



Data Clean-up: Rejected Student Tests for Paper-Based Testing

Version 1.2
December, 2021

Overview

The purpose of this document is to outline the steps that will need to be completed to resolve paper-based Rejected Student Test Alerts for IAR assessments. Users must be assigned the Rejected Student Test role to complete the data clean-up.

Rejected Student Test Alerts are created when a scanned paper-based student test cannot be matched to a current student record in PearsonAccess^{next}.

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Who should review this document?

Schools/Districts that administered paper-based assessments.

Who can perform rejected student test clean-up? Users with the District Test Coordinator base role.

Helpful Hint: Users with the District Test Coordinator role or School Test Coordinator role can export a Student Registration File. This file can be used to compare the student data that is currently imported into PearsonAccess^{next} to the gridded field data that was scanned.

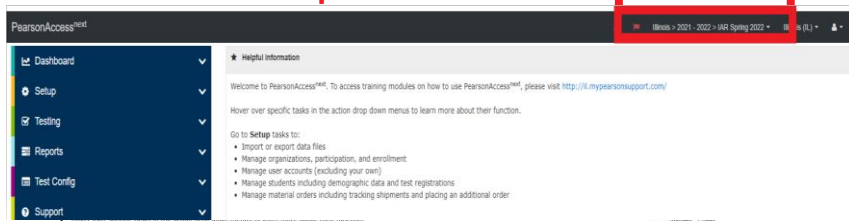
Rejected Student Tests Categories

This table lists and describes the Rejected Student Tests categories that may appear in PearsonAccess^{next}.

Alert	Description
Org Mismatch	N/A for IAR
Demographic Mismatch	Demographic information (SSID, Name, DOB, Gender) was incorrectly gridded on the student test booklet.
Enrollment Not Found	N/A for IAR
Failed Validations	Failed validations happen when online PNP values are selected and prevent the mode from changing from online to paper in PearsonAccess ^{next} .
Multiple Students Found	Student State ID is blank and gridded demographic information (Name, DOB, Gender) matches more than one student record in PearsonAccess ^{next} .
Org Not Found	Organization does not exist in PearsonAccess ^{next} and needs to be added through file upload or user interface.
Student Not Found	All of the demographic fields were not gridded and the information that was gridded can't be matched to an existing student record or is insufficient to auto-create a student record.
Student Test Not Found	N/A for IAR
Test Not Found	N/A for IAR

Important

Make your Administration in PearsonAccess^{next} is set to IAR Spring 2022.



It will be helpful to have two screens of PearsonAccess^{next} open for these tasks. Have the student page (will be using Manage Student Tests) and the rejected tests page both open.

Demographic Mismatch

Cause: There is not a Student Label on a paper test and demographic information is either missing or incorrectly gridded, or does not match what is in the student screen.

Action: Update Student Code*, First Name, Last Name, Date of Birth, Gender, and Grade fields on the Edit Rejected Student Tests screen (directions below). If the data in PearsonAccess^{next} is wrong, use the Manage Student Tests task to correct the student data. Then, return to the Rejected Student Tests screen to confirm the student error is no longer listed.

*Notes:

- The Student Code field on the Edit Rejected Student Tests screen is the State Student Identifier.
- The student's gender field is saved as an "M" or "F" value in the database but will display as "male" and "female" in the user interface. Make sure to enter "M" or "F" in the Gender field when resolving Rejected Student Tests.

