

## **PearsonAccess**<sup>next</sup>



# **PearsonAccess**<sup>next</sup>

- Logging in
- Home Screen

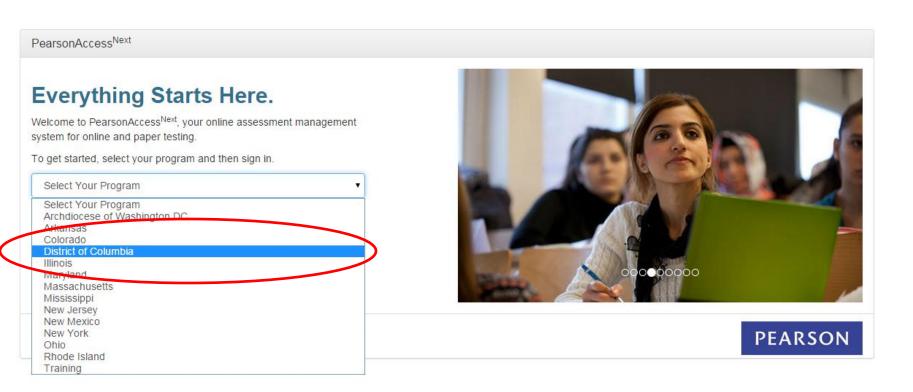


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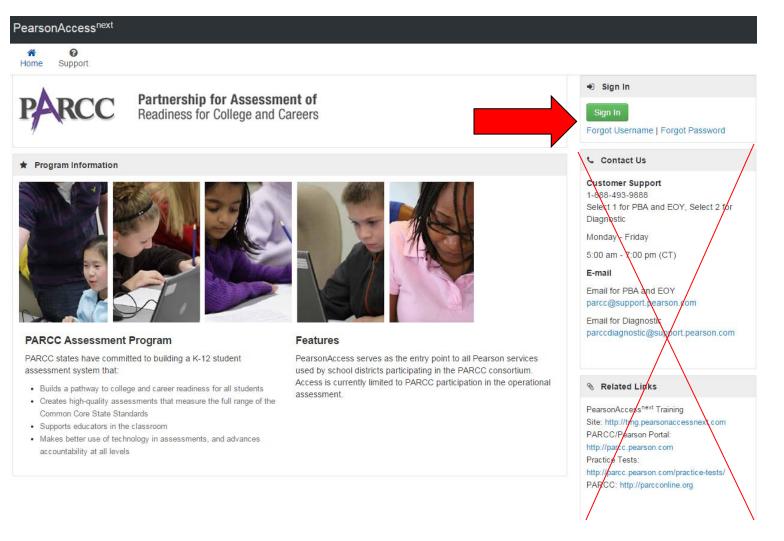
#### **PearsonAccess**<sup>next</sup>: Accounts

#### pearsonaccessnext.com



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#### **PearsonAccess**<sup>next</sup>: Logging in



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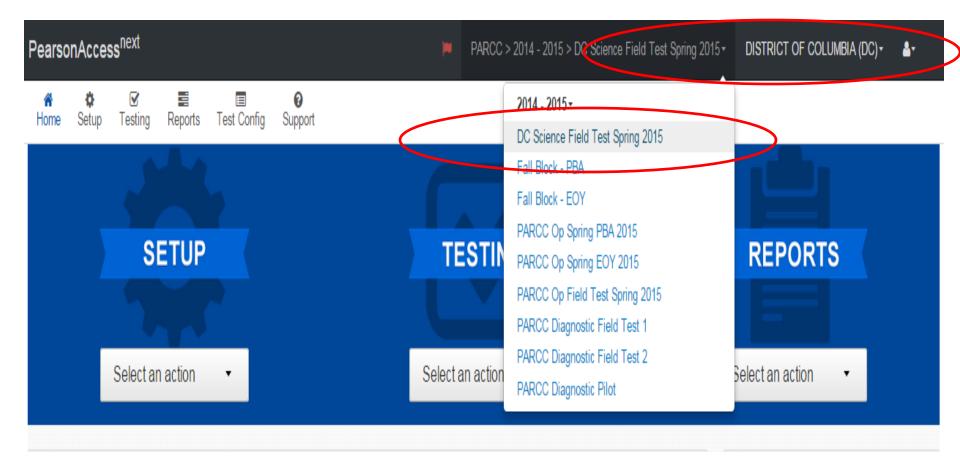
#### **PearsonAccess**<sup>next</sup>: Logging in

