Spring 2018

AIMS Science

PearsonAccess^next User's Guide

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Getting Started

The Arizona PearsonAccess^next website provides access to both AIMS Science and AZELLA testing programs. Users will only have access to the testing program for which they have been assigned. This PearsonAccess^next Users Guide will focus on tasks related to the AIMS Science Test Administration.

Immediate District Test Coordinator Tasks for Spring 2018 AIMS Science

AIMS Science District Test Coordinators must complete the following tasks in PearsonAccess^next during the window of February 2 through February 23, 2018:

- ALL districts must verify contact information and shipping address in PearsonAccess^next
- Assign PearsonAccess^next User IDs to School Test Coordinators, School Test Administrators, and Technology Coordinators.

Using the Arizona PearsonAccess^next website, you can perform all your test administration duties, from ordering materials and submitting student data to setting up online tests and viewing student results. Your User ID and Password give you access to all test administration functions. Your role-based user account ensures that you see only the data and functions that you need.

Support

If you have questions about PearsonAccess^next, or for trouble logging on, contact 1-888-705-9421 (option 1), Monday through Friday, 7:00 a.m. to 7:00 p.m. CST, except holidays.

For e-mail support, please visit https://az.pearsonaccessnext.com and select the "Contact Arizona Support" link.

To make changes to contact or shipping information in PearsonAccess^next, please contact the AIMS State Test Coordinator at AIMSScience@azed.gov.

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Change Test Administration

Once logged in to PearsonAccess^{next}, make sure that the system is on the correct Testing Program and Test Administration.

To change the Arizona Testing Program or Test Administration:

1. Select the **Test Administration name** in the black task bar across the top of the screen. This will open the Test Administration drop-down menu.
2. Select the appropriate **Test Administration name**.
   Note: What is in the Test Administration name drop-down menu will be determined by your user role account permissions.
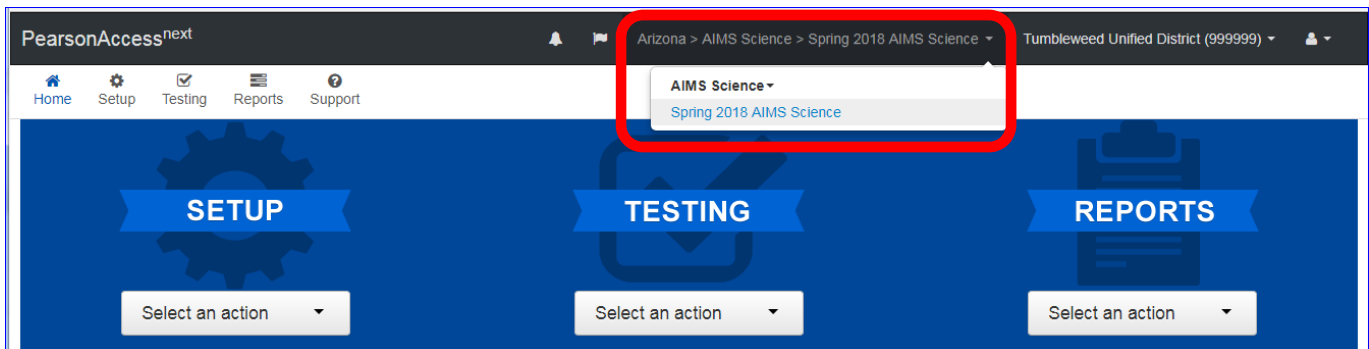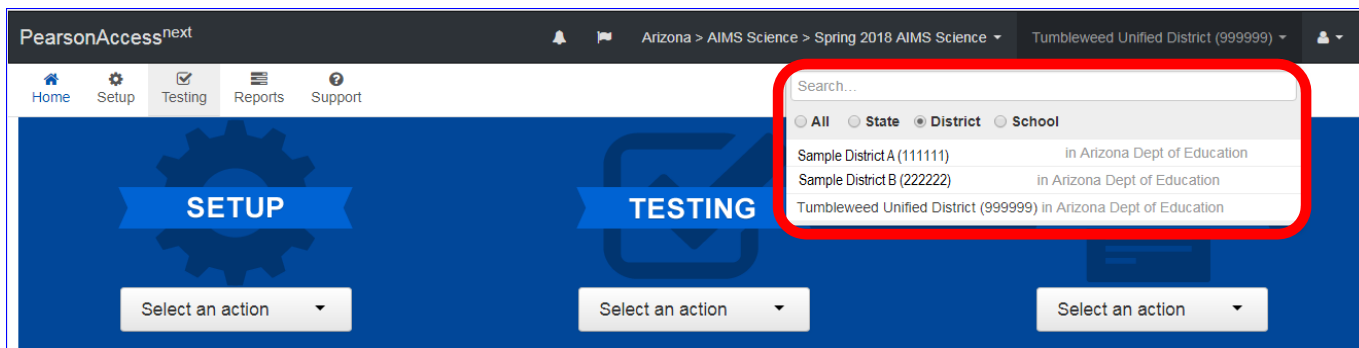

Change Districts

To change district view:

1. On black task bar across the top of the screen select the **Organization Name**. This will open the Organization drop-down menu.
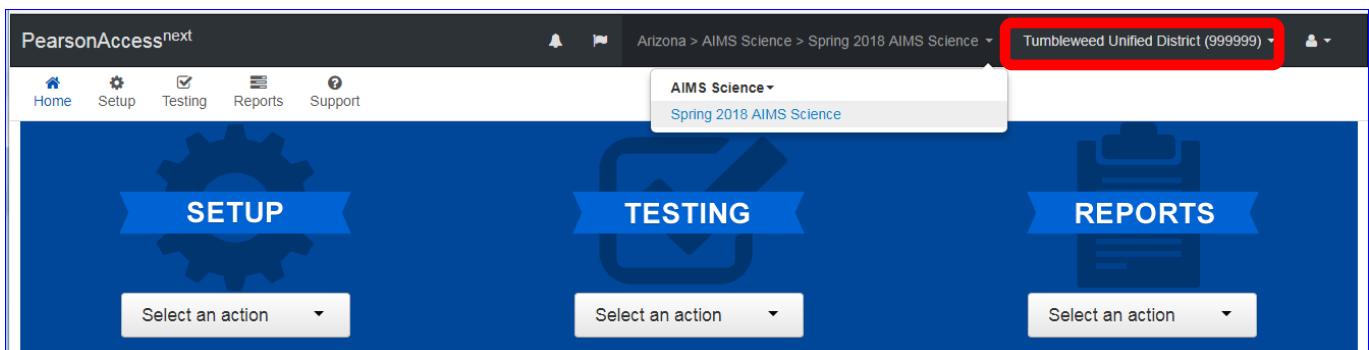
2. On the Organization drop-down menu, select the **District** Radio button.
3. Select the other district to view information.



Verify Contact Information and Shipping Address

AIMS Science District Test Coordinators need to verify their contact information and district's shipping address. AIMS Science District Test Coordinators with more than one district must verify contact information and shipping address, for each of their districts.

To verify your contact information and the district's shipping address for Spring 2018 AIMS Science in to PearsonAccess^{next}:
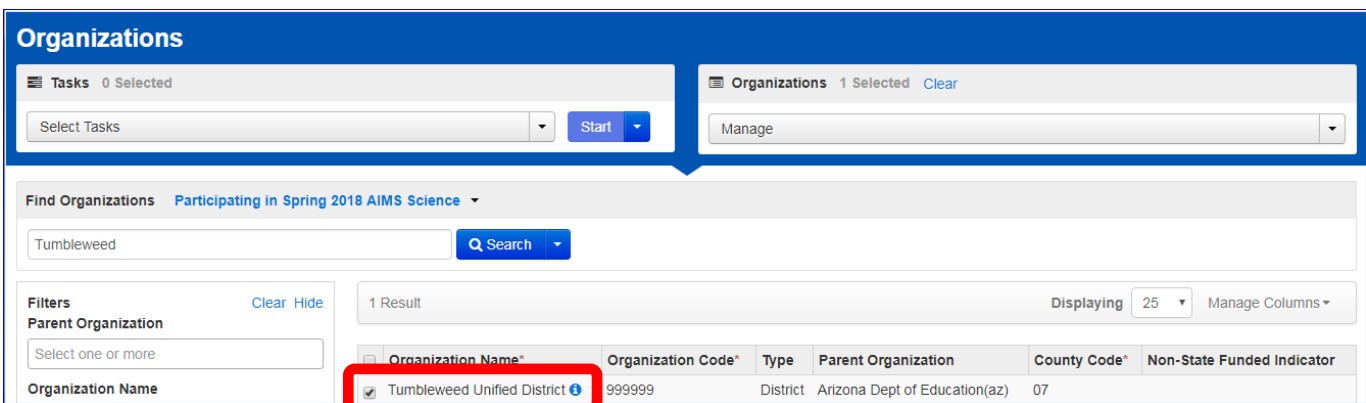
1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Organizations**.
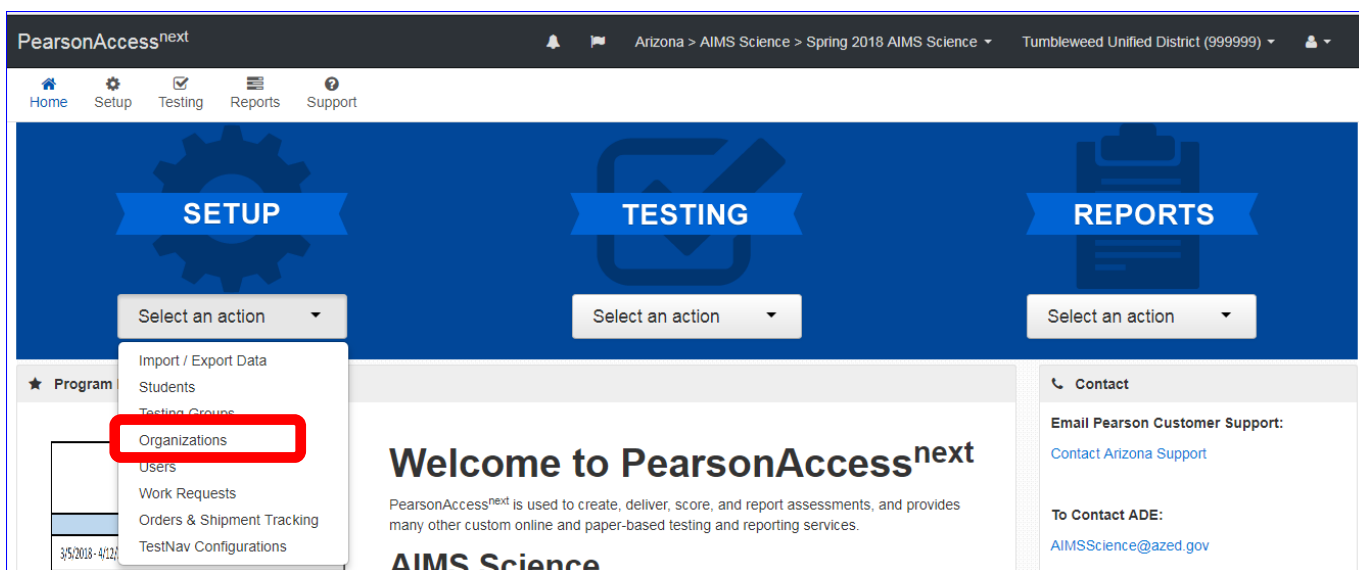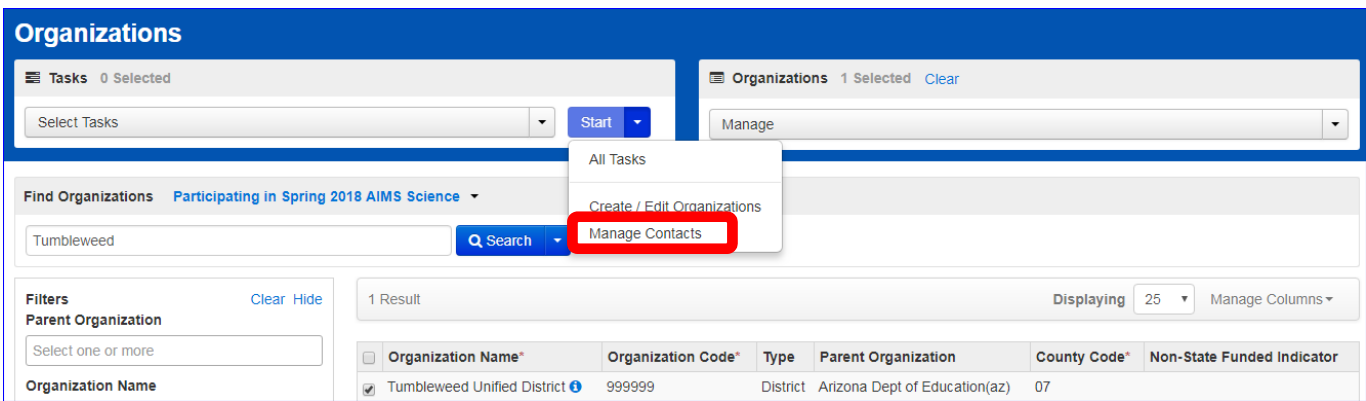

2. On the Organizations screen, type your district name in the Search box.
3. Select **Search**.
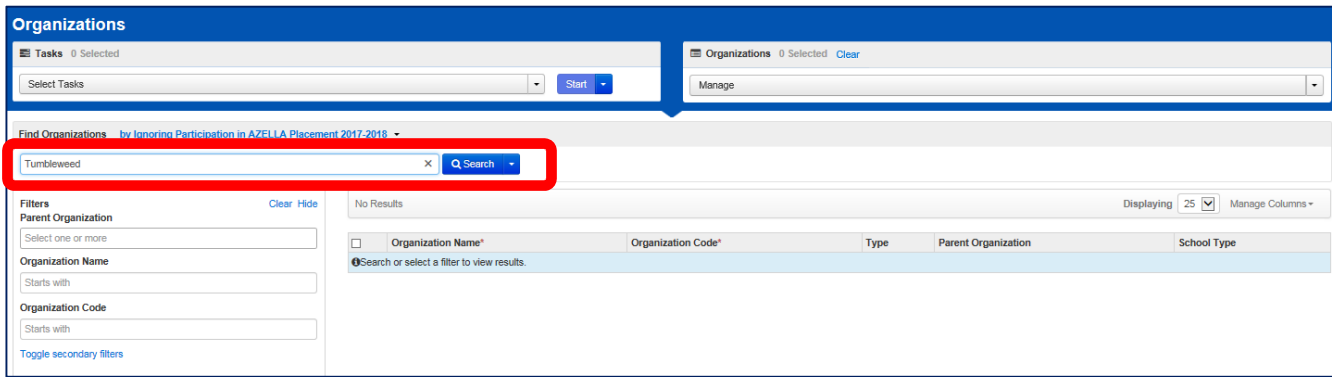
4. Place a **check** in the box next to your district name.

5. From the **Start** drop-down menu, select **Manage Contacts**.

6. On the **Manage Contacts** tab, verify that the AIMS Science District Test Coordinator's name, contact address (district's shipping address), phone number, and email are correct.

   If there are any corrections needed, please contact the AIMS Science State Test Coordinator at AIMSScience@azed.gov.

7. To exit, select the Tasks for Organizations screen, select the **Exit Tasks** button.

8. *Optional:* If you are an AIMS Science District Test Coordinator with more than one district you must repeat steps 1 -7 to verify contact information and shipping address, for each of your districts. See Change District section (page 5 of this document).

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Managing Users

District Test Coordinators and School Test Coordinators have permission in PearsonAccess^next^ to create User Accounts. Below is the various PearsonAccess^next^ User Roles and permission levels:

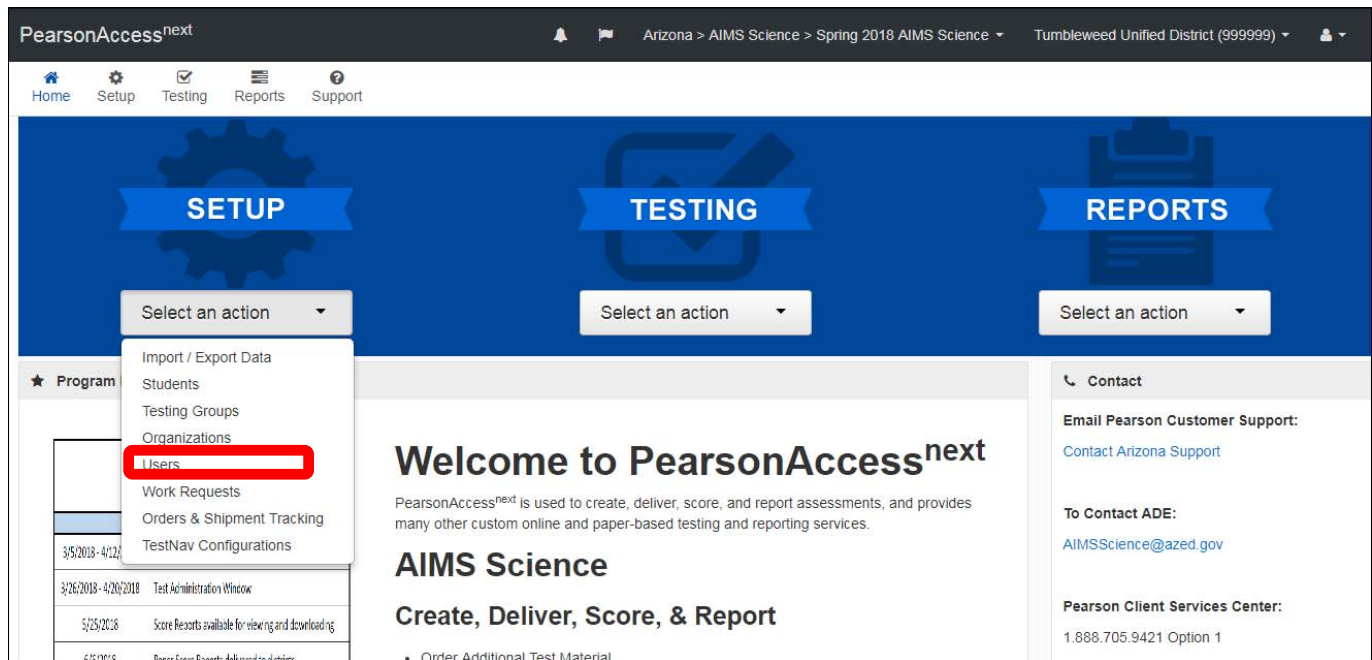| AIMS Science		AIMS Science PearsonAccess^next^ User Roles					
		AIMS District Test Coordinator	AIMS School Test Coordinator	AIMS School Test Administrator	AIMS Technology Coordinator	AIMS District Report Only Access	AIMS School Report Only Access
Tasks	View Contact and Shipping information	View only	View only	View only	View only	View only	View only
	Create New User Roles	Yes all roles beneath DTC	Yes All roles beneath STC	No	No	No	No
	Place Additional Orders	Yes	No	No	No	No	No
	Students	Import/Export, Create/edit students	Create, edit	View only	No	No	No
	User Files	Import/Export, Create/edit users	Import/Export, Create/edit users	No	No	No	No
	Student Registrations and Tests	Import/Export, Create/edit Student Registrations	Export, Create, Edit Student Registrations	Create, Edit,	No	No	No
	Testing Groups	Create/edit Student Testing Groups	Create/edit Student Testing Groups	Create/edit Student Testing Groups	No	No	No
	Online Test Sessions	Create/Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between sessions, Print Testing Tickets/Seal Codes	Create/Edit Test Sessions, Precaching, Add Students to Test Sessions, Move Students between sessions, Print Testing Tickets/Seal Codes	Add Students to Test Sessions, , Print Testing Tickets/Seal Codes	Precaching, View/Edit Test Sessions, Edit Custom Settings	No	No
	Student Transfers	Request Student Transfer	No	No	No	No	No
	Operational Reports	View	View	View	View	View District	View School
	Published Reports	View	View	No	No	View District	View School

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Creating New Users in PearsonAccess next

Each test administration has its own set of AIMS Science users.

