



CMAS Student Biographical Data Review: Data Respondent System Guide 2026

The following information also applies to CoAlt Science and Social Studies.

Background

Student Biographical Data (SBD) Review allows districts to finalize assessment data used for public reporting purposes. In prior years, SBD took place in CDE's Data Pipeline. In spring 2026, **CMAS SBD will take place in PearsonAccess^{next}**, the data management system used for CMAS student registration, assessment administration, and initial data cleanup.

Guidance

Where is CMAS SBD completed?

<https://co.pearsonaccessnext.com>

Why was CMAS SBD moved?

Because PearsonAccess^{next} is able to support full data cleanup, use of the system minimizes the number of systems districts use for data cleanup and strengthens the link between CMAS invalidation coding and test administration. It also eliminates the use of untagged data from Student Interchange, which has historically contained errors. Lastly, it reduces the amount of time needed to clean data to **support turnaround of results by June 1, as required by statute.**

Who completes CMAS SBD?

The Data Respondent, as identified by the district, completes SBD. Access to data in PearsonAccess^{next} is controlled by user roles. The district's Data Respondent is assigned the **Data Respondent** role and has editing access to demographic and invalidation data fields through the user interface, as well as exportable data files that can be adjusted and then imported back into the system to make updates. Other functions of the Data Respondent role include the ability to run operational reports to see where updates are needed and using the data sign-off field when data validation is complete.

When is CMAS SBD?

The CMAS testing window closes on **Friday, April 24, 2026**. All PearsonAccess^{next} users other than the Data Respondent and official District Assessment Coordinator will be locked out of PearsonAccess^{next} on Friday, May 1, 2026 at 5 PM; however, **districts can choose to locally disable user accounts prior to May 1**. The CMAS SBD window closes on **Friday, May 8, 2026** at 11:59 PM. This provides a two-week data cleanup window outside of testing, although demographic updates can be made as early as **January 12, 2026** and invalidation coding can be added as early as **April 6, 2026**.

What does CMAS SBD look like in PearsonAccess^{next}?

Student Test Update File

The Student Test Update (STU) file is used to update student demographic data and invalidation coding. Export the STU to work with current system data before importing updates. The STU file field definition document, which includes valid values and cross-validations for each field, is available at <https://coassessments.com/layouts/>.

1. Log in to PearsonAccess^{next}.
2. Select **Setup** and then **Import/Export Data**.



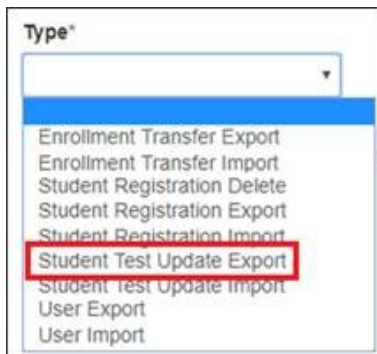
- Under **Tasks**, select **Import/Export Data**. Select **Start**.



Export the Student Test Update File from PearsonAccess^{next}

To export the STU file from PearsonAccess^{next}, complete steps 1 through 3, then:

- Select **Student Test Update Export** from the **Type** drop-down menu.



- Select parameters on which to run the file export, then select **Process**.
 - File Layout Type** – options are CSV and fixed – CSV is recommended if no option is preferred
 - Grade Level When Assessed** – options are third, fourth, fifth, sixth, seventh, eighth, and eleventh grades – leave blank (default) to export all grade levels
 - Subject** – options are CSLA, ELA, math, science, and social studies – leave blank (default) to export all content area assessments
 - Test status inclusions – select all boxes to include attempts, test assignments, and tests in progress

Type*
Student Test Update Export

File Layout Type
a CSV

Grade Level When Assessed
b Select Grade(s) to limit results

Subject
c Select Subject(s) to limit results

d Include Attempts
 Include Test Assignments
 Include Tests In Progress

Process Reset

- A blue banner appears at the top of the screen confirming the file is queued for processing. Select the refresh button (🔄) until the file is available for download; otherwise, PearsonAccess^{next} sends a notification to the user’s e-mail address when the file is ready. Select **Exit Tasks** to access the **File Information** later.

➕ Add Task < Previous Task Next Task > **Exit Tasks ✕**

DETAILS 🔄

Pending
File has been queued for processing

- A green banner appears at the top of the screen when the file is available. Select **Download File** to view the file. The **parameters** on which the export was run appear below the **file information**.

Complete
File is ready for download

File Information

Type Student Test Update Export	Organization Organization Name (CO-DDDD-SSSS)
Request Date 2019-05-16 08:25 AM	User User email address
Total Records 1,175	Download File ⓘ
Successful Records 1,175	
Error Records 0	

Parameters

Parameter	Value
Include Test Assignments	true
Include Tests In Progress	true

- Save the file locally. Locate the file to indicate updates to import back into PearsonAccess^{next}.

