nwea

Summary of Rostering Methods for NSCAS Assessments

NSCAS Spring 2026

As districts prepare for the NSCAS General and NSCAS Alternate assessment this spring, this document provides DACs with an overview and instructions on the rostering process for the assessments.

For the 2025–2026 school year, NSCAS General and NSCAS Alternate assessments follow distinct rostering workflows:

- NSCAS General (GEN) students **are rostered via MAP.** Once the nightly MAP Sync is enabled, students are rostered into Acacia once per day and registrations are automatically generated.
- NSCAS Alternate (ALT) students are rostered via a state-provided file from NDE. This file is uploaded into Acacia by NWEA, triggering auto-registration.

Rostering & Registration Checklist for DACs

Please use the following instructions and information to ensure students are rostered and registered for the 2026 NSCAS General and NSCAS Alternate assessments.

NSCAS General

- DACs should ensure all GEN students are rostered in MAP.
- MAP Sync to Acacia is scheduled to be enabled by NWEA on March 2nd, 2026, and runs nightly.
- Auto-registration will create General assessment test registrations in Acacia.
- DACs should monitor the Registration Errors Report for any Gen/Alt conflicts after the nightly MAP sync or any Registration Uploads.

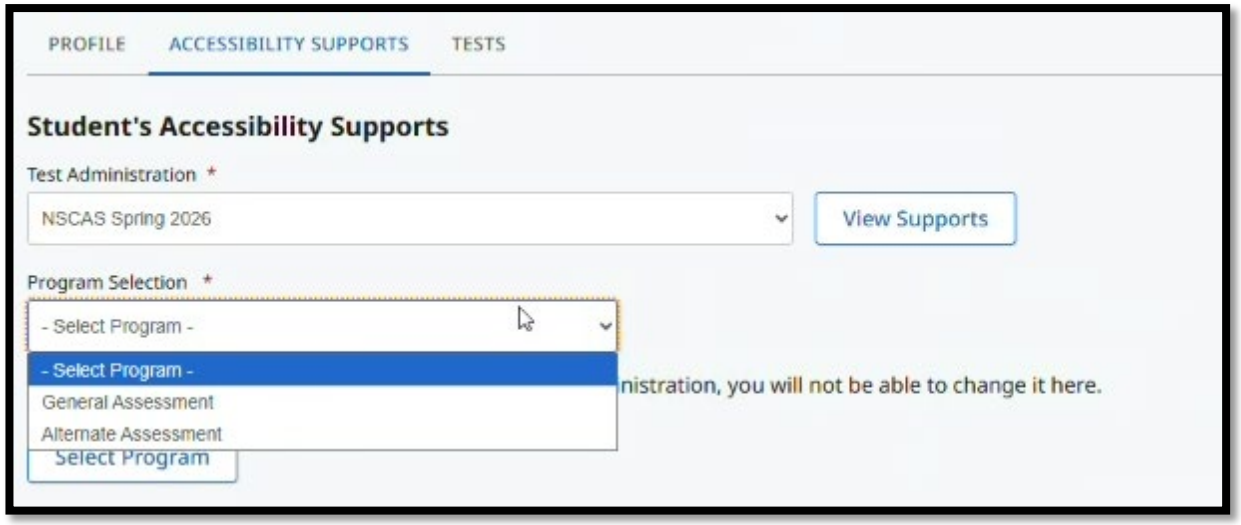
NSCAS Alternate

- NDE provides the NSCAS State Student Roster File to NWEA by February 23rd, 2026.
- NWEA uploads the file into Acacia by February 27th, 2026.
- DACs should validate Alternate assessment test registrations for ALT students in Acacia.
- DACs should monitor the Registration Errors Report for any Gen/Alt conflicts after the state roster has been added or after any Registration Uploads are processed.

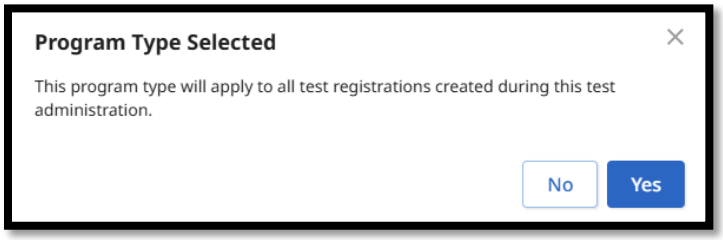
Manual Entry or Edit (Gen or Alt)

*These instructions are best for creating or updating individual students. To make changes to the roster, we recommend looking at the **Registration Uploads** section below.*

- If students are ***created via Acacia UI*** (DACs), then DACs will need to go to the Accessibility Supports tab to assign the Program Selection and accommodations. The system will then assign the appropriate test registrations.