Username					
Password					
Sign In Username i	mame   Forg s not case s s case sens		d   Help		
	Powered	y Pearso	nAcces	S next	

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#### **PearsonAccess**<sup>next</sup>: Home Page



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#### **PearsonAccess**<sup>next</sup>: Home Page

• Place holder for single instance DC/PARCC home page customer service information

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# **Student Registration**

- Do I need to create a student?
- Create Students
- Enroll Students
- Register Students
- Manage Student Tests



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#### **Student is in PearsonAccess**<sup>next</sup>?

# The majority of DC Science Students have already been loaded to PearsonAccess<sup>next</sup>!



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#### How to manually add a new student in PearsonAccess<sup>next</sup>:

PearsonAccess <sup>next</sup>		۳	PARCC > 2014 - 2015 > DC Science Field Test Spring 2015 +	DISTRICT OF COLUMBIA (DC)	
☆  ②  ■ Home Setup Testing Reports Test Config	© Support				
Students					
Z Tasks 4 Selected		Students	0 Selected		
Select Tasks	▼ Start ▼	Manage			•
<ul> <li>Create / Edit Students</li> <li>Registration</li> <li>Enroll Students</li> <li>Register Students</li> <li>Manage Student Tests</li> <li>Manage Classes</li> <li>Students - Move Test</li> </ul>	Q, Search			Displaying 25 V Manage C	olumns▼
Delete Students	State Student Identifier*     Local State	Student Identifier	Last or Surname* First Na	me* Birthdate*	Sex*
Stanswith (minimum 4 character	OSearch or select a filter to view results.				
Local Student Identifier Starts with (minimum 4 character					
PARCC Student Identifier Starts with (minimum 4 characters)					
Toggle secondary filters					



Create / Edit Stud	dents	<pre>Previous Task</pre>	Next Task>	Exit Tasks <b>x</b>
1 Create / Edit Students	2 Enroll Students 3 Register Students 4 Manage Student Tests	•		
Students (0)	Details			
◆ Create Students	Organization*			
	State Student Identifier* Local Student Identifier			
	Last or Surname* <b>1</b> First Name* <b>1</b>			
	Birthdate*  Middle Name			
	CCYY-MM-DD   Sex*  Optional State Data 1	9		
	PARCC Student Identifier			
	Note: Creating student does not register student.			
	* required			
	Create Reset			

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PearsonAccess <sup>next</sup>			PARCC > 2014 - 2015 > DC Science Field Test Spring 201	5 DISTRICT OF COLL	IMBIA (DC) 🔒 🕇
Create / Edit Students			[		Task> Exit Tasksx
1 Create / Edit Studen's 2 Enroll Students 3 R gister	Students 4 Manage Student Tests	•			
Success Changes saved					×
Students (1)	Details				
Create Students	Organization*				
TEST, SAMPLE (000000023)	Select State Student Identifier*	Local Student Identifier			
	Last or Sumame* 0	First Name* 0			
	Birthdate* 0	Middle Name 0			
	CCYY-MM-DD				
	Sex* 0	Optional State Data 1 0			
	•				
	PARCC Student Identifier				
	Note: Creating student does not regis	ster student.			
	* Required				
	Create				

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Enroll Students			Previous Task	Next Task>	Exit Tasks <b>x</b>
1 Create / Edit Students	2 Enroll Students	3 Register Students 4 Manage Student Tests	s <b>O</b>		
Organizations					
* SAMPLE SCHOOL (ZZ-654	321-4321)				
tudents (1)					
Student		SAMPLE SCHOOL (ZZ-654321-4321)			



tudents (1)	DC Science Field Test Spring	2015
HEITLAND, DON (0000000000)	Grade Level Vinen Assessed* ()	Responsible District Identifier ()
	i nargina -	School/Institution Identifier ()
	Ethnicity Hispanic or Latino Ethnicity	
	Race - At least one of the fo	Ilowing fields must be selected: American Indian or Alaska Native ()
	Black or African American ④	Native Hawaiian or Other Pacific Islander ()
	White ()	
	Programs	

