Managing Test Sessions

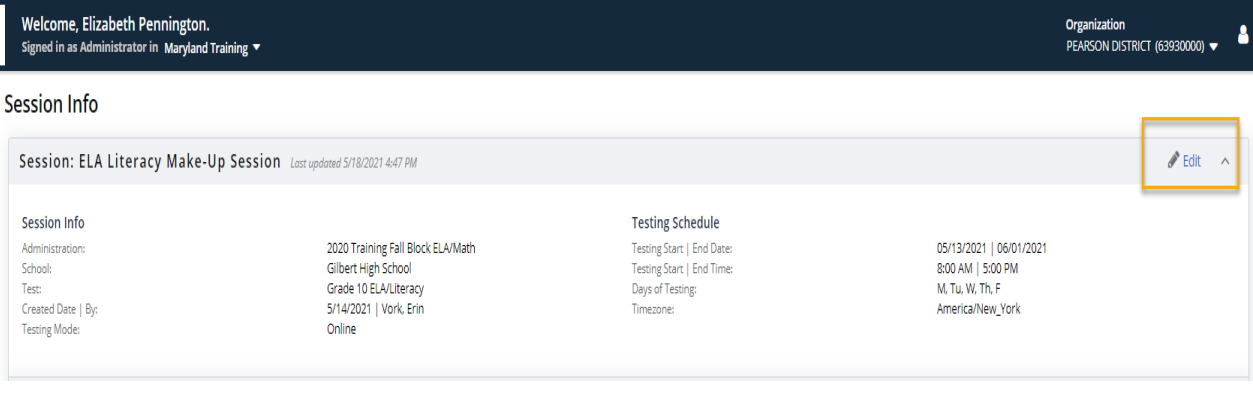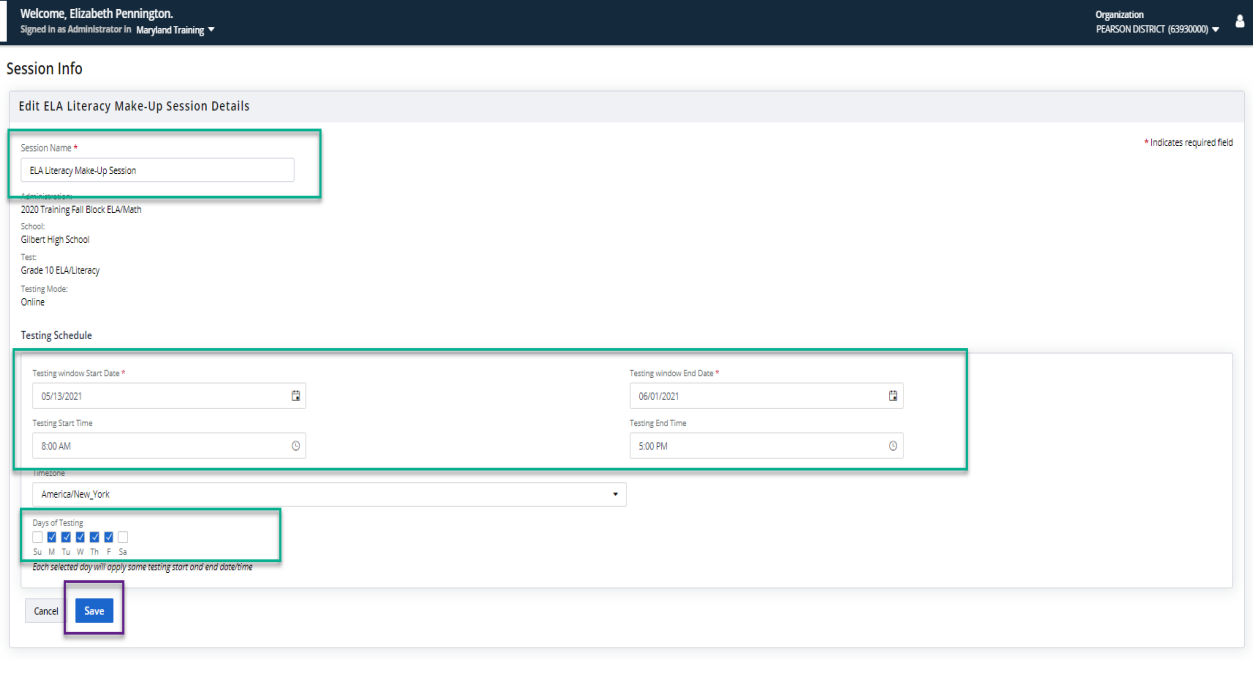**Note:** For more information about test sessions Test Coordinators should reference the Pearson Access Online User Guide.

