

# Assign a Remote Testing Organization

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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

You can choose to read or watch the instructions below.






Read It

(Click  to view image)

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**.

You can also assign a remote testing organization to all selected students...

1. Click the checkbox next to student tests. 
2. Select the organization. 
3. Click **Assign to selected student tests**, and click **Save**. 



Watch It

Effects

What's Next?

▼ When a student tests remotely...

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.





▼ After you assign a test to a remote testing organization...

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.

▼ Approve or Reject Request

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.

▼ To cancel your request(s) for remote testing...

1. From **Setup**, select **Work Requests**. 
2. Click the checkbox next to a request. 
3. Select **Edit Remote Testing**. 
4. Click **Cancel Request**. 

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