



# **Test WES Precode Student Eligibility and Sent Precode User Guide 2015–2016**

Minnesota Department of Education

Division of Statewide Testing

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Test WES is a secure MDE website where authorized personnel complete a variety of activities related to assessment and accountability, including verifying student eligibility for testing, entering students for testing who are not enrolled in MARSS, performing pretest edits, entering waiver requests, completing posttest edits on test-related information, and viewing preliminary AYP participation reports.

This user guide will provide detailed information on Precode Student Eligibility, which is used to verify student eligibility for testing and enter students for testing, and Sent Precode, which is used to view precode information sent to service providers.

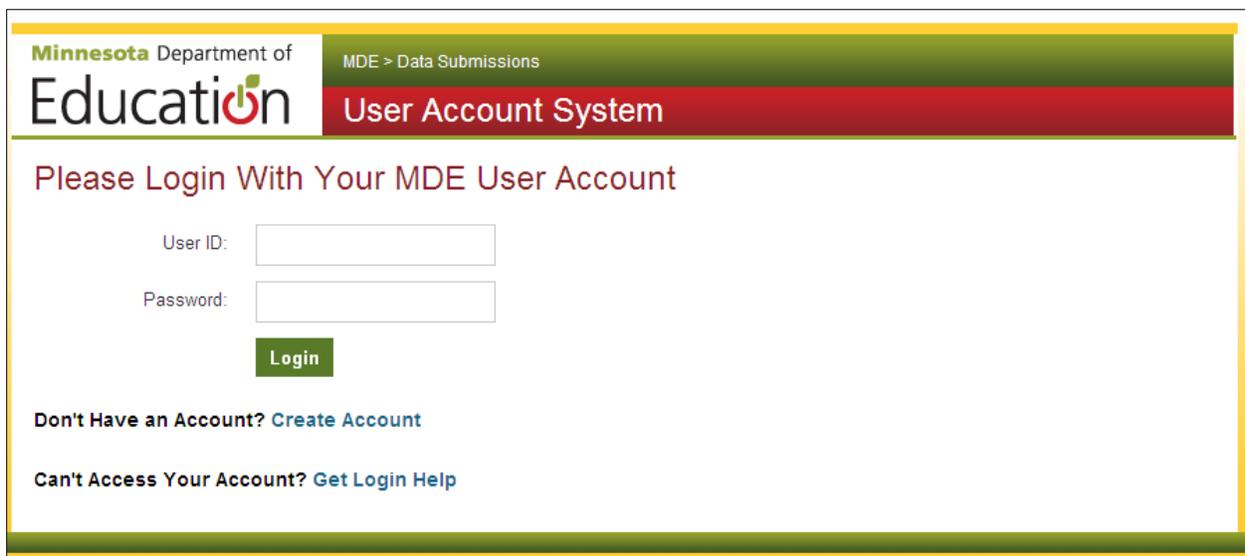
## Accessing Test WES

The process for requesting and modifying access to MDE secure systems is available on the Data Submissions page of the MDE website. [View the Data Submissions page](#) (MDE website > School Support > Data Submissions).

Prior to accessing Test WES, the Identified Official with Authority for your district or charter school needs to pre-authorize your access to Test WES. After you have been pre-authorized, you must log in to Test WES and request access within 30 days. When requesting access, please allow three to five business days for approval. For any questions about access to MDE secure systems, please contact [mde.testwes@state.mn.us](mailto:mde.testwes@state.mn.us).

Once you have access, go to the Test WES page of the MDE website to log in. [View the Test WES page](#) (MDE website > School Support > Data Submissions > Test WES). Select **Enter Test WES** to access the MDE User Account Login page.

Note: Test WES is unavailable from 10:00 p.m. until 5:00 a.m. for nightly system maintenance.



The screenshot shows the login interface for the MDE User Account System. At the top left is the Minnesota Department of Education logo. To its right, the breadcrumb path 'MDE > Data Submissions' is displayed. Below this, a red banner contains the text 'User Account System'. The main content area has a heading 'Please Login With Your MDE User Account'. Below the heading are two input fields: 'User ID:' and 'Password:'. A green 'Login' button is positioned below the password field. At the bottom of the form, there are two links: 'Don't Have an Account? [Create Account](#)' and 'Can't Access Your Account? [Get Login Help](#)'.

## Precode Overview

“Precode” refers to the files that are sent to testing service providers (like Pearson and DRC). The precode files contain information from the MARSS enrollment record (such as the school the student is enrolled in), as well as any assessments the student is eligible for with any related information (such as any accommodations requested during Pretest Editing for MCA).