- If a student **already has registrations that need to be changed to a different program**, DACs will need to follow the process outlined below:
    - The Program Selection option will only appear if there are no registrations under the Tests tab. If DACs need to edit the program selection, they will need to delete the registrations. Once they have deleted registrations, they can return to the Accessibility Supports tab. Selecting the Test Administration for Spring 2026 will then prompt the Program Selection drop down to appear.
        - **Important:** DACs can delete registrations if the student has not begun testing. If the student has begun testing, the tests will need to be reset before they can be removed. Please contact Partner Support for assistance with any resets.
    - Once the program has been selected, a "Program Type Selected" pop window will appear to confirm. Select "Yes" to see the Accessibility Supports options appear.



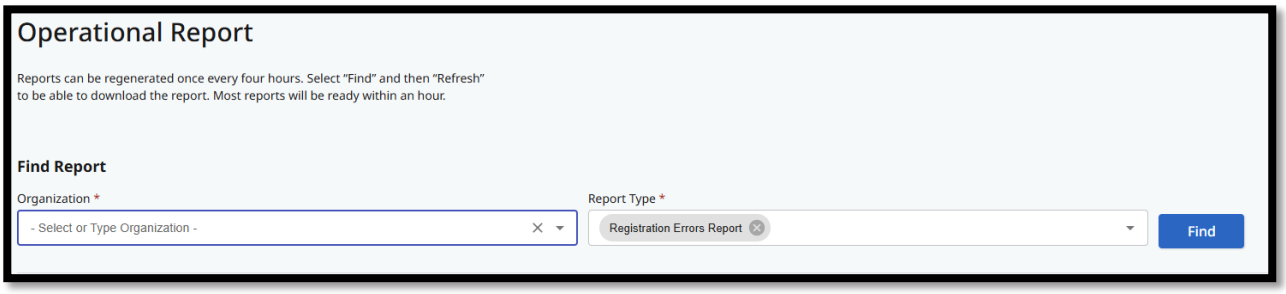
    - After selecting accommodations, if any, you must click the **Save Update** button for the registrations to be created.
        - If the updates are not saved, the registrations will not be created. Once you save, you will see this update:

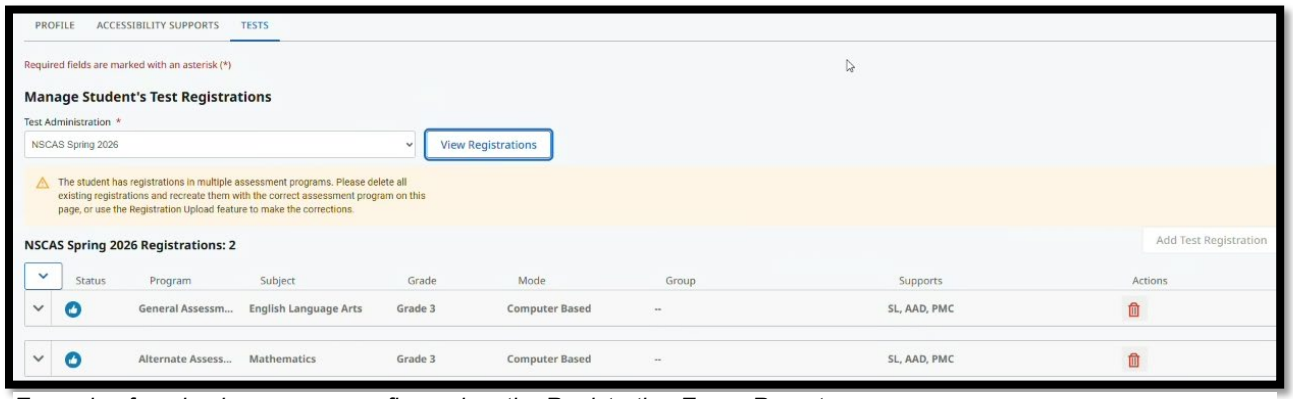


Registration Reports, Errors, and Uploads (Gen and Alt)

Registration Errors Report

- Use the **Registration Errors Report** to identify any mixed or conflicting registrations. These errors most often occur when a student appears in both the MAP sync and the state-provided ALT roster file.
    - To run a Registration Errors Report, Select Menu > Report > Operational. Select the organization district or school and select the **Registration Errors Report** from the Report Type drop down menu.

