

ISASP FAQs: 2022-2023

*The responses to the questions are based on the information that we have at this time. Responses may be updated as we gather more information.

Question	Response	
Ger	neral	
Can districts choose when to administer the ISASP?	Districts can administer the ISASP test between March 13 th – May 5 th , 2023. Best practice is to define a 2–3 week testing window.	
What subjects and grades are included in the ISASP?	Mathematics: Grades 3-11 English Language Arts (Reading and Language/Writing): Grades 3- 11 Science: Grades 5, 8, 10 <i>Note: Reading and Science online tests will be adaptive testing.</i>	
What are the approximate test times?	Recommended testing times are in the <u>Test Administrator Manual</u> .	
What are the costs to administer the ISASP Test?	The costs are outlined in the ISASP Costing Information document on the <u>Bulletins</u> page of the ISASP Portal.	
Should scratch paper be returned to Pearson?	Scratch paper can be securely destroyed locally and should not be returned to Pearson.	
Test Design		
Are the tests aligned to the Iowa Core Standards?	The test blueprints are on the <u>Test Preparation</u> page of the ISASP Portal.	
How do the paper and online test compare when online uses one type of calculator?	Questions have been written to be neutral with regard to calculators. Use of a scientific or graphing calculator will not enhance performance.	



Can paper-and-pencil students bring their own math tools?	Rulers and protractors are not available as online tools. No questions on the ISASP Mathematics test requires the use of rulers or protractors.	
Will the test be norm-referenced or criterion-referenced?	The ISASP is a standards-based, criterion-referenced assessment.	
Adaptive Testing		
What is Adaptive Testing?	Adaptive Testing is a computer-based (online) approach to testing that adapts test content to the student's performance on the test. As the student enters responses to test questions, TestNav will present different sets of questions, or stages , based on the student's performance. The ISASP Reading and Science online tests are adaptive.	
What is a "stage" that is referenced with the ISASP adaptive tests?	A stage is a set of questions that are presented to the student based on the student's performance. The Reading online test consists of three (3) stages . The Science online test consists of two (2) stages . Please see the <u>Introduction to Adaptive Testing</u> bulletin for an image of how each stage links to the next.	
What are the new "navigation pages" in ISASP adaptive tests?	In the Reading and Science online tests, there will be new navigation landing pages in each stage to indicate the start of the stage and end of the stage. Students should read and follow the additional instructions on these navigation pages.	
What are the advantages of adaptive testing?	Adaptive tests allow for greater measurement precision of the student's proficiency. Test security is also enhanced as the different stages allow for a more individualized student testing experience and progress.	
What about the Mathematics and Language/Writing online tests?	The Mathematics and Language/Writing online tests will remain as fixed-form tests for spring 2023.	
Will the total number of questions vary from student-to-student with the ISASP adaptive tests?	No, although students will be presented different sets of items within a stage, the total number of questions presented to every student in each grade and subject will be the same.	



Will there be non-adaptive versions of the Reading and Science online tests?	No, all Reading and Science online tests will be of adaptive design for all grade levels.Note: The only exception is the Spanish-translated Science online test; this test will be a fixed-form test.
Will students taking ISASP adaptive tests be presented items from adjacent grade levels?	No, only on-grade level content will be presented in ISASP adaptive tests.
Will the ISASP paper-and-pencil tests be adaptive?	No, ISASP paper-and-pencil tests will remain fixed-form tests.
Student F	Registration
Our district has a high rate of students moving in and out. How close to our testing window will we be able to update student registrations?	Student registrations can be updated throughout the testing window.
How will home school students be enrolled for testing?	PearsonAccess ^{next} will support manual entry of students who need to test. Testing locations will need to work with ITP to enroll students who do not have a 10-digit state student ID.
Do students need to be enrolled in PearsonAccess ^{next} if we are only testing paper-and-pencil?	 All students must be registered for testing in PearsonAccess^{next} regardless of testing mode, and online students must be placed in a test session in PearsonAccess^{next}. To receive student pre-ID barcode labels and initial shipments of materials, students must be registered for paper testing by January 4th, 2023. Students roster data will be uploaded based on the date indicated in the district's response to the ITP Testing Mode Survey. Schools will need to place an order for additional materials for students registered for paper testing after January 4th (pre-ID labels are not available with this method).



