

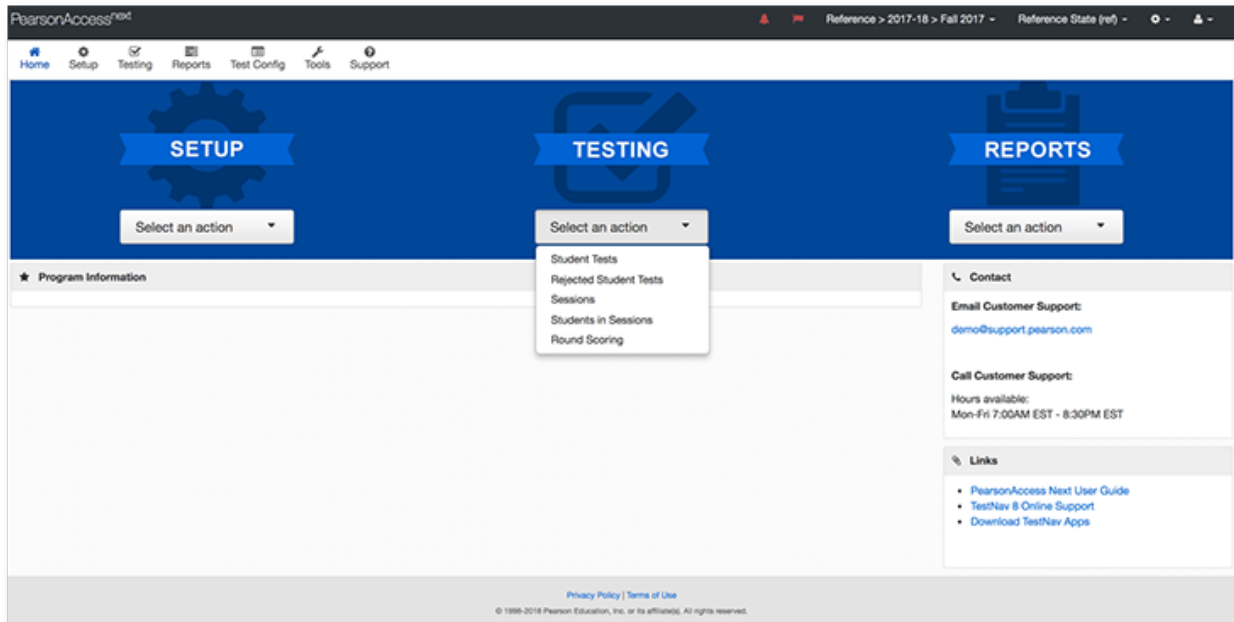
# Assign a Remote Testing Organization

 Feature availability varies by program.

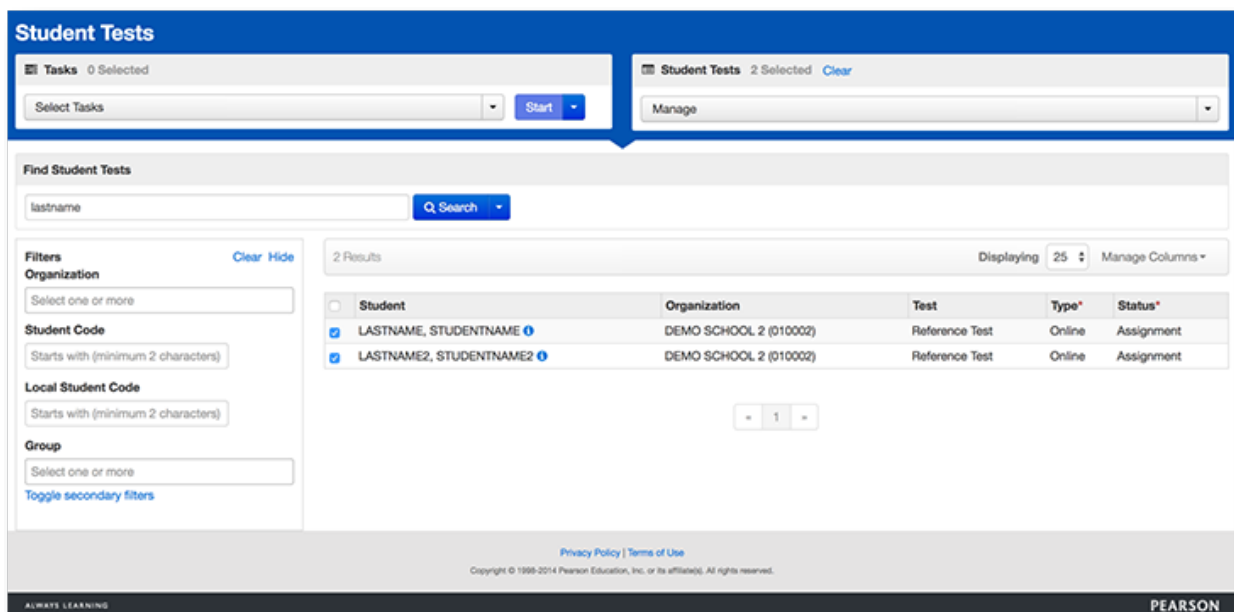
You can assign a request for remote testing to allow a student enrolled in your organization to test in another organization. Remote testing differs from an enrollment transfer, in which student records transfer from one organization to another.

