

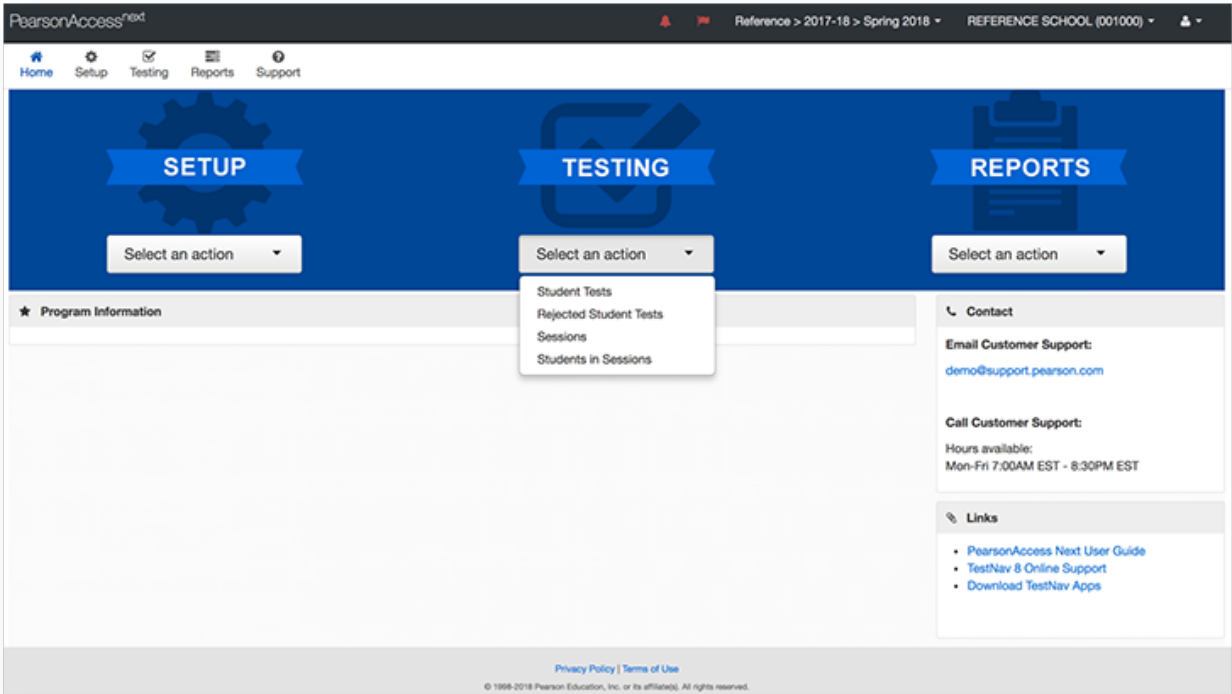
Manage Student Tests

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.

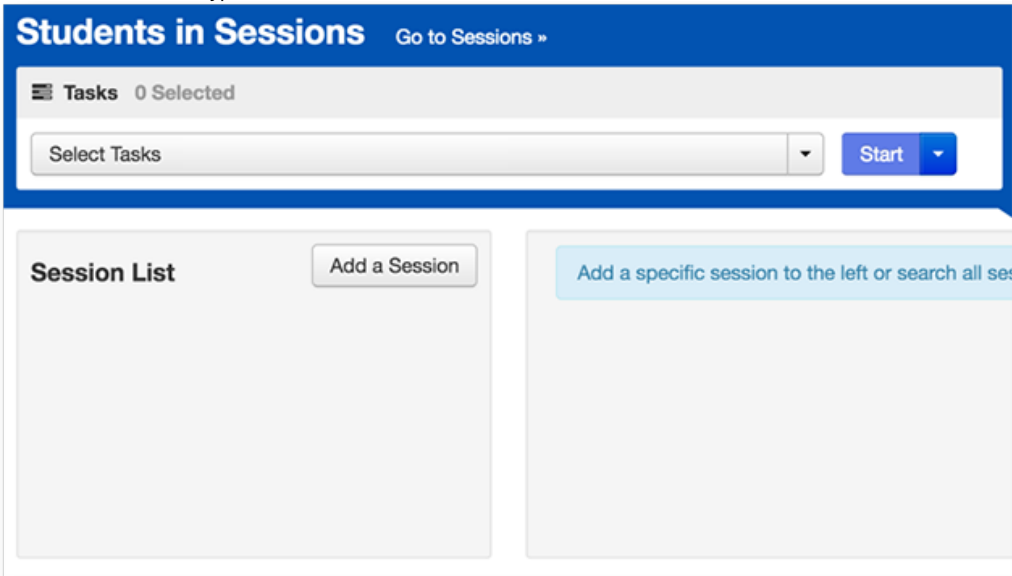
i Information displayed on the Manage Student Tests page varies by [test type](#).

