



Personal Needs Profile Guidance

Managing Incorrect Accessibility Features and Accommodation PNP Data

Version 9.0

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Personal Needs Profile Process

The purpose of this document is to provide guidance for managing and updating Personal Needs Profile data in PearsonAccess^{next} after the registration process has been completed. This guidance assists in correcting PNP data after test registration and a student is identified as not having the appropriate accessibility features or accommodations indicated.

IMPORTANT

Once a test session has been prepared, a form is assigned to each student in the test session. PearsonAccess^{next} will not allow users to update PNP information for **form supported** accommodations within a prepared or started test session until the student is removed from the test session. **Removing a student from a prepared or started test will reset their form assignment (if the student has not started the test).** You can put the student back into the original session, if appropriate; you do not need to prepare or start the session an additional time. Users should follow the directions below for *Updating PNP Data Before Student Begins Testing*. If the test has been started, do NOT void by unit—follow the directions under *Updating PNP Data After Student Begins Testing*.

Form Supported Accommodations:

- ASL Video
- Assistive Technology Screen Reader
- Assistive Technology Non-Screen Reader
- Closed Captioning for ELA/L
- Text-to-Speech
- Translation of the Mathematics O Assessment
- Human Reader or Human Signer* *Human Reader and Human Signer tests are session supported.

To ensure students have the correct accessibility features and accommodations before test administration begins, the process below should be followed:

- 1. Students are registered for testing and Personal Needs Profile populated using the Student Registration/Personal Needs Import (SR/PNP) or User Interface. The *PNP Report Accessibility Features and Accommodations for Student Tests* operational report is run and reviewed by Test Coordinators and Test Administrators to make sure students are identified correctly with the appropriate accessibility features and accommodations.
- 2. Test session setup is confirmed and students are added to test sessions.
- 3. Verify test assignment (for form supported accommodations and accessibility features) using the indicators (e.g., ASL). The indicator for each accommodation is listed on the following page.



Accommodation	Ind	icator	Form Code	Screen Shot/	Directions							
American Sign Language	ASL	ASL	SPAE									
Assistive Technology – Screen Reader	SR	SR	SPRE									
Assistive Technology – Non-Screen Reader	Non- SR	Non-	SPNE	State Student Identifier	Last Name	First Name Middle Name	Username	Session	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3	Form
Closed Captioning	СС	SR	SPCF	PPTEST0021 0	SAMPLE	TWO	789226496	GR9 MAIN	Ready	Ready	Ready	16EL09SP0E0101 16EL09SPAE0101
Text-to-Speech	TTS	TTe	SPTE	PPTEST0024 0 PPTEST0026 0	SAMPLE	THREE	6432681417 6575039478	 GR9 MAIN GR9 MAIN 	Ready	Ready	■ Ready■ Ready	16EL09SP0E0101 16EL09SP0E0101
Spanish Text-to-Speech	STTS	STTS	SPTS	PPTEST0027 0 SR	SAMPLE	FIVE	9950423355	GR9 MAIN	Ready	Ready	₽ Ready	16EL09SPNE0101
Spanish	S	S	SPOS	PPTES10028 G SR	SAMPLE	SIX	3038856861	GR9 MAIN	Ready	Ready	Ready	16EL09SPRE0101
Human Reader (English)	None		SPHE									
Human Reader (Spanish)	None		SPHS									

- 4. Test Coordinators prepare test sessions. Once test sessions have been prepared the form code will appear. This can be used to ensure the correct accommodation is assigned. Form codes are a 14-character alpha numeric sequence that are specific to the test administration and test being taken. The form code for each accommodation is listed on the following page. For example, the code 16EL03SPAE0101 indicates:
 - 16 = Year
 - EL = Subject (this one is ELA/L)
 - 03 = Grade
 - SP = Administration (this one is spring)
 - A = Accommodation (this one is ASL, non-accommodated forms have an O)
 - E = Language (this one is English)
 - 0101 = Battery Identifier

In the event that inaccurate PNP information has been loaded or that no information has been loaded, this document provides guidance for updating the PNP before and after testing has been started. For the purposes of this document, the term "void" refers to invalidating a student's score in one content area (e.g., ELA/L, Mathematics 'O)), so that the student's test in one content area is not scored or used for reporting purposes.