Manually Create New User

To create a new user account in PearsonAccess next:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu. Select **Users**.
   Note: This menu will look different for the various user roles. You may only create user accounts as described in the User Role Matrix table on page 9.

2. On the Users screen, from the **Start** drop-down menu, select **Create/Edit Users**.
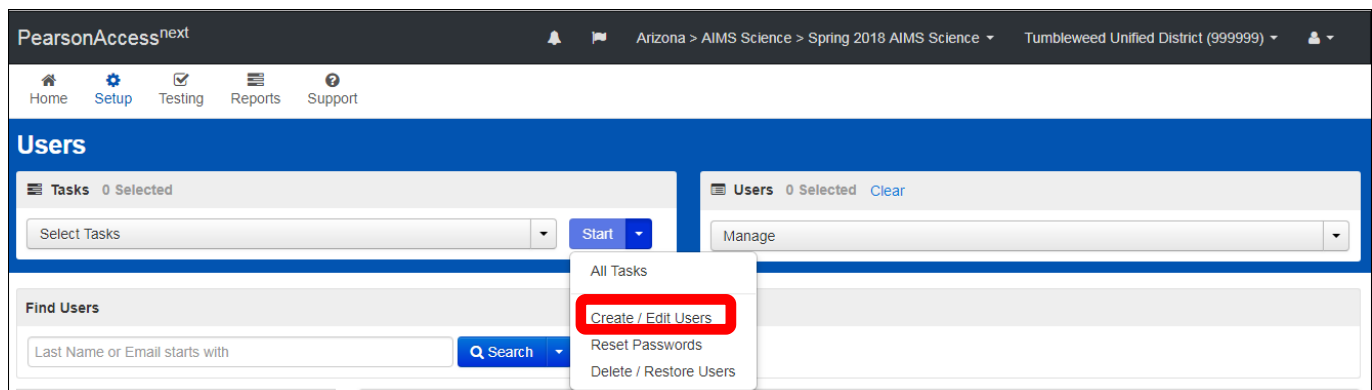
3. On the Tasks for Users screen, on the **Create/Edit Users** tab, select the **Selected Organizations*** field.

Note: All required fields are marked with an asterisk.

4. A drop-down menu will display populated with the district name and all associated schools.
   Note: Users can be created at the District Level, with access to all schools, or at the school level with access to the schools assigned, you may assign multiple schools.
5. Select the District Name, or School Name(s) that are to be assigned the new user to access.

6. Select the **Selected Roles*** field.

Note: The User Roles displayed will vary based on your assigned user role. Refer to the User Role Matrix on page 9 of this document for more information.

7. Fill-in the name and email address of the user you are creating. The User Name* field will auto-populate once you enter the user's e-mail address.
   Note: Do not edit the username field once the email address is filled in correctly.
8. When you have filled and verified the information on the entire form, select **Create**.

9. New users will receive an e-mail notification to set up their new account in PearsonAccess^next

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Uploading Users - Using a User Import File

District and School Test Coordinators may use Import and Export Data for mass uploads or edits to PearsonAccess next users.

To create or update PearsonAccess next users from a file import:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.
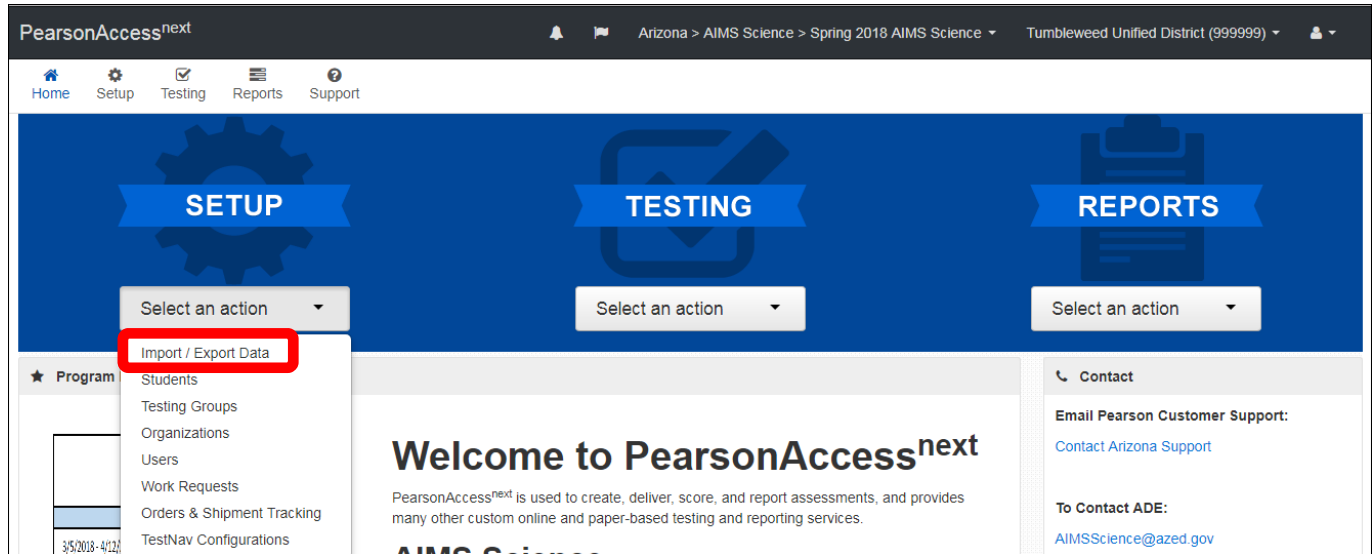
2. On the Import/Export Data screen, from the **Start** drop-down menu, select **Import/Export Data**.
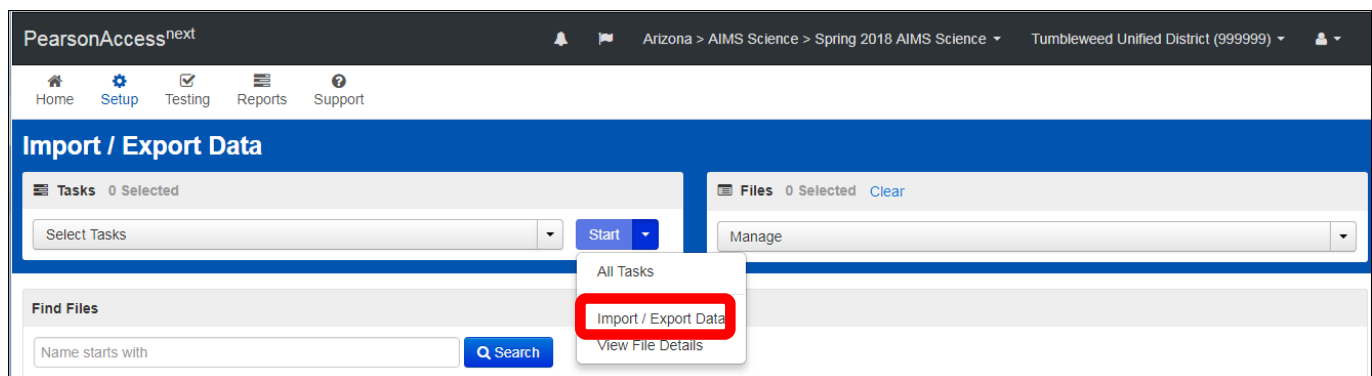
3. On the Tasks for Importing and Exporting screen, select **Type*** drop-down menu, select **User Export**.
4. Select **Process**.

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5. The next screen is the View Files Details tab. Here you will see that the report is pending. The report will take a few moments to process.
Optional: Select the **DETAILS refresh** button to update the status of the report.

6. When the file has processed, the **Download File** link will appear. Select the link to download the file.

7. The User Export file is a .csv file that can be opened with Excel.
   Note: If there were no applicable users, the file will only have column headers in Row 1.

	A	B	C	D	E	F	G	H	I	J	K
1	Action	Username	First Name	Last Name	Email	Authorized Organizations	Roles	Active Begin Date	Active End Date	Disabled	Disable Reason
2	u	stcuser01	Jane	Doe	jane.doe@districtone.com	000003	schoolCoord			No	
3	u	stcuser02	John	Smith	john.smith@districtone.com	000003	schoolCoord			No	
4											

8. Using the downloaded file as a template, the District or School Test Coordinator can update or fill-in rows to edit or create users using the User File layout below.

Column:	Row 1:	Row 2:
A	*Type* **Action**	• *Fill-in a **c** to create a new record* • *Fill-in a **u** to update an existing record*
B	*Type* **Username**	• *Type User's Email Address*
C	*Type* **First Name**	• *Type User's First Name*
D	*Type* **Last Name**	• *Type User's Last Name*
E	*Type* **Email Address**	• *Type User's Email Address*
F	*Type* **Authorized Organizations**	• *Type any or all Organization(s) Code(s) that the user's account is authorized to access.* • *Use only the school codes that are associated with the parent district.* **Do not mix schools with other districts.** • *Do not include different organizations (districts) in the same file.* **Each district needs to be uploaded in a separate individual file.** • **Delimited field** *- A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams.* • *Multiple organization codes* **must be** *separated with a colon (:) (e.g.,123456:345678).* **Do Not place a space in between colon and organization codes.** • **Make sure to include any leading zeros**. *(If you want them to see the district and all its schools, you must list the district entity code. If you want them to only see school level, use the school entity code (e.g., 001234).*

G	*Type* **Roles**	• *Designated responsibilities in the system and designated data and system functions determines what the user's account can access and use.*
		
		• **List of all roles that user has which control abilities to access and act upon data in the system.**
		
		• **Delimited field** *- A sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams.*
		
		• **Multiple roles must be** *separated with a colon (:) (e.g., dataEntry:schoolReport). Do Not place a space in between colon and organization codes.*
		
		• *Type the Coding for Roles Column:*
		   o *schoolCoord = AIMS School Test Coordinator*
		   o *schoolAdmin = AIMS School test Administrator*
		   o *techCoord = AIMS Technology Coordinator*
		   o *districtReport = AIMS District Report Only Access*
		   o *schoolReport = AIMS School Report Only*

H, I, J, K	*Leave Blank*	*Leave the columns **H - K** on blank. This column does not need to be filled in with data. Do NOT delete the column heading (Row 1). It needs to be left on the layout to be uploaded successfully.*

9. When all users are added or updated, save the file as a .csv in the **Save as type** as a .csv file so that the file can be upload back into PearsonAccess^{next}.
10. Select **Save**.
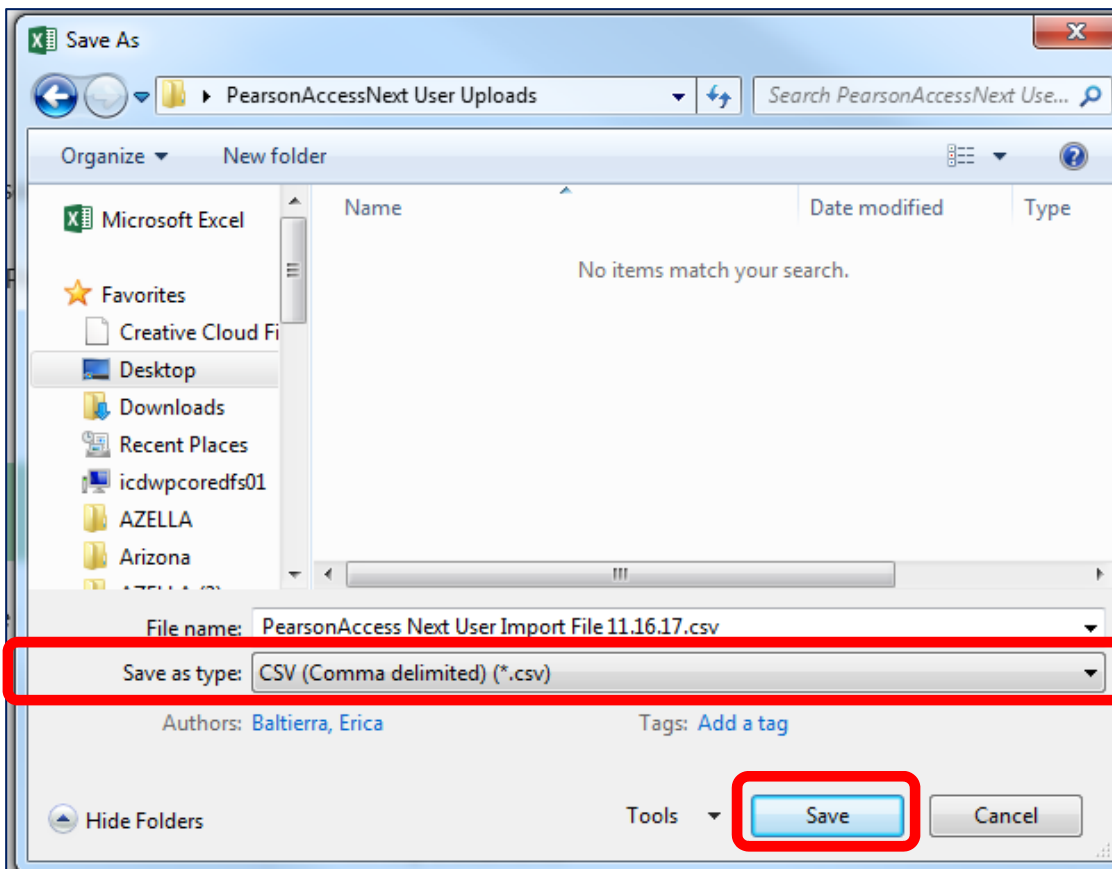
11. Log into PearsonAccess^{next}.
12. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.
13. On the Import/Export Data screen, from the **Start** drop-down menu, select **Import/Export Data**.

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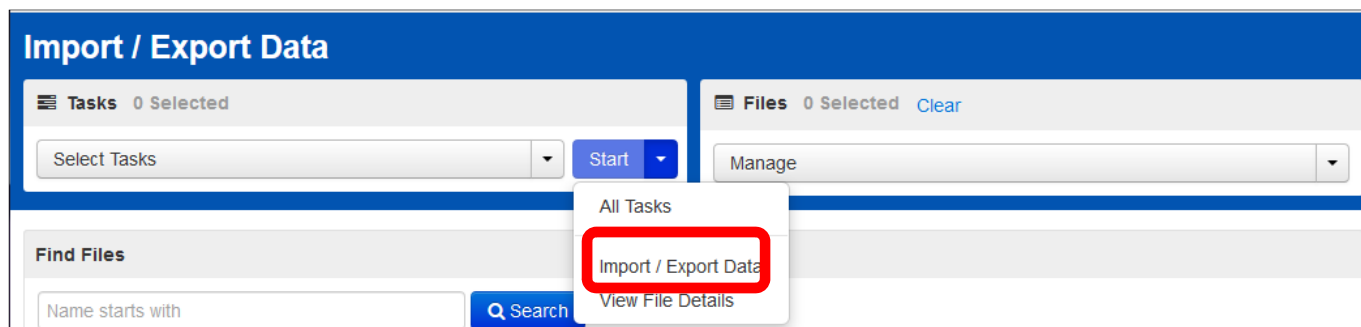
14. Select **Type*** drop-down menu, select **User Import**.
15. Under Source File, select **Choose File** to find and select the user import file you updated.
16. Select **Process**.

17. When the import is complete, you will see the Complete confirmation message, below.

Note: New users will receive a Welcome email instructing on the next steps to accessing their PearsonAccessnext account. Updated users will not receive an email but will have their access updated immediately in PearsonAccessnext.

![PearsonAccess next]

Placing Additional Orders

If an additional order is needed, the AIMS Science District Test Coordinators is to place one consolidated additional order for the entire district during the additional order window. All additional orders are approved by the AIMS Science State Test Coordinator prior to being shipped. Be prepared to justify every additional order.

- Additional Order Window: March 05, 2018 – April 12, 2018 (window closes at 5 p.m. MST)

To place an additional order for a district:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Orders & Shipment Tracking**.

2. On the Orders Shipment and Tracking screen, from the **Start** drop-down menu, select **All Tasks**.

3. The Organizational (Code) field auto-fills with the organization name at the top of the screen. Only districts entities can order materials. Verify that the information in the Organization (Code) is for the correct district.

4. In **Date Needed*** field enter today's date.
Note: The Reason and Special Instruction fields are not required and can be left blank.

5. Verify the Ship To information is correct.

    Note: If there is an error in the address, please do not continue with this order. Immediately contact AIMSScience@azed.gov to update the contact information.

Ship To

Contact Information

Contact Name*
Mary Pat Wood

Job Title
District Test Coordinator

Email
marypat.wood@azed.gov

Phone   **Ext**
6025425345

Fax

Shipping Address

Address Line 1*
1535 West Jefferson

Address Line 2

City*
Phoenix

State*
AZ

Zipcode*
85007

6. Select **Add Items...** to open the **Edit Materials Order** screen.

Materials Order

0 items * Add Items...

* Required

Create   Reset

7. On the Edit Materials Order screen, enter the quantity of each item needed.
8. Select **Save.**

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Edit Materials Order						Save	Cancel

Q Find Materials | Filters (clear)

| Description | Item # | Subject... ▾ | Material Type... ▾ | Grade... ▾ |

16 Results | | show all items | show ordered items | Displaying 25 ▾

Amount	Description	Item #	Subject	Type	Grade
2	01. TEST COORDINATOR MANUAL	AZ00002868	Not Subject Specific	Miscellaneous	All
3	02. TEST ADMINISTRATION DIRECTIONS	AZ00002867	Not Subject Specific	Miscellaneous	All
1	03. SPV TEST BOOK KIT GRADE 4 AIMS SCIENCE	AZ00002881	Science	Test Book	Grade 4

9. The Edit Materials Order screen will close and take you back to the Additional Orders screen and the **Materials Order** section will update to reflect your selections and quantities. Verify that the information entered is correct.

10. If the order is complete for the entire district for AIMS Science testing, select **Create**.

Materials Order

3 items * | Add/Edit Items...

Amount	Description	Item #
2	01. TEST COORDINATOR MANUAL	AZ00002868
3	02. TEST ADMINISTRATION DIRECTIONS	AZ00002867
1	03. SPV TEST BOOK KIT GRADE 4 AIMS SCIENCE	AZ00002881

* Required

Create | Reset

11. A Success confirmation message will show once the order has been created.

    Optional: On the left of the screen, select the **Additional Order** hyperlink to review the order.

