

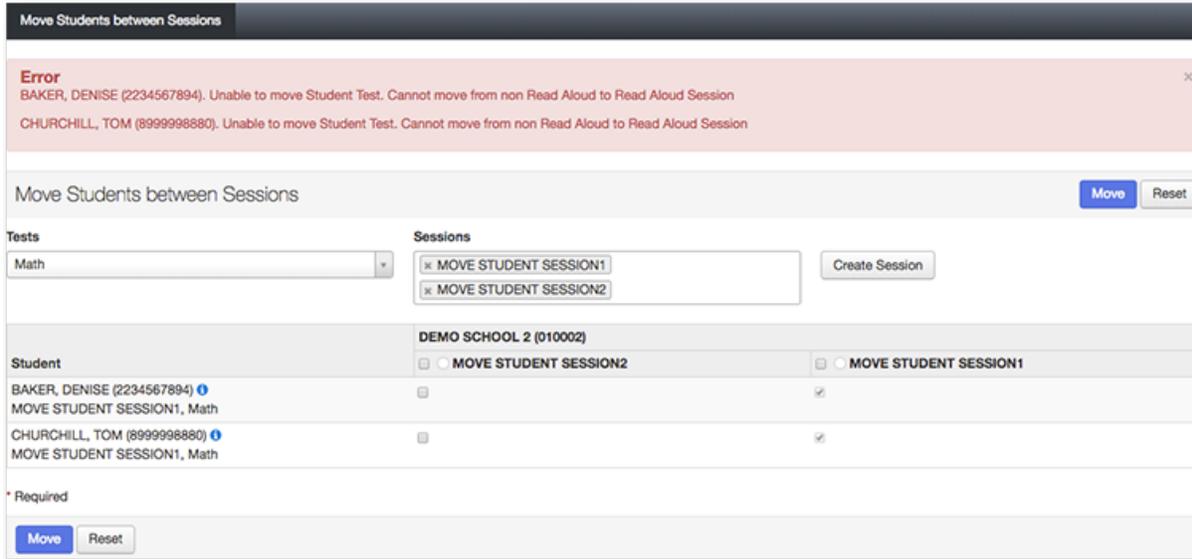
Move a Student Test Between Sessions

You can move student tests *that are in **Ready** or **Exited** status* from one session to another session.

- A sick student cannot continue to test in his or her originally scheduled test session.
- You want to balance the number of students in one session with that of another session.

Session information and move requirements:

- A session can contain only one test form.
- You can move a student in a read-aloud test session *only* to another read-aloud session.



The system assigns a new test form, unless it is configured to retain the form assignment.

You can move a student test *only* to a session that contains the same test form as the original session. For example:

- Session 1 contains Test A.
- Session 2 contains Test B.
- Session 3 contains Test A.

Therefore, you can move a student from Session 1 *only* to Session 3.

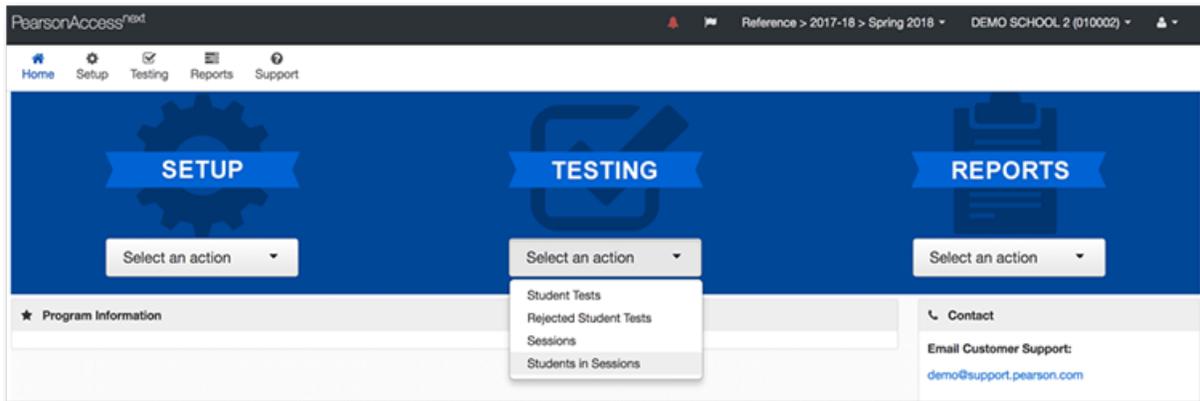
Prerequisites

Before you move students between online test sessions, check each student's status, as described in [Monitor or Change Student Test Status](#). You cannot move students:

