

**Procedures Related to Student Information and  
Guidance on Reporting  
(Appendix D, excerpted from the Fall 2023/Winter 2024 PAM)**

# **Appendix D**



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## Part I: PearsonAccess<sup>next</sup>

### A SR/PNP Initial Upload

The SR/PNP is used to register students for testing and provides information on selected accessibility features and accommodations that a student will use during testing. It determines the test form students will take for computer-based testing (e.g., text-to-speech) and provides the basis for the initial shipment of manuals and other paper-based materials to schools. See the *Guide to the Student Registration/ Personal Needs Profile (SR/PNP) Process* posted at [mcas.pearsonsupport.com/manuals](https://mcas.pearsonsupport.com/manuals); click on the PearsonAccess<sup>next</sup> Guidance drop-down.

### B SR/PNP Updates (Before, During, and After Test Administration)

PearsonAccess<sup>next</sup> is updated as follows:

- **before or during test administration**, for the following situations:
  - › to add students not included in the SR/PNP (e.g., students who recently transferred into the school)
  - › to remove students no longer enrolled
  - › to remove test assignments for students included in the SR/PNP who will not participate (e.g., students who are taking the MCAS-Alt)
  - › to edit accommodations (e.g., to assign a student a different form-based accommodation such as text-to-speech)
  - › to edit demographic information (e.g., last name spelled wrong)
- **after test administration**, for the following situations:
  - › to edit accommodations
  - › to edit demographic information (e.g., last name spelled wrong)

To update student data in PearsonAccess<sup>next</sup>, follow the steps below (recommended for a small number of updates) or export the Student Registration File, update the files, and then re-import it (recommended for larger updates).

1. View the top of the screen to confirm that you are in the correct administration.
2. Go to **Setup** and select **Students**.
3. Locate the students whose data needs to be updated, and check the box next to their SASIDs.
4. Go to **Select Tasks**, check **Create/Edit Students**, and **Registration** (the system will autocheck all registration tasks) and click **Start**.
5. Make the appropriate changes in these tasks, and click **Update**. Then click **Exit Tasks**.
6. Any changes to student demographic information (name, date of birth, etc.) must also be made in SIMS. If the information is not updated in SIMS, then results will not be linked to the student.

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### **C** Enrollment Transfer Requests

Schools will use the enrollment transfer feature in PAN for students who transfer into or out of their school after the initial SR/PNP. This feature allows a student’s PAN record, including all PNP information, to transfer to the new school.

School principals/test coordinators and district test coordinators are given permission in PAN to manage enrollment transfers. More information about enrollment transfer permissions can be found in the User Role Matrix, which is available at [mcas.pearsonsupport.com/pearsonaccessnext](https://mcas.pearsonsupport.com/pearsonaccessnext). Also see the *Enrollment Transfer Guide*, available in the PearsonAccess<sup>next</sup> Guidance drop-down at [mcas.pearsonsupport.com/manuals](https://mcas.pearsonsupport.com/manuals).

Questions may be directed to the MCAS Service Center at 800-737-5103.

Follow the steps below to update student data in PearsonAccess<sup>next</sup> (recommended for a small number of updates).

1. View the top of the screen to confirm that you are in the correct administration.
2. Go to **Setup** and select **Students**.
3. Locate the students whose data needs to be updated and check the box next to their SASIDs.
4. Go to **Select Tasks**, check **Create/Edit Students**, and **Registration** (it will autocheck all registration tasks) and click **Start**.
5. Make the appropriate changes in these tasks and click **Update** when changes are made. Then **Exit Tasks** when done.

For larger updates, changes can also be made by exporting a Student Registration File, updating the file, and then re-importing it.

