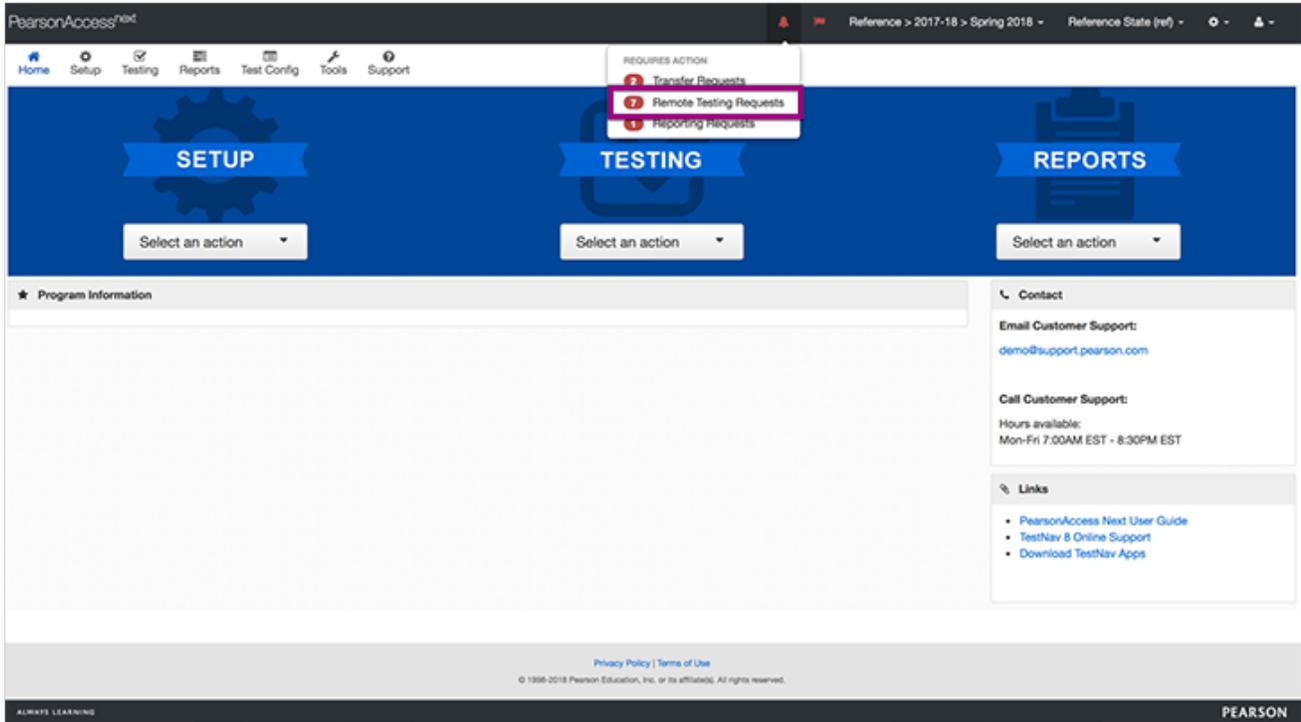


Approve/Reject Remote Testing

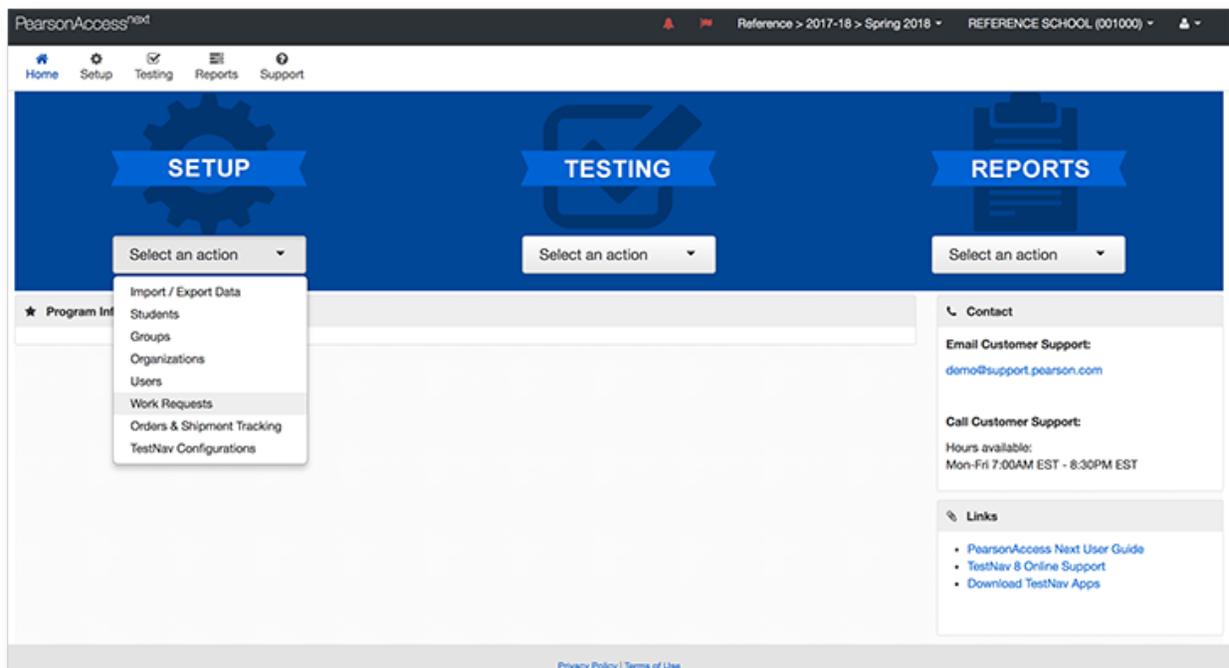
i Feature availability varies by program.

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**.



2. Click the checkbox next to the request.

The screenshot shows the 'Work Requests' interface. At the top, there are two tabs: 'Tasks' (0 Selected) and 'Work Requests' (1 Selected). Below the tabs is a 'Find Work Requests' section with filters on the left and a table of results on the right. The filters include Status (Waiting for Approval), Work Type (Remote Testing), Requested By, Starts with, Requesting Organization, and Assigned Organization. The table has 8 rows, each with a checkbox, Status, Work Type, Requested By, Requesting Organization, Assigned Organization, Request Date, and Approve/Reject Date. The first row is selected, and its checkbox is highlighted with a red box.

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**.

