

### Personal Needs Profile Process

The purpose of this document is to provide guidance for managing and updating Personal Needs Profile data in PearsonAccess<sup>next</sup> 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<sup>next</sup> 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 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., ). The indicator for each accommodation is listed on the following page.

Accommodation	Indicator	Form Code	Screen Shot/Directions														
American Sign Language	ASL	ASL															
Assistive Technology – Screen Reader	SR	SR															
Assistive Technology – Non-Screen Reader	Non-SR	Non-SR															
Closed Captioning	CC	CC															
Text-to-Speech	TTS	TTS															
Spanish Text-to-Speech	STTS	STTS															
Spanish	S	S															
Human Reader (English)	None																
Human Reader (Spanish)	None																
			<table border="1"> <thead> <tr> <th>Form Group Type</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>Main</td> <td>19MT04SFOEB103</td> </tr> <tr> <td>Main</td> <td>19MT04SFNEB101</td> </tr> <tr> <td>Main</td> <td>19MT04SFOSB201</td> </tr> <tr> <td>Main</td> <td>19MT04SFREB101</td> </tr> <tr> <td>Main</td> <td>19MT04SFTSB201</td> </tr> <tr> <td>Main</td> <td>19MT04SFTEB301</td> </tr> </tbody> </table>	Form Group Type	Form	Main	19MT04SFOEB103	Main	19MT04SFNEB101	Main	19MT04SFOSB201	Main	19MT04SFREB101	Main	19MT04SFTSB201	Main	19MT04SFTEB301
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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

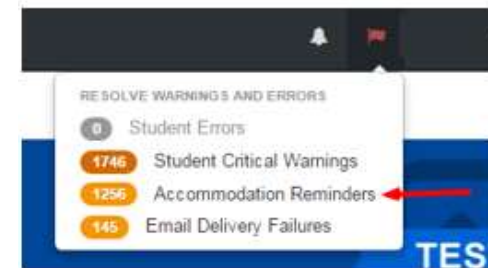
In the event that inaccurate PNP information has been loaded or that no information has been loaded, this document provides guidance for updating the PNP before and after testing has been started. For the purposes of this document, the term “void” refers to invalidating a student’s score in one content 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<sup>next</sup>, pictured to the right. The Accommodations Reminders are not warnings that can be resolved, but are intended to ensure that IEP or 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 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
<b>Accommodation</b>	<b>Notes</b>
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 <b>must</b> be populated with either “504” OR “IEP” for computer-based ELA/L. The Students With Disability Field does <b>not</b> need to be populated for computer-based math tests.
Human Reader or Human Signer	The Students With Disability Field <b>must</b> be populated with either “504” OR “IEP” for computer- or paper-based ELA/L. The Students With Disability Field does <b>not</b> 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<sup>next</sup> 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<sup>next</sup> 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

