

# Personal Needs Profile Guidance

## Managing Incorrect Accessibility Features and Accommodation PNP Data

Version 1.0

March 19, 2019

### Personal Needs Profile Process

The purpose of this document is to provide guidance for managing and updating Personal Needs Profile data in PearsonAccess<sup>next</sup> 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.

### IMPORTANT


Once a test session has been prepared, a form is assigned to each student in the test session. PearsonAccess<sup>next</sup> will not allow users to update PNP information for **form supported** accommodations within a prepared or started test session until the student is removed from the test session. **Removing a student from a prepared or started test will reset their form assignment (if the student has not started the test).** You can put the student back into the original session, if appropriate; you do not need to prepare or start the session an additional time. Users should follow the directions below for *Updating PNP Data Before Student Begins Testing*. **If the test has been started, follow the directions under *Updating PNP Data After Student Begins Testing*.**

#### Form Supported Accommodations:

- ASL Video
- Assistive Technology – Screen Reader
- Assistive Technology – Non-Screen Reader
- Closed Captioning for ELA/L
- Text-to-Speech
- Spanish Transadaption
- Human Reader or Human Signer\*

\*Human Reader and Human Signer tests are session supported.

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 Student Registration/Personal Needs Import (SR/PNP) or User Interface. The *PNP Report - Accessibility Features and Accommodations for Student Tests* operational report is run and reviewed by Test Coordinators to make sure students are identified correctly with the appropriate accessibility features and accommodations.
2. Test session setup is confirmed and students are added to test sessions.
3. Verify test assignment (for form supported accommodations and accessibility features) using the indicators (e.g., ). The indicator for each accommodation is listed on the following page.

Accommodation	Indicator		Form Code	Screen Shot/Directions																																																																																				
American Sign Language	ASL	<div>ASL</div>	AE	<table><tr><th><input type="checkbox"/></th><th>State</th><th>Student Identifier</th><th>Last Name</th><th>First Name</th><th>Middle Name</th><th>Username</th><th>Session</th><th>Gr9ELA -Unit 1</th><th>Gr9ELA -Unit 2</th><th>Gr9ELA -Unit 3</th><th>Form</th></tr><tr><td><input type="checkbox"/></td><td>PPTTEST0021</td><td><div>ASL</div></td><td>SAMPLE</td><td>ONE</td><td></td><td>7789226496</td><td>● GR9 MAIN</td><td><div>Ready</div></td><td><div>Ready</div></td><td><div>Ready</div></td><td>16EL09SP0E0101</td></tr><tr><td><input type="checkbox"/></td><td>PPTTEST0022</td><td><div>ASL</div></td><td>SAMPLE</td><td>TWO</td><td></td><td>7801189689</td><td>● GR9 MAIN</td><td><div>Ready</div></td><td><div>Ready</div></td><td><div>Ready</div></td><td>16EL09SPAE0101</td></tr><tr><td><input type="checkbox"/></td><td>PPTTEST0024</td><td><div>ASL</div></td><td>SAMPLE</td><td>THREE</td><td></td><td>6432681417</td><td>● GR9 MAIN</td><td><div>Ready</div></td><td><div>Ready</div></td><td><div>Ready</div></td><td>16EL09SP0E0101</td></tr><tr><td><input type="checkbox"/></td><td>PPTTEST0026</td><td><div>ASL</div></td><td>SAMPLE</td><td>FOUR</td><td></td><td>6575039478</td><td>● GR9 MAIN</td><td><div>Ready</div></td><td><div>Ready</div></td><td><div>Ready</div></td><td>16EL09SP0E0101</td></tr><tr><td><input type="checkbox"/></td><td>PPTTEST0027</td><td><div>Non-SR</div></td><td>SAMPLE</td><td>FIVE</td><td></td><td>9950423355</td><td>● GR9 MAIN</td><td><div>Ready</div></td><td><div>Ready</div></td><td><div>Ready</div></td><td>16EL09SPNE0101</td></tr><tr><td><input type="checkbox"/></td><td>PPTTEST0028</td><td><div>SR</div></td><td>SAMPLE</td><td>SIX</td><td></td><td>3038856861</td><td>● GR9 MAIN</td><td><div>Ready</div></td><td><div>Ready</div></td><td><div>Ready</div></td><td>16EL09SPRE0101</td></tr></table>	<input type="checkbox"/>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3	Form	<input type="checkbox"/>	PPTTEST0021	<div>ASL</div>	SAMPLE	ONE		7789226496	● GR9 MAIN	<div>Ready</div>	<div>Ready</div>	<div>Ready</div>	16EL09SP0E0101	<input type="checkbox"/>	PPTTEST0022	<div>ASL</div>	SAMPLE	TWO		7801189689	● GR9 MAIN	<div>Ready</div>	<div>Ready</div>	<div>Ready</div>	16EL09SPAE0101	<input type="checkbox"/>	PPTTEST0024	<div>ASL</div>	SAMPLE	THREE		6432681417	● GR9 MAIN	<div>Ready</div>	<div>Ready</div>	<div>Ready</div>	16EL09SP0E0101	<input type="checkbox"/>	PPTTEST0026	<div>ASL</div>	SAMPLE	FOUR		6575039478	● GR9 MAIN	<div>Ready</div>	<div>Ready</div>	<div>Ready</div>	16EL09SP0E0101	<input type="checkbox"/>	PPTTEST0027	<div>Non-SR</div>	SAMPLE	FIVE		9950423355	● GR9 MAIN	<div>Ready</div>	<div>Ready</div>	<div>Ready</div>	16EL09SPNE0101	<input type="checkbox"/>	PPTTEST0028	<div>SR</div>	SAMPLE	SIX		3038856861	● GR9 MAIN	<div>Ready</div>	<div>Ready</div>	<div>Ready</div>	16EL09SPRE0101
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If inaccurate PNP information has been loaded or that no information has been loaded, this document provides guidance for updating the PNP before and after testing has been started. For the purposes of this document, the term “void” refers to invalidating a student’s score in one content area (e.g., ELA/L, Mathematics), so that the student’s test in one content area is not scored or used for reporting purposes.