The screenshot shows the 'Work Requests' interface with the 'Work Type' filter set to 'Remote Testing'. The table now displays only 2 results, both of which are 'Remote Testing' requests. The filter section on the left is highlighted with a red box.

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

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

The screenshot shows the 'Work Requests' interface with the 'Tasks' tab selected. The 'Select Tasks' dropdown is open, and 'Approve / Reject Remote Testing' is selected. The 'Start' button is highlighted. The table below shows the selected request.

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

4. 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**.

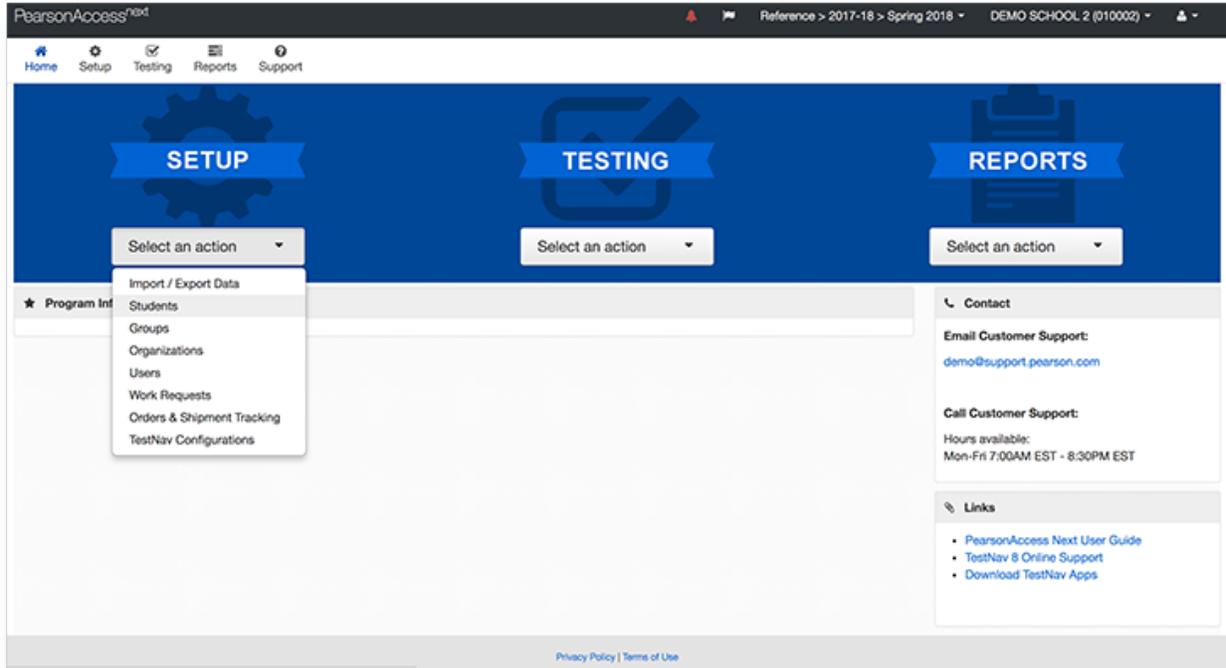
REMOTE TESTS (1)	DETAILS
BRYANT, EDWARD (2234567890) Reference Test	BRYANT, EDWARD (2234567890)
	Student Code* 2234567890 Last Name* BRYANT First Name* EDWARD Middle Name/Initial Date of Birth* 2000-01-01 Test Name* Reference Test Enrolled Organization DEMO SCHOOL 2 (010002) Remote Organization VID SCHOOL 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?