How do schools handle student enrollments for open-enrolled students placed in programs like Eldora and Rabiner?	The receiving district (where the student has been sent and is attending) should test the student. Students in special programs should be tested by the district the programs are affiliated with or the appropriate AEA. Please contact the Iowa Department of Education for guidance.
How do we test a student who attends our school, but the student's home is not in our district?	Students may be tested in the same manner as your district's students. PearsonAccess ^{next} provides a variety of enrollment codes. Please see the ISASP Student Registration File Layout on the <u>PearsonAccess^{next}</u> page of the ISASP Portal for a complete list of codes.
How do we test a student who attends school in a different state?	Please contact the Iowa Department of Education for guidance.
How do I enroll a new student?	Schools can complete a <i>Student Registration Import</i> or manually create new students in PearsonAccess ^{next} . All students testing must be loaded into PearsonAccess ^{next} , and online students must be placed in test sessions prior to the beginning of testing.
If our student data is uploaded from the SRI, can we import the accommodations separately?	Accommodations will have to be assigned in PearsonAccess ^{next} , either via file upload for multiple students at once, or manually for each student in the user interface.
What is the best way to check on the accuracy of student information in the PearsonAccess ^{next} system?	The easiest way to check for accuracy is to perform a <i>Student</i> <i>Registration Export</i> to get a file extract with all registered students; go to "Setup" -> "Import/Export Data" in PearsonAccess ^{next} . You can also check individual students manually in the user interface; go to "Setup" -> "Students" and then search for the students of interest.



When performing a "Student Registration Import" in PearsonAccess ^{next} , when should we check the box next to "Don't modify student tests?"	Check the box when the registration import is used to modify demographic information for students with existing test registrations and assignments; if you are registering students to test for the first time, or are assigning accommodations to existing student registrations, this box should be left unchecked for those changes or additions to take effect.
Accountability and 7	Testing Requirements
Will full academic year still be an important consideration as it was under NCLB?	Students who attend a partial academic year will be included in accountability determinations.
Is out-of-level testing still allowed?	Students should take the assessment in the grade in which the student is registered to participate.
How will the State determine participation?	All students who are enrolled prior to the test date and during the assessment window will be required to be assessed.
Does the ISASP replace the Iowa Assessments and are the Iowa Assessments still available?	The ISASP will be used for state and federal student accountability purposes in the 2022-2023 school year. The Iowa Assessments are still offered and may be continued to be used (for Social Studies, ACT predictions, primary grades, off-grade Science, longitudinal studies).
How do I check if my student is testing online or paper?	A <i>Student Registration Export</i> in PearsonAccess ^{next} should be completed to verify student registrations. Students with the value "1" in the Online Testing column will be registered for online testing.
Transfer and New Students	
If a student enrolls in our district after we have finished testing, are we required to test the student?	No. If a district has finished testing, the State does not expect that student to be assessed.



If a student enrolls in our district, is it our district's responsibility to contact the previous district to un-enroll them?	Your district should contact the previous district to ensure you are able to register the student, then add this student to a test session. If the previous district has already added the student to a session, contact Iowa Testing Programs for assistance.
Tra	ining
Have the upcoming training dates been set?	Training will be completed in the ISASP Training Management System (TMS): <u>https//ia.tms.pearson.com</u>
Do teachers need to retake the training modules? Or will the modules they took last year suffice?	Every educator who will administer the ISASP will need to take the Test Security training module for spring 2023. All modules have been updated to reflect the requirements of this year's testing.
Can the Test Security training be completed by teachers in a large group? For example, could teachers in a building meet and watch a large screen to complete this training?	There is a group training option within the ISASP TMS. Please refer to the <u>ISASP TMS User Guide</u> for instructions on how to administer the training and document each educator who attended.
What preparations should Coordinators take before adaptive testing? What about Proctors?	Setup tasks in PearsonAccess ^{next} remains unchanged for Coordinators. The steps to review/verify student information, add accommodations for students, and assign students to test sessions are the same. Coordinators and Proctors should access the Reading and Science online practice tests to see the new adaptive design, read the updated verbal directions for Reading and Science online tests in the <u>Test</u> <u>Administrator Manual</u> , and check this FAQ bulletin for any adaptive-related questions. For questions not answered in this FAQ bulletin, please email <u>iowa-testing-programs@uiowa.edu</u> with your inquiry.