## Validation Rules, Reminders, and Warnings

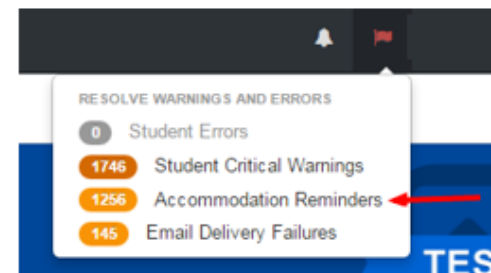
Some accommodations require a student to have an IEP or 504 Plan and/or identified as an English Learner (EL). This data is captured in the Student with Disabilities and English Learner (EL) fields. A validation error will occur if one of these accommodations is selected and the Student With Disabilities and/or English Learner (EL) fields is populated with “N” or is left blank. All validation rules, reminders, and warnings are documented in the Student Registration/Personal Needs Profile (SR/PNP) Field Definitions document available on the secure Support page of PearsonAccess<sup>next</sup>.

**New for Spring 2019** – New validation rules were added that will flag records with a Critical Warning instead of causing the record to error when importing or saving through the user interface. These are in addition to warnings that previously appeared when demographic fields that were left blank. Most of these warnings are for accommodations for English Learners. There is a new EL Accommodation field that should be populated to indicate whether EL accommodations are needed for students identified as English Learners. Critical Warnings will appear for the following accommodation fields.

Field	Notes
Test Format	A Critical Warning will appear if expected value = "P" (Paper) but the Students With Disability = "N" (No) or left blank.
Administration Directions Clarified in Student's Native Language	A Critical Warning will appear if expected value equals "Y" but EL Accommodation field is Blank.
Administration Directions Read Aloud in Student's Native Language	A Critical Warning will appear if expected value is not Blank but EL Accommodation field is Blank.
English Learner Accommodated Response	A Critical Warning will appear if expected value equals "01" or "02" but EL Accommodation field is Blank.
Spanish Transadaptation	A Critical Warning will appear if expected value equals "SPA" but EL Accommodation field is Blank.
Word-to-Word Dictionary (English/Native Language)	A Critical Warning will appear if expected value equals "Y" but EL Accommodation field is Blank.
Text-to-Speech	A Critical Warning will appear if expected value equals "04" or "05" but EL Accommodation field is Blank.
Extended Time	A Critical Warning will appear if expected value equals "EL" or "Both" but EL Accommodation field is Blank.

In addition, a smaller set of accommodations will set a reminder in PearsonAccess<sup>next</sup>, pictured to the right. The Accommodations Reminders are not warnings that can be resolved, but are intended to ensure that IEP of 504 plans are valid and require the accommodation. The reminders will remain active as long as the accommodation remains indicated on a student's test registration. Accommodations that will create a reminder include:

- Text-to-Speech – for ELA tests only
- Calculation Device and Mathematics Tools
- ELA/L Constructed Responses - Human scribe value only
- Human Reader or Human Signer - for ELA tests only
- ASL Video - for ELA tests only



