

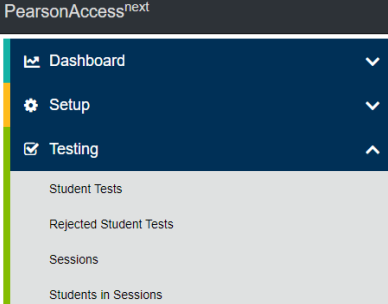
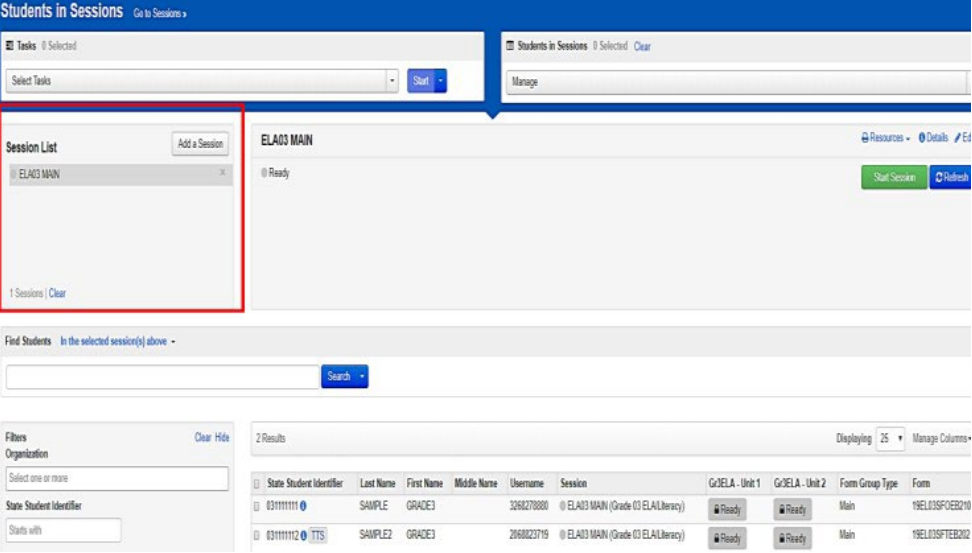
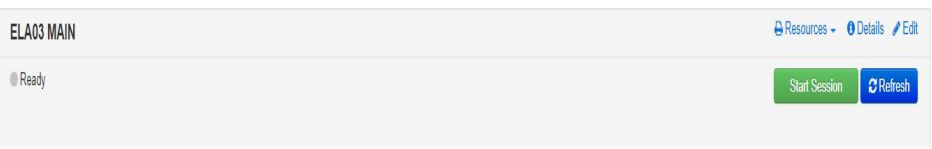
# Starting Test Sessions, Locking/Unlocking Units, and Resuming Tests Guidance

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<sup>next</sup>.

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

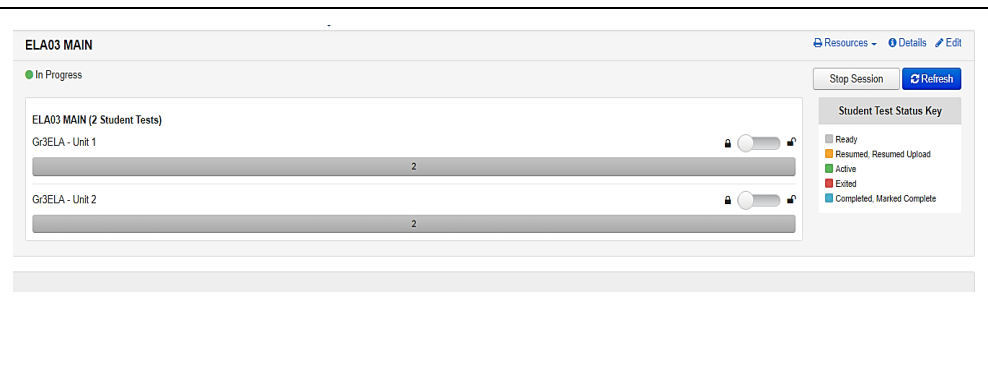
## Starting a Test Session

Before students can begin testing, Test Coordinators or Test Administrators will need to log in to PearsonAccess<sup>next</sup>, start each session which has already had the Prepare step performed, and unlock the appropriate unit for students. Only the unit being tested should be unlocked for students (only one unit unlocked for each student at a time). After testing is complete the unit should be locked.