## Step-by-Step

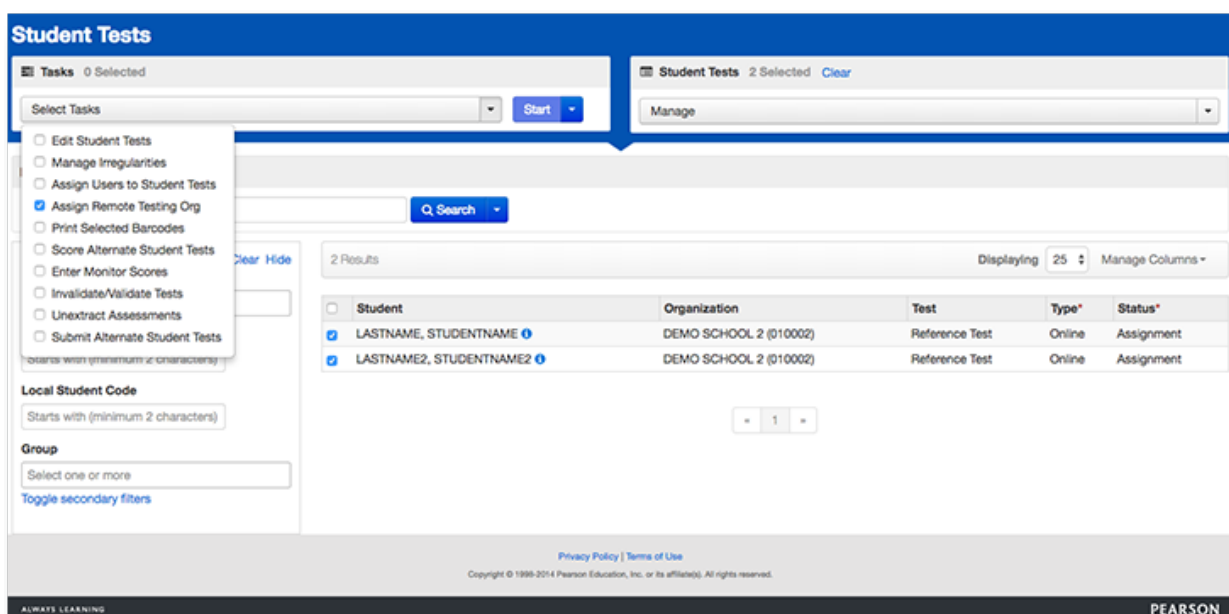
1. From **Testing**, select **Student Tests**.



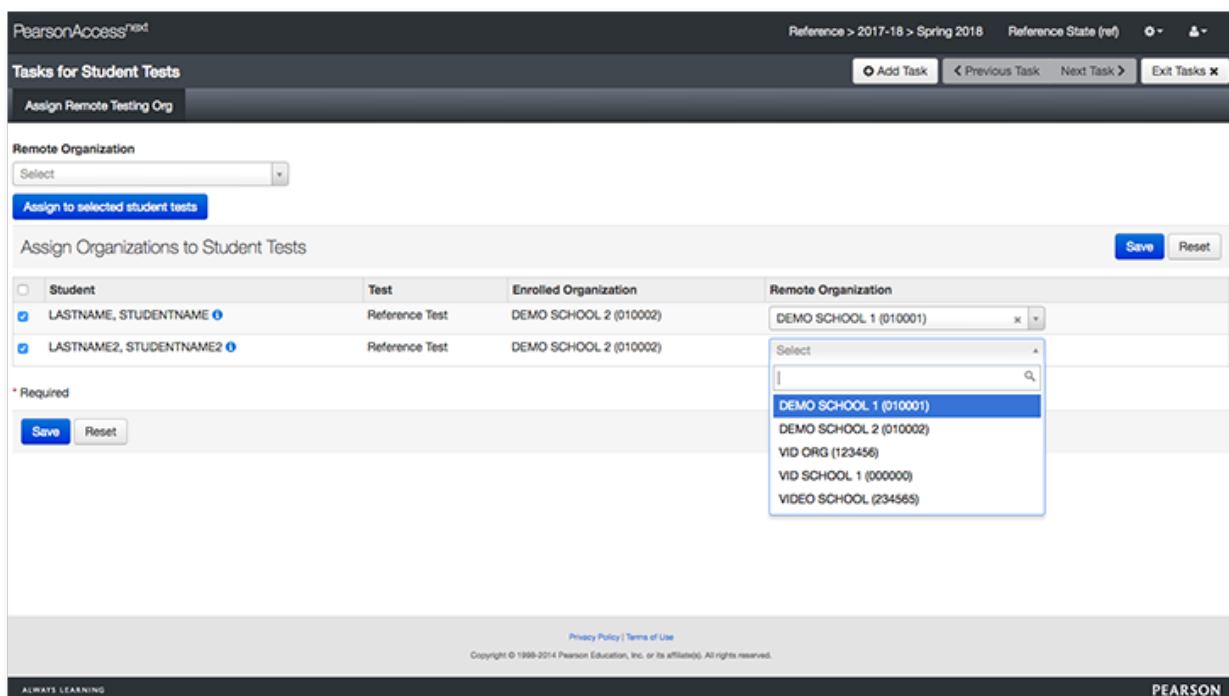
2. Click the checkbox next to any student test in **Ready** status.



