Assign a Remote Testing Organization

; Feature availability varies by program.

You can assign a request for remote testing to allow a student enrolled in your organization to test in another organization. Remote testing differs from an enrollment transfer, in which student records transfer from one organization to another.

Step-by-Step

1. From Testing, select Student Tests.

PearsonAccess ^{ned}		🙏 🃁 Reference > 2017-18 > Fail 2017 - Reference State (ref) - 🔿 - 🛦 -
Home Setup Testing Reports Test Config Tools Support		
SETUP Select an action	TESTING Select an action	REPORTS Select an action
* Program Information	Student Tests Rejected Student Tests Seusions Students in Sessions Round Scoring	C Contact Email Customer Support: demo@support pearson.com Call Customer Support: Hours available: Mon-fri 7.00AM EST - 8:30PM EST
		Links PeanonAccess Next User Guide TestNav 8 Online Support Download TestNav Apps
01	Privacy Policy Terms of Use 99-2018 Peerson Education, Inc. or Its affiliate(s), All rights reserved	ι.

2. Click the checkbox next to any student test in Ready status.

Student Tests					
El Tasks 0 Selected		Student Tests 2 Selected Clear			
Select Tasks	▼ Start ▼	Manage			•
Find Student Tests					
lastname	Q Search				
Filters Clear Hide Organization	2 Results		Displaying	25 \$	Manage Columns *
Select one or more	Student	Organization	Test	Type*	Status*
Student Code	2 LASTNAME, STUDENTNAME 0	DEMO SCHOOL 2 (010002)	Reference Test	Online	Assignment
Starts with (minimum 2 characters)	LASTNAME2, STUDENTNAME2 0	DEMO SCHOOL 2 (010002)	Reference Test	Online	Assignment
Local Student Code					
Starts with (minimum 2 characters)		· 1 ·			
Group					
Select one or more					
Toggle secondary filters					
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3. Click Select Tasks, select Assign Remote Testing Org, and click Start.

Student Tests					
El Tasks 0 Selected		Student Tests 2 Selected Clear			
Select Tasks	• Start •	Manage			•
Edit Student Tests Manage Irregularities Assign Users to Student Tests Assign Remote Testing Org Print Selected Barcodes Score Alternate Student Tests	Q. Search •				
Enter Monitor Scores Invalidate/Validate Tests					Manage Columns -
Unextract Assessments Submit Alternate Student Tests Starss was emenantial contractorsy pro-	Student LASTNAME, STUDENTNAME LASTNAME2, STUDENTNAME2	Organization DEMO SCHOOL 2 (010002) DEMO SCHOOL 2 (010002)	Test Reference Test Reference Test	Type* Online Online	Status* Assignment Assignment
Local Student Code Starts with (minimum 2 characters)	a bonomic orbitinence o	* 1 *		0.11.0	- sought tools
Group					
Select one or more Toggle secondary filters					
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4. Select a Remote Organization for a student test to assign a single student.

PearsonAccess ^{next}			Reference > 2017-18 > Spring 2018	Reference State (ref)	0- <u>4</u> -
Tasks for Student Tests			O Add Task C Prev	ous Task Next Task >	Exit Tasks ×
Assign Remote Testing Org					
Remote Organization Select Assign to selected student tests					
Assign Organizations to Student Tests					Reset
Student	Test	Enrolled Organization	Remote Organization		
LASTNAME, STUDENTNAME 0	Reference Test	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001)	x x	
LASTNAME2, STUDENTNAME2 0	Reference Test	DEMO SCHOOL 2 (010002)	Select		
* Required			I DEMO SCHOOL 1 (010001) DEMO SCHOOL 2 (010002) VID ORG (123456) VID SCHOOL 1 (000000) VIDEO SCHOOL (234565)	Q	
	Copyrig	Privacy Policy Terms of Use ht © 1998-2014 Pearson Education, Inc. or its affiliate(s), All rights reserve	4		
ALWAYS LEARNING					PEARSON

5. Click Save.

1. Click the checkbox next to student tests.

As	sign Organizations to Student Tests				Save	Reset
•	Student	Test	Enrolled Organization	Remote Organization		
8	LASTNAME, STUDENTNAME 0	Reference Test	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) × ×		
8	LASTNAME3, STUDENTNAME3 0	Discovery Demo	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) × *		
• Rec	uired					
8	ave Reset					

2. Select the organization.

Remote Organization				
Select *				
٩				
DEMO SCHOOL 1 (010001)				
DEMO SCHOOL 2 (010002) StS				Savo Reset
VID ORG (123456)	Test	Enrolled Organization	Remote Organization	
VID SCHOOL 1 (000000)				
VIDEO SCHOOL (234565)	Reference Test	DEMO SCHOOL 2 (010002)	Select	*
LASTNAME3, STUDENTNAME3 0	Discovery Demo	DEMO SCHOOL 2 (010002)	Select	×
* Required				
Save Reset				