- Updates to student enrollment information are submitted in the MARSS Web Edit System (MARSS WES) by the MARSS Coordinator. Submitted MARSS data is used as the basis for student enrollment information sent in precode files.
- The student identity validations at MDE require that a particular MARSS or state student ID (SSID) number can be held by just one student, so only students with a unique, valid MARSS/SSID number will be sent in the precode files.
- Any discrepancies related to a particular student’s MARSS/SSID number or any other MARSS errors must be resolved before the student’s record will be sent in precode.
- The Student Identity Validation Interface is used to create SSIDs for new students and to resolve problems with student identity issues. The Student Identity Validation Interface includes MARSS numbers from currently enrolled student and students from the past decade. [View information about the Student Identity Validation Interface on the MDE website](#) (MDE website > School Support > Data Submissions > Student ID Validations).
- All students currently enrolled in your district will have a MARSS/SSID number, but some students who may test (e.g., home-schooled students) will need to have a MARSS/SSID number assigned before they can be added into Precode Student Eligibility and then sent in precode.
- Districts can view the Sent Precode files in Test WES to see which students have been sent to testing service providers for each test and administration.

## Notes for Nonpublic Schools

Nonpublic schools who will be participating in statewide assessments must follow the instructions to add students described in “Manual Changes to Precode Records” below once MARSS numbers have been found or SSID numbers have been created. Students in nonpublic schools must be manually added each year they will participate in testing. Students can only be added during the school year in which they will be testing. If students will be testing in school year 2015–2016, they cannot be added until precode begins to be sent in October.

When manually adding students, you will receive a warning message that says: “Adding a manual enrollment record will override all other records; MARSS updates will not be reflected. Are you sure?” Since nonpublic schools do not submit MARSS (enrollment) data to the state, this message can be disregarded. Click “OK” to add the student.

Refer to *Nonpublic School Participation in Minnesota Assessments* on the Test Administration page of the MDE website for further information about participating in statewide testing. [View the Test Administration page](#) (MDE website > School Support > Test Administration).

## Dashboard Overview

Precode Student Eligibility and Sent Precode are accessed in Test WES. The first screen you see after you log in to Test WES is **My Dashboard**. The Message Board contains information on upcoming tasks and activities, including relevant dates.

To the left of the message board is a navigation panel with a number of headings. Depending on the time of year and what other activities are available, this menu may include additional options that are not visible on the screenshot below.

- Access **Precode Student Eligibility** under Pretest Edit.
- Access **Sent Precode** under File Transfer.

**About Test WES**  
Contact  
mde.testwes@state.mn.us

**Pretest Edit**  
Test Administration Information  
Precode Search and Edit  
Precode Download/Upload  
**Precode Student Eligibility**

**Posttest Edit**  
Search Discrepancies

**Appeal/Waiver Requests**  
View Request Inbox

**File Transfer**  
**Sent Precode**  
Posttest Discrepancies  
Test Security Notifications  
File Exchange

**My Dashboard**  
Welcome, Jenn Burton. You are logged in with Helpdesk User read-write access.

**Message Board**  
The following tasks are performed in Test WES during the 2015–2016 school year. Any changes to dates listed below will be communicated via the Assessment Update.

**Pretest Activities**

- December 14 – January 22:
  - Complete Test Administration Information for MCA and MTAS test materials (shipping location and shipping date) and reporting (student results labels receipt and ISR delivery confirmation)
  - Indicate Student Session Group to organize how students are loaded and grouped in PearsonAccess for adding to test sessions, if needed, enter accommodations to receive paper MCA accommodated test materials, and change test assignments to receive MTAS test materials.
- December 14 – March 4: Confirm Site Readiness for online testing
- December 14 – May 5: view or change test assignments for Reading and Mathematics MCA and Reading, Mathematics, and Science MTAS; view or add accommodations for Reading and Mathematics MCA; confirm student eligibility for MTAS
- December 14 – May 12: view or change test assignments and view or add accommodations for Science MCA

**Test Administration Activities**

- Check student eligibility for testing through Precode Student Eligibility (ongoing)
- Download sent precode files as needed (dates vary assessment)
- Submit Test Security Notification forms (as needed; submitted by the District Assessment Coordinator only)

**Posttest Activities**

- May 23 – June 10: complete Posttest Editing
- May 23 – June 21 : retrieve early student-level results for ACCESS and Alternate ACCESS for ELLs

For more information on performing each of these activities, see the documents at the Help link above. The Help documents will be updated shortly before the beginning of each activity. Dates for submitting appeals and waivers (AYP appeals and Alternate Assessment Waiver) are communicated by the MDE Division of School Support.