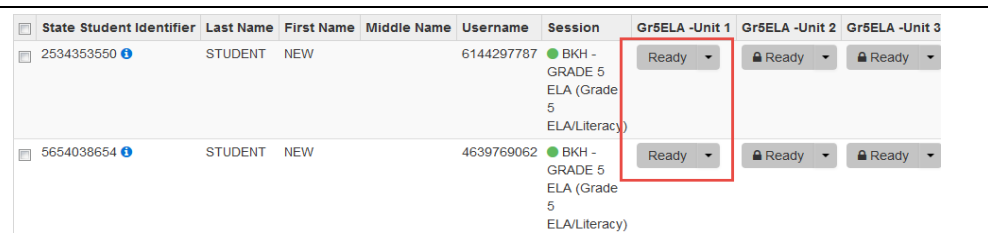
Step	Directions																														
<p>In PearsonAccess<sup>next</sup>, click the <b>Testing</b> button and choose <b>Students in Sessions</b> from the drop down.</p>																															
<p>Choose your test session(s) from the Session List. If your session is not listed in the Session List, use the text box to search for your session().</p>	 <table border="1" data-bbox="738 1417 1459 1537"> <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>Gr2ELA - Unit 1</th> <th>Gr2ELA - Unit 2</th> <th>Form Group Type</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>031111111</td> <td>SAMPLE</td> <td>GRADE3</td> <td></td> <td>326278880</td> <td>@ ELA03 MAIN (Grade 03 ELA/Literacy)</td> <td>Ready</td> <td>Ready</td> <td>Main</td> <td>19EL03SFOER210</td> </tr> <tr> <td>031111112</td> <td>TTS</td> <td>SAMPLE2</td> <td>GRADE3</td> <td>266823719</td> <td>@ ELA03 MAIN (Grade 03 ELA/Literacy)</td> <td>Ready</td> <td>Ready</td> <td>Main</td> <td>19EL03SFTER202</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr2ELA - Unit 1	Gr2ELA - Unit 2	Form Group Type	Form	031111111	SAMPLE	GRADE3		326278880	@ ELA03 MAIN (Grade 03 ELA/Literacy)	Ready	Ready	Main	19EL03SFOER210	031111112	TTS	SAMPLE2	GRADE3	266823719	@ ELA03 MAIN (Grade 03 ELA/Literacy)	Ready	Ready	Main	19EL03SFTER202
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<p>Click the Start or Start All (for multiple sessions) button.</p>																															
Step	Directions																														

Unlock the unit being tested.

**Note:** Combined view does not allow users to unlock units from multiple sessions.



The lock icon on the student status will disappear.

