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.

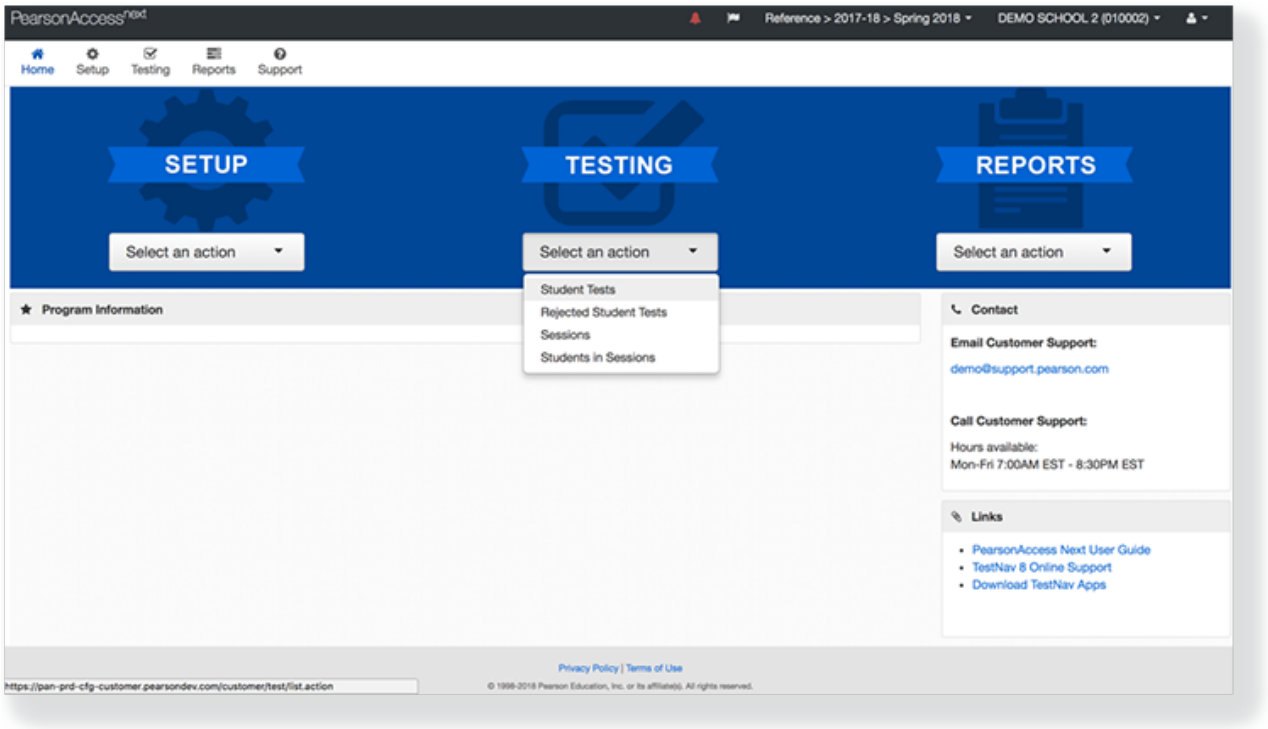
Prerequisites

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

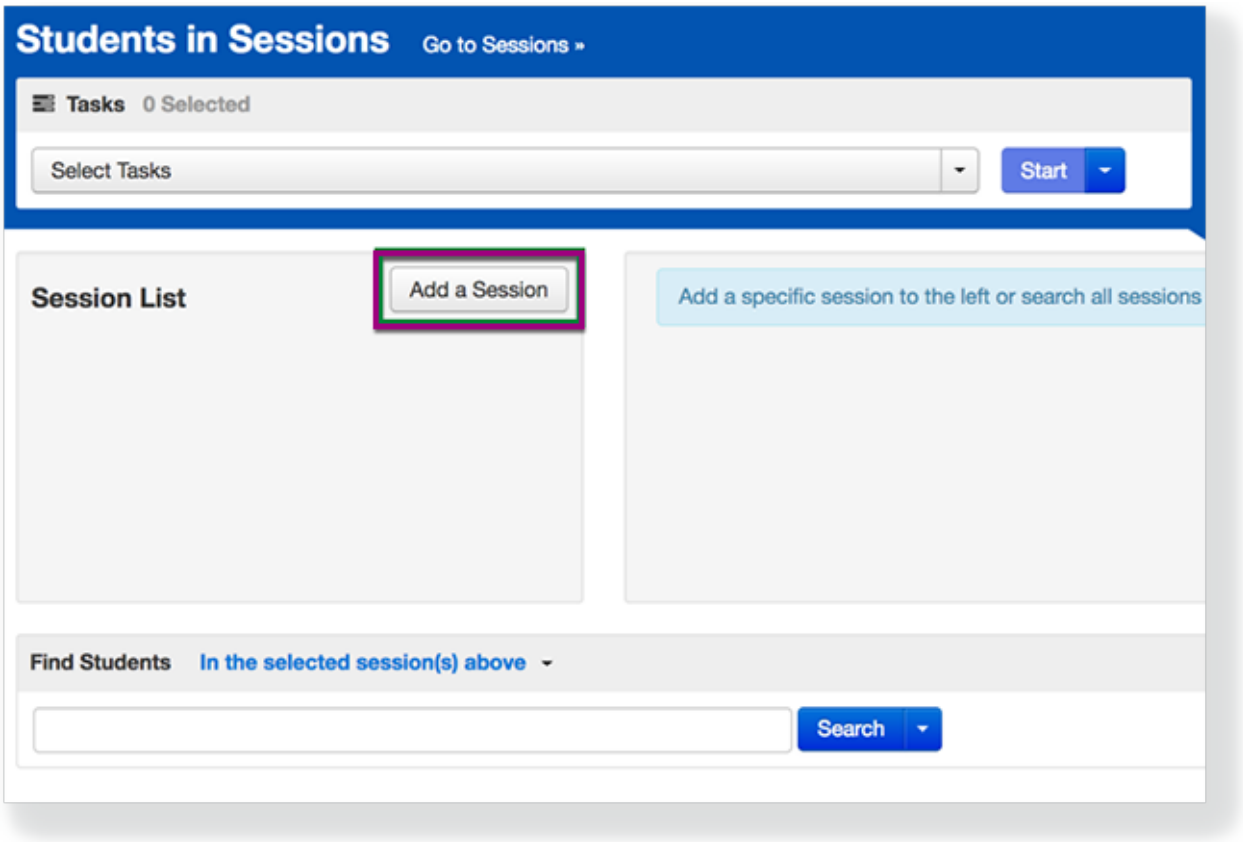
- Previously assigned the student a form.
- More than one test form available for the selected test.
- The student test in **Ready** status.

