

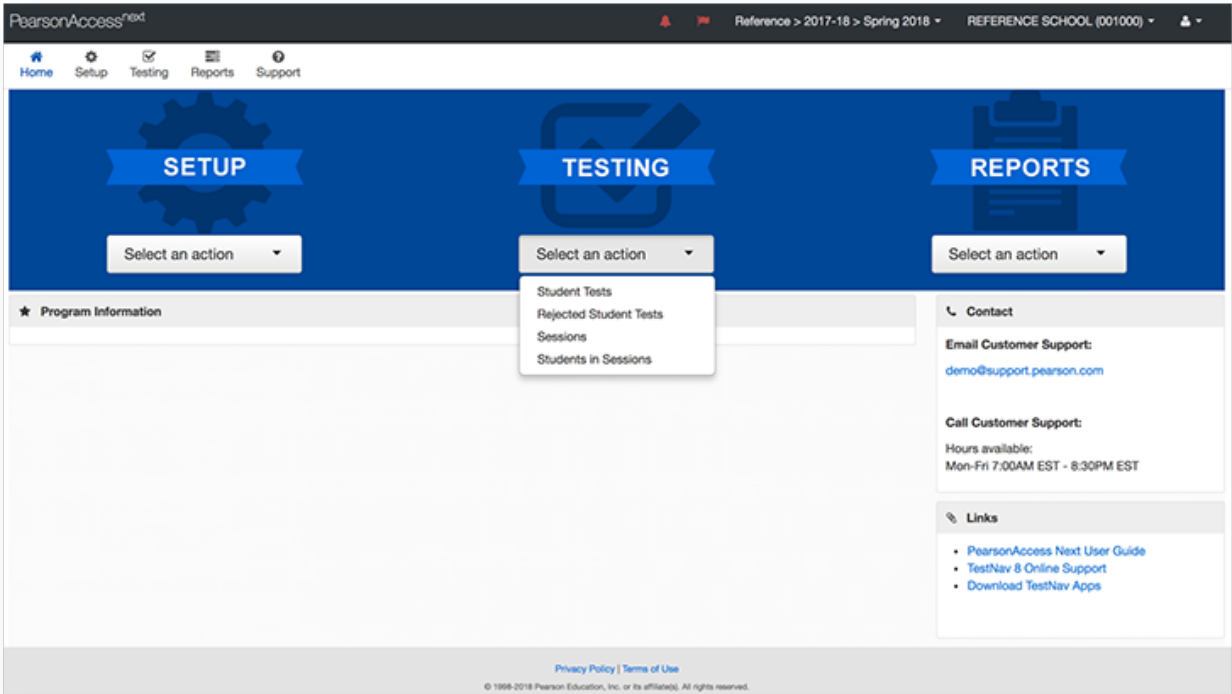
Manage Student Tests

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.

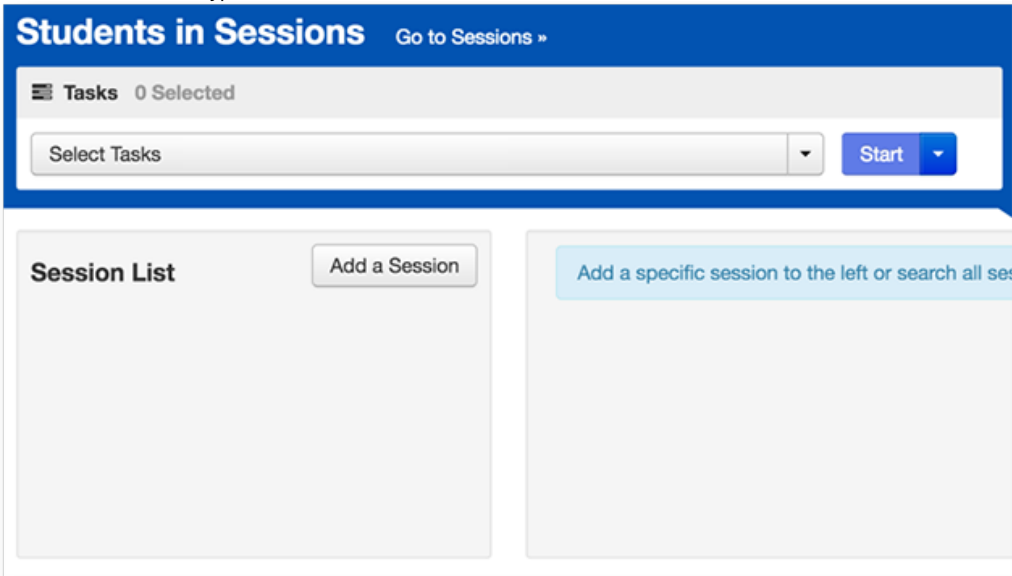
i Information displayed on the Manage Student Tests page varies by [test type](#).

