

Personal Needs Profile Guidance

Managing Incorrect Accessibility Features and Accommodation PNP Data

Version 1.0
February 8, 2019

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.


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




























































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*.**

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	 SPAE	<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>Gr9ELA -Unit 1</th> <th>Gr9ELA -Unit 2</th> <th>Gr9ELA -Unit 3</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>PPTTEST0021</td> <td></td> <td>SAMPLE</td> <td>ONE</td> <td></td> <td>7789226496</td> <td>GR9 MAIN</td> <td></td> <td></td> <td></td> <td>16EL09SP0E0101</td> </tr> <tr> <td>PPTTEST0022</td> <td>ASL</td> <td>SAMPLE</td> <td>TWO</td> <td></td> <td>7801189689</td> <td>GR9 MAIN</td> <td></td> <td></td> <td></td> <td>16EL09SPAE0101</td> </tr> <tr> <td>PPTTEST0024</td> <td></td> <td>SAMPLE</td> <td>THREE</td> <td></td> <td>6432681417</td> <td>GR9 MAIN</td> <td></td> <td></td> <td></td> <td>16EL09SP0E0101</td> </tr> <tr> <td>PPTTEST0026</td> <td></td> <td>SAMPLE</td> <td>FOUR</td> <td></td> <td>6575039478</td> <td>GR9 MAIN</td> <td></td> <td></td> <td></td> <td>16EL09SP0E0101</td> </tr> <tr> <td>PPTTEST0027</td> <td>Non-SR</td> <td>SAMPLE</td> <td>FIVE</td> <td></td> <td>9950423355</td> <td>GR9 MAIN</td> <td></td> <td></td> <td></td> <td>16EL09SPNE0101</td> </tr> <tr> <td>PPTTEST0028</td> <td>SR</td> <td>SAMPLE</td> <td>SIX</td> <td></td> <td>3038856861</td> <td>GR9 MAIN</td> <td></td> <td></td> <td></td> <td>16EL09SPRE0101</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3	Form	PPTTEST0021		SAMPLE	ONE		7789226496	GR9 MAIN				16EL09SP0E0101	PPTTEST0022	ASL	SAMPLE	TWO		7801189689	GR9 MAIN				16EL09SPAE0101	PPTTEST0024		SAMPLE	THREE		6432681417	GR9 MAIN				16EL09SP0E0101	PPTTEST0026		SAMPLE	FOUR		6575039478	GR9 MAIN				16EL09SP0E0101	PPTTEST0027	Non-SR	SAMPLE	FIVE		9950423355	GR9 MAIN				16EL09SPNE0101	PPTTEST0028	SR	SAMPLE	SIX		3038856861	GR9 MAIN				16EL09SPRE0101
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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

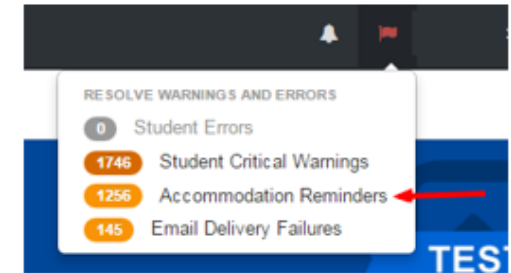
In the event that inaccurate PNP information has been loaded or that no information has been loaded, this document provides guidance for updating the PNP before and after testing has been started. For the purposes of this document, the term “void” refers to invalidating a student’s score in one content 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
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
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

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 two dropdown menus: 'Tasks' (set to '0 Selected') and 'Students in Sessions' (set to '0 Selected'). A red box highlights the 'Tasks' dropdown and the 'Start' button. Below this is the 'Session List' section, which contains a search bar and a list of sessions. One session, 'GR9 MAIN', is selected and highlighted with a red box. The main area shows the details for 'GR9 MAIN', including 'Grade 9 ELA/Literacy' and 'STUDENT TESTS (8)'. A 'Student Test Status Key' is visible on the right. Below the session details is a search bar for students. The 'Filters' section is on the left, and a table of 7 results is shown. A red box highlights the table, which includes columns for 'State Student Identifier', 'Last Name', 'First Name', 'Middle Name', 'Username', 'Session', and test units. The first row is selected. Below the table is a 'Remove Students from Sessions' section with a 'Remove' button. A message states: 'Your student list includes more than one test. Filter by test to see the other selected students.' Below this is a 'Student Test: Grade 9 ELA/Literacy' section with a table of student test results. The first row is selected. At the bottom, there is a 'Required' section with a 'Remove' button, which is highlighted with a red arrow.

