Pearson

# MCA Data Entry User Guide

2025-26

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# MCA Data Entry User Guide

This guide provides instructions on managing Data Entry test sessions in PearsonAccess Next and entering student responses from MCA paper test books online in TestNav. Data Entry is the process used by staff to enter student responses from MCA paper test books into TestNav. Students only indicate their responses in their paper test books.

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.

## Create Test Sessions

A test session can be created as early as two weeks before the testing window opens and throughout the testing window.

There are two ways for users to create test sessions in PearsonAccess Next:

- By manually creating in PearsonAccess Next
    - Create a test session
    - Add student(s) to a test session
    - Remove students from a test session
    - Move students between test sessions
- By importing a file to PearsonAccess Next
    - Create test session(s)
    - Add student(s) to test sessions
    - Remove students from test sessions
    - Move students between test sessions

Recommendations for creating test sessions:

- If only a few test sessions need to be created or updated, it is recommended to complete steps manually in PearsonAccess Next.
- If there are many test sessions that need to be created or updated, it is recommended to import a file into PearsonAccess Next.
- Refer to the applicable sections below for detailed instructions.

District Assessment Coordinator (DAC) and Assessment Administrator (AA) users have access to dashboard views in PearsonAccess Next (under Dashboard > Dashboard) to assist with verifying online MCA test session and test status. Refer to the *View Dashboards* section in this guide for details on viewing dashboards in PearsonAccess Next.

- The Session Status by Subject dashboard displays test sessions for reading, mathematics and science in Not Prepared, Preparing, Errors – Not Prepared, Ready, In Progress, and Stopped statuses. Hover over the status to see the number of sessions in that status.
- The Student Test Status by Subject dashboard displays student test status for reading, mathematics and science in Ready, Resumed/Resumed Upload, Active, Exited, and Completed/Marked Complete statuses. Hover over the status to see the number of tests in that status.
- The Test Status – Online by Subject dashboard displays student test status for reading, mathematics, and science in Assigned, In Progress, and Complete statuses. Hover over the status to see the number of tests in that status.

There are a number of operational reports in PearsonAccess Next that can assist you with setting up and verifying test sessions. Refer to the *Access Operational Reports* section in this guide for details on how to access operational reports.

- To see a list of created tests sessions, view the *Session List* operational report in PearsonAccess Next (under Reports > Operational Reports > select Online Testing under Report Categories). This report includes a list of all sessions, including session status and actual start date, by organization.
- To confirm eligible students have been added to test sessions, view the *Students Assigned to Test but not Added to a Test Session* operational report in PearsonAccess Next (under Reports > Operational Reports > select Students and Registration under Report Categories). This report is run by organization and test and provides a list of students who are not in a test session and the test(s) they are eligible for.
- If a student moves to your district from a different district and does not appear in PearsonAccess Next for you to add to a test session, view the *Student Tests Not Associated with the Student Organization* operational report in PearsonAccess Next (under Reports > Operational Reports > select Online Testing under Report Categories). This report will include student information (for example, MARSS/SSID, Name, Date of Birth), the student's current organization, the organization associated with the student test, and the test status (Testing or Attempt). Based on the test status, action may be needed by the DAC.
    - Attempt: The student has submitted their test or it has been marked complete (with or without a test code) by the previous district. No action required from the DAC unless the student was marked complete in error.
    - Testing: The student has started the test but it has not been submitted or marked complete. The DAC must contact Pearson to move the test to your district.

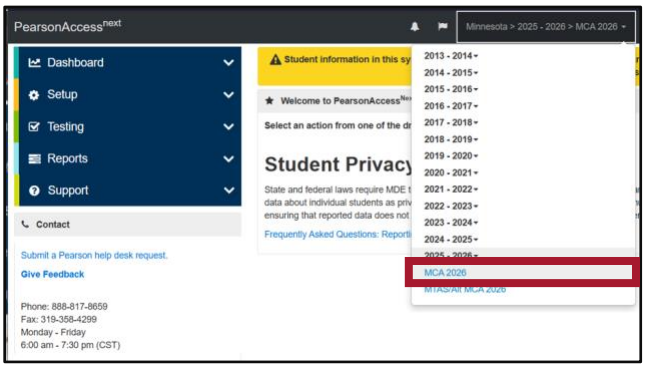
      Note: Refer to the *MCA and MTAS/Alt MCA Irregularities* (Minnesota Assessment Hub > Resources & Training > Policies and Procedures) document for more information.

# Designate Home Page (Optional)

Users can designate a personal home page in PearsonAccess Next. Many of the steps outlined in this user guide start on the Sessions page of PearsonAccess Next. Consider setting your personal home page to the Sessions page, or a different frequently used page, to reduce the number of navigation steps and go directly to this page when logging in to PearsonAccess Next. Refer to the *PearsonAccess Next User Accounts Guide* (Minnesota Assessment Hub > Resources & Training > User Guides) for information on setting your personal home page.

# Verify Test Administration

Once you have signed in to PearsonAccess Next, verify that the MCA 2026 test administration 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 **MCA 2026**.



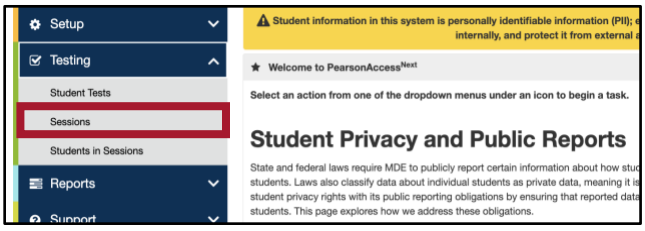

# Student Preferred Name

Districts can indicate a student's preferred first, middle, and last name in MDE's Test WES system. That information is sent to Pearson in nightly precode files. To view a student's preferred name, go to Setup > Students.

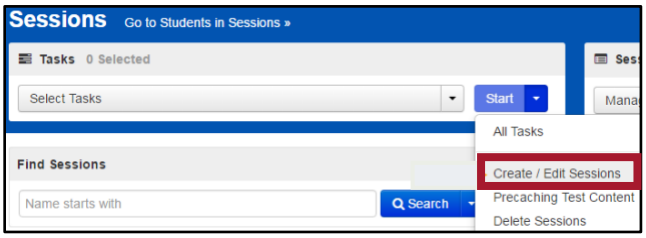
Note: It is recommended to add a student's preferred name in Test WES prior to adding a student to a test session in PearsonAccess Next. When a preferred name is added to a student's record in Test WES after the student has been added to a session that has been prepared/started, the preferred name will display in PearsonAccess Next and on the student testing ticket, but not in TestNav upon the initial login. For more information on viewing a student's preferred name, refer to the *MCA Online Testing User Guide* (Minnesota Assessment Hub > Resources & Training > User Guides).

# Manually Create a Data Entry Test Session

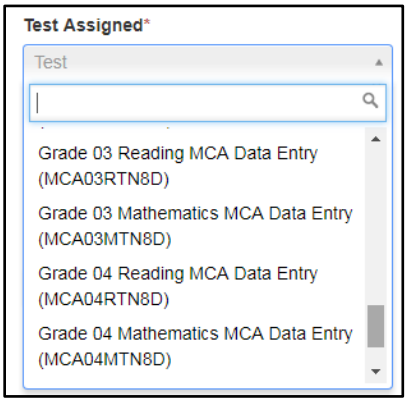
1. From the Home page, under Testing, select **Sessions**.




2. Select the dropdown menu to the right of the Start button and select **Create / Edit Sessions**.




3. On the New Session screen, enter the required information as indicated by the asterisks (*).
   a. Session Name*
   b. Organization*
   c. Test Assigned*: Only one grade, subject, and type of test can be selected for each session. Tip: Type "Data Entry" to quickly find the applicable tests or scroll to the bottom of the list to see the data entry tests.



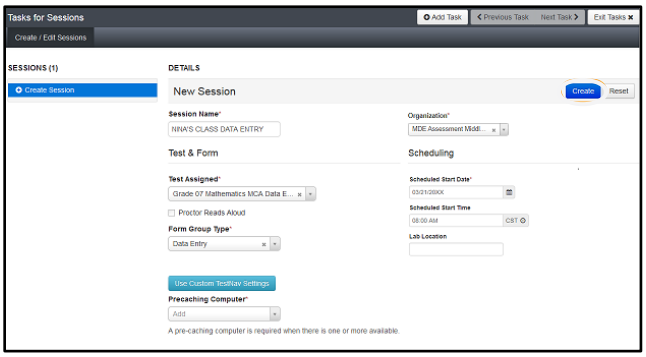

   d. Proctor Reads Aloud: Not used
   e. Form Group Type*: Data Entry will be automatically selected after selecting the applicable data entry test under Test Assigned.
   f. Scheduled Start Date*: This date is for planning purposes only; the test session will start whenever the Start button is selected, regardless of the date entered here.

g. Precaching Computer*: Refer to the MCA Online Testing User Guide for guidance on TestNav Configurations and proctor caching. Work with your technology staff on what to select, as needed.

h. Scheduled Start Time and Lab Location: Optional fields that can be used to organize test sessions as needed.

i. Students: Students can be added individually at the time of creating a test session. Refer to *Manually Add Students to the Data Entry Test Session* for steps on adding entire groups of students to a test session.

4. Select **Create**. Once the test session is created, it will appear on the left under Create Session.

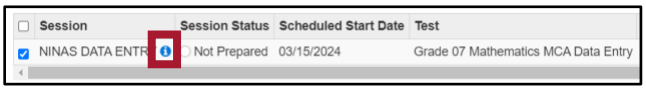


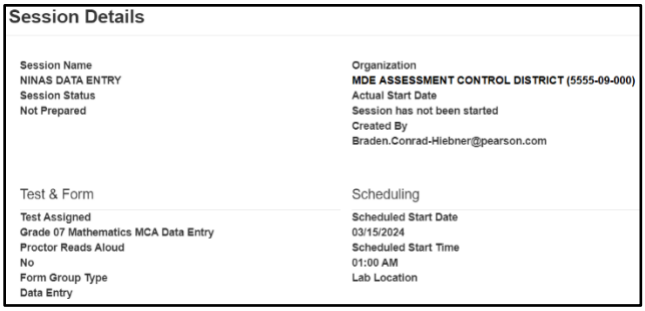

Note: Once created, select the information icon to the right of the session name to view session details.

The username of who created the test session is displayed on the Session Details page.

5. Select **Exit Tasks** at the top right to return to the Student Tests screen.

6. To view session details, select the information icon to the right of the session name. The Session Details screen contains information on session name, status, organization, created by user, test and form, and scheduling.



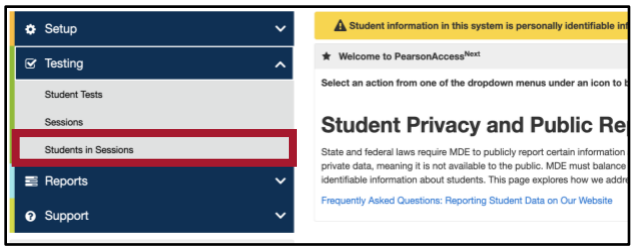

Note: Refer to the *Using Filters* section at the end of this guide for helpful tips on viewing sessions.