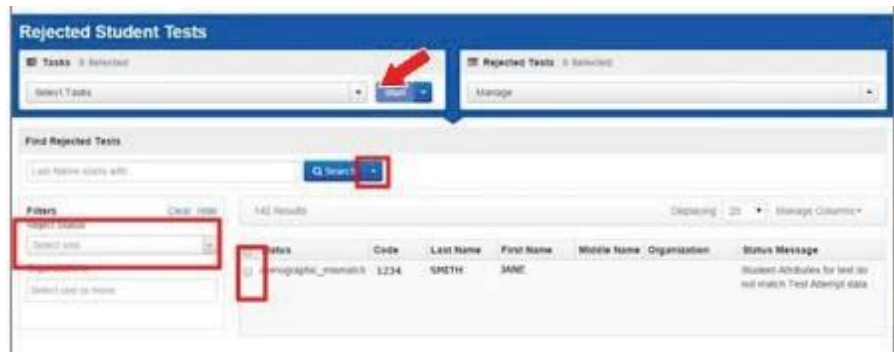
Demographic Mismatch

Step

Screen Shot

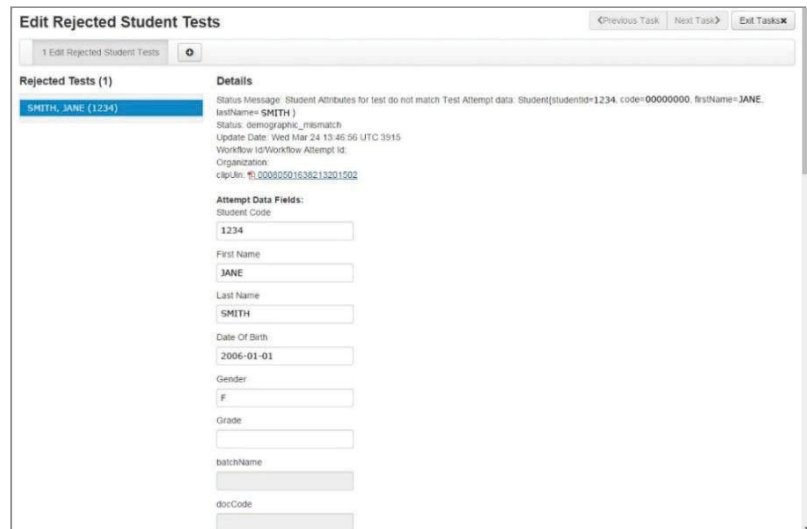
Access Rejected Student Tests

- Go to Testing > Rejected Student Tests.
- On the **Rejected Student Tests** screen, click the arrow next to **Search** and select **Show all results**.
- Under Filters, choose **Demographic Mismatch** from the Reject Status drop-down.
- Check the box for the student(s) in the list.
- Select **Edit Rejected Student Tests** under the **Tasks** drop down menu.
- Click **Start**.



Edit Rejected Student Tests

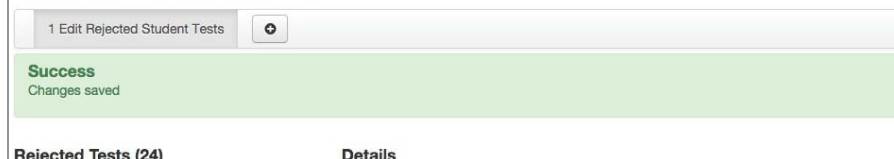
- Select the student listed under Rejected Tests on the left side of the screen.
- Review the information below **Details** and compare it to the information in the **Attempt Data Fields**.
- Based on the information, update values in the form or on the student demographic screen as needed.
- Scroll to the bottom of the screen to select **Save** or hit enter/return on the keyboard.



Confirmation

- This is the confirmation that appears once the alert is resolved. If the green bar doesn't appear, notice that the rejected student test attempt went into another rejected scenario.
- The next name in the list will automatically load on the form.