PNP Guidance Document





Important

Some accommodations require a student to have an IEP or 504 Plan. This data is captured in the Student with Disabilities Field and can only be updated by users assigned the O^{*} O u # Role O - # Role. The following accommodations require the Student ‡) Field is populated. A validation error will occur if one of these accommodations is selected and the Student With Disabilities Field is not populated.

In addition, a smaller set of accommodations will set a reminder in PearsonAccess^{next}, pictured to the right. The Accommodations Reminders are not warnings that can be resolved, but are intended to ensure that IEP of 504 plans are valid and require the accommodation. The reminders will remain active as long as the accommodation remains indicated on a student's test registration. Accommodations that are set to verify the IEP or 504 designations are:

- Text-to-Speech for ELA tests only
- Calculation Device and Mathematics Tools
- ELA Constructed Responses Human scribe value only
- Human Reader/Signer for ELA tests only
- ASL Video for ELA tests only

Accommodation	Notes
ASL Video	For computer-based ELA/L and math tests
Assistive Technology – Screen Reader	For computer-based ELA/L and math tests
Assistive Technology – Non-Screen Reader	For computer-based ELA/L and math tests
Closed Captioning for ELA/L	For computer-based ELA/L tests
Refreshable Braille Display for ELA/L	For computer-based ELA/L tests
Alternate Representation - Paper Test	For paper-based ELA/L math tests
Large Print	For paper-based ELA/L
Braille with Tactile Graphics	For paper-based ELA/L
Student Reads Assessment Aloud to Themselves	For computer- and paper-based ELA/L
Human Signer for Test Directions	For computer- and paper-based ELA/L
Answers Recorded in Test Book	For paper-based ELA/L
Braille Response	For computer- and paper-based ELA/L
Calculation Device and Mathematics Tools	For computer- and paper-based math tests
ELA/L Constructed Response	For computer- and paper-based ELA/L tests
ELA/L Selected Response or Technology Enhanced	For computer- and paper-based ELA/L tests
Items	
Mathematics Response	For computer- and paper-based math tests





Accommodation	Notes			
Monitor Test Response	For computer- and paper-based ELA/L			
Word Prediction	For computer- and paper-based ELA/L tests			
Text-to-Speech	The Students With Disability Field must be populated with either "504" OR "IEP" for computer-based ELA/L.			
	The Students With Disability Field does not need to be populated for computer-based math tests.			
Human Reader or Human Signer	The Students With Disability Field must be populated with either "504" OR "IEP" for computer- or paper-based ELA/L.			
	The Students With Disability Field does not need to be populated for computer or paper-based math tests.			
Unique Accommodation	For computer- and paper-based ELA/L			
Translation of the Mathematics Assessment is available with Text-to-Speech enabled. To select this option in the PearsonAccess ^{next} user interface, populate the Translation				
of the Mathematics Assessment in Text-To-Speech – Spanish field. On the Student Registration/Personal Needs Profile, populate Translation of the Mathematics				
Assessment field with "SPA" and Text-to-Speech fie	eld with "01" (Text Only) or "02" (Text and graphics). Validation rules still apply.			

Updating PNP Data Before Student Begins Testing

The purpose of this section is to provide guidance for updating PNP data in PearsonAccess^{next} before a student begins testing, but after the test session has been prepared or started. These steps should be performed if the student has been assigned an incorrect form.

For computer-based testing, once the PNP is updated and the student is placed back into the session, the student will receive the correct test form with the accessibility features or accommodations identified in the PNP. For paper-based testing, the Test Administrator can begin administering the assessment with the appropriate accessibility feature or accommodation.



DC Science The District of Columbia Assessment of the Next Generation Science Standards

Steps

Remove Student from Session

• Go to Testing > Students in Sessions and add the session for the student to the Session List.

Scroon Shot/Directions

- Select the student from the list at the bottom of the screen.
- Select Remove Students from Sessions under the Tasks drop down and click Start.
- On the **Remove Students from Sessions** screen, click the check box for the student. Then, click the **Remove** button.

