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.

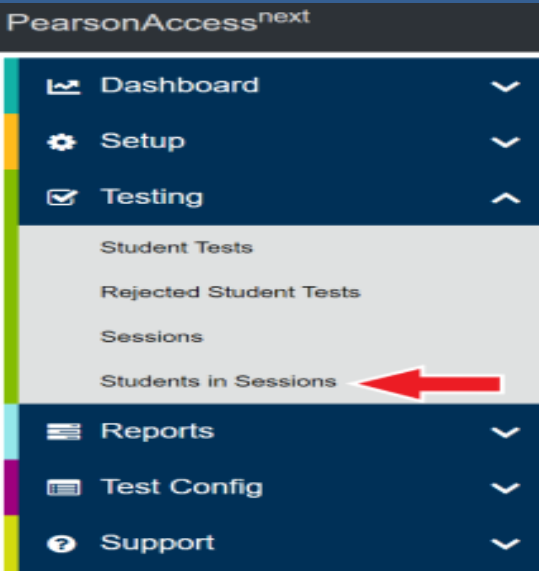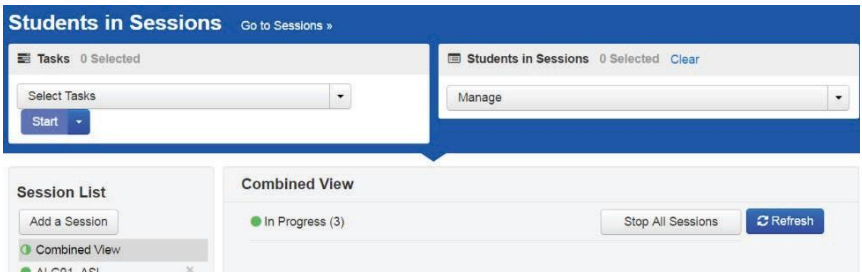| Step	Directions
Run the Session Roster operational report.	The Session Roster report can be used to help identify students that need to have their test marked complete. • Set the administration scope. • Go to **Reports** > **Operational Reports**. • Select **Online Testing**, and then select **Session 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.

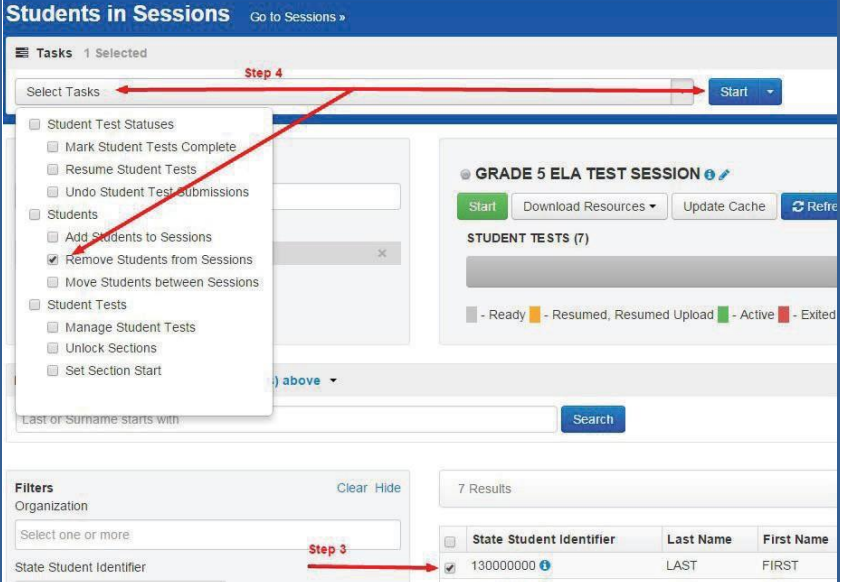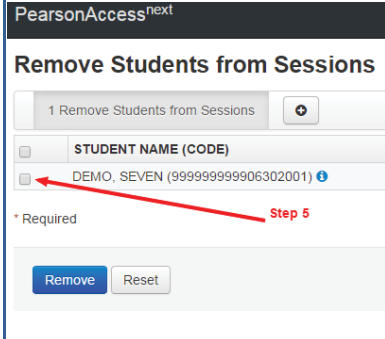| Document Part	Description of Action
Part A	All students are completed in the session, and there are no make-ups, refusals, or other special circumstances that prevented any student in that session from finishing.
Part B	Student refuses, was absent for all testing, or was disruptive, and will NOT be 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.

