Pearson

On Demand Reports and Export User Guides

PearsonAccess Next

Table of Contents

Pearson

Overview

This guide provides instructions on viewing, printing, downloading, and exporting On-Demand Reports in PearsonAccess Next.

Note: The individual student information available in the secure PearsonAccess Next system is private student data. Ensure student data privacy is maintained when accessing, printing, or sharing information from the system.

> On-Demand Reports allow users to access online student test results for MCA and MTAS/Alt MCA. For Mathematics MCA and MTAS and Science Alt MCA, results are available within 60 minutes of test or data entry submission. On-Demand Reports for Science MCA are available within 72 hours after testing or data entry is complete due to the additional time required for scoring constructed-response items.

Access by User Role

Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next have access to On-Demand Reports. If educators (users with the Test Monitor/Data Entry or MTAS/Alt MCA Test Administrator user role) need access to On-Demand Reports, the DAC or AA must first assign reporting groups to the Test Monitor/Data Entry or MTAS/Alt MCA Test Administrator user before they can access the results; see table below.

Report Access by User Role

User Role	On-Demand Reports	On-Demand Export
District Assessment Coordinator (DAC)	Yes	Yes
Assessment Administrator (AA)	Yes	Yes
Test Monitor/Data Entry	Yes, if assigned to a Reporting Group	No
MTAS/Alt MCA Test Administrator	Yes, if assigned to a Reporting Group	No

December 2025

Instructions for creating reporting groups in PearsonAccess Next are available in the *Reporting Groups User Guide* (Minnesota Assessment Hub > Reporting > Additional Reporting Resources).

Administration

Once you have signed in to PearsonAccess Next, verify that the test administration (for example **MCA 2026** or **MTAS/Alt MCA 2026**) you want to create reporting groups for is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2025-2026 dropdown, as needed, and then select the test administration.
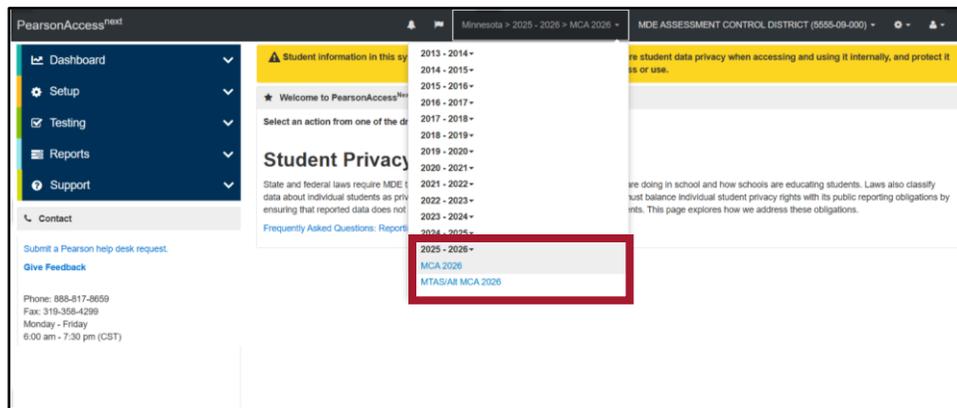
View Test Results

1. From the Home page, under **Reports**, select **On-Demand Reports**.

- Search for a student by name or MARSS/SSID or use the filters to search by Organization Name, Reporting Group, Test Name, Subject Name, Achievement Level, Test Session (MCA only), Grade, Test Code, and/or Test Date (enter as DD-MM-YYYY).
- Select the calendar icon to open a calendar view to ensure the correct data format is used.
- Note: Multiple filters can be used at the same time as long as the selected subject and/or grades do not conflict (for example, Test Name "Grade 03 Mathematics MCA" and Subject Name "Reading" or Grade "07" conflict and will not display results).
- Students are listed by last name, first name, and then MARSS/SSID.