### Spanish Text-to-Speech

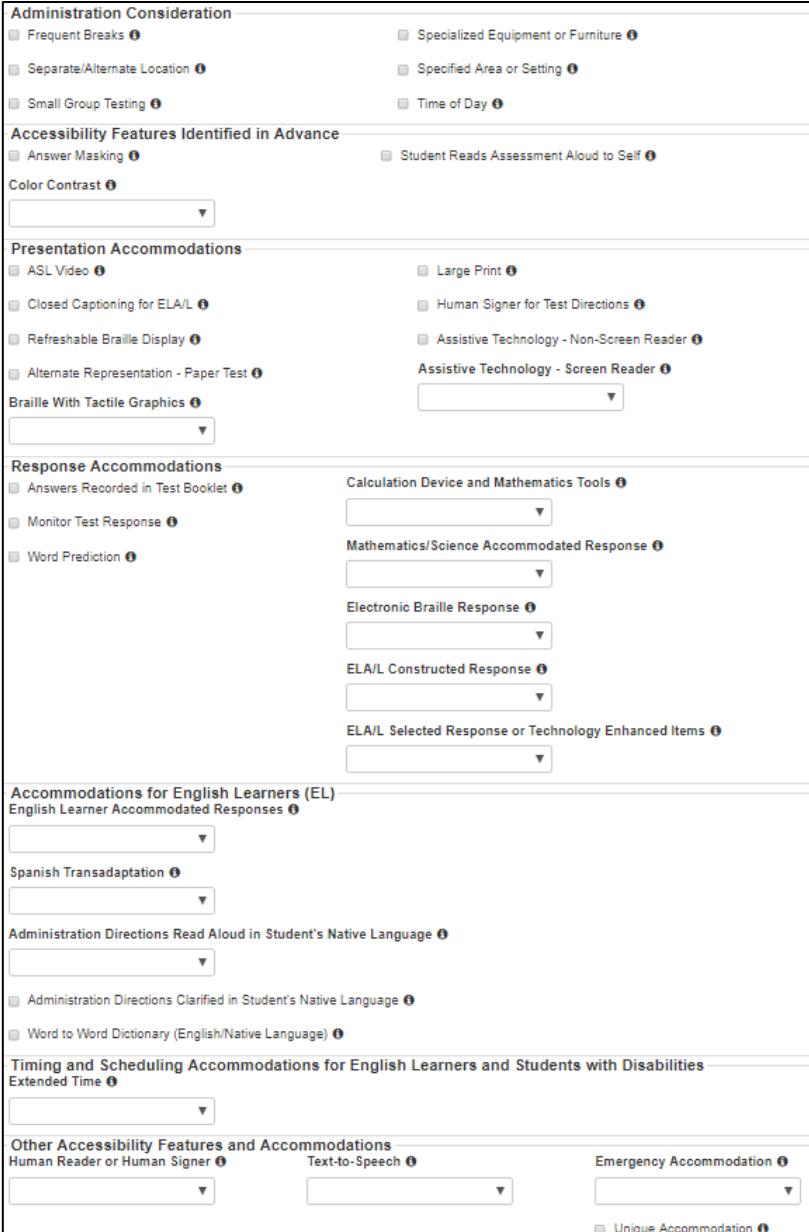
Spanish Transadaptation is available with Text-to-Speech enabled for Mathematics and Science only. To select this option, populate the Text-to-Speech field with "04" (Text-to-Speech Spanish for Math and Science, Text and Graphics) or "05" (Text-to-Speech Spanish for Math, Text Only). The Spanish Transadaptation field should be left blank.