### Remove Student from Session

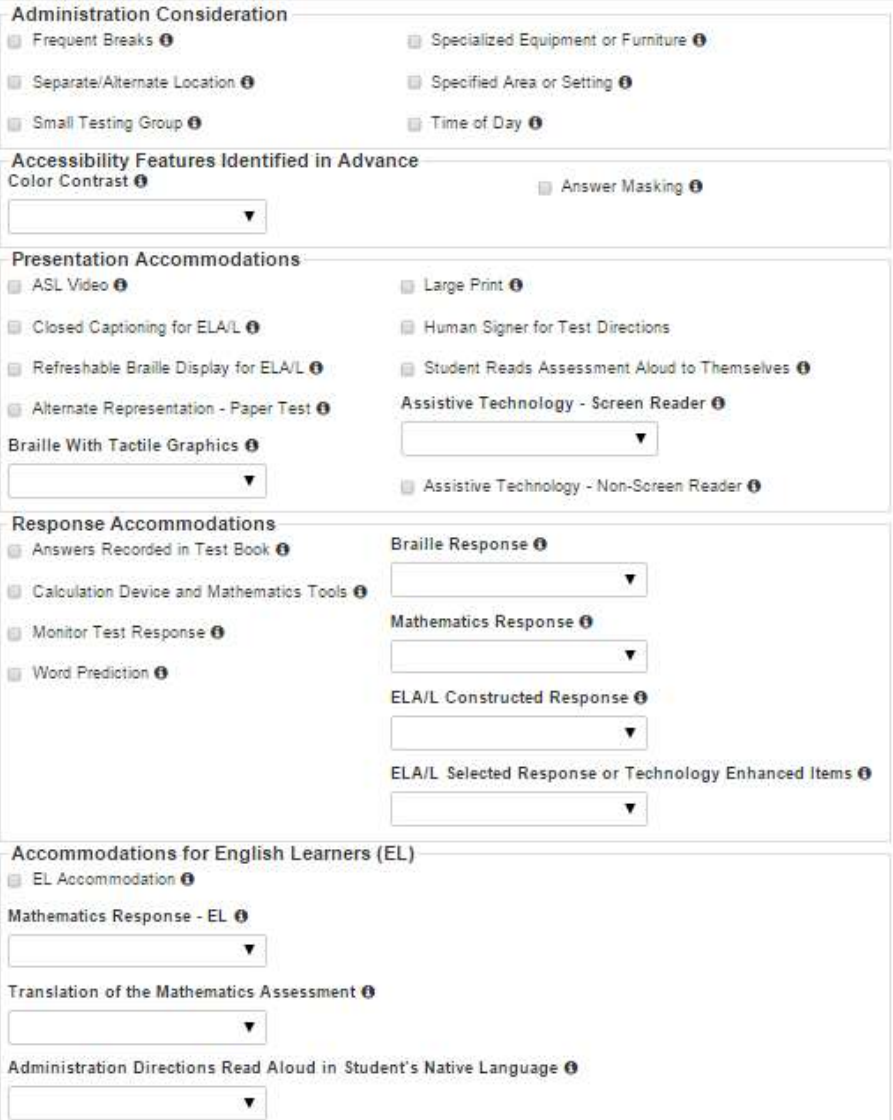
- Go to **Testing > Students in Sessions** and add the session for the student to the **Session List**.
- Select the student from the list at the bottom of the screen.
- Select **Remove Students from Sessions** under the **Tasks** drop down and click **Start**.
- On the **Remove Students from Sessions** screen, click the check box for the student. Then, click the **Remove** button.

