

Remove a Student from a Session

You can remove a student from a session to change the student's test day or test session. You can perform this task only after initial test registration.

i You do not need to perform this step if you delete a test registration before the session starts.

Prerequisites

You can only remove a student whose test is in **Ready** status. To remove a student who has signed in and started to test:

- 1. **Mark the test complete.**
- 2. a. Click **Select Tasks**, select **Manage Student Tests**, and click **Start**.

Students in Sessions

Go to Sessions

Tasks1 Selected

Select Tasks

Student Test Statuses

Mark Student Tests Complete

Resume Student Tests

Retake Student Tests

Students

Add Students to Sessions

Remove Students from Sessions

Move Students between Sessions

Student Tests

Manage Student Tests

Unlock Sections

Manage Sections

Override Resume Restriction

Start

Students in Sessions3 Selected

Clear

Manage

SESSION EXAMPLE

In Progress

Stop Session

Manage Sections

Refresh

SESSION EXAMPLE (4 Student Tests)

13

Student Test Status Key

Ready

Resumed, Resumed

Upload

Active

Exited

Completed, Marked

Complete

Find Students

In the selected session(s) above

Search

Filters

Clear

Hide

Organization

Select one or more

Student Code

Starts with

Local Student Code

4 Results

Displaying25

Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
1234567897	COLLINS	JOSEPH		1787707371	SESSION EXAMPLE (Discovery Demo)	Marked Complete	Main
1234567892	RUSSELL	ANDREW		2285230812	SESSION EXAMPLE (Discovery Demo)	Marked Complete	Main
1828384889	BARTHA	MELISSA		8715432484	SESSION EXAMPLE (Discovery Demo)	Marked Complete	Main

- b. Select a student test under **Students in Sessions** to view.

Tasks for Students in Sessions

Manage Student Tests

STUDENTS IN SESSIONS (3)

BARTHA, MELISSA (1828384889)

Discovery Demo

Complete

COLLINS, JOSEPH (1234567897)

Discovery Demo

Complete

RUSSELL, ANDREW (1234567892)

Discovery Demo

Complete

DETAILS

BARTHA, MELISSA (1828384889)

Details

Group

Organization

DEMO SCHOOL 1 (010001)

Session Name

SESSION EXAMPLE

Format

online

English Language Learner

Special Education

Special Programs Title 1

Gifted

- c. Click **Do Not Report**, and click **Save**.

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks

Manage Student Tests

STUDENTS IN SESSIONS (3)

BARTHA, MELISSA (1828384889)	Discovery Demo	Complete
COLLINS, JOSEPH (1234567897)	Discovery Demo	Complete
RUSSELL, ANDREW (1234567892)	Discovery Demo	Complete

DETAILS
 BARTHA, MELISSA (1828384889) Save Reset

Details

Group

Organization: DEMO SCHOOL 1 (010001)

Session Name: SESSION EXAMPLE

Format: online

English Language Learner:

Special Education: ☒ Do Not Report

Do Not Report Reason:

Special Programs Title 1:

Gifted:

Service Plan 504:

* Required

Save Reset

Test & Form

Test: Discovery Demo

Form: Demo (discovery_demo)

☐ Proctor Reads Aloud

Student Test UUID: 390854C5-51AB-4D1A-9B61-15

[Show Student Details](#)
[Show Audit Trail](#)

Step-by-Step

1. From **Testing**, select **Students in Sessions**.

PearsonAccess^{Next} Reference > 2017-18 > Spring 2018 DEMO SCHOOL 2 (010002)

Home Setup **Testing** Reports Support

SETUP

Select an action

★ Program Information

TESTING

Select an action

- Student Tests
- Rejected Student Tests
- Sessions
- Students in Sessions**

REPORTS

Select an action

Contact

Email Customer Support:
demo@support.pearson.com

Call Customer Support:
Hours available:
Mon-Fri 7:00AM EST - 8:30PM EST

Links

- PearsonAccess Next User Guide
- TestNav 8 Online Support
- Download TestNav Apps

2. Click **Add a Session**.

Students in Sessions [Go to Sessions](#)

Tasks 0 Selected [Start](#)

Select Tasks [Manage](#)

Session List [Add a Session](#)

Add a specific session to the left or search all sessions in Spring 2018 below

Find Students [In the selected session\(s\) above](#)

[Search](#)

Filters [Clear](#) [Hide](#)

Organization

Select one or more

Student Code

No Results

Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Form Group Type
Search or select a filter to view results.							

