Manage Participation in Test Administrations

You must indicate an organization's participation in an administration(s) before it can take part in an administration.

When you mark your organization as **Participating,** you can create groups in that organization, assign tests to those groups, and assign students in those groups. You cannot participate in a test administration unless you mark this.
When you mark **Participation Entry Complete,** this indicates both the organization's intent to participate in the test administration and that the organization has finalized any necessary participation data.

If available, you can also select/type administration-specific details (for example, shipping times, school type, start, and close dates, etc.).

Details available vary by program.

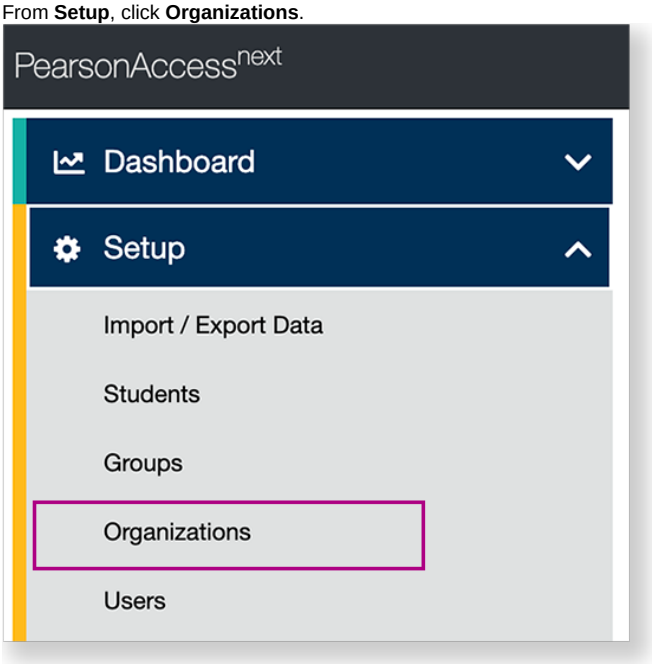
Prerequisites

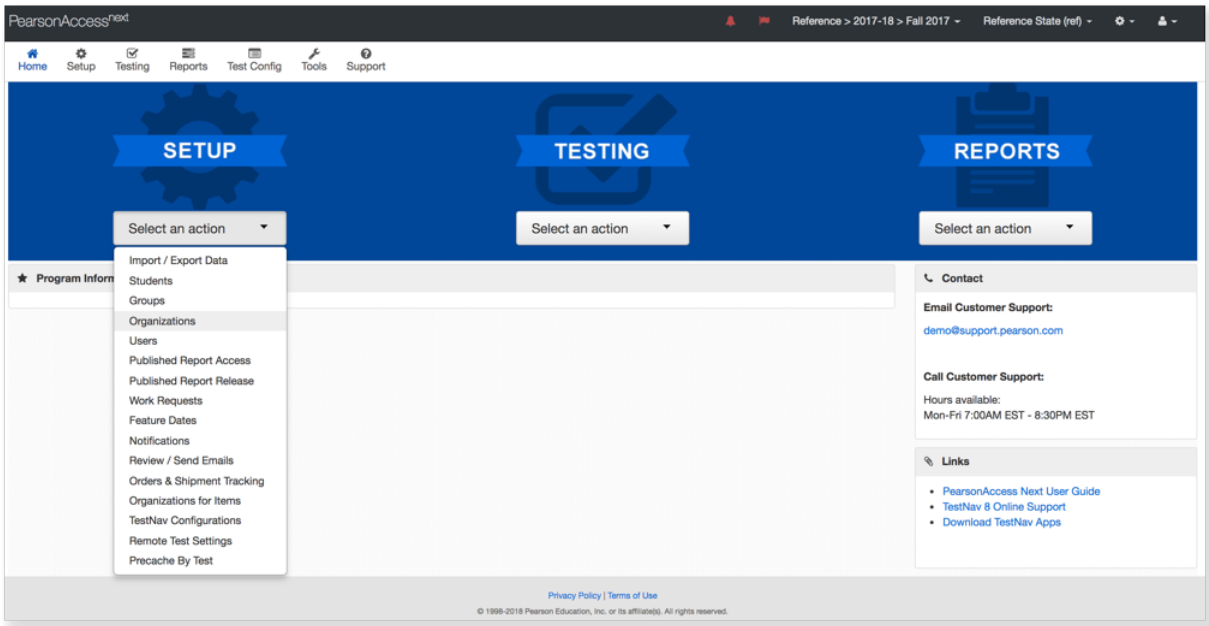
Pearson recommends that you create an organization and manage its test administration participation at the same time.