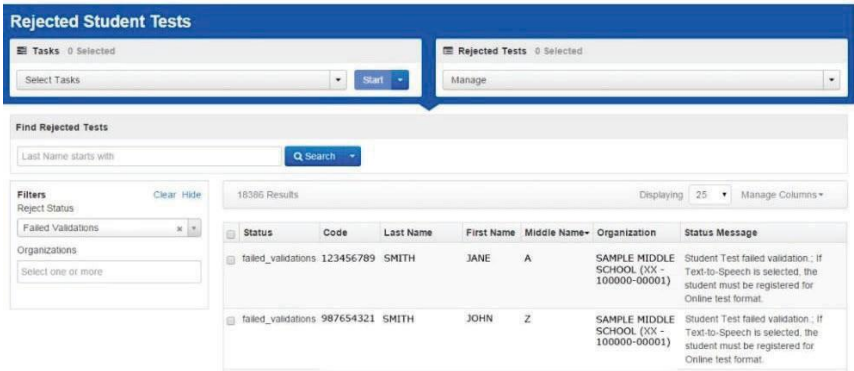
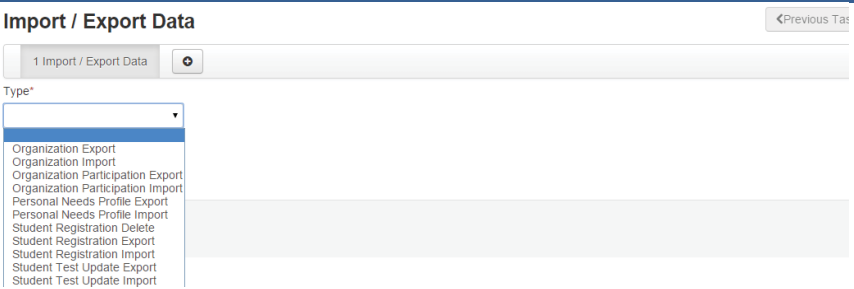
Edit Rejected Student Tests



Failed Validations

Cause: The student is registered for online testing and a paper test booklet is returned and scanned for the student. If online PNP values are selected in PearsonAccess^{next}, it will prevent the mode from automatically changing from online to paper. This creates a Failed Validation.

Action: Remove the online PNP values using the PNP file upload process (option 1) or user interface (option 2).

Failed Validations	
Step	Screen Shot
Access Rejected Student Tests <ul style="list-style-type: none"> Go to Testing > Rejected Student Tests. On the Rejected Student Tests screen, click the arrow next to Search and select Show all results. Under Filters, choose Failed Validations from the Reject Status drop-down. Review the students with Rejected Student Tests. 	
Option 1: Update PNP file <ul style="list-style-type: none"> Go to Setup > Import / Export Data. Under the Tasks drop-down menu, select Import / Export Data and then select Start. Under the Type drop-down menu, select Personal Needs Profile Export and then select Process. In the file, clear the online PNP data fields for the students with Rejected Student Tests. Under the Tasks drop-down menu, select Import / Export Data and then select Start. Under the Type drop-down menu, select Personal Needs Profile Import and choose your file. Select Process. 	

Option 2: Manage Student Tests

- 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, uncheck and remove the online PNP data.
- Click **Save**.

Assessment Accommodations - Paper & Online

☐ English Learner (EL) ⓘ ☒ Individualized Educational Plan (IEP) ⓘ

☐ 504 ⓘ

Assessment Accommodations - Paper Only

☐ Large Print ⓘ ☐ Braille With Tactile Graphics ⓘ

Translation of the Mathematics Assessment in Paper ⓘ Human Reader or Human Signer ⓘ

Assessment Accommodations - Online Only

☐ Alternate Representation - Paper Test ⓘ Translation of the Mathematics Assessment Online

Administration Consideration

☐ Frequent Breaks ⓘ ☐ Specialized Equipment or Furniture

☐ Separate/Alternate Location ☐ Specified Area or Setting

☐ Small Testing Group ☐ Time of Day

Accessibility Features Identified in Advance

☐ Answer Masking ⓘ Human Reader or Human Signer for Mathematics ⓘ

Color Contrast ⓘ

Text-to-Speech

☒ Text-to-Speech ⓘ

Students with Disabilities with an IEP and 504 Plan:

Presentation Accommodations

☐ ASL Video ⓘ Screen Reader OR other Assistive Technology (AT) Application ⓘ

☐ Closed Captioning for ELA/L ⓘ Human Reader or Human Signer for ELA/L ⓘ

☐ Refreshable Braille Display for ELA/L ⓘ

☐ Tactile Graphics ⓘ

Access Rejected Student Tests

- Go to Testing > Rejected Student Tests.
- On the **Rejected Student Tests** screen, click the arrow next to **Search** and select **Show all results**.
- Under Filters, choose **Failed Validations** from the Reject Status drop-down.
- Check the box for the student(s) in the list.
- Select **Edit Rejected Student Tests** under the **Tasks** drop down menu.
- Click **Start**.
- When the Edit Rejected Student Tests screen loads, these alerts will resolve.