## Precode Student Eligibility

If students are not loaded to a service provider's system, use Precode Student Eligibility to investigate why. Select **Precode Student Eligibility** from the left menu on My Dashboard.

To access student test eligibility information, enter the student's MARSS/SSID number and select **Search**. The MARSS/SSID number is a required field.

**Precode Student Eligibility Check and Edit**  
**CFL CONTROL DISTRICT 5555**

This interface allows you to verify student eligibility for testing and manually enter students for testing who are not submitted through MARSS. You can also change the school and/or grade in which the student will test.

Student information is sent to service providers through precode files, which contain student enrollment information and test eligibility information. You can access student eligibility information if the student has been enrolled in your district during the current fiscal year by entering a student's MARSS/SSID number.

- Any discrepancies with a student's MARSS/SSID number or any other MARSS errors must be resolved in MARSS before the student's record will be sent in precode.
- The Status column indicates if a specific test eligibility has been sent. Until precode files begin to be sent, the Status will display as "Not Delivered."

To download a list of all manually added or changed records for the current fiscal year, select the Download button.

Enter the MARSS number of the student and select the Search button to populate the enrollment information and display the student eligibility records. When an enrollment does not exist enter the required information.

Asterisk (\*) indicates a required field.

\* MARSS # (SSID):

If the student has been enrolled in your district during the fiscal year, you can access the student's eligibility information by entering their MARSS/SSID number only. The rest of the student's demographic information will be pre-populated on the next screen.

**Enter any required information and select the Save button to change the Enrollment information for the student**

Asterisk (\*) indicates a required field.

\* MARSS # (SSID):

\* Last Name:

\* First Name:

Middle Name:

\* Date of Birth: (mm/dd/yyyy)

\* Gender:

\* Grade:

\* School:

Local Use:

\* Enrollment Code:

MARSS WES - Preliminary 2016F submitted .Sep 4 2015 12:57PM

If the student is **not** enrolled in your district (or there is an error on the MARSS record), the demographic information will not appear automatically.

- For students not enrolled in your district, you will need to provide their first and last name, date of birth, and gender and then click Search.
- If the student should be enrolled in your district, contact your MARSS coordinator to resolve any errors and resubmit MARSS data.

**Enter the additional required information and select the Search button to display the student Eligibility records**

Asterisk (\*) indicates a required field.

\* MARSS # (SSID):

\* Last Name:

\* First Name:

Middle Name:

\* Date of Birth:  

\* Gender:

After searching for a student, test eligibility results will be displayed in the Precode Eligibility table. Select **Clear All** if you want to return the initial screen to search eligibility information for another student.

\* MARSS # (SSID): 555500000012

\* Last Name: Control

\* First Name: Control

Middle Name:

\* Date of Birth: (mm/dd/yyyy)  
09/17/2004

\* Gender: Female

\* Grade: 05

\* School: CFL ELEMENTARY (101)

Local Use: i

\* Enrollment Code: Regular Enrollment

MARSS WES - Preliminary 2016F submitted ,Sep 4 2015 12:57PM

**Add** **Clear All**

- This precode record and the resulting eligibility is confirmed. This precode enrollment record has been sent to Pearson.
- Successful Validation of SSID

Precode Eligibility							
School	Grade	Test Name	Subject	Type	Administration	Send	Status
5555-01-101	05	MCA-III	M	Census	MCA	Y	Not Delivered
5555-01-101	05	MCA-III	R	Census	MCA	Y	Not Delivered
5555-01-101	05	MCA-III	S	Census	MCA	Y	Not Delivered
5555-01-101	05	OLPA	M	Optional	OLPA	Y	Delivered
5555-01-101	05	OLPA	R	Optional	OLPA	Y	Delivered

The Precode Eligibility table includes the following information:

- **School:** School number the precode record is being sent for
- **Grade:** Grade indicated on the student record being sent in precode
- **Test Name:** Specific test the student is eligible for
- **Subject:** Subject of the test the student is eligible for
- **Type:** Type of assessment the student is eligible for (census or optional)
  - “Census” refers to a test administration in which all required students are expected to participate in an assessment
  - “Optional” refers to a test administration that students may be eligible for but are not required to participate in.
- **Administration:** Group a specific test belongs to
- **Send:** Indicator of whether the test eligibility record will be sent in precode; an indicator of “N” means the record will not be sent
  - The send indicator applies only to the high school science assessment and this indicator can be adjusted during Pretest Editing
- **Status:** Indicator of whether the test eligibility record has been sent (Delivered) or not sent (Not Delivered) to service providers.

