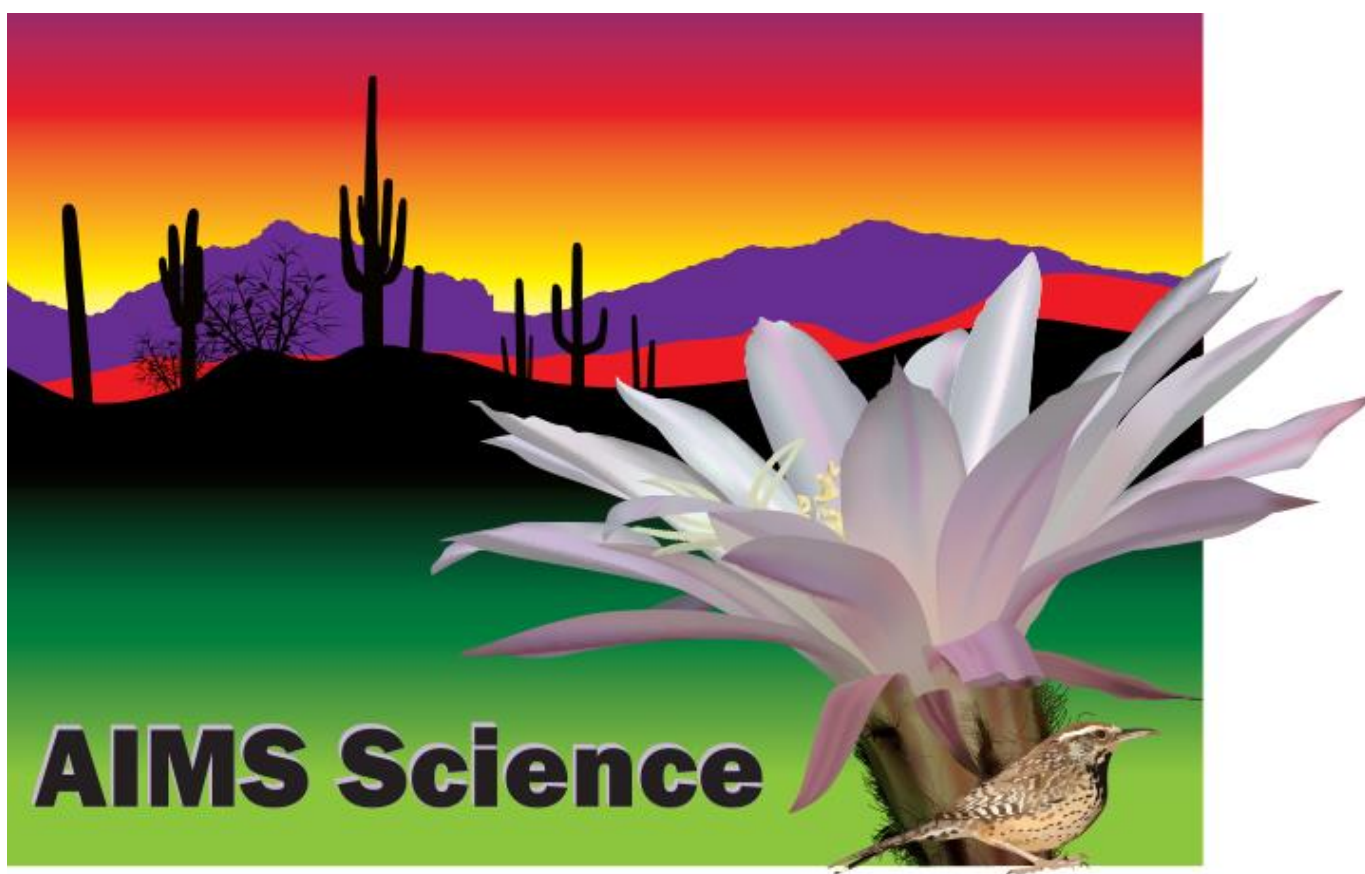


**AIMS SCIENCE**  
**SPRING 2020**  
**PearsonAccess<sup>next</sup>**  
**User's Guide**



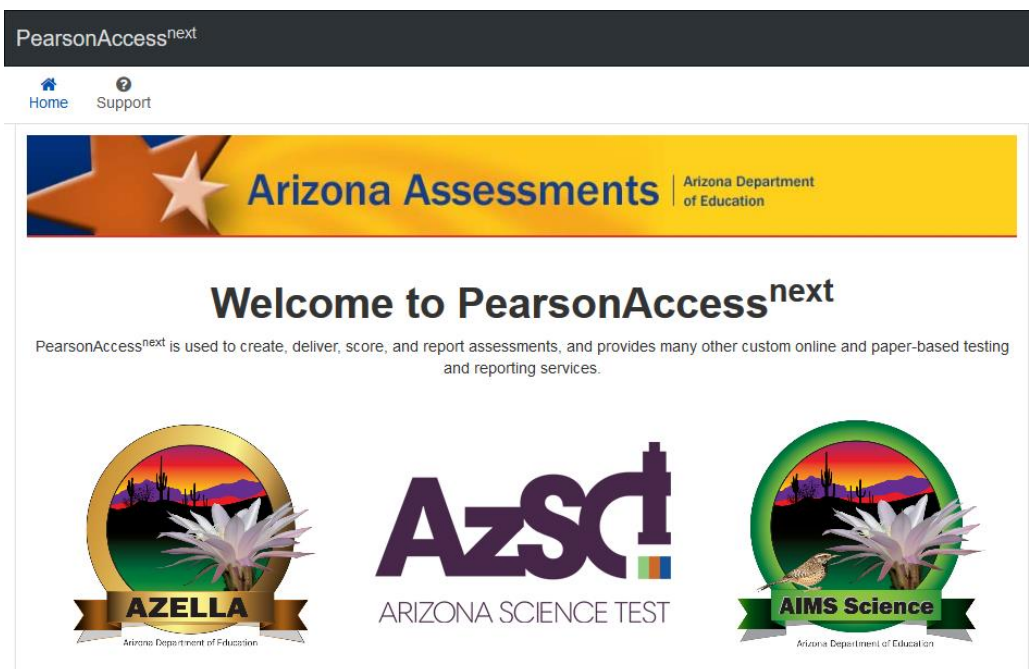
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## Welcome to PearsonAccess<sup>next</sup>

The Arizona PearsonAccess<sup>next</sup> website provides access to both Arizona Science and AZELLA testing programs. Users will only have access to the testing program(s) for which they have been assigned. This *PearsonAccess<sup>next</sup> User's Guide* will focus on tasks related to the Arizona Science Test Administration.



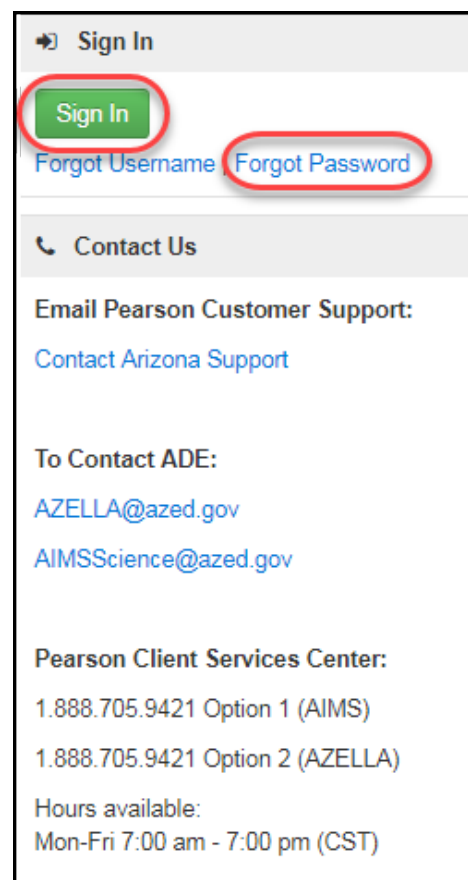
PearsonAccess<sup>next</sup> (PAN) is the website to access the Arizona Science Test administration. Your Username and Password give you access to all test administration functions. **Sign In** information is located on the right side of the Home Page. Your Username will be your email account. Passwords 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<sup>next</sup>, or for trouble logging in, contact **1-888-705-9421** (option 1), Monday through Friday, 7:00 a.m. to 7:00 p.m. CST, except holidays.

For e-mail support, please select the **Contact Arizona Support** link under the **Contact Us** section of the Home Page.

To make changes to contact or shipping information in PearsonAccess<sup>next</sup>, please contact the Arizona Science State Test Coordinator at [AIMSScience@azed.gov](mailto:AIMSScience@azed.gov).

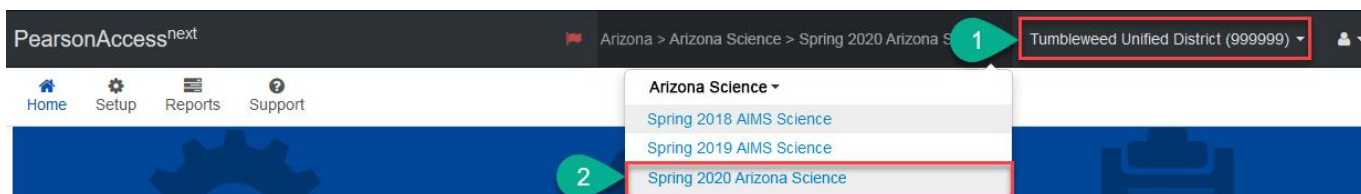


## Change Test Administration

If you have access to both Arizona Science and AZELLA, change the test administration for the correct program.

To change the test administration:

1. Select the **Organization Name** in the black task bar across the top of the screen. This will open the Organization drop-down menu.
2. From the **Test Administration** drop-down menu, select **Spring 2020 Arizona Science**.



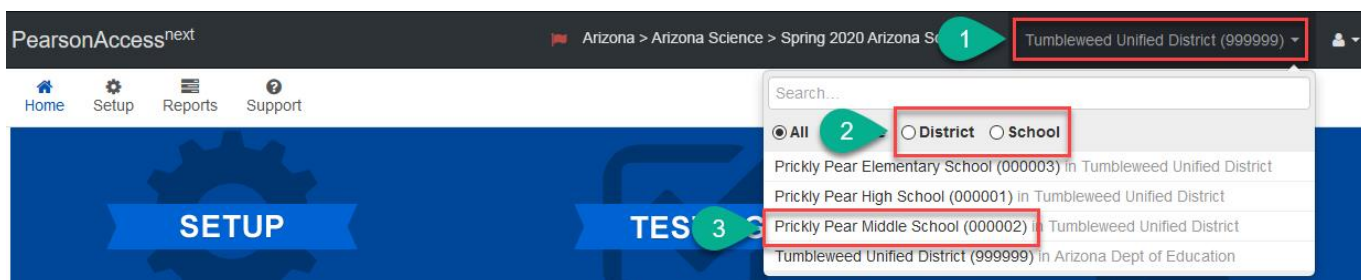
## Change District or School View

To change district view:

1. On the black task bar across the top of the screen, select the **Organization Name**. This will open the Organization drop-down menu.
2. On the Organization drop-down menu, select the **District** radio button.
3. Select the district to view information.

To change school view:

1. On the black task bar across the top of the screen, select the **Organization Name**. This will open the Organization drop-down menu.
2. On the Organization drop-down menu, select the **School** radio button.
3. Select the school to view information.



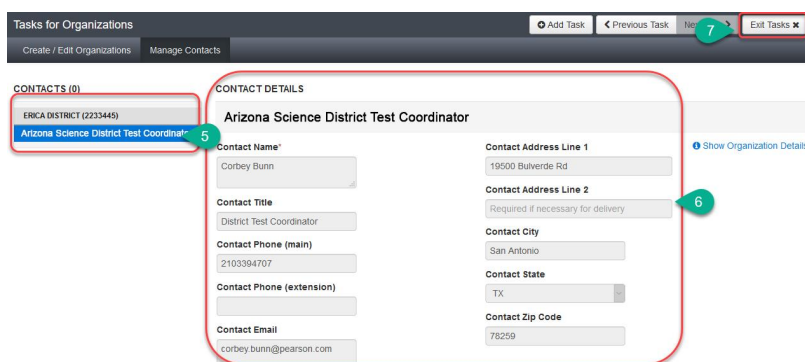
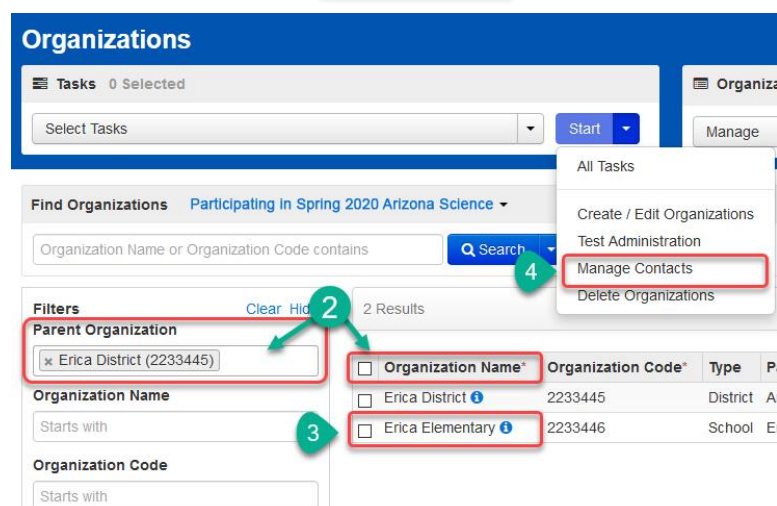
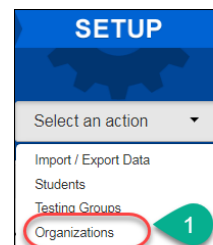
## Verify Contact Information and Shipping Address

Arizona Science District Test Coordinators need to verify their contact information and shipping address. Arizona Science District Test Coordinators **with more than one district must verify** contact information and shipping address for each of their districts.

