Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process for the 2019–2020 RICAS Tests

RIDE Rhode Island Department of Education

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[next], passwords, and questions about the SR/PNP.

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[next] 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.

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

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I. Introduction

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

The accuracy of the SR/PNP is important because it provides a record of 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); and, for paper-based testing (PBT), it provides the basis for the initial shipment of test materials to schools. The SR/PNP is also the basis for schools' orders for test administration manuals. The test administration manuals needed for administering tests to students with disabilities can be ordered online at the iServices website or downloaded and printed from the RIDE site at:
ride.ri.gov/InstructionAssessment/Assessment/RICASAssessments.aspx.

The purpose of this document is to provide schools and districts the directions and guidance they need to complete the initial SR/PNP process and the instructions to update SR/PNP when necessary. This document also includes the field definitions that districts need in order to complete students' PNP information.

RIDE will complete the initial SR/PNP upload, after which, districts and schools must update the SR/PNP by inputting data directly into PAN for small numbers of students or by importing a new file into PAN (see deadlines listed on page ii).

Districts and schools are expected to enter accommodations information for students. Accommodations 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. However, accommodations that require a special test edition (text-to-speech, compatible assistive technology, Spanish, and screen reader, for example) must be assigned before testing so the student receives the correct test form.

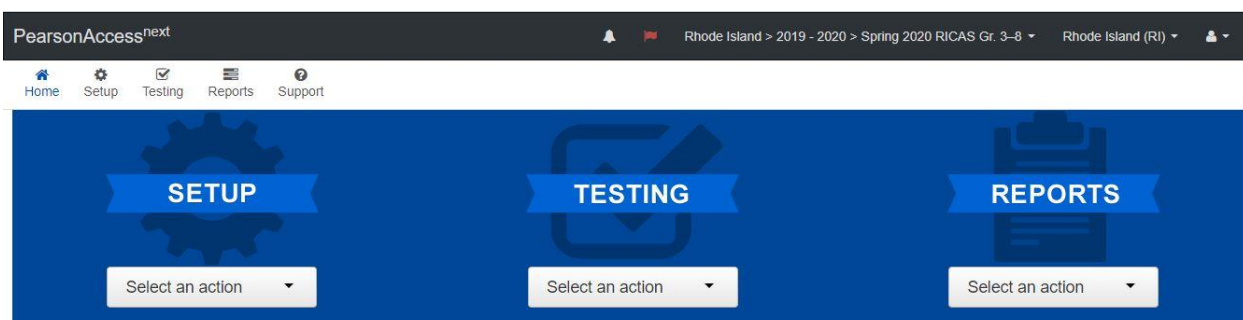## B. Update eRIDE with any changes to student information made in PAN.

Changes to student information in PAN must also be made in your district's Student Information System (SIS). The student information contained in the SIS, in most cases, is electronically submitted to RIDE.

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

In January 2020, RIDE uploaded a student registration file on behalf of all districts and schools with students expected to participate in the 2020 RICAS Grades 3–8 administration of English language arts and mathematics. This file did not contain any accessibility features or accommodations information for students. This information will be added by district or school personnel during the SR/PNP window on page ii. The steps below will guide you through downloading, fixing, and uploading this information into PearsonAccess^next (PAN).

Step 1: Download and export the school's file from PAN.

1. Sign into PAN at: http://ricas.pearsonsupport.com/pearsonaccessnext/.

2. Select the appropriate test administration from the dropdown menu in the top right corner (to the right of the state name) for the SR/PNP data you want to export.

3. On the **Setup** menu, 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).

Step 2: Update Student Information (changes to more than 20 student records)

1. Delete students who are no longer enrolled in your district. To delete a student, click on the row and select "delete". Do not use the delete key on your keyboard.

2. Add rows for students who were not included in the file but should be tested. Any students who enrolled in your district or school after that date should be added.

   Note for Paper-Based Tests (PBT): This step is particularly important for PBT, since schools that need PBT will only receive Student ID Labels and secure test materials for each student test listed in PAN.

3. Enter students' selected accessibility features or accommodations in columns S–AQ. Refer to the field definitions in section III of this document for information on which accommodation or accessibility feature belongs in which column and for the expected values for each column.

4. Column M of the SR/PNP file can be used to automatically add students into CBT test sessions in PearsonAccess^next. Schools may choose to do this step during their initial SR/PNP import or later on, prior to testing.