What updates were made to the Reading and Science online test directions?	The verbal directions read aloud by the Proctor will mention the stages and alert students that each question will need to be answered to move on to the next question. The Reading directions update is on page 27 and the Science directions update is on page 38 in the <u>Test Administrator Manual</u> . The directions on the Reading and Science online practice tests have also been updated with this new information.
Test S	ecurity
Are districts required to have a written policy on test security?	Each district should establish written procedures for test security. Districts can refer to Chapter 2 of the <u>Test Administrator Manual</u> , the Test Security training module, and the <u>State of Iowa Test</u> <u>Security Manual</u> .
Where can we find the required Test Security training?	The Test Security training module is in the <u>Training Management</u> <u>System (TMS)</u> . All educators who perform any tasks associated with ISASP will be required to review the Test Security training module.
How do we document completion of the required Test Security training?	For TMS to document completion of a training module, you must view all the slides and click "Complete" at the end of the training. Once you log in to TMS, you can access a record of your completed training modules by selecting the User icon next to your name on the upper-right, then selecting View Completed Trainings from the drop-down menu. This record can be printed. Admin users can download a report in TMS to verify completed trainings for all users at a district.



Who can proctor and monitor a test?	 To answer whether a person can proctor the ISASP or not, three questions must be answered in the affirmative: Does the person hold a current license from BOEE? Is the person accountable to the Iowa Teaching Standards or the Iowa Educational Leadership Standards? Has the person been appropriately trained by the district and agrees to comply with the test security requirements found in the <u>Test Administrator Manual</u> and the <u>State of Iowa Test Security Manual</u>?
Will the Iowa Department of Education be conducting external monitoring this spring?	External monitoring will be conducted in spring 2023. The list of schools has been updated and is included in the <u>State of Iowa Test</u> . <u>Security Manual</u> (Appendix K).
Practi	ce Tests
Where are the practice tests located?	 Practice tests are located on the <u>Test Preparation</u> page of the ISASP Portal. Practice tests are only available online. Updated practice tests are being planned for release, beginning in January 2023. For these practice tests, students will receive a score report that shows their score on the individual items on the test, in addition to a total number correct. Also, domain and standards-level information will be made available in a separate table that can be accessed in the practice test area on the portal.
When should students complete the practice test?	It is strongly advised that students access the practice tests prior to testing so they become familiar with the item types and the online testing experience. Students typically benefit from taking the practice tests a month or two prior to operational testing.



How can we prepare students to take the ISASP adaptive tests for the first time?	 The Reading and Science online practice tests on the <u>ISASP Portal</u> have been updated to simulate the adaptive testing experience. Navigation pages indicate the start/end of a stage will also be included. Coordinators and Proctors are strongly recommended to also access these practice tests to see the new adaptive design. Read aloud directions have also been updated to alert students on test day to changes in how they will navigate the adaptive tests relative to past administration of fixed-form tests. 	
General Testing		
When can we discontinue the assessment for a student who is not making progress?	Proctors may exercise their professional judgement to determine when a student is no longer making progress and if the test should be stopped.	
If a student has not finished a test subject and all other students move on to another test the next day, should the student who is not finished with the previous subject move on to the next subject?	Students who are not able to complete a test subject during the scheduled time must be provided additional time on that initial test day to complete the test.	
Must a test be finished the same day it began?	Due to test security issues, every effort must be made to ensure students finish the test on the day it began.	



Does the Language/Writing test need to be completed the same day?	 For online Language/Writing, the test is broken up in two sections to allow for breaks or multiple day testing. For students taking the paper-and-pencil version of Language/Writing, the test is broken up in two sections to allow for breaks or multiple day testing: Language Section 1 (test book and writing section 2 answer document/writing prompt) Writing Section 2 (writing section 2 answer document/writing prompt)
Are any manuals or instructions from previous years usable?	No, only manuals and instructions for the spring 2023 ISASP should be used during this test administration.
How should we schedule ISASP adaptive tests?	As in past years, the recommended testing time for both Reading and Science is 60 minutes.
Can adaptive testing be completed over multiple days?	Due to test security considerations, every effort must be made to ensure students finish the Reading and Science online tests on the day they begin.



