Personal Needs Profile Guidance

Managing Incorrect Accessibility Features and Accommodation PNP

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*.**

All student accommodations are entered in PearsonAccess^{next}. There are no accommodations entered in ISBE's Student Information System (SIS).

Form Supported Accommodations:

ASL Video
Assistive Technology – Screen Reader
Assistive Technology – Non-Screen Reader
Text-to-Speech
Translation of the Mathematics 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., accommodation is listed on the following page.

Accommodation	Indicator	Form Code
American Sign Language	ASL	SPAE
Assistive Technology – Screen Reader	SR	SPRE
Assistive Technology – Non-Screen Reader	Non-SR	SPNE
Text-to-Speech	TTS	SPTE
Spanish Text-to-Speech	STTS	SPTS
Spanish	S	SPOS
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 18EL03SFAE0101 indicates:

    18 = Year
    EL = Subject (this one is ELA/L)
    03 = Grade
    SF = Administration (this one is spring/fall)
    A = Accommodation (this one is ASL, non-accommodated forms have an O)
    E = Language (this one is English)
    0101 = Battery Identifier

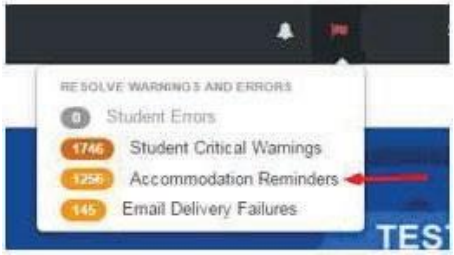
In the event that inaccurate PNP information has been loaded or that no information has been loaded, this document provides guidance for updating the PNP before and after testing has been started. For the purposes of this document, the term "void" refers to invalidating a student's score in one content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

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 with permission to edit this field. The following accommodations require the Student With Disabilities 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



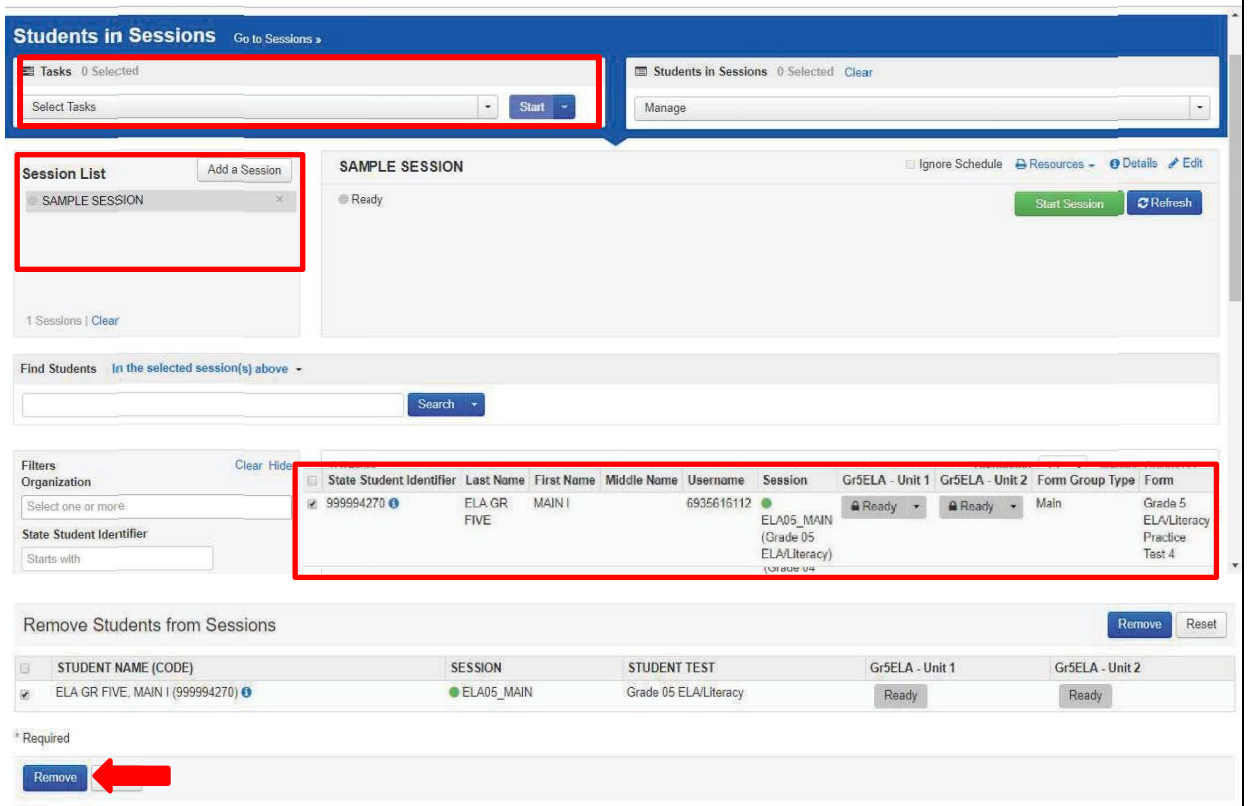
Accommodation	Notes
ASL Video	For computer-based ELA/L and math tests
Assistive Technology – Screen Reader	For computer-based ELA/L and math tests
Assistive Technology – Non-Screen Reader	For computer-based ELA/L and math tests
Refreshable Braille Display for ELA/L	For computer-based ELA/L tests
Alternate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

