

Managing Test Sessions

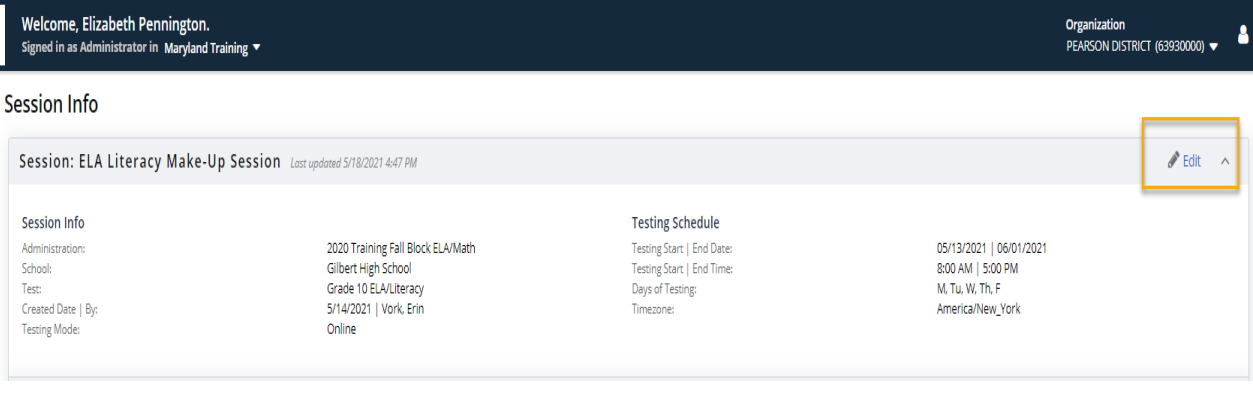
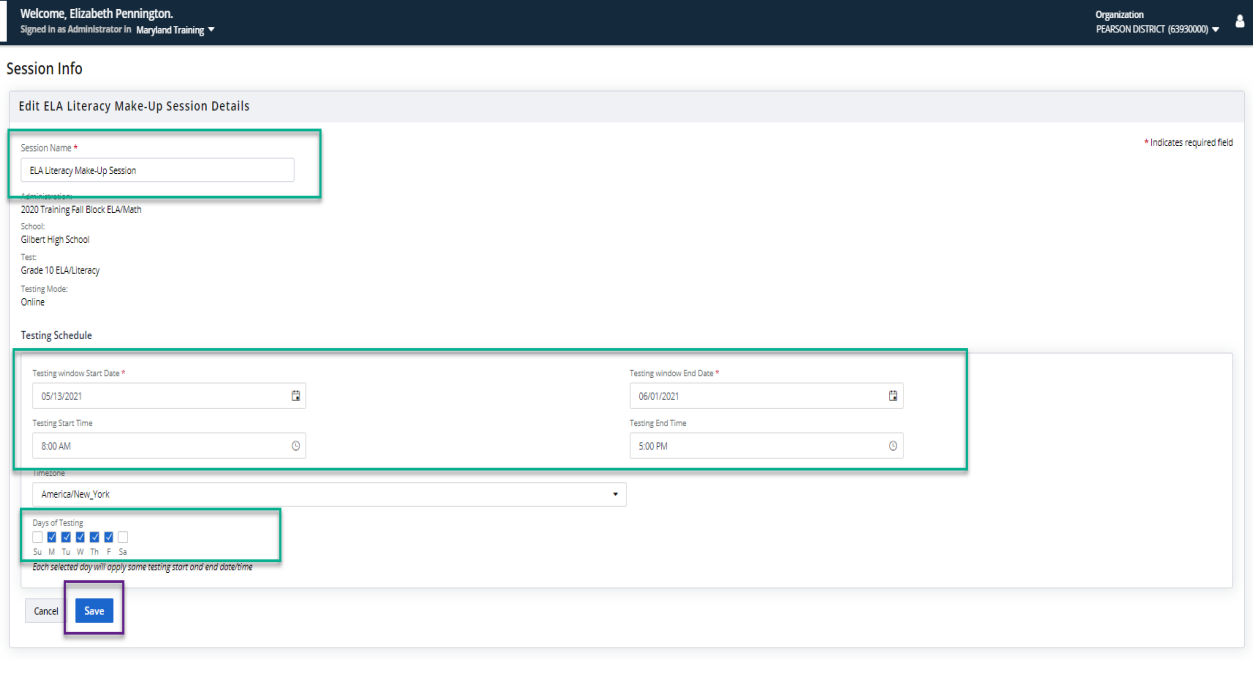
Note: For more information about test sessions Test Coordinators should reference the [Pearson Access Online User Guide](#).

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:

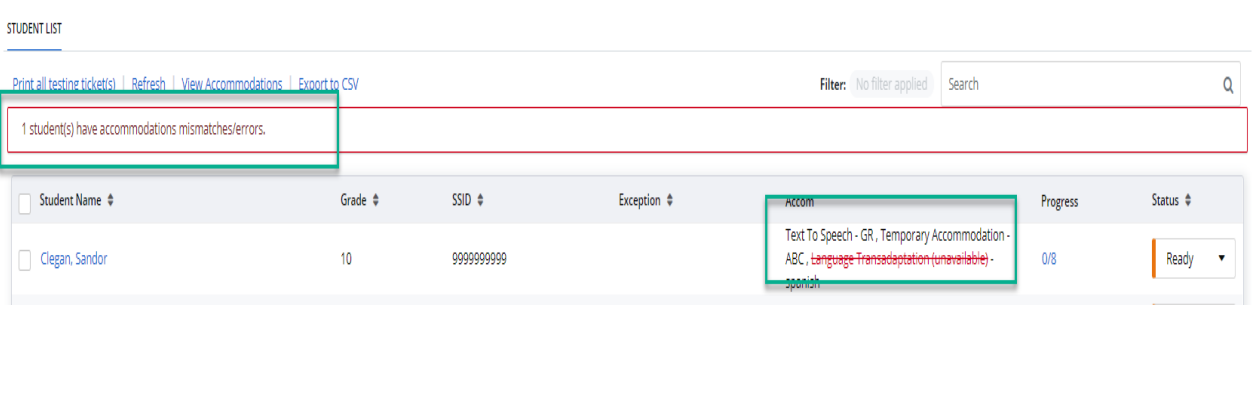
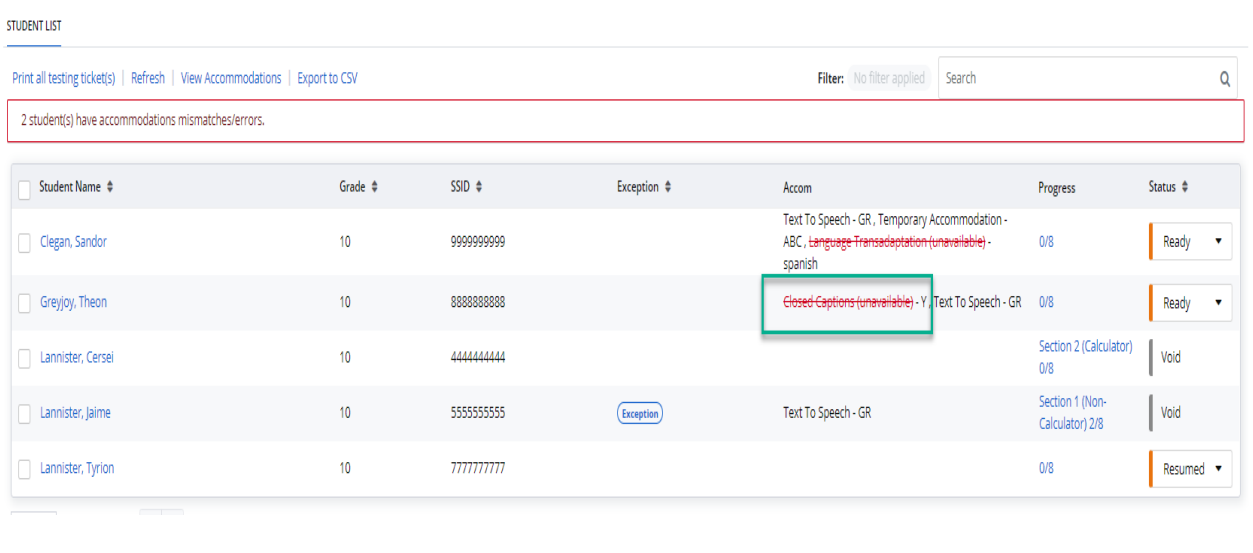
- Test Sessions
 - Edit Session Start/End Date or Time
 - Accommodation Errors in a Session
 - Printing Testing Tickets for All Students in a Session
 - Printing Testing Tickets for Individual Students or a Select Group of Students in a Session
 - Accessing Seal Codes
 - Accessing Proctor Testing Tickets 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.

