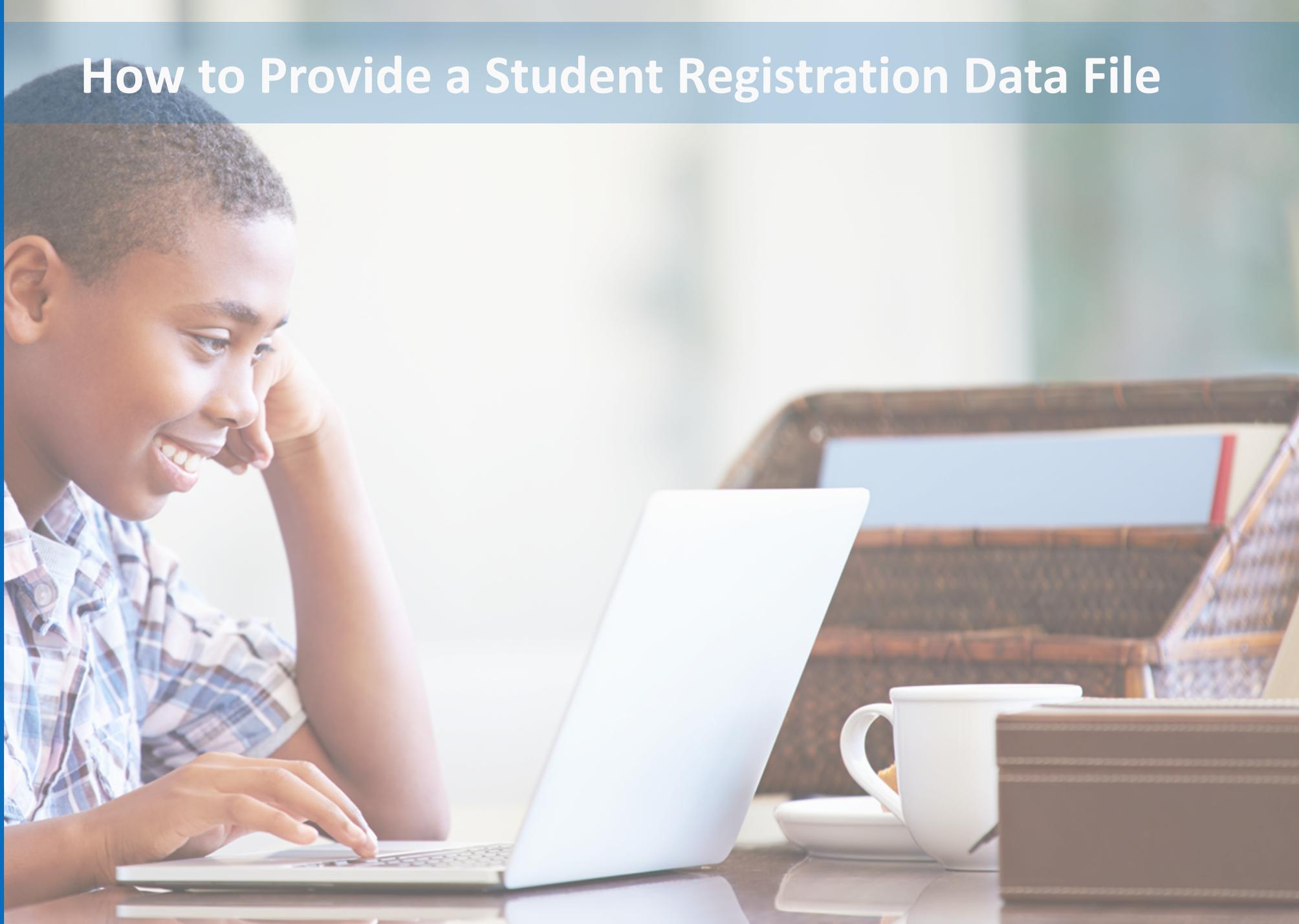




# How to Provide a Student Registration Data File

Fall 2020  
Beginning  
Of  
Year  
Assessments



# District Registration

- Districts that choose to provide the optional BOY assessments in any available grade and subject or course must register, including those districts who participated in the optional End-of-Year (EOY) assessments.
- BOY assessments should be administered to students in grades 4-12 based on their 2019-2020 enrolled grade level or on previously completed course.
- Registration and submission of a data file are required for online and paper testing.