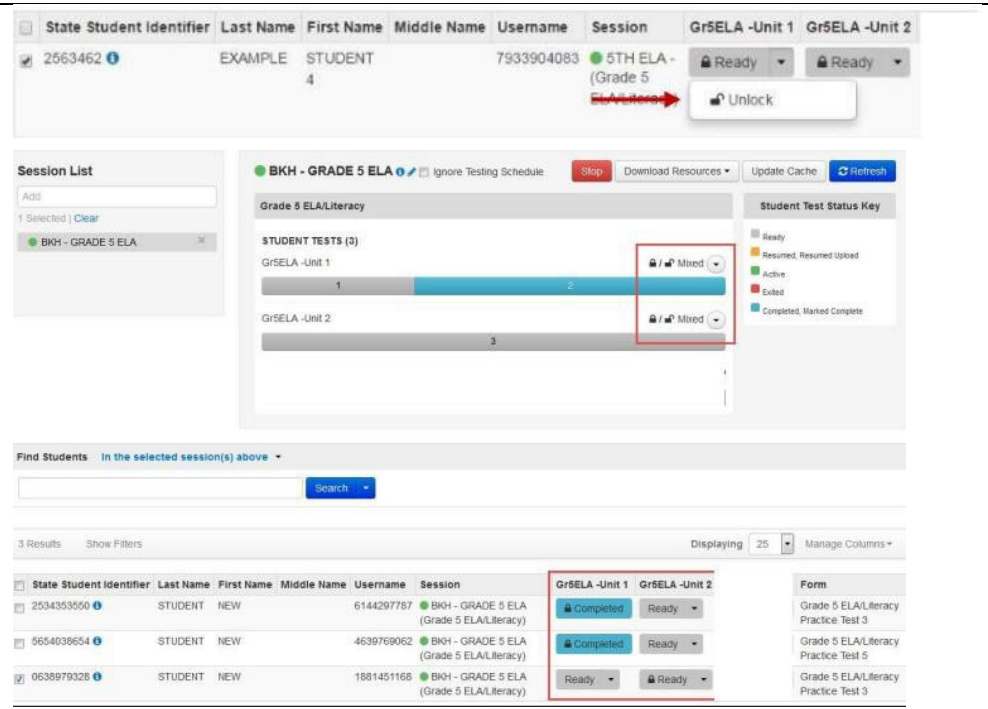


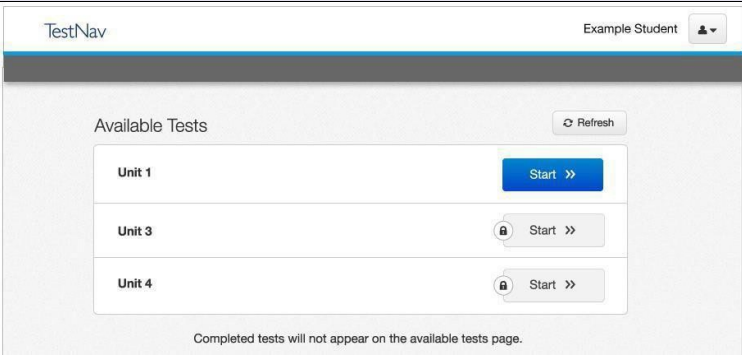
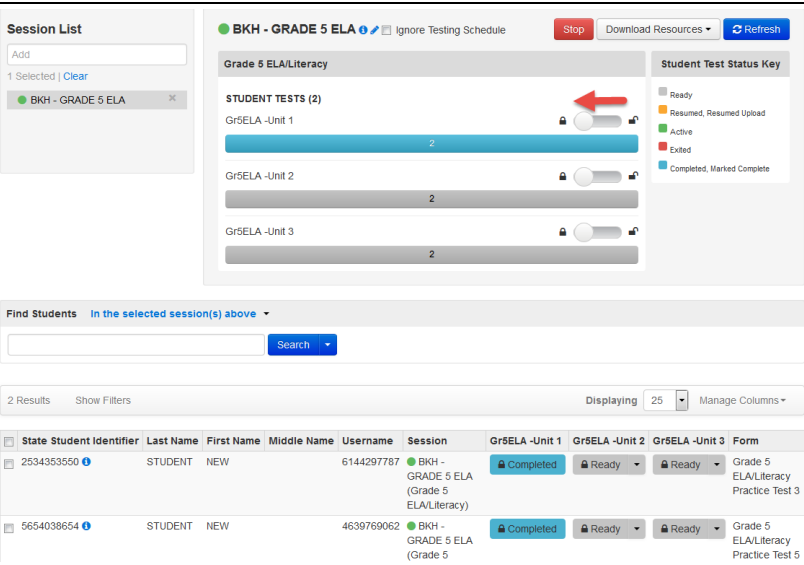
**Make-up Testing:**  
 In some instances, only one unit will need to be unlocked or an individual student will need a separate unit unlocked within a test session.

In these cases, use the drop-down next to the test status for the appropriate unit and student.

The unit will then show "Mixed" in place of the unit slider.

