

# Assign/Unassign a Test

You must assign a student record to a test to place it in a session.

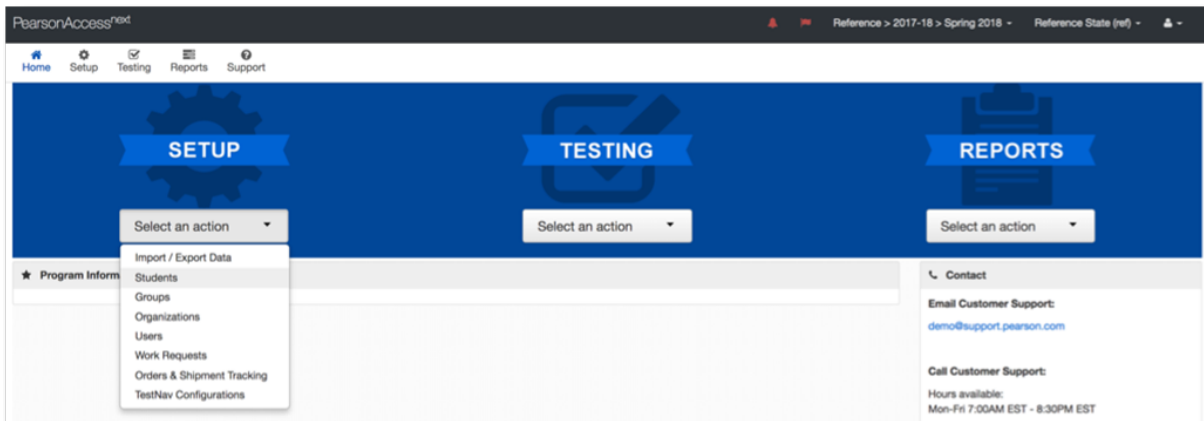
Pearson recommends that you assign a test at the same time that you [Create a Student Record](#) and [Register a Student](#).

## Prerequisites

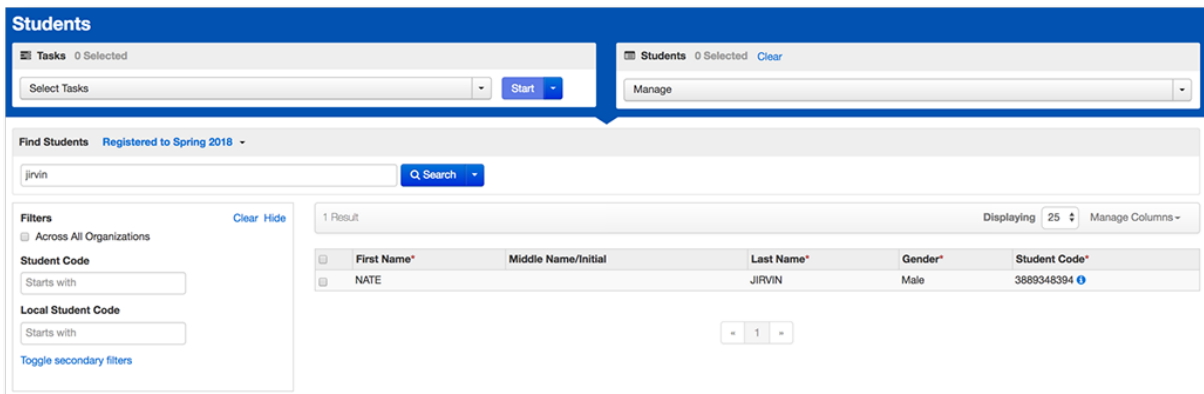
For paper tests, if student data isn't entered through a student registration, you can provide the information on a document as specified by your program. The file can then create the student record within the system.

## Step-by-Step

1. From **Setup**, go to **Students**.



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



3. Click the checkbox next to the student.

Find Students Registered to Spring 2018

Search: jirvin Q Search

Filters: Clear Hide

Student Code: Starts with

Local Student Code: Starts with

Toggle secondary filters

1 Result

Displaying 25 Manage Columns

First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
NATE		JIRVIN	Male	3889348394

1

4. Click **Select Tasks**, select **Manage Student Tests**, and click **Start**.

Students

Tasks 1 Selected

Select Tasks: Create / Edit Students, Registration, Register Students, Manage Student Tests, Manage Groups, Manage Enrollments, Move Student Tests (select exactly 2 students), Delete Students

Start

Students 1 Selected Clear

Manage

Search: Q Search

1 Result

Displaying 25 Manage Columns

First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
NATE		JIRVIN	Male	3889348394

1

5. To unassign a test, deselect **Assigned** at the top of the page, and click **Save**.

Test Filter: Add

Filter by Test Status: Complete Assigned Apply

STUDENT TESTS (0)

Create Student Tests

TEST DETAILS

New Student Test

Create Reset

Student\*: JIRVIN, NATE (3889348394)

Test\*: Reference Test

Organization\*: DEMO SCHOOL 2 (010002)

Name: Select

Type\*: Online

English Language Learner: All Subjects

Special Education:

Student Test UUID:

Special Programs Title 1:

Gifted:

Service Plan 504:

\* Required

Create Reset

6. Select the test details, and click **Create**.

Test Filter

Add

STUDENT TESTS (0)

Create Student Tests

Filter by Test Status

☐ Complete

☐ Assigned

Apply

TEST DETAILS

New Student Test

CreateReset

Student\*

JIRVIN, NATE (3889348394)

Test\*

Reference Test

Organization\*

DEMO SCHOOL 2 (010002)

Name

Select

Type\*

Online

English Language Learner

All Subjects

Special Programs Title 1

Special Education

Gifted

Service Plan 504

Student Test UUID

\* Required

CreateReset