Step-by-Step

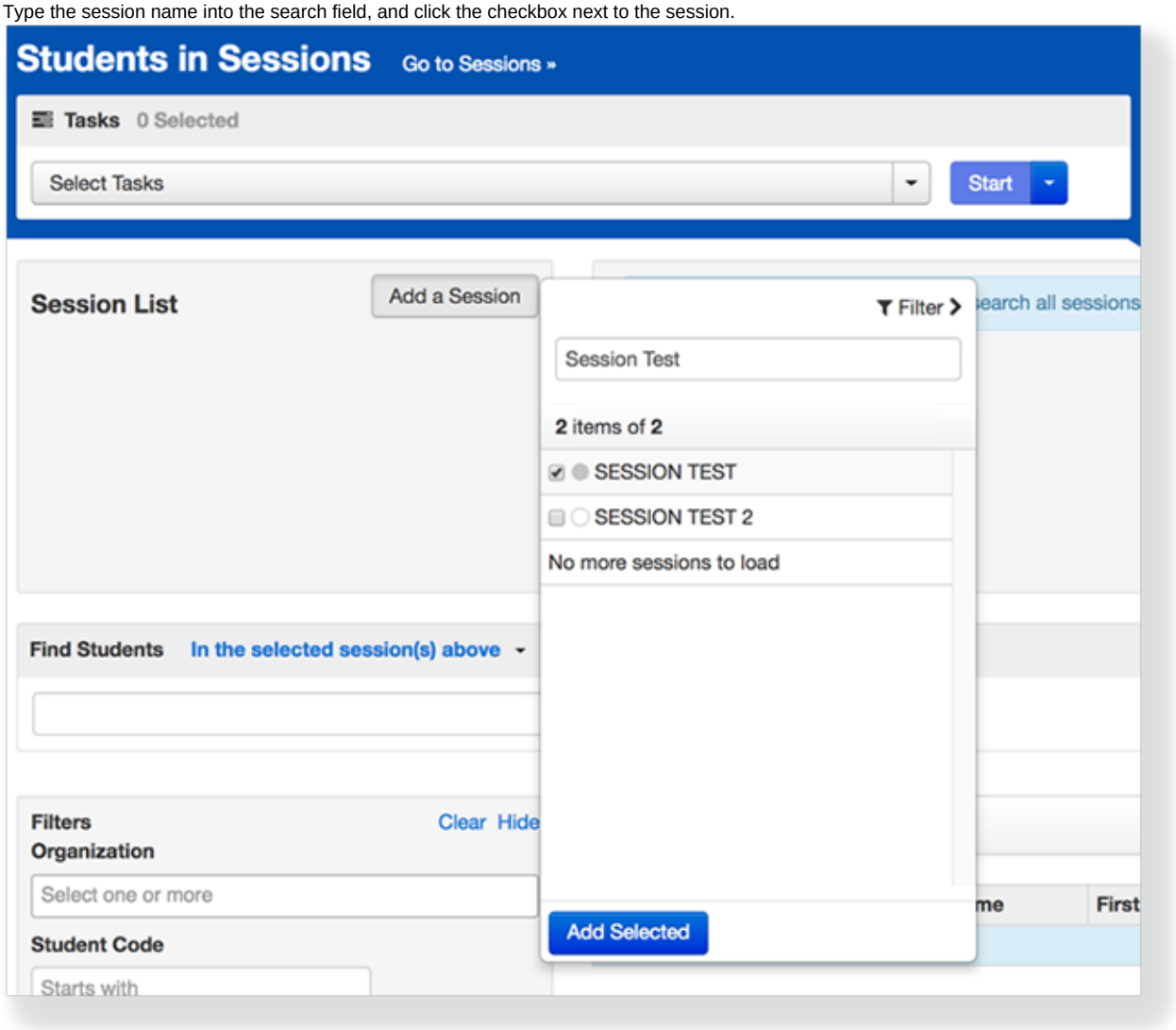
1. From **Testing,** go to **Students in Sessions.