

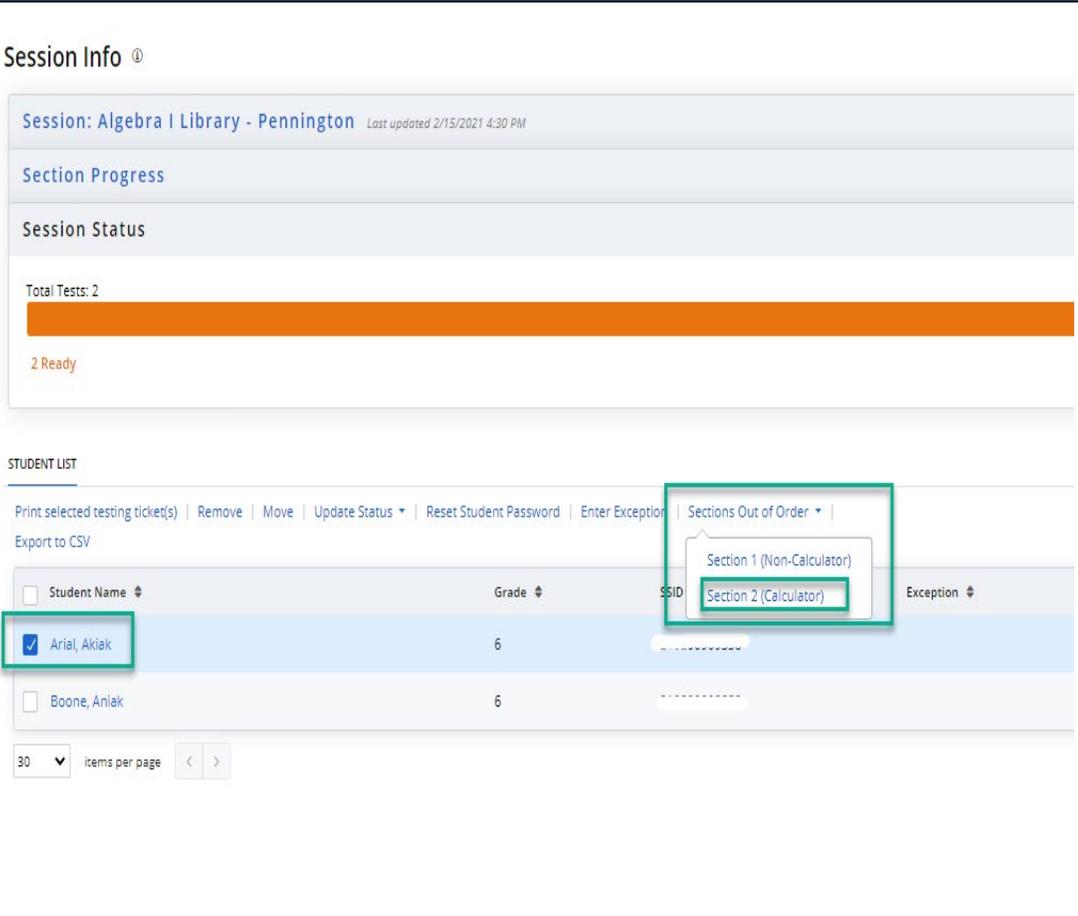
**Purpose:** The purpose of this document is to outline the steps that will need to be completed by the Test Coordinator or designee (e.g., Teacher or Test Administrator) for make-up testing. Frequently Asked Questions on make-up testing and out-of-order testing can be found on the final page of this 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"> <li>1. Test Coordinator or designee selects the student(s) in Pearson Access who need to test out-of-order.</li> <li>2. Select “Sections Out of Order”</li> <li>3. Select the appropriate Section the student will be testing</li> <li>4. Provide the Seal Code for that Section</li> <li>5. Resume the student(s) in Pearson Access, when applicable</li> </ol>	 <p>The screenshot shows the 'Session Info' page for 'Algebra I Library - Pennington'. Under 'Session Status', it indicates 'Total Tests: 2' and '2 Ready'. Below is a 'STUDENT LIST' table with columns for 'Student Name', 'Grade', 'SSID', and 'Exception'. The student 'Ariah, Akiak' is selected. A dropdown menu 'Sections Out of Order' is open, showing 'Section 1 (Non-Calculator)' and 'Section 2 (Calculator)'. The 'Section 2 (Calculator)' option is highlighted.</p>

## 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
  2. This option offers the ability to stop test sessions completed by assigned students who were present and tested on each scheduled day of 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 to Sections 2, 3, and 4.

### 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		
<input type="checkbox"/>	Boone, Akiak	6		

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
5. Test Coordinator provides seal codes for new session to Test Administrator

#### 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?** No. All the steps to do this are done by the Test Coordinator or designee prior to testing. The student will not see any difference in the system while testing in TestNav.
- 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?** Yes. The “Submit Final Answers” button will be available at the end of every section.
- 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.