

Move a Student Test Between Sessions

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You can move student tests *that are in **Ready** or **Exited** status* from one session to another session.

▼ [Possible scenarios for moving a student test include...](#)

- A sick student cannot continue to test in his or her originally scheduled test session.
- You want to balance the number of students in one session with that of another session.

Session information and move requirements:

- A session can contain only one test form.
- You can move a student in a read-aloud test session *only* to another read-aloud session. 

▼ [For tests in Ready status...](#)

The system assigns a new test form, unless it is configured to retain the form assignment.

▼ [For tests in Exited status...](#)

You can move a student test *only* to a session that contains the same test form as the original session. For example:

- Session 1 contains Test A.
- Session 2 contains Test B.
- Session 3 contains Test A.

Therefore, you can move a student from Session 1 *only* to Session 3.

Prerequisites

Before you move students between online test sessions, check each student's status, as described in **Monitor or Change Student Test Status**. You cannot move students:

- If the student is in **Active**, **Completed**, or **Marked Complete** status.
- If the status of the session is **stopped**.

Step-by-Step

You can choose to read or watch the instructions below.



Read It

(Click  to view image)

1. From **Testing**, select **Students in Sessions**. 
2. Click **Add a Session**. 
3. Type a session name into the search field. 
4. Click the checkbox next to the session. 
5. Click **Add Selected**. 
6. Click the checkbox next to the student to move. 
7. Click **Select Tasks**, select **Move Students between Sessions**, and click **Start**. 
8. Click in the **Sessions** search box, and select the session to move student(s) to.  *The currently assigned session is marked with a shaded check.* 
9. Click the checkbox under the session you want to move the student to. 
10. Click **Move**. 

You can also create a session to move the student(s) to.

∨ Repeat steps 1-5 and...

1. Click **Create Session**. 
2. Type or select required details. 
3. Click the checkbox under the new session. 
4. Click **Move**. 



Watch It

Effects

∨ When you move the student's test form to a new session, the system...

- Saves previous responses.

What's Next? (Optional)

When you move a student test to another session, the test adopts that session's locked

- Resumes the test at the last viewed question.
- Retains the exited status (until you resume the test).
- Assigns new session resources for you to

download and print again.



Required resources vary by program.

or unlocked state. As a result, you may need to click the lock icon to unlock a test or the session.

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