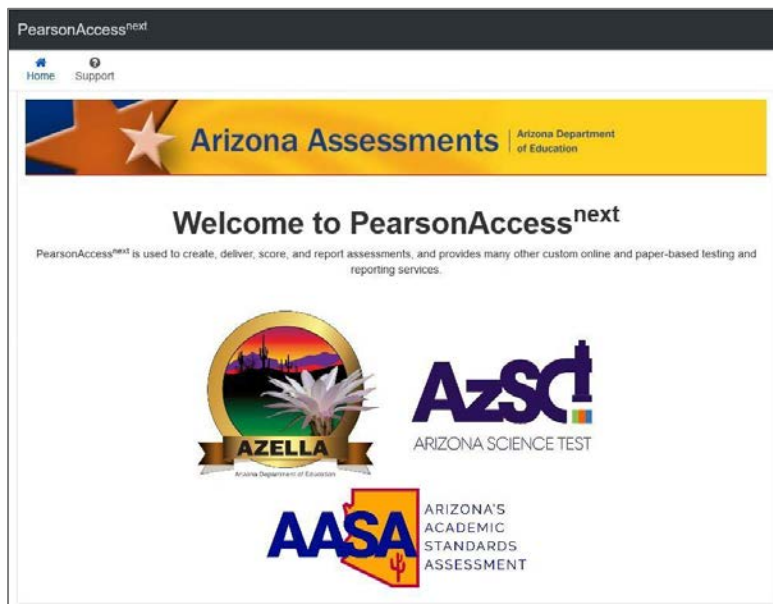
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Welcome to PearsonAccess^{next}

The Arizona PearsonAccess^{next} website (<https://az.pearsonaccessnext.com>) provides access to AASA, AzSCI, and AZELLA testing programs. This *PearsonAccess^{next} User's Guide* will focus on tasks related to the AASA test administration and the AzSCI test administration.



PearsonAccess^{next} (PAN) is the website to access the AASA and AzSCI test administrations. Your Username and Password give you access to all test administration functions in the testing program(s) to which you have been assigned. The **Sign In** button is located on the right side of the PAN **Sign In** screen. Your Username will be your email address. Passwords must be reset each year. If you forgot your password, use the **Forgot Password** link to have the password reset.

Support

If you have questions about PearsonAccess^{next} (PAN), or have trouble logging in, contact **1-888-705-9421** (option 1 for AzSCI; option 3 for AASA), Monday through Friday, 7:00 a.m. to 7:00 p.m. CST, except holidays.

For email support, use the **Contact Arizona Support** link under the **Contact Us** section of the PAN **Sign In** Screen.

To make changes to contact or shipping information in PAN, send an email to AASA@azed.gov or AzSCI@azed.gov.

Sign In

[Sign In](#)

[Forgot Username](#) | [Forgot Password](#)

Contact Us

Email Pearson Customer Support:

[Contact Arizona Support](#)

To Contact ADE:

AZELLA@azed.gov

AzSCI@azed.gov

AASA@azed.gov

Pearson Client Services Center:

1.888.705.9421 Option 1 (AzSCI)

1.888.705.9421 Option 2 (AZELLA)

1.888.705.9421 Option 3 (AASA)

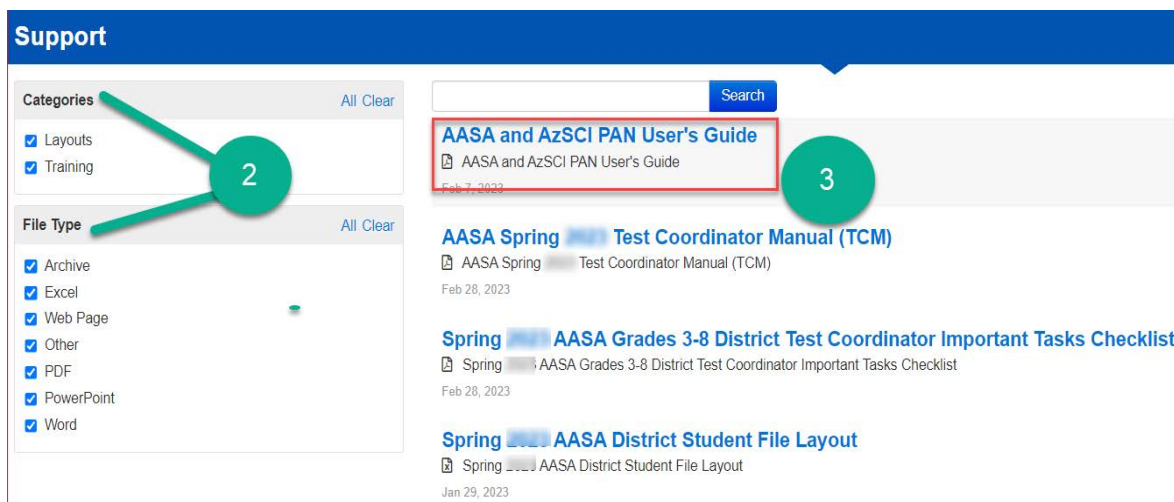
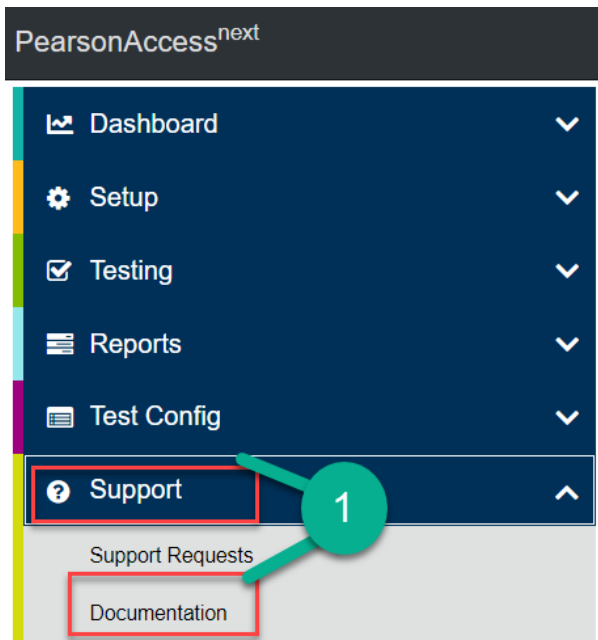
Hours available:
Mon-Fri 7:00 am - 7:00 pm (CST)

Accessing Support Documentation

Resources are available in PearsonAccess^{next} (PAN) under **Support > Documentation**. There, you can download the *PearsonAccess^{next} Users Guide*, file layouts, and other ancillary materials.

To access support documentation in PearsonAccess^{next}:

1. From the PAN Home Screen, select **Documentation** from the **Support** menu.
2. Under **Categories** and **File Type**, you can use the check boxes to filter down the resource list.
3. Click on the resource title to download the document.

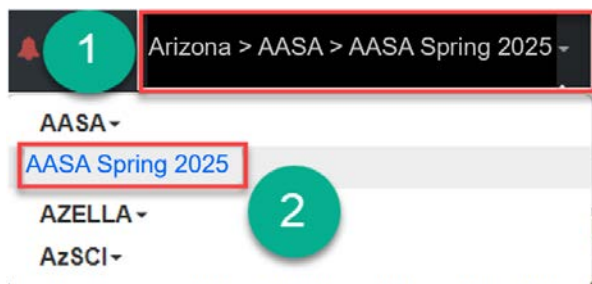


Changing Test Administration

If you have access to multiple assessment programs or have used PearsonAccess^{next} (PAN) in prior years, you may need to change the test administration to complete tasks or view information in PAN.

To change the test administration in PearsonAccess^{next}:

1. Select the **Test Administration** in the black task bar across the top of the screen. This will open the **Test Administration** dropdown menu.
2. From the **Test Administration** dropdown menu, select **AASA Spring 2025** or **Spring 2025 Arizona Science**.



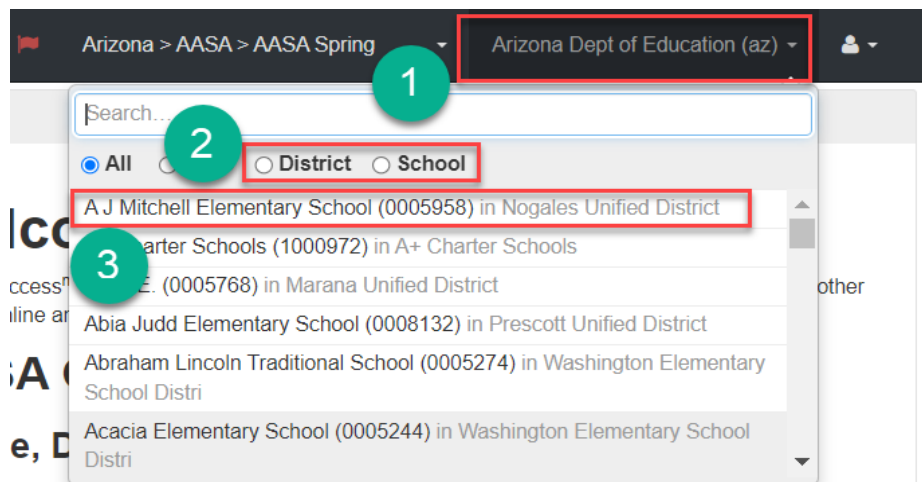
Change District or School View

To change district view in PearsonAccess^{next}:

1. On the black task bar across the top of the screen, select the **Organization Name**. This will open the Organization dropdown menu.
2. On the Organization dropdown menu, select the **District** radio button.
3. Select the district organization name to view the district's information.

To change school view in PearsonAccess^{next}:

1. On the black task bar across the top of the screen, select the **Organization Name**. This will open the Organization dropdown menu.
2. On the Organization dropdown menu, select the **School** radio button.
3. Select the school organization name to view the school's information.



Verifying Contact Information and Shipping Address

Achievement District Test Coordinators must verify their contact information and district shipping address in PearsonAccess^{next} (PAN) separately for both AASA and AzSCI. The district name displayed on the black task bar across the top of the screen is the district contact information and district shipping address that is being verified. Confirm that the correct test administration and district name are shown in the black task bar across the top of the screen. If you need to change the test administration and/or district name, refer to the **Changing Test Administration** section of this guide.

To verify contact information and shipping address in PearsonAccess^{next}:

1. Go to **Setup** and from the dropdown menu, select **Organizations**.
2. Click on the **Parent Organization** text field. Select the district name from the dropdown menu. The district and schools will populate under the **Organization Name** column.
3. In the **Organization Name** column, place a **check mark** in the box next to the district name.
4. Go to the **Start** dropdown menu, and select **Manage Contacts**.
5. Under the district name on the left side, select **Achievement District Test Coordinator** for AASA or **AZ Science District Test Coordinator** for AzSCI to view **CONTACT DETAILS**.
6. The Achievement District Test Coordinator's contact information is displayed. Verify the **CONTACT DETAILS**. If the Achievement District Test Coordinator's name, phone number (main), email, or address (including city, state, and zip code) are incorrect, email ADE at AASA@azed.gov or AzSCI@azed.gov.
7. Select the **Exit Tasks** button.
8. Achievement District Test Coordinators with more than one district must change the district name in the black task bar across the top of the screen. Repeat steps 1-7.

The screenshots illustrate the following steps:

- Step 1:** In the 'Setup' menu, 'Organizations' is selected.
- Step 2:** The 'Parent Organization' dropdown menu is used to select a district.
- Step 3:** A table of organizations is displayed, with a checkmark next to the 'Test District' entry.
- Step 4:** The 'Start' dropdown menu is open, and 'Manage Contacts' is selected.
- Step 5:** The 'CONTACT DETAILS' form for 'AZ Science District Test Coordinator' is shown, with fields for Contact Name, Title, Phone, Email, and Address.
- Step 6:** The 'CONTACT DETAILS' form is shown, with fields for Contact City, State, and Zip Code.
- Step 7:** The 'Exit Tasks' button is highlighted.

Reviewing and Entering Participation Counts – AASA only

Participation counts must be confirmed and/or entered for AASA in PearsonAccess^{next} (PAN) by Achievement District Test Coordinators of both Computer-Based Testing and Paper-Based Testing schools during the Participation Count Window.

Participation Count Window: January 6, 2025 – January 17, 2025 - AASA Grades 3-8 ELA and Math

Pearson will use the AASA participation counts to print the paper testing materials for schools, including paper test booklets and return shipment materials for Paper-Based Testing schools, and the *Test Coordinator's Manual* and *Test Administration Directions* for both Computer-Based Testing and Paper-Based Testing schools. **Only the assigned Achievement District Test Coordinator for the AASA test administration has permissions to edit and submit participation counts in PAN.**

Pre-populated participation counts in PAN are based on student data that ADE extracted from AzEDS. The extracted data may not include all eligible students. The Achievement District Test Coordinator must review and confirm the pre-populated participation counts, edit participation counts, if needed, and submit participation counts for each school and district they are responsible for. All students in Grades 3-8 are required to participate in the Spring 2025 AASA assessment and should be included in participation counts, with the exception of students who take the Alternate Assessment.

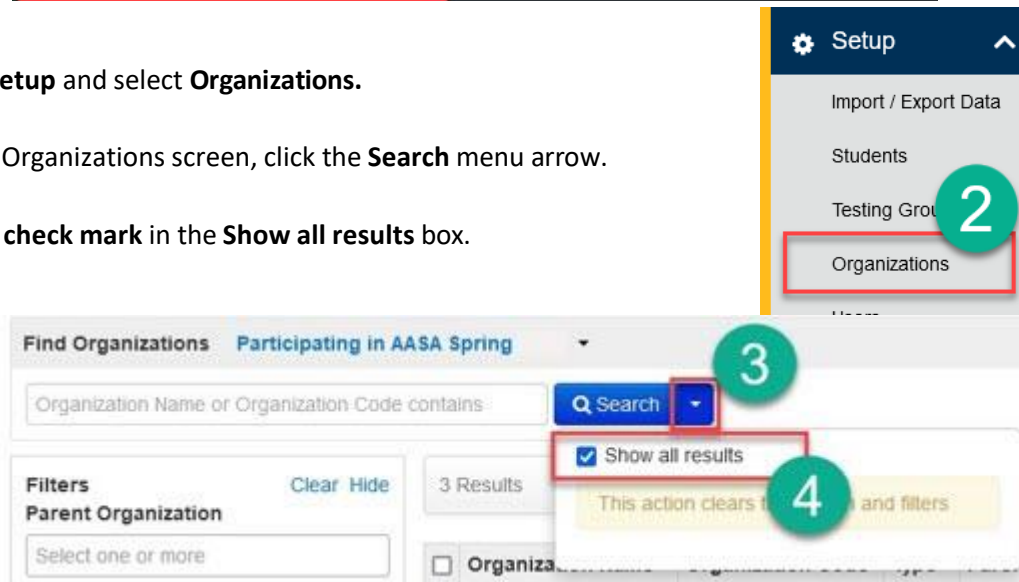
Reviewing and Entering AASA Participation Counts in PearsonAccess^{next}

To review participation counts in PearsonAccess^{next}:

1. In the black task bar at the top of the screen, verify the test administration is set to AASA Spring 2025 and that you are on the **District Entity** organization.



2. Go to **Setup** and select **Organizations**.
3. On the Organizations screen, click the **Search** menu arrow.
4. Place a **check mark** in the **Show all results** box.

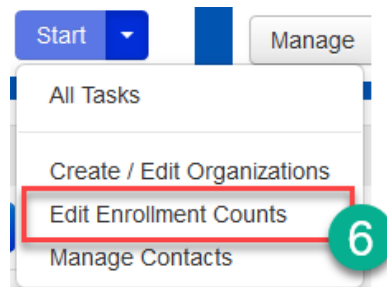


5. On the Organizations screen, place a **check mark** in the box next to each participating school that will administer the AASA tests, or select the check box next to **Organization Name** to select all.

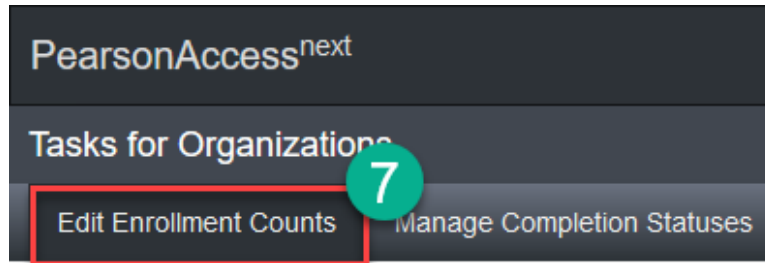
<input type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	County Code*	Non-State Funded Indicator
<input type="checkbox"/>	Test Transfer District	2023000	District	Arizona Dept of Education(az)	02	
<input checked="" type="checkbox"/>	Test Transfer School	2023001	School	Test Transfer District(2023000)	02	
<input checked="" type="checkbox"/>	Test Transfer School2	2023002	School	Test Transfer District(2023000)	02	

A screenshot of the Organizations list. The first row is 'Test Transfer District' with an unchecked checkbox. The second row is 'Test Transfer School' with a checked checkbox. The third row is 'Test Transfer School2' with a checked checkbox. A red box highlights the checkboxes for the two schools, and a green circle with the number '5' is placed over it.

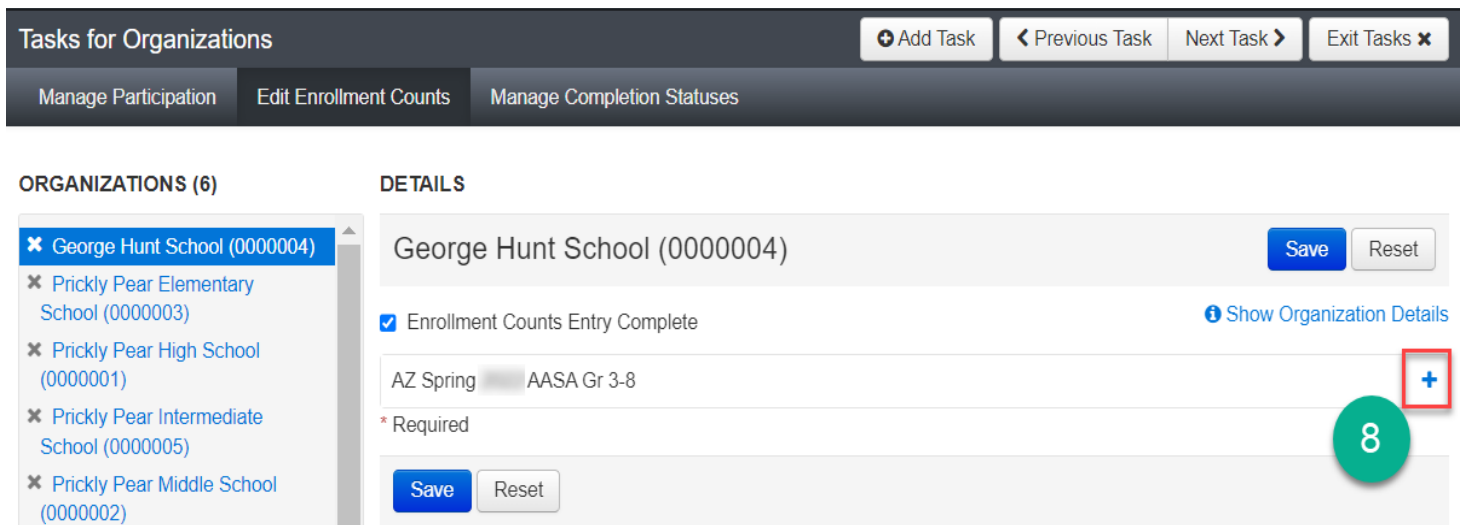
6. Click the **Start** dropdown menu and select **Edit Enrollment Counts**.



7. On the Tasks for Organizations screen, click on the **Edit Enrollment Counts** tab.

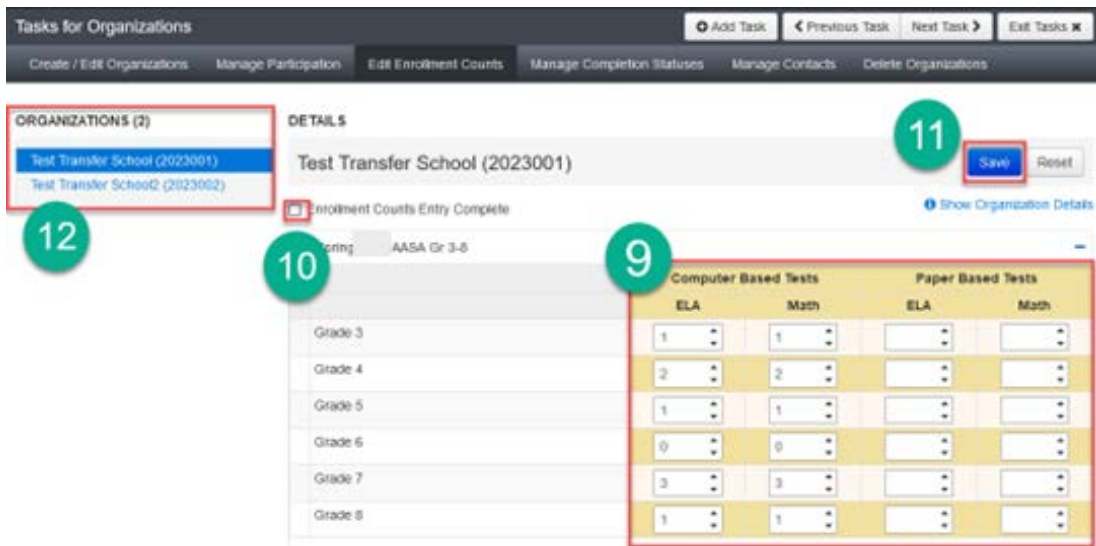


8. On the Tasks for Organizations **DETAILS** screen, click the **plus sign (+)** to expand the participation count information for the highlighted school.



9. Preloaded participation counts are displayed by grade. Review the counts and edit, if needed, based on each school's current enrollment.
10. When participation counts are accurate for each grade, place a **check mark** in the **Enrollment Counts Entry Complete** box.
 - o This includes schools with zero students at any of the grade levels (3-8).
11. Click the **Save** button.
12. If there are multiple schools, select the next school by clicking on the school's name in the **ORGANIZATIONS** list and repeat steps 9-11 for **each school**.

Note: For Paper-Based Tests, you **must** have had approval from ADE for Paper-Based Testing prior to this Participation Count Window. The window to request Paper-Based Testing was open in ADEConnect **September 9 - October 4, 2024**.



Selecting Materials Due-in-District Window – AASA Only

The preferred AASA materials due-in-district window must be selected by Achievement District Test Coordinators of both Computer-Based Testing and Paper-Based Testing schools.

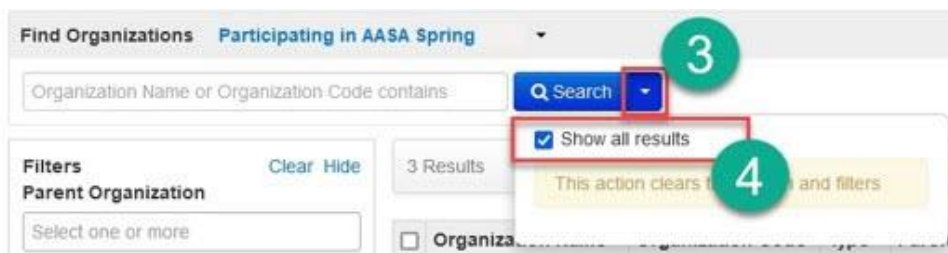
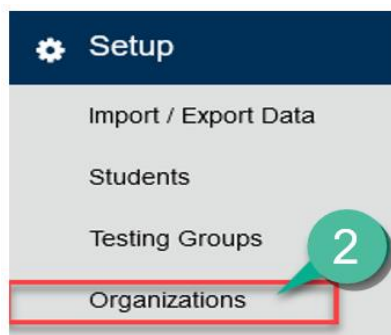
Materials Due-in-District Selection Window: January 6, 2025 – January 17, 2025

- **Materials due-in-district window 1: March 17 – March 20, 2025**
- **Materials due-in-district window 2: March 24 – March 27, 2025**

Note: If the preferred materials due-in-district selection is not indicated in PearsonAccess^{next} (PAN) within the specified window, then the district or charter’s delivery window will default to delivery window 1.

To select the preferred materials due-in-district window in PearsonAccess^{next}:

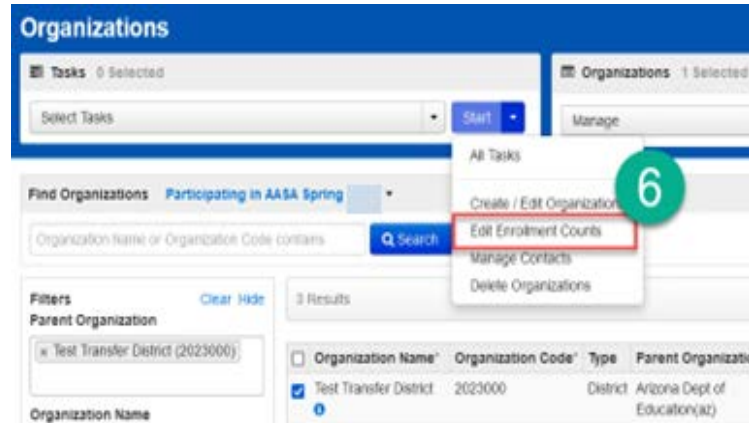
1. In the black task bar at the top of the screen, verify that the test administration is set to AASA Spring 2025 and that you are on the **District Entity** organization.
2. Go to **Setup** and select **Organizations**.
3. On the Organizations screen, click the **Search** menu arrow.
4. Place a **check mark** in the **Show all results** box.



5. On the Organizations screen, place a **check mark** in the box next to the participating **district** that will administer the AASA tests.

