


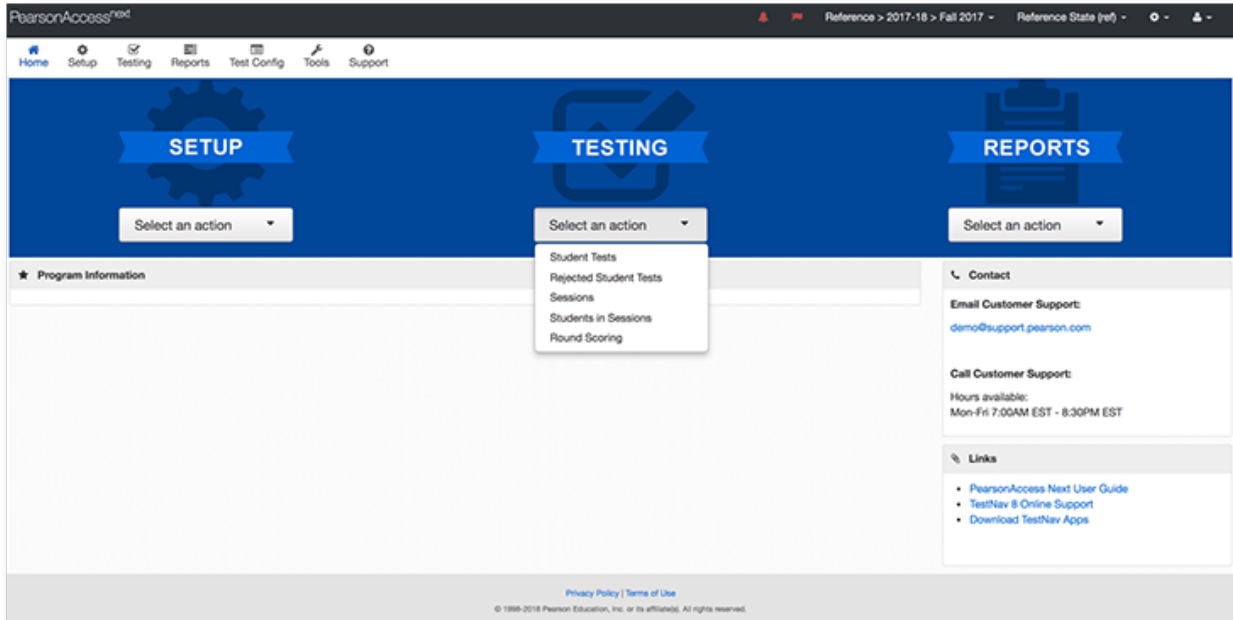
Assign a Remote Testing Organization

 Feature availability varies by program.

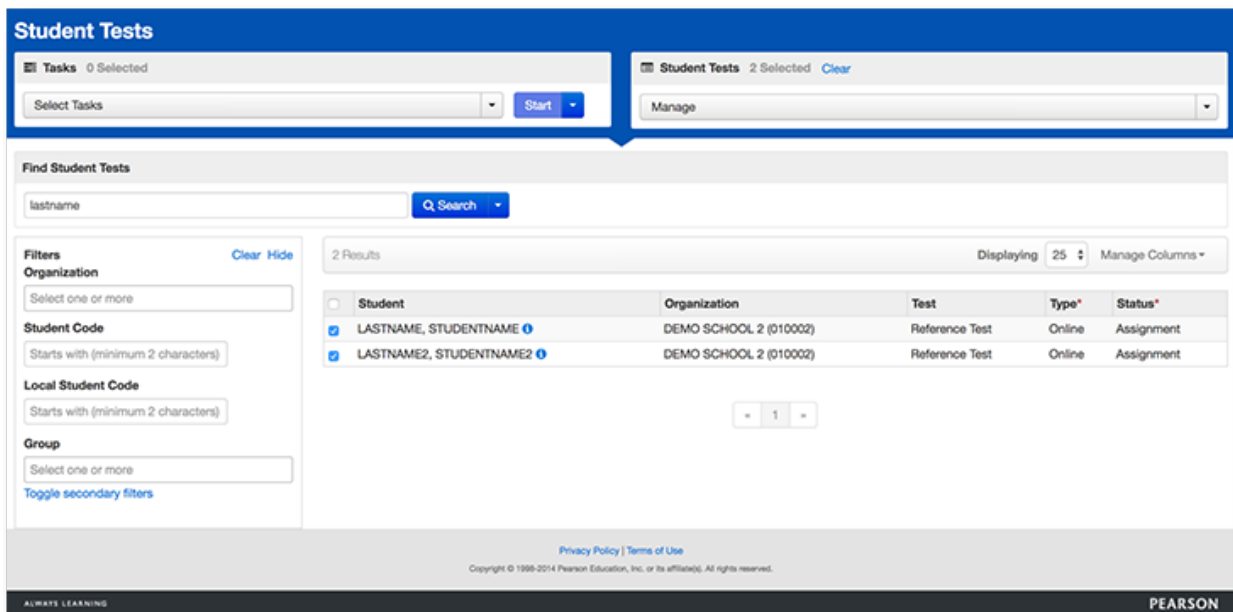
You can assign a request for remote testing to allow a student enrolled in your organization to test in another organization. Remote testing differs from an enrollment transfer, in which student records transfer from one organization to another.