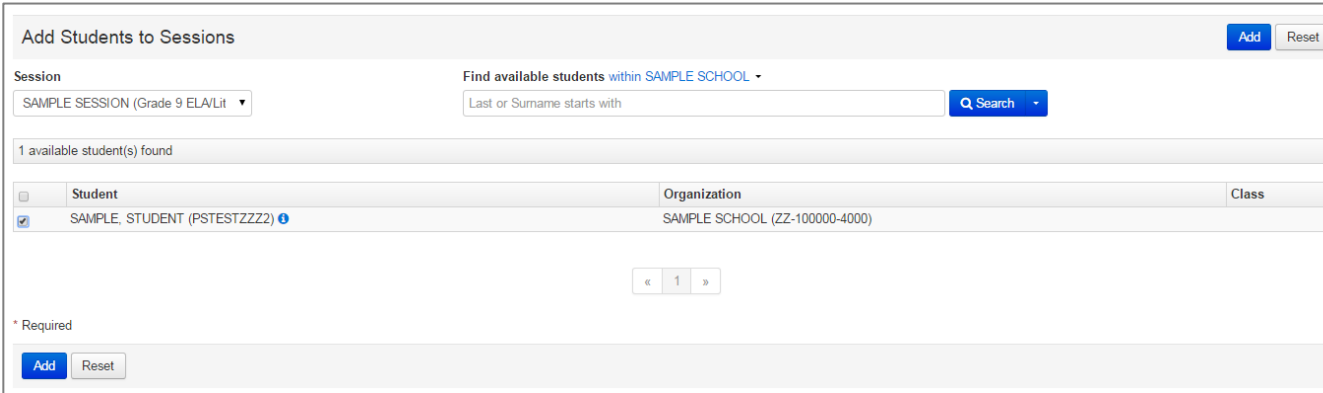
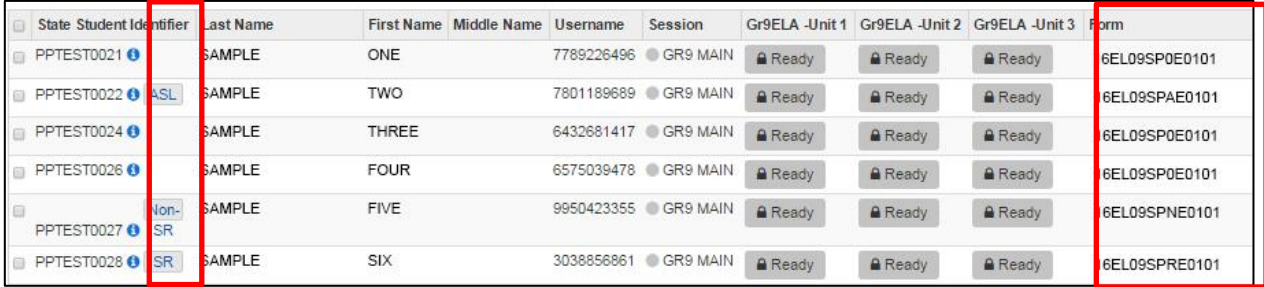
## Updating PNP Data Before Student Begins Testing

The purpose of this section is to provide guidance for updating PNP data in PearsonAccess<sup>next</sup> before a student begins testing, but after the test session has been prepared or started. These steps should be performed if the student has been assigned an incorrect form.

For computer-based testing, once the PNP is updated and the student is placed back into the session, the student will receive the correct test form with the accessibility features or accommodations identified in the PNP. For paper-based testing, the Test Administrator can begin administering the assessment with the appropriate accessibility feature or accommodation.