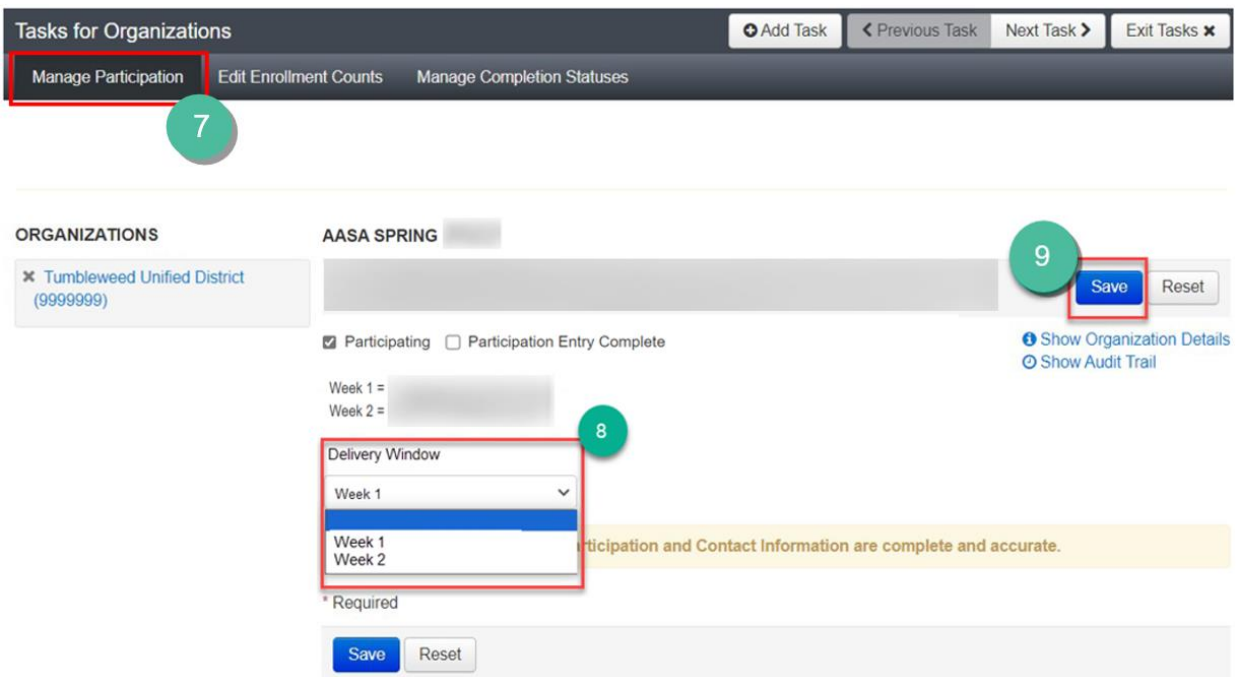
<input type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	County Code*	Non-State Funded Indicator
<input checked="" type="checkbox"/>	Test Transfer District	2023000	District	Arizona Dept of Education(az)	02	
<input type="checkbox"/>	Test Transfer School	2023001	School	Test Transfer District(2023000)	02	
<input type="checkbox"/>	Test Transfer School2	2023002	School	Test Transfer District(2023000)	02	

6. Click the **Start** dropdown menu and select **Edit Enrollment Counts**.
7. On the Tasks for Organizations screen, click on the **Manage Participation** tab.
8. On the Tasks for Organizations **AASA Spring 2025** screen, click the **Delivery Window** dropdown to select the delivery window for the highlighted district.



Note: The **Participation Entry Complete** box will appear on this screen. This box **does not** need to be selected in order to complete this task.

9. Click the **Save** button.



Managing Users

Achievement District Test Coordinators (DTCs) and School Test Coordinators (STCs) have permission in PearsonAccess^{next} to create user accounts. Below are the various PearsonAccess^{next} User Roles and permission levels.

AASA / AzSCI		AASA and AzSCI PearsonAccess ^{next} User Roles					
		AASA/AzSCI District Test Coordinator	AASA/AzSCI School Test Coordinator	AASA/AzSCI School Test Administrator	AASA/AzSCI Technology Coordinator	AASA/AzSCI District Report Only Access	AASA/AzSCI School Report Only Access
Tasks	View Contact and Shipping information	View only	View only	View only	View only	View only	View only
	Create New User Accounts	Yes All Roles Beneath DTC	Yes All Roles Beneath STC	No	Yes May Create STCs and TAs	No	No
	Place Additional Orders	Yes	No	No	No	No	No
	Students	Import/Export Create/Edit Students	Create/ Edit Students	View Only	Import/Export Create/Edit Students	No	No
	Personal Needs Profile	Yes	Yes	No	No	No	No
	Student Test Update	Yes	No	No	Yes	No	No
	User Files	Import/Export Create/Edit Users	Import/Export Create/Edit Users	No	Import/Export Create/Edit Users	No	No
	Student Registrations and Tests	Import/Export Create/Edit Student Registrations	Export, Create/Edit Student Registrations	Create/Edit Student Registrations	Create/Edit Student Registrations	No	No
	Testing Groups	Create/Edit Student Testing Groups	Create/Edit Student Testing Groups	Create/Edit Student Testing Groups	Create/Edit Student Testing Groups	No	No
	Online Test Sessions	Create/Edit Test Sessions, Add Students to Test Sessions, Move Students between Test Sessions, Print Testing Tickets, Prepare Sessions, Lock/Unlock Test Units	Edit Test Sessions, Add Students to Test Sessions, Move Students between Test Sessions, Print Testing Tickets, Prepare Sessions, Lock/Unlock Test Units	Add Students to Test Sessions, Print Testing Tickets, Prepare Sessions, Lock/Unlock Test Units	View/Edit Test Sessions, Edit Custom Settings	No	No
	Student Transfers	Request and Approve Student Transfer	No	No	No	No	No
	Testing Irregularities	Create/Edit Test Irregularities	No	No	Create/Edit Test Irregularities	No	No
	Operational Reports	View District	View School	View School	View District	View District	View School
	Published Reports	View District	View School	No	No	View District	View School
Reporting Groups	Create/Edit/Delete/ Assign Reporting Groups	Create/Edit/Delete/ Assign Reporting Groups	No	No	No	No	

Creating New Users

Each test administration has its own set of users. User accounts may only be created as described in the User Role Matrix table on page 11.

Users can be added manually or through a file import, depending on user roles. New users will receive a **Welcome** email from noreply@mail.pearsonaccessnext.com with instructions on next steps to access their PearsonAccess^{next} (PAN) account. Updated users will **not** receive an email but will have their access updated immediately in PAN.

Upon creation, the user's account is set to Enabled status by default. At any point after creation, the user's account may be set to Disabled status to remove the user's access. The **Active Begin Date** may be used to enable the user's access on a specific, future date. The **Active End Date** may be used to remove the user's access on a specific, future date. The **Active Begin Date** and **Active End Date** fields are not required. The **Username** will be auto-filled after you enter the user's email address.

Manually Creating New Users

To create a new user in PearsonAccess^{next}:

1. To add new users, go to **Setup** and select **Users**.
2. On the Users screen, from the **Start** dropdown menu, select **Create/Edit Users**.
3. Click on the **Selected Organizations** field. Select your organization (district or school) from the dropdown menu.
4. Click on the **Selected Roles** field. Select the appropriate User Role(s) from the dropdown menu.
5. Fill in the **First Name**, **Last Name**, and **Email Address** of the user you are creating.
6. The **Username** field will auto-populate once you enter the user's email address. Do not edit the **Username** field once the email address is filled in completely.
7. When you have filled in and verified the information on the entire form, select the **Create** button and **Exit Tasks**. A green **Success Changes saved** confirmation message will appear.

The screenshot illustrates the process of creating a new user in PearsonAccessNext. It shows the 'Setup' menu with 'Users' selected (1). The 'Users' screen has a 'Start' dropdown menu with 'Create/Edit Users' selected (2). The 'Create/Edit Users' form is shown with the following fields highlighted: 'Selected Organizations' (3), 'Selected Roles' (4), 'First Name', 'Last Name', and 'Email' (5), 'Username' (6), and the 'Create' button (7). A green 'Success Changes saved' message is displayed at the bottom.

Manually Editing Users

To manually edit a user in PearsonAccess^{next}:

1. To edit users, go to **Setup** and select **Users**.
2. To search for all users, select the **Search** button and place a **check mark** in the **Show all results** box.
3. To search for individual users, in the **Find Users** field, enter the user's last name or email. Select **Search**. Other options for filtering can be found under **Filters**: search by **First Name**, **Username**, **Account Status**, **Roles**, or **Organizations**.

Note: When reinstating users, check the **Disabled** or **Deleted** users under the Account Status filter.

4. Place a **check mark** next to the user(s) to be updated. From the **Start** dropdown menu, select **All Tasks**.
5. The **Tasks for Users** screen will open with the list of users on the left side.

6. Select a user to be updated, and user information will be listed under **DETAILS**.

Note: **Username** and **Email** fields cannot be changed. If the **Username** and **Email** need to be changed, the previous account must be deleted, and a new account must be created.

7. Update the user information and select **Save**.

8. A green **Success Changes saved** confirmation message will appear.

9. Once all updates have been saved, click **Exit Tasks**.

The screenshots illustrate the following steps:

- Setup** menu navigation to **Users**.
- Search** button and **Show all results** checkbox.
- Find Users** search field and **Filters** section.
- Start** dropdown menu selection of **All Tasks**.
- Tasks for Users** screen showing a list of users and a **Save** button.
- DETAILS** section for a user, showing fields like **First Name**, **Last Name**, **Email**, and **Username**.
- Save** button click.
- Success Changes saved** confirmation message.
- Exit Tasks** button.

Manually Editing Users – Changing User Account from Disabled to Enabled

Upon user account creation, the user’s account is set to **Enabled** status by default. At any point after creation, the user’s account may be set to **Disabled** status to remove the user’s access. A user’s account in **Disabled** status may also be set to **Enabled** status to restore access.

A **Disabled** status icon “⊘” is displayed in the **Username** column next to the user’s name if the user’s account has been **Disabled**. **Note:** When Enabling a user account, if an **Active End Date** is displayed, ensure that it is a future date.

To change a user account from Disabled to Enabled in PearsonAccess^{next}:

1. To edit users, go to **Setup** and select **Users**.
2. To search for all users, select the **Search** button and place a **check mark** in the **Show all results** box.
3. To search for individual users, in the **Find Users** field, enter the user’s last name or email. Select **Search**. Other options for filtering can be found under **Filters**: search by **First Name**, **Username**, **Account Status**, **Roles**, or **Organizations**.
4. Place a **check mark** next to the user(s) to be updated. Select the **Start** button and select **All Tasks**.
5. The **Tasks for Users** screen will open with the list of users on the left side.
6. Select a user to be updated, and user information will be listed under **DETAILS**.
7. Click on the **Account** dropdown and select **Enable** and select **Save**.
8. A green **Success Changes saved** confirmation message will appear.
9. Once all updates have been saved, click **Exit Tasks**.

The screenshots illustrate the following steps:

- Step 1:** The 'Setup' menu is open, and 'Users' is selected.
- Step 2:** The 'Search' button is clicked, and the 'Show all results' checkbox is checked.
- Step 3:** The 'Find Users' field contains 'Corbey'. The 'Filters' section is visible, and the 'Start' button is highlighted.
- Step 4:** The 'Tasks for Users' screen shows a list of users. The 'Start' button is clicked, and 'All Tasks' is selected.
- Step 5:** The 'Tasks for Users' screen shows the list of users on the left side.
- Step 6:** The 'DETAILS' view for user 'corbey.bunn@pearson.com' is shown. The 'Account' dropdown is set to 'Enable'.
- Step 7:** The 'Save' button is clicked.
- Step 8:** A green 'Success Changes saved' message is displayed at the bottom.
- Step 9:** The 'Exit Tasks' button is clicked.

Manually Deleting or Restoring Users

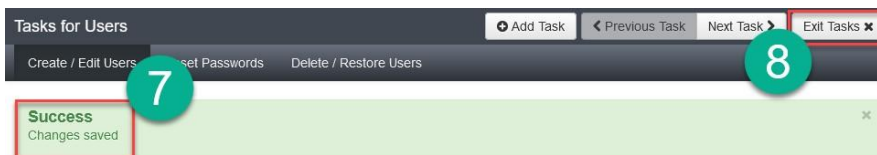
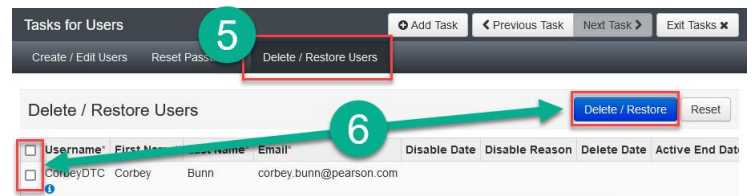
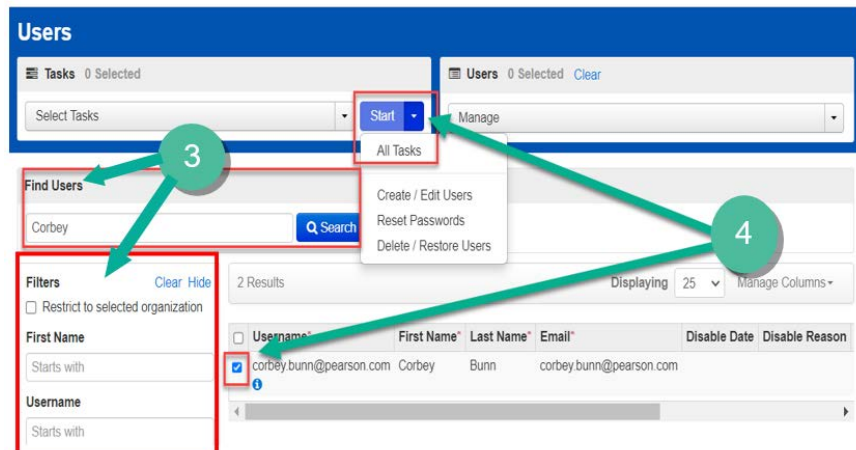
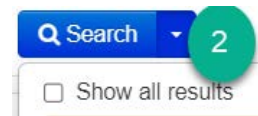
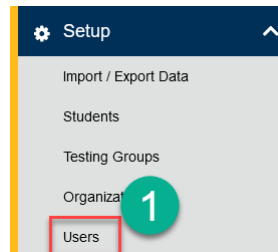
User accounts that have been previously deleted from PearsonAccess^{next} (PAN) will show a red "X" in the **Users** screen, under the **Username** column.

<input type="checkbox"/>	Username*		First Name*	Last Name*
<input type="checkbox"/>	UserName1@azed.gov	 	First 1	Last 1
<input type="checkbox"/>	UserName2@azed.gov		First 2	Last 2

Any deleted user accounts will need to be restored in PAN in order to access the PAN website. Once the deleted user account has been restored, the user account will need to be set to **Enabled** status, following the instructions on page 14.

To manually delete or restore a user in PearsonAccess^{next}:

- To edit users, go to **Setup** and select **Users**.
- To search for all users, select the **Search** button and place a **check mark** in the **Show all results** box.
- To search for individual users, in the **Find Users** field, enter the user's last name or email. Select **Search**. Other options for filtering can be found under **Filters**: search by **First Name**, **Username**, **Account Status**, **Roles**, or **Organizations**.
- Place a **check mark** next to the user(s) to be updated. From the **Start** dropdown menu, select **All Tasks**.
- The **Tasks for Users** screen will open. Select the **Delete/Restore Users** tab.
- Place a **check mark** next to the users(s) to be deleted or restored. Click on the **Delete/Restore** button.
- A green **Success Changes saved** confirmation message will appear.
- When all updates have been saved, click **Exit Tasks**.



Creating/Editing Users from a File Import

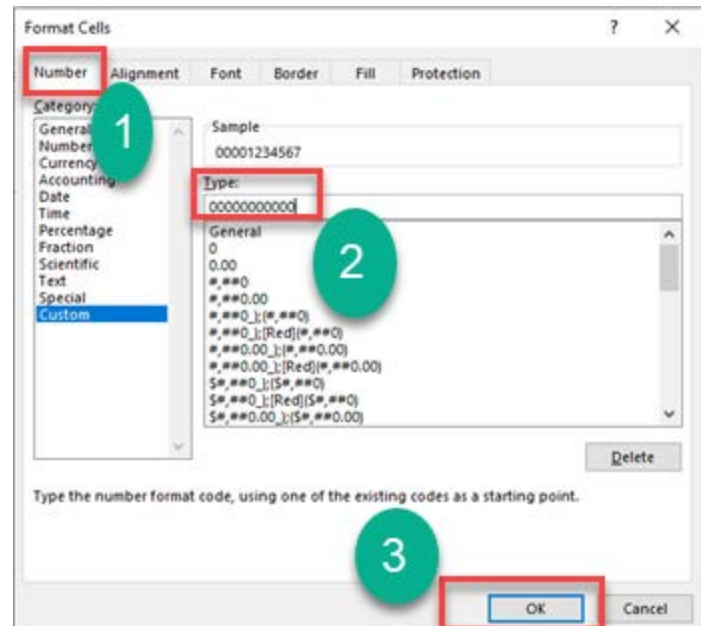
Achievement District Test Coordinators and School Test Coordinators may use the Import/Export Data function in PearsonAccess^{next} (PAN) to create or edit multiple users at one time.

To locate the current AASA and AzSCI User File Layouts, go to **Support > Documentation** in PearsonAccess^{next} (<https://az.pearsonaccessnext.com/customer/index.action>).

****Excel tip:** Microsoft Excel automatically removes leading zeros from number values entered. The leading zeros are required for certain fields of the PAN import files to work properly. To change the number format, follow the steps below:

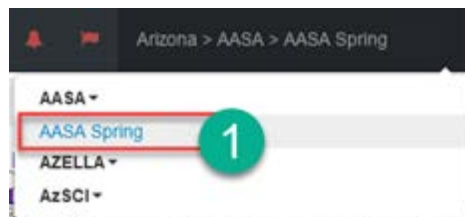
Select the cell(s) that requires leading zeros, and press CTRL + 1 to open the **Format Cells** dialog box.

1. On the **Number** tab, select **Custom** from the **Category Menu**.
2. On the **Type** menu, select the "0", then click in the **Type** box and type zeros until the number format matches the minimum length. For example, to make an SSID Number on the Student Registration Import file an 11-digit number with leading zeros, you will type 11 zeros in the **Type** box. Similarly, to make a school or district entity number a 7-digit number on the User Import File, you will type 7 zeros in the **Type** box.
3. Click **OK** to save the changes.



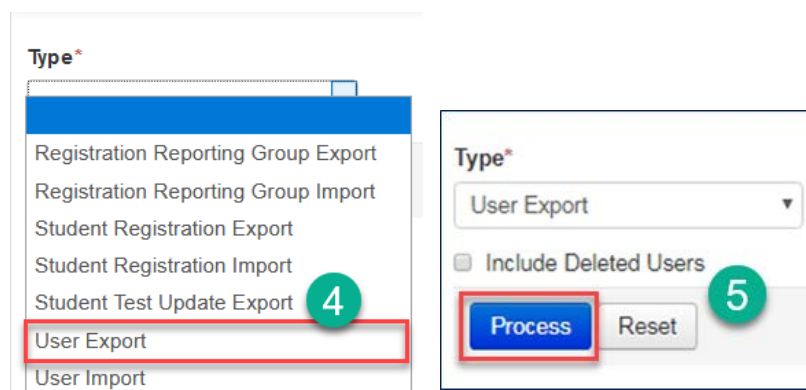
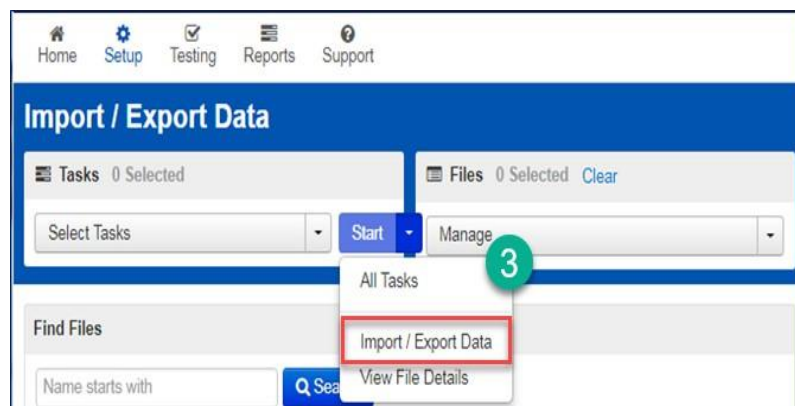
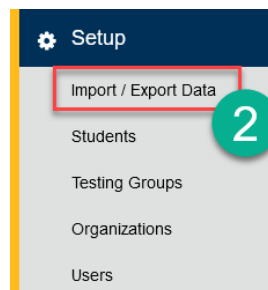
To create or update PearsonAccess^{next} users from a file import:

1. Select the Test Administration to export the User Data. You may select a previous administration to export a list of all users from the previous administration. To change the Test Administration, click on the Test Administration name in the black task bar across the top of the screen. This will activate the Test Administration dropdown menu. Select the desired test administration.




Note: Only users with access to the previous year's test administration in PAN will be able to export users from the previous year's test administration. The previous year's test administration will be available in PAN until **February 28, 2025** for both AASA and AzSCI. After this date, users will be unable to export from the previous year's test administration.

2. Go to **Setup** and select **Import/Export Data**.
3. On the **Import/Export Data** screen, use the **Start** dropdown menu to select **Import/Export Data**.
4. On the **Tasks for Importing and Exporting** screen, use the **Type** dropdown menu to select **User Export**.
5. Click the **Process** button.



- The next screen is the **View File Details** tab. Here you will see that the report is pending. The report will take a few minutes to process.

Optional: Select the **DETAILS**  refresh button to update the status of the report.



- When the file has processed, the **Download File** link will appear. Select the link to download the file.



8. The User Export file is a **.csv** file that can be opened with Excel.

Note: If a previous administration export was used, review all users listed in the file. You may add and delete users as needed. If there were no applicable users, the file will only have column headers in Row 1.

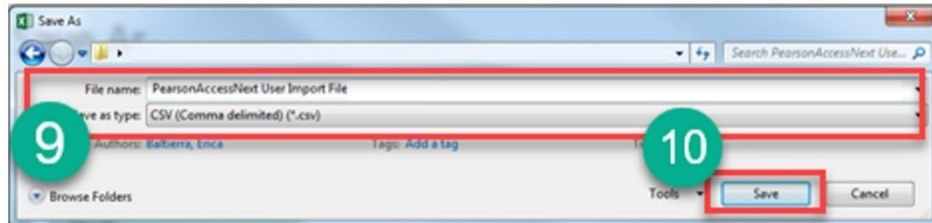
	A	B	C	D	E	F	G	H	I	J	K
1	Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Reason
2	u	erica.baltierra@tud.edu	Erica	Baltierra	erica.baltierra@tud.edu	000004	testAdmin			No	
3	u	Lisa.Carter@tud.edu	Lisa	Carter	Lisa.Carter@tud.edu	000004	schoolCoord			No	



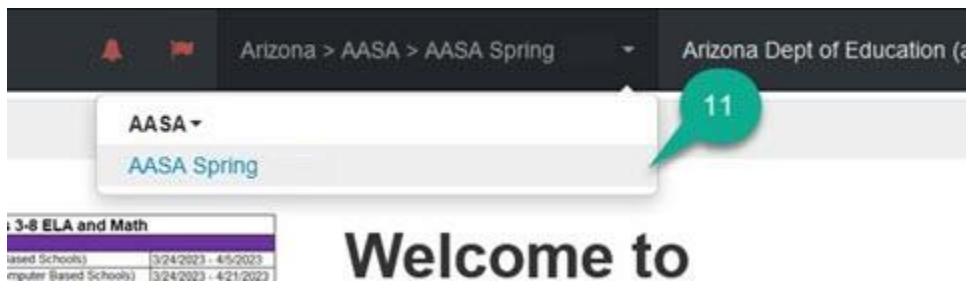
Using the downloaded file as a template, the District or School Test Coordinator can update or fill in rows to edit or create users using the **User File** layout information below.

Column:	Row 1:	Row 2:
A	Type Action	<ul style="list-style-type: none"> Fill in a C to create a new record Fill in a U to update an existing record
B	Type Email Address	<ul style="list-style-type: none"> Type User's Email Address
C	Type First Name	<ul style="list-style-type: none"> Type User's First Name
D	Type Last Name	<ul style="list-style-type: none"> Type User's Last Name
E	Type Email Address	<ul style="list-style-type: none"> Type User's Email Address
F	Type Authorized Organizations	<ul style="list-style-type: none"> Type any or all Organization(s) Code(s) that the user's account is authorized to access. Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. Multiple organization codes must be separated with a colon (:) (e.g., 1234567:3456789). Make sure to include any leading zeros. (If you want the user to see the district and all its schools, you must list the district entity code. If you want the user to only see school level information, use the school entity code (e.g., 0001234). Please note that all entity numbers are 7 digits long.
G	Type Roles	<ul style="list-style-type: none"> Designated responsibilities in the system and designated data and system functions determines what the user's account can access and use. List of all roles that user has which control abilities to access and act upon data in the system. Delimited field - A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. Multiple roles must be separated with a colon (:) (e.g., dataEntry:schoolReport) Type the Coding for Roles Column: <ul style="list-style-type: none"> schoolCoord = Achievement School Test Coordinator techCoord = Achievement Technology Coordinator testAdmin = AASA School Test Administrator OR schoolAdmin = AzSCI School Test Administrator districtReport = District Report Only Access schoolReport = School Report Only
H, I, J, K, L	Leave Blank	Leave the columns H - L blank

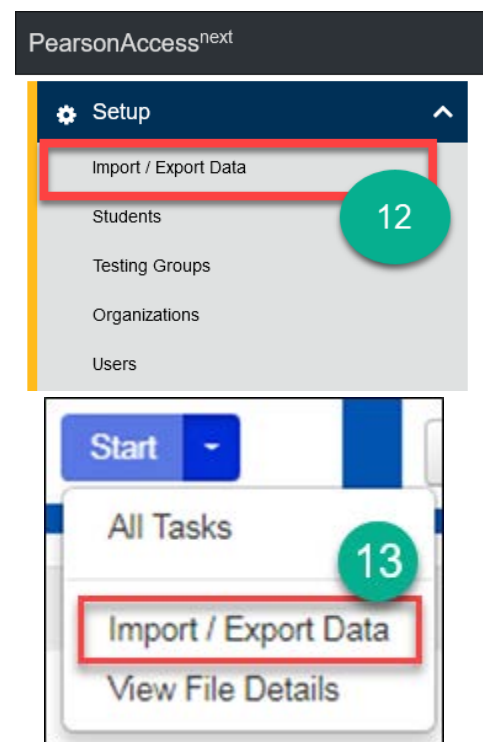
- When all users are added or updated, save the file as a **.csv** using the **Save as type** menu so that the file can be uploaded back into PearsonAccess^{next}.
- Click the **Save** button.



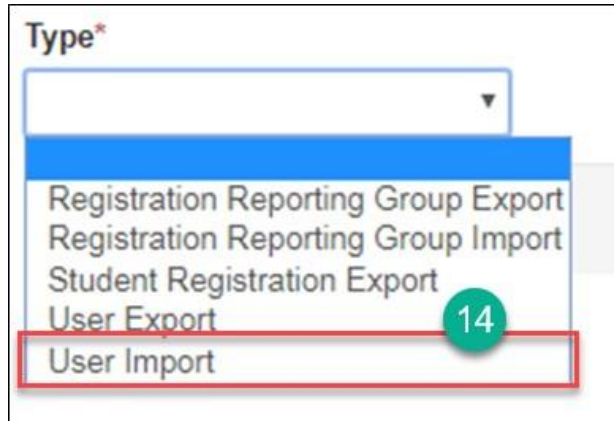
- To begin the User Import process, first check the **Test Administration** in the upper right corner of the screen to ensure you are in the correct test administration for the users you wish to enable.



- Go to **Setup** and select **Import/Export Data**.
- On the **Import/Export Data** screen, use the **Start** dropdown menu to select **Import/Export Data**.

