

Guide to the Student Registration/Personal Needs Profile  
(SR/PNP) Process for the 2018–2019 RICAS Tests



**RIDE** Rhode Island  
Department  
of Education

## Contact Information and Resources

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### 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.

**Telephone:** 855-222-8936  
Monday–Friday; 7:00 a.m.–5:00 p.m.

**Email:** [ricasservicecenter@measuredprogress.org](mailto:ricasservicecenter@measuredprogress.org)

**Fax:** 603-749-5108

**RICAS Resource** [ricas.pearsonsupport.com](http://ricas.pearsonsupport.com)

**Center:** 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.

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### 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](http://www.ride.ri.gov/ricas)

**Email:** [assessment@ride.ri.gov](mailto:assessment@ride.ri.gov)

**Telephone:** 401-222-8494

**Fax:** 401-222-3605

## Student Registration/Personal Needs Profile (SR/PNP) Deadlines

| Task  | Date                        |
|---|-----------------------------|
| <b>Complete the initial SR/PNP upload process:</b> All updates for paper-based enrollment must be completed in this window.*  | January 28–February 8, 2019 |
| <b>Update district Student Information System</b> <ul style="list-style-type: none"> <li>• Coordinate with district data manager, EL director, Special Education Director, and outplacement schools to ensure all student records are accurate.</li> <li>• RIDE begins to create student registration file on January 12, 2018, using Enrollment Census data in eRIDE and Special Education Census data.</li> </ul> | ongoing                     |
| <b>Update student registration/personal needs profile</b> information for computer-based enrollments  | January 28–day of testing   |
| <b>Additional Orders Window**</b>   | March 18–28, 2019           |

\*RIDE will register all students for computer-based tests. Students must take computer-based tests unless a paper-based test is required based on the student’s IEP or 504 plan.

\*\*After the initial SR/PNP window closes, schools may update the SR/PNP, but if changes require additional test materials, the school must place an order for additional materials online at <https://iservices.measuredprogress.org>. Also note that Student ID Labels cannot be generated for students whose SR/PNP information is submitted after the initial window closes.

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## **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 accessibility features and/or selected 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 (e.g., Student ID Labels, test booklets, answer booklets, large-print booklets). The SR/PNP is also the basis for schools' orders for test administration manuals; additional manuals needed for administering tests to students with disabilities in small groups can be ordered online at the iServices website or downloaded and printed from the RIDE site at: [ride.ri.gov/InstructionAssessment/Assessment/RICASAssessments.aspx](http://ride.ri.gov/InstructionAssessment/Assessment/RICASAssessments.aspx).

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 all the test administrations for 2018–2019, followed by field definitions to be used as a reference when completing 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. (Note that accommodations that require a special test edition — text-to-speech, compatible assistive technology, Spanish, and screen reader — must be assigned to students before testing in order for the student to receive 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, 2019, RIDE will upload a student registration file on behalf of all districts and schools with students expected to participate in the 2019 RICAS Grades 3–8 administration of English language arts and mathematics. RIDE will not import the file with any accessibility features or accommodations information that a student may require during testing. This information will need to 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<sup>next</sup> (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 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. RIDE used Enrollment Census data accurate as of January 18, 2019. 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.

- Column M of the SR/PNP file can be used to automatically add students into CBT test sessions in PearsonAccess<sup>next</sup>. 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.

- 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<sup>next</sup> (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**.

