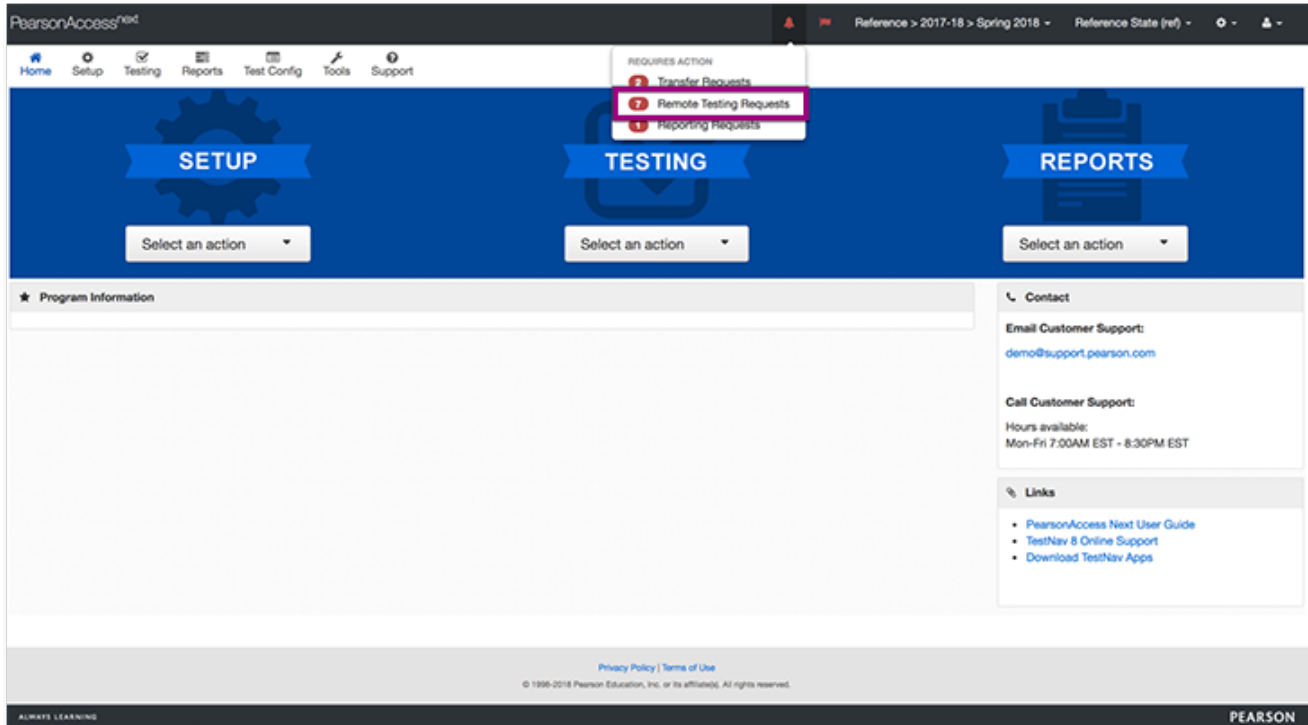


Approve/Reject Remote Testing

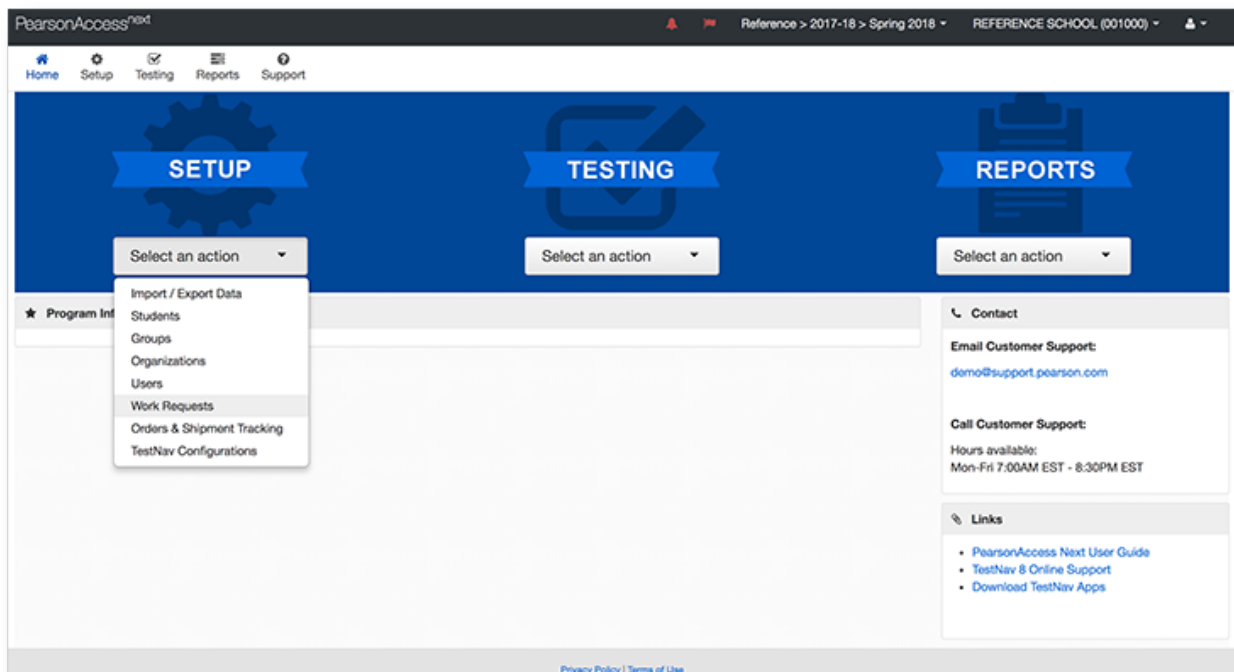
 Feature availability varies by program.

You can accept a request for remote testing to allow a student enrolled in another organization to test in your organization.



Step-by-Step

1. From **Setup**, select **Work Requests**.



- Click the checkbox next to the request.

Work Requests

Tasks: 0 Selected | Work Requests: 1 Selected | Clear

Select Tasks | Start

Find Work Requests

Filters: Clear Hide

Status: ☒ Waiting for Approval

Work Type: ☒ Remote Testing

Requested By: Starts with

Requesting Organization: Select one or more

Assigned Organization: Select one or more

8 Results | Displaying 25 | Manage Columns

Status	Work Type	Requested By	Requesting Organization	Assigned Organization	Request Date	Approve/Reject Date
<input checked="" type="checkbox"/> Waiting for Approval	Remote Testing	Maggie.Grove@pearson.com	DEMO SCHOOL 2 (010002)	VID SCHOOL 1 (000000)	12/13/2017 11:24:13 AM	
