

## **Personal Needs Profile Process**

The purpose of this document is to provide guidance for managing and updating Personal Needs Profile data in Pearson Access after the registration process has been completed. This guidance assists in correcting PNP data after test registration and a student is identified as not having the appropriate accessibility features or accommodations indicated.

### **Form Supported Accommodations:**

- ASL Video
- Assistive Technology – Screen Reader
- Assistive Technology – Non-Screen Reader
- Closed Captioning for ELA/L, Science & Social Studies Assessments
- Text-to-Speech
- Translation of the Mathematics, Science & Social Studies Assessments
- Human Reader or Human Signer

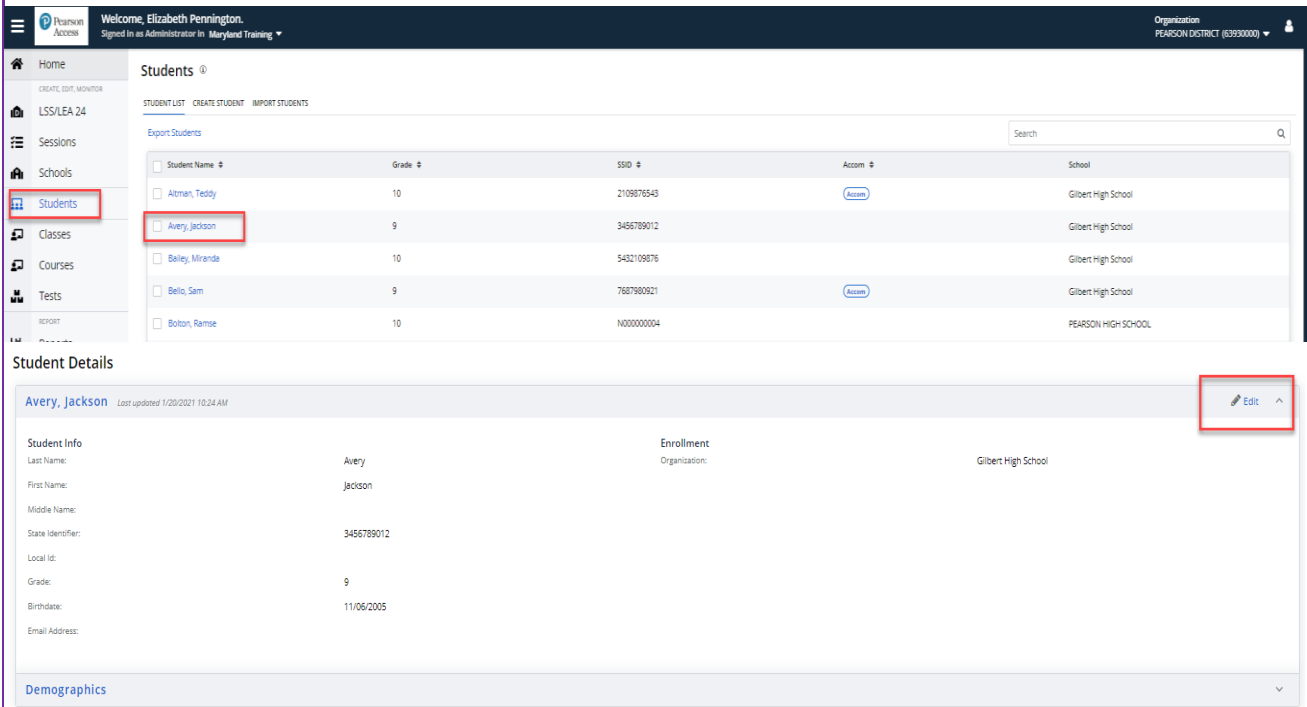
To ensure students have the correct accessibility features and accommodations before test administration begins, the process below should be followed:

1. Students are registered for testing and Personal Needs Profile populated using the Local Student & Accommodations import or User Interface. There are several ways to make sure students are identified correctly with the appropriate accessibility features and accommodations. A Test Coordinator can pull the Every Student Every Attempt (ESEA) file or gather the information off the Accommodations Dashboard on the homepage of Pearson Access.
2. Test session setup is confirmed, and students are added to test sessions.
3. Verify accommodations within the session the student is in using the Accom list or by clicking “View Accommodations” in the session.