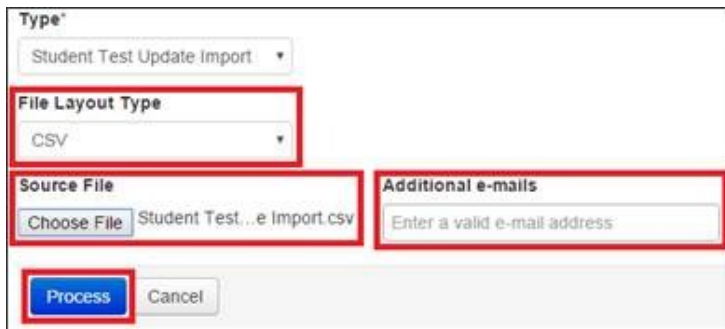
Importing the Student Test Update File into PearsonAccess^{next}

To import an updated STU file into PearsonAccess^{next}, complete steps 1 through 3, then:

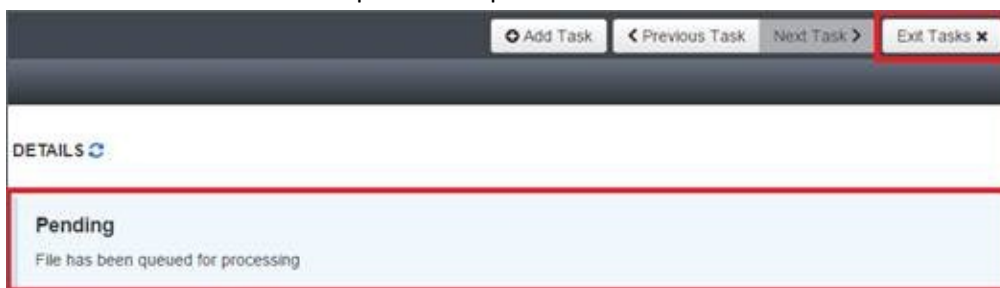
4. Select **Student Test Update Import** from the **Type** drop-down menu.



5. Select the appropriate **File Layout Type** (the file type of the locally saved STU file, either CSV or Fixed). Select **Choose File** under **Source File**, then locate the locally saved file on your computer. Use the **Additional e-mails** field to add anyone who should receive notifications regarding the status of the file import. Select **Process**.



6. A blue banner appears at the top of the screen confirming the imported file is queued for processing. Select the refresh button (🔄) until the file is processed; otherwise, PearsonAccess^{next} sends a notification to the user's e-mail address when the file import is complete. Select **Exit Tasks** to access the **File Information** later.



7. Review the file information. If errors are present, resolve the data causing the errors in the locally saved STU file and repeat steps 2 through 6.



Complete with issues
Some records were not saved, see the error list for details

File Information

Type Student Test Update Import	Organization Organization Name (CO-0000-SSSS)
Name Student Test Update Export_v1.csv	User User email address
Request Date 2019-05-15 02:56 PM	Download File ⓘ
Total Records 3,009	Download Students Created ⓘ
Successful Records 3,002	
Error Records 7	

Parameters

Parameter	Value
File Layout Type	csv

Steps

Step	Message
Format Verification	Complete
Import	Encountered 7 records with issues, data for these records was not saved
Generate Error Files	Complete

Errors

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

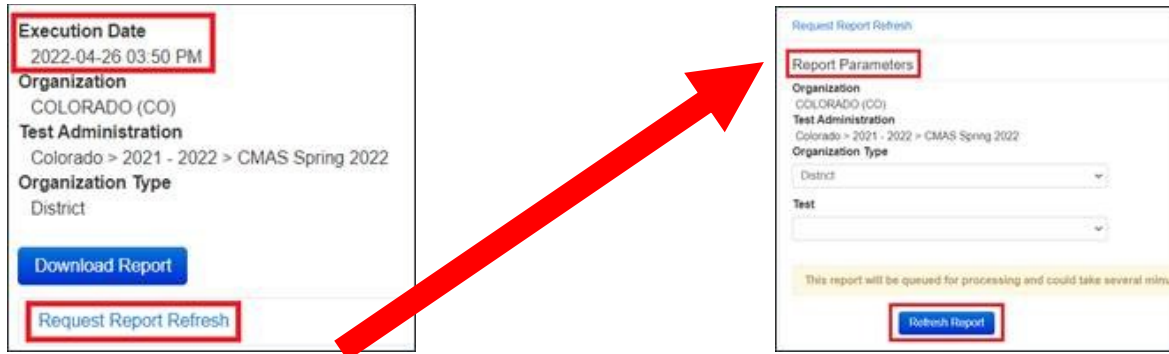
Record Number	Message
375	Void Test Score Reason has an invalid option with value: 00.
1,120	If 'Not Tested Reason' is populated, then 'Not Tested Code' must = 'Y'.
1,121	If 'Not Tested Reason' is populated, then 'Not Tested Code' must = 'Y'.

