



# **Test WES Pretest Editing User Guide 2014–2015**

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Test WES is a secure MDE website where authorized personnel complete a variety of activities related to assessment and accountability, including verifying student eligibility for testing, entering students for testing who are not enrolled in MARSS, performing pretest edits, entering waiver requests, completing posttest edits on test-related information, and viewing preliminary AYP participation reports. This user guide will provide detailed information on Pretest Editing. Pretest Editing is used to complete a number of tasks for the spring MCA and MTAS assessments, including confirming site readiness for online testing, entering Test Administration Information, and confirming or changing test assignments and accommodations.

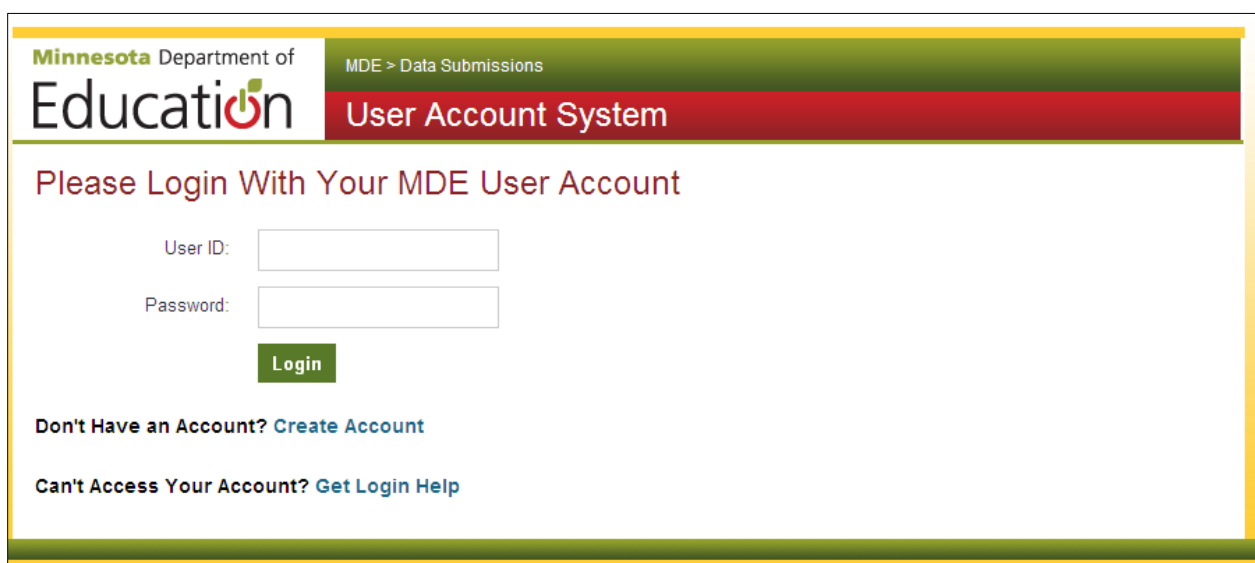
## Accessing Test WES

The process for requesting and modifying access to MDE secure systems is available on the Data Submissions page of the MDE website. [View the Data Submissions page](#) (MDE website > School Support > Data Submissions).

Prior to accessing Test WES, you'll need to have your superintendent (or charter school director) add your name to the *Superintendent Authorization Form for Test WES* found on the Test WES page of the MDE website. [View the form on the Test WES page](#) (MDE website > School Support > Data Submissions > Test WES). The form contains instructions for completing and returning it to MDE.

After the form is submitted, users must log in to Test WES and request access. When requesting access, please allow from one to seven business days for approval. For any questions about access to MDE secure systems, please contact [mde.testwes@state.mn.us](mailto:mde.testwes@state.mn.us).

Once you have access, go the Test WES page of the MDE website to log in. [View the Test WES page](#) (MDE website > School Support > Data Submissions > Test WES). Select **Enter Test WES** to access the MDE User Account Login page.



The screenshot shows the login interface for the MDE User Account System. At the top left is the Minnesota Department of Education logo. To its right, the breadcrumb path reads "MDE > Data Submissions". Below this, a red banner contains the text "User Account System". The main heading is "Please Login With Your MDE User Account". There are two input fields: "User ID:" and "Password:". Below the password field is a green "Login" button. At the bottom, there are two links: "Don't Have an Account? Create Account" and "Can't Access Your Account? Get Login Help".

## My Dashboard

The first screen you will see after you log in to Test WES is **My Dashboard**. The Message Board contains information on upcoming tasks and activities, including relevant dates.

To the left of the message board is a navigation panel with a number of headings. Under the **Pretest Edit** heading, five features are available:

- Site Readiness Confirmation
- Test Administration Information
- Precode Search and Edit
- Precode Download/Upload
- Precode Student Eligibility (available on an on-going basis; refer to the *Precode Student Eligibility and Sent Precode User Guide* available under Help in Test WES for additional information)

The screenshot shows the 'My Dashboard' interface for the Minnesota Department of Education's Test Web Edit System. The header includes the department logo and the text 'Test Web Edit System'. A navigation panel on the left lists various sections: 'About Test WES', 'Pretest Edit' (with sub-links for Site Readiness Confirmation, Test Administration Information, Precode Search and Edit, Precode Download/Upload, and Precode Student Eligibility), 'Posttest Edit', 'Postpublish Edit', 'Appeal/Waiver Requests', and 'File Transfer'. The main content area, titled 'My Dashboard', welcomes the user and displays a 'Message Board' with the following information:

**Message Board**

The following tasks are performed in Test WES during the 2014–2015 school year. Any changes to dates listed below will be communicated via the Assessment Update.