To verify your contact and shipping information and the district's shipping address for Spring 2020 Arizona Science, go to PearsonAccess<sup>next</sup>.

The district name displayed on the black task bar across the top of the screen is the district contact and shipping information that is being verified.

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Organizations**.
2. Click on the **Parent Organization** text field. Select the district name from the drop-down 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** drop-down menu, select **Manage Contacts**.
5. Under the district name on the left side, select **Arizona Science District Test Coordinator** to view **CONTACT DETAILS**.
6. Contact information refers to the Arizona Science District Test Coordinator. Verify the **CONTACT DETAILS**. If the District Test Coordinator's name, phone number (main), email, or address (including city, state, and zip code) are incorrect, email the Arizona Science State Test Coordinator at [AIMSScience@azed.gov](mailto:AIMSScience@azed.gov).
7. Select the **Exit Tasks** button.
8. If you are the Arizona Science District Test Coordinator with more than one district, you must change the district name in the black task bar across the top of the screen. Repeat steps 1 -7.



## Managing Users

District Test Coordinators and School Test Coordinators have permission in PearsonAccess<sup>next</sup> to create User Accounts. Below are the various PearsonAccess<sup>next</sup> User Roles and permission levels:

Arizona Science		Arizona Science PearsonAccess <sup>next</sup> User Roles					
		Arizona Science District Test Coordinator	Arizona Science School Test Coordinator	Arizona Science School Test Administrator	Arizona Science Technology Coordinator	Arizona Science District Report Only Access	Arizona Science 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 Roles	Yes all roles beneath DTC	Yes All roles beneath STC	No	No	No	No
	Place Additional Orders	Yes	No	No	No	No	No
	Students	Import/Export, Create/edit students	Create, edit	View only	No	No	No
	User Files	Import/Export, Create/edit users	Import/Export, Create/edit users	No	No	No	No
	Student Registrations and Tests	Import/Export, Create/edit Student Registrations	Export, Create, Edit Student Registrations	Create, Edit,	No	No	No
	Testing Groups	Create/edit Student Testing Groups	Create/edit Student Testing Groups	Create/edit Student Testing Groups	No	No	No
	Online Test Sessions	Create/Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between sessions, Print Testing Tickets/Seal Codes	Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between sessions, Print Testing Tickets/Seal Codes	Add Students to Test Sessions, Print Testing Tickets/Seal Codes	Precaching, View/Edit Test Sessions, Edit Custom Settings	No	No
	Student Transfers	Request Student Transfer	No	No	No	No	No
	Operational Reports	View	View	View	View	View District	View School
	Published Reports	View	View	No	No	View District	View School



## Creating New Users

Each test administration has its own set of Arizona Science users. You may only create user accounts as described in the User Role Matrix table on page 7.

Users can be added either manually or through a file import.

### Manually Creating New Users

1. To add new users, go to the **SETUP** section. Click on the **Select an action** drop-down menu and select **Users**. This menu will look different for the various user roles. You may only create user accounts as described in the User Role Matrix table on page 7.
2. On the Users screen, from the **Start** drop-down menu, select **Create/Edit Users**.
3. Click on the **Selected Organizations\*** field. Select your organization (district or school) from the drop-down menu.
4. Click on the **Selected Roles\*** field. Select the appropriate User Role(s) from the drop-down 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 e-mail 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**.

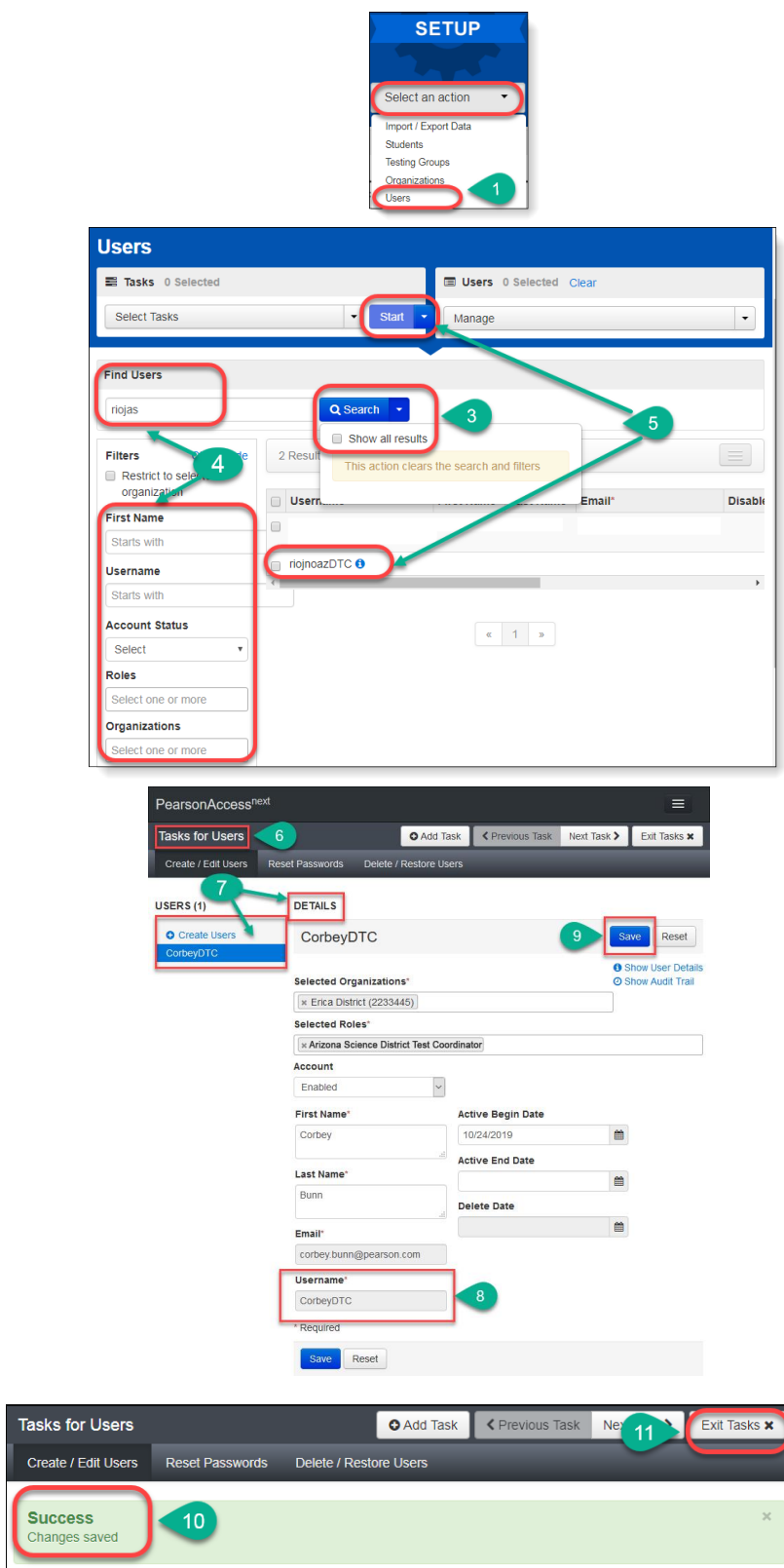
The screenshots illustrate the process of creating a new user in PearsonAccess<sup>next</sup>. The first screenshot shows the **SETUP** menu with the **Select an action** dropdown set to **Users** (indicated by a red circle and a green circle with the number 1). The second screenshot shows the **Users** screen with the **Start** dropdown menu open, highlighting **Create / Edit Users** (indicated by a red circle and a green circle with the number 2). The third screenshot shows the **Tasks for Users** section with the **Exit Tasks** button highlighted (indicated by a red circle and a green circle with the number 7). The fourth screenshot shows the **New User** form with the following fields and actions highlighted: **Selected Organizations\*** (indicated by a red circle and a green circle with the number 3), **Selected Roles\*** (indicated by a red circle and a green circle with the number 4), **Account** (indicated by a red circle and a green circle with the number 5), **First Name\*** (indicated by a red circle and a green circle with the number 5), **Last Name\*** (indicated by a red circle and a green circle with the number 5), **Email\*** (indicated by a red circle and a green circle with the number 5), **Username\*** (indicated by a red circle and a green circle with the number 6), and the **Create** button (indicated by a red circle and a green circle with the number 7).

**Note:** New users will receive a **Welcome** e-mail with instructions on next steps to access their PearsonAccess<sup>next</sup> account. Updated users will not receive an email but will have their access updated immediately in PearsonAccess<sup>next</sup>.



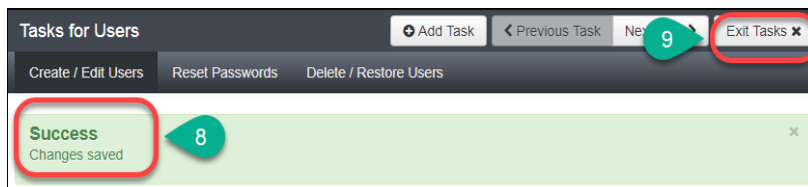
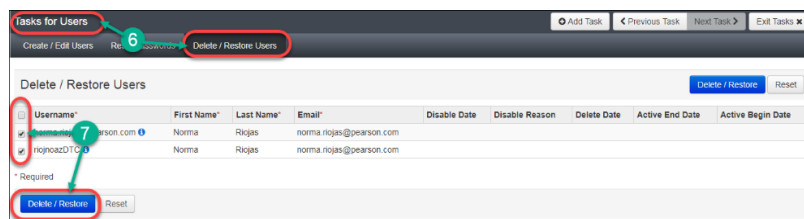
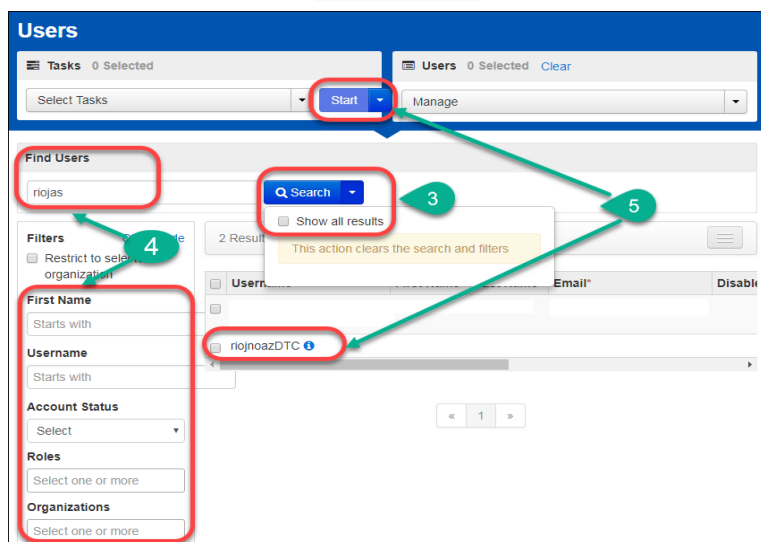
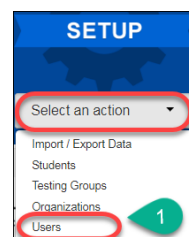
## Manually Editing Users

1. To edit users, go to the **SETUP** section. Click on the **Select an action** drop-down menu and select **Users**.
2. On the **Users** screen, search either by individual users or by roles.
3. To search for all users, select the **Search** button and select **Show all Results**.
4. To search for individual users, at the **Find Users** field, enter either last name or email. Select **Search**. Other options for filtering can be found under **Filters**, search by **First Name**, **Username**, **Roles**, or **Organizations**.
5. Place a **check mark** next to the user(s) that need(s) to be updated. Select the **Start** button and select **All Tasks**.
6. The **Tasks for Users** screen will open. The list of users is on the left side.
7. Select a user to be updated and user information will be listed under **DETAILS**.
8. Note: **Username\*** cannot be changed. If **Username\*** needs to be changed, the previous account must be deleted, and a new account must be created.
9. Update the user information and select **Save**.
10. A green **Success Changes saved** screen will appear.
11. Continue to make changes for all users. When all updates have been made and saved, click **Exit Tasks**.