   Notes:

   - Test sessions are grade and subject specific.

   - The SR/PNP file cannot move students from one session to another. Because of this, the RIDE recommends this step only be done once session lists have been finalized.

5. Save the file as a .CSV file.

   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 for Apple users: CSV files on a MAC will remove the first two digits on the birth year and this will cause the file to error out. Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show all four digits of the birth year. Use the following steps to update the formatting.

   1. Select row I in the file and right click.

   2. Select **Format Cells** from the menu.

   3. Select the **Custom** option from the list.

   4. In the **Type** text box, remove the text and enter "mm/dd/yyyy."

      Click **OK** and the formatting will be correct.

Step 3: How to import the file into PearsonAccess^next (PAN)

1. Sign into PAN at: http://ricas.pearsonsupport.com/pearsonaccessnext/

2. Select the appropriate test administration from the dropdown menu in the top right corner for the SR/PNP data you want to import.

3. On the **Setup** menu, 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 option "Update demographic data only."

6. Choose the .CSV file you had previously saved, and select **Process.**
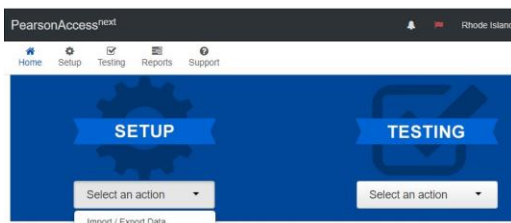
Note: PAN will only allow .CSV files to be imported. Files can be saved in another format (e.g., .xlsx) while working in them, but they must be changed back to .CSV prior to importing.

Step 4: How to confirm that all records have been successfully imported.

- The **View File Details** screen will appear. Refresh the screen by selecting the ⟳ icon at the top of the page.

- 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.

- 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 is shown below:

- Correct the rows that had an error and repeat the steps above until all records import successfully.
  NOTE: A list of common error codes and their solutions is at the end of this document.

How to manually add and update student records using the PAN user interface

It will be necessary to update individual student records in order to keep the information in PAN up-to-date and accurate. The instructions below show you how to make changes to individual student records using the PAN User Interface. Schools should update the SR/PNP for the following situations:
- A student enrolls in your school after the initial upload.
- A student transfers out of your school.
- A student's accommodations and/or accessibility features have changed.
- A student's name or SASID entered incorrectly.

NOTE:
- All changes to student enrollment information must also be made in the district SIS. This ensures that the Enrollment Census (eRIDE) contains the most accurate and up-to-date student information and ensures that post-test data clean-up activities are minimal.

How to add an individual student
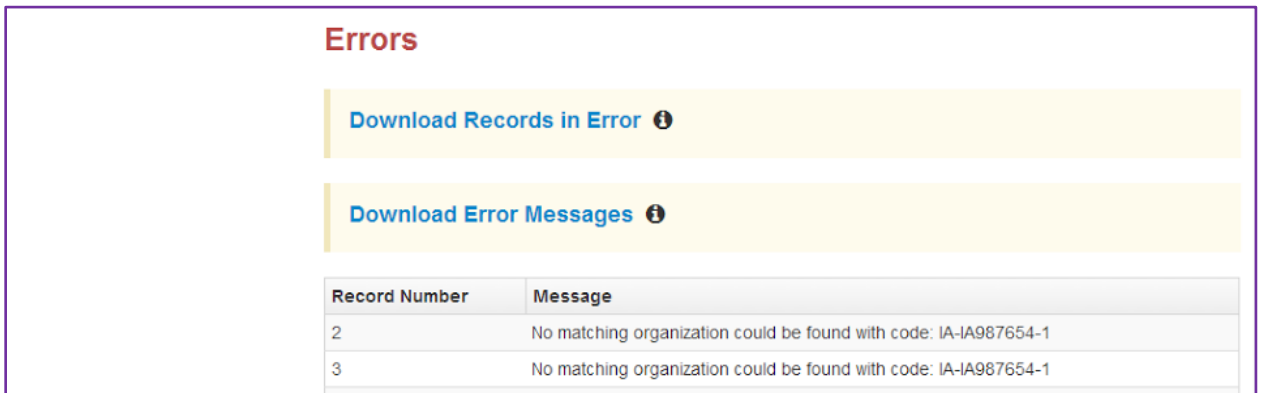
1. Sign into PAN at: http://ricas.pearsonsupport.com/pearsonaccessnext/.

