



Supplement to the Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process for the Spring 2024 MCAS Grade 8 Civics Field Test

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This document was prepared by the
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Commissioner

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Important Contact Information and Resources

Contact:	MCAS Service Center
For questions on:	<ul style="list-style-type: none">• general test administration support• PearsonAccess Next and TestNav such as<ul style="list-style-type: none">○ user accounts○ technology support and readiness○ Infrastructure Trial○ viewing student records and organizations○ the SR/PNP process and loading files• logistical support, including filling out administration forms• locating resources• shipments of materials
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	mcas.pearsonsupport.com
	Use this website to access training modules and other materials to support test administration, including a link to the MCAS Service Center website (mcasservicecenter.com) where schools will access the Principal’s Certification of Proper Test Administration (PCPA) and order additional materials.
Email:	mcas@cognia.org
Telephone:	800-737-5103

Contact:	DESE Office of Student Assessment Services
For questions on:	<ul style="list-style-type: none">• policy, such as assigning accessibility features and accommodations• student participation• testing irregularities, including test security incidents and technology failures• student data and SIMS (See note below regarding SIMS.) <p>Questions regarding SIMS data should be directed to the district’s SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select SIMS Contact from the Function menu, and click Get Results).</p>
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows
	Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.
Web:	www.doe.mass.edu/mcas/admin.html
Email:	MCAS@MASS.GOV
Telephone:	781-338-3625

Contact:

Pearson Technology Support Specialists

For questions on:

- Technology set-up and site readiness
- TestNav
- ProctorCache set-up
- TestNav configurations in PearsonAccess Next
- Error messages or questions on creating PearsonAccess Next Sessions or TestNav configurations
- Infrastructure Trials (set-up as well as debriefing)

Hours: 10:00 a.m.–5:30 p.m., Monday–Friday

Web:

<http://mcas.pearsonsupport.com/technology-setup/>

Use the link above to schedule one-on-one support from Pearson's support specialists (i.e., Field Services Engineering). Technology coordinators may schedule a 30-minute phone meeting with the Field Services Engineering team for "office hours" support.

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About this Document

This document is meant to be used together with the [Guide to the SR/PNP Process](#) (under the PearsonAccess Next Guidance drop-down menu). Schools should follow steps described in in Parts I–IV of that guide to complete the SR/PNP process for Civics along with the additional instructions and field definitions in this document (instead of the guide) that are specific to the spring 2024 MCAS Civics field test.

Completing the Initial SR/PNP Upload

Log in to the [Security Portal](#). At DropBox Central, select the MCAS 2024 folder, and download the .CSV file for Civics.

All grade 8 students will be listed in the .CSV file for Civics **in two rows, one after the other**: one row for the state-level performance task (with test code CIVPER), and one row for the end-of-course test (with test code CIVEOC), as shown in the sample screenshot below. Rows should appear alphabetically, with each student’s end-of-course test appearing above the performance task.

A	B	C	D	E	F	G	H	I	J	K
districtcod	schoolcod	sasid	stugrade	lastname	firstname	mi	gender	dob	testcode	Test Form
09990000	09990999	10	08	Goodman	Amy		F	11/21/2011	CIVEOC	O
09990000	09990999	10	08	Goodman	Amy		F	11/21/2011	CIVPER	O
09990000	09990999	10	08	Ramirez	Elise		F	10/13/2011	CIVEOC	O
09990000	09990999	10	08	Ramirez	Elise		F	10/13/2011	CIVPER	O

Students will be assigned the same accommodations as they were assigned for grade 8 Mathematics, with the following exceptions for accommodations that are not available for the Civics field test. Students with these accommodations will appear in the file, but will not be assigned the accommodations.

- Paper-based test
- Large-print edition
- Braille test
- Screen reader
- Compatible assistive technology

Schools should review the accommodations for accuracy and make any necessary edits before importing the file into PearsonAccess Next (PAN). Please refer to the [DESE website](#) for additional details on participation of students with disabilities and EL students.

Schools with 10 or more students enrolled in grade 8 are expected to test at least 50 percent of their grade 8 students. Schools may choose to remove students who will not participate in the field test from the SR/PNP file that is uploaded into PAN, but the Department recommends leaving all grade 8 students in the file to reduce the administrative burden on schools. Schools will only assign students who will be participating to PAN Sessions (two weeks before testing). As described below, students who will not participate will remain in PAN without a Session assignment for the duration of the window, and no further action will need to be taken for these students.

Note that the same students must participate in both the performance task and in the end-of-course test. Each student must be listed in the SR/PNP file twice: once for the performance task, and once for the end-of-course test.