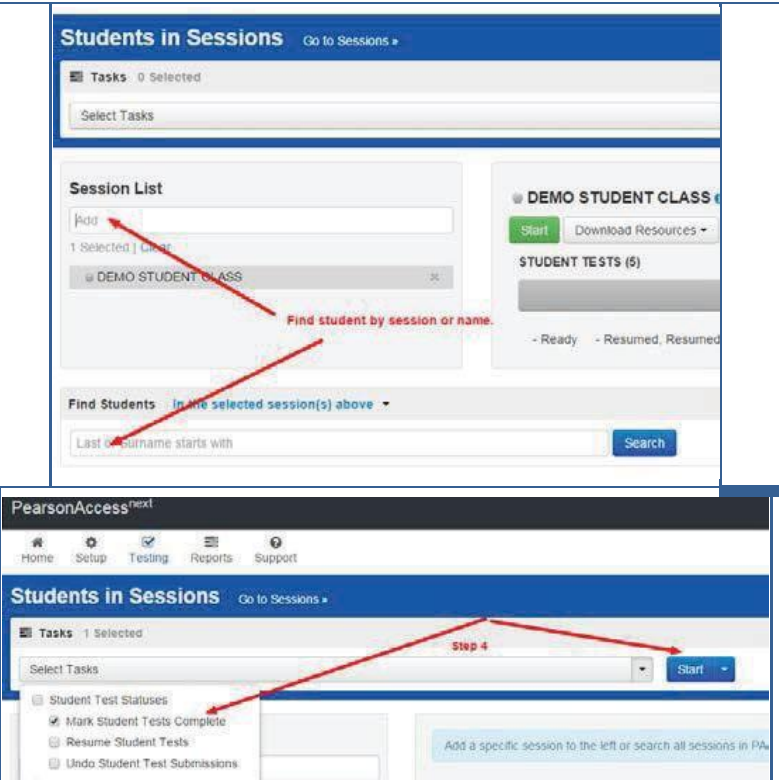| Steps	Screenshots
Verify student statuses. Confirm that all students have submitted their responses by checking the student status in PearsonAccess^{next}. 1. In PearsonAccess^{next}, click the **Testing** button and choose Students in Sessions from the drop down. 2. Choose your test session(s) from 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.	
Stop the session. OR	If all student tests are in a Completed status, click the **Stop** button under the session name on the **Students in Sessions** screen.
Stop All Sessions (Combined View)	

Part B: Students are absent or refuse, and will never log in to make-up testing
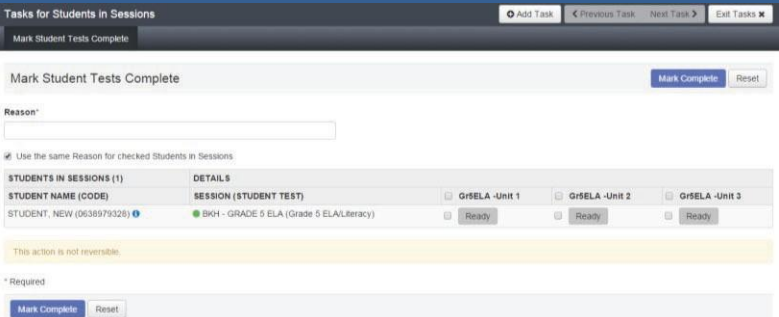
Student refuses, was absent for all testing, or was disruptive, and will NOT be participating in any make-up testing, follow the steps in this table.

Steps	Screenshots
Remove students from the session. 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 remove by selecting the session in the Session List or by using the Find Students search box. 3. Check the box for the student to remove 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 Remove Students from Sessions. Then, click the **Start** button. 5. On the **Remove Students from Sessions** screen, click the check box for all students who need to be removed from the session. Then, click the **Remove** button. 6. Click the **Exit Tasks** button in the upper right corner of the screen.	
If the student needs to be accounted for (e.g., student was absent for entire test window), enter a Reason for No Valid Test Attempt (RNVTA) in ISBE's Student Information System (SIS).	Refer to the ISBE IAR resource page and use the Reason No Valid Test Attempt document.

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.