The purpose of this document is to provide guidance for managing student test sessions in Pearson Access. The following topics are covered in this guide:
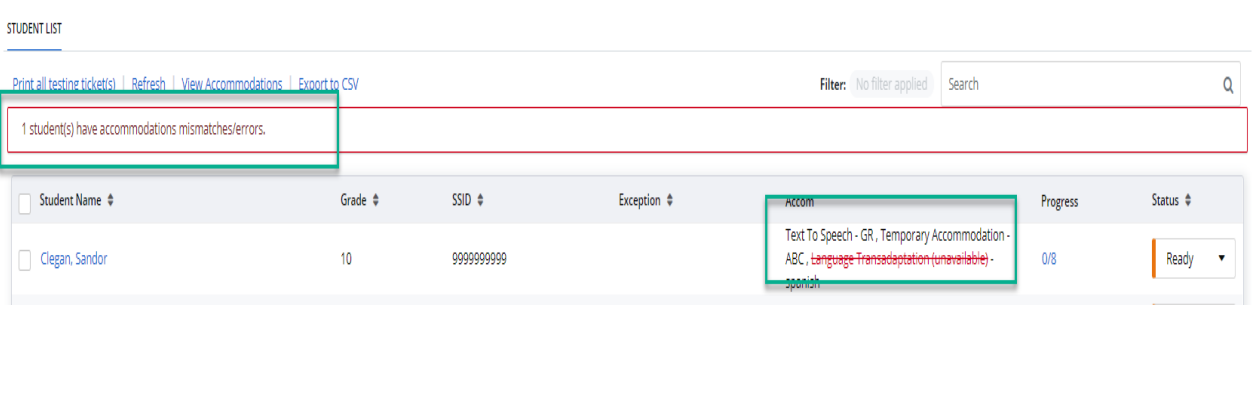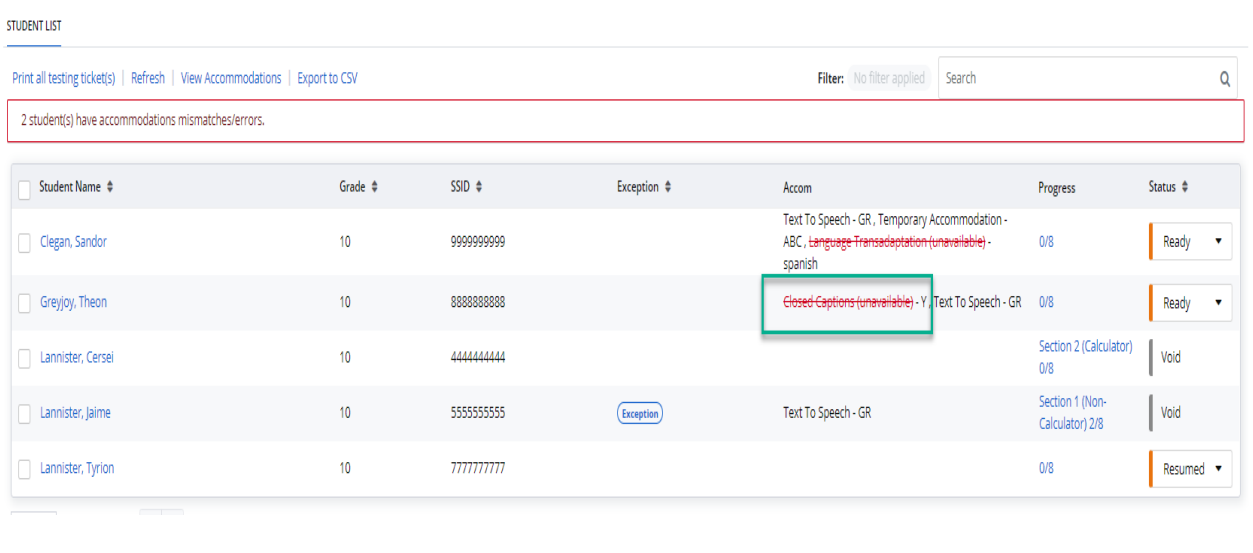
- Test Sessions
    - Edit Session Start/End Date or Time
    - Accommodation Errors in a Session
    - Printing Testing Tickets for All Students in a Session
    - Printing Testing Tickets for Individual Students or a Select Group of Students in a Session
    - Accessing Seal Codes
    - Accessing Proctor Testing Tickets for Human Read Aloud or Human Signer
    - Export to CSV – Session Student Roster
    - Section Progress
    - Session Status
    - Updating Student Status (Individual Students)
    - Updating Student Status (Group of Students)
    - Student Progress Details
    - Reset Student Password