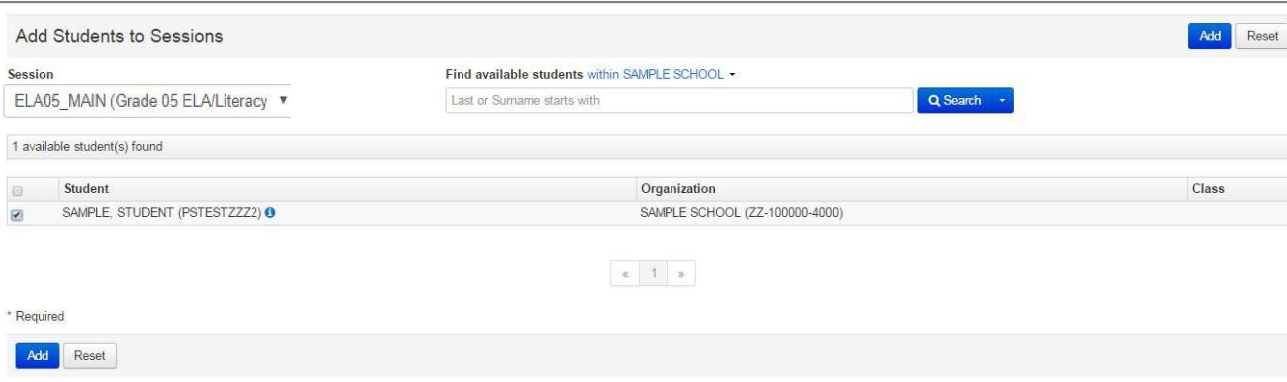
## Screen Shot/Directions

The screenshot displays the 'Students in Sessions' interface. At the top, there are navigation options: 'Tasks 0 Selected' and 'Students in Sessions 0 Selected'. Below this, there are two main panels. The left panel, 'Session List', contains a table with one entry: 'SAMPLE SESSION'. The right panel, 'SAMPLE SESSION', shows a 'Ready' status and buttons for 'Start Session' and 'Refresh'. Below these panels is a search bar labeled 'Find Students' and a 'Search' button. A table of filters is visible on the left, including 'Organization' and 'State Student Identifier'. The main table below the search bar lists student information. A red box highlights a row with the following data:

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA - Unit 1	Gr5ELA - Unit 2	Form Group Type	Form
<input checked="" type="checkbox"/> 999994270	ELA GR FIVE	MAIN I		6935616112	● ELA05_MAIN (Grade 05 ELA/Literacy)	🔒 Ready	🔒 Ready	Main	Grade 5 ELA/Literacy Practice Test 4

Below the table is a section titled 'Remove Students from Sessions' with a 'Remove' button and a 'Reset' button. A red arrow points to the 'Remove' button. At the bottom, there is a '\* Required' section with a 'Remove' button and a red arrow pointing to it.

Steps	Screen Shot/Directions
<p><b>Update PNP Information</b></p> <ul style="list-style-type: none"> <li>Go to <b>Setup &gt; Students</b> and search for the student in the <b>Find Students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>Check the box for the student.</li> <li>Select <b>Manage Student Tests</b> under the <b>Tasks</b> drop down and click <b>Start</b>.</li> <li>On the <b>Manage Student Tests</b> screen, mark the accommodations and accessibility features. Refer to the PNP training module.</li> <li>Click <b>Save</b>.</li> </ul> <p><b>Note:</b> If the accommodation is supported by a specific form and <b>the accommodation is already marked</b>, you do not need to update the PNP information. <b>The test form will be reset when the student is placed back into the test session.</b></p> <p><b>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.</b></p>	 <p>The screenshot displays the PNP configuration interface with the following sections and options:</p> <ul style="list-style-type: none"> <li><b>Administration Consideration:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Frequent Breaks ⓘ</li> <li><input type="checkbox"/> Separate/Alternate Location ⓘ</li> <li><input type="checkbox"/> Small Testing Group ⓘ</li> <li><input type="checkbox"/> Specialized Equipment or Furniture ⓘ</li> <li><input type="checkbox"/> Specified Area or Setting ⓘ</li> <li><input type="checkbox"/> Time of Day ⓘ</li> </ul> </li> <li><b>Accessibility Features Identified in Advance:</b> <ul style="list-style-type: none"> <li>Color Contrast ⓘ (dropdown menu)</li> <li><input type="checkbox"/> Answer Masking ⓘ</li> </ul> </li> <li><b>Presentation Accommodations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASL Video ⓘ</li> <li><input type="checkbox"/> Closed Captioning for ELA/L ⓘ</li> <li><input type="checkbox"/> Refreshable Braille Display for ELA/L ⓘ</li> <li><input type="checkbox"/> Alternate Representation - Paper Test ⓘ</li> <li><input type="checkbox"/> Large Print ⓘ</li> <li><input type="checkbox"/> Human Signer for Test Directions</li> <li><input type="checkbox"/> Student Reads Assessment Aloud to Themselves ⓘ</li> <li><b>Assistive Technology - Screen Reader ⓘ</b> (dropdown menu)</li> <li><input type="checkbox"/> Braille With Tactile Graphics ⓘ (dropdown menu)</li> <li><input type="checkbox"/> Assistive Technology - Non-Screen Reader ⓘ</li> </ul> </li> <li><b>Response Accommodations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Answers Recorded in Test Book ⓘ</li> <li><input type="checkbox"/> Calculation Device and Mathematics Tools ⓘ</li> <li><input type="checkbox"/> Monitor Test Response ⓘ</li> <li><input type="checkbox"/> Word Prediction ⓘ</li> <li><b>Braille Response ⓘ</b> (dropdown menu)</li> <li><b>Mathematics Response ⓘ</b> (dropdown menu)</li> <li><b>ELA/L Constructed Response ⓘ</b> (dropdown menu)</li> <li><b>ELA/L Selected Response or Technology Enhanced Items ⓘ</b> (dropdown menu)</li> </ul> </li> <li><b>Accommodations for English Learners (EL):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> EL Accommodation ⓘ</li> <li><b>Mathematics Response - EL ⓘ</b> (dropdown menu)</li> <li><b>Translation of the Mathematics Assessment ⓘ</b> (dropdown menu)</li> <li><b>Administration Directions Read Aloud in Student's Native Language ⓘ</b> (dropdown menu)</li> </ul> </li> </ul>


