

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 each state:

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
BIE	LEA/District Test Coordinator, School Test Coordinator	LEA/District Test Coordinator, School Test Coordinator	LEA/District Test Coordinator, School Test Coordinator
District of Columbia	LEA Test Coordinator	Office of the State Superintendent of Education (OSSE)	Office of the State Superintendent of Education (OSSE)
DoDEA	School Test Coordinator	School Test Coordinator with approval from principal	School Test Coordinator with approval from principal
Illinois			
Maryland	LEA/District Test Coordinator, School Test Coordinator	LEA/District Test Coordinator, Maryland Department of Education	LEA/District Test Coordinator, Maryland Department of Education
New Jersey	LEA/District Test Coordinator	LEA/District Test Coordinator	New Jersey Department of Education
New Mexico	LEA/District Test Coordinator, School Test Coordinator	LEA/District Test Coordinator, School Test Coordinator	New Mexico PED

Users will need these add-on roles:

- **Sensitive Data Add-on Role** or **Student Test Update Add-on Role** to update the Not Tested Code and Reason fields via the PearsonAccess^{next} user interface
- **Student Test Update Add-on Role** or **Irregularity Resolution Add-on Role** to update the Void Test Score Code and Reason fields **for the full test** via the PearsonAccess^{next} user interface
- **Irregularity Resolution Add-on Role** to update the Not Tested Code and Reason fields and the Void Test Score Code and Reason fields or to void a single unit of a test.

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

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

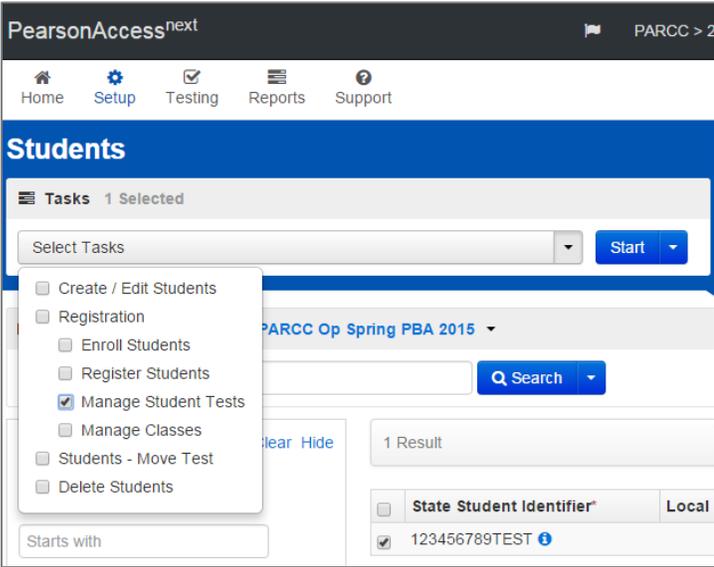
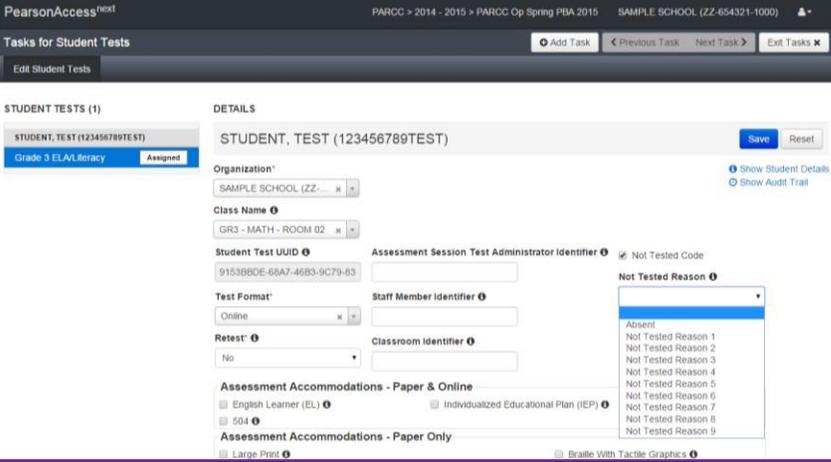
Each test registration is assigned a unique Student Test UUID Code (Column CV in the Student Test Update File). **Make sure to check Student Test UUID Code when updating test registrations/attempts to ensure the correct record is updated.**

Not Tested

The purpose of this section is to outline the steps that will need to be completed by the appropriate school, LEA, or state designee (listed on page 1 by state) to indicate a Not Tested Code with Reason. Not Tested is to be marked for any student registered to test in PearsonAccess^{next} who does not test. Only students with no test attempt should be marked as Not Tested. Refer to your state department of education for your state’s Not Tested Reasons.