**Pretest Activities**

- December 15 – January 23:
  - Complete Test Administration Information for MCA and MTAS test materials (shipping location and shipping date) and reporting (student results labels receipt and ISR delivery confirmation)
  - Indicate accommodations to receive paper MCA accommodated test materials or change test assignments to receive MTAS test materials
- December 15 – March 9: Confirm Site Readiness for online testing prior to beginning spring online testing in the district
- December 15 – May 7: view or change test assignments for Reading and Mathematics MCA and Reading, Mathematics, and Science MTAS; view or add accommodations for Reading and Mathematics MCA; confirm student eligibility for MTAS
- December 15 – May 14: view or change test assignments and view or add accommodations for Science MCA

**Test Administration Activities**

- Check student eligibility for testing through Precode Student Eligibility (ongoing)
- Download sent precode files as needed (dates vary assessment)
- Submit Test Security Notification forms (as needed; submitted by the District Assessment Coordinator only)

**Posttest Activities**

- Complete Postpublish Editing to resolve discrepancies for GRAD retests and Career and College Assessments (as needed once results are available)
- May 26 – June 12: complete Posttest Editing
- May 26 – June 23: retrieve early student-level results for ACCESS and Alternate ACCESS for ELLs

For more information on performing each of these activities, see the documents at the Help link above. The Help documents will be updated shortly before the beginning of each activity. Dates for submitting appeals and waivers (AYP appeals and Alternate Assessment Waiver) are communicated by the MDE Division of School Support.

On any other screen in Test WES, select Back to Dashboard at the top or bottom of the screen to return to the Dashboard.

**NEW for 2014–2015:** the Test Material Precode files will not be provided in Pretest Editing. These files were provided in the past to help districts prepare for additional orders or hand bubbling for paper test administrations. After January 23, PearsonAccess will have reports available to show the quantities for the initial test materials shipment.

## Site Readiness Confirmation

To ensure that districts are prepared to administer the MCA, each year districts (and non-public schools administering the MCA) are required to verify that they have taken the necessary steps to prepare school computers for online testing. The Online Testing Infrastructure Readiness Checklist outlines all steps recommended by Pearson to confirm sites are ready for online testing. The Online Testing Infrastructure Readiness Checklist is available on the User Guides and Technology tab of the PearsonAccess Resources page. [View the User Guides and Technology tab](#) (PearsonAccess > Resources > User Guides and Technology).

Select **Site Readiness Confirmation** in the navigation panel on the Dashboard to verify readiness for the current year. Site Readiness will require collaboration between District Assessment Coordinators and Technology Coordinators.

After reviewing the checklist and completing all necessary steps, select the applicable box under Questions. If you choose the box indicating you have run into difficulties and are actively working to resolve the issues, remember to come back once the issues have been resolved and check the box to verify site readiness.

The deadline to verify site readiness is March 9, 2015.

Site Readiness Confirmation

**CFL CONTROL DISTRICT 5555**

To ensure that districts are prepared to administer the MCA, districts are required to verify that they have taken the necessary steps to prepare school infrastructure and computers for online testing. Non-public schools administering online assessments must also complete these steps. The **Online Testing Infrastructure Readiness Checklist** outlines all steps recommended by Pearson to confirm sites are ready for online testing.

The Online Testing Infrastructure Readiness Checklist is available on the User Guides and Technology tab of the PearsonAccess Resources page. [View the User Guides and Technology tab](#) (PearsonAccess > Resources > User Guides and Technology).

The deadline to verify site readiness is March 9, 2015.

Questions

Our district has successfully completed all the steps above to prepare for online testing.

Our district ran into difficulties when completing the steps above. We are actively working to resolve the issues, including contacting the Pearson help desk if necessary.

## Test Administration Information

This screen allows you to review or change the test administration information for the MCA and MTAS and to certify student eligibility for the MTAS. Select **Test Administration Information** from the navigation panel on the Dashboard. There are three sections of information to complete: District Certification, District Options, and District Confirmation.