Students in Sessions Go to Sessions »

Tasks 0 Selected Start

Students in Sessions 0 Selected Clear Manage

Session List

Add

1 Selected | Clear

GR9 MAIN

GR9 MAIN Ignore Testing Schedule

Stop Download Resources Update Cache Refresh

Grade 9 ELA/Literacy

STUDENT TESTS (8)

Gr9ELA -Unit 1

Gr9ELA -Unit 2

Gr9ELA -Unit 3

Student Test Status Key

Ready

Resumed, Resumed Upload

Active

Exited

Completed, Marked Complete

Find Students In the selected session(s) above Search

Filters Clear Hide 7 Results Displaying 25 Manage Columns

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3	Form
PPTST0021	SAMPLE	ONE		7789226496	GR9 MAIN	Ready	Ready	Ready	16EL09SP0E0101
PPTST0022	SAMPLE	TWO		7801189689	GR9 MAIN	Ready	Ready	Ready	16EL09SPA0101

Remove Students from Sessions Remove Reset

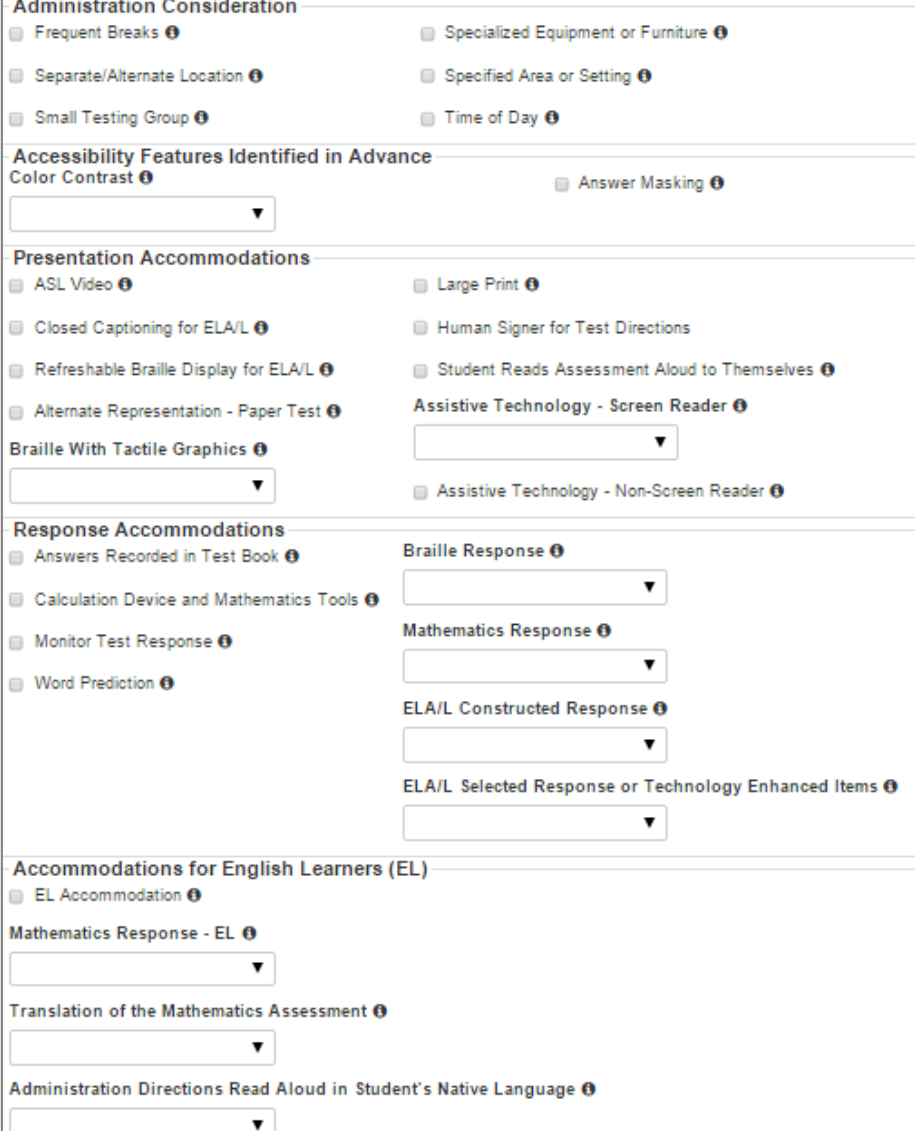
Your student list includes more than one test. Filter by test to see the other selected students.