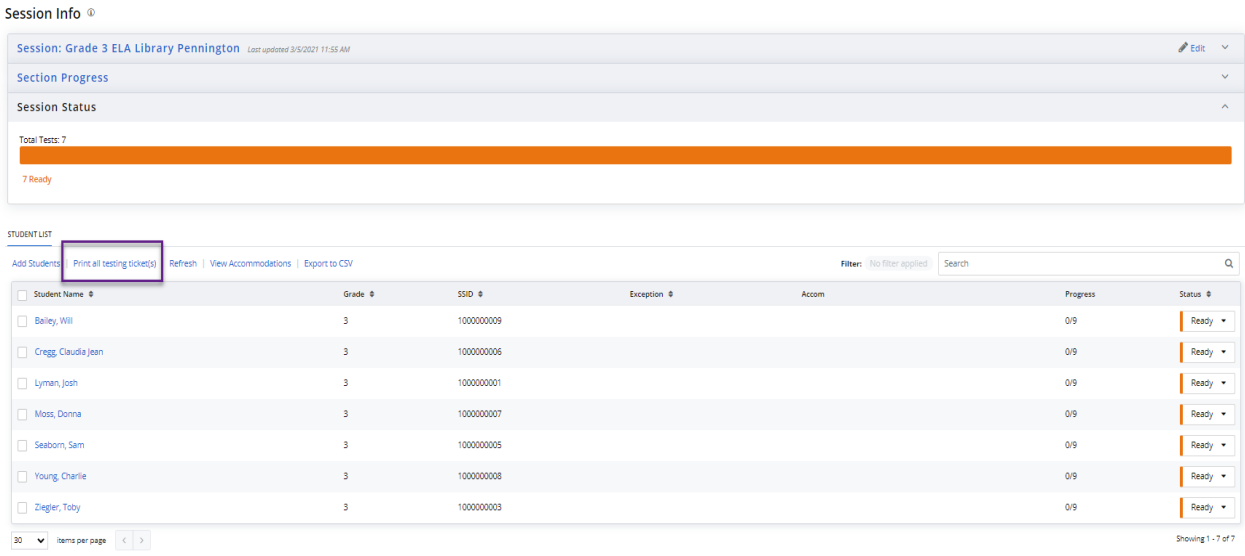
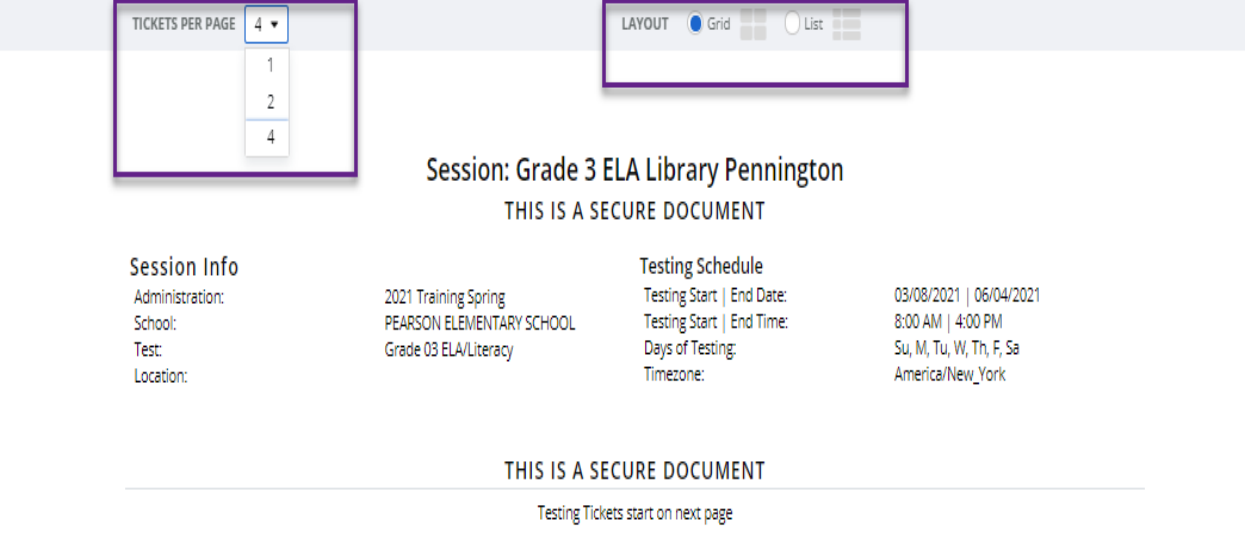
Edit Session Start/End Date or Time

Steps	Screen Shot												
<ul style="list-style-type: none"> 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 	 <p>Welcome, Elizabeth Pennington. Signed in as Administrator in Maryland Training. Organization: PEARSON DISTRICT (63930000)</p> <p>Session Info</p> <p>Session: ELA Literacy Make-Up Session <small>Last updated 5/18/2021 4:47 PM</small></p> <table border="1"> <thead> <tr> <th>Session Info</th> <th>Testing Schedule</th> </tr> </thead> <tbody> <tr> <td>Administration: 2020 Training Fall Block ELA/Math</td> <td>Testing Start End Date: 05/13/2021 06/01/2021</td> </tr> <tr> <td>School: Gilbert High School</td> <td>Testing Start End Time: 8:00 AM 5:00 PM</td> </tr> <tr> <td>Test: Grade 10 ELA/Literacy</td> <td>Days of Testing: M, Tu, W, Th, F</td> </tr> <tr> <td>Created Date By: 5/14/2021 Vork, Erin</td> <td>Timezone: America/New_York</td> </tr> <tr> <td>Testing Mode: Online</td> <td></td> </tr> </tbody> </table>	Session Info	Testing Schedule	Administration: 2020 Training Fall Block ELA/Math	Testing Start End Date: 05/13/2021 06/01/2021	School: Gilbert High School	Testing Start End Time: 8:00 AM 5:00 PM	Test: Grade 10 ELA/Literacy	Days of Testing: M, Tu, W, Th, F	Created Date By: 5/14/2021 Vork, Erin	Timezone: America/New_York	Testing Mode: Online	
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<ul style="list-style-type: none"> You will be allowed to edit the following: <ul style="list-style-type: none"> Session Name Testing window Start Date Testing window End Date Testing Start Time Testing End Time Days of Testing Click “Save” 	 <p>Welcome, Elizabeth Pennington. Signed in as Administrator in Maryland Training. Organization: PEARSON DISTRICT (63930000)</p> <p>Session Info</p> <p>Edit ELA Literacy Make-Up Session Details</p> <p>Session Name * ELA Literacy Make-Up Session</p> <p>Administration: 2020 Training Fall Block ELA/Math School: Gilbert High School Test: Grade 10 ELA/Literacy Testing Mode: Online</p> <p>Testing Schedule</p> <p>Testing window Start Date * 05/13/2021</p> <p>Testing window End Date * 06/01/2021</p> <p>Testing Start Time 8:00 AM</p> <p>Testing End Time 5:00 PM</p> <p>Timezone: America/New_York</p> <p>Days of Testing <input type="checkbox"/> Su <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Tu <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa </p> <p>Each selected day will apply same testing start and end date/time</p> <p>Cancel Save</p>												