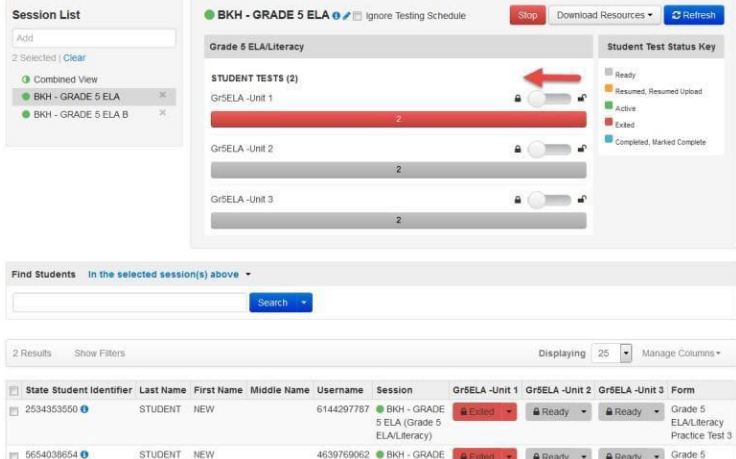
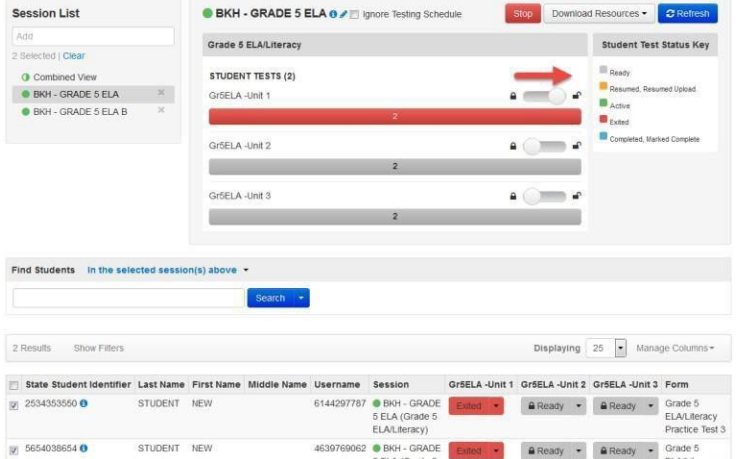
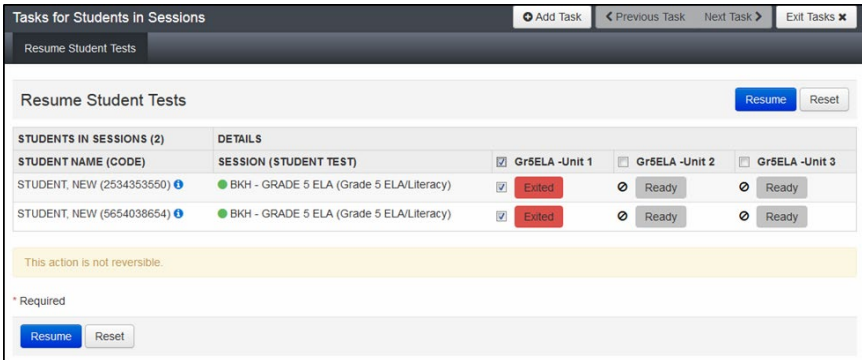
Make sure only one unit is unlocked per student.

