

**Purpose:** The purpose of this document is to outline the steps that will need to be completed by the School Test Coordinator or designee (e.g., Test Administrator) for make-up testing. Frequently Asked Questions on make-up testing and out-of-order testing can be found on the page 7 of this document. This only applies to students who are testing out-of-order for the purposes of make-up testing.

**IMPORTANT**

The unlock/lock functionality allows Test Coordinators to more easily provide a student with access to missed units.

If a test needs to be unsubmitted, contact OSSE through an OST ticket submission. Please have the SSID, District Code, School Code, Grade Level, Subject and Session Name ready to share. OSSE will unsubmit the test, if your request is approved.

Tasks Prior to School Administration Begins	
Tasks	Reference
<ul style="list-style-type: none"> <li>Determine make-up testing schedule.</li> </ul>	<a href="#">Section 2.4.3 in the Test Coordinator Manual</a>
Determine whether students who do not participate in an original unit (e.g., due to absence) will remain in the original test session in PearsonAccess <sup>next</sup> (Option 1) or moved to a new make-up test session (Option 2).	Option 1 Option 2

Option 1 (Student Remains in ORIGINAL Test Session)	
Use this option if your school/LEA prefers to keep make-up students in the original test session. <ul style="list-style-type: none"> <li>The <b>benefits</b> to this option include the following:               <ol style="list-style-type: none"> <li>This option minimizes the number of test sessions open at one time;</li> <li>This option offers the ability to use the same student testing tickets; and</li> <li>This option does not require anyone to set up separate make-up test sessions.</li> </ol> </li> <li>A potential <b>drawback</b> to this option include the following: Test sessions will remain open until make-up tests are complete, which will require monitoring by the School Test Coordinators until all sessions are closed; the unlock all function will not work unless all students share the same status.</li> </ul>	
Tasks	Reference
<ul style="list-style-type: none"> <li>School Test Coordinator or designee unlocks the appropriate unit in PearsonAccess<sup>next</sup> to enable a student to test out-of-order.               <ol style="list-style-type: none"> <li>Only one unit per student should be unlocked at a time.</li> </ol> </li> <li>The original student testing tickets for each unit will be used.</li> </ul>	Out-of-Order Directions
<ul style="list-style-type: none"> <li>Resume the student(s) in PearsonAccess<sup>next</sup>.</li> </ul>	<a href="#">PearsonAccess<sup>next</sup> User Guide: Resume a Test</a>
<ul style="list-style-type: none"> <li>Test Administrator administers the test to the student.</li> </ul>	
<ul style="list-style-type: none"> <li>Student chooses unit in TestNav.</li> </ul>	
<ul style="list-style-type: none"> <li>Student submits the test.</li> </ul>	Ending the Unit

## Option 2 (Student Moves to MAKE-UP Test Session)

Use this option if your school/LEA 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 a unit (or units).

