PearsonAccess next

Special Paper Version Accommodations

Students that require a Special Paper Version test must be identified in PearsonAccess next. Before assigning a Special Paper Version (SPV) test to student(s), a Special Paper Version test session must be created.

There are four steps that must be completed to assign a Special Paper Version test to a student:

> Step One – Create a Special Paper Version Test Session
> Step Two – Identify Students for Special Paper Version Accommodations
> Step Three – Move Students to a Special Paper Version Test Session
> Step Four – Place an Additional Order for a Special Paper Version Test

Step One – Create a Special Paper Version Test Session

A Special Paper Version test session must be created for each grade level at each school that has an SPV student. Test sessions must be created using only the names listed below in all CAPS.

1. Go to **TESTING**, click on **Select an action**, select **Sessions**.

2. Go to **Start**, select **All Tasks**.

3. On the **Tasks for Sessions** screen, at the **Create/Edit Sessions** tab, select **Create Session**.

4. Select **Session Name***. Create one of the following test session names in all CAPS.

   > **AIMS SCIENCE GRADE 4 SPV**
   > **AIMS SCIENCE GRADE 8 SPV**
   > **AIMS SCIENCE HIGH SCHOOL SPV**

5. Select **Organization***, select the school name from the drop-down menu. SPV test sessions must be created for each school that has an SPV student.

6. Select **Test Assigned***. Use the drop-down menu to select the appropriate grade and test to be assigned to the test session.

7. Enter the **Scheduled Start Date***. It can be no earlier than the first day of testing. All other fields are optional.

8. Select **Form Group Type***. Use the drop-down menu to select **SPV Form.**

9. Select **Create**. Select **Exit Tasks**.

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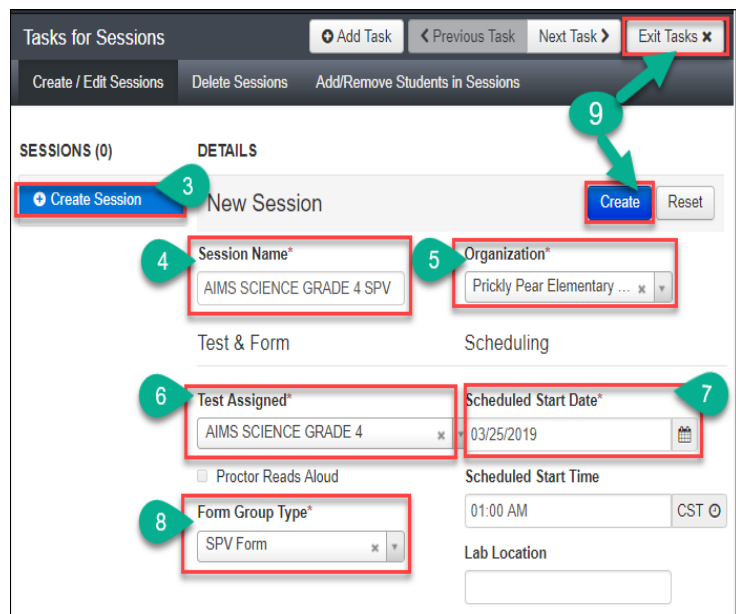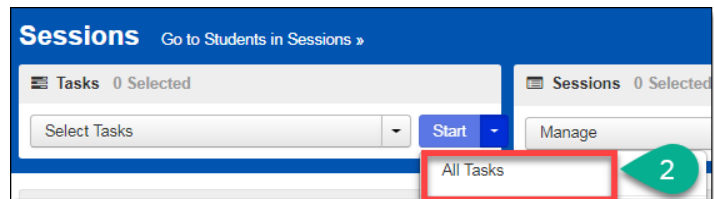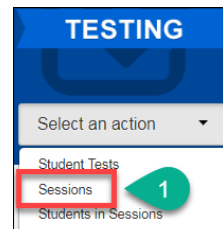
Step Two – Identify Students for Special Paper Version Accommodations

1. Go to **Setup**, select **Students**.

2. Search either by individual student by entering their **SSID Number** or go to the **Search** button, select **Show All Results**.

3. Place a **check mark** next to student(s) that must be updated with a SPV accommodation. Select **Start** button, select **All Tasks**.

