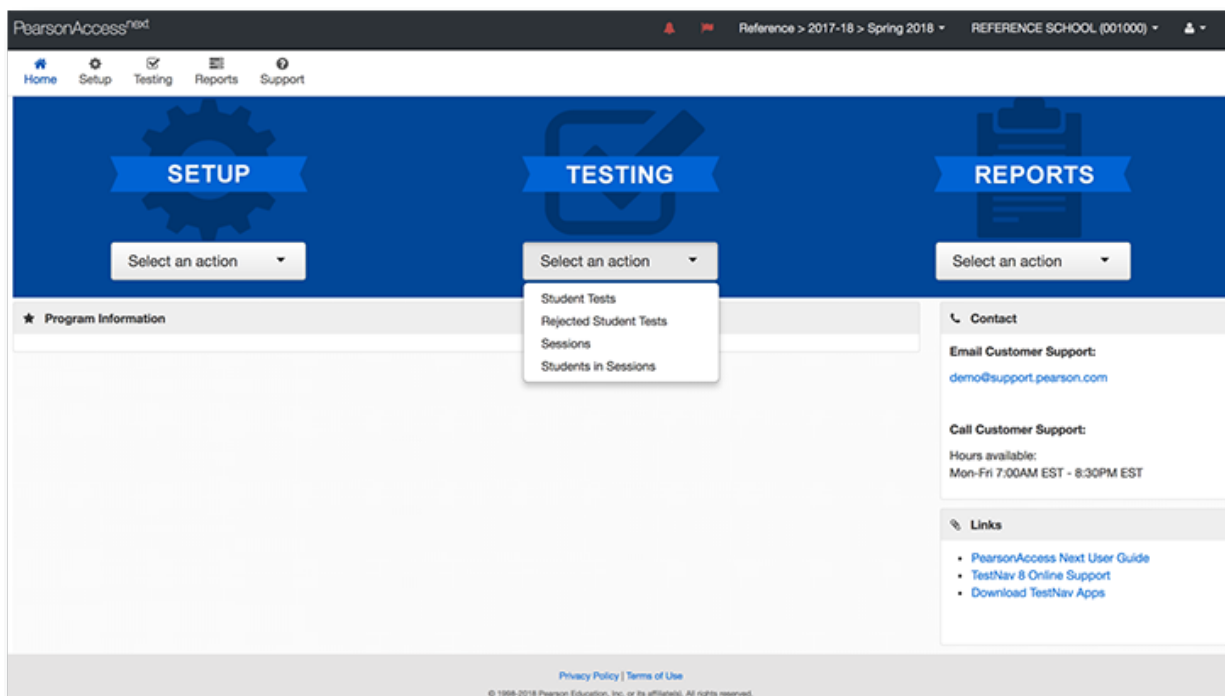# Manage Student Tests

You can manage a student test to review and/or update testing details. The details available to update vary on your program's requirements, but can include accommodations, choosing to not allow the test to be reported on, or enabling proctor read aloud.
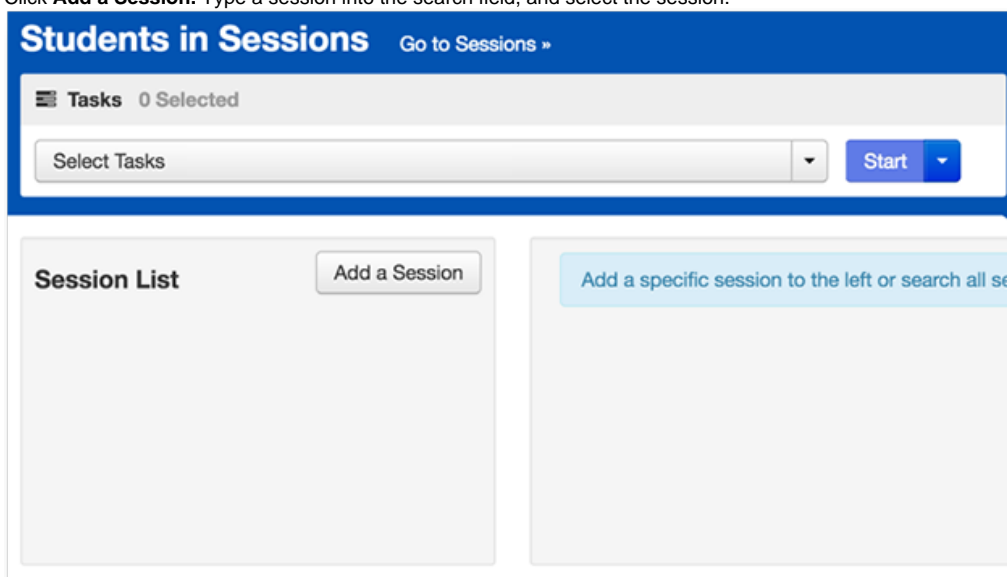
ℹ️ *Information displayed on the Manage Student Tests page varies by test type.*
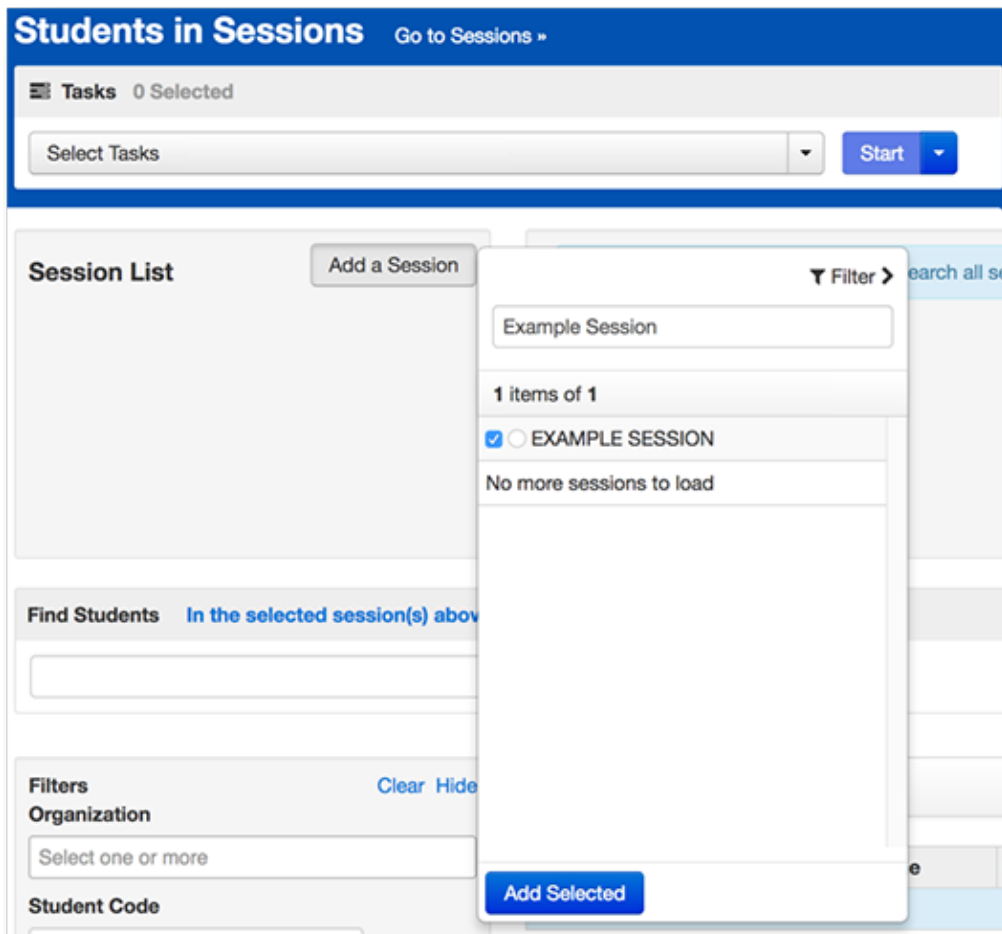
Step-by-Step
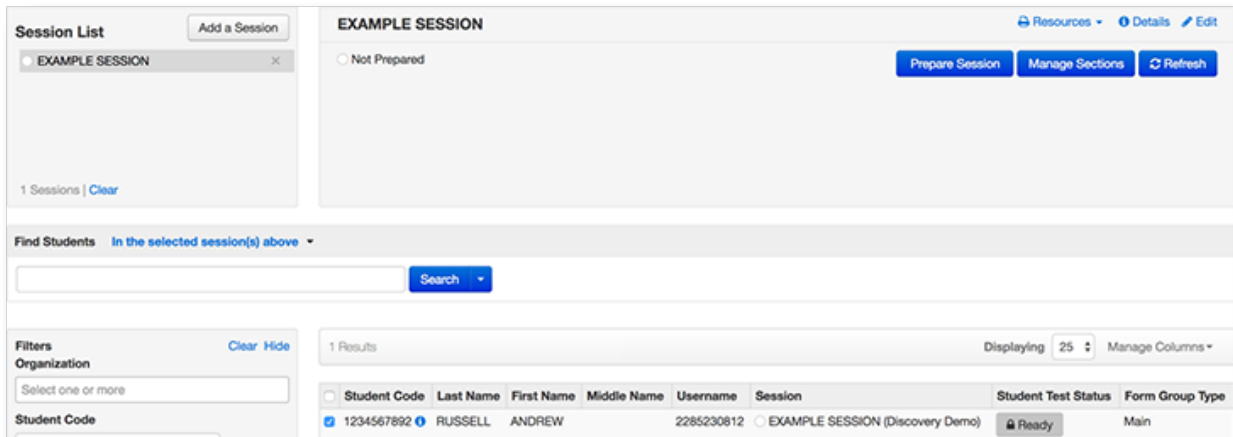
1. From **Testing,** select **Students in Sessions.**

2. Click **Add a Session.** Type a session into the search field, and select the session.

3. Click **Add Selected.**

Students in Sessions Go to Sessions »

≣ **Tasks** 0 Selected

Select Tasks ▾ **Start** ▾

Session List Add a Session

Filter ❯ earch all se

Example Session

1 items of 1

☑ ○ EXAMPLE SESSION

No more sessions to load

Find Students In the selected session(s) abov

Filters Clear Hide

Organization

Select one or more

Student Code

Add Selected

---

4. Select the checkbox next to the student test.

Session List Add a Session

○ EXAMPLE SESSION ✕

1 Sessions | Clear

EXAMPLE SESSION 🖶 Resources ▾ ❶ Details ✏ Edit

○ Not Prepared Prepare Session Manage Sections ⟳ Refresh

Find Students In the selected session(s) above ▾

Search ▾

Filters Clear Hide
Organization

Select one or more

Student Code

1 Results Displaying 25 ⌄ Manage Columns ▾

	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
☑	1234567892 ❶	RUSSELL	ANDREW		2285230812	○ EXAMPLE SESSION (Discovery Demo)	🔒 Ready	Main

5. Click **Select Tasks**, select **Manage Student Tests,** and click **Start**.

6. Select a student test under **Students in Sessions** to view and add test details. Click **Save.**

Effects

If you select **Do Not Report,** you invalidate the student test so the test is not scored or used for reporting purposes.