The ability to perform these tasks is tied to different user roles. Refer to the User Role Matrix located on the MCAP Portal for information regarding user abilities.
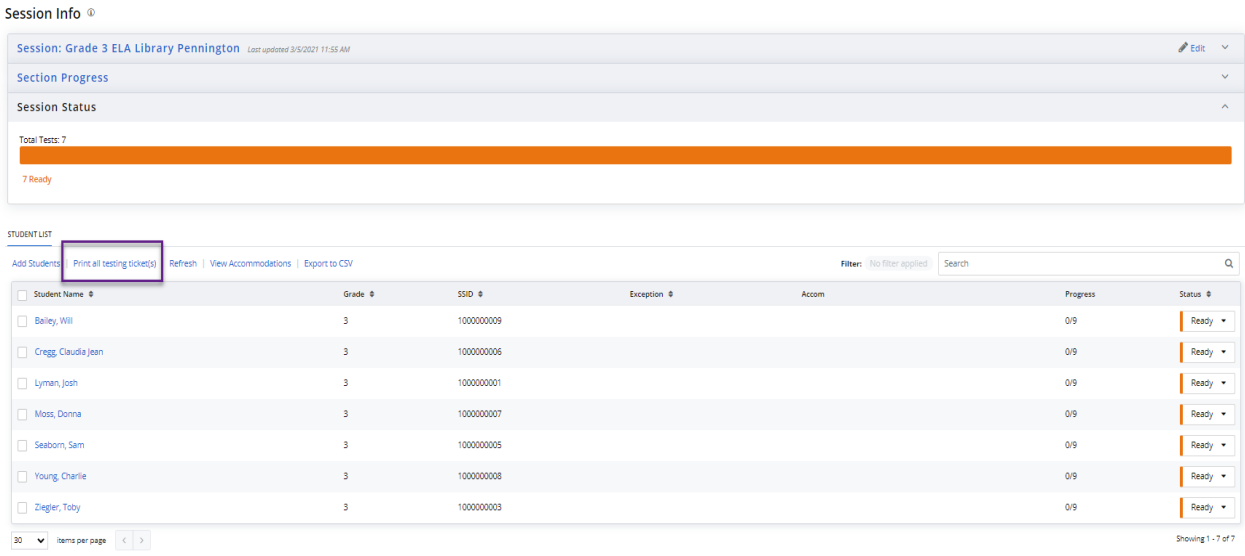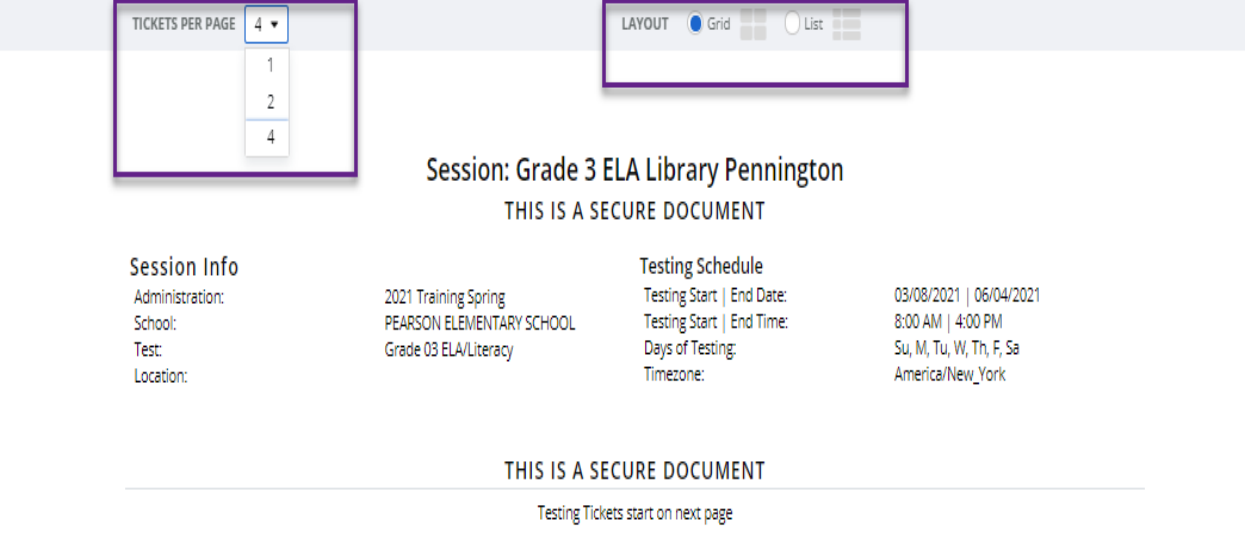
Edit Session Start/End Date or Time

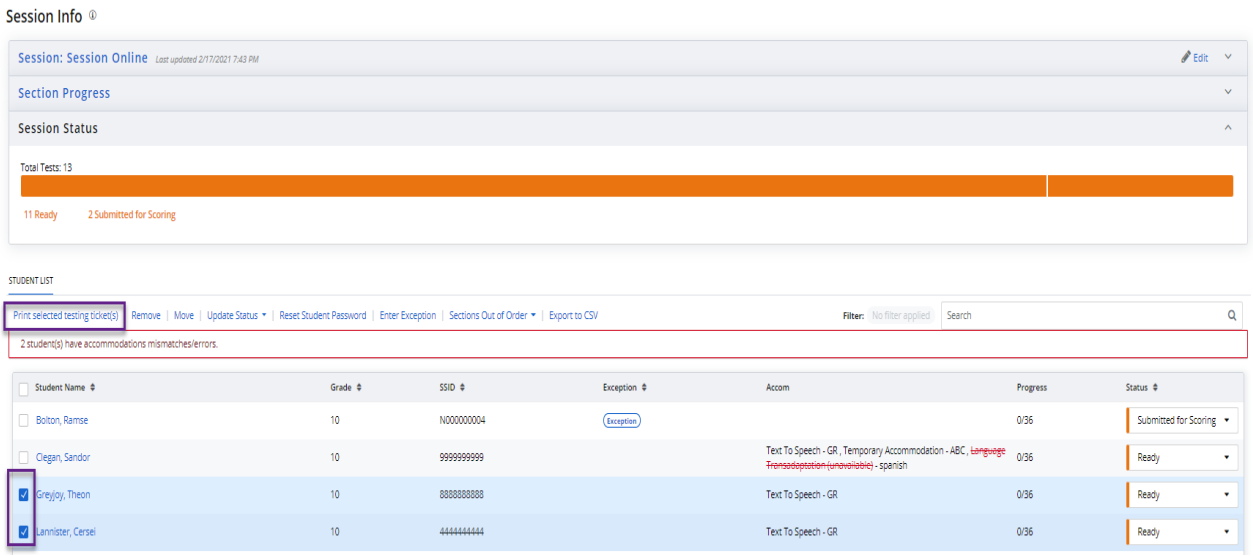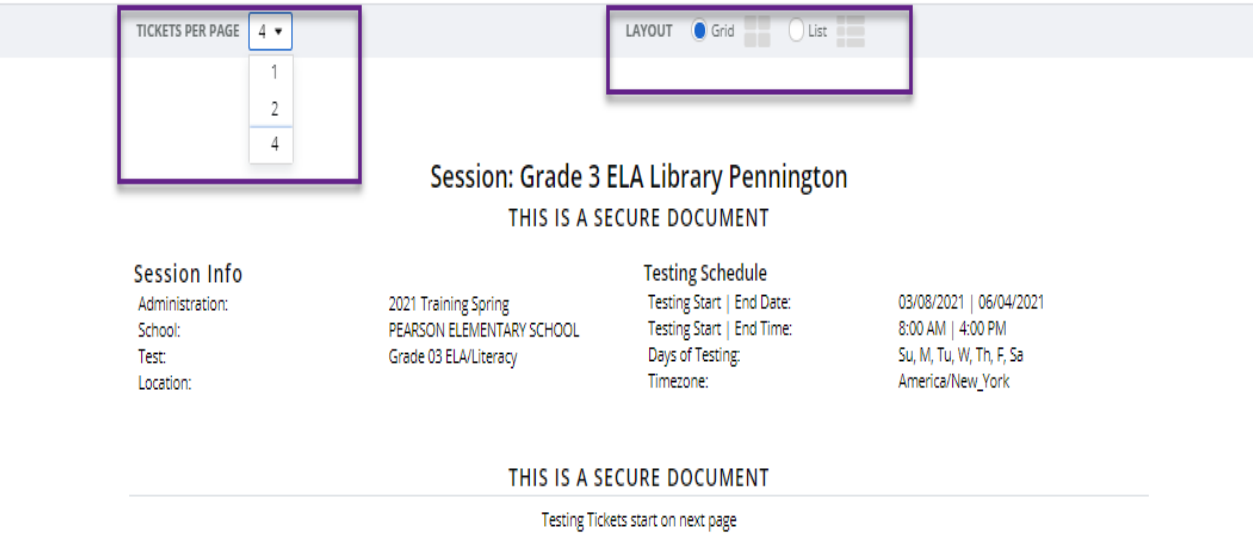| Steps	Screen Shot
• On the left of your screen select Sessions • Click on the hyperlink for the session that needs to be edited • In the upper right click the "Edit" hyperlink	

