

ACT PearsonAccess^{next}TM

Relevant assessments:

- MME

- » ACT WorkKeys®

- PearsonAccess^{next}
Overview

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Assessment Coordinator Training Guide

Updated: February 2020

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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Intro

This chapter discusses the **ACT PearsonAccess^{next}**™ system and how it is used in the administration of the ACT WorkKeys® assessment by answering the following questions:

- ▶ What is the PearsonAccess^{next} system?
- ▶ If I am the WorkKeys Test Coordinator, how will I get access to the PearsonAccess^{next} system?
- ▶ What will I do in the PearsonAccess^{next} system?

What is the PearsonAccess^{next} system?



[PearsonAccess^{next}](#) is an online ACT-specific system that is used by both public and nonpublic schools to complete the **Manage Participation** process for the ACT WorkKeys assessment. Manage Participation is the ACT procedure schools must use to acknowledge that they will be administering the ACT WorkKeys assessment (a component of the Michigan Merit Exam [MME]) and that they agree to ACT's policies and procedures.

Note: For Michigan testing, PearsonAccess^{next} is used so schools can choose a delivery date for their WorkKeys assessment materials (to avoid a conflict with spring break).

If the Manage Participation process is not completed in PearsonAccess^{next}, the school will **not** receive WorkKeys materials and will be unable to administer the WorkKeys assessment to their students.

Note: For schools that are authorized for grades 11 and 12 but have no eligible MME students, and therefore do not plan to administer the assessment, the WorkKeys Test Coordinator or principal must still acquire access to [PearsonAccess^{next}](#), log in, and complete the Reason for Not Participating section of the Manage Participation page. (Center-based and other specialized programs should not complete this section if they might have an eligible student or students during the spring MME testing window.)

You can find more information about the Manage Participation process in the [College Board and ACT Participation Processes](#) chapter of this training guide.

For more information on preparing for the ACT WorkKeys assessments, see the [ACT WorkKeys Assessment Preparation](#) chapter of this training guide.

If I am the WorkKeys Test Coordinator, how will I get access to the PearsonAccess^{next} system?



Only the WorkKeys Test Coordinator in the school will need access to [PearsonAccess^{next}](#). The assigned WorkKeys Test Coordinator listed in the [Educational Entity Master \(EEM\)](#) will receive an email in early

November from ACT with a link and instructions on how to create a password for the PearsonAccess^{next} system.

For more information about the EEM, see the [Educational Entity Master \(EEM\)](#) chapter of this training guide.

Once the WorkKeys Test Coordinator has created a password, they will receive a confirmation email and will be able to log into the system to complete the Manage Participation process.

Yearly reminders to update the EEM prior to the participation process, as well as notifications about when WorkKeys Test Coordinators should expect the email regarding access to PearsonAccess^{next}, will be published in the weekly Michigan Department of Education (MDE) [Spotlight on Student Assessment and Accountability](#) newsletter.



What will I do in the PearsonAccess^{next} system?

Once you have created an account in the [PearsonAccess^{next}](#) system and are logged in, you will need to confirm your organization and that you are in the correct test administration cycle (such as WorkKeys Spring 20XX Assessment) in the upper-right corner of the home screen. Organization refers to your school name and ACT school code.

Note: If you have access for multiple schools, you will need to complete this process for each school separately.

You will also be required to agree to ACT's policy and procedures for the administration of the WorkKeys assessment. Next, you will select an assessment date and will have the option to select an alternate delivery date for your WorkKeys assessment materials if you need to avoid a conflict with spring break.

You will then select **Save** to confirm your school's participation.

Full instructions for PearsonAccess^{next} can be found in the [ACT PearsonAccess^{next} User Guide for ACT WorkKeys](#) on the [ACT Testing: Michigan Website](#) under the WorkKeys: Orientation section. Select the WorkKeys on Paper tab and scroll down to Step 1: Orientation/Manage Participation/Resources.

All other tasks for the Michigan ACT WorkKeys assessment, such as ordering materials, viewing shipment information, and managing student information, are done on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#).

For more information on the OEAA Secure Site, see the [OEAA Secure Site](#) chapter of this training guide.

If your school is NOT participating, scroll down to the Not Participating section.

Participating

Select Paper Initial Standard Time Test Date	Select Materials Receipt Date—Paper Initial Standard Time
<input type="text" value="April 24, 20XX"/>	<input type="text" value="April 24, 20XX"/>
Select Paper Initial Accommodations Test Window Start Date	Select Materials Receipt Date—Paper Initial Accommodations
<input type="text" value="April 24, 20XX"/>	<input type="text" value="April 24, 20XX"/>

Click to Save submit

Not Participating

If you complete this section you will NOT receive any testing materials.

Indicate reason for Not Participating

Note: If your reason is not in the dropdown, select "Other" and provide a reason below.

Other reason for Not Participating

Click to Save submit

Note: Please verify that your Participation and Contact information are complete and accurate.