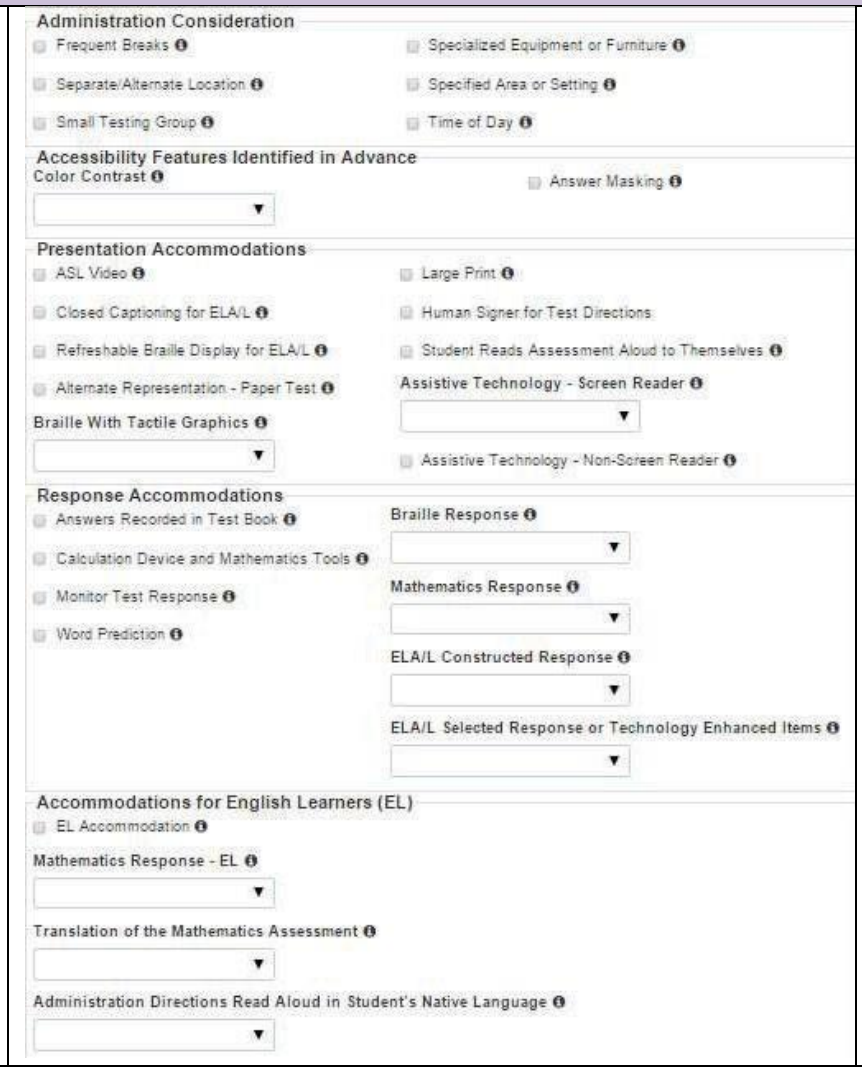
ELA/L Constructed Response	For computer- and paper-based ELA/L tests
ELA/L Selected Response or Technology Enhanced Items	For computer- and paper-based ELA/L tests
Mathematics Response	For computer- and paper-based math tests
Accommodation	**Notes**
Monitor Test Response	For computer- and paper-based ELA/L and math tests
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-based or paper-based math tests.
Unique Accommodation	For computer- and paper-based ELA/L and math tests
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 field with "01" (Text Only) or "02" (Text and graphics). Validation rules still apply.	

