

Appendix B: PearsonAccess^{next} User Role Matrix

	Coordinator (DAC/SAC)	Proctor	Tech Staff*
<p>This table provides the tasks that each user role is able to access in PearsonAccess^{next} for operational testing. Tasks are organized by the corresponding pages.</p> <p>Users only have access to data at the organization level to which they are assigned (district or school) and the organizations below it.</p> <p>Users with the Coordinator (DAC/SAC) role do NOT need any additional roles added to their account because all permissions at their organization level (district or school) are already included; adding additional user roles to users with the Coordinator role may limit the permissions.</p> <p>* Technology staff users have limited access for operational testing in PearsonAccess^{next}. In the PearsonAccess^{next} Training site, however, technology staff are provided the Coordinator user role to conduct an infrastructure trial and verify technology readiness. Because of this, users may have different usernames and roles depending on the site accessed.</p>			
Setup			
Import / Export Data			
Import, export, and delete student registration files, including the ability to auto-create test sessions based on the import	●		
Import and export lists of staff user roles	●		
Import and export work requests for enrollment transfers	●		
Students			
View student enrollment data	●		
View a student's assigned test details, including accommodations and linguistic supports	●		
Groups			
Create / Edit groups (classes) – used for test session setup	●		
Organizations			
View organizations and contacts	●		
Enter district-designated testing window	●		
Users			
Create / Edit Users (Coordinators can create all other user roles.)	●		
Reset passwords for other users	●		
Delete or restore users	●		
Orders & Shipment Tracking			
Create, edit, or cancel additional orders (only pending orders may be cancelled)	●		
TestNav Configurations			
Create, edit, or delete TestNav and Proctor Cache configurations	●		●
Testing			
Rejected Student Tests (Paper Testing Only)			
Edit data to resolve issues	●		
Sessions (Online Testing Only)			
Create, edit, or delete test sessions	●	●	
Students in Sessions (Online Testing Only)			

Appendix B: PearsonAccess^{next} User Role Matrix, continued

Add students to, prepare, start, stop, resume, and refresh test sessions; unlock and lock student tests	●	●	
Print student testing tickets and session student rosters	●	●	
View student testing progress	●	●	
Move students between sessions and remove students from sessions	●	●	
Mark student tests complete	●		
Reports			
Operational Reports			
Access administrative reports (reports are available based on the tasks to which a user role has access)	●	●	●
Published Reports			
Access final reports	●		