# Manually Add Students to the Data Entry Test Session

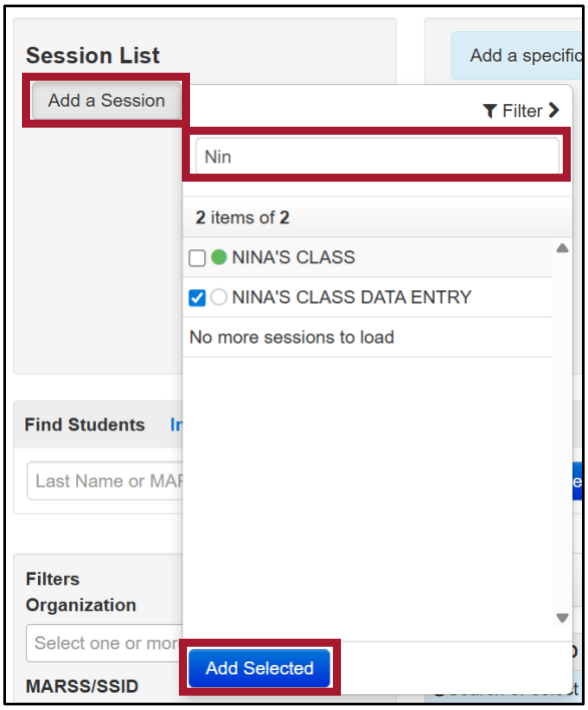
Student information is sent to Pearson for all students enrolled in your district in the applicable grades. Only students with an accommodation that requires data entry will be eligible to be added to a Data Entry test session. Accommodations are indicated in Test WES and uploaded nightly into PearsonAccess Next.

Note: If you are adding students to a test session directly after creating it, start on step 3.

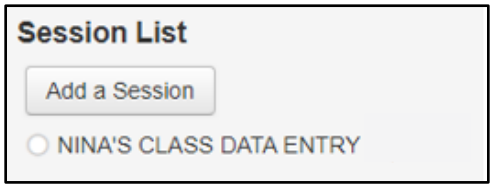
1. From the Home page, under Testing, select **Students in Sessions**.



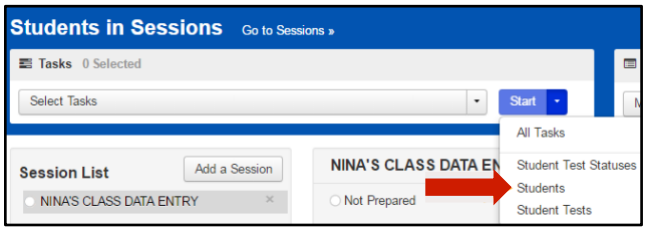

2. In the Session List, select **Add a Session.** In the Session Name field, begin entering the name of the test session. Select the checkbox next to the test session and select **Add Selected**.



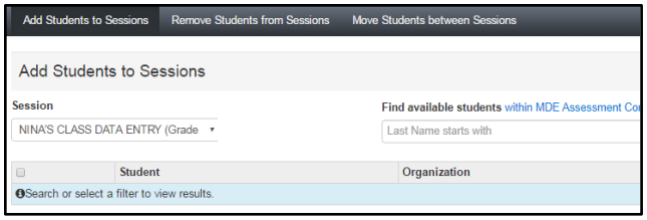
Note: If you are adding students immediately after creating the session as described in the previous section, the created test session will automatically appear under Session List, and you can continue to Step 3.



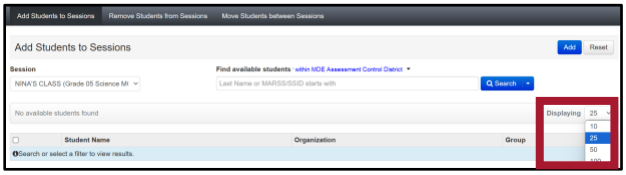

3. Select the dropdown menu to the right of the Start button and select **Students**.




4. On the Add Students to Sessions tab, under the Session dropdown, select the test session.

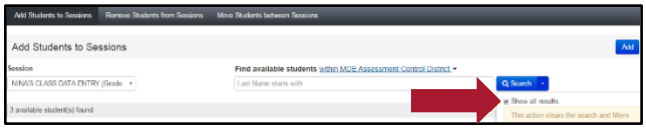



5. Select students. To change the number of students displayed, select the dropdown menu next to Displaying and select 10, 25, 50, or 100 students. The default display is 25 students. Students can either be searched for individually or by group.

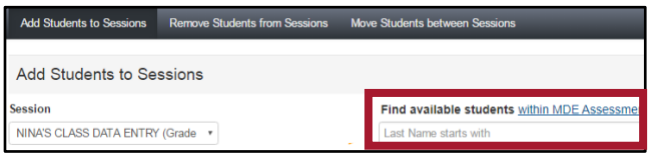


6. Note: Students will only be available to be added to a test session if they:
    a. Are eligible for the test assigned, including grade and subject.
    b. Have an accommodation that requires data entry (for example, 12 pt, 18 pt, etc.).
    c. Are not already in another test session for that grade and subject.

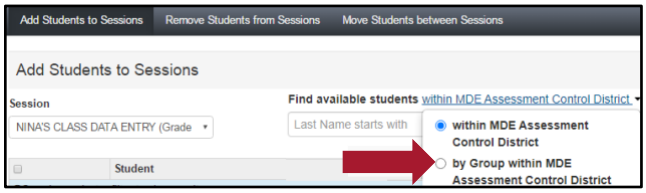
7. Search for students.
    a. To search for individual students:
        i. To view all students with eligibility: Select the dropdown menu next to Search and select the checkbox next to Show all results.



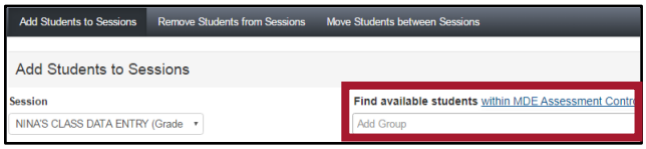

        ii. To search for students individually: Under Find available students within [your school], begin entering the student's last name in the "Last Name starts with" field.



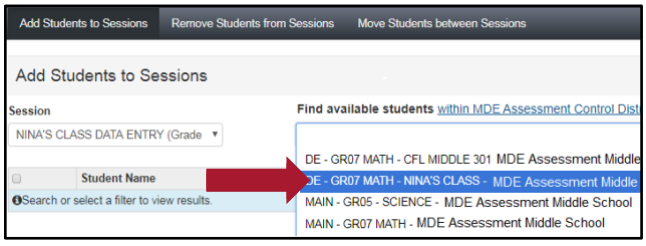

    b. To search for an entire group of students:
        i. Under Find available students within [your school], select the dropdown menu next to your school and select the **by Group within [your school]** radio button.



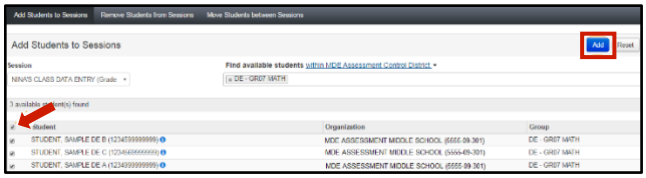

        ii. Begin entering the group name in the "Add Group" field or select the field to view all groups with eligible students. There is a 25 group limit in the dropdown; if you do not see the group you are looking for, begin entering the group name.




        iii. Groups are automatically created by Pearson and named by form group type, grade, and subject (for example, DE – GR07 MATH). Look for groups with the prefix "DE." If the DAC created custom groups in Pretest Editing in Test WES (for example DE – GR07 MATH – NINA'S CLASS), you will see those displayed here.

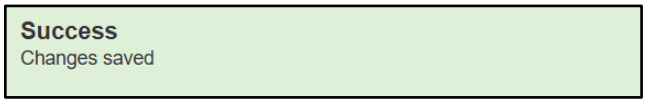


8. Add students to the test session by selecting the top left checkbox to select all students or the checkboxes next to individual students from the list that appears below and select **Add**.




Note: Selecting the checkbox at the top on the left will automatically select all the students on that page (up to 25 students). If you have more than 25 students, at the bottom of the page, go to the next page to select additional students before proceeding to the next step.

Once Add is selected, a "Success, Changes saved" message will appear in a green bar near the top of the screen.




9. Select **Exit Tasks** at the top right to return to the Students in Sessions screen.

Note: To add additional students at a later time, follow the same steps.

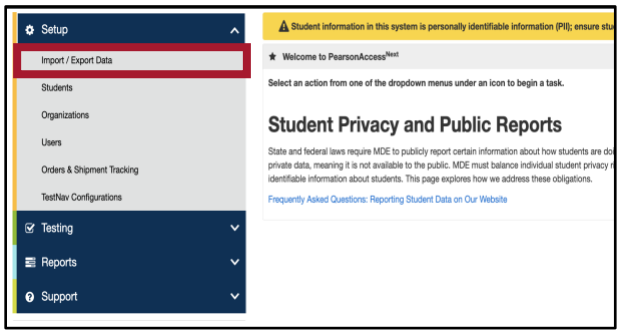
# Create Test Sessions by Importing a File to PearsonAccess Next

District Assessment Coordinator (DAC) or Assessment Administrator (AA) users in PearsonAccess Next can create test sessions, and move students between test sessions, by importing a file into PearsonAccess Next.

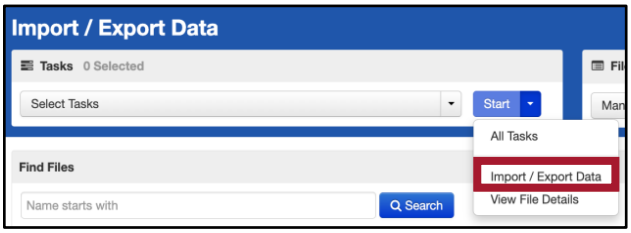
The first step for creating and adding students to a test session via a file import is to download a Session Create/Move Export file from PearsonAccess Next. With this template you can generate a file to create or update test sessions. Note: The file must be downloaded from PearsonAccess Next because it contains a unique identifier that links a student to their test. This data is only available in PearsonAccess Next and not through a district's student information system.

## Export the Test Session File

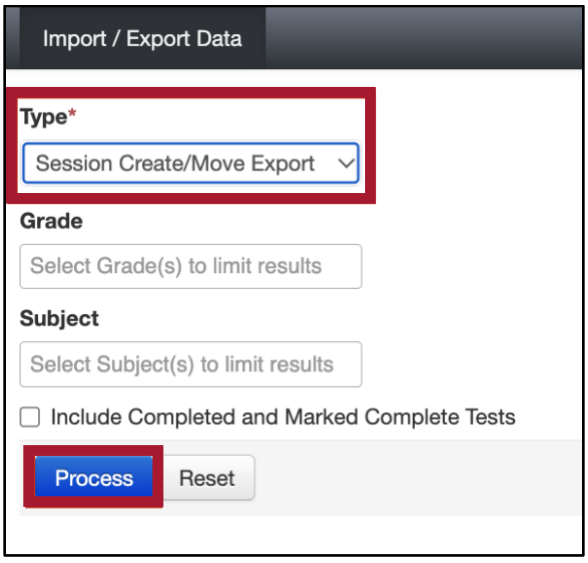
1. From the Home page, under Setup, select **Import / Export Data**.