Find Students Tests

Enter Name or MARSS/SSID   🔍 Search

Filters   Clear Hide

Organization Name

Select one or more

Reporting Group

Select one or more

Test Name

Select one or more

Subject Name

Select one or more

Achievement Level

Select one or more

Test Code

Select one or more

Grade

Select one or more

Test Date (enter as MM/DD/YYYY)

mm/dd/yyyy 📅

Total Students Reported: 0

Last Name	First Name
❶ Search or select a filter to	

2. Select the **Manage Columns** dropdown menu on the right to add or remove fields from the student data grid.
The fields selected will display on the Student List Report (PDF) and Student List Report Excel when selecting Print.
Note: When there are 500 results or less, all columns can be sorted in ascending or descending order.
Tip: If downloading and printing the Student List Report (PDF), it is recommended to select nine or fewer columns. This is so the data does not appear truncated in the downloaded report.
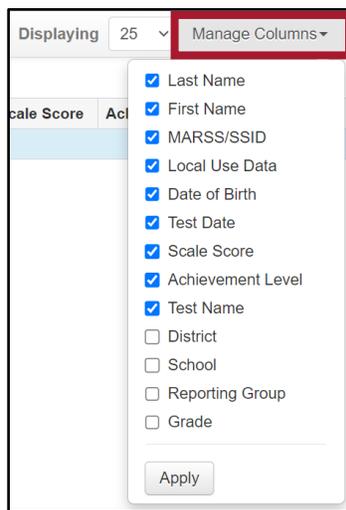
3. Select the **Information** icon to the right of the student's MARSS/SSID to view or print an individual student's test results as a Student Detail Report (SDR) in PDF format.

Example: Mathematics MTAS Grade 3 Student Detail Report

On-Demand Reports   **Student Detail Report**

SAMPLE STUDENT (5555000002335)

Test Details

Local Use Data	**Date of Birth**	**Test Date**
1679134 GG	04/02/20XX	03/10/20XX

Test Name	**District**	**School**
Grade 3 Mathematics MTAS	5555-09-000 - MDE Assessment Control District	5555-09-001 - MDE Assessment Elementary

Overall Test Results

Scale Score: 187

103   257

Does Not Meet

Assessment Results Information

These are results from the Mathematics Minnesota Test of Academic Skills (MTAS) taken in the spring of 2026.

Performance levels for Mathematics MTAS are assigned based on the student's score and include **Does Not Meet, Partially Meets, Meets, or Exceeds.**

This student received a score in the Does Not Meet performance level.

Extended Standards Performance Details

		Points Earned	**Points Possible**
Number and Operation		5	12
Algebra		2	6
Geometry and Measurement		3	6
Data Analysis		2	3
Total Points		12	27

For the MTAS for each subject, performance is presented and described in terms of the alternate achievement standards. Additionally, content areas within extended standards for the subjects are listed and described with performance indicated. Performance on extended standards is reported in points earned compared to points possible for each content area and the total.

For more information, go to the MDE Students and Families Statewide Testing website (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Produced on 03/15/20XX

December 2025

Download Student Test Results

Student test results report downloads process in the background allowing users to continue to use On-Demand Reports or complete other tasks in PearsonAccess Next while the report is processing. Users can sign out of PearsonAccess Next and return later to download the report. Up to 15 previously ran reports can be accessed.

1. To download test results for all students displayed, select **Print**. There are three available options: Student Detail Reports (PDF), Student List Report (PDF), and Student List Report Excel.
   Tip: Use the filter functions on the left to add or remove students displayed before selecting Print and a report option.
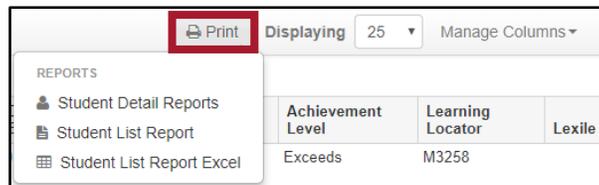
2. The selected report will display as processing under the Requested Reports dropdown.