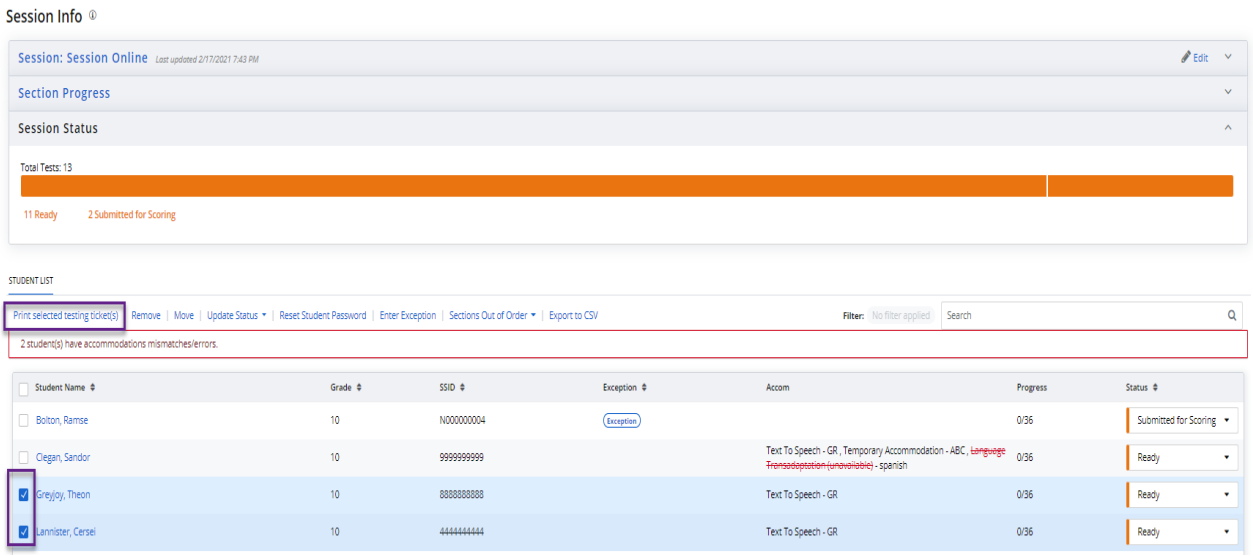
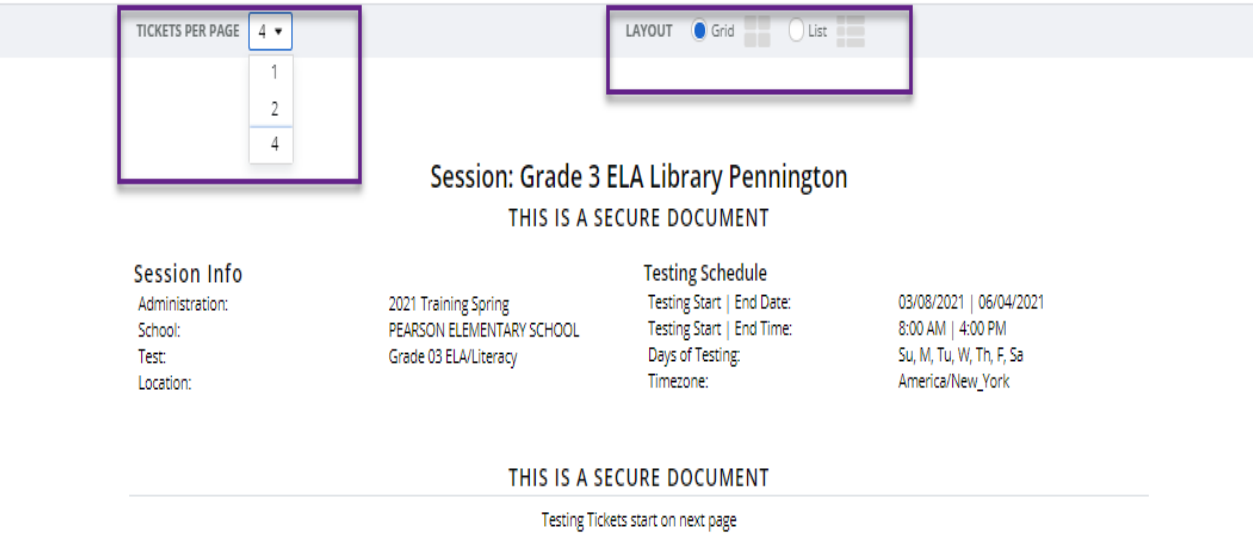
Accommodation Errors in a Session

Steps	Screen Shot
<ul style="list-style-type: none"> 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 	 <p>The screenshot shows the 'STUDENT LIST' interface. At the top, there are links for 'Print all testing ticket(s)', 'Refresh', 'View Accommodations', and 'Export to CSV'. A filter is set to 'No filter applied' and a search bar is present. A red box highlights a message: '1 student(s) have accommodations mismatches/errors.' Below this is a table with columns: Student Name, Grade, SSID, Exception, Accom, Progress, and Status. One student, Clegan, Sandor, is listed with Grade 10 and SSID 999999999. The 'Accom' column shows 'Text To Speech - GR, Temporary Accommodation - ABC, Language Transadaptation (unavailable) - spanish'. The 'Progress' is 0/8 and the 'Status' is 'Ready'.</p>
<ul style="list-style-type: none"> 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 	 <p>The screenshot shows the 'STUDENT LIST' interface. At the top, there are links for 'Print all testing ticket(s)', 'Refresh', 'View Accommodations', and 'Export to CSV'. A filter is set to 'No filter applied' and a search bar is present. A red box highlights a message: '2 student(s) have accommodations mismatches/errors.' Below this is a table with columns: Student Name, Grade, SSID, Exception, Accom, Progress, and Status. Two students are listed: Clegan, Sandor and Greyjoy, Theon. Clegan, Sandor has Grade 10, SSID 999999999, and 'Text To Speech - GR, Temporary Accommodation - ABC, Language Transadaptation (unavailable) - spanish'. Greyjoy, Theon has Grade 10, SSID 888888888, and 'Closed-Captions (unavailable) - Y, Text To Speech - GR'. The 'Progress' for both is 0/8 and the 'Status' is 'Ready'. Other students listed include Lannister, Cersei (Grade 10, SSID 444444444, Section 2 (Calculator) 0/8, Void), Lannister, Jaime (Grade 10, SSID 555555555, Exception, Text To Speech - GR, Section 1 (Non-Calculator) 2/8, Void), and Lannister, Tyrion (Grade 10, SSID 777777777, 0/8, Resumed).</p>