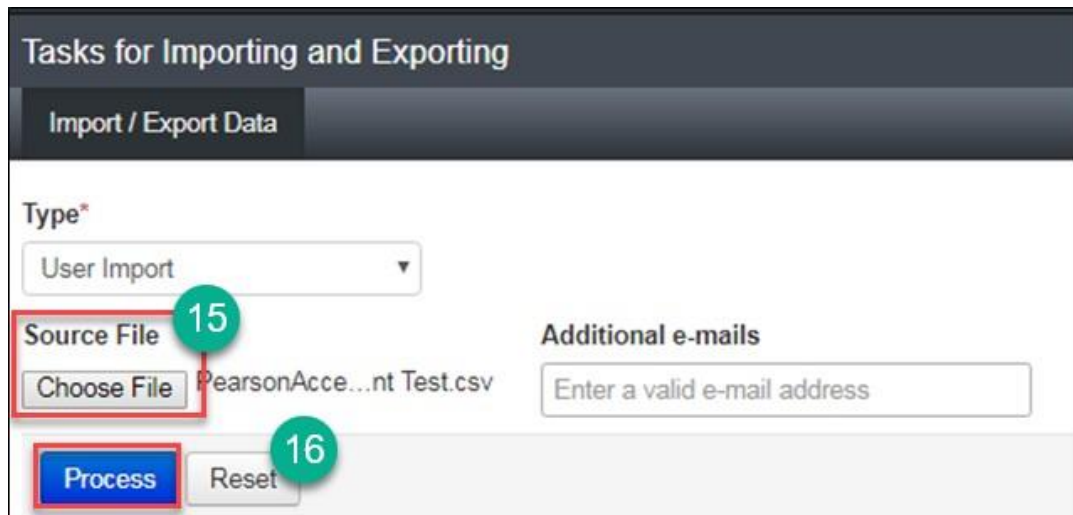


14. In the **Type** dropdown menu, select **User Import**.



15. Under **Source File**, select **Choose File** to find and select the user import file you updated.

16. Click the **Process** button.



17. When the import is complete, you will see the **Complete** confirmation message below.

Complete 17

Saved information for all records in the file.

File Information

Type User Import	Organization Tumbleweed Unified District (999999)
Name PearsonAccessNext User Import File [redacted].csv	User ericadct
Request Date [redacted]	Download File ⓘ
Total Records 1	
Successful Records 1	
Error Records 0	

Note: If the records were unable to be imported or if only some records were imported, you will receive a **Complete with Issues** error message. You will also be given a list of errors and the option to download only the records in error so you may make corrections.

Managing Students

ADE will provide Pearson with an initial Student Registration Import (SRI) file to upload into PearsonAccess^{next} for each test administration.

- For AASA, the ADE upload of students will be visible in PearsonAccess^{next} on **February 3, 2025**.
- For AzSCI, the ADE upload of students will be visible in PearsonAccess^{next} on **February 17, 2025**.

The initial SRI file will include student demographic information extracted from AzEDS based on district and school enrollments. Initial uploads for AzSCI and for AASA Computer-Based Testing schools will automatically register students for online testing, including placing students in online test sessions by grade level. For AASA Paper-Based Testing schools, the initial student upload will automatically register and place Grade 3 students in an online test session for the Grade 3 Oral Reading Fluency test unit.

Districts may begin reviewing students in PearsonAccess^{next} any time after the initial SRI file upload. The initial SRI file will **not** include information regarding student IEP requirements or accommodations. It will also **not** include students who are concurrently enrolled in more than one school, students enrolled in participating Bureau of Indian Education (BIE) schools, or students enrolled in participating private schools.

After adding students, District and School Test Coordinators can run a report in PearsonAccess^{next} to view the students that have been registered for testing for the Spring AASA or AzSCI test using the Student Registration Export.

The following tasks are available for managing students in PearsonAccess^{next}.

- **Manage Student Registration** – District and School Test Coordinators can view students that are currently registered in PearsonAccess^{next}.
- **Add New Students** – Any student enrolled in the school after ADE’s initial student upload must be added in PearsonAccess^{next}.
- **Edit Student Demographic Information** – Student demographic information can be edited in PearsonAccess^{next} after ADE’s initial student upload.
- **Edit a Student Test Assignment** – A student’s test assignment can be edited in PearsonAccess^{next} after ADE’s initial student upload.
- **Create/Edit Students using the Student Registration Import (SRI) file** – Students can be created using the SRI file if they were not created during ADE’s initial student upload.

View Student Registration Report

To view the Student Registration Report in PearsonAccess^{next}:

- To view the Student Registration Report, go to **Setup** and select **Import/Export Data**.
- On the **Import/Export Data** screen, from the **Start** dropdown menu, select **All Tasks**.
- On the **Tasks for Importing and Exporting** screen and at the **Import/Export Data** tab, select the **Type** dropdown menu. Select **Student Registration Export**, and click **Process**.
- The next screen is at the **View File Details** tab. The report will take a few minutes to process. Select the **DETAILS** refresh button to update the status. When the file has completed processing, the green **Complete** confirmation message and **Download File** link will appear. Select **Download File** to download the file.
- The **Student Registration Export** file is a **.csv** file. The file will contain all the students who are registered to take the Spring AASA or AzSCI test.

Note: This file is secure. All student level information must be used confidentially in accordance with state and federal privacy laws.

Organization Code	Organization Name	SSID Number	Student Last Name	Student First Name	Student Middle Initial	Date of Birth	Hispanic or Latino	White	Black or African American	Asian	American Indian or Alaska Native
000003	Prickly Pear Elementary School	11111111	Lastname1	Firstname1		11/5/2006 Y					Y
000003	Prickly Pear Elementary School	22222222	Lastname2	Firstname2	R	7/5/2007 N		Y			Y
000003	Prickly Pear Elementary School	33333333	Lastname3	Firstname3	E	6/2/2007 N		Y			
000003	Prickly Pear Elementary School	55555555	Lastname4	Firstname4	G	5/2/2007 N		Y			
000003	Prickly Pear Elementary School	66666666	Lastname5	Firstname5	M	1/17/2007 Y					Y
000002	Prickly Pear Middle School	77777777	Lastname6	Firstname6	P	6/19/2002 N		Y			
000002	Prickly Pear Middle School	88888888	Lastname7	Firstname7		8/5/2002 N		Y			
000002	Prickly Pear Middle School	99999999	Lastname8	Firstname8	J	6/5/2003 N		Y			
000002	Prickly Pear Middle School	10101010	Lastname9	Firstname9	A	5/21/2002 N		Y			
000001	Prickly Pear High School	12121212	Lastname10	Firstname10	C	12/19/1997 N		Y			
000001	Prickly Pear High School	13131313	Lastname11	Firstname11	C	1/31/2001 Y					Y
000001	Prickly Pear High School	14141414	Lastname12	Firstname12		12/19/2000 Y		Y			
000001	Prickly Pear High School	15151515	Lastname13	Firstname13	R	1/4/2001 Y		Y			

6. Optional: You can log out of the **View File Details** screen while the file is being generated. PearsonAccess^{next} will send you an email stating that the export file is complete.

When the export file is complete:


- Login to PearsonAccess^{next}.
- Go to **Setup** and from the dropdown menu, select **Import/Export Data**.
- On the **Import/Export Data** screen, place a **check mark** in the box next to the file name.
- From the **Start** dropdown menu, select **View File Details**.
- Select the **Download File** link.

PearsonAccess^{next} login form showing Username and Password fields, and a Login button highlighted with a red box and a green circle labeled 'a'. The password field is also highlighted with a green circle labeled '6'.



Import / Export Data screen showing a search bar (6), a Start dropdown menu (d), and a table of results. The table has columns: Request Date, Name, Type, Status, Total Records. The first row is checked.

Request Date	Name	Type	Status	Total Records
10/17/2023	Student	Student	Complete	149
12:17:15 PM	Test Update	Test Update		
	Export	Import		
	202...			

Download File  

Manually Creating New Students

When manually creating a new student, the following three tasks (tabs) must be completed for each student.

These three tasks (tabs) must be completed in the following sequential order:

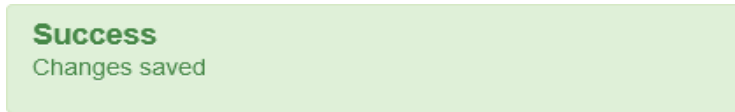
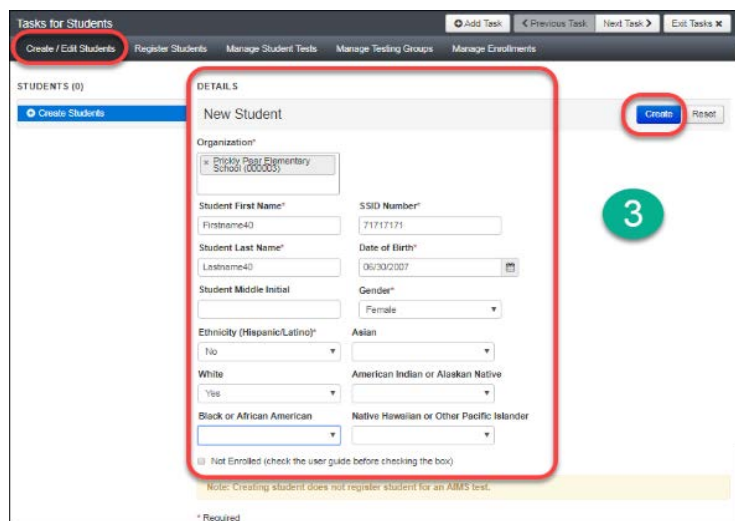
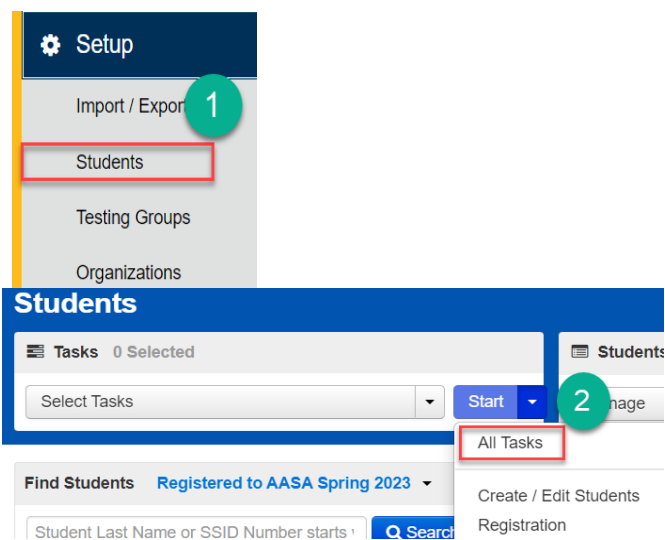
- Task 1– Create Student**
- Task 2– Register Student**
- Task 3– Test Assignment**

Note: All SSID Numbers must be 11 digits in length. Leading zeros should be added if necessary.

Task 1 – Create Student

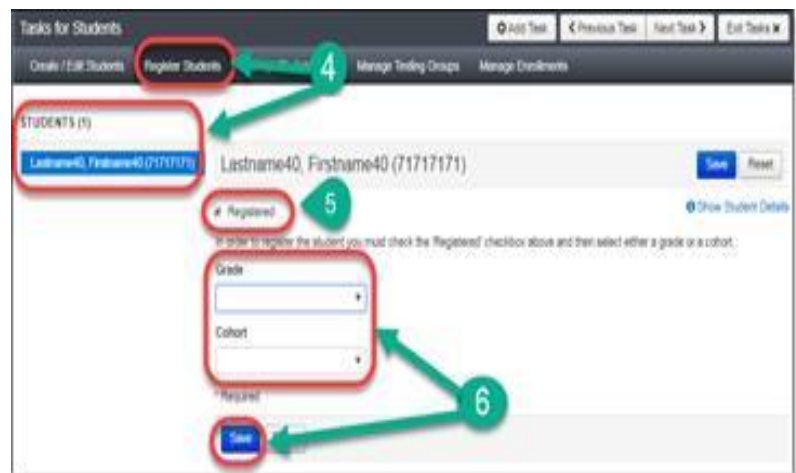
1. Go to **Setup** and select **Students**.
2. From the **Start** dropdown menu, select **All Tasks**.
3. On the **Tasks for Students** screen and at the **Create/Edit Students** tab, fill in the **New Student** details. Select **Create**. You will receive a green **Success Changes saved** confirmation message.

Note: The **Not Enrolled** box is rarely used and should **not** be checked for students who have withdrawn from the school. Check with your Achievement District Test Coordinator before selecting the **Not Enrolled** check box. Achievement District Test Coordinators should contact ADE for questions about selecting the **Not Enrolled** check box.



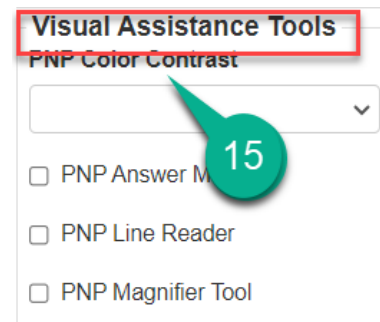
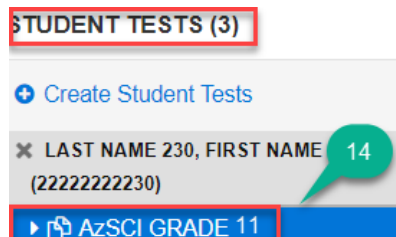
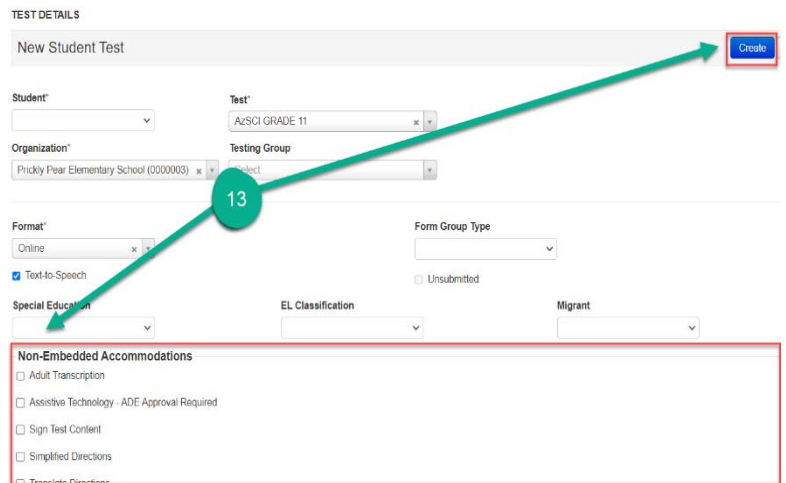
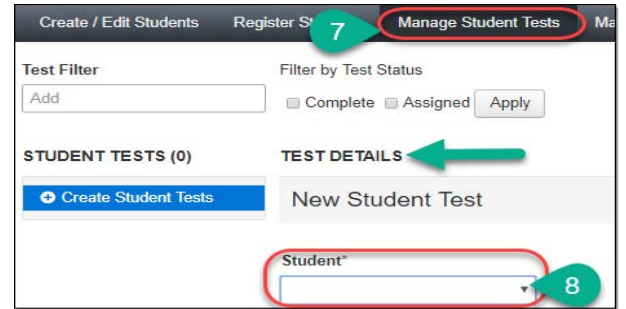
Task 2 – Register Student

4. Select the **Register Students** tab on the task bar. Under **STUDENTS**, select the student's name.
5. Under the details, place a **check mark** in the box next to **Registered** to activate the form. The student will **not** appear in PearsonAccess^{next} (PAN) as a registered student unless this box is checked.
6. Complete the form with the student's **Grade** or **Cohort**. Select **Save**. You will receive a green **Success Changes saved** confirmation message.



Task 3 – Test Assignment

7. Select the **Manage Student Tests** tab on the task bar.
8. In the **TEST DETAILS** section, under **Student**, select the student’s name from the dropdown menu.
9. Under **Test**, select the appropriate test from the dropdown menu.
10. Under **Organization**, select the appropriate school for the student.
11. Optional: **Testing Group** field. This field may be left blank. If you have not created testing groups, this will **not** be an option available in the dropdown menu.
12. Under **Format**, select **Online** for either the regular online tests or the Special Paper Version tests. For AASA paper-based testing only, select **Paper**.
13. Under **Non-Embedded Accommodations**, place a **check mark** in the box for any accommodations required by the student’s IEP/504 Plan. Click **Create**.
14. When finished selecting accommodations, go to the **Student Tests** to select the student’s test.
15. For **Visual Assistance Tools**, place a **check mark** in the box for any accommodations required by the student’s IEP/504 Plan. Click **Save**.

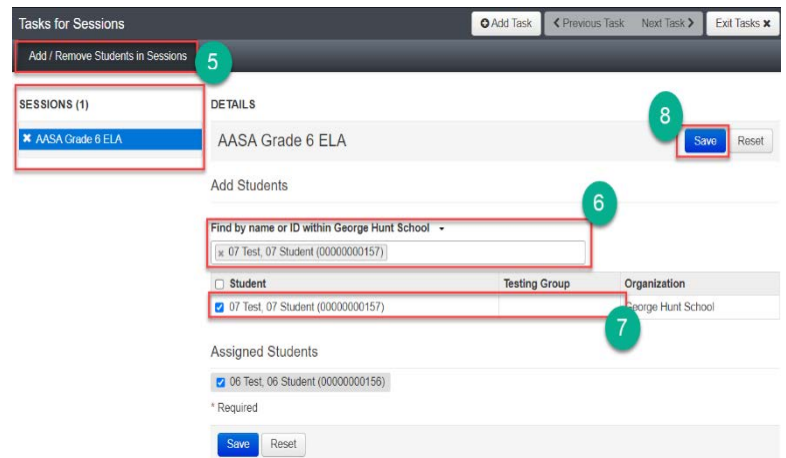
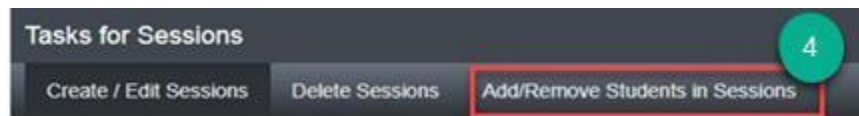
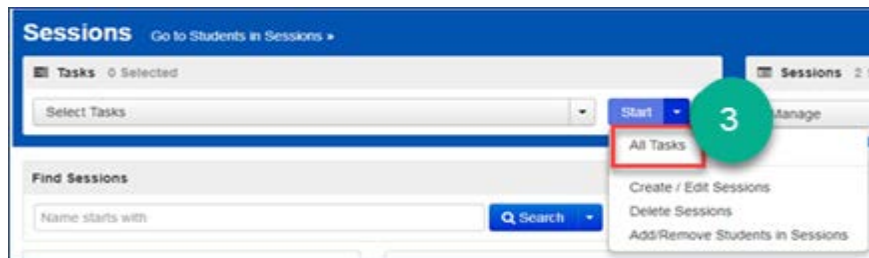
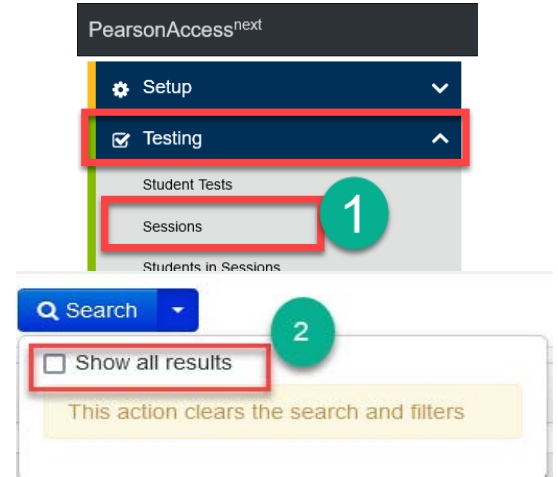


Adding Students to a Test Session

The instructions below are for students who are newly enrolled in a school and are not currently in a test session. This task may be completed by Achievement District Test Coordinators, School Test Coordinators, and Test Administrators. Achievement District Test Coordinators, School Test Coordinators, and Test Administrators will **not** create their own test sessions and will only use the sessions that have been created by Pearson.

To add students to an existing test session in PearsonAccess^{next}:

1. Go to **Testing** and select **Sessions** from the dropdown menu.
2. Click the down arrow next to the search button and place a **check mark** in the **Show all results** box to bring up all sessions for this organization. Place a **check mark** next to the test session for the correct school.
3. On the **Sessions** screen, select **All Tasks** from the **Start** dropdown menu.
4. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** tab.
5. At the **Add/Remove Students in Sessions** tab, on the left side of the screen, select the Session name from the **SESSIONS** list.
6. Under the **DETAILS** section, select the **Find by Name** field to select students to add to the session.
7. Place a **check mark** in the box next to each selected student.
8. Select **Save**.

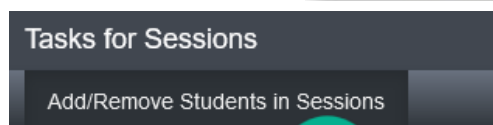
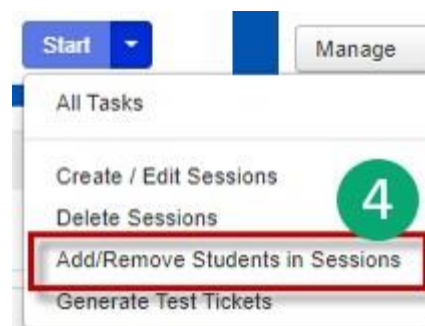
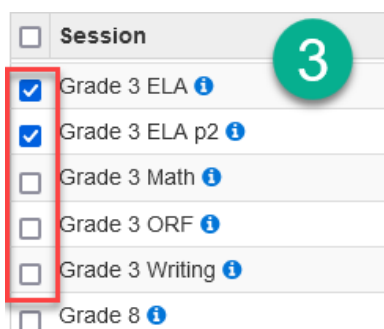
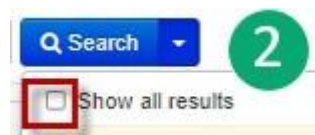
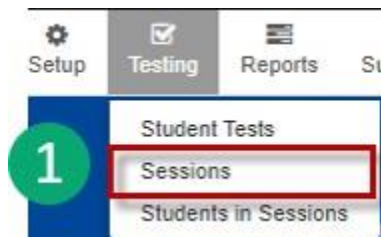


Note: If a student has not been assigned a test, they will not be able to be placed into a session. If a student still needs a test assignment, refer to page 27 and complete Task 2, Register Student.

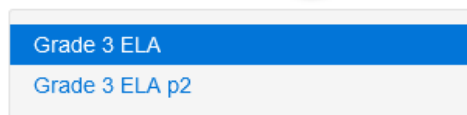
Removing Students from a Test Session

To remove a student from a test session in PearsonAccess^{next}:

1. Go to **Testing** and select **Sessions** from the dropdown menu.
2. On the **Sessions** screen, click the arrow on the **Search** button, then place a **check mark** in the **Show all results** box.
3. On the **Sessions** screen, select the session(s) that contain(s) students to be removed by placing a **check mark** in the box for each session.
4. Select **Add/Remove Students in Sessions** from the **Start** dropdown menu.
5. On the **Add/Remove Students in Sessions** screen, you can move between selected sessions by clicking on the session names on the **SESSIONS** menu.
6. For each session, Assigned Students will be listed with a **check mark** by each name. Names with a blue check box are eligible to be removed from the test session. **Uncheck** the box for each student to be moved out of the session.
7. Click the **Save** button. Then repeat for each session with students to be removed.



SESSIONS (2)



Assigned Students



Editing a Student Test Assignment (Changing Grade or Cohort)

Adding students through a file import (refer to page 35) will register the students to an online test. If you identify a student that is in the incorrect grade or cohort, you must change their Test Assignment.

If a student is currently in a session, they must be removed from the session before their test assignment can be removed or changed. If the student is not in a session, skip to the next section to update the student's test assignment.

To remove a student from a session in PearsonAccess^{next}:

1. Go to **Testing** and select **Sessions**.
2. On the **Sessions** screen, select the search dropdown menu and place a **check mark** in the **Show all results** box.
3. On the **Sessions** screen, place a **check mark** in the box next to the session to which the student is assigned.
4. On the top left side of the screen, select the **Go to Students in Sessions** link.
5. On the left side of the **Students in Sessions** screen, select a session name from the **Session List**.
6. Select the student that should be removed from the session.
7. Select **All Tasks** from the **Start** dropdown menu.
8. At the top of the **Tasks for Students in Sessions** screen, select **Remove Students from Sessions**.
9. Place a **check mark** in the box next to the student who should be removed and click **Remove**.

The screenshots illustrate the following steps:

- Step 1:** The 'Sessions' menu item is selected in the left sidebar.
- Step 2:** The 'Show all results' checkbox is checked in the search filters.
- Step 3:** A session is selected in the 'Sessions' list.
- Step 4:** The 'Go to Students in Sessions' link is clicked.
- Step 5:** A session is selected in the 'Session List' on the 'Students in Sessions' page.
- Step 6:** A student is selected in the 'Find Students' list.
- Step 7:** The 'All Tasks' option is selected in the 'Start' dropdown menu.
- Step 8:** The 'Remove Students from Sessions' button is selected in the top navigation bar.
- Step 9:** The 'Remove' button is clicked in the 'Remove Students from Sessions' modal.

To update a student's test assignment in PearsonAccess^{next}:

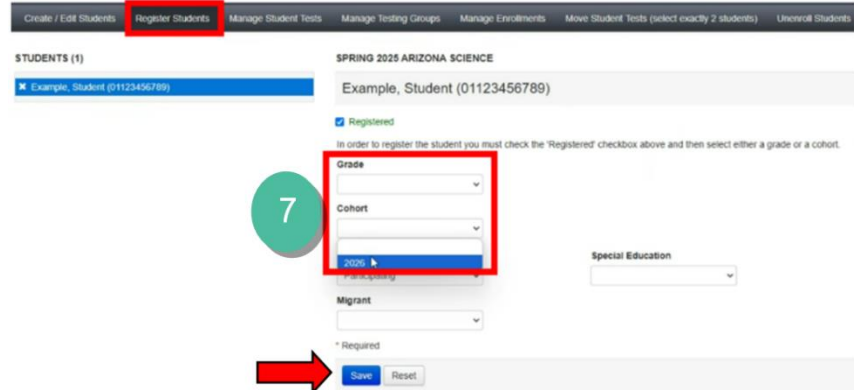
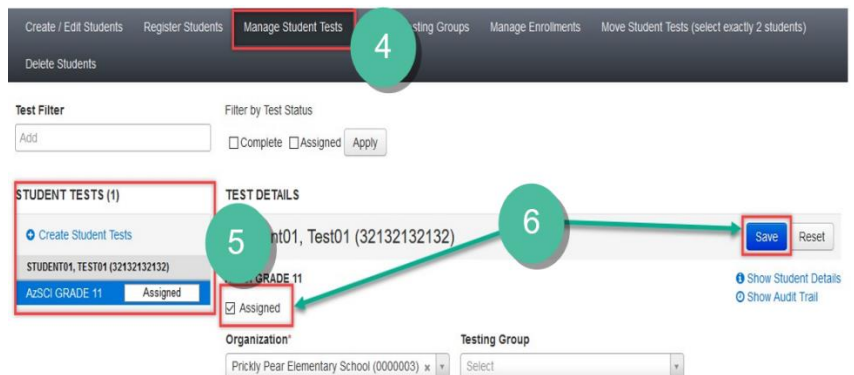
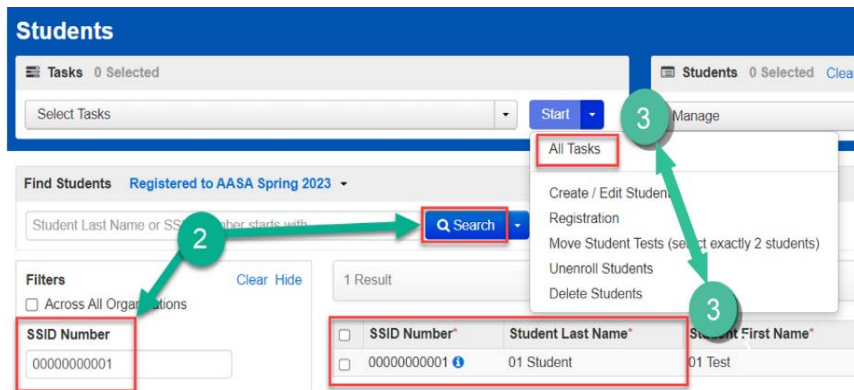
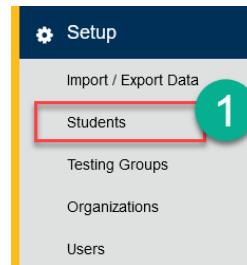
1. Go to **Setup** and select **Students**.
2. Search for an individual student by entering either their name or SSID Number and select **Search** or place a **check mark** in the **Show all results** box.