You should find it in unregistered organizations. To do so, change the **Find Organizations** setting to ignore participation in your currently selected administration.

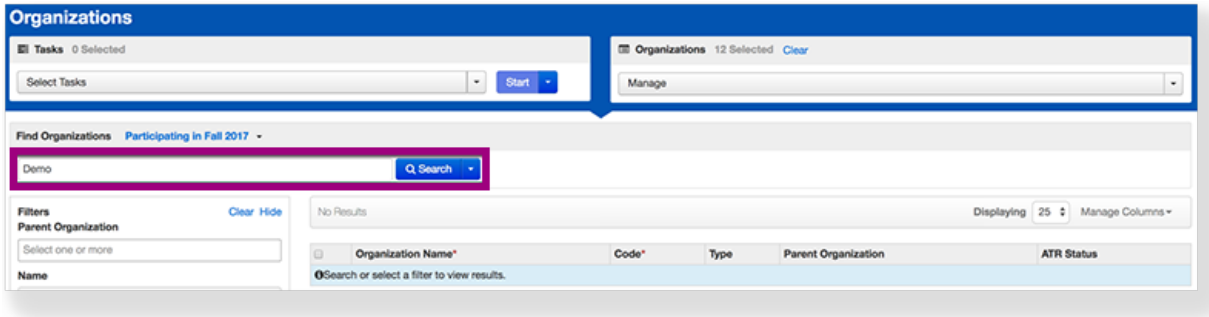
Step-by-Step

1. From **Setup**, click **Organizations**.

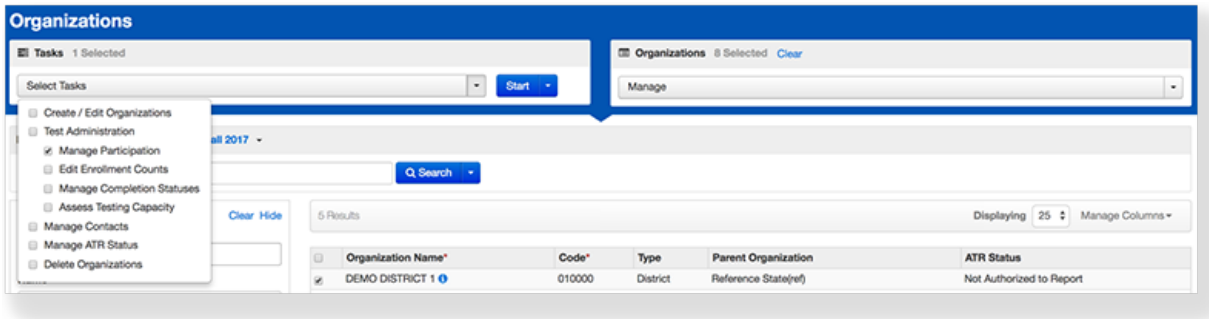




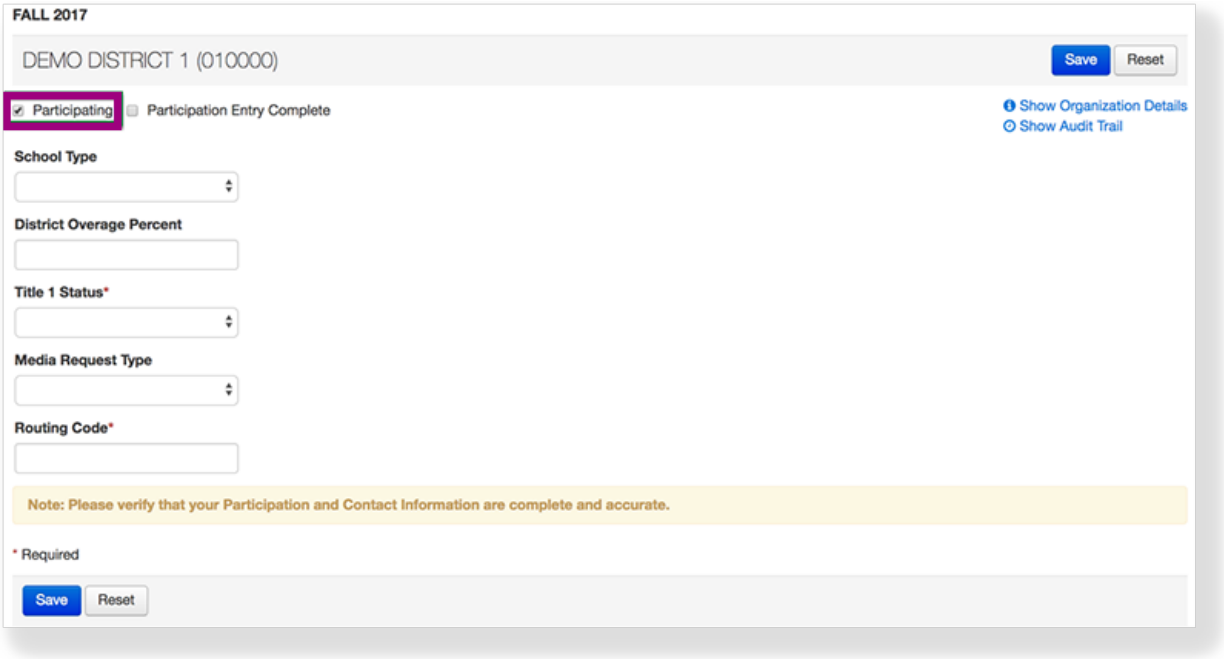