4. Click on the **Manage Student Tests** tab on the black task bar across the top.

5. On the left side under **STUDENT TESTS**, select the assigned test that is identified under student's name.

6. **TEST DETAILS** will auto-populate for the student.

7. Testing Group, may be left blank (Optional).

8. Skip over the **Non-Embedded Accommodations** and **Visual Assistance Tools** sections. Do not fill-in these sections out for SPV tests.

9. Move down to the **Order Special Paper Version (SPV) (with IEP or 504 plan)** (4 step process) section.

10. Select any additional testing accommodations the student will be offered.

11. Click on the **Special Paper Version** and select Paper, Braille or Large Print.

12. Place a **check** in the box to confirm the student has a 504, IEP, or ADE's written approval.

13. Select **SAVE** for an existing student when editing the test assignment. Or, select **Create** if the student is being manually created with the user interface.

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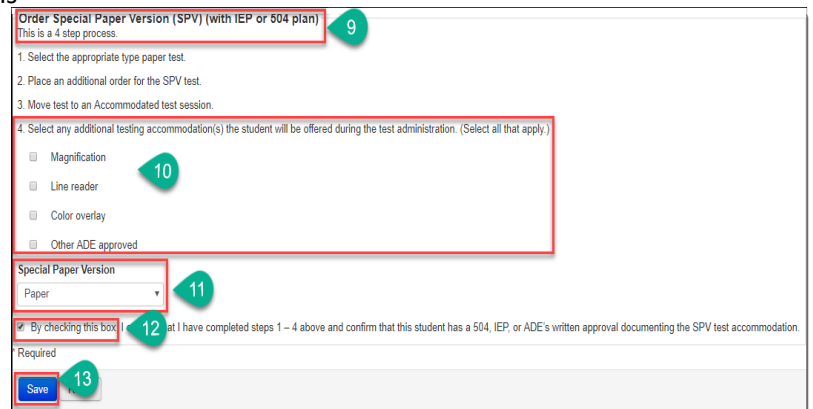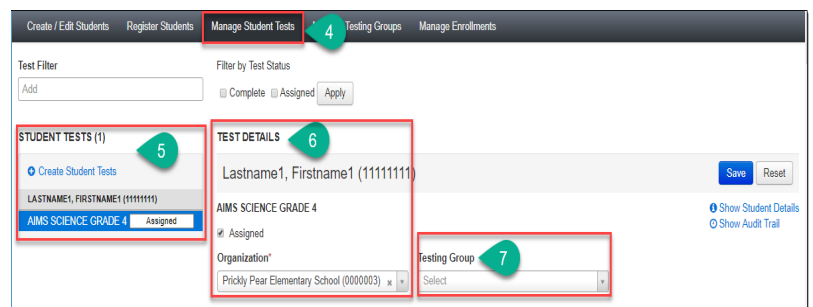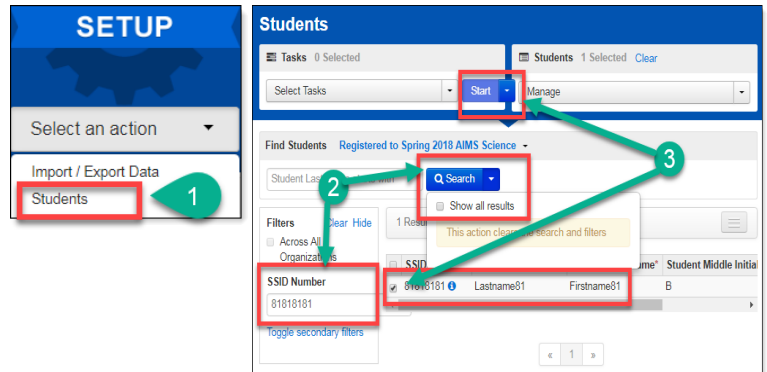
## Step Three – Move Student to a Special Paper Version Test Session

If a district changed a student test assignment from an online test to a Special Paper Version test through the PearsonAccess^{next} user interface, the student must be placed in a Special Paper Version Session.

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

1. Go to **TESTING,** select **Sessions.**

2. To search for the computer based test session and the SPV test session, click on **Search**, select **Show all results**.