## Manually Deleting Users

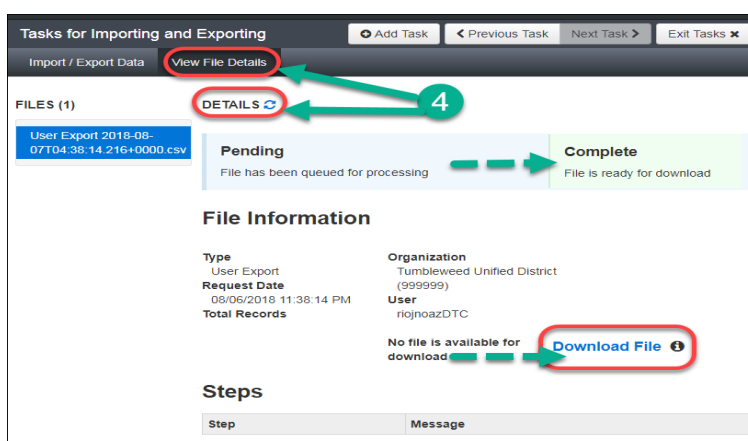
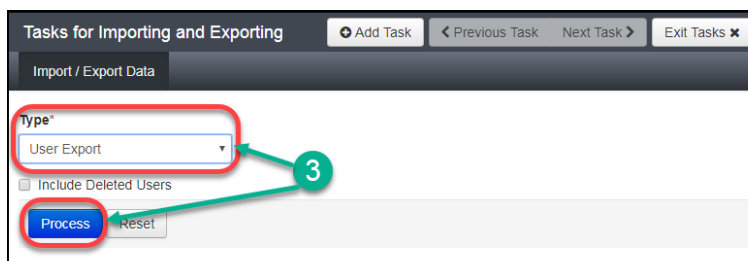
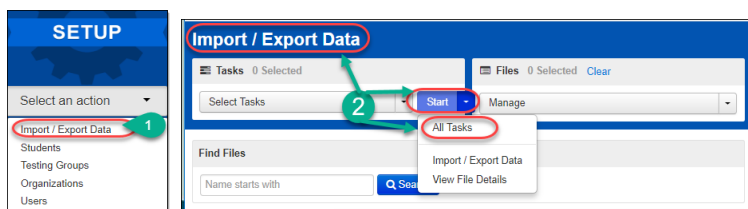
1. To edit users, go to the **SETUP** section. Click on the **Select an action** drop-down menu and select **Users**.
2. On the **Users** screen, search either by individual users or by roles.
3. To search for all users, select the **Search** button and select **Show all Results**.
4. To search for individual users, at the **Find Users** field, enter either last name or email. Select **Search**. Other options for filtering can be found under **Filters**, search by **First Name**, **Username**, **Roles**, or **Organizations**.
5. Place a **check mark** next to the user(s) that need(s) to be updated. Select the **Start** button and select **All Tasks**.
6. The **Tasks for Users** screen will open. Select the **Delete/Restore Users** tab.
7. Place a **check mark** next to the user(s) to be deleted. Click on the **Delete/Restore** button.
8. A green **Success Changes saved** screen will appear.
9. Continue to make changes (deletions) for all users. When all updates have been made and saved, click **Exit Tasks**.



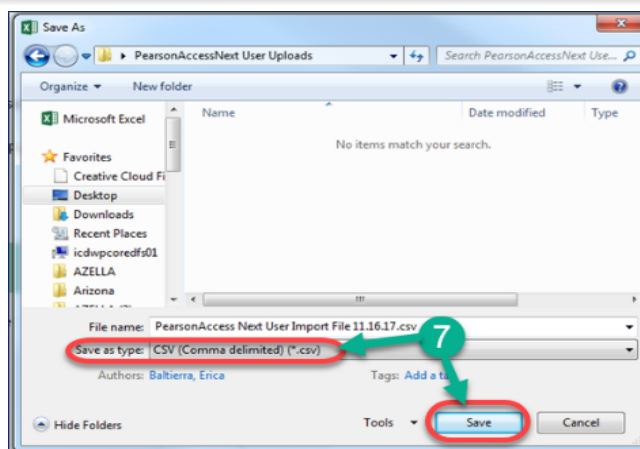
## Importing/Exporting Users

User data can be downloaded from PAN and user data can be updated with new users, current user changes, and user deletions with a single upload.

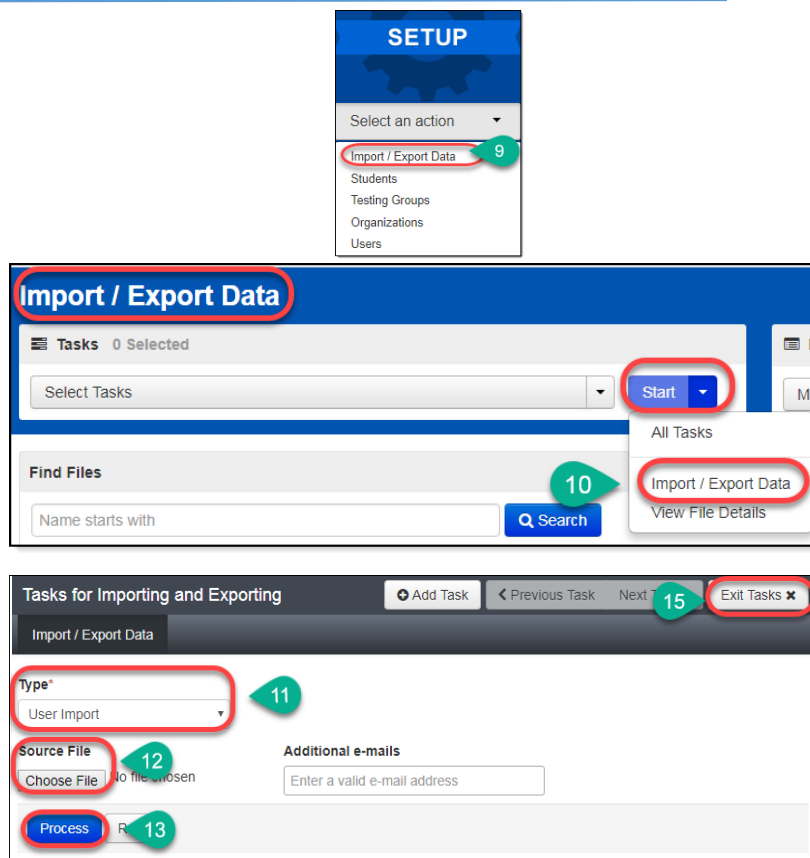
1. To import new users and update existing users, go to the **SETUP** section, click on the **Select an action** drop-down menu and select **Import/Export Data**.
2. On the **Import/Export Data** screen, from the **Start** drop-down menu, select **All Tasks**.
3. At the **Import/Export** tab, select the **Type\*** drop-down menu, select **User Export** and select **Process**.
4. 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 of the report. When the file has processed, the link will appear. Select the link to download the file.
5. The User Export file is a .csv file that can be opened with Excel.  
Note: If there were no applicable users, the file will only have column headers in Row 1.
6. Using the downloaded file as a template, the District or School Test Coordinator can update/fill in rows to edit or create new users using the User File layout on page 13.
7. When all users are added or updated, save the file as a .csv in the **Save as type** as a .csv file so that the file can be uploaded back into PearsonAccess<sup>next</sup>. Select **Save**.
8. Login back into PearsonAccess<sup>next</sup>.



Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Disable Reason
u	stouser01	Jane	Doe	jane.doe@districtone.com		000003 schoolCoord			No	
u	stouser02	John	Smith	john.smith@districtone.com		000003 schoolCoord			No	



9. Go to the **SETUP** section, click on the **Select an action** drop-down menu, and select **Import/Export Data**.
10. On the **Import/Export Data** screen, from the **Start** drop-down menu, select **Import/Export Data**.
11. On the **Tasks for Importing and Exporting** screen, select the **Type\*** drop-down menu and select **User Import**.
12. Under **Source File**, select **Choose File** to find and select the user import file you updated.
13. Select **Process**.
14. When the import is complete, you will see the Complete confirmation message.
15. Select **Exit Tasks**.



**Note:** New users will receive a **Welcome** email instructing on the next steps to access their PearsonAccess<sup>next</sup> account. Updated users will not receive an email but will have their access updated immediately in PearsonAccess<sup>next</sup>.

## Arizona Science User File Layout

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES	Additional Notes
1	Action	Action	N	Y	1	1	C = Create U = Update	Fill-in a <b>C</b> to create a new record  Fill-in a <b>U</b> to update an existing record
2	Username	Username	N	Y	8	100	No validations on data  Blank not allowed	Type User's Email Address
3	First Name	First Name	N	Y	1	50	No validations on data  Blank not allowed	Type User's First Name
4	Last Name	Last Name	N	Y	1	50	No validations on data  Blank not allowed	Type User's Last Name
5	Email	Email	N	Y	1	100	Must be valid email address	Type User's Email Address
6	Authorized Organizations	Authorized Organizations	N	Y		Variable		<ul style="list-style-type: none"> <li>• Type any or all Organization(s) Code(s) that the user's account is authorized to access.</li> <li>• Use only the school codes that are associated with the parent district. <b>Do not mix schools with other districts.</b></li> <li>• Do not include different organizations (districts) in the same file. <b>Each district needs to be uploaded in a separate individual file.</b></li> <li>• 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.</li> <li>• Multiple organization codes must be separated with a colon (:) (e.g.,123456:345678). <b>Do Not place a space in between colon and organization codes.</b></li> </ul>

								<ul style="list-style-type: none"> <li>• <b>Make sure to include any leading zeros.</b> (If you want them to see the district and all its schools, you must list the district entity code. If you want them to only see school level, use the school entity code (e.g., 001234).</li> </ul>
7	Roles	Roles	N	Y		Variable		<ul style="list-style-type: none"> <li>• Designated responsibilities in the system and designated data and system functions determines what the user's account can access and use</li> <li>• List all roles that user has which control abilities to access and act upon data in the system.</li> <li>• 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.</li> <li>• Multiple roles must be separated with a colon (:) (e.g., dataEntry:schoolReport). <b>Do Not place a space in between colon and organization codes.</b></li> <li>• Type the Coding for Roles Column: <ul style="list-style-type: none"> <li>o schoolCoord = AZ Science School Test Coordinator</li> <li>o schoolAdmin = AZ Science School test Administrator</li> <li>o techCoord = AZ Science Technology Coordinator</li> <li>o districtReport = AZ Science District Report Only Access</li> <li>o schoolReport = AZ Science School Report Only</li> </ul> </li> </ul>
8	Active Begin Date	Active Begin Date	N	N		10	Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year	<p>Leave column blank - this column does not need to be filled in with data.</p> <p><b>Do NOT</b> delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.</p>
9	Active End Date	Active End Date	N	N		10	Format as: MM/DD/CCYY MM is the 2-	Leave column blank - this column does not need to be filled in with data.



							digit month DD is the 2- digit day CC is the century YY is the 2- digit year	Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.
10	Disabled	Disabled	N	N		3	Yes = Account is disabled No = Account is not disabled  or Blank	Leave column blank - this column does not need to be filled in with data.  Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.
11	Disabled Reason	Disabled Reason	Y*	N		1000	No validations on data	Leave column blank - this column does not need to be filled in with data.  Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.

## Additional Orders

If an additional order is needed, the Arizona Science District Test Coordinator is to place **one** consolidated additional order for the entire district. All additional orders are approved by the Arizona 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 Tracking** screen, click the **Start** drop-down 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 [AIMSScience@azed.gov](mailto: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.

**SETUP**

Select an action

- Import / Export Data
- Students
- Testing Groups
- Organizations
- Users
- Orders & Shipment Tracking**

**Orders & Shipment Tracking**

Tasks 0 Selected

Select Tasks

**Start**

All Tasks

Find Orders Placed or Updated in

Orders

**Tasks for Orders**

Create / Edit Orders Cancel Orders

**ADDITIONAL ORDERS**

Create Additional Order

**DETAILS**

New Order

Organization (Code)

Tumbleweed Unified District (999999)

Date Needed\*

Reason

Special Instruction

**Ship To**

**Contact Information**

Contact Name\*

Mary Pat Wood

Job Title

District Test Coordinator

Email

marypat.wood@azed.gov

Phone

6025425345

Ext

Fax

**Shipping Address**

Address Line 1\*

1535 West Jefferson

Address Line 2

City\*

Phoenix

State\*

AZ

Zipcode\*

85007

**Materials Order**

0 Items

Add Items...

\* Required

Create Reset

**Edit Materials Order**

Amount	Description	Item #	Subject	Type	Grade
2	01. TEST COORDINATOR MANUAL	AZ00002933	Not Subject Specific	Miscellaneous	All
3	02. TEST ADMINISTRATION DIRECTIONS	AZ00002932	Not Subject Specific	Miscellaneous	All
1	03. SPV TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002929	Science	Test Book	Grade 4
0	04. SPV TEST BOOK GRADE 8 AIMS SCIENCE	AZ00002930	Science	Test Book	Grade 8
0	05. SPV TEST BOOK HS AIMS SCIENCE	AZ00002931	Science	Test Book	High School
0	06. LARGE PRINT TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002925	Science	Large Print	Grade 4
0	07. LARGE PRINT TEST BOOK GRADE 8 AIMS SCIENCE	AZ00002926	Science	Large Print	Grade 8
0	08. LARGE PRINT TEST BOOK HS AIMS SCIENCE	AZ00002927	Science	Large Print	High School
0	09. BRAILLE TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002922	Science	Braille	Grade 4
0	10. BRAILLE KIT GRADE 8 AIMS SCIENCE	AZ00002948	Science	Braille	Grade 8
0	11. BRAILLE TEST BOOK HS AIMS SCIENCE	AZ00002924	Science	Braille	High School
0	12. UPS NONSCOREABLE SHIPPING LABEL	AZ00002950	Not Subject Specific	Miscellaneous	All
0	13. GREEN NONSCOREABLE LABEL	AZ00002947	Not Subject Specific	Miscellaneous	All
0	14. RETURN BOX - 11 1/2 X 9 1/2 X 3	AZ00000567	Not Subject Specific	Miscellaneous	All
0	15. RETURN BOX - 11 1/2 X 9 1/2 X 6	AZ00000566	Not Subject Specific	Miscellaneous	All
0	16. RETURN BOX - 11 1/2 X 9 1/2 X 12	AZ00000565	Not Subject Specific	Miscellaneous	All

**Save** Cancel

9. The **Edit Materials Order** screen will close and take you back to the **Materials Orders** screen. The **Materials Order** section will update and show your selections and quantities. Verify that the information entered is correct.