Note: All SSID Numbers must be 11 digits in length. Leading zeros should be added if necessary.

3. Place a **check mark** in the box next to the student's name(s) to be updated. From the **Start** dropdown menu, select **All Tasks**.
4. Select the **Manage Student Tests** tab on the black task bar across the top of the screen.
5. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
6. Test Details will auto-populate for the student. **Uncheck** the **Assigned** box. Select **Save**. The student's test assignment has been removed.

7. Select the **Register Students** tab on the black task bar across the top of the screen. Select the correct grade or cohort for the student from the **Grade** or **Cohort** dropdown. Select **Save**.

Note: For AzSCI, the **Grade** dropdown menu will display grades 5 and 8. The **Cohort** dropdown menu will display 2026 for High School.



8. To add a new test assignment, remain on the **Manage Student Tests** tab. Under **Student**, select the student's name.
9. Select **Organization**. Select the correct school.
10. Select **Test**. Select the appropriate test.
11. **Testing Group** is an optional field and can be left blank.
12. Select **Format**. Select **Online**.

Note: Not all formats will be Online. The format for AASA Computer-Basted Testing school test assignments should be **Online** while the format for AASA Paper-Based Testing school test assignments should be **Paper**. All AzSCI test assignments should be online.

13. Select **Create**.

Editing Student Demographic Information

Demographic information in PearsonAccess^{next} (PAN) includes the student’s name, SSID Number, date of birth, gender, and ethnicity.

To edit a student’s demographic information in PearsonAccess^{next}:

1. To edit student demographic information, go to **Setup** and select **Students**.
2. On the **Students** screen, search by either **Last Name** or **SSID Number**, and click **Search**. An additional option would be to click **Search** and place a **check mark** in the **Show all results** box.

Note: The “by ignoring” filter is necessary to find students who have not been registered or assigned a test in PAN.

3. Place a **check mark** in the box(es) next to the student’s name(s) to be updated.
4. On the **Students** screen, from the **Start** dropdown menu, select **Create/Edit Students**.

5. On the **Tasks for Students** screen and under the **STUDENTS** list, select the student to be edited.

6. Edit all demographic information for the student and select **Save**. A green **Success Changes saved** confirmation message will appear.

7. Continue editing any additional students, if necessary. Click **Exit Tasks** when all students have been edited.

Note: The **Not Enrolled** box is rarely used and should not be checked for students who have withdrawn from the school. Check with your Achievement District Test Coordinator before selecting the **Not Enrolled** check box. Achievement District Test Coordinators should contact ADE for questions about selecting the **Not Enrolled** check box.

The screenshots illustrate the following steps:

- Step 1:** The 'Setup' menu is open, and 'Students' is selected.
- Step 2:** The 'Find Students' screen shows a search for '9999999999' by SSID Number. The 'Show all results' checkbox is checked.
- Step 3:** The 'Students' list shows one result. The checkbox next to the student's name is checked.
- Step 4:** The 'Tasks for Students' screen shows the 'Create / Edit Students' task selected. The 'STUDENTS (1)' list shows the selected student.
- Step 5:** The 'DETAILS' form for the student is shown, with fields for Organization, Student First Name, SSID Number, Date of Birth, Gender, Ethnicity, and Not Enrolled checkbox.
- Step 6:** The 'Save' button is clicked.
- Step 7:** The 'Exit Tasks' button is clicked.

Success
Changes saved

Creating/Editing Students from a File Import

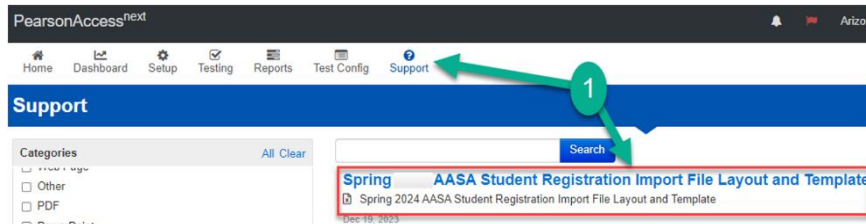
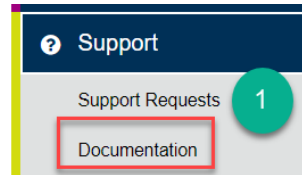
The Student Registration Import (SRI) is an option that can be used to create or edit students, create or edit student registrations, or change a test assignment at the same time.

To create or edit students via an SRI file upload in PearsonAccess^{next}:

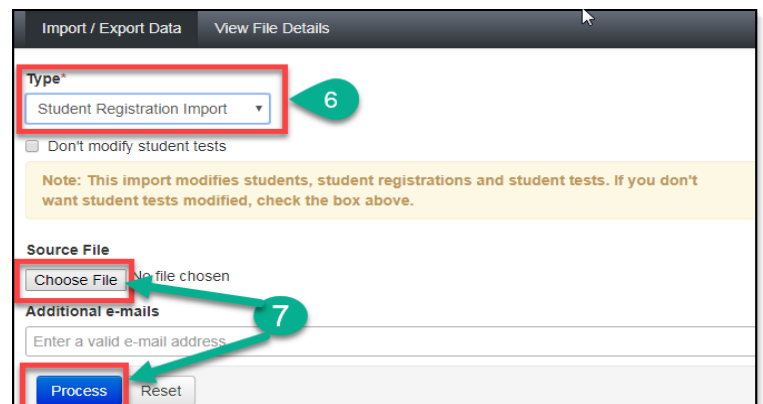
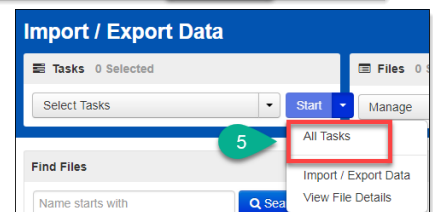
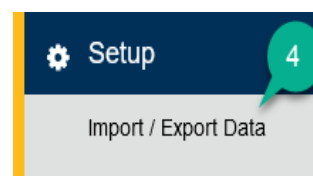
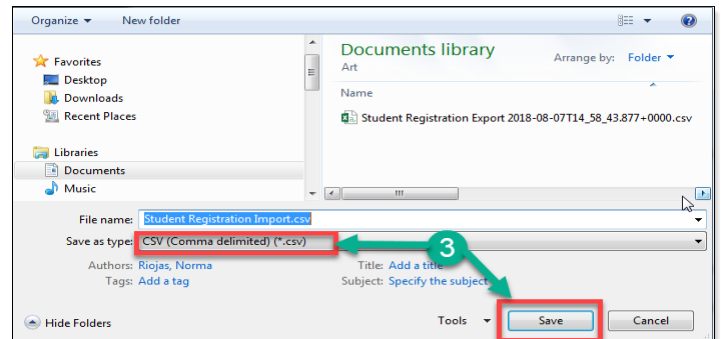
1. Go to **Support** and select **Documentation**. Download the blank **AASA/AzSCI Student Registration Import File Layout/Template**.
2. Fill in the SRI file template, tab name: Template, according to the Student Registration Import File Layout, tab name: A. Student Registration.
3. **Save** the SRI file as a **.csv** file to your desktop.
4. To import the SRI file, go to **Setup** and select **Import/Export Data**.
5. On the **Import/Export Data** screen, from the **Start** dropdown menu, select **All Tasks**.
6. On the **Tasks for Importing and Exporting** screen, from the **Type** dropdown menu, select **Student Registration Import**.

Note: Do not select the **Don't modify student tests** box.

7. Select **Choose File** to find and select the AASA/AzSCI SRI file you created earlier. Select **Process**.



	A	B	C	D	E	F	G	H	I
1	Organization Code	Organization Name	SSID Number	Student Last Name	Student First Name	Student N	Date of Birth	Hispanic	White
2	000003	Prickly Pear Elementary School	44444444	Student	Gradefour		4/4/2008	Y	
3	000003	Prickly Pear Elementary School	55555555	Lastname4	Firstname4	G	5/2/2007	N	Y
4	000003	Prickly Pear Elementary School	66666666	Lastname5	Firstname5	M	1/17/2007	Y	
5	000004	Prickly Pear Intermediate School	77777777	Lastname6	Firstname6	P	6/19/2002	N	Y



At times, when the SRI file has completed processing in PearsonAccess^{next} and issues/errors are encountered, the message **Complete with Issues** will display on the screen. This issue may be due to a student who was in the SRI file but already exists in PearsonAccess^{next} with another school or district. Refer to the image for a sample of this error message.

When this occurs, the Achievement District Test Coordinator needs to submit a **Work Request** in PearsonAccess^{next}. This will request for the student to be transferred from one school/district to another school/district. If the **Work Request** has not been processed within 3-4 days, contact ADE at AASA@azed.gov or AzSCI@azed.gov.

Refer to directions for Work Requests beginning on page 44.

Note: Students cannot be deleted from PearsonAccess^{next}. A student will be removed when another district or charter adds the student to their registration.

Complete with issues
Some records were not saved, see the error list for details

File Information

Type	Student Registration Import	Organization	Sample School District (000000)
Name	Sample SD.csv	User	abcd.efghij@klmnop.org
Request Date	01/24/2019 11:18:11 AM	Download File	
Total Records	255	Download Students Created	
Successful Records	12		
Error Records	243		

Steps

Step	Message
Format Verification	Complete
Import	Encountered 243 records with issues, data for these records was not saved
Generate Error Files	Complete

Errors

[Download Records in Error](#)

[Download Error Messages](#)

Record Number	Message
2	The Test AZP04 is already assigned to this student in organization Prickly Pear School
12	The Test AZP04 is already assigned to this student in organization Prickly Pear School
15	The Test AZP04 is already assigned to this student in organization Prickly Pear School

Creating Testing Groups Using the Student Test Update File

Testing Groups are optional for AASA and AzSCI. For those wanting to group students by classroom, teacher, or testing days, this may be completed using the Testing Groups function or by uploading the Student Test Update (STU) file.

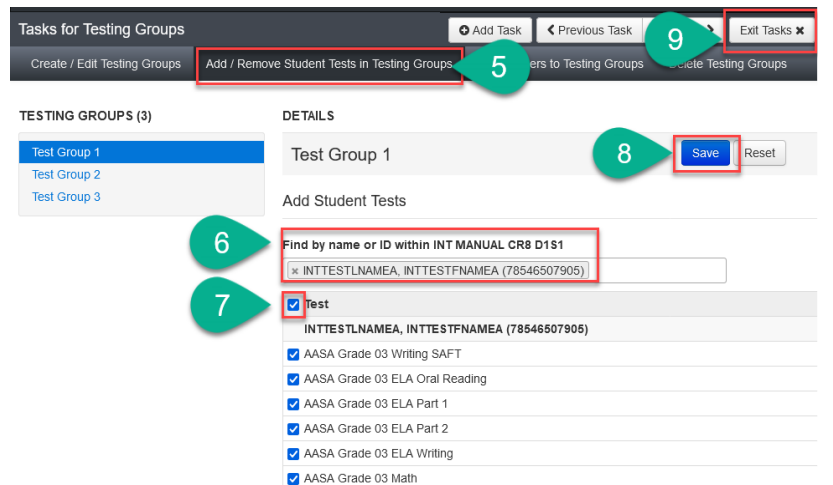
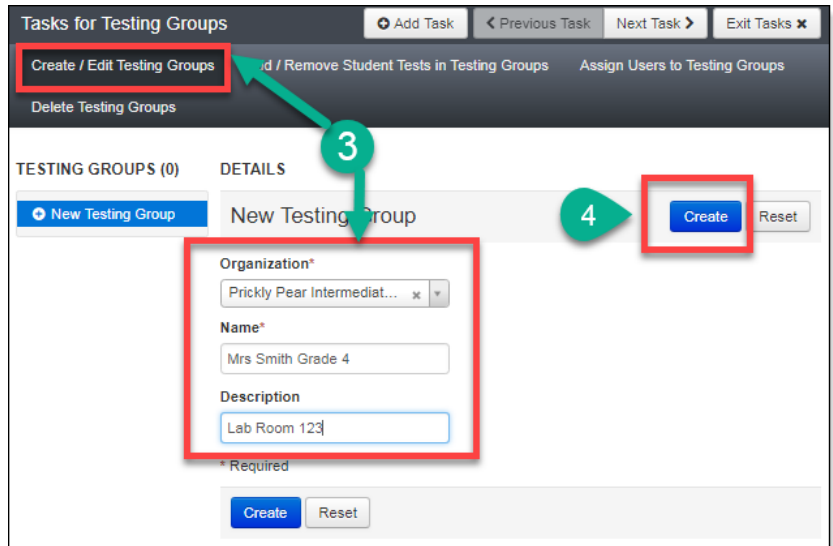
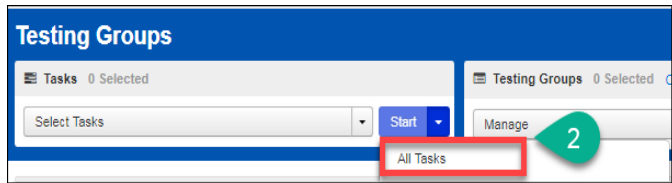
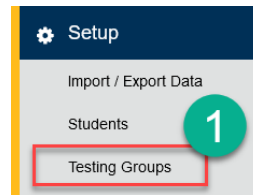
Note: Students may only belong to one Testing Group at a time.


To create and populate testing groups with students in PearsonAccess^{next}:

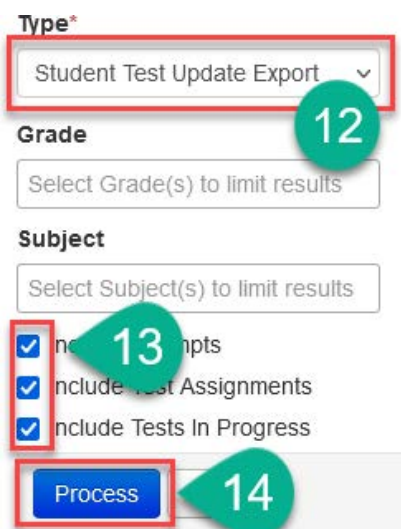
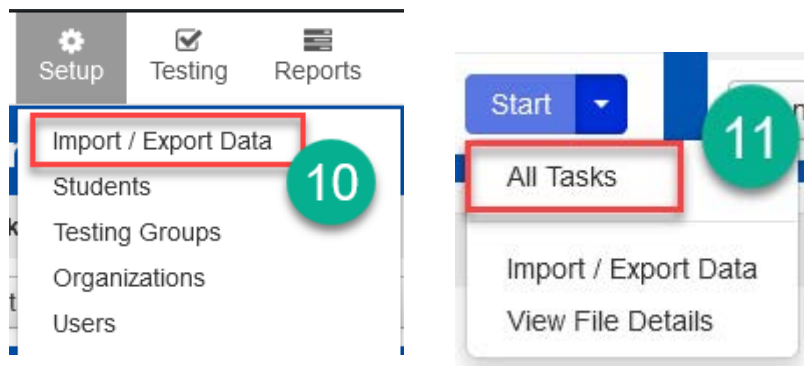
1. Go to **Setup** and select **Testing Groups**.
2. Select **All Tasks** from the **Start** dropdown menu.
3. Select the **Create/Edit Testing Groups** tab. Select the **Organization**, fill in the **Name** field and, if desired, a **Description**.
4. Select **Create**. The form will reset after creating each group. Repeat this process until all groups are created.
5. You **must** manually add one student to each of your testing groups in PearsonAccess^{next} to use the STU file. Click on **Add/Remove Student Tests in Testing Groups**.
6. Search for a student in the **Find by Name or ID** search bar.
7. Select each of the student's tests by selecting the box next to **Test**.

Note: If you prefer to add students to a testing group without using the Student Test Update file, follow steps 6 and 7 until all students have been added to the testing group.

8. Click **Save**.
9. Select the **Exit Tasks** button.



10. Go to **Setup** and select **Import/Export Data**.
11. Select **All Tasks** from the **Start** dropdown menu.
12. Select **Student Test Update Export** from the **Type** dropdown menu.
13. Check each box to include Attempts, Test Assignments, and Tests in Progress to ensure all students are included in the export.
14. Click **Process**.
15. The file may take a few minutes to process. You can click on the **DETAILS**  button to update the status on this screen.
16. Once the export is completed, download the file by clicking **Download File**.



Complete
File is ready for download

File Information

Type
Student Test Update Export
Request Date
12/30/2021 10:48:44 AM
Total Records
253

Organization
[Redacted]
User
[Redacted]



- Once the file is open, you will see that columns Testing Group and Testing Group ID are populated for the students that were placed into Testing Groups in step 5. For each of the other students, you must enter the Testing Group name in the Testing Group column and copy and paste the Testing Group ID into the Testing Group ID column.

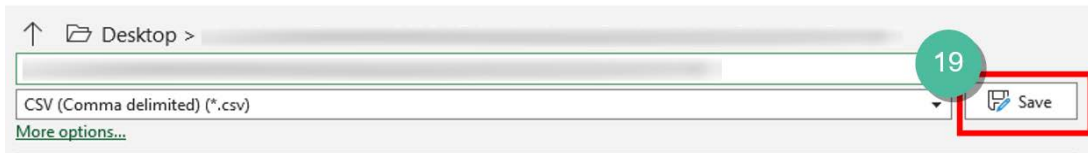
Testing Group	Testing Group ID	Status
Test Group 1	3658	assign
Test Group 2	3659	assign
Test Group 3	3660	assign

Note: The Testing Group ID will only be available on the Student Test Update Export file if a student has already been added to the Testing Group in PearsonAccess^{next}.

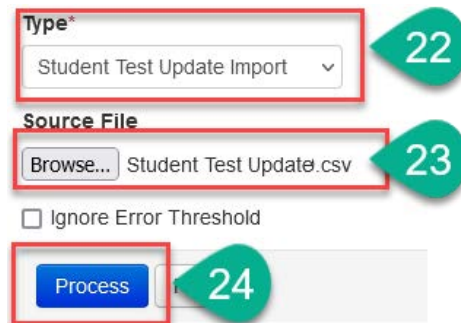
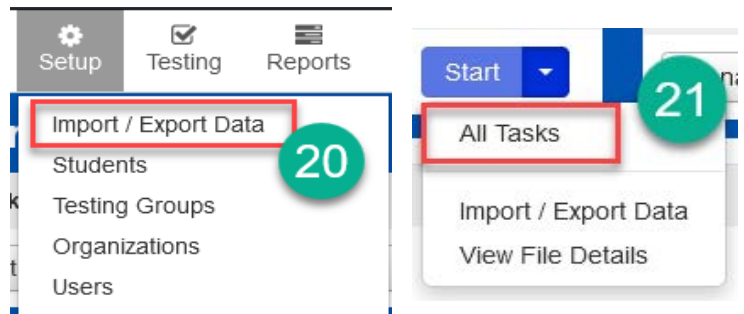
- Ensure that the Organization Code column has seven digits, and that the SSID Number column has 11 digits.

Organization Code	Organization Name	SSID Number
0000004	1 George Hunt School	00000000001
0000004	1 George Hunt School	00000000001
0000004	1 George Hunt School	00000000002
0000004	1 George Hunt School	00000000002

- Save the file as a **.csv**.



- In PearsonAccess^{next}, go to **Setup** and select **Import/Export Data**.
- Select **All Tasks** from the **Start** dropdown menu.
- Select **Student Test Update Import** from the **Type** dropdown menu.
- Click the **Browse** button under **Source File** and select your Student Test Update file.
- Click **Process**.

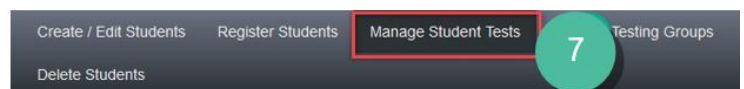
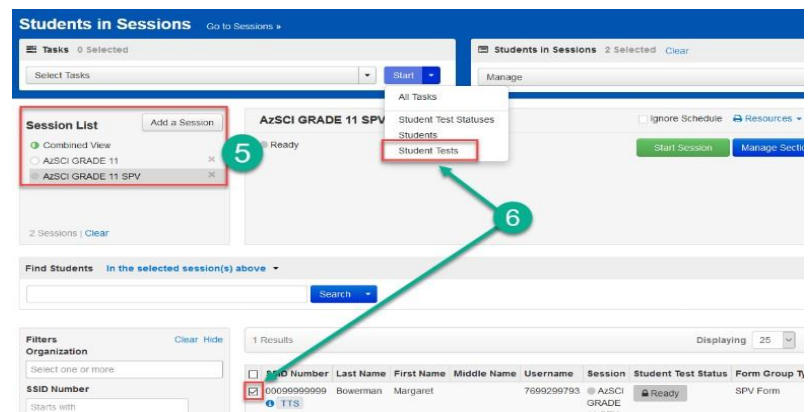
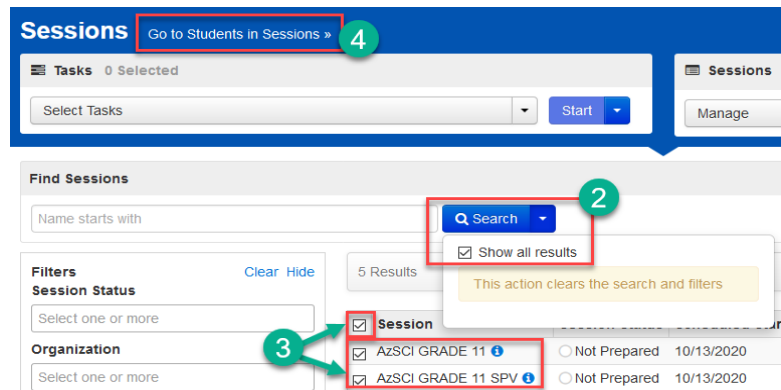
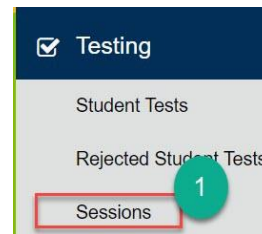


Indicating Accommodations and Tools

Students who require specific embedded online testing accommodations and tools must have those set before the student signs into TestNav to begin testing. The selections made in PearsonAccess^{next} will turn on the tools, such as Color Contrast, Answer Masking, Line Reader, and Magnification, as soon as the student signs into TestNav. If a student's accommodations are not set prior to signing in, the student needs to sign out of the test so the accommodations can be updated in PearsonAccess^{next}. The student may also turn on/off tools manually within their test in TestNav.

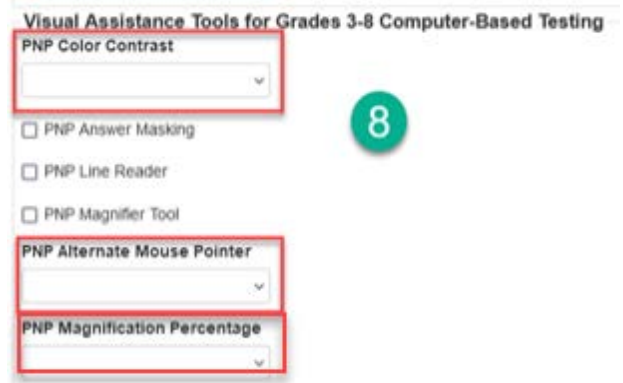
Follow the directions below to set the accommodations in PearsonAccess^{next}:

1. Go to **Testing** and select **Sessions**.
2. On the **Sessions** screen, select **Search** and place a **check mark** next to the **Show all results** box.
3. On the **Sessions** screen, there are two ways to look at the sessions:
 - a. Option 1 - Place a **check mark** in the box next to each session name you want to work with.
 - b. Option 2 - Place a **check mark** in the box in the header row to select all sessions.
4. Select the **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session name from the **Session List**.
6. Place a **check mark** in the box by the desired student test. Select **Student Tests** from the **Start** dropdown menu.
7. On the **Tasks for Students in Sessions** screen, select the **Manage Student Tests** tab.



8. Find the **Visual Assistance Tools** section. Use the **PNP Color Contrast** dropdown menu to select specific color contrast settings, use the **PNP Alternate Mouse Pointer** dropdown to select a specific mouse pointer size or color, use the **PNP Magnification Percentage** dropdown to select a specific magnification percentage, or place a **check mark** in the boxes for each of the desired tools.

Note: Students who use non-embedded accommodations during testing must have those indicated in PearsonAccess^{next} after testing.




Assigning Student Accommodations Using the Personal Needs Profile Import File

Using the Personal Needs Profile (PNP) Import file to assign accommodations to students will allow the user to assign accommodations to multiple students at the same time. Additionally, when uploaded to PearsonAccess^{next} (PAN) via the PNP Import file, accommodations will automatically be active in TestNav when the student logs in to test.

To update student accommodations using the PNP Import file, first extract the existing basic PNP information from PearsonAccess^{next}:

1. Go to **Setup** and select **Import/Export Data**.
2. Select **All Tasks** from the **Start** dropdown menu.
3. Select **Personal Needs Profile Export** from the **Type** dropdown menu.

Note: You do not need to change anything in the **Test Status Filter** box.

4. Click **Process**.
5. The file may take a few minutes to process. You can click the **DETAILS**  button to update the status on this screen.
6. Once the export is completed, download the file by clicking **Download File**.

The screenshot shows the PearsonAccess next interface with several elements highlighted and numbered:

- 1:** The 'Setup' tab is selected, and the 'Import / Export Data' option is highlighted in the dropdown menu.
- 2:** The 'Start' dropdown menu is open, and 'All Tasks' is selected.
- 3:** The 'Type' dropdown menu is open, and 'Personal Needs Profile Export' is selected.
- 4:** The 'Process' button is highlighted.
- 5:** The 'DETAILS' button with a refresh icon is highlighted.
- 6:** The 'Download File' button is highlighted.