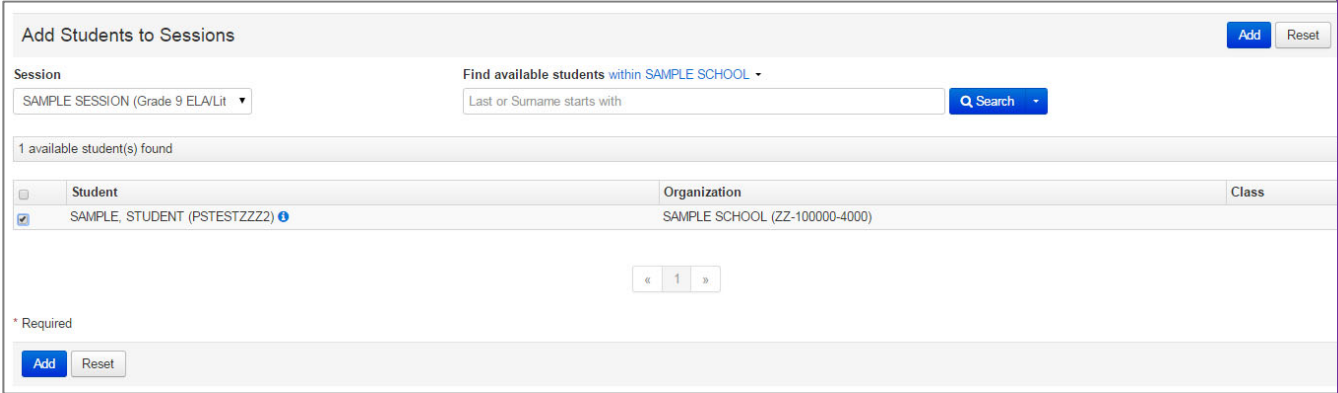
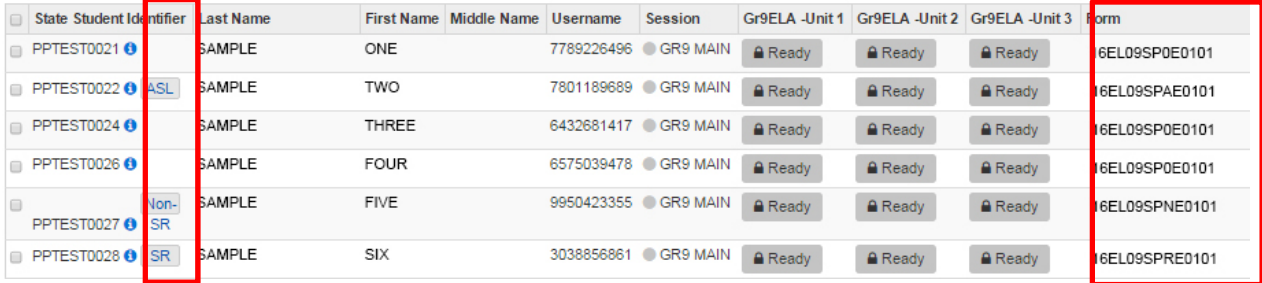
Student Test: Grade 9 ELA/Literacy