Amount	Description	Item #
2	01. TEST COORDINATOR MANUAL	AZ00002868
3	02. TEST ADMINISTRATION DIRECTIONS	AZ00002867
1	03. SPV TEST BOOK KIT GRADE 4 AIMS SCIENCE	AZ00002881

**Create**

10. If the order is complete for the entire district, select **Create**.

11. A green **Success Changes saved** confirmation message will show once the order has been created.

**Success**  
Changes saved

**Create Additional Order**

**Exit Tasks**

12. On the left of the screen, select the **Additional Order** hyperlink to review the order.

13. Select **Exit Tasks**.

**Note:** After 24 hours, log back into PearsonAccess<sup>next</sup> to confirm that the Additional Order has been approved by the ADE.

## Managing Students

ADE will provide Pearson with an initial Student Registration Information file to upload in February into PearsonAccess<sup>next</sup>. The date for this upload is available on the District Test Coordinator Important Tasks Checklist.

The initial Student Registration Information (SRI) file will include student demographic information extracted from AzEDS based on district and school enrollments. Initial uploads will automatically register students for online testing, including placing students in online test sessions by grade level.

Districts may begin reviewing students in PearsonAccess<sup>next</sup> any time after the initial SRI file upload. The initial SRI file will not include information regarding student IEP requirements or accommodations.

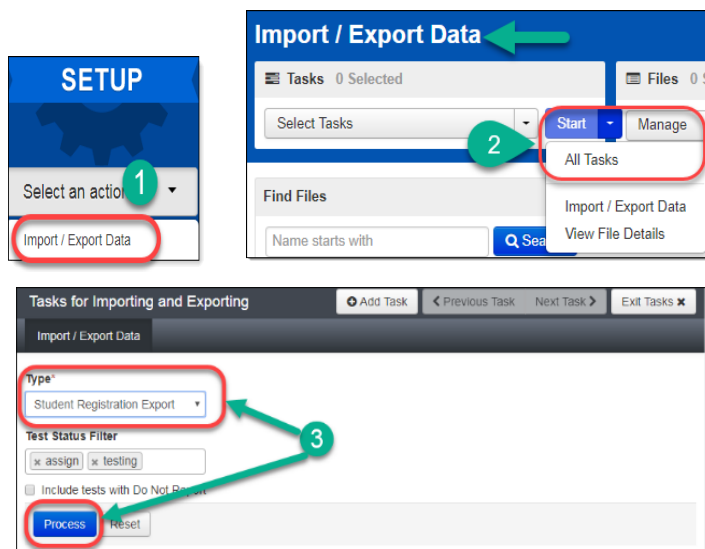
After adding students, District and School Test Coordinators can run a report in PearsonAccess<sup>next</sup> to view the students that have been registered for testing for AIMS Science using the Student Registration Export.

This is a list of the tasks that can be done through Managing Students in PearsonAccess<sup>next</sup>.

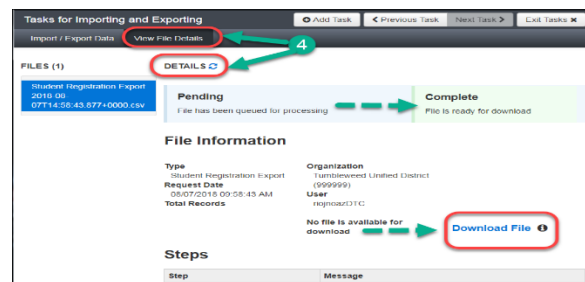
- Manage Student Registration – District and School Test Coordinators can view students that are currently registered in PearsonAccess<sup>next</sup>.
- Add New Students – Any student enrolled in the school after Pearson’s initial Student Registration Information file upload into PearsonAccess<sup>next</sup> will need to be added.
- Edit Student Demographic Information.
- Add/Edit Special Paper Version Accommodations.
- Edit a Student Test Assignment.
- Identify Students that require Special Paper Version Tests and assign students to a Special Paper Version Test Session.
- Create/Edit Students using the Student Registration Import file upload.

## View Student Registration Report

1. To view the Student Registration Report, go to **SETUP**, click on the **Select an action** drop-down menu, and select **Import/Export Data**.
2. On the **Import/Export Data** screen, from the **Start** drop-down menu, select **All Tasks**.
3. On the **Tasks for Importing and Exporting** screen and at the **Import/Export Data** tab, select the **Type\*** drop-down menu, select **Student Registration Export** and click **Process**.



4. The next screen is at the **View Files 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.

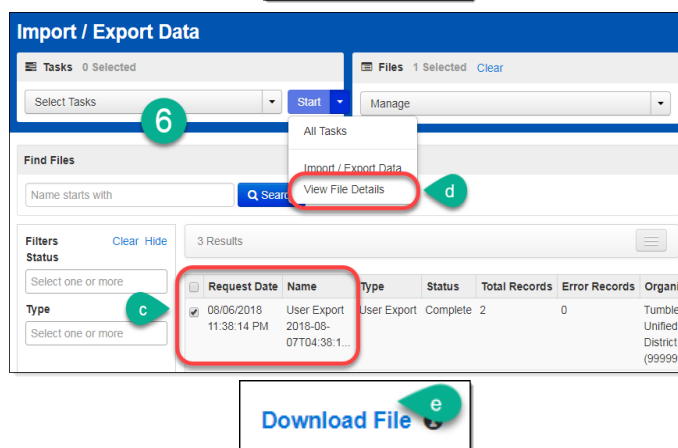
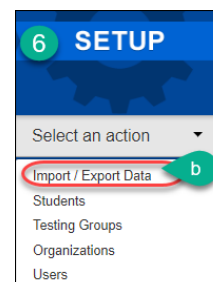


5. The **Student Registration Export** file is an Excel spreadsheet. The file will contain all the students who are registered to take the AIMS Science test.

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

	A	B	C	D	E	F	G	H	I	J	K
1	Organization Code	Organization Name	SISD Number	Student Last Name	Student First Name	Student Middle Initial	Date of Birth	Hispanic or Latino	White	Black or African American	Asian American
2	000003	Prickly Pear Elementary School	11111111	Lastname1	Firstname1		11/2/2006	Y			Y
3	000003	Prickly Pear Elementary School	22222222	Lastname2	Firstname2	B	1/9/2007	N	Y		
4	000003	Prickly Pear Elementary School	33333333	Lastname3	Firstname3	E	6/2/2007	N	Y		
5	000003	Prickly Pear Elementary School	55555555	Lastname4	Firstname4	G	5/2/2007	N	Y		
6	000003	Prickly Pear Elementary School	66666666	Lastname5	Firstname5	M	1/17/2007	Y			Y
7	000002	Prickly Pear Middle School	77777777	Lastname6	Firstname6	P	6/19/2002	N	Y		
8	000002	Prickly Pear Middle School	88888888	Lastname7	Firstname7		6/5/2002	N	Y		
9	000002	Prickly Pear Middle School	99999999	Lastname8	Firstname8	A	6/5/2003	N	Y		
10	000002	Prickly Pear Middle School	10101010	Lastname9	Firstname9	J	5/21/2002	N	Y		
11	000001	Prickly Pear High School	12121212	Lastname10	Firstname10	C	12/19/1997	N	Y		
12	000001	Prickly Pear High School	13131313	Lastname11	Firstname11		1/12/2002	Y			Y
13	000001	Prickly Pear High School	14141414	Lastname12	Firstname12		12/19/2000	Y			
14	000001	Prickly Pear High School	15151515	Lastname13	Firstname13	B	1/4/2001	Y			

6. Optional: You can log out of the **View Files Details** screen while the file is being generated. PearsonAccess<sup>next</sup> will send you an email stating that the export file is complete.
  - a. Login to PearsonAccess<sup>next</sup>.
  - b. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.
  - c. On the **Import/Export Data** screen, place a **check mark** in the box next to the file name.
  - d. From the **Start** drop-down menu, select **View File Details**.
  - e. Select the **Download File** link.



## Manually Creating New Students

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

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

### Task 1 – Create Student

- Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.
- From the **Start** drop-down menu, select **All Tasks**.
- On the **Tasks for Students** screen and at the **Create/Edit Students** tab, fill in the **New Student** details.

Note: Check the **Not Enrolled** box only if the student is not currently enrolled at the school where the test is administered. This check box is very rarely selected. Check with your District Test Coordinator before selecting the **Not Enrolled** check box. Select **Create**. You will receive a green **Success Changes saved** screen.

### Task 2 – Register Student

- Select the **Register Students** tab on the task bar. Under **STUDENTS**, select the student's name.
- Under the details, place a **check mark** in the box next to **Registered** to activate the form.
- Complete the form with the student's **Grade** or **Cohort**. Select **Save**. You will receive a green **Success Changes saved** screen.

### Task 3 – Test Assignment

- Select the **Manage Student Tests** tab on the task bar.
- In the **TEST DETAILS** section, under **Student\***, select the student's name from the drop-down menu.



9. Under **Test\***, select the appropriate test from the drop-down menu. To assign a Special Paper Version (SPV) test, the students must have a current IEP or 504 Plan that restricts them from using a computer.
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 groups, this will not be an option available in the drop-down menu.
12. Under **Format\***, select **Online** for either the regular tests or the SPV tests.
13. Place a check mark in the **Text-to-Speech** box. This is a mandatory field. An error message will display if the check box is not marked.
14. For an online test, under **Non-Embedded Accommodations**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Click **Create**.
15. When finished selecting accommodations, go to the **Student Tests** to select the student's test.
16. For **Visual Assistance Tools**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Click **Save**.

**Note:** To add a Special Paper Version accommodation for a new student, see Special Paper Version Accommodations on page 30.

STUDENT TESTS (0) TEST DETAILS

[+ Create Student Tests](#) New Student Test [Create](#) [Reset](#)

Student\* Lastname18, Firstname18 J(2) 9

Organization\* Prickly Pear Elementary School (00000003) 10

Test\* AIMS SCIENCE GRADE 4 11

Testing Group Select 11

Format\* Online 12

☐ Text-to-Speech 13

☐ Text-to-Speech 13

Text-to-Speech must be checked.

STUDENT TESTS (0) TEST DETAILS

[+ Create Student Tests](#) New Student Test [Create](#) [Reset](#)

Student\* Lastname20, Firstname20 N(2) 14

Organization\* Prickly Pear Elementary School (00000003) x

Test\* AIMS SCIENCE GRADE 4 x

Testing Group Select

Format\* Add

☒ Text-to-Speech

Special Education EL Classification Migrant

**Non-Embedded Accommodations**

☒ Adult Transcription ☐ Sign Test Content ☐ Translate Directions

STUDENT TESTS (1)

[+ Create Student Tests](#)

Student	Test	Status
LASTNAME20, FIRSTNAME20 N (23232323)	AIMS SCIENCE GRADE 4	Assigned 15

**Visual Assistance Tools**

PNP Color Contrast

☐ PNP Answer Masking 16 ☐ PNP Magnifier Tool

☐ PNP Line Reader

## Adding Students to a Test Session

To add students to an existing test session in PearsonAccess<sup>next</sup>:

1. Go to **TESTING**, select **Sessions**.
2. Search for the test session that was created under **Find Sessions**. Click **Search**.
3. Place a **check mark** next to the test session for the correct school.
4. Go to **Start**, 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** in the box next to each selected student.
9. Select **Save**.

The screenshot illustrates the process of adding students to a test session in PearsonAccess<sup>next</sup>. It is divided into two main parts: the 'Sessions' management area and the 'Tasks for Sessions' area.

**Sessions Section:**

- A dropdown menu under 'TESTING' shows 'Sessions' selected (1).
- The 'Sessions' list shows a search bar and a 'Find Sessions' button (2).
- A table of sessions is displayed with columns for Session, Session Status, Scheduled Start Date, Test, # Students, Actual Start Date, and Organization. A session for 'AIMS SCIENCE HIGH SCHOOL' is selected (3).
- The 'Start' button is clicked, and 'All Tasks' is selected (4).

**Tasks for Sessions Section:**

- The 'Add/Remove Students in Sessions' tab is selected (5).
- The 'SESSIONS (1)' list on the left shows 'AIMS SCIENCE HIGH SCHOOL' selected (6).
- The 'DETAILS' section shows the 'Find by name' field selected (7).
- A table of students to be added is shown with columns for Student, Test, Group, and Organization. A student is selected (8).
- The 'Assigned Students' section shows a list of students with checkboxes. The 'Save' button is at the bottom (9).

## Editing a Student Test Assignment

The student data upload will register all students to an online test. If you identify a student that is in the wrong Grade, or Cohort, or requires a Special Paper Version (SPV) test, you must change their Test Assignment. For instructions on SPV, please see the Special Paper Version Accommodations section on page 30.

To update a student's test assignment in PearsonAccess<sup>next</sup>:

1. Go to **SETUP**, select **Students**.
2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
3. Place a **check** in the box next to the student name(s) that need(s) to be updated.
4. From the **Start** drop-down menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top.
6. On the left side 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, under **Student\***, select the student's name.
10. Select **Organization\***. Select the correct school.
11. Select **Test\***. Select the appropriate test.
12. **Testing Group**, leave blank. Optional.
13. Select **Type\***. Select **Online**.
14. Place a checkmark in the **Text-To-Speech** box.
15. Select **Create**.