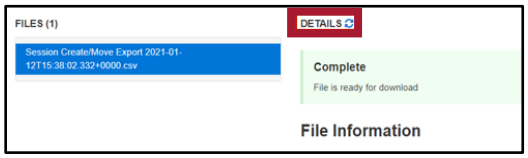

2. Select the dropdown menu to the right of the Start button and select **Import / Export Data**.



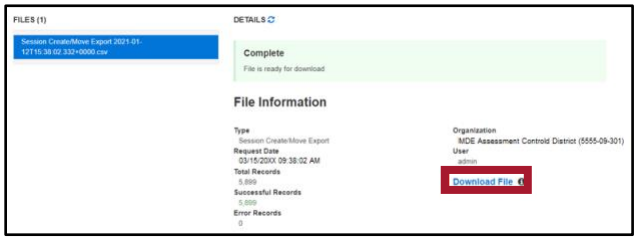

3. From the Type dropdown menu, select **Session Create/Move Export**.
    a. Optional: To export test session data only for specific grades and/or subjects, enter information in the Grade and Subject fields. Multiple grades and subjects can be selected.
    b. To export test session data for your entire organization, leave these fields blank.
    c. Optional: Select the checkbox to the left of "Include Completed and Marked Complete Tests" to include these tests in the file export.



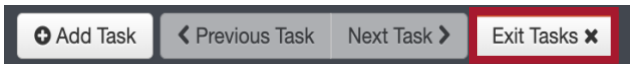
4. Select **Process**.
    a. After you select the Process button, you will be directed to the View File Details page where you can see file information updates.
        i. Select the refresh icon next to Details as the file processes.




        ii. 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 and should be used as a template




6. Select **Exit Tasks** at the top right to return to the Students in Sessions screen.




Note: An exported file will include test session information only if students were previously assigned to test sessions during the current test administration.

## Edit the Test Session File to Import

Note the following export details:

- The file contains all student tests in Ready, Exited, Resumed, or Resumed Upload status for the organization. The export does not include students in Active status.
- As needed, when exporting the file, select the checkbox to include student tests in Completed or Marked Complete status. Tests in these statuses are not included unless indicated when exporting the file.
- If specific grades and/or subjects were selected, the export will only contain student tests for those grades/subjects.
- Users can create one test session per student test (subject) in the Session Create/Move Export file. If the student has multiple tests, the user must create separate test sessions for each test (subject).

Make updates in the Session Create/Move Export file template. The table below provides details on the file columns.

- The Session Name is the only field you should add or update information to in this file before importing it to create a test session.
- All other fields are for informational purposes only. Most fields are pre-populated with data from PearsonAccess Next. **Do not edit this information**. Updating these fields (for example, Student Last Name, School Code, Local Use Data) in file layout will not update information in PearsonAccess Next and may result in errors when importing the file.
- To add a student to a test session, enter the test session name in the test session field. If the test session has not yet been created, entering the test session name creates the test session. If the test session already exists in PearsonAccess Next, entering the test session name adds the student to the existing session.
- To remove a student from a test session, delete the test session name from the test session field. Note: This will remove the student from the test session but will not delete the test session itself.
- Save the file to your computer in .csv format. Note: The file must include all column header rows.

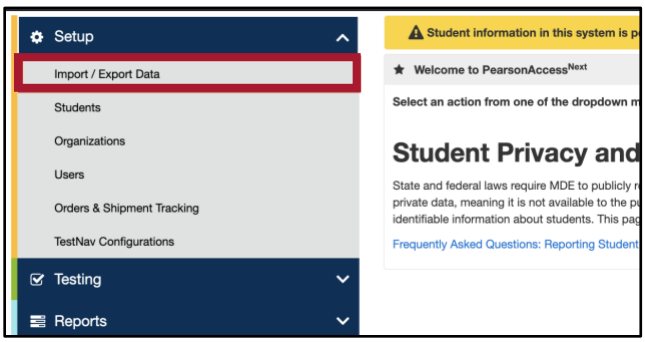
| CSV File Column | Column Heading | Field Description | Field Notes |
|---|---|---|---|
| A | Student Test UUID | Unique identifier for a student's test. | Pre-populated. Required. Do not edit.<br>Pearson internal unique identifier used to match student test to test session. |
| B | Organization Code | School code where the student is being reported. | Pre-populated. Informational only. Do not edit.<br>Organization codes are pre-populated and are 9 digits comprised of District Number (4 digits), District Type (2 digits), School Number (3 digits), in DDDD-TT-SSS format (for example, 5555-01-301). Includes leading zeros. |
| C | Last Name | Student last name. | Pre-populated. Informational only. Do not edit. |
| D | First Name | Student first name. | Pre-populated. Informational only. Do not edit. |
| E | Middle Name | Student middle name. | Pre-populated (if available). Informational only. Do not edit or add if blank. |
| F | MARSS Number | Student's MARSS/SSID number. | Pre-populated. Informational only. Do not edit.<br>The MARSS/SSID number will not appear as a 13-digit number when downloaded. For this process, the number can be left as is. This does not affect |

| CSV File Column | Column Heading | Field Description | Field Notes |
|---|---|---|---|
| | | | how the student's MARSS/SSID number appears in PearsonAccess Next.<br><br>Note: If the MARSS/SSID number needs to be reformatted (for example, in order to confirm you are adding the correct student to a session), right-click on the MARSS/SSID column and select "Format Cells." Under category, select "Custom." In the "Type" text box enter thirteen zeros (for example, 0000000000000). Select "OK." Formatting the MARSS/SSID as a 13-digit number will not cause an error when importing the file. |
| H | District Use Special Sort | District created delivery group. | Pre-populated (if available). Informational only. Do not edit or add if blank.<br><br>District-assigned custom group uploaded into PearsonAccess Next if provided by the district through precode files. |
| I | Session Name | Test Session name to assign the student to a test session. | Pre-populated (if available). Blank if student test has not been assigned to a test session.<br><br>Enter a test session name to create a new test session, add student to existing test session, or move student to a new test session.<br><br>A test session will be created if it does not currently exist for that organization.<br><br>The test session will display next to student record if already created.<br><br>If left blank, the student will not be added to a test session.<br><br>Verify test session names are identical when adding multiple students to the same session. Adding or removing spaces will result in a new test session with different name (for example, 'Nina's Math G3' without spaces creates additional test session 'Nina'sMathG3').<br><br>Note: Students can be removed from a test session through importing a file. Delete the test |

| CSV File Column | Column Heading | Field Description | Field Notes |
|---|---|---|---|
| | | | session name to remove the student from the test session.<br><br>Valid characters include: letters, numbers, apostrophe (‘), hyphen (-), space, and period (.). |
| J | Student Test Status | Student’s test status in PearsonAccess Next. | Pre-populated. Informational only. Do not edit.<br><br>Test status includes Assignment (test not started), Testing (test started but not submitted), and Attempt (test submitted). Note: Students actively testing cannot be removed or moved between test sessions. |
| K | Test Name | Test name registered to student. | Pre-populated. Informational only. Do not edit.<br><br>Students can only be moved between test sessions that are for the same test assigned (for example, Grade 05 Science). |
| L | Test Code | Test code assigned to each test. | Pre-populated. Informational only. Do not edit.<br><br>Students can only be moved between test sessions that are for the same test assigned (for example, MCA05STN8D). |

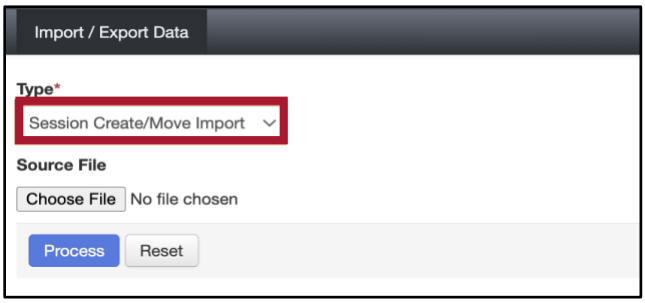
## Import the Test Session File

1. From the Home page, under Setup, select **Import / Export Data**.

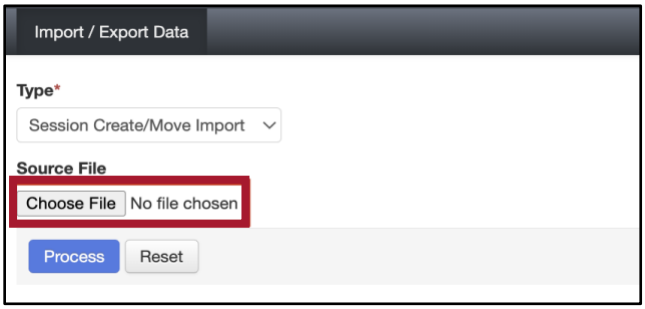


2. Select the dropdown menu to the right of the Start button and select **Import / Export Data**.

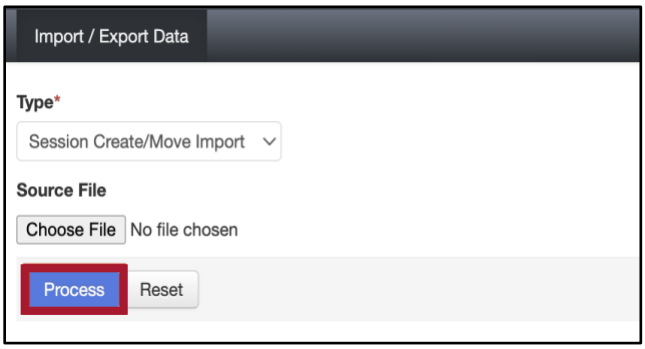
3. From the Type dropdown menu, select **Session Create/Move Import**.




4. Select the **Choose File** button and select the file from your computer to import.




5. Select the **Process** button.



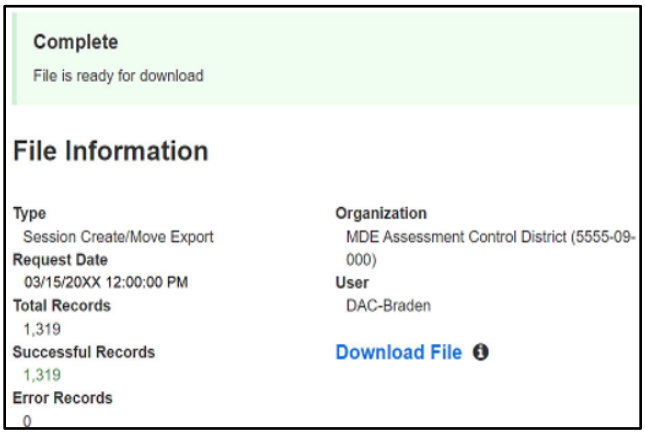

   a. After you import the file, you will be directed to the View File Details page where you can see file information updates.

      i. The file status displays under Details at the top of the page.

      ii. Select the refresh icon next to Details as the file processes.

      iii. You will receive a Status Notification email when the file has completed processing.

b. A Complete message will appear when the file has finished processing. The message will include information on the total number of records, successful records and error records




c. Refer to the table below for a list of status and explanations.

| Status | Explanation |
|---|---|
| Pending | File is queued for processing. |
| Complete | Saved information for all records in the file. |
| Complete with issues | Some records were not saved, see the error list for details. |

d. If the file completes with issues, check for the following common errors:

i. Confirm the Student Test UUID is included in the file layout and was not edited before being imported.

ii. Confirm the test session name includes valid characters.

iii. Confirm the test session status. If adding students to an already created test session, you cannot add students to a Stopped session or a test session that is Preparing.

# Move Students Between Test Sessions by Importing a File

Students can be moved between test sessions by importing a file into PearsonAccess Next.