Test Administration Information
<b>CFL CONTROL DISTRICT 5555</b>
<b>District Certification</b> Use the District Certification section below to certify that students in the district are eligible for MTAS. The MTAS has been defaulted based on last year's student test assignment. However, alternate assessment decisions must be made annually by the IEP team. Districts need to certify that all students in the district being administered MTAS will meet all eligibility requirements at the time of testing by checking the box no later than <b>May 8, 2015</b> .
<b>District Options</b> Use the District Options section below to choose options for the test materials and reports shipment for MCA and MTAS. The options are defaulted and can be changed by selecting the other radio button. The deadline to change the district options is <b>January 23, 2015</b> . <ul style="list-style-type: none"><li>• Test materials shipment location: The default is ship to district. Note: the shipping addresses provided in MDE-ORG for districts and schools will be used and should be verified.</li><li>• Test materials shipping date: The default is the earlier delivery date.</li><li>• Student results labels: The default is that student results will not be provided with the final reports shipment. This must be changed if your district wants to receive these labels.</li></ul>
<b>District Confirmation</b> Use the District Confirmation section below to confirm all individual student reports for 2014 (MCA, MCA-Modified, and MTAS) were delivered to families no later than 30 days after receipt. Confirm by checking the box under District Confirmation no later than <b>January 23, 2015</b> .
<b>District Certification</b> <input type="checkbox"/> This district certifies that all students indicated to take the MTAS will meet all eligibility requirements at the time of testing.
<b>District Options</b> <ul style="list-style-type: none"><li><input checked="" type="radio"/> The district requests that test materials for MCA and MTAS are shipped to the district.</li><li><input type="radio"/> The district requests that test materials for MCA and MTAS are shipped to the individual schools.</li></ul> <ul style="list-style-type: none"><li><input checked="" type="radio"/> The district requests that test materials for MCA and MTAS be delivered on February 24, 2015.</li><li><input type="radio"/> The district requests that test materials for MCA and MTAS be delivered on March 3, 2015.</li></ul> <ul style="list-style-type: none"><li><input checked="" type="radio"/> The district does not need student results labels to be sent with final reports.</li><li><input type="radio"/> The district requests student results labels to be sent with final reports.</li></ul>
<b>District Confirmation</b> <input type="checkbox"/> This district confirms that all individual student reports for 2014 MCA, MCA-Modified, and MTAS were delivered to families no later than 30 days after receipt.

### District Certification

The MTAS alternate assessment has been defaulted for students based on last year's test assignment. However, alternate assessment administration decisions must be made annually by the IEP team. Districts need to certify that all students in the district being administered the MTAS will meet all eligibility requirements at the time of testing by checking the box under District Certification. This indication should be completed prior to the end of the MTAS testing window.

You will also be asked to certify on a student-by-student basis on the Precode Search and Edit Screen when making changes to an individual student's test assignment.

<b>District Certification</b> <input type="checkbox"/> This district certifies that all students indicated to take the MTAS will meet all eligibility requirements at the time of testing.
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## District Options

District options include options related to the test materials and reports shipments for MCA and MTAS. The district options will be defaulted and districts can change the options if they wish by selecting the other radio button. Responses are automatically saved. The deadline to change the district options is January 23, 2015.

District Options

The district requests that test materials for MCA and MTAS are shipped to the district.

The district requests that test materials for MCA and MTAS are shipped to the individual schools.

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The district requests that test materials for MCA and MTAS be delivered on February 24, 2015.

The district requests that test materials for MCA and MTAS be delivered on March 3, 2015.

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The district does not need student results labels to be sent with final reports.

The district requests student results labels to be sent with final reports.

Further information about the options is below; the default value is in bold.

Topic	Options
<p><b>Test Materials Shipment Location</b></p> <p>Please indicate where you would like test materials shipped.</p> <p>Note: All addresses used to ship test materials are populated from MDE-ORG. Verify district and school addresses in MDE-ORG as needed.</p>	<ul style="list-style-type: none"> <li>• <b>The district requests that test materials for MCA and MTAS are shipped to the district.</b></li> <li>• The district requests that test materials for MCA and MTAS are shipped to the individual schools.</li> </ul>
<p><b>Test Materials Shipment Date</b></p> <p>Please indicate which date you would like the test materials to be delivered to your district/school.</p>	<ul style="list-style-type: none"> <li>• <b>The district requests that test materials for MCA and MTAS be delivered on February 24, 2015.</b></li> <li>• The district requests that test materials for MCA and MTAS be delivered on March 3, 2015.</li> </ul>
<p><b>Student Results Labels</b></p> <p>Please indicate if you want student results labels sent to your district with final reports for MCA and MTAS.</p>	<ul style="list-style-type: none"> <li>• <b>The district does not need student results labels to be sent with final reports.</b></li> <li>• The district requests student results labels to be sent with final reports.</li> </ul>

## District Confirmation

Districts need to confirm that all individual student reports for 2014 (MCA, MCA-Modified, and MTAS) were delivered to families no later than 30 days after receipt by checking the box under District Confirmation. The deadline to confirm report delivery is January 23, 2015.

District Confirmation
<input type="checkbox"/> This district confirms that all individual student reports for 2014 MCA, MCA-Modified, and MTAS were delivered to families no later than 30 days after receipt.

## Precode Search and Edit

It is important that districts review or change student test assignments and accommodations in Precode Search and Edit so students are loaded for online testing and data entry and the appropriate MCA paper accommodated and MTAS test materials will be automatically shipped to the district or schools. On January 23, the information from Pretest Editing sent in the precode file will be used by Pearson to determine initial test materials quantities of MCA paper accommodated and MTAS test materials.

Pretest Editing continues for online assessments until the day before the last day of the testing window so that student enrollment and eligibility information can continue to be updated in PearsonAccess. However, if accommodations or test assignments are changed or entered after January 23, any MCA accommodated test materials or MTAS test materials must be ordered through additional orders.