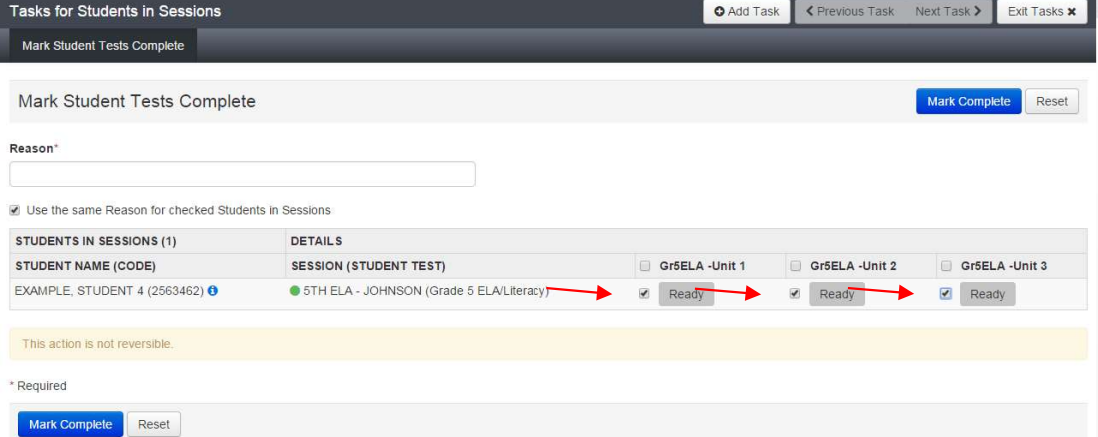
Steps	Screen Shot/Directions
<p><b>Add Student to Session</b></p> <ul style="list-style-type: none"> <li>• Go to <b>Testing &gt; Students in Sessions</b> and add the session to the Session List.</li> <li>• Select the student from the list.</li> <li>• Select <b>Add Students to Sessions</b> under the <b>Tasks</b> drop down and click <b>Start</b>.</li> <li>• On the <b>Add Students to Sessions</b> screen, click the <b>Session</b> drop down to choose the session.</li> <li>• Search for the student in the <b>Find available students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>• Click the check box for the student. Then, click the <b>Add</b> button.</li> </ul>	 <p><b>Note:</b> 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.</p>
<p><b>If a new session has been created, prepare the test session.</b></p>	<p><b>Note:</b> The form will be assigned by preparing the session.</p>