To stop the download, select the "X" icon to the right of the report. A confirmation pop-up will appear asking if you want to delete the report. Select "Yes" to delete the report, or "No" to not delete the report.
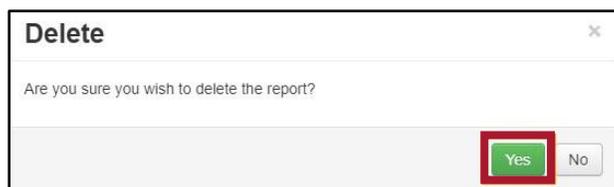
Note: The most recently selected report will display under Requested Reports. If downloading multiple reports in the same session, select the **Requested Reports** dropdown to view these reports.

3. The default file name includes the report name, organization code, and date the report was run (for example, Student Detail Reports_5555-09-101_2026-03-25).

Note: If multiple reports are downloaded on the same date for the same organization, the number 1-14 will appear in parenthesis after the file name (for example, Student Detail Reports_5555-09-101_2026-03-25 (1)).

- Select the pencil icon to the right of the file name to edit the file name.

- Enter text in the text box and select the green checkmark icon.

- If you do not wish to save the edited file name, select the red no symbol to keep the original file name.

4. Once the download is complete, the most recent report will display as a hyperlink. Select the hyperlink to download the report to your computer. Print or save the report using your browser's print function. Select the "X" icon to delete the report.

5. To download a previous report(s), under Requested Reports, select the report hyperlink to download the report to your computer. Select the "X" icon to the left of the report name to delete the report.

Note: Only the last 15 reports run by a user are available. If more than 15 of the same reports are downloaded on the same date, the current report will be replaced (for example, Student Detail Reports_5555-09-101_2026-03-25 (14)). If running more than 15 reports in a session, download and delete previous reports before running more reports.

Student Detail Reports (PDF)

- The Student Detail Reports downloads a single PDF file containing individual one-page reports for each selected student.
- The Student Detail Reports includes student overall performance levels, followed by strand performance levels for Math, content area performance details for Science MCA–IV, extended standards performance for Math MTAS, and cognitive complexity levels for Science Alt MCA.
- The download is limited to 1,500 individual reports in the combined file. If the file contains more than 1,500 records, you will receive the error message to the right.

Student List Reports (PDF)

- The Student List Report downloads a report as a single PDF file with the selected students.
- The Student List Report (PDF) can include any column field options under Manage Columns, including scale scores and achievement level. Refer to Step 3 under the *View Test Results* section above for information about managing columns.
- The download is limited to 60,000 student tests listed in the Student List Report (PDF). If the file contains more than 60,000 student tests, you will receive the error message to the right.

Pearson

Student List Report Excel

- The Student List Report Excel downloads as a list in Excel format with the selected students.
- The Student List Report in Excel format can include any column field options under Manage Columns, including scale scores and achievement level. Refer to Step 3 under the *View Test Results* section above for information about managing columns.
- The download is limited to 100,000 student tests listed in the Student List Report in Excel format. If the file contains more than 100,000 student tests, you will receive the error message to the right.

Error
Your selection contains more than 100,000 records. Please choose a filter in order to print.
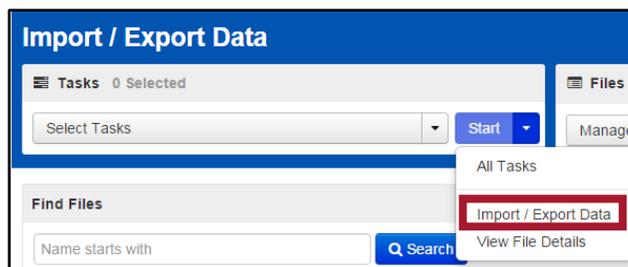
On-Demand Export

The On-Demand Export is in a CSV format and includes student overall performance levels, followed by strand performance levels for Math, content area performance details for Science MCA-IV, extended standards performance for Math MTAS, and cognitive complexity levels for Science Alt MCA.