The following tasks are completed in **Precode Search and Edit**:

- Review the defaulted test assignment for each student and change it, if applicable. Test assignment changes for MCA and MTAS can be made throughout the testing windows. In order to receive test materials with your initial test materials delivery, MTAS must be indicated by January 23.
- Identify the MCA accommodations for each student that will be used.
  - In order to receive the paper accommodated test materials with your initial test materials delivery, the applicable accommodations must be indicated by January 23.
  - After January 23, accommodation codes must continue to be entered in Test WES prior to testing so that the student can log in to the correct form group type and receives the correct accommodation/form (e.g., for accommodated text-to-speech for Mathematics and Science MCA or script in conjunction with the online Science MCA).
- Change the science Send Indicator to indicate which students are taking the high school Science MCA or MTAS.
  - Grades 9–12 students who have previously taken a high school science assessment will have the Precode Indicator set to “N” (no) in Pretest Editing, which means they will not be loaded for science testing (but they will be included for all other subjects they are eligible for). If any of these students are taking life



science or biology courses again this year, their Precode Indicator will need to be changed to “Y” (yes) to be loaded for testing. Students who have not taken a high school science assessment will be defaulted as “Y.”

- The Send Indicator can also be changed from “Y” to “N” for any students who will not be taking the high school science test this year (e.g., grade 9 students). This will remove their high school science test eligibility from PearsonAccess.

**NEW for 2014–2015:** the Sort Order field will not be used in Pretest Editing this year as this field was specific to organizing test materials for paper administrations.

To prepare for any changes needed in Precode Search and Edit, you will want to collect a list of students with changes needed to be made to the assessment they took last year, as well as any accommodation(s) needed for each student, from each of your schools and/or teachers.

The following fields will already be defaulted and you will be able to make changes as needed:

- Students who took the MCA last year will be defaulted to the MCA this year.
- Students who took the MTAS last year will be defaulted to the MTAS this year.
- Students who took the MCA-Modified last year will be defaulted to the MCA this year because the MCA-Modified is no longer administered.
- Students who do not have a previous-year assessment will be defaulted to MCA.
- Students who used an 18-point large print, 24-point large print, or Braille test book last year will have those accommodations defaulted to be ordered.

Because we do not have information for grade 3 students, all those students are defaulted to the MCA with no accommodations; you will have to make changes to test assignments and add accommodations as needed.

## Precode Search and Edit Overview

Select **Precode Search and Edit** from the navigation panel on the Dashboard. There are many different search criteria you can use and the criteria vary slightly depending on the Test Group selected. The Test Groups include:

- Reading and Math: MCA and MTAS (default)
- Science: MCA and MTAS

You can search for individual students by entering student information in the fields on the right. Partial entries are allowed in the Name fields but complete MARSS numbers and birth dates must be entered. You can also search for groups of students based on one or more criteria, like assigned test or accommodation code, or by message, which can be used to display inactive records.

Once you have entered the student's name and/or other search criteria, select **Search**. The student records matching the criteria will be displayed.

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Accom	Sort Order
	5555000000607	607	AMMONS, CONTROL X	10/02/1999	N	N	M	201	08		MCA-III			
	5555000000607	607	AMMONS, CONTROL X	10/02/1999	N	N	R	201	08		MCA-III			

The light purple box tells you when the most recent MARSS submission was submitted to MARSS WES from your district.

Three buttons are available at the bottom of the page:

- **Download Search** allows you to download the current search results. You can use these lists as a resource to organize your Pretest Editing work or prepare for test administration. For example:
  - If you have students who are dual enrolled in your high school and ALC, you can search for all students in the ALC program and provide the list to staff to verify if these students are being sent for precode at the correct testing location. If the testing location is incorrect, you can change it in Precode Student Eligibility.
  - If you have a school or program that will not be testing students, you can search for that school or program and download a list of any students that may have been sent for precode for that testing location. You can change the testing location for these students in Precode Student Eligibility.
  - You can search for students that have any accommodations (or a specific accommodation) to prepare for test administration and assign Test Monitors.
- Select **Edit** to make edits to a student record. The first student record will automatically be selected. If you want to edit a different record, click on it so it is highlighted in blue and click Edit.
- Select **Student Eligibility** to make changes to a student record in Precode Student Eligibility. This allows you to jump directly to Precode Student Eligibility from the search results to make changes. Any changes made in Precode Student Eligibility will be immediately reflected in Precode Search and Edit. More information on Precode Student Eligibility is available in the user guide on the Test WES page of the MDE website. [View the Precode Student Eligibility and Sent Precode User Guide on the MDE website](#) (MDE website > School Support > Data Submissions > Test WES).

The following chart provides you with the definitions for the columns in the table displaying the student records. More information changing or resolving information that appears in these columns is included in later sections of this user guide.

**Column Definitions for Precode Search and Edit Results** (columns vary by text group)

Column Label	Definition
<b>Stat</b>	This column will indicate the student's status in Pretest Editing. <ul style="list-style-type: none"> <li>• If an "I" symbol appears, it means the record is marked inactive. Hovering over the symbol with your mouse will display further information about why the record is not being used.</li> <li>• If the column is blank, it means the record is active and will be sent in precode with the information indicated in Pretest Editing.</li> </ul>
<b>MARSS #</b>	Student identification number in the Minnesota Automated Reporting Student System (MARSS) or Student Identity Validation Interface
<b>Local Use</b>	Optional MARSS field used by some districts for internal student identification purposes

Column Label	Definition
<b>Student Name</b>	Student's name
<b>Date of Birth</b>	Student's date of birth
<b>EL</b>	Student's English learner classification (Y, N) based on English learner status in MARSS
<b>SPED</b>	Special Education status (Y, N) based on Special Education status in MARSS
<b>Subject</b>	Test subject
<b>School</b>	School number
<b>Grade</b>	Student's grade based on MARSS (If multiple student records exist in MARSS the student record with the lowest grade will be selected.)
<b>Prior Test</b>	Assessment administered to the student last year
<b>Assigned Test</b>	Student's current test assignment; based on prior year's test. An "*" will appear after the test name if the test assignment has been manually changed from the default assignment. Please refer to the Appendix for information about the test name abbreviations used in Pretest Editing.
<b>Alert</b>	If edits are made that conflict with validations on other student information (e.g., you assigned MTAS to a student whose SPED status is N), then a red "!" will appear.