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Students in Sessions Go to Sessions »					
E Tasks 0 Selected			Students in Sessions 0 Selected Clear		
Select Tasks		• Start •	Manage		
Session List	GR9 MAIN 0 2 Ignor	e Testing Schedule			
Add	Stop Download Resourc	es • Update Cache	esh		
1 Selected Clear	Crade 5 El All Iteraeu				Student Test Status Kou
GR9 MAIN ×	Grade 5 Eleventeday				Sudon for Sudda Key
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	-		8	_	
	GrSELA -Unit 3			• •	
			8		
Find Students In the selected session(s) above •					
	Search				
Filters Clear Hide Organization	7 Results				Displaying 25 • Manage Columns •
Filters Clear Hide Organization	7 Results	t Name First Name N	Middle Name Username Session Grid	9ELA -Unit 1 Gr9ELA -Unit 2	Displaying 25 • Manage Columns • Gr9ELA -Unit 3 Form
Filters Clear Hide Organization Select one or more State Student Identifier	7 Results State Student Identifier Las PPTEST0021 () SAM	t Name First Name M IPLE ONE	Middle Name Username Session Gri 7789226496 @ GR9 MAIN @	9ELA -Unit 1 Gr9ELA -Unit 2 B Ready B Ready	Displaying 25 • Manage Columns • Gr9ELA -Unit 3 Form Ready 16EL09SP0E0101
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Filters Clear Hide Organization Select one or more State Student Identifier Starts with	7 Results State Student Identifier Las PPTEST0021 0 SAN PPTEST0022 0 ASL SAN	IName First Name P IPLE ONE IPLE TWO	Middle Name Username Session Gri 7739226496 G GRe MAIN @ 7801189689 G GRe MAIN @	9ELA-Jinit Gr9ELA-Jinit 2 Ready & Ready & Ready & Ready	Displaying 25 Manage Columns Gr9ELA-Jult 3 Form Ready 16EL09SP3E0101 Remove Reset
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Filters Clear Hide Organization Select one or more Sate Student identifier Sate Student identifier State with State with Remove Students from Session Your student list includes more than one test. Student Test: Grade 9 ELA/Literacy STUDENT NAME (cODE) MAIN, GR9 (PPTEST0026) * Required	7 Results 7 Results 9 PTEST0021 9 AAL 9 PTEST0022 AAL S Filter by test to see the other SESSION GR9 MAIN	Name First Name P APLE ONE APLE TWO r selected students. STUDENT TEST Grade 9 ELA/Literacy	Midde Name Username Session Gr 7789226496 @ GR9 MAIN @ 7801189689 @ GR9 MAIN @ GR9ELA -Unit 1 Ready	9ELA -Unit 1 Gr9ELA Unit 2 Ready	Displaying 25 • Manage Columns • Gr9ELA -Unit 3 Form a Ready 16EL09SPAE0101 a Ready 16EL09SPAE0101 Remove Reset Gr9ELA -Unit 3 Ready
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Screen Shot/Dir

Steps

Update PNP Information

- Go to Setup > Students and search for the student in the Find Students search bar or click the drop down to choose Show all results.
- Check the box for the student.
- Select Manage Student Tests under the Tasks drop down and click Start.
- On the Manage Student Tests screen, mark the accommodations and accessibility features. Refer to the PNP training module.
- Click Save.

Note: If the accommodation is supported by a specific form and the accommodation is already marked, you do not need to update the PNP information. The test form will be reset when the student is placed back into the test session.

PNP values for accommodations that require a specific form can't be edited until the student is removed from the test session and form assignment is removed.

rections	
Administration Consideration	
Frequent Breaks 6	Specialized Equipment or Furniture 0
Separate/Alternate Location ()	Specified Area or Setting 0
Small Testing Group ⁽¹⁾	Time of Day O
Accessibility Features Identified in Adva Color Contrast O	ance 📄 Answer Masking 🖲
Presentation Accommodations	
ASL Video 🖲	Large Print 0
Closed Captioning for ELA/L O	Human Signer for Test Directions
Refreshable Braille Display for ELA/L 0	$\hfill \square$ Student Reads Assessment Aloud to Themselves $\pmb{\Theta}$
Alternate Representation - Paper Test 0	Assistive Technology - Screen Reader O
Braille With Tactile Graphics 0	▼
Ŧ	Assistive Technology - Non-Screen Reader 0
Response Accommodations Answers Recorded in Test Book ① Calculation Device and Mathematics Tools ① Monitor Test Response ① Word Prediction ①	Braille Response () Mathematics Response () ELA/L Constructed Response () ELA/L Selected Response or Technology Enhanced Items () (EL)
EL Accommodation Mathematics Response - EL Translation of the Mathematics Assessment Administration Directions Read Aloud in Stud	ent's Native Language O