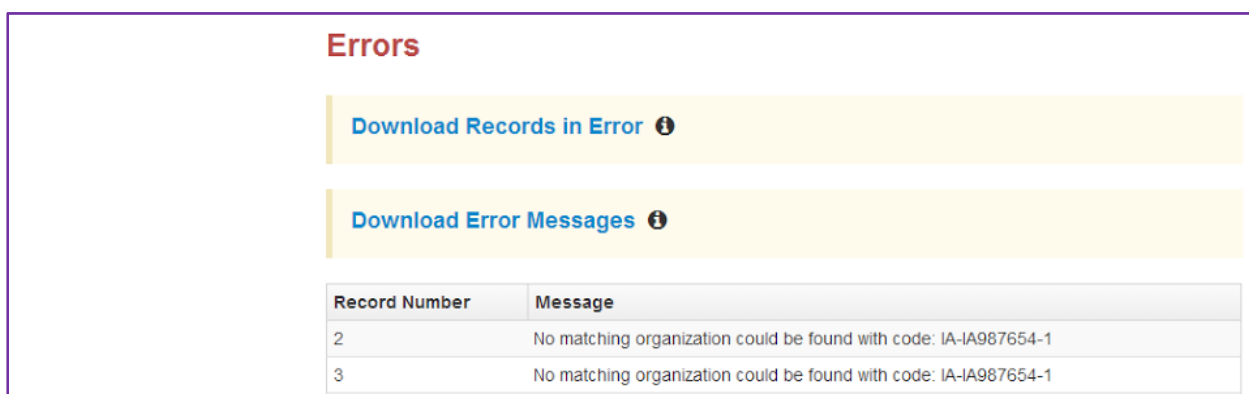


4. In the **Select Tasks** dropdown, select **Import/Export Data**. Click **Start**.
5. In the **Type** dropdown, select **Student Registration Import**. Ignore the option “Don’t modify student tests.”
6. Choose the .CSV file you had previously saved, and select **Process**.

**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.

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



| Record Number | Message  |
|---------------|--|
| 2             | No matching organization could be found with code: IA-IA987654-1 |
| 3             | No matching organization could be found with code: IA-IA987654-1 |

4. Correct the rows that had an error and repeat the steps above until all records import successfully.

## 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 was submitted.
- A student transfers out of your school.
- A student's accommodations and/or accessibility features have changed.
- A student's name or SASID was entered incorrectly.


### NOTE:

- All updates for paper-based test enrollments must be completed by February 2, 2018.
- 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 screen shot 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**.

### 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
  - Nonstandard/special access accommodations appear in a row that is shaded in gray.

## Field Definitions

| Column Letter                      | Field Name    | Required Y/N | Field Length (Max) | Field Definitions   | Field Notes and Validations  | Expected Values   |
|------------------------------------|---------------|--------------|--------------------|---|--|---|
| <b>Student Registration Fields</b> |               |              |                    |   |  |   |
| 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<br>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 <sup>next</sup> , an error message will appear. | Must match a valid organization code in PearsonAccess <sup>next</sup> . 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<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 “1000...”   | 0–9   |
| D                                  | Student Grade | Y            | 2                  | Student’s grade, as listed in most recent Enrollment Census (eRIDE)   |  | 03<br>04<br>05<br>06<br>07<br>08  |
| E                                  | Last Name     | Y            | 25                 | The student’s full legal last name  |  | A–Z<br>a–z<br>-<br>. (Period)<br>' (Standard Apostrophe)<br>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<br>a–z<br>-<br>. (Period)<br>' (Standard Apostrophe)<br>Embedded Spaces  |
| G             | Middle Initial | N            | 1                  | The initial of the full middle name  |                             | A–Z<br>a–z<br>blank  |
| H             | Gender         | N            | 1                  | Gender of the student  |                             | M = Male<br>F = Female<br>Blank  |
| I             | Date of Birth  | Y            | 10                 | The year, month, and day on which the student was born<br><br><b>Note for Apple users:</b><br>.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.<br>5. Select row I in the file and right click.<br>6. Select <b>Format Cells</b> from the menu.<br>7. Select the <b>Custom</b> option from the list.<br>8. In the <b>Type</b> text box, remove the text and enter "mm/dd/yyyy."<br>9. Click OK and the formatting will be correct. |                             | mm/dd/yyyy   |
| J             | Test code      | Y            | 7                  | Identifier assigned to the test name   |                             | <b>ELA03</b> = Grade 3 ELA<br><b>ELA04</b> = Grade 4 ELA<br><b>ELA05</b> = Grade 5 ELA<br><b>ELA06</b> = Grade 6 ELA<br><b>ELA07</b> = Grade 7 ELA<br><b>ELA08</b> = Grade 8 ELA<br><b>MAT03</b> = Grade 3 Mathematics<br><b>MAT04</b> = Grade 4 Mathematics<br><b>MAT05</b> = Grade 5 Mathematics<br><b>MAT06</b> = Grade 6 Mathematics<br><b>MAT07</b> = Grade 7 Mathematics<br><b>MAT08</b> = Grade 8 Mathematics |