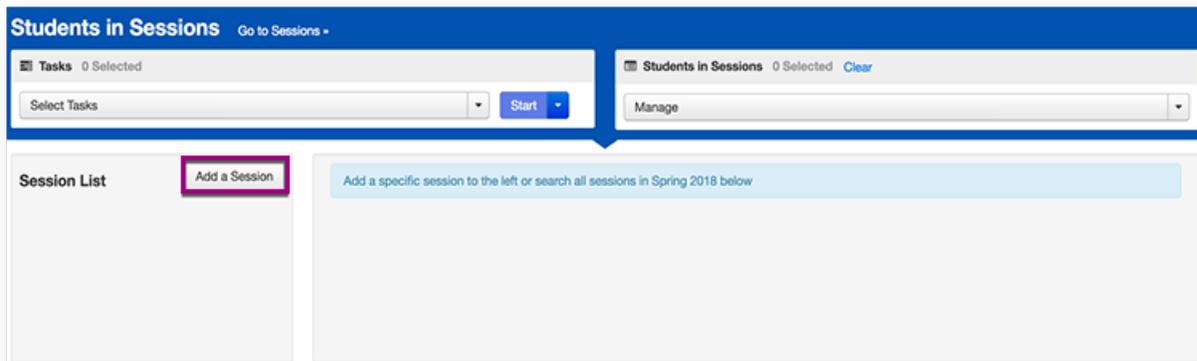
- If the student is in **Active** status.
- If the status of the session is **stopped**.

Step-by-Step

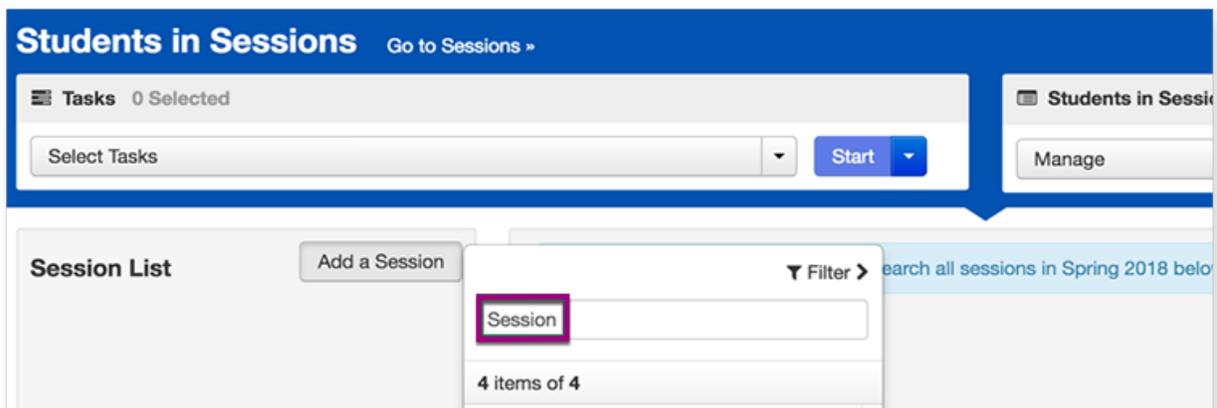
1. From **Testing**, select **Students in Sessions**.



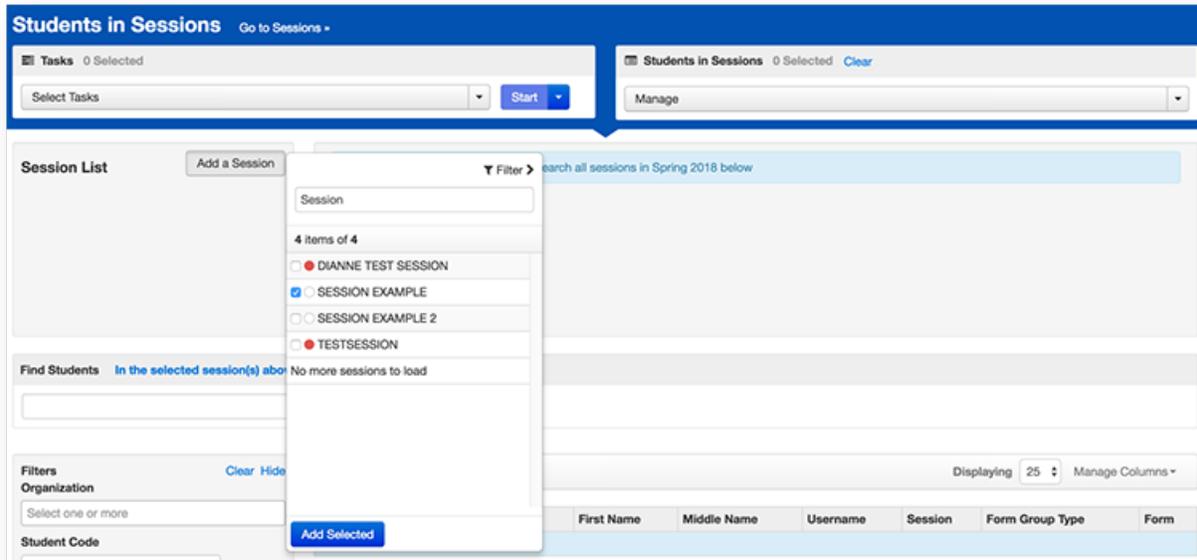
2. Click **Add a Session**.