Note: Students can only be moved between test sessions within the same organization (district or school). Students cannot be moved to a new test session if actively testing (for example, if the test is in Active status in PearsonAccess Next).

Tip: If only a few students need to be moved between test sessions, it is recommended to make the changes manually; refer to the *Manually Remove Students from a Test Session and Move Students Between Test Sessions* section of the *MCA Online Testing User Guide* (Minnesota Assessment Hub > Resource & Training > User Guides). If numerous test sessions need to be updated, make updates by importing a file.

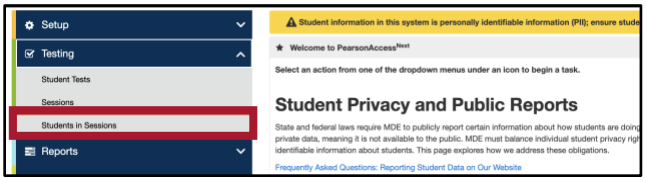
1. Export the test session file from PearsonAccess Next by following steps outlined in the *Create Test Sessions by Importing a File to PearsonAccess Next* section.
2. Make updates to the test session file. For questions, refer to the *Edit the Test Session File to Import* section.
3. Import the test session file by following steps outlined in the *Import the Test Session File* section.

# Prepare the Test Session

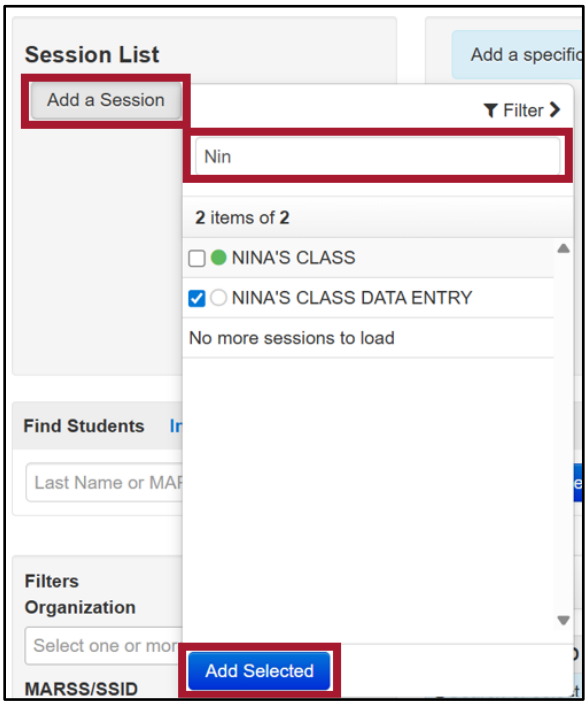
Students must be added to the test session before the test session can be prepared. Test sessions can be prepared at any point after adding students to the session.

Note: If you are preparing the session directly after adding students to the test session, start on step 3.

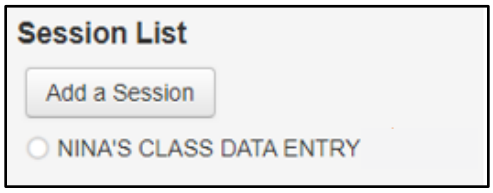
1. From the Home page, under Testing, select **Students in Sessions**.



2. Add the test session to the Session List. If you are preparing multiple test sessions, add the applicable sessions to the Session List.




Note: If you are preparing the session immediately after adding students to the session manually as described in the previous section, the test session will automatically appear under Session List, and you can continue to Step 3.




3. Prepare the test session.

   a. To prepare a single test session, select **Prepare Session**.

   b. To prepare multiple test sessions, select **Combined View** from the top of the Session List. Select **Prepare All Sessions**.

c. The test session status will change from Not Prepared to Preparing. Note: While the session is preparing, the white circle will have a blue outline.

d. Once the test session has been prepared, Prepare Session will change to Start Session, the status will change to Ready, and the white disk next to the session status will turn gray.

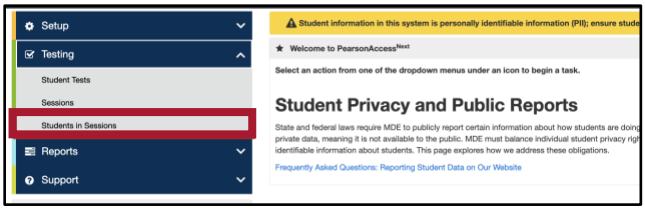
Note: If preparing appears to be taking a long time to finish, select **Refresh**.

# Print Session Student Rosters

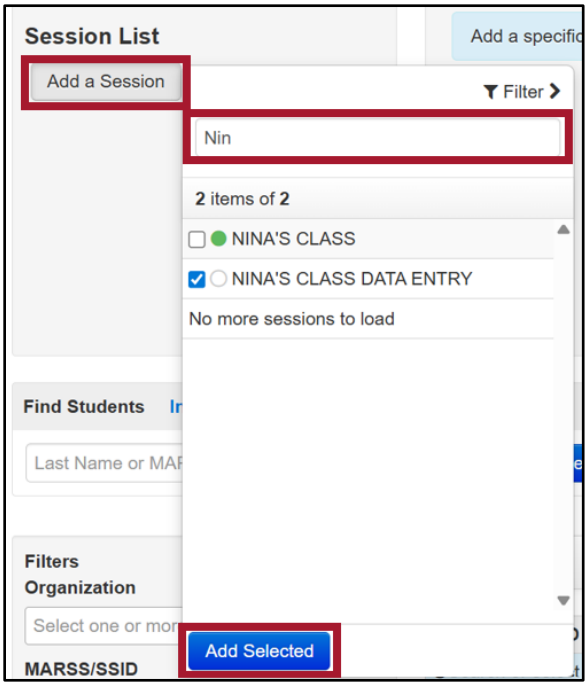
Session student rosters are an available resource to print during data entry, as needed. Rosters include test session information (session status, name, test name, form group type, password, etc.), as well as student test information (name, preferred first name (if available), MARSS/SSID, date of birth, and test status). Rosters may be helpful to provide to staff who are entering data, rather than printing individual testing tickets, because rosters contain the usernames and passwords needed to enter student responses.

Note: Rosters can be printed any time after students are added to the test session. Rosters must be kept secure when not used during testing because they contain private student data and provide access to test content.

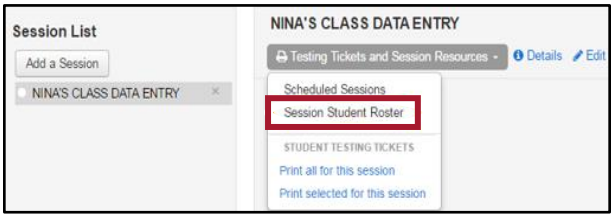
1. From the Home page, under Testing, select **Students in Sessions**.



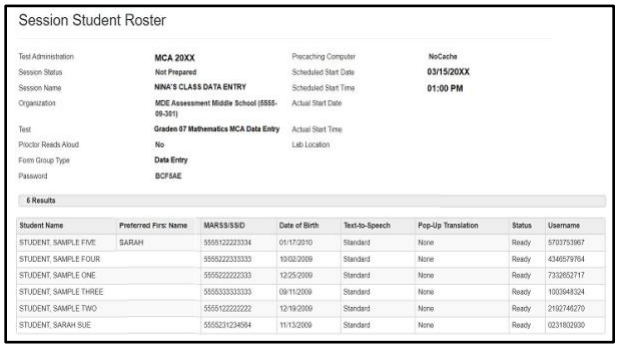
2. Add the test session to the Session List.




3. Select **Testing Tickets and Session Resources** and then select **Session Student Roster**.




4. Print the session student roster using your browser's print function.



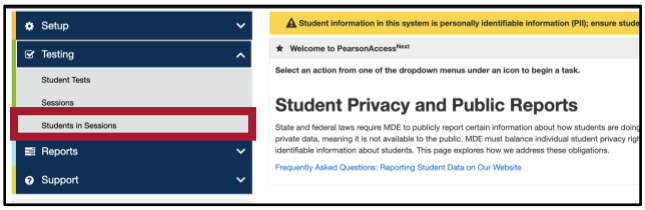

Tip: Session rosters in Excel format are available in the *Session Roster* operational report in PearsonAccess Next (under Reports > Operational Reports > select Online Testing under Report Categories). Users can add columns and/or additional information (for example, to track which student tests have been entered in TestNav), as needed. This report lists all student tests in Testing status (tests not yet started or tests started but not submitted) and/or Attempt status (tests submitted) for all sessions. Refer to the *Access Operational Reports* section in this guide for details on how to access the reports. If a student preferred first name is indicated, that name will appear in a separate column on the operational report.

# Print Student Testing Tickets for Individual Sessions for Data Entry Staff

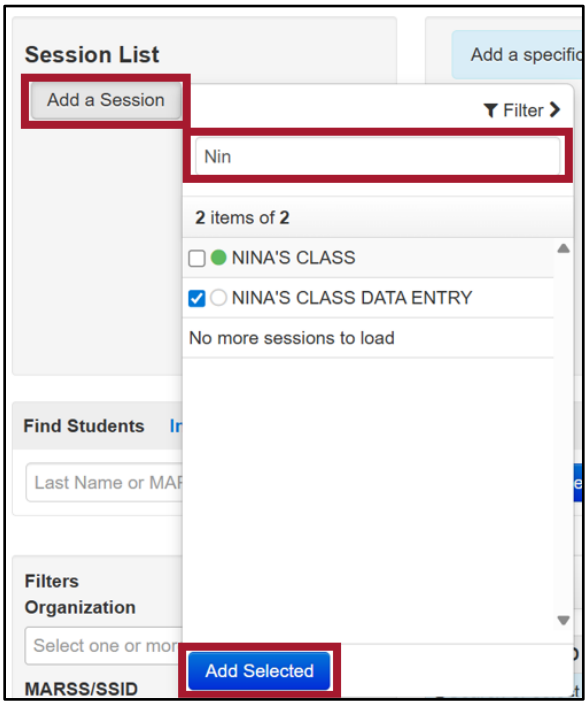
If rosters are not provided, student testing tickets are needed for staff to sign in to TestNav to enter student responses. Note: Student testing tickets can be printed any time after students are added to the Data Entry test session. Student testing tickets must be kept secure when not used for data entry because they contain private student data and provide access to test content. If a student preferred first name is indicated, the preferred first name will appear on the student testing ticket and in TestNav.

Note: Testing tickets can be printed for multiple test sessions. Refer to the *MCA Online Testing User Guide* (Minnesota Assessment Hub > Resource & Training > User Guides) for information on printing testing tickets for multiple test sessions.