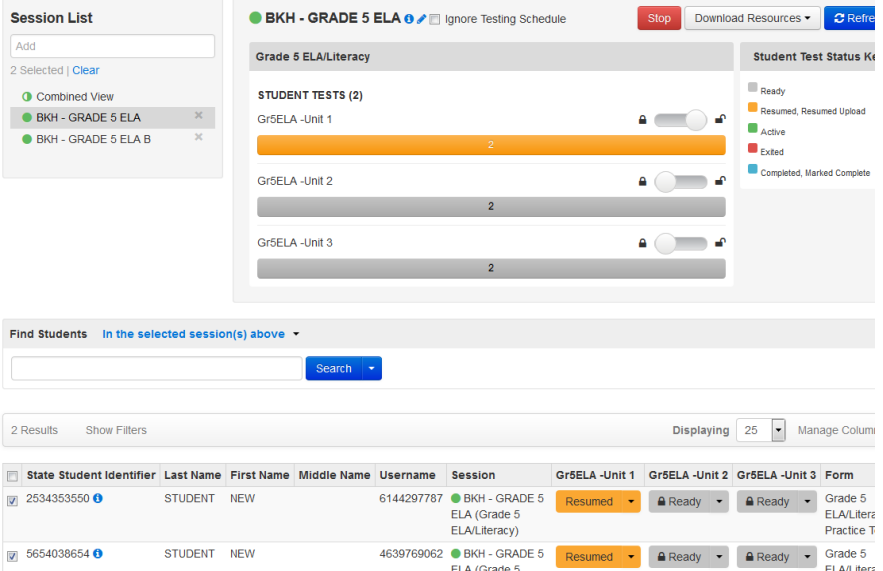


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<p>Students should now have an unlocked unit in TestNav. If a unit does not appear as unlocked select the <b>Refresh</b> button.</p>																															
<p>After testing is complete, lock the unit.</p>	 <p>2 Results Show Filters Displaying 25 Manage Columns</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>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Completed</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5)</td> <td>Completed</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Completed	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5)	Completed	Ready	Ready	Grade 5 ELA/Literacy Practice Test 5
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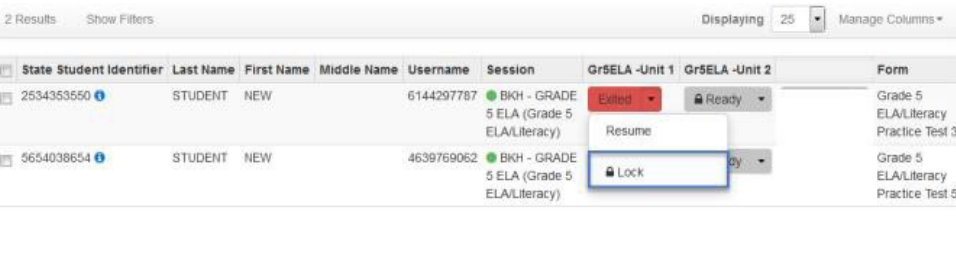
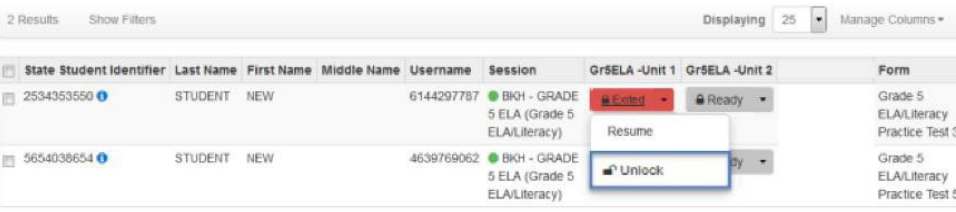
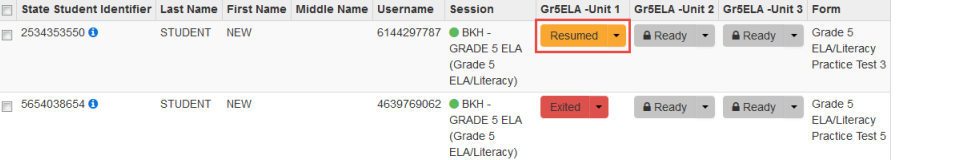
## Resuming Multiple Students

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).

