

# Form Override

 Feature availability varies by program.

You can override a form to change a student's form assignment.

By default, the system randomly assigns forms to students. This feature allows you to assign a specific form to a student.

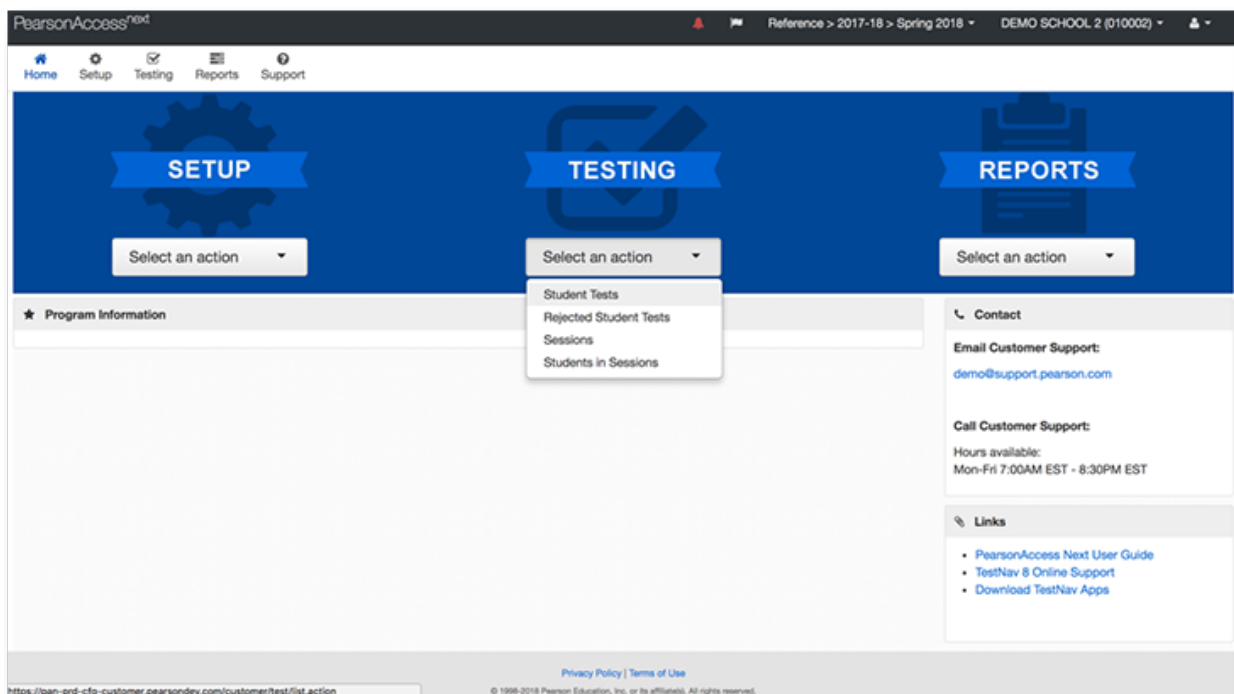
## Prerequisites

Before you can change a student's form assignment, the system must have:

- Previously assigned the student a form.
- More than one test form available for the selected test.
- The student test in **Ready** status.

## Step-by-Step

1. From **Testing**, go to **Students in Sessions**.



2. Click **Add a Session**.

# Students in Sessions

[Go to Sessions »](#)

Tasks 0 Selected

Select Tasks

Start

## Session List

Add a Session

Add a specific session to the left or search all sessions

Find Students

In the selected session(s) above

Search

3. Type the session name into the search field, and click the checkbox next to the session.

The screenshot displays the 'Students in Sessions' application interface. At the top, a blue header contains the title 'Students in Sessions' and a link 'Go to Sessions »'. Below the header, a grey bar shows 'Tasks 0 Selected' and a 'Select Tasks' dropdown menu. A 'Start' button is visible on the right. The main content area is divided into a 'Session List' on the left and a search area on the right. The 'Session List' has an 'Add a Session' button. The search area has a 'Find Students' section with a dropdown set to 'In the selected session(s) above' and a search input field. Below this is a 'Filters' section with 'Organization' and 'Student Code' filters. A search filter overlay is open, showing a search input with 'Session Test', a list of '2 items of 2' (SESSION TEST and SESSION TEST 2), and an 'Add Selected' button at the bottom.