STUDENT NAME (CODE)	SESSION	STUDENT TEST	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3
<input checked="" type="checkbox"/> MAIN, GR9 (PPTST0026)	GR9 MAIN	Grade 9 ELA/Literacy	Ready	Ready	Ready

* Required

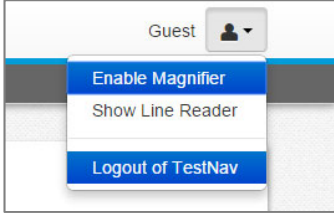
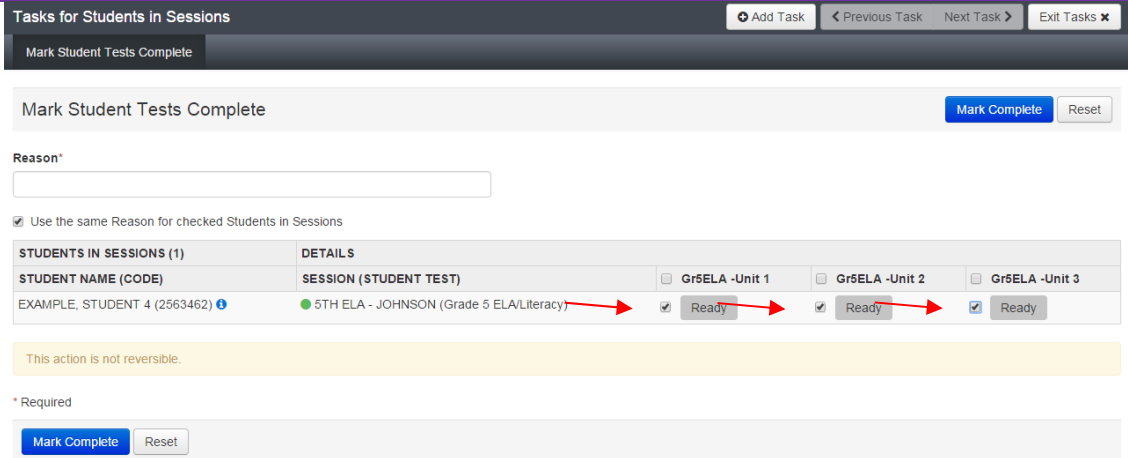
Remove