12. Select **Exit Tasks** to go back to the Orders and Shipment Tracking screen.

PearsonAccess next | Arizona > AIMS Science > Spring 2018 AIMS Science | Tumbleweed Unified District (999999)

Tasks for Orders | Add Task | Previous Task | Next Task | Exit Tasks ✖

Create / Edit Orders | Approve Orders | Reject Orders | Cancel Orders | Report / Resolve Issues

Success
Changes saved

ADDITIONAL ORDERS | **DETAILS**

⊕ Create Additional Order | New Order | Create | Reset

Order # 8 (submitted)

Organization (Code) | Date Needed*

Tumbleweed Unified District (999999) |

Managing Students

ADE will provide Pearson one Student Registration Information file uploads prior to AIMS Science Testing in February.

The Student Registration Information file includes student demographic information and district and school enrollment. Pearson will use this information to register students for online testing, including placing students in online test sessions by grade.

Student Registration Information files are based on school enrollments. The February file is for all grades and is based on the information in AzEDS as of February 21, 2018.

Districts may begin reviewing students in PearsonAccess[next] any time after the initial student upload on February 26th. The Student Registration Information file from AzEDS does not include information regarding Student IEP Requirements or Accommodations.

Review Student Demographic Information in PearsonAccess[next] Using the Student Registration Export

District and School Test Coordinators can run a report in PearsonAccess[next] to view the students that have been registered for testing for the AIMS Science Spring 2018 administration.

To view student registration report in PearsonAccess[next]:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.

2. From the **Start** drop-down menu, select **Import/Export Data**.

3. On the Tasks for Importing and Exporting Data screen, the Import / Export Data tab, select the **Type*** drop-down menu, select **Student Registration Export**.
4. Select **Process**.
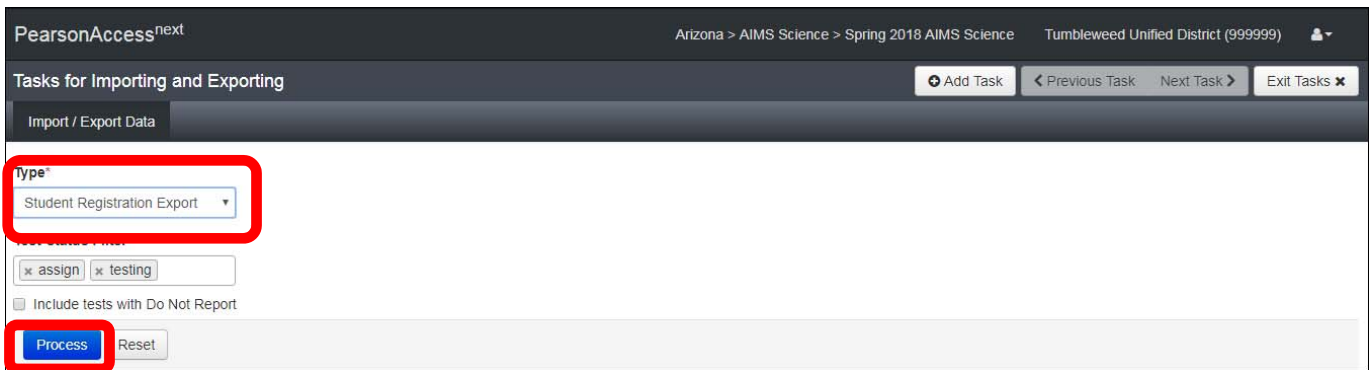
5. The next screen is the View Files Details tab, you will see that the file is pending. The file will take a few moments to process depending on the size of the file being generated.

Optional:
   o Select the **DETAILS refresh** button to update the status of the report, or
   o Select **Exit Tasks** or log out. PearsonAccess^next will send a notification email when the extract file is ready for download.
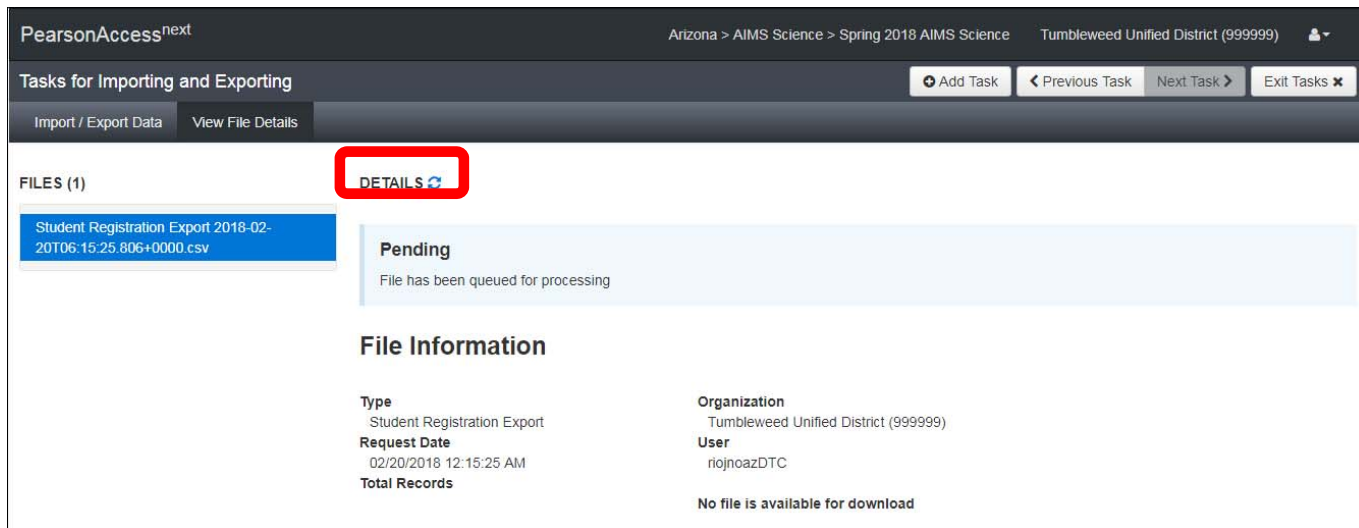
6. When the file has completed processing, the Complete confirmation message and Download File link will appear.
7. Select **Download File** to download the file.
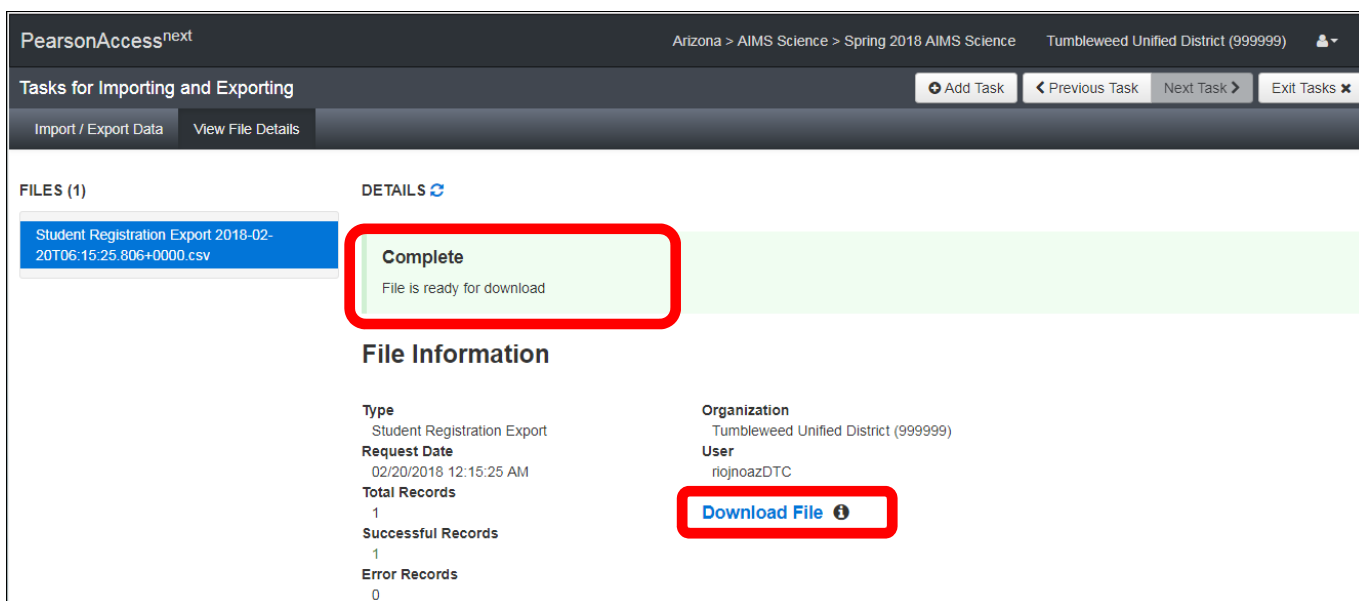
8. The Student Registration Export file is an Excel spreadsheet. The file will contain all the students who are registered to take the AIMS Science test.
Note: This file is secure. All student level information must be used confidentially in accordance to state and federal privacy laws.

	A	B	C	D	E	F	G	H	I	J	K	
1	Organization Code	Organization Name	SSID Number	Student Last Name	Student First Name	Student Middle Initial	Date of Birth	Hispanic or Latino	White	Black or African American	Asian	America
2	000003	Prickly Pear Elementary School	11111111	Lastname1	Firstname1		11/5/2006	Y				Y
3	000003	Prickly Pear Elementary School	22222222	Lastname2	Firstname2	R	7/5/2007	N	Y			Y
4	000003	Prickly Pear Elementary School	33333333	Lastname3	Firstname3	E	6/2/2007	N	Y			
5	000003	Prickly Pear Elementary School	55555555	Lastname4	Firstname4	G	5/2/2007	N	Y			
6	000003	Prickly Pear Elementary School	66666666	Lastname5	Firstname5	M	1/17/2007	Y				Y
7	000002	Prickly Pear Middle School	77777777	Lastname6	Firstname6	P	6/19/2002	N	Y			
8	000002	Prickly Pear Middle School	88888888	Lastname7	Firstname7		8/5/2002	N	Y			
9	000002	Prickly Pear Middle School	99999999	Lastname8	Firstname8	A	6/5/2003	N	Y			
10	000002	Prickly Pear Middle School	10101010	Lastname9	Firstname9	J	5/21/2002	N	Y			
11	000001	Prickly Pear High School	12121212	Lastname10	Firstname10	C	12/19/1997	N	Y			
12	000001	Prickly Pear High School	13131313	Lastname11	Firstname11	C	1/31/2001	Y				Y
13	000001	Prickly Pear High School	14141414	Lastname12	Firstname12		12/19/2000	Y	Y			
14	000001	Prickly Pear High School	15151515	Lastname13	Firstname13	R	1/4/2001	Y	Y			

9. *Optional:* If you opted to exit or log out of the View Files Details screen while the file was being generated PearsonAccess[next] will send you an email stating that the export file is complete.
    a. Log into PearsonAccess[next].
    b. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Import/Export Data**.
    c. On the Import/Export Data screen, place a **check** in the box next to the file name.
    d. From the **Start** drop-down menu, select **View File Details**.

    e. On the View File Details tab, the **Download File** link will display. Select the link to download the exported data file.

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Creating New Students in PearsonAccess^next

The Spring 2018 AIMS Science will be an online test. Students that are not included on the Student Registration Information files will need to be registered in PearsonAccess^next.

To add a new student in PearsonAccess^next:

1. Verify the Test Administration name in the black task bar across the top of the screen is set to Spring 2018 AIMS Science.
2. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.
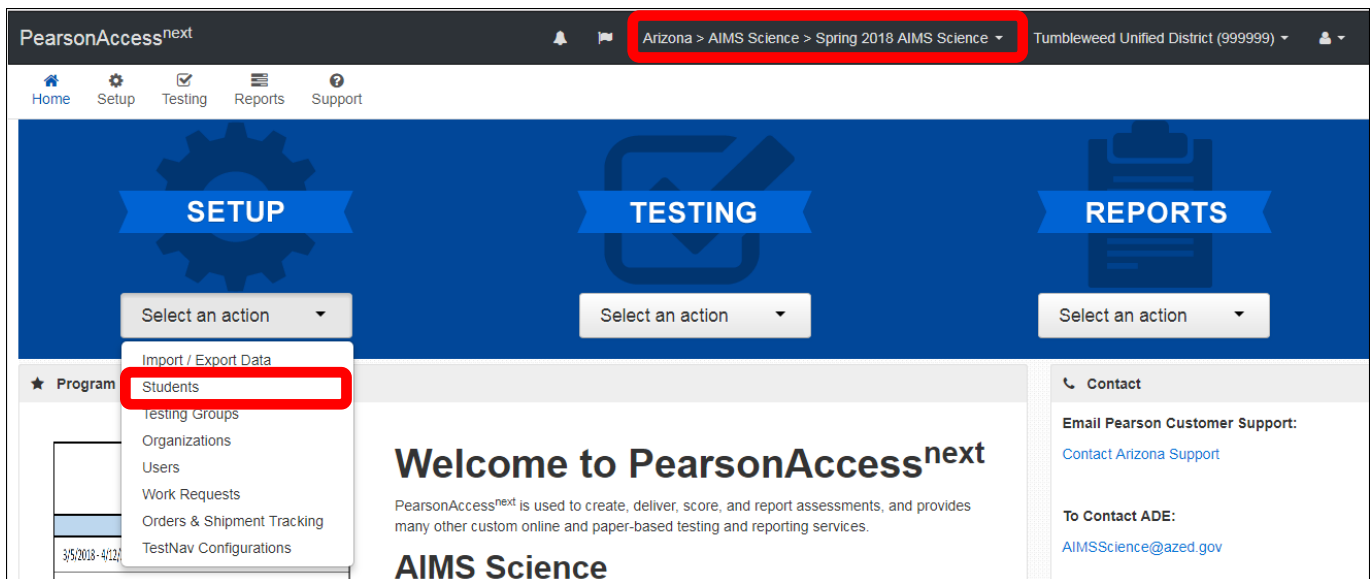
3. From the **Start** drop-down menu, select **All Tasks**.
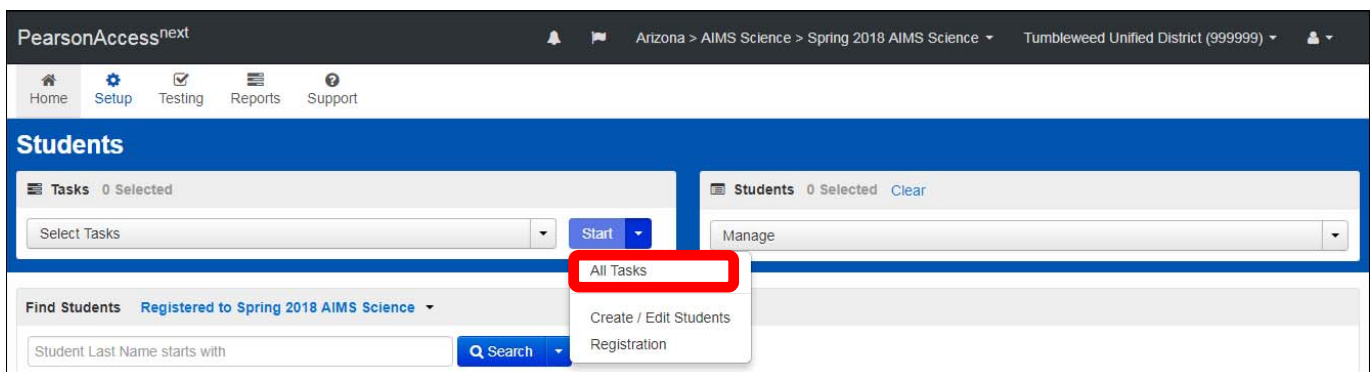
4. On the Tasks for Students screen, in the Create / Edit Students tab, fill-in the **New Student** details.
Note: Select the "Not Enrolled" only if the student is not currently enrolled at the school where the test is administered. This check box is very rarely selected. Check with your District Test Coordinator before selecting the "Not Enrolled" check box. Select **Create**.

5. On the Tasks for Students bar, select the **Register Students** tab.

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6. Place a **check** in the box next to **Registered** to activate the form.
7. Fill-in the form with the student's information.
8. Select **Save**.

9. On the Tasks for Students bar, select the **Manage Student Tests** tab.
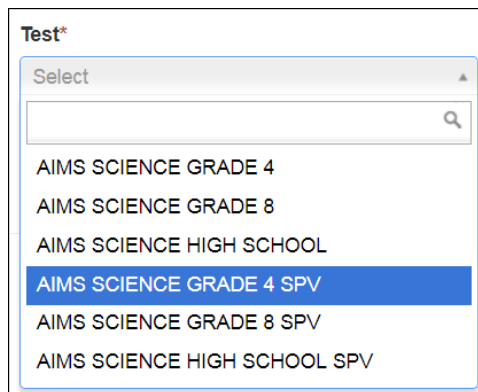
10. In the TEST DETAILS section, under **Student***, select the student's name from the drop-down menu.
11. Under **Organization**, select the appropriate school for the student.

12. Under **Test**, select the appropriate test from the drop-down menu. The Test drop-down menu will list all tests available, both Online and Special Paper Versions (SPV) tests. **You should only be registering students in Grades 4, 8 and High School**.

Select the correct test for the student being registered. Remember, ADE will be reviewing ALL requests for a Special Paper Version tests. To assign a Special Paper

Version test, the students must have a current IEP or 504 Plan that restricts them from using a computer.

Depending on which test was selected, only follow <u>one</u> of the directions (online or Special Paper Version) below:

- o For an <u>online</u> test, you will select one of the following tests from the drop-down menu:
  - AIMS Science Grade 4
  - AIMS Science Grade 8
  - AIMS Science High School

Test*

Select ▲
🔍
AIMS SCIENCE GRADE 4
AIMS SCIENCE GRADE 8
AIMS SCIENCE HIGH SCHOOL
AIMS SCIENCE GRADE 4 SPV
AIMS SCIENCE GRADE 8 SPV
AIMS SCIENCE HIGH SCHOOL SPV

- o For a <u>Special Paper Version</u> (SPV) test, Select one of the following AIMS Science SPV tests from the drop-down menu:
  - AIMS Science Grade 4 SPV
  - AIMS Science Grade 8 SPV
  - AIMS Science High School SPV
13. *Optional:* **Testing Group** field. This field may be left blank. If you have not created a group, yet, there will not be any options available in the drop-down menu.

Testing Group

Select ▼

14. Select the test Type. The **Type** drop-down menu will vary depending on the Test Selected.
    o For an online test, select **Online**.

    o For a Special Paper Version (SPV) Test, select **Online**.

