Testing Day Activities
## Tasks to be completed on the day of testing

Starting a Session   `6 steps`

On testing day, a test session must be started and students present for testing must be unlocked by the test administrator before the students can sign into TestNav 8 with their credentials supplied in the Testing Ticket.

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

1. Go to the **TESTING** section, from the **Select an action** drop-down menu, select **Sessions**.
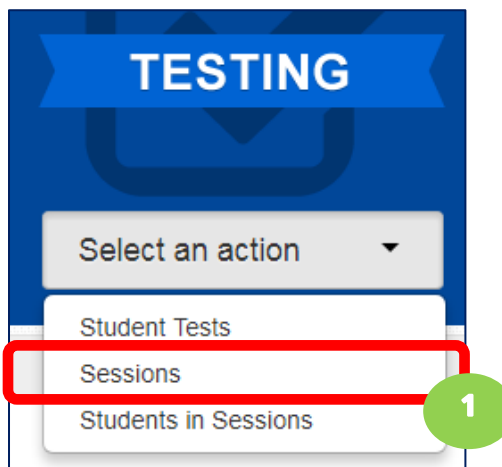
2. On the Sessions screen, place a **check** in the checkbox in the header row to select all sessions.
3. On the top left side of the screen, select the **Go to Students in Sessions** link.

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4. On the Students in Sessions screen, select the session name from the Session List.
   - If you are not sure which session your student is assigned to, there are two ways to find the student:
     - Select Combined View in the Session List and enter information into the Filters section on the bottom left section, or
     - Select a session from the Session List and scroll through the list of students assigned to each of the sessions.

   Note: If you created Testing Groups, you may click in the Testing Group field to activate the Testing Group drop-down menu to select the appropriate group.
5. Take note of the Session name(s) listed for the students present for testing.
   - Test Administrators have the option to 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.
6. Click the **Start Session** button for individual sessions, or the **Start All Sessions** button if you are using the combined view.
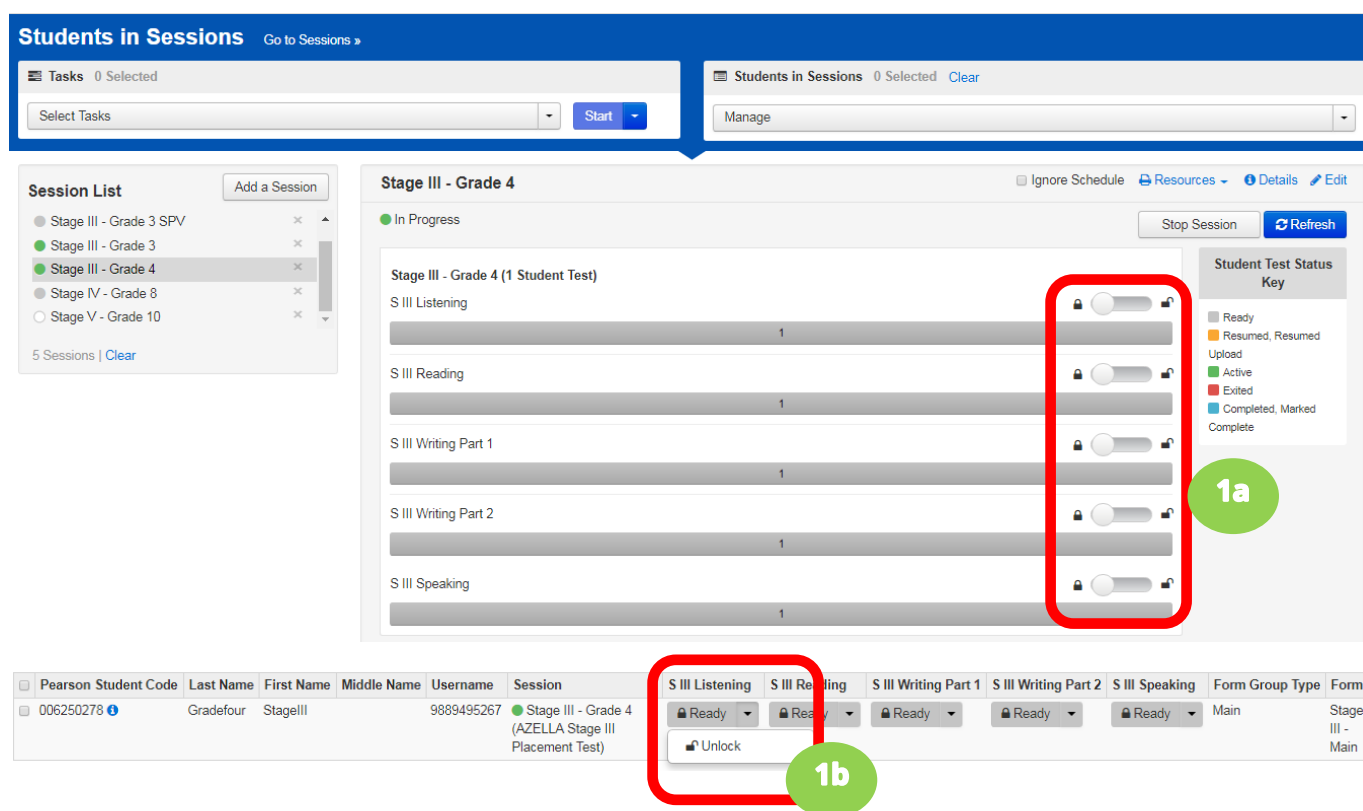
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Unlocking a Test Unit   3 steps

