

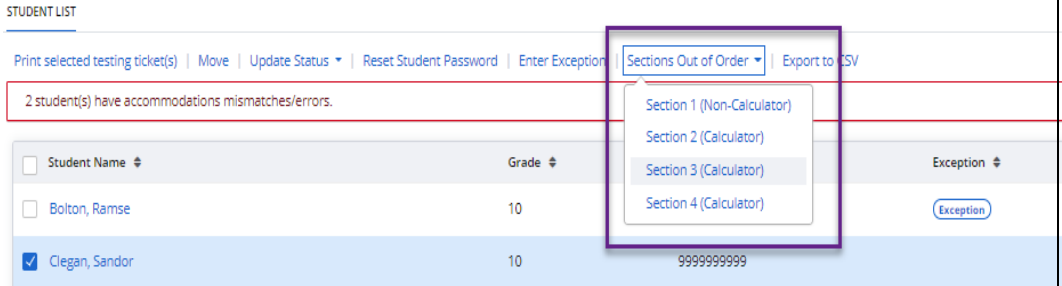
Purpose: The purpose of this document is to outline the steps that will need to be completed by the Test Coordinator or designee (e.g., Teacher or Test Administrator) for make-up testing. Frequently Asked Questions on make-up testing and out-of-order testing can be found on the final page of this document.

| Tasks Prior to School Administration Begins | |
|--|----------------------|
| Tasks | Reference |
| Determine make-up testing schedule. | |
| Determine whether students who do not participate in an original section (e.g., due to absence) will remain in the original test session in Pearson Access (Option 1) or if a student needs to be moved to a new session (Option 2). | Option 1 Option 2 |

Option 1

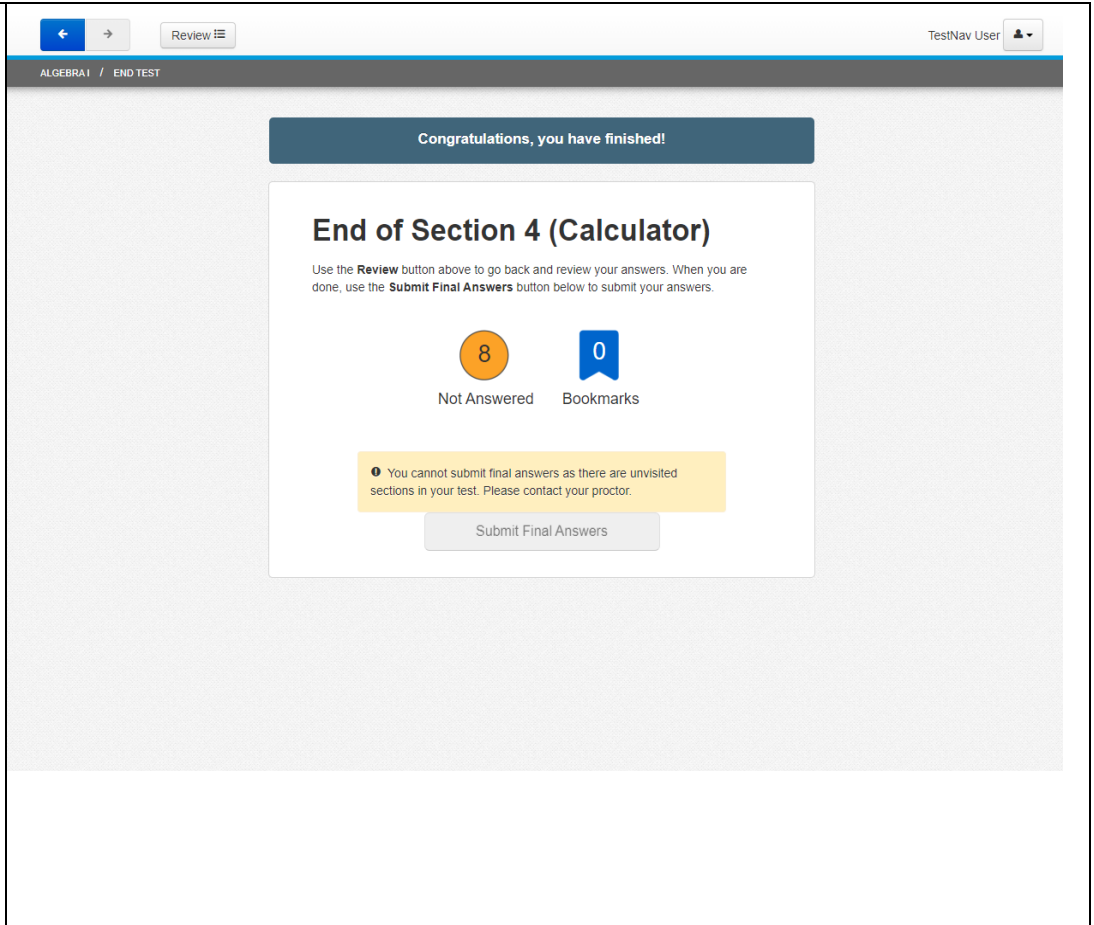
Use this option if your school/LSS prefers to keep make-up students in the original test session.