Since the precode files sent to service providers contain both enrollment and eligibility information, changes in either of these components will affect how students are sent in precode.

The next two sections provide further information on how to determine what records have been sent in precode.

## Enrollment Messages

When you search for a student, you will see a message about the status of the student in terms of enrollment and whether he or she is included in the precode files. Note that these messages are specific to **enrollment**; the status of the eligibility record may also affect what information is being sent to service providers.

Below are precode messages you may receive, and these messages appear in blue.

- This precode record and the resulting eligibility is confirmed. This precode enrollment record has been sent to Pearson.
  - This indicates that the precode enrollment record has already been sent to Pearson. For test eligibility information, refer to the Status column in the table below for further information on what eligibilities have been sent. See *Eligibility Statuses* below for more information.
- This precode record and the resulting eligibility is confirmed. This precode enrollment record has NOT yet been sent and will be sent in the next precode file to Pearson.
  - This indicates that the precode enrollment record will be sent to Pearson in the next precode file. This message can appear if a new student is submitted in MARSS, if a student is added in Precode Student Eligibility, or if there is a change to a student's information (e.g., grade, school).
- It appears this student is no longer enrolled in this district based on the MARSS Status End Date.
  - This student is not in precode because it appears this student is no longer enrolled.
  - Verify the student's enrollment with your MARSS Coordinator. The student can be manually added to precode if needed; see further information in *Manual Changes to Precode Records* later in this user guide.
- A different enrollment record from another district is being used for this student.
  - This student is not in the precode because the student is dual enrolled and appears on another district's precode. Student records can only be sent in precode for one school.
  - If you will be testing this student, you can change the school (see instructions in *Manual Changes to Precode Records* later in this user guide).
- A different enrollment record in a lower grade is being used for this student.
  - This student is not in the precode because the student is dual enrolled at a lower grade and appears on another school's or district's precode.
  - Student records can only be sent in precode for one school, and the school with the lowest enrolled grade will be assigned precode for the student.

- If you will be testing this student, you can change the grade (see instructions and cautions in *Manual Changes to Precode Records* later in this user guide).
- A different precode record manually added by another district is being used for this student.
  - Another district made a manual change in Precode Student Eligibility in Test WES.
  - If you are testing the student, you can change the record as needed and manually add the student (see instructions in *Manual Changes to Precode Records* later in this user guide).
- This student appears to have already taken the High School Science assessment in a prior year.
  - This student has a high school Science MCA or MTAS test result from a prior year.
  - If the student is repeating a Biology or Life Science course, this student must take the Science MCA or MTAS and you can change Send Precode Indicator from “No” to “Yes” on the Search and Edit Screen during Pretest Editing.
- This student does not appear to be eligible for any active assessments at this time.

In addition to the precode (blue) messages above, there may also be Student Identity Validation messages appearing in red that relate to an issue that needs to be resolved in the Student Identity Validation Interface. This will require resolution by the person or persons authorized to make edits in the Student Identity Validation Interface (generally the MARSS Coordinator). If there is not an issue with the student identity validations, you will receive the following message: “Successful Validation of SSID.”

## Eligibility Statuses

The “Status” column indicates whether a specific test eligibility has been sent. Until precode files begin to be sent, the Status will display as “Not Delivered.”

Precode Eligibility							
School	Grade	Test Name	Subject	Type	Administration	Send	Status
5555-01-101	05	MCA-III	M	Census	MCA	Y	Not Delivered
5555-01-101	05	MCA-III	R	Census	MCA	Y	Not Delivered
5555-01-101	05	MCA-III	S	Census	MCA	Y	Not Delivered
5555-01-101	05	OLPA	M	Optional	OLPA	Y	Delivered
5555-01-101	05	OLPA	R	Optional	OLPA	Y	Delivered

- To see when eligibilities will be sent for specific assessments, select the “View Precode Schedule Link” in the Sent Precode section in Test WES. For example, while eligibility for MCA will appear in October, it will not be delivered until precode begins to be sent in January.
- For Science MCA, if the Send Indicator is set to N (in the “Send” column), the status will always show “Not Delivered” unless the Send Indicator is changed.
- If a new student is submitted in MARSS, if a student is added in Precode Student Eligibility, or if there is a change to a student’s information (e.g., grade, school), the status will display as “Not Delivered” until the next precode file is sent.

