



Starting Test Sessions and Resuming Tests Guidance

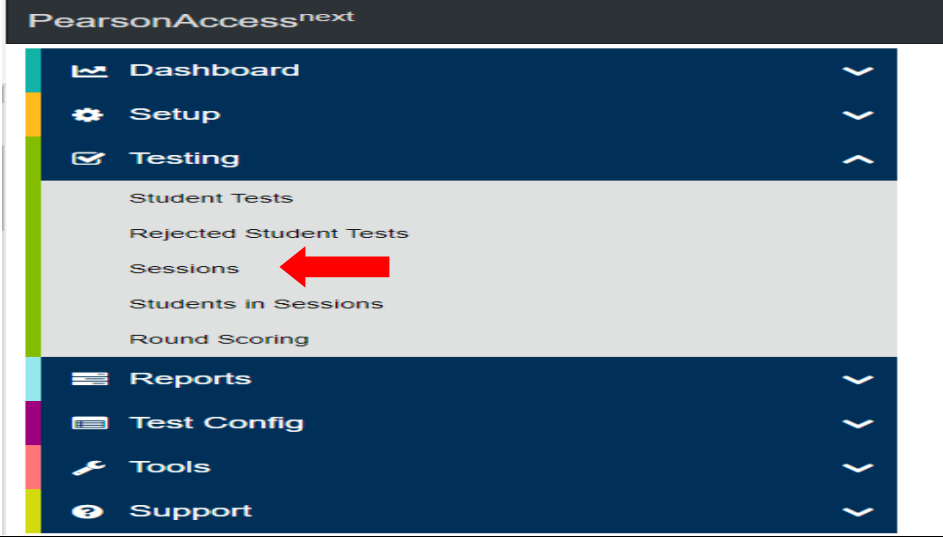
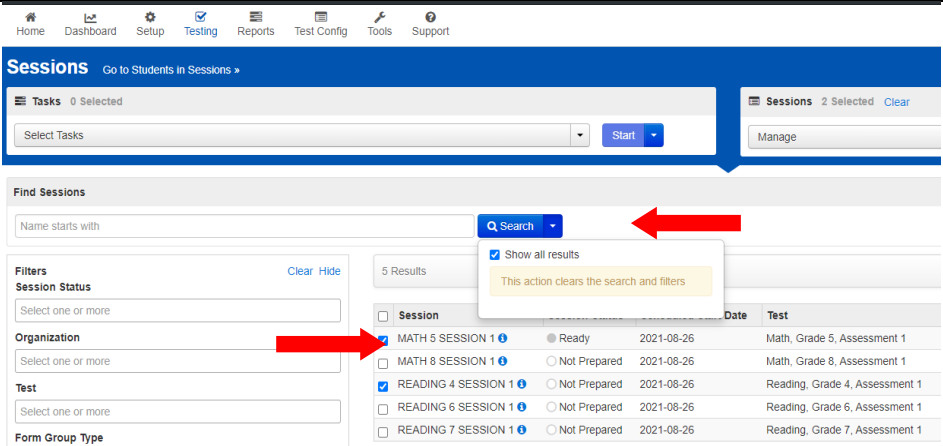
Version 1.0
August 2021

The purpose of this document is to provide information on how to start test sessions which have already had the Prepare step performed by a Test Coordinator and use the lock and unlock functionality in PearsonAccess^{next}.

Note: These directions are to be followed on test sessions which have already had the Prepare step performed by a Test Coordinator.


Starting a Test Session

Before students can begin testing, Test Coordinators or Test Administrators will need to log in to PearsonAccess^{next} and start each session which has already had the Prepare step performed.

Step	Directions
<p>In PearsonAccess^{next}, Then click the Testing button and choose Sessions from the drop down.</p>	
<p>Select your test session(s) from the Session page. (Hint: If sessions are not showing, click the drop-down arrow next to Search then check the box to Show all Results)</p>	



After selecting your test session(s) then click **Go to Students in Sessions**.