The screenshot illustrates the PearsonAccess<sup>next</sup> interface with numbered callouts corresponding to the steps in the list:

- 1:** The 'Students' link in the 'SETUP' menu.
- 2:** The 'Search' button in the 'Find Students' section.
- 3:** The 'Assigned' checkbox in the 'STUDENT TESTS' list.
- 4:** The 'All Tasks' option in the 'Start' dropdown menu.
- 5:** The 'Manage Student Tests' tab in the top navigation bar.
- 6:** The 'Assigned' checkbox in the 'STUDENT TESTS' list.
- 7:** The 'Save' button in the 'TEST DETAILS' section.
- 9:** The 'Student\*' dropdown menu.
- 10:** The 'Organization\*' dropdown menu.
- 11:** The 'Test\*' dropdown menu.
- 12:** The 'Testing Group' dropdown menu.
- 13:** The 'Format\*' dropdown menu.
- 14:** The 'Text-to-Speech' checkbox.
- 15:** The 'Create' button.

## Editing Student Demographic Information

Demographic information includes the Student's Name, SSID Number, Date of Birth, Gender, and Ethnicity.

**Note:** Check with your District Test Coordinator before selecting the **Not Enrolled** check box. This is rarely used.

1. To edit *student demographic information*, go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.
2. On the **Students** screen, search by either **Last Name** or **SSID Number**, click **Search**. Additional option would be to click **Search** and place a **check** next to **Show all Results**.
3. Place a **check** in the box(es) next to the student name(s) that need to be updated.
4. On the **Students** screen, from the **Start** drop-down 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 student and select **Save**.
7. Continue editing any additional students, if necessary. Click **Exit Tasks** when all students have been edited.

The screenshots illustrate the following steps:

- SETUP** menu: Select **Students** from the **Select an action** drop-down.
- Students** screen: Search by **Last Name** or **SSID Number**. Click **Search**. Check **Show all Results**.
- Tasks for Students** screen: Select the student to be edited from the **STUDENTS** list.
- Create / Edit Students** form: Edit demographic information (Organization, Student First Name, Student Last Name, Date of Birth, Student Middle Initial, Gender, Ethnicity, White, Black or African American, Not Enrolled). Click **Save**.

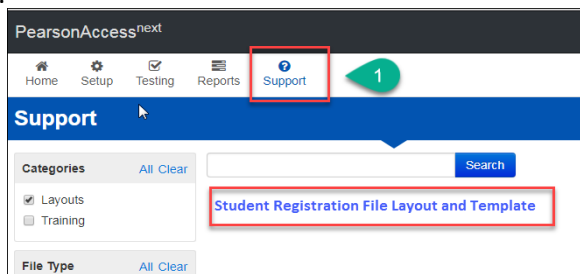
## Creating/Editing Students from a File Import

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.

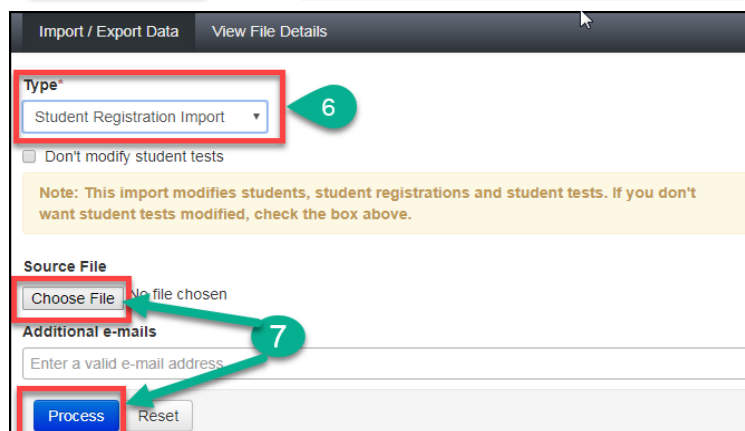
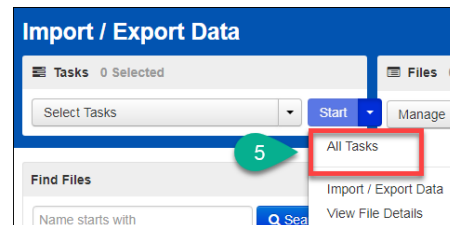
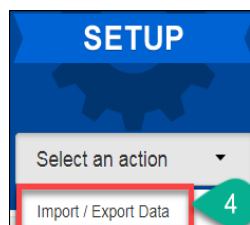
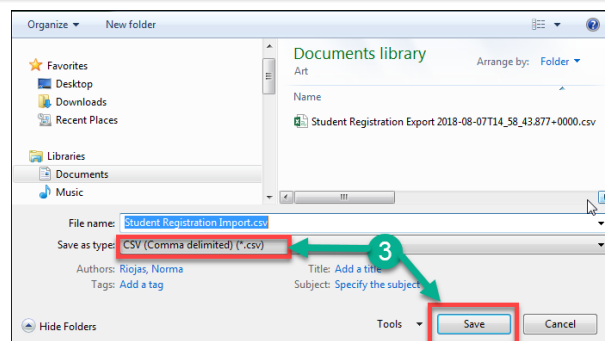
To create or edit students via an SRI file upload in PearsonAccess<sup>next</sup>:

1. Download the blank AIMS Science Student Registration File Layout/Template from the **Support** section.
2. Fill in the AIMS Science Student Registration Import file according to the Data File Layout tab. See next page for file layout.
3. Save the AIMS Science Student Registration Import File as a .csv file to your desktop.
4. To import the AIMS Science Student Registration Import file, go to the **SETUP** section, click on **Select an action**, select **Import / Export Data**.
5. On the **Import / Export Data** screen, from the **Start** drop-down menu, select **All Tasks**.
6. On the **Tasks for Importing and Exporting** screen, from the **Type\*** drop-down menu select **Student Registration Import**.
7. Select **Choose File** and AIMS Science Student Registration Import file you created earlier. Select **Process**.

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



	A	B	C	D	E	F	G	H	I
1	Organization Code	Organization Name	SSID Number	Student Last Name	Student First Name	Student M	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



## STUDENT REGISTRATION File Layout: Arizona Science Spring 2020

FIELD #	NAME (Display Name in UI)	FIELD NAME (FILE HEADER TITLE)	READ ONLY (Y/N)	REQUIRED (Y/N)	MIN LENGTH	MAX LENGTH	VALID VALUES
1	Organization Code	Organization Code	N	Y	7	7	Numeric (0-9) Blank not allowed Records with blanks and invalid values in this field will be rejected.
2	Organization Name	Organization Name	N	N	1	35	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
3	SSID Number	SSID Number	Y	Y	11	11	Numeric, 0-9 *Must be unique
4	Student Last Name	Student Last Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
5	Student First Name	Student First Name	N	Y	1	75	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces Records with blanks and invalid values in this field will be rejected.
6	Student Middle Initial	Student Middle Initial	N	N		1	A-Z, a-z or blank
7	Date of Birth	Date of Birth	N	Y		10	Date (M=Month, D=Day, Y=Year) MM/DD/YYYY
8	Ethnicity (Hispanic/Latino)	Hispanic or Latino	N	Y	1	1	Y=Yes N=No
9	White	White	N	N		1	Y=Yes N=No or blank
10	Black or African American	Black or African American	N	N		1	Y=Yes N=No or blank
11	Asian	Asian	N	N		1	Y=Yes N=No or blank
12	American Indian or Alaskan Native	American Indian or Alaskan Native	N	N		1	Y=Yes N=No or blank
13	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander	N	N		1	Y=Yes N=No or blank



14	Gender	Gender	N	Y		1	M = Male F = Female Records with blanks and invalid values in this field will be rejected.
15	Grade	Grade	N	Y*	2	2	Numeric 04, 05, 08, 11 or Blank Grade must be present for students participating in Grades 4&8 Science and 5,8,&11 AzSCI Prototype Field Test Must be blank for students participating in HS Science test
16	Cohort	Cohort	N	Y*	2	2	22 = 2022 23 = 2023 or Blank Cohort must be present for students participating in HS Science Must be blank for students participating in Grades 4&8 AIMS Science test and Grades 5,8,&11 for the AzSCI Prototype Field Test
17	Special Education	Special Education	N	N		1	1 = Participating Blank = Not Participating
18	EL Classification	EL Classification	N	N		1	1 = Participating Blank = Not Participating
19	Migrant	Migrant	N	N		1	1 = Participating Blank = Not Participating
20	SES	SES	N	N		1	1 = Participating Blank = Not Participating
21	Test Code	Test Code	N	N		8	AIMS04 = AIMS SCIENCE GRADE 4 AIMS08 = AIMS SCIENCE GRADE 8 AIMSHS = AIMS SCIENCE HIGH SCHOOL AZSC05 = AzSCI GRADE 5 AZSC08 = AzSCI GRADE 8 AZSCHS = AzSCI GRADE 11 If blank, set automatically based on Cohort and Grade fields
22	Format	Format	N	N		10	online = Online If not = online, set automatically in load

At times, when the SRI file has completed processing in PearsonAccess<sup>next</sup> 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<sup>next</sup> with another school or district. Refer to the image for sample issues.

When this occurs, the District Test Coordinator needs to submit a **Work Request** in PearsonAccess<sup>next</sup>. 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 the ADE at [AIMSScience@azed.gov](mailto:AIMSScience@azed.gov).

Refer to directions beginning on page 47.

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 Picky Pear School.
12	The Test AZP04 is already assigned to this student in organization Picky Pear School.
15	The Test AZP04 is already assigned to this student in organization Picky Pear School.

**Note:** Students cannot be deleted from PearsonAccess<sup>next</sup>. A student will be removed when another district/charter adds the student to their registration.

## Optional: Creating Testing Groups

Testing Groups are optional for PearsonAccess<sup>next</sup>. For those wanting to group students by classroom or testing days, this may be completed using the Testing Group function.

To create the optional testing groups in PearsonAccess<sup>next</sup>:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Testing Groups**.
2. Select **All Tasks** from the **Start** drop-down 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. Select the **Add/Remove Student Tests in Testing Groups** tab.
6. On the left side of the screen, select the Testing Group from the list.
7. Select the **Find by name or ID within the Organization** to find the desired student.
8. Select the student name to add the student to the Testing Group. Repeat this until all students have been selected.
9. Once the students are selected, they will populate below the **Find by name or ID within the Organization** filter. *Note: If a student is selected in error, you can remove the student by selecting the "x" by the student's name.*
10. Place a **check** in the box next to each student, then select **Save**. Repeat this process for each Testing Group created.
11. Select the **Exit Tasks** button.

The screenshots illustrate the following steps:

- Screenshot 1:** The 'SETUP' section is shown with the 'Select an action' drop-down menu open, and 'Testing Groups' is selected (callout 1).
- Screenshot 2:** The 'Testing Groups' page is shown with the 'Start' drop-down menu open, and 'All Tasks' is selected (callout 2).
- Screenshot 3:** The 'Create/Edit Testing Groups' tab is selected. The 'Organization' is set to 'Prickly Pear Intermediate School', the 'Name' is 'Mrs Smith Grade 4', and the 'Description' is 'Lab Room 123'. The 'Create' button is highlighted (callout 4).
- Screenshot 4:** The 'Add/Remove Student Tests in Testing Groups' tab is selected. The 'Testing Groups' list on the left shows 'Mrs Smith Grade 4' (callout 6). The 'Find by name or ID within the Organization' search box is used to find students (callout 7). The student 'Mrs Smith Grade 4' is selected (callout 8). The 'Save' button is highlighted (callout 10).

## Special Paper Version Accommodations

All Special Paper Version (SPV) test requests must be approved by ADE. Please see the Arizona Science District Test Coordinator Important Tasks Checklist for detailed steps for receiving approval prior to proceeding with identifying a student's Special Paper Version test accommodation in PearsonAccess<sup>next</sup>.

Students that require a Special Paper Version test must be identified in PearsonAccess<sup>next</sup>. 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

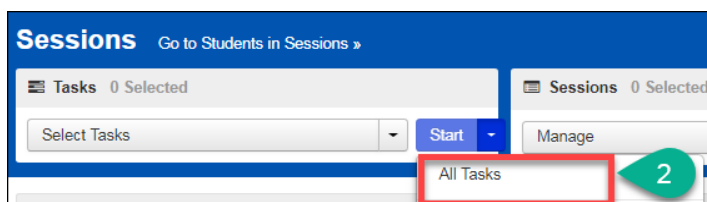
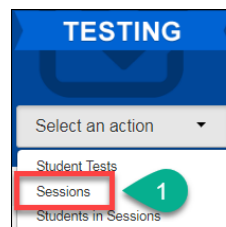
### Step One – Create a Special Paper Version Test Session

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**.

The screenshot shows the 'Tasks for Sessions' interface. At the top, there are navigation buttons: 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a sub-header with 'Create / Edit Sessions', 'Delete Sessions', and 'Add/Remove Students in Sessions'. The main section is titled 'SESSIONS (0) DETAILS' and 'New Session'. It contains several input fields and buttons, with numbered callouts indicating the steps:

- 3**: Points to the 'Create Session' button.
- 4**: Points to the 'Session Name\*' field, which contains 'AIMS SCIENCE GRADE 4 SPV'.
- 5**: Points to the 'Organization\*' field, which contains 'Prickly Pear Elementary ...'.
- 6**: Points to the 'Test Assigned\*' field, which contains 'AIMS SCIENCE GRADE 4'.
- 7**: Points to the 'Scheduled Start Date\*' field, which contains '03/25/2019'.
- 8**: Points to the 'Form Group Type\*' field, which contains 'SPV Form'.
- 9**: Points to the 'Create' button.