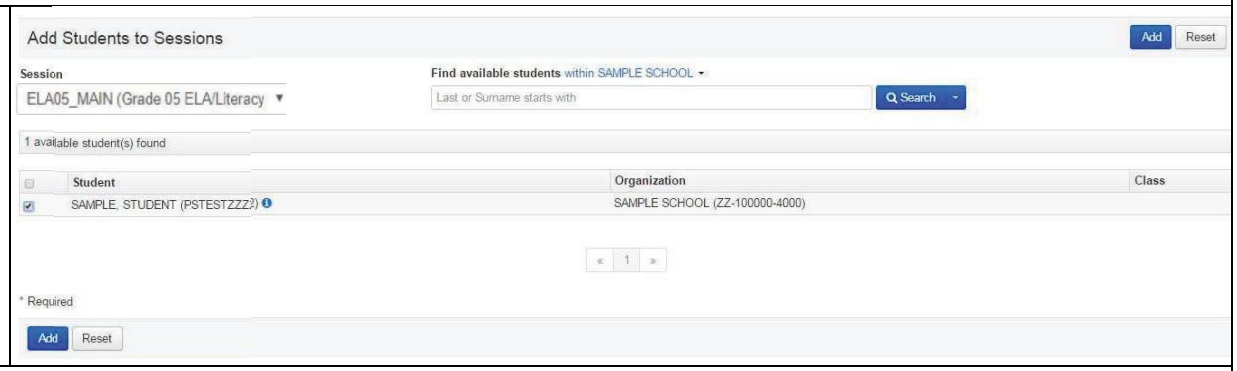
Updating PNP Data Before Student Begins Testing

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.

Steps	Screen Shot/Directions
Remove Student from Session Go to Testing > Students in Sessions and add the session for the student to the Session List. 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.	

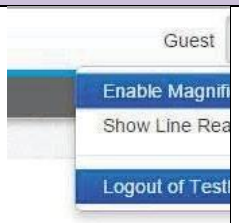
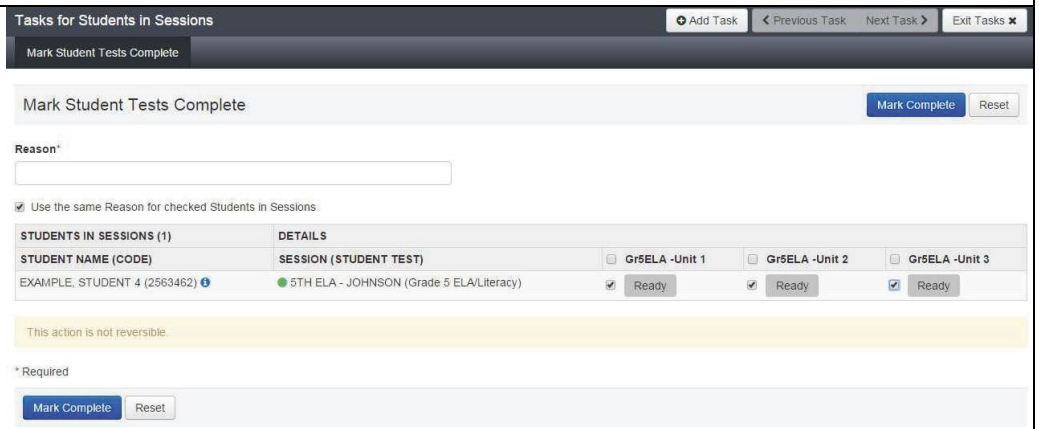
Steps	Screen Shot/Directions
Update PNP Information Go to Setup select Students and search for the student in the Find Students search bar or click the drop down to choose Show all results. Check the box for the student. Select Manage Student Tests under the Tasks drop down and click Start. On the Manage 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.	