Sessions [Go to Students in Sessions »](#) 

Tasks 0 Selected

Select Tasks Start

Find Sessions

Name starts with Search

5 Results

Filters Clear Hide

Session Status
Select one or more

Organization
Select one or more

Test
Select one or more

Form Group Type
Select one or more

<input type="checkbox"/>	Session	Session Status	Scheduled Start
<input checked="" type="checkbox"/>	MATH 5 SESSION 1	<input checked="" type="radio"/> Ready	2021-08-26
<input type="checkbox"/>	MATH 8 SESSION 1	<input type="radio"/> Not Prepared	2021-08-26
<input checked="" type="checkbox"/>	READING 4 SESSION 1	<input type="radio"/> Not Prepared	2021-08-26
<input type="checkbox"/>	READING 6 SESSION 1	<input type="radio"/> Not Prepared	2021-08-26
<input type="checkbox"/>	READING 7 SESSION 1	<input type="radio"/> Not Prepared	2021-08-26

Choose your test session(s) from the Session List.

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected Start

Students in Sessions 0 Selected Clear

Manage

Session List Add a Session

Combined View

- MATH 5 SESSION 1
- READING 4 SESSION 1

2 Sessions | Clear

MATH 5 SESSION 1 Ready

Start Session Manage Sections Refresh

Find Students *in the selected session(s) above*

Search

2 Results

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	4512226130	FIVE	STUDENT	C	568028855	<input checked="" type="radio"/> Ready	Main	MAT051 (MAT051)
<input type="checkbox"/>	2573921652	SEVENTEENTH	STUDENT	O	403907188	<input checked="" type="radio"/> Ready	Main	MAT051 (MAT051)

Click the Start or Start All (for multiple sessions) button.

Session List Add a Session

Combined View

- MATH 5 SESSION 1
- READING 4 SESSION 1

2 Sessions | Clear

MATH 5 SESSION 1 Ready

Start Session Manage Sections Refresh

Students will appear in the “ready” status

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	0309953581	FOUR	STUDENT	B	516756588	<input checked="" type="radio"/> Ready	Main	ELA041 (ELA041)
<input type="checkbox"/>	0745070425	TEN	STUDENT	H	5377499461	<input checked="" type="radio"/> Ready	Main	ELA041 (ELA041)
<input type="checkbox"/>	7926949210	SIXTEENTH	STUDENT	N	7395089384	<input checked="" type="radio"/> Ready	Main	ELA041 (ELA041)
<input type="checkbox"/>	8511922157	TWENTYTWO	STUDENT	T	4256216517	<input checked="" type="radio"/> Ready	Main	ELA041 (ELA041)

Resuming Multiple Students

Student tests will not need to be resumed on a regular basis. Students will only appear in an exited status and need to be resumed if they accidentally logged out of TestNav or needed to be logged out due to an emergency (e.g., illness).

