

## Manage Class Information

**Class** is a required field in PearsonAccess Next. When students are added to PearsonAccess Next, either through PreID upload or manually using the **Create/Edit Student** task in PearsonAccess Next, they are assigned to a class.

Class assignment may be used to manage students in PearsonAccess Next (e.g., to indicate groups of students tested together); however, school assessment coordinators may choose to disregard class assignment in order to avoid the additional tasks associated with managing and changing student class assignments in PearsonAccess Next. In this case, students would have generic class assignments, and school assessment coordinators would manage groups of students tested together through test session assignments or some other means.

To use class assignments to group students who will be tested together, the school assessment coordinator can create a new class and add students to the class. For students added through the PreID upload, the district had the option of providing class names. If a class name was not provided, the default class name (**FL CLASS**) was used for these students. For students added using the **Create/Edit Student** task, the class name will be that which was provided by the person entering the student data. Refer to the *2019–2020 Florida PearsonAccess Next User Guide* for instructions on how to create and edit classes.

## Assign Accommodations

Ensure that students are assigned the correct CBT accommodations prior to testing. Accommodations can be assigned through your district's PreID file upload or when manually adding a student in PearsonAccess Next through the **Manage Student Tests** task. You can also assign accommodations for existing students through the **Manage Student Tests** or **Edit Student Tests** tasks. For more detailed instructions on assigning accommodations, refer to the *2019–2020 Florida PearsonAccess Next User Guide*. Keep in mind that if a PreID file is re-uploaded to edit student information or tests, any manual updates you make may be overridden. Work with your district to ensure that accommodations are assigned to the appropriate students' tests prior to the start of testing.

Remember that failure to provide an accommodation indicated on a student's IEP or Section 504 Plan may be grounds for invalidation. If a student uses an accommodation that is **not** indicated on his or her IEP or Section 504 Plan, that student's test must be invalidated.

## Schedule a New Session for Make-Ups

Refer to the *2019–2020 Florida PearsonAccess Next User Guide* for instructions on how to schedule a new session for make-ups.

**Note:** Since multiple test sessions may be scheduled throughout the testing window, it is also possible to reassign absent students to existing sessions scheduled later in the window rather than creating make-up sessions.

## Prepare Test Sessions

Sessions must be marked Prepared before a school or district may proctor cache or start a session. Refer to the *2019–2020 Florida PearsonAccess Next User Guide* for instructions on how to prepare sessions.