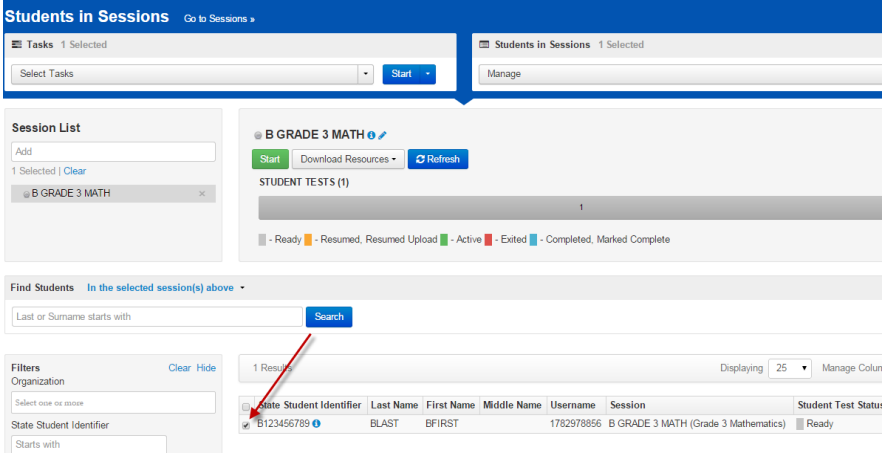
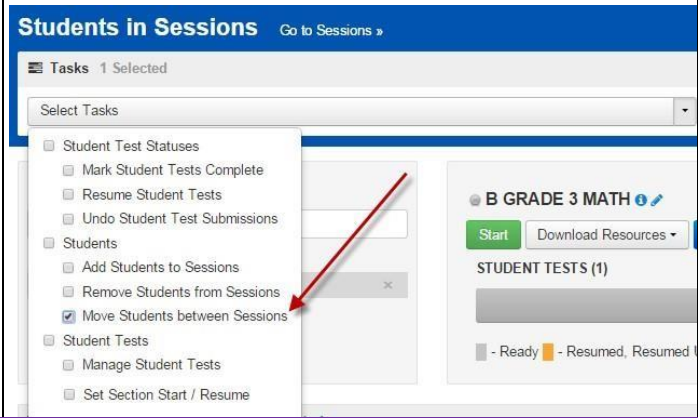
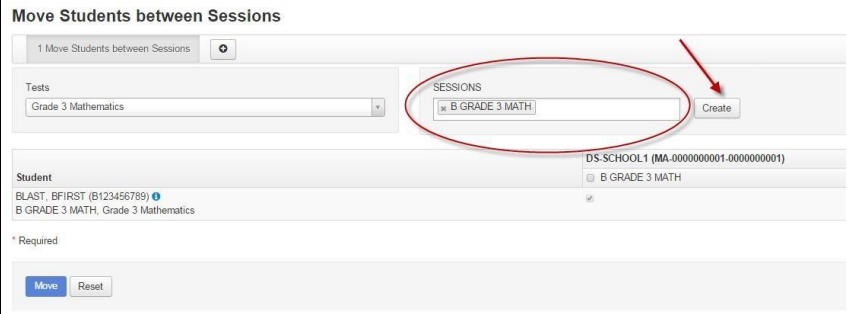
- ✓ The **benefits** to this option include the following:
  1. This option offers the ability to more easily track students through PearsonAccess<sup>next</sup> who require make-up testing; and
  2. This option offers the ability to stop test sessions completed by assigned students who were present and tested on each scheduled day of testing. This helps School Test Coordinators not only monitor the progress of test sessions but also improve test security by reducing the possibility of a student logging into TestNav and/or gaining access to tests when he/she is unauthorized to do so.
- ✓ The potential **drawbacks** to this option include the following:
  1. There will be additional test sessions to monitor;
  2. If students will be completing some of the units 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); and
  3. It will be necessary to print and use separate student testing tickets.

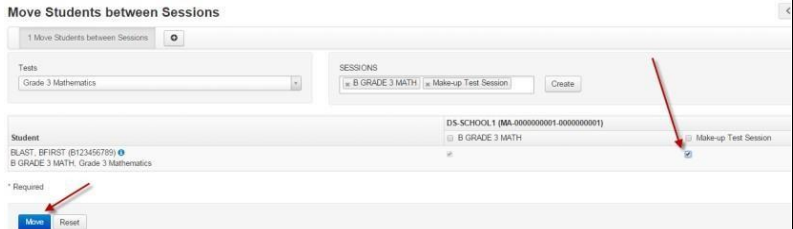
Tasks	Reference
1. School Test Coordinator or designee moves student to a new test session in PearsonAccess <sup>next</sup> .	Move to New Test Session
2. School Test Coordinator or designee unlocks the appropriate unit in PearsonAccess <sup>next</sup> to enable a student to test out-of-order. <ol style="list-style-type: none"> <li>1. Only one unit per student should be unlocked at a time.</li> </ol>	Out-of-Order Directions
3. New student testing tickets for each unit will be used.	
4. Resume the student(s) in PearsonAccess <sup>next</sup> .	<a href="#">PearsonAccess<sup>next</sup> User Guide: Resume a Test</a>
5. School Test Coordinator prints student testing ticket(s) from PearsonAccess <sup>next</sup> .	<a href="#">PearsonAccess<sup>next</sup> User Guide: Before You Start a Test Session</a>
6. Test Administrator administers the test to the student.	
7. Student chooses unit in TestNav.	
8. Student submits the test.	Ending the Unit