**



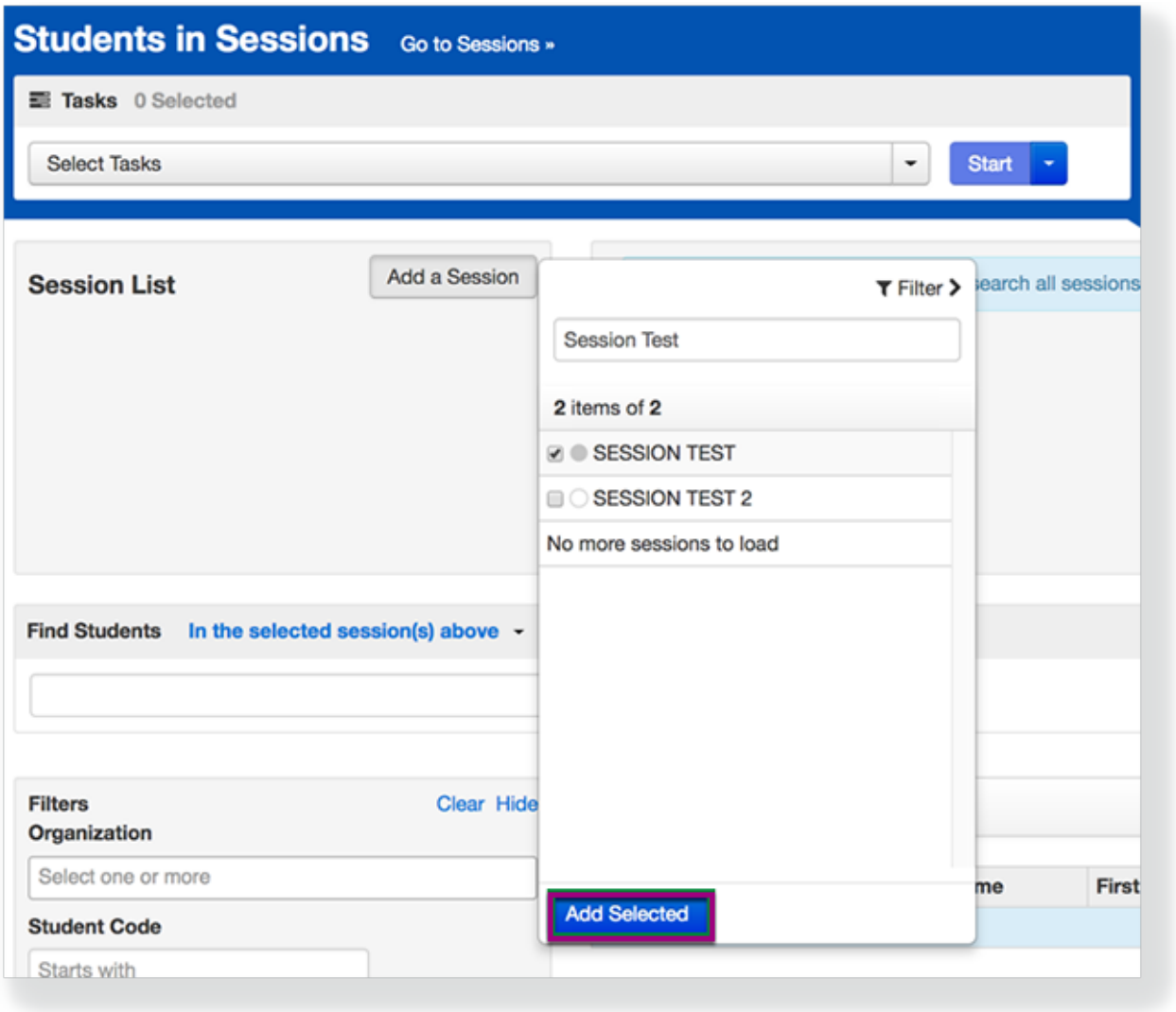
2. Click **Add a Session**.