STU Upload Errors - Valid value and cross validation errors will trigger on upload of the STU. The errors that will trigger are included in the STU file field definition document, available at <https://coassessments.com/layouts/>.

Operational Reports

Operational reports help identify data updates that may be needed. These reports are found in PearsonAccess^{next} under **Reports > Operational Reports**. For Data Respondents, the **Report Categories** of **Students and Registrations** and **Online Testing** are the most valuable.

Note: Always check the **Execution Date** of any available operational report (the day and time the report ran, which indicates if the report contains out of date information). Click **Request Report Refresh**, if the option is displayed, to generate a report with current system data.



Confirm/update **Report Parameters** (parameters are only required if indicated by a red asterisk), then click **Refresh Report**. Click the refresh icon (🔄) to refresh the page, then download the updated report when available (click **Download Report**).

For example, use the **Session Roster** report (**Reports > Operational Reports > Online Testing > Session Roster**) to see all tests that were completed (Test Status = attempt/complete) and tests that are in sessions that were never prepared/started (Test Status = assigned).

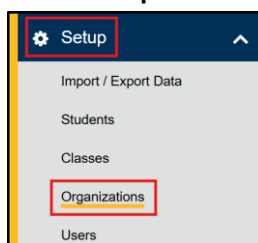
- Tests in “assigned” status may need to be coded with Not Tested Codes/Reasons.
- Tests in “testing” status require additional action. Contact the District Assessment Coordinator.
- Tests in “attempt” status were completed, but some might need Void Test Score Coding if they should not be scored.

Refer to crosswalk for additional operational reports.

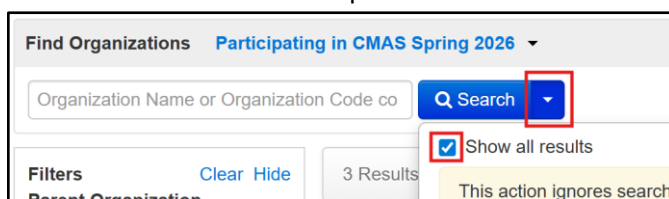
Data Validation Sign-Off

Once the Data Respondent validates all student demographic and invalidation data in PearsonAccess^{next}, they will use the **data validation sign-off** field to confirm this. **Only the Data Respondent can edit this field.**

1. Select **Setup** and then **Organizations**.



2. Select the **Search** button drop-down and check the box to **show all results**.

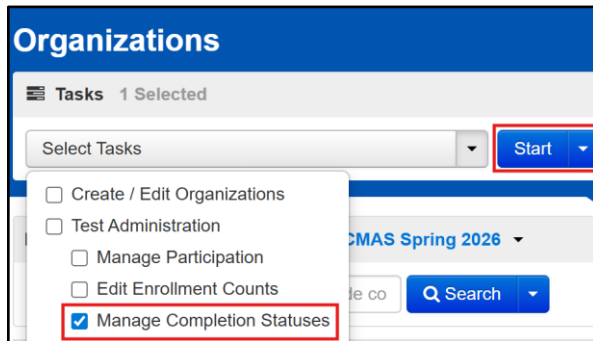


3. Select the checkbox for the district.

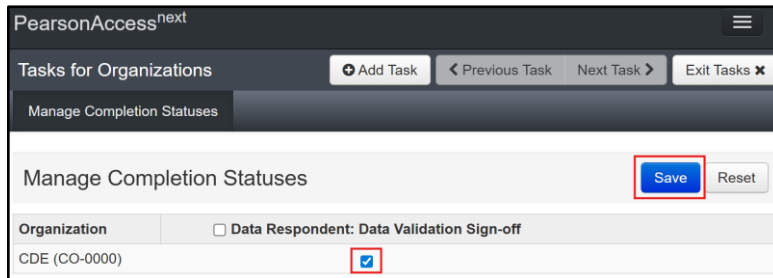


<input type="checkbox"/>	Organization Name*	Organization Code*	Type	Parent Organization	Closed
<input checked="" type="checkbox"/>	CDE	CO-0000	District	COLORADO(CO)	No
<input type="checkbox"/>	CDE SCHOOL	CO-0000-CCCC	School/Institution	CDE(CO-0000)	No
<input type="checkbox"/>	CDE SCHOOL D	CO-0000-DDDD	School/Institution	CDE(CO-0000)	No

4. Under the **Tasks** drop-down, select **Manage Completion Statuses**, then **Start**.



5. Check the box under **Data Respondent: Data Validation Sign-off**, then select **Save**.



How can I learn more?

- Refer to [Appendix K in the CMAS and CoAlt Procedures Manual](#) for detailed information about CMAS and CoAlt data, including data cleanup procedures as well as invalidation codes and descriptions.
- Attend SBD training provided by the CDE Assessment Division’s Data Team in early 2026.
- Crosswalk between Data Pipeline errors and PearsonAccess^{next} errors/operational reports.