2. Select the appropriate test administration from the dropdown menu in the top right corner for the SR/PNP data you want to import (see the screenshot on page 2).

3. On the **Setup** menu, select **Students.**

4. In the **Select Tasks** dropdown, select **Create/Edit Students** and **Registration** (**Register Students, Manage Student Tests, and Manage Enrollments** will automatically be selected). Click **Start.**

5. Tabs will appear at the top of the screen for each task that will be done sequentially.

6. Add details to the **New Student** screen. Enter all required fields (indicated by a red asterisk). Click **Create**.

7. Click **Register Students** at the top of the screen. Click the **Registered** checkbox. Click the **Student Grade** dropdown and indicate the student's grade. Click **Save**.

8. Click **Manage Student Tests** at the top of the screen. Select the student from the dropdown, assign a test to the student, and select the organization. Leave the group name blank. Select the test format, and then select the checkbox next to each accommodation that applies to the

   student. For more information about each accommodation, hover your cursor over the 🛈 for each accommodation. Click **Create**.

9. Click **Manage Enrollments** at the top of the screen. Confirm all the details by viewing the screen (there is nothing to click to confirm)

10. Create and register additional students as needed.

How to manually update an existing student record

1. Sign into PAN at http://ricas.pearsonsupport.com/pearsonaccessnext/.

2. Select the appropriate test administration from the dropdown menu in the top right corner for the SR/PNP data you want to import (see the screen shot on page 2).

3. On the **Setup** menu, select **Students.**

4. Search for the student record by the student's last name or SASID.

5. Click the checkbox next to the student's name.

6. From the **Select Tasks** dropdown, select **Create/Edit Students** and/or **Manage Student Tests** (depending on what needs to be updated). Click **Start.**

7. Update the student information as needed.

8. Click **Save**.

How to manually request an enrollment transfer for a new student

1. Sign into PAN at http://ricas.pearsonsupport.com/pearsonaccessnext/.

2. Select the appropriate test administration from the dropdown menu in the top right corner for the SR/PNP data you want to import.

3. On the **Setup** menu, select **Work Requests.**

4. From the **Select Tasks** dropdown, select **Request/Delete Enrollment Transfer**. Click **Start.**

5. Enter the required student information. Click **Search**.

6. Select the organization where the student will be testing on the **Change Enrollment To** dropdown. Click **Send Request.** After the request is approved, the Enrollment Transfer Coordinator at your organization will receive a confirmation email from **noreply@pearsonaccessnext.com**. All related testing information for the student will also be moved to the new organization.

How to approve an enrollment transfer for a student no longer enrolled

1. Sign into PAN at http://ricas.pearsonsupport.com/pearsonaccessnext/.

2. Select the appropriate test administration from the dropdown menu in the top right corner for the data you need to update.

3. On the **Setup** menu, select **Work Requests.**

4. Select the enrollment transfer needing approval (if needed, more than one can be selected at a time).

5. From the **Select Tasks** dropdown, select **Approve/Reject Enrollment Transfer**. Click **Start.**

6. Click **Approve**.

III. 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
  - Special access accommodations appear in a row that is shaded in gray.

Note: Highlighting used in the table shows changes in the SR/PNP layout procedures for 2020 for certain accommodations.

Field Definitions

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
Student Registration Fields						
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.	0–9 A-Z
B	School Code	Y	5	The Testing School responsible for administering the test to a student	If a school code does not already exist in PearsonAccess^next, an error message will appear.	Must match a valid organization code in PearsonAccess^next. Use the same codes that are in RIDE's School and District Profiles.
C	SASID	Y	10	A unique numeric code given to each Rhode Island publicly-funded student If you do not have a student's SASID, contact your district data manager to obtain one.	SASID must be 10-digits beginning with "1000…"	0–9
D	Student Grade	Y	2	Student's grade, as listed in most recent Enrollment Census (eRIDE)		03 04 05 06 07 08
E	Last Name	Y	25	The student's full legal last name		A–Z a–z - . (Period) ' (Standard Apostrophe) Embedded Spaces