When a test session is started in PearsonAccess^next, all tests are locked. There are five test units for each student. Only one test unit may be unlocked for a student at a time. Test Administrators must unlock a student's test before the student is able to start a test in TestNav to begin testing.

1. There are two ways to unlock tests for students
   a. For all students in a session, in the top portion of the screen, click and drag the lock/unlock switch to unlock all tests in a session. This method may be used for a single session, or with multiple sessions using the Combined View, or
   b. For individual students, in the bottom portion of the screen, click the Student Test Status drop down menu and select unlock for each student present for testing.

2. Verify the Student Test Status before the student attempts to start a test unit in TestNav. The Student Test Status should be "Ready" and the lock icon should not be visible in the status box.

3. If a student signs in to TestNav and the test unit is locked or if a student has completed a test unit and is ready to begin the next unit, unlock the test unit in PearsonAccess[next] , then instruct the student to click on the Refresh button on the TestNav 8 Available Tests screen.

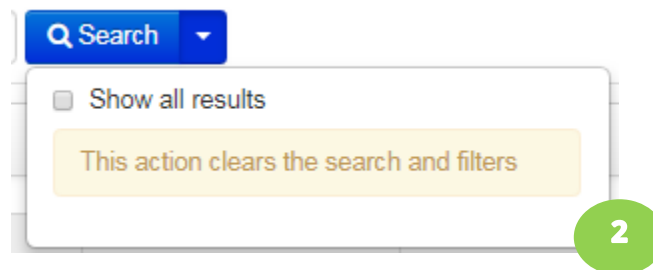Student view in TestNav 8:

Resuming a Student Test Unit 11 steps

When a student signs out of TestNav or if a test times out, the student's test status changes to Exited, and the student's test must be resumed before the student may sign in to TestNav to complete testing. TestNav will not allow the student to sign in until the test has been resumed.

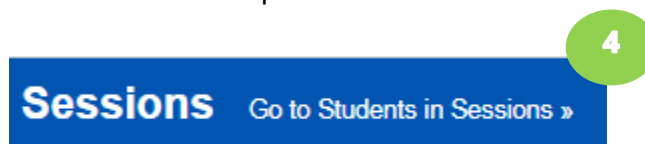1. To resume a student test, from the Home page, select **Sessions** from the Testing drop down menu.
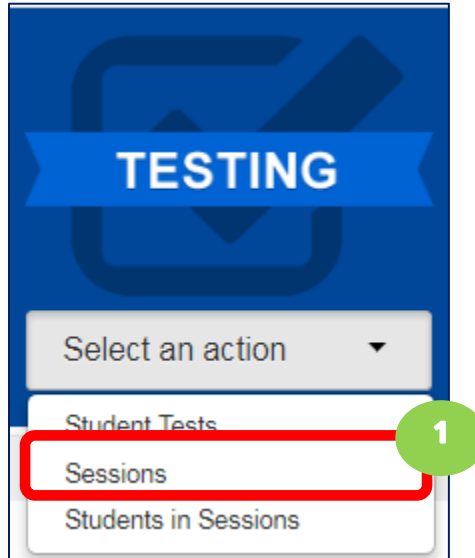
2. On the Sessions screen, click the **Search** drop down menu and check the **Show all results** check box.

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3. Next, place a check in the check box in the Sessions header row.

4. Click the Students in Sessions link near the top of the screen.

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

6. Place a check in the check box by the desired student test. The Student Test Status will be "Exited".

7. Next, select **All Tasks** from the **Start** drop down menu.
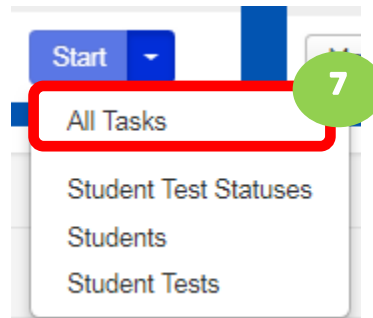
8. On the Resume Student Tests tab, place a check in the Students in Sessions check box.
9. Click the **Resume** button.

10. A confirmation page will show the Student Test Status as Resumed.

11. The student may sign in to TestNav with the credentials supplied on the test ticket.

PearsonAccess next