# Guide to the Student Registration/ Personal Needs Profile (SR/PNP) Process for the Spring 2021 RICAS Tests

**Updated February 2021**

# Contact Information and Resources

**Test Administration Information and Online Services**

**RICAS Service Center:** Contact the RICAS Service Center with questions on the RICAS Resource Center website, PearsonAccess<sup>next</sup>, passwords, and questions about the SR/PNP.

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| **Telephone:** | 855-222-8936 |
| | Monday–Friday; 7:00 a.m.–5:00 p.m. |
| **Email:** | ricasservicecenter@cognia.org |
| **Fax:** | 603-749-5108 |
| **RICAS Resource Center:** | ricas.pearsonsupport.com |
| | Use this site to access PearsonAccess<sup>next</sup> to submit the SR/PNP. Training modules, manuals, and other materials to support test administration can also be found here. |

**RICAS Policy Information**

**RIDE: Office of Instruction, Assessment, and Curriculum:** Contact RIDE with any questions on policy or accommodations. Questions regarding student registration data should be directed to the district's data manager.

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| **Web:** | www.ride.ri.gov/ricas |
| **Email:** | assessment@ride.ri.gov |
| **Telephone:** | 401-222-8413 |
| **Fax:** | 401-222-3605 |

# Table of Contents

# I. Introduction

The Student Registration/Personal Needs Profile (SR/PNP) is a collection of student-level data that includes student demographic data, test registration information, and information on selected accessibility features and/or accommodations that a student will use during testing.

The purpose of this document is to provide schools and districts the information needed to complete the initial SR/PNP process as well as update SR/PNP information when necessary. This document provides instructions for the spring 2021 RICAS test administrations, followed by field definitions to be used as a reference when completing students' PNP information. This document is intended to supplement the training modules and training webinars (see the RICAS Resource Center for the modules and the *Test Administration Manuals*, which include a description of the reasons for updating a student's SR/PNP after the initial import).

The accuracy of the SR/PNP is important because it provides a record of certain accessibility features and accommodations used by students. In addition, for computer-based testing (CBT), the SR/PNP determines the test form that students will take (e.g., text-to-speech); for paper-based testing (PBT), it provides the basis for the initial shipment of test materials to schools (e.g., Student ID Labels, test booklets, answer booklets, large-print booklets). The SR/PNP process is also the basis for schools' orders for test administration manuals.

The general process for the SR/PNP is as follows:
1. RIDE will complete the initial student registration import and through nightly feeds continue to keep student registrations in PAN current.
2. Schools/districts will complete a student registration export.
3. Schools/districts will update the file with students' accommodations and accessibility features and import this file back into PAN (repeating as needed).

**Note:** Schools/districts will not be able to make updates to student demographic data or enrollment information via import or manually in PAN.

**Note:** Accommodations that require a special test form—text-to-speech, compatible assistive technology, screen reader, and Spanish— must be assigned to students **before testing** in order for the student to receive the correct test. Updates to these special test forms cannot be made in PAN after a student has begun testing. Selected accommodations and accessibility features must be up to date in the SR/PNP for students by the end of each test administration window in order for RIDE to have current data for the purposes of reporting results, including Parent/Guardian Reports, as well as providing information for the next administration.

## SR/PNP for Students Who Transfer
Note that the "enrollment transfer" task in PAN is used when a student transfers between schools. All student PNP data from the first school will transfer along with the student record to the new school. For CBT, the student will be placed in a new PAN Session (a "transfer session") in the new school with the same settings as the original PAN Session from the first school.

# II. Steps for Completing the SR/PNP with Accommodations and Accessibility Features Information

The table below describes when to use each of the options for updating the SR/PNP:

| Options for updating the SR/PNP: | When would you use this option? |
|---|---|
| **Option 1:** SR/PNP file export and import | when updating a large number of student records |
| **Option 2:** PAN user interface | when updating approximately 10 or fewer records |

Schools should follow the instructions below to complete the SR/PNP upload of student information into PAN.

## Option 1: File Export and Import
## Export the school's file from PAN
1. Sign-in to PAN.
2. Select the appropriate test administration from the dropdown menu located near the top right of the home page (under the year) for the SR/PNP data you want to import
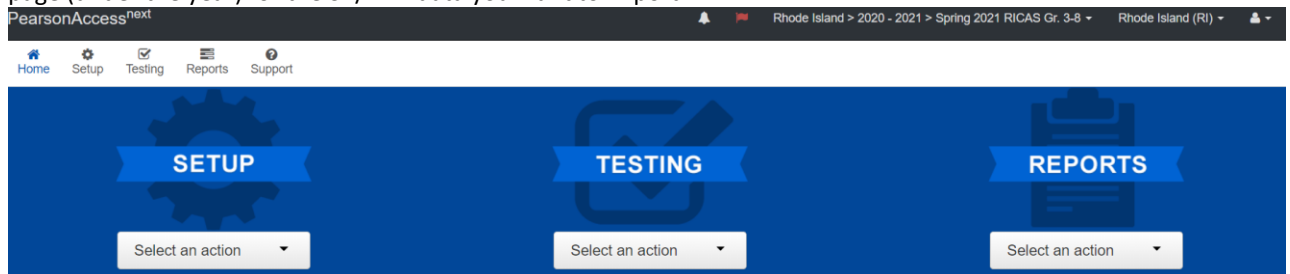


3. Click **Setup** and select **Import/Export Data**.
4. In the **Select Tasks** dropdown, select **Import/Export Data**. Click **Start**.
5. In the **Type** dropdown, select **Student Registration Export**.
6. Select **Process**.
7. Refresh your screen until the process has completed. Then click **Download File**.
8. Save the file in a location that you can find easily (e.g., your computer's hard drive).