2. Type the organization in the search field, and click **Search**.



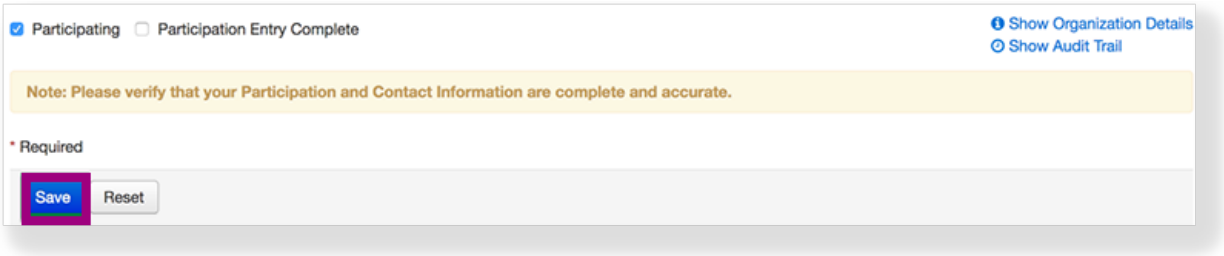
3. Click **Select Tasks**, select **Manage Participation**, and click **Start**.



4. Click the checkbox next to **Participating** or **Participation Entry Complete.**



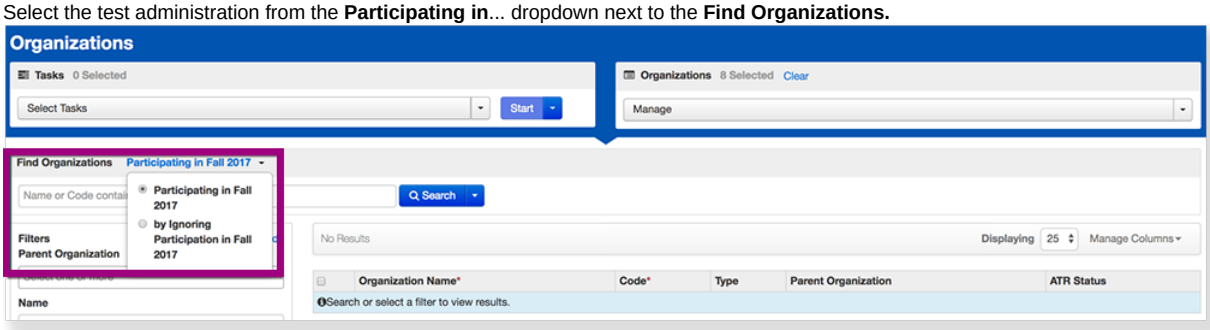
5. Type/select the information if available.
6. Click **Save**.



