Quick Guide for Communicating Section-Based Testing

- Students who are in "Active" status will log back into the same section they left previously unless they are manually moved into the new section by the STC.
- If a student is in "Active" status the STC cannot use the "Sections Out of Order". If this functionality needs to be used the student will first need to log out of TestNav or the STC must wait for TestNav to timeout (20 minutes or inactivity).
- If "Sections Out of Order" is used once it must be used for the remainder of the test. **NOTE: Students taking Regular Online Mathematics cannot be tested out of order.**
- The TA or STC should make sure this section is the section the student should log into before the student logs into TestNav.
- A Test Administrator or STC can confirm which section the student will log into by viewing the Section detail in Pearson Access.
- The Progress tool will show where the student was when they logged out of TestNav.

Please use the Managing Sections Out of Order document located on the MCAP Portal for information on how to use this functionality.