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
F	First Name	Y	25	The student's full legal first name		A–Z a–z - . (Period) ' (Standard Apostrophe) Embedded Spaces
G	Middle Initial	N	1	The initial of the full middle name		A–Z a–z blank
H	Gender	N	1	Gender of the student		M = Male F = Female Blank
I	Date of Birth	Y	10	The year, month, and day on which the student was born **Note for Apple users**: .CSV files on a MAC will remove the first two digits on the birth year and this will cause the file to error out. Use the following steps to update the formatting. 5. Select row I in the file and right click. 6. Select **Format Cells** from the menu. 7. Select the **Custom** option from the list. 8. In the **Type** text box, remove the text and enter "mm/dd/yyyy." 9. Click OK and the formatting will be correct.		mm/dd/yyyy

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
J	Test code	Y	7	Identifier assigned to the test name	**ELA03** = Grade 3 ELA **ELA04** = Grade 4 ELA **ELA05** = Grade 5 ELA **ELA06** = Grade 6 ELA **ELA07** = Grade 7 ELA **ELA08** = Grade 8 ELA **MAT03** = Grade 3 Mathematics **MAT04** = Grade 4 Mathematics **MAT05** = Grade 5 Mathematics **MAT06** = Grade 6 Mathematics **MAT07** = Grade 7 Mathematics **MAT08** = Grade 8 Mathematics	
K	Test Format	Y	1	Format of the test **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.		P = Paper O = Online
L	Blank Field			**Not applicable**		

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
M	Session Name	N	50	**For CBT only** When creating 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 test session names include the following: test administrator name, testing location, grade, and subject area test. **Note:** Read-Aloud and Human Signer test sessions must be set up separately from other PAN test sessions. See Columns Y–AB for more information.	**Not applicable for PBT** **For CBT:** If this field is populated in the initial import, a session will automatically be created with the name entered in this field in PearsonAccess^next^. Students who share the same session name will be automatically placed into that session. **Note**: If a student's test has already been added to a session in PearsonAccess^next^, it cannot be moved by changing this field and reimporting the file. Instead, remove the student's test from the session in PearsonAccess^next^ and then reimport the file with this field populated.	A-Z a-z 0-9 ' (Standard Apostrophe) . ( ) & \ + Embedded Spaces Blank
N	Blank Field			**Not applicable**		
O	Blank Field			**Not applicable**		
P	Blank Field			**Not applicable**		
Q	Blank Field			**Not applicable**		
R	Cognia* Organization ID			Schools and districts should leave this field blank when importing the file into the system. When exported, this field will be populated with the Cognia* organization ID. *Formerly Measured Progress.*		