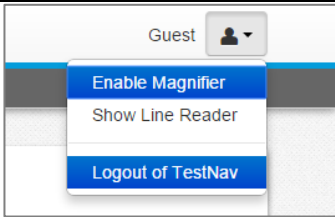
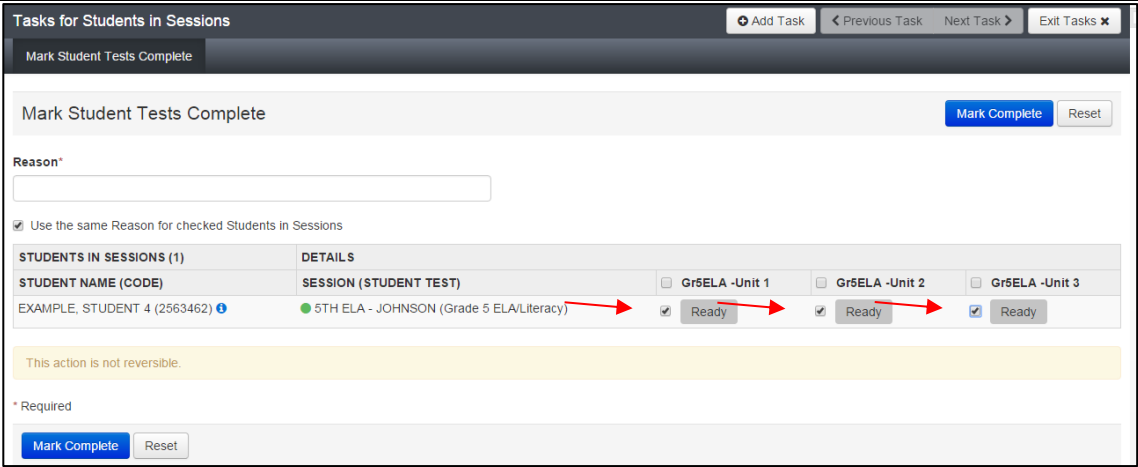
Steps	Screen Shot/Directions																																										
<b>Remove Student from Session</b> <ul style="list-style-type: none"><li>Go to <b>Testing &gt; Students in Sessions</b> and add the session for the student to the <b>Session List</b>.</li><li>Select the student from the list at the bottom of the screen.</li><li>Select <b>Remove Students from Sessions</b> under the <b>Tasks</b> drop down and click <b>Start</b>.</li><li>On the <b>Remove Students from Sessions</b> screen, click the check box for the student. Then, click the <b>Remove</b> button.</li></ul>	<p><b>Students in Sessions</b> Go to Sessions »</p> <p>Tasks: 0 Selected <b>Start</b></p> <p>Students in Sessions: 0 Selected <b>Clear</b></p> <p>Session List</p> <ul style="list-style-type: none"><li>GR9 MAIN</li></ul> <p>Find Students: In the selected session(s) above</p> <p>Filters: Organization</p> <table border="1"><thead><tr><th>State Student Identifier</th><th>Last Name</th><th>First Name</th><th>Middle Name</th><th>Username</th><th>Session</th><th>Gr9ELA -Unit 1</th><th>Gr9ELA -Unit 2</th><th>Gr9ELA -Unit 3</th><th>Form</th></tr></thead><tbody><tr><td>PPTST0021</td><td>SAMPLE</td><td>ONE</td><td></td><td>7789226496</td><td>GR9 MAIN</td><td>Ready</td><td>Ready</td><td>Ready</td><td>16EL09SP0E0101</td></tr><tr><td>PPTST0022</td><td>SAMPLE</td><td>TWO</td><td></td><td>7801189689</td><td>GR9 MAIN</td><td>Ready</td><td>Ready</td><td>Ready</td><td>16EL09SPAE0101</td></tr></tbody></table> <p>Remove Students from Sessions <b>Remove</b> <b>Reset</b></p> <p>Your student list includes more than one test. Filter by test to see the other selected students.</p> <p>Student Test: Grade 9 ELA/Literacy</p> <table border="1"><thead><tr><th>STUDENT NAME (CODE)</th><th>SESSION</th><th>STUDENT TEST</th><th>Gr9ELA -Unit 1</th><th>Gr9ELA -Unit 2</th><th>Gr9ELA -Unit 3</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> MAIN, GR9 (PPTST0026)</td><td><input type="radio"/> GR9 MAIN</td><td>Grade 9 ELA/Literacy</td><td>Ready</td><td>Ready</td><td>Ready</td></tr></tbody></table> <p>* Required</p> <p><b>Remove</b></p>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3	Form	PPTST0021	SAMPLE	ONE		7789226496	GR9 MAIN	Ready	Ready	Ready	16EL09SP0E0101	PPTST0022	SAMPLE	TWO		7801189689	GR9 MAIN	Ready	Ready	Ready	16EL09SPAE0101	STUDENT NAME (CODE)	SESSION	STUDENT TEST	Gr9ELA -Unit 1	Gr9ELA -Unit 2	Gr9ELA -Unit 3	<input checked="" type="checkbox"/> MAIN, GR9 (PPTST0026)	<input type="radio"/> GR9 MAIN	Grade 9 ELA/Literacy	Ready	Ready	Ready
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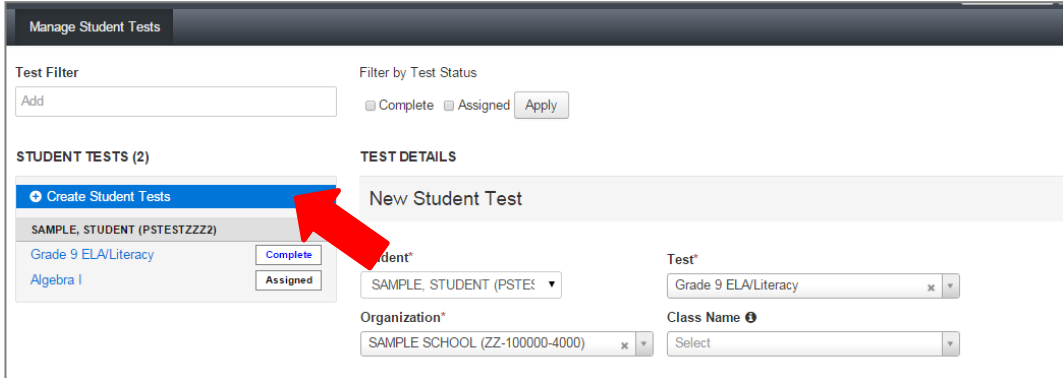
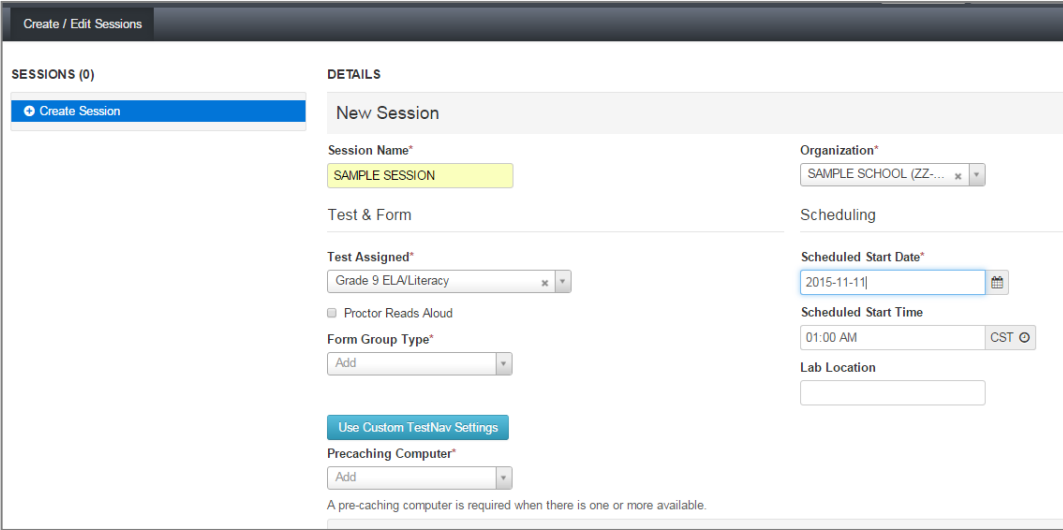
Steps	Screen Shot/Directions
<p><b>Update PNP Information</b></p> <ul style="list-style-type: none"> <li>Go to <b>Setup &gt; Students</b> and search for the student in the <b>Find Students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>Check the box for the student.</li> <li>Select <b>Manage Student Tests</b> under the <b>Tasks</b> drop down and click <b>Start</b>.</li> <li>On the <b>Manage Student Tests</b> screen, mark the accommodations and accessibility features. Refer to the PNP training module.</li> <li>Click <b>Save</b>.</li> </ul> <p><b>Note:</b> If the accommodation is supported by a specific form and <b>the accommodation is already marked</b>, you do not need to update the PNP information. <b>The test form will be reset when the student is placed back into the test session.</b></p> <p><b>PNP values for accommodations that require a specific form can't be edited until the student is removed from the test session and form assignment is removed.</b></p>	 <p>The screenshot displays a comprehensive form for setting up a student's accommodations. The form is organized into several sections:</p> <ul style="list-style-type: none"> <li><b>Administration Consideration:</b> Includes checkboxes for Frequent Breaks, Separate/Alternate Location, Small Group Testing, Specialized Equipment or Furniture, Specified Area or Setting, and Time of Day.</li> <li><b>Accessibility Features Identified in Advance:</b> Includes Answer Masking and Student Reads Assessment Aloud to Self.</li> <li><b>Color Contrast:</b> A dropdown menu for selecting color contrast settings.</li> <li><b>Presentation Accommodations:</b> Includes checkboxes for ASL Video, Closed Captioning for ELA/L, Refreshable Braille Display, Alternate Representation - Paper Test, Large Print, Human Signer for Test Directions, Assistive Technology - Non-Screen Reader, and Assistive Technology - Screen Reader (with a dropdown).</li> <li><b>Braille With Tactile Graphics:</b> A dropdown menu.</li> <li><b>Response Accommodations:</b> Includes checkboxes for Answers Recorded in Test Booklet, Monitor Test Response, and Word Prediction. It also features dropdowns for Calculation Device and Mathematics Tools, Mathematics/Science Accommodated Response, Electronic Braille Response, ELA/L Constructed Response, and ELA/L Selected Response or Technology Enhanced Items.</li> <li><b>Accommodations for English Learners (EL):</b> Includes a dropdown for English Learner Accommodated Responses, Spanish Transadaptation, and a dropdown for Administration Directions Read Aloud in Student's Native Language. It also has checkboxes for Administration Directions Clarified in Student's Native Language and Word to Word Dictionary (English/Native Language).</li> <li><b>Timing and Scheduling Accommodations for English Learners and Students with Disabilities:</b> Includes a dropdown for Extended Time.</li> <li><b>Other Accessibility Features and Accommodations:</b> Includes dropdowns for Human Reader or Human Signer, Text-to-Speech, and Emergency Accommodation, along with a checkbox for Unique Accommodation.</li> </ul>