Column Label	Definition
<b>Accom</b>	<p>Accommodations such as Braille, large print, script, scribe, assistive technologies, etc. Large print and Braille accommodations will be defaulted if used last year. Accommodation codes can be filled in by student in Precode Search and Edit or uploaded by group in Precode Download/Upload. Accommodations entered by January 23 (the date precode data is used by Pearson for the initial test materials shipment) will automatically order MCA paper accommodated test materials.</p> <p>Note: after January 23, accommodation codes must continue to be entered in Test WES prior to testing so that the student can log in to the correct form group type and receives the correct accommodation/form (e.g., for accommodated text-to-speech for Mathematics and Science MCA or script in conjunction with the online Science MCA).</p> <p>Note: Certain combinations of accommodations cannot both be indicated in Pretest Editing because only one type of accommodation that generates test materials can be indicated. For example, for the online grades 3–8 Mathematics MCA, the MS code cannot be indicated with the 12 (12-point test book) or HC (handheld calculator) codes. Because the script accommodation pushes the student to a paper test book (where a 12-point test book or handheld calculator is used), you only have to indicate the script accommodation (MS). All accommodations codes used during test administration can be indicated during Posttest Editing if they cannot be entered now in Pretest Editing.</p>
<b>Sort Order</b>	<p><b>This field is not used for 2014–2015</b> as this field was specific to organizing test materials for paper administrations. It still appears in the search results table but no information can be entered when the record is edited.</p>
<b>Send Indicator</b>	<p>Field in the Science test group used to indicate which high school students should be sent in precode to take the high school Science MCA or MTAS.</p>

## Changing Test Assignments and Indicating Accommodations

Select the student you want to edit by clicking anywhere in the row of the student record. Select **Edit** and the following screen will appear.

The screenshot shows the 'Precode Edit' form for a student. At the top, a table displays student details:

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
5555000000607	607	AMMONS, CONTROL X	10/02/1999	M	201	08

Below the table, the form fields are as follows:

- Test Group: Reading and Math: MCA and MTAS
- Subject: M
- Test Name: MCA-III
- Change Test Name: None Selected (dropdown menu)
- Sort Order: (text input field)
- Accommodations: A row of checkboxes for 12, 18, 24, AT, BR, HC, MC, MS, OA, SC, and TD.
- Buttons: Save and Cancel.

On this screen, you can change the test assignment by selecting the test in the **Change Test Name** drop-down menu. In the following example, the student's mathematics test assignment was changed to MTAS.

This screenshot is identical to the previous one, but the 'Change Test Name' dropdown menu is now set to 'MTAS-III' and is highlighted with a red box.

When **Save** is selected, a **Confirmation** message would appear in this example. The confirmation will appear any time you select MTAS-III. Select **Ok** to confirm and return to the search results screen.

This screenshot shows the 'Precode Edit' form with a confirmation message displayed at the bottom, highlighted with a red box:

• CONFIRMATION - By selecting MTAS, the district certifies that this student will meet all eligibility requirements at the time of testing.

The 'Change Test Name' dropdown menu is still set to 'MTAS-III'. The 'Save' button has been replaced by 'Ok' and 'Cancel' buttons.

If a student is not indicated as special education, a **Warning** message will appear. This is an example where the student’s test assignment was changed to “MTAS-III” but the student’s SPED indication is N. You can select **Ok** to make the change. However, the warning message lets you know that if this test is administered, it will be invalidated during Posttest Editing. There may be some cases when the Special Education status in MARSS is not correct and the student should be eligible for the assessment; as long as updated MARSS information is submitted, the test would not be invalidated.

**Precode Edit**

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555500000607	607	AMMONS, CONTROL X	10/02/1999	M	201	08

Test Group: Reading and Math: MCA and MTAS  
 Subject: M  
 Test Name: MCA-III  
 Change Test Name: MTAS-III  
 Sort Order:

Accommodations  
 12    18    24    AT    BR    HC    MC    MS    OA    SC    TD

- **CONFIRMATION** - By selecting MTAS, the district certifies that this student will meet all eligibility requirements at the time of testing.
- **WARNING** - This student does not appear to qualify for this assessment at this time. Any resulting score will be set to INV if the student does not qualify by the time posttest editing closes in June.

Ok   Cancel

You can also indicate an accommodation by selecting the appropriate code under the **Accommodations** heading; refer to the *Procedures Manual for the Minnesota Assessments* for information about available accommodations. In the following example, the “18” (indicating an 18 point large print test book) was checked under Accommodations for the student’s reading test. Note: accommodation codes can also be indicated in Precode Download/Upload, which is addressed later in this user guide.