Are there changes to test administration with the ISASP adaptive tests?	 Yes, there are two (2) changes to be aware of: 1. Students may not skip questions. Students can bookmark
	questions and return to them to review or change answers prior to completing a stage. However, students must answer each question when it is first presented to advance to the next question.
	2. Students will submit completed questions at the end of each stage. To take advantage of the adaptive nature of the Reading and Science online tests, students will submit their answered questions at the end of each stage. Students will be able to review bookmarked questions or change answers at the end of the stage but will not be able to return to these questions once the stage has been submitted.
Accessibility and Accommodations (Paper and Online)	
Is extra time able to be given to IEP/504 Plan students?	The ISASP is not a timed test. All students should be given ample time to take each test in accordance with test security policies.
How do we select the appropriate accommodations for students?	Designated Supports are NOT intended to be universal tools turned on for all students or entire grades, but rather determined on an individual basis based on student need. The intent of these tools is to provide extra support to a student who might not otherwise be able to access the assessment without these designated supports. The <u>Iowa Statewide Assessment System Accessibility Manual</u> includes a Personal Needs Profile Planning Tool which should be used by educators and instructional teams to determine the appropriate designated support for a particular student.
Are there translated versions of the test?	The Mathematics and Science tests will be available in Spanish. ELA (Reading, Language/Writing) will not have a Spanish version.



Who can utilize the Spanish versions of the assessment?	Only students who are designated as English learners (ELs) may take the test in Spanish if it has been determined appropriate by a team of local educators.
Will responses in Spanish (short answers or extended responses) be scored?	For students taking a Spanish version of the test, answers written in Spanish or English will be scored. For ELA (Reading, Language/Writing) only responses written in English will be scored.
Where can I find a list of the available accommodations?	The <u>Accessibility and Accommodations Manual</u> is posted on the ISASP Portal.
Can students use speech-to-text for testing?	Speech-to-text is not available in TestNav. Speech-to-text requires third party software and proctor transcription of student responses into either TestNav or the paper-and-pencil answer document.
Will the directions for administering the assessment be available in various languages?	Spanish directions for administration are offered as a supplement for the Mathematics and Science tests. The Spanish online versions of the tests will also have directions in Spanish. All other local translations should be done in accordance with Appendix B in the <u>Accessibility and Accommodations Manual</u> .
Is there a calculator policy for the ISASP?	The Calculator Policy is found on the <u>Bulletins</u> page of the ISASP Portal, and in the appendices of both the Test Administrator Manual and Accessibility and Accommodations Manual.
What type of documentation is required to be kept for accessibility features? Can districts use any form/spreadsheet?	Districts may use a locally-developed method to document the decision-making process used to assign supports to students. The documentation should be retained locally.



A group of students will need accommodations for testing; are accommodations available for adaptive testing?	Yes, steps for adding accommodations for students in PearsonAccess ^{next} remains unchanged for Coordinators. TestNav-embedded accommodations, such as text-to-speech, were updated to work with the adaptive tests.
For a student who has a scribe for the ISASP, does the student need to spell out words, and state when to capitalize and punctuate?	The rubrics that guide the scoring of student responses to ISASP writing prompts do not include the evaluation of spelling, capitalization, or punctuation. These skills are directly assessed on the ISASP Language test. Scribes may use capital letters and end punctuation naturally without influencing student scores. Writing scoring rubrics can be reviewed on the ISASP Portal at: https://iowa.pearsonaccess.com/rubrics/
Paper-and-I	Pencil Testing
How long will paper-and-pencil tests be available?	Paper-and-pencil versions of the tests will be available each year. The expectation is that districts will move to online testing.
How is paper-and-pencil testing administered?	Paper-and-pencil tests will be administered with a test book and a separate scannable answer document. All materials will be returned to Pearson for scoring.



Why do I have to enter students who will be testing paper into test sessions in PearsonAccess ^{next} ?	 For paper-and-pencil testing, initial shipments of materials will be shipped in two waves, based on the start date of the District Designated testing window. The first wave will be sent the week of February 27th for those testing between March 13th – April 7th. The second wave will be sent the week of March 27th for those testing between April 10th – May 5th.
If I switch students from online testing to paper testing after the January 4 th deadline, will I receive paper materials for these students?	Paper materials will not be automatically sent for students moved to paper testing after the January 4 th , 2023 deadline. An additional order for materials must be placed. Student pre-ID barcode labels are not available for students added to paper testing after the January 4 th deadline, so student information will need to be hand-gridded fully on the answer documents.
Accessibility and Acc	commodations (Paper)
Are there Braille versions of the test?	 Braille is available for all tests. Braille student responses must be transcribed into a scannable answer document for scoring. Braille test materials can be ordered as an additional order in PearsonAccess^{next}. The additional orders window opens February 28th, 2023.