Below the main interface, a green box indicates the process is **Complete** and the file is ready for download.

File Information

Type
Personal Needs Profile Export

Request Date
01/11/2022 02:42:56 PM

Total Records
4

Successful Records

Organization

User

6

Download File 

- Once the file is open, you will see that some of the columns may already have data populated. These are the columns that you will update for the students' accommodations.

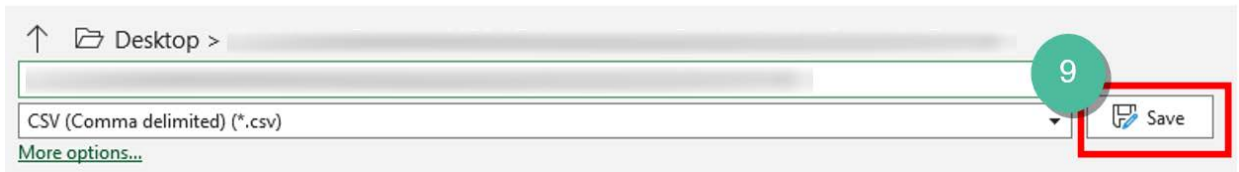
PNP Color	PNP Answ	PNP Line	PNP Magn	PNP Alter	PNP Magnification Percentage
black-Ima	TRUE	TRUE	TRUE	TRUE	200
	FALSE	FALSE	FALSE		
	FALSE	FALSE	FALSE		
	FALSE	FALSE	FALSE		

Note: Refer to PearsonAccess^{next} (<https://az.pearsonaccessnext.com/customer/index.action>) to locate the Personal Needs Profile (PNP) Import File Layout under **Support > Documentation**. The PNP Import File Layout contains information on what data will be accepted in each of these columns.

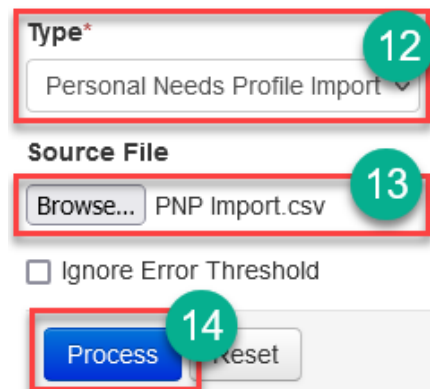
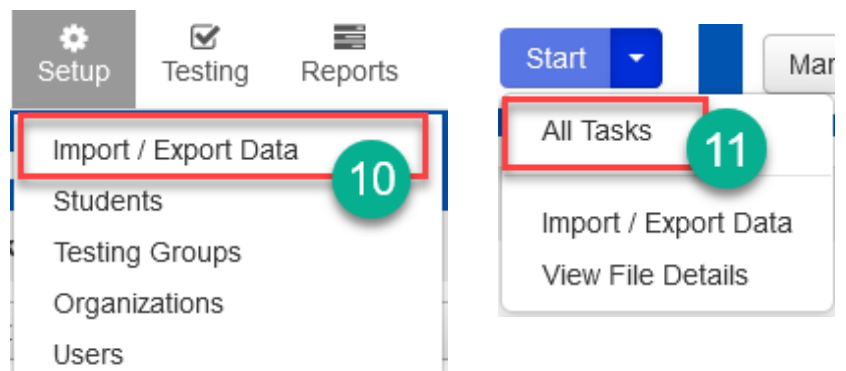
- Ensure that the Organization Code column has 7 digits, and that the SSID Number column has 11 digits. Use leading zeros if needed in these columns.

Organization Code	Organization Name	SSID Number
0000004	1 George Hunt School	00000000001
0000004	1 George Hunt School	00000000001
0000004	1 George Hunt School	00000000002
0000004	1 George Hunt School	00000000002

- Save the file as a **.csv**.



- In PAN, go to **Setup** and select **Import/Export Data**.
- Select **All Tasks** from the **Start** dropdown menu.
- Select Personal Needs Profile Import from the **Type** dropdown menu.
- Click the **Browse** button under **Source File** and select your PNP Import file.
- Click **Process**.



Managing Work Requests

When a student transfers into your district or within schools in your district, and the student requires an AASA and/or AzSCI test, the Achievement District Test Coordinator will need to submit a **Work Request** in PearsonAccess^{next} to have the student transferred from the releasing school to the new school. This work request will be sent to the releasing school for approval. If the work request is for transfers within your own district, the Achievement District Test Coordinator will create the work request and then approve the work request.

The following is the information you will need to submit a student transfer **Work Request**:

- SSID Number
- Last name
- First name
- Middle initial - optional
- Date of birth

To submit a work request for a new student who transferred into the district:

1. Go to **Setup** and select **Work Requests**.
2. Go to **Start** and select **All Tasks**.
3. From the **Tasks for Work Requests** screen, select the **Request/Delete Enrollment Transfer** tab.
4. Complete the information on the **New Enrollment Transfer**.
5. Select **Search**.
6. You should receive a green message bar showing **Student found**. Enter the new organization below.
7. **Change Enrollment From** – will indicate the school where the student is currently enrolled in PearsonAccess^{next}.
8. Complete **Change Enrollment To** – select the school name (not district) where the student needs to be transferred.
9. Click **Send Request**.

The screenshots illustrate the following steps:

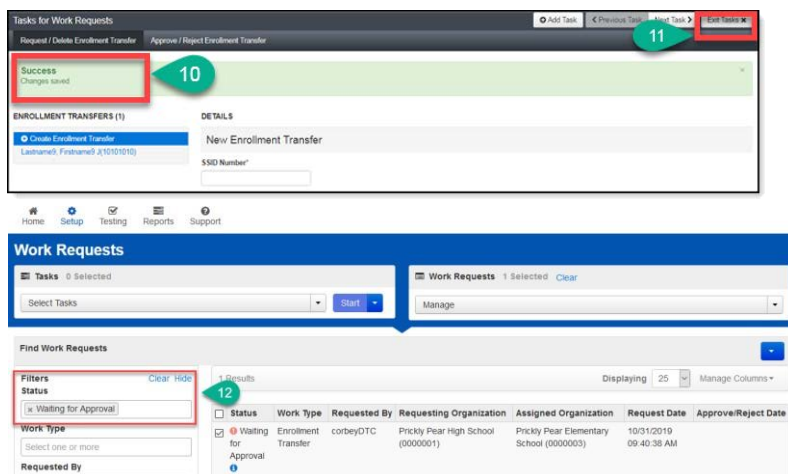
- Setup** > **Work Requests**
- Start** > **All Tasks**
- Tasks for Work Requests** > **Request / Delete Enrollment Transfer**
- New Enrollment Transfer** form completion
- Search** button
- Student found** message bar
- Change Enrollment From** dropdown
- Change Enrollment To** dropdown
- Send Request** button

10. A green **Success Changes saved** confirmation message will appear. An email will be sent to the releasing district.

11. Select the **Exit Tasks** button.

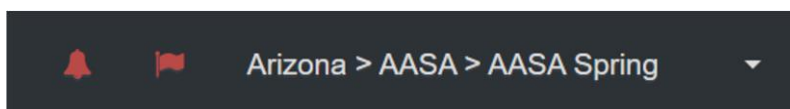
12. To confirm or view requests that are pending approval, use the filter status **Waiting for Approval**.

13. If the student is transferring schools within the same district, the Achievement District Test Coordinator must create a New Enrollment Transfer and must also approve the transfer from the releasing school.



Approving or Rejecting Work Requests

After students have been uploaded to PearsonAccess^{next} by ADE, Achievement District Test Coordinators should check regularly for work requests that are pending their review. The Achievement District Test Coordinator will receive an email notifying them of a pending work request and will also have a red bell on the black task bar indicating that a transfer request requires action.



Once testing has begun, check if a student has already completed testing prior to approving a transfer request. Use the following guidelines for approving or rejecting transfer requests.

- If a student has not started testing, **approve** the transfer request.
- If a student has completed one or more test units, but has not completed the entire test, **approve** the transfer request.
- If a student has completed all test units of the assessment, **reject** the transfer request and indicate in the comments field, "Student has already completed testing."

Requesting Student Transfers with an Enrollment Transfer Import File

When several students transfer into your district and the students require an AASA and/or AzSCI test, the Achievement District Test Coordinator may use an Enrollment Transfer Import file to request to have the students transferred from the releasing school(s) to the new school(s). These work requests will be sent to the releasing school for approval.

To submit an Enrollment Transfer Import File for new students who transferred into the district:

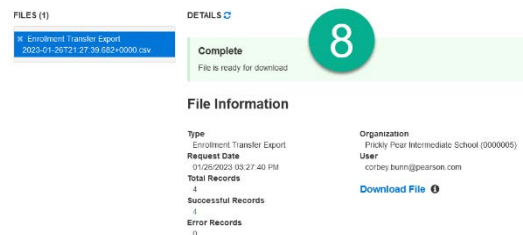
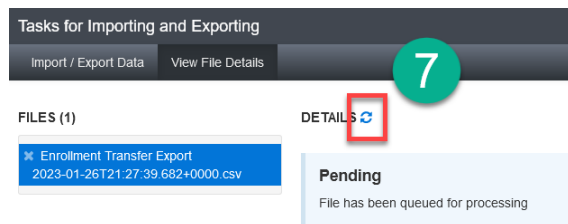
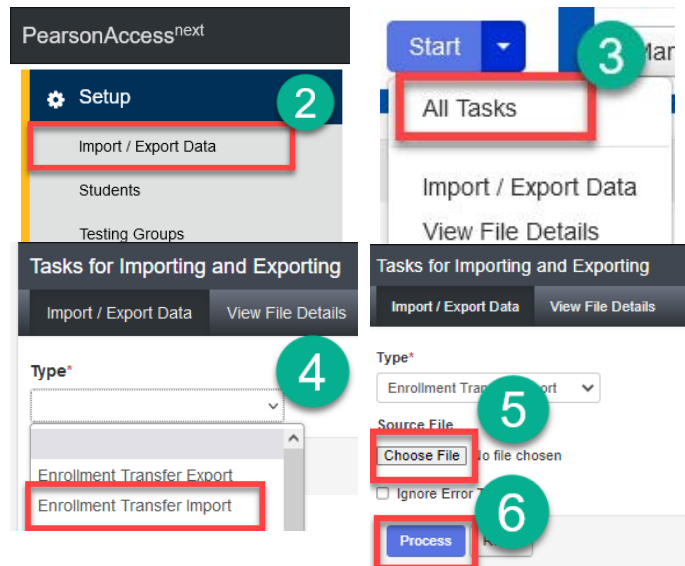
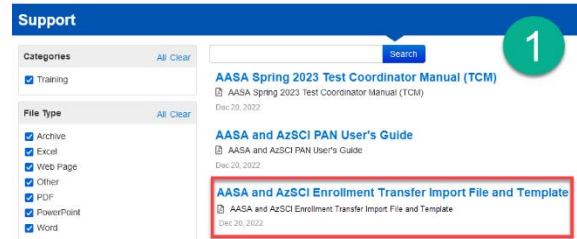
1. Download the **Enrollment Transfer Import File Layout** from the **Support > Documentation** screen in PearsonAccess^{next} and enter your students' information into the file.

Note: The import file must be saved as a **.csv** file. Refer to page 16 for tips on how to format your **.csv** file in Excel.

2. Go to **Setup** and select **Import/Export Data**.
3. Go to **Start** and select **All Tasks**.
4. On the **Tasks for Importing and Exporting** screen, select **Enrollment Transfer Import** on the **Type** dropdown menu.
5. Click **Choose File** under **Source File** and select your saved **.csv** file that you completed in step 1.
6. Click **Process**.

7. You should receive a blue message bar indicating that the file is processing. You can click the **DETAILS** refresh button to update the status on this screen.

8. When complete, you will receive a green message bar indicating that the import is complete.

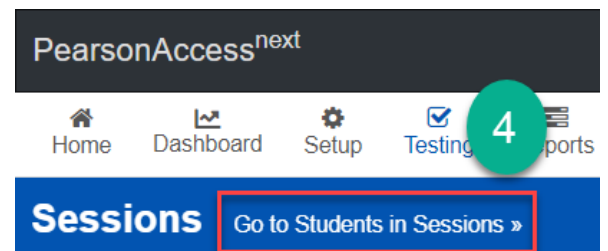
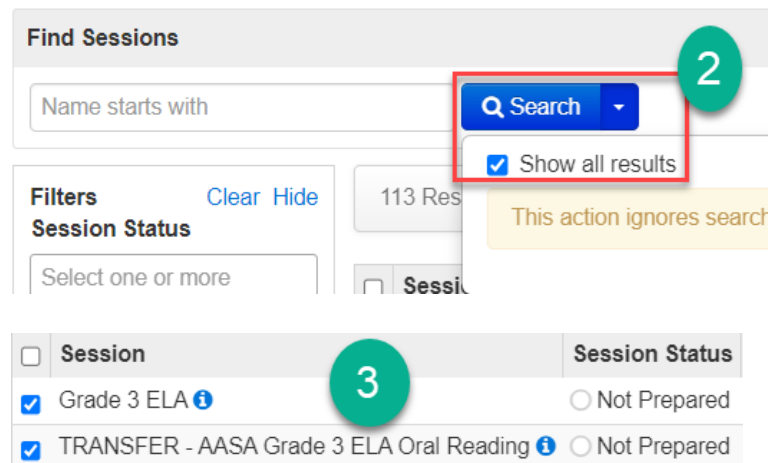
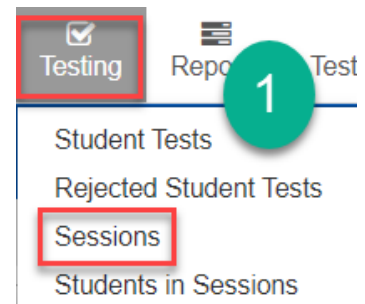


Moving a Student into an Active Session from a Transfer Session

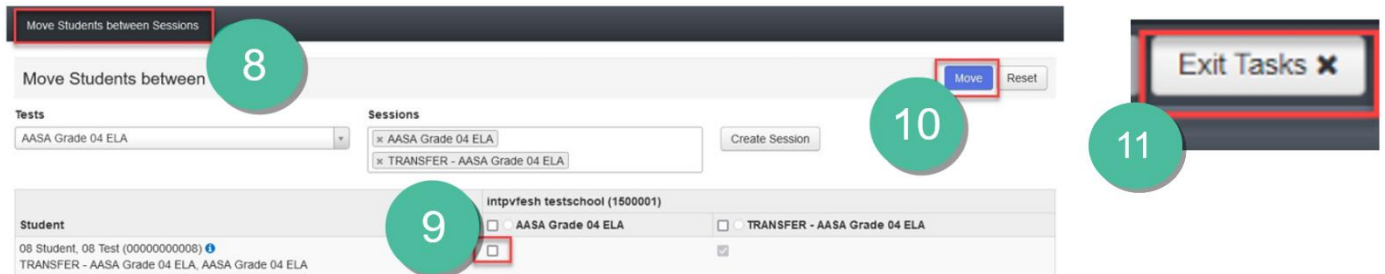
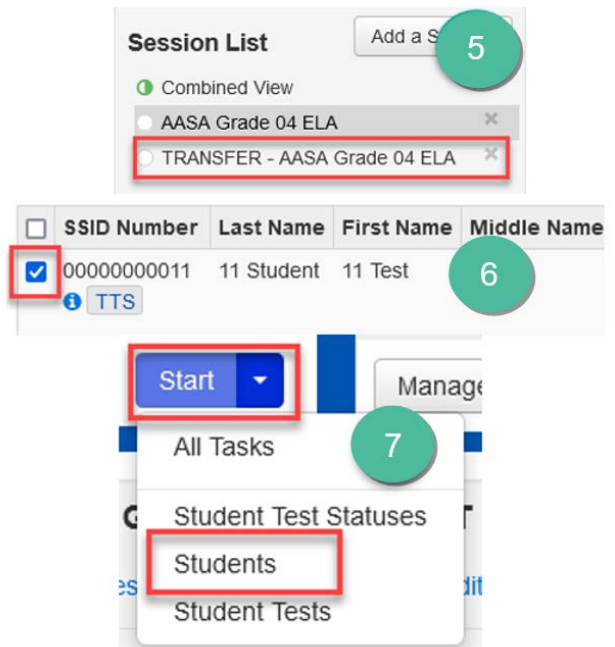
If an examinee was in a test session prior to the examinee’s transfer, the examinee’s test assignments are moved to the **Sessions** screen and placed in a session with “TRANSFER” listed in the title. This is a temporary session, and the examinee needs to be moved to actual sessions at your school prior to testing. A TRANSFER session cannot be prepared, started, or stopped. Examinees cannot test in a TRANSFER session. The student in the TRANSFER session must be moved into an active session.

To move a student into an Active Session from a Transfer Session in PearsonAccess^{next}:

1. Go to **Testing** and select **Sessions**.
2. Click on the **Find Sessions Search** button and place a **check mark** in the **Show all results** box.
3. Check the box next to the **TRANSFER** session **and** the session the student is moving into.
4. Click on the **Go to Students in Sessions** link near the top of the screen.



5. Click on the **TRANSFER** session in the **Session List**.
6. Check the box next to the student's name in the lower center of the screen.
7. Select **Students** from the **Start** dropdown menu.
8. Select the **Move Students between Sessions** tab on the black task bar.
9. Place a **check mark** in the box for the Session that you are moving the student into.
10. Click the **Move** button.
11. Continue transferring any additional students, if necessary. Click **Exit Tasks** when all students have been transferred.



AASA Work Requests - Transferring a Student from a Computer-Based Testing School to a Paper-Based Testing School

Once the Work Request has been approved to transfer a student to your Paper-Based Testing (PBT) school from a Computer-Based Testing (CBT) school, you will need to first remove the student from the online test session. Once the student has been removed from the online test session, assign a new paper-based test to the student. Refer to page 30 for instructions on removing students from test sessions.

To transfer a student from a CBT school to a PBT school in PearsonAccess^{next}:

1. Go to **Setup** and select **Students**.
2. Search for an individual student by entering either their name or SSID Number and select **Search** or select **Show all results**.
3. Place a **check mark** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** dropdown menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top of the screen.
6. On the left side of the screen under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student. **Uncheck** the **Assigned** box. Select **Save**.
8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, and under **Student**, select the student's name.
10. Select **Organization**. Select the correct school.
11. Select **Test**. Select the appropriate test.
12. **Testing Group** is an optional field and can be left blank.
13. Select **Format**. Select **Paper**.
14. Select **Create**.

AASA Work Requests - Transferring a Student from a Paper-Based Testing School to a Computer-Based Testing School

Once the Work Request has been approved to transfer a student to your Computer-Based Testing (CBT) school from a Paper-Based Testing (PBT) school, you will need to assign a new online test to the student.

To transfer a student from a PBT school to a CBT school in PearsonAccess^{next}:

1. Go to **Setup** and select **Students**.
2. Search for an individual student by entering either their name or SSID Number and select **Search** or place a **check mark** next to the **Show all results** box.
3. Place a **check mark** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** dropdown menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top of the screen.
6. On the left side of the screen under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student. **Uncheck** the **Assigned** box. Select **Save**.
8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, and under **Student**, select the student's name.
10. Select **Organization**. Select the correct school.
11. Select **Test**. Select the appropriate test.
12. **Testing Group** is an optional field and can be left blank.
13. Select **Format**. Select **Online**.
14. Select **Create**.

The screenshots illustrate the following steps:

- Screenshot 1:** The 'Setup' menu is open, and 'Students' is selected.
- Screenshot 2:** The 'Students' page is shown. A search box is used to find a student. The 'Start' dropdown menu is open, and 'All Tasks' is selected.
- Screenshot 3:** The 'Manage Student Tests' tab is active. A table shows a student with an assigned test. The 'Assigned' checkbox is unchecked, and the 'Save' button is clicked.
- Screenshot 4:** The 'New Student Test' form is shown. The 'Student' field is populated with the student's name. The 'Organization' field is set to 'Prickly Pear Elementary School'. The 'Test' field is set to 'AASA Grade 03 ELA Part 1'. The 'Format' field is set to 'Online'. The 'Create' button is clicked.

Next, you will need to add the student's test to the proper test session.

To add the student's test to the proper test session in PearsonAccess^{next}:

1. Go to **Testing** and select **Sessions**.
2. Search for the test session that was created under **Find Sessions**. Click **Search**. Under **Search**, you can also click on the dropdown arrow and place a **check mark** in the **Show all results** box.
3. Place a **check mark** next to the test session for the correct school.
4. Go to **Start** and select **All Tasks**.
5. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** tab.
6. On the left side of the screen, select the session name from the **SESSIONS** list.
7. Under the **DETAILS** section, select the **Find by name** field to select students to add to the session.
8. Place a **check mark** in the box next to each selected student.
9. Select **Save**.

The screenshots illustrate the following steps:

- Testing** menu: **Sessions** is selected.
- Sessions** page: **Find Sessions** and **Search** are used to find the session.
- Sessions** table: A session for **ASCI GRADE 11** is selected.
- Tasks for Sessions** page: The **Add/Remove Students in Sessions** tab is selected.
- Success** message: Changes saved.
- SESSIONS (1)** list: **ASCI GRADE 11** is selected.
- DETAILS** section: The **Find by name or ID** field is used to search for students.
- Students** table: **Bowerman, Margaret** is selected.
- Assigned Students** section: **Save** is clicked to add the student to the session.

Managing Additional Orders

AASA and AzSCI test administrations have separate Additional Order Windows. If an additional order is needed, the Achievement District Test Coordinator is to place **one** consolidated additional order per test administration for the entire district. All additional orders are reviewed for approval by ADE prior to being shipped.

ADE will place an order for any approved Special Paper Version (SPV) tests (braille, large print, or regular print) for AASA and AzSCI. Achievement District Test Coordinators will **not** need to place these orders but may check in PearsonAccess^{next} to track the shipment of these tests.

Schools approved for AzSCI paper-based testing in the entire school will need to place an additional order for test booklets as there are no initial orders shipped for AzSCI.

Before submitting an additional order, in the black task bar at the top of the screen in PearsonAccess^{next}, verify you are on the **District Entity** organization or change to the District Entity.



To submit an additional order in PearsonAccess^{next}:

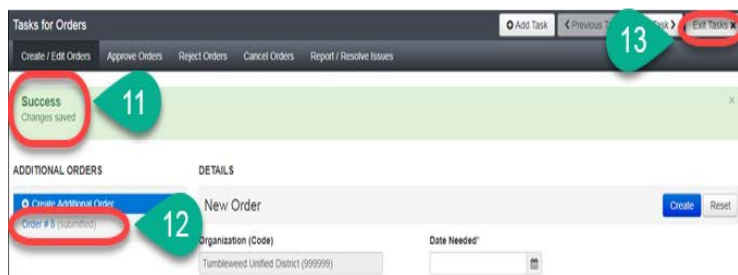
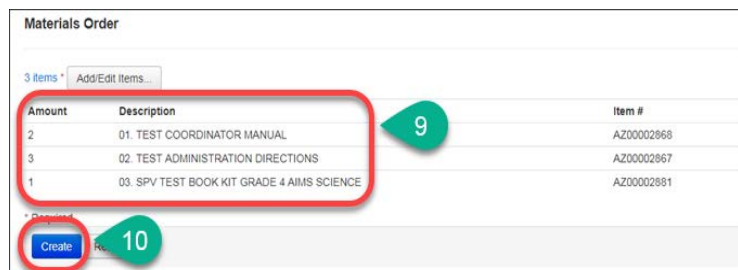
1. Go to **Setup** and select **Orders & Shipment Tracking**.
2. On the **Orders & Shipment Tracking** screen, click the **Start** dropdown menu, and select **All Tasks**.
3. The **Organization (Code)** auto-fills with the organization name. Verify that the Organization (Code) is for the correct district.
4. In the **Date Needed** field, enter today's date. **Note:** The **Reason** and **Special Instruction** fields are not required and may be left blank.
5. Verify the **Ship To** information is correct. If there is an error in the address, do not continue with this order. Immediately contact AASA@azed.gov or AzSCI@azed.gov to update the contact information.
6. Select **Add Items** to open the **Edit Materials Order** screen.
7. On the **Edit Materials Order** screen, enter the quantity of each item needed.
8. Select **Save**.

The screenshots illustrate the following steps:

- Step 1:** The 'Orders & Shipment Tracking' screen with the 'Start' dropdown menu open, showing 'All Tasks' selected.
- Step 2:** The 'New Order' form with the 'Organization (Code)' field populated with 'Tomblesseed Unified District (999999)' and the 'Date Needed' field highlighted.
- Step 3:** The 'Ship To' contact information form with fields for Contact Name, Job Title, Email, Phone, and Address.
- Step 4:** The 'Materials Order' screen with the 'Add Items...' button highlighted.
- Step 5:** The 'Edit Materials Order' screen showing a table of items with columns for Amount, Description, Item #, Subject, Type, and Grade.

Amount	Description	Item #	Subject	Type	Grade
5	01. AASA Grade 3 Math Test Book	AZ00003855	AASA Math	Student Test Books	Grade 3
2	02. AASA Grade 4 Math Test Book	AZ00003857	AASA Math	Student Test Books	Grade 4
1	03. AASA Grade 5 Math Test Book	AZ00003859	AASA Math	Student Test Books	Grade 5
0	04. AASA Grade 6 Math Test Book	AZ00003861	AASA Math	Student Test Books	Grade 6

9. The **Edit Materials Order** screen will close and take you back to the **Materials Order** screen. The **Materials Order** section will update and show your selections and quantities. Verify that the information entered is correct.
10. If the order is complete for the entire district, select **Create**.
11. A green **Success Changes saved** confirmation message will appear once the order has been created.
12. On the left of the screen, select the **Order #** hyperlink to review the order.
13. Select **Exit Tasks**.



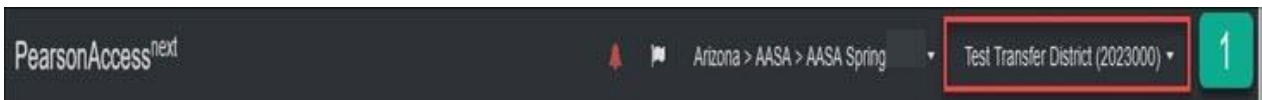
Note: After 24-48 hours, log back into PearsonAccess^{next} to confirm that the Additional Order has been approved by ADE.

Tracking Orders in PearsonAccess^{next}

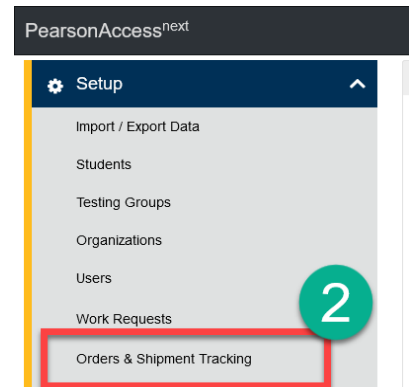
PearsonAccess^{next} contains detailed information regarding testing materials for AASA initial orders and AASA and AzSCI additional orders. The steps for tracking orders in PearsonAccess^{next} apply to both initial orders and additional orders.


