



Starting Test Sessions and Resuming Tests Guidance

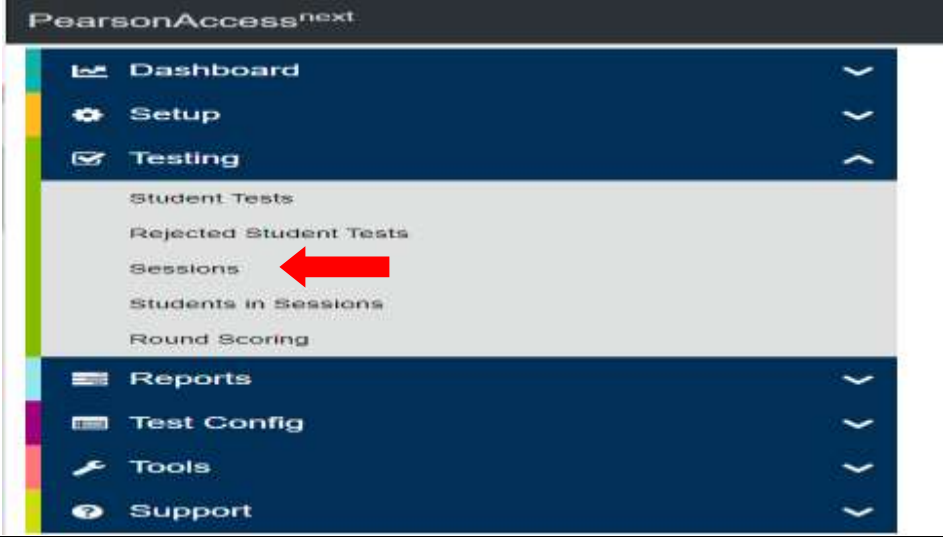
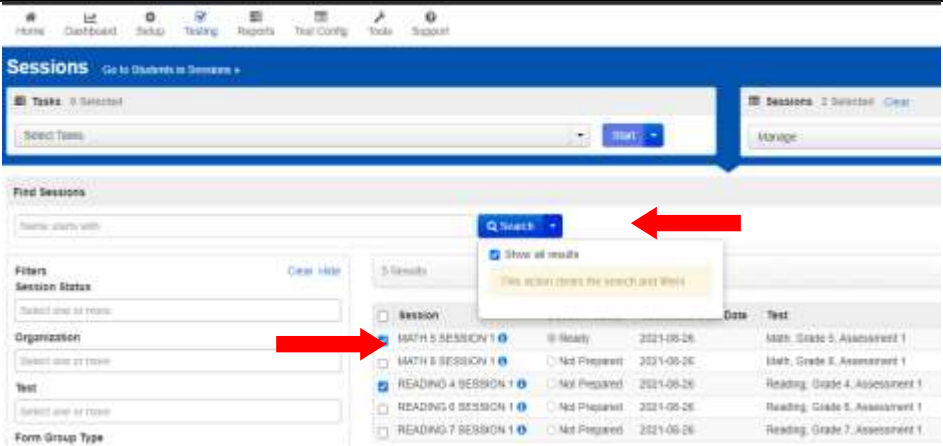
Version 2.0
September 2022

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>The screenshot shows the PearsonAccess^{next} navigation menu. The 'Testing' option is selected, and the 'Sessions' option is highlighted with a red arrow pointing to it.</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>	 <p>The screenshot shows the 'Sessions' page in PearsonAccess^{next}. A search bar is visible with a dropdown arrow next to it, and a 'Show all results' checkbox is checked. A red arrow points to the search bar, and another red arrow points to the 'Show all results' checkbox.</p> <table border="1" data-bbox="521 1722 1458 1866"> <thead> <tr> <th>Session</th> <th>Status</th> <th>Date</th> <th>Test</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> MATH 5 SESSION 1</td> <td>Ready</td> <td>2021-09-26</td> <td>Math, Grade 5, Assessment 1</td> </tr> <tr> <td><input type="checkbox"/> MATH 6 SESSION 1</td> <td>Not Prepared</td> <td>2021-09-26</td> <td>Math, Grade 6, Assessment 1</td> </tr> <tr> <td><input checked="" type="checkbox"/> READING 4 SESSION 1</td> <td>Not Prepared</td> <td>2021-09-26</td> <td>Reading, Grade 4, Assessment 1</td> </tr> <tr> <td><input type="checkbox"/> READING 6 SESSION 1</td> <td>Not Prepared</td> <td>2021-09-26</td> <td>Reading, Grade 6, Assessment 1</td> </tr> <tr> <td><input type="checkbox"/> READING 7 SESSION 1</td> <td>Not Prepared</td> <td>2021-09-26</td> <td>Reading, Grade 7, Assessment 1</td> </tr> </tbody> </table>	Session	Status	Date	Test	<input type="checkbox"/> MATH 5 SESSION 1	Ready	2021-09-26	Math, Grade 5, Assessment 1	<input type="checkbox"/> MATH 6 SESSION 1	Not Prepared	2021-09-26	Math, Grade 6, Assessment 1	<input checked="" type="checkbox"/> READING 4 SESSION 1	Not Prepared	2021-09-26	Reading, Grade 4, Assessment 1	<input type="checkbox"/> READING 6 SESSION 1	Not Prepared	2021-09-26	Reading, Grade 6, Assessment 1	<input type="checkbox"/> READING 7 SESSION 1	Not Prepared	2021-09-26	Reading, Grade 7, Assessment 1
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<input type="checkbox"/> MATH 5 SESSION 1	Ready	2021-09-26	Math, Grade 5, Assessment 1																						
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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 Q Search

