

Stopping Test Sessions Guide IAR Spring Administration

Version 1.1 December, 2021

The purpose of this document is to provide information on how to successfully manage and stop test sessions in PearsonAccess^{next}. The following are common situations that will require actions by the Test Administrator or Test Coordinator.

Identify students that need to be marked complete

Check for students that have started the test but tests are not submitted. Go to **Reports > Operational Reports >** Online Testing > Session Roster.

Step	Directions
Run the Session Roster operational report.	 The Session Roster report can be used to help identify students that need to have their test marked complete. Set the administration scope. Go to Reports > Operational Reports. Select Online Testing, and then select Session Roster. On the next screen, Download Report version of the report. Identify students that are not in a complete, marked complete or ready status. These students will have to have action taken on them.

Identify Sessions that need to be closed.

Check for sessions that are in a started status. Go to **Testing** > **Sessions**.

Step	Directions
Identify sessions that need to be closed.	 Go to Testing > Sessions. Select Started from the Session Status field under Filters. Select all the sessions in a started status and then go to Students in Sessions. Follow the steps found in Part A–E to close the sessions.

Document Part	Description of Action		
Part A	All students are completed in the session, and there are no make-ups, refusals, or other special circumstances that prevented any student in that session from finishing.		
Part B	Student refuses, was absent for all testing, or was disruptive, and will NOT be participating in any make-up testing.		
Part C	Students exited/did not submit correctly, but are done testing.		
Part D	Students completed a partial test, but will not complete the full test.		



Part A: All students test and submit responses

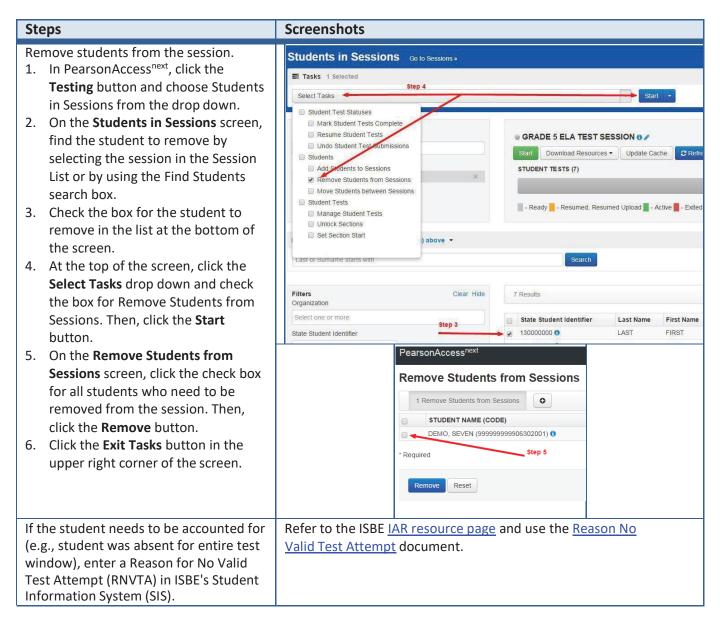
All students are completed in the session, and there are no make-ups, refusals, or other special circumstances that prevented any student in that session from finishing. If all students have navigated through the test administration successfully and submitted their responses, follow the steps in this table.

Steps	Screenshots				
 Verify student statuses. Confirm that all students have submitted their responses by checking the student status in PearsonAccess^{next}. 1. In PearsonAccess^{next}, click the Testing button and choose Students in Sessions from the drop down. 2. Choose your test session(s) from the Session List. If your session(s) is/are not listed in the Session List, use the text box to search for your sessions. To view multiple sessions, select Combined View. 3. Review the unit columns in the list of students at the bottom of the screen. All units for all students must be in a Completed status. 	PearsonAccess ^{next} Dashboard Setup Setup Testing Testing Student Tests Rejected Student Tests Sessions Students in Session Students in Session Students in Session				
must be in a completed status.	Studenty Grade 5 ELALIzency Student 1 Stude				
Stop the session.	If all student tests are in a Completed status, click the Stop button				
OR	under the session name on the Students in Sessions screen.				
Stop All Sessions (Combined View)					
	Students in Sessions Go to Sessions > Tasks: 0 Selected Students in Sessions: 0 Selected Clear				
	Select Tasks Manage Manage				
	Session List Combined View Add a Session In Progress (3) © Combined View All Sessions				



Part B: Students are absent or refuse, and will never log in to make-up testing

Student refuses, was absent for all testing, or was disruptive, and will NOT be participating in any make-up testing, follow the steps in this table.