To track an order in PearsonAccess^{next}:

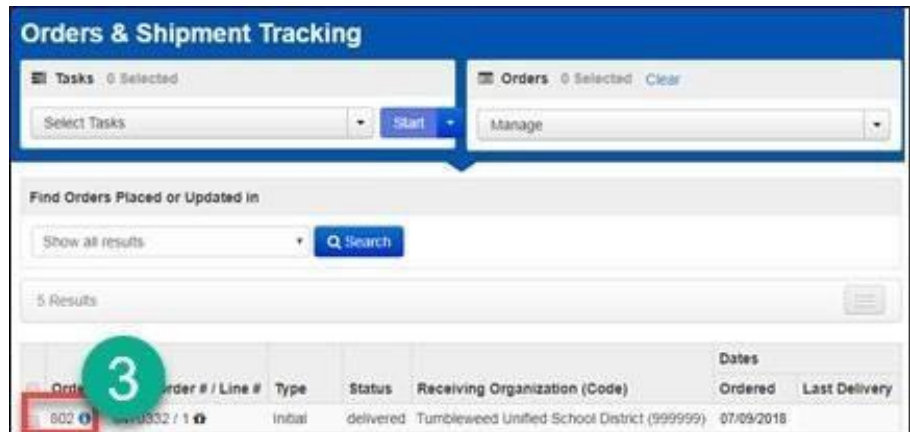
1. In the black task bar at the top of the screen, verify you are on the **District Entity** organization or change to the District Entity for the order to be tracked.



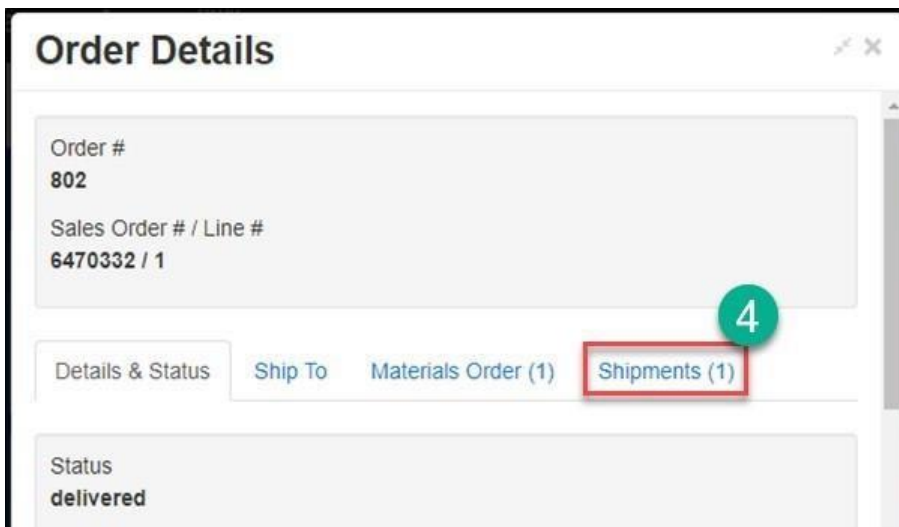
2. Go to **Setup** and from the dropdown menu, select **Orders & Shipment Tracking**.



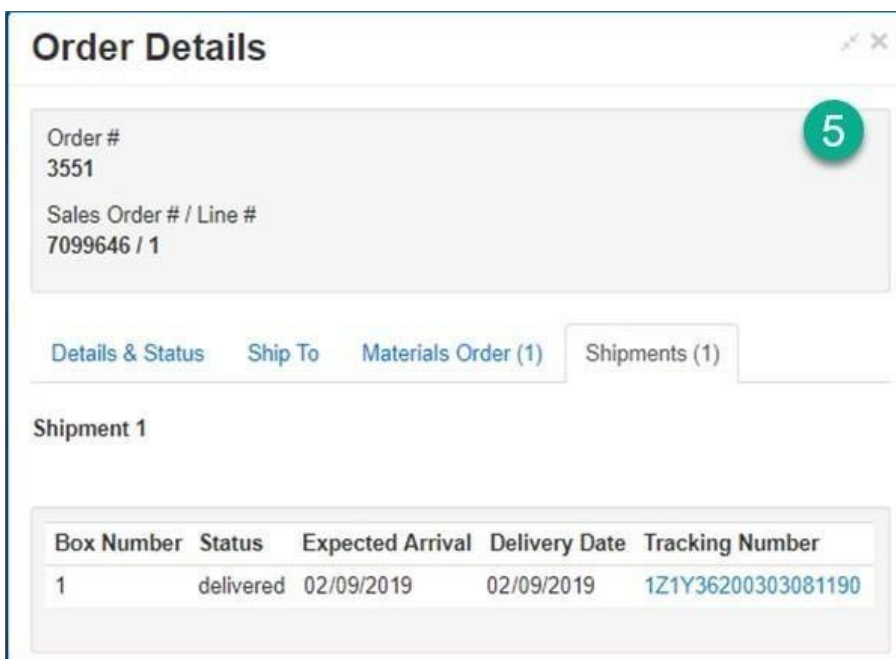
3. On the **Orders & Shipment Tracking** screen, click on the blue information icon  for the **Order #** you want to track.



- The **Order Details** screen will pop up in a separate window. Click on the **Shipments** tab to track the order.



- On the **Shipments** tab, available details about the order will be displayed. The Tracking Number is a live link for tracking the package(s) with UPS.



Preparing for Testing

The Achievement District Test Coordinator, School Test Coordinator, or Test Administrator can access **Session Resources** in PearsonAccess^{next} to prepare for testing day.

Session resources can be accessed on **March 10, 2025 for AzSCI** and **March 24, 2025 for AASA**.

Session Resources

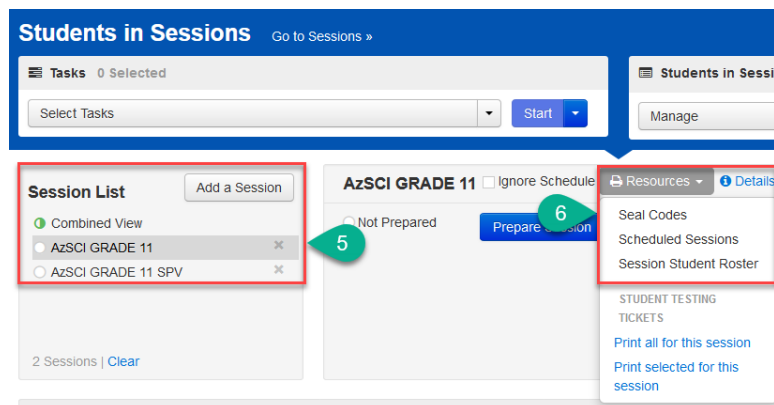
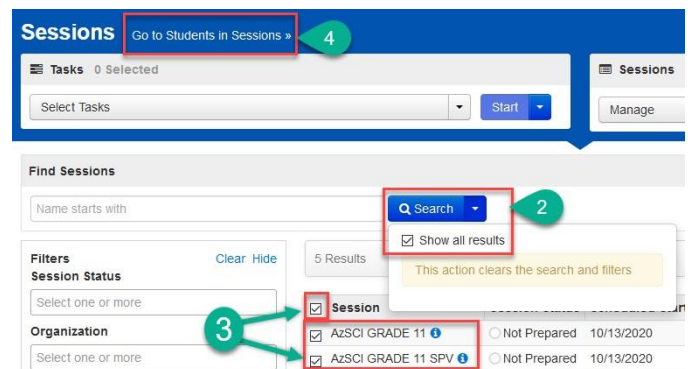
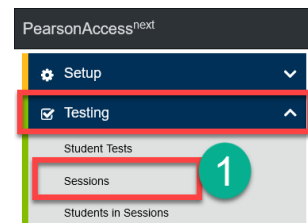
Below are descriptions of the session resources that will be used:

- **Scheduled Sessions** provides a list of all the sessions created and session status for an organization.
- **Session Student Roster** is a list of all students assigned to a session.
- **Secure Testing Tickets** are printed for each student and provide the student’s username and password for logging into TestNav, Pearson’s online testing platform.

Note: Seal codes are **not** used for the Spring AASA or AzSCI tests.

To access the various session resources in PearsonAccess^{next}:

1. Go to **Testing** and select **Sessions** from the dropdown menu.
2. On the **Sessions** screen, select **Search** and place a **check mark** in the **Show all results** box.
3. On the **Sessions** screen, place a **check mark** in the box in the header row to select all sessions.
4. On the top left side of the screen, select the **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session name from the **Session List**.
6. Select the **Resources** dropdown menu to see the list of session resources. Select the **Resources** needed. Each of the session resources will open in a new tab.

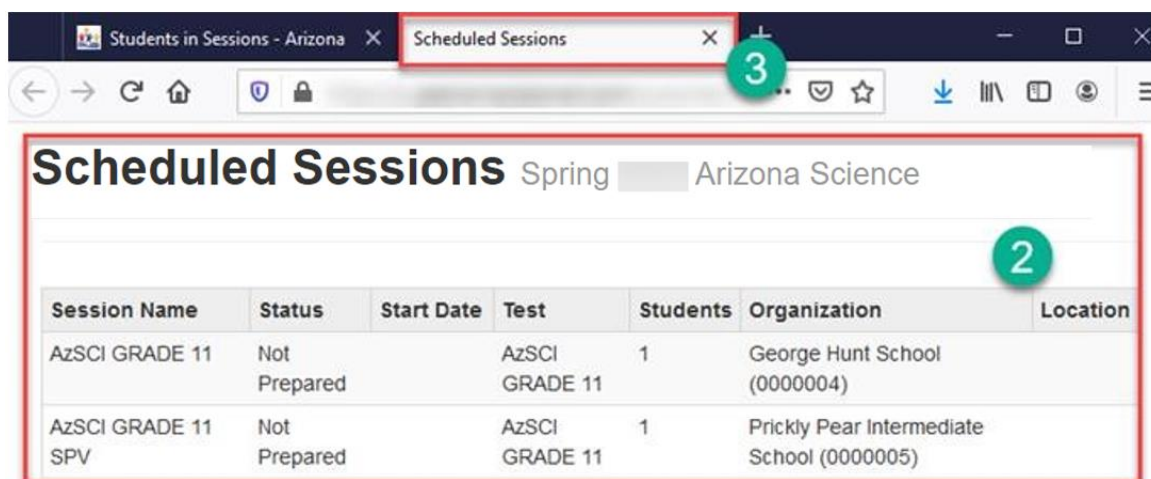
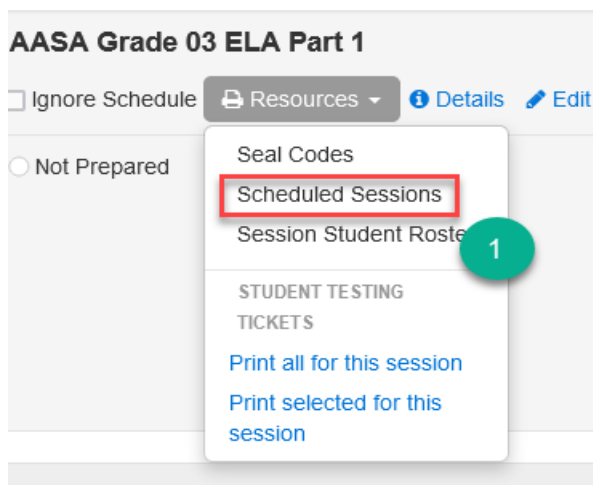


Scheduled Sessions

Scheduled Sessions provides a list of all sessions created and session status for an organization.

To access the Scheduled Sessions report in PearsonAccess^{next}:

1. On the **Resources** dropdown menu, select **Scheduled Sessions**.
2. The **Scheduled Sessions** report will open in a new tab in your internet browser.
3. Close the tab on your internet browser that displays the **Scheduled Sessions** report when finished.

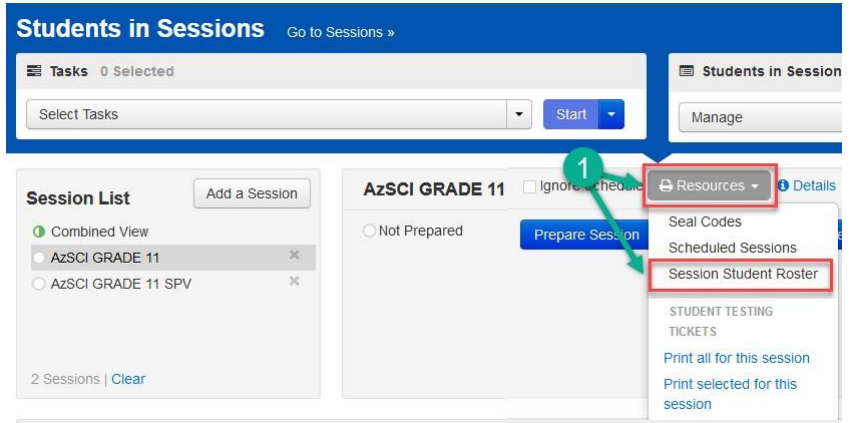


Session Student Roster

The Session Student Roster is a list of all students assigned to a session.

To access the Session Student Roster report in PearsonAccess^{next}:

1. On the **Resources** dropdown menu, select **Session Student Roster**.
2. The **Session Student Roster** report will open in a new tab in your internet browser for the selected session.
3. Close the tab on your internet browser that displays the **Session Student Roster** when finished.



Session Student Roster



Test Administration	AASA Spring	Precaching Computer	
Session Status	Not Prepared	Scheduled Start Date	
Session Name	AASA Grade 05 Math	Scheduled Start Time	01:57 PM
Organization	intpvfesh testschool (1500001)	Actual Start Date	
Test	AASA Grade 05 Math	Actual Start Time	
Proctor Reads Aloud	No	Lab Location	
Form Group Type	Computer Based Test		

4 Results

Student Name	Preferred First Name	Student Code	Date of Birth	Status	Form/Form Group	Username	Signature
intpvfesh testel, intpvfesh testef (TTS)	n/a	90000000004	2013-01-01	Battery		1708765901	
intpvfesh dl, intpvfesh df (TTS)	n/a	10000000003	2014-01-03	Battery		5856769026	
intpvfesh testbal, intpvfesh testbaf (TTS)	n/a	90000000038	2013-01-01	Battery		0368848608	
intpvfesh testbml, intpvfesh testbmf (TTS)	n/a	90000000050	2013-01-01	Battery		2442632669	

Secure Testing Tickets

Secure testing tickets are printed for each student. A secure testing ticket provides the student’s username and password for logging into TestNav, Pearson’s online testing platform.

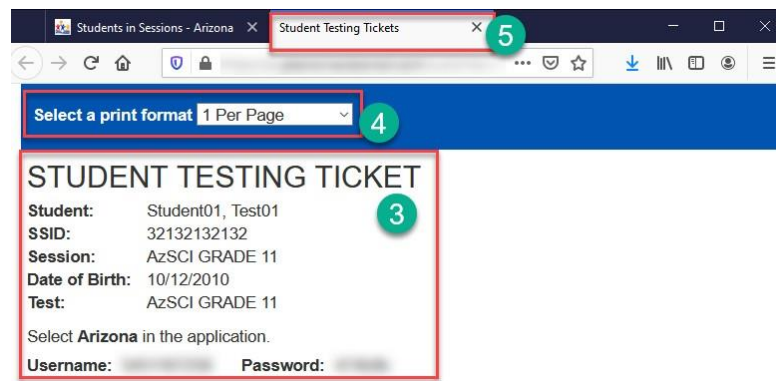
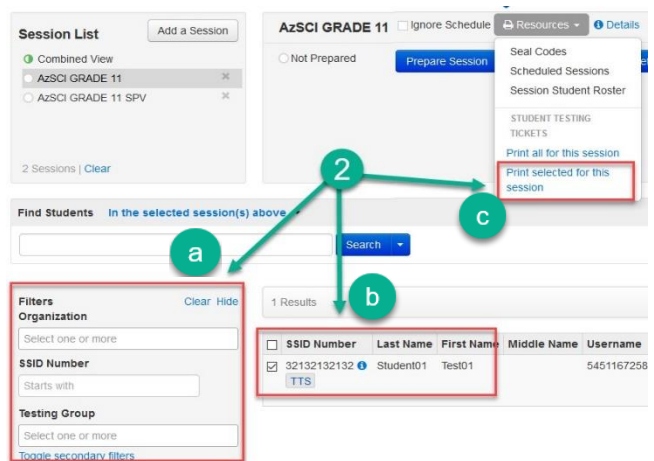
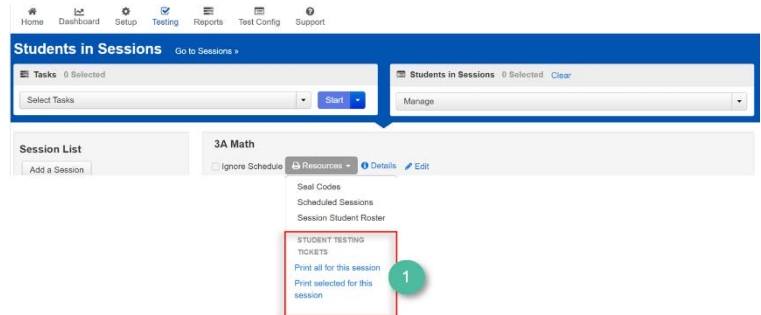
There are two methods you can use to print secure testing tickets.

To print secure testing tickets in PearsonAccess^{next}:

Method 1

1. While on the **Students in Sessions** screen, on the **Resources** dropdown menu, you can select whether to print secure testing tickets for all students in a session (**Print all for this session**) or just for selected students (**Print selected for this session**).
2. To print secure testing tickets for select students:
 - a. Search for students by entering information into Filters.
 - b. Place a **check mark** in the box by each student you want to print a testing ticket for.
 - c. From the **Resources** dropdown menu, select **Print selected for this session**.
3. The **Testing Tickets** will open in a new tab on your browser.
4. You may select to print one secure testing ticket per page, or multiple tickets per page.
5. Close the tab on your internet browser that displays the **Testing Tickets** when finished.

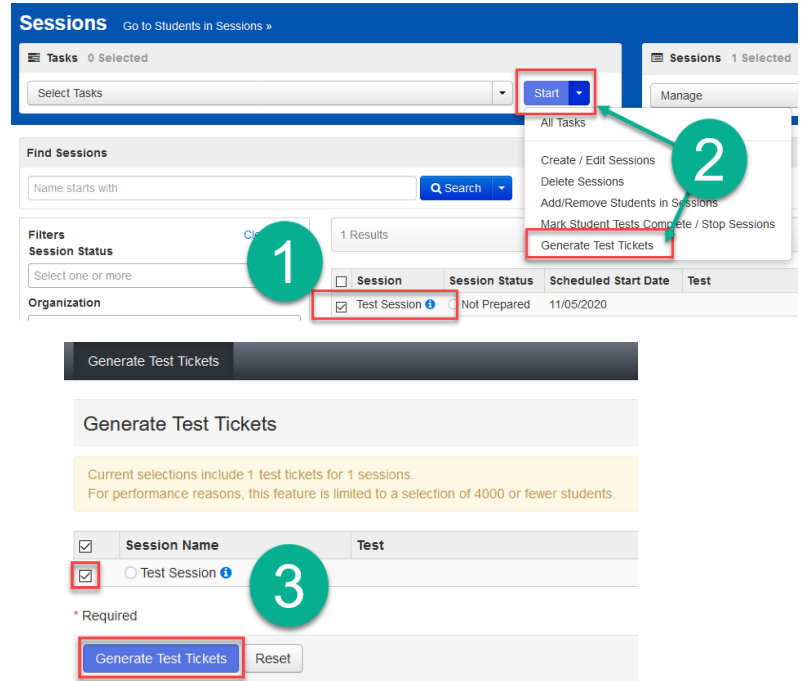
Note: Testing Tickets should be treated as **secure** test material.



To print secure testing tickets in PearsonAccess^{next}:

Method 2

1. On the **Sessions** screen, select the session or sessions for which you would like to print testing tickets.
2. Click **Start**, then select **Generate Testing Tickets**.
3. Confirm the selection on the **Generate Test Tickets** screen, then click **Generate Test Tickets**.
4. A PDF file including all testing tickets for this session/sessions will be downloaded, and you may print from this file.



STUDENT TESTING TICKET

Student: Student 02, Test 02
SSID: 12345678910
Session: Test Session
Date of Birth: 11/05/2004
Test: AzSCI GRADE 11



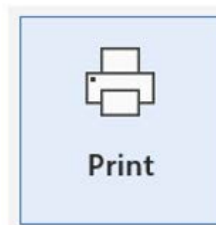
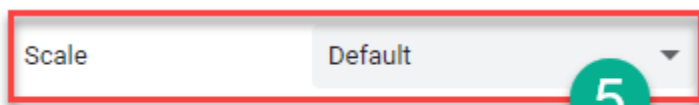
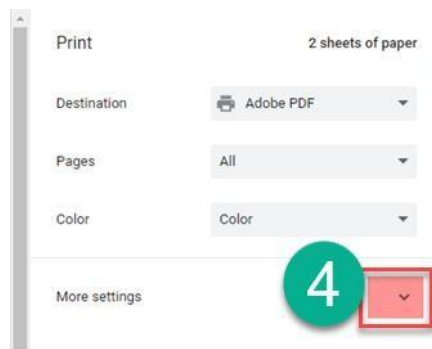
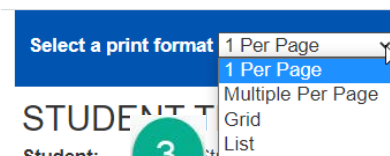
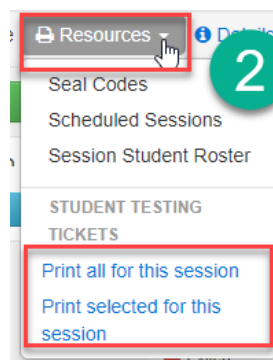
Select **Arizona** in the application.

Username: **Password:**

Increasing the Font Size of a Testing Ticket:

1. While on the **Students in Sessions** screen, select the testing session that you would like to print testing tickets for.
2. Go to the Resources link and select either **Print all for this session** or **Print selected for this session**.
3. On the **Test Ticket** screen, select the **1 Per Page** print format.
4. Use CTRL + P on your keyboard to bring up the **Print** dialog box. Scroll down and click on the arrow to show **More settings**.
5. Under **More settings**, scroll down to select the scale menu.
6. Select **Custom** from the Scale dropdown menu, then enter 200 in the scale field. This will double the font size of the testing ticket.
7. Click **Print** on the bottom of the **Print** dialog box.

SSID Number	Last Name	First Name	Middle Name	Username	Session
<input checked="" type="checkbox"/> 00000000156 TTS	06 Test	06 Student		5267761354	<input type="radio"/> AASA Grade 6 ELA (AASA Grade 6 ELA)

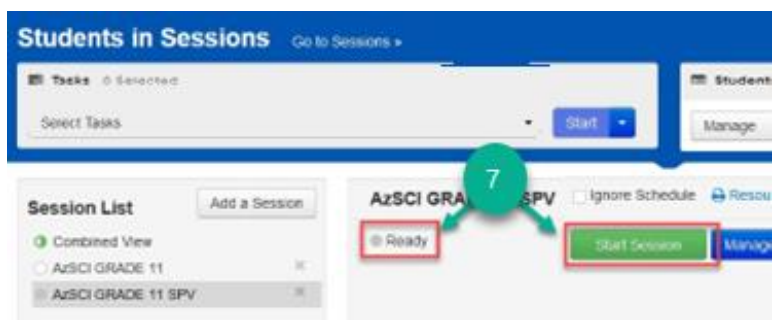
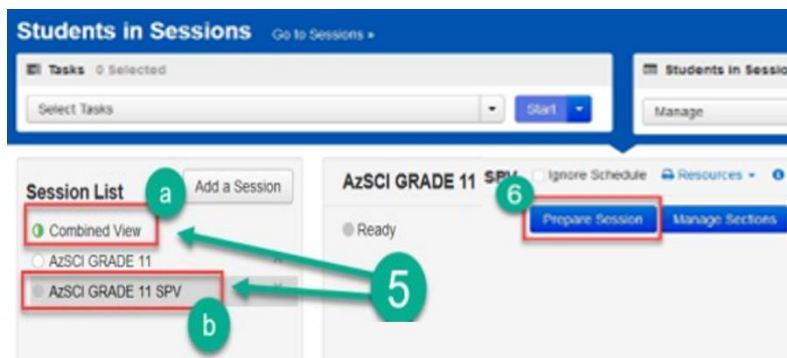
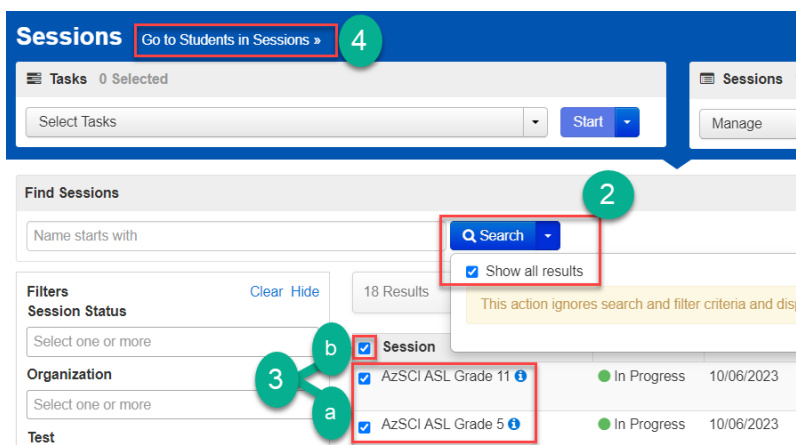
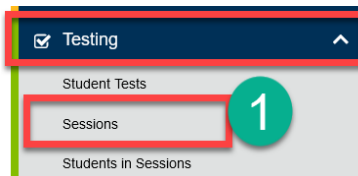


Preparing a Session

Preparing a Session assigns students their testing form in TestNav. This step must be completed prior to testing. It is recommended to complete this step in advance of the scheduled testing day. Depending on the number of students assigned to the session, preparing the session can take several minutes.

To prepare a test session in PearsonAccess^{next}:

1. Go to **Testing** and select **Sessions**.
2. On the **Sessions** screen, select **Search** and place a **check mark** in the **Show all results** box.
3. On the **Sessions** screen, there are two ways to look at the sessions:
 - a. Option 1 - Place a **check mark** in the box next to each session name you want to work with.
 - b. Option 2 - Place a **check mark** in the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, there are two ways to view the sessions:
 - a. Option 1 - Select the Combined View to manage all the sessions at the same time.
 - b. Option 2 - Select a session name from the Session List.
6. Click the **Prepare Session** button.
7. When the session has been prepared, the Session will show as **Ready**, and the green **Start Session** button will appear.