3. Place a **check mark** next to both the computer based test session and the SPV test session for the correct school.
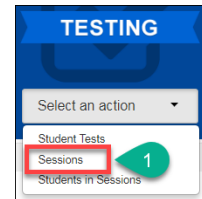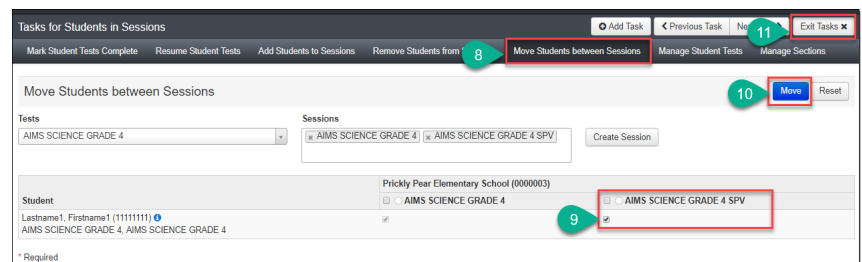
4. Click on the **Go to Students in Sessions** link.

5. Under the **Session List**, select **Combined View**.
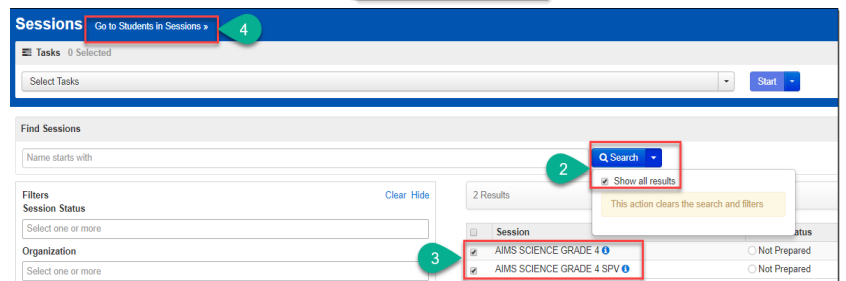
6. Place a **check mark** next to the student(s) name(s) that will be moved to the SPV test session.
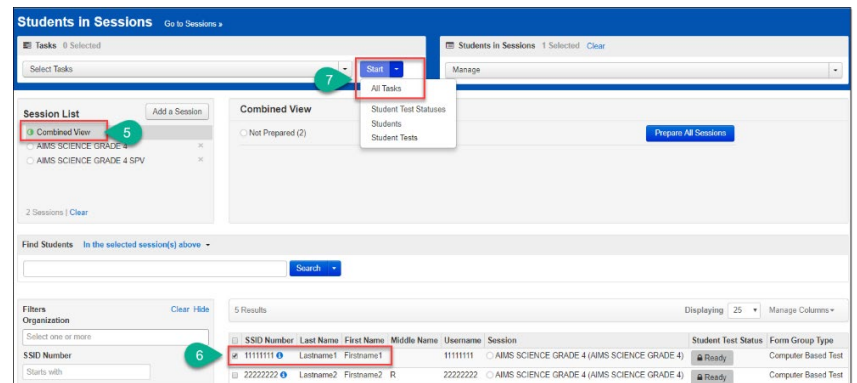
7. Go to **Start** and select **All Tasks**.

8. Select the **Move Students between Sessions** tab.

9. **Check** the box of the session the student is being moved to (SPV session).

10. Select **Move**.

11. Click **Exit Tasks**.

Step Four – Place an Additional Order for a Special Paper Version Test Materials

1. Follow the directions for Ordering Special Paper Version Accommodation Materials in the steps below.
2. ADE will approve all Special Paper Version Tests based on needs of students identified for Special Paper Version Accommodations. Steps One to Three must be completed prior to submitting an additional order.

Ordering Special Paper Version Accommodation Materials

If a Special Paper Version accommodation is needed, the AIMS Science District Test Coordinators is to place **one** consolidated additional order for the entire district. All additional orders are approved by the AIMS Science State Test Coordinator prior to being shipped.

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Orders & Shipment Tracking**.

2. On the **Orders Shipment and Tracking** screen, click the **Start** drop-down menu, and select **All Tasks**.

3. The Organizational (Code) auto-fills with the organization name. Verify the Organization (Code) is for the correct district.

4. In **Date Needed*** field enter today's date. *Note:* The Reason and Special Instruction fields are not required and can 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 AIMSScience@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.**

Note: If you are ordering any SPV booklets, you must also order labels.