Programs English Leamer (EL)	Title III Limited English Proficient Participation Status
Student with Disabilities	Migrant Status
Economic Disadvantage Status ()	Primary Disability Type
Optional State Data Optional State Data 2	Optional State Data 3
Optional State Data 4	
Required	
Required	
Save Reset	

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PearsonAccess<sup>next</sup>

PARCC > 2014 - 2015 > DC Science Field

#### Manage Student Tests

1 Create / Edit Students 2 Enroll Studer Test Filter	3 Register Students 4 Manage Student Tests Test Status Filter	
Add	Complete Assigned	
Student Tests (0)	Test Details	
Create Student Tests	Student*     Test*       TEST, SAMPLE (00000000 ▼     Select ▼	
	Organization*     Assessment Session Location Image: Select	
	Student Test UUID () Assessment Session Test Administrator Identifier () Not Tested Code Not Tested Reason ()	
	Test Format*       Staff Member Identifier I         Add       Image: Staff Member Identifier I         Classroom Identifier I       Image: Staff Member Identifier I	•

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	Individualized Educational Plan (IEP) ()
504 0	
Administration Consideration	
Frequent Breaks ()	Specialized Equipment or Furniture
Separate/Alternate Location	Specified Area or Setting
Small Testing Group	Time of Day
Accessibility Features Identifie	
Answer Masking 0	Human Reader or Human Signer 🚯
Word to Word Dictionary (English/Nat     General Administration Directions Cla	arified in Student's Native Language ()
General Administration Directions Cla General Administration Directions Read	

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Import / Export	Data
Tasks 0 Selected	
Select Tasks	▼ Start ▼
<ul> <li>View File Details</li> <li>Import / Export Data</li> </ul>	



- Do I need to create a session?
- Create Sessions
- Precaching Test Content
- Students in Sessions



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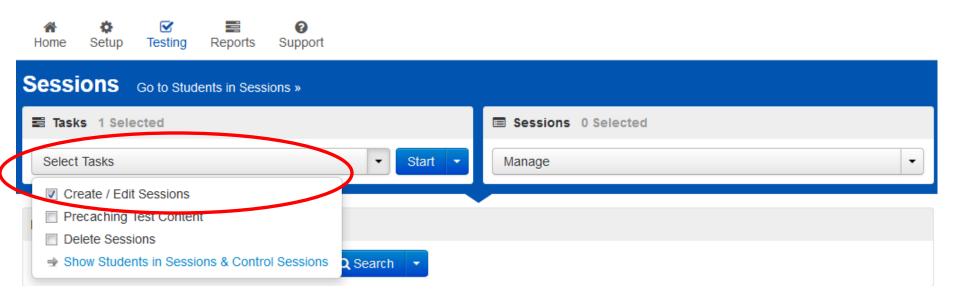
#### **Student is in PearsonAccess**<sup>next</sup>?

# The majority of DC Science Students have already been loaded to PearsonAccess<sup>next</sup>!



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Create/Edit Session			Previous Task	Next Task>	Exit Tasks <b>x</b>
1 Create / Edit Sessions					
Sessions (1)	Details		_		
Create Session     ANDI TEST	ANDI TEST TWO	Organization* ANDI TEST SCHOOL ( * * Scheduling	]		
[	Biology x v	Scheduled Start Date* 2015-04-24			
	Form Group Type*	01:00 AM CDT O			
	Main x *	Lab Location			
	Use Custom TestNav Settings If one or more precaching computer configurations are available, this field is required. Precaching Computer* AMZ S3 COMP				
	Find by Name or ID in ANDI TEST SCHOOL (DC-6543-1235) • Students FOUR TEST (5555555555)				
	*R THREE TEST (9999999999) TWO TEST (2323232323) Create Reset				