| Column Letter | Field Name                        | Required Y/N | Field Length (Max) | Field Definitions  | Field Notes and Validations   | Expected Values   |
|---------------|-----------------------------------|--------------|--------------------|--|---|---|
| K             | Test Format                       | Y            | 1                  | Format of the test<br><br><b>Note:</b> All schools assessing Rhode Island students are required to administer the tests Online. Paper is considered an accommodation for students with disabilities who have an IEP or 504 Plan.   |   | P = Paper<br>O = Online   |
| L             | Blank Field                       |              |                    | <b>Not applicable</b>  |   |   |
| M             | Session Name                      | N            | 50                 | <b>For CBT only</b><br><br>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.<br><br><b>Note:</b> Read-Aloud and Human Signer test sessions must be set up separately from other PAN test sessions. See Columns Y–AB for more information. | <b>Not applicable for PBT</b><br><br><b>For CBT:</b><br>If this field is populated in the initial import, a session will automatically be created with the name entered in this field in PearsonAccess <sup>next</sup> .<br><br>Students who share the same session name will also be automatically placed into that session.<br><br><b>Note:</b> If a student’s test has already been added to a session in PearsonAccess <sup>next</sup> , it cannot be moved by changing this field and reimporting the file. Instead, remove the student’s test from the session in PearsonAccess <sup>next</sup> and then reimport the file with this field populated. | A-Z<br>a-z<br>0-9<br>' (Standard Apostrophe)<br>. ( )<br>&<br>\ +<br>Embedded Spaces<br>Blank |
| N             | Blank Field                       |              |                    | <b>Not applicable</b>  |   |   |
| O             | Blank Field                       |              |                    | <b>Not applicable</b>  |   |   |
| P             | Blank Field                       |              |                    | <b>Not applicable</b>  |   |   |
| Q             | Blank Field                       |              |                    | <b>Not applicable</b>  |   |   |
| R             | Measured Progress Organization ID |              |                    | 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 Measured Progress organization ID.   |   |   |

| Column Letter  | Field Name   | Required Y/N | Field Length (Max) | Field Definitions   | Field Notes and Validations   | Expected Values   |
|--|--|--------------|--------------------|---|---|---|
| <b>IV. Personal Needs Profile Field Descriptions</b> |  |              |                    |   |   |   |
| <b>Universal Accessibility Features</b>              |  |              |                    |   |   |   |
| S  | Alternative Background and Font Color (Color Contrast) | N            | 2                  | <p><b>For CBT only: Mathematics and English Language Arts</b></p> <p><b>UF2: Color Contrast.</b> Selects an alternative color combination for the text (foreground) and background. Student may change the color combination during testing, if desired.</p>  | <p><b>If expected value equals “Y” , “02” or “06,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “O”</li> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> </ul> | <p>Y = 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</p> |
| T  | Answer Masking   | N            | 1                  | <p><b>For CBT only: Mathematics and English Language Arts</b></p> <p><b>U5: Answer Masking.</b> Response options (“answer choices”) are not visible; student clicks to reveal each response option.</p>   | <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “O”</li> <li>• Screen Reader must be left blank</li> <li>• Assistive Technology must be left blank</li> </ul>                           | <p>Y = Yes<br/> Blank</p>   |
| <b>Accommodations</b>                                |  |              |                    |   |   |   |
| U  | Large Print Test Edition                               | N            | 1                  | <p><b>For PBT only: Mathematics and English Language Arts</b></p> <p><b>A2: Large Print Test Edition.</b> A large-print edition test booklet and answer booklet with text size printed in 18-point font are provided.</p> <p><b>EL8: Large Print paper-based edition in Spanish</b> for the mathematics tests only.</p> | <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “P”</li> <li>• Braille Test Edition must be left blank</li> </ul>   | <p>Y = Yes<br/> Blank</p>   |

