

# Accessing the Secure Materials Status Report

This guide provides information on accessing the Secure Materials Status Report in PearsonAccess Next for MCA and MTAS/Alt MCA test materials.

Following the return of test materials, the Secure Materials Status Report is available in PearsonAccess Next to help District Assessment Coordinators (DACs) track the return of secure materials as they are scanned at Pearson. DACs can use this report to identify any discrepancies between the materials returned and materials received. The Secure Materials Status Report is available at the district level only. Note: If your organization does not have a Secure Materials Status Report in PearsonAccess Next, it means all secure materials were returned and scanned by Pearson before the report was created in May and your organization does not have any outstanding secure materials.

- The report will be available to view in PearsonAccess Next Published Reports beginning Wednesday, May 27 through Friday, Oct. 23.
- The report will be updated nightly through mid-June as materials are received and scanned, and then weekly until Sept. 22. Note: Materials may still appear as missing on the report even after they have been returned if the materials have not yet been scanned by Pearson. This is common through early June when the largest volume of materials is returned to Pearson but still need to be scanned. If returned materials are still on the Secure Materials Status Report after June 4, contact Pearson at 888-817-8659 or submit a [Pearson help desk request](#).

# Accessing the Secure Materials Status Report in PearsonAccess Next

1. 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**.

PearsonAccess<sup>next</sup> Minnesota > 2025 - 2026 > MCA 2026 MDE Assessment Control District (5555-09-000)

Dashboard Setup Testing Reports Support Contact

Submit a Pearson help desk request. Give Feedback

Student information in this system is personally identifiable information (PII); ensure student data privacy when accessing and using it internally, and protect it from external access or use.

Welcome to PearsonAccess<sup>Next</sup>

Select an action from one of the dropdown menus to begin a task.

## Student Privacy and Public Reports

State and federal laws require MDE to publicly report certain information about how students are doing in school and how schools are educating students. Laws also classify data about individual students as private data, meaning it is not available to the public. MDE must balance individual student privacy rights with its public reporting obligations by ensuring that reported data does not reveal any personally identifiable information about students. This page explores how we address these obligations.

Frequently Asked Questions: [Reporting Student Data on Our Website](#)

Note: The Secure Materials Status Report is only available under the MCA 2026 test administration. Both MCA and MTAS/Alt MCA materials appear on this report.

2. On the Home page under Reports, select **Published Reports**.

PearsonAccess<sup>next</sup> Minnesota > 2025 - 2026 > MCA 2026 MDE Assessment Control District (5555-09-000)

Dashboard Setup Testing Reports Support Contact

Operational Reports Reporting Groups **Published Reports** On-Demand Reports

Student information in this system is personally identifiable information (PII); ensure student data privacy when accessing and using it internally, and protect it from external access or use.

Welcome to PearsonAccess<sup>Next</sup>

Select an action from one of the dropdown menus to begin a task.

## Student Privacy and Public Reports

State and federal laws require MDE to publicly report certain information about how students are doing in school and how schools are educating students. Laws also classify data about individual students as private data, meaning it is not available to the public. MDE must balance individual student privacy rights with its public reporting obligations by ensuring that reported data does not reveal any personally identifiable information about students. This page explores how we address these obligations.

Frequently Asked Questions: [Reporting Student Data on Our Website](#)

- To narrow the list of reports, search under Find Reports or use one of the Filters on the left-hand side of the screen to find the report needed. Under Find Reports, enter the file name (type in the partial or full name: Secure Materials Status Report) and select **Search**.

The screenshot shows the 'Published Reports' section of a software interface. At the top, there is a navigation bar with icons for Home, Dashboard, Setup, Testing, Reports, and Support. Below this, the 'Published Reports' header is displayed. On the left, there are two panels: 'Tasks' (0 Selected) and 'Published Reports' (0 Selected). The 'Find Reports' section is highlighted with a red box, showing a search input field containing 'Secure' and a 'Search' button. Below the search field, there are filter options for 'Organization Type' and 'Organization Name'. The 'Organization Name' filter is set to 'MDE Assessment Control District (5555-09-000)'. The main content area shows 'No Results' and a table with columns: File Name, Size (KB), Date Published, and Organization Name. The table contains a message: 'No results found.'

- Select the available Secure Materials Status Report. The report will be updated when a new one is generated by Pearson.

The screenshot shows the 'Published Reports' section of a software interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. Below this, the 'Published Reports' header is displayed. On the left, there are two panels: 'Tasks' (0 Selected) and 'Published Reports' (0 Selected). The 'Find Reports' section is highlighted with a red box, showing a search input field containing 'Secure' and a 'Search' button. Below the search field, there are filter options for 'Organization Type' and 'Organization Name'. The 'Organization Name' filter is set to 'MDE Assessment Control District (5555-09-000)'. The main content area shows '1 Result' and a table with columns: File Name, Size (KB), Date Published, and Organization Name. The table contains one row: 'Secure Materials Status Report - District' with a size of 8 KB, published on 05/27/20XX at 7:00:16 AM, from MDE Assessment Control District (5555-09-000). The row is highlighted with a red box.

Note: View the Date Published column to see the date the report was posted.

- Open the file on your computer.

Secure Materials Status Report Notes:

- This report includes a district tab (labeled with the district number and type, for example, 5555-09) with all missing secure test materials for the district. There will be a separate tab for each school that has missing secure test materials (labeled with the school number at the end, for example, 5555-09-301) and the specific secure test materials missing for those schools.
- Only schools that have missing secure test materials will be included on the report.
- Reports for non-public schools only include one tab (labeled with the school number at the end, for example, 5555-31-401) with all missing secure test materials for the school.
- The “Report Date” is updated each time a report is generated even if no materials have been received or scanned since the last refresh.
- The “Data Last Updated” date is updated as materials are received and scanned for that organization.
- Note: Security barcode numbers listed on the Secure Materials Status Report and Security Checklist are 9- digit numbers. The security barcodes printed on secure test materials contain a 10<sup>th</sup> digit that is not included on the report or checklist.

Minnesota MCA/MTAS/Alt MCA Spring 20XX					
Secure Materials Status Report					
Report Date: 06/03/20XX		Data Last Updated: 06/02/20XX			
Security Barcode	Material Description	District Code	School Code	District Name	School Name
807729951	SCRIPT, MCA, SCIENCE GR 5, SEC	5555-09-	101	MDE ASSESSMENT CONTROL DISTRICT	MDE ASSESSMENT ELEMENTARY
807729952	SCRIPT, MCA, SCIENCE GR 5, SEC	5555-09-	101	MDE ASSESSMENT CONTROL DISTRICT	MDE ASSESSMENT ELEMENTARY
807699751	TB MCA GR7 M	5555-09-	301	MDE ASSESSMENT CONTROL DISTRICT	MDE ASSESSMENT MIDDLE SCHOOL
807736951	SCRIPT MATH GR7	5555-09-	301	MDE ASSESSMENT CONTROL DISTRICT	MDE ASSESSMENT MIDDLE SCHOOL
807736959	SCRIPT MATH GR10	5555-09-	401	MDE ASSESSMENT CONTROL DISTRICT	MDE ASSESSMENT HIGH SCHOOL

☰ 5555-09 5555-09-101 5555-09-301 5555-09-401 +

- Note: Once all missing secure test materials are received and scanned at Pearson, the school and/or district tab will only include the message “All secure materials have been accounted for.”

Report Date: 06/09/20XX	Data Last Updated: 06/08/20XX
All secure materials have been accounted for.	