<input type="checkbox"/> Waiting for Approval	Remote Testing	Maggie.Grove@pearson.com	DEMO SCHOOL 1 (010001)	VID SCHOOL 1 (000000)	01/03/2018 11:37:09 AM	
<input type="checkbox"/> Waiting for Approval	Remote Testing	admin	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001)	01/06/2018 01:01:20 PM	
<input type="checkbox"/> Waiting for Approval	Remote Testing	sandra.bannon@email.com	DEMO SCHOOL 1 (010001)	DEMO SCHOOL 2 (010002)	01/12/2018 09:01:56 AM	
<input type="checkbox"/> Waiting for Approval	Remote Testing	sandra.bannon@email.com	DEMO SCHOOL 1 (010001)	DEMO SCHOOL 2 (010002)	01/12/2018 11:28:26 AM	
<input type="checkbox"/> Waiting for Approval	Remote Testing	admin	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001)	01/17/2018 03:31:41 PM	
<input type="checkbox"/> Waiting for Approval	Remote Testing	sandra.bannon@email.com	DEMO SCHOOL 1 (010001)	DEMO SCHOOL 2 (010002)	01/17/2018 03:40:55 PM	
<input type="checkbox"/> Waiting for Approval	Remote Testing	sandra.bannon@email.com	DEMO SCHOOL 1 (010001)	DEMO SCHOOL 2 (010002)	01/17/2018 03:40:55 PM	

To limit the requests displayed, click the **Work Type** filter, and select **Remote Testing**.