Note: ACCESS/Alternate ACCESS for ELLs precode files are sent one time during the school year and eligibility for these assessments does not appear in Precode Student Eligibility. Refer to the Sent Precode for a list of students that are sent to DRC in December.

## Enrollment Codes

Enrollment codes indicate how a student will be included for testing and how the results are used. An enrollment code of Regular Enrollment is the default for students who are enrolled in your district. An enrollment code will need to be selected for any student who is not enrolled in your district and that you are adding for precode.

Note: nonpublic schools will not have an enrollment code drop-down menu. All students added in nonpublic schools are automatically assigned a nonpublic enrollment code in precode.

Enter any required information and select the Save button to change the Enrollment information for the student

Asterisk (\*) indicates a required field.

\* MARSS # (SSID): 555500000012

\* Last Name: Control

\* First Name: Control

Middle Name:

\* Date of Birth: (mm/dd/yyyy)  
09/17/2004

\* Gender: Female

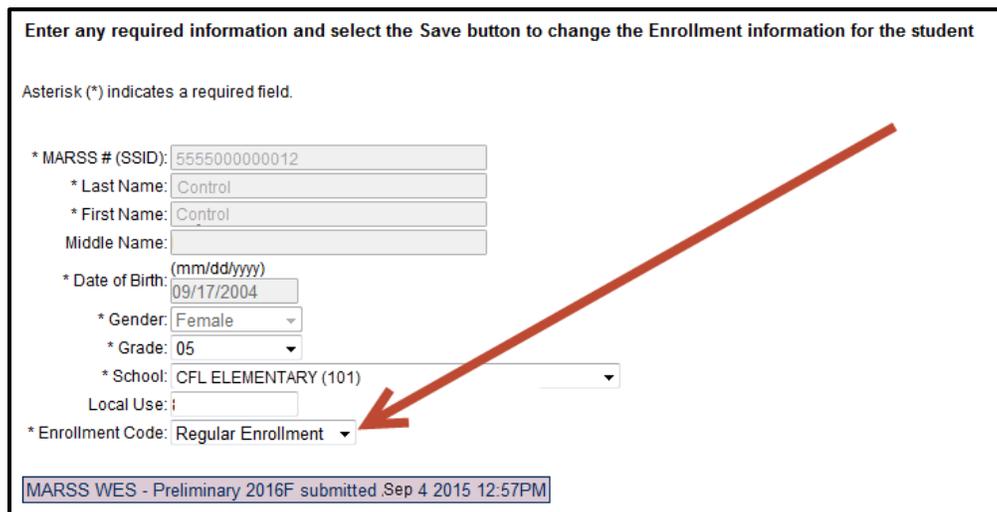
\* Grade: 05

\* School: CFL ELEMENTARY (101)

Local Use: i

\* Enrollment Code: Regular Enrollment

MARSS WES - Preliminary 2016F submitted Sep 4 2015 12:57PM



**Regular Enrollment:** Use this code for a student with a regular enrollment in a public school. This record will be used to generate precode records for MCA/MTAS and OLPA. When applicable, the results of the assessment will be included in summaries for the school, district, and state.

**Homeschool Student:** Use this code for a home-schooled student (or any nonpublic school student) who will be taking an assessment in your district. This record will be used to generate precode records for MCA/MTAS and OLPA. The results of the assessment will not be included in any summaries.

## Manual Changes to Precode Records

For a selected student, you can manually add the student, change the school where the student will be testing, and/or change the student's grade.

### **Add Student to Precode**

Students who are not enrolled in your district (like home-schooled students) can be added to the precode if they have a valid MARSS/SSID number since they cannot be submitted in MARSS data. In addition, students can be manually added if they need to test before the next MARSS file will be submitted.

To add the student to the precode:

- Enter the MARSS/SSID number.
- Enter the required demographic information (first and last names, date of birth, and gender) and click Search.
- If there is successful validation, then enter the grade, school where the student will test, and the applicable enrollment code.
- Select **Add**. You will need to confirm you want to make this change since the manual record will override all other records.



**NOTE:** In general, Precode Student Eligibility should **not** be used in place of a MARSS submission to add students for testing. Manually added or updated records in Test WES do not send student data to MARSS.

When manually added or updated, subsequent updates to that student's enrollment record submitted in MARSS may not be reflected in the manual record in Test WES until someone manually changes the record again or deletes the manual record. When students are added in order to be loaded quickly for testing, the manual record in Test WES can be deleted once MARSS is updated.

### ***Change School***

Students can only be sent for precode at one school. If the student will be testing at a different school than what was pulled for precode (either from within your district or from another district), you can change the location to a school in your district.