1. From the Home page, under Testing, select **Students in Sessions**.

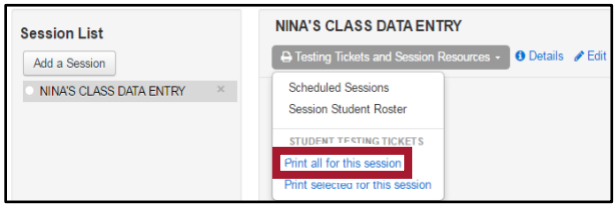



2. Add the test session to the Session List.

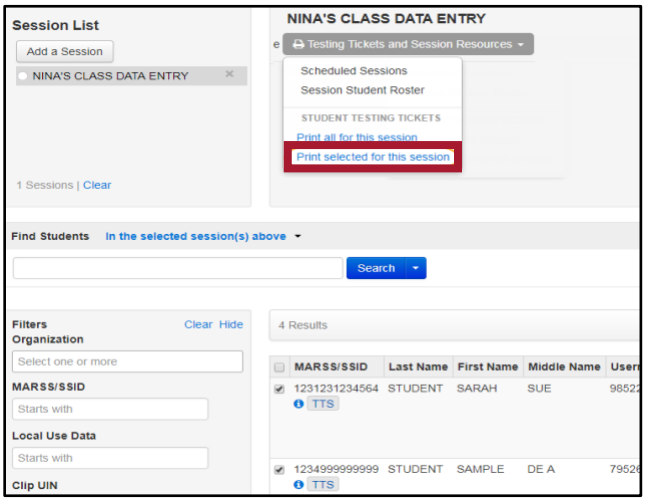


3. Print student testing tickets for the entire test session or by selecting individual students.

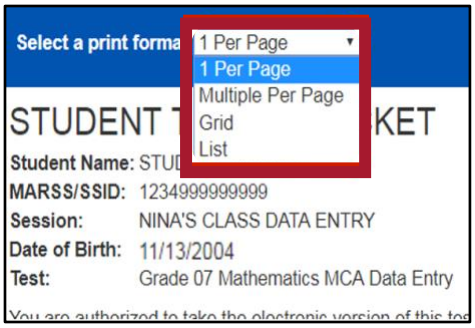
    a. To print tickets for all students in the test session, select **Testing Tickets and Session Resources**. From the dropdown menu under Student Testing Tickets, select **Print all for this session**.




    b. To print tickets for selected students in the test session, select the checkbox next to the student(s). Then select **Testing Tickets and Session Resources**. From the dropdown menu under Student Testing Tickets, select **Print selected for this session**.




    c. When the tickets open, they are set up to print as one ticket per page. To change how the tickets are printed, select a different print option (Multiple Per Page (6 per page), Grid (6 per page), or List (4 per page)) from the dropdown menu.

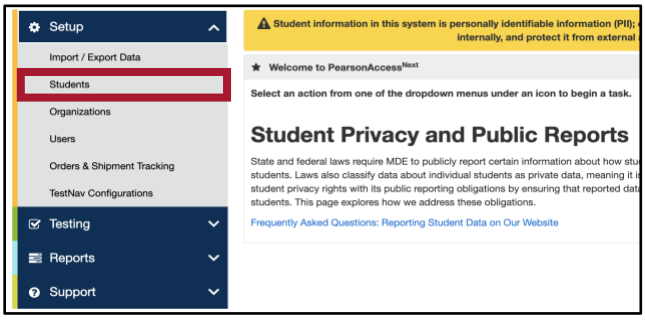



4. Print the student testing tickets using your browser's print function.

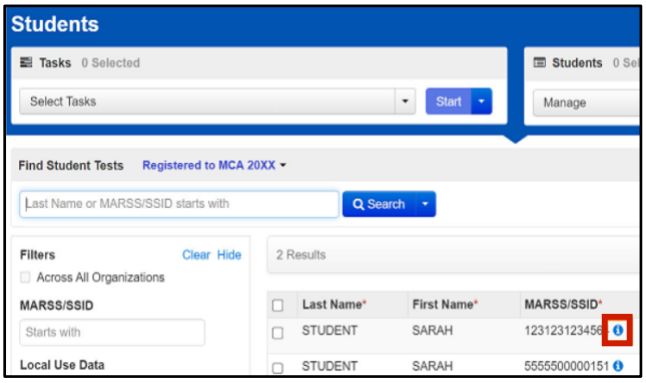
# Print Testing Tickets for an Individual Student

Testing tickets for an individual student can be generated for that student across all test sessions. Printing all testing tickets for an individual student across all test sessions may be helpful for data entry staff entering student responses for select students.

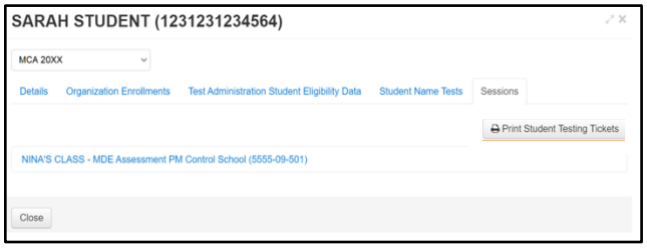
1. From the Home page, under Setup, select **Students**.




2. Find and select the information icon next to the student(s) you will be printing tickets for.

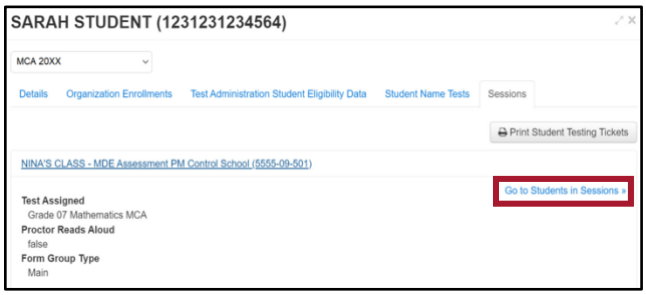



3. Under Sessions, select **Print Student Testing Tickets**.




Note: If the student has not been added to a test session the print button will not appear. Testing tickets will print one per page. The page number and session name are included in the footer.

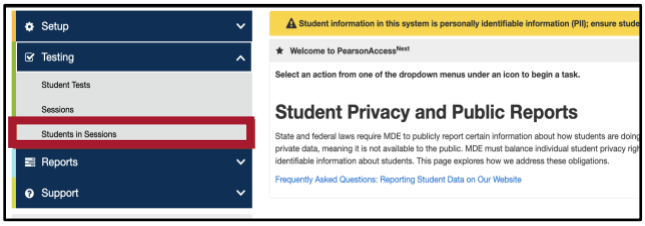
4. Select the session name and then select **Go to Students in Sessions** to go directly to the test session.



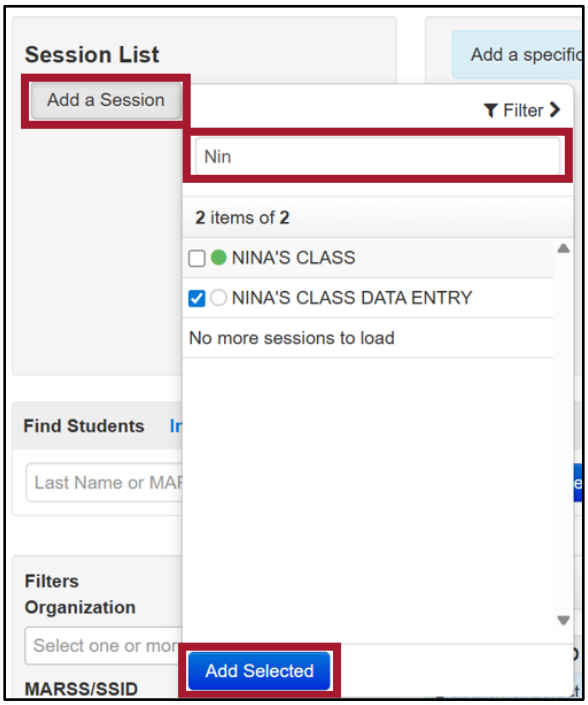

# Start the Data Entry Test Session

A test session cannot be started prior to the first day of the testing window. Test sessions will not automatically stop, time out, or expire.

1. From the Home page, under Testing, select **Students in Sessions**.




2. Add the test session to the Session List.



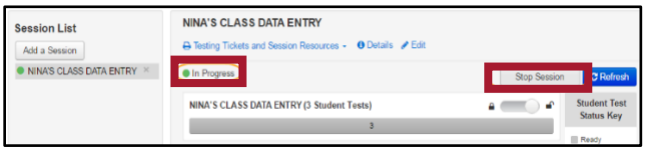

Note: If you are starting multiple test sessions, add the applicable sessions to the Session List.

3. Start the test session.

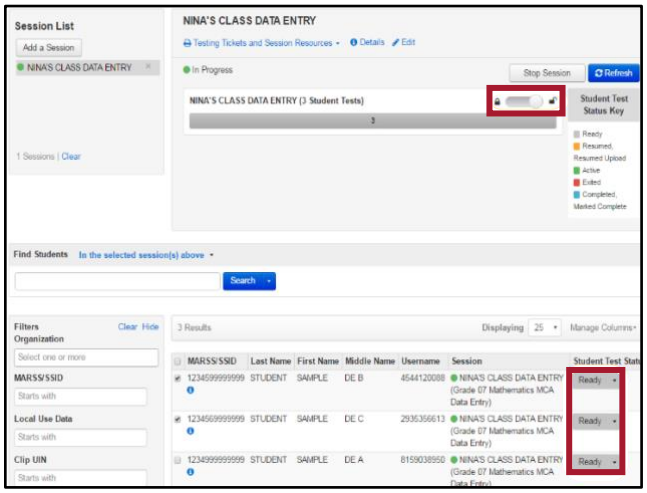
    a. To start a test session, select **Start Session**.

    b. To start multiple test sessions, select **Combined View** from the top of the Session List. Select **Start All Sessions**.

    c. Once the test session has been started, Start Session will change to Stop Session and the gray disk next to the session status will turn green. The test session status will change from Ready to In Progress.




    Note: A lock/unlock slider will be displayed. Student tests are automatically unlocked when the test session is started. Student tests must be unlocked before students can sign in. Because students are not accessing data entry tests, locking tests is not necessary.



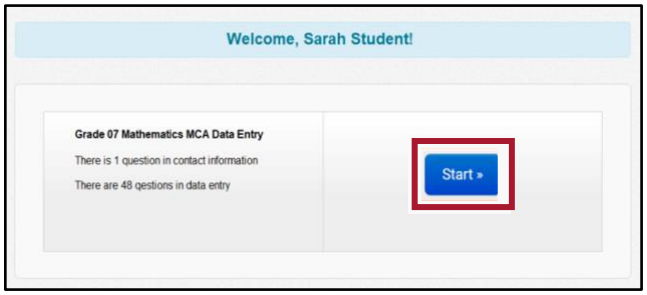

Users can lock/unlock all tests in multiple test sessions. For more information, refer to the *MCA Online Testing User Guide* (Minnesota Assessment Hub > Resources & Training > User Guides).

# Sign in to the Data Entry Form in TestNav

For test security purposes, TestNav can only be accessed during the hours of 6 a.m. to 7 p.m. on weekdays throughout the testing window for staff to enter student responses.

1. Launch TestNav, depending on device:
    a. On tablets: Select the TestNav icon on the Home screen.
    b. On Chromebooks: Select the TestNav app from the Apps menu on the lower left side of the screen.
    c. On desktops or laptops: Select the TestNav icon on the desktop screen of a desktop or laptop.
2. Enter the student's username and password provided on the student testing ticket or roster and select **Sign In**.

3. Confirm the student's name, grade, test, and subject on the Welcome screen. Note: If the test is not Data Entry, exit the test and contact your District or School Assessment Coordinator.
    a. The Welcome screen indicates there is one question to enter contact information followed by the total number of questions in the Data Entry form.
    b. Select **Start** on the Welcome screen.



4. Enter your name and email address. Select the **Next arrow** to begin entering student responses.

# Enter Student Responses

Test items appear in the same order in the Data Entry form as in the paper test book. You must break the seals applied by the student on their paper test book in order to enter the student responses. Segments/sections do not need to be re-sealed after data entry is completed.