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
				IV. Personal Needs Profile Field Descriptions		
				Universal Accessibility Features		
S	Alternative Background and Font Color (Color Contrast)	N	2	**For CBT only: Mathematics and English Language Arts** **UF2: Color Contrast.** Selects an alternative color combination for the text (foreground) and background. Student may change the color combination during testing, if desired.	**If expected value equals "Y" , "02" – "06," then the following criteria must be met or the record will cause an error message to appear:** • Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank	Y = Black on Cream 02 = Black on Light Blue 03 = Black on Light Magenta 04 = White on Black 05 = Yellow on Blue 06 = Dark Gray on Pale Green Blank
T	Answer Masking	N	1	**For CBT only: Mathematics and English Language Arts** **UF5: Answer Masking.** 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:** • Test format must be "O" • Screen Reader must be left blank • Assistive Technology must be left blank	Y = Yes Blank
				Accommodations		
U	Large Print Test Edition	N	1	**For PBT only: Mathematics and English Language Arts** **A2: Large Print Test Edition.** A large-print edition test booklet and answer booklet with text size printed in 18-point font are provided. **EL8: Large Print paper-based edition in Spanish** for the mathematics tests only.	**If expected value equals "Y," then the following criteria must be met or the record will cause an error message to appear:** • Test format must be "P" • Braille Test Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
V	Screen Reader Edition	N	1	**For CBT only: Mathematics and English Language Arts** **A3.1: Screen reader**-enabled edition of computer-based test for a student who is blind can be used to run an assistive technology application (e.g., Jaws, NVDA) for browser navigation and to deliver the computer-based test with items tagged to work with screen reader technology. Screen Reader is generally used in conjunction with a Refreshable Braille display or hard-copy Braille test. • If **Spell Check** accommodation is also selected, the student must use a spell-checking program on a second computer. • If selecting **Screen Reader Edition**, students will automatically receive Braille hard-copy test for Mathematics. Students will receive Braille hard-copy test for ELA only if graphics are included in the test. **NOTE:** Screen Reader Edition is different from **Assistive Technology** or **Text-to-Speech**. Please see those accommodation descriptions to ensure you are selecting the correct support for the student.	**If expected value equals "Y," then the following criteria must be met or the record will cause an error message to appear:** • Test format must be "O" • Alternative Background and Font Color must be left blank • Answer Masking must be left blank • Compatible Assistive Technology must be left blank • Human Read-Aloud must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank • Spanish Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
W	Compatible Assistive Technology	N		**For CBT only: Mathematics and English Language Arts** **Compatibility with TestNav:** Select Assistive Technology to allow activation of compatible software or device if it is compatible with TestNav and will be used on the same computer as TestNav. • If compatible **speech-to-text** software or hardware will be used, also indicate this in column AI or AJ. • **SA6: Word Prediction for the ELA test** -also indicate this in column AN (Word Prediction). • Select "screen reader" separately; this is for non-screen reader AT. Visit this address for more information about compatibility: www.ride.ri.gov/ricas **Non-Compatible (external) Assistive Technology:** If AT is *not* compatible with TestNav (see below for examples), *do not* select this field and instead use an additional computer to run the program(s). • **SA3.2: Human scribe responses on ELA test.** • **EL4.2: Speech-to-Text** software or other external augmentative communications device not already provided as part of TestNav. *This accommodation is for English Learners.* • **A10.2: Speech-to-Text** software or other external augmentative communications device (e.g., Dragon Naturally Speaking) not already provided as part of TestNav *for mathematics test.* • **UF3: Magnifier tool or Zoom Tool** enlarges or reduces part of the screen. • Spell Check program must be used on a second computer.	**If expected value equals "Y," then the following criteria must be met or the record will cause an error message to appear:** • Test format must be "O" • Alternative Background and font color must be left blank • Answer Masking must be left blank • Screen Reader must be left blank • Human Read-Aloud must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank • Spanish Edition must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
X	Braille Test Edition	N	1	**For PBT only: Mathematics and English Language Arts** **A3.2: Hard-copy Braille test** (text and graphics) for student who is blind	**If expected value equals "Y," then the following criteria must be met or the record will cause an error message to appear:** • Test Format must be "P" • Large Print must be left blank • Human Read-Aloud must be left blank • Human Signer must be left blank • Spanish Edition must be left blank	Y = Yes Blank
Y	Standard Human Read Aloud **Mathematics**	N	1	**For CBT or PBT: Mathematics** **A5: Human Read-aloud.** Test administrator reads aloud a test to a student with a disability or an English Learner in English. **EL3.3: 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. **Note:** Students requiring a computer-based read aloud test must be in a separate human read-aloud test session. 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, follow the steps below: 1. Find and Select the appropriate test session in PearsonAccess^next. 2. Select the **Create/Edit Sessions task.** 3. Next, select the **Proctor Reads Aloud** checkbox 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:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Signer must be left blank • Text-to-Speech must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
Z	Human Read Aloud as a Special Access Accommodation **(English Language Arts)**	N	1	**For CBT or PBT: English Language Arts** **SA1.2: Human Read Aloud for ELA.** Test administrator reads aloud a test to a student with a disability. **Special Access Accommodation Notice:** Only students who meet certain criteria may receive this accommodation. Review the *RICAS Accessibility and Accommodations Manual* to ensure the student meets these criteria. **Note:** Students requiring a computer-based read aloud test must be placed in a separate human read-aloud test session. 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 a human read aloud session, follow the steps below: 1. Find and select the appropriate test session in PearsonAccess^next. 2. Select the **Create/Edit Sessions task.** 3. Select the **Proctor Reads Aloud** checkbox 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:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Signer must be left blank • ASL must be left blank • Text-to-Speech must be left blank • Spanish/English edition must be left blank	Y = Yes blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AA	Standard Human Signer	N	1	**For CBT or PBT: Mathematics and English Language Arts** **A6: Human Signer for Mathematics and ELA test questions and response options only**. 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 in a group. **Note:** Students requiring a computer-based human signer test must be placed in a separate human signer test session. This ensures that all students have the same test form and provides the test administrator with a test ticket to log in and sign the test using a separate computer. To set up a human signer session, follow the steps below: Find and select the appropriate test session in PearsonAccess^{next}. Select the **Create/Edit Sessions task.** Next, select the **Proctor Reads Aloud** checkbox. Select **Human Signer** from the **Form Group Type** menu. **Note:** Mathematics and ELA test questions and response options only. For human signer for ELA reading passages, see PNP Column Letter AB and SA2: Human Signer for ELA reading passages in the Accommodations and Accessibility Manual.	**If expected value equals "Y" then the following criteria must be met or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Spanish/English Edition must be left blank • ASL must be left blank • Text-to-Speech must be left blank	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AB	Human Signer as a Special Access Accommodation	N	1	**For CBT or PBT: English Language Arts reading passages only** **SA2:** For **Human Signer for ELA reading passages,** the 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. For human signer for mathematics and ELA items and response options, see PNP column letter AA and A6, Human Signer, in the *RICAS Accessibility and Accommodations Manual*. **Special Access/Nonstandard Accommodation Notice:** Only students who meet certain criteria may receive this accommodation. Review the *RICAS Accessibility and Accommodations Manual* to ensure the student meets these criteria. **Note:** Students requiring a human signer on a computer-based test must be in a separate human signer test session. This ensures that all students have the same test form and provides the test administrator with a test ticket to log in and sign the test using a separate computer. To set up a human signer session, follow the steps below: 1. Find and select the appropriate test session in PearsonAccess^next. 2. Select the **Create/Edit Sessions task.** 3. Select the **Proctor Reads Aloud** checkbox. 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:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader must be left blank • Text-to-Speech must be left blank • Spanish/English Edition must be left blank • ASL must be left blank	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AC	Text-to-Speech	N	1	**For CBT only: Mathematics and English Language Arts** **A4: Text-to-Speech for Mathematics**. TTS-enabled version of computer-based test read aloud to student **SA1.1: Text-to-Speech for ELA.** TTS-enabled version of computer-based test read aloud to student **Special Access/Nonstandard Accommodation Notice:** Only students who meet certain criteria may receive this accommodation. Review the *RICAS Accessibility and Accommodations Manual* to ensure the student meets these criteria.	**If expected value equals "Y," then the following criteria must be met or the record will cause an error message to appear:** • Test format must be "O" • Screen Reader must be left blank • Compatible Assistive Technology must be left blank • Human Reader must be left blank • Human Signer must be left blank • Spanish Edition must be left blank	Y =Yes Blank
AD	Blank Field			**Not applicable**		
AE	Blank Field			**Not applicable**		
AF	Blank Field			**Not applicable**		
AG	Human Scribe (Mathematics)	N	1	**For CBT or PBT: Mathematics** **EL4.1: Human Scribe** must record student's responses verbatim as dictated by the student at the time of testing into the student's test (for CBT, into TestNav, or for PBT, into the student's answer booklet). **EL4.2: student dictates responses using speech-to-text or other external communication device, with subsequent transcription by an adult**, either onscreen or in the student's answer booklet. Students must be tested individually and in a separate setting. **Emergency Accommodation:** Students with recent arm fractures or severe injuries may have a scribe. Complete the Emergency Accommodation Form in the back of the *RISAP Accessibility and Accommodations Manual*.	**If expected value equals "Y" then the following criteria must be met or the record will cause an error message to appear:** • Speech-to-Text must be left blank	Y = Yes