## Update Test Mode, Accessibility Features, and Accommodations
1. Change Test Mode to Paper for students testing paper
2. Enter students' selected accessibility features or accommodations in the designated columns, as shown in the field definitions below. Refer to the field definitions in Part IV of this document for the expected values for each column.
3. Column M of the SR/PNP file can be used to automatically create PAN sessions and add students to those sessions for CBT tests. Schools may choose to do this step during the initial SR/PNP import or later on, prior to testing. Once students have been added to a PAN Session, the SR/PNP cannot be used to move students from one PAN Session to another. Because of this, RIDE recommends this step be done only when PAN Session lists have been finalized. See the field definitions Column M below, "Session Name," for recommended naming conventions.
**Note:** PAN Sessions are grade and subject specific.

4. Save the file as a .CSV file.
**Note for Apple users:** Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show all four digits of the birth year. If not, please refer to the directions shown in column I in the table in Part IV to update.

## Import the file into PAN
1. Sign-in to PAN.
2. Select the appropriate test administration from the dropdown menu located near the top right of the home page (under the year) for the SR/PNP data you want to import
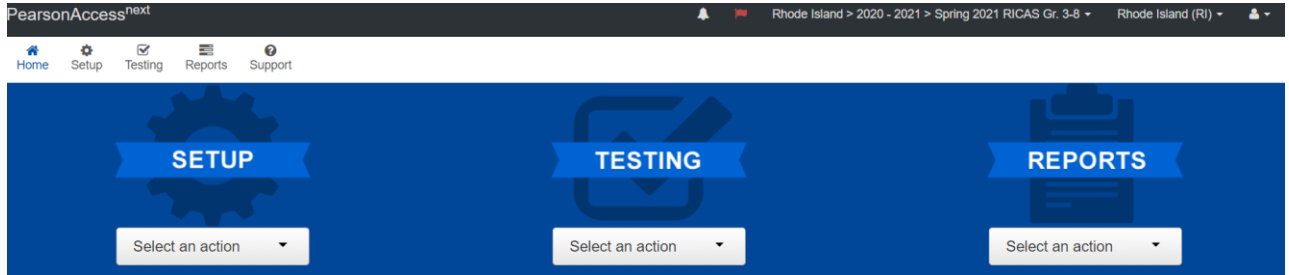
3. Click **Setup** and select **Import/Export Data**.
4. In the **Select Tasks** dropdown, select **Import/Export Data**. Click **Start**.
5. In the **Type** dropdown, select **Student Registration Import.** Ignore the checkbox for "Update demographic data only" (see the image below). If this checkbox is selected, CBT tests will **not** be created for students and PBT tests will **not** be sent for students.

   ☐ Update demographic data only.

6. Choose the .CSV file you had previously saved and select **Process.**
   **Note:** PAN will only allow .CSV files to be imported. Files can be saved in another format (e.g., .xlsx) while working in them, but they must be changed back to .CSV prior to importing.
   **Note:** Information in columns A-J is updated through the nightly feed process and cannot be changed with an import. These columns and the information in them need to remain in the file as is. Only information in column K (Test Mode) and beyond can be changed.

## Confirm that all records have been successfully imported

1. The **View File Details** screen will appear. Refresh the screen by selecting the  icon (at the top).
2. When the file has completed processing, a green box with the message **Complete** or a red box with the message **Complete with issues** will appear on the screen. Two messages will also appear: the number of **successful records**, and the number of **error records**, if any.
3. If there were errors in processing the file, messages will appear at the bottom of the screen.
   Error messages will indicate the specific field(s) that caused the error as well as information on how to correct it. The record number listed will match the row of the .CSV file that caused the error. A sample screen is shown below:

   **Errors**

   Download Records in Error ⓘ

   Download Error Messages ⓘ

   | 1 Results | | Displaying 25 ⌄ |
   |---|---|---|
   | **Record Number** | **Error Record Number** | **Message** |
   | 2 | 2 | Large Print Test Edition is only valid when the Test Format is "P" for Paper. |

4. Correct the rows that had an error and repeat the steps above until all records import successfully. You may reuse the initial import file, leave the records without errors in the file, and correct only the records with errors. When re-importing this file, PearsonAccess^next will treat the records without errors as updates, even if no values changed. This will not cause any issues.
   **Note:** A list of common error codes and solutions can be found at the end of this document.