Work Requests

Tasks: 0 Selected | Work Requests: 0 Selected | Clear

Select Tasks | Start

Find Work Requests

Filters: Clear Hide

Status: ☒ Waiting for Approval

Work Type: ☒ Remote Testing

Requested By: Starts with

Requesting Organization: Select one or more

Assigned Organization: Select one or more

2 Results | Displaying 25 | Manage Columns

Status	Work Type	Requested By	Requesting Organization	Assigned Organization	Request Date	Approve/Reject Date
<input type="checkbox"/> Waiting for Approval	Remote Testing	Maggie.Grove@pearson.com	DEMO SCHOOL 2 (010002)	VID SCHOOL 1 (000000)	12/13/2017 11:24:13 AM	
<input type="checkbox"/> Waiting for Approval	Remote Testing	Maggie.Grove@pearson.com	DEMO SCHOOL 1 (010001)	VID SCHOOL 1 (000000)	01/03/2018 11:37:09 AM	

- Click **Select Tasks**, select **Approve/Reject Remote Testing**, and click **Start**.

Work Requests

Tasks: 1 Selected | Work Requests: 1 Selected | Clear

Select Tasks | Start

Find Work Requests

Filters: Clear Hide

Status: ☒ Waiting for Approval

Work Type: ☒ Remote Testing

Requested By: Starts with

Requesting Organization: Select one or more

Assigned Organization: Select one or more

1 Results | Displaying 25 | Manage Columns

Status	Work Type	Requested By	Requesting Organization	Assigned Organization	Request Date	Approve/Reject Date
<input checked="" type="checkbox"/> Waiting for Approval	Remote Testing	Maggie.Grove@pearson.com	DEMO SCHOOL 2 (010002)	VID SCHOOL 1 (000000)	12/13/2017 11:24:13 AM	

- Click **Approve**.

REMOTE TESTS (1)	DETAILS
BRYANT, EDWARD (2234567890) Reference Test	BRYANT, EDWARD (2234567890)
	Student Code* 2234567890
	Last Name* BRYANT
	First Name* EDWARD
	Middle Name/Initial
	Date of Birth* 2000-01-01
	Test Name* Reference Test
	Enrolled Organization DEMO SCHOOL 2 (010002)
	Remote Organization VID SCHOOL 1 (000000)
	Reject Remote Testing Reason <input type="text"/>
	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Or, provide a reason for rejection, and click **Reject**.

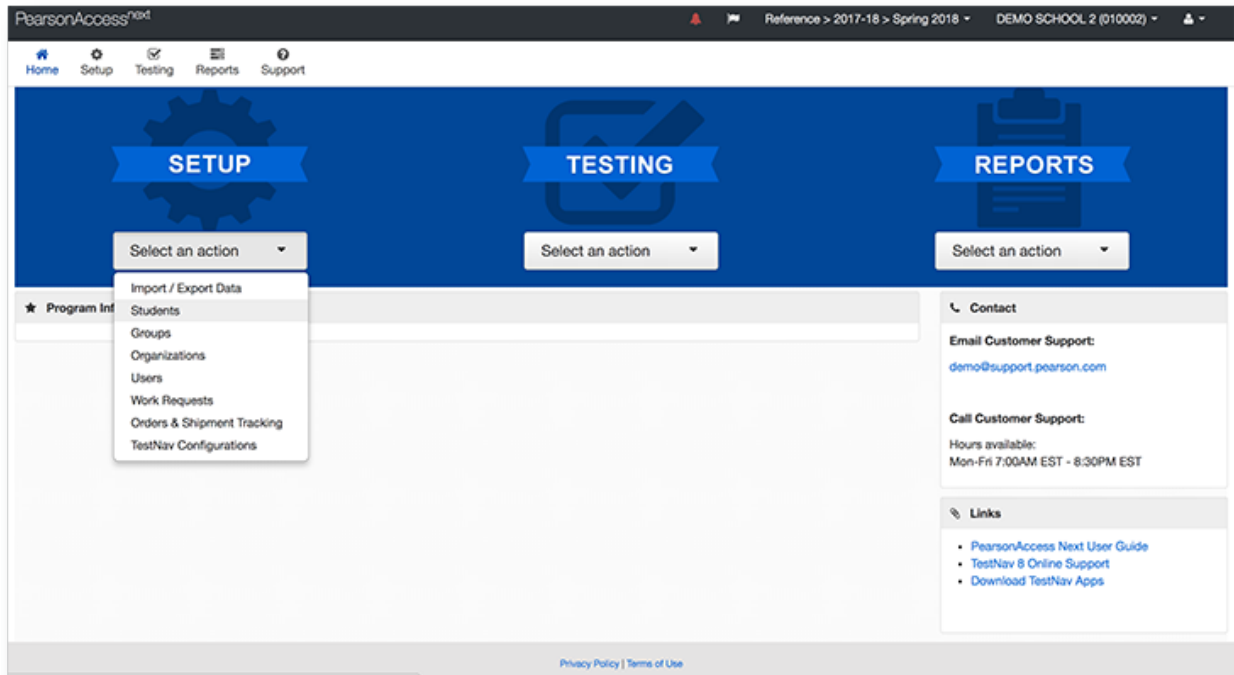
REMOTE TESTS (1)	DETAILS
BRYANT, EDWARD (2234567890) Reference Test	BRYANT, EDWARD (2234567890)
	Student Code* 2234567890
	Last Name* BRYANT
	First Name* EDWARD
	Middle Name/Initial
	Date of Birth* 2000-01-01
	Test Name* Reference Test
	Enrolled Organization DEMO SCHOOL 2 (010002)
	Remote Organization VID SCHOOL 1 (000000)
	Reject Remote Testing Reason <input type="text" value="Reason for rejecting."/>
	<input type="button" value="Approve"/> <input type="button" value="Reject"/>