| Column Letter | Field Name            | Required Y/N | Field Length (Max) | Field Definitions   | Field Notes and Validations  | Expected Values  |
|---------------|-----------------------|--------------|--------------------|---|--|------------------|
| V             | Screen Reader Edition | N            | 1                  | <p><b>For CBT only: Mathematics and English Language Arts</b></p> <p><b>A3.1: Screen reader</b>-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.</p> <ul style="list-style-type: none"> <li>• If <b>Spell Check</b> accommodation is also selected, the student must use a spell-checking program on a second computer.</li> <li>• If selecting <b>Screen Reader Edition</b>, 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.</li> </ul> <p><b>Please Note:</b> Screen Reader Edition is different from <b>Assistive Technology</b> or <b>Text-to-Speech</b>. Please see those accommodation descriptions to ensure you are selecting the correct support for the student.</p> | <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “O”</li> <li>• Alternative Background and Font Color must be left blank</li> <li>• Answer Masking must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Human Read-Aloud must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Text-to-Speech must be left blank</li> <li>• Spanish Edition must be left blank</li> </ul> | Y = Yes<br>Blank |

| Column Letter | Field Name                      | Required Y/N | Field Length (Max) | Field Definitions  | Field Notes and Validations  | Expected Values |
|---------------|---------------------------------|--------------|--------------------|--|--|-----------------|
| W             | Compatible Assistive Technology | N            |                    | <p><b>For CBT only: Mathematics and English Language Arts</b></p> <p>Assistive technology routinely used by student:</p> <ul style="list-style-type: none"> <li>• <b>SA6: Word Prediction for the ELA test</b> -also indicate this in column AN (Word Prediction).</li> <li>• <b>SA3.2: Scribe responses on ELA test.</b> Speech-to-Text or other external augmentative communications device (e.g., Dragon Naturally Speaking), or other support not already provided as part of TestNav</li> <li>• <b>EL4.2: Speech-to-Text</b> or other external augmentative communications device (e.g., Dragon Naturally Speaking), or other support not already provided as part of TestNav. <i>This accommodation is for English Learners.</i></li> <li>• <b>A10.2: Speech-to-Text</b> or other external augmentative communications device (e.g., Dragon Naturally Speaking), or other support not already provided as part of TestNav <i>for mathematics test.</i></li> <li>• <b>UF3: Magnifier tool or Zoom Tool</b> enlarges or reduces part of the screen.</li> </ul> <p>If <b>Spell Check</b> accommodation is also selected, the student must use a spell-checking program on a second computer.</p> <p><b>Compatibility with TestNav:</b> Select Assistive Technology to allow activation of compatible software or hardware. Visit this address for more information about compatibility : <a href="http://www.ride.ri.gov/ricas">www.ride.ri.gov/ricas</a>. Select this field if the AT software or device is compatible and may be used on the same computer as TestNav. If not compatible, do not select Assistive Technology, and use an additional computer to run the program(s) instead. If compatible <b>speech-to-text</b> software or hardware will be used, also indicate this in column AI or AJ.</p> <p>Select “screen reader” separately; this is for non-screen reader AT.</p> | <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “O”</li> <li>• Alternative Background and font color must be left blank</li> <li>• Answer Masking must be left blank</li> <li>• Screen Reader must be left blank</li> <li>• Human Read-Aloud must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Text-to-Speech must be left blank</li> <li>• Spanish Edition must be left blank</li> </ul> | Y = Yes         |