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

Results

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

Tasks 1 Selected Start

Session List Add Session

- MATH 5 SESSION 1
- READING 4 SESSION 1

MATH 5 SESSION 1 Ready Start Session Manage Sessions Refresh

Find Students Go to selected session(s) above Refresh

Filters Clear All

Organization
Select one or more

State Student Identifier
First Name

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Fee
020802585	FOUR	STUDENT	B	016705555	READING 4 SESSION 1 (Reading Grade 4 Assessment 1)	<input checked="" type="radio"/> Ready	Math	ELAD41 (ELAD41)
074957645	TEN	STUDENT	H	037749546	READING 4 SESSION 1 (Reading Grade 4 Assessment 1)	<input checked="" type="radio"/> Ready	Math	ELAD41 (ELAD41)
706840210	SIXTEENTH	STUDENT	N	738080384	READING 4 SESSION 1 (Reading Grade 4 Assessment 1)	<input checked="" type="radio"/> Ready	Math	ELAD41 (ELAD41)
0811022197	TWENTYTH	STUDENT	T	426210817	READING 4 SESSION 1 (Reading Grade 4 Assessment 1)	<input checked="" type="radio"/> Ready	Math	ELAD41 (ELAD41)

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

Session List Add Session

- MATH 5 SESSION 1
- READING 4 SESSION 1

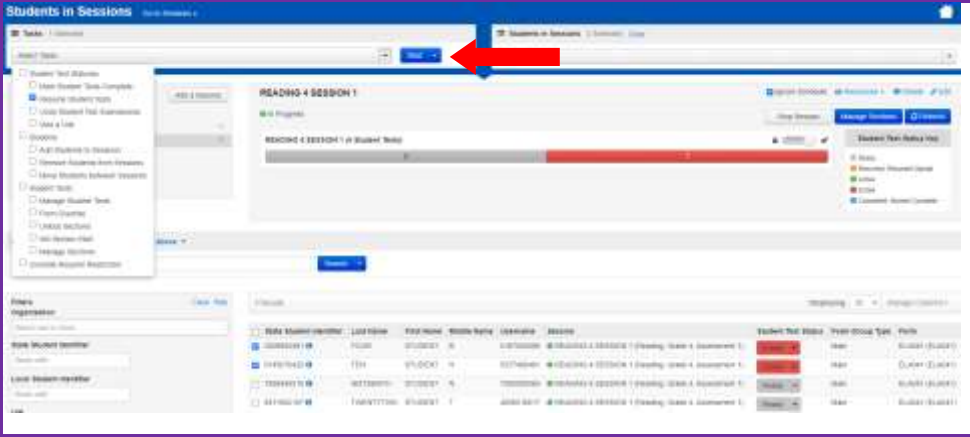
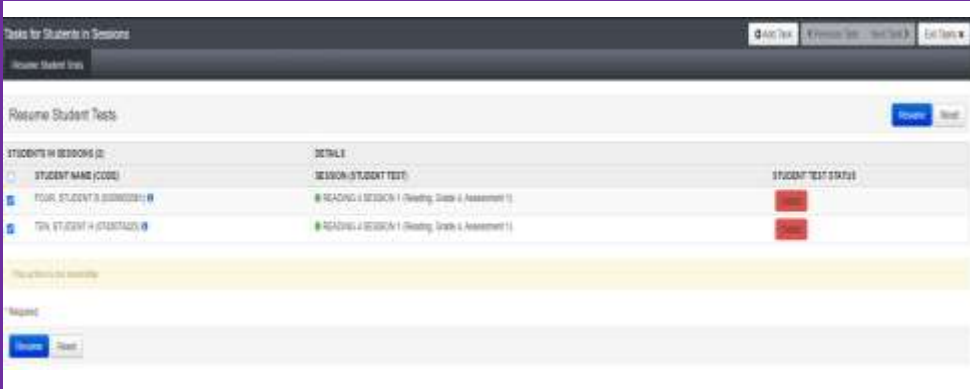
MATH 5 SESSION 1 Ready Start Session Manage Sessions Refresh

Students will appear in the “ready” status

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Fee
020802585	FOUR	STUDENT	B	016705555	READING 4 SESSION 1 (Reading Grade 4 Assessment 1)	<input checked="" type="radio"/> Ready	Math	ELAD41 (ELAD41)
074957645	TEN	STUDENT	H	037749546	READING 4 SESSION 1 (Reading Grade 4 Assessment 1)	<input checked="" type="radio"/> Ready	Math	ELAD41 (ELAD41)
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0811022197	TWENTYTH	STUDENT	T	426210817	READING 4 SESSION 1 (Reading Grade 4 Assessment 1)	<input checked="" type="radio"/> Ready	Math	ELAD41 (ELAD41)

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>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 	

Step	Directions
Students are now in resumed status and can log into TestNav and resume testing.	<p>The screenshot shows the 'Students in Sessions' page for 'READING 4 SESSION 1'. A table lists students with columns for State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. The 'Student Test Status' column shows 'Resumed' for the first two students.</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 the student list with columns: State Student Identifier, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. The 'Student Test Status' for the first student is 'Exited'. A red box highlights the dropdown menu for 'Exited', which contains options for 'Resume' and 'Lock'.</p>
The student is now in an Resumed status and can log in to TestNav and resume testing.	<p>The screenshot shows the same student list. The 'Student Test Status' for the first student is now 'Resumed'.</p>