Move Test Assignments Between Students

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

1. From Setup, select Students.

PearsonAccess ^{nee}	xt	🐥 📁 Reference > 2017-18 > Sprin	g 2018 - DEMO SCHOOL 2 (010002) - 👗 -
Home Setup Te	esting Reports Support		
X	SETUP	TESTING	REPORTS
	Select an action	Select an action	Select an action
* Program Inform	Import / Export Data Students Groups		Contact mail Customer Support:
	Organizations Users Work Requests Orders & Shipment Tracking	c	emo@support.pearson.com all Customer Support:
	TestNav Configurations	H	lours available: fon-Fri 7:00AM EST - 8:30PM EST

2. Type the student name into the search field, and click Search.

Students												
E Tasks 0 Selected				Students 0 Selected Clear								
Select Tasks			•	Start -	Manage				•			
Find Students Registered to Spring 2018 - Sampson Q Search												
Filters Clear Hide	2	Results						Displaying 25 \$ Manage Colu	umns -			
Student Code		First Name	•	Middle Name/Initial		Last Name*	Gender*	Student Code*				
Starts with (minimum 2 character		MARK				SAMPSON	Male	000000001 ()				
Local Student Code	8	MARK				SAMPSON	Male	000000002 🕚				
Starts with (minimum 2 character Toggle secondary filters						1 .						

3. Click the checkboxes next to the two student names.

Students									
Tasks 0 Selected				Students 2 Selecte	d Clear				
Select Tasks			- Start -	Manage				•	
Find Students Registered to Spring 2018 - Sampson Q Search									
Filters Clear Hide	2 Re	esults					Displaying 25 \$ Manage C	columns ~	
Student Code		First Name*	Middle Name/Initia		Last Name*	Gender*	Student Code*		
Starts with (minimum 2 character		MARK			SAMPSON	Male	000000001 ()		
Local Student Code	2	MARK			SAMPSON	Male	000000002 ()		
Starts with (minimum 2 character									
Toggle secondary filters				ĸ	1 =				

4. Click Select Tasks, select Move Student Tests, (or Students - Move Test), and click Start.

I Tasks 1 Selected								
Select Tasks			- Start -					
Create / Edit Students Registration Register Students Manage Student Tests Manage Groups Manage Enrollments Manage Enrollments One Student Tests (select exactly 2 students) Delete Students	28	Q Search						
		First Name*	Middle Name/Initia					
Starts with (minimum 2 character	8	MARK						
Local Student Code	8	MARK						
Starts with (minimum 2 character								
innele secondary filters								

5. Click the checkbox next to the test assignment to incorporate it into the other student record. You can move multiple test assignments.

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N	Mayo Student Tasta (adapt avastu 2 at idanta)												
IV	Move Student Tests (select exactly 2 students)												1000
	SAMPSON, MARK (0000000001) ()	SAMPSON, MARK (0000000002) ()	Test Administration	Organization	Test	ELL	Special Programs Title 1	Do Not Report	Do Not Report Reason	Special Education	Gifted	Service Plan 504	UUID
8	~		Spring 2018	DEMO SCHOOL 2 (010002)	Discovery Demo								8b4818e2-8225-4486-8f95-21e5bb5201ca
		~	Spring 2018	DEMO SCHOOL 2 (010002)	Math								deffeb74-2264-49dd-a246-43aa5be82215
• Re	* Required												
	Move Tests Reset												

6. Click Move Tests.

Move Student Tests (select exactly 2 students)													
Mov	Move Student Tests (select exactly 2 students) Rece												Move Tests Reset
SA 00	MPSON, MARK 00000001) 0	SAMPSON, MARK (0000000002) ()	Test Administration	Organization	Test	ELL	Special Programs Title 1	Do Not Report	Do Not Report Reason	Special Education	Gifted	Service Plan 504	UUID
× ×			Spring 2018	DEMO SCHOOL 2 (010002)	Discovery Demo								8b4818e2-8225-4486-8f95-21e5bb5201ca
		~	Spring 2018	DEMO SCHOOL 2 (010002)	Math								deffeb74-2264-49dd-a246-43aa5be82215
Requi	red												
Мо	vo Tosts Reset												

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.