Assigning Students to PAN Sessions (Column M of the SR/PNP File)

DESE recommends leaving column M (PAN Session Name) blank during the initial SR/PNP file import, and waiting until approximately two weeks prior to testing to assign students to PAN Sessions. When it is time to assign students to PAN Sessions, schools should **only assign the students who will be participating in the Civics field test to PAN Sessions**. Students who will not participate in the field test should not be assigned to a PAN Session. These non-participating students will remain in PAN, and the records do not need to be deleted.

Assigning PAN Sessions can be done through a file upload or manually through the PAN user interface. See the [Creating PAN Sessions module](#) for additional information.

Text-to-Speech, Speech-to-Text, and Word Prediction Accommodations

The following accommodations are assigned differently in the Civics SR/PNP file than in SR/PNP files for other subjects:

- Text-to-speech
- Word prediction
- Speech-to-text

Refer to the field definitions in the following section for instructions on assigning these accommodations. Note that column AQ (Web Extensions) should **not** be populated for the Civics SR/PNP file.

Field Definitions

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

The table includes the following sections:

- Student Registration/Personal Needs Profile
- Universal Accessibility Features
- Accommodations

Note: Rows shaded in gray are not available for the Civics field test

Field Definitions

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
A	District Code	N	8		<p>The Testing District responsible for administering the test to a student</p> <p>Non-public schools that do not have a parent organization should leave this field blank.</p>	0–9 A-Z
B	School Code	Y	8		<p>The Testing School responsible for administering the test to a student.</p> <p>If a school code does not already exist in PAN, an error message will appear.</p>	<p>Must match a valid organization code in PAN. Use the same codes that are in the Department’s School and District Profiles.</p>
C	SASID	Y	10		<p>A unique numeric code given to each Massachusetts publicly funded student</p> <p>SASID must be 10-digits beginning with “10...”</p> <p>If you do not have a student’s SASID (e.g., SASIDs cannot be newly assigned for students 22 years of age or older), create and assign to the student a 10-digit number starting with “88” (instead of “10”). If a valid SASID is eventually assigned to the student, correct the SASID in PAN.</p>	0–9 SASIDs must begin with “10” or “88”
D	Student Grade	Y	2		<p>Student’s grade, as listed in most recent SIMS</p> <p>Spring 2024 MCAS Gr. 8 Civics Field Test 08</p>	
E	Last Name	Y	25			<p>A–Z a-z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces</p>

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
F	First Name	Y	25		The student's full legal first name as it appears in SIMS	A-Z a-z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces
G	Middle Initial	N	1		The initial of the full middle name as it appears in SIMS	A-Z a-z Blank
H	Gender	N	1		Gender of the student	M = Male F = Female N = Non-Binary 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 an error message will appear. Use the following steps to update the formatting. <ol style="list-style-type: none"> 1. Select column I in the file and right-click (secondary 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." 5. Click OK. 	mm/dd/yyyy
J	Test code	Y	N/A		Test codes are prepopulated by DESE. Spring 2024 MCAS Gr. 8 Civics Field Test State Level Performance Task – CIVPER G8 Civics End of Course – CIVEOC	

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
K	Test Format	Y	1		Spring 2024 MCAS Gr. 8 Civics Field Test The Civics Field Test will be computer-based. No paper-based edition or any paper-based accommodations are available.	O = Online
L	First-year English learner (EL)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		
M	Session Name	N	50	Available for: <ul style="list-style-type: none"> Grade 8 Civics 	<p>Only populate this field for students who will participate in the Civics field test. DESE recommends leaving this column blank during the initial import.</p> <p>If this field is populated in the initial import, a PAN Session will automatically be created with the name entered in this field in PAN. Students who share the same PAN Session name will also be automatically placed into that Session.</p> <p>When creating PAN Sessions, the Department recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that PAN Session names include the following: test administrator name, testing location, grade, and subject area test (e.g., G8 EOC SAMPSON 205).</p> <p>Notes:</p> <ul style="list-style-type: none"> Human Read-Aloud and Human Signer Sessions in PAN must be set up separately from other PAN Sessions. See Appendix A of the Guide to the SR/PNP Process for more information. If a student’s test has already been added to a PAN Session, it cannot be moved by changing this field and reimporting the file. Instead, remove the student’s test from the PAN Session and then reimport the file with this field populated. 	A-Z a-z 0-9 - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces Blank
N	Blank Field				Not applicable	
O	Blank Field				Not applicable	