## Option 2: PAN User Interface
## Manually update an existing student record

1. [Sign-in to PAN](#).
2. Select the appropriate test administration from the dropdown menu located near the top right of the home page (under the year) for the SR/PNP data you want to import
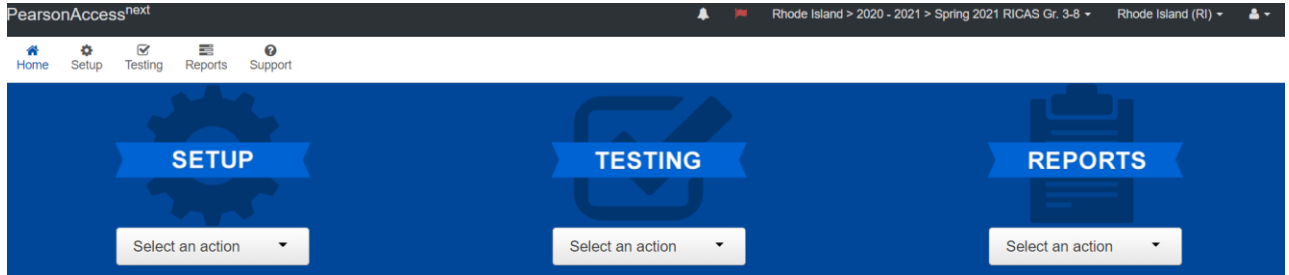
3. Click **Setup** and select **Students**.
4. Search for the student record by the student's last name or SASID. If you are unable to locate your student, change the drop down from "Registered to [admin name]" to "by Ignoring [admin name]".
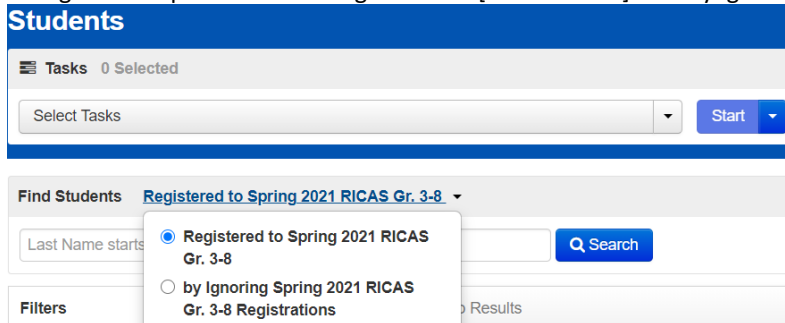


5. Click the checkbox next to the student's name.
6. From the **Select Tasks** dropdown, select **Manage Student Tests.**
7. Click **Start.** Update the student information as needed.
8. Click **Save**.
   **Note:** Student demographic data (**Create/Edit Students** page and **Register Students** page) is updated through the nightly feed process and cannot be changed in the User Interface. Only student test information (**Manage Student Tests** page) can be updated.

## Update eRIDE with any changes to student information

Changes to student information must be made in your district's Student Information System (SIS). The student information contained in the SIS is electronically submitted to RIDE either through a file transfer or other type of feed. RIDE will use that information to populate PAN.

# IV. Field Definitions

The following pages contain a table showing the SR/PNP fields and definitions, as well as notes and validations (e.g., if steps are not followed, the error messages that will appear), and the expected value for each column.

The table includes the following sections:
- Student Registration/Personal Needs Profile
- Universal Accessibility Features
- Accommodations

**Note:** Information in columns A-J is updated through the nightly feed process and cannot be changed with an import. These columns and the information in them need to remain in the file as is. Only information in column K (Test Mode) and beyond can be changed.