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### D Instructions for Updating Student Information for CBT

Situation	Instructions
<b>A student was provided testing accommodations that were not initially included in the SR/PNP.</b>	<p>Update PAN so it accurately reflects the accommodations that the student used (<b>Setup &gt; Students &gt; Manage Student Tests</b>).</p> <p>Because a student's IEP or 504 status is reported in SIMS, remember to report students with disabilities to your district SIMS contact, including students for whom a 504 plan was developed because of a temporary disability such as a broken arm.</p>
<b>A student refused accommodations during testing or did not use an accommodation.</b>	<p>Update PAN so it accurately reflects the accommodations that the student used (<b>Setup &gt; Students &gt; Manage Student Tests</b>).</p> <p>Text-to-speech, screen reader, and assistive technology cannot be updated in PAN after the student has started a test. Changes to these accommodations will need to be reported to the Department.</p>
<b>A student was absent from all test sessions in the subject area test or refused testing.</b>	<p>If the student already started testing, mark the test as "Complete" (see step 8 on page 53). Fill in the reason as "Absent" or "Refusal."</p> <p>If the student did not begin testing, remove the student from any assigned PAN Sessions (see step 7 on page 53).</p>
<b>A student was added to or removed from your school's enrollment after the SR/PNP was submitted.</b>	<p>Any student removed from your enrollment should be removed from any assigned PAN Sessions (see step 7 on page 53).</p> <p>For any student removed from your enrollment, "Mark Complete" any tests that the student started but did not finish (see step 8 on page 53).</p> <p>For a student added to your enrollment who will be participating in testing, add the student to PAN following instructions in section 2 (Steps for Completing the Initial SR/PNP Upload) of the <i>Guide to the SR/PNP Process</i> (available at <a href="https://mcas.pearsonsupport.com/manuals">mcas.pearsonsupport.com/manuals</a>; click on the PearsonAccess<sup>next</sup> Guidance drop-down).</p>
<b>A student's test needs to be marked "void" (i.e., it will not be scored and no student results will be reported).</b>	<p>Only students who started testing should be marked as Void (e.g., incorrect accommodations were given).</p> <p>Go to <b>Setup &gt; Students &gt; Select a Student &gt; Manage Student Tests &gt; Start</b>. Check the "Void Test Score Code" box for the selected student, and select a reason from the drop-down menu; click <b>Save</b>.</p> <p>For more information, including instructions for assigning the student a new test, see section D.2 on page 63.</p>

## Part II: Student Information Management System (SIMS)

### A Data Elements Collected in SIMS

The Department uses data submitted by districts in SIMS as the source for student information when reporting results and for assessment and accountability purposes. **Therefore, it is critical that principals ensure the accuracy of student information provided in SIMS submissions.**

As required by the federal Elementary and Secondary Education Act (ESEA), student results are disaggregated for the following student groups:

- EL and formerly EL status
- low income
- students with disabilities
- race/ethnicity

As required by other federal and state requirements, results are also disaggregated for the following subgroups:

- “high needs” (an unduplicated count of students belonging to any of the following three subgroups: EL and formerly EL, students with disabilities, low income)
- Title I status
- ever EL (students who have ever been enrolled as an EL in Massachusetts)
- gender

### B Uses of SIMS Data

The October SIMS submission is used to establish which students have been enrolled in the same school since October 1, 2023, for MCAS reporting purposes.

### C Questions about SIMS Data

Questions about your SIMS data should be directed to the district’s SIMS contact, who is responsible for submitting the data to the Department. See page ii for instructions for finding your district’s contact.

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## Part III: Student Participation and Reporting Guidance

The table below shows the ways that information about student participation will be used for MCAS reporting.

Student Group/Situation	How Information Is Used for <u>MCAS</u> Reporting
<b>Students with Disabilities</b>	The Department will report whether a student with a disability was tested with accommodations based on the information in the PNP, with the exception of three paper-based accommodations: a student will be reported as having had the large-print, Braille, or typed response accommodation if the accommodation is indicated in the PNP or if the circle for the accommodation is filled in on the test & answer booklet back cover.
<b>Students Who Transfer During the Test Administration</b>	If a student transfers from one school to another between test sessions, and the results from the first and second test sessions can be linked, the student's results will be reported to the receiving district and school.  If the student's first and second test sessions cannot be linked to provide complete results, each school and district will receive results for the session it administered.
<b>Students Whose Tests Are Voided</b>	No student results will be reported for voided tests, and students will be reported with a test status of NTO or NTA, depending on enrollment status in SIMS.