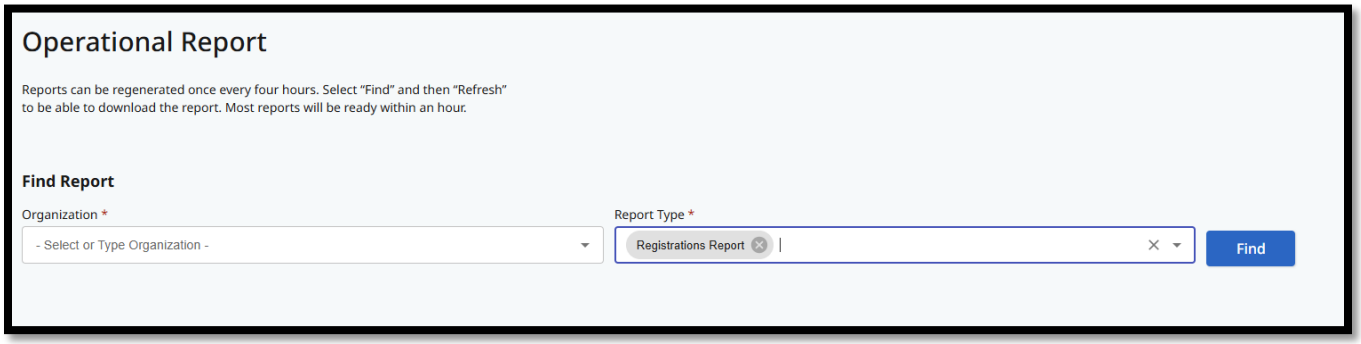




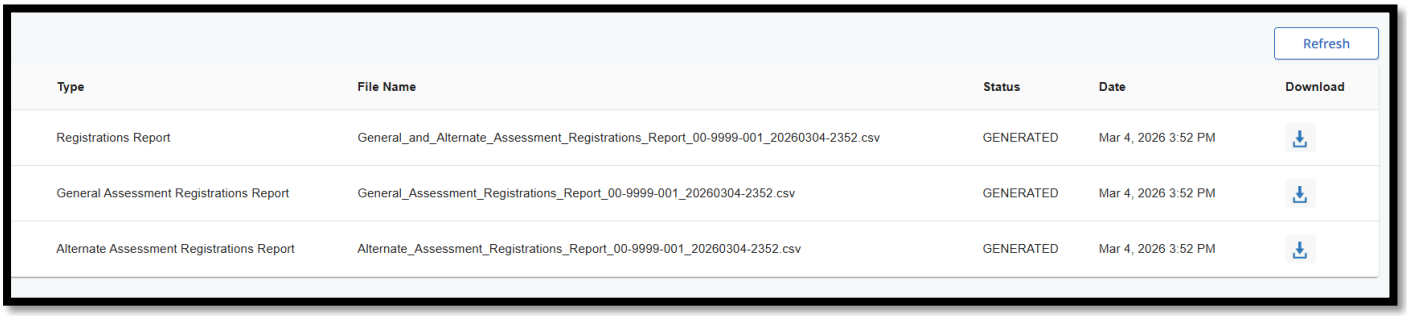
Example of a mixed-program error flagged on the Registration Errors Report

Registration Report and Registration Uploads

- The **Registrations Report** mirrors the upload layout, making it the best starting point for updates.
- Accommodation lists differ between GEN and ALT. If a **Registration Upload File** includes an accommodation that is not allowed for the selected program, the upload will return an error.
  - For example, if a student is assigned the ALT program code and the file includes TTS = Y, the upload will show an error because Text-to-Speech is not available for the Alternate assessment.
  - We recommend DACs (or SACs) first download the **Registrations Report**, as the layout matches the **Registrations Upload**. This form can then be used to update accommodations.



  - When generating this report, 3 files are always generated: Combined, ALT only, and GEN only.
  - We recommend using the program specific files to upload accommodations, as the program code is guaranteed to match the registrations as they were rostered.



  - The **Registration Errors Report** will flag if someone has been registered for ALT and GEN mixed assessments, indicating an error to be resolved.