# Enrolled Grade Level

- The registration file must contain the student's current enrolled grade.

Grade 3	Grades 4-9	Grades 10-12
<p>Since there is no administration of the STAAR test in grade 2, no BOY test will be assigned to any student enrolled in grade 3 for this school year.</p> <p>Students repeating grade 3 should be listed as grade 4 in the registration file.</p>	<p>Students listed in grades 4-9 will be assigned to their previously enrolled grade level tests. For example, a student entering grade 4 in fall 2020 will be assigned the grade 3 math and grade 3 reading BOY tests.</p>	<p>High school students moving to the next course in their sequence may be administered the BOY assessment for the course they completed during the 2019-2020 school year. For example, students enrolled in English 2 for the 2020-2021 school year may be administered the English I BOY assessment.</p>

# BOY Assessment Registration Process

## Step 1



Districts notify Pearson of choice to participate by submitting the Fall 2020 Optional Beginning-of-Year (BOY) Assessment Registration webform.

## Step 2



Districts will receive an email with details on how to access their SFTP site.

## Step 3



Districts upload student registration data to the SFTP site. Student data will be uploaded into the Schoolnet platform within 48 hours of successful registration file upload.

## Step 4



An Excel extract of student testing credentials will be posted to the district's SFTP site.

# BOY District Registration Form

- Located on the [TEA Optional Beginning-of-Year site](#).



The screenshot shows the TEA website interface. At the top, there is a navigation bar with links for "Popular Applications", "ASKTED", "ECOS for Educators", "Grant Opportunities", "Secure Applications", "TEAL Login", and "TSDS". A "Help Desk" icon is on the right. Below this is the TEA logo and a search bar with the text "Search tea.texas.gov". A secondary navigation bar includes "A - Z Index", "Contact", "Employment", "Sign Up for Updates", and "TEA Correspondence". A main menu features icons for "About TEA", "Texas Schools", "Academics", "Finance & Grants", "Reports & Data", "Student Assessment", and "Texas Educators". The breadcrumb trail reads "Home / Student Assessment / Testing / Student Assessment Overview". The main content area features a large illustration of a woman with glasses holding a book with a globe on it. To the right, a "Related Content" section provides contact information for the TEA Student Assessment Division and Pearson support.

**Related Content**

For general information and updates, districts and parents should contact the TEA Student Assessment Division at [Student.Assessment@tea.texas.gov](mailto:Student.Assessment@tea.texas.gov) or submit questions through the Student Assessment Help Desk.

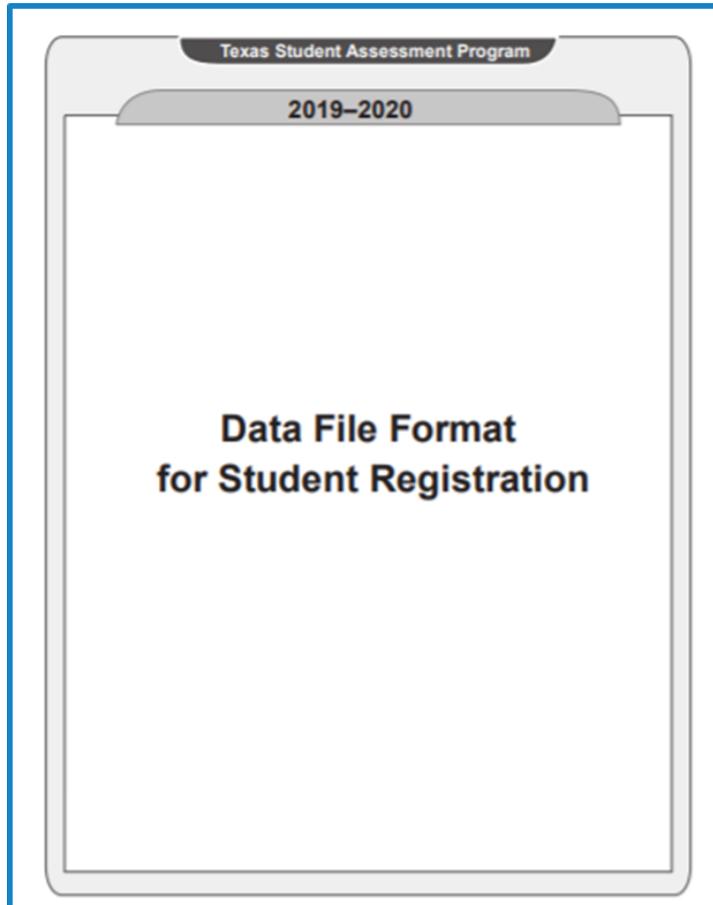
For technical support, districts and parents should contact Pearson at 1-800-627-0225 or submit a Pearson Customer Support Form at <https://trng-tx.pearsonaccessnext.com>.

