

# ACT PearsonAccess<sup>next</sup><sup>TM</sup>

## Relevant assessments:

- MME

- » ACT WorkKeys<sup>®</sup>

- PearsonAccess<sup>next</sup>  
Overview

- Accessing  
PearsonAccess<sup>next</sup>

- Using  
PearsonAccess<sup>next</sup>

## Assessment Coordinator Training Guide

## NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised 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 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 **Assessment Coordinator Quick Reference** readily available for future use.



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# Intro

This chapter discusses the PearsonAccess<sup>next</sup>™ System and how it is used in the administration of the ACT WorkKeys® assessment, by answering the following questions:

- ▶ What is the PearsonAccess<sup>next</sup> system?
- ▶ If I am the WorkKeys Test Coordinator, how will I get access to the PearsonAccess<sup>next</sup> system?
- ▶ What will I do in the PearsonAccess<sup>next</sup> system?

## What is the PearsonAccess<sup>next</sup> system?



**PearsonAccess<sup>next</sup>** is an ACT online 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<sup>next</sup> is used only 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<sup>next</sup>, the school will not receive WorkKeys materials and will be unable to administer the WorkKeys assessment to their students.

IMPORTANT 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<sup>next</sup>**, 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 it is at all possible 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 Process** 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<sup>next</sup> system?



Only the **WorkKeys Test Coordinator** in the school will need access to **PearsonAccess<sup>next</sup>**. 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 to create a password for the PearsonAccess<sup>next</sup> 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, and notifications about when school WorkKeys Test Coordinators should expect the email regarding access to PearsonAccess<sup>next</sup>, 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<sup>next</sup> system?



Once you have created an account in the [PearsonAccess<sup>next</sup>](#) system, and are logged in, you will need to confirm you are in the correct test administration (e.g. Spring 2019 Assessment) and organization 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 select an assessment date and agree to ACT's policy and procedures for the administration of the WorkKeys assessment. Then you will hit **"Save"** to confirm the school's participation. You will also be able to select an alternate delivery date for your WorkKeys assessment materials so you can avoid a conflict with spring break, if needed.

Full instructions for PearsonAccess<sup>next</sup> can be found in the [ACT PearsonAccess<sup>next</sup> User Guide for ACT WorkKeys](#) in the [WorkKeys: Configuration](#) section. Use the hyperlink at the top of the guide to go directly to the [Managing Participation](#) section. This document is available on the [ACT Testing: Michigan Website](#), in the [2. WorkKeys Configuration](#) section.

All other activities for the Michigan ACT WorkKeys assessment, such as ordering materials, viewing shipment information, and managing student information, is 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.