Other visible fields include 'Scheduling', 'Proctor Reads Aloud' (checkbox), 'Scheduled Start Time' (01:00 AM), and 'Lab Location'.

## 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. Under **Non-Embedded Accommodations**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Skip over the **Visual Assistance Tools** sections as they apply to computer-based testing only.
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.

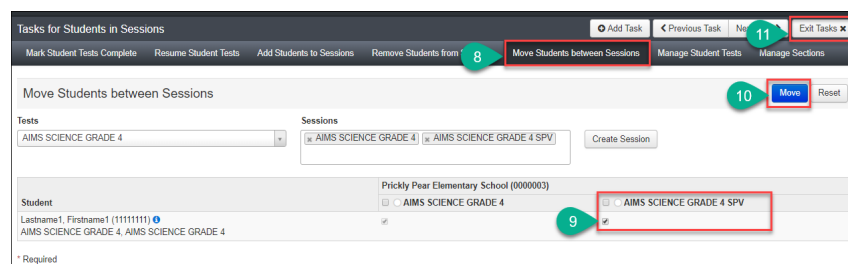
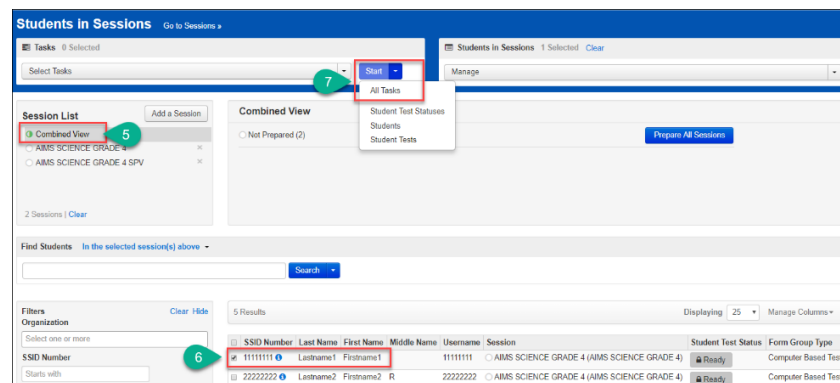
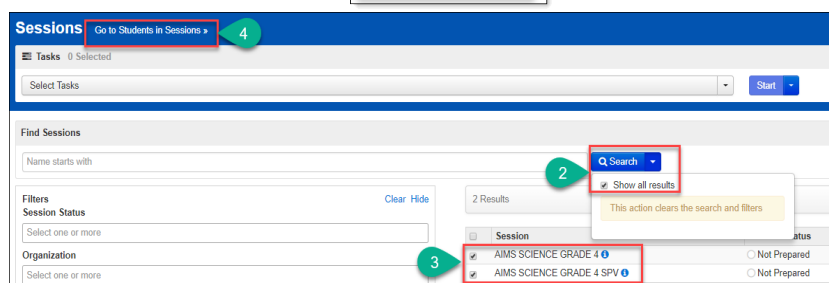
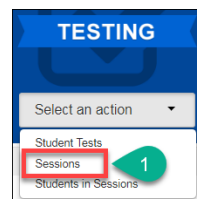


## Step Three – Move Student to a Special Paper Version Test Session

If a district changed a student test assignment from an online test to a Special Paper Version test through the PearsonAccess<sup>next</sup> user interface, the student must be placed in a Special Paper Version Session.

To add students to an existing SPV test session in PearsonAccess<sup>next</sup>:

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 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 Arizona Science District Test Coordinators is to place **one** consolidated additional order for the entire district. All additional orders are approved by the Arizona 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 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](mailto: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.

The screenshots show the following steps:

- SETUP** screen, **Select an action** drop-down menu, selecting **Orders & Shipment Tracking**.
- Orders & Shipment Tracking** screen, **Start** drop-down menu, selecting **All Tasks**.
- Tasks for Orders** screen, **Create Additional Order** button.
- Organization (Code)** field auto-fills with **Tumbleweed Unified District (999999)**.
- Date Needed\*** field.
- Ship To** section, **Contact Information** and **Shipping Address** fields.
- Add Items** button.
- Edit Materials Order** screen, **Save** button.

Amount	Item #	Item Description	Item #	Subject	Type	Grade
2	01	TEST COORDINATOR MANUAL	AZ00002933	Not Subject Specific	Miscellaneous	All
3	02	TEST ADMINISTRATION DIRECTIONS	AZ00002932	Not Subject Specific	Miscellaneous	All
1	03	SPV TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002929	Science	Test Book	Grade 4
0	04	SPV TEST BOOK GRADE 8 AIMS SCIENCE	AZ00002930	Science	Test Book	Grade 8
0	05	SPV TEST BOOK HS AIMS SCIENCE	AZ00002931	Science	Test Book	High School
0	06	LARGE PRINT TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002925	Science	Large Print	Grade 4
0	07	LARGE PRINT TEST BOOK GRADE 8 AIMS SCIENCE	AZ00002926	Science	Large Print	Grade 8
0	08	LARGE PRINT TEST BOOK HS AIMS SCIENCE	AZ00002927	Science	Large Print	High School
0	09	BRAILLE TEST BOOK GRADE 4 AIMS SCIENCE	AZ00002922	Science	Braille	Grade 4
0	10	BRAILLE KIT GRADE 8 AIMS SCIENCE	AZ00002948	Science	Braille	Grade 8
0	11	BRAILLE TEST BOOK HS AIMS SCIENCE	AZ00002924	Science	Braille	High School
0	12	UPS NONSCOREABLE SHIPPING LABEL	AZ00002950	Not Subject Specific	Miscellaneous	All
0	13	GREEN NONSCOREABLE LABEL	AZ00002947	Not Subject Specific	Miscellaneous	All
0	14	RETURN BOX - 11 1/2 X 9 1/2 X 3	AZ00000557	Not Subject Specific	Miscellaneous	All
0	15	RETURN BOX - 11 1/2 X 9 1/2 X 6	AZ00000556	Not Subject Specific	Miscellaneous	All
0	16	RETURN BOX - 11 1/2 X 9 1/2 X 12	AZ00000555	Not Subject Specific	Miscellaneous	All

## Preparing for Testing

Once all students have been added and assigned to a session, but no earlier than a couple of days before the scheduled testing day, the Arizona Science District Test Coordinator, School Test Coordinator, or Test Administrator may begin the preparations for testing day.

### Session Resources

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

- **Seal Codes** are used to unlock each section of the test. The seal codes are provided to students before administering each section on the testing day.
- **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.
- **Testing Tickets** provides the student's username and password for logging in to TestNav 8, Pearson's online testing platform.

To access the various session resources in PearsonAccess<sup>next</sup>:

1. Go to **TESTING**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to look at the sessions:
  - a. Place a **check** in the box next to each session name you want to work with, or
  - b. Place a **check** 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, select a session name from the **Session List**.
6. Select the **Resources** drop-down menu to see the list of session resources.

The image displays two screenshots of the PearsonAccess<sup>next</sup> interface with numbered callouts (1-6) indicating the steps to access session resources.

**Screenshot 1: TESTING Screen**

- 1**: In the **TESTING** header, the **Sessions** link is highlighted in the left sidebar.

**Screenshot 2: Sessions Screen**

- 2**: The **Search** button is highlighted in the top right of the **Sessions** section.
- 3**: The **Show all results** checkbox is checked in the **Find Sessions** section.
- 4**: The **Go to Students in Sessions** link is highlighted in the top right of the **Sessions** section.

**Screenshot 3: Students in Sessions Screen**

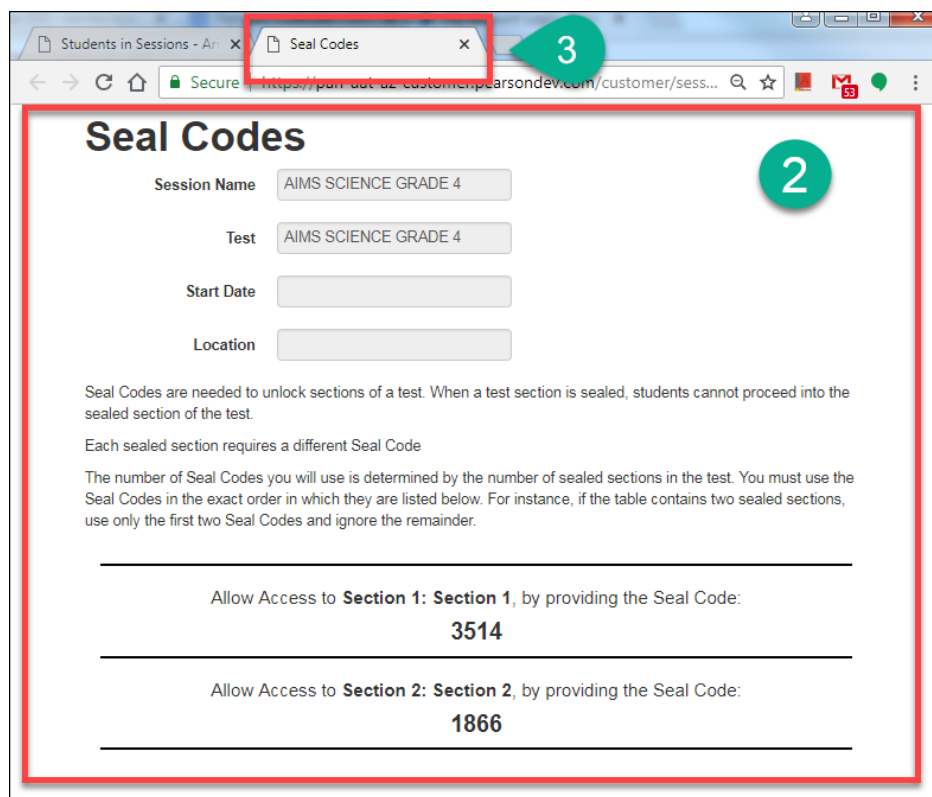
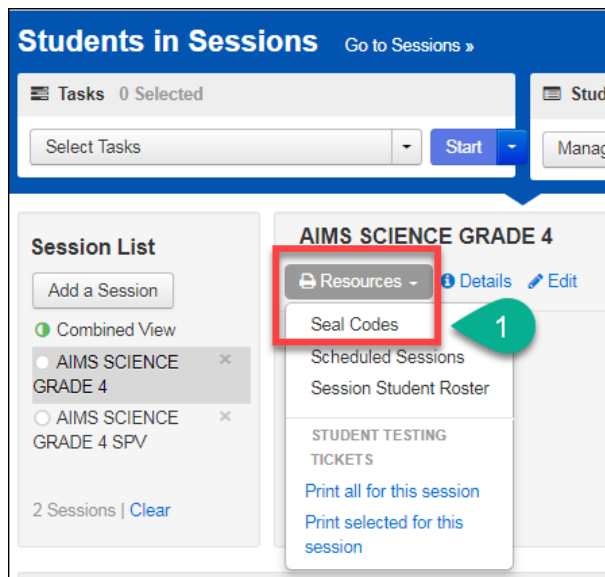
- 5**: In the **Session List** on the left, the **AIMS SCIENCE GRADE 4** session is selected.
- 6**: In the **AIMS SCIENCE GRADE 4** section on the right, the **Resources** drop-down menu is highlighted.

## Seal Codes

Seal Codes are used to unlock each section of the test. The seal codes are provided to students before administering each section on testing day.

1. On the **Resources** drop-down, select **Seal Codes**.
2. The **Seal Codes** report will open in a new tab on your internet browser for the selected session. Each session will have a unique **Seal Code** report.
3. Close the tab on your internet browser that displays the Seal Codes when finished.

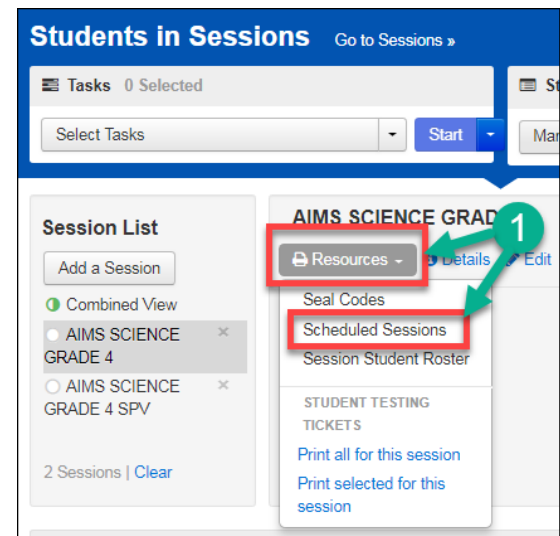
**Note:** The Seal Code report should be treated as **secure** test material.