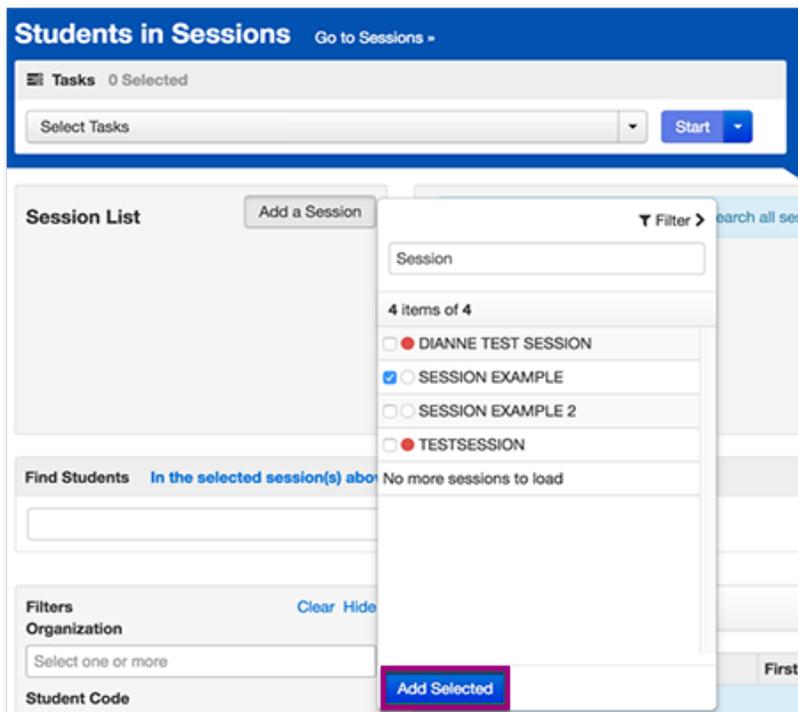
3. Type a session name into the search field.



4. Click the checkbox next to the session.



5. Click **Add Selected**.



6. Click the checkbox next to the student(s) to move.

Find Students **In the selected session(s) above**

Search

Filters **Clear Hide** 2 Results **Displaying 25** Manage Columns

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/>	1209846777	NOAH	SANDRA		4138351153	SESSION EXAMPLE (Discovery Demo)	Ready	Main	
<input checked="" type="checkbox"/>	2324888885	TOMMY	NOAH		8581462050	SESSION EXAMPLE (Discovery Demo)	Ready	Main	

7. Click **Select Tasks**, select **Move Students between Sessions**, and click **Start**.

Students in Sessions Go to Sessions

Tasks 1 Selected **Start** Students in Sessions 2 Selected **Clear**

Select Tasks **Start** Manage

- Student Test Statuses
 - Mark Student Tests Complete
 - Resume Student Tests
 - Undo Student Test Submissions
 - Retake Student Tests
- Students
 - Add Students to Sessions
 - Remove Students from Sessions
 - Move Students between Sessions
- Student Tests
 - Manage Student Tests
 - Form Override
 - Unlock Sections
 - Set Section Start / Resume
 - Manage Sections
 - Override Resume Restriction

SESSION EXAMPLE **Resources** **Details** **Edit**

Not Prepared **Prepare Session** **Manage Sections** **Refresh**

Search

2 Results **Displaying 25** Manage Columns

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/>	1209846777	NOAH	SANDRA		4138351153	SESSION EXAMPLE (Discovery Demo)	Ready	Main	
<input checked="" type="checkbox"/>	2324888885	TOMMY	NOAH		8581462050	SESSION EXAMPLE (Discovery Demo)	Ready	Main	