## Move to a New Session (for Option 2 only)

To move an absent student to a new make-up test session, follow these steps. Remember: only one grade/course and subject can be in a PearsonAccess<sup>next</sup> test session.

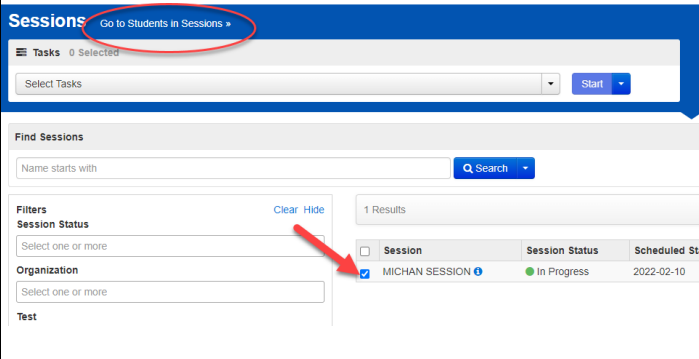
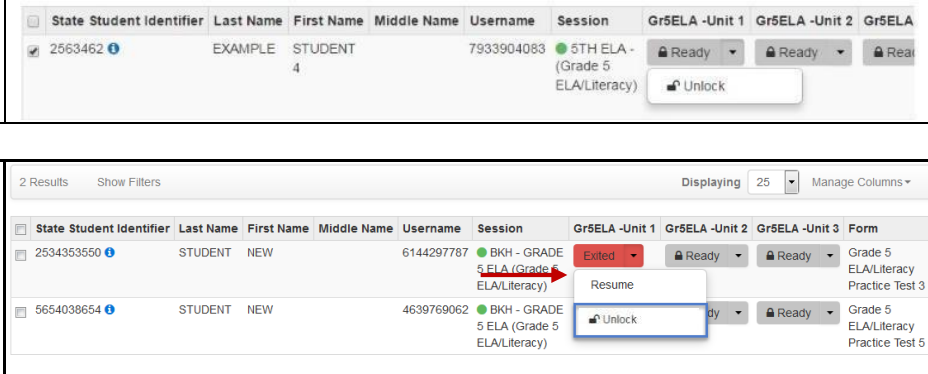
**IMPORTANT:** Students in a Human Reader or Spanish Human Reader test sessions must be moved into Human Reader or Spanish Human Reader make-up test sessions.