Are there large print versions of the test?	Large print is available for all tests; however, all responses circled in large print test books must be transcribed into a scannable answer document for scoring. Large print tests can also be ordered during the additional orders window. See the 2023 Important Dates document in the <u>Bulletins</u> page of the ISASP Portal.
Online	Testing
Is online testing required?	The goal is to move to 100% online testing for all Iowa districts and schools. However, paper-and-pencil tests will continue to be available.
Is 1-to-1 required to administer the test online?	No, the ISASP may be given online in a computer lab (or similar) environment.
Do students with accommodations need to be setup in a different test session?	Depending on the accommodation, schools may find it easier to manage testing if students with accommodations are setup in a separate test session.
If I switch students from paper testing to online testing after the January 4 th deadline, will I still receive paper materials for these students?	Students registered for paper testing prior to the January 4 th , 2023 deadline will receive paper materials. These students can be moved to online testing, but there will be a fee for excess unused paper materials.
How are students placed into the correct test sessions?	Educators must assign students to sessions for online testing. These sessions are created locally by schools in accordance with their testing schedule. Educators can organize the students into any groups desired.
Who prints the student testing tickets?	Educators with the PearsonAccess ^{next} user role of Coordinator or Proctor can print test tickets for online testing.



What unique features of adaptive testing should students expect on test day?	It is strongly recommended students access the Reading and Science online practice tests on the <u>ISASP Portal</u> prior to test day. For both Reading and Science online tests, students will see the new navigation landing pages in each stage to indicate the start of the stage and end of the stage. Students will see the Next → button grayed out when first presented with a question. Students will need to enter a response (multiple- choice, short answer, or technology-enhanced item response) for the Next → button to turn blue and allow the student to move to the next question.
	The End of a Stage navigation page will remind students they can go back and review any previous questions on that stage. Selecting the Next \rightarrow button one more time will submit the stage and these questions cannot be returned to.
The student is unable to advance to the next question on the adaptive test.	For adaptive testing, the student must enter must answer each question when it is first presented to advance to the next question. Check to see if the student has entered a response for the question
Can the student exit/resume the test during adaptive testing?	he or she is on. Yes, the student can sign out of TestNav as normal and the Proctor can resume the test in PearsonAccess ^{next} .
	When the student signs back in to TestNav, the test will resume on the question he or she was on.



The student bookmarked questions on the adaptive test but cannot go back to review them. The student feels the questions on the stage are too easy/too difficult; can the current stage be changed?	Questions can be bookmarked and reviewed prior to submitting a stage. Once students move on to a new stage, they cannot return to the questions from previous stages. The adaptive design reviews all responses that the student has submitted on previous stage(s) and determines the appropriate next stage. A stage cannot be changed manually by testing staff or
Can stages be manually assigned?	Pearson. No, stages cannot be assigned manually before or during testing.
The student encountered technical errors during adaptive testing.	 Troubleshooting technical issues remains unchanged. Three (3) resources are available to help: Common technical issues and the action needed are available on the <u>Troubleshooting for Online Testing</u> support page. If the student's TestNav provides an error code, check the <u>TestNav Error Codes</u> support page for the action needed. Call Pearson Customer Support at 833-878-7041.
Is there anything that is done differently after testing for the adaptive tests?	No, Proctors and Coordinators will take the same steps after testing. Actions such as checking all student tests for <i>Complete</i> status, stopping the test session, and removing absent students from the test session and scheduling a makeup remains unchanged.
Accessibility and Accommodations (Online)	
Is text-to-speech available for any student?	Text-to-speech (or computer audio) is only available to students who have been assigned that Designated Support in PearsonAccess ^{next} .
Can text-to-speech be utilized for the online directions?	The online directions are included as part of the verbal directions read to students in the <u>Test Administrator Manual</u> .



