

Assign Student Test Retakes

You can allow a student to retake a test when he or she leaves unexpectedly or when you need to adjust the testing details (such as accommodations) assigned to the student test.

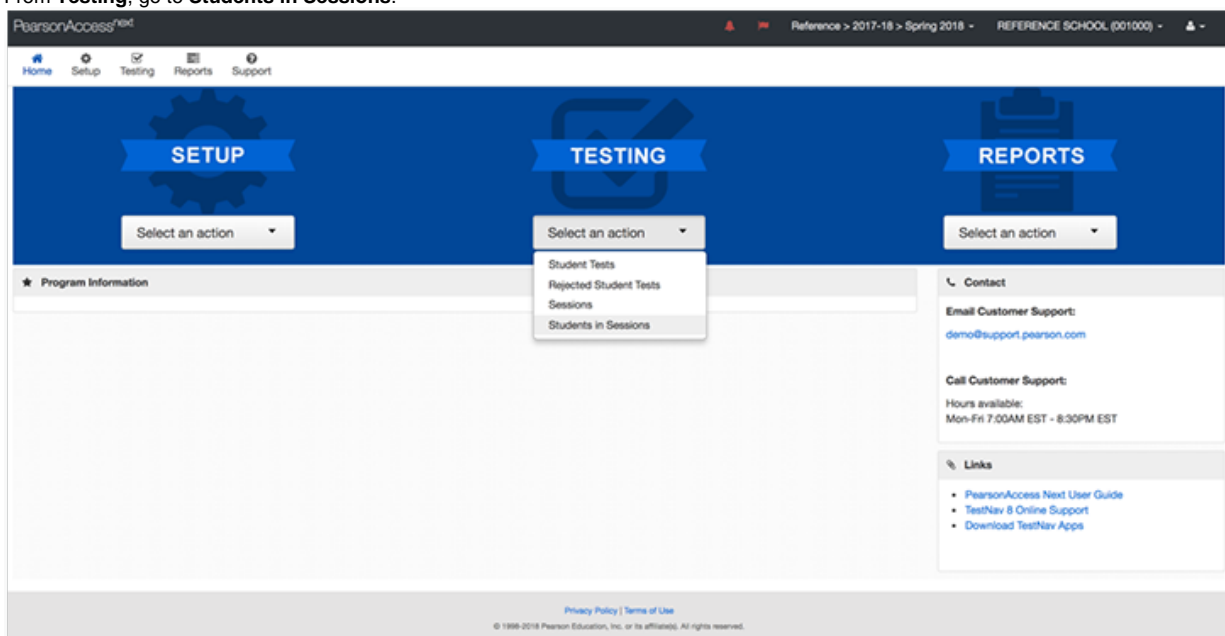
You can access this feature only for tests with multiple units (based on your program requirements- available for non-strict and [strict battery tests](#)).

Prerequisites

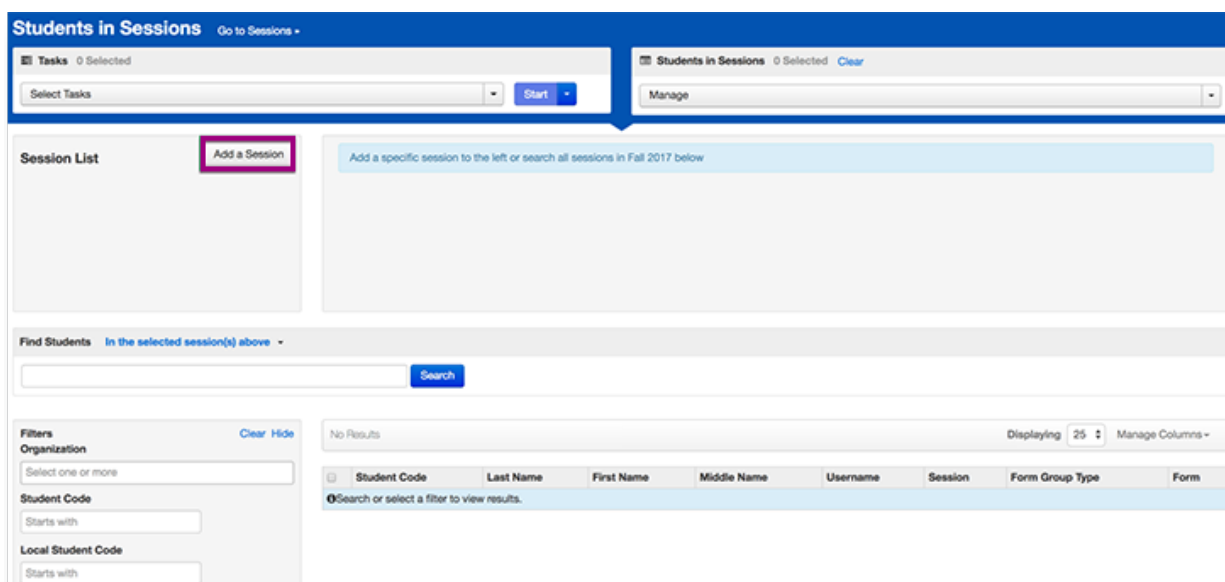
To retake a test, students must have **Complete** or **Marked Complete** [test statuses](#) in an **In Progress** session.