8. Click in the **Sessions** search box, and select the session to move student(s) to.

Tasks for Students in Sessions **Add Task** **Previous Task** **Next Task** **Exit Tasks**

Move Students between Sessions

Move Students between Sessions **Move** **Reset**

Tests: Discovery Demo

Sessions: **Create Session**

- SESSION EXAMPLE 2
- SESSION EXAMPLE 3
- TESTSESSION

Student

NOAH, SANDRA (1209846777)	SESSION EXAMPLE, Discovery Demo	
TOMMY, NOAH (2324888885)	SESSION EXAMPLE, Discovery Demo	

* Required **Move** **Reset**

Tasks for Students in Sessions Add Task Previous Task Next Task Exit Tasks

Move Students between Sessions Move Reset

Tests: Discovery Demo Sessions: [x] SESSION EXAMPLE Create Session

Student	DEMO SCHOOL 2 (010002)
NOAH, SANDRA (1209846777)	<input type="radio"/> SESSION EXAMPLE
SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885)	<input type="radio"/> SESSION EXAMPLE
SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>

* Required Move Reset

9. Click the checkbox under the session you want to move the student to.

Move Students between Sessions Move Reset

Tests: Discovery Demo Sessions: [x] SESSION EXAMPLE [x] SESSION EXAMPLE 3 Create Session

Student	DEMO SCHOOL 2 (010002)
NOAH, SANDRA (1209846777)	<input type="radio"/> SESSION EXAMPLE <input checked="" type="checkbox"/> SESSION EXAMPLE 3
SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885)	<input type="radio"/> SESSION EXAMPLE <input checked="" type="checkbox"/> SESSION EXAMPLE 3
SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>

* Required Move Reset

10. Click **Move**.

Move Students between Sessions **Move** Reset

Tests: Discovery Demo Sessions: [x] SESSION EXAMPLE [x] SESSION EXAMPLE 3 Create Session

Student	DEMO SCHOOL 2 (010002)
NOAH, SANDRA (1209846777)	<input type="radio"/> SESSION EXAMPLE <input checked="" type="checkbox"/> SESSION EXAMPLE 3
SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885)	<input type="radio"/> SESSION EXAMPLE <input checked="" type="checkbox"/> SESSION EXAMPLE 3
SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>

* Required **Move** Reset

You can also create a session to move the student(s) to.

1. Click **Create Session**.

Move Students between Sessions Move Reset

Tests: Discovery Demo

Sessions: Create Session

Student	DEMO SCHOOL 2 (010002)	
	<input type="radio"/> SESSION EXAMPLE	<input type="radio"/> SESSION EXAMPLE 3
NOAH, SANDRA (1209846777) ⓘ SESSION EXAMPLE 3, Discovery Demo	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885) ⓘ SESSION EXAMPLE 3, Discovery Demo	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Required

Move Reset

2. Type or select required details.

Create Session

Session Name*:

Organization*:

Test & Form

Test*:

Proctor Reads Aloud*

Form Group Type*:

Precaching Computer*:

Scheduling

Scheduled Start Date*:

Scheduled Start Time: CDT

Lab Location:

Create Cancel

3. Click the checkbox under the new session.

Move Students between Sessions Move Reset

Tests: Discovery Demo

Sessions: Create Session

Student	DEMO SCHOOL 2 (010002)		
	<input type="radio"/> SESSION EXAMPLE	<input type="radio"/> SESSION EXAMPLE 3	<input checked="" type="checkbox"/> SESSION EXAMPLE 4
NOAH, SANDRA (1209846777) ⓘ SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885) ⓘ SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Required

Move Reset

4. Click **Move**.

Move Students between Sessions Move Reset

Tests
 Discovery Demo Create Session

Sessions
 x SESSION EXAMPLE x SESSION EXAMPLE 3
 x SESSION EXAMPLE 4

Student	DEMO SCHOOL 2 (010002)		
	<input type="radio"/> SESSION EXAMPLE	<input type="radio"/> SESSION EXAMPLE 3	<input checked="" type="radio"/> SESSION EXAMPLE 4
NOAH, SANDRA (1209846777) ⓘ SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TOMMY, NOAH (2324888885) ⓘ SESSION EXAMPLE, Discovery Demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Required

Move Reset

Video

Effects

- Saves previous responses.
 - Resumes the test at the last viewed question.
 - Retains the exited status (until you resume the test).
 - Assigns new session resources for you to download and print again. ⓘ *Required resources vary by program.*
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What's Next? (Optional)

When you move a student test to another session, the test adopts that session's locked or unlocked state. As a result, you may need to click the lock icon to unlock a test or the session.