3. Click Assign to selected student tests, and click Save.

Tasks for Student Tests			O Add Task	Previous Task	Next Task >	Exit Tasks 🗙
Assign Remote Testing Org				_		
Remote Organization DEMO SCHOOL 1 (010001) × Assign to selected student tests Assign Organizations to Student Tests	S				84	wo Reset
2 Student	Test	Enrolled Organization	Remote Organization			
LASTNAME, STUDENTNAME 0	Reference Test	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001)	××		
LASTNAME3, STUDENTNAME3 0	Discovery Demo	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001)	х т		
* Required						
Save Reset						

Video

Effects

That student's record remains in the original organization. The remote testing organization cannot access the student's data. After the student finishes testing, PearsonAccess sends the student's test data to the original organization.

What's Next?

After you assign a test to a remote testing organization, 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 Work Requests.

PearsonAcces	Super	👃 🏴 Reference > 2017-18 > Spring 2018 +	REFERENCE SCHOOL (001000) - A -
Home Setup	Testing Reports Support		
y	SETUP	TESTING	REPORTS
	245		
	Select an action •	Select an action 👻	Select an action 💌
★ Program Inf	Import / Export Data Students Groups Organizations Users Work Requests Orders & Shipment Tracking TestNav Configurations		C 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
		Privacy Policy Terms of Use	

2. Click the checkbox next to a request.

Tasks 0 Selected			C Work R	equests 1 Selected Clea	r		
Select Tasks		•	Start • Manage				
Find Work Requests							
Filters Clear Hide Status	10 Results				Di	splaying 25 ¢	Manage Columns *
× Waiting for Approval	Status	Work Type	Requested By	Requesting Organization	Assigned Organization	Request Date	Approve/Reject Date
Work Type	 Waiting for Approval 0 	Enrollment Transfer	jamie.mcturner@email.com	DEMO SCHOOL 1 (010001)	DEMO SCHOOL 2 (010002)	11/06/2017 12:35:48 PM	
Select one or more							
Requested By	 O Waiting for Approval O 	Enrollment Transfer	jamie.mcturner@email.com	VIDEO SCHOOL (234565)	DEMO SCHOOL 2 (010002)	11/06/2017 01:25:06 PM	
Starts with	 O Waiting for 	Remote	Maggie.Grove@pearson.com		VID SCHOOL 1	12/13/2017	
Requesting Organization	Approval	Testing		(010002)	(000000)	11:24:13 AM	
Select one or more	 O Waiting for Approval 	Remote Testing	admin	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001)	01/08/2018 01:01:20 PM	
Assigned Organization	O Waiting for	Remote	sandra.bannon@email.com	DEMO SCHOOL 1	DEMO SCHOOL 2	01/12/2018	
Select one or more	Approval	Testing		(010001)	(010002)	09:01:56 AM	
	 O Waiting for Approval 	Remote Testing	sandra.bannon@email.com	DEMO SCHOOL 1 (010001)	DEMO SCHOOL 2 (010002)	01/12/2018 11:28:26 AM	

3. Select Edit Remote Testing.

Work Requests				
Tasks 0 Selected			📼 Work F	Requests 1 Selecte
Select Tasks		•	Start Manage	
			All Tasks	
Find Work Requests			Request / Delete Enrollment Tr	ansfer
Filters Clear Hide Status	10 Results		Approve / Reject Enrollment Tr Edit Remote Testing	ansfer
× Waiting for Approval	Status	Work Type	Requested By	Requesting Organ
Work Type Select one or more	 O Waiting for Approval O 	Enrollment Transfer	jamie.mcturner@email.com	DEMO SCHOOL 1 (010001)
Requested By	 O Waiting for Approval O 	Enrollment Transfer	jamie.mcturner@email.com	VIDEO SCHOOL (2
Starts with Requesting Organization	 O Waiting for Approval 	Remote Testing	Maggie.Grove@pearson.com	DEMO SCHOOL 2 (010002)
Select one or more	 O Waiting for Approval 	Remote Testing	admin	DEMO SCHOOL 2 (010002)
Assigned Organization Select one or more	 Waiting for Approval 	Remote Testing	sandra.bannon@email.com	DEMO SCHOOL 1 (010001)
	- A Malilan for	Domoto	aandes kannan@amail.com	

4. Click Cancel Request.

REMOTE TESTS (1)	DETAILS	
COLLINS, JOSEPH (1234567897) Discovery Demo	COLLINS, JOSEPH (1234567897)	ancel Request Reset
Demo	Student Code* 124567897 Last Name* COLLINS First Name* JOSEPH Middle Name/Initial Date of Birth 2000-01-01 Test Name* Discovery Demo Enrolled Organization DEMO SCHOOL 1 (010001)	Work Request Status O Waiting for Approval Request Sent 01/12/2018
	Remote Organization DEMO SCHOOL 2 (010002) Cancel Request Reset	