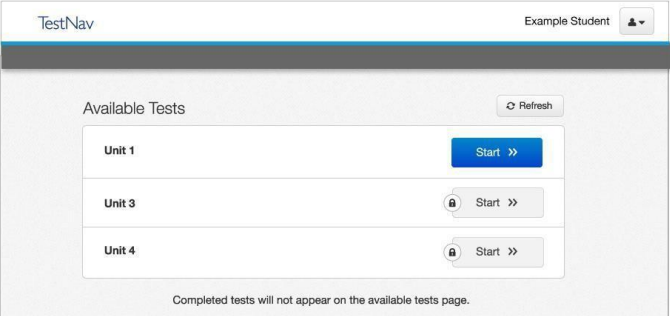
Step	Screen Shot/Directions														
<p>Select the student in the test session.</p>	 <p>The screenshot shows the 'Students in Sessions' page with a session list for 'B GRADE 3 MATH'. A table below lists student details. A red arrow points to the 'State Student Identifier' column, highlighting the student ID 'B123456789'.</p> <table border="1"> <thead> <tr> <th>State Student Identifier</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Username</th> <th>Session</th> <th>Student Test Status</th> </tr> </thead> <tbody> <tr> <td>B123456789</td> <td>BLAST</td> <td>BFIRST</td> <td></td> <td>1782978856</td> <td>B GRADE 3 MATH (Grade 3 Mathematics)</td> <td>Ready</td> </tr> </tbody> </table>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	B123456789	BLAST	BFIRST		1782978856	B GRADE 3 MATH (Grade 3 Mathematics)	Ready
State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status									
B123456789	BLAST	BFIRST		1782978856	B GRADE 3 MATH (Grade 3 Mathematics)	Ready									
<p>Select <b>Move Students between Sessions</b> from the <b>Select Tasks</b> drop down menu, and then select <b>Start</b>.</p>	 <p>The screenshot shows the 'Select Tasks' dropdown menu open. A red arrow points to the 'Move Students between Sessions' option, which is checked.</p>														
<p>The student can be moved to an existing session or a new session. To move the student to an existing session, click in the <b>Sessions</b> box and select the session. To create a new session, click <b>Create</b>, then complete all of the necessary fields.</p>	 <p>The screenshot shows the 'Move Students between Sessions' dialog box. The 'Sessions' dropdown menu is circled in red, and a red arrow points to it. The 'Create' button is also visible.</p>														

Step	Screen Shot/Directions
<p>To move the student to the new session, select the new session, then click <b>Move</b>.</p>	

## Out-of-Order Directions (for Options 1 & 2)

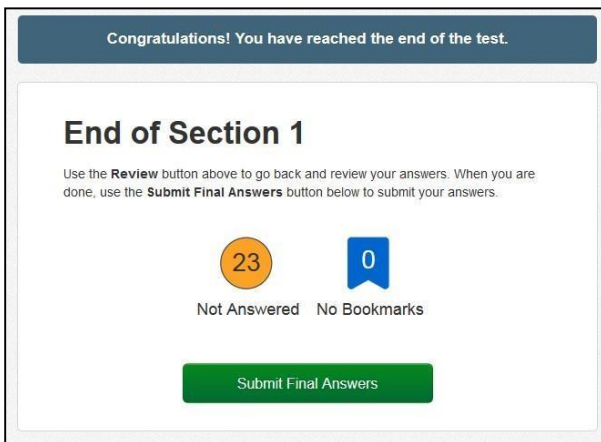
To administer units out-of-order, follow these steps. These steps must be completed after the missed unit but before the student is administered the next unit.

Step	Screen Shot/Directions
<p>Select the session, and then click <b>Go to Students in Sessions</b> above the <b>Select Tasks</b> bar.</p>	
<p>Select the Session in the <b>Session List</b>, and then select the student from the test session.</p> <ul style="list-style-type: none"> <li>✓ Unlock the unit being tested for the student. <ul style="list-style-type: none"> <li>○ Use the drop-down next to the test status for the appropriate unit and student.</li> <li>○ Select <b>Unlock</b>.</li> </ul> </li> <li>✓ If a student needs to be Resumed (i.e., the student is in <b>Exited</b> status): <ul style="list-style-type: none"> <li>○ Click the drop-down under the Exited Unit and select <b>Resume</b>.</li> </ul> </li> </ul> <p>Note: STCs may only resume exited students to complete a unit if testing is done the same day that the student exited the test. Otherwise, OSSE must be contacted to enter the student into “resume” status.</p>	