## Field Definitions

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| A | District Code | N | 6 | The Testing District responsible for administering the test to a student | Non-public schools that do not have a parent organization should leave this field blank. | **Part of Nightly Feed, do not edit or remove.** |
| B | School Code | Y | 6 | The Testing School responsible for administering the test to a student | If a school code does not already exist in PAN, an error message will appear. | **Part of Nightly Feed, do not edit or remove.** |
| C | SASID | Y | 10 | A unique numeric code given to each Rhode Island publicly funded student<br><br>If you do not have a student's SASID, contact your district data manager to obtain one. | SASID must be 10-digits beginning with "10…" | **Part of Nightly Feed, do not edit or remove.** |
| D | Student Grade | Y | 2 | Student's grade, as listed in most recent Enrollment Census (eRIDE) | | **Part of Nightly Feed, do not edit or remove.** |
| E | Last Name | Y | 25 | The student's full legal last name that is borne in common by members of the family | | **Part of Nightly Feed, do not edit or remove.** |
| F | First Name | Y | 25 | The student's full legal first name that was given at birth, baptism, or through legal change | | **Part of Nightly Feed, do not edit or remove.** |
| G | Middle Initial | N | 1 | The initial of the full middle name given to the student at birth, baptism, or through legal change | | **Part of Nightly Feed, do not edit or remove.** |
| H | Gender | N | 1 | Gender of the student | M = Male<br>F = Female<br>N = Non-Binary | **Part of Nightly Feed, do not edit or remove.** |
| I | Date of Birth | Y | 10 | The year, month, and day on which the student was born<br><br>**Note for Apple users:**<br>.CSV files on a Mac will remove the first two digits on the birth year, and an error message will appear. Use the following steps to update the formatting.<br>1. Select column I in the file and right-click (secondary click).<br>2. Select **Format Cells** from the menu.<br>3. Select the **Custom** option from the list.<br>4. In the **Type** text box, remove the text and enter "mm/dd/yyyy."<br>5. Click **OK**. | | **Part of Nightly Feed, do not edit or remove.** |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| J | Test Code | Y | 5 | Identifier assigned to the test name | **ELA03** = Grade 3 ELA<br>**ELA04** = Grade 4 ELA<br>**ELA05** = Grade 5 ELA<br>**ELA06** = Grade 6 ELA<br>**ELA07** = Grade 7 ELA<br>**ELA08** = Grade 8 ELA]<br>**MAT03** = Grade 3 Mathematics<br>**MAT04** = Grade 4 Mathematics<br>**MAT05** = Grade 5 Mathematics<br>**MAT06** = Grade 6 Mathematics<br>**MAT07** = Grade 7 Mathematics<br>**MAT08** = Grade 8 Mathematics | **Part of Nightly Feed, do not edit or remove.** |
| K | Test Format | Y | 1 | Format of the test<br><br>**Note:** All schools assessing Rhode Island students are required to administer the tests Online. The paper test format is an accommodation for students with disabilities who have this as an accommodation in their IEP or 504 Plan.<br><br>**Note:** The nightly feed process will automatically register students for online tests. If students are changed to paper tests, the nightly feed will not overwrite that change. | | P = Paper<br>O = Online |
| L | Blank Field | | | **Not applicable** | | |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| M | Session Name | N | 50 | **For CBT only**<br><br>When creating PAN Sessions, RIDE recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that PAN Session names include the following: test administrator name, testing location, grade, and subject area test. (for example, 6 MATH SAMPSON 205)<br><br>**Note:** Read-Aloud and Human Signer Sessions in PAN must be set up separately from other PAN Sessions. See Columns Y– AB for more information. | **Not applicable for PBT**<br><br>**For CBT:**<br>If this field is populated in the initial import, a PAN Session will automatically be created with the name entered in this field in PAN.<br><br>Students who share the same PAN Session name will also be automatically placed into that Session.<br><br>**Note:** If a student's test has already been added to a PAN Session, it cannot be moved by changing this field and reimporting the file. Instead, remove the student's test from the PAN Session and then reimport the file with this field populated. | A-Z<br>a-z<br>0-9<br>- (Hyphen)<br>. (Period)<br>' (Standard Apostrophe)<br>Embedded Spaces<br>Blank |
| N | Blank Field | | | **Not applicable** | | |
| O | Blank Field | | | **Not applicable** | | |
| P | State use only | | | **Not applicable** | | |
| Q | Cognia Organization ID | N | 10 | Schools and districts should ignore this field when importing the file into the system (i.e., leave this field blank). When exported, this field will be populated with the Cognia organization ID. | | |
| R | Alternate Cursor/Mouse Pointer (UF4) | N | 3 | **For CBT Only**<br><br>Select an enlarged cursor/mouse size with or without a different color. Student must log out of the test to charge the selected cursor/mouse. | **If expected value equals "M," "L," "XL," "XLB," "XLG," or "XLY" then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "O | M = Medium<br>L = Large<br>XL = Extra Large<br>XLB = Extra Large Black<br>XLG = Extra Large Green<br>XLY = Extra Large Yellow<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| S | Alternative Background and Font Color (Color Contrast) (UF2) | N | 2 | **For CBT only**<br><br>Selects an alternative color combination for the text (font color) and background<br><br>If selected, student may change the alternative color combination during testing. | **If expected value equals "Y" or "01" – "06," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "O"<br>• Screen Reader must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Typed Responses must be left blank<br>• Large Print Test Edition must be left blank<br>• Braille Test Edition must be left blank | Y = 01 = Black on Cream<br>02 = Black on Light Blue<br>03 = Black on Light Magenta<br>04 = White on Black<br>05 = Yellow on Blue<br>06 = Dark Gray on Pale Green<br>Blank |
| T | Answer Masking (UF6) | N | 1 | **For CBT only**<br><br>Response options (answer choices) are not visible; student clicks to reveal each response option | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "O"<br>• Screen Reader must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Typed Responses must be left blank<br>• Large Print Test Edition must be left blank<br>• Braille Test Edition must be left blank | Y = Yes<br>Blank |
| U | Large Print Test Edition (A2) (EL8) | N | 1 | **For PBT only**<br><br>A large-print edition test booklet and answer booklet are provided with printed text in approximately 18-point font. If the student uses the Large Print answer booklet, then responses must be transcribed by a test administrator into the student's standard answer booklet.<br><br>Large Print PBT edition is available in Spanish for the mathematics test only. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "P"<br>• Alternate Cursor/Mouse-Pointer must be left blank<br>• Alternate Background and Font Color must be left blank<br>• Answer Masking must be left blank<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Braille Test Edition must be left blank<br>• Text-to-Speech must be left blank<br>• Web Extension must be left blank | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| V | Screen Reader Edition (A3.1) | N | 1 | **For CBT only**<br><br>Screen reader-enabled edition of computer-based test for a student who is blind<br><br>Screen Reader assistive technology application (e.g., Jaws, NVDA) is used for browser navigation and to deliver a computer-based test tagged to support Screen Reader use.<br><br>Generally used in conjunction with a Refreshable Braille display or hard-copy Braille test<br><br>**Note:** "Screen Reader Edition" is **different** from "Compatible Assistive Technology," "Text-to-Speech," or "Web Extension" test forms.<br><br>If Spell-checker accommodation is needed, the student must use a spell-checking program on a second computer.<br><br>If selecting "Screen Reader Edition," students will automatically receive a Braille hard-copy test for Mathematics. Students will receive a Braille hard-copy test for ELA only if graphics are included in the test. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "O"<br>• Alternative Background and Font Color must be left blank<br>• Answer Masking must be left blank<br>• Large Print Test Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Braille Test Edition must be left blank<br>• Human Read-Aloud as a Standard/Special Access Accommodation must be left blank<br>• Human Signer as a Standard/Special Access Accommodation must be left blank<br>• Text-to-Speech must be left blank<br>• Typed Responses must be left blank<br>• Spell-Checker must be left blank<br>• Web Extensions must be left blank<br>• Spanish Edition must be left blank | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| W | Compatible Assistive Technology | N | 1 | **For CBT only**<br><br>Select Compatible Assistive Technology (AT) to allow activation of external software or hardware that is compatible (e.g., Dragon Naturally Speaking, ZoomText). For more information on how to determine compatibility of software or devices, see the Assistive Technology Guidelines for RICAS.<br><br>Compatible Assistive Technology is intended for non-screen reader AT only. Select "screen reader" instead, if used by a student with a visual disability.<br><br>Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation) | **Must obtain DESE approval prior to testing for AT applications**<br><br>**If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "O"<br>• Alternative Background and Font Color must be left blank<br>• Answer Masking must be left blank<br>• Large Print Test Edition must be left blank<br>• Screen Reader Edition must be left blank<br>• Braille Test Edition must be left blank<br>• Human Read-Aloud as a Standard/Special Access Accommodation must be left blank<br>• Human Signer as a Standard/Special Access Accommodation must be left blank<br>• Text-to-Speech must be left blank<br>• Typed Responses must be left blank<br>• Spell-Checker must be left blank<br>• Web Extensions must be left blank<br>• Spanish Edition must be left blank | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| X | Braille Test Edition (A3.2) | N | 1 | **For PBT only**<br><br>Hard-copy Braille test (text and graphics) for student who is blind<br><br>**Note:** All Braille tests will be available in Unified English Braille. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "P"<br>• Alternate Cursor/Mouse-Pointer must be left blank<br>• Alternate Background and Font Color must be left blank<br>• Answer Masking must be left blank<br>• Large Print Test Edition must be left blank<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Human Read-Aloud as a Standard/Special Access Accommodation must be left blank<br>• Human Signer as a Standard/Special Access Accommodation must be left blank<br>• Text-to-Speech must be left blank<br>• Web Extension must be left blank<br>• Spanish Edition must be left blank | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| Y | Human Read Aloud as a Standard Accommodation (Mathematics) (A5; EL3.2) | N | 1 | **For CBT or PBT**<br><br>Standard Accommodation<br><br>Test administrator reads aloud a test to a student with a disability.