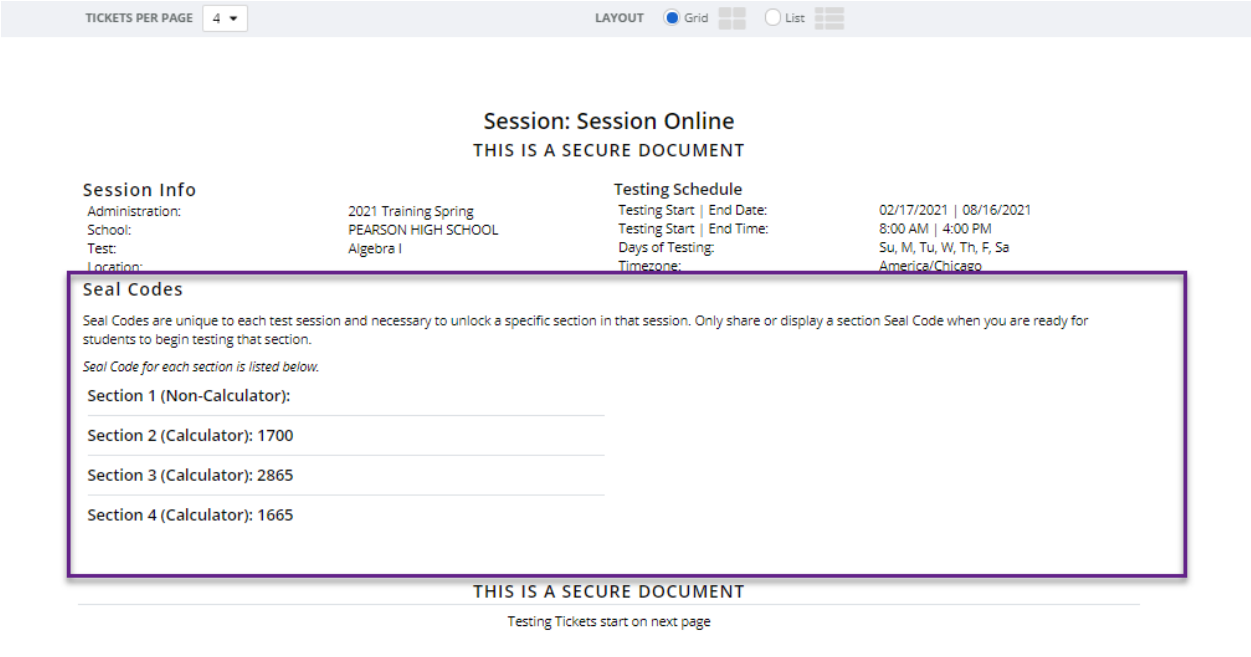
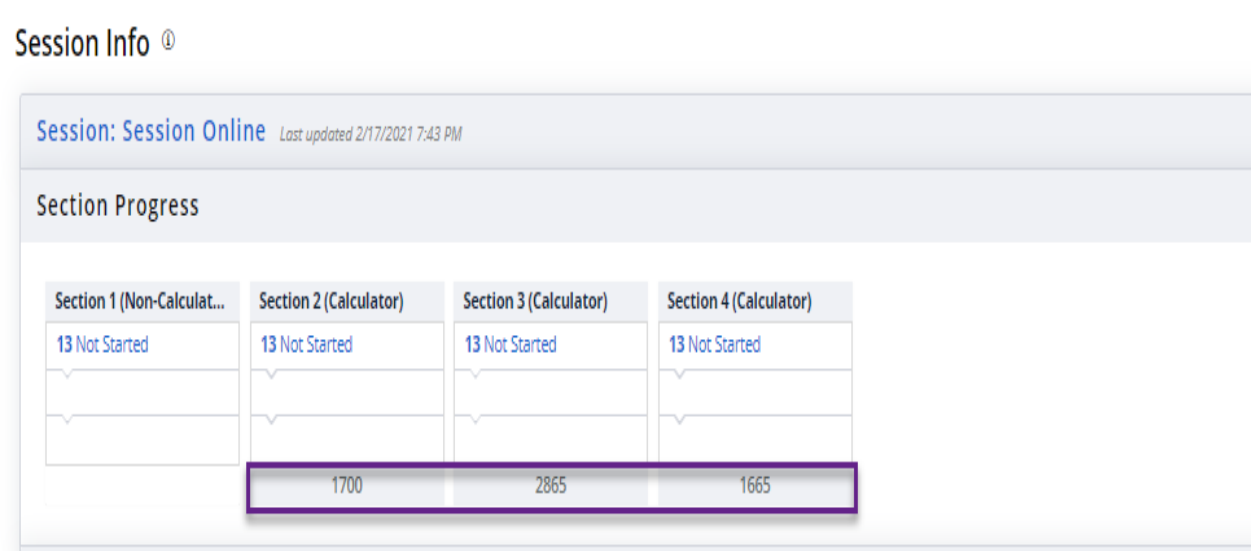
Printing Testing Tickets for All Students in a Session

Steps	Screen Shot																																																								
<ul style="list-style-type: none"> 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 	 <p>Session Info [Ⓜ]</p> <p>Session: Grade 3 ELA Library Pennington <small>Last updated 3/5/2021 11:55 AM</small> Edit</p> <p>Section Progress</p> <p>Session Status</p> <p>Total Tests: 7</p> <p>7 Ready</p> <p>STUDENT LIST</p> <p>Add Students Print all testing ticket(s) Refresh View Accommodations Export to CSV</p> <p>Filter: No filter applied Search</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Grade</th> <th>SSID</th> <th>Exception</th> <th>Accom</th> <th>Progress</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Bailey, Will</td> <td>3</td> <td>1000000009</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td><input type="checkbox"/> Clegg, Claudia Jean</td> <td>3</td> <td>1000000006</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td><input type="checkbox"/> Lyman, Josh</td> <td>3</td> <td>1000000001</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td><input type="checkbox"/> Moss, Donna</td> <td>3</td> <td>1000000007</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td><input type="checkbox"/> Seaborn, Sam</td> <td>3</td> <td>1000000005</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td><input type="checkbox"/> Young, Charlie</td> <td>3</td> <td>1000000008</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td><input type="checkbox"/> Ziegler, Toby</td> <td>3</td> <td>1000000003</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> </tbody> </table> <p>30 Items per page</p>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	<input type="checkbox"/> Bailey, Will	3	1000000009			0/9	Ready	<input type="checkbox"/> Clegg, Claudia Jean	3	1000000006			0/9	Ready	<input type="checkbox"/> Lyman, Josh	3	1000000001			0/9	Ready	<input type="checkbox"/> Moss, Donna	3	1000000007			0/9	Ready	<input type="checkbox"/> Seaborn, Sam	3	1000000005			0/9	Ready	<input type="checkbox"/> Young, Charlie	3	1000000008			0/9	Ready	<input type="checkbox"/> Ziegler, Toby	3	1000000003			0/9	Ready
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Printing Testing Tickets for Individual Students or a Specific Group of Students in a Session

