



Operational Reports

Report Type	What information is provided?	Who can access it?	Where is it located*?	Why might I use it?
Organization Status	Display the inactive, participation, complete, and enrollment count status	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Organization	Confirm organization has completed the inactive, participation, complete, and enrollment counts for all schools
Organization Counts	Show the number of organizations by type including the number participating and not participating	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Organization	Confirm the number of organizations by type that are participating/not participating, and if applicable inactive/closed.
Enrollment Count Status - Participation Status	Participation Status by Org	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Organization	Confirm completion and participation status by organization, and person responsible for submitting status change.
Enrollment Counts	Enrollment Counts - Entered and Derived	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Organization	Review enrollment counts for organizations by grade, subject and mode for Parts 1 and 2
Student Counts	Display the number of enrolled and registered students by organization	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	Review the number of enrolled and registered students by organization



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Student Org Enrollment Report	Student Org Enrollments by date	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	View a list of students enrolled and the date of enrollment.
Students Enrolled but not Registered for Test Administration	List of all students that are enrolled for a test administration but are not registered	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	Determine which students have been enrolled but have not been registered for a test.
Student Registrations Report	Student Registrations by Test Admin	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	View list of students registered by organization.
Student Registration Summary	Students Registrations by Test	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	View list by organization of number of students registered, number of tests assigned and number of tests completed.
Students Registered but not Assigned to a Test	List of all students that are registered for a test administration but do not have any student tests assigned to them	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	Identify registered students who need to be assigned a test.



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Student Test Counts	The number of online/paper student tests for each test	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	Review number of students assigned tests by grade, subject and mode, and tests completed by grade, subject and mode.
Students with Online Test but not assigned to Session	List of all students that are assigned to take a test in the Online format but have not yet been added to a testing Session for the administration of that online test	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	Identify students who need to be assigned to an online session.
Students with Multiple Tests	List of students that have more than one test of a particular type	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	Identify students who have duplicate tests. Use information to help determine why students are taking duplicate tests.
Students with Warnings	List of all students with one or more warnings	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	Review list of students testing online who received a warning or error code in TestNav. Information can be used to determine most frequent warnings to inform plan to reduce number of warnings or error codes.



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Rejected Student Test Summary	List of all rejected student tests	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	List by organization of all student tests that were rejected because the student could not be positively identified. Information could help identify reasons for rejected tests.
Students Tests that have been Assigned but have not yet Completed	List of all students that are registered for a test administration and have a student test assigned to them but the test has not yet been completed	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	Identifies students by organization, grade and subject assigned to tests, but tests not completed. Information can be used to determine which students need to complete tests, or have tests marked complete.
Not Tested Student Tests	List of Student Tests that are Marked as Not Tested	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	View list of students who need tests removed from a session so the session can be stopped.
Do Not Report Tests	Completed student tests which are set to Do Not Report. Do Not Report Reason is included	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Students & Registrations	Review list of students whose tests were marked Do Not Report. This information can be used to help determine causes of Do Not Report status.
Session List	List all of the sessions by organization	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Online Testing	Assists with scheduling resources/proctors. List can also be found at Testing > Students in Sessions > Resources > Scheduled Sessions.



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Session Counts	The number of sessions for organizations doing online testing	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Online Testing	Assists with scheduling resources/proctors.
Organizations that have Precaching Server Configuration	List of all organizations that have a Precaching Server Configuration	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Online Testing	Provides information for technology team to help them determine organizations that need to have Precaching Server Configuration completed.
Sessions with Delivery Schedule Override	Sessions with Delivery Schedule Override	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Online Testing	N/A
Session Roster	List all of the students for all sessions	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Online Testing	Confirm students are assigned to sessions and monitor current test status.
Students Currently Testing Online	List of students currently testing online	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Online Testing	Check list to ensure students assigned to a session are currently testing.



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Online Student Tests Marked Test Complete	List of all online student tests that have been Marked Test Complete. This will also include the Mark Test Complete Reason	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Online Testing	List of tests marked complete and reason. Use information to determine if steps can be taken to reduce number of tests marked complete.
Material Summary	Orders - Material Summary	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Orders & Shipment Tracking	Confirm all materials needed have been ordered.
Material Detail	Orders - Material Detail	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Orders & Shipment Tracking	Confirm all materials at school level have been ordered.
Packing List	Orders - Packing List	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Orders & Shipment Tracking	Inventory materials to ensure they match the packing list.
Shipment Problem	Orders - Shipment Problem	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Orders & Shipment Tracking	Document if a shipment is incorrect.



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Security Checklist - Full	Orders - Security Checklist - One item for every serial number	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Orders & Shipment Tracking	Verify all materials listed have been received.
Security Checklist	Orders - Security Checklist	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Orders & Shipment Tracking	Verify all materials listed have been received.
Inbound Shipments	Orders - Inbound Shipments	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Orders & Shipment Tracking	Check status of shipments sent from organization to Pearson.
Users with Org Access	List of all users with access to the selected organization	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Users	Use list to monitor users who should have access to organization level data. Activate or deactivate users as needed.



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Users with Role Access	List of all users with the selected role	Corporation Test Coordinator, School Test Coordinator, Corporate IT Coordinator, School IT Coordinator, Examiner	Users	Determine if users are assigned to appropriate roles within organization, using User Role Matrix. http://indiana.pearsonaccessnext.com/resources/pearson-access/ExternalUserRolesMatrix-FINAL.pdf)

*All reports can be located by going to PearsonAccess^{next} > Reports > Operational Reports.