3. Type the session name into the search field, and click the checkbox next to the session.

Session List [Add a Session](#)

[Filter](#) [Search all sessions in Spring 2018 below](#)

Session Example

4 items of 4

☒ SESSION EXAMPLE

☐ SESSION EXAMPLE 2

☐ SESSION EXAMPLE 3

☐ SESSION EXAMPLE 4

Find Students [In the selected session\(s\) above](#)

No more sessions to load

Filters [Clear](#) [Hide](#)

Organization

Select one or more

Student Code

[Add Selected](#)

Displaying 25 [Manage Columns](#)

	First Name	Middle Name	Username	Session	Form Group Type
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4. Click **Add Selected**.

Session List [Add a Session](#)

[Filter](#) [Search all sessions in Spring 2018 below](#)

Session Example

4 items of 4

☒ SESSION EXAMPLE

☐ SESSION EXAMPLE 2

☐ SESSION EXAMPLE 3

☐ SESSION EXAMPLE 4

Find Students [In the selected session\(s\) above](#)

No more sessions to load

Filters [Clear](#) [Hide](#)

Organization

Select one or more

Student Code

[Add Selected](#)

Displaying 25 [Manage Columns](#)

	First Name	Middle Name	Username	Session	Form Group Type
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5. Click the checkbox next to a student test.

Session List Add a Session

SESSION EXAMPLE

1 Sessions | Clear

SESSION EXAMPLE Resources Details Edit

Not Prepared Prepare Session Manage Sections Refresh

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization Select one or more

Student Code Starts with

2 Results Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input checked="" type="checkbox"/> 1209846777	NOAH	SANDRA		4138351153	SESSION EXAMPLE (Discovery Demo)	Ready	Main
<input type="checkbox"/> 232488885	TOMMY	NOAH		8581462050	SESSION EXAMPLE (Discovery Demo)	Ready	Main

6. Click **Select Tasks**, select **Remove Students from Sessions**, and click **Start**.

Students in Sessions Go to Sessions

Tasks 1 Selected

Select Tasks Start

Students in Sessions 1 Selected Clear

Manage

SESSION EXAMPLE Resources Details Edit

Not Prepared Prepare Session Manage Sections Refresh

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization Select one or more

Student Code

2 Results Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input checked="" type="checkbox"/> 1209846777	NOAH	SANDRA		4138351153	SESSION EXAMPLE (Discovery Demo)	Ready	Main

7. Click the checkbox next to the student.

Tasks for Students in Sessions Add Task Previous Task Next

Remove Students from Sessions

Remove Students from Sessions

STUDENT NAME (CODE)	SESSION	STUDENT TEST	STUDENT TEST STATUS
<input checked="" type="checkbox"/> NOAH, SANDRA (1209846777)	SESSION EXAMPLE	Discovery Demo	Ready

8. Click **Remove**.

Tasks for Students in Sessions

Add Task

< Previous Task

Next Task >

Exit Tasks ✕

Remove Students from Sessions

Remove Students from Sessions

Remove

Reset

<input type="checkbox"/> STUDENT NAME (CODE)	SESSION	STUDENT TEST	STUDENT TEST STATUS
<input checked="" type="checkbox"/> NOAH, SANDRA (1209846777) ⓘ	<input type="radio"/> SESSION EXAMPLE	Discovery Demo	<div>Ready</div>

* Required

Remove

Reset

Video

What's Next? (Optional)

After you remove the student test, you can assign it to another session to allow the student to test.