15. Select **Create**.
16. Based on the test selected, accommodation fields will display to be updated and reviewed. Select one of the directions (online or Special Paper Version) below to follow.
    o Online Test Accommodations
    i. For an <u>online</u> test, place a **check** in the box for any accommodations (Non-Embedded Accommodations for Computer-Based Testing and/or Visual Assistance Tools) required by the student's IEP.
    Note: **Do not fill-in fields related to Ordering Special Paper Version Tests.**
    ii. Select **Save.**

- o Special Paper Version Tests Accommodations for Grades 4, 8 and High School Cohort 2020 or 2021.
    - i. For Special Paper Version tests, **do not** fill-in sections related to Non-Embedded Accommodations for Computer Based Testing or Visual Assistance Tools. Skip down to the **Order Special Paper Version (SPV) (with IEP or 504 Plan)** section. Select **Paper, Braille or Large Print** from the drop-down menu.
    - ii. Verify that this student needs a Special Paper Version Test, if you have questions about this, email AIMSScience@azed.gov for guidance.
    - iii. Place a **check** in the box confirming the student has a 504 Plan, IEP, or ADE's written approval documenting the student's need for the Special Paper Version Test.
    - iv. Select **Save**.

Order Special Paper Version (SPV) (with IEP or 504 plan)
This is a 3 step process.
1. Select the appropriate type paper test.
2. Place an additional order for the SPV test.
3. Move test to an Accommodated test session.

Special Paper Version
Large Print

☑ By checking this box, I confirm that this student has a 504, IEP, or ADE's written approval documenting the need for this Special Paper Version test accommodation.
Required

Save   Reset

Editing a Student Test Assignment
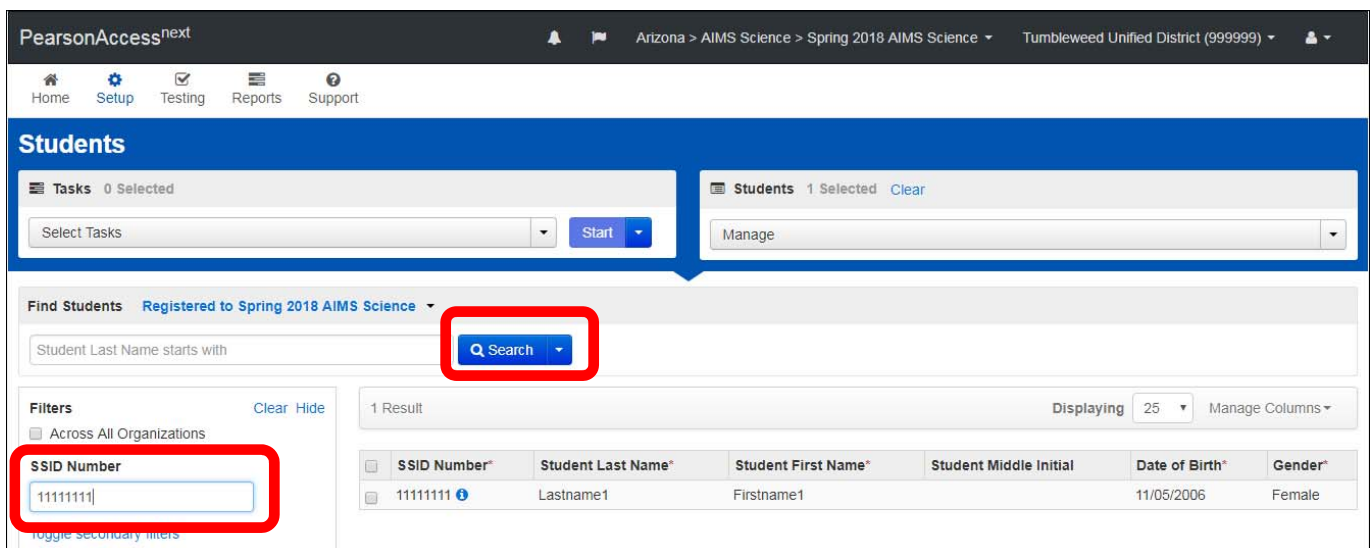
The student data upload will register all students to an Online Test. If you identify a student that requires a Special Paper Version (SPV) or if the student is in the wrong grade or Cohort, you must change their Test Assignment.

To update a student's test assignment in PearsonAccess^next:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.
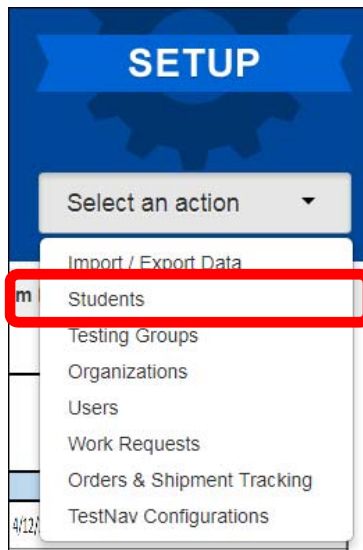
2. On the Students screen, search for the student either by name or SSID and select **Search**.

3. Place a **check** in the box next to the student name(s) that need to be updated.
4. From the **Start** drop-down menu, select **All Tasks**.

5. On the Tasks for Students screen, select the **Manage Student Tests** tab.

6. On the **Manage Student Tests** tab, select the student test on the left side of the screen. <u>Uncheck</u> the **Assigned** check box.
7. Select **Save**.
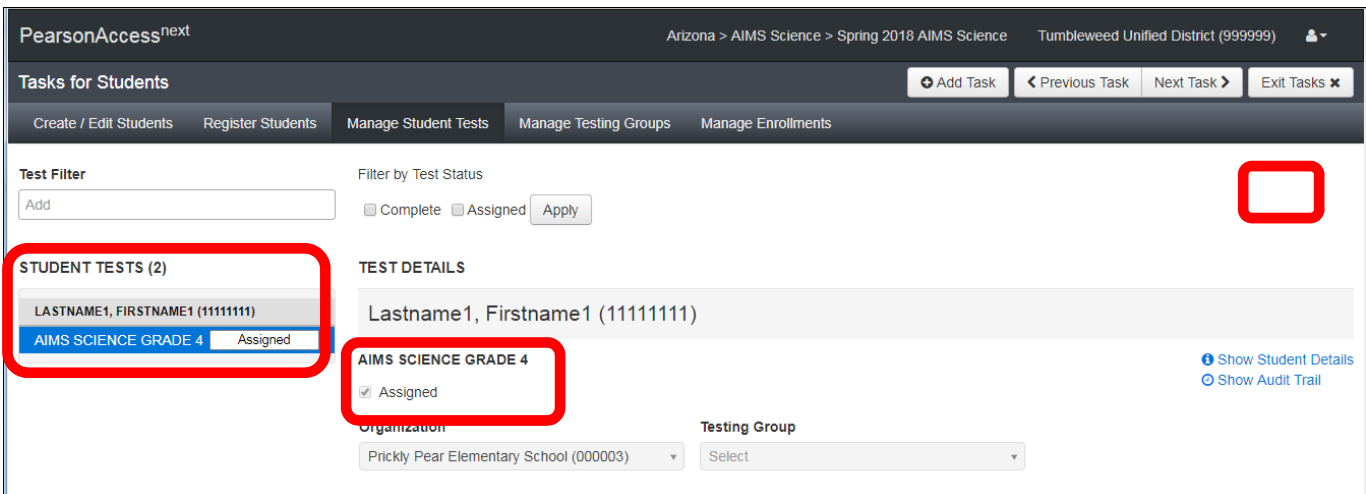
8. The student's test assignment has been removed. To add a new test assignment, follow the directions provided in Steps 1 -16 in the Adding New Students in PearsonAccess^{next} section (pages 26 – 30 of this document).

Creating/Editing Students Using the Student Registration Import

Another option to edit or create students in PearsonAccess[next] is by uploading a Student Registration Import file. This method allows AIMS Science District Test Coordinators to edit and create student registrations in PearsonAccess[next] at the same time.

To create or edit students via file upload in PearsonAccess[next]:

1. There are two ways to begin the process:
   - follow the directions Review Student Demographic Information in PearsonAccess[next] Using the Student Registration Export (page 22 of this document), to download the Student Registration Export to use, or
   - download the blank AIMS Science Spring 2018 Student Registration File Layout/Template from the **Support** section or **Links** section of PearsonAccess[next] home page at the link below:

   https://az.pearsonaccessnext.com/customer/landing/search.action

PearsonAccess ^{next}
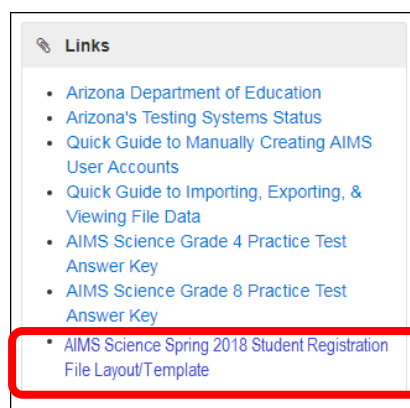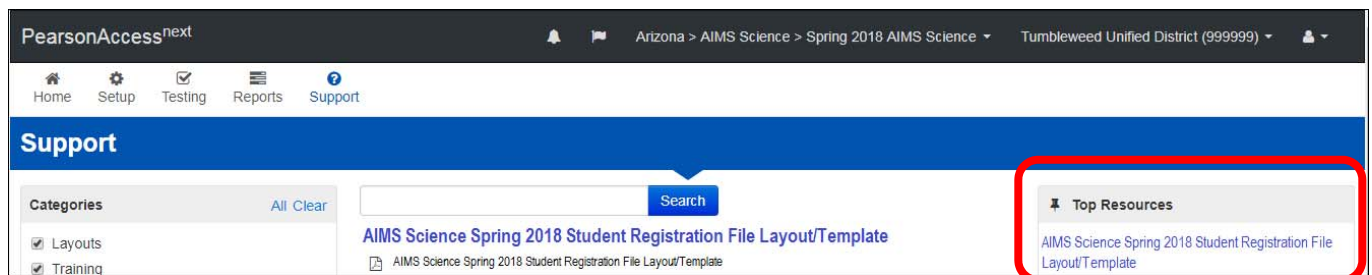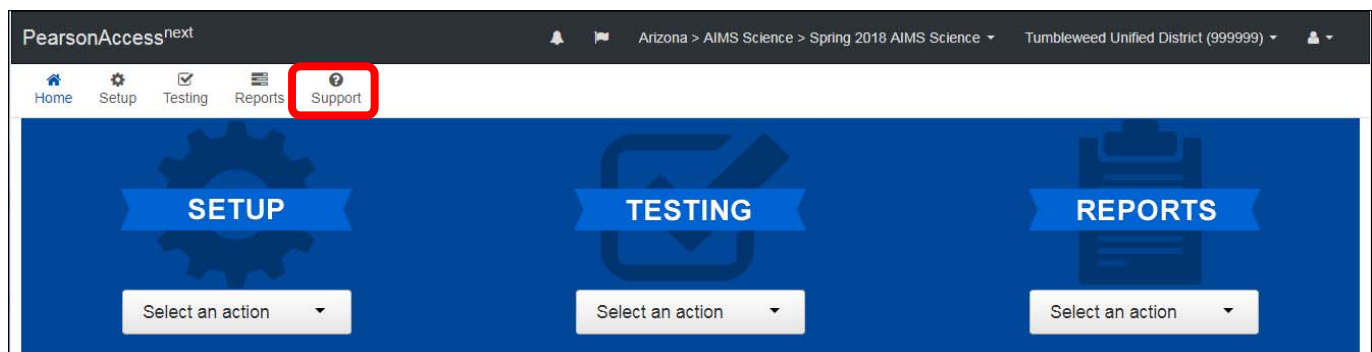
2. The Student Registration Export file may be edited to change student test assignments, for students requiring Special Paper Version Tests, and it may also be used to add new students**.** Refer to the table below for the data file layout requirements.

Student Registration File Layout

Field #	Field Name	Editable	Required	Valid Values
1	Organization Code	Y	Y	Numeric (0-9), Blank not allowed
2	Organization Name	Y	Y	A-Z, a-z, 0-9, - [dash], ' [apostrophe], . [period], () [left and right parentheses], & [ampersand], # [pound sign], / [forward slash], + [plus sign], or space
3	SSID Number	N	Y	Numeric, 0-9, *Must be unique
4	Student Last Name	Y	Y	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces
5	Student First Name	Y	Y	A-Z, a-z, 0-9, dash (-), apostrophe ('), embedded spaces
6	Student Middle Initial	Y	N	A-Z, a-z, or blank
7	Date of Birth	Y	Y	Date (M=Month, D=Day, Y=Year), MM/DD/YYYY or YYYY-MM-DD
8	Hispanic or Latino	Y	Y	Y=Yes, N=No
9	White	Y	N	Y=Yes, N=No, or blank
10	Black or African American	Y	N	Y=Yes, N=No, or blank
11	Asian	Y	N	Y=Yes, N=No, or blank
12	American Indian or Alaskan Native	Y	N	Y=Yes, N=No, or blank
13	Native Hawaiian or Other Pacific Islander	Y	N	Y=Yes, N=No, or blank
14	Gender	Y	Y	M = Male, F = Female
15	Grade	Y	Y	Numeric, 04, 08 or blank
16	Cohort	Y	Y	20 = 2020, 21 = 2021 or blank
17	Special Education	Y	N	1 = Participating, Blank = Not Participating
18	EL Classification	Y	N	1 = Participating, Blank = Not Participating
19	Migrant	Y	N	1 = Participating, Blank = Not Participating
20	SES	Y	N	1 = Participating, Blank = Not Participating
21	Test Code	Y	N	Online Tests: AIMS04 = AIMS SCIENCE GRADE 4 AIMS08 = AIMS SCIENCE GRADE 8 AIMSHS = AIMS SCIENCE HIGH SCHOOL Special Paper Version Tests: AIMS04SPV = AIMS SCIENCE GRADE 4 SPV AIMS08SPV = AIMS SCIENCE GRADE 8 SPV AIMSHSSPV = AIMS SCIENCE HIGH SCHOOL SPV If blank, set automatically based on Cohort and Grade Fields
22	Format	Y	N	online = Online If not = online, set automatically in load

3. Fill-in the AIMS Science Student Registration Import file according to the Data File Layout.
4. Save the AIMS Science Student Registration Import File as a **.csv** file.
5. To import the AIMS Science Student Registration Import file, from the AIMS Science home page, go to the **SETUP** section, select the **Select an action** drop-down menu, select **Import / Export Data**.
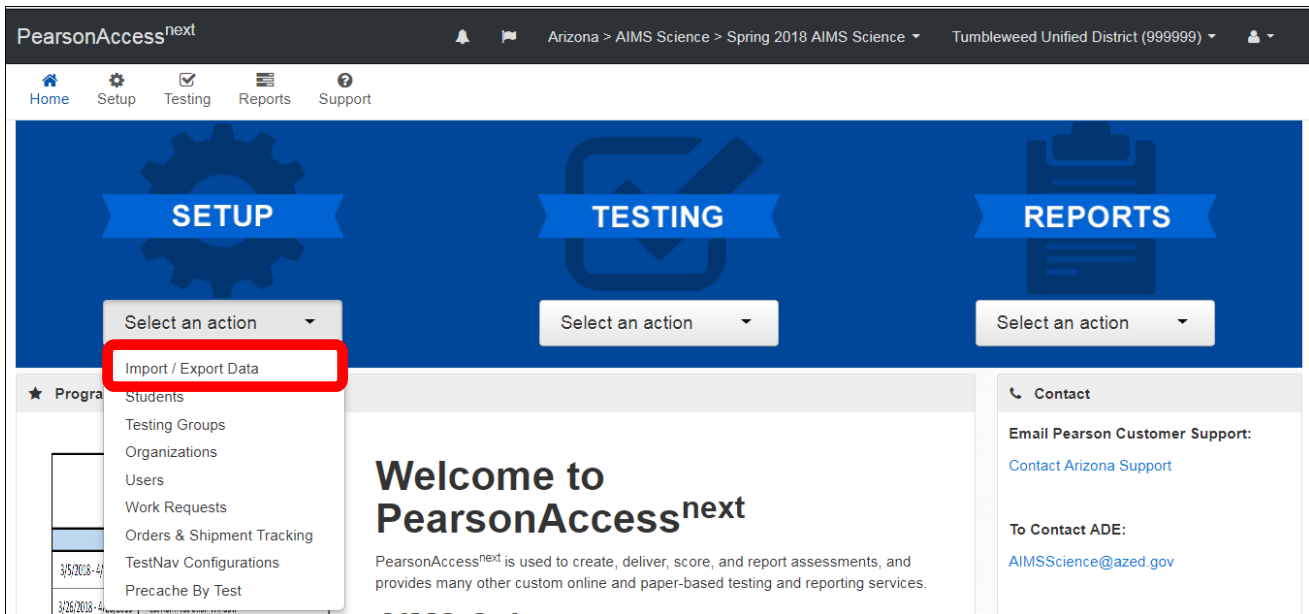
6. On the Import / Export Data screen, from the **Start** drop-down menu, select **All Tasks**.
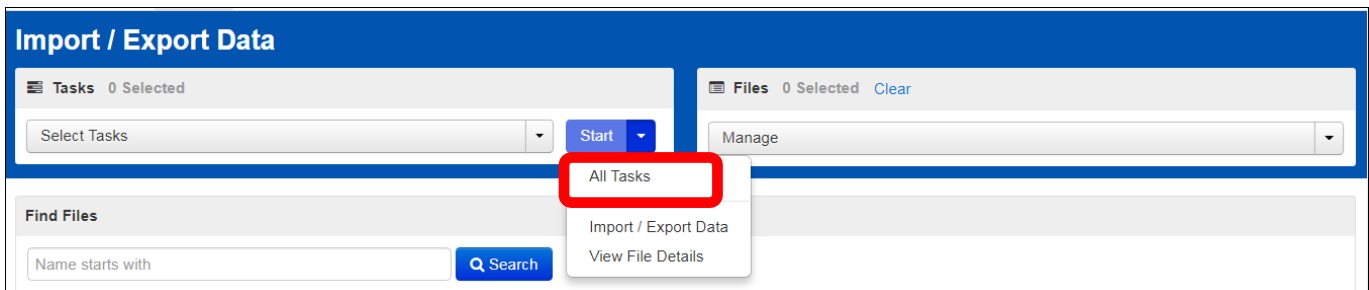
On the Tasks for Importing and Exporting screen, Import / Export Data tab, from the **Type***
drop-down menu, select **Student Registration Import**.

7. Select **Choose File** and select the AIM Science Student Registration Import file you
    created earlier.
8. Select **Process**.

Optional: Creating Testing Groups

Testing Groups are optional for PearsonAccess[next]. For those wanting to group students by
classroom or testing days you may do so using the Testing Group function.

To create the optional testing groups in PearsonAccess[next]:

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Testing
    Groups**.