Step-by-Step

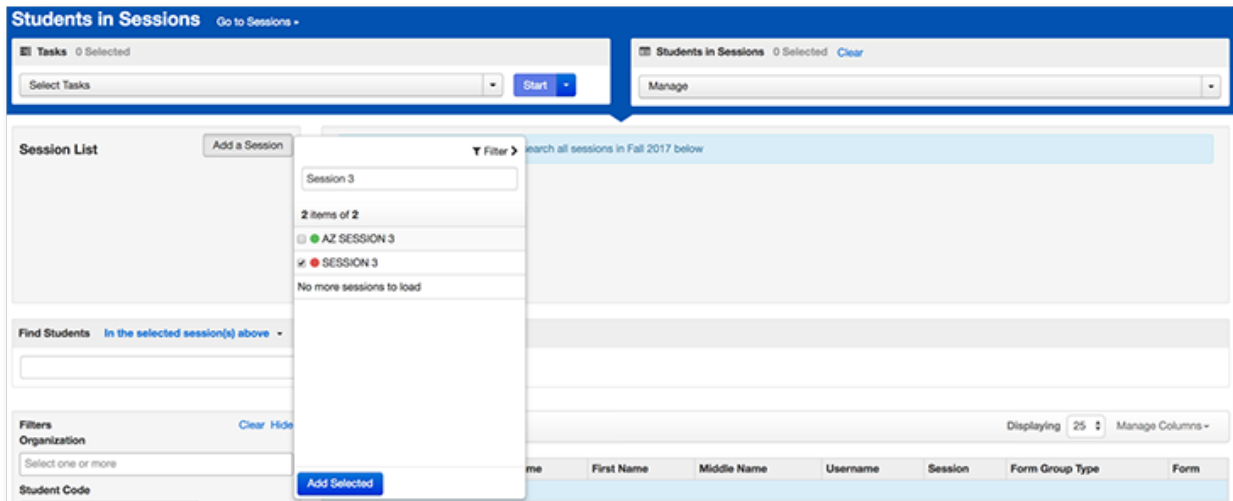
1. From **Testing**, go to **Students in Sessions**.



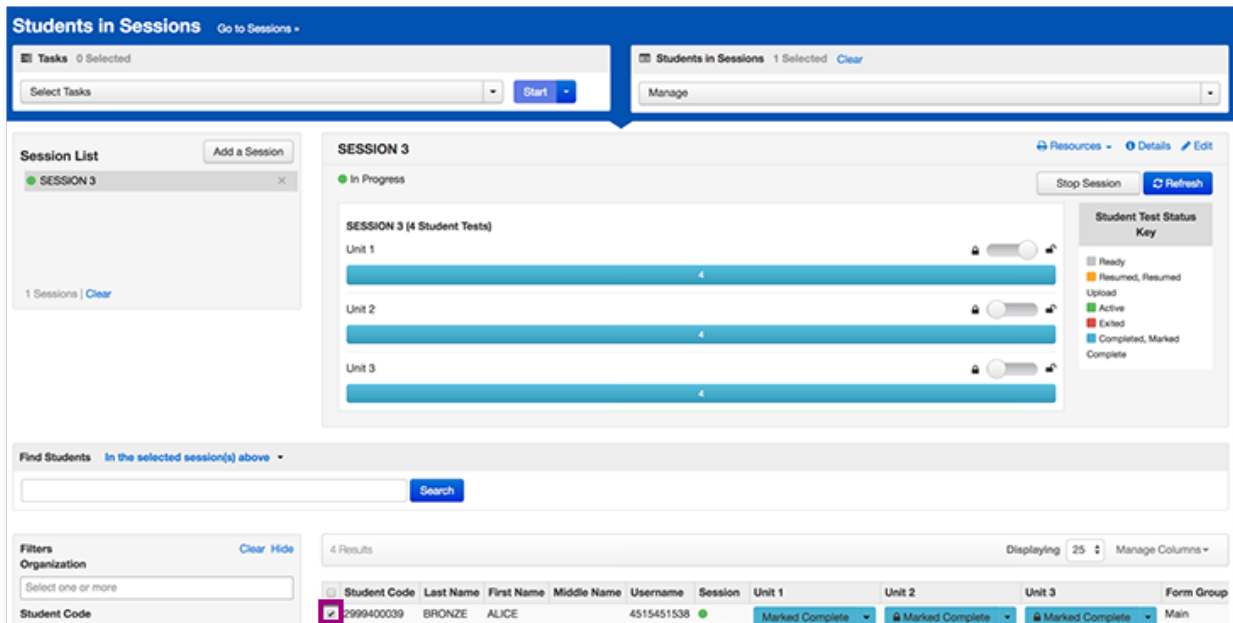
2. Click **Add a Session**.