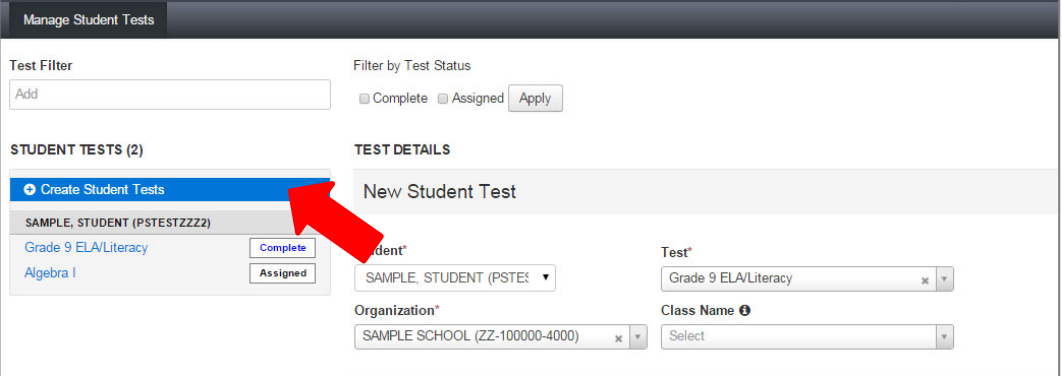
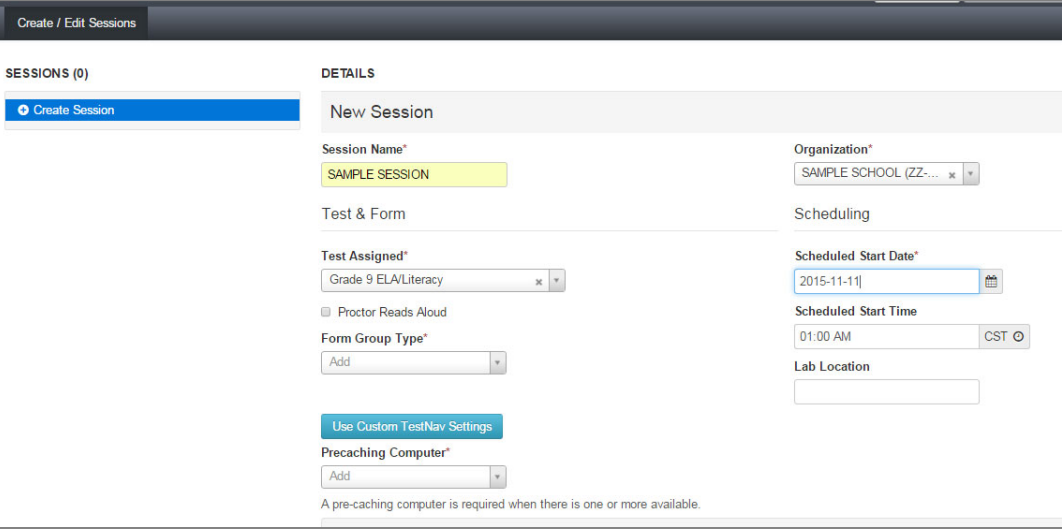
Steps	Screen Shot/Directions
<p>Update PNP Information</p> <ul style="list-style-type: none"> Go to Setup > Students and search for the student in the Find Students search bar or click the drop down to choose Show all results. Check the box for the student. Select Manage Student Tests under the Tasks drop down and click Start. On the Manage Student Tests screen, mark the accommodations and accessibility features. Refer to the PNP training module. Click Save. <p>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.</p> <p>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.</p>	 <p>Administration Consideration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frequent Breaks ⓘ <input type="checkbox"/> Separate/Alternate Location ⓘ <input type="checkbox"/> Small Testing Group ⓘ <input type="checkbox"/> Specialized Equipment or Furniture ⓘ <input type="checkbox"/> Specified Area or Setting ⓘ <input type="checkbox"/> Time of Day ⓘ <p>Accessibility Features Identified in Advance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Color Contrast ⓘ <input type="checkbox"/> Answer Masking ⓘ <p>Presentation Accommodations</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASL Video ⓘ <input type="checkbox"/> Closed Captioning for ELA/L ⓘ <input type="checkbox"/> Refreshable Braille Display for ELA/L ⓘ <input type="checkbox"/> Alternate Representation - Paper Test ⓘ <input type="checkbox"/> Braille With Tactile Graphics ⓘ <input type="checkbox"/> Large Print ⓘ <input type="checkbox"/> Human Signer for Test Directions <input type="checkbox"/> Student Reads Assessment Aloud to Themselves ⓘ Assistive Technology - Screen Reader ⓘ <input type="checkbox"/> Assistive Technology - Non-Screen Reader ⓘ <p>Response Accommodations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Answers Recorded in Test Book ⓘ <input type="checkbox"/> Calculation Device and Mathematics Tools ⓘ <input type="checkbox"/> Monitor Test Response ⓘ <input type="checkbox"/> Word Prediction ⓘ Braille Response ⓘ Mathematics Response ⓘ ELA/L Constructed Response ⓘ ELA/L Selected Response or Technology Enhanced Items ⓘ <p>Accommodations for English Learners (EL)</p> <ul style="list-style-type: none"> <input type="checkbox"/> EL Accommodation ⓘ Mathematics Response - EL ⓘ Translation of the Mathematics Assessment ⓘ Administration Directions Read Aloud in Student's Native Language ⓘ