To change the student's school:

- Enter the MARSS/SSID number.
- Change the school.
- Select **Save**. You will need to confirm you want to make this change since the manual record will override all other records.

### ***Change Grade***

Grade can be changed to reflect the student's current enrollment. If MARSS information is not updated or your district has the student enrolled in a grade other than what is sent for precode, the student's grade can be changed in Precode Student Eligibility to add the student quickly for testing. This is a temporary fix and **caution must be exercised when changing grade**.

MARSS data will ultimately be used for accountability, and if the tested grade does not match the enrolled grade in MARSS, the student will receive a wrong grade code instead of a score.

To change the student's grade:

- Enter the MARSS number and any required demographic information to view the student record.
- Change the grade as applicable.
- Select **Save** to check the eligibility for assessments for the new grade. You will need to confirm you want to make this change.

## Reviewing Manual Changes to Precode Records

When checking a student's test eligibility, you can determine if MARSS information is being used or if a manual change has been submitted by looking at the purple bar under Enrollment Code. The information in this box will indicate "MARSS WES" and the date of the most recent MARSS submission that is being used or "MANUAL" and the date of the manual change.

- Example of MARSS information being used:

Enter any required information and select the Save button to change the Enrollment information for the student

Asterisk (\*) indicates a required field.

\* MARSS # (SSID):

\* Last Name:

\* First Name:

Middle Name:

\* Date of Birth:  (mm/dd/yyyy)

\* Gender:

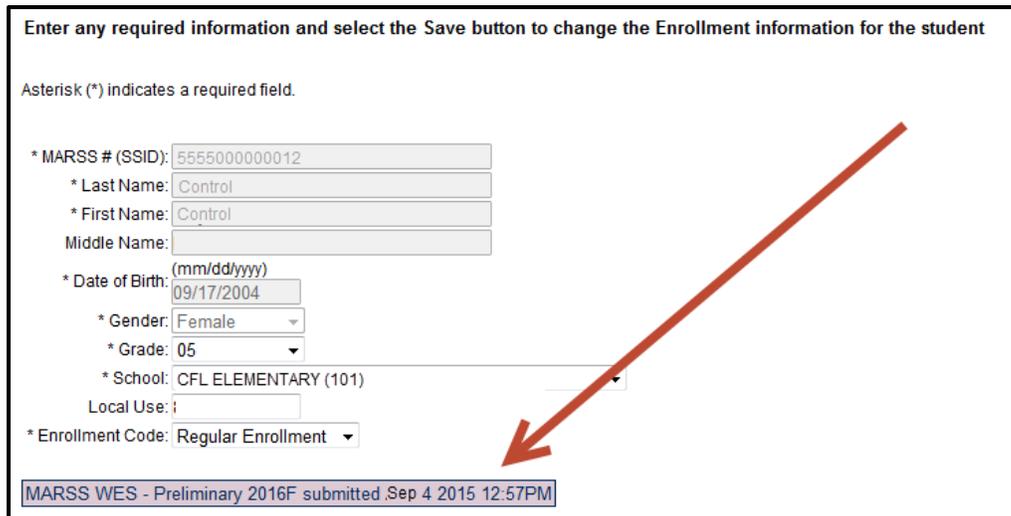
\* Grade:

\* School:

Local Use:

\* Enrollment Code:

**MARSS WES - Preliminary 2016F submitted Sep 4 2015 12:57PM**



- Example of a manual change:

Enter any required information and select the Save button to change the Enrollment information for the student

Asterisk (\*) indicates a required field.

\* MARSS # (SSID):

\* Last Name:

\* First Name:

Middle Name:

\* Date of Birth:  (mm/dd/yyyy)

\* Gender:

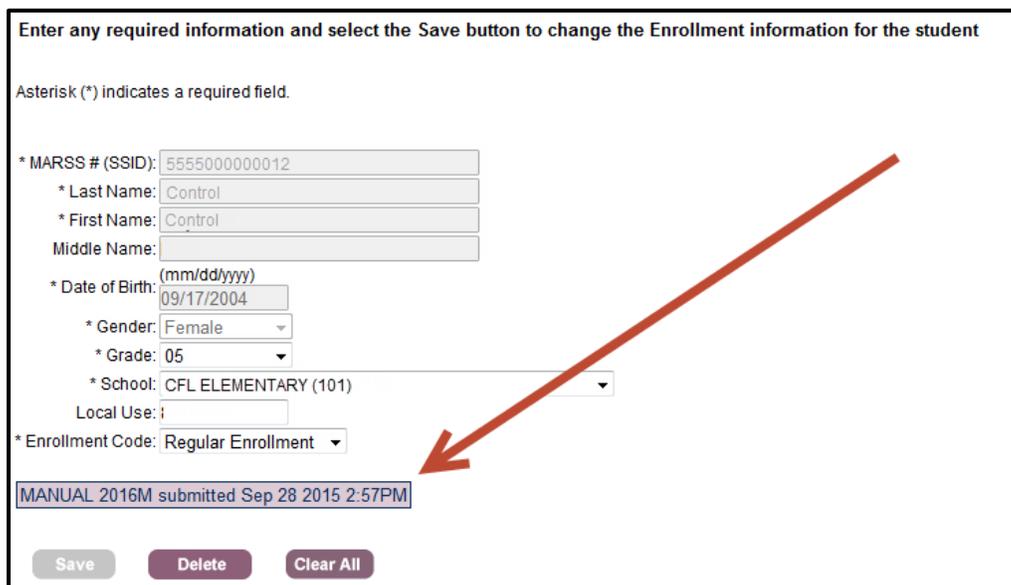
\* Grade:

\* School:

Local Use:

\* Enrollment Code:

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## Deleting Manual Adds or Changes to Precode Records

Users can delete manual adds or changes that have been entered for their district or school in Test WES. When a manual record is deleted, the most recent MARSS enrollment record will be reinstated, if one exists. Depending on the situation, this may mean that another district's MARSS enrollment will be used for the student. Deleting the manual record will allow any

updates submitted in MARSS to again be reflected in the student's precode record so MDE recommends deleting manual records after MARSS is updated.

If the student was manually added to the precode files and is not submitted in MARSS (e.g., nonpublic or home-schooled students), deleting the manual record will remove the student from Test WES and the precode files. This option may need to be used, for example, if the student's demographic information was entered incorrectly or if the student will no longer be testing in your district. In this case, the district must re-add the student with the correct student demographic information once the incorrect one is deleted.

When a manual change is deleted, it is reflected immediately in Precode Student Eligibility.

- If there is another MARSS enrollment record available, it will be immediately reinstated and the updated information will be sent in the next precode file.
- If the student had been manually added and is not submitted in MARSS, the student record will be immediately deleted from Test WES.

To delete a manual add or change:

- Enter the MARSS number and any required demographic information to view the student record.
- Select **Delete** to remove the manual change. You will be asked to confirm you want to complete the change.

Enter any required information and select the Save button to change the Enrollment information for the student

Asterisk (\*) indicates a required field.

\* MARSS # (SSID):

\* Last Name:

\* First Name:

Middle Name:

\* Date of Birth:  (mm/dd/yyyy)

\* Gender:

\* Grade:

\* School:

Local Use:

\* Enrollment Code:

[MANUAL 2016M submitted Sep 28 2015 2:57PM](#)

## Viewing Manual Adds or Changes

A downloadable file is available that shows any manually added or changed records in your district for the current year. To access the file, select **Download** on the first Precode Student Eligibility screen (where the MARSS/SSID number is entered).

**Precode Student Eligibility Check and Edit**  
**CFL CONTROL DISTRICT 5555**

This interface allows you to verify student eligibility for testing and manually enter students for testing who are not submitted through MARSS. You can also change the school and/or grade in which the student will test.

Student information is sent to service providers through precode files, which contain student enrollment information and test eligibility information. You can access student eligibility information if the student has been enrolled in your district during the current fiscal year by entering a student's MARSS/SSID number.

- Any discrepancies with a student's MARSS/SSID number or any other MARSS errors must be resolved in MARSS before the student's record will be sent in precode.
- The Status column indicates if a specific test eligibility has been sent. Until precode files begin to be sent, the Status will display as "Not Delivered."

To download a list of all manually added or changed records for the current fiscal year, select the Download button.

Enter the MARSS number of the student and select the Search button to populate the enrollment information and display the student eligibility records. When an enrollment does not exist enter the required information.

Asterisk (\*) indicates a required field.

\* MARSS # (SSID):

The download can be used to help determine which manually added records can be deleted after MARSS is up to date; remember, it is recommended that updates to student enrollment should be made in MARSS and manual records should be deleted to allow MARSS updates to be reflected. If the downloaded file is blank, it means that no records have been manually added or changed this year.