# Updating PNP Data Before Student Begins Testing

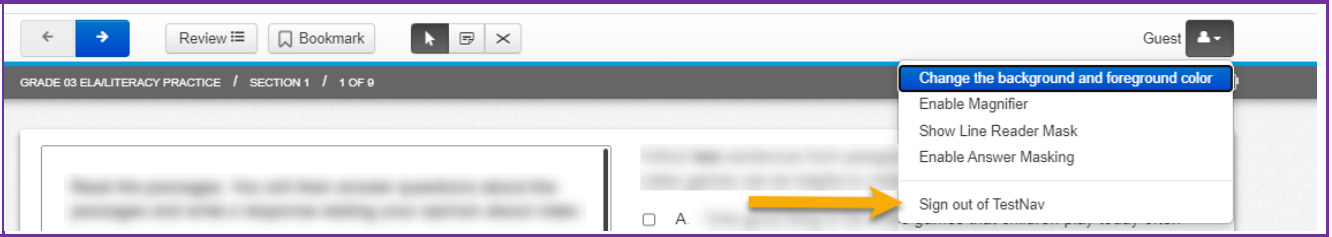
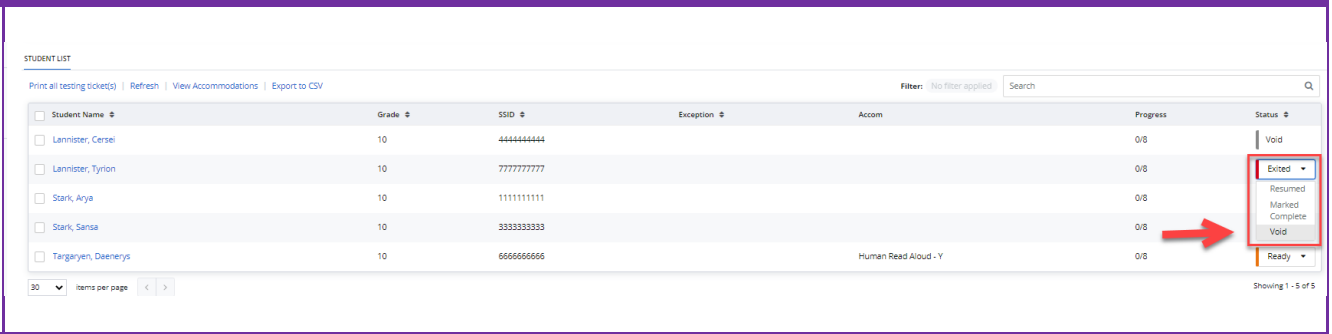
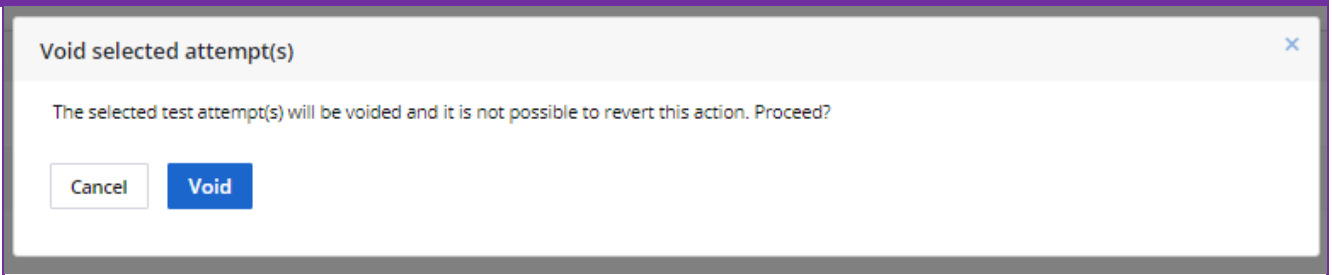
The purpose of this section is to provide guidance for updating PNP data in Pearson Access before a student begins testing. These steps should be performed if the student has been assigned an incorrect form.