Facebook, Twitter, YouTube, LinkedIn, Instagram icons

# District SFTP Access

- After the registration webform has been submitted, districts will be provided with access to a district SFTP site.
- Districts will upload a complete student registration file to their SFTP site.
- Pearson will load registration file into Schoolnet and within 48 hours of successful registration file upload, the district SFTP site will contain:
  - Student log-in credentials for Schoolnet
  - District and campus Schoolnet user account credentials (districts who participated in the End-of-Year (EOY) may use the same credentials)
- Districts will distribute log-in credentials and testing passcodes to students.
- A data file of student test results will be posted to the SFTP once a day during the testing window and once after the window has closed.

# Data File Format



- Districts must use the Data File Format for Student Registration and the 2019–2020 Student Registration Header Template (same format used for all other administrations).
- Both files may be found on the PearsonAccess<sup>next</sup> secure and training sites under *Support > Documentation*.

# Registration Notes

## Notes for districts

- BOY Registration – Grade levels should include grades 4–9 and 10-12 (EOC).
- Students will receive credentials for tests based on the previous enrolled grade level or course taken in 2019-2020.
- The Test Format field – columns (online/paper) will not be pulled/used for BOY.
- The Above-Grade should be indicated in the initial file for grades 4-9.
- The Test Language should be indicated in the initial file for grades 4-6.
- The Test Version Code (for TTS) should be indicated in the initial file.

# Required Fields

The following fields are currently required on the student data file:

Grade should be the **current** 2020-2021 enrolled grade.

Column	Description
Column A	Grade
Column B	Campus-ID-of-Enrollment (County/District/Campus Number)
Column C	District-Name
Column D	Campus-Name
Column F-G	Student Name fields (Last-Name, First-Name)
Column I	PEIMS-ID
Column J	Sex-Code
Column K	Date-of-Birth
Column AI	End-of-Course Code (required for grades 10-12)

EOC Course code should be the course the student **completed** during the 2019-2020 school year.

# Fields to Validate

The following fields will need to be validated for the BOY registration:

Column	Description
Column AX	Above-Grade Code
Column BD-BI	Test Version Code for 4-9 (to pull only T=Text-to-Speech)
Column AW	Test Version Code for EOC (to pull only T=Text-to-Speech)
Column BQ-BT	Test Language (for 4-6); when left blank, this field will default to English

# Tips for a Successful File Upload

- Submit all students at one time.
- If student testing above grade, make sure the Above-Grade field is completed.
- If the student needs a test in Spanish, make sure this is indicated in the Test Language field. If Spanish is not indicated, test will default to English.
- If the student needs the TTS accommodation, indicate this in the Test Version Code field.
- Changes cannot be made once the student has logged in.

# Upload Registration File to SFTP Site

## SFTP Site

- Use the provided credentials to access your district's SFTP site.
- Upload the registration file to the applicable folder on the SFTP site.
- Do not attach the registration file to a PearsonAccess<sup>next</sup> support form.



