

NYSESLAT – Ordering Additional Materials in PearsonAccessNext (PAN)

Beginning Monday, March 6, 2023, your school can order additional test materials for the administration of the 2023 operational New York State English as a Second Language Achievement Test (NYSESLAT). Additional orders will be placed using PearsonAccess^{next} (PAN). The system is available for ordering braille and large-type accommodation materials, as well as standard print materials for unexpected enrollment increases. The additional order window will remain open through May 26.

In PAN you will be able to order:

1. Standard Print Listening, Reading, Writing, and Speaking session booklets
2. Large-type and braille test booklets: Request the exact number of booklets needed for students whose Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) specifically require either of these accommodations.
3. Directions for Administration
4. Speaking Scoring Guides and Speaking Exemplars CDs
5. Writing Scoring Guides and Training Sets
6. Listening CDs
7. Listening Scripts: Request the exact number of scripts needed for students with hearing impairments requiring this accommodation as specified in their IEP or 504 Plan. Listening Scripts are only for students with hearing impairments who are not proficient in American Sign Language (ASL).
8. Additional shipping labels

Below is a screenshot of the additional order screen in PAN.

| Amount | Description | Item # | Subject | Type | Grade |
|--------|--|------------|-----------|------------------------|-----------|
| 0 | GR 3-4 SPEAKING TEST BOOK | NY00005146 | Speaking | Test Books-Regular | Grade 3-4 |
| 0 | GR 3-4 SPEAKING DFA | NY00005160 | Speaking | Ancillary | Grade 3-4 |
| 0 | GR 3-4 LISTENING READING WRITING TEST BOOKS | NY00005193 | LRW | Test Books-Regular | Grade 3-4 |
| 0 | GR 3-4 LISTENING SCRIPT – ONLY FOR STUDENTS WITH HEARING IMPAIRMENTS WHO ARE NOT PROFICIENT IN ASL | NY00005198 | Listening | Script | Grade 3-4 |
| 0 | GR 3-4 LISTENING CD | NY00005201 | Listening | CD | Grade 3-4 |
| 0 | GR 3-4 LISTENING READING WRITING DFA | NY00005207 | LRW | Ancillary | Grade 3-4 |
| 0 | LP GR 3-4 SPEAKING TEST BOOK | NY00005278 | Speaking | Test Books-Large Print | Grade 3-4 |
| 0 | LP GR 3-4 LISTENING READING WRITING TEST BOOKS | NY00005288 | LRW | Test Books-Large Print | Grade 3-4 |
| 0 | BRAILLE GR 3-4 SPEAKING TEST BOOK | NY00005302 | Speaking | Braille | Grade 3-4 |
| 0 | BRAILLE GR 3-4 LISTENING READING WRITING TEST BOOKS | NY00005312 | LRW | Braille | Grade 3-4 |
| 0 | GR 3-4 SPEAKING BRAILLE DFA | NY00005326 | Speaking | Ancillary,Braille | Grade 3-4 |

To place an order, sign in to ny.pearsonaccessnext.com. If you forgot your username or password go to [Password/User ID Help](#) for step-by-step directions to reset your password or request your user ID.

If this is your first time using PAN, please follow the directions at the bottom of this email.

After signing in to PAN:

- Ensure the Operational Test Administration is selected using these instructions: [Change Your Test Administration](#).
- Additional orders should be completed using these instructions: [Create an Order for Materials](#). In the **Date Needed** field, enter the current date. Please note that the system will ship materials according to the window specified below. Tip: When clicking on Add, if you don't see the top of the material list, you can scroll up.
- Instructions for tracking your order can be found here: [Track Material Shipments](#)