Steps	Screen Shot																																			
<ul style="list-style-type: none"> • 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)” 	 <p>The screenshot shows the 'Session Info' page for 'Session: Session Online'. It includes a progress bar for 'Total Tests: 13' with 11 ready and 2 submitted for scoring. Below is a 'STUDENT LIST' table with columns for Student Name, Grade, SSID, Exception, Accommodation, Progress, and Status. Three students are listed: Bolton, Ramse; Clegan, Sandor; and Greyjoy, Theon. The 'Print selected testing ticket(s)' button is highlighted in the top toolbar.</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Grade</th> <th>SSID</th> <th>Exception</th> <th>Accom</th> <th>Progress</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Bolton, Ramse</td> <td>10</td> <td>N00000004</td> <td>Exception</td> <td></td> <td>0/36</td> <td>Submitted for Scoring</td> </tr> <tr> <td>Clegan, Sandor</td> <td>10</td> <td>999999999</td> <td></td> <td>Text To Speech - GR, Temporary Accommodation - ABC, Language Accommodation (unavailable) - spanish</td> <td>0/36</td> <td>Ready</td> </tr> <tr> <td>Greyjoy, Theon</td> <td>10</td> <td>888888888</td> <td></td> <td>Text To Speech - GR</td> <td>0/36</td> <td>Ready</td> </tr> <tr> <td>Lannister, Cersai</td> <td>10</td> <td>444444444</td> <td></td> <td>Text To Speech - GR</td> <td>0/36</td> <td>Ready</td> </tr> </tbody> </table>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	Bolton, Ramse	10	N00000004	Exception		0/36	Submitted for Scoring	Clegan, Sandor	10	999999999		Text To Speech - GR, Temporary Accommodation - ABC, Language Accommodation (unavailable) - spanish	0/36	Ready	Greyjoy, Theon	10	888888888		Text To Speech - GR	0/36	Ready	Lannister, Cersai	10	444444444		Text To Speech - GR	0/36	Ready
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<ul style="list-style-type: none"> • 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 	 <p>The screenshot shows the 'Session: Grade 3 ELA Library Pennington' page. It features a 'TICKETS PER PAGE' dropdown menu set to 4, and a 'LAYOUT' section with radio buttons for 'Grid' (selected) and 'List'. The page contains session information and a testing schedule.</p> <p>Session Info</p> <table border="0"> <tr> <td>Administration:</td> <td>2021 Training Spring</td> <td>Testing Schedule</td> <td>Testing Start End Date:</td> <td>03/08/2021 06/04/2021</td> </tr> <tr> <td>School:</td> <td>PEARSON ELEMENTARY SCHOOL</td> <td>Testing Start End Time:</td> <td>8:00 AM 4:00 PM</td> <td></td> </tr> <tr> <td>Test:</td> <td>Grade 03 ELA/Literacy</td> <td>Days of Testing:</td> <td>Su, M, Tu, W, Th, F, Sa</td> <td></td> </tr> <tr> <td>Location:</td> <td></td> <td>Timezone:</td> <td>America/New_York</td> <td></td> </tr> </table> <p>THIS IS A SECURE DOCUMENT</p> <p>Testing Tickets start on next page</p>	Administration:	2021 Training Spring	Testing Schedule	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																
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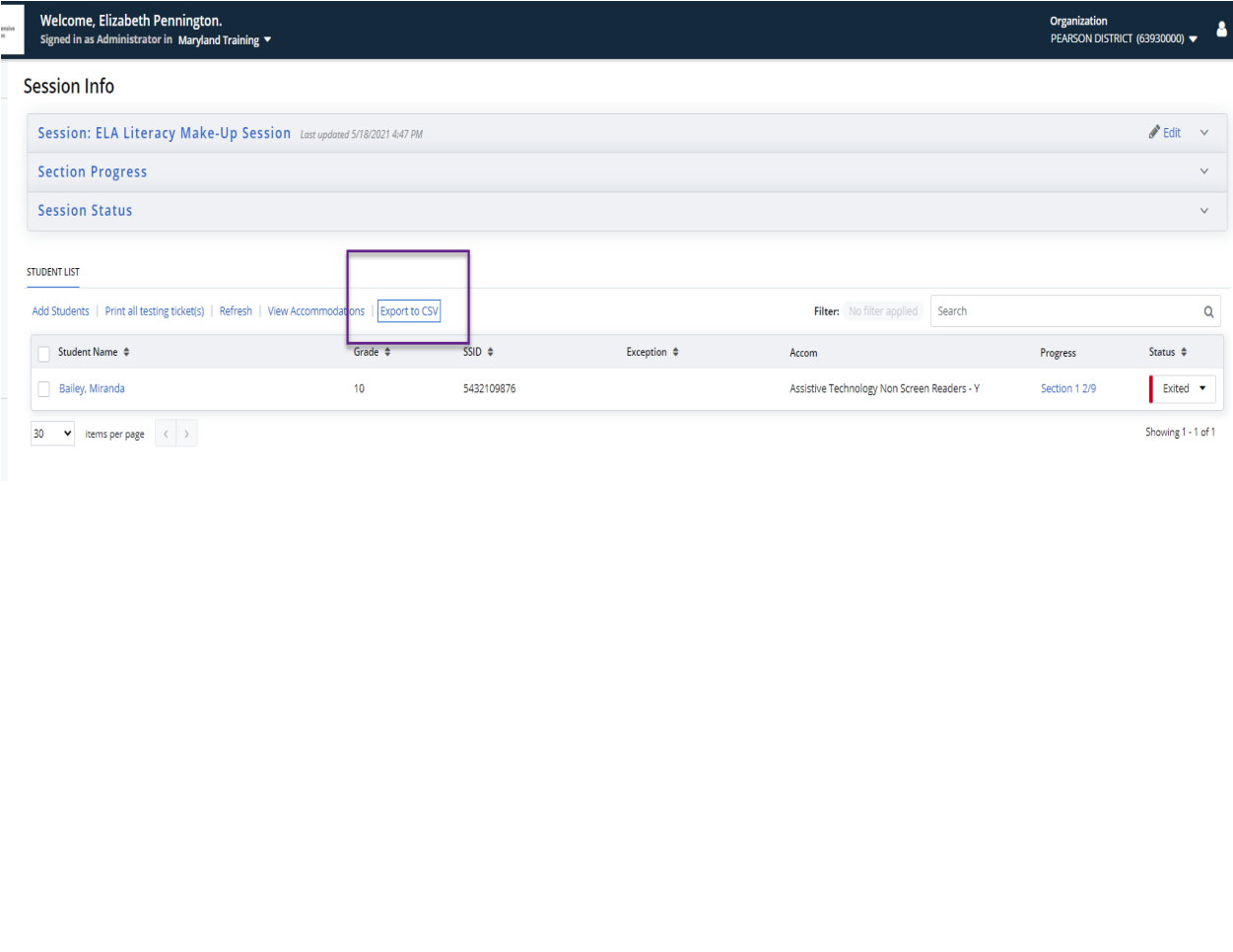
Accessing Seal Codes

Steps	Screen Shot												
<ul style="list-style-type: none"> 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 	 <p>The screenshot shows a web interface for a test session. At the top, it says 'Session: Session Online' and 'THIS IS A SECURE DOCUMENT'. Below this, there are two columns of information: 'Session Info' and 'Testing Schedule'. The 'Seal Codes' section is highlighted with a red box and contains the following text:</p> <p>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.</p> <p>Seal Code for each section is listed below.</p> <p>Section 1 (Non-Calculator): _____</p> <p>Section 2 (Calculator): 1700</p> <p>Section 3 (Calculator): 2865</p> <p>Section 4 (Calculator): 1665</p> <p>At the bottom of the screenshot, it says 'THIS IS A SECURE DOCUMENT' and 'Testing Tickets start on next page'.</p>												
<ul style="list-style-type: none"> Seal Codes are also available to view on the Section Progress Page 	 <p>The screenshot shows the 'Section Progress' page for 'Session: Session Online'. It displays a table with four columns representing different sections. The status for each section is '13 Not Started'. The 'Seal Codes' for Sections 2, 3, and 4 are highlighted with a red box:</p> <table border="1"> <thead> <tr> <th>Section 1 (Non-Calculator)</th> <th>Section 2 (Calculator)</th> <th>Section 3 (Calculator)</th> <th>Section 4 (Calculator)</th> </tr> </thead> <tbody> <tr> <td>13 Not Started</td> <td>13 Not Started</td> <td>13 Not Started</td> <td>13 Not Started</td> </tr> <tr> <td></td> <td>1700</td> <td>2865</td> <td>1665</td> </tr> </tbody> </table>	Section 1 (Non-Calculator)	Section 2 (Calculator)	Section 3 (Calculator)	Section 4 (Calculator)	13 Not Started	13 Not Started	13 Not Started	13 Not Started		1700	2865	1665
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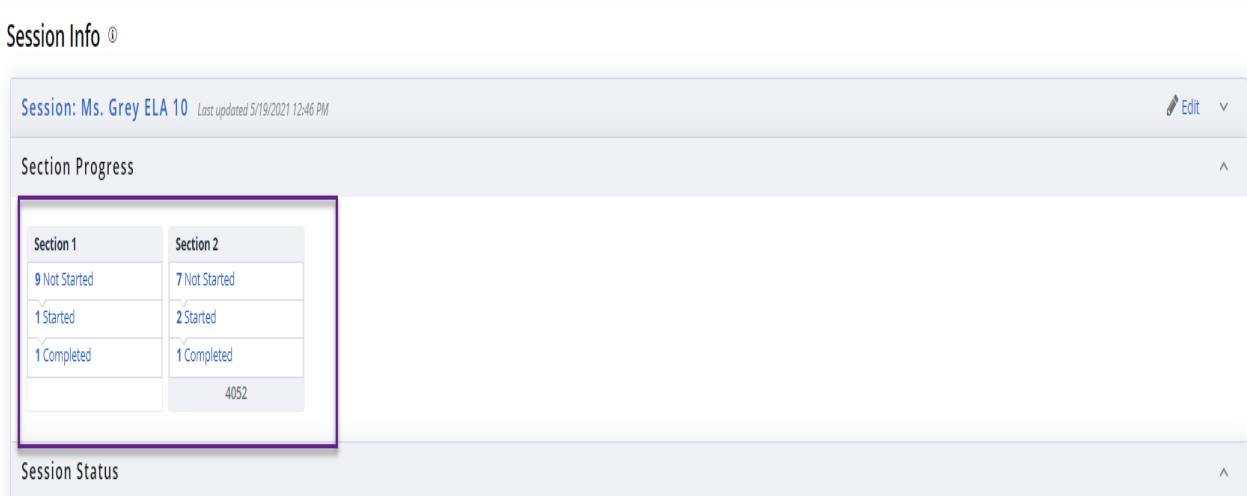
Accessing Proctor Testing Tickets for Human Read Aloud or Human Signer