Step	Directions																																													
<p>When students are ready to log back into the test, the Test Administrator will need to resume the student test.</p> <p>Check the boxes next to the students' names on the Students in Session screen.</p> <p>Select Resume Student Tests from the Select Tasks drop-down menu. Click Start.</p>	<p>Students in Sessions Go to Sessions +</p> <p>Tasks: 1 Selected</p> <p>Select Tasks: [Dropdown] [Start] [Clear]</p> <p>Students in Sessions: 2 Selected [Clear]</p> <p>READING 4 SESSION 1</p> <p>In Progress</p> <p>READING 4 SESSION 1 (4 Student Tests)</p> <p>Stop Session [Manage Sections] [Details] [Edit]</p> <p>Student Test Status Key</p> <ul style="list-style-type: none"> Ready Resumed, Resumed Updat Active Exited Completed, Marked Complete <p>Filters: Organization [Clear] [Hide]</p> <p>Select one or more</p> <p>State Student Identifier</p> <p>Starts with: [Input]</p> <p>Local Student Identifier</p> <p>Starts with: [Input]</p> <table border="1"> <thead> <tr> <th>State Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Student Test Status</th> <th>Form Group Type</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>0309953581</td> <td>FOUR</td> <td>STUDENT</td> <td>B</td> <td>5167565588</td> <td>READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)</td> <td>Exited</td> <td>Main</td> <td>ELA041 (ELA041)</td> </tr> <tr> <td>0745070425</td> <td>TEN</td> <td>STUDENT</td> <td>H</td> <td>5377495461</td> <td>READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)</td> <td>Exited</td> <td>Main</td> <td>ELA041 (ELA041)</td> </tr> <tr> <td>7302649210</td> <td>SIXTEENTH</td> <td>STUDENT</td> <td>N</td> <td>7395089384</td> <td>READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)</td> <td>Ready</td> <td>Main</td> <td>ELA041 (ELA041)</td> </tr> <tr> <td>8511922157</td> <td>TWENTYTWO</td> <td>STUDENT</td> <td>T</td> <td>4256216517</td> <td>READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)</td> <td>Ready</td> <td>Main</td> <td>ELA041 (ELA041)</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form	0309953581	FOUR	STUDENT	B	5167565588	READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)	Exited	Main	ELA041 (ELA041)	0745070425	TEN	STUDENT	H	5377495461	READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)	Exited	Main	ELA041 (ELA041)	7302649210	SIXTEENTH	STUDENT	N	7395089384	READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)	Ready	Main	ELA041 (ELA041)	8511922157	TWENTYTWO	STUDENT	T	4256216517	READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)	Ready	Main	ELA041 (ELA041)
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<p>On the Resume Student Tests screen:</p> <ul style="list-style-type: none"> Check the boxes next to the students' names on the Resume Student Test screen. select Resume 	<p>PearsonAccess^{text} Illinois > 2021 - 2022 > IL Interim Reading and Math 2021-2022 IL INTERIM DISTRICT (INTERIM521000)</p> <p>Tasks for Students in Sessions [Add Task] [Previous Task] [Next Task] [Exit Tasks X]</p> <p>Resume Student Tests</p> <p>Resume Student Tests [Resume] [Reset]</p> <table border="1"> <thead> <tr> <th>STUDENTS IN SESSIONS (2)</th> <th>DETAILS</th> <th>STUDENT TEST STATUS</th> </tr> <tr> <th>STUDENT NAME (CODE)</th> <th>SESSION (STUDENT TEST)</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> FOUR, STUDENT B (0309953581)</td> <td>READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)</td> <td>Exited</td> </tr> <tr> <td><input checked="" type="checkbox"/> TEN, STUDENT H (0745070425)</td> <td>READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)</td> <td>Exited</td> </tr> </tbody> </table> <p>This action is not reversible.</p> <p>*Required</p> <p>[Resume] [Reset]</p>	STUDENTS IN SESSIONS (2)	DETAILS	STUDENT TEST STATUS	STUDENT NAME (CODE)	SESSION (STUDENT TEST)		<input type="checkbox"/> FOUR, STUDENT B (0309953581)	READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)	Exited	<input checked="" type="checkbox"/> TEN, STUDENT H (0745070425)	READING 4 SESSION 1 (Reading, Grade 4, Assessment 1)	Exited																																	
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Step	Directions
Students are now in resumed status and can log into TestNav and resume testing.	<p>The screenshot shows the 'Students in Sessions' interface. At the top, there are tabs for 'Tasks' and 'Students in Sessions'. Below this, there's a 'Session List' on the left and a 'READING 4 SESSION 1' view on the right. The 'READING 4 SESSION 1' view shows a progress bar and a 'Student Test Status Key' legend. Below the session view is a table of students with columns for State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. The table shows four results, with the first two having 'Resumed' status and the last two having 'Ready' status.</p>

Resuming One Student

Step	Directions
To resume the student, click the drop-down under the Exited test and select Resume .	<p>The screenshot shows a table of students with columns for State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. The first student has a status of 'Exited' and a dropdown menu is open, showing 'Resume' and 'Lock' options. A red box highlights this dropdown menu.</p>
The student is now in an Resumed status and can log in to TestNav and resume testing.	<p>The screenshot shows the same table of students. The first student's status is now 'Resumed' and the dropdown menu is closed. The second student's status is 'Ready'.</p>