What's Next?

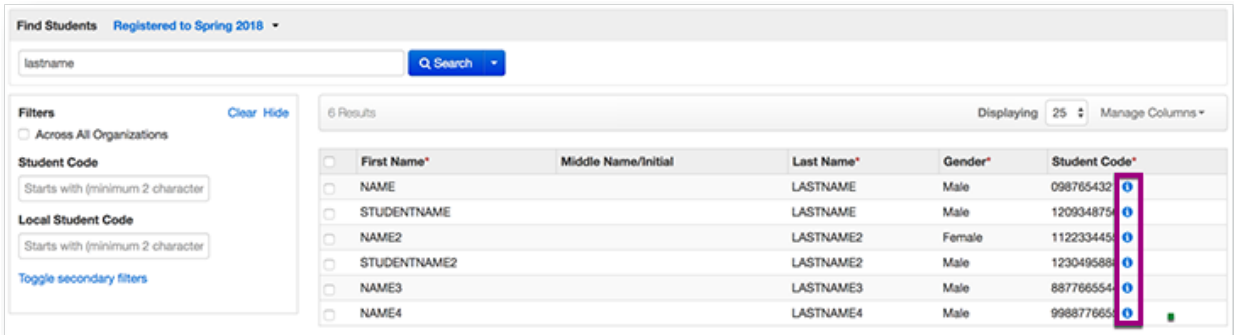
A flag notifies an authorized user in that organization to approve or reject the test.

If the user approves the test, he or she can assign it to a session. If rejected, a user in the original organization can assign it to a session in that organization.

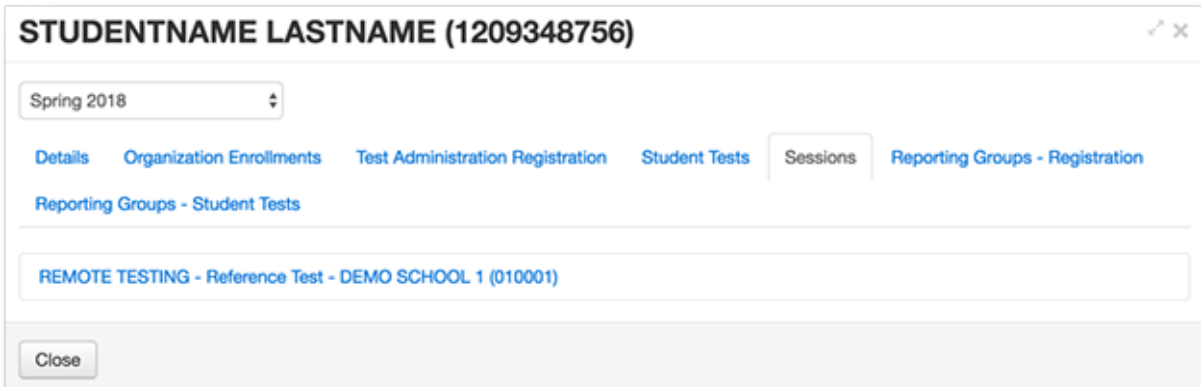
1. From **Setup**, select **Students**.



2. Click the information icon  next to the student record.



3. Click the **Sessions** tab.



The Remote Testing session name appears.