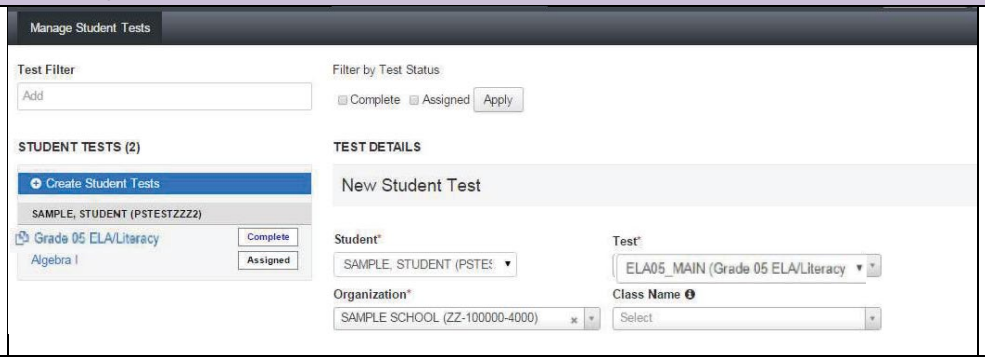
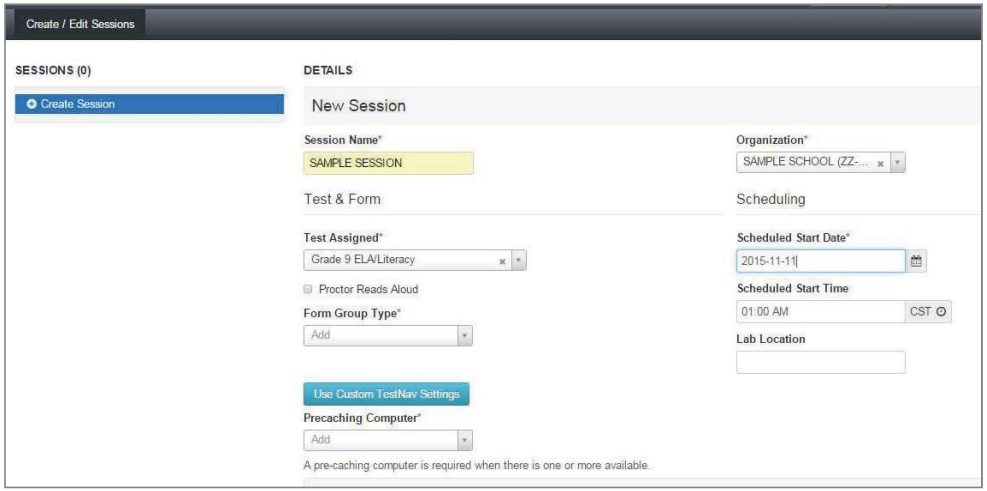
Steps	Screen Shot/Directions
Add Student to Session Go to Testing > Students in Sessions and add the session to the Session List. Select the student from the list. Select Add Students to Sessions under the Tasks drop down and click Start. On the Add Students to Sessions screen, click the Session drop down to choose the session. Search for the student in the Find available students search bar or click the drop down to choose Show all results. Click the check box for the student. then, click the Add button. **Note:** Students can be placed in the original test session or new test sessions. Exception: Students using Human Reader and Human Signer accessibility features and accommodations must be placed in Human Reader sessions manually.	
If a new session has been created, prepare the test session.	**Note:** The form will be assigned by preparing the session.

Steps	Screenshot of Indicator	Screenshot of Form Code
Verify Form Assignment For form supported accommodations On the **Students in Sessions** screen look for an indicator next to the State Student Identifier or look at the Form column in the student list. Refer to the chart on page 2 for the indicator and form code for each accommodation. **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 verified Print new student testing tickets.	See link below for additional details: https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test	See link below for additional details: https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test

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, Spanish, Spanish Text-to-Speech, Text-To-Speech, Screen Reader or Assistive Technology Application) the steps in the table below should be followed.