## Timeline for Updates to Student Records to be Included in Precode

The timeline for updates to student records to be included in precode file depends on which service provider the data is being sent to and what the data is being used for:

- Precode files are sent to Pearson nightly each business day, Monday through Friday. Changes made in Precode Student Eligibility in Test WES on Friday will be sent Friday night to Pearson for loading on Monday.
- For OLPA, MCA, and MTAS online testing and data entry, the following general timelines apply. These are "general" timelines as file submission issues at MDE or Pearson may prevent these timelines from being followed in all instances:
  - MARSS enrollment updates must be submitted at least two business days in advance. Once MARSS is submitted to MDE, that data is gathered overnight and is available the next business day in Test WES to make changes in Pretest Editing (i.e., test assignments or accommodations for MCA and MTAS) and Precode Student Eligibility (e.g., changing schools).
  - Any changes made in Pretest Editing or Precode Student Eligibility will be sent in the next precode file and will typically be reflected in PearsonAccess or PearsonAccess Next the following business day.

- For MCA paper accommodated test materials and MTAS test materials, MARSS data must be submitted at least one day prior to the date precode data is used for initial test materials shipment (as indicated on the Important Dates in the *Procedures Manual*).
- For ACCESS and Alternate ACCESS, MARSS data must be submitted at least one day prior to the date precode data is sent to DRC (as indicated on the Important Dates in the *Procedures Manual*).

To address situations where a new student needs to test the next day, the District Assessment Coordinator can add the student using Precode Student Eligibility. Student information is pulled nightly and sent to Pearson the next business day. A full MARSS submission that includes this student can be made at a later date after the student tests. After MARSS has been submitted, the manually added record can be deleted so that the record based on MARSS will be used. This workaround should be used only when a student needs to be added for testing before the next MARSS file will be submitted. In most instances, updated MARSS data should be submitted.

## Sent Precode

Use Sent Precode to download the most recent precode file and review the student records that have been sent to service providers. Precode files contain information submitted in MARSS, any manual changes made in Precode Student Eligibility, and edits made during Pretest Editing (when available).

Select **Sent Precode** under **File Transfer** from the navigation panel on My Dashboard.

**Sent Precode Download**

**CFL CONTROL DISTRICT 5555**

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Select the drop-down menu options for the test administration (MCA, MTAS, etc.) and subject (Mathematics, Reading, etc.) of interest, and then select the radio button to choose the format of the sent precode download.

To view the schedule of dates precode files will be sent, select the "View Precode Schedule" link below the Download Sent Precode button.

For OLPA and MCA, there are set windows for when precode files are sent as indicated by the precode schedule. After the initial file is sent, precode files will be sent nightly until the end extract date.

For ACCESS, the precode files are sent one time during the school year.

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MARSS data not available for this district for year selected.

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School All Schools in District

Test Administration Choose one...

Subject  

Excel Download  
 Text Download

Download Sent Precode File

+ View Precode Schedule

These Sent Precode files are organized by test administration and then subject and can be downloaded in either an Excel or Text file. You can choose to download the precode files for all schools in the district or for a specific school. Click **Download Sent Precode File** to access the precode file.

To view the schedule of dates precode files will be sent, select the **View Precode Schedule** link below the Download Sent Precode button. This schedule includes the scheduled begin and end extract dates as well as indicating when the most recent extract was for your district. Starting on the begin extract dates in the Sent Precode Schedule, these precode files are downloadable. After the end extract date, the precode file will reflect the last precode data sent for that test administration.

Precode Schedule				
Test Administration	Type	Begin Extract Date	Recent Extract Date	End Extract Date
OLPA	Optional	10/01/2015 10:00 PM	10/01/2015 10:05 PM	02/18/2016 10:00 PM
MCA	Census	01/22/2015 10:00 PM		06/01/2016 10:00 PM
MTAS	Census	01/22/2015 10:00 PM		06/01/2016 10:00 PM
ACCESS	Census	12/14/2015 10:00 PM		12/14/2015 10:00 PM

For OLPA, MCA, and MTAS, there are set windows for when precode files are sent as indicated by the Precode Schedule. After the initial file is sent, precode files will be sent nightly until the end extract date. (Since precode files are sent nightly, the end extract date is the night before the last day of the testing window.)

For MCA and MTAS, quantities of accommodated test materials and MTAS test materials will be sent based on the precode file on the date indicated in the Important Dates in the *Procedures Manual*. After this date, changes can be made in Pretest Editing as needed and precode files continue to be sent nightly. Though subsequent updates do not change the test materials that are sent, student eligibility and enrollment information continues to be sent to Pearson.

For ACCESS and Alternate ACCESS, these files are sent one time during the school year and include all EL-identified students in MARSS for grades K–12.