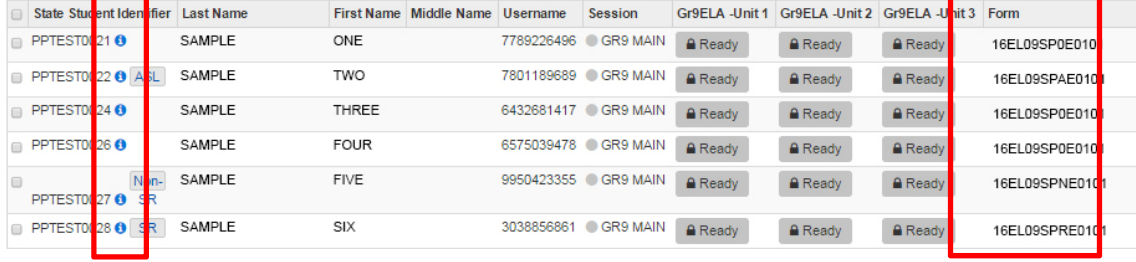
Steps	Screen Shot/Directions																																																																						
<p>Add Student to Session</p> <ul style="list-style-type: none"> Go to Testing > Students in Sessions and add the session to the Session List. Select the student from the list. Select Add Students to Sessions 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. 	 <p>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.</p>																																																																						
<p>If a new session has been created, prepare the test session.</p>	<p>Note: The form will be assigned by preparing the session.</p>																																																																						
<p>Verify Form Assignment (For form supported accommodations)</p> <ul style="list-style-type: none"> 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. 	 <table border="1"> <thead> <tr> <th>State Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr9ELA -Unit 1</th> <th>Gr9ELA -Unit 2</th> <th>Gr9ELA -Unit 3</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>PPTTEST0021</td> <td>SAMPLE</td> <td>ONE</td> <td></td> <td>7789226496</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>6EL09SP0E0101</td> </tr> <tr> <td>PPTTEST0022</td> <td>SAMPLE</td> <td>TWO</td> <td></td> <td>7801189689</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>6EL09SPAE0101</td> </tr> <tr> <td>PPTTEST0024</td> <td>SAMPLE</td> <td>THREE</td> <td></td> <td>6432681417</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>6EL09SP0E0101</td> </tr> <tr> <td>PPTTEST0026</td> <td>SAMPLE</td> <td>FOUR</td> <td></td> <td>6575039478</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>6EL09SP0E0101</td> </tr> <tr> <td>PPTTEST0027</td> <td>SAMPLE</td> <td>FIVE</td> <td></td> <td>9950423355</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>6EL09SPNE0101</td> </tr> <tr> <td>PPTTEST0028</td> <td>SAMPLE</td> <td>SIX</td> <td></td> <td>3038856861</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>6EL09SPRE0101</td> </tr> </tbody> </table> <p>Note: The form will be updated by precaching the test or preparing the session.</p> <p>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.</p>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3	Form	PPTTEST0021	SAMPLE	ONE		7789226496	GR9 MAIN	Ready	Ready	Ready	6EL09SP0E0101	PPTTEST0022	SAMPLE	TWO		7801189689	GR9 MAIN	Ready	Ready	Ready	6EL09SPAE0101	PPTTEST0024	SAMPLE	THREE		6432681417	GR9 MAIN	Ready	Ready	Ready	6EL09SP0E0101	PPTTEST0026	SAMPLE	FOUR		6575039478	GR9 MAIN	Ready	Ready	Ready	6EL09SP0E0101	PPTTEST0027	SAMPLE	FIVE		9950423355	GR9 MAIN	Ready	Ready	Ready	6EL09SPNE0101	PPTTEST0028	SAMPLE	SIX		3038856861	GR9 MAIN	Ready	Ready	Ready	6EL09SPRE0101
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<p>After session is updated, and form assignment has been verified</p> <ul style="list-style-type: none"> Print new student testing tickets. 	<p>See link below for additional details: https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test</p>																																																																						

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, 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.