<br><br>**Human Read-Aloud in Spanish.** Test administrator reads aloud the Mathematics test to an English Learner in Spanish. The test administrator must be fluent in reading, writing, and speaking Spanish.<br><br>**Note:** Students requiring a human reader for the computer-based test **must** be placed in a separate human read-aloud Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator with a TestNav testing ticket to log in and read the test on a separate computer. To set up a human read-aloud Session in PAN, follow the steps below:<br>1. Find and select the appropriate session in PAN.<br>2. Select the **Create/Edit Sessions** task.<br>3. Next, select the **Proctor Reads Aloud** checkbox.<br>4. Select **Human Read-Aloud (or Human Read Aloud Spanish)** from the **Form Group Type** menu. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Braille Test Edition must be left blank<br>• Human Read-Aloud as a Special Access Accommodation must be left blank<br>• Human Signer as a Standard/Special Access Accommodation must be left blank<br>• Text-to-Speech must be left blank<br>• Math tests only | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| Z | Human Read Aloud as a Special Access Accommodation (ELA) (SA1.2) | N | 1 | **For CBT or PBT**<br><br>**Special Access Accommodation**<br><br>Test administrator reads aloud a test to a student with a disability.<br><br>**Note:** Students requiring a computer-based read aloud test must be placed in a separate human read aloud session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and read the test on a separate computer. To set up human read aloud:<br>1. Find and select the appropriate session in PAN.<br>2. Select the **Create/Edit Sessions** task.<br>3. Next, select the **Proctor Reads Aloud** checkbox.<br>4. Select **Human Read Aloud** from the **Form Group Type** menu. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Braille Test Edition must be left blank<br>• Human Read-Aloud as a Standard Accommodation must be left blank<br>• Human Signer as a Standard/Special Access Accommodation must be left blank<br>• Text-to-Speech must be left blank<br>• Spanish Edition must be left blank<br>• ELA tests only<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AA | Human Signer as a Standard Accommodation (Mathematics and ELA) (A6.1) | N | 1 | **For CBT or PBT**<br><br>**Standard Accommodation**<br><br>Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard-of hearing. No more than five students may be tested in a group.<br><br>**Note:** Mathematics and ELA test questions and response options only. For human signer for ELA reading passages, see column AB.<br><br>**Note:** Students requiring a human signer on a computer-based test must be placed in a separate human signer Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and sign the test using a separate computer. To set up a human signer Session in PAN, follow the steps below:<br>1. Find and select the appropriate session in PAN.<br>2. Select the **Create/Edit Sessions** task.<br>3. Next, select the **Proctor Reads Aloud** checkbox.<br>4. Select **Human Signer** from the **Form Group Type** menu. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Braille Test Edition must be left blank<br>• Human Read-Aloud as a Standard/Special Access Accommodation must be left blank<br>• Human Signer as a Special Access Accommodation must be left blank<br>• Text-to-Speech must be left blank | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AB | Human Signer as a Special Access Accommodation (ELA) (SA2) | N | 1 | **For CBT or PBT**<br><br>**Special Access Accommodation**<br><br>Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard of-hearing. No more than five students may be tested in a group.<br><br>**Note:** ELA reading passages only. For human signer for mathematics and ELA items and response options, see column AA.<br><br>**Note:** Students requiring a human signer on a computer-based test must be placed in a separate human signer Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and sign the test using a separate computer. To set up a human signer Session in PAN, follow the steps below:<br>1. Find and select the appropriate session in PAN.<br>2. Select the **Create/Edit Sessions** task.<br>3. Next, select the **Proctor Reads Aloud** checkbox.<br>4. Select **Human Signer** from the **Form Group Type** menu. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Braille Test Edition must be left blank<br>• Human Read-Aloud as a Standard/Special Access Accommodation must be left blank<br>• Human Signer as a Standard Accommodation must be left blank<br>• Text-to-Speech must be left blank<br>• Spanish Edition must be left blank<br>• ELA tests only<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AC | Text-to-Speech (TTS)<br><br>**\*Standard**<br>Math (A4.1, EL3.1)<br><br>**\*Special Access**<br>ELA (SA1.1) | N | 1 | **For CBT only**<br><br>TTS-enabled version of computer-based test read aloud to student<br><br>TTS is only available for computer-based tests. TTS is not available for paper-based tests.<br><br>If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "O"<br>• Large Print Test Edition must be left blank<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Braille Test Edition must be left blank<br>• Human Reader as a Standard/Special Access Accommodation must be left blank<br>• Human Signer as a Standard/Special Access Accommodation must be left blank<br>• Typed Responses must be left blank<br>• Spanish Edition must be left blank<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y =Yes<br>Blank |
| AD | Blank Field | | | **Not Applicable** | | |
| AE | Blank Field | | | **Not Applicable** | | |
| AF | Blank Field | | | **Not Applicable** | | |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AG | Human Scribe as a Standard Accommodation (Mathematics) (A10.1, EL4.1) | N | 1 | **For CBT or PBT**<br><br>Standard Accommodation<br><br>**CBT:** Scribe must record student's responses verbatim (as dictated by the student) into TestNav at the time of testing.<br><br>**PBT:** Scribe must record student's responses verbatim (as dictated by the student) into the student's answer booklet at the time of testing.<br><br>Students must be tested individually in a separate setting.<br><br>Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one). | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Speech-to-Text as a Standard/Special Access Accommodation must be left blank<br>• Human Scribe as a Special Access Accommodation must be left blank<br>• Math tests only | Y = Yes<br>Blank |
| AH | Human Scribe as a Special Access Accommodation (ELA) (SA3.1) | N | 1 | **For CBT or PBT**<br><br>**Special Access Accommodation**<br><br>**CBT:** Scribe must record student's responses verbatim (as dictated by the student) into TestNav at the time of testing.<br><br>**PBT:** Scribe must record student's responses verbatim (as dictated by the student) into the student's answer booklet at the time of testing.<br><br>Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one). | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Speech-to-Text as a Standard/Special Access Accommodation must be left blank<br>• Human Scribe as a Standard Accommodation must be left blank<br>• ELA tests only<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AI | Speech-to-Text as a Standard Accommodation (Math) (A10.2; EL4.2) | N | 1 | **For CBT or PBT**<br><br>**Standard Accommodation**<br><br>**For PBT:** Test administrators must transcribe student responses verbatim (as dictated by the student) into the student's answer booklet.<br><br>**For CBT:** Review the [Assistive Technology Guidelines for RICAS](#) prior to selecting this accommodation.<br><br>If speech-to-text device is not compatible, test administrators must transcribe student responses verbatim (as dictated by the student) into the student's computer-based test from the student's separate external work station.<br><br>If one of the embedded **Web Extension speech-to-text programs** (Co:Writer or Read&Write) will be used, then select Web Extension AT Form (Column Letter AQ).<br><br>If a compatible (a district owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as TestNav, then Compatible Assistive Technology must also be selected (Column Letter W). | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Human Scribe as a Standard/Special Access Accommodation must be left blank<br>• Speech-to-Text as a Special Access Accommodation must be left blank<br>• Web Extensions must be left blank<br>• Math tests only | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AJ | Speech-to-Text as a Special Access Accommodation (ELA) (SA3.2) | N | 1 | **For CBT or PBT**<br><br>**Special Access Accommodation**<br><br>**For PBT:** Test administrators must transcribe student responses verbatim (as dictated by the student) into the student's answer booklet.<br><br>**For CBT:** Review the Assistive Technology Guidelines for RICAS prior to selecting this accommodation.<br><br>If speech-to-text device is not compatible, test administrators must transcribe student responses verbatim (as dictated by the student) into the student's computer-based test from the student's separate external work station.<br><br>If one of the embedded **Web Extension speech-to-text programs** (Co:Writer or Read&Write) will be used, then select Web Extension AT Form (Column Letter AQ).<br><br>If a compatible (a district owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as TestNav, then Compatible Assistive Technology must also be selected (Column Letter W). | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Human Scribe as a Standard/Special Access Accommodation must be left blank<br>• Speech-to-Text as a Standard Accommodation must be left blank<br>• ELA tests only<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y = Yes<br>Blank |
| AK | Typed Responses (A12) | N | 1 | **For PBT only**<br><br>Student responds to test questions using word processor or similar device.<br><br>Responses must be printed out, one response per page, and **inserted into the student's answer booklet** with all required information on each page (see the appendix in the appropriate *Test Administrator's Manual*). Typed responses should **not** be transcribed into the student's answer booklet.<br><br>Responses that have been printed out must be deleted from the word processor. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "P"<br>• Alternate Cursor/Mouse-Pointer must be left blank<br>• Alternate Background and Font Color must be left blank<br>• Answer Masking must be left blank<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Text-to-Speech must be left blank<br>• Web Extension must be left blank | Y = Yes<br>Blank |