## Scheduled Sessions

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

1. On the **Resources** drop-down 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.



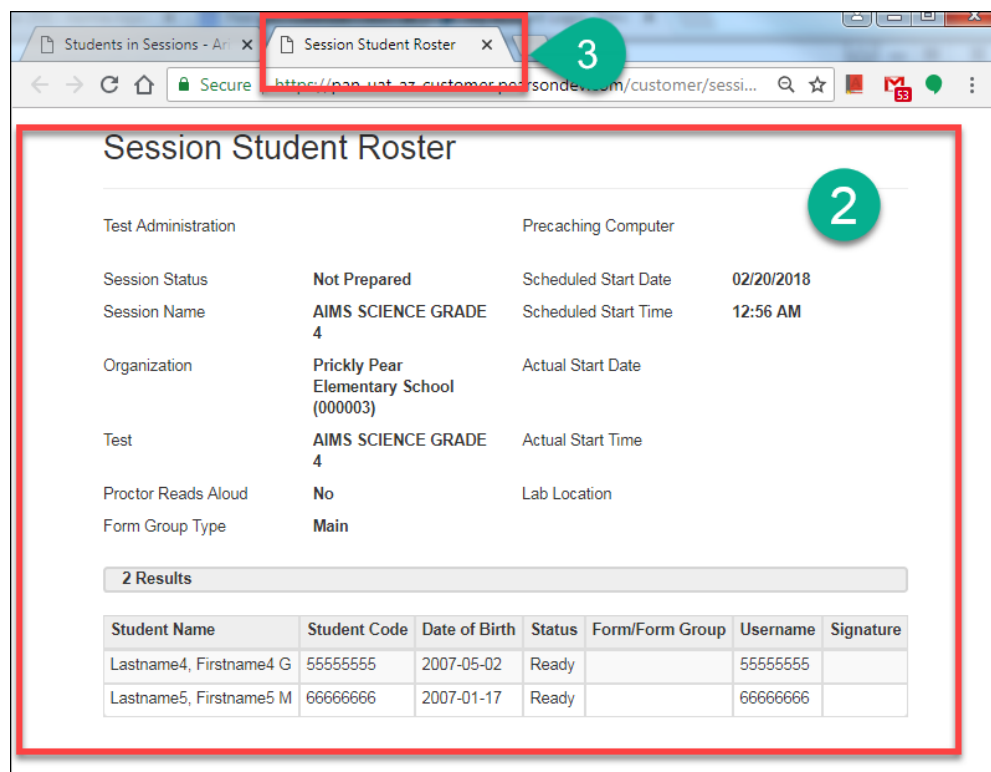
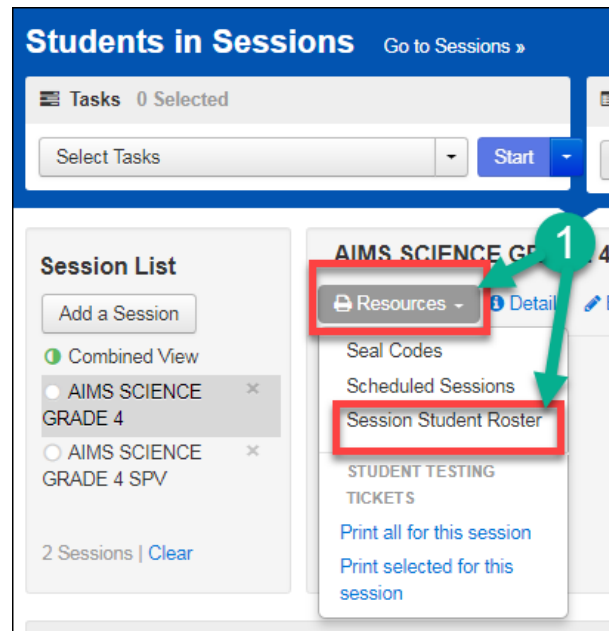
The screenshot shows a new browser tab titled 'Scheduled Sessions' (labeled with a circled '3'). The report is titled 'Scheduled Sessions' (labeled with a circled '2') and contains a table with the following data:

Session Name	Status	Start Date	Test	Students	Organization	Location
AIMS SCIENCE GRAD 8 SPV	Not Prepared		AIMS SCIENCE HIGH SCHOOL SPV		Prickly Pear High School (000001)	
AIMS SCIENCE GRADE 4	Not Prepared		AIMS SCIENCE GRADE 4	2	Prickly Pear Elementary School (000003)	
AIMS SCIENCE GRADE 4 SPV	Not Prepared		AIMS SCIENCE GRADE 8 SPV		Prickly Pear Intermediate School (000004)	
AIMS SCIENCE GRADE 4 SPV	Not Prepared		AIMS SCIENCE GRADE 4 SPV	6	Prickly Pear Elementary School (000003)	
AIMS SCIENCE GRADE 8	Not Prepared		AIMS SCIENCE GRADE 8		Prickly Pear Intermediate School (000004)	
AIMS SCIENCE GRADE 8	Not Prepared		AIMS SCIENCE GRADE 8	2	Prickly Pear Middle School (000002)	

## Session Student Roster

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

1. On the **Resources** drop-down 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.



## Testing Tickets

Testing Tickets are printed for each student. It provides the student's username and password for logging into TestNav 8, Pearson's online testing platform.

1. On the **Resources** drop-down menu, you can select whether to print 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 testing tickets for select students:
  - a. You can search for students by entering information into Filters.
  - b. Place a **check** in the box by each student you want to print a testing ticket for.
  - c. From the **Resources** drop-down 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 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.

**Students in Sessions** Go to Sessions »

Tasks 0 Selected

Select Tasks Start

**Session List**

Add a Session

Combined View

AIMS SCIENCE GRADE 4

AIMS SCIENCE GRADE 4 SPV

2 Sessions | Clear

**AIMS SCIENCE GRADE 4**

Resources Details Edit

Seal Codes

Scheduled Sessions

Session Student Roster

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session

**Session List**

Add a Session

Combined View

AIMS SCIENCE GRADE 4

AIMS SCIENCE GRADE 4 SPV

2 Sessions | Clear

**AIMS SCIENCE GRADE 4**

Resources Details Edit

Seal Codes

Scheduled Sessions

Session Student Roster

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

Select one or more

SSID Number

Starts with

Testing Group

Select one or more

Toggle secondary filters

2 Results

SSID Number	Last Name	First Name	Middle Name	Username	Session	Student Test
<input checked="" type="checkbox"/> 55555555	Lastname4	Firstname4	G	55555555	AIMS SCIENCE GRADE 4	Ready
<input checked="" type="checkbox"/> 66666666	Lastname5	Firstname5	M	66666666	AIMS SCIENCE GRADE 4	Ready

Students in Sessions - A Student Testing Tickets

Secure https://pan-uat-az-customer.pearsondev.com/customer/sessi...

Select a print format 1 Per Page

**STUDENT TESTING TICKET**

Student: Lastname4, Firstname4 G

SSID: 55555555

Session: AIMS SCIENCE GRADE 4

Date of Birth: 05/02/2007

Test: AIMS SCIENCE GRADE 4

Select **Arizona** in the application.

Username: 55555555 Password: 26dcaa

**STUDENT TESTING TICKET**

Student: Lastname5, Firstname5 M

SSID: 66666666

Session: AIMS SCIENCE GRADE 4

Date of Birth: 01/17/2007

Test: AIMS SCIENCE GRADE 4

Select **Arizona** in the application.

Username: 66666666 Password: 476bb8



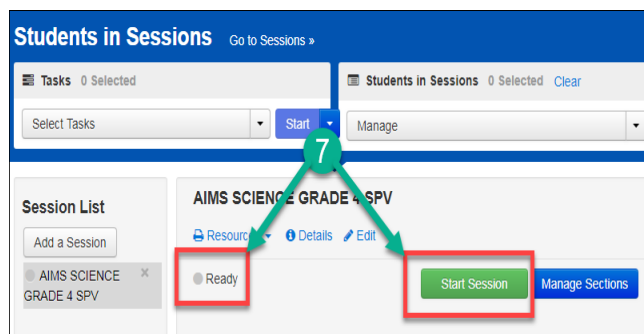
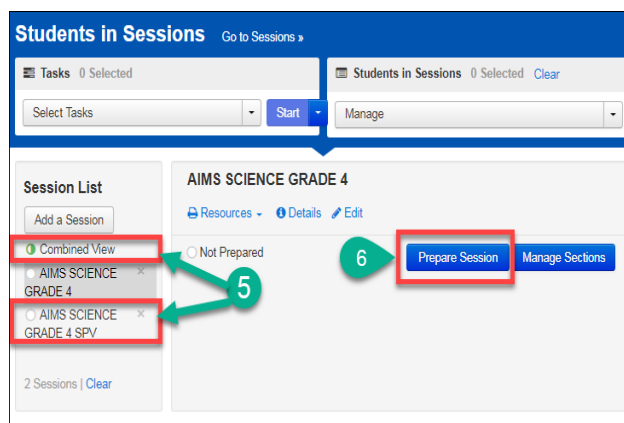
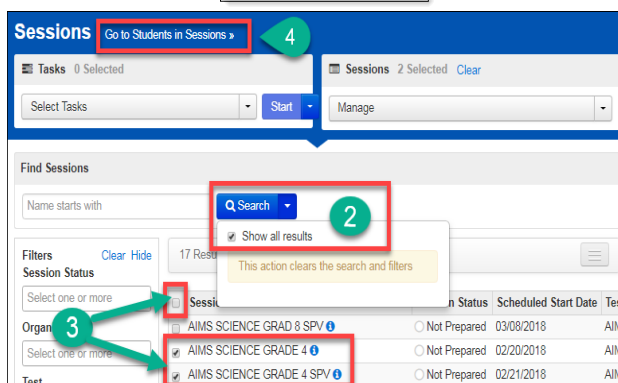
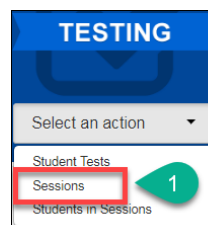
## Preparing a Session

Preparing a Session is the action that links the students in the Session with their assigned form in TestNav. This step must be done prior to the first day of testing.

To prepare for a test session in PearsonAccess<sup>next</sup>:

1. Go to **TESTING**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to look at the sessions:
  - a. Place a **check** in the box next to each session name you want to work with, or
  - b. Place a **check** 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. Select a session name from the Session List, or
  - b. Select the Combined View to manage all the sessions at the same time.
6. Click the **Prepare Session** button.
7. When all test forms are assigned, the Session will show as **Ready** and the green **Start Session** button will appear.

**Note:** This task should be completed a day or two in advance of the scheduled testing day. Depending on the number of students assigned to the session, this could take several minutes.



## Testing Conditions and Accommodations

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide him/her with a comfortable and distraction-free environment.

Universal Tools such as Color Contrast, Answer Masking, Line Reader, and the Magnifier Tool are available in TestNav for all students.

Students who require specific test settings or testing accommodations must have those set before the student signs in to TestNav to begin testing. The selections made in PearsonAccess<sup>next</sup> will turn on the tools as soon as the student signs in to TestNav. If a student's accommodations are not set prior to sign in, the student needs to sign out of the test. Follow the directions below to set the accommodations.

1. Go to **Testing**, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to look at the sessions:
  - a. Place a **check** in the box next to each session name you want to work with, or
  - b. Place a **check** 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, select a session name from the **Session List**.
6. Place a **check mark** in the box by the desired student test. Select **Student Tests**.
7. On the **Tasks for Students in Session** screen, select the **Manage Student Test** tab.
8. Find the **Visual Assistance Tools** section. Use the **PNP Color Contrast** drop-down menu to select specific color contrast settings or place a **check mark** in the boxes for each of the desired tools.

The screenshots illustrate the following steps:

- TESTING** menu: Select **Sessions**.
- Sessions** screen: Click **Search** and check **Show all results**.
- Sessions** screen: Select sessions using checkboxes in the table.
- Students in Sessions** screen: Click **Go to Students in Sessions**.
- Students in Sessions** screen: Select a session from the **Session List**.
- Students in Sessions** screen: Select a student and click **Student Tests**.
- Tasks for Students in Session** screen: Click **Manage Student Tests**.
- Manage Student Tests** screen: Configure **Visual Assistance Tools**, including **PNP Color Contrast**, **PNP Answer Masking**, **PNP Line Reader**, and **PNP Magnifier Tool**.

