Testing Day Activities
Starting a Session and Unlocking Student Tests
On testing day, a test session must be started. Students present for testing must be unlocked before the students can login to TestNav.

To start a session on the day of testing in PearsonAccess™next:

1. Go to TESTING section, select Sessions.

2. On the Sessions screen, select Search and check the Show All Results box.

3. On the Sessions screen, there are two ways to select sessions:
   a. Place a check in the box next to each session name you want to work with, or
   b. Place a check in the box in the header row to select all sessions.

4. Select Go to Students in Sessions link.

5. There are two ways to find the student:
   a. Select Combined View in the Session List and enter information into the Filters section, or
   b. Select a session name from the Session List and scroll through the list of students assigned to each of the sessions.

6. Test Administrators can start each session individually by clicking on each session in the Session List or starting multiple sessions by using the Combined View in the Session List.

7. Click the Start Session button for individual sessions, or the Start All Sessions button if you are using the combined view.

8. When a test session is started in PearsonAccess™next, all tests are locked. Test Administrators must unlock a student’s test before the student is able to login to TestNav to begin testing.
To unlock a session on the day of testing in PearsonAccess

9. There are two ways to unlock tests for students:
   a. To unlock all tests in a session, click and drag the lock/unlock switch. This method may be used for a single session, or with multiple sessions using the Combined View, or
   b. For individual students, go to Student Test Status. Select Unlock for each student present for testing.

10. The student should be in Ready status and the lock icon should not be visible in the Student Test Status box.
Managing Test Sections

PearsonAccess\textsuperscript{next} may be used to monitor a student’s testing progress. It may be used to see if a student is testing out of order or to begin students at a specific test section. The Manage Sections screen may be used to manage the entire session, or individual student tests. The top portion of the screen is used for managing the entire session. The lower portion of the screen is used to monitor status and manage test sections for individual students.

1. Go to TESTING section, select Sessions.

2. On the Sessions screen, select Search and check the Show All Results box.

3. On the Sessions screen, there are two ways to select sessions:
   a. Place a check mark in the box next to each session name you want to work with, or
   b. Place a check mark in the box in the header row to select all sessions.

4. Select Go to Students in Sessions link.

5. On the Students in Sessions screen, select a session from the Session List. Click on Manage Sections.

6. Top Portion: Each row represents a test section. To set a session to the desired test section, click the Set Current Section for All button on the desired test section. Click Save.

7. Lower Portion: The Section Status columns monitors a student’s test progress. In each student row, a bubble reports the status for each test section.
   - N - Not Started
   - S - Started
   - C - Completed

8. The Current Section may be used to move students to a desired test section. Click the radio button to the desired test section. Click Save.
Resuming a Student Test

When a student signs out of TestNav or if a test times out, the student’s test status changes to **Exited**. The student’s test must be resumed to complete testing in TestNav.

1. Go to **Testing**, select **Sessions**.

2. On the **Sessions** screen, select **Search** and check the **Show All Results** box.

3. On the **Sessions** screen, there are two ways to select sessions:
   a. Place a check in the box next to each session name you want to work with, or
   b. Place a check in the box in the header row to select all sessions.

4. Select **Go to Students in Sessions** link.

5. On the **Students in Sessions** screen, select a session from the **Session List**.

6. Place a check by the student test that is in **Exited** status.

7. Go to **Start**, select **All Tasks**.

8. On the **Resume Student Tests** tab, place a check on the student that needs to be resumed in the **Students in Sessions**. Click **Resume**.

9. A confirmation page will show the **Student Test Status** as **Resumed**. The student may sign in to TestNav with the credentials supplied on the test ticket.