PearsonAccess next

2. On the Testing Groups screen, from the **Start** drop-down menu, select **All Tasks**.
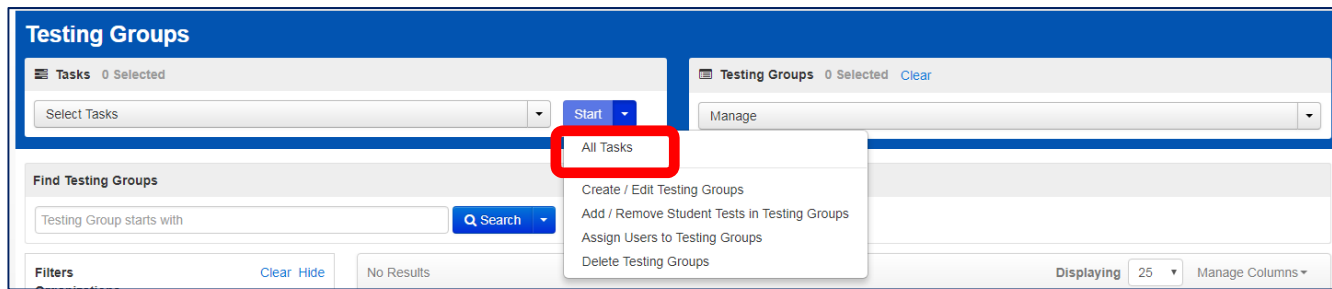
3. On the Tasks for Testing Groups screen, select the **Organization**, fill-in the **Name** field and, if desired a **Description**.
4. Select **Create**. The form will reset after creating each group. Repeat this process until all groups are created.
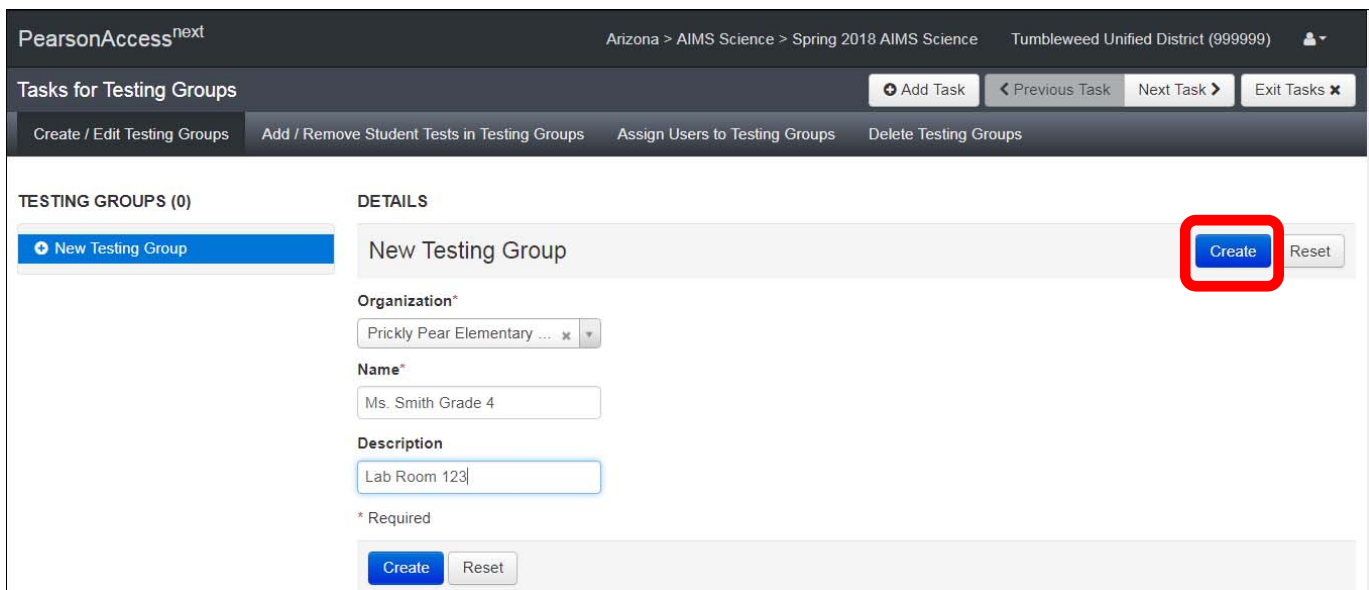
5. On the Tasks for Testing Groups screen, select **Add/Remove Student Tests in Testing Groups** tab.
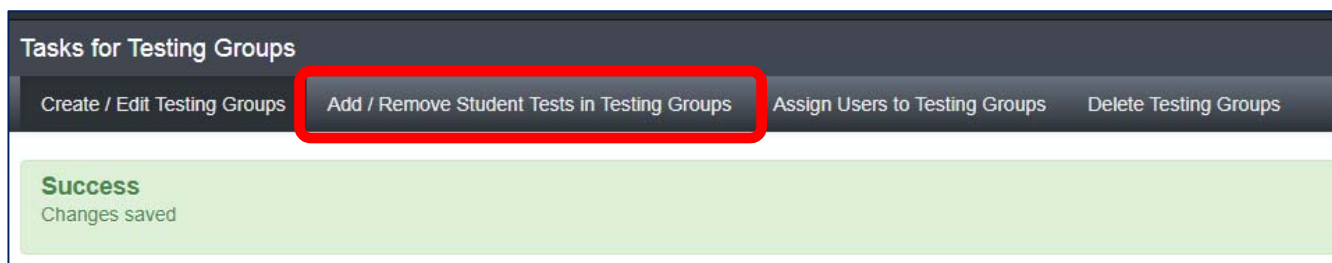
6. On the left side of the screen, select the Testing Group from the Testing Group list.
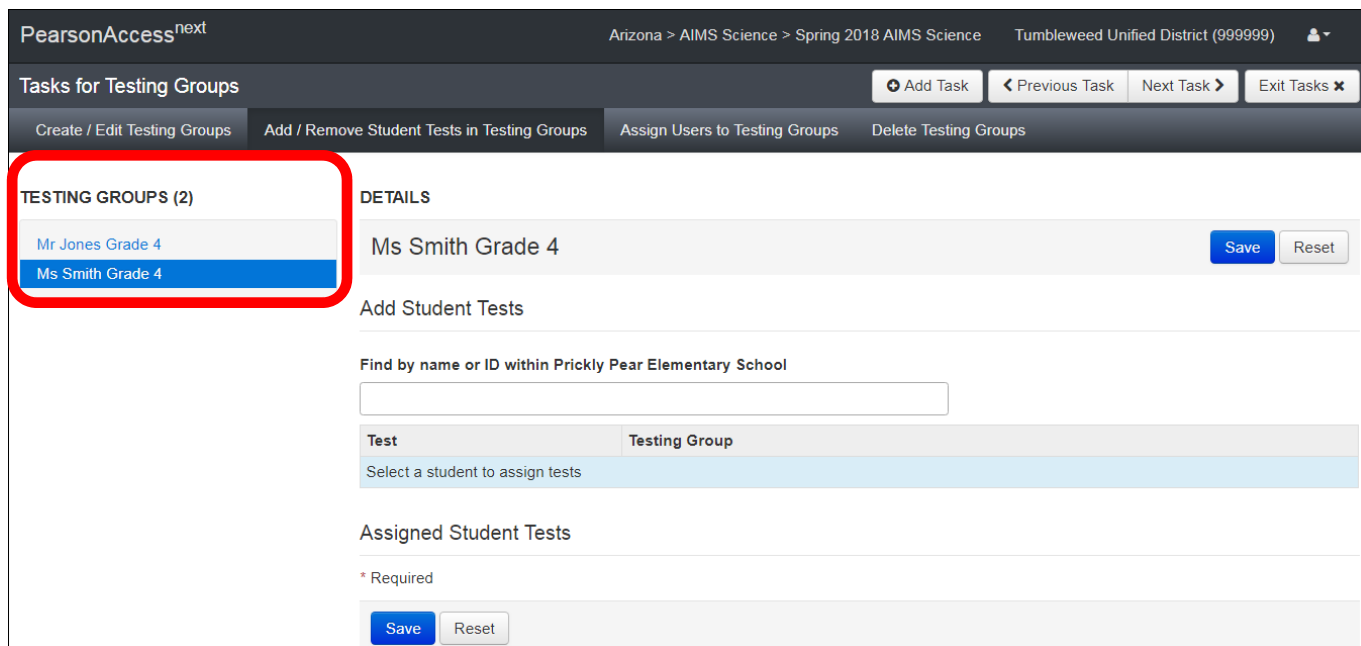
7. Select in the **Find by name or ID within the Organization** field to activate the drop-down menu. By either scrolling through the list or typing in the student name (first or last) or the student's SSID to filter, to find the desired student.

8. Select the student name to add the student to the Testing Group. Repeat this until all students have been selected.
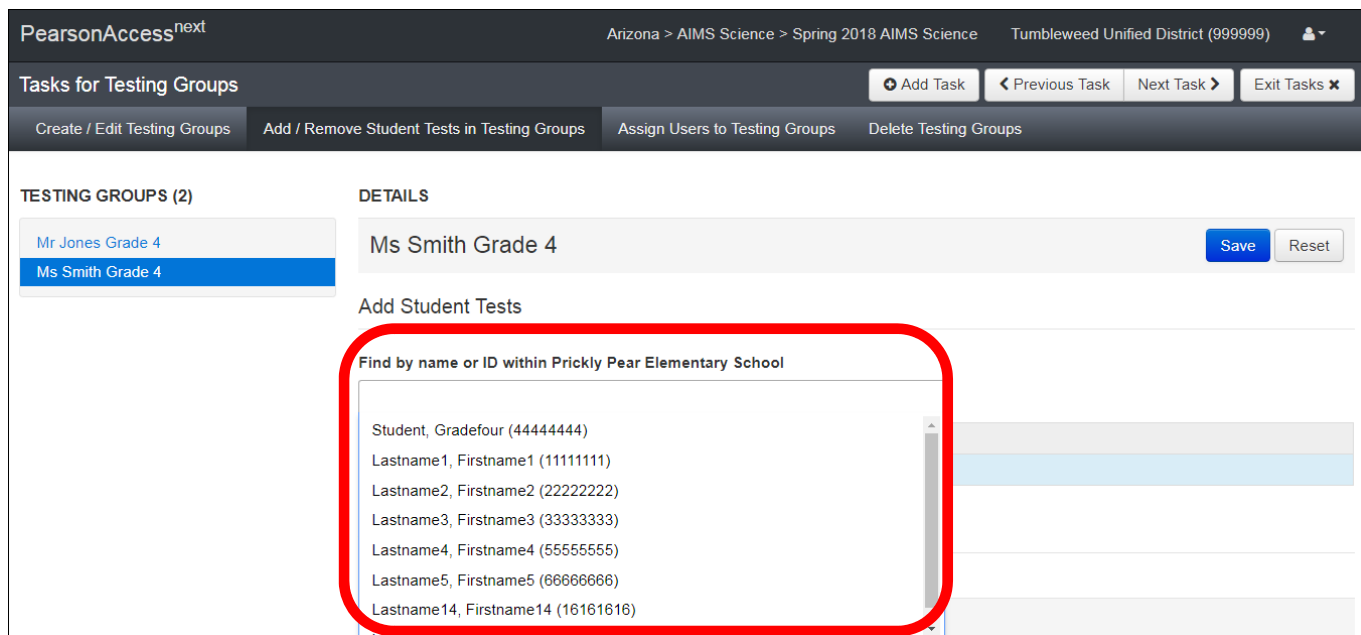
9. Once the students are selected, they will populate below the "Find by" filter.
   Note: If a student is selected in error, you can remove the student by selecting the "x" in the student name box in the "Find by" filter.

10. Place a **check** in the box next for each student, then select **Save**. Repeat this process for each Testing Group Created.

11. When all Testing Groups are created and populated, select the Exit Tasks button to return to access the home page.

Managing Test Sessions

Test Sessions in PearsonAccess^next are used to organize students into groups by Grade and Test Type. Students included in the Student Data Upload file provided by ADE will automatically be placed in an Online Test Session for their grade.

Districts that choose to utilize the Student Registration Import function in PearsonAccess^next to add new students, or to edit test assignments will also have sessions auto created. Students registered to an online test will be added to the Online Test Session and students registered to a Special Paper Version Test will be assigned to a separate session.

Districts or schools that add new students or edit test assignments through the user interface in PearsonAccessnext will have to create Test Sessions for the Special Paper Version Students and add new online testing students to the existing test sessions.

Creating a New Test Session

To manually create a new test session in PearsonAccess^next:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.
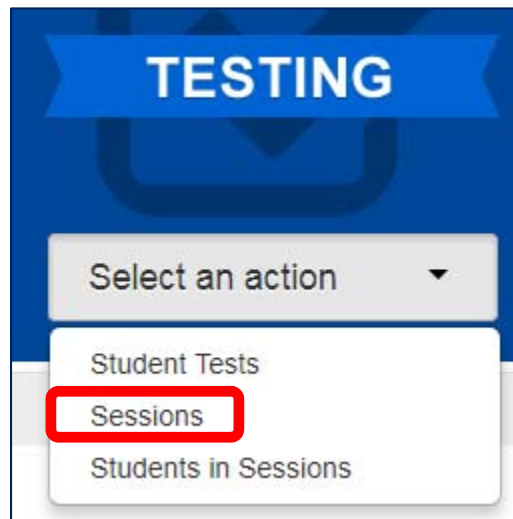
2. On the Sessions screen, from the **Start** drop-down menu, select **All Tasks**.
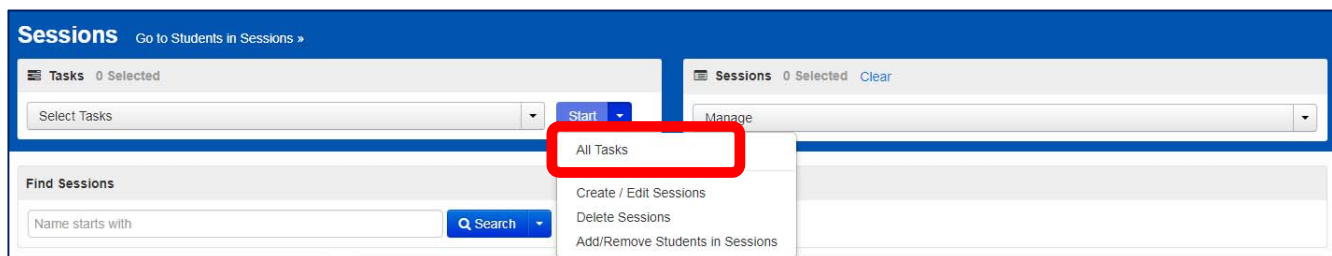
3. On the Tasks for Sessions screen, fill-in the New Session details.
   a. Type the Session Name*. The name must be 35 characters or less and should distinguish between Online and SPV Test Sessions. For SPV Test Sessions, insert the following session name in all CAPS:
      i. AIMS SCIENCE GRADE 4 SPV
      ii. AIMS SCIENCE GRADE 8 SPV
      iii. AIMS SCIENCE HIGH SCHOOL SPV
   b. Select the Organization*.
   c. Select the Test Assigned*. For this field, you will select the appropriate Grade and Test for the student. SPV sessions will have an SPV Test Assigned.
   d. The Form Group Type* Field drop-down menu will populate with the appropriate Form Group Type based on the Test Assigned selection.
   e. The **Scheduled Start Date** can be no earlier than March 26, 2018.
      Note: All other fields are optional.
   f. When you are finished, select **Create**.

Viewing/Editing Special Paper Version (SPV) Test Session Names

Districts that choose to utilize the Student Registration Import function in PearsonAccess[next] to register students for a Special Paper Version Test (SPV) will need to rename the test session that is auto created.

To view and edit a test session for SPV Test Sessions name in PearsonAccess[next]:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.
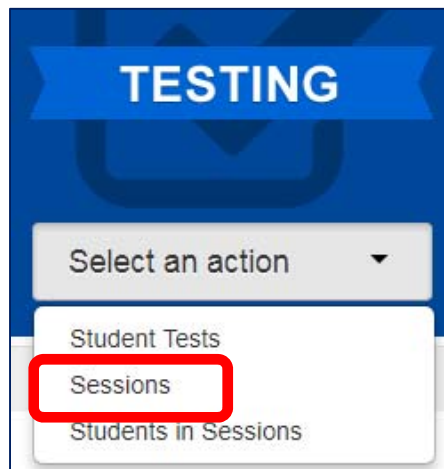
2. On the Sessions screen, select the **Search** drop-down menu, place a **check** in the box next to **Show All Results**.

PearsonAccess next
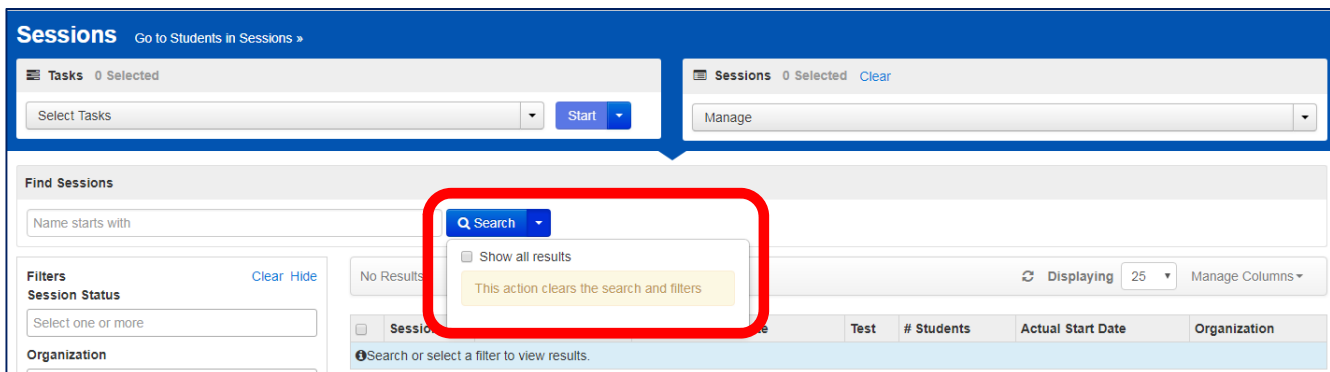
3. Review the Sessions that have been auto-created. Place a **check** in the box(es) next to all the Sessions for a SPV Test.
4. From the **Start** drop-down menu, select **Create/Edit Sessions**.

5. On the left side of the screen, select the **Session name** from the Sessions list.
6. Under the DETAILS section, edit the **Session Name*** to include SPV in the name.
7. Select **Save**.
8. Repeat this process for each SPV test session to include **SPV** in the Session name.

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Adding Students to a Test Session

Sessions in PearsonAccess[next] are used to organize students into groups by Grade and Test Type. Students included in the Student Data Upload file provided by ADE will automatically be placed in an Online Test Session by grade.

If a district changed a student test assignment from an online test to a Special Paper Version test through the PearsonAccess[next] user interface, the student must be placed in a Special Paper Version Session.