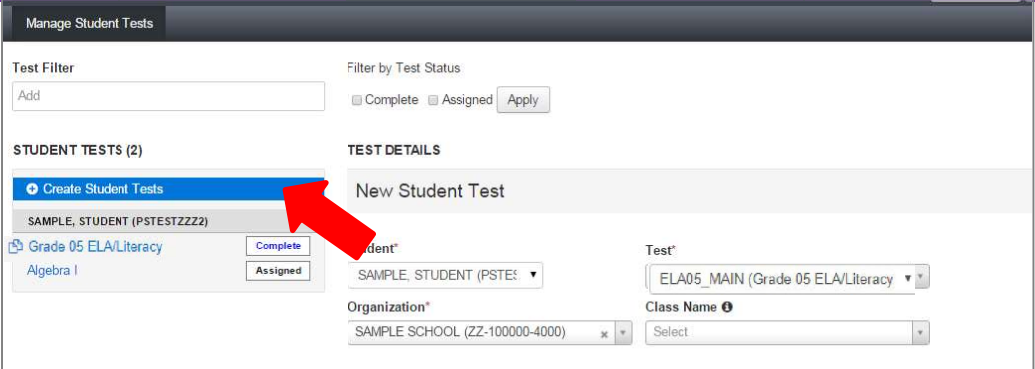
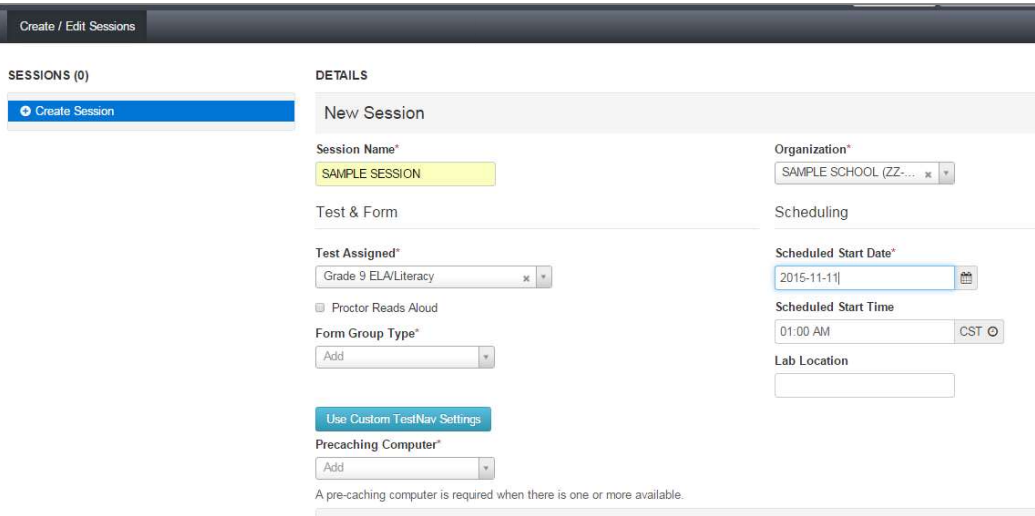
Steps	Screen Shot/Directions																												
<p><b>Verify Form Assignment</b> (For form supported accommodations)</p> <ul style="list-style-type: none"> <li>On the <b>Students in Sessions</b> screen look for an indicator next to the State Student Identifier or look at the Form column in the student list.</li> <li>Refer to the chart on page 2 for the indicator and form code for each accommodation.</li> </ul>	<div style="display: flex; justify-content: space-around;"> <table border="1" data-bbox="752 213 1043 746"> <thead> <tr> <th>State Student Identifier</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td>930701373</td> <td>STUDENT</td> </tr> <tr> <td>228474049</td> <td>STUDENT</td> </tr> <tr> <td>564321640</td> <td>STUDENT</td> </tr> <tr> <td>682183170</td> <td>STUDENT</td> </tr> <tr> <td>468038605</td> <td>STUDENT</td> </tr> <tr> <td>229765655</td> <td>STUDENT</td> </tr> </tbody> </table> <table border="1" data-bbox="1666 213 1935 746"> <thead> <tr> <th>Form Group Type</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>Main</td> <td>19MT04SFOEB103</td> </tr> <tr> <td>Main</td> <td>19MT04SFNEB101</td> </tr> <tr> <td>Main</td> <td>19MT04SFOSB201</td> </tr> <tr> <td>Main</td> <td>19MT04SFREB101</td> </tr> <tr> <td>Main</td> <td>19MT04SFTSB201</td> </tr> <tr> <td>Main</td> <td>19MT04SFTEB301</td> </tr> </tbody> </table> </div> <p><b>Note:</b> The form will be updated by precaching the test or preparing the session.  <b>Note:</b> 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.</p>	State Student Identifier	Last Name	930701373	STUDENT	228474049	STUDENT	564321640	STUDENT	682183170	STUDENT	468038605	STUDENT	229765655	STUDENT	Form Group Type	Form	Main	19MT04SFOEB103	Main	19MT04SFNEB101	Main	19MT04SFOSB201	Main	19MT04SFREB101	Main	19MT04SFTSB201	Main	19MT04SFTEB301
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<p><b>After session is updated, and form assignment has been verified</b></p> <ul style="list-style-type: none"> <li>Print new student testing tickets.</li> </ul>	<p>See link below for additional details:  <a href="https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test">https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test</a></p>																												