Navigate through the data entry test and enter the student's responses from the paper test book. Review the responses you entered prior to submitting the test. Note: School and district staff may notice underlined text in the online Data Entry form. Within the item and/or phenomena (for science only), underlined text indicates the English glossary feature which provides concise definitions or explanations of terms in English for both Reading and Science MCA. English glossary is available in both online and data entry forms. For Reading MCA only, within a reading passage, underlined text indicates a footnote. For both the English glossary and footnote, hover over the word to view a definition of the word.

The responses must be entered exactly as the student responded, without edits or changes. The test items include specific instructions for students on how the item should be answered, and the student's answers cannot be modified if they did not follow these instructions.

- If not answered, leave the item blank.
- If there is more than one answer selected for a multiple-choice item, leave the item blank.
- If characters that are not allowed were indicated, enter only characters that can be entered for fill-in-the-blank items.
    - For all grades of mathematics data entry, the digits 0-9, a forward slash (/) for a fraction bar, and a period for decimals (.) may be entered; for items with an answer greater than or equal to 1,000, the answer must be entered without a comma (for example, 15897 not 15,897).
    - In addition, for grades 7, 8, and 11 mathematics data entry, the hyphen (-) may be entered to show negative numbers.
    - For science data entry, only numbers may be entered.

- In addition, for fill-in-the-blank items for mathematics, if a student left their answer as a mixed number, you cannot change it to an improper fraction or decimal during data entry. For example, if the student wrote their answer as $1\frac{1}{2}$, you cannot enter 1.5 or $\frac{3}{2}$; you must instead enter it as written ($1\frac{1}{2}$).
- For reading and science, even if an item indicates there are a certain number of responses, enter what the student provided.
    - If the item specifies three responses and a student indicates two, enter the two.
    - If the item specific three responses and a student indicates four, leave the item blank.

- If you accidentally enter a response to a multiple-choice question that was left unanswered by the student, use the answer eliminator tool to remove the response. For science, if an answer can't be removed from another item type, contact your DAC. The DAC must contact Pearson to have the test reset.
- The Science MCA includes constructed-response (CR) items. Type the response into TestNav exactly as the student wrote on the paper test book. There is a 1,000 character limit when entering responses in TestNav. If the student wrote more than 1,000 characters in their response, enter the response up to the character limit in TestNav. Note: Students will be scored based on their understanding of science concepts and practices, not grammar, spelling, sentence mechanics, or formatting.

Follow the steps under the *Exit and Resume the Data Entry Form* section below to exit the test when you are not actively entering data. Note: The Data Entry form will time out after 20 minutes of inactivity; if you have been timed out, the test must be resumed in PearsonAccess Next before data entry can continue. No matter how long you have been exited from the test, after resuming the test, you are still able to review all items previously answered.

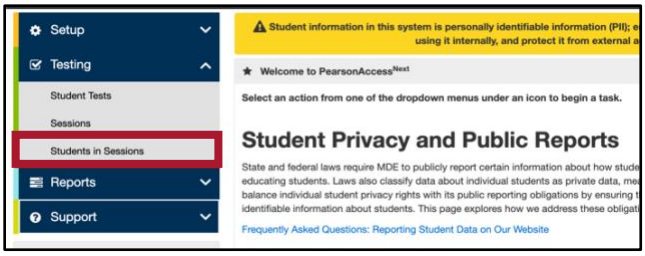
Note: If a test must be marked complete and a test code needs to be indicated for a student Data Entry test, refer to the *MCA Online Testing User Guide* (Minnesota Assessment Hub > Resources & Training > User Guides).

# Exit and Resume the Data Entry Form

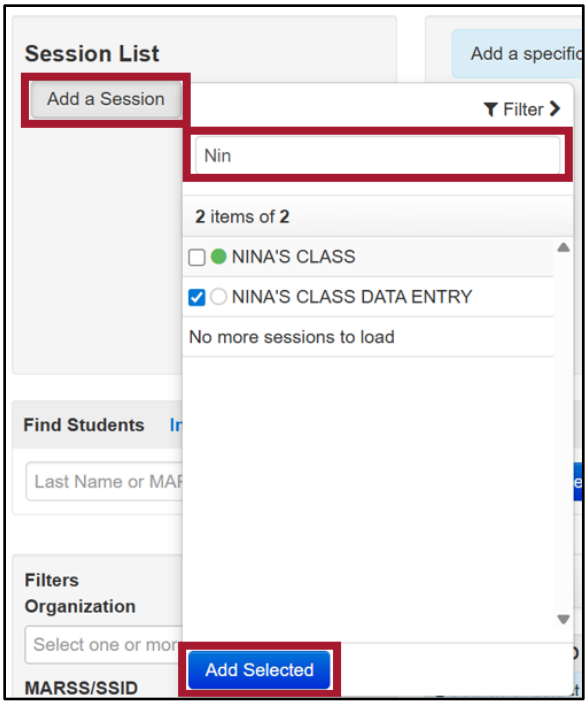
If you will not finish entering all of the student's responses in one session, you can exit at any time. In the User dropdown menu, select **Sign out of TestNav**, and then select **Save and Return Later**.

When ready to resume entering the student's responses, sign in to PearsonAccess Next. Note: Only tests in "Active" or "Exited" status can be resumed.

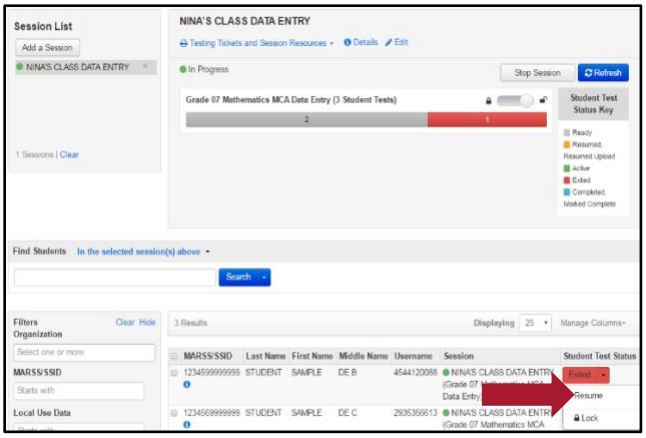
1. On the Home page, under Testing, select **Students in Sessions**.




2. Add the test session to the Session List.




3. In the Student Test Status column, select **Resume** in the dropdown next to the student's status.

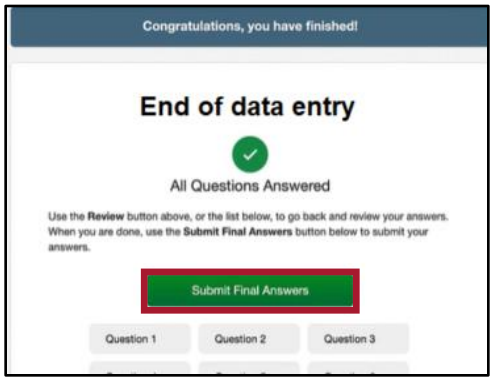



Then sign in to the Data Entry form in TestNav using the same information as provided on the roster or the student testing ticket used previously. When signing back in, select **Resume** to continue entering student responses. The Data Entry form will resume from the last page viewed before exiting.

# Submit Student Responses

Once all of the student's responses have been entered and reviewed, submit the student's responses for scoring.

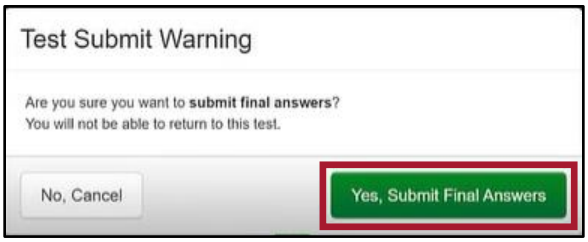
1. Select **Submit Final Answers**.



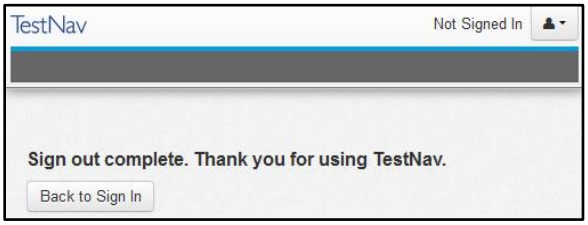

   The End of data entry review screen lists all questions under the Submit Final Answers button.

   Note: Due to the test not requiring a response to every question, there may be unanswered questions listed on this page. Please review these items to confirm if an answer was indicated in the student test book.

2. A Test Submit Warning will pop up. Select **Yes, Submit Final Answers** to confirm the Data Entry form should be submitted.




3. You will see a screen confirming you have signed out from TestNav.




If responses need to be entered into the Data Entry form for multiple students, you will need to sign back in to TestNav with the next student's information from the roster or testing ticket.

After Data Entry is complete, return all secure test materials, including the roster and student testing tickets, to the District or School Assessment Coordinator as instructed.

# Stop a Test Session (Optional)

When all student tests within a test session have been submitted, you may consider stopping the test session. Stopping a test session is optional as all test sessions are automatically stopped and all tests are extracted for scoring at the close of the testing window. However, you may choose to stop testing sessions as a way to monitor testing progress and to ensure all data entry has been completed.

Note: A session cannot be stopped if there are students with started tests in the session. These students would need to be removed or marked complete before the session can be stopped. Once stopped, a session cannot be restarted by the district.

# Monitor Data Entry Progress

DAC and AA users have access to dashboard views in PearsonAccess Next (under Dashboard > Dashboard) to assist with verifying test session and test status. Refer to the *View Dashboards* section in this guide for details on viewing dashboards in PearsonAccess Next.

- The Session Status by Subject dashboard displays test sessions for reading, mathematics and science in Not Prepared, Preparing, Errors – Not Prepared, Ready, In Progress, and Stopped statuses.
- The Student Test Status by Subject dashboard displays student test status for reading, mathematics and science in Ready, Resumed/Resumed Upload, Active, Exited, Completed/Marked Complete statuses. Tip: Consider viewing this dashboard near the end of the MCA test administration to confirm student tests have been completed/marked complete and there are no started student tests in Resumed/Resumed Upload, Active, or Exited status.
- The Test Status – Online by Subject dashboard displays student test status for reading, mathematics and science in Assigned, In Progress, and Complete statuses. Tip: Consider viewing this dashboard near the end of the MCA test administration to confirm student tests are in Complete status and there are no started student tests in In Progress status.

There are a number of operational reports in PearsonAccess Next that can assist you with monitoring data entry progress. Refer to the *Access Operational Reports* section in this guide for details on how to access these reports.

- Online Testing Operational Reports:
    - *Student Tests that are Ready and Unlocked*: This report provides a list of all student tests that are in Ready status and unlocked.
    - *Session Roster*: This report provides a list of all students in Testing and/or Attempt status for all sessions. Student tests in Testing status have not been started or have been started but not submitted. Student tests in Attempt status have been submitted.

- *Students Currently Testing Online*: This report provides a list of all students who have started testing but have not yet finished. While the report title indicates students testing online, it also includes student tests where data entry is in progress. This includes students in an Active, Resumed, or Resumed Upload status.