Note: The On-Demand Export includes results for online and data entry for Mathematics and Science.
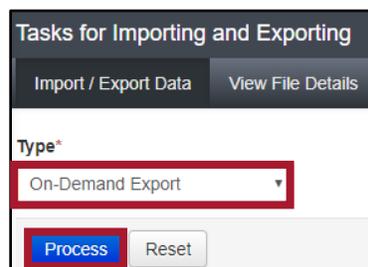
1. From the Home page, under **Setup**, select **Import / Export Data**.
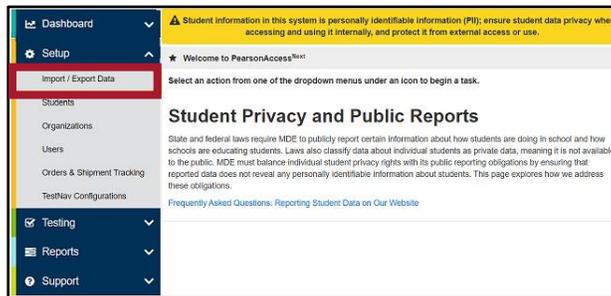
2. Select the dropdown menu to the right of the **Start** button and select **Import / Export Data**.

3. From the Type dropdown menu, select **On-Demand Export** and select **Process**.

4. After you select the Process button, you will be directed to the View File Details page where you can see file information updates. You will receive a Status Notification email when the file has completed processing.

5. When the file is complete, select **Download File**. The file will download to your computer as a .csv file.

MCA On-Demand Export File Layout for Mathematics and Science

CSV File Column	Column Heading	Field Description	Field Notes / Sample Data
A	Admin	ADMINISTRATION	Example: mnmca26
B	District Code	DIST_CODE	The district code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits, all zeroes), in DDDD-TT-SSS format. Example: 5555-01-000
C	District Name	DISTRICT	Example: District Area Schools
D	School Code	SCH_CODE	The school code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits), in DDDD-TT-SSS format. Example: 5555-01-201
E	School Name	SCHOOL	Example: Wilson Elementary
F	Test Name	TEST_NAME	Example: Grade 03 Mathematics MCA, Grade 03 Science MCA Data Entry
G	Test Date	TEST_DATE	Format as: YYYYMMDD Example: 20260411
H	Subject	SUBJECT	Example: Mathematics
I	Grade	GRADE	Includes leading zero on single digit grades Example: 03

CSV File Column	Column Heading	Field Description	Field Notes / Sample Data
J	MARSS ID	MARSS_SSID_NUMBER	Example: 1234567890123
			To format the number, right-click on the MARSS column and select "Format Cells." Under category, select "Custom." In the "Type" text box enter thirteen zeros (for example, 0000000000000). Select "OK."
K	Local Use ID	LOCAL_USE_ID	This field is optional and may be blank if the district does not submit local use numbers in MARSS.
			Example: 12345, abcde, <blank>
L	Last Name	LAST_NAME	Example: Student
M	First Name	FIRST_NAME	Example: Susan
N	Date of Birth	DATE_OF_BIRTH	Format as: YYYYMMDD
			Example: 20170101
O	Scale Score	SCALE_SCORE	Will display the score; if a test code or other score code applies, it will be displayed in this field. Example: 0, 350, INV-S, INV-O, INV-D, REF-S, REF-P, ME, NA, NC
P	Achievement/ Performance Level	ACH_PERF_LEVEL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example (Math MCA-III): Does Not Meet, Partially Meets, Meets, Exceeds
			Example (Science MCA-IV): Beginning, Intermediate, Meets, Advanced

December 2025

CSV File Column	Column Heading	Field Description	Field Notes / Sample Data
Q	Filler	FILLER	Note: Learning Locator is no longer provided on reports. Example: blank
R	Filler	FILLER	Note: Quantile scores for mathematics are no longer reported. Example: blank
S	Filler	FILLER	Note: Strand scale scores are no longer reported from 1 to 9. Example: blank
T	Reporting Strand 1 Performance Level	RS1_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Strand performance levels are reported below expectations, at or near expectations, or above expectations. Example: Above expectations
U	Filler	FILLER	Note: Strand scale scores are no longer reported from 1 to 9. Example: blank
V	Reporting Strand 2 Performance Level	RS2_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Strand performance levels are reported below expectations, at or near expectations, or above expectations. Example: Above expectations