### Updating PNP Data After Student Begins Testing

The purpose of this section is to provide guidance for updating PNP data in PearsonAccess<sup>next</sup> 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.




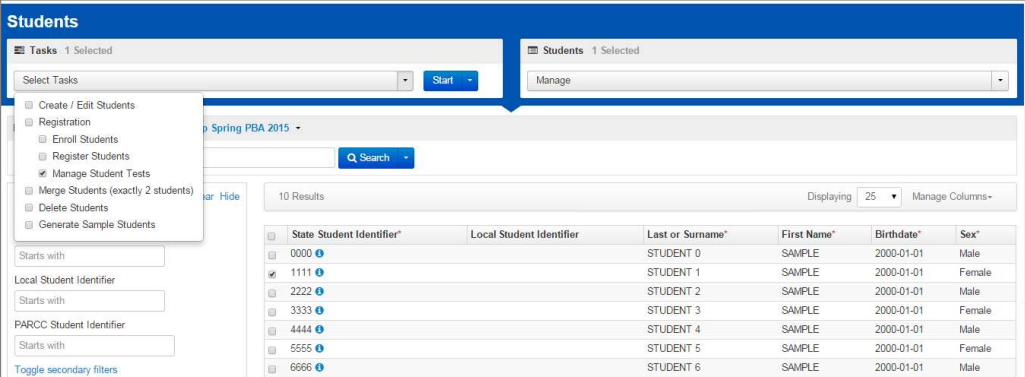
Steps	Screen Shot/Directions
<p><b>Exit Test in TestNav</b></p> <ul style="list-style-type: none"> <li>The student must click the gray button next their name in the upper right corner of the screen.</li> <li>Click <b>Logout of TestNav</b>.</li> <li>Click <b>Save and Return Later</b>.</li> </ul>	
<p><b>Submit a form to report a Testing Irregularity or Security Breach.</b></p>	
<p><b>Mark the Test Complete</b></p> <ul style="list-style-type: none"> <li>Go to <b>Testing &gt; Students in Sessions</b> and search for the student in the <b>Find Students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>Check the box for the student.</li> <li>Select <b>Mark Student Tests Complete</b> under the <b>Tasks</b> drop down and click <b>Start</b>.</li> <li>On the <b>Mark Student Tests Complete</b> screen, click the check box for the student and all units. Then, click the <b>Mark Complete</b> button.</li> </ul> <p><b>Note:</b> Do NOT use the Void a Unit task on the Students in Sessions screen.</p>	 <p>The screenshot shows the 'Mark Student Tests Complete' interface. At the top, there are navigation buttons: 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below this is a dropdown menu with 'Mark Student Tests Complete' selected. The main area has a search bar for 'Mark Student Tests Complete' with 'Mark Complete' and 'Reset' buttons. A 'Reason*' field is present, followed by a checkbox for 'Use the same Reason for checked Students in Sessions'. Below this is a table with columns for 'STUDENTS IN SESSIONS (1)', 'DETAILS', and three units: 'Gr5ELA -Unit 1', 'Gr5ELA -Unit 2', and 'Gr5ELA -Unit 3'. The table contains one row: 'EXAMPLE, STUDENT 4 (2563462)' with session '5TH ELA - JOHNSON (Grade 5 ELA/Literacy)'. Each unit has a checked checkbox and a 'Ready' button. Red arrows point from the session name to the checkboxes and from the checkboxes to the 'Ready' buttons. A yellow warning box states 'This action is not reversible.' At the bottom, there are 'Mark Complete' and 'Reset' buttons.</p>
<p><b>Void the Test</b></p> <p>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.</p>	