**Precode Edit**

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555500000607	607	AMMONS, CONTROL X	10/02/1999	R	201	08

Test Group: Reading and Math: MCA and MTAS  
 Subject: R  
 Test Name: MCA-III  
 Change Test Name: None Selected  
 Sort Order:

Accommodations  
 12    18    24    AT    BR    MT    OA    SC    TD

In addition to Confirmation and Warning messages, you may receive an **Error** message if you chose a combination that is not allowed or not available, such as indicating both 18-point and 24-point large print test book accommodations, as shown in the example below, or indicating any accommodations for MTAS. Unlike confirmations and warnings, **you must resolve the error before you can move forward**. Click Cancel to return to the search results or make changes and click Save.

**Precode Edit**

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555500000607	607	AMMONS, CONTROL X	10/02/1999	R	201	08

Test Group: Reading and Math: MCA and MTAS  
 Subject: R  
 Test Name: MCA-III  
 Change Test Name: None Selected v  
 Sort Order:

Accommodations

12    18    24    AT    BR    MT    OA    SC    TD

**• ERROR - the selected accommodations are in conflict with this assessment or with each other. Please select the appropriate accommodations for this student and this assessment.**

After making changes to a student's test assignment, you will see pound (#) signs when you return to the search results screen. The # signs indicate that you have edited the record. You will need to select the **Search** button to refresh the screen and your saved edits will appear.

**Precode Search and Edit**

**CFL CONTROL DISTRICT 5555**

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading and Math: MCA and MTAS v  
 School: All Schools in District v  
 Grade: All v   Subject: All v   Accommodation Code: All v  
 EL: All v   Special Education: All v  
 Assigned Test: All v   Test Changed: All v  
 Sort Order:   
 Message: All v

Last Name: ammons     
 First Name:      
 Middle Name:   
 Date of Birth: (mm/dd/yyyy)   
 MARSS # (SSID):   
 Local Use Data:

MARSS WES - Control Table 2015E submitted Dec 10 2014 1:35AM

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column. [View Legend](#)

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Accom	Sort Order
	555500000607	607	AMMONS, CONTROL X	10/02/1999	N	N	M	201	08		MTAS-III #	#		
	555500000607	607	AMMONS, CONTROL X	10/02/1999	N	N	R	201	08		MCA-III		18	

Search Results Count: 2

**• Precode Saved with Confirmation and/or Warnings**



Once you have done this, the refreshed screen shows several changes:

1. Assigned Test for the mathematics test has turned to “MTAS–III” with an asterisk, which means that the test was manually changed.
2. Because this student’s SPED indicator is “N,” the **Alert** displays a red exclamation point for mathematics. Similar to the Warning message on the edit screen, this Alert lets you know that there is a conflict with SPED status indicated in MARSS.
3. Accommodations for the reading test displays “18” to indicate that the 18 point large print test book has been indicated. If this edit was completed before the precode data is used for the initial test materials shipment, this indication will automatically order this test book for the student.

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column. View Legend

Stat	MARSS #	Local Use	Student Name ^	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Accom	Sort Order
	555500000607	607	AMMONS, CONTROL X	10/02/1999	N	N	M	201	08		MTAS-III *	!		
	555500000607	607	AMMONS, CONTROL X	10/02/1999	N	N	R	201	08		MCA-III		18	

Search Results Count: 2

## Reviewing Inactive Records

Student records that are included in your district’s MARSS data but are not being sent in precode are considered inactive records in Pretest Editing. These records are grayed out and have the “I” symbol in the status column. You can use the Message drop-down menu to search for inactive records. You will see messages for all test groups in this drop-down even though all may not be applicable for the test group you are working on.

Precode Search and Edit  
**CFL CONTROL DISTRICT 5555**

Enter your search criteria and select the Search button to display the matching records.

Test Group: Reading and Math: MCA and MTAS  
 School: All Schools in District  
 Grade: All Subject: All Accommodation Code: All  
 EL: All Special Education: All  
 Assigned Test: All Test Changed: All  
 Sort Order: [dropdown]

Last Name: [input] Search  
 First Name: [input] Clear All  
 Middle Name: [input]  
 Date of Birth: (mm/dd/yyyy) [input]  
 MARSS # (SSID): [input]  
 Local Use Data: [input]

Message: All  
 Back to Dash: [input]

Any Inactive  
 Confirmed Enrollment  
 No Longer Enrolled  
 Different Enrollment Another District  
 Different Enrollment Lower Grade  
 Manual Enrollment in Another District  
 Not Eligible at this time

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There is a hover box that appears if you hover over the message drop-down box that explains all the messages. The message for an individual student will also appear as you hover over each symbol in the status column.

The messages that can be searched are described below. Please note: these messages are used throughout Test WES and may not be applicable to Pretest Editing.

1. **Any Inactive:** Searching on this message will display all inactive student records for your district.
2. **Confirmed Enrollment:** Searching on the “Confirmed Enrollment” message will display all active student records. Use this search if you want to only look at student records that are being sent in precode.
3. **No Longer Enrolled:** Based on the MARSS Status End Date, it appears this student is no longer enrolled in the district. If the student is enrolled, updated MARSS data must be submitted in order for this student to be included in precode.
4. **Different Enrollment Another District:** Students can only be pulled for one precode; based on sent precode criteria, the student record is being sent for another district. If the student is testing in your district, use Precode Student Eligibility to change the testing location.
5. **Different Enrollment Lower Grade:** The student record will be sent for the site with the lowest grade. The student’s grade may need to be changed in Precode Student Eligibility. If the student is dual enrolled in two grades, refer to chapter 7 of the *Procedures Manual* for additional information on testing the student.
6. **Manual Enrollment in Another District:** Another district changed the student’s testing location in Precode Student Eligibility and the student record is being sent for that district. If the student is testing in your district, use Precode Student Eligibility to change the testing location.
7. **Not Eligible at this time:** The student does not appear to be eligible for any active assessments at this time.

