

# Move Test Assignments Between Students

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You can move a test assignment to assign a test to the correct student record when two student records have been created for the same student.

## Step-by-Step



Read It

(Click  to view image)

1. From **Setup**, select **Students**. 
2. Type the student name into the search field, and click **Search**. 
3. Click the checkboxes next to the two student names. 
4. Click **Select Tasks**, select **Move Student Tests**, (or **Students - Move Test**), and click **Start**. 
5. Click the checkbox next to the test assignment to incorporate it into the other student record.  *You can move multiple test assignments.*
6. Click **Move Tests**. 

### Effects

The system will now report all test results for the student together, rather than in two separate reports.

### What's Next? (Optional)

After you move the test assignment, you can delete the student record you do not want to use.

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