

# CMAS and CoAlt Student Registrations in PearsonAccess<sup>next</sup>

## Spring 2021 Checks and Resources



Complete the following checks by January 29, 2021 to ensure accuracy of initial material shipments

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### **Confirm and ensure that registered students in PearsonAccessnext match current district/school enrollments for all tested grades and content areas.**

- Submit transfer requests student-by-student through the PearsonAccess<sup>next</sup> user interface or en masse through the batch export/import process for students who are new to the district.
  - Complete transfer requests as appropriate.
  - Directions are available at <https://coassessments.com/layouts/> > Enrollment Transfer File Field Definitions and File Layout
- Do not delete records for students who moved out of the district. Process student transfer requests that are received for these students from the new districts. Tests for students who moved out of state can be coded as *Not Tested Reason 03 – Withdrew Before/During Testing*. For students who have moved to other districts in Colorado, do not code their tests as *Not Tested Reason 03* unless a transfer request is not received by April 30.
- Update language arts test assignments for students in grades 3 and 4 as necessary (e.g., if a grade 3 student will take the CSLA accommodated form instead of the Grade 3 ELA assessment, the Grade 3 ELA assignment must be removed and the CSLA assignment must be created).

### **Confirm that the paper testing format is indicated for students in schools that requested paper (if notification was provided to CDE by December 15, 2020).**

- If notification was not provided to CDE, the district must change the testing format in PearsonAccess<sup>next</sup>, if necessary, by January 29.
- Large orders (school, grade, content area, language) of paper-based materials will not be allowed after this initial order window is closed (only orders for individual students will be allowed as additional orders).
- To check the number of students registered for paper or online tests, log into PearsonAccess<sup>next</sup> > Reports > Operational Reports > Students and Registrations > Student Test Counts.

### **Indicate special forms that require physical materials (e.g., CSLA, large print, braille, auditory/signer scripts).**

## Student Registration/Personal Needs Profile (SR/PNP) Resources

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### **SR/PNP Training Module**

<https://coassessments.com/training-mods/> > PearsonAccess<sup>next</sup> Trainings

### **Student Registration/Personal Needs Profile (SR/PNP) Field Definitions and File Layout**

<https://coassessments.com/layouts/> > SR/PNP Field Definitions and File Layout

### **Spring 2021 CMAS and CoAlt Procedures Manual**

<https://coassessments.com/manuals/> > CMAS and CoAlt Procedures Manual

- 3.2 PAnext Activities for CMAS and CoAlt
- Appendix H: PAnext
- Appendix K: Data