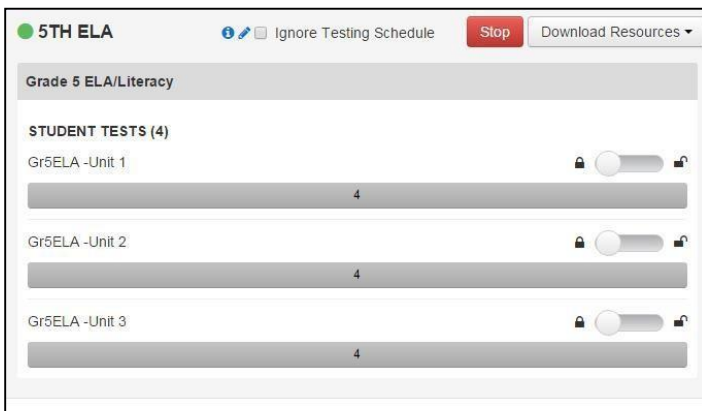
Step	Screen Shot/Directions
<p>Students should now have an unlocked unit in TestNav to select once instructed.</p>	 <p>The screenshot shows the TestNav interface for 'Example Student'. Under 'Available Tests', Unit 1 is unlocked and has a blue 'Start &gt;&gt;' button. Unit 3 and Unit 4 are locked, each with a lock icon and a greyed-out 'Start &gt;&gt;' button. A 'Refresh' button is in the top right. A note at the bottom states: 'Completed tests will not appear on the available tests page.'</p>

### Ending the Unit (After Testing Out-of-Order for Options 1 & 2)

For all units, instruct the student to select **Submit Final Answers**. Please note, Test Administrators may assist students with logging in/logging out of a test or if there are technical errors (i.e., errors screens), but may not assist students during the test with test content, TestNav navigation, or item functionality.



After testing is complete, lock the unit in PearsonAccess<sup>next</sup>.



## 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. Please refer to pages 1 and 2 of this document to review your options.
- 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 School Test Coordinator or designee prior to testing. The student will not see any difference in the system while testing in TestNav.
- 3. For a student who is absent for Unit 1, once I unlock Unit 2 and he or she completes this Unit, will this student’s test automatically resume to Unit 1 when logging back in?** No. Students will select the unlocked unit to begin testing.
- 4. 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 units of ELA/L on Wednesday. Can she still start her Mathematics session on Thursday?** Yes. Schools and LEAs have discretion in scheduling content areas and do not have to administer any one content area first before administering the other. Schools/LEAs may also alternate content areas (e.g., administer Unit 1 of ELA/L, then Unit 1 of Mathematics, then Unit 2 of ELA/L).
- 5. 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 unit within each test session (subject) can be administered out-of-order at any time for make-up testing. As a reminder, standard (e.g. non-make-up) test administration requires that units within a test session (subject) must be administered in sequential order (e.g., Unit 1 then Unit 2).
- 6. If a student skips a unit and completes the final unit (e.g., Unit 3 for ELA/L in all grades) prior to the make-up of the missed unit, will the “Submit Final Answers” button be available?** Yes. The “Submit Final Answers” button will be available at the end of every unit.
- 7. 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 PearsonAccess<sup>next</sup>?** Yes, if the units have the same unit testing time and use the same administration script, they may be tested in one room. Keep in mind that these students may technically be in separate PearsonAccess<sup>next</sup> test sessions, and Test Administrators will have to ensure the students get the correct student testing ticket for their test session.
- 8. May students from different grades be combined into one test session on PearsonAccess<sup>next</sup>?** No. Unless students were in the same original PearsonAccess<sup>next</sup> test session, they cannot be combined into a separate make-up test session. However, Test Administrators may use the “Combine Session” view to monitor multiple test sessions at one time.

## Appendix

Definitions	
<b>Session</b>	A session includes all of the units for a subject and may be scheduled across one or more days. Sessions are scheduled by subject and the group of students testing that subject together (as set up in PearsonAccess <sup>next</sup> for computer-based testing).
<b>Unit</b>	Each session/subject of the PARCC and DC Science assessments is comprised of individual units. Each unit has a set administration time within a session and must be administered within a single school day.
<b>Section</b>	For the purposes of this document, “Section” and “Unit” are interchangeable in PearsonAccess <sup>next</sup> . For mathematics units that have a non-calculator section and a calculator section, students may not skip to the calculator section for make-up testing – students must be administered the whole unit.