| Column Letter | Field Name                                      | Required Y/N | Field Length (Max) | Field Definitions  | Field Notes and Validations   | Expected Values  |
|---------------|---|--------------|--------------------|--|---|------------------|
| X             | Braille Test Edition                            | N            | 1                  | <p><b>For PBT only: Mathematics and English Language Arts</b></p> <p><b>A3.2: Hard-copy Braille test</b> (text and graphics) for student who is blind</p>  | <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test Format must be “P”</li> <li>• Large Print must be left blank</li> <li>• Human Read-Aloud must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Spanish Edition must be left blank</li> </ul>                                | Y = Yes<br>Blank |
| Y             | Standard Human Read Aloud<br><b>Mathematics</b> | N            | 1                  | <p><b>For CBT or PBT: Mathematics</b></p> <p><b>A5: Human Read-aloud.</b> Test administrator reads aloud a test to a student with a disability or an English Learner in English.</p> <p><b>EL3.3: Human Read-aloud in Spanish.</b> 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.</p> <p><b>Note:</b> 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 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:</p> <ol style="list-style-type: none"> <li>1. Find and Select the appropriate test session in PearsonAccess<sup>next</sup>.</li> <li>2. Select the <b>Create/Edit Sessions</b> task.</li> <li>3. Next, select the <b>Proctor Reads Aloud</b> checkbox</li> <li>4. And select <b>Human Read-Aloud</b> from the <b>Form Group Type</b> menu.</li> </ol> | <p><b>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Text-to-Speech must be left blank</li> </ul> | Y = Yes<br>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                  | <p><b>For CBT or PBT: English Language Arts</b></p> <p><b>SA1.2: Human Read Aloud for ELA.</b> Test administrator reads aloud a test to a student with a disability.</p> <p><b>Special Access/Nonstandard Accommodation Notice:</b> Only students who meet certain criteria may receive this accommodation. Review the <i>RICAS Accessibility and Accommodations Manual</i> to ensure the student meets these criteria.</p> <p><b>Note:</b> 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:</p> <ol style="list-style-type: none"> <li>1. Find and Select the appropriate test session in PearsonAccess<sup>next</sup>.</li> <li>2. Select the <b>Create/Edit Sessions task</b>.</li> <li>3. Next, select the <b>Proctor Reads Aloud</b> checkbox</li> <li>4. And select <b>Human Read-Aloud</b> from the <b>Form Group Type</b> menu.</li> </ol> | <p><b>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Text-to-Speech must be left blank</li> </ul> | Y = Yes<br>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                  | <p><b>For CBT or PBT: Mathematics and English Language Arts</b></p> <p><b>A6: Human Signer for Mathematics and ELA test questions and response options only.</b> 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.</p> <p><b>Note:</b> Students requiring a computer-based human signer test must be placed in a separate human signer 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 sign the test using a separate computer. To set up a human signer session, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Find and Select the appropriate test session in PearsonAccess<sup>next</sup>.</li> <li>2. Select the <b>Create/Edit Sessions</b> task.</li> <li>3. Next, select the <b>Proctor Reads Aloud</b> checkbox.</li> <li>4. Select <b>Human Signer</b> from the <b>Form Group Type</b> menu.</li> </ol> <p><b>Note:</b> 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.</p> | <p><b>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Reader must be left blank</li> <li>• Text-to-Speech must be left blank</li> </ul> | 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                  | <p><b>For CBT or PBT: English Language Arts reading passages only</b></p> <p><b>SA2:</b> For <b>Human Signer for ELA reading passages</b>, 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.</p> <p>For human signer for mathematics and ELA items and response options, see PNP column letter AA and A6, Human Signer, in the <i>RICAS Accessibility and Accommodations Manual</i>.</p> <p><b>Special Access/Nonstandard Accommodation Notice:</b> Only students who meet certain criteria may receive this accommodation. Review the <i>RICAS Accessibility and Accommodations Manual</i> to ensure the student meets these criteria.</p> <p><b>Note:</b> Students requiring a computer-based human signer test must be placed in a separate human signer 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 sign the test using a separate computer. To set up a human signer session, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Find and Select the appropriate test session in PearsonAccess<sup>next</sup>.</li> <li>2. Select the <b>Create/Edit Sessions</b> task.</li> <li>3. Next, select the <b>Proctor Reads Aloud</b> checkbox.</li> <li>4. And select <b>Human Signer</b> from the <b>Form Group Type</b> menu.</li> </ol> | <p><b>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Braille Test Edition must be left blank</li> <li>• Human Reader must be left blank</li> <li>• Text-to-Speech must be left blank</li> </ul> | 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                  | <p><b>For CBT only: Mathematics and English Language Arts</b></p> <p><b>A4: Text-to-Speech for Mathematics.</b> TTS-enabled version of computer-based test read aloud to student</p> <p><b>SA1.1: Text-to-Speech for ELA.</b> TTS-enabled version of computer-based test read aloud to student</p> <p><b>Special Access/Nonstandard Accommodation Notice:</b> Only students who meet certain criteria may receive this accommodation. Review the <i>RICAS Accessibility and Accommodations Manual</i> to ensure the student meets these criteria.</p>  | <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “O”</li> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> <li>• Human Reader must be left blank</li> <li>• Human Signer must be left blank</li> <li>• Spanish Edition must be left blank</li> </ul> | Y =Yes<br>Blank |