**Students in Sessions** Go to Sessions »

Tasks 0 Selected

Select Tasks Start

**Session List** Add a Session

Find Students In the selected session(s) above

Filters Clear Hide

Organization Select one or more

Student Code Starts with

Session Test

2 items of 2

☒ SESSION TEST

☐ SESSION TEST 2

No more sessions to load

Add Selected

4. Click **Add Selected**.

The screenshot shows the 'Students in Sessions' interface. At the top, there's a blue header with the title 'Students in Sessions' and a link 'Go to Sessions »'. Below the header, there's a 'Tasks' section with '0 Selected' and a 'Select Tasks' dropdown menu. A 'Start' button is also visible. The main area is divided into a 'Session List' on the left and a search area on the right. A modal window is open over the 'Session List', showing a search bar with 'Session Test' entered. Below the search bar, it says '2 items of 2'. There are two items listed: 'SESSION TEST' with a checked checkbox and 'SESSION TEST 2' with an unchecked checkbox. At the bottom of the modal, it says 'No more sessions to load'. A red box highlights the 'Add Selected' button at the bottom of the modal.

**Students in Sessions** Go to Sessions »

**Tasks** 0 Selected

Select Tasks Start

**Session List** Add a Session Filter

Session Test

2 items of 2

☒ SESSION TEST

☐ SESSION TEST 2

No more sessions to load

**Add Selected**

**Find Students** In the selected session(s) above

**Filters** Clear Hide

**Organization** Select one or more

**Student Code** Starts with

5. Type a student name into the search field. Click the checkbox next to the student test.

The screenshot shows the 'Students in Sessions' interface after a search. The 'Find Students' search bar now contains the name 'Noah'. Below the search bar, there's a 'Search' button. The 'Filters' section is visible on the left. The main area shows a table with 1 result. The table has columns: Student Code, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. The first row shows a student with code 1294884777, last name NOAH, first name JENNA, and session SESSION TEST (Discovery Demo). The 'Student Test Status' is 'Ready'.

**Find Students** In the selected session(s) above

Noah Search

**Filters** Clear Hide

**Organization** Select one or more

**Student Code** Starts with

1 Results

Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/> 1294884777	NOAH	JENNA		0475704902	SESSION TEST (Discovery Demo)	Ready	Main	Demo (discovery_demo)

6. Click **Select Tasks**, select **Form Override**, and click **Start**.

**Students in Sessions** Go to Sessions -

Tasks 1 Selected

Select Tasks [Start]

Students in Sessions 1 Selected Clear

Manage

**SESSION TEST**

Ready [Start Session] [Manage Sections] [Refresh]

Search

Filters

Organization

Select one or more

Student Code

Starts with

1 Results

Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/> 1294884777	NOAH	JENNA		0475704902	SESSION TEST (Discovery Demo)	Ready	Main	Demo (discovery_demo)

7. Select the checkbox next to a student's name to confirm your selection.

**Form Override**

**Reason\***

☐ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST) STUDENT TEST STATUS
<input checked="" type="checkbox"/> NOAH, JENNA (1294884777)	SESSION TEST (Discovery Demo) Ready

\* Required

[Save] [Reset]

8. Select a new form and type a reason.

**Form Override** [Save] [Reset]

**Reason\***

☐ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS	STUDENT TEST STATUS	CURRENT FORM	NEW FORM GROUP TYPE*	REASON*
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)				
<input checked="" type="checkbox"/> NOAH, JENNA (1294884777)	SESSION TEST (Discovery Demo)	Ready	Demo		Enter reason here.

\* Required

[Save] [Reset]

If you select multiple students, you can mark **Use the same Reason for checked Students in Sessions** to record a reason for all of them at the same time.

9. Click **Save**.

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