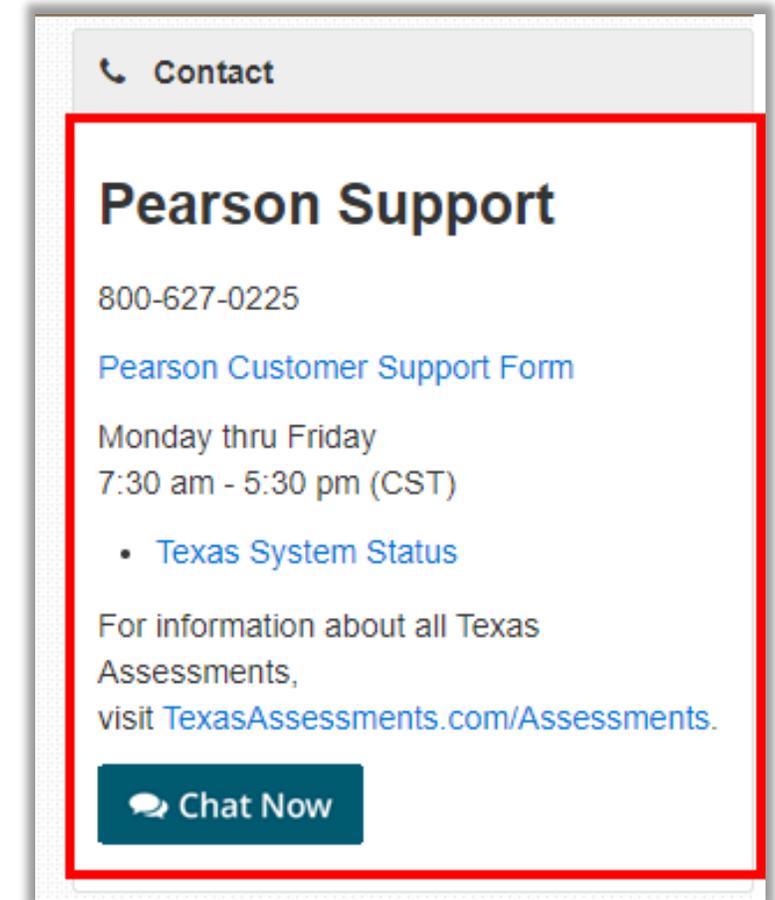
# Student Access in Schoolnet



- Student access in Schoolnet will be available within 48 hours after a complete and accurate registration file is submitted.
- Students will use the browser-based version of TestNav to complete their tests.

