Edit Student Test Details

You can edit student test details to change the student's organization or update student testing attributes (for example - testing mode, accommodations, do not report).

Editing student test details does not allow you to change a student's responses.

Step-by-Step

1. From Testing, select Student Tests.

PearsonAccess ^{next}	🙏 🏴 Reference >	2017-18 > Spring 2018 * DEMO SCHOOL 2 (010002) * 📥 *
Home Setup Testing Reports Support		
SETUP	TESTING	REPORTS
Select an action -	Select an action	Select an action
* Program Information	Student Tests Rejected Student Tests Sessions Students in Sessions	Contact Email Customer Support: demo@support.pearson.com Call Customer Support: Hours available: Mon-Fri 7:00AM EST - 8:30PM EST
		% Links
		PearsonAccess Next User Guide TestNav & Online Support Download TestNav Apps
	Privacy Policy Terms of Use	
https://pan-prd-cfg-customer.pearsondev.com/customer/test/list.action	© 1998-2018 Peanson Education, Inc. or Its affiliate(s), All rights reserved.	

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

Student Tests								
El Tasks 0 Selected					Student Tests 0 Selected	Clear		
Select Tasks			▼ Sta	a 🔹	Manage			•
				-				
Find Student Tests								
Butler			Q Search +					
Filters Organization	Clear Hide	18	suits			Display	ving 25 ¢ M	anage Columns •
Select one or more			Student	Organ	zation	Test	Type*	Status*
Student Code			BUTLER, MILDRED ()	DEMO	SCHOOL 2 (010002)	Reference Test	Online	Testing
Starts with								
Local Student Code					. 1 .			
Starts with								

3. Click the checkbox next to the student test(s).

Find Student Tests							
Butler	Q Search +						
Filters Clear Hide Organization	1 Results Displaying 25 Manage Columns*						
Select one or more	Student	Organization	Test	Type*	Status*		
Student Code	BUTLER, MILDRED ()	DEMO SCHOOL 2 (010002)	Reference Test	Online	Testing		

4. Click Start and select Edit Student Tests.

Student Tests						
El Tasks O Selected			Student Tests 1 Selected	Clear		
Select Tasks		Start	Manage			•
		All Tasks				
Find Student Tests		Edit Student Tests				
Butler	Q Search	Manage Irregularitie Assign Remote Test				
Filters Clear Hide Organization	1 Rosuits	Print Selected Barc	odes	Displayi	ing 25 ¢ M	anage Columns •
Select one or more	Student	Organ	sization	Test	Type*	Status*
Student Code	BUTLER, MILDRED ()	DEMO	SCHOOL 2 (010002)	Reference Test	Online	Testing

5. Type or select necessary student test details.

Tasks for Student Tests				O Add Task	Previous Task	Next Task >	Exit Tasks X
Edit Student Tests							
STUDENT TESTS (1)	DETAILS						
BUTLER, MILDRED (1234567894)	BUTLER, MILDRED (123	4567894)				Sa	Reset
Reference Test In Progress	Organization* DEMO SCHOOL 2 (0100 × Name Select						v Student Details v Audit Trail
	Type* Online × ×						
	English Language Learner	Special Education	Student Test UUID				
	English and History \$	less than 4 hours per week \$	C20E8459-B860-40	082-971F-E6F			
	Special Programs Title 1	Gifted 0					
		Service Plan 504					
	* Required	\$					
	Save						

For battery tests, you can select a unit to edit its details.

6. Click Save.

Tasks for Student Tests			O Add Task	Previous Task Next Task > Exit Tasks ×
Edit Student Tests				
STUDENT TESTS (1)	DETAILS			
BUTLER, MILDRED (1234567894) Reference Test In Progress	BUTLER, MILDRED (123	34567894)		Save Reset
Reference Test In Progress	Organization* DEMO SCHOOL 2 (0100 × * Name Select * Type* Online × * English Language Learner English and History \$	Special Education	Student Test UUID C20E8459-8860-4D82-971F-E6f	O Show Student Details O Show Audit Trail
	Special Programs Title 1	Gilted Service Plan 504		
	* Required	\$		
	Save Reset			

Effects

- To view more detailed information about the student test, click Show Student Details.
 To see student account change history and contributors, click Show Audit Trail.

Tasks for Student Tests		O Add Task	< Previous Task	Next Task >	Exit Tasks X
Edit Student Testa					
STUDENT TESTS (1)	DETAILS				
BUTLER, MILDRED (1234567894)	BUTLER, MILDRED (1234567894)			Se	Reset
Reference Test In Progress	Organization* DEMO SCHOOL 2 (0100 × *				w Student Details w Audit Trail
	Name Select				
	Type* Online × ×				