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AH	Human Scribe as a Special Access Accommodation (ELA)	N	1	**For CBT or PBT: English Language Arts** **SA3.1: Human scribe** must record student's responses verbatim as dictated by the student at the time of testing into the student's test at the time of testing (for CBT, into TestNav, or for PBT, into the student's answer booklet). Students must be tested individually and in a separate setting. **Special Access Accommodation Notice:** Only students who meet certain criteria may receive this accommodation. Review the *RISAP Accessibility and Accommodations Manual* to ensure the student meets these criteria. **Emergency Accommodation:** Students with recent arm fractures or severe injuries may have a scribe. Complete the Emergency Accommodation Form in the back of the *Accessibility and Accommodations Manual*.	**If expected value equals "Y" then the following criteria must be met or the record will cause an error message to appear:** • Speech-to-Text must be left blank	Y = Yes Blank
AI	Speech-to-Text (Mathematics)	N	1	**For CBT or PBT: Mathematics** **A10.2 Speech-to-Text for Mathematics:** If speech-to-text is used, test administrators must transcribe student responses verbatim at the time of testing into the student's test (for CBT, into TestNav, or for PBT, into the student's answer booklet). If a **compatible** speech-to-text device or software will be used on the same device as TestNav, then Column W *(Compatible Assistive Technology)* must also be selected. Alternatively, the student may use an **external** speech-to-text device or software (other than a smartphone) to dictate responses. If the student will use an external speech- to-text device or software, **do not** select Compatible Assistive Technology (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:** • Human Scribe must be left blank	Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AJ	Speech-to-Text as a Special Access Accommodation (ELA)	N	1	**For CBT or PBT: English Language Arts** **SA3.2 Speech-to-Text:** or other external augmentative communications device (other than a smartphone) used by student to dictate or generate responses, under the direct supervision of a test administrator. The test administrator must transcribe the student's responses verbatim (either into TestNav or into the student's answer booklet) at the time of testing. Students must be tested individually and in a separate setting. If a **compatible** speech-to-text device or software will be used on the same device as TestNav, then Column W *(Compatible Assistive Technology)* must also be selected. **Special Access/Nonstandard Accommodation Notice:** Only students who meet certain criteria may receive this accommodation. Review the *RICAS Accessibility and Accommodations Manual* to ensure the student meets these criteria.	**If expected value equals "Y" then the following criteria must be met or the record will cause an error message to appear:** • Human Scribe must be left blank • If external device of software will be used, Compatible Assistive Technology, Column W, must also be selected	Y = Yes Blank
AK	Typed Responses	N	1	**For PBT only: Mathematics and English Language Arts** **A12: Typed Responses:** Student responds to test questions using word processor or similar device. Responses for constructed-response questions and the ELA Composition 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*). ==Responses for typed constructed-response questions must **not** be transcribed into the student's answer booklet.==	**If expected value equals "Y," then the following criteria must be met or the record will cause an error message to appear:** • Test format must be "P"	Y = Yes Blank

