

The purpose of this section is to outline the steps that will need to be taken to indicate a Not Tested or Void Test Score with Reason. The following roles will complete these steps in the District of Columbia:

State	Role Which Will Complete “Not Tested” Requires Student Test Update or Sensitive Data Add-on Role	Role Which Will Complete “Void – Battery Level” Requires Student Test Update Add-on Role or Irregularity Resolution Add-on Role	Role Which Will Complete “Void – Unit Level” Requires Irregularity Resolution Add-on Role
District of Columbia	LEA Test Coordinator	Office of the State Superintendent of Education (OSSE)	Office of the State Superintendent of Education (OSSE)

For more information about PearsonAccess<sup>next</sup> user roles, view the *User Role Matrix* located on the secure Support > Documentation page on [PearsonAccess<sup>next</sup>](#).

### IMPORTANT

Students may have multiple test registrations for the same grade and subject appearing on Student Test Update File exports. This can happen due to the following reasons:

- Students are enrolled and assigned the same test at multiple locations
- Students had more than one completed test attempt
- Students were registered for the same test after already completing it

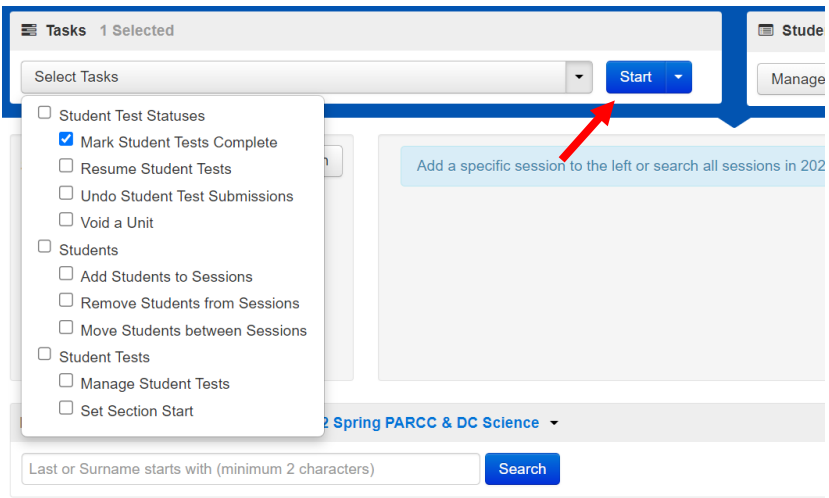
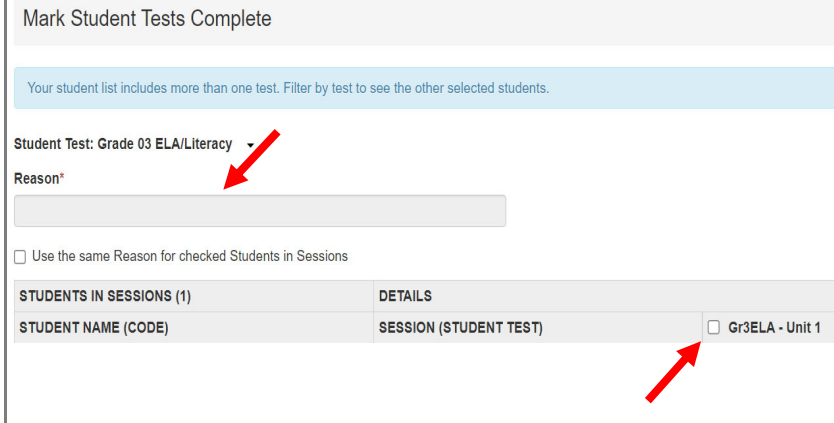
Each test registration is assigned a unique Student Test UUID Code (Column CV in the Student Test Update File). **Make sure to check Student Test UUID Code when updating test registrations/attempts to ensure the correct record is updated.**

## Not Tested

The purpose of this section is to outline the steps that will need to be completed by the LEA Test Coordinator to indicate a Not Tested code with Reason. Not Tested is to be marked for any student registered to test in PearsonAccess<sup>next</sup> who does not test. Only students with no test attempt should be marked as Not Tested.

**Note:** If a student is in a session that has a “Prepared” status, the student must be removed from the session prior to applying a Not Tested Code.