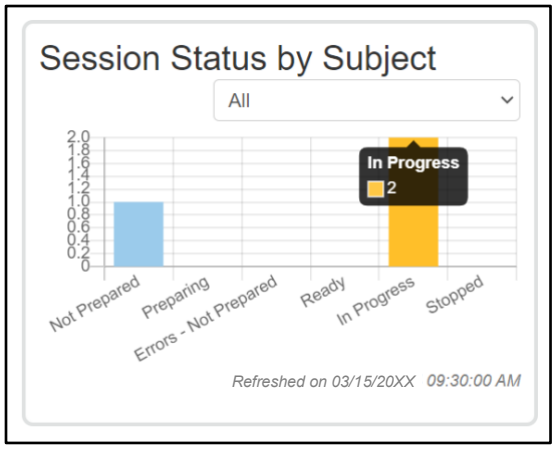
- Students & Registrations Operational Reports:
  - *Students with Test Assignments but have not Completed*: This report lists students who have a test assigned to them, but the test has not yet been completed (for example, the student's responses have not been entered and/or submitted in TestNav).
  - *Student Registration Summary*: This report provides a list of the number of students assigned to a test and the number of complete tests.

# View Dashboards

DAC and AA users have access to dashboard views (bar graph with filter, speedometer, bar graph) for quick access to information (session status, test status) for MCA testing. The dashboards include both online and paper data entry testing. Dashboards automatically refresh every 10 minutes, and this information is indicated under each dashboard (for example, *Refreshed on 03/15/20XX 12:30:00 PM)*. To see the updates, users must refresh the page or navigate away from and return to the page.

The Dashboard page contains three default dashboards:

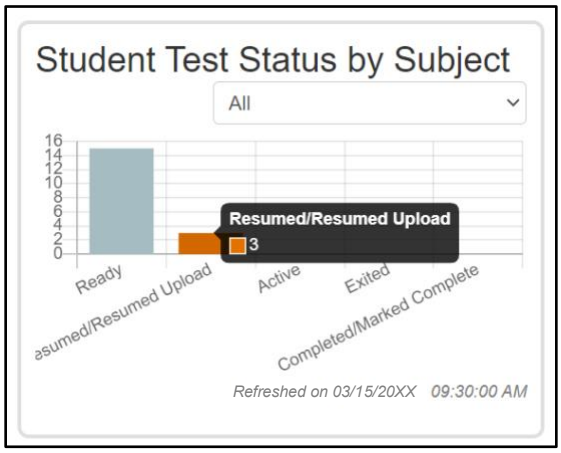
- Session Status by Subject




  - The default view is a bar graph with filter.
  - Session statuses include: Not Prepared, Preparing, Errors – Not Prepared, Ready, In Progress, and Stopped.
  - Hover over the status in the bar graph to see the number of sessions in that status.
  - All Subjects is selected by default.

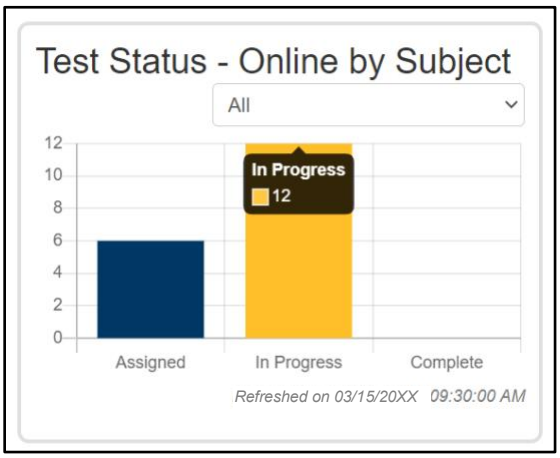
- Select the dropdown menu to change the subject: Math, Reading, or Science. Note: When changing between subjects, the left axis values may also update.
- Select the bar graph to be taken to the Sessions page. The number displayed is based on the sessions on the dashboard.
  Tip: Consider viewing this dashboard prior to the start of MCA testing to confirm test sessions are in the correct status prior to testing.

- Student Test Status by Subject



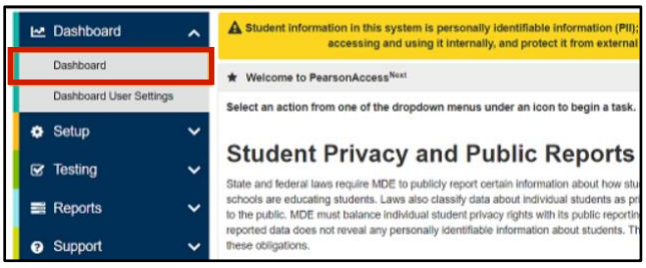

- The default view is a bar graph with filter.
- Test statuses include Ready, Resumed/Resumed Upload, Active, Exited, Completed/Marked Complete.
- Hover over the status in the bar graph to see the number of tests in that status by subject.
- All Subjects is selected by default.
- Select the dropdown menu to change the subject: Math, Reading, or Science.
- Select the bar graph to be taken to the Students in Sessions page. The number displayed is based on the student tests on the dashboard.
- Tip: Consider viewing this dashboard near the end of the MCA test administration to confirm student tests have been completed/marked complete and there are no started student tests in Resumed/Resumed Upload, Active, or Exited status.

- Test Status – Online by Subject

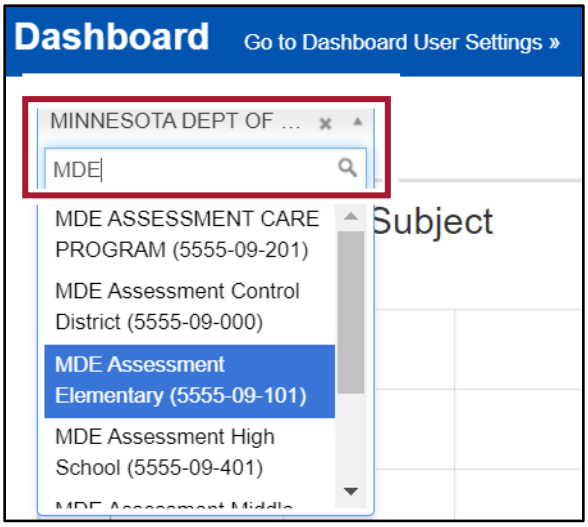



  - The default view is a bar graph with filter.
  - Test statuses include Assigned, In Progress, and Complete.
  - Hover over the status in the bar graph to see the number of tests in that status by subject.
  - All Subjects is selected by default.
  - Select the dropdown menu to change the subject: Math, Reading, or Science.
  - Select the bar graph to be taken to the Student Tests page. The number displayed is based on the student tests on the dashboard.
  - Tip: Consider viewing this dashboard near the end of the MCA test administration to confirm student tests are in Complete status and there are no started student tests in In Progress status.

1. From the Home page, under Dashboard, select **Dashboard**.

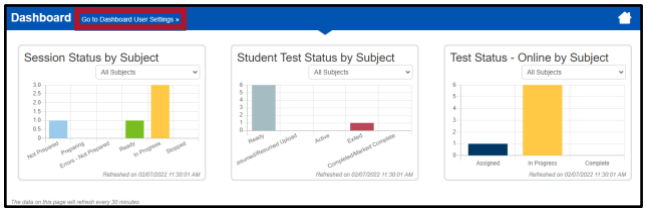


2. To change the organization displayed within the dashboard, select the dropdown menu and enter the full or partial name of the organization. Only results from that organization will display in the dashboard.




3. Select the "x" icon to remove the organization.

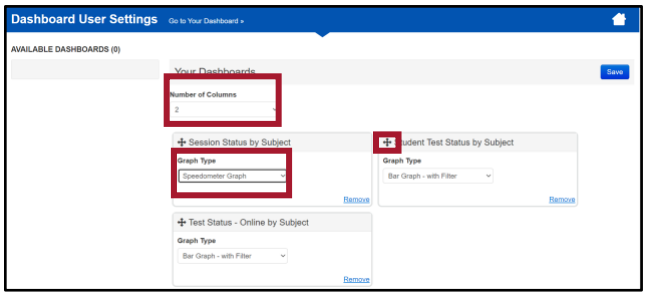
4. To change the dashboard view, select **Go to Dashboard User Settings**.



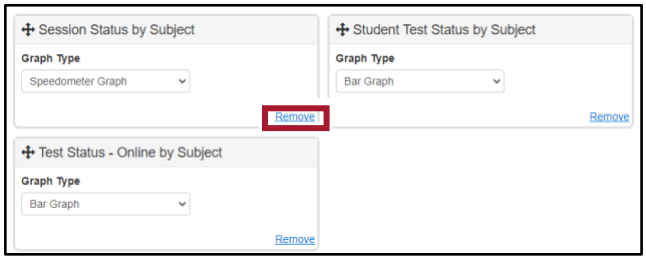

Note: Users can navigate to this page from the Home page. Under Dashboard, select **Dashboard User Settings**.

5. Under Your Dashboards, make the following updates, as needed:
    a. Number of Columns: The default is 2. Select the Number of Columns dropdown to change the number of columns to 1, 2, or 3.
    b. Graph Type: The default varies by graph type. Select the **Graph Type** dropdown to change the view to Bar Graph, Bar Graph with Filter, or Speedometer.

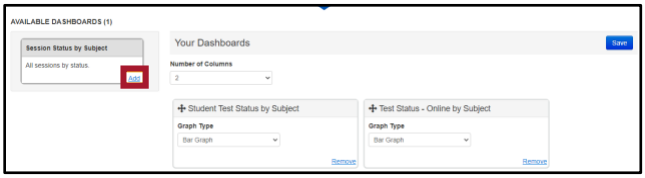
c. Select the display header and drag to reorganize the display order.



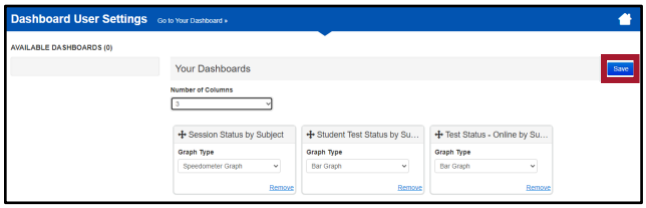

d. Select **Remove** to remove the dashboard from your view. The dashboard will appear under the Available Dashboards along the left side of the screen.




e. Select **Add** to add the dashboard back to your view.




6. Select **Save**. Once save is selected, you will be returned to the Dashboard page.

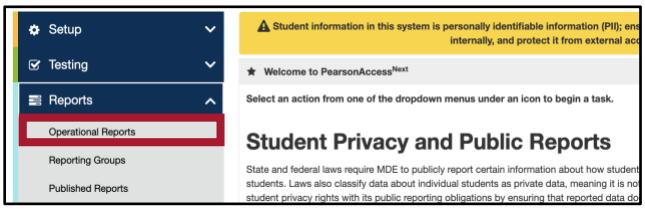



Note: Dashboard settings are saved for that administration, even after logging out of PearsonAccess Next. If you do not want to save your updated settings, select **Go to Your Dashboard** to return to the Dashboard page.

# Access Operational Reports

Users have access to operational reports in PearsonAccess Next based on their user role.