• You will be allowed to edit the following:
   ○ Session Name
   ○ Testing window Start Date
   ○ Testing window End Date
   ○ Testing Start Time
   ○ Testing End Time
   ○ Days of Testing
• Click **"Save"**	

Accommodation Errors in a Session

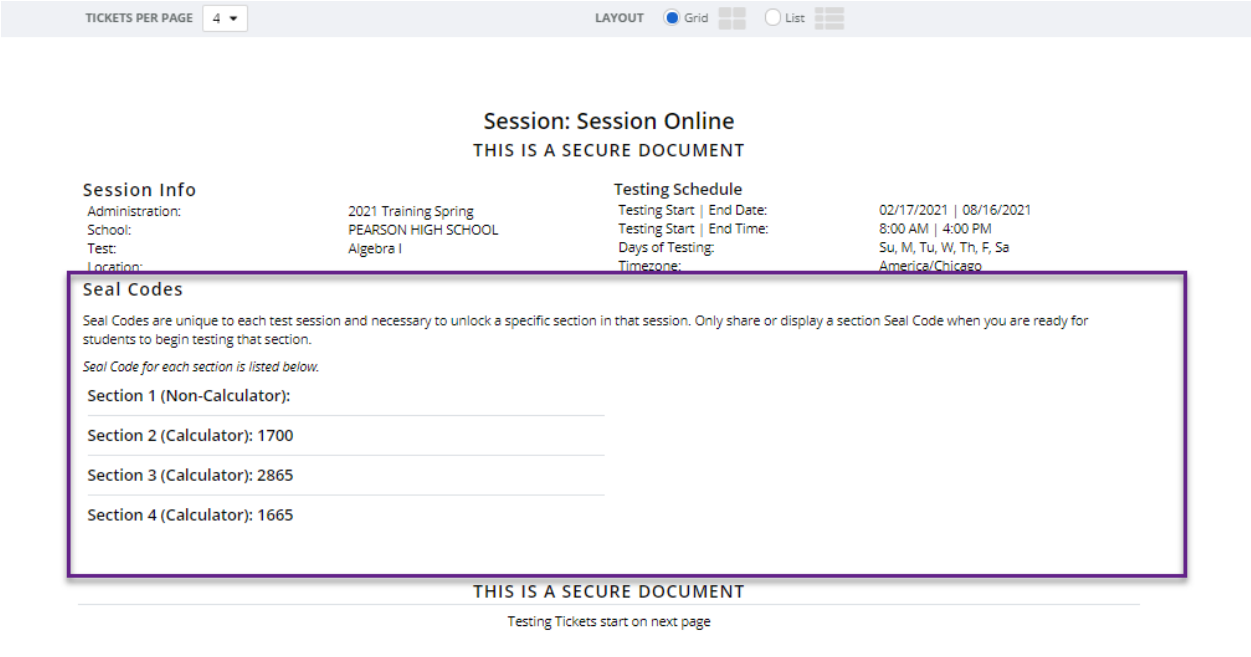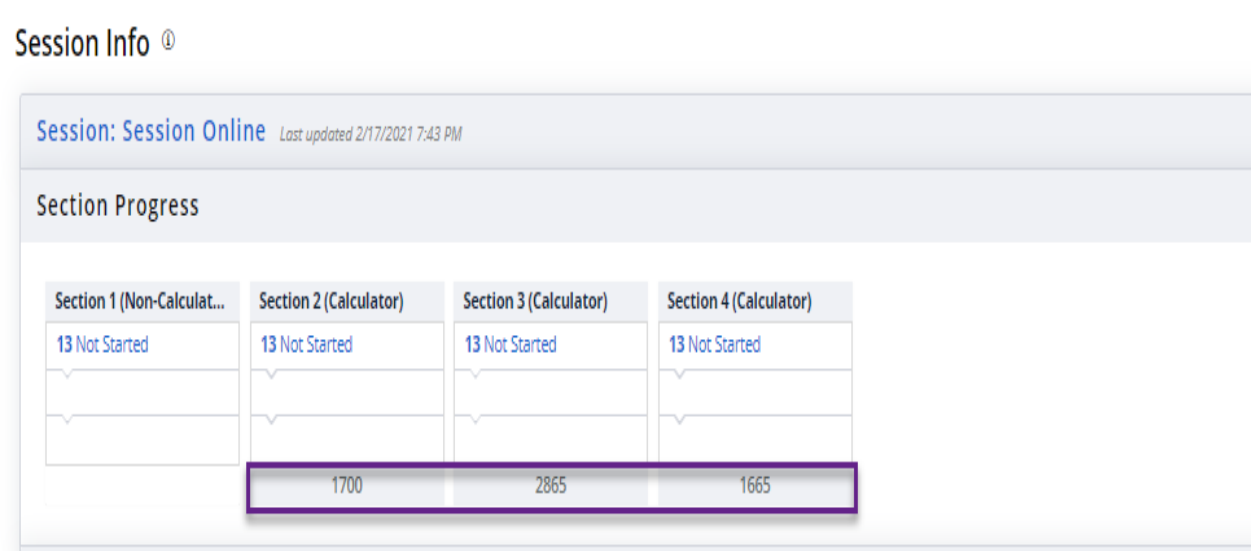| Steps	Screen Shot
• A user may see student accommodation errors in a session when PA cannot deliver the accommodation for one or more reasons. • Scenario 1: A student with more than one form-determinant accommodation is assigned to a session • Result: PA assigns one accommodation to the student and marks the other as unavailable • PA has assigned a priority to accommodations. The list is available on the PA Online User Guide: View and Update Accommodations	
• A user may see student accommodation errors in a session when PA cannot deliver the accommodation for one or more reasons. • Scenario 2: A student with a form-determinant accommodation is assigned to a test session, but the accommodation form is not available (example: Closed Caption for Mathematics) • Result: PA marks the accommodation as unavailable	