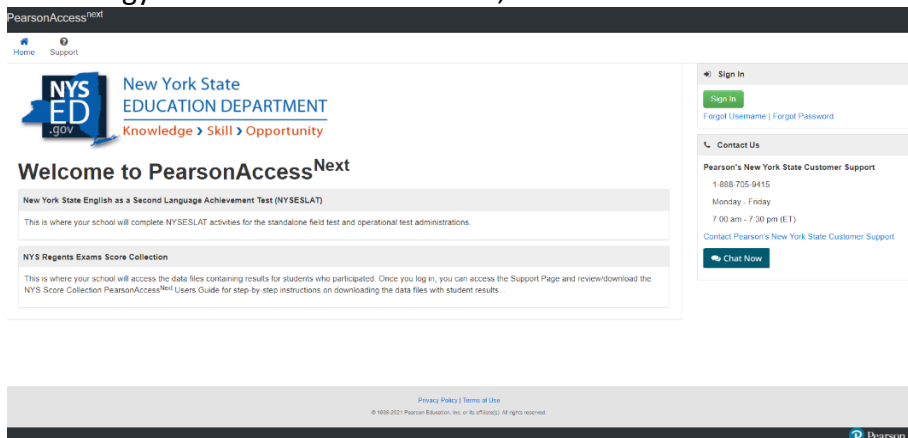
NYSESLAT materials will be shipped in three separate distributions, beginning with the Speaking materials (March 27-April 3), followed by Listening, Reading, and Writing (LRW) materials (May 8-May 12), and ending with Writing scoring materials (May 23-May 26). Additional orders placed before Monday; April 3 will ship after all initial shipments are completed.

1. The Speaking tests will ship on April 3.
2. The LRW materials will ship on May 12.
3. Writing scoring materials will ship on May 26.

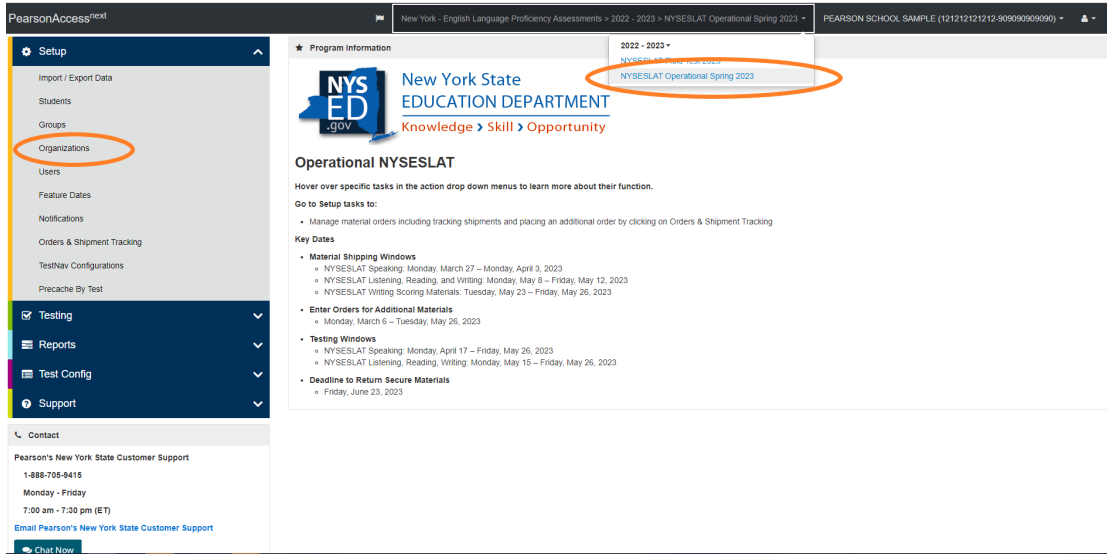
You will receive three separate confirmation emails: one when your additional order is submitted, one when the additional order is approved, and one when the order is shipped.