What grades can utilize text-to-speech?	Text-to-speech is available for Language/Writing and Math (all grades), as well as Science (grades 5, 8, 10), and Reading (grades 6-11).
Can a human reader be utilized for the online test as opposed to text- to-speech?	Human reader is an acceptable accommodation for the paper-and- pencil test, and only for Language/Writing and Math (all grades), as well as Science (grades 5, 8, 10), and Reading (grades 6-11). If a human reader is provided for the online test, this must be in a 1-
	on-1 setting, and only for Language/Writing and Math (all grades), as well as Science (grades 5, 8, 10), and Reading (grades 6-11).
Can I use an external screen such as a TV, Smartboard, or projector to enlarge the test questions?	Yes. To accomplish this using the external screen, use a Windows, Mac, or Chromebook device and set the device as either the primary or only display. When multiple displays are connected, TestNav will display to one monitor and disable any additional monitors, generally by displaying the TestNav logo on those monitors.
	This solution won't work for devices such as iPads which require that the local screen be active and can't be disabled.
	If there are any additional questions, it is recommended that the school contact Pearson Customer Support, and ask to speak with Level 2 Support to help with this type of setup and any options.
Technology	
What devices/platforms will be supported for online testing?	Information about technical requirements may be found in the <u>TestNav System Requirements</u> on the TestNav 8 Online Support page.
Can we test online using iPads?	Yes, it may be possible to offer the test via iPads. Information may be found on the <u>Set Up TestNav on iOS</u> on the TestNav 8 Online Support page.



Can we test online using Chromebooks?	Yes, it may be possible to offer the test via Chromebooks. Information may be found on the <u>Set Up TestNav on Chrome OS</u> on the TestNav 8 Online Support page.
How do I complete a Local Infrastructure Trial?	The infrastructure trial can be conducted in the 2021-22 admin in the training site (brown) PearsonAccess ^{next} .
	Directions on how to complete an infrastructure trial is located on the <u>Technology Setup</u> page of the ISASP Portal. The infrastructure trial can be completed at any time.
How do I know if everything went well during my Local Infrastructure Trial?	Schools experiencing error codes during their infrastructure trial should reference the <u>TestNav Common Error Codes</u> page to resolve issues. If issues persist, please contact <u>Pearson Customer Support</u> . If you have successfully completed the trial without receiving any error messages, you may assume your district is ready to complete online testing.
Does TestNav and PearsonAccess ^{next} have the capacity to handle all the current users across the state?	ISASP's testing platform and servers are designed to accommodate as many concurrent Iowa users as possible on any given date. Districts may choose to test anytime during the State Designated testing window.
What preparations should technology staff take for adaptive testing?	Technology readiness tasks remains unchanged for technology staff. Steps for preparing the network for TestNav traffic, installing TestNav on testing devices, and conducting local infrastructure trials are the same.
	There is one change with adaptive testing, which is ProctorCache will not be available for the Reading and Science online tests. ProctorCache is an optional application that works with TestNav to precache test content, usually due to a low bandwidth environment.



Reporting	
	For online adaptive tests, students who respond to 90% of the
	questions will receive a score.
How many questions must a student answer to receive a score?	
	For all other tests, students who respond to one or more questions
	will receive a score.
	Some students will have started a test (logged into a test and
	responded to questions) but will not be able to complete it (refusal,
When should I mark an online test as complete?	illness, moving out of state). Any such test started should be marked
	complete. Students still in Ready status in sessions at the end of the district's testing window will need to be removed from those
	sessions.
	DNR should be utilized for a student tests that had started testing
How is Do Not Report (DNR) used? Will my student receive an	but should not have tested. Tests marked as DNR will not receive
ISR if the test is marked DNR?	any score including an ISR.
	The test session name will not limit the viewing or sorting of student
How will the naming of test session impact the ability to view and	results. However, the Class Name listed on the student registration
sort student data when it is received?	will determine the grouping and sort order of the Student Roster. If
	no name is listed students will be sorted by grade and subject.
How can I access ISASP data and reports from previous administrations?	Spring 2019 through 2022 data and reports will be available in
	PearsonAccess ^{next} . Users can go to the <u>Reporting Resources</u> page of
	the ISASP Portal and click on the drop-down in the appropriate
	Reporting Resources box.
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	Users will need to log in to PearsonAccess ^{next} , confirm their
	administration is set to the appropriate year in the top-right of the
	page, and then select Reports > Published Reports.