MCAP Maryland Comprehensive Assessment Program

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.
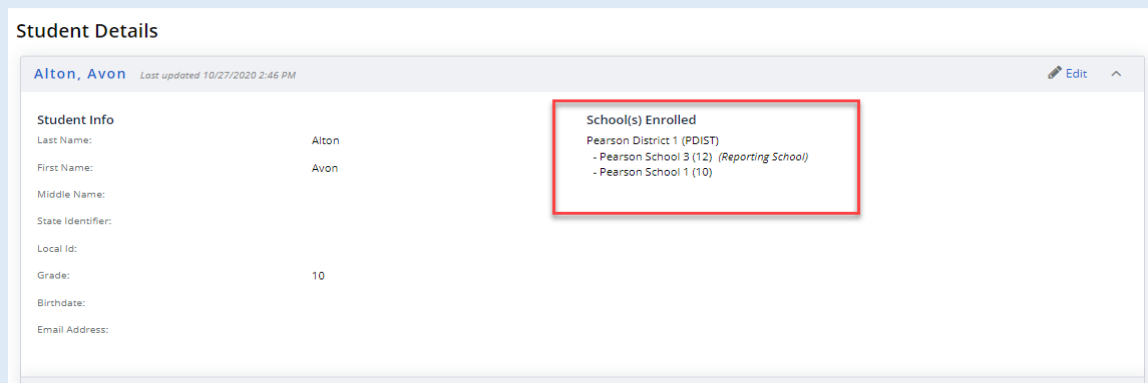
Scenario 1: Student is not in a session and moves from School A to School B in same LEA

- **Administrators can add an enrollment manually in Pearson Access**
  - **Step 1** In the top right corner make sure you are under your LEA
  - **Step 2** Select Students on the left menu
  - **Step 3** Search for the student and select their name hyperlink to view the student details and their enrolled schools:
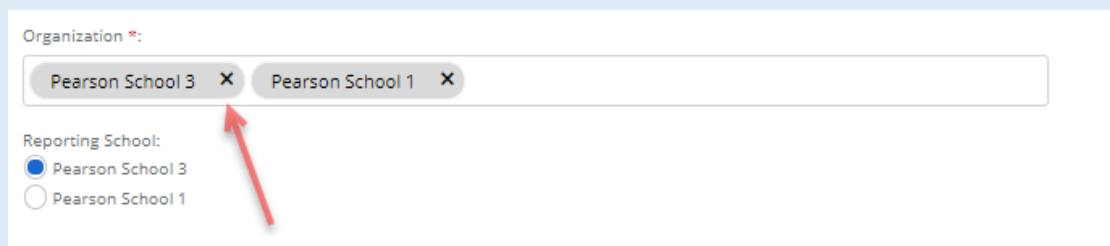
  - **Step 4** Click on the Edit option in the upper right corner
  - **Step 5** Within the Organization box choose the new school the student attends and remove their previous organization

  - **Step 6** Save
- **LEA Administrators can add enrollments via the Import process**
  - **Step 1** Choose your LEA under Organization
  - **Step 2** Select Students on the left
  - **Step 3** Select the Import Students tab
  - **Step 4** Click "Choose File" and select the file you saved with the student information using the "I" Update Indicator

  Note: When updating the student record, you will need two rows for the student. One of row to insert the student into the new organization using an 'I' in the Indicator Field. The second row to 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 LEA

- **School B can add enrollments via the Import process**
  - **Step 1** Choose your LEA under Organization
  - **Step 2** Select Students on the left
  - **Step 3** Select the Import Students tab
  - **Step 4** Click "Choose File" and select the file you saved with the student information using the "I" Update Indicator

  Note: 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

  Note: 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 LEA/school by looking at the student details screen. See step 3 in scenario 1 for directions.

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

- **School B can add student enrollment via the Import process**
  - **Step 1** In the top right corner make sure you are under your LEA
  - **Step 2** Select Students on the left menu
  - **Step 3** Select the Import Students tab
  - **Step 4** Click "Choose File" and select the file you saved with the student information using the "I" Update Indicator

  Note: 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 LEA to confirm the student has been enrolled to their new school.
  - Follow steps 1-4 above and use the "D" Update Indicator

  Note: 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 with the same test. If the student should have a new test School B can Void the first test.

Other Information

- **To successfully move an incomplete <u>online</u> 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
- **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 from the Session at their previous school
  - If School A removes the student before School B enrolls them and the student has started a 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.