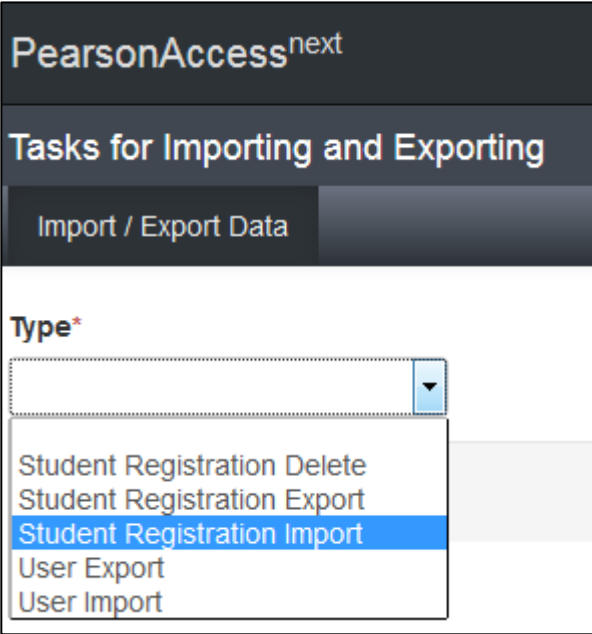| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AL | Calculation Device on non-calculator test session (SA4) | N | 1 | **For CBT or PBT**<br><br>**Special Access Accommodation**<br><br>**CBT:** Calculators will be embedded in TestNav if selected.<br><br>**PBT:** Calculators must be provided to students.<br><br>Select if student requires a calculator for Mathematics non-calculator sessions. If selected, a calculator will be embedded in TestNav for the non-calculator session (i.e., school does not need to provide student with a calculator). | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>&bull;   Math tests only<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y = Yes<br>Blank |
| AM | Spell-Checker (SA5) | N | 1 | **For CBT or PBT**<br><br>**Special Access Accommodation**<br><br>**CBT:** Student uses spell-checker embedded in TestNav for ELA.<br><br>**PBT:** Student uses an external spell-checking device for ELA. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>&bull;   Screen Reader Edition must be left blank<br>&bull;   Compatible Assistive Technology must be left blank<br>&bull;   ELA tests only<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y = Yes<br>Blank |