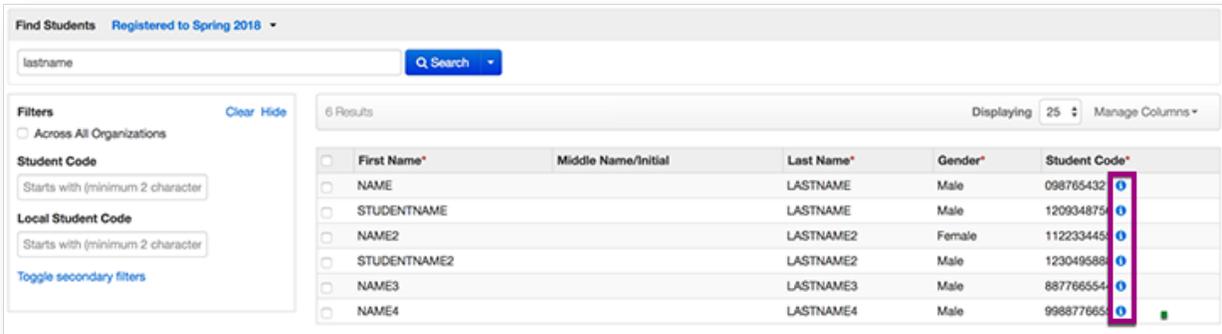
A flag notifies an authorized user in that organization to approve or reject the test.

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.

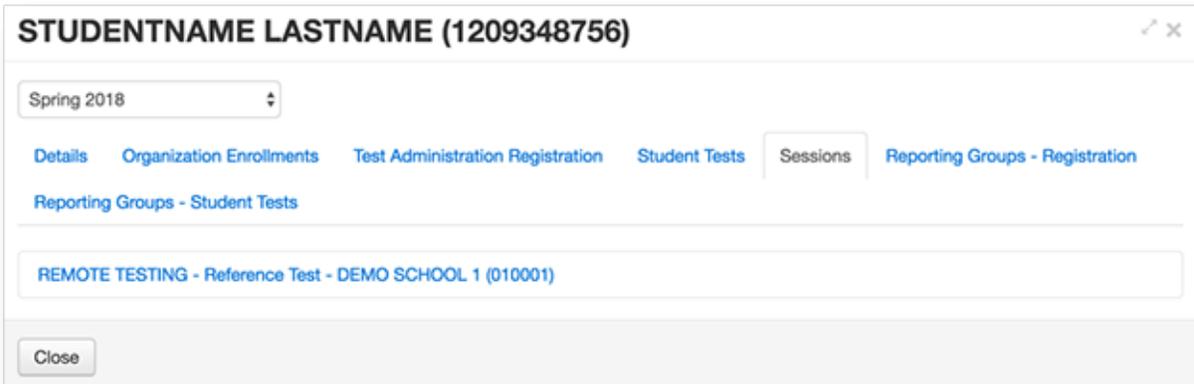
1. From **Setup**, select **Students**.



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



3. Click the **Sessions** tab.



The Remote Testing session name appears.