| AD            | Blank Field                |              |                    | <b>Not applicable</b>  |  |                 |
| AE            | Blank Field                |              |                    | <b>Not applicable</b>  |  |                 |
| AF            | Blank Field                |              |                    | <b>Not applicable</b>  |  |                 |
| AG            | Human Scribe (Mathematics) | N            | 1                  | <p><b>For CBT or PBT: Mathematics</b></p> <p><b>EL4.1: Human Scribe</b> 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).</p> <p><b>EL4.2: student dictates responses using speech-to-text or other external communication device, with subsequent transcription by an adult,</b> either onscreen or in the student’s answer booklet.</p> <p>Students must be tested individually in a separate setting.</p> <p><b>Emergency Accommodation:</b> Students with recent arm fractures or severe injuries may have a scribe. Complete the Emergency Accommodation Form in the back of the <i>Accessibility and Accommodations Manual</i>.</p> | <p><b>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Speech-to-Text must be left blank</li> </ul>  | 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                  | <p><b>For CBT or PBT: English Language Arts</b></p> <p><b>SA3.1: Human scribe</b> 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). Students must be tested individually in a separate setting.</p> <p><b>Special Access/Nonstandard Accommodation Notice:</b> Only students who meet certain criteria may receive this accommodation. Review the <i>RICAS Accessibility and Accommodations Manual</i> to ensure the student meets these criteria.</p> <p><b>Emergency Accommodation:</b> Students with recent arm fractures or severe injuries may have a scribe. Complete the Emergency Accommodation Form in the back of the <i>Accessibility and Accommodations Manual</i>.</p> | <p>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>Speech-to-Text must be left blank</li> </ul> | Y = Yes<br>Blank |
| AI            | Speech-to-Text (Mathematics)                         | N            | 1                  | <p><b>For CBT or PBT: Mathematics</b></p> <p><b>A10.2 Speech-to-Text for Mathematics:</b> 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).</p> <p>If <b>compatible</b> 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.</p> <p>Alternatively, an <b>external</b> speech-to-text device or software (other than a smartphone) may be used by a student to dictate responses. Contact the Department’s Student Assessment Office for approval.</p>   | <p>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> <li>Human Scribe must be left blank</li> </ul>   | Y = Yes<br>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                  | <p><b>For CBT or PBT: English Language Arts</b></p> <p><b>SA3.2 Speech-to-Text:</b> 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 onscreen or in the student’s answer booklet) at any time <i>prior to the end of the testing window</i>.</p> <p><b>Special Access/Nonstandard Accommodation Notice:</b> Only students who meet certain criteria may receive this accommodation. Review the <i>RICAS Accessibility and Accommodations Manual</i> to ensure the student meets these criteria.</p> | <p><b>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Human Scribe must be left blank</li> <li>• If external device of software will be used, Compatible Assistive Technology, column W, must also be selected</li> </ul> | Y = Yes<br>Blank |
| AK            | Typed Responses  | N            | 1                  | <p><b>For PBT only: Mathematics and English Language Arts</b></p> <p><b>A12: Typed Responses:</b> Student responds to test questions using word processor or similar device.</p> <p>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. Responses for typed constructed-response questions must also be transcribed into the student’s answer booklet.</p>  | <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Test format must be “P”</li> </ul>   | Y = Yes<br>Blank |
| AL            | Calculation Device on non-calculator test session(s)   | N            | 1                  | <p><b>For CBT or PBT: Mathematics</b></p> <p><b>SA4: Calculation device or other mathematics tool</b> on the <i>non-calculator</i> sessions, 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).</p> <p><b>Special Access/Nonstandard Accommodation Notice:</b> Only students who meet certain criteria may receive this accommodation. Review the <i>RICAS Accessibility and Accommodations Manual</i> to ensure the student meets these criteria.</p>  |  | Y = Yes<br>Blank |

