

# Manage Participation in Test Administrations

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You must indicate an organization's participation in an administration (s) before it can take part in an administration.

### ▼ [Marking your organization as Participating...](#)

When you mark your organization as **Participating**, you can create groups in that organization, assign tests to those groups, and assign students in those groups. You cannot participate in a test administration unless you mark this.

### ▼ [Marking Participation Entry Complete...](#)

When you mark **Participation Entry Complete**, this indicates both the organization's intent to participate in the test administration and that the organization has finalized any necessary participation data.

If available, you can also select/type administration-specific details (for example, shipping times, school type, start, and close dates, etc.).



*Details available vary by program.*

## Prerequisites

Pearson recommends that you create an organization and manage its test administration participation at the same time.

▼ [If the organization was created previously...](#)






You should find it in unregistered organizations. To do so, change the **Find Organizations** setting to ignore participation in your currently selected administration.

## Step-by-Step



Read It



(Click  to view image)

1. From **Setup**, select **Organizations**. 
2. Type the organization in the search field, and click **Search**. 
3. Click **Select Tasks**, select **Manage Participation**, and click **Start**. 
4. Click the checkbox next to **Participating** or **Participation Entry Complete**. 
5. Type/select the information if available.
6. Click **Save**. 

## Effects

▼ If you are affiliated with more than one organization...






You can view the list of participating organizations in the selected test administration:

1. From **Setup**, select **Organizations**.
2. Select the test administration from the **Participating in...** dropdown next to the **Find Organizations**. 
3. Select **Show all results** from the **Search** dropdown. 

## What's Next? (Optional)

▼ You can also simultaneously manage completion for multiple organizations...

To mark multiple organizations participation and enrollment counts entry complete:

1. From **Setup**, select **Organizations**.
2. Select **Show all results** from the **Search** dropdown. 
3. Click the checkbox next to the organizations. 
4. Click **Select Tasks**, select **Manage Completion Statuses**, and click **Start**. 
5. Click the **Participation Entry Complete** or **Enrollment Counts Entry Complete** checkbox next to the organizations.  *This setting is the same as **Enrollment Counts Entry Complete** in **Manage Enrollment Counts**.*
6. Click **Save**. 

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