Step-by-Step

1. From **Testing**, select **Student Tests**.



2. Click the checkbox next to any student test in **Ready** status.



3. Click **Select Tasks**, select **Assign Remote Testing Org**, and click **Start**.

Student Tests

Tasks 0 Selected Start

Select Tasks

- ☐ Edit Student Tests
- ☐ Manage Irregularities
- ☐ Assign Users to Student Tests
- ☒ Assign Remote Testing Org
- ☐ Print Selected Barcodes
- ☐ Score Alternate Student Tests
- ☐ Enter Monitor Scores
- ☐ Invalidate/Validate Tests
- ☐ Unextract Assessments
- ☐ Submit Alternate Student Tests

Local Student Code

Starts with (minimum 2 characters)

Group

Select one or more

[Toggle secondary filters](#)

Student Tests 2 Selected Clear

Manage

Q Search

2 Results

Displaying 25 Manage Columns

Student	Organization	Test	Type*	Status*
<input checked="" type="checkbox"/> LASTNAME, STUDENTNAME	DEMO SCHOOL 2 (010002)	Reference Test	Online	Assignment
<input checked="" type="checkbox"/> LASTNAME2, STUDENTNAME2	DEMO SCHOOL 2 (010002)	Reference Test	Online	Assignment

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4. Select a **Remote Organization** for a student test to assign a single student.

PearsonAccess^{next}

Reference > 2017-18 > Spring 2018 Reference State (ref) + - ?

Tasks for Student Tests

+ Add Task < Previous Task Next Task > Exit Tasks ×

Assign Remote Testing Org

Remote Organization

Select

Assign to selected student tests

Assign Organizations to Student Tests Save Reset

Student	Test	Enrolled Organization	Remote Organization
<input checked="" type="checkbox"/> LASTNAME, STUDENTNAME	Reference Test	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001)
<input checked="" type="checkbox"/> LASTNAME2, STUDENTNAME2	Reference Test	DEMO SCHOOL 2 (010002)	Select

* Required

Save Reset

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5. Click **Save**.

1. Click the checkbox next to student tests.

Assign Organizations to Student Tests

Student	Test	Enrolled Organization	Remote Organization
<input checked="" type="checkbox"/> LASTNAME, STUDENTNAME ⓘ	Reference Test	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) x
<input checked="" type="checkbox"/> LASTNAME3, STUDENTNAME3 ⓘ	Discovery Demo	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) x

* Required

Save Reset

2. Select the organization.

Assign Remote Testing Org

Remote Organization

Select

DEMO SCHOOL 1 (010001)

DEMO SCHOOL 2 (010002)

VID ORG (123456)

VID SCHOOL 1 (000000)

VIDEO SCHOOL (234565)