To add students to an existing test session in PearsonAccess[next]:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions.**
2. On the Sessions screen, from the **Start** drop-down menu, select **All Tasks**.
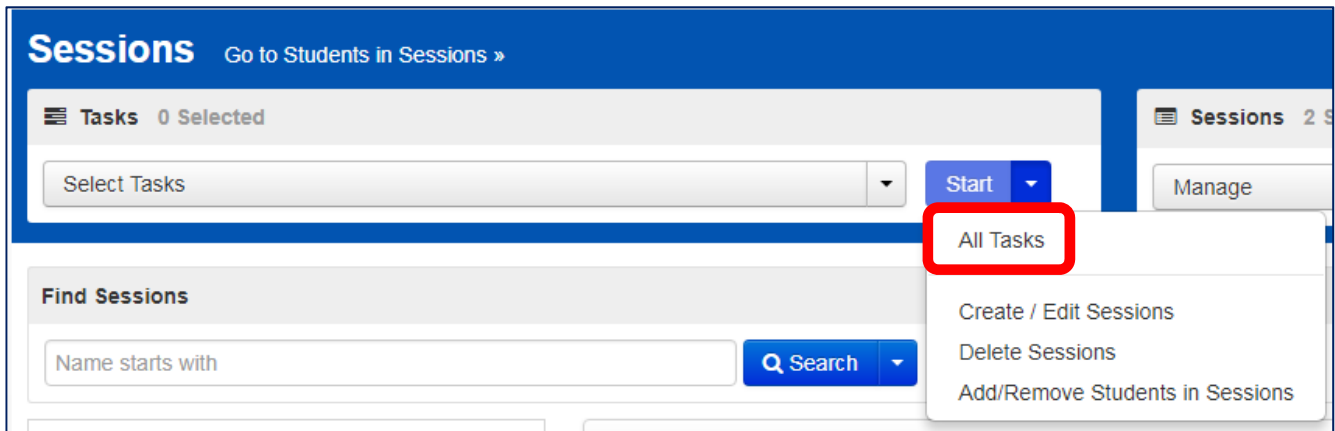
3. On the Tasks for Sessions screen, select the **Add/Remove Students** tab.
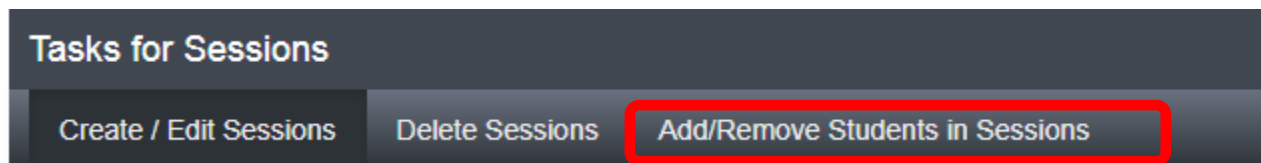
4. On the Add/Remove Students in Sessions tab, on the left side of the screen, select the **Session name** in the Sessions list.
5. Under the DETAILS section, select the "Find by" field to select students to add to the session.
6. Place a **check** in the box next to each selected student.
7. Select **Save**.
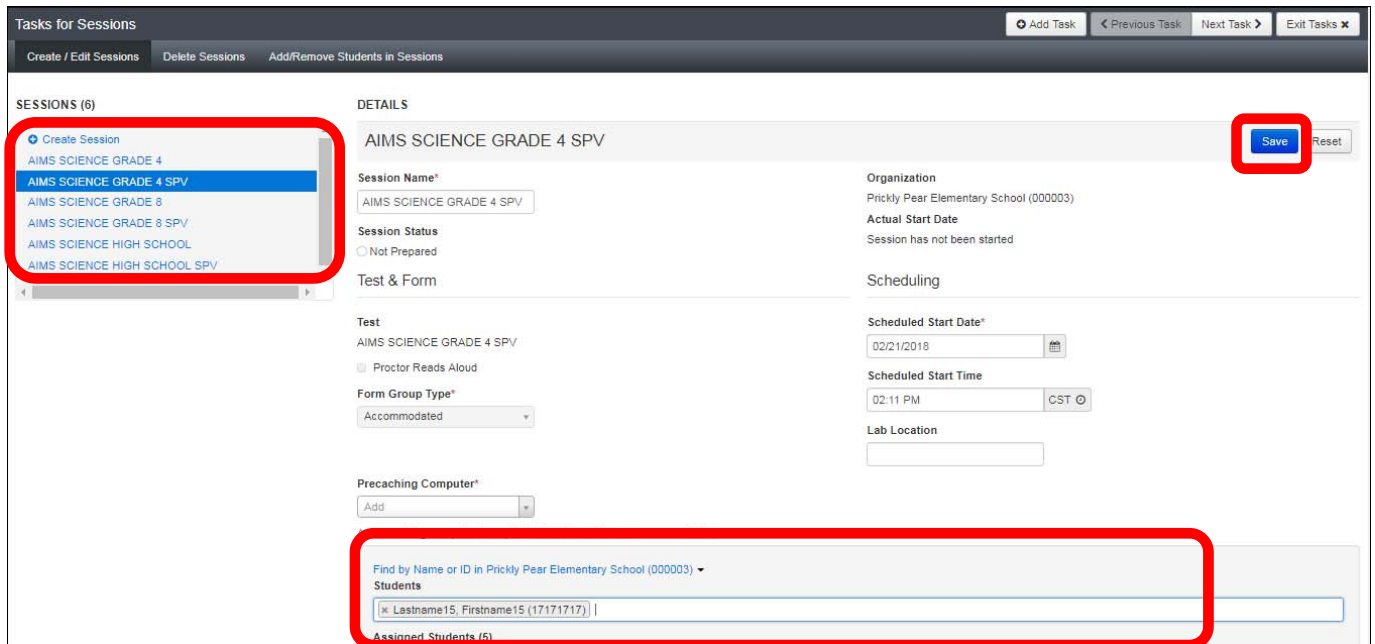
Preparing for Testing – Tasks for Test Administrators

Once all students have been added and assigned to a session, but no earlier than a couple of days before the scheduled testing day, the AIMS Science District Test Coordinator, School Test Coordinator, or Test Administrator may begin the preparations for testing day.

Session Resources

For the online AIMS Science test administration, this school year there is new testing terminology such as Seal Codes, Scheduled Sessions, Session Student Roster, and Testing Tickets, which are considered session resources.

- **Seal Codes** are used to unlock each section of the test. Test Administrators will print out the list of Seal Codes so that they can provide the seal codes to students before administering each section on the testing day.
- **Scheduled Sessions** provides a list of all sessions created for an organization and the status of the session.
- **Session Student Roster** is a list of all students assigned to a session.
- **Testing Tickets** are printed for each student and provide the student's user name and password for logging in to TestNav 8, Pearson's online testing platform.

To access the various session resources in PearsonAccess[next]:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.

2. On the Sessions screen, select the **Search** drop-down menu and **check** the Show All Results check box.
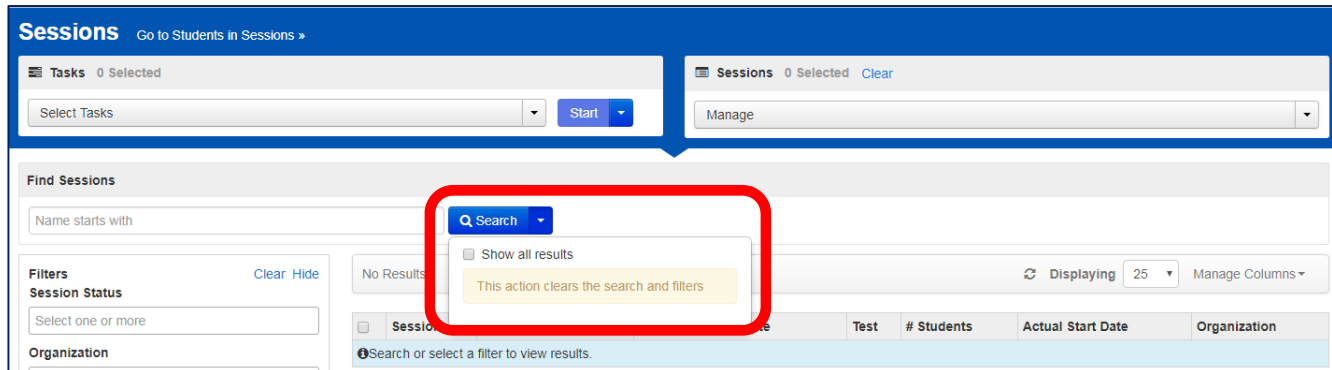
3. On the Sessions screen, there are two ways to look at the sessions:
   a. place a **check** in the box next to each session name you want to work with, or
   b. place a **check** in the box in the header row to select all sessions
4. On the top left side of the screen, select the **Go to Students in Sessions** link.
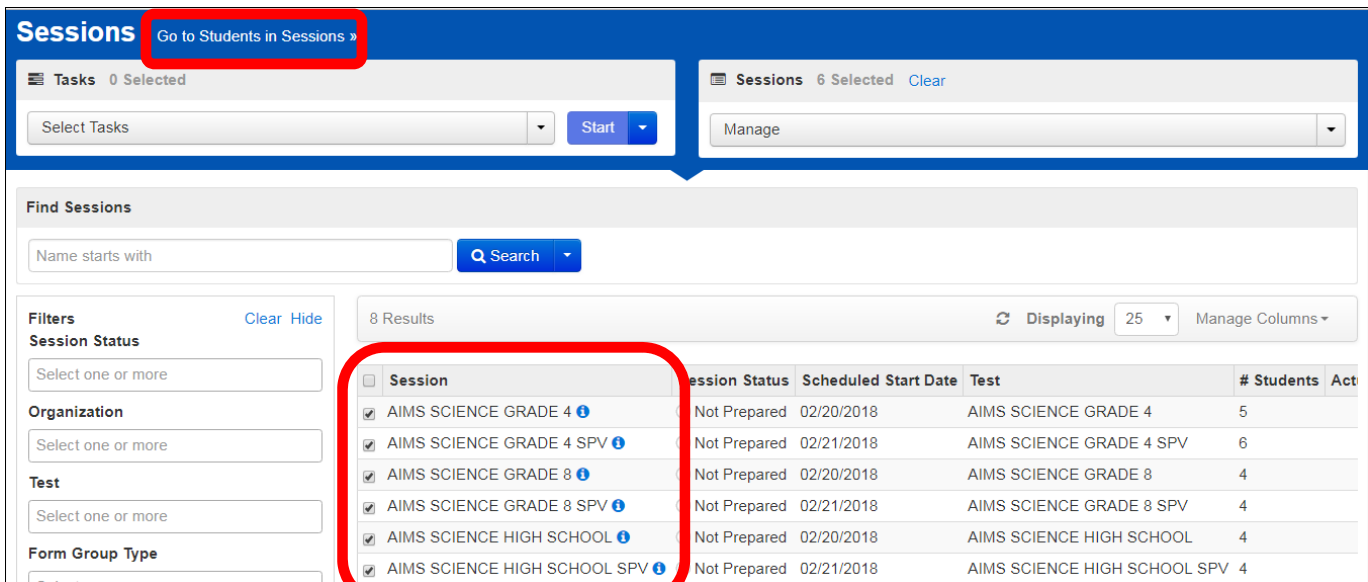
5. On the Students in Sessions screen, on the left side of the screen, select a session name from the Session List.
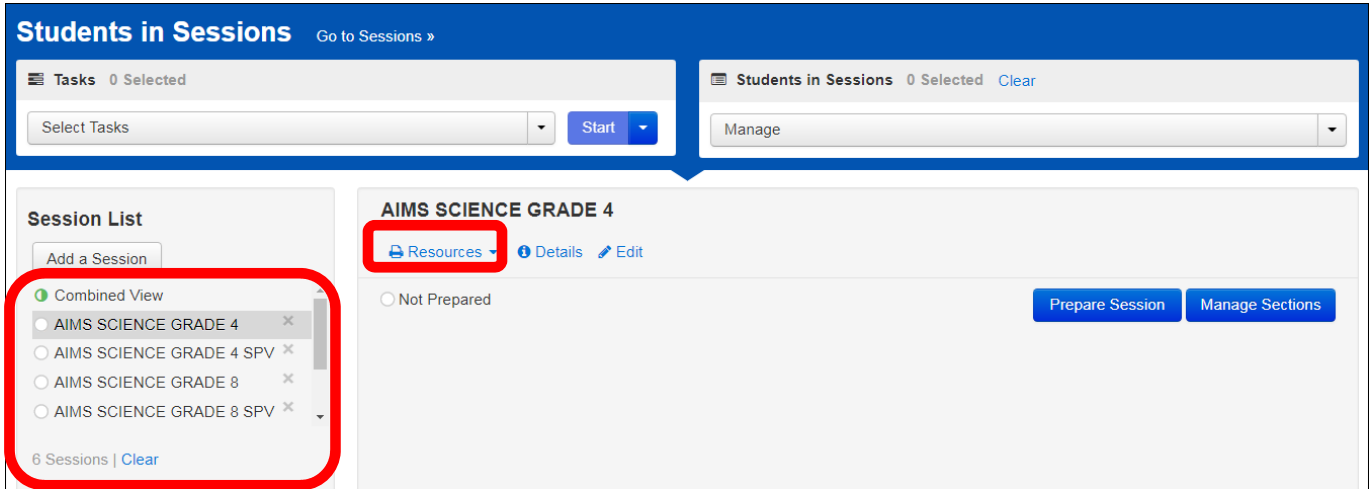
6. On the **Resources** drop-down menu, select **Seal Codes**.
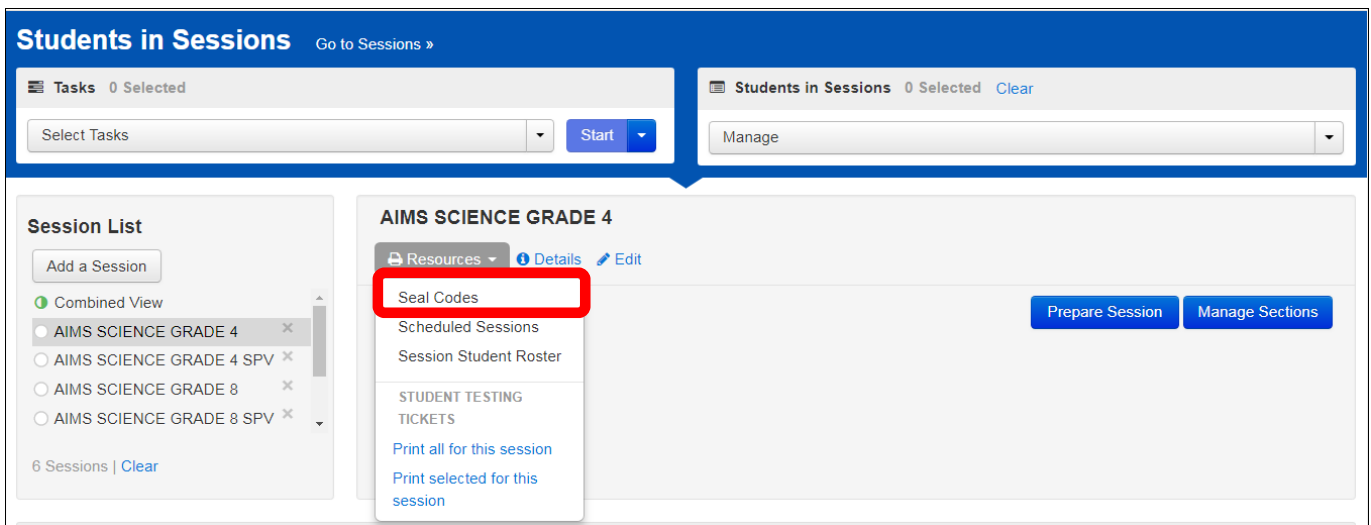
Seal Codes

7. The Seal Codes report will open in a new tab on your internet browser for the selected session. Each session will have a unique Seal Code report.
   Note: The Seal Code Report should be treated as **secure** test material.

8. Go back to the PearsonAccess^{next} **Students in Sessions** tab on your internet browser. On the **Resources** drop-down menu, select **Scheduled Sessions**.

9. The Scheduled Sessions report will open in a new tab in your internet browser.

Scheduled Sessions Spring 2018 AIMS Science

Session Name	Status	Start Date	Test	Students	Organization	Location
AIMS SCIENCE GRADE 4	Not Prepared		AIMS SCIENCE GRADE 4	5	Prickly Pear Elementary School (000003)	
AIMS SCIENCE GRADE 4 SPV	Not Prepared		AIMS SCIENCE GRADE 4 SPV	6	Prickly Pear Elementary School (000003)	
AIMS SCIENCE GRADE 8	Not Prepared		AIMS SCIENCE GRADE 8	4	Prickly Pear Middle School (000002)	
AIMS SCIENCE GRADE 8 SPV	Not Prepared		AIMS SCIENCE GRADE 8 SPV	4	Prickly Pear Middle School (000002)	
AIMS SCIENCE HIGH SCHOOL	Not Prepared		AIMS SCIENCE HIGH SCHOOL	4	Prickly Pear High School (000001)	
AIMS SCIENCE HIGH SCHOOL SPV	Not Prepared		AIMS SCIENCE HIGH SCHOOL SPV	4	Prickly Pear High School (000001)	

10. Go back to the PearsonAccess^next **Students in Sessions** tab on your internet browser. On the **Resources** drop-down menu, select **Session Student Roster**.

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11. The Session Student Roster report will open in a new tab on your internet browser.

Session Student Roster

Test Administration	Spring 2018 AIMS Science	Precaching Computer	
Session Status	Not Prepared	Scheduled Start Date	02/20/2018
Session Name	AIMS SCIENCE GRADE 4	Scheduled Start Time	12:56 AM
Organization	Prickly Pear Elementary School (000003)	Actual Start Date	
Test	AIMS SCIENCE GRADE 4	Actual Start Time	
Proctor Reads Aloud	No	Lab Location	
Form Group Type	Main		

5 Results

Student Name	Student Code	Date of Birth	Status	Form/Form Group	Username	Signature
Lastname1, Firstname1	11111111	2006-11-05	Ready		11111111	
Lastname2, Firstname2 R	22222222	2007-07-05	Ready		22222222	
Lastname3, Firstname3 E	33333333	2007-06-02	Ready		33333333	
Lastname4, Firstname4 G	55555555	2007-05-02	Ready		55555555	
Lastname5, Firstname5 M	66666666	2007-01-17	Ready		66666666	

12. Go back to the PearsonAccess^next **Students in Sessions** tab on your internet browser. From the **Resources** drop-down menu, you can select whether to print testing tickets for all students in a session (**Print all for this session**) or just for select students (**Print selected for this session**).

PearsonAccess next

13. To print testing tickets for select students:
    a. Enter information into Filters section on the bottom left section.
       Note: If you created Testing Groups (pages 37-40 of this document) select the Testing Group Field and a menu of available testing groups will populate.
    b. Place a **check** in the check box by each student you want to print a testing ticket for.
    c. From the **Resources** drop-down menu, select **Print selected for this session**.

14. The Testing Tickets will open in a new tab on your browser. From this screen, you may select an option to print one testing ticket per page, or multiple tickets per page.
    Note: Testing Tickets should be treated as **secure** test material.

![PearsonAccess next logo]

Preparing a Session

Preparing a Session is the action that links the students in the Session with their assigned form in TestNav 8, Pearson's online testing platform. This step must be done prior to the first day of testing and can take time to complete this task, depending on how many students are in a Session.

To prepare for a test session in PearsonAccess^{next}:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.

2. On the Sessions screen, select the **Search** drop-down menu and check the **Show All Results** check box.

3. On the Sessions screen, there are two ways to select sessions:
   a. place a **check** in the box next to each session name you want to work with, or
   b. place a **check** in the box in the header row to select all sessions.
4. On the top left side of the screen, select the **Go to Students in Sessions** link.