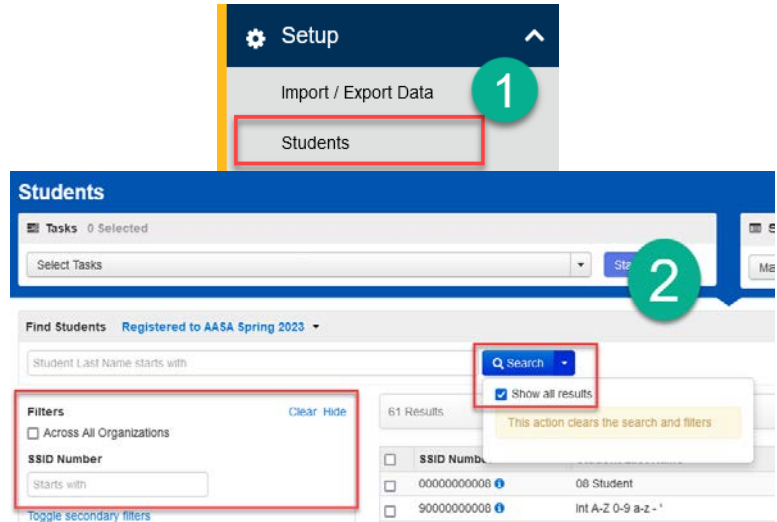


Testing Day Activities

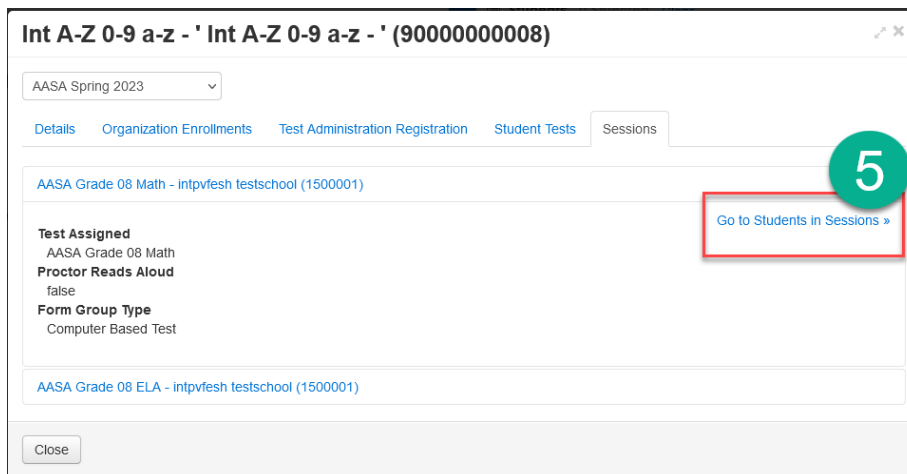
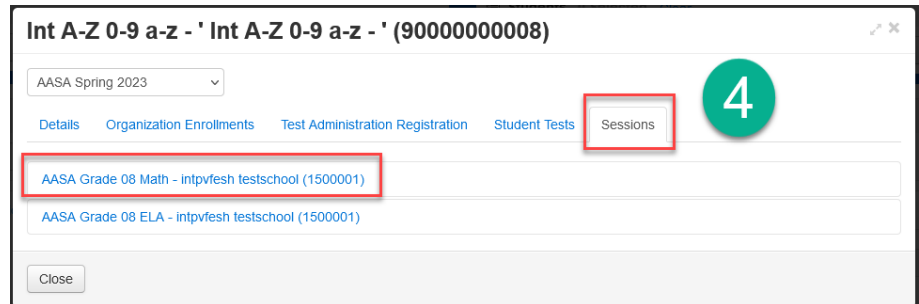
Locating a Student's Test Session

To locate a student's test session in PearsonAccess^{next}:

1. Go to **Setup** and select **Students**.
2. On the **Students** screen, search for the student using the filters on the left side of the screen or select **Search** and place a **check mark** in the **Show all results** box.
3. Click the blue information icon "i" to the right of the student's SSID Number to open the student information box.
4. Click the **Sessions** tab, then click the session you wish to view.
5. Click the **Go to Students in Sessions** link. You will be taken to this session on the **Students in Sessions** screen.



<input type="checkbox"/>	SSID Number*	Student Last Name*
<input type="checkbox"/>	00000000008 i	Student
<input type="checkbox"/>	90000000008 i	Int A-Z 0-9 a-z - '
<input type="checkbox"/>	10000000000 i	intpvfedsh al
<input type="checkbox"/>	90000000002 i	intpvfedsh testcl



Starting a Session

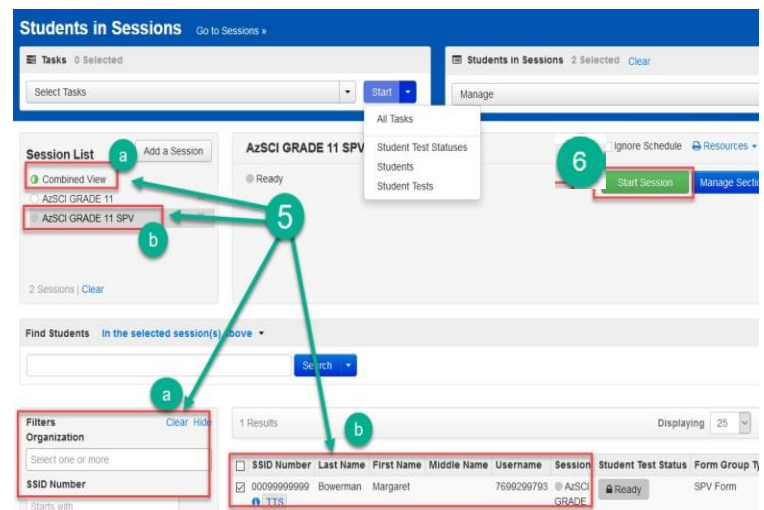
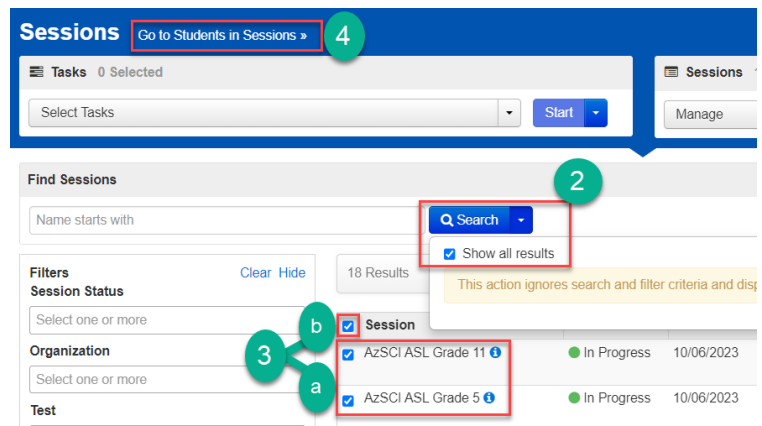
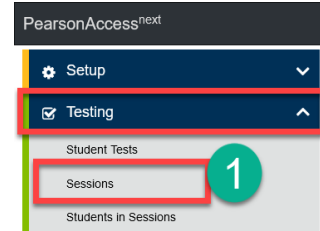
On testing day, a test session must be started. Students present for testing must be unlocked before the students can log into TestNav.

To start a session on the day of testing in PearsonAccess^{next}:

1. Go to **Testing** and select **Sessions**.
2. On the **Sessions** screen, select **Search** and place a **check mark** in the **Show all results** box.
3. On the **Sessions** screen, there are two ways to select sessions:
 - a. Option 1 - Place a **check mark** in the box next to each session name you want to work with.
 - b. Option 2 - Place a **check mark** in the box in the header row to select all sessions.
4. Select **Go to Students in Sessions** link.
5. There are two ways to find the student:
 - a. Option 1 - Select **Combined View** in the **Session List** and enter information into the **Filters** section.
 - b. Option 2 - Select a session name from the **Session List** and scroll through the list of students assigned to each of the sessions.

Note: Test Administrators can start each session individually by clicking on each session in the **Session List** or can start multiple sessions by using the **Combined View** in the **Session List**.

6. Click the **Start Session** button for individual sessions, or the **Start All Sessions** button if you are using the combined view.
7. When a test session is started in PearsonAccess^{next}, all tests are locked. Test Administrators must unlock a student's test before the student is able to log into TestNav to begin testing.



To use the Student in Sessions Filter in PearsonAccess^{next}:

1. On the **Students in Sessions** screen, under **Student Test Status**, select **Ready**.
2. Under **Form**, select the correct **Unit**.
3. After selecting the **Unit**, a list will show all the students in **Ready** status.

Student Test Status 1

× Ready

Form 2

× AzSCI Grade 11 Unit 2 - 23SC11SPONEN00010210

2 Results 3

<input type="checkbox"/>	SSID Number	Last Name	First Name	Middle Name	Username	Session	AzSCI GRADE 11 Unit 1
<input type="checkbox"/>	2222222241 TTS	Last Name 241	First Name 241		2222222241	● AzSCI GRADE 11 (AzSCI GRADE 11)	🔒 Ready
<input type="checkbox"/>	2222222311 TTS	Last Name 311	First Name 311		2222222311	● AzSCI GRADE 11 (AzSCI GRADE 11)	🔒 Ready

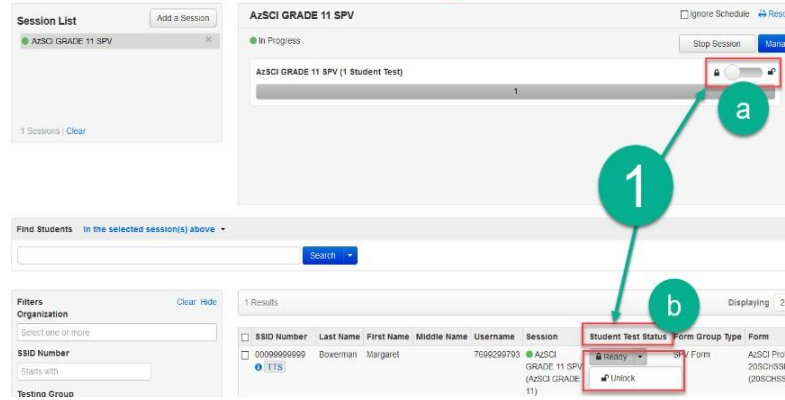
Unlocking Student Tests

To unlock a session on the day of testing in PearsonAccess^{next}:

Method 1

1. There are two ways to unlock tests for students:
 - a. Option 1 - To unlock **all** tests in a session, click and drag the lock/unlock switch. This method may be used for a single session, or with multiple sessions using the Combined View.
 - b. Option 2 - For individual students, go to **Student Test Status**. Select **Unlock** for each student present for testing.

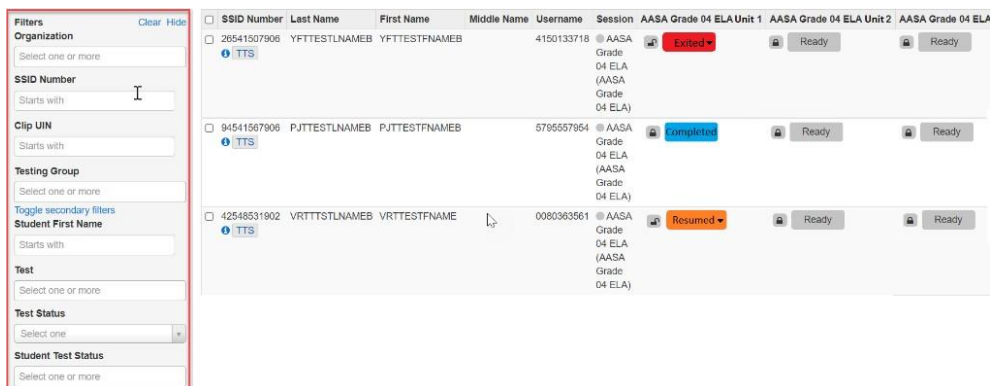
2. The student should be in **Ready** status and the lock icon should not be visible in the **Student Test Status** box.



SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status
<input type="checkbox"/> 32132132132 <small>TTS</small>	Student01	Test01		5451167258	AzSCI GRADE 11 (AzSCI GRADE 11)	<input type="lock"/> Ready Locked
<input type="checkbox"/> 99887766554 <small>TTS</small>	Test3	Student3		22552157	GRADE 11)	<input type="lock"/> Ready Unlocked

Method 2

Users may also use the filters on the **Students in Sessions** screen to filter on Testing Group, Test Status, or student information, then click the lock/unlock icon to lock or unlock a test. Only one test unit may be unlocked for a student at one time. If you unlock a test unit, all other units for the student will automatically lock.



Resuming a Student Test

When a student signs out of TestNav or if a test times out, the student’s test status changes to **Exited**. The student’s test must be resumed to complete testing in TestNav. This task can be completed by the Achievement District Test Coordinator, the School Test Coordinator, and the Test Administrator.

To resume a student test in PearsonAccess^{next}:

Method 1

1. Go to **Testing** and select **Sessions**.
2. On the **Sessions** screen, select **Search** and place a check mark in the **Show all results** box.
3. On the **Sessions** screen, there are two ways to select sessions:
 - a. Option 1 - Place a **check mark** in the box next to each session name you want to work with.
 - b. Option 2 - Place a **check mark** in the box in the header row to select all sessions.
4. Select the **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session from the **Session List**.
6. Place a **check mark** by the student test that is in **Exited** status.
7. Go to **Start** and select **All Tasks**.
8. On the **Resume Student Tests** tab, place a **check mark** on the student that needs to be resumed in the **Students in Sessions**. Click **Resume**.
9. A confirmation screen will show the **Student Test Status** as **Resumed**. The student may sign into TestNav with the credentials supplied on the test ticket.

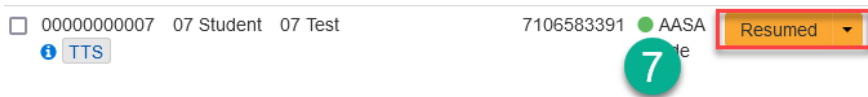
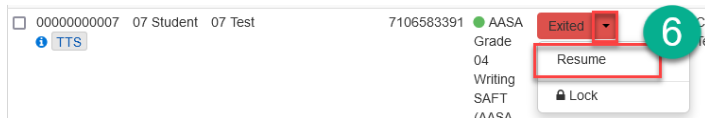
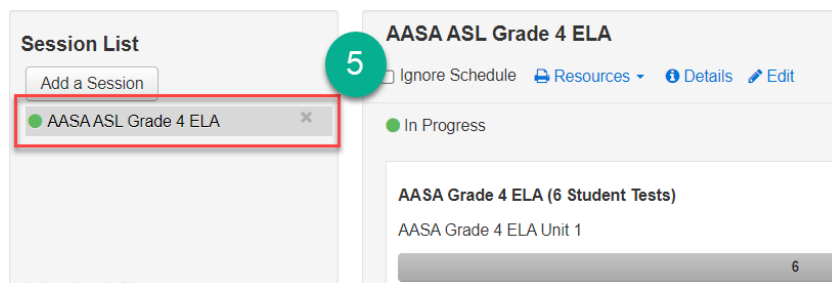
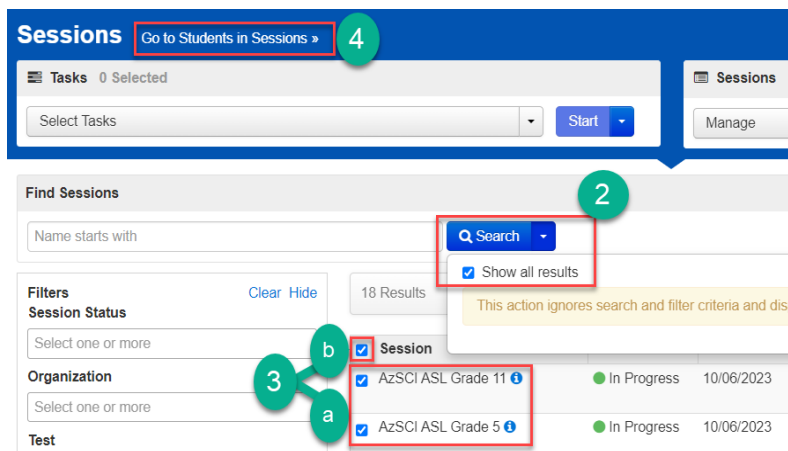
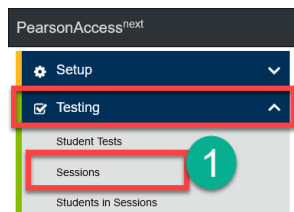
The screenshots illustrate the following steps:

- Screenshot 1:** The 'Testing' menu is open, and 'Sessions' is selected.
- Screenshot 2:** The 'Sessions' page is shown. The 'Go to Students in Sessions' link and the 'Search' button are highlighted.
- Screenshot 3:** The 'Find Sessions' page is shown. The 'Show all results' checkbox is checked. In the session list, checkboxes for 'AzSCI ASL Grade 11' and 'AzSCI ASL Grade 5' are checked.
- Screenshot 4:** The 'Students in Sessions' page is shown. A session is selected in the 'Session List'. In the table below, the checkbox for a student with 'Lastname: Finname A' is checked.
- Screenshot 5:** The 'Tasks for Students in Sessions' page is shown. The 'Resume Student Tests' tab is active. The 'Resume' button is highlighted.
- Screenshot 6:** A confirmation screen titled 'Resume Student Tests' showing the 'STUDENT TEST STATUS' as 'Resumed'.

To resume a student test in PearsonAccess^{next}:

Method 2

1. Go to **Testing** and select **Sessions**.
2. On the **Sessions** screen, select **Search** and place a **check mark** in the **Show all results** box.
3. On the **Sessions** screen, there are two ways to select sessions:
 - a. Option 1 - Place a **check mark** in the box next to each session name you want to work with.
 - b. Option 2 - Place a **check mark** in the box in the header row to select all sessions.
4. Select the **Go to Students in Sessions** link.
5. On the **Students in Sessions** screen, select a session from the **Session List**.
6. Click the down arrow next to the red **Exited** tile and select **Resume**.
7. The tile will turn yellow, and display **Resumed**.
8. The student may now log into TestNav and continue testing. The student may need to refresh TestNav to see the available test.



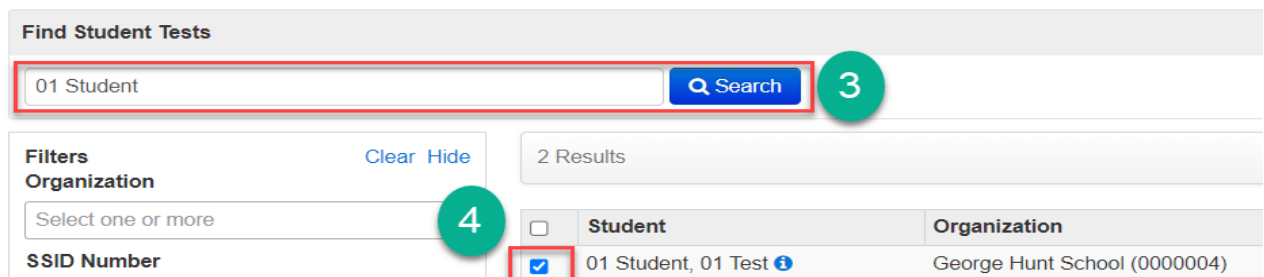
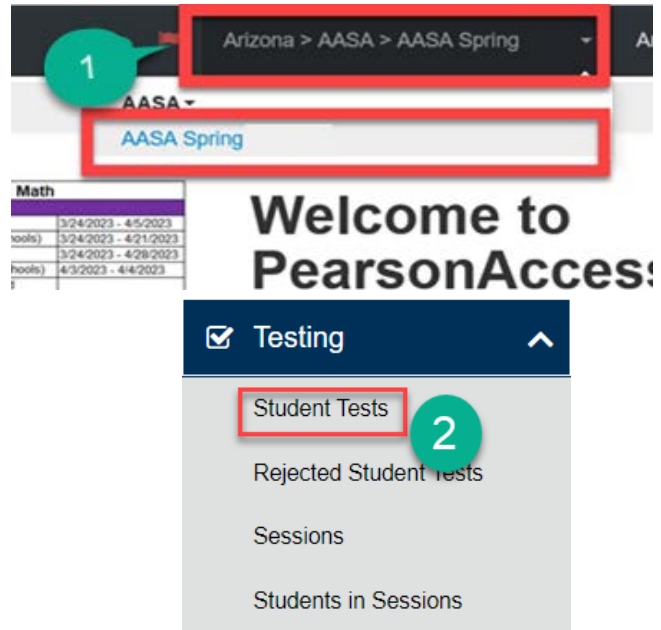
The table below gives a brief description of each testing status.

Status	Description
Ready	The student has not yet started the test.
Active	The student has logged in and started the test.
Exited	The student has exited or signed out of TestNav but has not submitted test responses for the current test. If appropriate, the Test Administrator may “Resume” the student’s test session in PearsonAccess ^{next} .
Completed	The test has been submitted by the student through TestNav. The test unit is not eligible to be reopened.
Marked Complete	The student’s test was launched but not submitted properly. At the end of each day, any test that was not submitted properly is placed in the “Marked Complete” status.

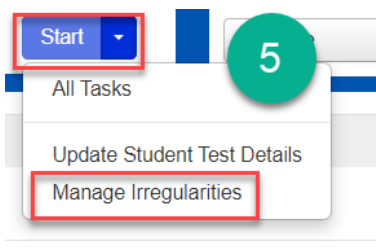
Reporting Test Irregularities

To report a Test Irregularity in PearsonAccess^{next}:

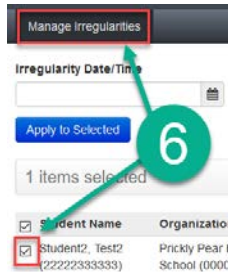
1. Confirm that the correct test administration is shown in the black task bar across the top of the PearsonAccess^{next} (PAN) Home Screen.
2. Go to **Testing** and select **Student Tests**.
3. At the **Find Student Tests** field, type in the student's last name and click on **Search**. You can also enter the student's SSID in the SSID Number field under Filters.
4. Place a **check mark** in the box by the **Student** name and applicable tests.



5. From the **Start** dropdown menu, select **Manage Irregularities**.



- At the **Manage Irregularities** tab, place a **check mark** in the box next to the **Student Name** and applicable test unit(s).



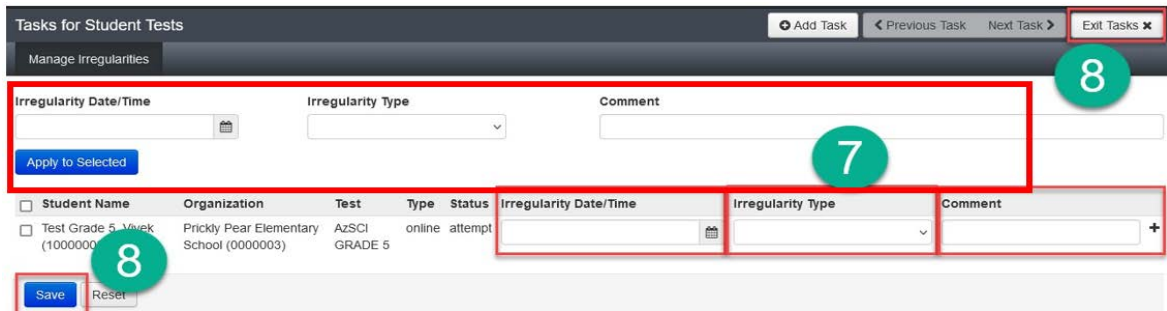
- From the calendar icon, select the **Irregularity Date/Time**. From the **Irregularity Type** dropdown menu, select the irregularity type. In the **Comment** field, type in a short sentence of what happened.

If multiple students are affected by the same irregularity:

- Complete the options at the top of the **Manage Irregularities** screen: Irregularity Date/Time, Irregularity Type, and Comment.
- Place a **check mark** next to the **Student Name** box for all students impacted. To select all student names displayed on the **Manage Irregularities** screen, place a **check mark** in the **Student Name** box.
- Once all corresponding students and units have been selected, click **Apply to Selected**. Doing this will apply the same irregularity details to all selected students.

For test units that are affected by multiple incidents, an irregularity should be submitted for each irregularity type.

- Click the **Save** button then select **Exit Tasks**.



After submitting an irregularity, use the **Do Not Report Tests** Operational Report to check if the test unit has been invalidated.

ADE will not alert District Test Coordinators of invalidations. District Test Coordinators will need to check the **Do Not Report Tests** operational report.

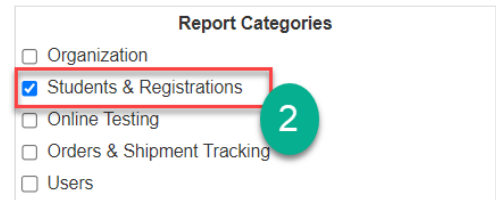
To access the “Do Not Report Tests” Operational Report in PearsonAccess^{next}:

1. Go to **Reports** and select **Operational Reports**.
2. On the **Operational Reports** screen, in the **Report Categories** box, place a **check mark** in the **Students & Registrations** box.
3. Select **Do Not Report Tests** from the list of reports.
4. On the **Do Not Report Tests** screen, select the **Test** you want to view. This field can be left blank to view all tests for the selected organization.
5. After the **Test** has been selected, click on the **Display Report** or **Download CSV** to view or download the report.

Note: One week after the test window closes, a final **Do Not Report Tests** Operational Report can be run for the selected organization. If a submitted test irregularity is not on the final report, then the test unit was not invalidated.

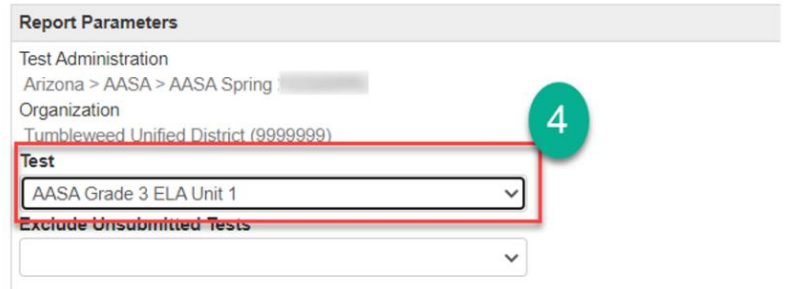


Operational Reports



Do Not Report Tests

Completed student tests which are set to Do Not Report. Do Not Report Reason is included.