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^{next} user interface.

Step	Screen Shot/Directions
<p>Manage Student Tests</p> <ul style="list-style-type: none"> In PearsonAccess^{next}, click the Setup button and choose Students in the drop-down. On the Students screen, search for the student in the Find Students search bar. Check the box for the student in the list at the bottom of the screen. At the top of the screen, click the Select Tasks drop-down and check the box for Manage Student Tests. Click Start. 	
<p>Mark the Not Tested Score Code</p> <ul style="list-style-type: none"> Under Test Details, check the box next to Not Tested Code and then select a Reason* from the drop-down. Click Save. <p>*Refer to your state department of education for your state’s Not Tested reasons</p>	

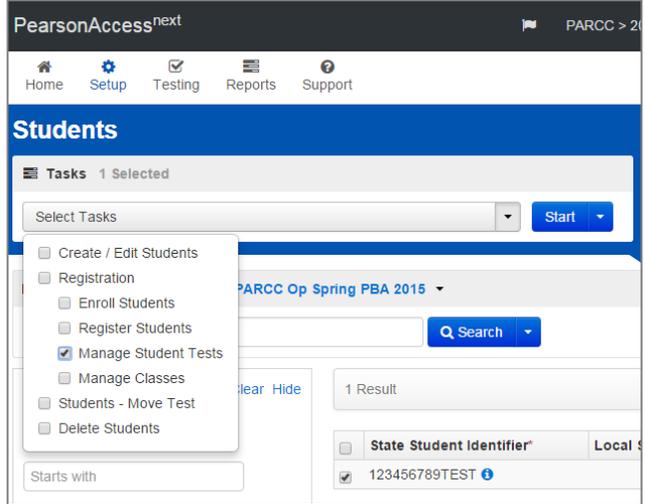
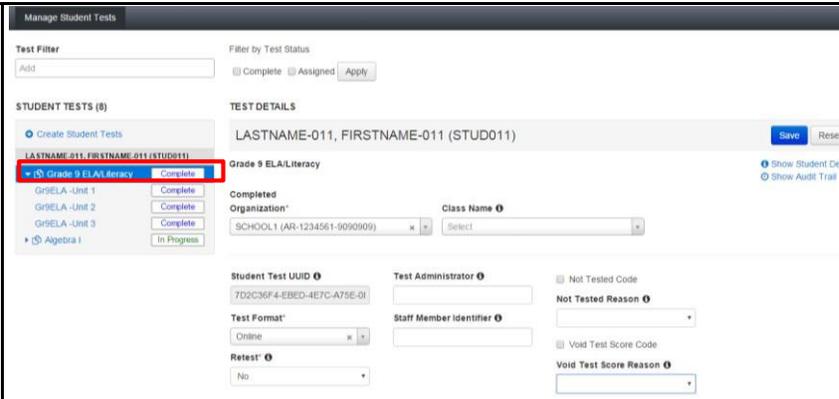
Void Test Score Code—Battery (All Units/Entire Test)

The purpose of this section is to outline the steps that will need to be completed by the appropriate school, LEA, or state designee (listed on page 1 by state) to indicate a Void Test Score Code with Reason at the battery level (all units). The term “void” refers to invalidating a student’s test (e.g., ELA/Literacy, Mathematics), so that the student’s test is not scored or used for reporting purposes; each content area test can be voided separately.

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.

How to void a test at the battery level via the PearsonAccess^{next} user interface.

Step	Screen Shot/Directions
<p>Manage Student Tests</p> <ul style="list-style-type: none"> In PearsonAccess^{next}, click the Setup button and choose Students in the drop-down. On the Students screen, search for the student in the Find Students search bar. Check the box for the student in the list at the bottom of the screen. At the top of the screen, click the Select Tasks drop-down and check the box for Manage Student Tests. Click Start. 	
<p>Mark the Void Test Score Code</p> <ul style="list-style-type: none"> Select the complete battery (NOT individual units) on left side of the screen under Student Tests. Under Test Details, check the box next to Void Test Score Code and then select a Reason* from the drop-down. Click Save. <p>*Refer to your state department of education for your state’s Void Test Score reasons</p>	

Void Test Score Code—Unit (Single Unit)