Rejected Student Tests

Tasks 0 Selected

Rejected Tests 0 Selected

Find Rejected Tests

Last Name starts with

Filters Clear Hide

Reject Status: **Failed Validations** X

Organizations:

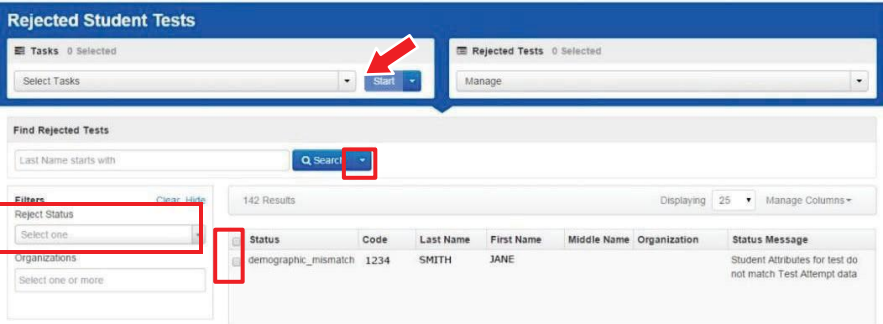
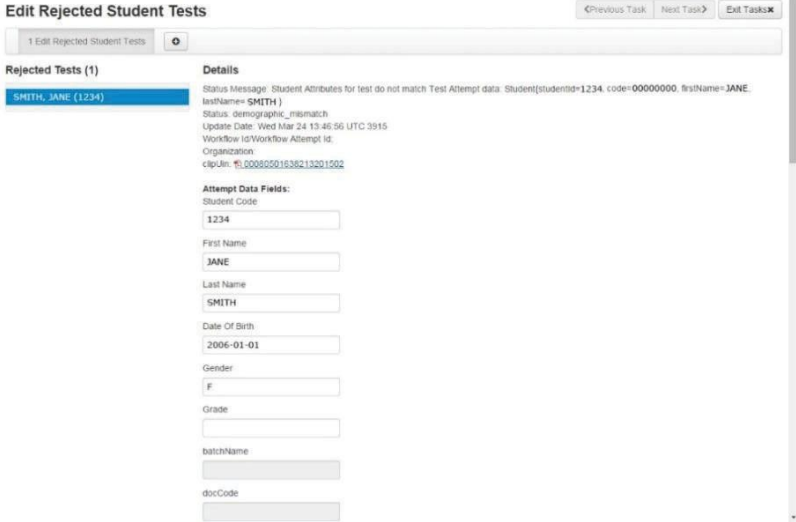
18306 Results Displaying 25 Manage Columns

Status	Code	Last Name	First Name	Middle Name	Organization	Status Message
failed_validations	123456789	SMITH	JANE	A	SAMPLE MIDDLE SCHOOL (XX - 100000-00001)	Student Test failed validation : If Text-to-Speech is selected, the student must be registered for Online test format.
failed_validations	987654321	SMITH	JOHN	Z	SAMPLE MIDDLE SCHOOL (XX - 100000-00001)	Student Test failed validation : If Text-to-Speech is selected, the student must be registered for Online test format.

Multiple Students Found

Cause: The student that was gridded on the test booklet can be matched to more than one student record in PearsonAccess^{next}. This happens when the State Student ID is left blank but other demographic fields were gridded and the information that was gridded can be matched to more than one existing student record.