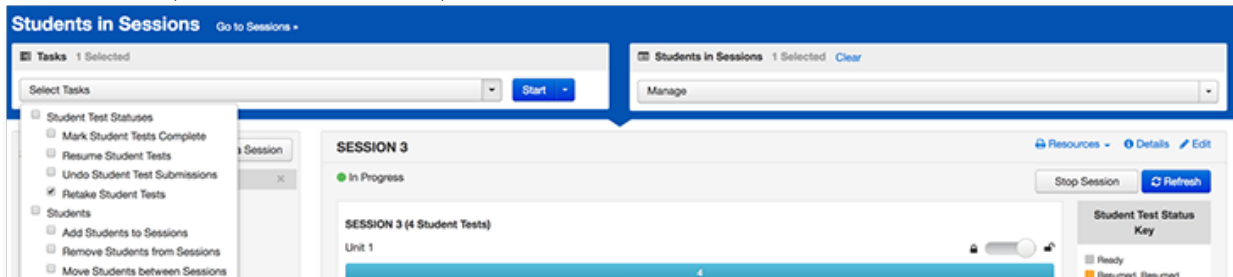
3. Type a session name into the search field. Select the checkbox next to the session, and click **Add Selected**.



4. Select the checkbox next to a student record.



5. Click **Select Tasks**, select **Retake StudentTests**, and click **Start**.



6. Select the checkbox next to the unit(s) of the test.

The screenshot shows the 'Retake Student Tests' interface. At the top, there is a 'Reason*' text box and a checkbox labeled 'Use the same Reason for checked Students in Sessions'. Below this is a table with columns for 'STUDENTS IN SESSIONS (1)', 'DETAILS', and three units. The student listed is BRONZE, ALICE (2999400039). Under 'DETAILS', the session is 'SESSION 3 (Grade 6 Math)'. Under 'Unit 1', the checkbox is checked, and a blue button labeled 'Marked Complete' is visible. Below the unit columns are text boxes for 'Enter Reason Detail'. A yellow banner at the bottom states 'This action is not reversible.' and a '* Required' section contains 'Save' and 'Reset' buttons.

7. Type or select a reason.

This screenshot is similar to the previous one, but the 'Marked Complete' button for Unit 1 has been replaced by a text box containing 'Missing accommodation.'.

For multiple students, you can select one reason by selecting **Use the same Reason for checked Students in Sessions**.

The screenshot shows the 'Retake Student Tests' interface with the checkbox 'Use the same Reason for checked Students in Sessions' selected. The table now lists four students: BRONZE, ALICE; CARSON, JASON; SAMUELS, JOHNNY; and TATEM, BETSY. All four students are assigned to 'SESSION 3 (Grade 6 Math)'. For each student, the 'Unit 1', 'Unit 2', and 'Unit 3' checkboxes are checked, and each unit has a blue 'Marked Complete' button. The 'Enter Reason Detail' text boxes are present for each unit.

8. Click **Save**.

This screenshot is identical to the previous one, but the 'Save' button in the bottom left corner is highlighted with a red border.

Effects

After you assign a student to retake a test or a section of a test, the student's test status changes to **Ready**. You cannot revert this to the original status.

What's Next? (Optional)

After you assign a student to retake a test section, you should print a new testing ticket with the sign-in credentials for the student retake (if your program requires it).

Retake tests contain the same question types as on the original test form; however, the system delivers them in a different test form.