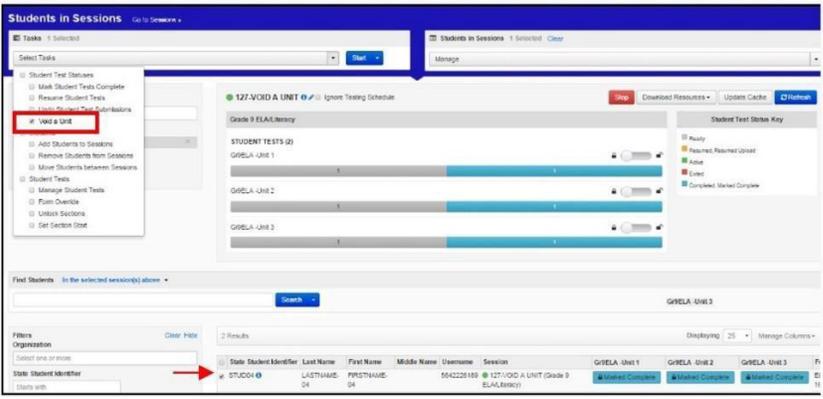
The purpose of this section is to outline the steps that will need to be completed by the appropriate school, LEA, or state designee (listed on page 1 by state) to void an individual unit of a test. The term “void” refers to invalidating the unit, so that the unit is not scored or used for reporting purposes. This can only be done via the user interface. Students will automatically be assigned a replacement unit.

Under most circumstances, voiding at the unit level would be appropriate only for students who complete a unit (Units 2-4) inadvertently using another student’s testing ticket.¹ For example, Student A and Student B complete Unit 1 of their own test but inadvertently switch testing tickets for Unit 2 and complete the unit. Unit 2 will need to be voided using the following steps. Follow your policy for contacting the LEA/district or state to determine if the students will retake the completed unit. If the unit will not be completed, the unit must be marked complete. Under rare circumstances, a state may allow a school to void by unit for other scenarios. Follow your state protocol in Appendix C of the *Test Coordinator Manual* to contact your state for more information in these circumstances.

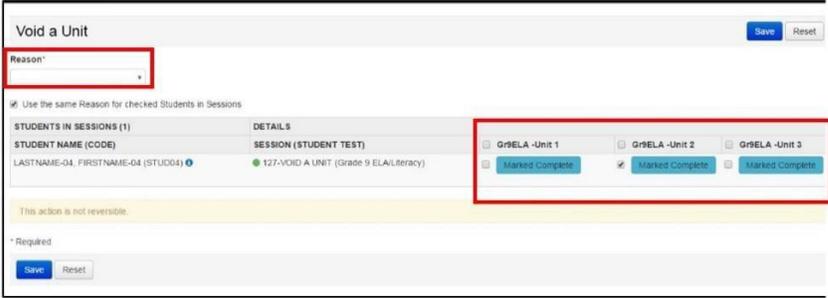
For students who only complete Unit 1 using another student’s testing ticket, refer to the *Reassigning Student Registrations Under the Move Test Function in PearsonAccess Next* document.

Note: Void Test Score Code can only be marked when a student’s Test Status is Complete or Marked Complete.

How to void a single unit via the PearsonAccess^{next} user interface.

Step	Screen Shot/Directions
<p>Select the student’s test on the Students in Sessions screen</p> <ul style="list-style-type: none"> In PearsonAccess^{next}, click the Testing button and choose Students in Sessions in the drop-down. On the Students in Sessions screen, search for the student in the Find Students search bar. Check the box for the student in the list at the bottom of the screen. At the top of the screen, click the Select Tasks drop-down and check the box for Void a Unit. Click Start. 	

¹ If a school that is participating in the ELA/L Field Test has an instance in which two students accidentally switched testing tickets between Unit 3a and Unit 3b, contact your State Education Agency for additional guidance and instructions.

Step	Screen Shot/Directions
<p>Mark the unit as void</p> <ul style="list-style-type: none"> On the Void a Unit screen, select a Reason* from the drop-down. Check the box for the unit to void on the student test line. Click Save. The student will automatically be assigned a replacement unit (identical form) for testing. <p>*Refer to your state department of education for your state’s Void Test Score reasons</p>	

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

Step	Direction
<p>Export Student Test Update File</p>	<ul style="list-style-type: none"> Set the administration scope (e.g., 2016 Spring PARCC) Go to <i>Setup > Import / Export Data</i>. Under the Tasks drop-down menu, select Import / Export Data and then Start. Under the Type drop-down menu, select Student Test Update Export. Select the File Layout Type (CSV or Fixed). Select all the Test Status filters (Attempts, Test Assignments, Tests in Progress). Select Process.
<p>Update Not Tested Code and Reason Fields and Void Test Score Code and Reason Fields</p>	<ul style="list-style-type: none"> Identify the student tests that are to be modified. <ul style="list-style-type: none"> 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). For completed test attempts that are to be marked as voided; update the Void Test Score Code field (Column CZ) and Void Test Score Reason field (Column DA). <p>Note: 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>Note: 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 > Documentation page on PearsonAccess^{next}.</p>

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

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^{next}. 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.