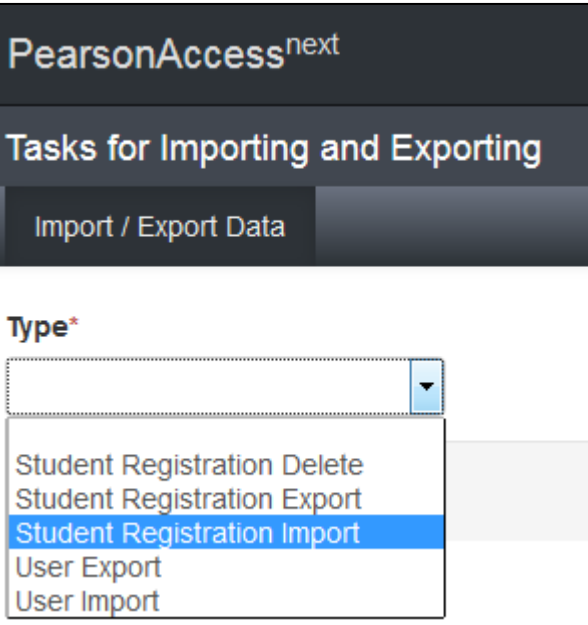| Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AL	Calculation Device on non-calculator test session(s)	N	1	**For CBT or PBT: Mathematics** **SA4: Calculation device or other mathematics tool** on the *non-calculator* sessions: • **CBT:** The calculator embedded in TestNav will be available to the student during the no-calculator section of the test. The school does not need to provide the student with a calculator. • **PBT:** A calculator must be provided to student by the school (The student's IEP or 504 plan must specify which calculation device or tool will be used). **Special Access/Nonstandard Accommodation Notice:** Only students who meet certain criteria may receive this accommodation. Review the *RICAS Accessibility and Accommodations Manual* to ensure the student meets these criteria.		Y = Yes Blank
AM	Spell-Checker	N	1	**For CBT or PBT: English Language Arts** **SA5: Spell-checker**: Student uses a spell-checker during the ELA test: • **CBT:** Student uses spell-checker embedded in TestNav for ELA. • **PBT:** Student uses an external spell-checking device for ELA. **Special Access/Nonstandard Accommodation Notice:** Only students who meet certain criteria may receive this accommodation. Review the *RICAS Accessibility and Accommodations Manual* to ensure the student meets these criteria.	**If expected value equals "Y," then the following criteria must be met or the record will cause an error message to appear:** • Screen Reader must be left blank • Compatible Assistive Technology must be left blank	Y = Yes Blank