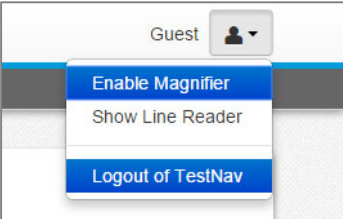
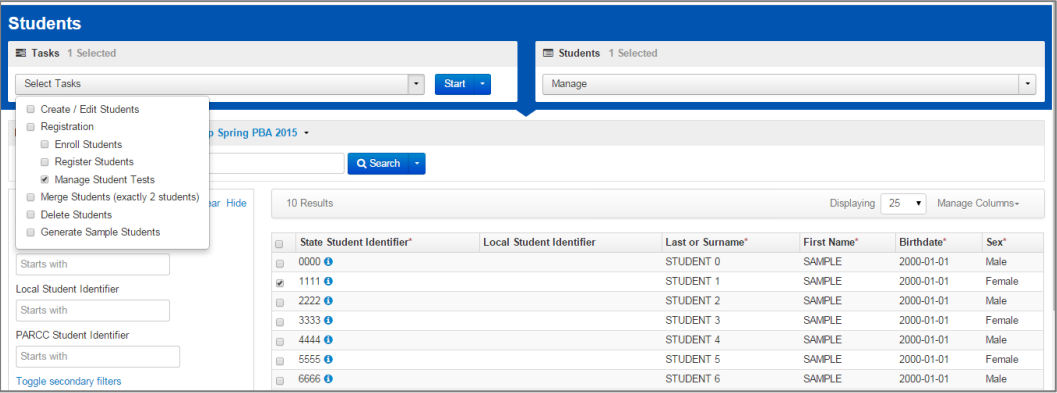
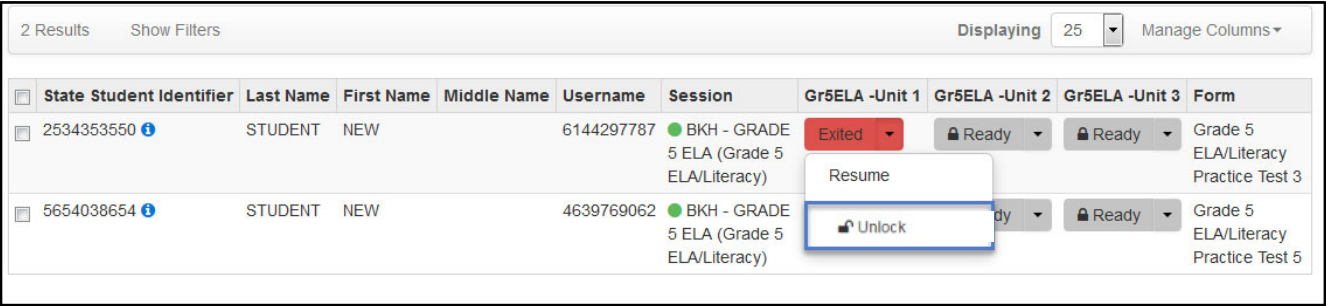
Steps	Screen Shot/Directions
<p>Exit Test in TestNav</p> <ul style="list-style-type: none"> The student must click the gray button next their name in the upper right corner of the screen. Click Logout of TestNav. Click Save and Return Later. 	
<p>Contact your State and submit a form to report a Testing Irregularity or Security Breach.</p>	<p>The State will determine if testing with the accommodation should proceed. If testing will proceed continue to the next steps. If testing will not proceed, mark the test compete and void the test according to the reason code provided by the State Contact.</p>
<p>Mark the Test Complete</p> <ul style="list-style-type: none"> 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. <p>Note: Do NOT use the Void a Unit task on the Students in Sessions screen.</p>	
<p>Void the Test</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 your State Contact will provide the Reason Code.</p>