December 2025

CSV File Column	Column Heading	Field Description	Field Notes / Sample Data
W	Filler	FILLER	Note: Strand scale scores are no longer reported from 1 to 9. Example: blank
X	Reporting Strand 3 Performance Level	RS3_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Strand performance levels are reported below expectations, at or near expectations, or above expectations. Example: Above expectations
Y	Filler	FILLER	Note: Strand scale scores are no longer reported from 1 to 9. Example: blank
Z	Reporting Strand 4 Performance Level	RS4_PL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Strand performance levels are reported below expectations, at or near expectations, or above expectations. Example: Above expectations
AA	Filler	FILLER	Note: Strand scale scores are no longer reported from 1 to 9. Example: blank
AB	Filler	FILLER	Note: Performance level fields beyond RS4 are no longer needed. Example: blank

CSV File Column	Column Heading	Field Description	Field Notes / Sample Data
AC	Filler	FILLER	Note: Strand scale scores are no longer reported from 1 to 9. Example: blank
AD	Filler	FILLER	Note: Performance level fields beyond RS4 are no longer needed. Example: blank
AE	Filler	FILLER	Note: Strand scale scores are no longer reported from 1 to 9. Example: blank
AF	Filler	FILLER	Note: Performance level fields beyond RS4 are no longer needed. Example: blank
AG	Filler	FILLER	Note: Strand scale scores are no longer reported from 1 to 9. Example: blank
AH	Filler	FILLER	Note: Performance level fields beyond RS4 are no longer needed. Example: blank
AI	Filler	FILLER	Note: Strand scale scores are no longer reported from 1 to 9. Example: blank
AJ	Filler	FILLER	Note: Performance level fields beyond RS4 are no longer needed. Example: blank

December 2025

MTAS/Alt MCA On-Demand Export File Layout for Mathematics and Science

CSV File Column	Column Heading	Field Description	Field Notes / Sample Data
A	Admin	ADMINISTRATION	Example: mnmtas26
B	District Code	DIST_CODE	The district code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits, all zeroes), in DDDD-TT-SSS format. Example: 5555-01-000
C	District Name	DISTRICT	Example: District Area Schools
D	School Code	SCH_CODE	The school code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits), in DDDD-TT-SSS format. Example: 5555-01-201
E	School Name	SCHOOL	Example: Wilson Elementary
F	Test Name	TEST_NAME	Example: Grade 03 Mathematics MTAS
G	Test Date	TEST_DATE	Format as: YYYYMMDD Example: 20260411
H	Subject	SUBJECT	Example: Mathematics
I	Grade	GRADE	Include leading zero on single digit grades Example: 03

December 2025

CSV File Column	Column Heading	Field Description	Field Notes / Sample Data
J	MARSS ID	MARSS_SSID_ NUMBER	Example: 1234567890123

To format the number, right-click on the MARSS column and select "Format Cells." Under category, select "Custom." In the "Type" text box enter thirteen zeros (for example, 0000000000000). Select "OK." |
| K | Local Use ID | LOCAL_USE_ID | This field is optional and may be blank if the district does not submit local use numbers in MARSS.

Example: 12345, abcde, <blank> |
| L | Last Name | LAST_NAME | Example: Student |
| M | First Name | FIRST_NAME | Example: Samuel |
| N | Date of Birth | DATE_OF_BIRTH | Format as: YYYYMMDD

Example: 20170402 |
| O | Scale Score | SCALE_SCORE | Will display the score; if a test code or other score code applies, it will be displayed in this field.