Steps	Screen Shot
<ul style="list-style-type: none"> 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 	<p>The screenshot displays the 'Accommodations' page in a testing interface. At the top, it shows 'Total Tests: 13' with '10 Ready' and '1 Exited' indicators. A 'STUDENT LIST' sidebar on the left contains a list of student names with checkboxes. The main content area is titled 'Accommodations Needed' and lists: '5 Text To Speech', '1 Closed Captions', '1 Temporary Accommodation', '1 Human Read Aloud', and '1 Language Transadaptation'. A modal window titled 'Human Read Aloud Log In' is open, containing a login form with the following fields: 'Select Maryland in the application.', 'TextNav Username: 594747114', 'TextNav Password: 072540', and 'For Students: Targaryen, Daenerys' with an 'ID' field containing '666666666'. Below the modal is a table titled 'Students Accommodations' with columns for Student Name, SSID, and Accommodations. The table lists several students and their respective accommodations, such as 'Clegan, Sandor' with 'Text To Speech - GR, Temporary Accommodation - ABC, Language Transadaptation (unavailable) - spanish' and 'Targaryen, Daenerys' with 'Human Read Aloud - Y'. On the right side of the screenshot, a 'Progress' table shows the status of various test sections, including 'Section 4 (Calculator) 0:36' which is 'Exited'.</p>

Export to CSV – Session Student Roster

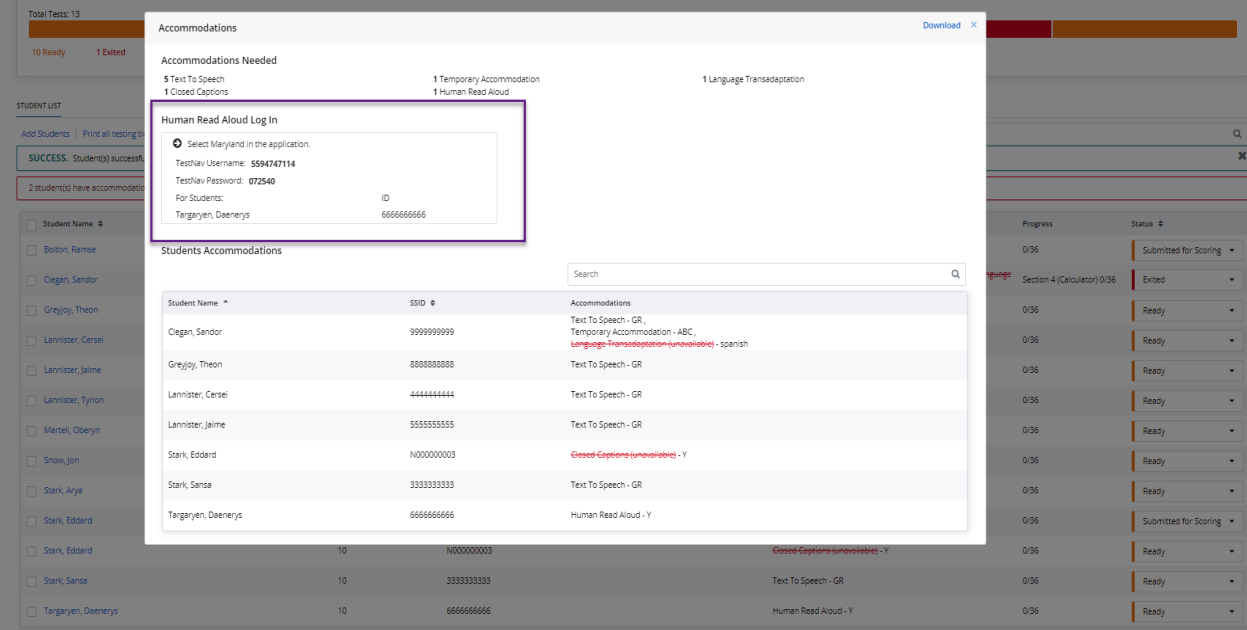
Steps	Screen Shot														
<ul style="list-style-type: none">• A downloadable Student List is available by clicking “Export to CSV”• The file will open as an Excel sheet• Field values include:<ul style="list-style-type: none">○ Test Session Name○ Student Name○ Grade○ SASID○ TestNav Username○ TestNav Password○ Progress○ Status○ Form Code○ Test Code	 <p>The screenshot shows the user interface for a session. At the top, it says "Welcome, Elizabeth Pennington. Signed in as Administrator in Maryland Training". The organization is "PEARSON DISTRICT (63930000)". Below this is the "Session Info" section with "Session: ELA Literacy Make-Up Session" and "Section Progress" and "Session Status" dropdowns. The "STUDENT LIST" section has a table with columns: Student Name, Grade, SSID, Exception, Accom, Progress, and Status. A red box highlights the "Export to CSV" button. The table contains one row for "Bailey, Miranda" with Grade 10, SSID 5432109876, and Status "Exited".</p> <table border="1"><thead><tr><th>Student Name</th><th>Grade</th><th>SSID</th><th>Exception</th><th>Accom</th><th>Progress</th><th>Status</th></tr></thead><tbody><tr><td>Bailey, Miranda</td><td>10</td><td>5432109876</td><td></td><td>Assistive Technology Non Screen Readers - Y</td><td>Section 1 2/9</td><td>Exited</td></tr></tbody></table>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	Bailey, Miranda	10	5432109876		Assistive Technology Non Screen Readers - Y	Section 1 2/9	Exited
Student Name	Grade	SSID	Exception	Accom	Progress	Status									
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Section Progress