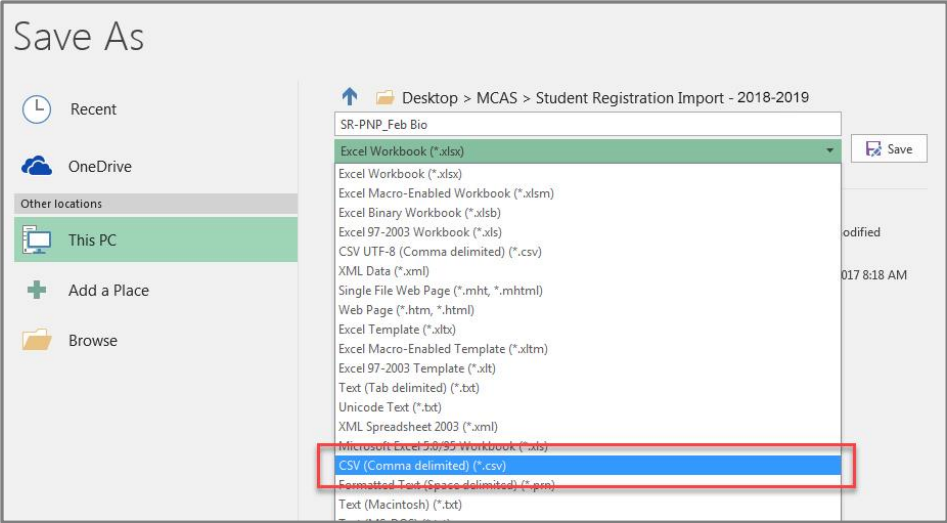| Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AN	Word Prediction	N	1	**For CBT or PBT: English Language Arts** **SA6: Word prediction for ELA test:** student uses word-prediction during the ELA test. • **CBT:** If **compatible** word prediction device or software will be used on the same computer as TestNav, then *Compatible Assistive Technology* (Column Letter W) must also be selected. • **PBT:** Student uses an external device, application, or software on a separate computer. Test administrator may transcribe, or facilitate transfer of responses by student, from external device, or application to the student's test (for CBT, into TestNav, or for PBT, into the student's answer booklet). During testing, Internet access must be turned off/restricted; and the "predict-ahead" and "predict online" functions must be turned off. **Special Access/Nonstandard Accommodation Notice:** Only students who meet certain criteria may receive this accommodation. Review the *RICAS Accessibility and Accommodations Manual* to ensure the student meets these criteria.		Y = Yes Blank
AO	Blank Field			**Not applicable**		
AP	Graphic Organizer/ Reference Sheet	N	1	**For CBT or PBT: Mathematics and English Language Arts** **A9: Graphic organizer/Reference Sheet:** RIDE pre-approved graphic organizer or supplemental reference sheet. ***Do not select*** this accommodation if the student will use the standard reference sheet provided to all students for the mathematics test.		Y = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AQ	Any Other Accommodation not listed in the SR/PNP	N	1	**For CBT or PBT: Mathematics and English Language Arts** Use this field if a student with a disability is provided one or more accommodations not included elsewhere in this PNP but is included in the *RICAS Accessibility and Accommodations Manual*. RIDE uses this field to determine the number of students who received accommodations on RICAS. RIDE is required to report the results for students who used accommodations.		Y = Yes blank
AR	Spanish Edition (Mathematics)	N	1	**For PBT and CBT: Mathematics** **EL7 Paper-based edition in Spanish:** 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. **EL3.3 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:** • Braille Test Edition must be left blank • Text-to-Speech must be left blank • Screen Reader must be left blank • Compatible Assistive Technology must be left blank	Y = Yes blank
AS	Approved Bilingual Word-to-Word Dictionary and Glossary	N	1	**For PBT and CBT: Mathematics and ELA** **EL2: Bilingual Word-to-Word Dictionary and Glossary:** 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 at: www.ride.ri.gov/ricas.		Y = Yes 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**		

V. 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 tokens found on line 2, expected: 11 actual: 53	This error message appears when selecting a **User Import** rather than a **Student Registration Import** in PAN. 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**).

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.

Error message	Cause	Solution
Incorrect number of tokens 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. This error message indicates that the file being imported contained fewer columns than expected. PAN expects 53 columns in the Student Registration file. (In this example, the file contained 45 columns.)	The file needs to be updated using the Student Registration layout. 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 *RISAP Accessibility and Accommodations Manual* (posted at www.ride.ri.gov/accommodations) to determine if the accommodation in question is available for the subject area test that was selected.