Example: 0, 350, INV-S, INV-O, INV-D, REF-S, REF-P, ME, NA, NC |

Pearson

CSV File Column	Column Heading	Field Description	Field Notes / Sample Data
P	Achievement/ Performance Level	ACH_PERF_ LEVEL	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example (Math MTAS): Does Not Meet, Partially Meets, Meets, Exceeds Example (Science Alt MCA): Beginning, Intermediate, Meets, Advanced
Q	Points Earned 1	ES1_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example: 5 (Science Alt MCA points earned for low cognitive complexity)
R	Points Possible 1	ES1_POSSIBLE	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example: 9 (Science Alt MCA points possible for low cognitive complexity)
S	Points Earned 2	ES2_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example: 5 (Science Alt MCA points earned for medium cognitive complexity)
T	Points Possible 2	ES2_POSSIBLE	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example: 9 (Science Alt MCA points possible for medium cognitive complexity)

CSV File Column	Column Heading	Field Description	Field Notes / Sample Data
U	Points Earned 3	ES3_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example: 5 (Science Alt MCA points earned for high cognitive complexity)
V	Points Possible 3	ES3_POSSIBLE	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example: 9 (Science Alt MCA points possible for high cognitive complexity)
W	Points Earned 4	ES4_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example: 5 (Math MTAS only)
X	Points Possible 4	ES4_POSSIBLE	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example: 9 (Math MTAS only)
Y	Total Points Earned	ES_TOTAL_PTS_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC) Example: 20 (Math MTAS only)
Z	Total Points Possible	ES_TOTAL_PTS_EARNED	Will be left blank when a test code is applied or the test has not been attempted (NA) or completed (NC). Example: 27

December 2025

Mathematics MCA–III Strands/Content Areas

The table below lists the Mathematics MCA-III strand/content areas available in On-Demand Reports.

Mathematics MCA–III			
Grades 3–5 **RS1**	**RS2**	**RS3**	**RS4**
Strand 1	Strand 2	Strand 3	Strand 4
Number and Operation	Algebra	Geometry and Measurement	Data Analysis
Grades 6–8 **RS1**	**RS2**	**RS3**	**RS4**
Strand 1	Strand 2	Strand 3	Strand 4
Number and Operation	Algebra	Geometry and Measurement	Data Analysis and Probability
Grade 11 **RS1**	**RS2**	**RS3**	**RS4**
Strand 1	Strand 2	Strand 3	Strand 4
N/A	Algebra	Geometry and Measurement	Data Analysis and Probability

Mathematics MTAS Extended Standards

The table below lists the Mathematics MTAS extended standard information available in On-Demand Reports.

Mathematics MTAS				
Grades 3–5	ES1	ES2	ES3	ES4
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Number and Operation	Algebra	Geometry and Measurement	Data Analysis
Grades 6–8	ES1	ES2	ES3	ES4
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	Number and Operation	Algebra	Geometry and Measurement	Data Analysis and Probability
Grade 11	ES1	ES2	ES3	ES4
	Extended Standard 1	Extended Standard 2	Extended Standard 3	Extended Standard 4
	N/A	Algebra	Geometry and Measurement	Data Analysis and Probability

Science MCA-IV Content Areas

The table below lists the Science MCA-IV content areas available in On-Demand Reports.

Science MCA-IV				
Grades 5 & 8	**Content Area 1**	**Content Area 2**	**Content Area 3**	
	Practices in Physical Science	Practices in Earth Science	Practices in Life Science	
High School	**Content Area 1**	**Content Area 2**	**Content Area 3**	**Content Area 4**
	Practices in Life Science 1: Molecules to Organisms	Practices in Life Science 2: Ecosystems	Practices in Life Science 3: Heredity	Practices in Life Science 4: Biological Evolution

Science Alt MCA Performance Related to Cognitive Complexity

The table below lists the Science Alt MCA performance related to cognitive complexity information available in On-Demand Reports. Performance related to cognitive complexity, reported as low, medium, and high, represents how a student is doing on questions with increasing levels of complexity.

Science Alt MCA			
All Grades	**Complexity Level Low**	**Complexity Level Medium**	**Complexity Level High**
	Points Earned/Points Possible	Points Earned/Points Possible	Points Earned/Points Possible