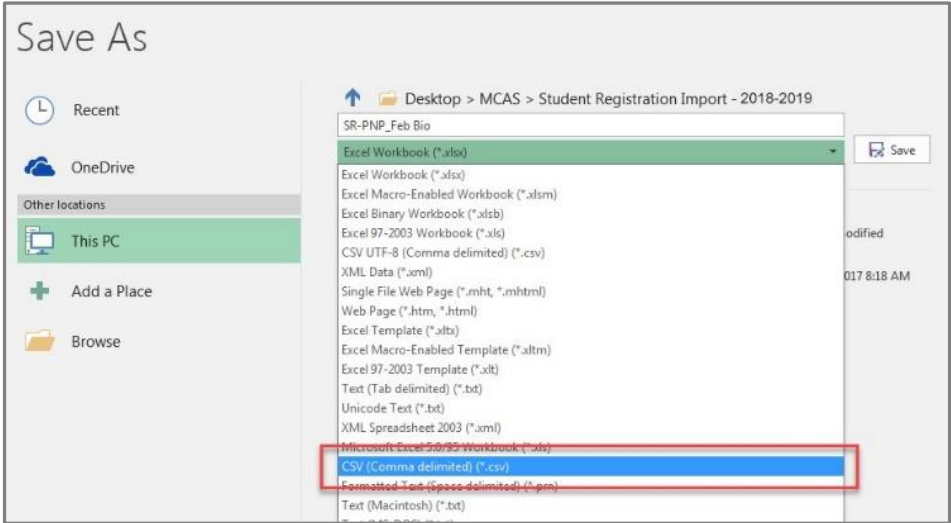| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AN | Word Prediction (SA6) | N | 1 | **For CBT or PBT**<br><br>**Special Access Accommodation**<br><br>**For CBT:** Review the Assistive Technology Guidelines for RICAS prior to selecting this accommodation.<br><br>If one of the embedded **Web Extension word prediction programs** (Co:Writer or Read&Write) will be used, then select Web Extension AT Form (Column Letter AQ). If stand-alone word prediction program is not compatible, a test administrator (or the student) must transcribe student responses verbatim into the student's computer-based test from the student's separate external work station.<br><br>Test administrator may assist student to transcribe words from the external device or application into either the student's answer booklet (PBT) or TestNav (CBT).<br><br>During testing, Internet access must be turned off/restricted for non-compatible word prediction programs. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• ELA tests only<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y = Yes<br>Blank |
| AO | Blank Field | | | **Not Applicable** | | |
| AP | Graphic Organizer/ Reference Sheet (A9) | N | 1 | **For CBT or PBT**<br><br>This accommodation should **not** be selected if only using a standard reference sheet provided to students in grades 5-8 with Mathematics tests.<br><br>Select only if using as an accommodation:<br>• A pre-approved graphic organizer and/or reference sheet posted to the RIDE's website for ELA and Mathematics. | | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AQ | Web Extensions | N | 1 | **For CBT only**<br><br>Students will have the option to select a compatible web extension tool (Co:writer or Read&Write) for the use of speech-to-text and/or word prediction assistive technologies. The speech-to-text and/or word prediction accommodation(s) must also be selected with the Web Extension test form.<br><br>**Note:** Web Extensions are not available for Math Tests | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Test format must be "O"<br>• Large Print Test Edition must be left blank<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Braille Test Edition must be left blank<br>• Speech-to-Text as a Standard Accommodation must be left blank<br>• **Speech-to-Text as a Special Access Accommodation and/or Word Prediction must also be selected**<br>• Typed Responses must be left blank<br>• Spanish Edition must be left blank<br>• ELA tests only<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y = Yes<br>Blank |
| AR | Spanish Edition Test (Math) (EL3.3) (EL7) | N | 1 | **For CBT and PBT**<br><br>**CBT:** Items and response options appear in Spanish.<br><br>**PBT:** The grades 3-8 mathematics tests may be administered to any EL student with a low level of English proficiency, is currently receiving or has received mathematics instruction in Spanish, or who has little or no familiarity with technology.<br><br>**Large Print PBT in Spanish:** If a student needs Large Print in Spanish, see column U.<br><br>**Human Read Aloud in Spanish:** If a student needs Human Read Aloud for mathematics in Spanish, see column Y. | **If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:**<br>• Screen Reader Edition must be left blank<br>• Compatible Assistive Technology must be left blank<br>• Braille Test Edition must be left blank<br>• Text-to-Speech must be left blank<br>• Web Extensions must be left blank<br>• Math tests only<br><br>For guidelines on which students may receive this special access accommodation, review the *Comprehensive Accommodations and Accessibility Features Manual*. | Y = Yes<br>Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Field Notes and Validations | Expected Values |
|---|---|---|---|---|---|---|
| AS | Approved Bilingual Word-to-Word Dictionary and Glossary (EL2) | N | 1 | **For CBT and PBT**<br><br>Refer to the *Bilingual Dictionaries and Glossaries Authorized for Use by English Language Learners on RICAS Tests* for the list of authorized word-to-word dictionaries and glossaries. | | Y = Yes<br>Blank |
| AT | Blank Field | | | **Not applicable** | | |
| AU | Blank Field | | | **Not applicable** | | |
| AV | Blank Field | | | **Not applicable** | | |
| AW | Blank Field | | | **Not applicable** | | |
| AX | Blank Field | | | **Not applicable** | | |
| AY | Blank Field | | | **Not applicable** | | |
| AZ | Blank Field | | | **Not applicable** | | |
| BA | Blank Field | | | **Not applicable** | | |