Printing Testing Tickets for All Students in a Session

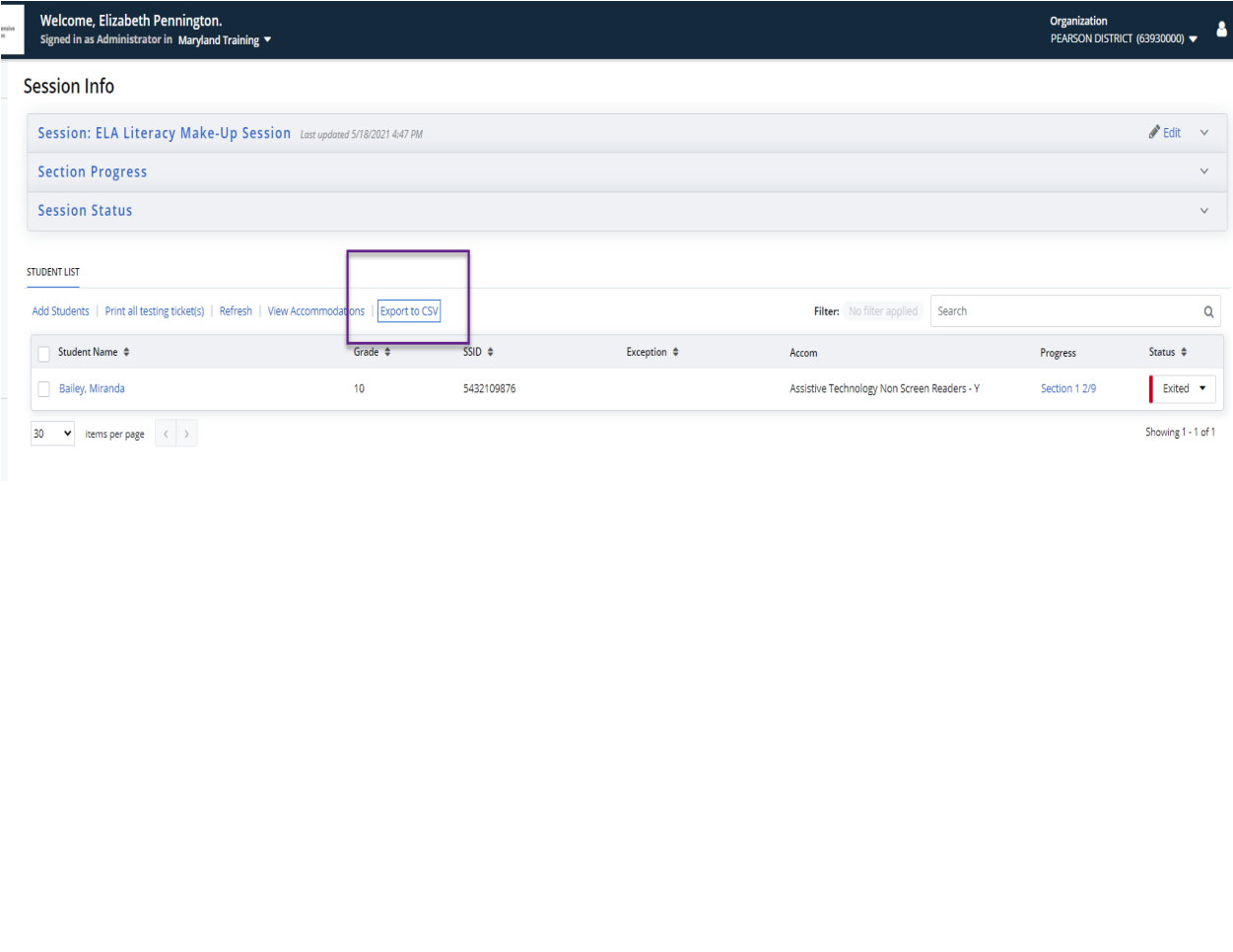| Steps	Screen Shot
• Testing tickets are printed within the Session Info page • If you are printing tickets for all students within the session click "Print all testing ticket(s)" under Student List	Session Info ⓘ **Session: Grade 3 ELA Library Pennington** *Last updated 3/5/2021 11:55 AM* ✏ Edit ⌄ **Section Progress** ⌄ **Session Status** ⌃ Total Tests: 7 ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬ 7 Ready STUDENT LIST Add Students | Print all testing ticket(s) | Refresh | View Accommodations | Export to CSV Filter: No filter applied Search 🔍 ☐ Student Name ⇕ | Grade ⇕ | SSID ⇕ | Exception ⇕ | Accom | Progress | Status ⇕ ☐ Bailey, Will — 3 — 1000000009 — 0/9 — Ready ▾ ☐ Cregg, Claudia Jean — 3 — 1000000006 — 0/9 — Ready ▾ ☐ Lyman, Josh — 3 — 1000000001 — 0/9 — Ready ▾ ☐ Moss, Donna — 3 — 1000000007 — 0/9 — Ready ▾ ☐ Seaborn, Sam — 3 — 1000000005 — 0/9 — Ready ▾ ☐ Young, Charlie — 3 — 1000000008 — 0/9 — Ready ▾ ☐ Ziegler, Toby — 3 — 1000000003 — 0/9 — Ready ▾ 30 ▾ Items per page < > Showing 1 - 7 of 7
• You can use the Tickets Per Page dropdown to select 1, 2, or 4 tickets per page • You can also select the layout of tickets, either Grid or List view	TICKETS PER PAGE [4 ▾] 1 2 4 LAYOUT ⦿ Grid ▦ ○ List ▤ **Session: Grade 3 ELA Library Pennington** THIS IS A SECURE DOCUMENT **Session Info** **Testing Schedule** Administration: 2021 Training Spring Testing Start | End Date: 03/08/2021 | 06/04/2021 School: PEARSON ELEMENTARY SCHOOL Testing Start | End Time: 8:00 AM | 4:00 PM Test: Grade 03 ELA/Literacy Days of Testing: Su, M, Tu, W, Th, F, Sa Location: Timezone: America/New_York THIS IS A SECURE DOCUMENT Testing Tickets start on next page