For computer-based testing, once the PNP is updated the student will receive the correct test form with the accessibility features or accommodations identified in the PNP.

Steps	Screen Shot																														
<p><b>Update PNP Information</b></p> <ul style="list-style-type: none"><li>• Identify any students who need to have accommodations/accessibility features added/edits.</li><li>• Click on the student and that will take you to the Student Details.</li><li>• Click Edit and choose the needed Accommodations or Accessibility Features for the student.</li><li>• Hit Save</li></ul>	 <p>The screenshot displays the Pearson Access interface. At the top, it says 'Welcome, Elizabeth Pennington. Signed in as Administrator in Maryland Training'. The left sidebar has a 'Students' menu item highlighted. The main area shows a 'Students' table with the following data:</p> <table border="1"><thead><tr><th>Student Name</th><th>Grade</th><th>SSID</th><th>Accom</th><th>School</th></tr></thead><tbody><tr><td>Altman, Teddy</td><td>10</td><td>2109876543</td><td>Accom</td><td>Gilbert High School</td></tr><tr><td>Avery, Jackson</td><td>9</td><td>3456789012</td><td></td><td>Gilbert High School</td></tr><tr><td>Bailey, Miranda</td><td>10</td><td>5432109876</td><td></td><td>Gilbert High School</td></tr><tr><td>Bello, Sam</td><td>9</td><td>7687890921</td><td>Accom</td><td>Gilbert High School</td></tr><tr><td>Botton, Ramse</td><td>10</td><td>N000000004</td><td></td><td>PEARSON HIGH SCHOOL</td></tr></tbody></table> <p>Below the table is the 'Student Details' section for Avery, Jackson, last updated 1/20/2021 10:24 AM. It includes fields for Student Info (Last Name: Avery, First Name: Jackson, Middle Name, State Identifier: 3456789012, Local Id, Grade: 9, Birthdate: 11/06/2005, Email Address) and Enrollment (Organization: Gilbert High School). An 'Edit' button is highlighted in the top right corner of the details section.</p>	Student Name	Grade	SSID	Accom	School	Altman, Teddy	10	2109876543	Accom	Gilbert High School	Avery, Jackson	9	3456789012		Gilbert High School	Bailey, Miranda	10	5432109876		Gilbert High School	Bello, Sam	9	7687890921	Accom	Gilbert High School	Botton, Ramse	10	N000000004		PEARSON HIGH SCHOOL
Student Name	Grade	SSID	Accom	School																											
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# Updating PNP Data After Student Begins Testing

The purpose of this section is to provide guidance for updating PNP data in Pearson Access after a student begins testing. If the accommodation is supported by a specific form, (e.g., ASL, Closed Captioning, Spanish, Text-To-Speech, Screen Reader or Assistive Technology Application) the steps in the table below should be followed.

