

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

## Spring 2023 Checks and Resources



Complete the following checks by January 27, 2023 to ensure accuracy of initial material shipments

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### **Beginning January 9, 2023, confirm and ensure registered students in PearsonAccess<sup>next</sup> 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 available at <https://coassessments.com/layouts/> > Enrollment Transfer File Field Definitions and File Layout
  - Verify accuracy of the Responsible Organization in PearsonAccess<sup>next</sup> for new/transferred students
- Do not delete records for students who moved out of the district. Process student transfer requests that are received for these students from their 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 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 28.
- 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, remove the Grade 3 ELA assignment and create the CSLA assignment).

### **Confirm the paper test format is indicated for students *in schools that requested paper* (if notification was provided to CDE by December 15, 2022).**

- *Online* is the default test format for all students. If notification or paper-based testing was not provided to CDE by December 15, the district must change the test format in PearsonAccess<sup>next</sup>, if necessary, by January 27.
- Large orders (school, grade, content area, language) of paper-based materials are not allowed after the initial order window closes (only orders for individual students are 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.

### **For individual students, indicate special forms that require physical materials (e.g., CSLA, large print, braille, auditory/signed presentation scripts, math and science in Spanish).**

#### 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 2023 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