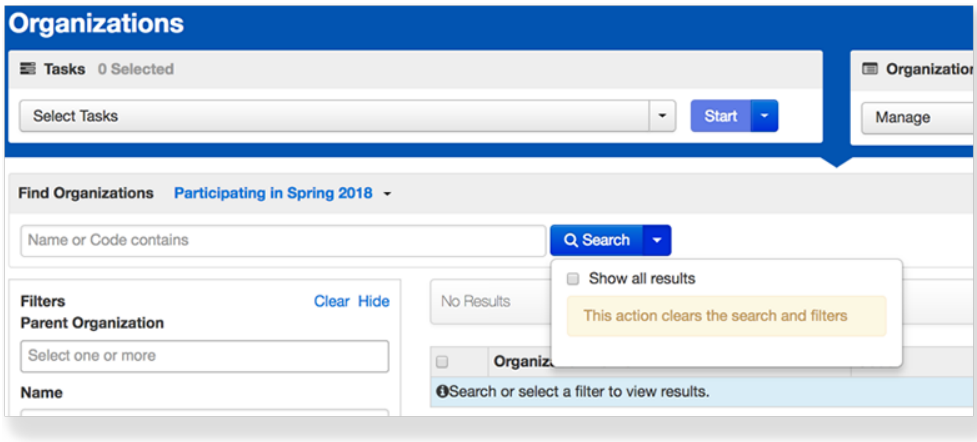
Effects

You can view the list of participating organizations in the selected test administration:

1. From **Setup**, select **Organizations.**
2. Select the test administration from the **Participating in**... dropdown next to the **Find Organizations.**



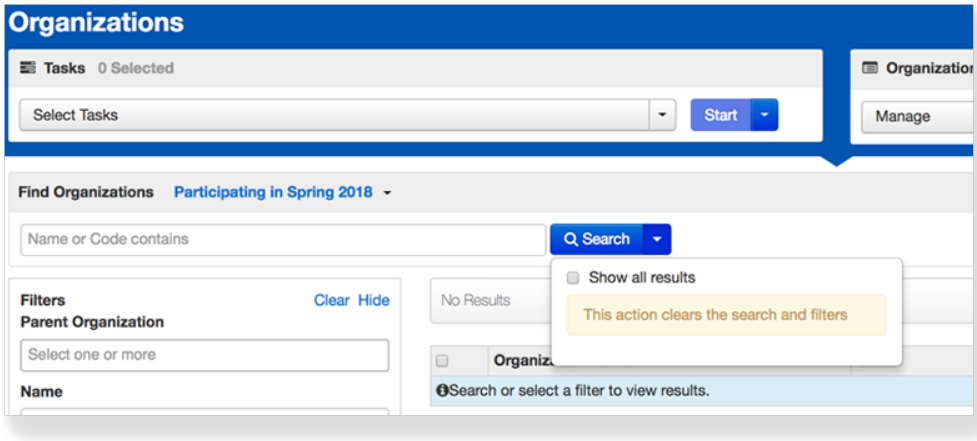
3. **Select Show all results from the Search** dropdown.



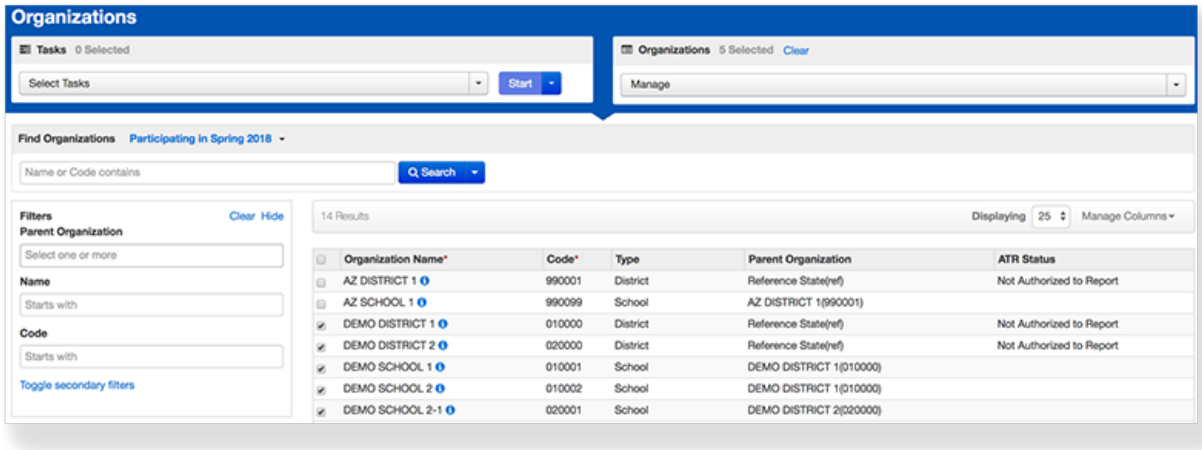
What's Next? (Optional)