Steps	Screen Shot/Directions
<b>Add Student to Session</b> <ul style="list-style-type: none"> <li>Go to <b>Testing &gt; Students in Sessions</b> and add the session to the Session List.</li> <li>Select the student from the list.</li> <li>Select <b>Add Students to Sessions</b> under the <b>Tasks</b> drop down and click <b>Start</b>.</li> <li>On the <b>Add Students to Sessions</b> screen, click the <b>Session</b> drop down to choose the session.</li> <li>Search for the student in the <b>Find available students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>Click the check box for the student. Then, click the <b>Add</b> button.</li> </ul>	 <p><b>Note:</b> Students can be placed in the original test session or new test sessions. Exception: Students using Human Reader and Human Signer accessibility features and accommodations must be placed in Human Reader sessions manually.</p>
<b>If a new session has been created, prepare the test session.</b>	<p><b>Note:</b> The form will be assigned by preparing the session.</p>
<b>Verify Form Assignment</b> (For form supported accommodations) <ul style="list-style-type: none"> <li>On the <b>Students in Sessions</b> screen look for an indicator next to the State Student Identifier or look at the Form column in the student list.</li> <li>Refer to the chart on page 2 for the indicator and form code for each accommodation.</li> </ul>	 <p><b>Note:</b> The form will be updated by precaching the test or preparing the session.</p>
<b>After session is updated, and form assignment has been verified</b> <ul style="list-style-type: none"> <li>Print new student testing tickets.</li> </ul>	<p>Additional details for retrieving testing tickets can be located here:  <a href="https://support.assessment.pearson.com/x/HxpgAQ">https://support.assessment.pearson.com/x/HxpgAQ</a></p>