Steps	Screen Shot
<p><b>Exit Test in TestNav</b></p> <ul style="list-style-type: none"> <li>The student must click the gray button next to their name in the upper right corner of the screen.</li> <li>Click <b>Sign Out of TestNav</b>.</li> <li>Click <b>Save and Return Later</b>.</li> </ul>	 <p>The screenshot shows the TestNav interface with a navigation bar at the top containing 'Review', 'Bookmark', and a 'Guest' profile icon. Below the navigation bar, there is a header for 'GRADE 03 ELA/LITERACY PRACTICE / SECTION 1 / 1 OF 9'. A dropdown menu is open, listing accessibility options: 'Change the background and foreground color', 'Enable Magnifier', 'Show Line Reader Mask', 'Enable Answer Masking', and 'Sign out of TestNav'. A yellow arrow points to the 'Sign out of TestNav' option.</p>
<p><b>Contact your LAC and submit a form to report a Testing Irregularity.</b></p>	<p><b>The LAC will determine if testing with the accommodation should proceed. If testing will proceed continue to the next steps. If testing will not proceed, mark the test compete and void the test according to the reason code provided by the LAC Contact.</b></p>
<p><b>Void the Test</b></p> <ul style="list-style-type: none"> <li>Go to the specific session the student is in</li> <li>Select <b>Void</b> under the Status drop down and click <b>Confirm</b>.</li> </ul>	 <p>The screenshot shows a 'STUDENT LIST' table with columns for Student Name, Grade, SSID, Exception, Accom, Progress, and Status. The table contains five rows of student data. The 'Status' column for the last row is open, showing a dropdown menu with options: 'Void', 'Ready', 'Marked Complete', 'Marked', and 'Exited'. A red arrow points to the 'Void' option.</p>
<p><b>Void the Test</b></p> <ul style="list-style-type: none"> <li>When voiding the test this will require an Exception Code</li> </ul>	 <p>The screenshot shows a confirmation dialog box titled 'Void selected attempt(s)'. The text inside reads: 'The selected test attempt(s) will be voided and it is not possible to revert this action. Proceed?'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Void'.</p>

**Enter an Exception Code**

- Use code 03 – Incorrect Accommodation/Accessibility Feature Applied

**Enter Exception**

**Applies to 1 selected Students**

- 01 - Medical Emergency
- 02 - EL First Year In U.S.(Reading Only)
- 03 - Incorrect Accommodation/Accessibility Feature Applied
- 04 - Cheating/Using Unauthorized Electronic Device
- 05 - Test Security
- 06 - Incomplete Assessment
- 07 - Off Grade
- 11 - Absent
- 12 - Transferred Or Withdrew
- 13 - Suspended Or Expelled
- 14 - Home Hospital Or Incarcerated
- 15 - Refused To Participate
- 17 - Changed To Certificate Bound (Subject To Audit)
- 19 - COVID
- 20 - Other
- Fire Alarm
- Disturbance

Cancel

Save & Close

### Update PNP Information

- Identify any students who need to have accommodations/accessibility features added/edits.
- Click on the student and that will take you to the Student Details.
- Click Edit and choose the needed Accommodations or Accessibility Features for the student.  
Hit Save

The screenshot shows the Pearson Access interface. At the top, it says "Welcome, Elizabeth Pennington. Signed in as Administrator in Maryland Training". The left sidebar has a "Students" menu item highlighted with a red box. The main area shows a "Students" table with columns for Student Name, Grade, SSID, Accom, and School. The row for "Avery, Jackson" is highlighted with a red box. Below the table is the "Student Details" section for Avery, Jackson, with an "Edit" button highlighted with a red box. The details include Student Info (Last Name: Avery, First Name: Jackson, Middle Name: Jackson, State Identifier: 3456789012, Local Id: 9, Grade: 9, Birthdate: 11/06/2005, Email Address: ) and Enrollment (Organization: Gilbert High School). A "Demographics" section is also visible at the bottom.

Student Name	Grade	SSID	Accom	School
Altman, Teddy	10	2109876548	Accom	Gilbert High School
Avery, Jackson	9	3456789012		Gilbert High School
Bailey, Miranda	10	5432109876		Gilbert High School
Bello, Sam	9	7654321098	Accom	Gilbert High School
Bolton, Ramse	10	N000000004		PEARSON HIGH SCHOOL

**Student Details**  
Avery, Jackson Last updated 1/20/2021 10:24 AM

Student Info	Enrollment
Last Name: Avery	Organization: Gilbert High School
First Name: Jackson	
Middle Name: Jackson	
State Identifier: 3456789012	
Local Id: 9	
Grade: 9	
Birthdate: 11/06/2005	
Email Address:	

Demographics

**Note:** You must add the student to a new/different test session than the one that contains the voided test. You will not be able to have multiple tests for the same student in a single session.