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Create/Edit Session				ext Task <b>&gt;</b>	Exit Tasks <b>x</b>
1 Create / Edit Sessions					
Sessions (0)  Create Session	Details Session Name* READ ALOUD Test & Form	Organization* ANDI TEST SCHOOL ( Scheduling	× ×		
	Test Assigned* Biology x x Proctor Reads Aloud Form Group Type Mdd READ ALOUD No matches found Use Custom TestNav Settings If one or more precaching computer configurations are available, this field is required. Precaching Computer*	Scheduled Start Date* Scheduled Start Time 01:00 AM Lab Location	CDT O		
	Find by Name or ID in ANDI TEST SCHOOL (DC-6543-1235) • Students Add students to session  * Required Create Reset				

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http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/NGSS%20Acc ommodations%20to%20SEDS%20Crosswalk%204\_22\_2015.pdf

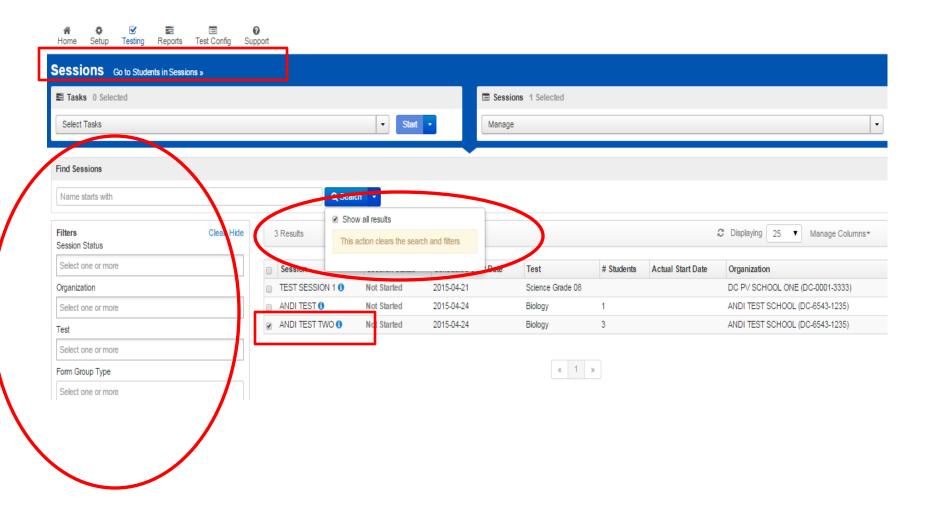
#### DC Science Assessment to SEDS Crosswalk for Accessibility Features and Accommodations

The 2015 DC Science Assessment will be held in May—June 2015. The DC Science Assessment provides a wide range of accessibility features for all students, as well as accommodations for students with disabilities. Most of these accessibility features and accommodations are similar to PARCC Accessibility Features and Accommodations offered through the Pearson platform. The table below provides a comparison of SEDS accommodations and NGSS accessibility features and accommodations, noting where a different name is used for Pearson registration.

Accessibility Features for All Students							
Name for Pearson Registration File	Availability on NGSS Assessment	Name in SEDS	Category in SEDS				
1a Answer Masking	Answer Masking	Markers to Maintain Place or Mask Answer	Presentation				
1b Audio Amplification	No special feature available. 1b Audio Amplification Use volume control built into computer device.		Presentation				
1d Blank Paper (provided by test administrator)	Blank Paper	N/A					
1e Eliminate Answer Choice	Answer Eliminator	N/A					
1i Highlight Tool	Highlight Tool	N/A					
1j Headphones or Noise Buffers	Headphones or Noise Buffers	Noise Buffer or Headphones	Setting				
1k Line Reader Tool	Line Reader Tool	N/A					

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Students in Sessions Go to Set	ssions »								
E Tasks 0 Selected				E Students in Students	Sessions 0 Selected				
Select Tasks		•	Start 👻	Manage					•
Session List	Add a s	pecific session to the left or sear	ch all sessions in DC	Science Field Test S	pring 2015 below				
Add									
2 Selected   Clear									
Combined View									
ANDI TEST	×								
ANDI TEST TWO	×								
Find Students In the selected session(s) above Last or Sumame starts with Filters Organization	Clear Hide No Result	Search						Displaying 25 V Manage	Columns+
Select one or more	State S	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
State Student Identifier		select a filter to view results.	Last Hamo	Thothanic	middle Hame	osomane	00001011	Sudent fost Suids	1 dilli
Starts with									
Local Student Identifier									
Starts with									
UIN									
Starts with									
Class									
Select one or more									
Toggle secondary filters									