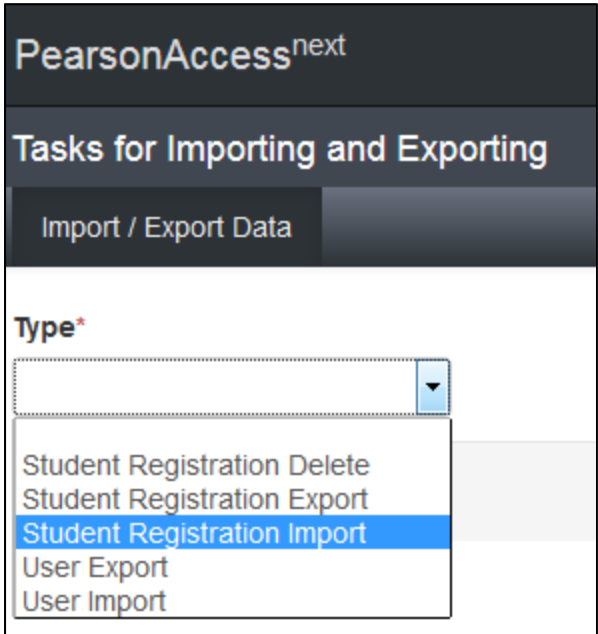
| Column Letter | Field Name                        | Required Y/N | Field Length (Max) | Field Definitions   | Field Notes and Validations   | Expected Values  |
|---------------|-----------------------------------|--------------|--------------------|---|---|------------------|
| AM            | Spell-Checker                     | N            | 1                  | <p><b>For CBT or PBT: English Language Arts</b></p> <p><b>SA5: Spell-checker</b> is embedded in computer-based ELA tests. Student may use external spell-checking device for paper-based test.</p> <p><b>Special Access/Nonstandard Accommodation Notice:</b> Only students who meet certain criteria may receive this accommodation. Review the <i>RICAS Accessibility and Accommodations Manual</i> to ensure the student meets these criteria.</p>   | <p><b>If expected value equals “Y,” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> </ul> | Y = Yes<br>Blank |
| AN            | Word Prediction                   | N            | 1                  | <p><b>For CBT or PBT: English Language Arts</b></p> <p><b>SA6: Word prediction for ELA test</b> using an external device, application, or software. 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).</p> <p>During testing, Internet access must be turned off/restricted; and the “predict-ahead” and “predict online” functions must be turned off.</p> <p><b>Special Access/Nonstandard Accommodation Notice:</b> Only students who meet certain criteria may receive this accommodation. Review the <i>RICAS Accessibility and Accommodations Manual</i> to ensure the student meets these criteria.</p> |   | Y = Yes<br>Blank |
| AO            | Blank Field                       |              |                    | <b>Not applicable</b>   |   |                  |
| AP            | Graphic Organizer/Reference Sheet | N            | 1                  | <p><b>For CBT or PBT: Mathematics and English Language Arts</b></p> <p><b>A9: Graphic organizer/Reference Sheet:</b> RIDE pre-approved graphic organizer or supplemental reference sheet. This accommodation <u>should not</u> be selected if using the reference sheet provided to all students with a mathematics test.</p>   |   | Y = Yes<br>Blank |