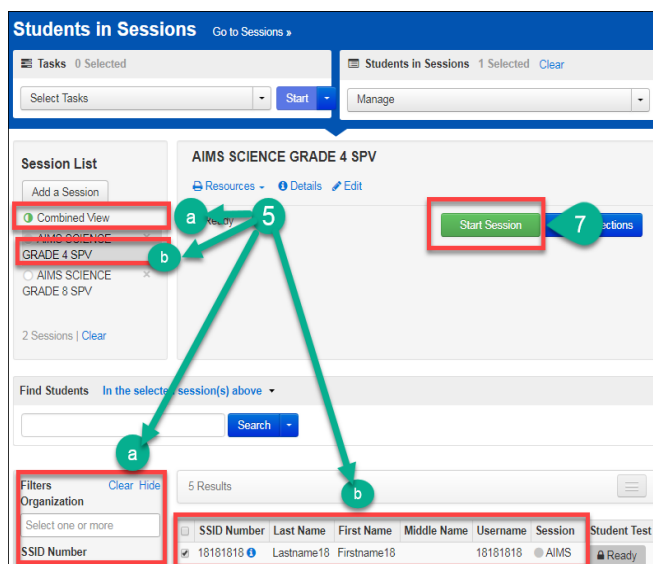
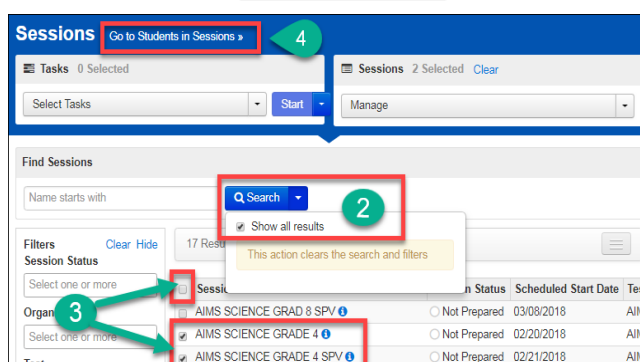
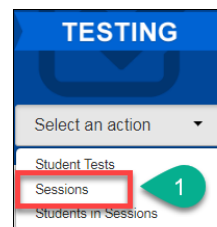
## Testing Day Activities

### Starting a Session and Unlocking Student Tests

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

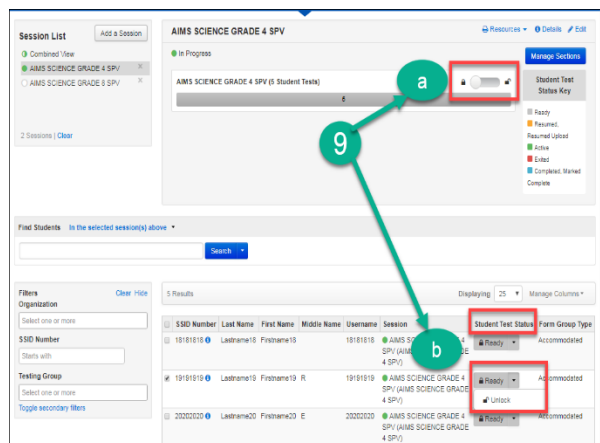
To start a session on the day of testing in PearsonAccess<sup>next</sup>:

1. Go to **TESTING** section, select **Sessions**.
2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.
3. On the **Sessions** screen, there are two ways to select sessions:
  - a. Place a **check** in the box next to each session name you want to work with, or
  - b. Place a **check** 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. Select **Combined View** in the **Session List** and enter information into the **Filters** section, or
  - b. Select a session name from the **Session List** and scroll through the list of students assigned to each of the sessions.
6. Test Administrators can start each session individually by clicking on each session in the **Session List** or starting multiple sessions by using the **Combined View** in the **Session List**.
7. Click the **Start Session** button for individual sessions, or the **Start All Sessions** button if you are using the combined view.
8. When a test session is started in PearsonAccess<sup>next</sup>, all tests are locked. Test Administrators must unlock a student's test before the student is able to login to TestNav to begin testing.



To unlock a session on the day of testing in PearsonAccess<sup>next</sup>:

9. There are two ways to unlock tests for students:
  - a. 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, or
  - b. For individual students, go to **Student Test Status**. Select **Unlock** for each student present for testing.
10. 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	Form Group Type
<input type="checkbox"/> 18181818	18181818	18181818	18181818	18181818	AIMS SCIENCE GRADE 4 SPV (AIMS SCIENCE GRADE 4 SPV)	<input type="button" value="Ready"/>	Accommodated
<input checked="" type="checkbox"/> 19191919	19191919	19191919 R	19191919	19191919	AIMS SCIENCE GRADE 4 SPV (AIMS SCIENCE GRADE 4 SPV)	<input type="button" value="Ready"/>	Accommodated



## 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.

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

**TESTING**

Select an action

Student Tests

Sessions

Students in Sessions

**Sessions** Go to Students in Sessions

Tasks 0 Selected

Sessions 2 Selected Clear

Select Tasks Start Manage

Find Sessions

Name starts with

Search

Show all results

This action clears the search and filters

Filters Clear Hide

Session Status

Select one or more

Session

AIMS SCIENCE GRAD 8 SPV

AIMS SCIENCE GRADE 4

AIMS SCIENCE GRADE 4 SPV

Status Scheduled Start Date Test

Not Prepared 03/08/2018 All

Not Prepared 02/20/2018 All

Not Prepared 02/21/2018 All

**Students in Sessions** Go to Sessions

Tasks 0 Selected

Sessions 2 Selected Clear

Select Tasks Start Manage

Session List

Combined View

AIMS SCIENCE GRADE 4

AIMS SCIENCE GRADE 4 SPV

AIMS SCIENCE GRADE 8

AIMS SCIENCE GRADE 8 SPV

3 Sessions / Clear

AIMS SCIENCE GRADE 8

In Progress

Student Test Status

Students

Student Tests

Stop Session Manage Tutorials

Student Test Status Key

Ready

Resumed

Exited

Completed

Waiting

Find Students In the selected sessions above

Search

Filters Clear Hide

3 Results

Displaying 25

Manage Columns

SSID Number Last Name First Name Middle Name Username Session Student Test Status Form Group Type

TTTTTTTT Lastname Firstname P TTTT TTTT AIMS SCIENCE GRADE 8 (AIMS SCIENCE GRADE 8) Exited Main

SSSSSSSS Lastname Firstname A SSSSSSSS AIMS SCIENCE GRADE 4 (AIMS SCIENCE GRADE 4) Exited Main

TTTTTTTT Lastname Firstname P TTTT TTTT AIMS SCIENCE GRADE 8 (AIMS SCIENCE GRADE 8) Exited Main

**Tasks for Students in Sessions** Add Task Previous Task Next Task Exit Tasks

Mark Student Tests Complete Resume Student Tests Add Students to Sessions Remove Students from Sessions Move Students between Sessions Manage Student Tests

Manage Sessions

Resume Student Tests

STUDENTS IN SESSIONS (1)

STUDENT NAME (CODE)

Lastname, Firstname A (SSSSSSSS)

DETAILS

SESSION (STUDENT TEST)

AIMS SCIENCE GRADE 8 (AIMS SCIENCE GRADE 8)

STUDENT TEST STATUS

Exited

This action is not reversible

Required

Resume Reset

**Success** Changes saved

Resume Student Tests

STUDENTS IN SESSIONS (1)

STUDENT NAME (CODE)

Lastname, Firstname A (SSSSSSSS)

DETAILS

SESSION (STUDENT TEST)

AIMS SCIENCE GRADE 8 (AIMS SCIENCE GRADE 8)

STUDENT TEST STATUS

Resumed

This action is not reversible

Required

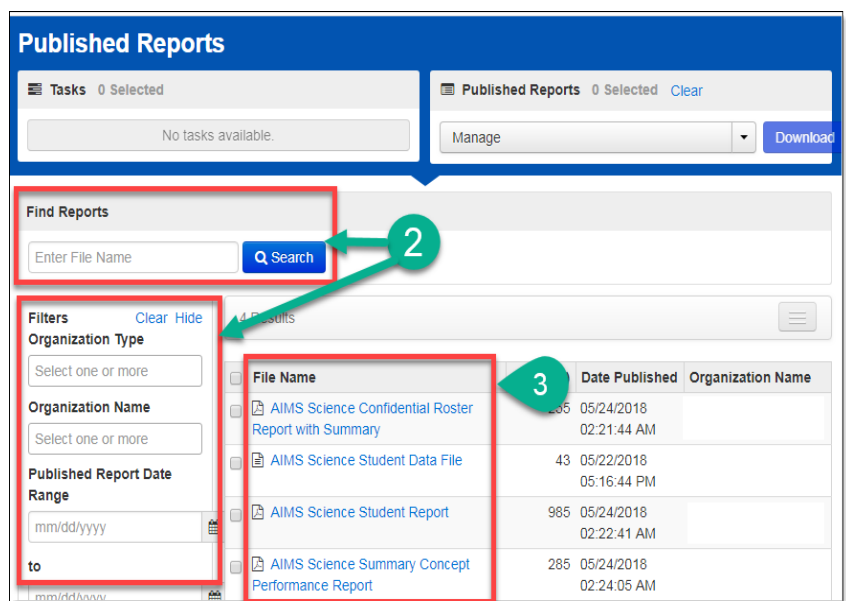
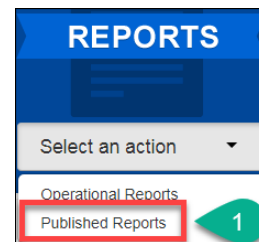
Resume Reset

## Reports

Student level results will be available in May. Published reports include the District Student Data file and the PDF versions of the Student and Roster Reports.

To access the reports in PearsonAccess<sup>next</sup>:

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



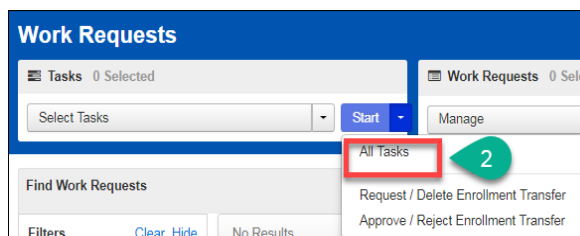
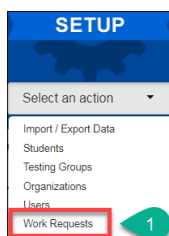


## Work Requests

When a student transfers into your district or within schools in your district and the student requires an AIMS Science Test, the administrator may submit a **Work Request** from inside of PearsonAccess<sup>next</sup> 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 this work request is for transfers within your own district, the DTC will create the work request and then approve the work request.

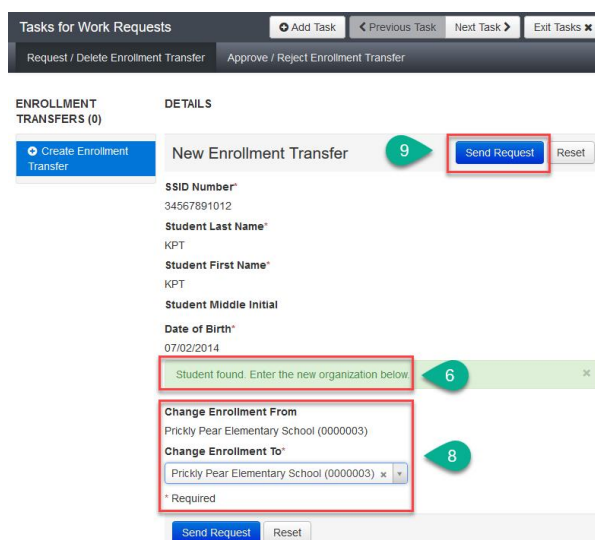
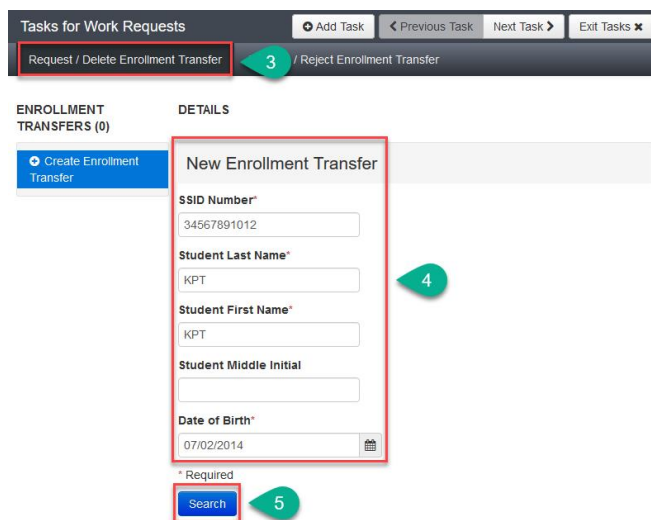
The following is the information you will need to submit a student transfer **Work Request**:

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

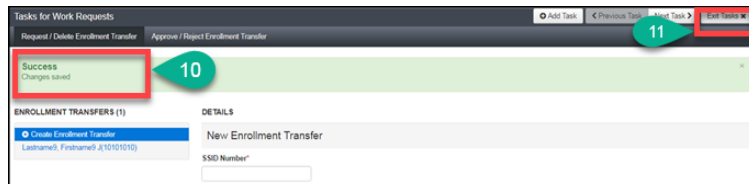


To submit a work request for a new student who transferred into the district:

1. Go to **Setup**, select **Work Requests**.
2. Go to **Start**, 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 that the student is currently listed in PAN.
8. Complete **Change Enrollment To** – select the school name (not district) where the student needs to be transferred to.
9. Click **Send Request**.

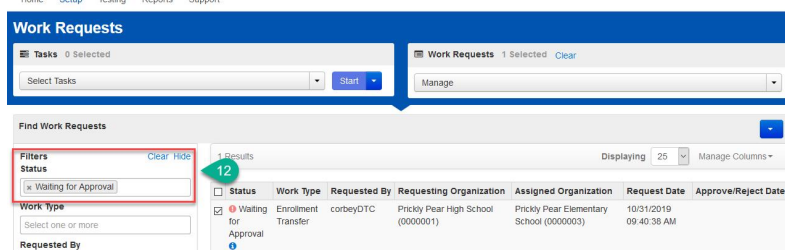


10. A green **Success Changes saved** confirmation message will appear. An email will be sent to the releasing district.



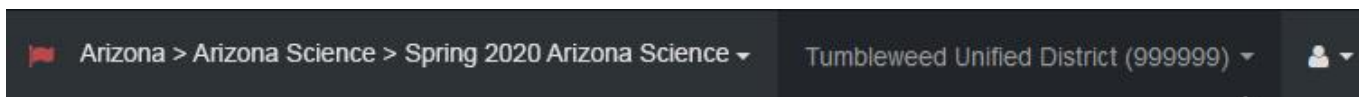
11. Select the **Exit Tasks** button.

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



13. The Arizona Science District Test Coordinator from the releasing district will receive an email notifying them of the work request.

The releasing district will have a red bell on the black task bar indicating that a Transfer Request requires action:



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