To mark multiple organizations participation and enrollment counts entry complete:

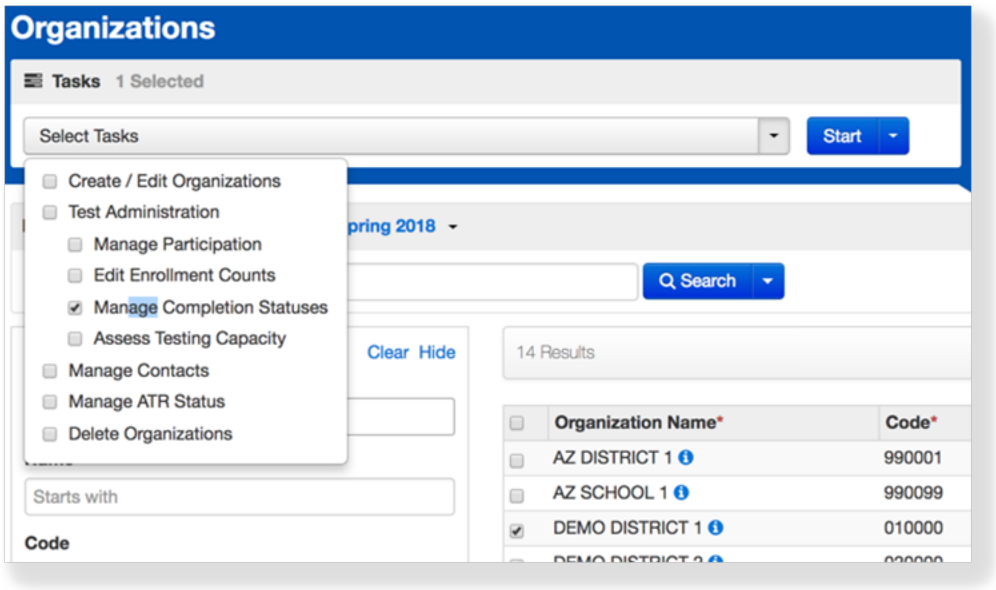
1. From **Setup**, select **Organizations.**
2. Select **Show all results** from the **Search** dropdown.



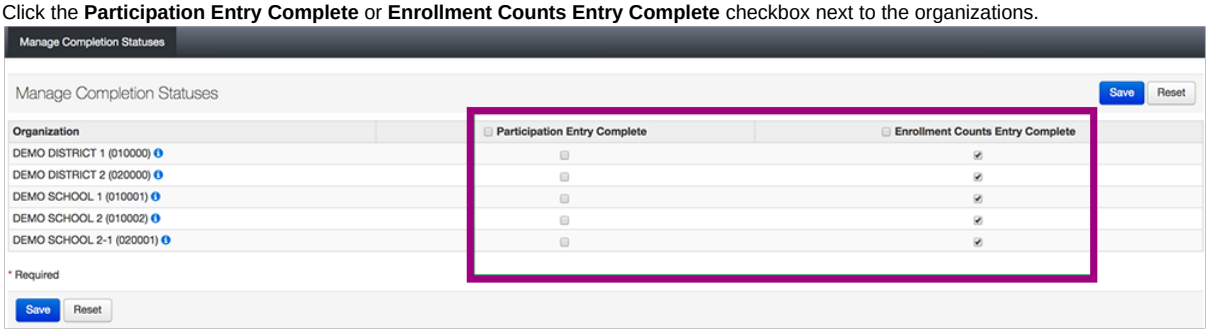
3. Click the checkbox next to the organizations.



4. Click **Select Tasks**, select **Manage Completion Statuses**, and click **Start.**



5. Click the **Participation Entry Complete** or **Enrollment Counts Entry Complete** checkbox next to the organizations.



*This setting is the same as **Enrollment Counts Entry Complete** in **Manage Enrollment Counts**.*

6. Click **Save.**