The following is an example of an inactive student record based on a different enrollment record from another district being used.

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Prior Test	Assigned Test	Alert	Accom	Sort Order
					N	Y	M	007	05	MTAS-III	MTAS-III			

To change the testing location to your district, select the student’s record and click on the **Student Eligibility** button which will take you directly to that student’s record in the Precode Search and Eligibility screen. On this screen you can change the testing location to a school within your district.

Click the **Back to Search Results** button in Precode Student Eligibility to go back to where you were on the Precode Search and Edit screen once you are done making changes or if no changes are needed.

## Changing High School Science Send Indicator

The Science MCA and MTAS **Send Indicator** can be used to indicate which high school students will or will not take the high school Science MCA or MTAS. All students in grades 5 and 8 must participate in the Science MCA or MTAS for that grade and will default to “Y” (Yes). The Send Indicator cannot be edited for grades 5 and 8.

- Grades 9–12 students who have previously taken a high school science assessment will have the Send Indicator set to “N” (No), which means they will not be loaded for science testing (but they will be included for all other subjects they are eligible for). If any of these students are taking life science or biology courses again this year, their Send Indicator will need to be changed to “Y” (Yes) to be loaded for testing. Students who have not taken a high school science assessment will be defaulted as “Y.”
- The Send Indicator can also be changed from “Y” to “N” for any students who will not be taking the high school science test this year (e.g., if no grade 9 students are completing their life science coursework, none will be testing this year). **NEW for 2014–2015:** This will remove their eligibility in PearsonAccess. Changing the Send Indicator for these students is **OPTIONAL**; if students will not be testing, no further action is needed.

The Send Indicator can be indicated on an individual student record from the Precode Search and Edit screen or through Precode Download/Upload. See the next section for information about changing the Send Indicator through Precode Download/Upload.

In the following example, the **Test Group** is set to Science: MCA and MTAS. The last column in the search results is the Send Indicator. To change the Send Indicator for an individual student, click the student’s record and select **Edit**.

Precode Search and Edit

CFL CONTROL DISTRICT 5555

Enter your search criteria and select the Search button to display the matching records.

Test Group:

School:

Grade:  Subject:  Accommodation Code:

EL:  Special Education:

Assigned Test:  Test Changed:

Send Indicator:

Sort Order:

Message:

Last Name:

First Name:

Middle Name:

Date of Birth:

MARSS # (SSID):

Local Use Data:

MARSS WES - Control Table 2015E submitted Dec 10 2014 1:35AM

Select the Precode record to view and/or edit the record. Click on a column name to sort by that column. View Legend

Stat	MARSS #	Local Use	Student Name	Date of Birth	EL	SPED	Subject	School	Grade	Assigned Test	Alert	Accom	Sort Order	Send Indicator
	555500000875	875	AHMED, CONTROL O	08/14/1998	N	N	S	201	10	MCA-III				N
	5555001010104	1010104	Bush, Control	10/04/1998	N	N	S	401	10	MCA-III				Y
	5555001010154	1010154	Bush, ModControl	10/04/1998	N	N	S	401	10	MCA-III				Y
	5555001010254	1010254	BushMTAS, Control	10/04/1998	N	N	S	401	10	MCA-III				Y
	5555000020195	20195	Control, TenB	02/01/1997	N	N	S	201	10	MCA-III				Y
	5555000030195	30195	Control, TenC	03/01/1997	N	N	S	201	10	MCA-III				Y

Search Results Count: 33 Page 1 of 6

The **Send Indicator** box is unchecked which indicates that the Send Indicator is set to “N.” To change the Send Indicator to “Y,” click the box to add the checkmark.

The screenshot shows the 'Precode Edit' interface. At the top, a table displays student information:

MARSS # (SSID)	Local Use	Student Name	Date of Birth	Subject	School	Grade
555500000875	875	AHMED, CONTROL O	08/14/1998	S	201	10

Below the table, the following fields are visible:

- Test Group: Science MCA and MTAS
- Subject: S
- Test Name: MCA-III
- Change Test Name: None Selected (dropdown menu)
- Sort Order: (text input field)
- Send Indicator:  (checkbox, highlighted with a red box)
- Accommodations:  18,  24,  AT,  BR,  MC,  MS,  OA,  SC,  TD

At the bottom, there are 'Save' and 'Cancel' buttons.

Once **Save** is selected, you will return to the Precode Search and Edit screen. The Send Indicator will appear as “Y” (Yes).

## Precode Download/Upload

This screen allows you download the current precode files for your district by test group. It also allows you to enter **Accommodations** (for individual students for all administrations) and/or change the high school science **Send Indicator** (for individual students who will not be taking the high school science test this year) in the downloaded precode file and then upload all the edits rather than entering them for individual students on the Precode Search and Edit screen.

A few important notes for Precode Download/Upload functionality include the following:

- For the high school science Send Indicator, **only** changes from Y to N are supported via upload. If you have a student in grades 9–12 who is re-taking their life science or biology course and needs to re-take the Science MCA, then you must make this change (from N to Y) on an individual student basis on the Precode Search and Edit screen. Please refer to the *Changing High School Science Send Indicator* section for more information.
- While the Sort Order column is available in the Precode Download/Upload files for both test groups, **do not make updates** to this field since sort order is not being used this year. Any changes added to the file will be ignored when uploaded.