Student	Test	Enrolled Organization	Remote Organization
<input checked="" type="checkbox"/> LASTNAME, STUDENTNAME ⓘ	Reference Test	DEMO SCHOOL 2 (010002)	Select
<input checked="" type="checkbox"/> LASTNAME3, STUDENTNAME3 ⓘ	Discovery Demo	DEMO SCHOOL 2 (010002)	Select

* Required

Save Reset

3. Click **Assign to selected student tests**, and click **Save**.

Tasks for Student Tests

Assign Remote Testing Org

Remote Organization

DEMO SCHOOL 1 (010001) x

Assign to selected student tests

Assign Organizations to Student Tests

Student	Test	Enrolled Organization	Remote Organization
<input checked="" type="checkbox"/> LASTNAME, STUDENTNAME ⓘ	Reference Test	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) x
<input checked="" type="checkbox"/> LASTNAME3, STUDENTNAME3 ⓘ	Discovery Demo	DEMO SCHOOL 2 (010002)	DEMO SCHOOL 1 (010001) x

* Required

Save Reset

Video

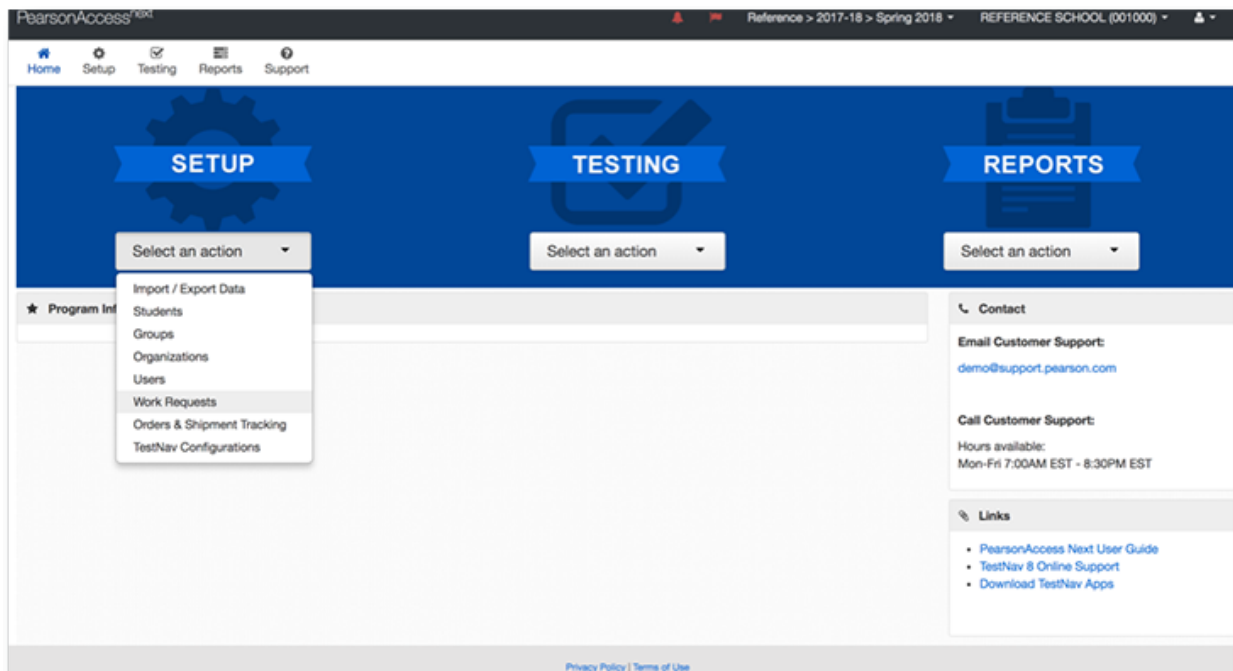
Effects

That student's record remains in the original organization. The remote testing organization cannot access the student's data. After the student finishes testing, PearsonAccess sends the student's test data to the original organization.