Printing Testing Tickets for Individual Students or a Specific Group of Students in a Session

Steps	Screen Shot
• Testing tickets are printed within the Session Info page • If you are printing tickets for an individual student or a selected group of students within the session select each student who needs to have their ticket printed • Click "Print selected testing ticket(s)"	Session Info ⓘ **Session: Session Online** *Last updated 2/17/2021 7:43 PM* ✎ Edit ⌄ **Section Progress** ⌄ **Session Status** ⌃ Total Tests: 13 11 Ready 2 Submitted for Scoring STUDENT LIST Print selected testing ticket(s)	Remove	Move	Update Status ▾	Reset Student Password	Enter Exception	Sections Out of Order ▾	Export to CSV Filter: No filter applied Search 🔍 2 student(s) have accommodations mismatches/errors. | ☐ Student Name ⇕	Grade ⇕	SSID ⇕	Exception ⇕	Accom	Progress	Status ⇕
---	---	---	---	---	---	---
☐ Bolton, Ramse	10	N000000004	(Exception)		0/36	Submitted for Scoring ▾
☐ Clegan, Sandor	10	9999999999		Text To Speech - GR , Temporary Accommodation - ABC , ~~Language Transadaptation (unavailable)~~ - spanish	0/36	Ready ▾
☑ Greyjoy, Theon	10	8888888888		Text To Speech - GR	0/36	Ready ▾
☑ Lannister, Cersei	10	4444444444		Text To Speech - GR	0/36	Ready ▾	
• You can use the Tickets Per Page dropdown to select 1, 2, or 4 tickets per page • You can also select the layout of tickets, either Grid or List view	TICKETS PER PAGE 4 ▾ 1 2 4 LAYOUT ◉ Grid ◯ List ### Session: Grade 3 ELA Library Pennington THIS IS A SECURE DOCUMENT **Session Info** Administration: 2021 Training Spring School: PEARSON ELEMENTARY SCHOOL Test: Grade 03 ELA/Literacy Location: **Testing Schedule** Testing Start	End Date: 03/08/2021	06/04/2021 Testing Start	End Time: 8:00 AM	4:00 PM Days of Testing: Su, M, Tu, W, Th, F, Sa Timezone: America/New_York THIS IS A SECURE DOCUMENT Testing Tickets start on next page