Select **Precode Download/Upload** from the navigation panel on the Dashboard.

- You can download your district's current precode file by test group to view the student records that will be sent to Pearson (by school, grade, and subject) by selecting the **Download Current Precode File** button.
- If desired, once you have made changes to sort order for paper administrations or accommodations, select **Upload Updated Precode File** to upload the changes.

Precode File Download/Upload  
**CFL CONTROL DISTRICT 5555**

Use this page to download the current precode files for your district by test group.

- You can upload the files for the Reading/Math or Science test groups to indicate accommodations by student.
  - Accommodations must be entered using the appropriate accommodation code as indicated in Chapters 5 and 6 of the Procedures Manual (e.g., MS instead of script).
  - Accommodation codes are case sensitive and must be entered as all capital letters (e.g., BR instead of br).
  - Multiple accommodation codes may be added for a student but they must be separated by the pipe symbol (|), which is added by selecting Shift and the symbol (same key as the backslash).
- You can upload the files for the Science test group to change the Send Indicator for high school science from Y (yes) to N (no) for any students who will not be taking the high school science test this year.

Note: While Sort Order is available in the Precode Download/Upload files, do not enter data into this field for uploading since this field is not used this year. No sort order is needed since students will self-register into test sessions.

If student demographic information is missing or wrong, a corrected MARSS file must be submitted. If changes are needed for other fields, like test assignment, they must be made on the Precode Search and Edit screen.

**Any edits to the uploaded precode file will override previous edits made on accommodations in Precode Search and Edit.**

Select Test Group:  
Reading and Math: MCA and MTAS ▼

Excel Download  
 Text Download

**Download Current Precode File**   **Upload Updated Precode File**

Edits should not be made to any other columns in the precode file that is downloaded other than the following:

- Reading and Mathematics: edits to column I (Accommodation Codes) only.
- Science: edits to column I (Accommodation Codes) and column J (Send Indicator). Remember: Changing the precode Send Indicator for high school to “Y” in the upload will not change the student’s indicator in Precode Search and Edit. Only changes to “N” in the upload will be reflected.

**Edits made to any other fields will be ignored when uploaded and none of those edits will be saved.** Columns should not be deleted in the file that you plan to upload, but you have the option to delete the rows where no changes were made if you only want to upload changes for a smaller group of students.

**Please use caution when uploading files through Precode Download/Upload. Any edits to the uploaded precode file will override previous individual student edits made for accommodations and send indicators in Precode Search and Edit.** If, for example, you are making changes individually for accommodations but upload a file with only send indicators, any accommodations entered in the time between the download and upload would be removed.

For uploading accommodations, the following requirements must be followed:

- Accommodations must be entered using the appropriate accommodation code as indicated in Chapters 5 and 6 of the Procedures Manual (e.g., MS instead of script). [View the Procedures Manual on the Manuals tab of the PearsonAccess Resources page](#) (PearsonAccess > Resources > Manuals tab).
- Accommodation codes are case sensitive and must be entered as all capital letters (e.g., BR instead of br).
- Multiple accommodation codes may be added for a student but they must be separated by the pipe symbol (|), which is added by selecting Shift and the symbol (same key as the backslash).



For this example, the Science MCA and MTAS current precode file was downloaded. Accommodation codes were added in column I to specific student records as needed. Since no grade 9 students are taking the high school Science MCA, the Send Indicator in column J was changed from Y to N for these students.

A	B	C	D	E	F	G	H	I	J	K	L	M
Test Group	District Number	District Type	School Number	Grade	MARSS Number	Subject	Special Sort Order	Accommodation Codes	Send Indicator	Local Use Data	Last Name	First Name
	5555	09	201	09	5555000000592	S			N	592	Y	CONTROL
	5555	09	201	09	5555000000593	S			N	593	YUSUF	CONTROL
	5555	09	201	10	5555000000875	S		18	Y	875	AHMED	CONTROL
	5555	09	201	10	5555000020195	S		18/OA	Y	20195	WARSAME	CONTROL
	5555	09	201	10	5555000030195	S		MS	Y	30195	WHITE	CONTROL

When you have finished indicating entering accommodation codes for Reading/Math or Science and/or changing the high school science send indicator for Science, you will save the edits to the current precode file and then select **Upload Updated Precode File**. Once you upload the file, the accommodations and send indicator changes (from Y to N only) will be reflected in Precode Search and Edit.

## Appendix – Test Names in Precode Search and Edit

The table below provides an overview of how test information is presented on the Precode Search and Edit screen. The test names for MCA and MTAS contain series numbers and abbreviations that may be different than those found in other MDE reference materials. The series numbers following the test names indicate the academic standards the tests are aligned to.

Test Name	Subject	Grade(s)	Academic Standards Alignment
MCA-III	Reading MCA	3-8, 10	2010 standards
	Mathematics MCA	3-8, 11	2007 standards
	Science MCA	5, 8, & HS	2009 standards
MTAS -III	Reading MTAS	3-8, 10	2010 standards
MTAS -III	Mathematics MTAS	3-8, 11	2007 standards
MTAS -III	Science MTAS	5, 8, & HS	2009 standards