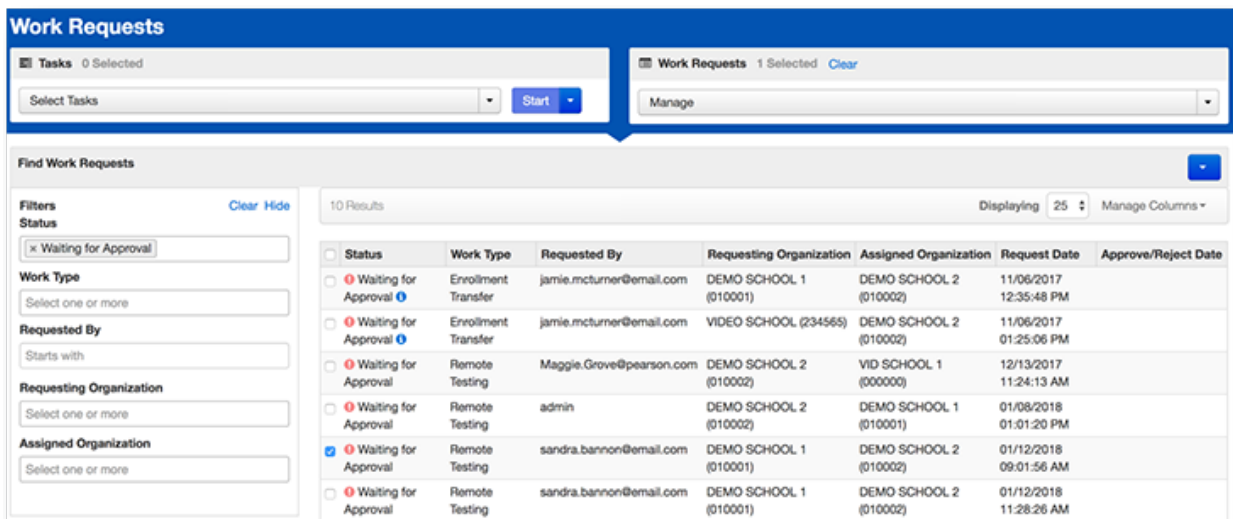
What's Next?

After you assign a test to a remote testing organization, a flag notifies an authorized user in that organization to approve or reject the test. If the user approves the test, he or she can assign it to a session. If rejected, a user in the original organization can assign it to a session in that organization.

1. From **Setup**, select **Work Requests**.



2. Click the checkbox next to a request.



3. Select **Edit Remote Testing**.

Work Requests

Tasks 0 Selected Start **Work Requests** 1 Selected Manage

Select Tasks

Find Work Requests Clear Hide 10 Results

Filters

Status

Work Type

Requested By

Requesting Organization

Assigned Organization

All Tasks
 Request / Delete Enrollment Transfer
 Approve / Reject Enrollment Transfer
 Edit Remote Testing

<input type="checkbox"/>	Status	Work Type	Requested By	Requesting Orgar
<input type="checkbox"/>	Waiting for Approval	Enrollment Transfer	jamie.mcturner@email.com	DEMO SCHOOL 1 (010001)
<input type="checkbox"/>	Waiting for Approval	Enrollment Transfer	jamie.mcturner@email.com	VIDEO SCHOOL (2
<input type="checkbox"/>	Waiting for Approval	Remote Testing	Maggie.Grove@pearson.com	DEMO SCHOOL 2 (010002)
<input type="checkbox"/>	Waiting for Approval	Remote Testing	admin	DEMO SCHOOL 2 (010002)
<input checked="" type="checkbox"/>	Waiting for Approval	Remote Testing	sandra.bannon@email.com	DEMO SCHOOL 1 (010001)

4. Click **Cancel Request**.

REMOTE TESTS (1)

COLLINS, JOSEPH (1234567897) Discovery Demo

DETAILS

COLLINS, JOSEPH (1234567897)

Student Code*
1234567897

Last Name*
COLLINS

First Name*
JOSEPH

Middle Name/Initial

Date of Birth
2000-01-01

Test Name*
Discovery Demo

Enrolled Organization
DEMO SCHOOL 1 (010001)

Remote Organization
DEMO SCHOOL 2 (010002)

Work Request Status
 Waiting for Approval
 Request Sent
 01/12/2018

Cancel Request **Reset**

Cancel Request **Reset**