

December, 2019

The purpose of this section is to outline the steps that will need to be taken to Void Test Score with Reason.

Users will need these roles:

- **District Test Coordinator (DTC) or School Test Coordinator (STC)** to update the Void Test Score Code and Reason fields **for the full test** via the PearsonAccess^{next} user interface

For more information about PearsonAccess^{next} user roles, view the *User Role Matrix* located on the customer support page il.mypearsonsupport.com/resources.

IMPORTANT

Students may have multiple test registrations for the same grade and subject appearing on Student Test Update File exports. This can happen due to the following reasons:

- Students are enrolled and assigned the same test at multiple locations
- Students had more than one completed test attempt
- Students were registered for the same test after already completing it

Each test registration is assigned a unique Student Test UUID Code (Column CV in the Student Test Update File). **Make sure to check Student Test UUID Code when updating test registrations/attempts to ensure the correct record is updated.**

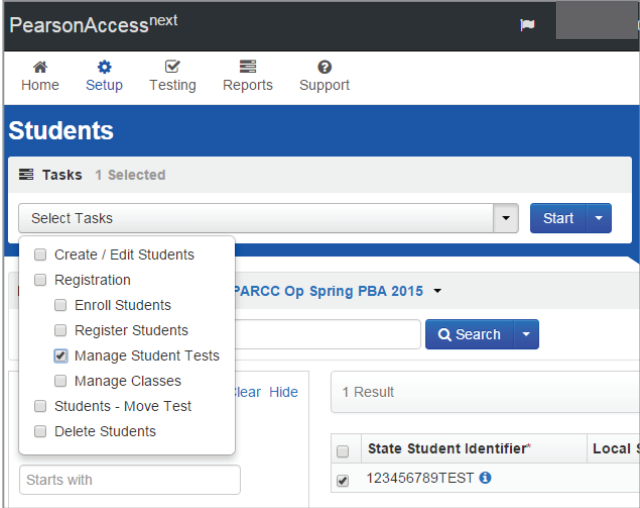
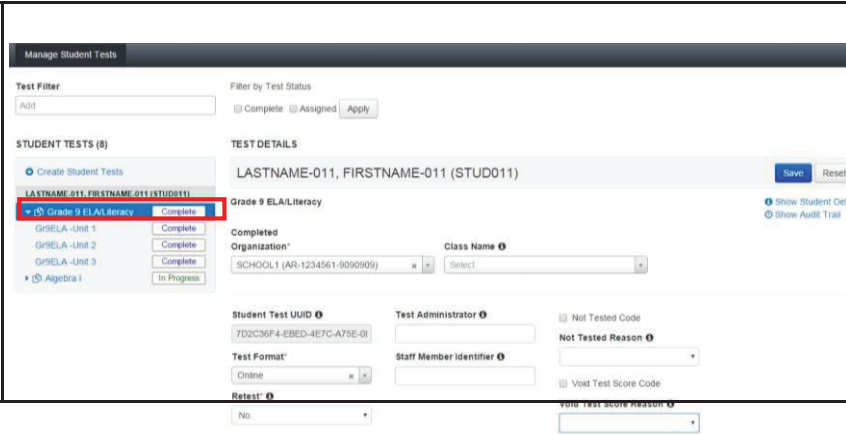
Void Test Score Code–Battery (All Units/Entire Test)

The purpose of this section is to outline the steps that will need to be completed by the appropriate School or District Test Coordinator to indicate a Void Test Score Code with Reason at the battery level (all units). The term “void” refers to invalidating a student’s test (e.g., ELA/Literacy, Mathematics), so that the student’s test is not scored or used for reporting purposes; each content area test can be voided separately.

This will be necessary in cases when students who require accommodations begin testing without the accommodated form.

Note: Void Test Score Code can only be marked when a student’s test (all units) is Complete or Marked Complete.

How to void a test at the battery level via the PearsonAccess^{next} user interface.

Step	Screen Shot/Directions
<p>Manage Student Tests</p> <ul style="list-style-type: none"> In PearsonAccess^{next}, click the Setup button and choose Students in the drop-down. On the Students screen, search for the student in the Find Students search bar. Check the box for the student in the list at the bottom of the screen. At the top of the screen, click the Select Tasks drop-down and check the box for Manage Student Tests. Click Start. 	
<p>Mark the Void Test Score Code</p> <ul style="list-style-type: none"> Select the complete battery (NOT individual units) on left side of the screen under Student Tests. Under Test Details, check the box next to Void Test Score Code and then select a Reason* from the drop-down. Click Save. 	

Updating the Void Test Score Code and Reason Fields via Student Test Update File Import

Step	Direction
Export Student Test Update File	<ul style="list-style-type: none"> • Set the administration scope (e.g., IAR Spring 2020) • Go to <i>Setup > Import / Export Data</i>. • Under the Tasks drop-down menu, select Import / Export Data and then Start. • Under the Type drop-down menu, select Student Test Update Export. • Select the File Layout Type (CSV or Fixed). • Select all the Test Status filters (Attempts, Test Assignments, Tests in Progress). • Select Process.
Update Void Test Score Code and Reason Fields	<ul style="list-style-type: none"> • Identify the student tests that are to be modified. <ul style="list-style-type: none"> ○ For completed test attempts that are to be marked as voided; update the Void Test Score Code field (Column CZ) and Void Test Score Reason field (Column DA). <p>Note: Students may have multiple test attempts for the same test. Reference the Test UUID Code (Column CV) to ensure the correct record is updated.</p> <p>Note: For additional information about Student Test Update File including expected value specifications, view the <i>Student Test Update File Field Definitions</i> document located on the customer support page il.mypearsonsupport.com/resources.</p>

Step	Direction
Import the Student Test Update File	<ul style="list-style-type: none"> • Go to <i>Setup > Import / Export Data</i>. • Under the Tasks drop-down menu, select Import / Export Data and then Start. • Under the Type drop-down menu, select Student Test Update Import. • Select the File Layout Type (CSV or Fixed). • Choose the file that is to be imported. • Select Process.

Formatting Data Files:

If using Microsoft Excel, it is recommended that a source file is saved as an Excel spreadsheet to keep formatting (including any leading zeros).

- Prior to each import attempt, save the file as an Excel spreadsheet (this will be the original source file).
- Then save it again as a .csv file.
- If an error message is received, make the updates in the source Excel spreadsheet and save the file. Then save it again as a .csv file.

Tip: Keep the newly formatted .csv file open while uploading it to PearsonAccess^{next}. This action will ensure that formatting (e.g. leading zeros and birthdate) will remain valid while the document is uploaded.

Note: If using the data import all fields as text, this re-formatting is not needed.