3. Click **Select Tasks**, select **Assign Remote Testing Org**, and click **Start**.



4. Select a **Remote Organization** for a student test to assign a single student.



5. Click **Save**.

1. Click the checkbox next to student tests.

Assign Organizations to Student Tests

Student	Test	Enrolled Organization	Remote Organization
<input checked="" type="checkbox"/> LASTNAME, STUDENTNAME ⓘ	Reference Test	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) x
<input checked="" type="checkbox"/> LASTNAME3, STUDENTNAME3 ⓘ	Discovery Demo	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) x

\* Required

Save Reset

2. Select the organization.

Assign Remote Testing Org

Remote Organization

Select

DEMO SCHOOL 1 (010001)

DEMO SCHOOL 2 (010002)

VID ORG (123456)

VID SCHOOL 1 (000000)

VIDEO SCHOOL (234565)

Student	Test	Enrolled Organization	Remote Organization
<input checked="" type="checkbox"/> LASTNAME, STUDENTNAME ⓘ	Reference Test	DEMO SCHOOL 2 (010002)	Select
<input checked="" type="checkbox"/> LASTNAME3, STUDENTNAME3 ⓘ	Discovery Demo	DEMO SCHOOL 2 (010002)	Select

\* Required

Save Reset

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

Tasks for Student Tests

Assign Remote Testing Org

Remote Organization

DEMO SCHOOL 1 (010001) x

Assign to selected student tests

Assign Organizations to Student Tests

Student	Test	Enrolled Organization	Remote Organization
<input checked="" type="checkbox"/> LASTNAME, STUDENTNAME ⓘ	Reference Test	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) x
<input checked="" type="checkbox"/> LASTNAME3, STUDENTNAME3 ⓘ	Discovery Demo	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) x

\* Required

Save Reset

## Video

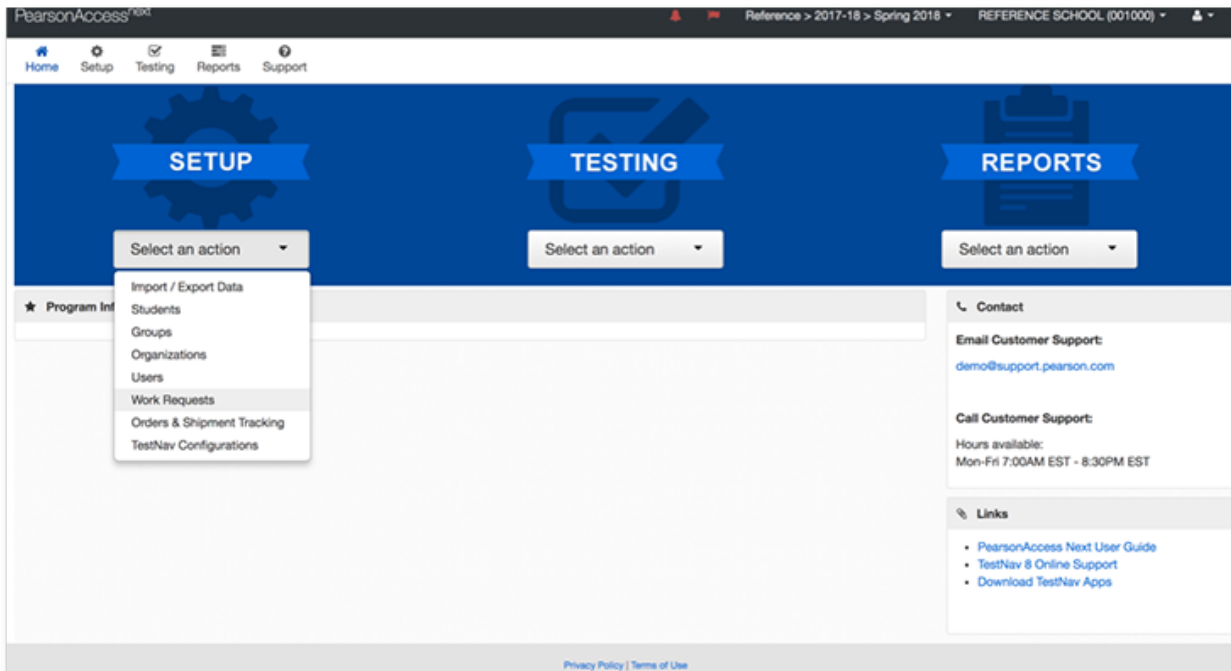
## Effects

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.