Steps	Screen Shot/Dire	ctions							
Add Student to Session									
 Go to Testing > Students in Sessions and add the session to the Session List 	Add Students to Session	S	Find qualitable aturd	ente within SAMD					Add Reset
 Select the student from the list. Select Add Students to Sessions under 	SAMPLE SESSION (Grade 9 ELA/Lit 1 available student(s) found	T	Last or Surname sta	arts with			Q Sea	rch 🔸	
 the Tasks drop down and click Start. On the Add Students to Sessions screen, click the Session drop down to change. 	Student SAMPLE, STUDENT (PSTES	STZZZ2) 🟮		Or	rganization	(ZZ-100000-4000)			Class
 the session. Search for the student in the Find 	* Required			« 1	1 »				
available students search bar or click the drop down to choose Show all	Add Reset								
 Click the check box for the student. Then, click the Add button. 	Note: Students can Human Reader and Reader sessions ma	be placed Human Si anually.	in the original test gner accessibility fe	session (atures a	or new t Ind acco	est sessio mmodati	ons. Excep ons must	tion: Stud be placed	ents using in Human
If a new session has been created, prepare	Note: The form will	l be assign	ed by preparing the	esession					
the test session.				1					
(For form supported accommodations)	State Student Identifier	Last Name	First Name Middle Name	Username	Session	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3	Form
 On the Students in Sessions screen look 	PPTEST0022 0 ASL	SAMPLE	TWO	7801189689	 GR9 MAIN GR9 MAIN 	Ready	Ready	Ready	I6EL09SP0E0101
for an indicator next to the State	PPTEST0024 ()	SAMPLE	THREE	6432681417	GR9 MAIN	Ready	Ready	Ready	16EL09SP0E0101
Student Identifier or look at the Form	PPTEST0026 ()	SAMPLE	FOUR	6575039478	GR9 MAIN	Ready	Ready	Ready	16EL09SP0E0101
 column in the student list. Befer to the chart on page 2 for the 	PPTEST0027 8 SR	SAMPLE	FIVE	9950 <mark>4</mark> 23355	GR9 MAIN	Ready	Ready	Ready	I6EL09SPNE0101
indicator and form code for each	PPTEST0028 0 SR	SAMPLE	SIX	3038856861	GR9 MAIN	A Ready	Ready	Ready	I6EL09SPRE0101
accommodation.	Note: The form will Note: Re-caching th cached. If another s cached.	l be update ne test to y student on	ed by precaching th your local proctor ca the same caching r	e test or aching m machine	prepari nachine i has acc	ng the se s require essed the	ssion. d if the for form, the	rm has not content h	t been previously has already been



Steps	Screen Shot/Directions
After session is updated, and form	See link below for additional details:
assignment has been verified	<u>k k `` `` `` `` u</u>
Print new student testing tickets.	

Updating PNP Data After Student Begins Testing

The purpose of this section is to provide guidance for updating PNP data in PearsonAccess^{next} after a student begins testing. If the accommodation is supported by a specific form, (e.g., ASL, Closed Captioning, Spanish, Spanish Text-to-Speech, Text-To-Speech, Screen Reader or Assistive Technology Application) the steps in the table below should be followed.

Steps	Screen Shot/Directions				
 Exit Test in TestNav The student must click the gray button next their name in the upper right corner of the screen. Click Logout of TestNav. Click Save and Return Later. 	Guest Enable Magnifier Show Line Reader Logout of TestNav				
Contact OSSE and Report a Test Irregularity. Voiding of tests can only be performed by OSSE.	OSSE will determine if testing with accommodations should proceed. If testing will proceed continue to the next steps. If testing will not proceed, the test will be marked complete and voided by OSSE.				



Steps	Screen Shot/Directions
 Steps Mark the Test Complete Go to Testing > Students in Sessions and search for the student in the Find Students search bar or click the drop down to choose Show all results. Check the box for the student. Select Mark Student Tests Complete under the Tasks drop down and click Start. On the Mark Student Tests Complete screen, click the check box for the student and all units. Then, click the Mark Complete button. 	Tasks for Students in Sessions Add Task < Previous Task Next Task > Exit Tasks > Mark Student Tests Complete Mark Complete Mark Student Tests Complete Mark Complete Reason*
Void the Test Voiding of tests can only be performed by OSSE. To request the	Mark Complete Reset
 Create Student Tests and Update PNP Information Still on the Manage Student Tests screen, click Create Student Tests on the left side of the screen. Complete the required information under Test Details and mark the accessibility features and accommodations. Refer to the PNP training module for guidance. Click Create and then Exit Tasks. 	Manage Student Tests Test Filter Filter by Test Status Add © Complete Assigned Add © Complete Assigned STUDENT TESTS (2) TEST DETAILS O Create Student Tests New Student Test SAMPLE, STUDENT (PSTESTZZZ) Stub Grade 9 ELA/Literacy Complete Agebra 1 Assigned SAMPLE, STUDENT (PSTEST Grade 9 ELA/Literacy Organization* Class Name I SAMPLE SCHOOL (ZZ-100000-4000) select