Accessing Seal Codes

Steps	Screen Shot
• Seal Codes are required for Sections 2, 3, and 4 for each content area • Seal Codes are printed on the first page of the testing tickets • Test Coordinators should provide this page along with the Student Testing Tickets to the Test Administrators or Teachers	**Session: Session Online** **THIS IS A SECURE DOCUMENT** **Session Info** Administration: 2021 Training Spring School: PEARSON HIGH SCHOOL Test: Algebra I Location: **Testing Schedule** Testing Start | End Date: 02/17/2021 | 08/16/2021 Testing Start | End Time: 8:00 AM | 4:00 PM Days of Testing: Su, M, Tu, W, Th, F, Sa Timezone: America/Chicago **Seal Codes** Seal Codes are unique to each test session and necessary to unlock a specific section in that session. Only share or display a section Seal Code when you are ready for students to begin testing that section. *Seal Code for each section is listed below.* Section 1 (Non-Calculator): Section 2 (Calculator): 1700 Section 3 (Calculator): 2865 Section 4 (Calculator): 1665 **THIS IS A SECURE DOCUMENT** Testing Tickets start on next page
• Seal Codes are also available to view on the Section Progress Page	**Session Info** ⓘ **Session: Session Online** *Last updated 2/17/2021 7:43 PM* **Section Progress** | Section 1 (Non-Calculat...	Section 2 (Calculator)	Section 3 (Calculator)	Section 4 (Calculator)
13 Not Started	13 Not Started	13 Not Started	13 Not Started
	1700	2865	1665	
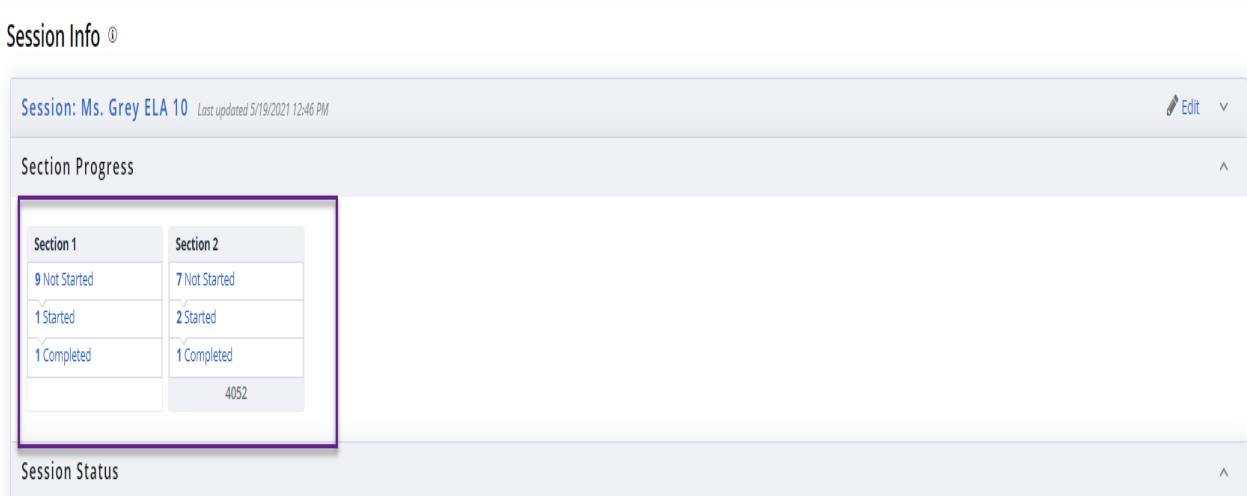
Accessing Proctor Testing Tickets for Human Read Aloud or Human Signer

Steps	Screen Shot
• Testing tickets for students with Human Read Aloud or Human Signer accommodations/accessibility features can be printed in the Session Info page • Click on "View Accommodations" and the Human Read Aloud Log in will be found at the top of the page • This document can be downloaded and printed for the Proctor	

Export to CSV – Session Student Roster

Steps	Screen Shot
- A downloadable Student List is available by clicking "Export to CSV" - The file will open as an Excel sheet - Field values include: - Test Session Name - Student Name - Grade - SASID - TestNav Username - TestNav Password - Progress - Status - Form Code - Test Code	Welcome, Elizabeth Pennington. Signed in as Administrator in Maryland Training ▾ Organization PEARSON DISTRICT (63930000) ▾ **Session Info** Session: **ELA Literacy Make-Up Session** Last updated 5/18/2021 4:47 PM ✏ Edit ˅ Section Progress ˅ Session Status ˅ STUDENT LIST Add Students	Print all testing ticket(s)	Refresh	View Accommodations	Export to CSV Filter: No filter applied Search 🔍 ☐ Student Name ⇕	Grade ⇕	SSID ⇕	Exception ⇕	Accom	Progress	Status ⇕ ☐ Bailey, Miranda	10	5432109876		Assistive Technology Non Screen Readers - Y	Section 1 2/9	▌Exited ▾ 30 ⌄ items per page ‹ › Showing 1 - 1 of 1
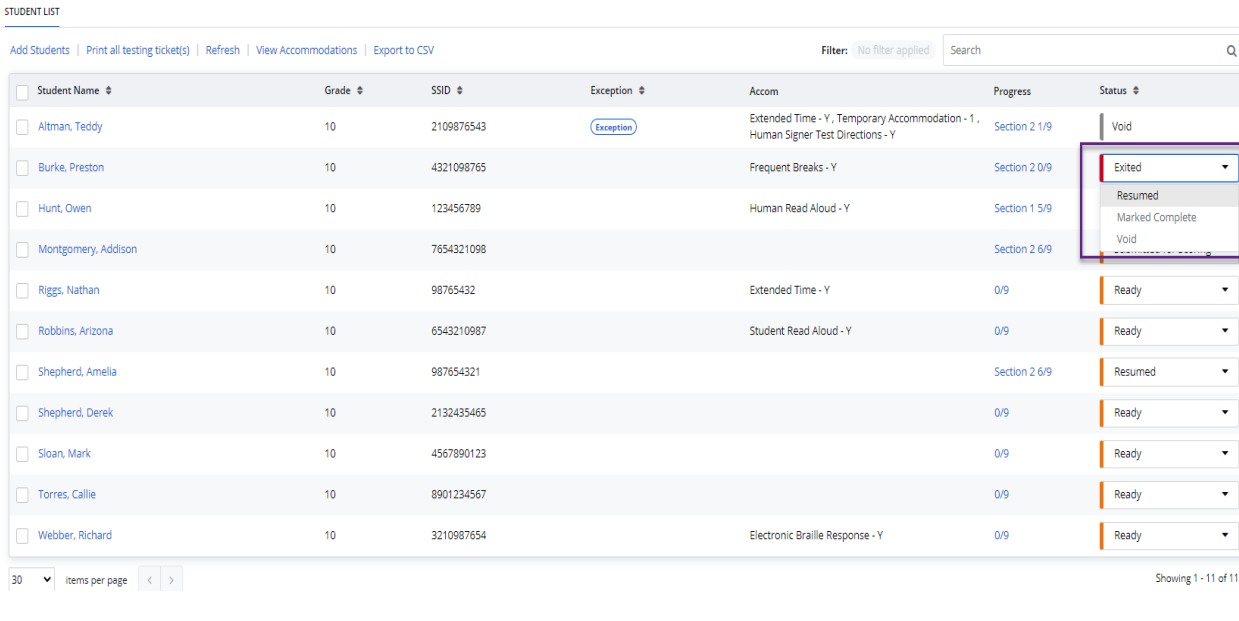
Section Progress