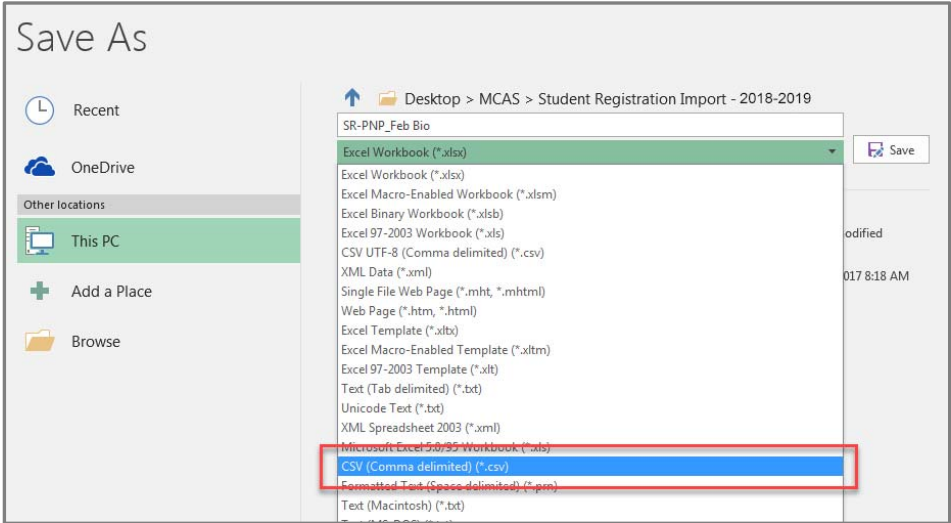


| Column Letter | Field Name  | Required Y/N | Field Length (Max) | Field Definitions  | Field Notes and Validations  | Expected Values  |
|---------------|---|--------------|--------------------|--|--|------------------|
| AQ            | Any Other Accommodation not listed in the SR/PNP        | N            | 1                  | <p><b>For CBT or PBT: Mathematics and English Language Arts</b></p> <p>Select this field if student with a disability will be given accommodation(s) not included elsewhere in this PNP.</p> <p>RIDE is required to report the results for students who used accommodations.</p>   |  | Y = Yes<br>blank |
| AR            | Spanish Edition (Mathematics)                           | N            | 1                  | <p><b>For PBT and CBT: Mathematics</b></p> <p><b>EL7 Paper-based edition in Spanish:</b> of 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.</p> <p><b>EL3.3 Human Read Aloud in Spanish:</b> If a student needs Human Read Aloud for mathematics in Spanish, see column Y.</p> | <p><b>If expected value equals “Y” then the following criteria must be met or the record will cause an error message to appear:</b></p> <ul style="list-style-type: none"> <li>• Braille Test Edition must be left blank</li> <li>• Text-to-Speech must be left blank</li> <li>• Screen Reader must be left blank</li> <li>• Compatible Assistive Technology must be left blank</li> </ul> | Y = Yes<br>blank |
| AS            | Approved Bilingual Word-to-Word Dictionary and Glossary | N            | 1                  | <p><b>For PBT and CBT: Mathematics and ELA</b></p> <p><b>EL2</b> Please 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: <a href="http://www.ride.ri.gov/ricas">www.ride.ri.gov/ricas</a>.</p>  |  | Y = Yes<br>blank |
| AT            | Blank Field   |              |                    | <b>Not applicable</b>  |  |                  |
| AU            | Blank Field   |              |                    | <b>Not applicable</b>  |  |                  |
| AV            | Blank Field   |              |                    | <b>Not applicable</b>  |  |                  |
| AW            | Blank Field   |              |                    | <b>Not applicable</b>  |  |                  |
| AX            | Blank Field   |              |                    | <b>Not applicable</b>  |  |                  |
| AY            | Blank Field   |              |                    | <b>Not applicable</b>  |  |                  |
| AZ            | Blank Field   |              |                    | <b>Not applicable</b>  |  |                  |
| BA            | Blank Field   |              |                    | <b>Not applicable</b>  |  |                  |

## 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@measuredprogress.org](mailto:ricasservicecenter@measuredprogress.org) or 855-222-8936 with any questions on the SR/PNP process.

| Error message  | Cause  | Solution   |
|--|--|--|
| <p>Incorrect number of tokens found on line 2, expected: 11 actual: 53</p> | <p>This error message appears when selecting a <b>User Import</b> rather than a <b>Student Registration Import</b> in PAN.</p> <p>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.)</p> | <p>The file needs to be re-imported with the correct import type (<b>Student Registration Import</b>).</p>  <p>The screenshot shows the PearsonAccess<sup>next</sup> interface. The main heading is 'Tasks for Importing and Exporting'. Below this, there is a tab labeled 'Import / Export Data'. Underneath the tab, there is a section titled 'Type*' with a dropdown menu. The dropdown menu is open, showing several options: 'Student Registration Delete', 'Student Registration Export', 'Student Registration Import' (which is highlighted in blue), 'User Export', and 'User Import'.</p> |

| Error message  | Cause  | Solution  |
|--|--|---|
| <p>No error message, but the file is not uploaded correctly</p>            | <p>Typically, this occurs when a user imports a file that was saved in the wrong format.</p>   | <p>Users should verify that the file is saved in the <b>.CSV</b> format. PAN will not import files saved as <b>.xlsx</b> or <b>.txt</b>.</p>  |
| <p>Incorrect number of tokens found on line 2, expected: 53 actual: 45</p> | <p>This error message appears when using the SR/PNP file layout and field definitions from a previous administration.</p> <p>This error message indicates that the file being imported contained fewer columns than expected. PAN expects 53 columns in the 2018–2019 Student Registration file. (In this example, the file contained 45 columns.)</p> | <p>The file needs to be updated using the 2018–2019 Student Registration layout.</p> <p>Once the file is prepared, it should be re-imported into PAN.</p>   |

| Error message  | Cause   | Solution  |
|--|---|---|
| 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 <a href="#">Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests</a> to determine if the accommodation in question is available for the subject area test that was selected. |