

Resolving Paper Processing Alerts in Pearson Access

After being returned to Pearson, any paper test answer document that does not have a pre-ID label will be scanned into Pearson Access. If Pearson is not able to match the document to a student, a Rejected Test warning will appear on the Home page in Pearson Access.

<p>1. To begin the process of resolving any rejected tests either select the Rejected Tests warning banner or Rejected Tests from the main menu.</p>	 <p>The screenshot shows the Pearson Access interface. At the top, a dark blue header displays 'Welcome, Sam Boyle. Signed in as Administrator in Bureau of Indian Education'. Below this is a navigation bar with a 'Home' button and a 'CREATE, EDIT, MONITOR' link. A prominent orange-bordered warning banner reads 'WARNING. Rejected Tests: 2'. A red arrow points to this banner. Below the navigation bar is a vertical main menu with various options: Home, School, Sessions, Students, Classes, Courses, Tests, Transfers, Reports, Shipments, Users, Imports/Exports, and Rejected Tests. A red arrow points to the 'Rejected Tests' option in the menu.</p>										
<p>2. If a student with a rejected paper test alert is not in a Paper mode test session, they will need to be added to a Paper session before the rejected test can be assigned and resolved.</p>	 <table border="1"><tbody><tr><td><input type="checkbox"/></td><td>NoPreID Grade 5 English L...</td><td>Spring 2022</td><td>Grade 5 English Language Arts/Literacy</td><td>Paper</td></tr><tr><td><input type="checkbox"/></td><td>Spring 2022 ELA Grade 5 ...</td><td>Spring 2022</td><td>Grade 5 English Language Arts/Literacy</td><td>Paper</td></tr></tbody></table>	<input type="checkbox"/>	NoPreID Grade 5 English L...	Spring 2022	Grade 5 English Language Arts/Literacy	Paper	<input type="checkbox"/>	Spring 2022 ELA Grade 5 ...	Spring 2022	Grade 5 English Language Arts/Literacy	Paper
<input type="checkbox"/>	NoPreID Grade 5 English L...	Spring 2022	Grade 5 English Language Arts/Literacy	Paper							
<input type="checkbox"/>	Spring 2022 ELA Grade 5 ...	Spring 2022	Grade 5 English Language Arts/Literacy	Paper							

3. In the Rejected Tests screen you will see all alerts for your organization. Unresolved alerts will be listed in an **Open** status.

Rejected Tests

REJECTED TESTS LIST

Search

Image	Status	Last Name	First Name	SSID	DOB	School	Test	Administr...	Date Scan...	Date Reso...
<input type="checkbox"/>	Open	[REDACTED]				Tohaali' Community School	Grade 5 English Language Arts/Literacy	Spring 2022	04/28/2022	Details
<input type="checkbox"/>	Open	[REDACTED]				Tohaali' Community School	Grade 5 Math	Spring 2022	04/28/2022	Details

30 items per page

Showing 1 - 2 of 2

4. Select Details to view data from the scanned paper answer document.

Image	Status	Last Name	First Name	SSID	DOB	School	Test	Administr...	Date Scan...	Date Reso...
<input checked="" type="checkbox"/>	Open	[REDACTED]				Tohaali' Community School	Grade 5 English Language Arts/Literacy	Spring 2022	04/28/2022	Details
<input type="checkbox"/>	Open	[REDACTED]				Tohaali' Community School	Grade 5 Math	Spring 2022	04/28/2022	Details

Rejected Test Details

Status: Open

<p>Scanned Data</p> <p>Last Name: [REDACTED]</p> <p>First Name: [REDACTED]</p> <p>SSID: [REDACTED]</p> <p>DOB: [REDACTED]</p> <p>Gender: [REDACTED]</p> <p>Additional Data</p> <p>School: Toha</p> <p>Test Admin: Spring 2022</p> <p>Test: Grade 5 English Language Arts/Literacy</p> <p>Allowable Grades: 5</p>	<p>Resolved Data</p> <p>Assigned to First Name:</p> <p>Assigned to Last Name:</p> <p>Assigned to SSID:</p> <p>DOB:</p> <p>Resolved by:</p> <p>Date Resolved:</p> <p>Internal Use</p> <p>Date Scanned: 04/28/2022</p> <p>Scan UIN: 00118034118111202204</p> <p>Barcode:</p> <p>Test UUID: 347701e4-c72d-11ec-43c7-5b9c3de9c1e1</p> <p>Batch: R0600200_01</p>
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5. Select Image to view the scanned image of the answer document.

Image	Status	Last Name	First Name	SSID	DOB	School	Test	Administr...	Date Scan...	Date Reso...
<input checked="" type="checkbox"/>	Open					Tohaali' Community School	Grade 5 English Language Arts/Literacy	Spring 2022	04/28/2022	Details
<input type="checkbox"/>	Open					Tohaali' Community School	Grade 5 Math	Spring 2022	04/28/2022	Details

School Name _____

1

U.S. DEPARTMENT OF THE EDUCATION
MARCH 5, 1945

SPRING 2022
Gr
ELA/Literacy
Answer Document
Form 1

A Last Name First Name MI

School Use Only

E State Student Identifier

School Use Only

F Organization Code

B Place the Student ID Label Here

C Gender
 Female Male

D Date of Birth
Day Month Year

202799-401-321 Printed in the USA by Pearson 15D35809

SAMPLE

6. After selecting an **Open** rejected test, the Assign to Student option will populate at the top of the list.

Image	Status	Last Name	First Name	SSID	DOB	School	Test	Administr...	Date Scan...	Date Reso...
<input checked="" type="checkbox"/>	Open	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Tohaali' Community School	Grade 5 English Language Arts/Literacy	Spring 2022	04/28/2022	Details
<input type="checkbox"/>	Open	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Tohaali' Community School	Grade 5 Math	Spring 2022	04/28/2022	Details

Rejected Tests

REJECTED TESTS LIST

[Assign to Student](#)

7. After selecting Assign to Student the Assign to Student window will open.

In the Assign to Student window search for the student by ID number. Once the correct student record has been located click Assign. **If you cannot locate the correct student record, contact BIE Education Program Specialist Aurelia Shorty at aurelia.shorty@BIE.EDU**

Assign to Student *Please select a student to assign this rejected test*

Test: Grade 5 English Language Arts/Literacy, Administration: Spring 2022
Selected test attempt is [REDACTED]

Last Name	First Name	SSID	Grade	DOB	School
[REDACTED]	[REDACTED]	[REDACTED]	5	[REDACTED]	Tohaali' Community School

30 items per page < > Showing 1 - 1 of 1

Cancel Assign

Assign to Student *Please select a student to assign this rejected test*

Test: Grade 5 English Language Arts/Literacy, Administration: Spring 2022
Selected test attempt is [REDACTED]

Last Name	First Name	SSID	Grade	DOB	School
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	5	[REDACTED]	Tohaali' Community School

30 items per page < > Showing 1 - 1 of 1

Cancel [Assign](#)

8. After clicking Assign, a Success banner will appear at the top of the Rejected Tests screen if the test has been successfully assigned to the selected student record.

Once a rejected test has been successfully assigned the status will update to **Resolved**.

Repeat steps for all rejected tests.

Rejected Tests

REJECTED TESTS LIST

SUCCESS. Test record was successfully associated with the selected student.