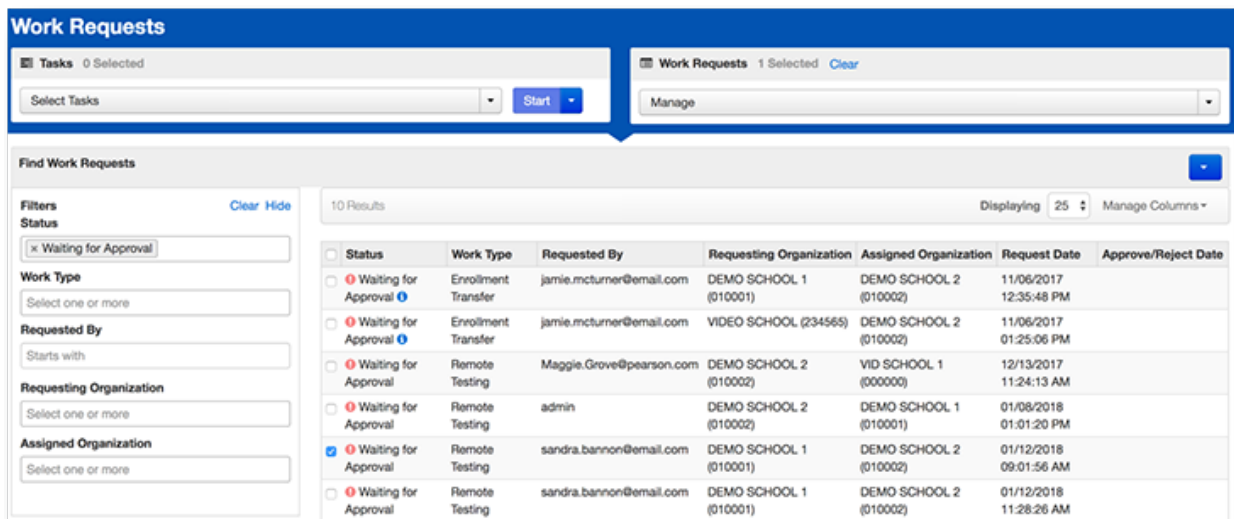
## What's Next?

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**.



2. Click the checkbox next to a request.



3. Select **Edit Remote Testing**.

## Work Requests

**Tasks** 0 Selected

Select Tasks Start

**Work Requests** 1 Selected Manage

**Find Work Requests**

**Filters** Clear Hide

**Status**

**Work Type**

Select one or more

**Requested By**

Starts with

**Requesting Organization**

Select one or more

**Assigned Organization**

Select one or more

10 Results

<input type="checkbox"/>	Status	Work Type	Requested By	Requesting Orgar
<input type="checkbox"/>	<span>Waiting for Approval</span>	Enrollment Transfer	jamie.mcturner@email.com	DEMO SCHOOL 1 (010001)
<input type="checkbox"/>	<span>Waiting for Approval</span>	Enrollment Transfer	jamie.mcturner@email.com	VIDEO SCHOOL (2
<input type="checkbox"/>	<span>Waiting for Approval</span>	Remote Testing	Maggie.Grove@pearson.com	DEMO SCHOOL 2 (010002)
<input type="checkbox"/>	<span>Waiting for Approval</span>	Remote Testing	admin	DEMO SCHOOL 2 (010002)
<input checked="" type="checkbox"/>	<span>Waiting for Approval</span>	Remote Testing	sandra.bannon@email.com	DEMO SCHOOL 1 (010001)

**All Tasks**

- Request / Delete Enrollment Transfer
- Approve / Reject Enrollment Transfer
- Edit Remote Testing

4. Click **Cancel Request**.

**REMOTE TESTS (1)**

COLLINS, JOSEPH (1234567897) Discovery Demo

**DETAILS**

COLLINS, JOSEPH (1234567897)

Cancel Request Reset

**Student Code\***  
1234567897

**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)

**Remote Organization**  
DEMO SCHOOL 2 (010002)

Cancel Request Reset

**Work Request Status**

Waiting for Approval

**Request Sent**  
01/12/2018