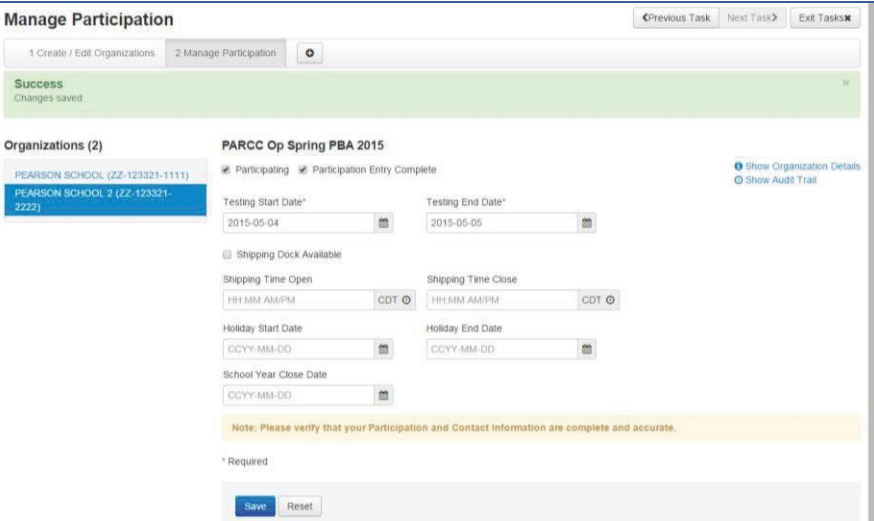
Action: Fill in the missing demographic information on the Edit Rejected Student Tests screen.

Student Not Found	
Step	Screen Shot
Access Rejected Student Tests <ul style="list-style-type: none"> Go to Testing > Rejected Student Tests. On the Rejected Student Tests screen, click the arrow next to Search and select Show all results. Under Filters, choose Multiple Students Found from the Reject Status drop-down. Check the box for the student(s) in the list. Select Edit Rejected Student Tests under the Tasks drop down menu. Click Start. 	 <p>The screenshot shows the 'Rejected Student Tests' interface. At the top, there are two tabs: 'Tasks' and 'Rejected Tests'. The 'Tasks' tab is active, and the 'Start' button is highlighted with a red arrow. Below the tabs, there is a 'Find Rejected Tests' section with a search bar and a 'Search' button. The 'Reject Status' filter is set to 'Multiple Students Found'. A table of results is displayed, showing 142 results. The first row in the table is highlighted, showing a student with status 'demographic_mismatch' and code '1234'.</p>
Populate Missing Data Fields <ul style="list-style-type: none"> Select the student listed under Rejected Tests on the left side of the screen. Update the values in the form (i.e., Student Code, First Name, Last Name Date of Birth, Gender, and Grade). Scroll to the bottom of the screen to select Save or hit enter/return on the keyboard. 	 <p>The screenshot shows the 'Edit Rejected Student Tests' interface. On the left, there is a list of 'Rejected Tests (1)' with 'SMITH, JANE (1234)' selected. On the right, the 'Details' section shows the student's information, including status 'demographic_mismatch', update date, and workflow ID. Below the details, there is a section for 'Attempt Data Fields' with input fields for Student Code, First Name, Last Name, Date Of Birth, Gender, Grade, batchName, and docCode.</p>

Org Not Found

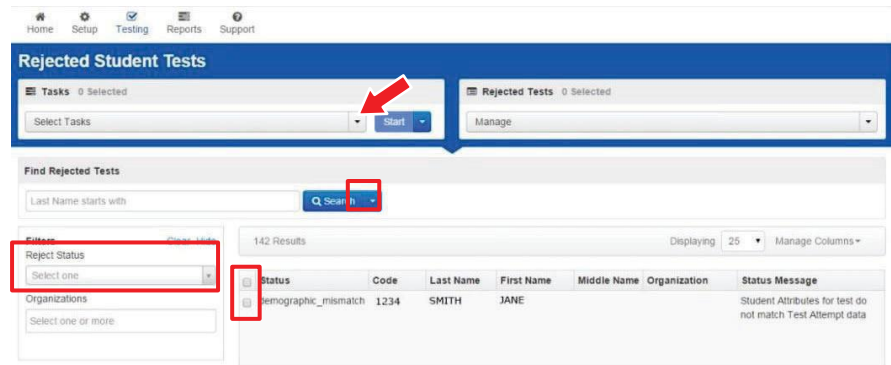
Cause: The organization that was gridded on the return header sheet does not exist in PearsonAccess^{next}. All student tests scanned under the header sheet will appear as Org Not Found.