# Support

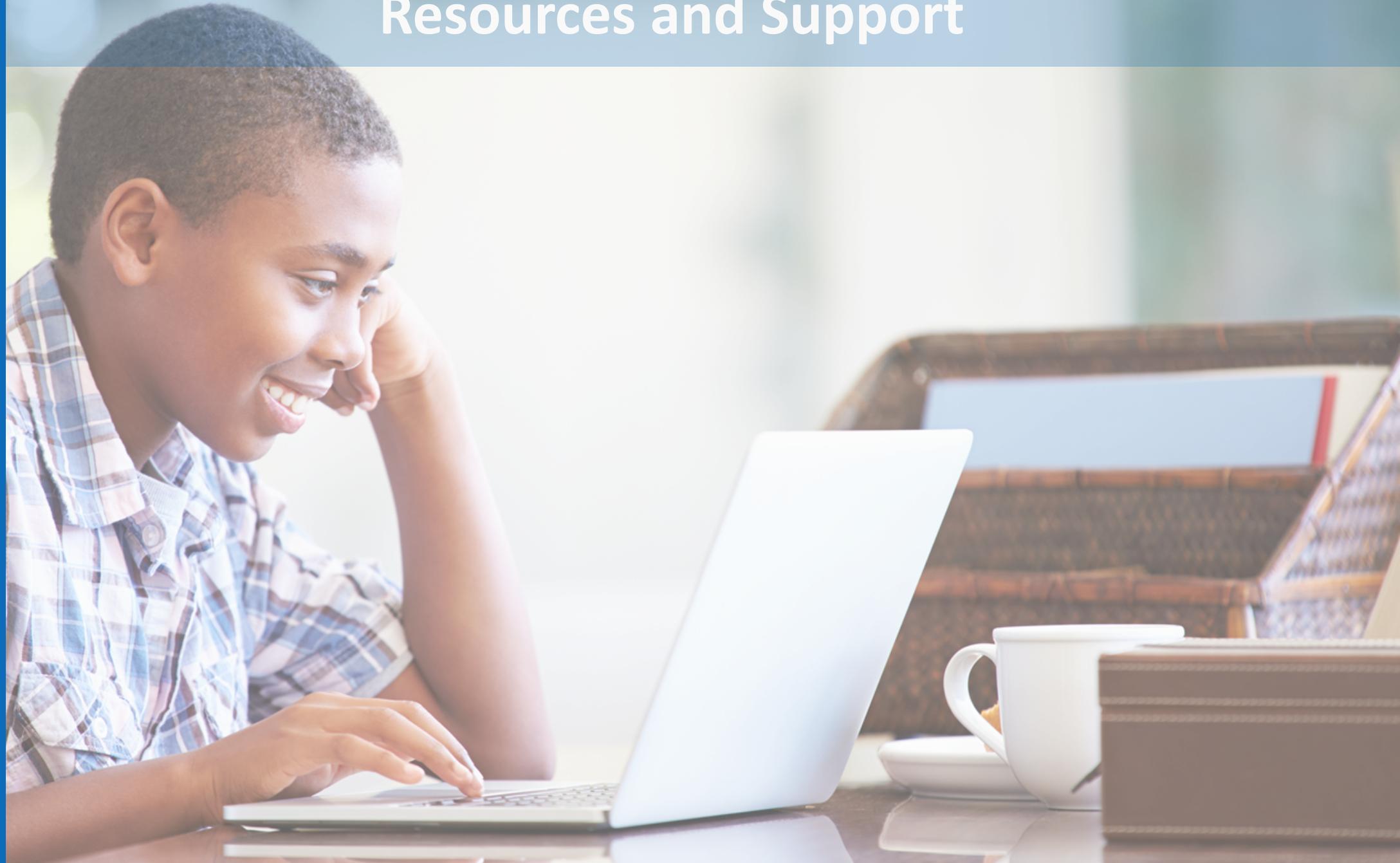
- For questions and assistance regarding the information in this presentation, contact the Customer Service Center using the live chat feature, the Pearson Customer Support Form, or by calling 800-627-0225.



The image shows a screenshot of a 'Contact' widget. At the top, there is a grey header with a back arrow icon and the word 'Contact'. Below this, the main content is enclosed in a red border. The text inside the border reads: 'Pearson Support' in bold, followed by the phone number '800-627-0225', a link to the 'Pearson Customer Support Form', and the operating hours 'Monday thru Friday 7:30 am - 5:30 pm (CST)'. There is a bullet point for 'Texas System Status'. At the bottom, it says 'For information about all Texas Assessments, visit [TexasAssessments.com/Assessments](https://TexasAssessments.com/Assessments).' and features a dark teal button with a white speech bubble icon and the text 'Chat Now'.



# Resources and Support



# District Toolkit

The following resources are available in the District Toolkit on the [TEA Optional Beginning-of-Year site](#).

## District Toolkit

- Webinar
- Provide Student Registration Data File
- User Account Distribution
- District Paper Testing
- District Results File Format
- District Results File Sample
- Answer Document Scanning

# Parent Toolkit

The following resources are available in the Parent Toolkit on the [TEA Optional Beginning-of-Year](#) site. Districts may want to review some of the information available to parents.

## Parent Toolkit

- BOY Assessment Overview
- Online Tutorial
- Parent FAQ
- Parent Technical Support
- Student Results



# Questions?

Submit general questions to:  
[Student Assessment Help Desk](#)

For specific questions, contact Pearson at:  
(800) 627-0225





Thank you!