If this is your first time using PAN, use the following steps before placing an order for materials:

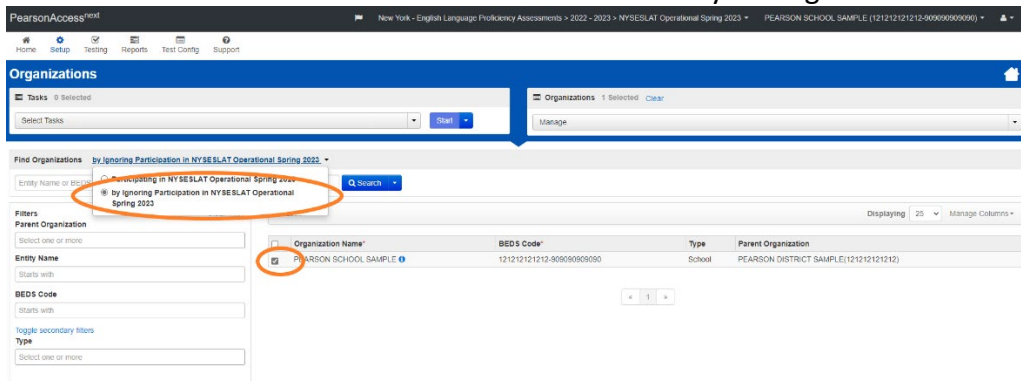
1. On the right side of the screen shown below, click on the green **Sign In** button, then enter your school's **Username** and **Password**, which you received on January 6 in a separate email from "PearsonAccessNext System Message" noreply@mail.pearsonaccessnext.com. Please be sure to maintain these login details in a secure location. If you did not receive an email containing initial login information for PAN and have looked in all your email folders, please refer to the end of this memo to contact Pearson for assistance. (Please note: If your technology team uses 'lockdown' lists, add PearsonAccessNext to the 'allow' list.)



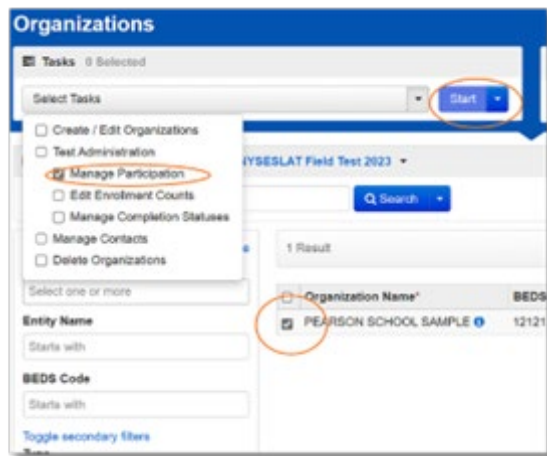
2. Once you log in to PAN, you will be directed to the landing page for the NYSESLAT Operational Test Administration. Ensure you are in the **NYSESLAT Operational Spring 2023** administration by clicking the down arrow in the upper right corner of this screen. Then click on **Setup**, and go to **Organizations in the dropdown menu**.



- Click the down arrow next to **Find Organizations** and select **By Ignoring Participation in NYSESLAT Operational Spring 2023**. Type the name of your organization into the search field and click **Search**. Then click the checkbox next to your organization.



- Select **Tasks**, then select **Manage Participation**, and click **Start**.



5. Click on the checkbox next to **Participating** and click **Save**.

The screenshot shows the PearsonAccess interface for managing organizations. The page title is 'Tasks for Organizations' and the breadcrumb trail is 'New York - English Language Proficiency Assessments > 2022 - 2023 > NYSESLAT Operational Spring 2023'. The selected organization is 'PEARSON SCHOOL SAMPLE (1212121212-9090909090)'. The 'Participating' checkbox is checked, and the 'Save' button is visible. A dropdown menu for 'Does your school need Writing scoring materials?' is open, showing options 'Yes, send Writing scoring materials' and 'No, Writing scoring materials NOT needed'. A yellow banner at the bottom of the form states 'and Contact information are complete and accurate.' The 'Required' label is visible below the dropdown.

Please contact Pearson’s New York State Customer Support via [email](#) or at 888-705-9415, Monday – Friday from 7:30 a.m. to 4:30 p.m. (ET) with any questions about accessing PAN and/or requesting materials. Within PAN, you may also access customer support via chat or email form. Contact the Office of State Assessment at 518-474-5902 or via [email](#) with any questions about the NYSESLAT administration.