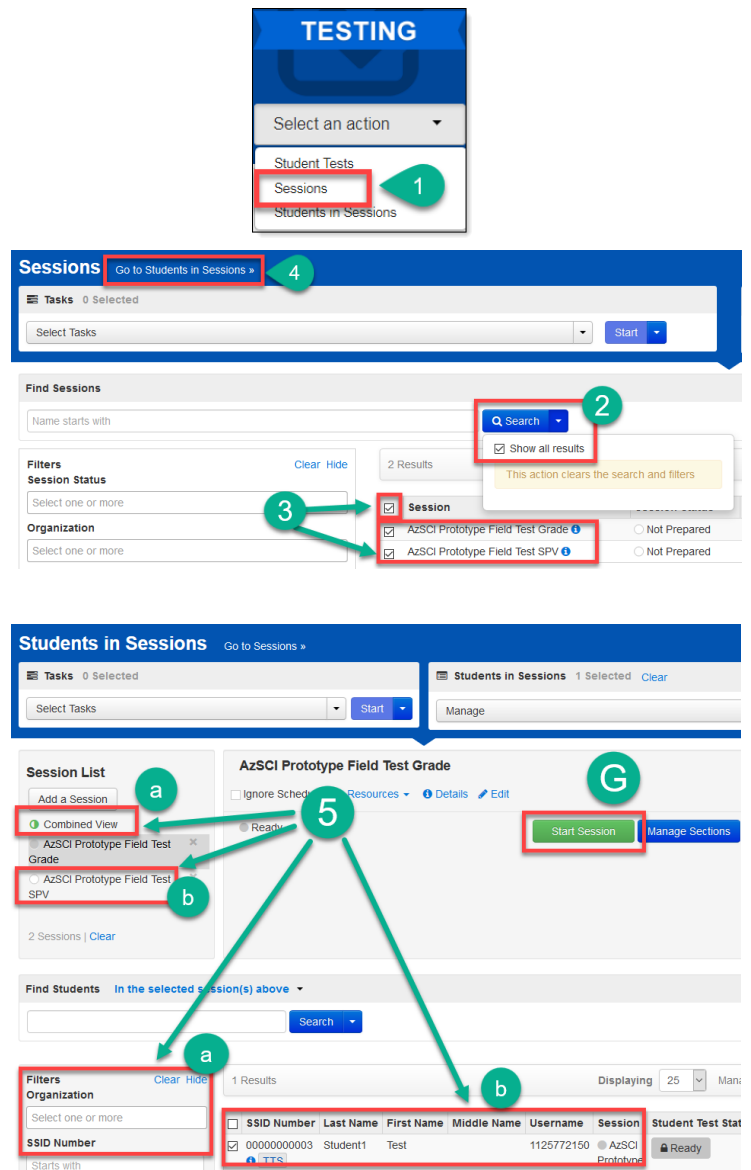![PearsonAccess next logo]

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.

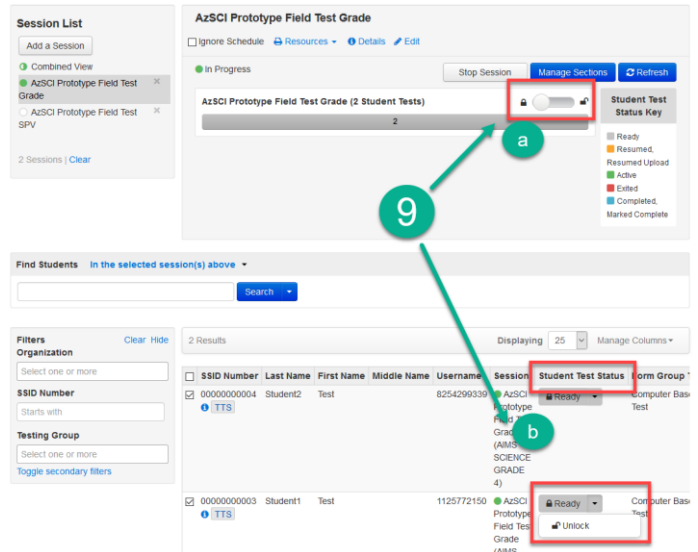To start a session on the day of testing in PearsonAccess[next]:

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[next]:

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.

PearsonAccess next

Managing Test Sections

PearsonAccess[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**.

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PearsonAccess next™
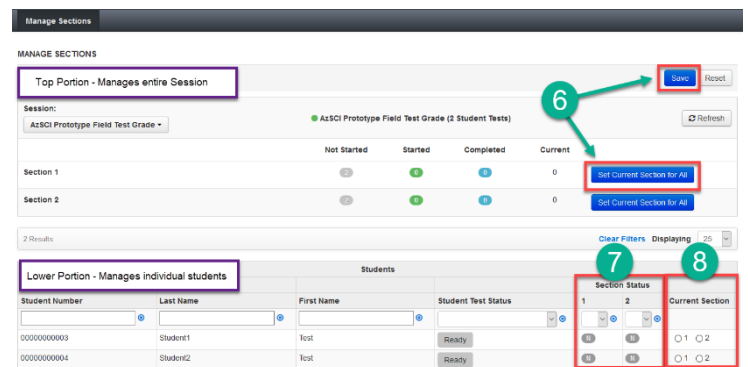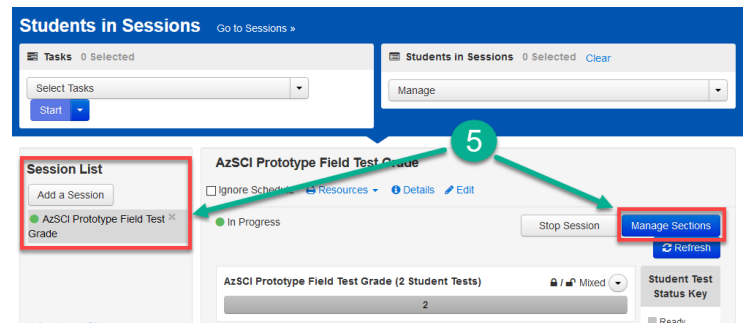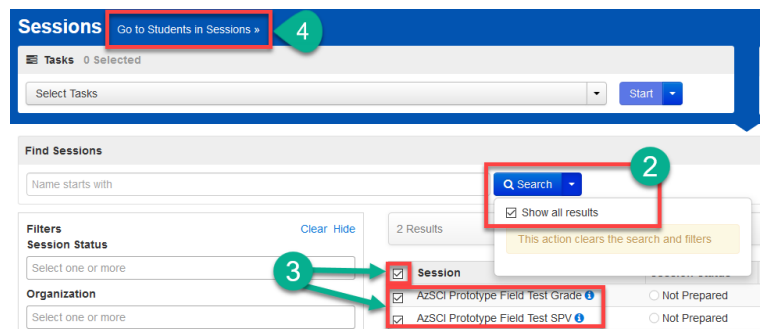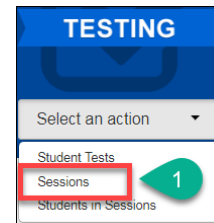
Resuming a Student Test

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.

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