Action: Add the organization in PearsonAccess^{next} using the organization file upload process or user interface, and set the organization to participating. To use the organization file upload process, follow the directions in the *Organization File Field Definitions* and *Organization Participation File Field Definitions* documents found on PearsonAccess^{next} at Support > Documentation—then, complete the final step below. To use the user interface follow the directions below.

Org Not Found	
Step	Screen Shot
Create Organizations <ul style="list-style-type: none"> Go to Setup > Organizations and select Create / Edit Organizations and Manage Participation from the Task drop down. Click Start. On the Create / Edit Organizations screen fill in the necessary information. Refer to the black “i” icon for Organization Code formatting. Click Create. 	
Set Organization Participation <ul style="list-style-type: none"> On the Manage Participation screen, check the box for Participating and Participation Entry Complete. Fill in all required information. Click Save. 	

Access Rejected Student Tests

- Go to **Testing > Rejected Student Tests**.
- On the **Rejected Student Tests** screen, click the arrow next to **Search** and select **Show all results**.
- Under **Filters**, choose **Org Not Found** from the **Reject Status** drop-down.
- Check the box for the student(s) in the list.
- Select **Edit Rejected Student Tests** under the **Tasks** drop down menu.
- Click **Start**.
- When the **Edit Rejected Student Tests** screen loads, these alerts will resolve.



Rejected Student Tests

Tasks 0 Selected

Select Tasks Start

Rejected Tests 0 Selected

Manage

Find Rejected Tests

Last Name starts with Search

Filters

Reject Status Select one

Organizations Select one or more

142 Results

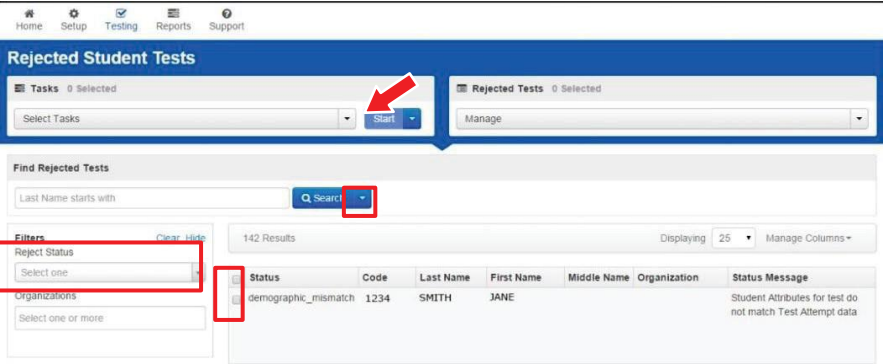
Displaying 25 Manage Columns

Status	Code	Last Name	First Name	Middle Name	Organization	Status Message
demographic_mismatch	1234	SMITH	JANE			Student Attributes for test do not match Test Attempt data

Student Not Found

Cause: The student that was gridded on the test booklet cannot be matched to a student in PearsonAccess^{next}. This happens when all of the demographic fields were not gridded and the information that was gridded can't be matched to an existing student record or is insufficient to auto-create a student record.

Action: Fill in the missing demographic information on the Edit Rejected Student Tests screen.

Student Not Found	
Step	Screen Shot
Access Rejected Student Tests <ul style="list-style-type: none"> Go to Testing > Rejected Student Tests. On the Rejected Student Tests screen, click the arrow next to Search and select Show all results. Under Filters, choose Student Not Found from the Reject Status drop-down. Check the box for the student(s) in the list. Select Edit Rejected Student Tests under the Tasks drop down menu. Click Start. 	
Populate Missing Data Fields <ul style="list-style-type: none"> Select the student listed under Rejected Tests on the left side of the screen. Update the values in the form (i.e., Student Code, First Name, Last Name Date of Birth, Gender, and Grade). Scroll to the bottom of the screen to select Save or hit enter/return on the keyboard. 	