Step-by-Step

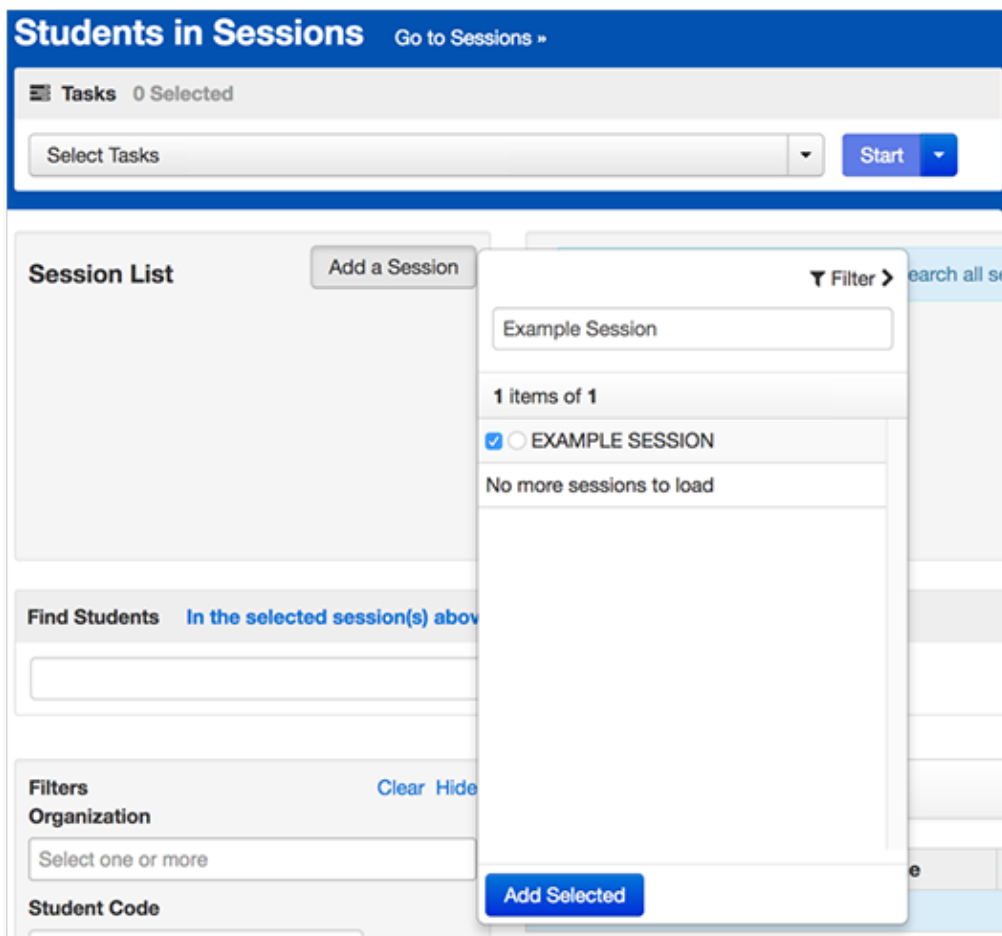
1. From **Testing**, select **Students in Sessions**.