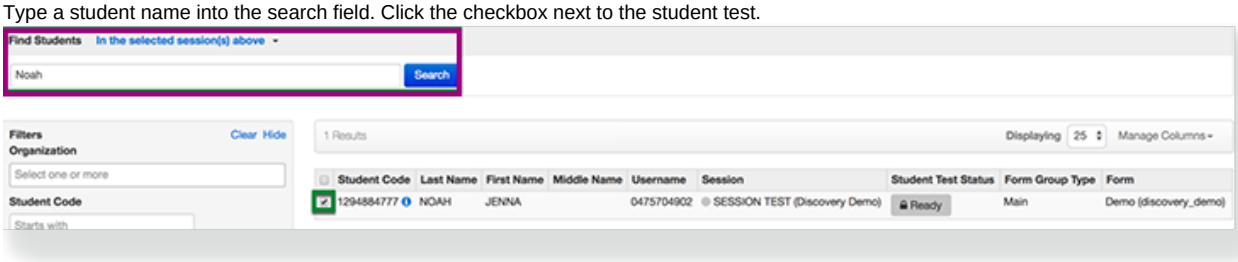
3. Type the session name into the search field, and click the checkbox next to the session.



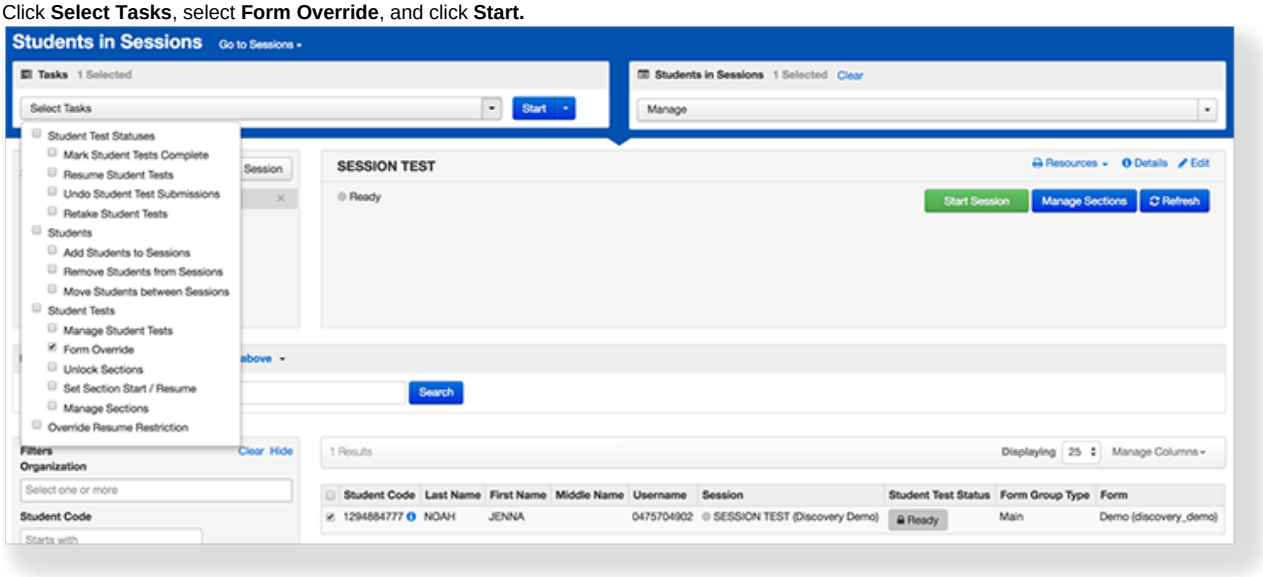
4. Click **Add Selected**.