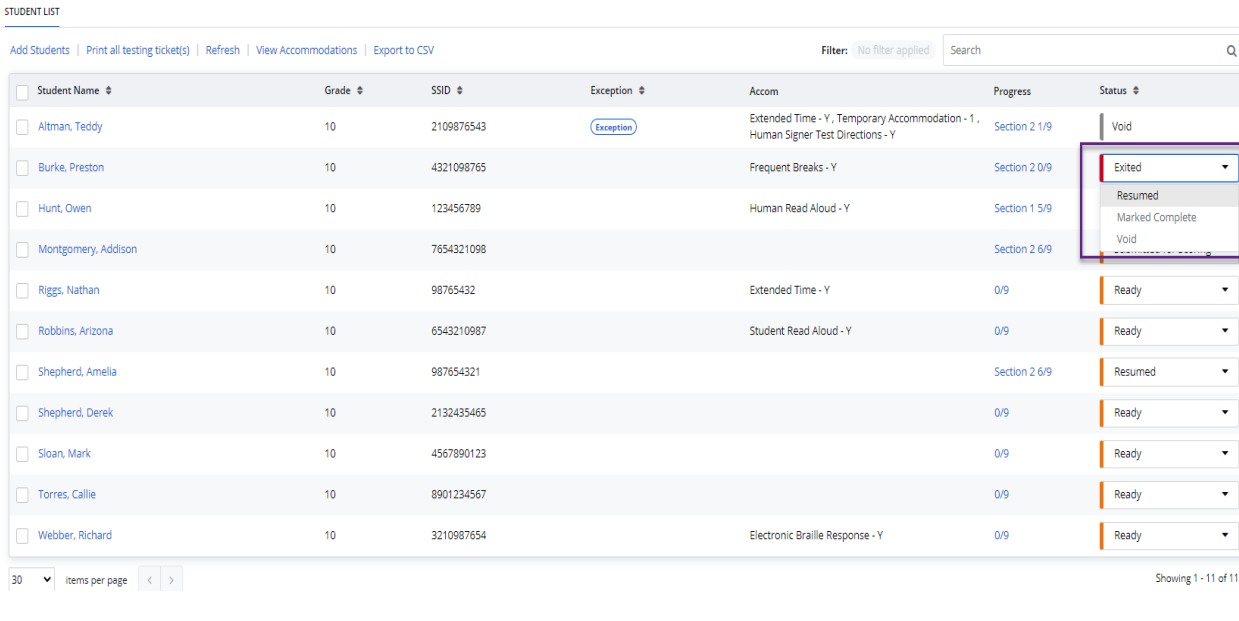
Steps	Screen Shot										
<ul style="list-style-type: none">• Each card within Section Progress contains the specific section number and whether the section is Not Started, Started, or Completed for each student who is in the session• When at least one student has begun testing the section appears 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	 <p>The screenshot displays the 'Section Progress' interface for a session titled 'Ms. Grey ELA 10'. It features a 'Section Progress' tab with a table showing the status of two sections. A red box highlights the table content.</p> <table border="1"><thead><tr><th>Section 1</th><th>Section 2</th></tr></thead><tbody><tr><td>9 Not Started</td><td>7 Not Started</td></tr><tr><td>1 Started</td><td>2 Started</td></tr><tr><td>1 Completed</td><td>1 Completed</td></tr><tr><td></td><td>4052</td></tr></tbody></table>	Section 1	Section 2	9 Not Started	7 Not Started	1 Started	2 Started	1 Completed	1 Completed		4052
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Session Status

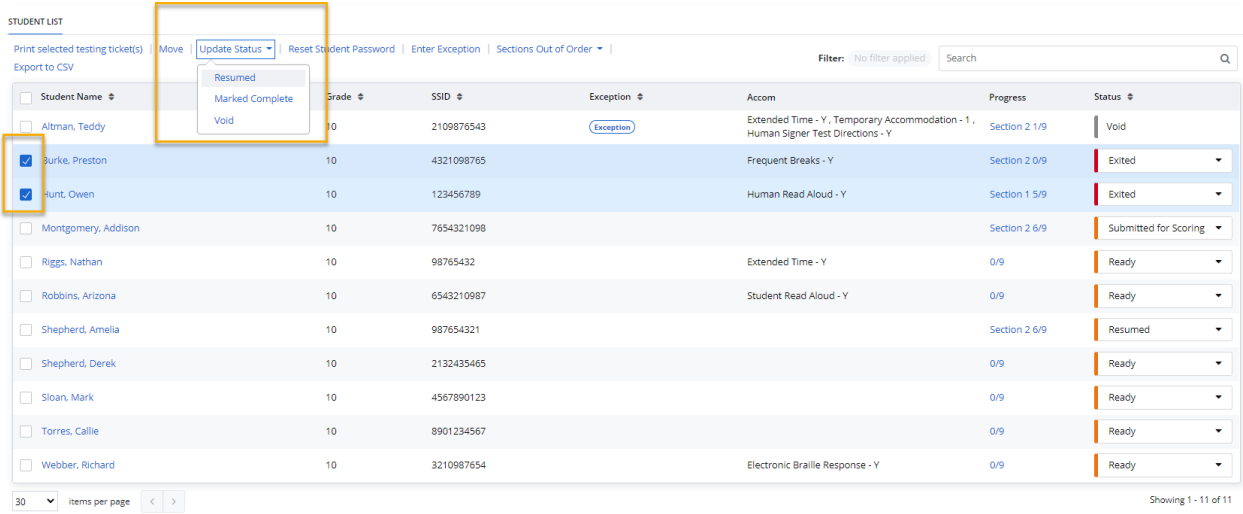
- A user can click the Session Status to view the number of students in a session and their statuses
- A user can click the status to filter the student list by status

Steps	Screen Shot																								
	 <p>The screenshot displays the 'Session Status' interface. At the top, it shows 'Total Tests: 13' with a breakdown of '10 Ready' and '1 Exited'. Below this, there are buttons for 'Add Students' and 'Print all testing s...', and a success message: 'SUCCESS: Student(s) successf...'. A notification indicates '2 student(s) have accommodat...'. On the left, a 'STUDENT LIST' is visible with checkboxes for various student names.</p> <p>The main content area features a modal window titled 'Accommodations' with a 'Download' button. Inside the modal, there is a section for 'Accommodations Needed' showing counts for '5 Text To Speech', '1 Closed Captions', '1 Temporary Accommodation', and '1 Human Read Aloud'. Below this is a 'Human Read Aloud Log In' form with a dropdown to 'Select Maryland in the application', a 'TextNav Username: 5594747114', a 'TextNav Password: 072540', and a table for 'For Students:' with columns for 'ID' and 'Name'. The table contains one entry: ID '666666666' for 'Targaryen, Daenerys'.</p> <p>Below the modal is a 'Students Accommodations' table with a search bar. The table has columns for 'Student Name', 'SSID', and 'Accommodations'. The data rows are as follows:</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>SSID</th> <th>Accommodations</th> </tr> </thead> <tbody> <tr> <td>Clegan, Sandor</td> <td>9999999999</td> <td>Text To Speech - GR, Temporary Accommodation - ABC, Language Transadaptation (unavailable) - spanish</td> </tr> <tr> <td>Greyjoy, Theon</td> <td>8888888888</td> <td>Text To Speech - GR</td> </tr> <tr> <td>Lannister, Cersei</td> <td>4444444444</td> <td>Text To Speech - GR</td> </tr> <tr> <td>Lannister, Jaime</td> <td>5555555555</td> <td>Text To Speech - GR</td> </tr> <tr> <td>Stark, Eddard</td> <td>1000000003</td> <td>Closed Captions (unavailable) - Y</td> </tr> <tr> <td>Stark, Sansa</td> <td>3333333333</td> <td>Text To Speech - GR</td> </tr> <tr> <td>Targaryen, Daenerys</td> <td>6666666666</td> <td>Human Read Aloud - Y</td> </tr> </tbody> </table> <p>At the bottom of the screen, a 'Progress' table is partially visible, showing columns for 'Progress' and 'Status' with various student names and their current test status.</p>	Student Name	SSID	Accommodations	Clegan, Sandor	9999999999	Text To Speech - GR, Temporary Accommodation - ABC, Language Transadaptation (unavailable) - spanish	Greyjoy, Theon	8888888888	Text To Speech - GR	Lannister, Cersei	4444444444	Text To Speech - GR	Lannister, Jaime	5555555555	Text To Speech - GR	Stark, Eddard	1000000003	Closed Captions (unavailable) - Y	Stark, Sansa	3333333333	Text To Speech - GR	Targaryen, Daenerys	6666666666	Human Read Aloud - Y
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Updating Student Status (Individual Students)