Steps	Screen Shot
• Each card within Section Progress contains the specific section number and whether the section is Not Started, Started, or Completed for each student who is in the session • When at least one student has begun testing the section appears as Started for that student • The section status will change to Completed when a student has submitted their responses for that section • The Section Progress tab also includes the Seal Codes for the sections that will require it to log in • A user can click the status to filter the student list by status	Session Info ⓘ Session: Ms. Grey ELA 10 *Last updated 5/19/2021 12:46 PM* ✎ Edit ⌄ **Section Progress** ⌃ **Section 1** **Section 2** 9 Not Started 7 Not Started 1 Started 2 Started 1 Completed 1 Completed 4052 **Session Status** ⌃

Session Status
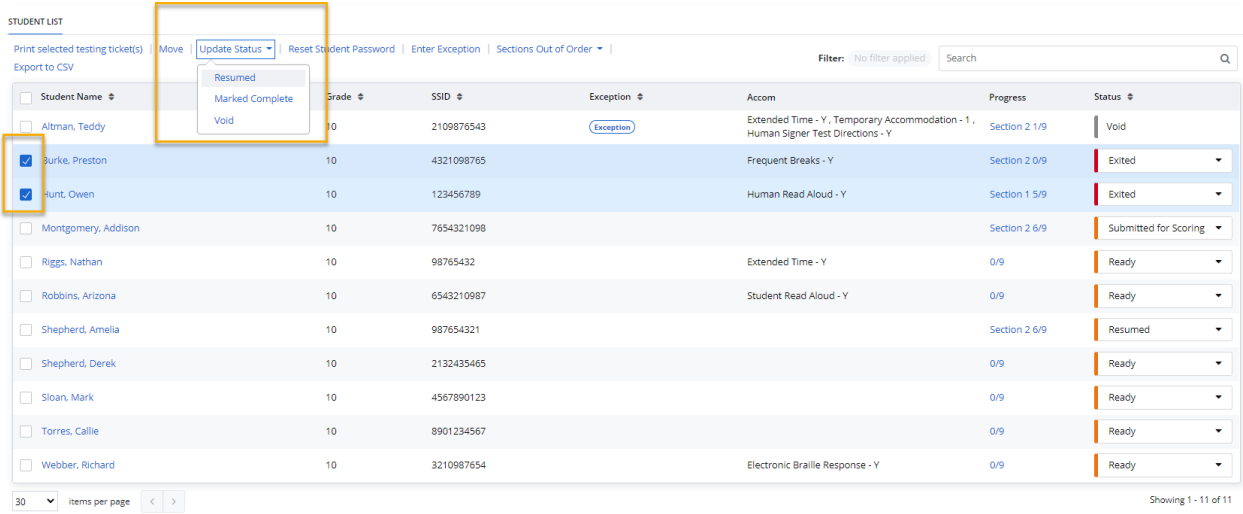
Steps	Screen Shot
• A user can click the Session Status to view the number of students in a session and their statuses • A user can click the status to filter the student list by status	

Updating Student Status (Individual Students)

Steps	Screen Shot
- Pearson Access tracks students' test statuses throughout an administration - A student's status can be changed by using the dropdown in the Status column and selecting the appropriate option - Resumed - Void - Marked Complete - Note: If a test needs to be voided an exception is required	

Updating Student Status (Group of Students)

Steps	Screen Shot

• Pearson Access tracks students' test statuses throughout an administration
• A group of students' statuses can be changed by selecting the students who need to be updated to the same status and using the Update Status dropdown and selecting the appropriate option
   ○ Resumed
   ○ Void
   ○ Marked Complete
• Note: If a test needs to be voided an exception is required	

Student Progress Details

Steps	Screen Shot
• Student progress can be monitored within a session by viewing the Progress column • This will show a quick view of which section each student is in and how many questions have been answered	

• An individual student's progress can be monitored within a session by clicking the hyperlink in the Progress column
• This will show a detailed view of the following:
   o Section Status (Not Started, Started, or Completed)
   o Questions in each section
   o If a question has been visited or not visited
   o Time Spent on each question
   o Question Status (Not Answered or Answered)
   o Section number	

Reset Student Password

Steps	Screen Shot
• A new password can be generated for an individual student or students in the case of compromised testing tickets • Select the student or students and click "Reset Student Password"	