Accessing Dashboards

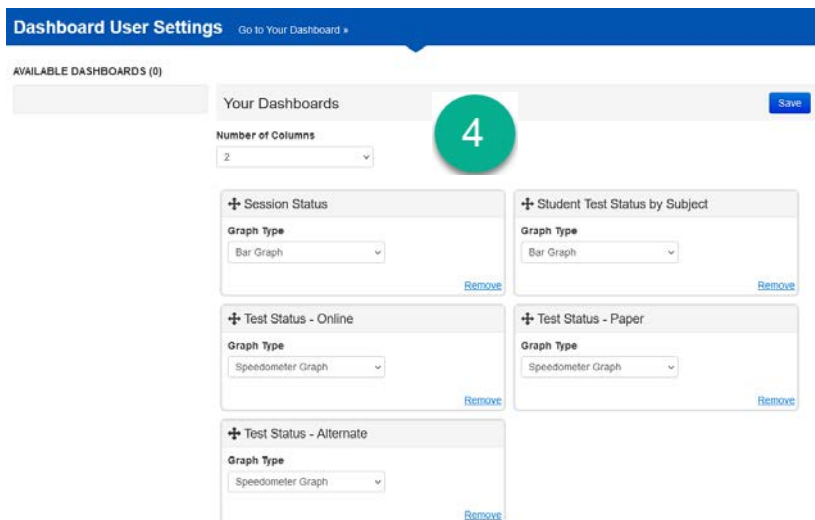
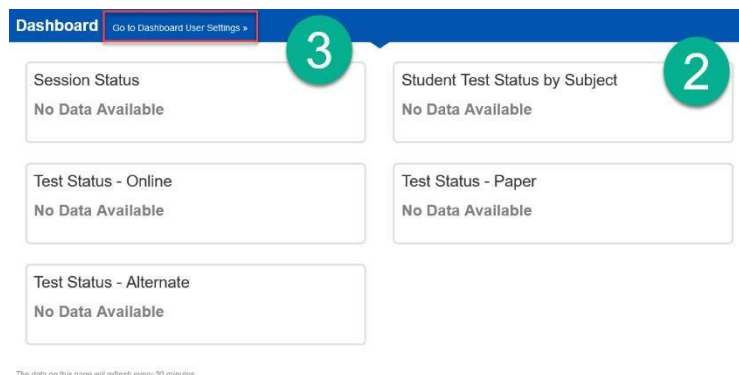
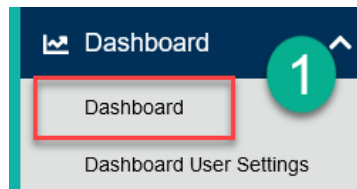
The Dashboard feature in PearsonAccess^{next} (PAN) provides access to testing status information during the test window. The Dashboard may be used to quickly view both session and student test statuses.

To view the Dashboard in PearsonAccess^{next}:

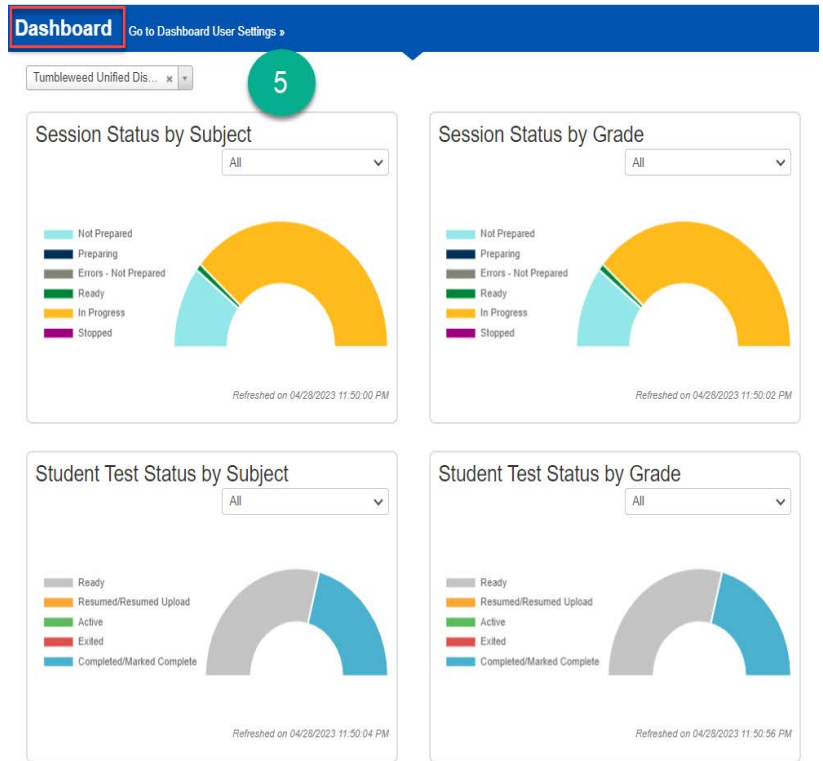
1. Go to the **Dashboard** dropdown menu, and select **Dashboard**.
2. This screen has multiple graphs depicting student testing data for the user's organization.

This screen is customizable for each user. To customize your Dashboard screen:

3. Click the **Go to Dashboard User Settings** link at the top of the screen. (This can also be accessed on the Dashboard dropdown menu depicted in the first image.)
4. On the **Dashboard User Settings** screen, you can customize your Dashboard, so you have access to the information you need. You may remove any unnecessary graphs and change the graph type, so the information is readily accessible to you.



5. On the **Dashboard** screen, you will see the different information you selected previously in your Dashboard User Settings. You will also see a list that will help you better understand the graph and the information depicted.
6. Once you have made your selection from the list provided, you can then click on any of the colored shading on the graph and it will bring you to the part of PAN depicted in the graph. Results will vary based on what is selected and what information is available in the graph.

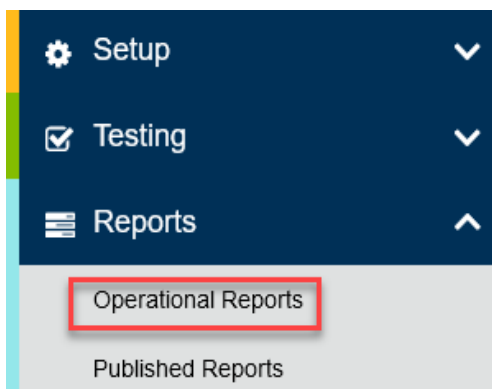


Operational Reports in PearsonAccess^{next}

Several Operational Reports are available in PearsonAccess^{next} which may provide the user with helpful information. A few of the commonly used Operational Reports are listed below:

- **Claim Codes (AASA only)**
This report provides all student claim codes for a school or district. The claim codes are required for families to retrieve the AASA Student Report (Individual Student Report) from the optional AASA Parent Portal.
- **Students Enrolled but not Registered for Test Administration**
This report is useful for finding students who have not yet been registered for the AASA/AzSCI test.
- **Students Registered but not Assigned to a Test**
This report is useful for finding students who have been registered for the AASA/AzSCI test but have not been assigned a test.
- **Students with Online Test but not assigned to Session**
This report is useful for finding students who have not yet been assigned to a session.
- **Student Tests that have been Assigned but have not yet Completed**
This report is useful for listing all students who are registered for a test administration and have a student test assigned to them, but the test has not yet been completed.
- **Student Tests that are Ready and Unlocked**
This report is useful for showing all Student Tests that are in a Ready state with an unlocked status.
- **Do Not Report Tests**
This report is useful for identifying completed student tests which are set to Do Not Report. The Do Not Report Reason is included.

These reports can be found by selecting **Operational Reports** in the Reports dropdown menu, then checking the box next to **Students & Registrations** on the Operational Reports screen.



Published Reports in PearsonAccess^{next}

Student level results will be available in PearsonAccess^{next}. Published reports include the District Student Data File and the PDF versions of the Student and Roster Reports.

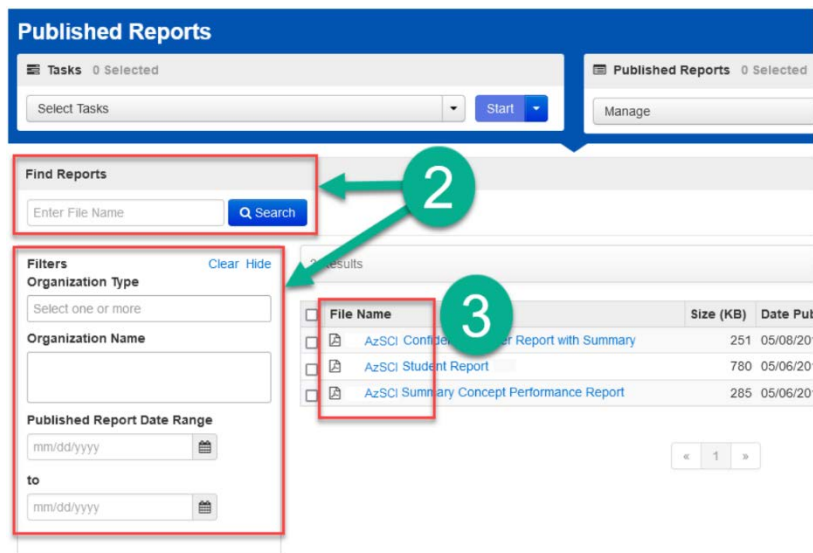
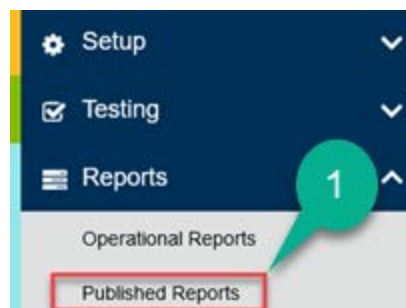
For AzSCI, a Summary Data File is also available.

For AASA, the following additional reporting features are available: Performance Level Dashboards, Historical Student Data, OnDemand Reports, and the Summary Cluster Performance Report.

Refer to the **AASA Reporting Guide** and the **AzSCI Reporting Guide** for further information regarding specific reports available for each assessment.

To access the Published Reports in PearsonAccess^{next}:

1. Go to **Reports** and select **Published Reports**.
2. On the **Published Reports** screen, there are two ways to find reports:
 - a. Option 1 - Enter search information into the **Find Reports** filter.
 - b. Option 2 - Enter search information into the **Filters** section.
3. Select the **File Name** to download and view the report or student data file.



Creating Reporting Groups in PearsonAccess^{next} – AASA Only

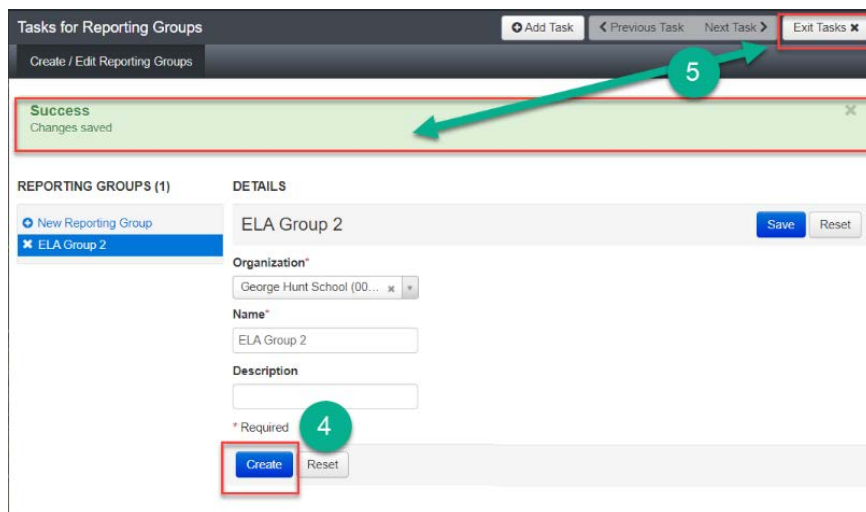
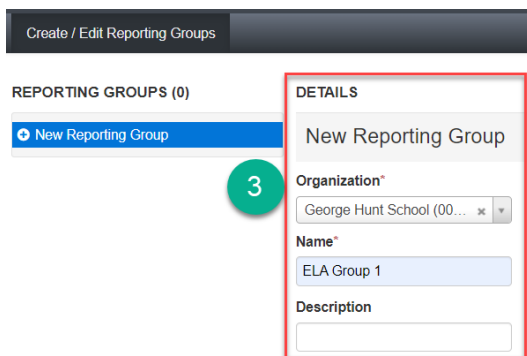
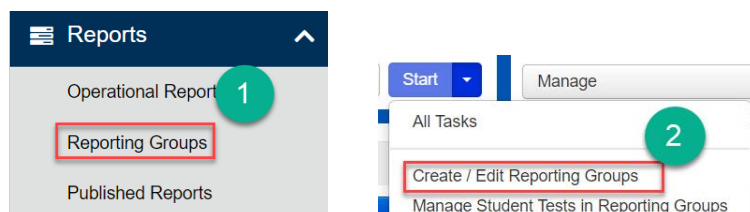
Creating Reporting Groups is optional for AASA. This option is available for those wanting to group students by classroom, teacher, or testing days for reporting purposes.

Note: Students may belong to more than one Reporting Group. If Reporting Groups are set up prior to the end of the test window, then reporting data will be available by these groups in the **AASA Performance Level Dashboards** and in the **AASA Summary Cluster Performance Report**.

District Test Coordinators and School Test Coordinators have access to create Reporting Groups and assign them to other users. Any users that have been assigned to a Reporting Group will be able to access this data on the **AASA Performance Level Dashboards** and in the **AASA Summary Cluster Performance Report**.

To create Reporting Groups in PearsonAccess^{next}:

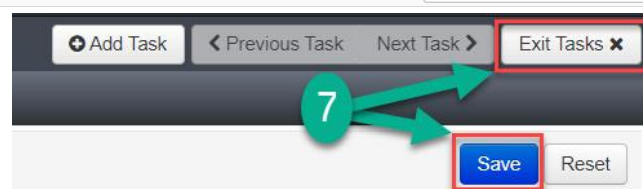
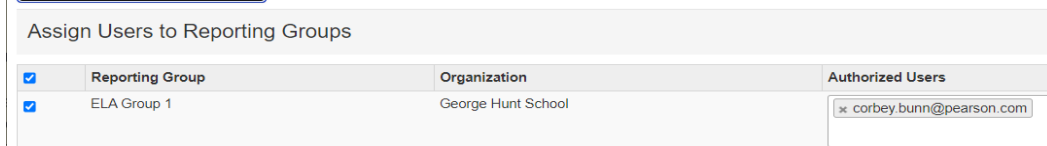
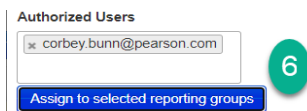
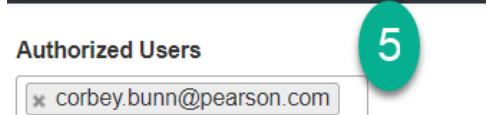
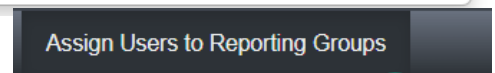
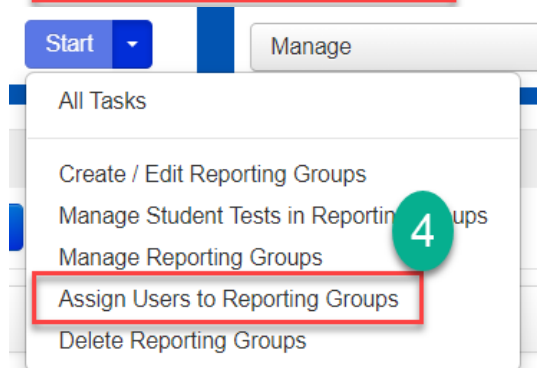
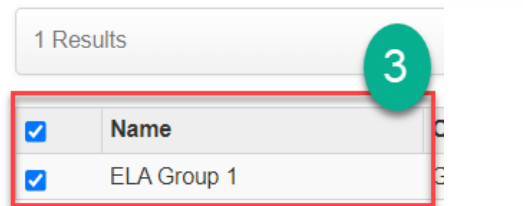
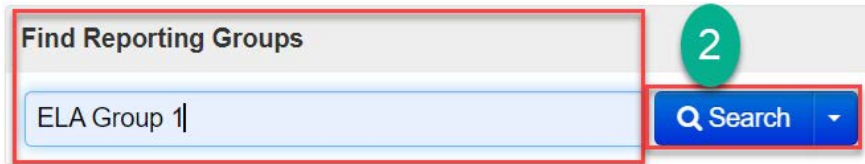
1. Go to **Reports** and select **Reporting Groups**.
2. On the **Reporting Groups** screen, from the **Start** dropdown menu, select **Create/Edit Reporting Groups**.
3. On the **Create/Edit Reporting Groups** screen, select your **Organization** and **Name Your Reporting Group**.
4. Select **Create**.
5. Once you receive the green **Success Changes saved** confirmation message, select **Exit Tasks**.



Assigning Users to Reporting Groups in PearsonAccess^{next} – AASA Only

To assign users to Reporting Groups in PearsonAccess^{next}:

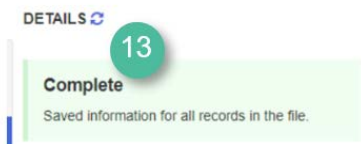
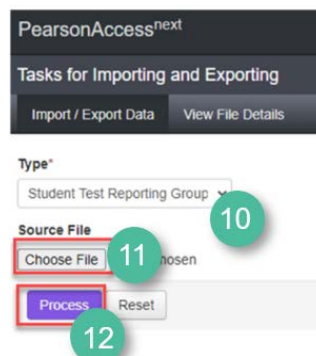
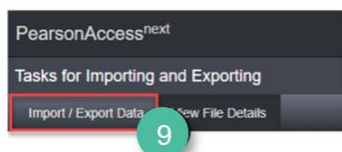
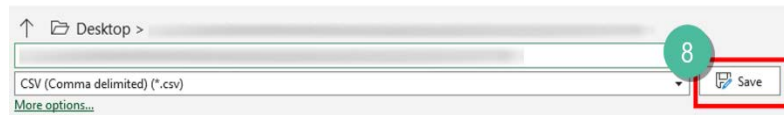
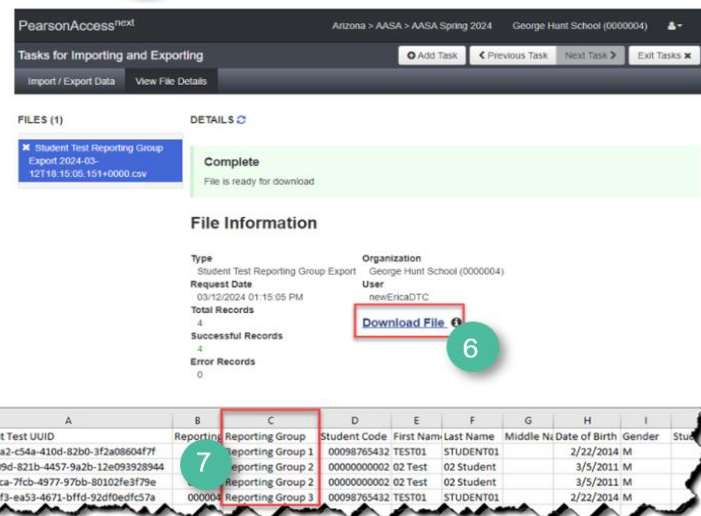
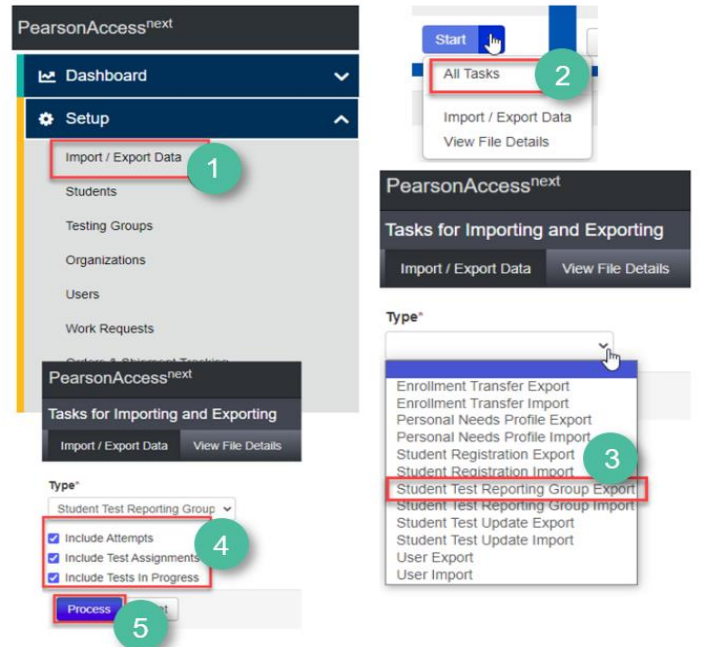
1. Go to **Reports** and select **Reporting Groups**.
2. Under **Find Reporting Groups**, type in your Reporting Group name and select **Search**.
3. **Select** the Reporting Group name.
4. From the **Start** dropdown menu, select **Assign Users to Reporting Groups**.
5. Enter the User's email address under **Authorized Users**.
6. Once you have **selected** the **Reporting Group** listed, select **Assign to selected reporting groups**.
7. Select **Save** and **Exit Tasks**.



Reporting Groups Export and Import in PearsonAccess^{next} – AASA Only

To assign users to Reporting Groups using the Reporting Groups Export and Import process in PearsonAccess^{next}:

1. Go to **Setup** and select **Import/Export Data**.
2. Select **All Tasks** from the **Start** dropdown menu.
3. On the **Tasks for Importing and Exporting** screen, select **Student Test Reporting Group Export** from the **Type** dropdown menu.
4. Place a **check mark** in each box to include tests in all statuses.
5. Click the **Process** button.
6. When the extract is complete, a **.csv** file will generate. Click the **Download** link to download the file.
7. Edit the **Student Test Reporting Group Export .csv** file to enter the reporting group name in the Reporting Group column.
Note: The Reporting Organization Code and Reporting Group fields must be filled in. The Reporting Organization Code must be the school's 7-digit entity code. Also, ensure that the SSID field is formatted to be 11 digits.
8. Save the **.csv** file.
9. Click the **Import/Export Data** tab on the **Tasks for Importing and Exporting** screen.
10. Select **Student Test Reporting Group Import** from the **Type** dropdown menu.
11. Click the **Choose File** button to browse for the edited **Student Test Reporting Group Export .csv** file.
12. Click the **Process** button.
13. Click the **DETAILS** refresh button to update the status of the upload until the file processing is complete. If there are errors with the file, they will be noted in this status.



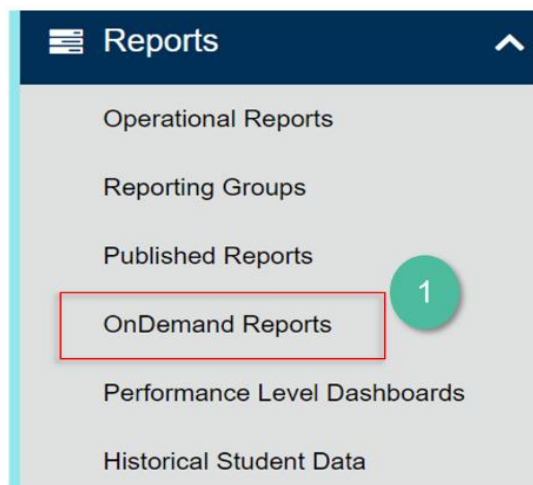
Accessing OnDemand Reports in PearsonAccess^{next} – AASA Only

The AASA OnDemand Reports will be available in PearsonAccess^{next} and can be accessed by both District Test Coordinators and School Test Coordinators. Reports can display by testing groups and/or reporting groups if these were set up by the school before the end of the test window. Filter and sort options will be available for use in the OnDemand Reports.

Refer to the **AASA Reporting Guide** for details on the reports available in the OnDemand Reports.

To access OnDemand Reports in PearsonAccess^{next}:

1. Go to **Reports** and select **OnDemand Reports**.
2. The use of filters will help narrow down the list of students displayed or downloaded. The **Organization Name** filter will only display the organizations for which the user has permission to view (District-level user or School-level user). All filters are multi-select fields, meaning that the user will be able to choose one or more options from the list.



OnDemand Reports

Find Students
Enter Student Name or School Student ID Number

Filters
Clear Hide

Organization Name

Test Name

Grade

Performance Level

Test Session

2

Requested Reports
Student List Report PDF_1000123_2023-01-27

Total Students Reported: 12 Displaying 25

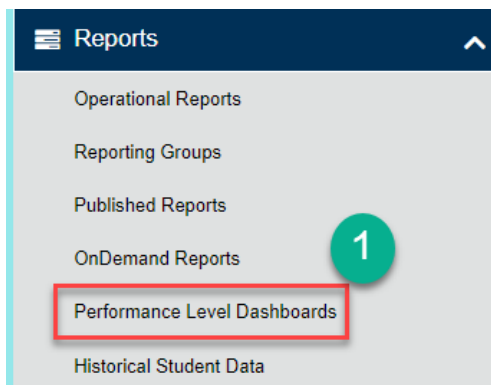
SSID	Last Name	First Name	Middle Initial	Date of Birth	Gender	Grade	Testing Group	School	Test Name	Perf Level	Perf Level Description	Scale Score	Grade 3 ELA Move On When Reading Requirement	Grade 8 Predicted ACT Score	Grade 8 Predicted ACT Score Range Low	Grade 8 Predicted ACT Score Range High
20223000194	LAST03	FIRST03	M	10/11/2013	M	03		1000121 - Trip School	AASA Grade 03 Math	2	Partly Proficient	165				
20224000193	LAST04	FIRST04	M	12/12/2012	M	04		1000121 - Trip School	AASA Grade 04 Math	3	Proficient	230				
20225000199	LAST05	FIRST05	M	02/08/2011	M	05		1000121 - Trip School	AASA Grade 05 Math	1	Minimally Proficient	135				
20226000191	LAST06	FIRST06	M	10/10/2010	M	06		1000121 - Trip School	AASA Grade 06 Math	4	Highly Proficient	300				
20227000195	LAST07	FIRST07	M	02/08/2009	M	07		1000121 - Trip School	AASA Grade 07 Math	3	Proficient	234				

Accessing Performance Level Dashboards in PearsonAccess^{next} – AASA Only

Use Performance Level Dashboards to view AASA reporting information for your school or district. Refer to the **AASA Reporting Guide** for details on the reports available in the Performance Level Dashboards.

To access the Performance Level Dashboards in PearsonAccess^{next} (AASA only):

1. Go to **Reports** and select **Performance Level Dashboards**.
2. Use filters on the **Performance Level Dashboards** screen to display the comparisons of student data.



ARIZONA DEPT OF EDUCATION

% OF STUDENTS

Subject	Level 1 - Minimally Proficient	Level 2 - Partially Proficient	Level 3 - Proficient	Level 4 - Highly Proficient
ELA	41%	19%	30%	10%
Math	44%	22%	27%	12%

Grade	ELA				Math			
	L1	L2	L3	L4	L1	L2	L3	L4
03	47%	12%	27%	14%	31%	26%	20%	15%
04	41%	14%	30%	14%	30%	22%	20%	13%
05	40%	23%	28%	9%	37%	27%	25%	11%
06	38%	22%	35%	7%	48%	21%	21%	10%
07	39%	20%	33%	9%	54%	16%	15%	15%
08	41%	22%	27%	10%	54%	19%	17%	10%

COMPARE

- Parent Organization
- Performance Levels by Subject and Grade - Preliminary
- Performance Levels by Demographic - Preliminary
- Performance Levels by Student Test - Preliminary
- Performance Levels by Reporting Category - Preliminary
- Performance Levels by Administration - Preliminary

FILTER

Grade *

- Grade 03
- Grade 04
- Grade 05
- Grade 06
- Grade 07
- Grade 08

Gender

- Female
- Male

Race/Ethnicity

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White

Special Ed

- Yes
- No

EL Classification

- Yes
- No

SES

- Yes
- No