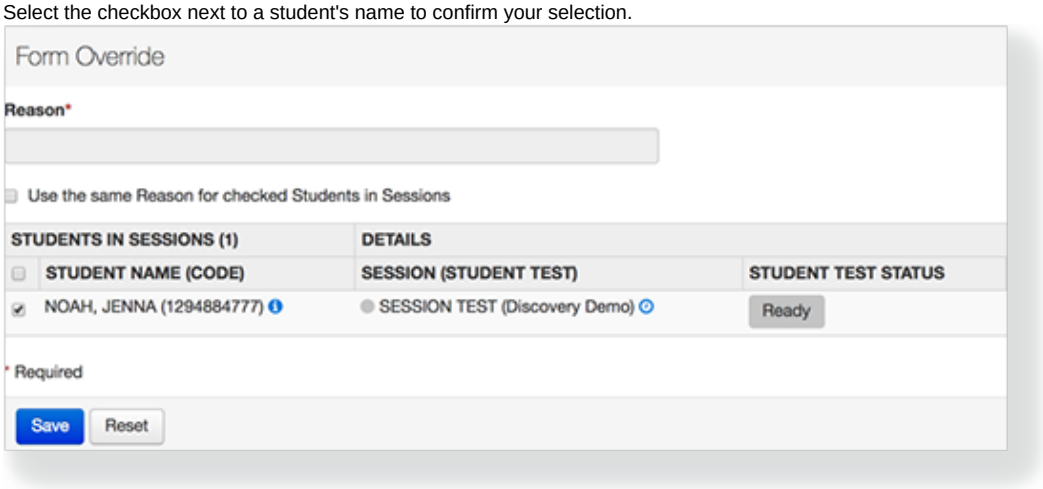
5. Type a student name into the search field. Click the checkbox next to the student test.



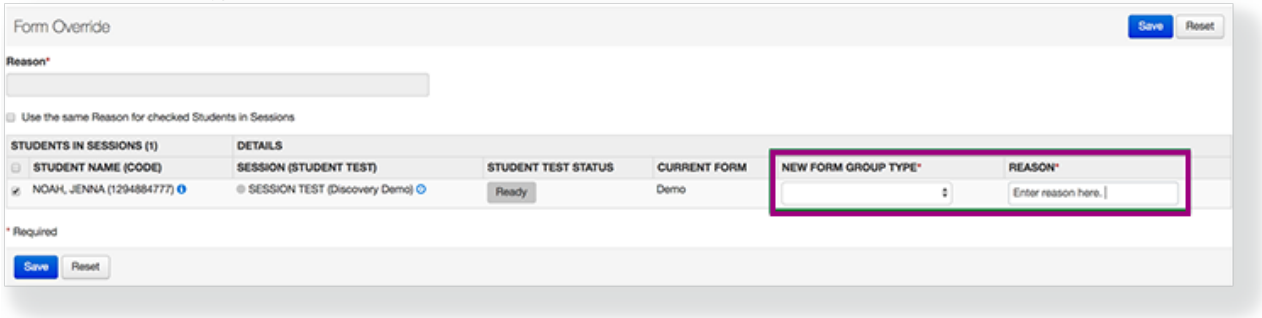
6. Click **Select Tasks**, select **Form Override**, and click **Start.**



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.**

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