Step-by-Step

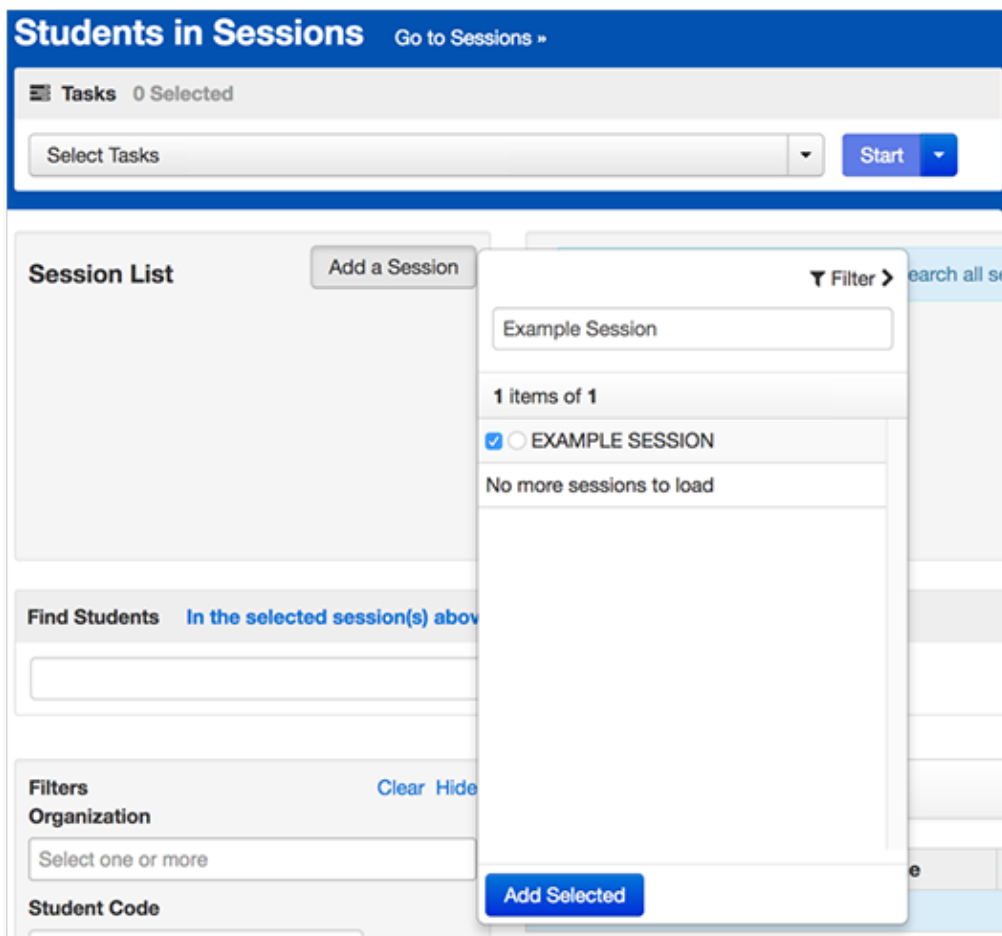
1. From **Testing**, select **Students in Sessions**.



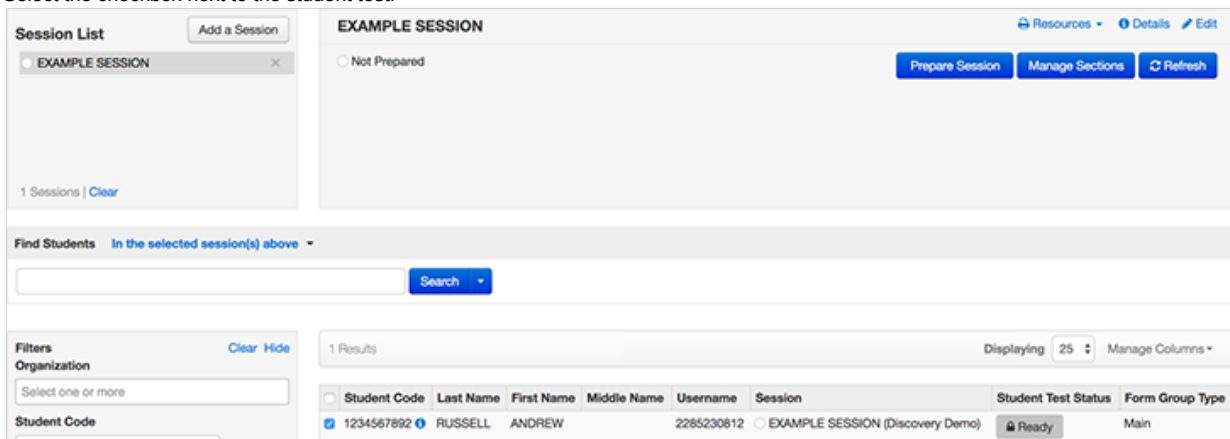
2. Click **Add a Session**. Type a session into the search field, and select the session.



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 'Tasks' dropdown menu with '1 Selected'. The dropdown is open, showing a list of tasks including 'Student Test Statuses', 'Students', 'Student Tests', and 'Override Resume Restriction'. 'Manage Student Tests' is selected. To the right of the dropdown is a 'Start' button. Below the dropdown, there's a 'Students in Sessions' section with '5 Selected' and a 'Clear' link. The main area is titled 'EXAMPLE SESSION' and shows a 'Not Prepared' status. 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 IN SESSIONS (5)'. The list includes students like 'ARGO, ALANA', 'FRANK, JAMIE', 'FREEDMAN, BECKY', 'HAMMER, BRIAN', and 'RUSSELL, ANDREW'. Each student has a 'Discovery Demo' button and a 'Complete' or 'Assigned' button. On the right, the 'DETAILS' section for 'RUSSELL, ANDREW (1234567892)' is shown. It includes fields for 'Group', 'Organization', 'Session Name', 'Format', 'English Language Learner', 'Special Education', 'Special Programs Title 1', 'Gifted', 'Service Plan 504', and 'Student Test UUID'. There are 'Save' and 'Reset' buttons at the top right and bottom left of the details section.

Effects

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