5. On the Students in Sessions screen, there are two ways to look at the sessions:
   a. select a session name from the **Session List**, or
   b. select the combined view to manage all the sessions at the same time.
      Note: This task should be completed a day or two in advance of the scheduled testing day. Depending on the number of students assigned to the session, this could take several minutes.
6. Click the **Prepare Session** button.

PearsonAccess next

7. When all test forms are assigned, the Session will show as Ready and the green Start Session button will appear.
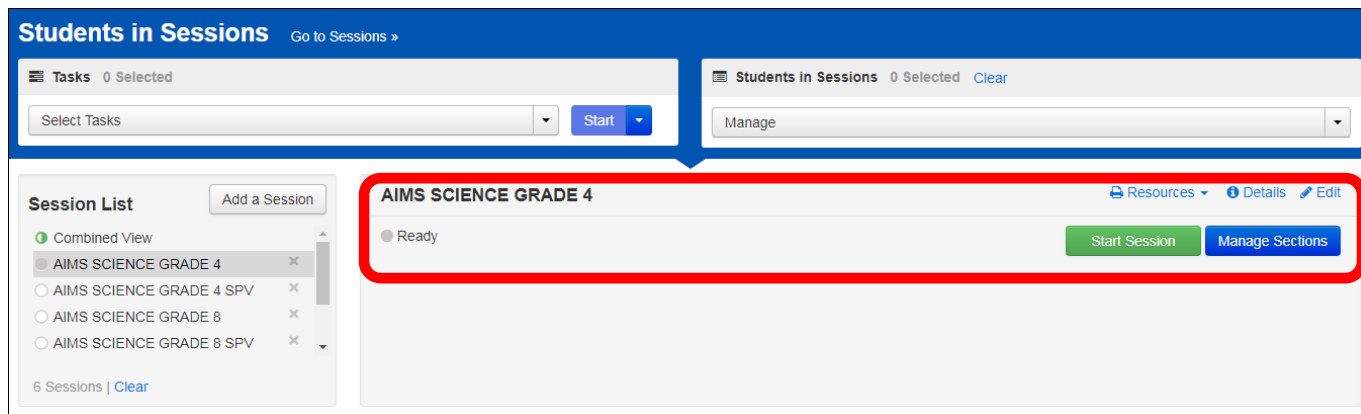
AIMS Science Testing Conditions and Accommodations

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student in order to provide him/her a comfortable and distraction-free environment. Universal Tools such as Color Contrast, Answer Masking, Line Reader, and the Magnifier Tool are available in TestNav for all students.

Students who require specific test settings or testing accommodations must have those set before the student signs in to TestNav to begin testing. The selections made in PearsonAccess[next] will turn on the tools as soon as the student signs in to TestNav, rather than the student turning on the tools through the User Menu in TestNav. If a student's accommodations are not set prior to sign in, ask the student to sign out of the test and follow the directions below to set the accommodations.

1. To manage the test settings for a student, from the Home page, select **Sessions** from the Testing drop down menu.

2. On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's test session, then click the Go to Students in Sessions link.

3. On the Students in Sessions screen, select a session from the **Session List**, then place a check in the check box by the desired student test. **Select Student Tests**.

4. On the Student Tests screen, find the Visual Assistance Tools section to turn the Universal Tools on as needed. Use the PNP Color Contrast drop down menu to select specific Color Contrast settings, or place a check in the check box for each of the desired tools.
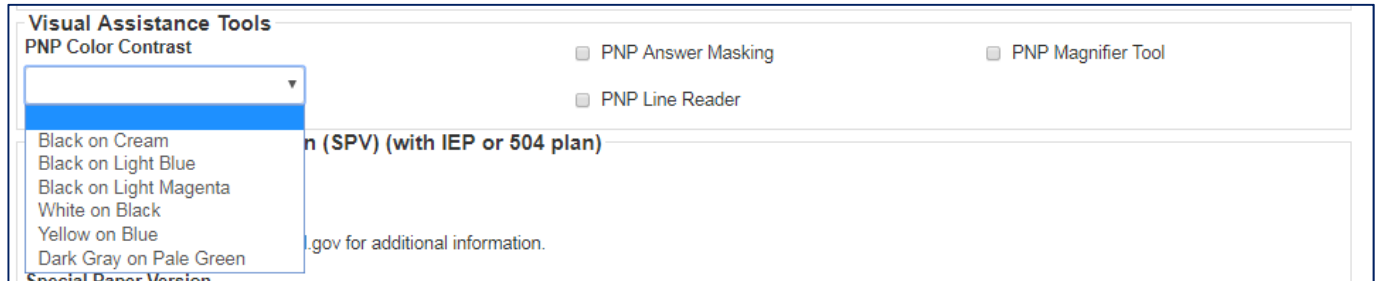
Testing Day Activities

Starting a Session and Unlocking Student Tests

On testing day, a test session must be started and students present for testing must be unlocked by the test administrator before the students can log into TestNav 8 with their credentials supplied in the Testing Ticket (see Testing Ticket section page 53).

To start a session on the day of testing in PearsonAccess[next]:

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.
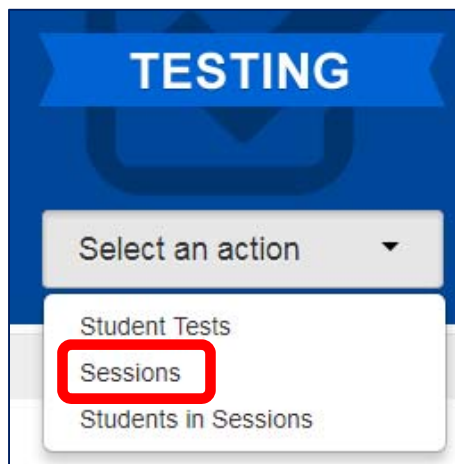
2. On the Sessions screen, there are two ways to select sessions:
    a. place a **check** in the box next to each session name you want to work with, or
    b. place a **check** the box in the header row to select all sessions.
3. On the top left side of the screen, select the **Go to Students in Sessions** link.

4. On the Students in Sessions screen, select the session name from the Session List.
5. If you are not sure which session your student is assigned to, there are two ways to find the student:
    a. Select Combined View in the Session List and enter information into the Filters section on the bottom left section, or
    b. Select a session from the Session List and scroll through the list of students assigned to each of the sessions.

    Note: If you created Testing Groups, you may click in the Testing Group field to activate the Testing Group drop-down menu to select the appropriate group.
6. Take note of the Session name listed for the students present for testing.
7. Test Administrators have the option to start each session individually by clicking on each session in the Session List, or starting multiple sessions by using the Combined View in the Session List.
8. Click the **Start Session** button for individual sessions, or the **Start All Sessions** button if you are using the combined view.

9. When a test session is started in PearsonAccess^next, all tests are locked. Test Administrators must unlock a student's test before the student is able to log into TestNav to begin testing.

10. There are two ways to unlock tests for students
    a. For all students in a session, in the top portion of the screen, click and drag the lock/unlock switch to unlock all tests in a session. This method may be used for a single session, or with multiple sessions using the Combined View, or
    b. For individual students, in the bottom portion of the screen, click the Student Test Status drop down menu and select unlock for each student present for testing.

    Note: If you created Testing Groups, you may click in the Testing Group field to activate the Testing Group drop-down menu to select the appropriate group.
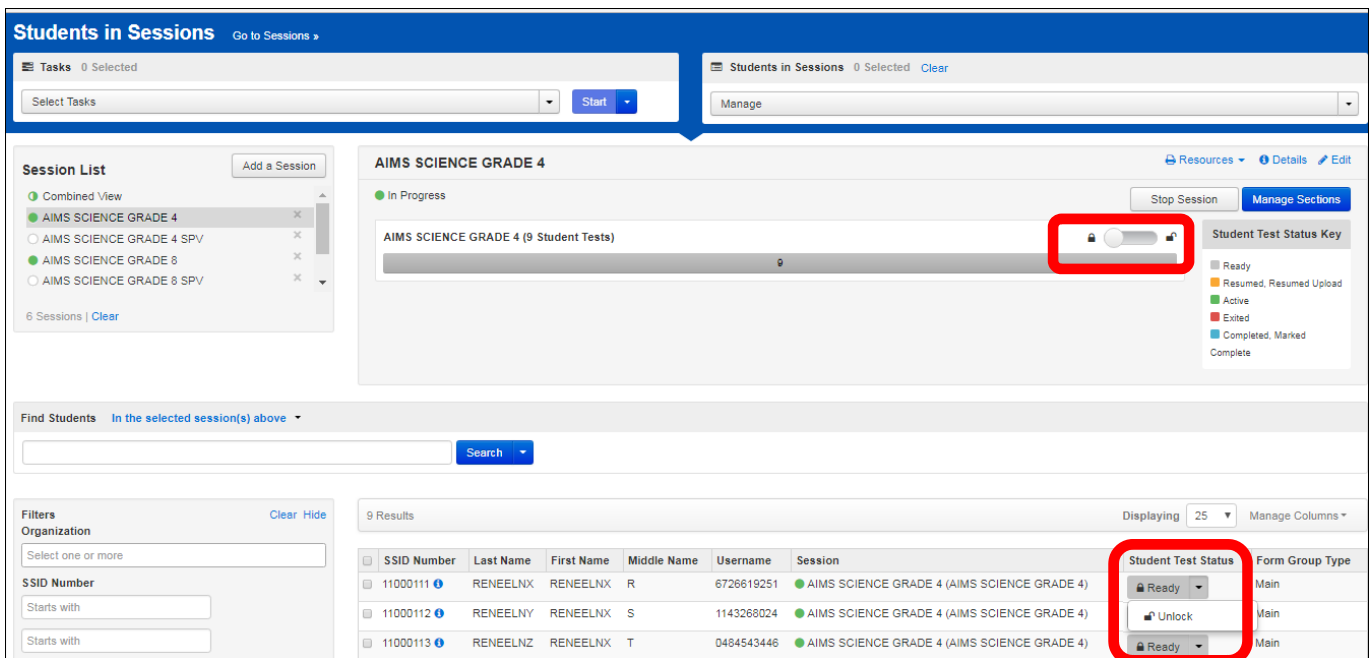
Verify the Student Test Status before the student attempts to Sign In to TestNav. The Student Test Status should be "Ready" and the lock icon should not be visible in the status box.
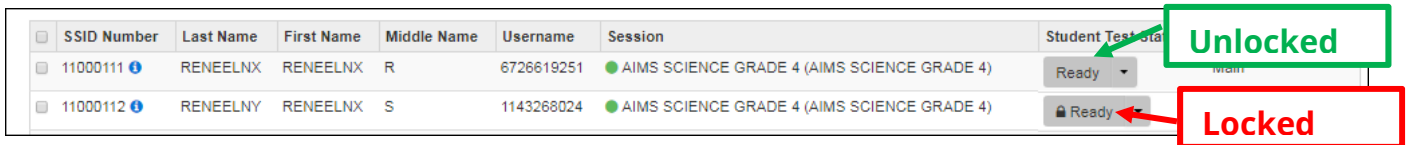
Managing Test Sections

PearsonAccess^next may be used to monitor a student's test progress and set students to begin a specific test section if a student is testing out of order.

1. To manage test sections, from the Home page, select **Sessions** from the Testing drop down menu.

2. On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's test session, then click the Go to Students in Sessions link.

3. On the Students in Sessions screen, select a session from the **Session List**, then click the Manage Sections button.

4. The Manage Sections screen may be used to manage the entire session, or individual student tests. The top portion of the screen is used for managing the entire session. By clicking the **Set Current Section for All** button, the Test Administrator can move students to begin a desired section. Each row represents a test section in AIMS Science. To set a session to the desired test section, click the **Set Current Section for All** button on the corresponding row of the desired test section, then click **Save**.

5. The lower portion of the screen is used to monitor status and manage test sections for individual students. The Section Status portion of the screen may be used to monitor a student's progress through the test. Each section of the test is represented in the Section Status columns. In each student row, a bubble reports the status for each test section
   a. N - Not Started
   b. S - Started
   c. C - Completed

6. The Current Section portion of the screen may be used to move students to a desired test section. To set the current section for a student, click the radio button for the desired test section, then click **Save**.

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![PearsonAccess next]

Resuming a Student Test

When a student signs out of TestNav or if a test times out, the student's test status changes to Exited, and the student's test must be resumed before the student may sign in to TestNav to complete testing.

1. To resume a student test, from the Home page, select **Sessions** from the Testing drop down menu.
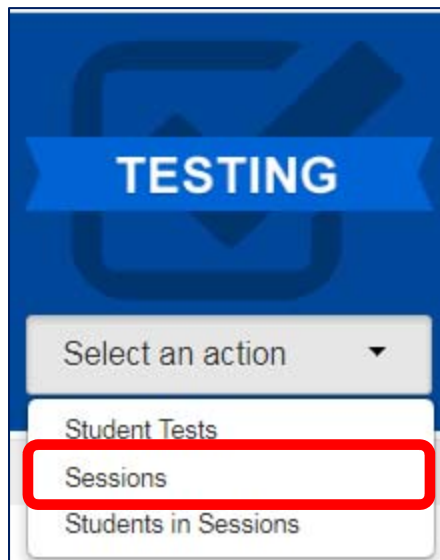
2. On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's test session, then click the Go to Students in Sessions link.
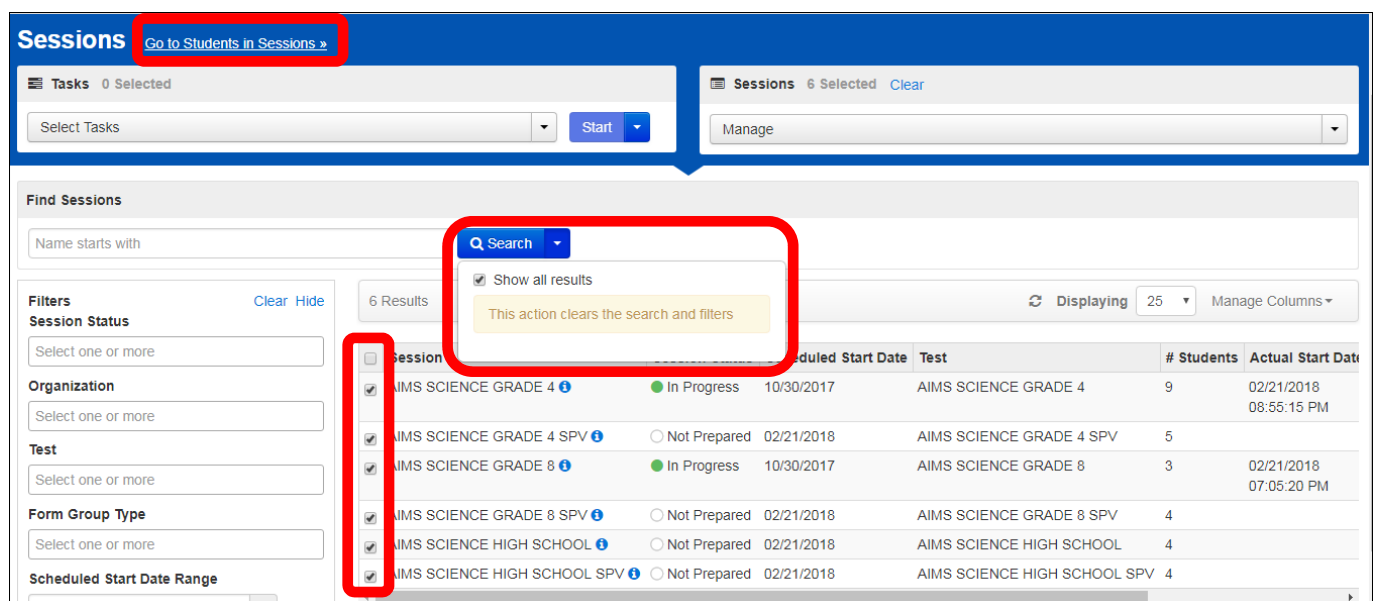
3. On the Students in Sessions screen, select a session from the **Session List**, then place a check in the check box by the desired student test. The Student Test Status will be "Exited". Next, select All Tasks from the **Start** drop down menu.

4. On the Resume Student Tests tab, place a check in the Students in Sessions check box, and then click the **Resume** button.

5. A confirmation page will show the Student Test Status as Resumed. The student may sign in to TestNav with the credentials supplied on the test ticket.

Mark Student Tests Complete

There are 2 sections in the AIMS Science test. At the end of Section 1, the student submits their answers. At the end of Section 2, the student will "Submit Final Answers". Submitting final answers completes the test in the system so that it is scored. If test sessions are completed out of order, at the end of Section 2, students should be instructed to Sign Out of TestNav using the User Dropdown Menu, rather than submitting final answers. Once the two test sections are completed, Test Administrators must Complete the tests in PearsonAccess[next].

1. To Complete a student test, from the Home page, select **Sessions** from the Testing drop down menu.

2. On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's test session, then click the Go to Students in Sessions link.

3. On the Students in Sessions screen, select a session from the **Session List**, then place a check in the check box by the desired student test. Next, select All Tasks from the **Start** drop down menu.

4. On the Mark Student Test Complete tab, type the reason the test is being marked complete. Next, place a check in the checkbox by the desired student test, then click the Mark Complete button.

5. A confirmation screen will show the Student Test Status been updated to "Marked Complete."

View Test Results

Student level results will available for the AIMS Science Spring 2018 administration in PearsonAccess^{next} starting on May 25, 2018. Published reports include the District Student Data file and PDF versions of the Student and Roster Reports.