# Common errors to avoid when completing the SR/PNP

Below are common errors that can occur during the Student Registration/Personal Needs Profile (SR/PNP) import process, as well as solutions to correct them. Contact the RICAS Service Center at ricasservicecenter@cognia.org or 855-222-8936 with any questions on the SR/PNP process.

| Error message | Cause | Solution |
|---|---|---|
| Incorrect number of fields found on line 2, expected: 53 actual: 11 | This error message appears when selecting a **User Import** rather than a **Student Registration Import** in PAN.<br><br>This error message indicates that the file being imported contained more columns than expected. PAN has 53 columns in the Student Registration file. (In this example, PAN expected 11 columns for a User Import.) | The file needs to be re-imported with the correct import type (**Student Registration Import**).<br><br> |

| Error message | Cause | Solution |
|---|---|---|
| No error message, but the file is not uploaded correctly | Typically, this occurs when a user imports a file that was saved in the wrong format. | Users should verify that the file is saved in the **.CSV** format. PAN will not import files saved as .xlsx or .txt. <br><br> |
| Incorrect number of fields found on line 2, expected: 53 actual: 45 | This error message appears when using the SR/PNP file layout and field definitions from a previous administration.<br><br>This error message indicates that the file being imported contained fewer columns than expected. PAN expects 53 columns in the 2020–2021 Student Registration file. (In this example, the file contained 45 columns.) | The file needs to be updated using the 2020–2021 Student Registration layout.<br><br>Once the file is prepared, it should be re-imported into PAN. |
| Human Read Aloud as a Special Access Accommodation is not valid when "testcode" is for a Mathematics test. | Several accommodations are available for only one subject area test (e.g., available for ELA but not for Mathematics). An error message will appear if an accommodation is not available for the selected test. | Refer to the *Comprehensive Accommodations and Accessibility Features Manual* to determine if the accommodation in question is available for the subject area test that was selected. |