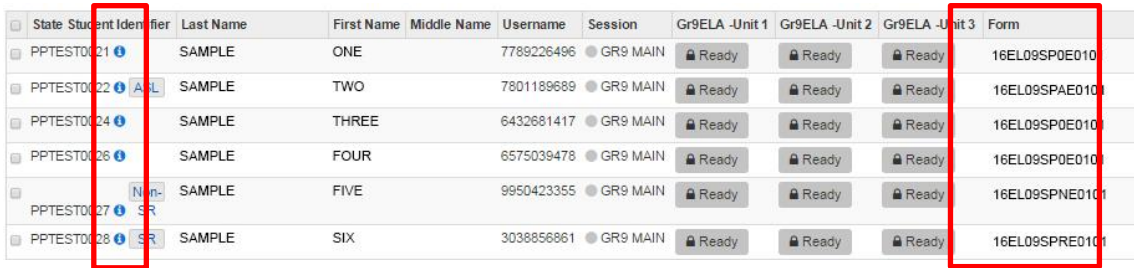
## Updating PNP Data After Student Begins Testing

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

Steps	Screen Shot/Directions
<b>Exit Test in TestNav</b> <ul style="list-style-type: none"> <li>The student must click the gray button next their name in the upper right corner of the screen.</li> <li>Click <b>Logout of TestNav</b>.</li> <li>Click <b>Save and Return Later</b>.</li> </ul>	
<b>Contact your State and submit a form to report a Testing Irregularity or Security Breach.</b>	<b>The State 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 State Contact.</b>
<b>Mark the Test Complete</b> <ul style="list-style-type: none"> <li>Go to <b>Testing &gt; Students in Sessions</b> and search for the student in the <b>Find Students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>Check the box for the student.</li> <li>Select <b>Mark Student Tests Complete</b> under the <b>Tasks</b> drop down and click <b>Start</b>.</li> <li>On the <b>Mark Student Tests Complete</b> screen, click the check box for the student and all units. Then, click the <b>Mark Complete</b> button.</li> </ul>	
<b>Void the Test</b> <p>Contact your district test coordinator for information about marking a test complete or voiding a test.</p>	