Steps	Screen Shot/Directions
Assign to a new test session	Create / Edit Sessions
Go to Testing > Sessions, select Create / Edit Sessions	
under the Tasks drop down menu, and select Start .	SESSIONS (0) DETAILS
• On the Create / Edit Session screen, populate all required	Create Session New Session
fields.	Session Name* Organization*
• Select the field below Students and select the student to	
add to the session.	
• At the bottom of the screen, select Create to create the	Test Assigned* Scheduled Start Date*
test session.	Proctor Reads Aloud Scheduled Start Time
Click Exit Tasks.	Form Group Type* 01:00 AM CST O
	Add * Lab Location
Note: You must add the student to a new/different test	Use Custom TestNav Settinos
session than the one that contains the marked test complete.	Precaching Computer*
You will not be able to have multiple tests for the same	Add
student in a single session.	A pre-caching computer is required when there is one or more available.
If a new session has been created, prepare the test session.	Note: The form will be assigned by preparing the session.
Verify Form Assignment	State Student dentifier Last Name First Name Middle Name Username Session Gr9ELA -Unit 1 Gr9ELA -Unit 2 Gr9ELA -Unit 3 Form
(For form supported accommodations)	PPTEST0021 SAMPLE ONE 7789226496 GR9 MAIN Ready Ready Ready 16EL09SP0E0101
• On the Students in Sessions screen look for an indicator	PPTEST0022 ASL SAMPLE TWO 7801189689 GR9 MAIN Ready Ready 16EL09SPAE0101
next to the State Student Identifier or look at the Form	PPTEST0024 SAMPLE THREE 6432681417 GR9 MAIN Ready Ready Ready 16EL09SP0E0101
column in the student list.	PPTEST0026 SAMPLE FOUR 6575039478 GR9 MAIN Ready Ready Ready 16EL09SP0E0101
• Refer to the chart on page 2 for the indicator and form	PPTEST0027 SR SAMPLE FIVE 9950423355 GR9 MAIN
code for each accommodation.	PPTEST0028 SR SAMPLE SIX 3038856861 GR9 MAIN Ready Ready Ready 16EL09SPRE0101
	Note: The form will be updated by precaching the test or preparing the session.
	Note: Re-caching the test to your local proctor caching machine is required if the form has
	not been previously cached. If another student on the same caching machine has accessed
	the form, the content has already been cached.
After session is updated, and form assignment has been	See link below for additional details
verified, print new student test tickets.	<u>k k `` `` `\ `u</u>

If the accessibility feature or accommodation is not supported by a specific form (e.g., color contrast or answer masking), follow the steps on the next page.

PNP Guidance Document





Updating PNP Data for Accessibility Feature or Accommodation Not Supported by a Specific Form

Steps	Screen Shot/Directions		
 Exit Test in TestNav The student must click the gray button next their name in the upper right corner of the screen. Click Logout of TestNav. Click Save and Return Later. 	Guest Enable Magnifier Show Line Reader Logout of TestNav		
 Update PNP Information Go to Setup > Students and search for the student in the Find Students search bar or click the drop down to choose Show all results. Check the box for the student. Select Manage Student Tests under the Tasks drop down and click Start. On the Manage Student Tests screen, mark the accommodations. Refer to the PNP training module. Click Save. 	Students Student Tasks Delete Students Student Students Student Identifier Last or Sumane* Delete Students Student Identifier Last or Sumane* Birthdate* Student Identifier Last or Sumane* Birthdate* Student Identifier Last or Student Identifier Last or Sumane* First Name* Birthdate* Student Identifier Last or Sumane* First Name* <td col<="" th=""><th></th></td>	<th></th>	
 Resume Test Go to Testing > Students in Sessions and search for the student in the Find Students search bar or click the drop down to choose Show all results. To resume and unlock the student, click the drop-down under the Exited Unit and select Resume. Then, click the drop-down and select Unlock. 	cached.	3	