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
P	Blank Field				Not applicable	
Q	Cognia Organization ID	N	10		Schools and districts should ignore this field when importing the file into the system (i.e., leave this field blank). When exported, this field will be populated with the Cognia organization ID.	
Universal Accessibility Features						
R	Enlarged Cursor/Mouse Pointer (UF4)	N	3	Available for: <ul style="list-style-type: none"> Grade 8 Civics 	If expected value equals “M,” “L,” “XL,” “XLB,” “XLG,” or “XLY” then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> Test format must be “O” 	M = Medium L = Large XL = Extra Large XLB = Extra Large Black XLG = Extra Large Green XLY = Extra Large Yellow Blank
S	Blank Field				Not applicable (New for 2023–24)	
T	Blank Field				Not applicable (New for 2023–24)	
Accommodations						
U	Large Print Test Edition (A2)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		
V	Screen Reader Edition (A3.1)			Not available for: <ul style="list-style-type: none"> Grade 8 Civics 		
W	Compatible Assistive Technology			Not available for: <ul style="list-style-type: none"> Grade 8 Civics 		
X	Braille Test Edition (A3.2)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
Y	Human Read-Aloud as a Standard Accommodation (A5; EL3.2)	N	1	Available for: <ul style="list-style-type: none"> Grade 8 Civics 	<p>⚠ See Appendix A of the Guide to the SR/PNP Process: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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"> Human Signer as a Standard Accommodation must be left blank Text-to-Speech must be left blank 	Y = Yes Blank
Z	Human Read-Aloud as a Special Access Accommodation (ELA) (SA1.2)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		
AA	Human Signer as a Standard Accommodation (A6.1)	N	1	Available for: <ul style="list-style-type: none"> Grade 8 Civics 	<p>⚠ See Appendix A of the Guide to the SR/PNP Process: PAN Guidance for Form-Dependent Accommodations for additional instructions.</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"> Human Read-Aloud as a Standard Accommodation must be left blank Text-to-Speech must be left blank 	Y = Yes Blank
AB	Human Signer as a Special Access Accommodation (ELA) (SA2)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		
AC	Text-to-Speech (TTS) (A4, EL3.1)	N	1	Available for: <ul style="list-style-type: none"> Grade 8 Civics 	<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"> Test format must be “O” Human Reader as a Standard Accommodation must be left blank Human Signer as a Standard Accommodation must be left blank 	Y =Yes Blank
AD	Blank Field				Not applicable	

Column Header	Field Name	Required Y/N	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
AE	Blank Field				Not applicable	
AF	ASL Edition (A6.2)			Not available for: Grade 8 Civics		
AG	Human Scribe as a Standard Accommodation (A10.1, EL4.1)	N	1	Available for: <ul style="list-style-type: none"> Grade 8 Civics 	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> Speech-to-Text as a Standard Accommodation must be left blank 	Y = Yes Blank
AH	Human Scribe as a Special Access Accommodation (ELA) (SA3.1)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		
AI	Speech-to-Text as a Standard Accommodation (A10.2; EL4.2)	N	1	Available for: <ul style="list-style-type: none"> Grade 8 Civics 	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> Human Scribe as a Standard Accommodation must be left blank 	Y = Yes Blank
AJ	Speech-to-Text as a Special Access Accommodation (ELA) (SA3.2)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		
AK	Typed Responses (A12)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		
AL	Calculation Device on non-calculator test session (SA4)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		
AM	Spell-Checker (SA5)	N	1	Available for: <ul style="list-style-type: none"> Grade 8 Civics 	Leave blank; available for all students Student uses spell-checker embedded in TestNav. Note: Spell-checker will be available automatically to all students taking the Civics pilot. Spell-checker (SA5) is not part of the SR/PNP for Civics.	Blank

Column Header	Field Name	Required (Y/N)	Fields Length (Max)	Administrations	Field Notes and Validations	Expected Values
AN	Word Prediction (SA6)	N	1	Available for: <ul style="list-style-type: none"> Grade 8 Civics 		Y = Yes Blank
AO	Spanish/English Edition (EL7)			Not Available for: <ul style="list-style-type: none"> Grade 8 Civics 		
AP	Graphic Organizer/ Reference Sheet (A9)			Available for: <ul style="list-style-type: none"> Grade 8 Civics 	Select only if using as an accommodation a pre-approved graphic organizer and/or reference sheet posted to the Department's website for next- generation ELA. Note: Students using this accommodation for Civics may use the pre-approved grade 8 ELA graphic organizers they are most familiar with.	Y = Yes Blank
AQ	Blank Field				Not applicable	
AR	Blank Field				Not applicable	
AS	Blank Field				Not applicable	
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	