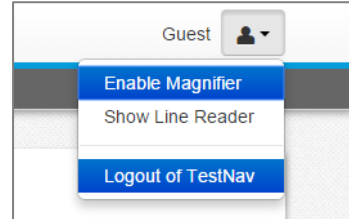
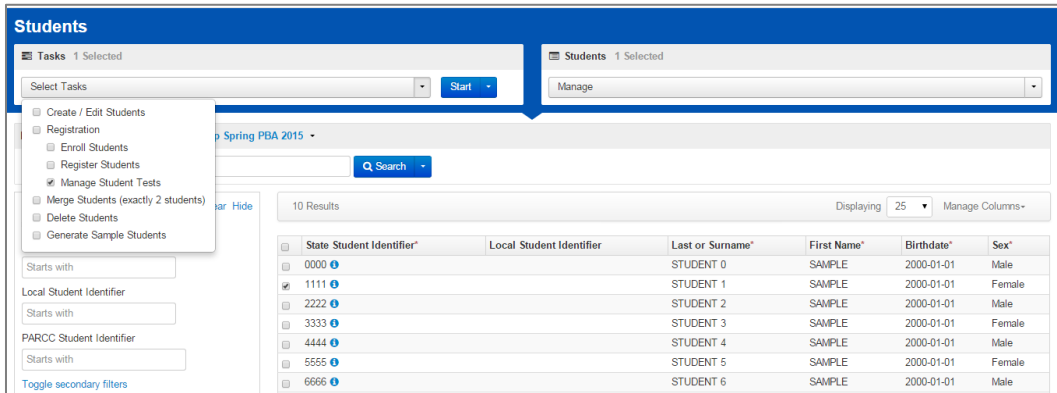
Steps	Screen Shot/Directions
<p><b>Create Student Tests and Update PNP Information</b></p> <ul style="list-style-type: none"> <li>• Still on the <b>Manage Student Tests</b> screen, click <b>Create Student Tests</b> on the left side of the screen.</li> <li>• Complete the required information under Test Details and <b>mark the accessibility features and accommodations</b>. Refer to the PNP training module for guidance.</li> <li>• Click <b>Create</b> and then <b>Exit Tasks</b>.</li> </ul>	 <p>The screenshot shows the 'Manage Student Tests' interface. On the left, under 'STUDENT TESTS (2)', the 'Create Student Tests' button is highlighted with a red arrow. Below it, a list shows 'SAMPLE, STUDENT (PSTESTZZZ)' with 'Grade 9 ELA/Literacy' and 'Algebra I' as test details, and 'Complete' and 'Assigned' buttons. On the right, the 'TEST DETAILS' section for 'New Student Test' includes dropdowns for 'Student' (SAMPLE, STUDENT (PSTESTZZZ)), 'Test' (Grade 9 ELA/Literacy), 'Organization' (SAMPLE SCHOOL (ZZ-100000-4000)), and 'Class Name' (Select).</p>
<p><b>Assign to a new test session</b></p> <ul style="list-style-type: none"> <li>• Go to <b>Testing &gt; Sessions</b>, select <b>Create / Edit Sessions</b> under the <b>Tasks</b> drop down menu, and select <b>Start</b>.</li> <li>• On the <b>Create / Edit Session</b> screen, populate all required fields.</li> <li>• Select the field below <b>Students</b> and select the student to add to the session.</li> <li>• At the bottom of the screen, select <b>Create</b> to create the test session.</li> <li>• Click <b>Exit Tasks</b>.</li> </ul> <p><b>Note:</b> You must add the student to a new/different test session than the one that contains the marked test complete. You will not be able to have multiple tests for the same student in a single session.</p>	 <p>The screenshot shows the 'Create / Edit Sessions' interface. On the left, under 'SESSIONS (0)', the 'Create Session' button is highlighted. On the right, the 'DETAILS' section for 'New Session' includes fields for 'Session Name' (SAMPLE SESSION), 'Test &amp; Form' (Grade 9 ELA/Literacy), 'Organization' (SAMPLE SCHOOL (ZZ-100000-4000)), 'Scheduled Start Date' (2015-11-11), 'Scheduled Start Time' (01:00 AM CST), and 'Lab Location'. There are also checkboxes for 'Proctor Reads Aloud' and 'Use Custom TestNav Settings', and a 'Precaching Computer' dropdown.</p>
<p><b>If a new session has been created, prepare the test session.</b></p>	<p><b>Note:</b> The form will be assigned by preparing the session.</p>



Steps	Screen Shot/Directions
<b>Verify Form Assignment</b> (For form supported accommodations) <ul style="list-style-type: none"> <li>On the <b>Students in Sessions</b> screen look for an indicator next to the State Student Identifier or look at the Form column in the student list.</li> <li>Refer to the chart on page 2 for the indicator and form code for each accommodation.</li> </ul>	 <p><b>Note:</b> The form will be updated by precaching the test or preparing the session.</p>
After session is updated, and form assignment has been verified, print new student test tickets.	Additional details for retrieving testing tickets can be located here: <a href="https://support.assessment.pearson.com/x/HxpgAQ">https://support.assessment.pearson.com/x/HxpgAQ</a>

If the accessibility feature or accommodation is not supported by a specific form (e.g., color contrast or answer masking), follow the steps on the next page.

## Updating PNP Data for Accessibility Feature or Accommodation Not Supported by a Specific Form

Steps	Screen Shot/Directions
<b>Exit Test in TestNav</b> <ul style="list-style-type: none"> <li>The student must click the gray button next their name in the upper right corner of the screen.</li> <li>Click <b>Logout of TestNav</b>.</li> <li>Click <b>Save and Return Later</b>.</li> </ul>	
<b>Update PNP Information</b> <ul style="list-style-type: none"> <li>Go to <b>Setup &gt; Students</b> and search for the student in the <b>Find Students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>Check the box for the student.</li> <li>Select <b>Manage Student Tests</b> under the <b>Tasks</b> drop down and click <b>Start</b>.</li> <li>On the <b>Manage Student Tests</b> screen, mark the accommodations. Refer to the PNP training module.</li> <li>Click <b>Save</b>.</li> </ul>	
<b>Resume Test</b> <ul style="list-style-type: none"> <li>Go to <b>Testing &gt; Students in Sessions</b> and search for the student in the <b>Find Students</b> search bar or click the drop down to choose <b>Show all results</b>.</li> <li>To resume and unlock the student, click the drop-down under the Exited Unit and select <b>Resume</b>.</li> <li>Then, click the drop-down and select <b>Unlock</b>.</li> </ul>	