

Transfer Student Guidance for Computer-Based Testing

Purpose

The purpose of this document is to provide information on how to use Pearson Access to successfully manage students who transfer schools. The following sections provide step-by-step directions on how to move students using Pearson Access import/export process.

Scenario 1

Student is not in a session and moves from school A to School B in same LSS/LEA24

Administrators can add an enrollment manually in Pearson Access by:

1. In the top right corner make sure you are under LSS/LEA24
2. Select Students on the left menu
3. Search for the student and select their name hyperlink to view the student details and their enrolled schools
4. Click on the Edit option in the upper right corner
5. Within the organization box choose the new school the student attends and remove their previous organization
6. Save

LSS/LEA24 Administrators can add enrollments via the import process by following the steps below:

1. Choose your LSS/LEA24 under Organization
2. Select Students on the left
3. Select the Import Student tab
4. Click "CHOOSE FILE" and select the file you saved with the student information using the "I" Update Indicator
5. When updating the student record, you will need the following two rows for the student:
 - ROW 1 : Insert the student into the new organization using an "I" in the Indicator Field.
 - ROW 2: Remove the student from their previous organization using a "D" in the Indicator Field

Scenario 2: Student is not in a session and moves from School A to School B in a different LSS/LEA24

School B can add enrollments via them Import process by:

1. Choose your LSS/LEA24 under Organization
2. Select Students on the left
3. Select the Import Students tab
4. Click "Choose File" and select the file you saved with the student information using the "I" Update Indicator
5. If student ID matches an existing student and at least 2 out of the following criteria match, (first name, last name, DOB), the student record is updated with an enrollment to School B. If school

A has not removed student enrollment the student will be enrolled in both School A and B. School A should delete student via import:

- Follow steps 1-4 above and use the “D” Update Indicator
6. If School A deleted the student enrollment prior to School B adding the student, the student record will still be in PA and the student will be enrolled into School B. The student matching requirements still apply:
 - Each organization can confirm if a student has been enrolled into a different LSS/LEA24/school by looking at the student details screen. See step 3 in scenario 1 directions.

Scenario 3: Student is in a session and moves from School A to School B in same LSS/LEA24 or different LSS/LEA24

School B can add student enrollment via the Import process by:

1. In the top right corner make sure you are under your LSS/LEA24
2. Select Students on the left menu
3. Select the Import Students tab
4. Click “Choose File’ and select the file you saved with the student information using the “I” Update Indicator
5. If Student ID matches an existing student and at least 2 out of the following criteria match, (first name, last name, DOB), the student record is updated with an enrollment to School B. If school A has not removed student enrollment the student will be enrolled in both School A and B:
 - All student tests will be available at the new organization ONLY after School A has removed the student. This also means the user will not be able to add the student to a session at their school until they have been released by the previous organization.
 - School B should reach out to their LAC once they have enrolled the student to have the tests moved. The LAC of School B will then reach out to the LAC of School A to have the student removed which will initiate the transfer of the tests.
 - School A should delete student via the Import process
 - If the student has started testing DO NOT REMOVE the student from the old school until communication has come from MSDE or the other LSS/LEA24 to confirm the student has been enrolled to their new school.
 - Follow steps 1-4 above and use the “D” Update Indicator
6. If a student has started their test and School A removes them before School B can register them, the test will be marked complete. School B can contact Pearson if the test needs to be unsubmitted to allow the student to continue in the same test. If the student should have a new test School B can Void the first test.

Other Information

1. To successfully move an incomplete online test, PA verifies the following:
 - The student’s test(s) is in Ready, Active, Exited, or Resumed status.
 - The new school is participating in the same administration

2. Once the above criteria are met then:

- A new Session is created with the same name as the originating session
- The testing schedule adjusts accordingly
- The student will have the same TestNav Username/Password and continue testing where they left off
- The student is removed before School B enrolls them and the student has started at test, the test will be Marked Complete
- When a student is transferred, the new organization has access to view all their previous test attempts
- The following dashboards will be updated at the new school to reflect the student testing status
 - Students Registered
 - Students Test Complete
 - Test Sessions Overview

Note: If a student is in a paper session where Pre-ID is already locked and needs to move to online, the user would need to VOID the paper test and add the student to an Online Test Session.