Steps	Screen Shot																																																																																				
<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ Resumed ○ Void ○ Marked Complete • Note: If a test needs to be voided an exception is required 	 <p>The screenshot shows a 'STUDENT LIST' table with columns: Student Name, Grade, SSID, Exception, Accom, Progress, and Status. A dropdown menu is open for the 'Status' column of the first row (Altman, Teddy), showing options: Exited, Resumed, Marked Complete, and Void. The 'Exception' column for this student contains a blue 'Exception' button. The table also includes a search bar, filter options, and pagination controls at the bottom.</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Grade</th> <th>SSID</th> <th>Exception</th> <th>Accom</th> <th>Progress</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Altman, Teddy</td> <td>10</td> <td>2109876543</td> <td>Exception</td> <td>Extended Time - Y, Temporary Accommodation - 1, Human Signer Test Directions - Y</td> <td>Section 2 1/9</td> <td>Void</td> </tr> <tr> <td>Burke, Preston</td> <td>10</td> <td>4321098765</td> <td></td> <td>Frequent Breaks - Y</td> <td>Section 2 0/9</td> <td></td> </tr> <tr> <td>Hunt, Owen</td> <td>10</td> <td>123456789</td> <td></td> <td>Human Read Aloud - Y</td> <td>Section 1 5/9</td> <td></td> </tr> <tr> <td>Montgomery, Addison</td> <td>10</td> <td>7654321098</td> <td></td> <td></td> <td>Section 2 6/9</td> <td></td> </tr> <tr> <td>Riggs, Nathan</td> <td>10</td> <td>98765432</td> <td></td> <td>Extended Time - Y</td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td>Robbins, Arizona</td> <td>10</td> <td>6543210987</td> <td></td> <td>Student Read Aloud - Y</td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td>Shepherd, Amella</td> <td>10</td> <td>987654321</td> <td></td> <td></td> <td>Section 2 6/9</td> <td>Resumed</td> </tr> <tr> <td>Shepherd, Derek</td> <td>10</td> <td>2132435465</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td>Sloan, Mark</td> <td>10</td> <td>4567890123</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td>Torres, Callie</td> <td>10</td> <td>8901234567</td> <td></td> <td></td> <td>0/9</td> <td>Ready</td> </tr> <tr> <td>Webber, Richard</td> <td>10</td> <td>3210987654</td> <td></td> <td>Electronic Braille Response - Y</td> <td>0/9</td> <td>Ready</td> </tr> </tbody> </table>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	Altman, Teddy	10	2109876543	Exception	Extended Time - Y, Temporary Accommodation - 1, Human Signer Test Directions - Y	Section 2 1/9	Void	Burke, Preston	10	4321098765		Frequent Breaks - Y	Section 2 0/9		Hunt, Owen	10	123456789		Human Read Aloud - Y	Section 1 5/9		Montgomery, Addison	10	7654321098			Section 2 6/9		Riggs, Nathan	10	98765432		Extended Time - Y	0/9	Ready	Robbins, Arizona	10	6543210987		Student Read Aloud - Y	0/9	Ready	Shepherd, Amella	10	987654321			Section 2 6/9	Resumed	Shepherd, Derek	10	2132435465			0/9	Ready	Sloan, Mark	10	4567890123			0/9	Ready	Torres, Callie	10	8901234567			0/9	Ready	Webber, Richard	10	3210987654		Electronic Braille Response - Y	0/9	Ready
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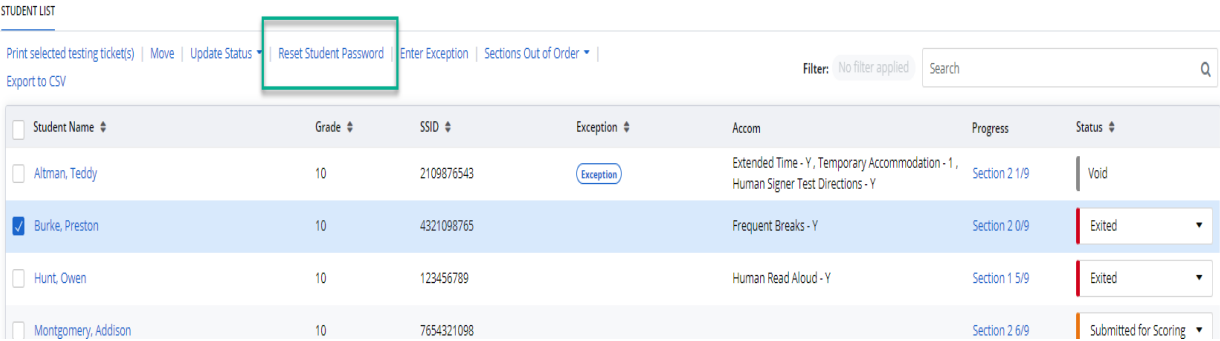
Updating Student Status (Group of Students)

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Student Progress Details

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Question 5	Not Visited	-	Not Answered	Section 2																																																																																	
Question 6	Not Visited	-	Not Answered	Section 2																																																																																	

Reset Student Password

Steps	Screen Shot																																			
<ul style="list-style-type: none">• 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”	 <p>The screenshot shows a 'STUDENT LIST' interface. At the top, there are several action buttons: 'Print selected testing ticket(s)', 'Move', 'Update Status', 'Reset Student Password' (highlighted with a green box), 'Enter Exception', and 'Sections Out of Order'. Below these buttons is a search bar with the text 'Filter: No filter applied' and a search icon. The main part of the interface is a table with the following columns: 'Student Name', 'Grade', 'SSID', 'Exception', 'Accom', 'Progress', and 'Status'. The table contains four rows of student data:</p> <table border="1"><thead><tr><th>Student Name</th><th>Grade</th><th>SSID</th><th>Exception</th><th>Accom</th><th>Progress</th><th>Status</th></tr></thead><tbody><tr><td>Altman, Teddy</td><td>10</td><td>2109876543</td><td>Exception</td><td>Extended Time - Y, Temporary Accommodation - 1, Human Signer Test Directions - Y</td><td>Section 2 1/9</td><td>Void</td></tr><tr><td>Burke, Preston</td><td>10</td><td>4321098765</td><td></td><td>Frequent Breaks - Y</td><td>Section 2 0/9</td><td>Exited</td></tr><tr><td>Hunt, Owen</td><td>10</td><td>123456789</td><td></td><td>Human Read Aloud - Y</td><td>Section 1 5/9</td><td>Exited</td></tr><tr><td>Montgomery, Addison</td><td>10</td><td>7654321098</td><td></td><td></td><td>Section 2 6/9</td><td>Submitted for Scoring</td></tr></tbody></table>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	Altman, Teddy	10	2109876543	Exception	Extended Time - Y, Temporary Accommodation - 1, Human Signer Test Directions - Y	Section 2 1/9	Void	Burke, Preston	10	4321098765		Frequent Breaks - Y	Section 2 0/9	Exited	Hunt, Owen	10	123456789		Human Read Aloud - Y	Section 1 5/9	Exited	Montgomery, Addison	10	7654321098			Section 2 6/9	Submitted for Scoring
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