Part C: Students exited/did not submit correctly but are done testing

If students have completed testing but did not submit responses or exited TestNav, follow the steps in this table.

St	ер	Directions	
1. 2. 3.	rify student responses were received. In PearsonAccess ^{next} , click the Testing button and choose Students in Sessions from the drop down. On the Students in Sessions screen, find the student by selecting the session in the Session List or by using the Find Students search box. Under Student Test Status, click the student status to open up the Student Test and Item Progress screen. Verify that the student Visited/Answered items as expected for		
1. 2. 3.	the form they took. ark student tests complete. In PearsonAccess ^{next} , click the Testing button and choose Students in Sessions from the drop down. On the Students in Sessions screen, find the student to mark complete by selecting the session in the Session List or by using the Find Students search box. Check the box for the student to mark complete in the list at the bottom of the screen. At the top of the screen, click the Select Tasks drop down and check the box for	Students in Sessions (co to Sessions - Tasks © Selected Select Tasks Session List Find Student by session or name. Find Students In the selected session(s) above - Last or Sufframe starts with Search	
	Mark Student Tests Complete. Then, click the Start button.	PearsonAccessTrext Home Setup Testing Reports Students in Sessions Conto Sessions - Tasks 1 Selected Student Test Statuses Mark Student Tests Complete Resume Student Tests Add a specific session to the left or search all sessions	is in PA



Step		Directions					
5.	On the Mark Student Tests Complete screen, click the check boxes for units to mark complete. Then, click the Mark Complete button. Click the Exit Tasks button in the upper right corner of the screen.	Tasks for Students in Sessions Mark Student Tests Complete Mark Student Tests Complete Reason* * Use the same Reason for checked Stud STUDENT NAME (CODE) STUDENT NAME (COD		C Add	Task CPrevous Task	Next Tasks X Mark Complete Reset orfELA -Unit 3 Resoty	
Stop the session.If all units are in a Completed status, click the Stop button u the session name on the Students in Sessions screen.					tton under		

Important

A started test can be moved from a started session to a not started session. However, you will not be able to mark a test complete if the session isn't currently in a start status. To mark the student's test complete, move that test to a currently started session or start the session.



Part D: Students completed a partial test but will not complete the full test

If students are done testing but did complete the full test, follow the steps in this table.

Step	Directions			
 Verify student responses were received. 1. In PearsonAccess^{next}, click the Testing button and choose Students in Sessions from the drop down. 2. On the Students in Sessions screen, find the student by selecting the session in the Session List or by using the Find Students search box. 3. Under Student Test Status, click the student status to open up the Student Test and Item Progress screen. 4. Verify that the student Visited/Answered items as expected for the form they took. 	Select Tasks 0 Selected Select Tasks Select Select Sel			
 Mark student tests complete. 1. In PearsonAccess^{next}, click the Testing button and choose Students in Sessions from the drop down. 2. On the Students in Sessions screen, find the student to mark complete by selecting the session in the Session List or by using the Find Students search box. 3. Check the box for the student to mark complete in the list at the bottom of the screen. 4. At the top of the screen, click the Select Tasks drop down and check the box for Mark Student Tests Complete. Then, click the Start button. 	Students in Sessions Go to Sessions > Tasks Selected Select Tasks DEMO STUDENT CLASS (Pdd DEMO STUDENT CLASS (Selected (Construction of the second construction constr			



Step		Directions				
5. 6.	On the Mark Student Tests Complete screen, click the check boxes for units to mark complete. Then, click the Mark Complete button. Click the Exit Tasks button in the upper right corner of the screen.	Tasks for Students in Sessions Mark Student Tests Complete Mark Student Tests Complete Reason* Use the same Reason for checked Stu strucents in sessions (1) strucents in sessions (2) strucents, NEW (053057/9328) @	ete Idents II Sessions DETAILS BESSION (STUDENT TEST) @ Biol - GRADE 5 ELA (Grade 5 ELALBeracy)	O Add O CriteLA Lynx 1 D Ready	Task CPrevious Task GrifeLA-Unit 2 Ready	Nest Task > Ext Task Mark Complete Res OrfSLA -Unit 3 Ready
Sto			are in a Completed s sion name on the Stu			
		Refer to the Void Test Score Code Guidance at <u>https://il.mypearsonsupport.com/training-resources/</u> .				