Steps	Screen Shot/Directions
<p>Create Student Tests and Update PNP Information</p> <ul style="list-style-type: none"> • 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. 	 <p>The screenshot shows the 'Manage Student Tests' screen. On the left, under 'STUDENT TESTS (2)', the 'Create Student Tests' button is highlighted in blue and pointed to by a red arrow. Below it, there are two test entries: 'SAMPLE, STUDENT (PSTESTZZZ)' and 'Grade 9 ELA/Literacy Algebra I'. The 'TEST DETAILS' section on the right is titled 'New Student Test' and contains fields for 'Student*' (SAMPLE, STUDENT (PSTESTZZZ)), 'Test*' (Grade 9 ELA/Literacy), 'Organization*' (SAMPLE SCHOOL (ZZ-100000-4000)), and 'Class Name' (Select).</p>
<p>Assign to a new test session</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	 <p>The screenshot shows the 'Create / Edit Sessions' screen. The 'Create Session' button is highlighted in blue. The 'DETAILS' section is titled 'New Session' and contains fields for 'Session Name*' (SAMPLE SESSION), 'Organization*' (SAMPLE SCHOOL (ZZ-100000-4000)), 'Test Assigned*' (Grade 9 ELA/Literacy), 'Form Group Type*' (Add), 'Precaching Computer*' (Add), 'Scheduled Start Date*' (2015-11-11), 'Scheduled Start Time' (01:00 AM), and 'Lab Location'. There is also a 'Use Custom TestNav Settings' button and a note: 'A pre-caching computer is required when there is one or more available.'</p>
<p>If a new session has been created, prepare the test session.</p>	<p>Note: The form will be assigned by preparing the session.</p>

Steps	Screen Shot/Directions																																																																						
<p>Verify Form Assignment (For form supported accommodations)</p> <ul style="list-style-type: none"> 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. 	 <p>The screenshot shows a table with the following columns: State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Gr9ELA -Unit 1, Gr9ELA -Unit 2, Gr9ELA -Unit 3, and Form. The 'State Student Identifier' and 'Form' columns are highlighted with red boxes. The table contains six rows of sample data.</p> <table border="1"> <thead> <tr> <th>State Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr9ELA -Unit 1</th> <th>Gr9ELA -Unit 2</th> <th>Gr9ELA -Unit 3</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>PPTEST0021</td> <td>SAMPLE</td> <td>ONE</td> <td></td> <td>7789226496</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>16EL09SP0E010</td> </tr> <tr> <td>PPTEST0022</td> <td>SAMPLE</td> <td>TWO</td> <td></td> <td>7801189689</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>16EL09SPAE010</td> </tr> <tr> <td>PPTEST0024</td> <td>SAMPLE</td> <td>THREE</td> <td></td> <td>6432681417</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>16EL09SP0E010</td> </tr> <tr> <td>PPTEST0026</td> <td>SAMPLE</td> <td>FOUR</td> <td></td> <td>6575039478</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>16EL09SP0E010</td> </tr> <tr> <td>PPTEST0027</td> <td>SAMPLE</td> <td>FIVE</td> <td></td> <td>9950423355</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>16EL09SPNE010</td> </tr> <tr> <td>PPTEST0028</td> <td>SAMPLE</td> <td>SIX</td> <td></td> <td>3038856861</td> <td>GR9 MAIN</td> <td>Ready</td> <td>Ready</td> <td>Ready</td> <td>16EL09SPRE010</td> </tr> </tbody> </table> <p>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.</p>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3	Form	PPTEST0021	SAMPLE	ONE		7789226496	GR9 MAIN	Ready	Ready	Ready	16EL09SP0E010	PPTEST0022	SAMPLE	TWO		7801189689	GR9 MAIN	Ready	Ready	Ready	16EL09SPAE010	PPTEST0024	SAMPLE	THREE		6432681417	GR9 MAIN	Ready	Ready	Ready	16EL09SP0E010	PPTEST0026	SAMPLE	FOUR		6575039478	GR9 MAIN	Ready	Ready	Ready	16EL09SP0E010	PPTEST0027	SAMPLE	FIVE		9950423355	GR9 MAIN	Ready	Ready	Ready	16EL09SPNE010	PPTEST0028	SAMPLE	SIX		3038856861	GR9 MAIN	Ready	Ready	Ready	16EL09SPRE010
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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>Exit Test in TestNav</p> <ul style="list-style-type: none"> 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. 																															
<p>Update PNP Information</p> <ul style="list-style-type: none"> 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. 	 <p>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.</p>																														
<p>Resume Test</p> <ul style="list-style-type: none"> 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. 	 <table border="1"> <thead> <tr> <th>State 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>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>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Ready</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	Ready	Grade 5 ELA/Literacy Practice Test 5
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