1. From the Home page, under Reports, select **Operational Reports**.

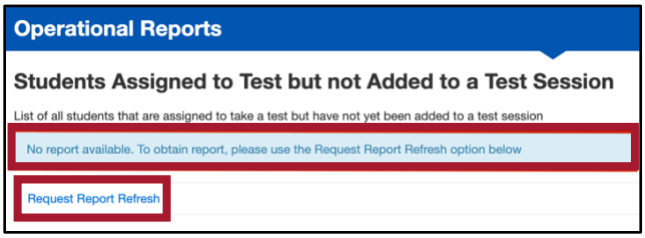



2. Select the checkbox next to a report category or categories and then select the report you want access to.

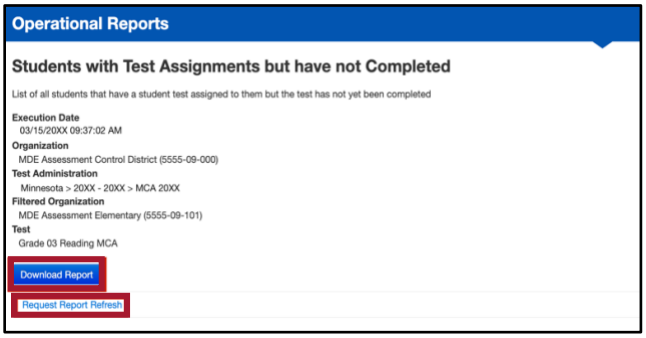
Note: The Students & Registrations and Online Testing operational report categories are most useful for MCA data entry and include the reports referenced throughout this guide.

3. The screen you see next depends on the following:

   a. If this is the first time you have run the report, select **Request Report Refresh**.

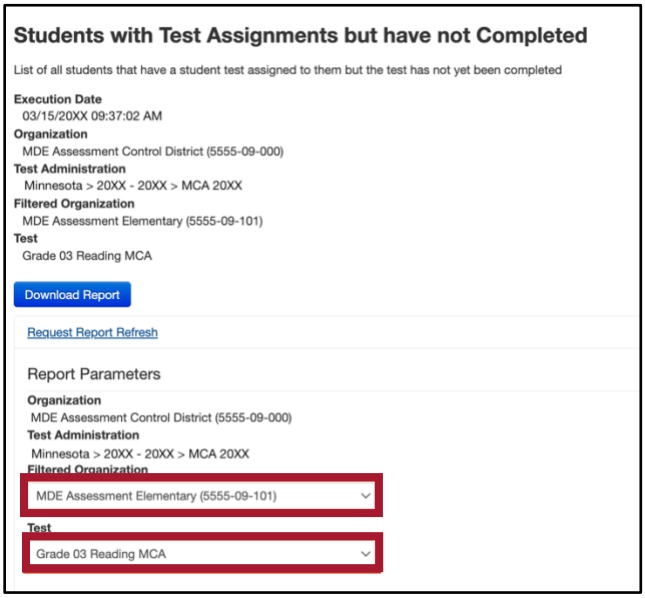



   b. If you have accessed the report previously, you will see the parameters of the previous report (for example, date, organization, administration, and text). You can download the previous report by selecting **Download Report**. To run a new report, select **Request Report Refresh**.

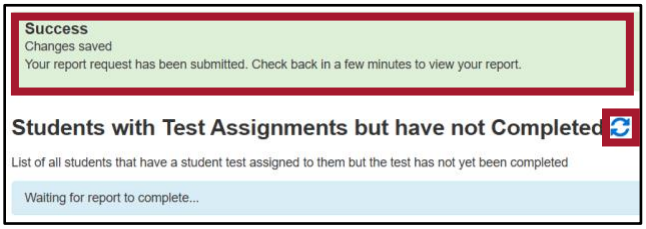


Note: Depending on the report, you may have different options, such as **Display Report** or **Download CSV**.

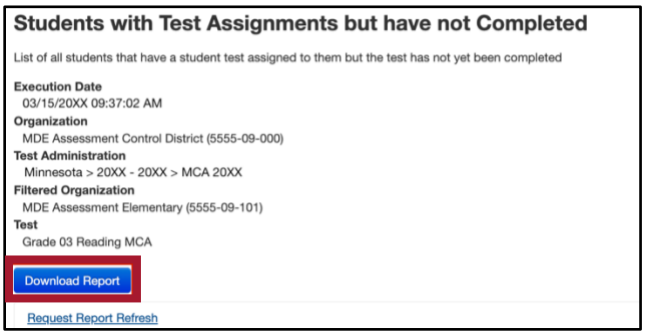
4. Some reports are available once the link is selected. For others, select additional Report Parameters to access the report, such as filtered organization and test. Select **Refresh Report**.



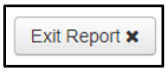

   a. Once Refresh Report is selected, the following message will appear in a green bar near the top of the screen: "Success, Changes saved. Your report has been submitted. Check back in a few minutes to view your report." Select the **Refresh** icon.




   b. When the report is available, select **Download Report**. The file will download to your computer to open.




5. Select **Exit Report** to return to the Operational Reports page.

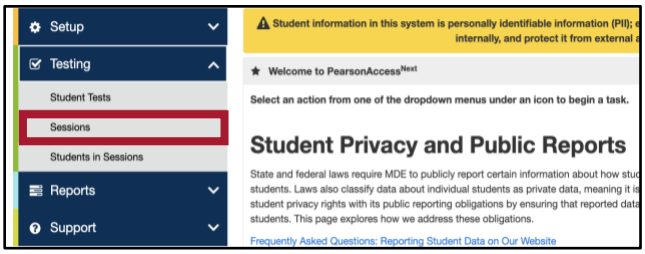


# Using Filters

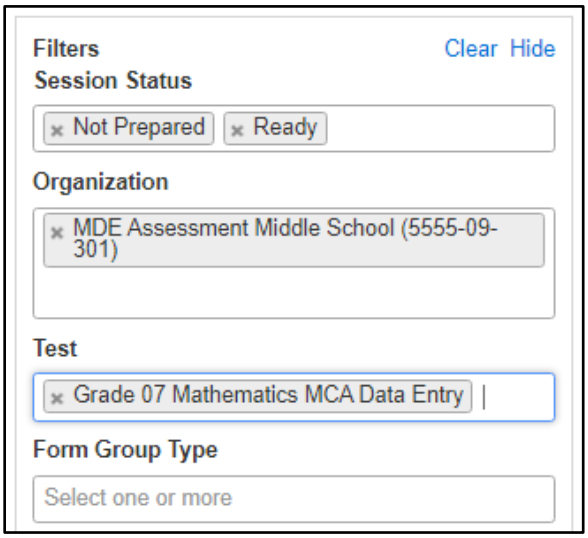
To help you find specific students or test sessions more easily, use the Filters available in the left panel on screens in PearsonAccess Next. While a user is logged in to PearsonAccess Next, filter selections will remain selected on each page. If a user navigates away from a page and returns to that page while still logged in, the filter selections remain. Filter selections are removed when the user changes the test administration (for example, MCA 2026 to MTAS/Alt MCA 2026) or exits PearsonAccess Next.

Here are a couple examples where filters may be the most useful:

1. From the Home page, under Testing, select **Sessions**.

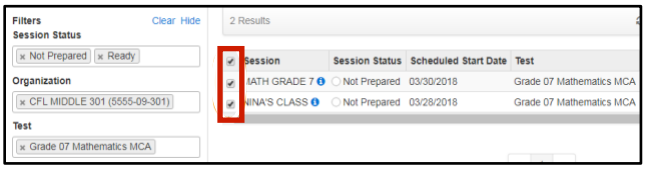



2. Under Filters, select parameters to automatically view only those test sessions within the selected parameters. You can select multiple parameters for individual filters. Helpful filter examples:

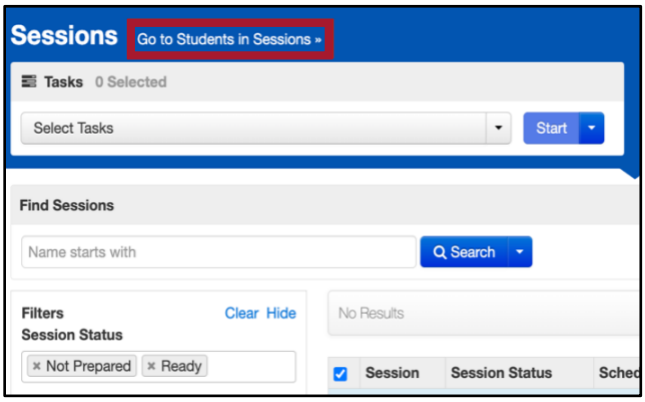



   a. Under Session Status, select statuses such as Not Prepared and Ready.
   b. If you have access to multiple schools, under Organization, select the schools you want to view.
   c. Under Test, select a test(s), such as Grade 07 Mathematics MCA.
   d. Select **Clear** to clear all filters. Select **Hide** to hide the Filters panel.

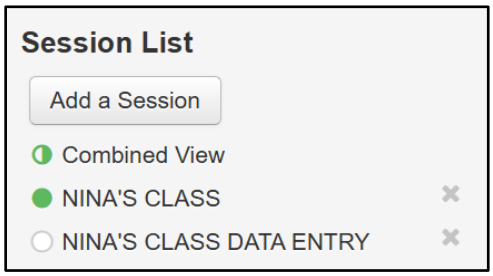
3. Select the top left checkbox to select all of the checkboxes next to individual test sessions that you want to view.



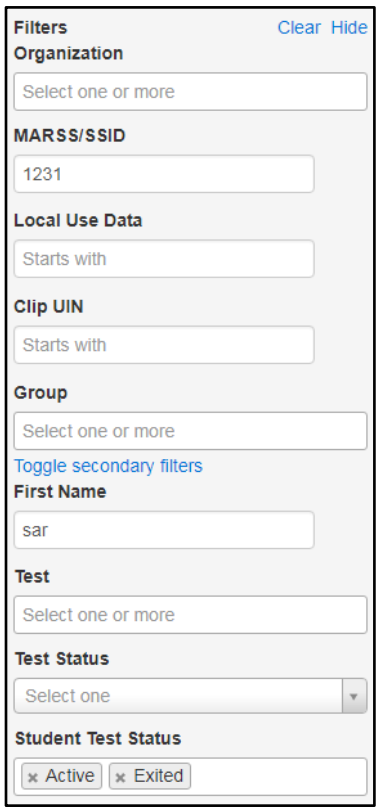

4. To the right of the Sessions header, select **Go to Students in Sessions**.




5. The test sessions you previously selected will automatically be added to your Session List. Select a test session or Combined View (to view both sessions).



6. Under Filters, select parameters to automatically view only those students within the selected test session(s) and parameters. You can select multiple parameters for individual filters. Helpful filter examples:



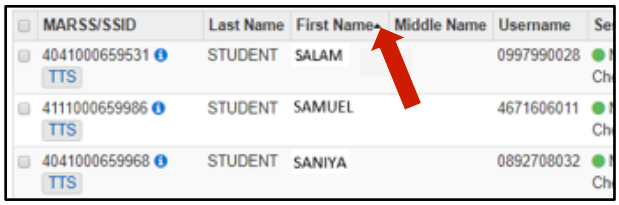

   a. Under MARSS/SSID, begin entering a student's MARSS number and press Enter to look for a specific student.

   b. Under Toggle secondary filters.

      i. Under First Name, begin entering a student's first name and press Enter to look for a specific student.

      ii. Under Student Test Status, select statuses from the dropdown menu such as Active and/or Exited.

   c. Select **Clear** to clear all filters. Select **Hide** to hide the Filters panel.

      Note: By default, the filter parameters are only applied to students in the selected sessions above.

7. Select the white space to the right of the column header to sort in ascending or descending order.