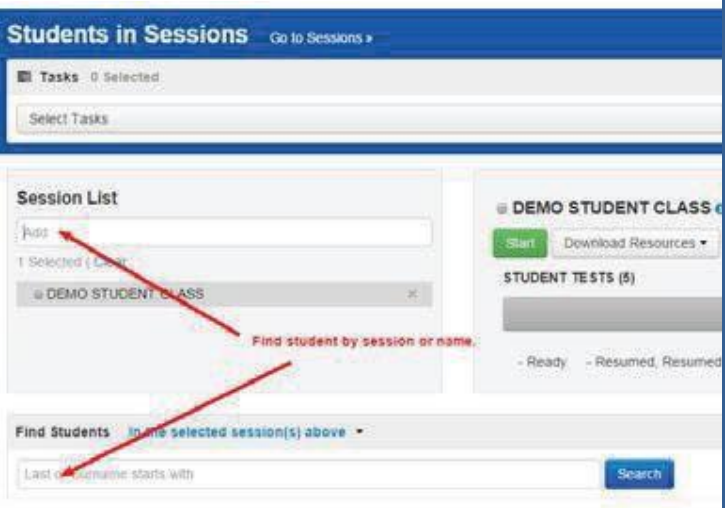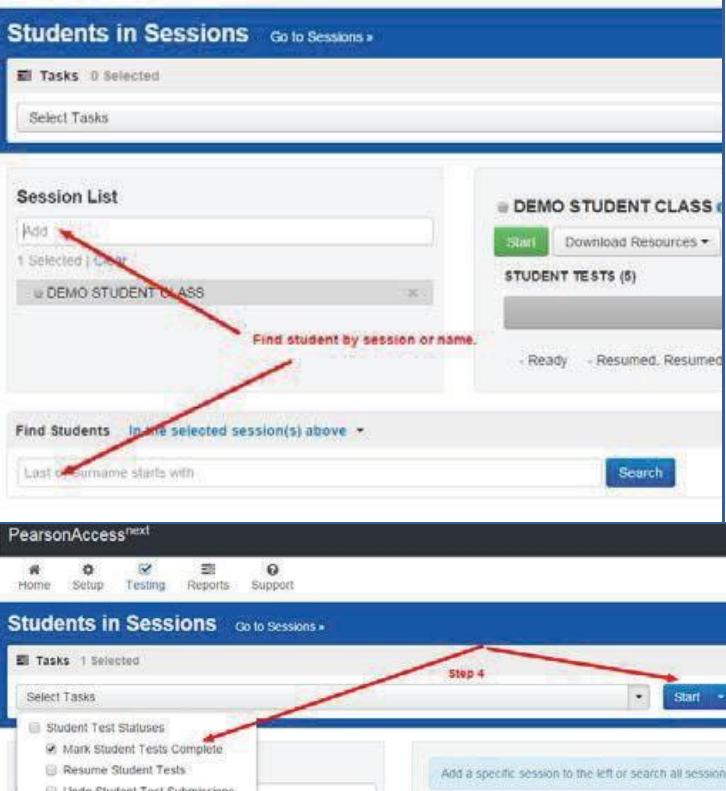| Step	Directions
Verify student responses were received. 1. In PearsonAccess[next], click the **Testing** button and choose Students in Sessions from the drop down. 2. On the **Students in Sessions** screen, find the student by selecting the session in the Session List or by using the Find Students 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.	
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.	

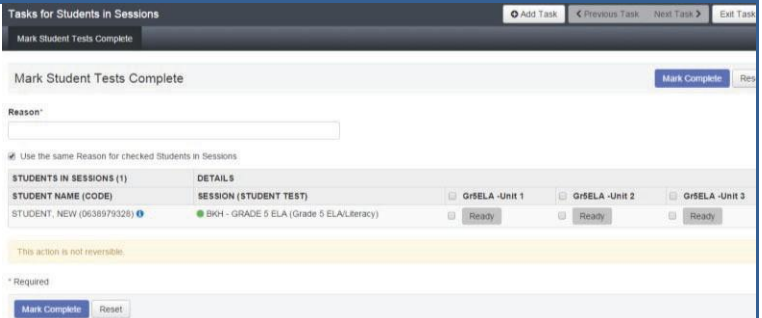| Step	Directions
5. On the **Mark Student Tests Complete** screen, click the check boxes for units to mark complete. Then, click the **Mark Complete** button. 6. Click the **Exit Tasks** button in the upper right corner of the screen.	
Stop the session.	If all units are in a **Completed** status, click the **Stop** button under the session name on the **Students in Sessions** screen.

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.	
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.	

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. 6. Click the **Exit Tasks** button in the upper right corner of the screen.	
Stop the session.	If all students are in a **Completed** status, click the Stop button under the session name on the Students in Sessions screen.
If attempt needs to be voided, **mark the test Void**.	Refer to the Void Test Score Code Guidance at https://il.mypearsonsupport.com/training-resources/.