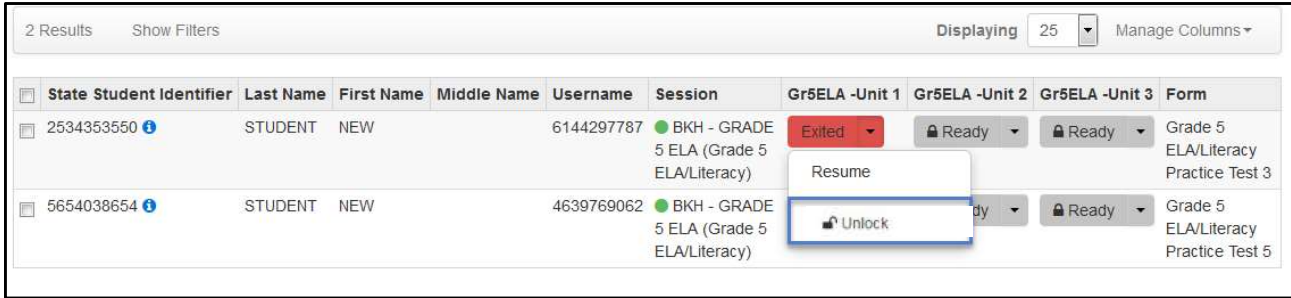
Steps	Screen Shot/Directions
<p><b>Create Student Tests and Update PNP Information</b></p> <ul style="list-style-type: none"> <li>• Still on the <b>Manage Student Tests</b> screen, click <b>Create Student Tests</b> on the left side of the screen.</li> <li>• Complete the required information under Test Details and <b>mark the accessibility features and accommodations</b>. Refer to the PNP training module for guidance.</li> <li>• Click <b>Create</b> and then <b>Exit Tasks</b>.</li> </ul>	 <p>The screenshot shows the 'Manage Student Tests' screen. On the left, a list of student tests is shown, with 'Create Student Tests' highlighted in blue. A red arrow points to this button. The main area shows 'TEST DETAILS' for a 'New Student Test'. Fields include: Student (SAMPLE, STUDENT (PSTESTZZZ)), Test (ELA05_MAIN (Grade 05 ELA/Literacy)), Organization (SAMPLE SCHOOL (ZZ-100000-4000)), and Class Name (Select).</p>
<p><b>Assign to a new test session</b></p> <ul style="list-style-type: none"> <li>• Go to <b>Testing &gt; Sessions</b>, select <b>Create / Edit Sessions</b> under the <b>Tasks</b> drop down menu, and select <b>Start</b>.</li> <li>• On the <b>Create / Edit Session</b> screen, populate all required fields.</li> <li>• Select the field below <b>Students</b> and select the student to add to the session.</li> <li>• At the bottom of the screen, select <b>Create</b> to create the test session.</li> <li>• Click <b>Exit Tasks</b>.</li> </ul> <p><b>Note:</b> 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.</p>	 <p>The screenshot shows the 'Create / Edit Sessions' screen. On the left, a list of sessions is shown, with 'Create Session' highlighted in blue. The main area shows 'DETAILS' for a 'New Session'. Fields include: Session Name (SAMPLE SESSION), Organization (SAMPLE SCHOOL (ZZ-100000-4000)), Test Assigned (Grade 9 ELA/Literacy), Form Group Type (Add), and Scheduled Start Date (2015-11-11). There are also checkboxes for 'Proctor Reads Aloud' and 'Use Custom TestNav Settings', and a 'Precaching Computer' field.</p>
<p><b>If a new session has been created, prepare the test session.</b></p>	<p><b>Note:</b> The form will be assigned by preparing the session.</p>