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				-					
Session List 2 Selected   Clear Combined View ANDI TEST ANDI TEST TWO	×××	Combined View Start All Sessions Stop Al	Sessions						
Find Students In the selected session	n(s) above 🝷	Search							
Filters Organization	Clear Hide	4 Results					Dis	playing 25 V Manag	e Columns <del>*</del>
Select one or more		State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
State Student Identifier		0303030303 ()	TEST	ONE		7835756682	ANDI TEST (Biology)	Ready	
Starts with		5555555555 (1)	TEST	FOUR		8194489071	ANDI TEST TWO (Biology)	Ready	
Local Student Identifier		9999999999 ()	TEST	THREE		9232118444	ANDI TEST TWO (Biology)	Ready	
Starts with		2323232323 3	TEST	TWO		7367998980	ANDI TEST TWO (Biology )	Ready	
UIN									
Starts with						1			
Class					ď	1 »			
Select one or more Toggle secondary filters									
roggio accondary nitera									

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Session List Add Selected   Clear Combined View ANDI TEST ANDI TEST TWO	×××	ANDITESTOR Start Download Resources STUDENT TESTS (1) Ready Resumed, Resu			Ignore Testing Sched	1			
Find Students In the selected session(s) at Last or Sumame starts with	bove -	Search							
Filters Organization	Clear Hide	1 Results					Di	splaying 25  Manage	Columns <del>*</del>
Select one or more		State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
State Student Identifier		0303030303 ()	TEST	ONE		7835756682	ANDI TEST (Biology)	Ready	
Starts with									
Local Student Identifier					«	»			
Starts with									
UIN									
Starts with									
Class									
Select one or more									
Toggle secondary filters									



#### TEST SESSION 10 😗 🖉 Download Resources -Update Cache C Refresh Start Seal Codes Proctor Testing Ticket Scheduled Sessions STUDENT TESTING TICKETS Grid View IST VIEW Detail View - 4 per page Detail View - 1 per page

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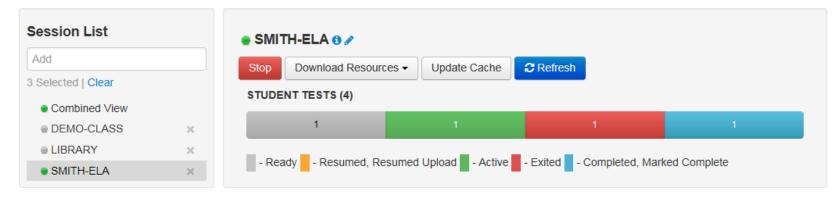
#### **Student Testing Tickets**

SESSION NAME: TEST NAME:	ANDI TEST TWO Biology	In order to access TestNav, students will need the URL, username, and password shown below. The slips below can be cut up in advance and distributed to students at test time.
Student Name: Date of Birth:	TEST, FOUR 1995-04-24	Username: Password: URL:
Student Name: Date of Birth:	TEST, ONE 1998-04-24	Username: Password: URL:
Student Name: Date of Birth:	TEST, THREE 1996-04-24	Username: Password: URL:
Student Name: Date of Birth:	TEST, TWO 1997-04-24	Username: Password: URL:

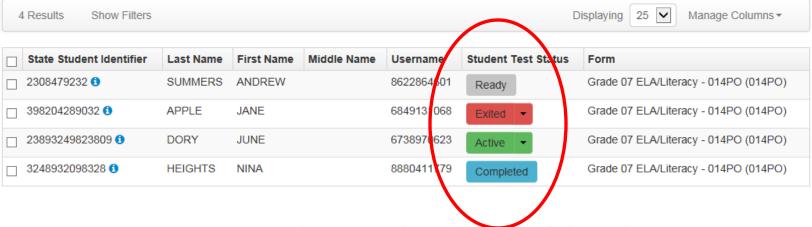
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Proctor Te	esting Ticket
Session Name	TEST SESSION 10
Test	Biology
You are authorized to take t	the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:
TestNav URL	http://pv-dc.testnav.com
Username	proctor558759
Password	3DF217