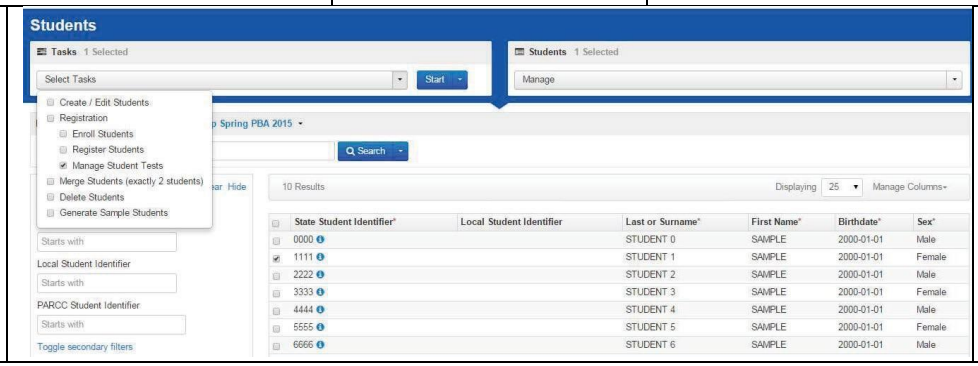
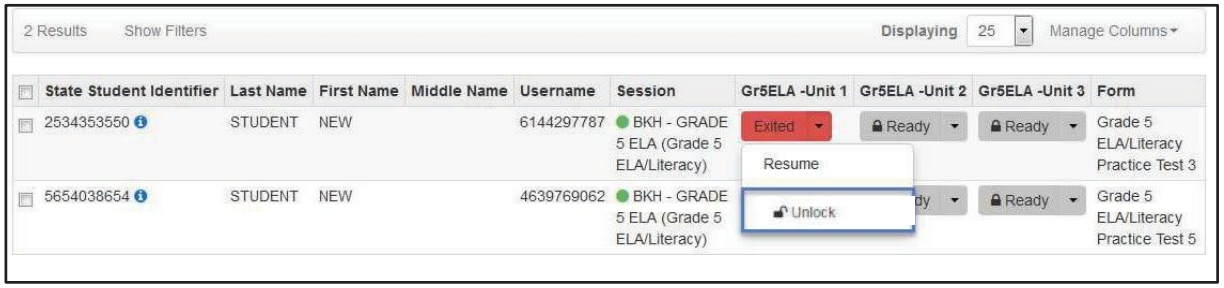
Steps	Screen Shot/Directions
Exit Test in TestNav The student must click the gray button next their name in the upper right corner of the screen. Click **Logout of TestNav**. Click **Save and Return Later**. Submit a form to report a Testing Irregularity or Security Breach	
Mark the Test Complete Go 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. **Note:** Do NOT use the Void a Unit task on the Students in Sessions screen.	
Void the Test	Refer to the Test Coordinator Manual for information about who should complete this task. If the LEA/District completes this task, directions on how to "Void" are provided below and ISBE will provide the Reason Code

Steps	Screen Shot/Directions
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**.	
Assign to a new test session Go to **Testing** > **Sessions**, select **Create / Edit Sessions** under the **Tasks** drop down menu, and select **Start**. On the **Create / Edit Session** screen, populate all required fields. 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 session. Click **Exit Tasks**. **Note:** You must add the student to a new/different test session than the one that contains the marked test complete. You will not be able to have multiple tests for the same student in a single session.	
If a new session has been created, prepare the test session.	**Note:** The form will be assigned by preparing the session.

Steps	Screenshot of Indicator	Screenshot of Form Code
Verify Form Assignment For form supported accommodations On the Students in Sessions screen look for an indicator next to the State Student Identifier or look at the Form column in the student list. Refer to the chart on page 2 for the indicator and form code for each accommodation. **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 verified Print new student testing tickets.	See link below for additional details: https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test	See link below for additional details: https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test

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.

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**.	
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**. **Note:** Re-caching 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.	

Steps	Screen Shot/Directions
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**.