### How to Update the Not Tested Code and Reason Fields via the PearsonAccess<sup>next</sup> user interface.

Step	Screen Shot/Directions						
<p><b>Manage Student Tests</b></p> <ul style="list-style-type: none"> <li>In PearsonAccess<sup>next</sup>, click the <b>Testing</b> button and choose <b>Students in Sessions</b> in the drop-down.</li> <li>On the <b>Students in Sessions</b> screen, search for the student in the <b>Find Students</b> search bar or the <b>State Student Identifier</b> search bar</li> <li>Select the checkbox next to the student record.</li> <li>At the top of the screen, click the Select Tasks drop-down and check the box for <b>Mark Student Tests Complete</b></li> <li>Click <b>Start</b>.</li> </ul>							
<p><b>Mark the Not Tested Score Code</b></p> <ul style="list-style-type: none"> <li>Select the checkbox for the desired unit to be marked complete.</li> <li>Type a reason in the box labeled <b>Reason</b>.</li> <li>Click <b>Mark Complete</b></li> </ul>	 <p>Mark Student Tests Complete</p> <p>Your student list includes more than one test. Filter by test to see the other selected students.</p> <p>Student Test: Grade 03 ELA/Literacy</p> <p>Reason*</p> <p><input type="checkbox"/> Use the same Reason for checked Students in Sessions</p> <table border="1"> <thead> <tr> <th data-bbox="646 1654 1003 1675">STUDENTS IN SESSIONS (1)</th> <th data-bbox="1003 1654 1333 1675">DETAILS</th> </tr> <tr> <th data-bbox="646 1686 1003 1707">STUDENT NAME (CODE)</th> <th data-bbox="1003 1686 1333 1707">SESSION (STUDENT TEST)</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 1707 1003 1728"></td> <td data-bbox="1003 1707 1333 1728"><input type="checkbox"/> Gr3ELA - Unit 1</td> </tr> </tbody> </table>	STUDENTS IN SESSIONS (1)	DETAILS	STUDENT NAME (CODE)	SESSION (STUDENT TEST)		<input type="checkbox"/> Gr3ELA - Unit 1
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STUDENT NAME (CODE)	SESSION (STUDENT TEST)						
	<input type="checkbox"/> Gr3ELA - Unit 1						

## **Void Test Score Code–Battery (All Units/Entire Test)**

Voiding of tests can only be performed by OSSE. To request the voiding of a test, please contact OSSE to determine if a valid reason for voiding exists.

This will be necessary in cases when students who require accommodations begin testing without the accommodated form.

**Note:** Void Test Score Code can only be marked when a student’s test (all units) is Complete or Marked Complete.

## **Void Test Score Code–Unit (Single Unit)**

Voiding of units can only be performed by OSSE. To request the voiding of a unit, please contact OSSE to determine if a valid reason for voiding exists. Once voided, students will automatically be assigned a replacement unit.

This will be necessary in cases when students who complete a unit inadvertently using another student’s testing ticket.

**Note:** Void Test Score Code can only be marked when a student’s test (all units) is Complete or Marked Complete.

## Updating the Not Tested Code and Reason Fields via Student Test Update File Import

Step	Direction
<b>Export Student Test Update File</b>	<ul style="list-style-type: none"> <li>• Set the administration scope (e.g., 2016 Spring PARCC)</li> <li>• Go to <i>Setup &gt; Import / Export Data</i>.</li> <li>• Under the <b>Tasks</b> drop-down menu, select <b>Import / Export Data</b> and then <b>Start</b>.</li> <li>• Under the <b>Type</b> drop-down menu, select <b>Student Test Update Export</b>.</li> <li>• Select the <b>File Layout Type</b> (CSV or Fixed).</li> <li>• Select all the <b>Test Status</b> filters (Attempts, Test Assignments, Tests in Progress).</li> <li>• Select <b>Process</b>.</li> </ul>
<b>Update Not Tested Code and Reason Fields</b>	<ul style="list-style-type: none"> <li>• Identify the student tests that are to be modified.               <ul style="list-style-type: none"> <li>○ For unconsumed test assignments that are to be marked as not tested; update the Not Tested Code field (Column CX) and Not Tested Reason field (Column CY).</li> </ul> </li> </ul> <p><b>Note:</b> Students may have multiple test attempts for the same test. Reference the Test UUID Code (Column CV) to ensure the correct record is updated.</p> <p><b>Note:</b> For additional information about Student Test Update File including expected value specifications, view the <i>Student Test Update File Field Definitions</i> document located on the secure Support &gt; Documentation page on <a href="#">PearsonAccess<sup>next</sup></a>.</p>

Step	Direction
<b>Import the Student Test Update File</b>	<ul style="list-style-type: none"> <li>• Go to <i>Setup &gt; Import / Export Data</i>.</li> <li>• Under the <b>Tasks</b> drop-down menu, select <b>Import / Export Data</b> and then <b>Start</b>.</li> <li>• Under the <b>Type</b> drop-down menu, select <b>Student Test Update Import</b>.</li> <li>• Select the <b>File Layout Type</b> (CSV or Fixed).</li> <li>• Choose the file that is to be imported.</li> <li>• Select <b>Process</b>.</li> </ul>

**Formatting Data Files:**

If using Microsoft Excel, it is recommended that a source file is saved as an Excel spreadsheet to keep formatting (including any leading zeros).

- Prior to each import attempt, save the file as an Excel spreadsheet (this will be the original source file).
- Then save it again as a .csv file.
- If an error message is received, make the updates in the source Excel spreadsheet and save the file. Then save it again as a .csv file.

**Tip:** Keep the newly formatted .csv file open while uploading it to PearsonAccess<sup>next</sup>. This action will ensure that formatting (e.g. leading zeros and birthdate) will remain valid while the document is uploaded.

**Note:** If using the data import all fields as text, this re-formatting is not needed.