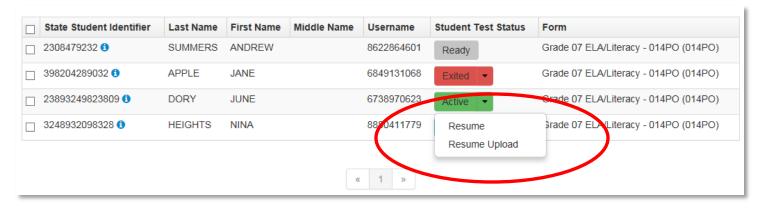
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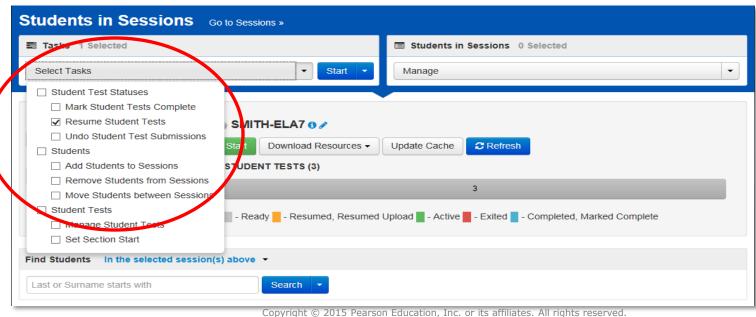
32

Stu	dent Tes	t & Item Prog	ress			2	×	
	<b>RY, JUNE (2</b> 2015-02-16 11:2	<b>3893249823809)</b> 29 AM				C Refresh	,	
Sess	ion Name:	SMITH-ELA						
Test	Name:	Grade 7 ELA/Literacy						
Test	Status:	Active - 21%						
Total	l Items (23)							
	5	1			17			
- Answered - No Reponse Required - Visited - Remaining								
	Section	Sequence	Visited	Answered	Last Update			
#								

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Re	sume Student Tests	Previous Task     Next Task     Exit Tasks	
	1 Resume Student Tests		
STI	DENTS IN SESSIONS (4)	DETAILS	
	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
	APPLE, JANE (398204289032) 🕄	SMITH-ELA (Grade 7 ELA/Literacy)	Exited
	DORY, JUNE (23893249823809) 🕄	SMITH-ELA (Grade 7 ELA/Literacy)	Active
0	HEIGHTS, NINA (3248932098328) 🕄	SMITH-ELA (Grade 7 ELA/Literacy)	Completed
0	SUMMERS, ANDREW (2308479232) 🕄	SMITH-ELA (Grade 7 ELA/Literacy)	Ready
* Rec	red		
Th	is action cannot be reversed.		
	Resume		

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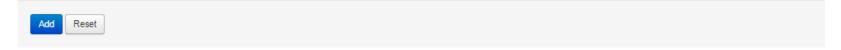


Mark Student Tests Complete		<pre>Previous Task</pre>	Next Task>	Exit Tasksx
1 Mark Student Tests Complete				
✓ Use the same Reason for checked Students in Sessions				
Reason*				
STUDENTS IN SESSIONS (1)	DETAILS			
STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT	TEST STATUS	
APPLE, JANE (398204289032) (1	SMITH-ELA (Grade 7 ELA/Literacy)	Exited		
* Required				
This action cannot be reversed.				
Mark Complete Reset				
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#### Add Students to Sessions

	sions 2 Remove Students from Sessions	3 Move Students between Sessions	•		
Session					
ANDI TEST (Biology )	•				
Find available students	within ANDI TEST SCHOOL -				
Find available students Last or Surname starts wi			Q Search -	$\mathbf{>}$	
			Q Search -		
Last or Sumame starts wi	th		Q Search -		
Last or Sumame starts wi		Organization	Q Search -		

