Form Override

ℹ️ *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.
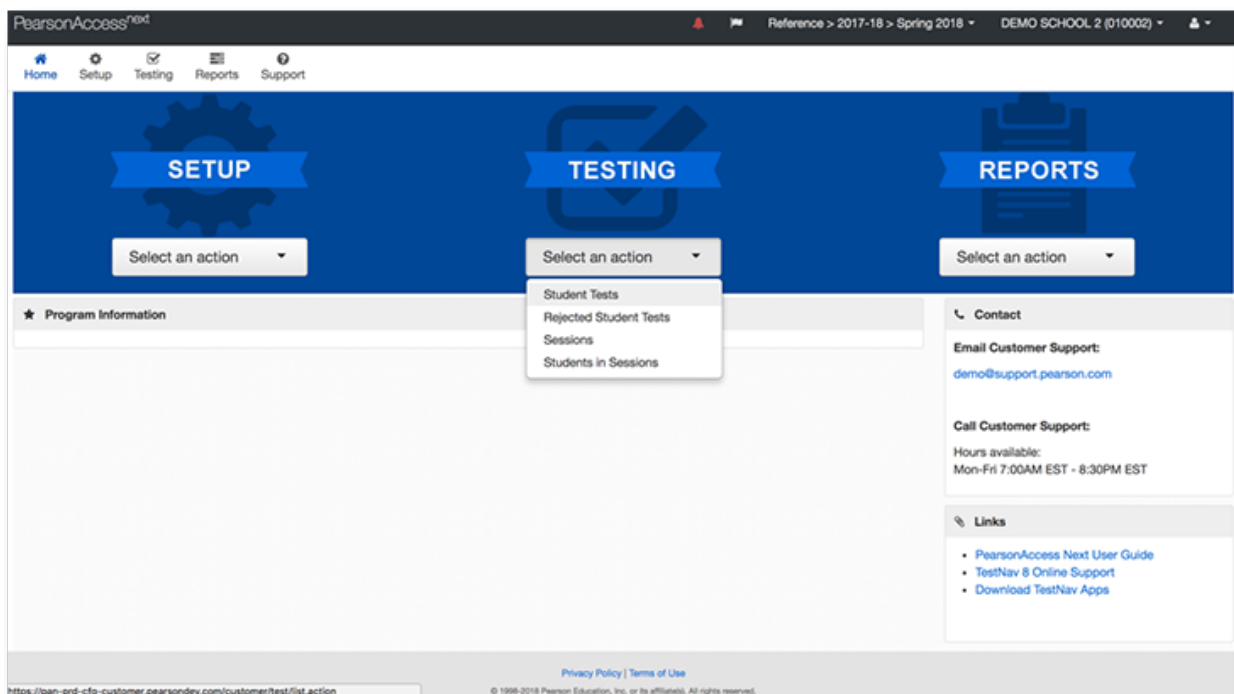

Prerequisites

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**.

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

Students in Sessions   Go to Sessions »

Tasks   0 Selected

Select Tasks   ▾   Start ▾

Session List   Add a Session   ▼ Filter ❯   Search all sessions

Session Test

2 items of 2

☑ ● SESSION TEST

☐ ○ SESSION TEST 2

No more sessions to load

Find Students   In the selected session(s) above ▾

Filters   Clear Hide
Organization

Select one or more   me   First

Student Code

Starts with

4. Click **Add Selected**.

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

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

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

8. Select a new form and type a reason.

*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.**