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<p>If all students are in exited status and will not be returning for the day, you can lock them all by sliding the unit to the locked position. This will put all students in a Locked Exited status.</p>	 <p>The screenshot shows the 'Session List' for 'BKH - GRADE 5 ELA'. The 'Gr5ELA -Unit 1' slider is moved to the 'locked' position. A red arrow points to the slider. Below the session list is a table of student results:</p> <table border="1"> <thead> <tr> <th>State</th> <th>Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td></td> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td></td> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form		2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3		5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3
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<p>When students are ready to log back in to the test, the Test Administrator will need to unlock the unit using the slider. Students will be displayed at in an unlocked Exited status.</p> <p>Select <b>Resume Student Tests</b> from the <b>Select Tasks</b> drop- down menu. Click <b>Start</b>.</p>	 <p>The screenshot shows the 'Session List' for 'BKH - GRADE 5 ELA'. The 'Gr5ELA -Unit 1' slider is moved to the 'unlocked' position. A red arrow points to the slider. Below the session list is a table of student results:</p> <table border="1"> <thead> <tr> <th>State</th> <th>Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td></td> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td></td> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> </tbody> </table>	State	Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form		2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3		5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3
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<p>On the Resume Student Tests screen: Check the boxes next to the students' names on the <b>Students in Session</b> screen.</p> <p>From the Tasks drop-down menu, select <b>Resume Student Tests</b> and click <b>Start</b>.</p> <p>Select the units that need to be resumed, and click <b>Resume</b>.</p>	 <p>The screenshot shows the 'Tasks for Students in Sessions' screen. The 'Resume Student Tests' task is selected. The 'Resume Student Tests' screen shows a table of students in sessions with checkboxes for each unit:</p> <table border="1"> <thead> <tr> <th>STUDENT NAME (CODE)</th> <th>SESSION (STUDENT TEST)</th> <th>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> </tr> </thead> <tbody> <tr> <td>STUDENT, NEW (2534353550)</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td><input checked="" type="checkbox"/> Exited</td> <td><input type="checkbox"/> Ready</td> <td><input type="checkbox"/> Ready</td> </tr> <tr> <td>STUDENT, NEW (5654038654)</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td><input checked="" type="checkbox"/> Exited</td> <td><input type="checkbox"/> Ready</td> <td><input type="checkbox"/> Ready</td> </tr> </tbody> </table> <p>Buttons: Resume, Reset</p>	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	STUDENT, NEW (2534353550)	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	<input checked="" type="checkbox"/> Exited	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	STUDENT, NEW (5654038654)	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	<input checked="" type="checkbox"/> Exited	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready																		
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<p>Students are now in an unlocked Resumed status and can now log in to TestNav and resume testing.</p>	 <p>The screenshot shows the 'Session List' for 'BKH - GRADE 5 ELA'. Two students are listed in a table below, both with a 'Resumed' status for 'Gr5ELA -Unit 1'.</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>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Resumed</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Resumed</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Resumed	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Resumed	Ready	Ready	Grade 5 ELA/Literacy Practice Test 5
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## Resuming One Student

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<p>If the student is in exited status and will not be returning for the day, lock the unit using the drop-down next to the test status. This will put all students in a Locked Exited status.</p>	 <p>The screenshot shows a student in 'Exited' status. A dropdown menu is open, and 'Lock' is selected.</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>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Form	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Grade 5 ELA/Literacy Practice Test 3	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Ready	Ready	Grade 5 ELA/Literacy Practice Test 5			
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<p>To resume and unlock the student, click the drop-down under the Exited Unit and select <b>Resume</b>. Then, click the drop-down and select <b>Unlock</b>.</p>	 <p>The screenshot shows a student in 'Exited' status. A dropdown menu is open, and 'Resume' is selected.</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>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Form	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Grade 5 ELA/Literacy Practice Test 3	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Ready	Ready	Grade 5 ELA/Literacy Practice Test 5			
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<p>The student is now in an Unlocked Resumed status and can log in to TestNav and resume testing.</p>	 <p>The screenshot shows a student in 'Resumed' status.</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>Gr5ELA -Unit 1</th> <th>Gr5ELA -Unit 2</th> <th>Gr5ELA -Unit 3</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>2534353550</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>6144297787</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Resumed</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 3</td> </tr> <tr> <td>5654038654</td> <td>STUDENT</td> <td>NEW</td> <td></td> <td>4639769062</td> <td>BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)</td> <td>Exited</td> <td>Ready</td> <td>Ready</td> <td>Grade 5 ELA/Literacy Practice Test 5</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3	Form	2534353550	STUDENT	NEW		6144297787	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Resumed	Ready	Ready	Grade 5 ELA/Literacy Practice Test 3	5654038654	STUDENT	NEW		4639769062	BKH - GRADE 5 ELA (Grade 5 ELA/Literacy)	Exited	Ready	Ready	Grade 5 ELA/Literacy Practice Test 5
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