To access the reports in PearsonAccess^{next}:

1. Go to the **REPORTS** section, from the **Select an action** drop-down menu, select **Published Reports**.
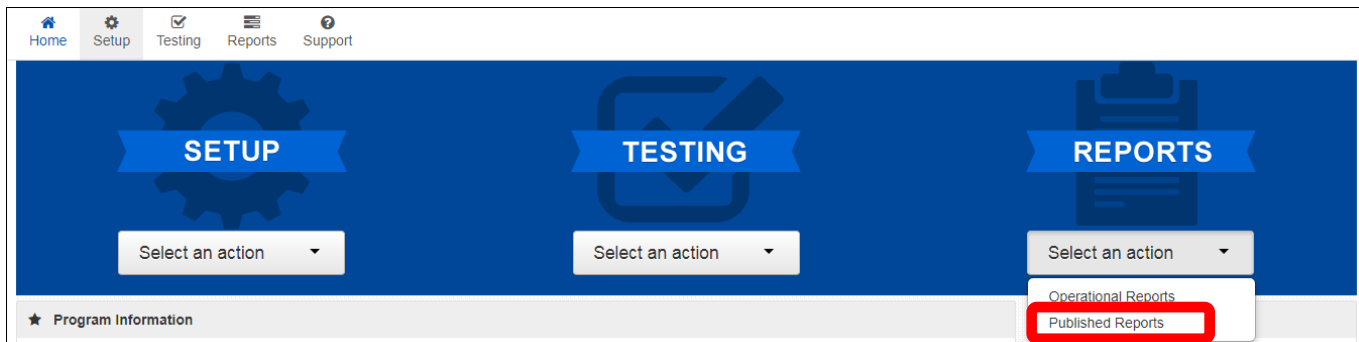
2. On the Published Reports screen, there are two ways to find reports:
   a. enter information into the Find Reports filter, or
   b. enter information into Filters section on the bottom left section.
3. Select the File Name to download and view the report or student data file.
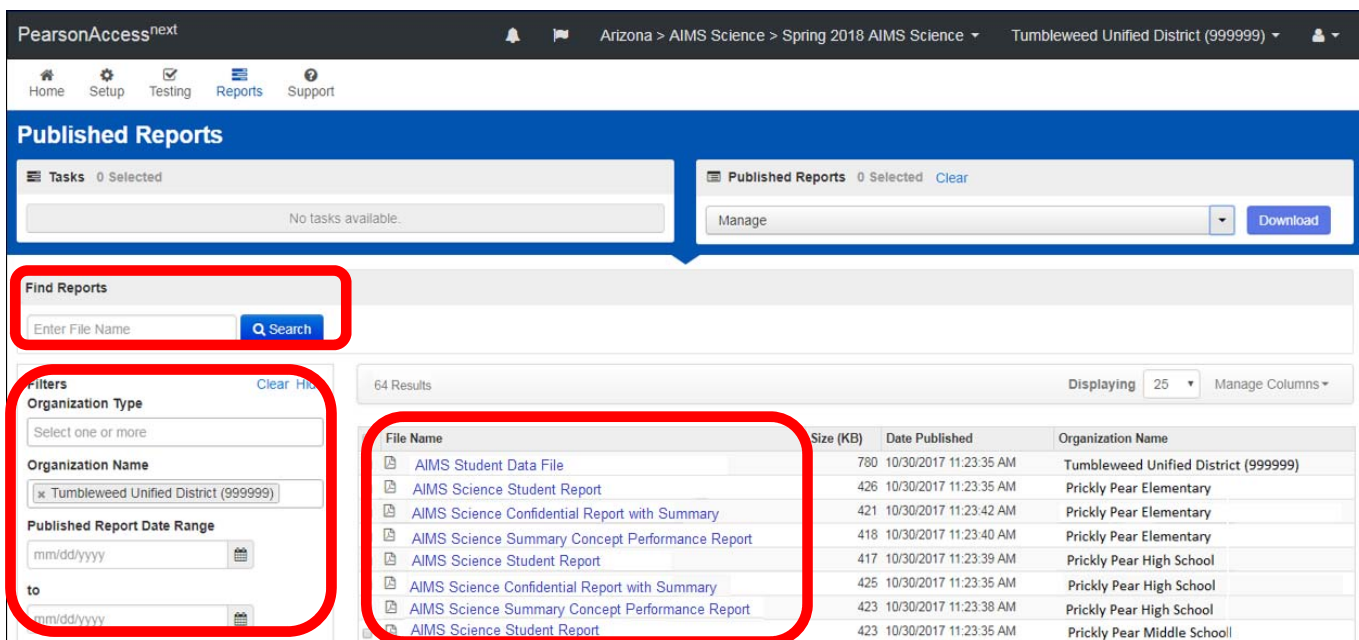
Work Requests

When a student transfers into your district or within schools in your district and the student requires an AIMS Science Test, the **AIMS Science District Test Coordinator** may submit a **Work Request** from inside of PearsonAccess^{Next} to have the student transferred from the releasing school to the new school. This work request will be sent to the releasing AIMS District Test Coordinator for approval. If this work request is for transfers within your own

district, the AIMS Science DTC will create the work request and then approve the work request. When using the **Work Request** in PearsonAccess^{Next} you do **not** need to notify ADE.

Information you will need to submit a student transfer **Work Request:**
- SSID
- Last name
- First name
- Middle initial - optional
- Date of birth

1. To submit a Work Request, from the Home page, select **Work Requests** from the Setup drop down menu.
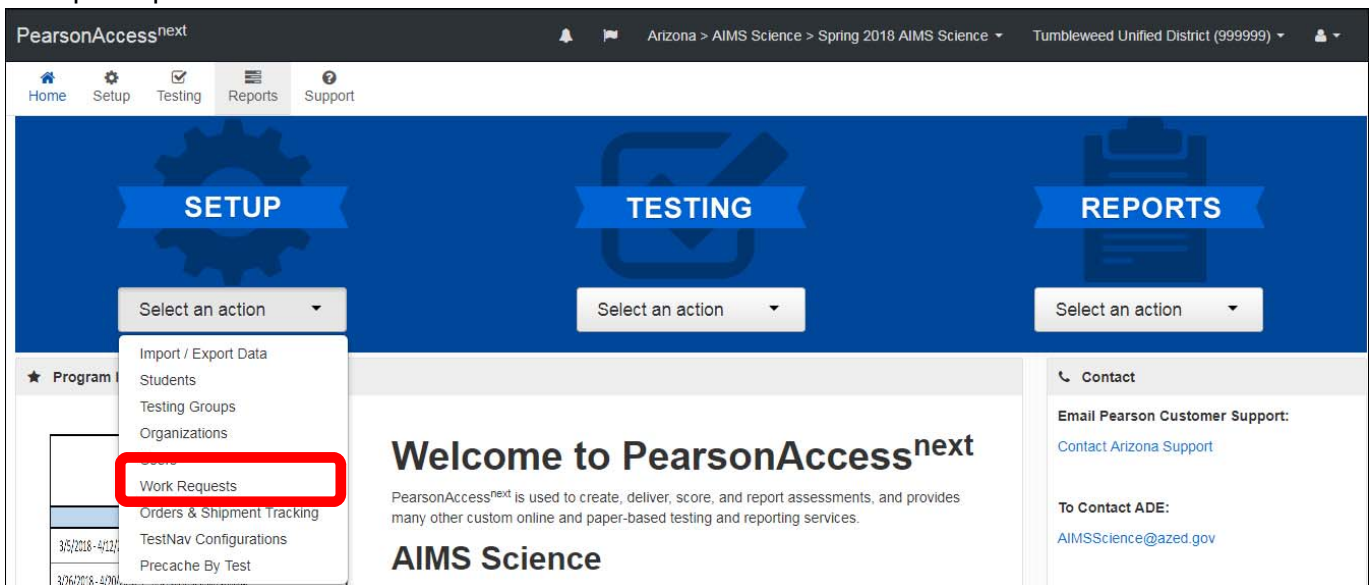
2. On the Work Requests screen, select the Start drop down menu and select All Tasks.
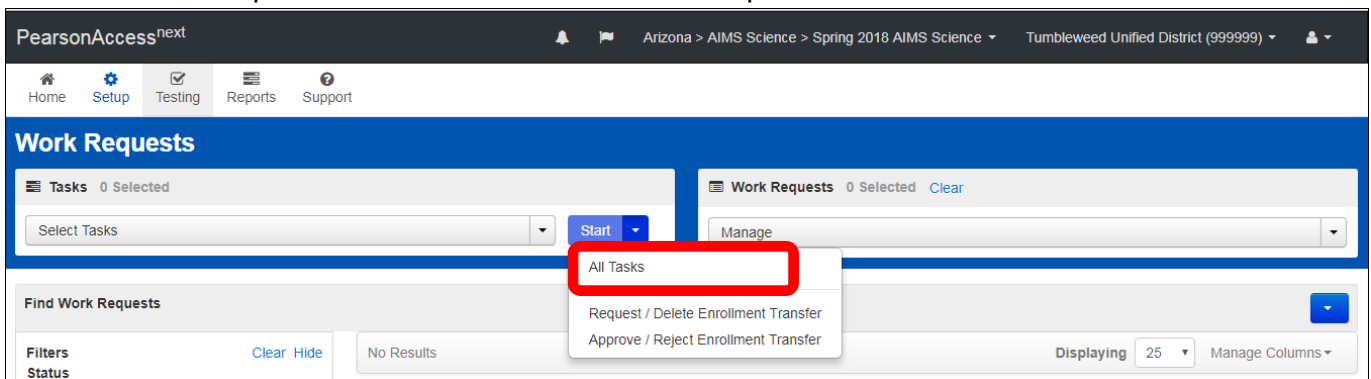
3. From the Tasks for Work Requests screen, select the Request/Delete Enrollment Transfer tab. Complete the information on the New Enrollment Transfer and select

Search button.

4. Enter the new organization where the student needs to be transferred to. Select the Send Request button.

5. After request is sent successfully, select the Exit Tasks button.
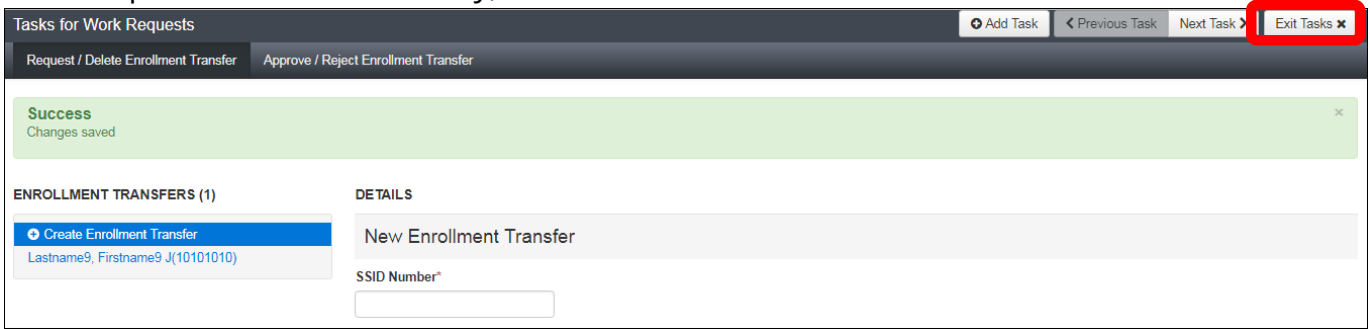
6. To confirm or view requests that are pending approval, use the filter status **Waiting for Approval**. A list of work transfers waiting for approval will be displayed.
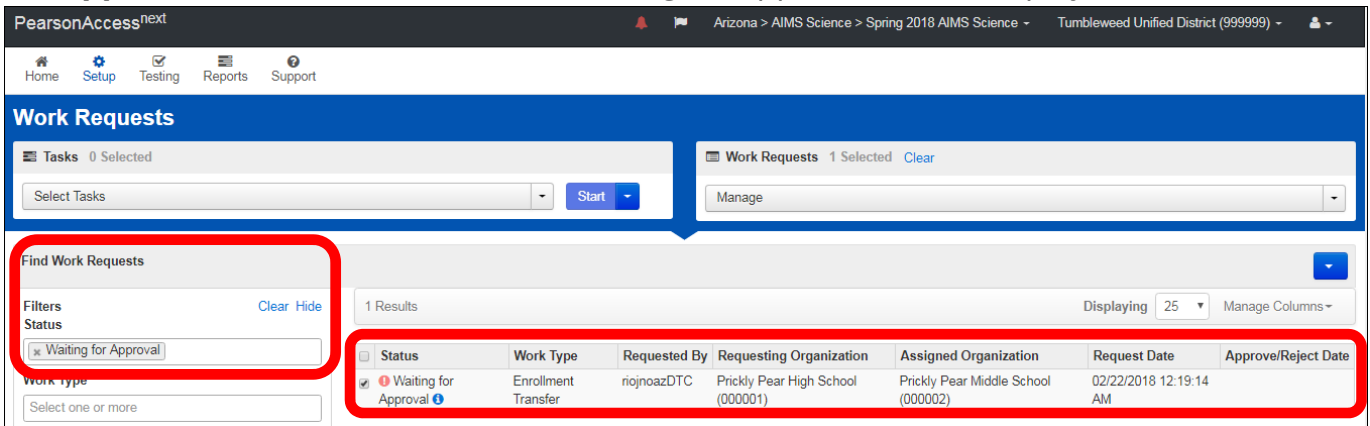
7. The AIMS District Test Coordinator from the releasing school district will receive an email notifying them of the work request. This DTC must verify that the student has withdrawn from their district (or, for transfers within the same district, verify the student has withdrawn from the releasing school) and approve the request in PearsonAccess^Next. From the **Start** drop down menu, select **Approve/Reject Enrollment Transfer.**
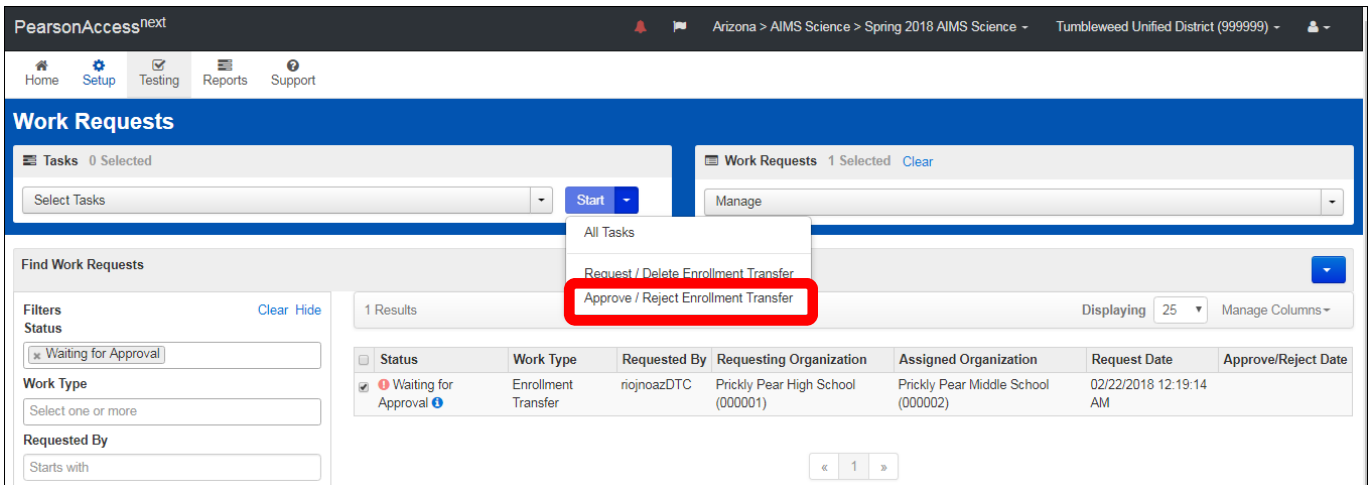
8. Select one **Enrollment Transfer** request at time from the left side of the screen. Select the **Approve** button, if you approve. If you reject the request enter a reason

for the **Reject Enrollment Transfer Reason** box, then select the **Reject** button.

9. The AIMS Science District Test Coordinator that submitted the original work request for a student transfer will receive an email indicating that the releasing district has approved the transfer request. The approved work requests are also listed in PearsonAccess^Next. Use the filters under **Find Work Requests** to search for approved Work Requests.

10. After the Work Request has been approved, the student will be assigned to a TRANSFER - AIMS Session at the new school. The student must be moved out of the Transfer Session and placed into a different Session. Change your organization to the receiving school, then go to **Testing** and select **Sessions**.
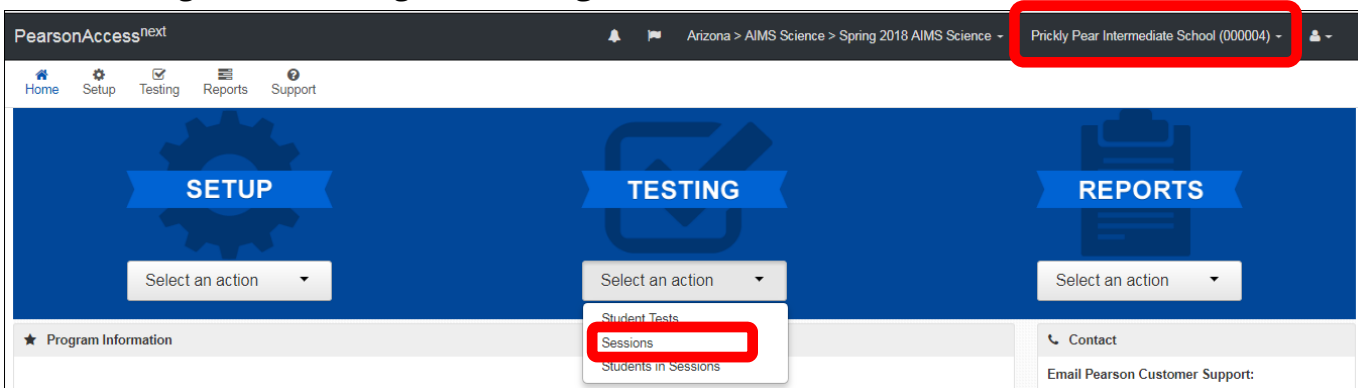
11. On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box. Next, place a check in the check box for the student's transfer test session and the session the student is moving into. Then click the **Go to Students in Sessions** link.
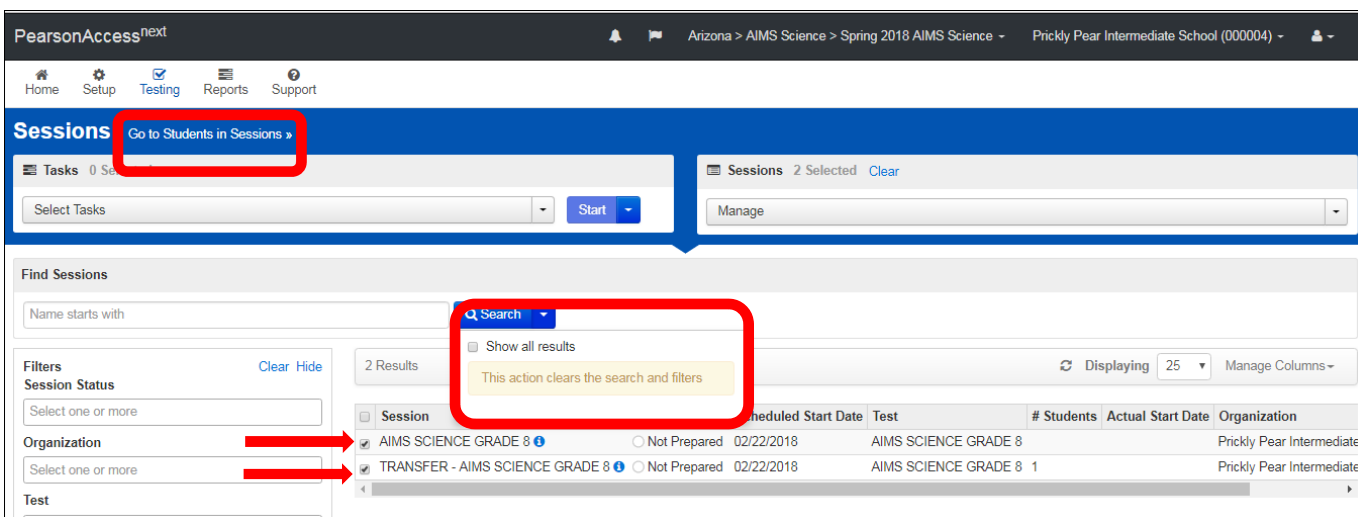
12. In the Students in Sessions screen, Select the **Tranfer – AIMS Science session** from the **Session List**. Check the box next to the student's name. From the **Start** drop

down, select **Students**.

13. Select the **Move Students Between Sessions** tab. Check the session that the student will be moved into. Select the **Move** button.

If the move was successful, you will receive a Success message. Select Exit Tasks.