#### \* Required



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tudents from Sessions			
NAME (CODE)	SESSION	STUDENT TEST	STUDENT TEST STATUS
NE (398204289032) <b>()</b>	SMITH-ELA	Grade 7 ELA/Literacy	Exited
E (23893249823809) 🟮	SMITH-ELA	Grade 7 ELA/Literacy	Active
NINA (3248932098328) 🟮	SMITH-ELA	Grade 7 ELA/Literacy	Completed
ANDREW (2308479232) <b>1</b>	SMITH-ELA	Grade 7 ELA/Literacy	Ready
	NE (398204289032) () E (23893249823809) () NINA (3248932098328) ()	NE (398204289032) (\$       SMITH-ELA         E (23893249823809) (\$       SMITH-ELA         NINA (3248932098328) (\$       SMITH-ELA	NE (398204289032) (I)       SMITH-ELA       Grade 7 ELA/Literacy         E (23893249823809) (I)       SMITH-ELA       Grade 7 ELA/Literacy         NINA (3248932098328) (I)       SMITH-ELA       Grade 7 ELA/Literacy



# Move Students between Sessions

	RT-TRAIN (ZZ-555533-4234)					
Student	SMITH-ELA	BROOKS-ELA7	ALBANY-ELA7			
SUMMERS, ANDREW (2308479232) () SMITH-ELA, Grade 7 ELA/Literacy	$\checkmark$					
APPLE, JANE (398204289032) <b>1</b> SMITH-ELA, Grade 7 ELA/Literacy	$\checkmark$					
DORY, JUNE (23893249823809) <b>1</b> SMITH-ELA, Grade 7 ELA/Literacy	$\checkmark$					
HEIGHTS, NINA (3248932098328) () SMITH-ELA, Grade 7 ELA/Literacy	$\checkmark$					
* Required						
Move Reset						

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Absent

- 1 = No longer enrolled
  - 2 = Medical Exemption
- 3 = New to US, ELA only (wouldn't apply to science)
- 4 = Student Alt eligible
- 5 = Other
- 6 = Student registered with incorrect grade or course

To Void a test, contact OSSE at

- <u>osse.assessment@dc.gov</u> or
- 240-270-2598

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# Support

- Training and Documentation
- Support Resources



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## **Training and Documentation**

#### • PearsonAccessnext User Guide

https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+ Online+User+Guide

#### Hardware and Software Requirements for PearsonAccess<sup>next</sup>

https://support.assessment.pearson.com/display/PAsup/System+Requirement <u>s</u>

#### • TestNav 8 System Requirements

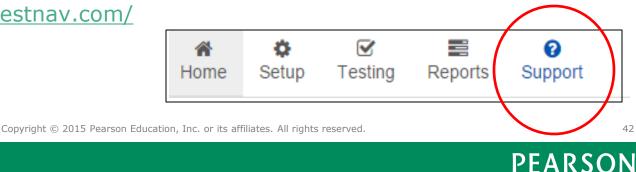
https://support.assessment.pearson.com/display/TN/TestNav+8+System+Req uirements

#### • Proctor Cache Requirements

<u>https://support.assessment.pearson.com/display/TN/ProctorCache+Requireme</u> <u>nts</u>

• DC System Check

http://systemcheck.dc.testnav.com/



## **Pearson Support**

#### Contact <u>*Pearson DC Support*</u> for assistance with:

- Navigating PearsonAccess<sup>next</sup>
- Managing Student Registration
- Data

- Setting up Test Sessions
- Accessing Resources
- Setting up Proctor Caching

## **Call Toll Free: 1-866-688-9555** (7:00 am – 8:30 pm Eastern, Mon.–Fri.)

#### Email: dchelp@support.pearson.com



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## **State or District Support**

#### Contact OSSE or your LEA Test Coordinator for assistance with:

- Testing schedule
- Testing accommodations
- Unusual circumstances on test days
- Violations of test security
- Test Voids
- Un-submitting Tests
- School emergencies that affect testing
- Questions about general testing policies
- Questions about state communications

#### **OSSE Contact Information:**

osse.assessment@dc.gov or 240-270-2598

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