Steps	Screen Shot/Directions																												
<p><b>Verify Form Assignment</b> (For form supported accommodations)</p> <ul style="list-style-type: none"> <li>On the <b>Students in Sessions</b> screen look for an indicator next to the State Student Identifier or look at the Form column in the student list.</li> <li>Refer to the chart on page 2 for the indicator and form code for each accommodation.</li> </ul>	<div style="display: flex; justify-content: space-around;"> <table border="1" data-bbox="891 215 1182 746"> <thead> <tr> <th>State Student Identifier</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td>930701373</td> <td>STUDENT</td> </tr> <tr> <td>228474049</td> <td>Non-SR STUDENT</td> </tr> <tr> <td>564321640</td> <td>S STUDENT</td> </tr> <tr> <td>682183170</td> <td>SR STUDENT</td> </tr> <tr> <td>468038605</td> <td>STTS STUDENT</td> </tr> <tr> <td>229765655</td> <td>TTS STUDENT</td> </tr> </tbody> </table> <table border="1" data-bbox="1682 215 1966 746"> <thead> <tr> <th>Form Group Type</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>Main</td> <td>19MT04SFOEB103</td> </tr> <tr> <td>Main</td> <td>19MT04SFNEB101</td> </tr> <tr> <td>Main</td> <td>19MT04SFOSB201</td> </tr> <tr> <td>Main</td> <td>19MT04SFREB101</td> </tr> <tr> <td>Main</td> <td>19MT04SFTSB201</td> </tr> <tr> <td>Main</td> <td>19MT04SFTEB301</td> </tr> </tbody> </table> </div> <p><b>Note:</b> The form will be updated by precaching the test or preparing the session.  <b>Note:</b> 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.</p>	State Student Identifier	Last Name	930701373	STUDENT	228474049	Non-SR STUDENT	564321640	S STUDENT	682183170	SR STUDENT	468038605	STTS STUDENT	229765655	TTS STUDENT	Form Group Type	Form	Main	19MT04SFOEB103	Main	19MT04SFNEB101	Main	19MT04SFOSB201	Main	19MT04SFREB101	Main	19MT04SFTSB201	Main	19MT04SFTEB301
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<p>After session is updated, and form assignment has been verified, print new student test tickets.</p>	<p>See link below for additional details  <a href="https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test">https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test</a></p>																												

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
<p><b>Exit Test in TestNav</b></p> <ul style="list-style-type: none"> <li>The student must click the gray button next their name in the upper right corner of the screen.</li> <li>Click <b>Logout of TestNav</b>.</li> <li>Click <b>Save and Return Later</b>.</li> </ul>	
<p><b>Update PNP Information</b></p> <ul style="list-style-type: none"> <li>Go to <b>Setup &gt; Students</b> and search for the student in the <b>Find Students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>Check the box for the student.</li> <li>Select <b>Manage Student Tests</b> under the <b>Tasks</b> drop down and click <b>Start</b>.</li> <li>On the <b>Manage Student Tests</b> screen, mark the accommodations. Refer to the PNP training module.</li> <li>Click <b>Save</b>.</li> </ul>	 <p><b>Note:</b> 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.</p>

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<p><b>Resume Test</b></p> <ul style="list-style-type: none"> <li>Go to Testing &gt; Students in Sessions and search for the student in the <b>Find Students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>To resume and unlock the student, click the drop-down under the Exited Unit and select <b>Resume</b>.</li> <li>Then, click the drop-down and select <b>Unlock</b>.</li> </ul>	 <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>State</th> <th>Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td></td> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td></td> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td></td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form		2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3		5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)		Ready	Ready	Grade 5 ELA/Literacy Practice Test 5
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