

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.

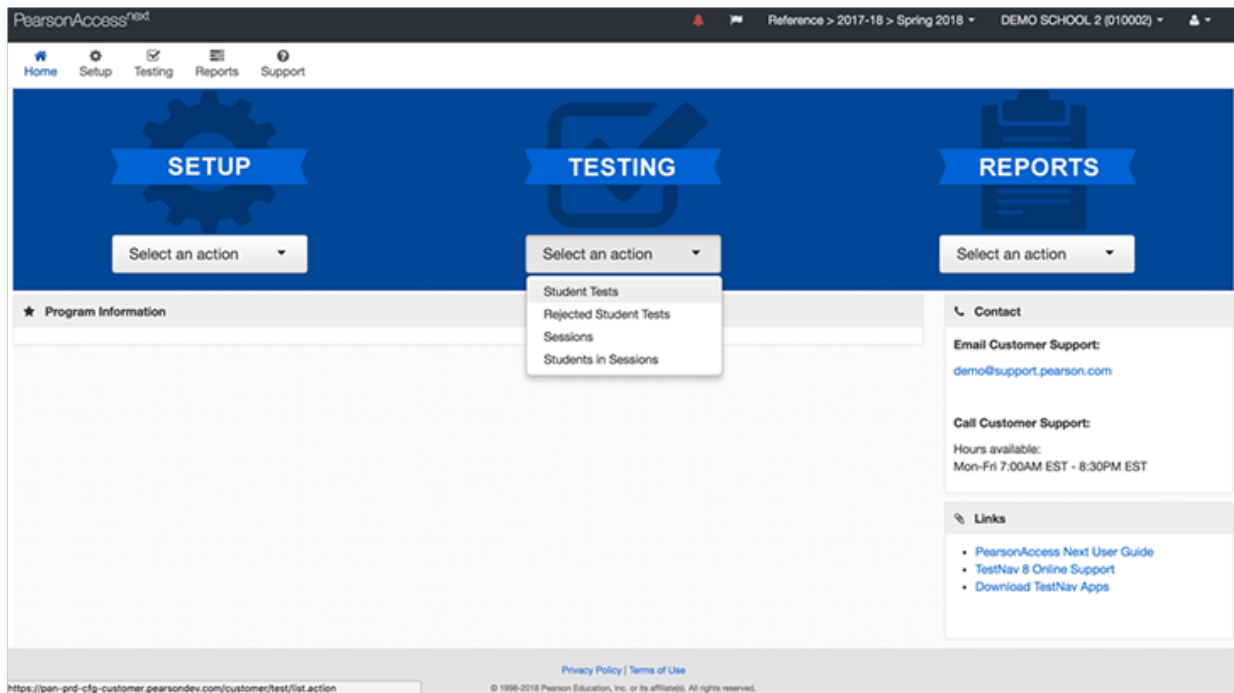
Prerequisites

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 bar 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 located to the right of the dropdown. 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 search bar with the text 'Session Test' and a 'Filter' button. Below the search bar, a list of sessions is shown: 'SESSION TEST' (checked) and 'SESSION TEST 2' (unchecked). A 'No more sessions to load' message is displayed below the list. An 'Add Selected' button is at the bottom of the search area. The 'Find Students' section below the search area has a dropdown menu set to 'In the selected session(s) above'. The 'Filters' section on the left has a 'Clear Hide' link and a 'Select one or more' dropdown for 'Organization'. The 'Student Code' section has a 'Starts with' dropdown.

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

Student Code Starts with

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. 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.

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 on the left is visible. 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'.

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
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
☒ 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)

STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
☒ 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)

STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS	CURRENT FORM	NEW FORM GROUP TYPE*	REASON*
☒ 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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