- ✓ The **benefits** to this option include the following:
 1. This option minimizes the number of test sessions open at one time
 2. This option offers the ability to use the same seal codes
 3. This option does not require anyone to set up separate make-up test sessions

| Tasks | Screen Shot |
|---|---|
| <ol style="list-style-type: none"> 1. Test Coordinator or designee selects the student(s) in Pearson Access who need to test out-of-order. 2. Select “Sections Out of Order” <ul style="list-style-type: none"> • Once you have selected the Section the student must log into this section 3. Select the appropriate Section the student will be testing 4. Provide the Seal Code for that Section 5. Resume the student(s) in Pearson Access, when applicable 6. Once the student has completed all sections the test should be marked complete |  <p>The screenshot shows the 'STUDENT LIST' interface. At the top, there are action buttons: 'Print selected testing ticket(s)', 'Move', 'Update Status', 'Reset Student Password', 'Enter Exception', 'Sections Out of Order', and 'Export to CSV'. A message states '2 student(s) have accommodations mismatches/errors.' Below this is a table with columns for 'Student Name', 'Grade', and 'Exception'. The student 'Clegan, Sandor' is selected with a checkmark. A dropdown menu is open over the 'Sections Out of Order' button, listing 'Section 1 (Non-Calculator)', 'Section 2 (Calculator)', 'Section 3 (Calculator)', and 'Section 4 (Calculator)'.</p> |

NOTE: The student will not be allowed to submit their responses for Section 4 since they have not submitted responses for previous sections

See the screenshot of the screen the student will see in Section 4 if other sections have not been “submitted”



Option 2

Use this option if your school/LSS prefers to move make-up students into separate and distinct test sessions if they are unable to test with peers on the originally scheduled day/time for Section 1.

- ✓ The **benefits** to this option include the following:
 1. This option offers the ability to track students more easily through Pearson Access who require make-up testing
- ✓ The potential **drawbacks** to this option include the following:
 1. There will be additional test sessions to monitor
 2. If students will be completing the remaining sections with their original testing group, the Test Administrator will have multiple test sessions open in one room (i.e., the original test session and the make-up test session)
 3. Though the student will keep the same username and password for TestNav, a different Seal Code will be assigned.

Tasks

1. Test Coordinator creates a new “Make-Up” session in Pearson Access
2. Test Coordinator selects students who need to be moved to new session(s) and clicks Move

Reference

Session Info [Ⓢ]

Session: Algebra I Library - Pennington Last updated 2/15/2021 4:30 PM

Section Progress

Session Status

Total Tests: 2

2 Ready

STUDENT LIST

Print selected testing ticket(s) | Remove | **Move** | Update Status ▾ | Reset Student Password | Enter Exception | Sections Out of Order ▾ |

Export to CSV

| <input type="checkbox"/> | Student Name [Ⓢ] | Grade [Ⓢ] | SSID [Ⓢ] | Exception [Ⓢ] |
|-------------------------------------|---------------------------|--------------------|-------------------|------------------------|
| <input checked="" type="checkbox"/> | Arial, Akiak | 6 | [REDACTED] | |
| <input type="checkbox"/> | Boone, Aniak | 6 | [REDACTED] | |

30 ▾ items per page < >

3. Test Coordinator selects the “Make-Up” session for student(s) and clicks Move
4. Test Coordinator provides printed testing tickets to Test Administrator, which will include new Seal Codes for the new session

Move Students

Move Students to Session

Algebra I Library - Make-Up Testers ▾

Cancel

Move

Frequently Asked Questions:

- 1. Do I need to move the student into a new “make-up” test session if he or she is absent on the day of testing?**
No. This is not required.
- 2. Will students see any difference in TestNav if they test out-of-order?** Yes. The student will not be allowed to submit their final section in TestNav since they have other sections that have not been submitted. Pearson recommends once the student has completed all sections that the LAC or STC mark the test complete.
- 3. If all students in an ELA/L session have not finished testing, can the Mathematics session still start as planned? For example, 29 of Mrs. Smith’s 30 students finished all three sections of ELA/L on Wednesday. Can she still start her Mathematics session on Thursday?** Yes. Schools and LACs have discretion in scheduling content areas and do not have to administer any one content area first before administering the other. Schools/LACs may also alternate content areas (e.g., administer Section 1 of ELA/L, then Section 1 of Mathematics, then Section 2 of ELA/L).
- 4. If a student needs a make-up session for ELA/L and Mathematics, does one content area need to be completed before the student can be moved into a make-up test session in the other content area?** No. Since ELA/L and Mathematics are treated as separate and distinct test sessions, each section within each test session (subject) can be administered out-of-order at any time for make-up testing.
- 5. If a student skips a section and completes the final section prior to the make-up of the missed section, will the “Submit Final Answers” button be available?** No. The “Submit Final Answers” button will be greyed out at the end of the final section if a student has not yet submitted previous sections.
- 6. May students from different grades complete make-up test sessions in the same room, even if they cannot be combined into one test session in Pearson Access?** Yes, if the sections have the same section testing time and use the same administration script, they may be tested in one room. Keep in mind that these students technically be in separate Pearson Access test sessions, and Test Administrators will have to ensure the students get the correct student testing ticket for their test session.
- 7. May students from different grades be combined into one test session on Pearson Access?** No. Unless students were in the same original Pearson Access test session, they cannot be combined into a separate make-up test session.
- 8. If my student leaves unexpectedly and I want them to continue testing with their group can they return to the section they already logged into?** Yes. For example, if a student started Section 1 and left unexpectedly, they will be able to come back to this section after finishing their other sections. At the end of section 4 if the student has not yet “Submitted Answers” for all of their previous sections it will not allow them to “Submit Final Answers.”