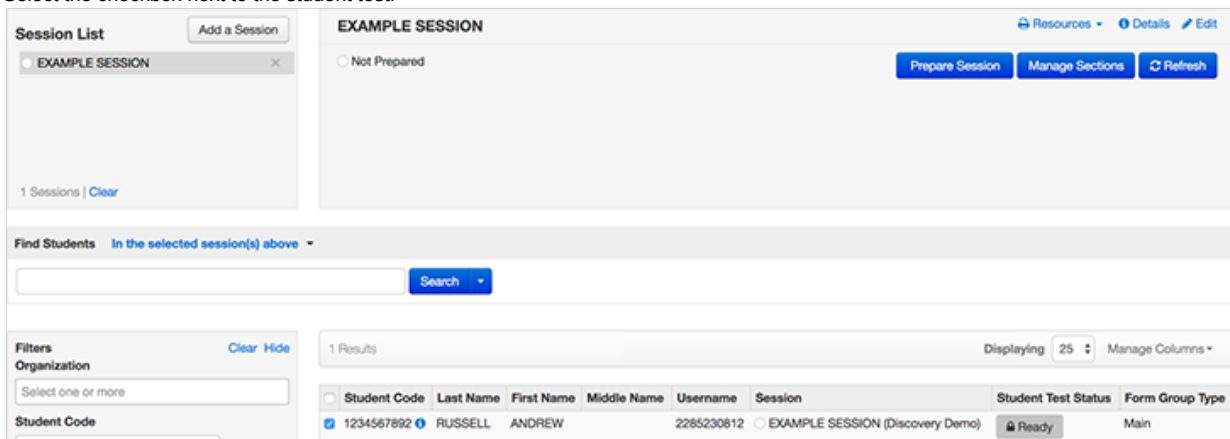
2. Click **Add a Session**. Type a session into the search field, and select the session.



3. Click **Add Selected**.



4. Select the checkbox next to the student test.



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

The screenshot shows the 'Students in Sessions' interface. At the top, there's a header with 'Students in Sessions' and a 'Go to Sessions' link. Below this, there's a 'Tasks' section with a dropdown menu labeled 'Select Tasks' and a 'Start' button. The dropdown menu is open, showing a list of tasks: 'Student Test Statuses', 'Mark Student Tests Complete', 'Resume Student Tests', 'Retake Student Tests', 'Students', 'Add Students to Sessions', 'Remove Students from Sessions', 'Move Students between Sessions', 'Student Tests', 'Manage Student Tests' (which is selected), 'Unlock Sections', 'Manage Sections', and 'Override Resume Restriction'. To the right of the 'Tasks' section, there's a 'Students in Sessions' section with a dropdown menu labeled 'Manage' and a 'Clear' button. The main area of the interface shows an 'EXAMPLE SESSION' with a status of 'Not Prepared'. There are buttons for 'Prepare Session', 'Manage Sections', and 'Refresh'.

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

The screenshot shows the 'Manage Student Tests' interface. On the left, there's a list of students under the heading 'STUDENTS IN SESSIONS (5)'. The list includes: 'ARGO, ALANA (0060665533)', 'FRANK, JAMIE (2364840032)', 'FREEDMAN, BECKY (1324388888)', 'HAMMER, BRIAN (2726339999)', and 'RUSSELL, ANDREW (1234567892)'. Each student has a 'Discovery Demo' button and a 'Complete' button. The 'RUSSELL, ANDREW (1234567892)' entry is highlighted. On the right, there's a 'DETAILS' section for 'RUSSELL, ANDREW (1234567892)'. It includes fields for 'Group', 'Organization', 'Session Name', 'Format', 'English Language Learner', 'Special Education', 'Special Programs Title 1', 'Gifted', 'Service Plan 504', 'Test & Form', and 'Student Test UUID'. There are 'Save' and 'Reset' buttons at the top right and bottom left of the details section. A 'Show Student Details' link is also visible.

Effects

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