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.

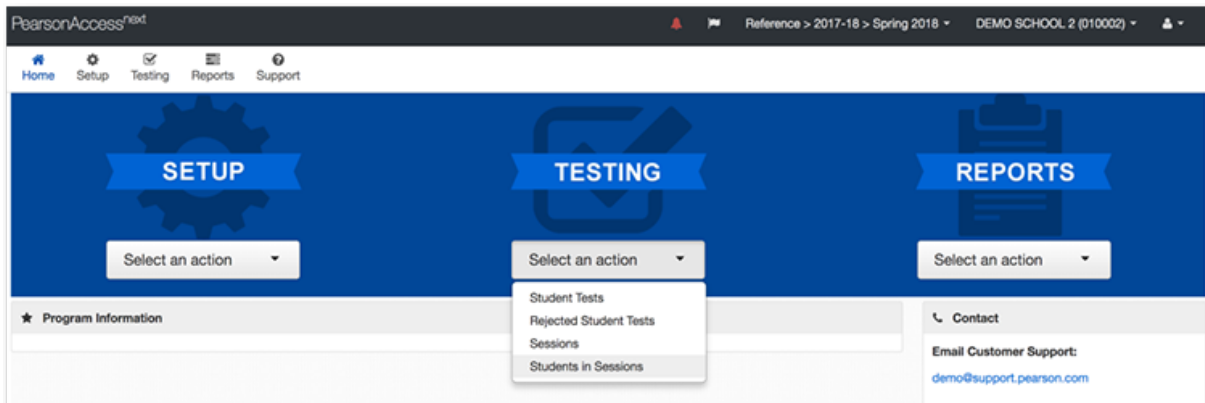Therefore, you can move a student from Session 1 *only* to Session 3.

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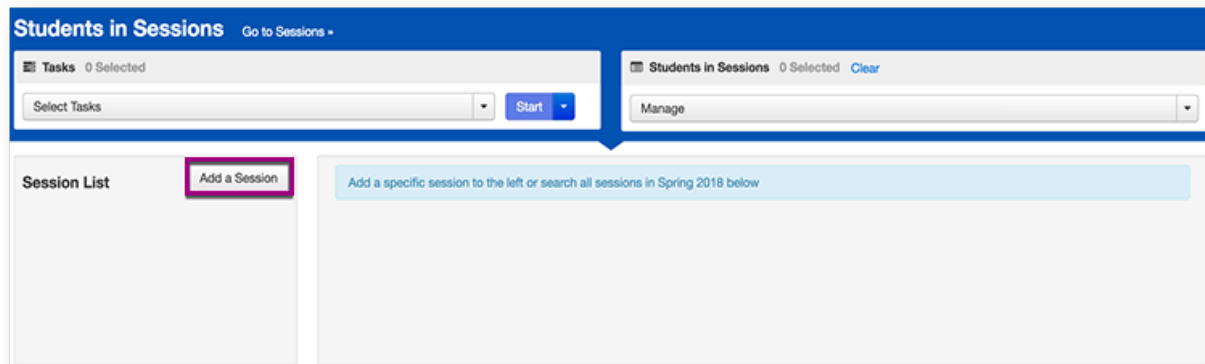
- If the student is in **Active** status.
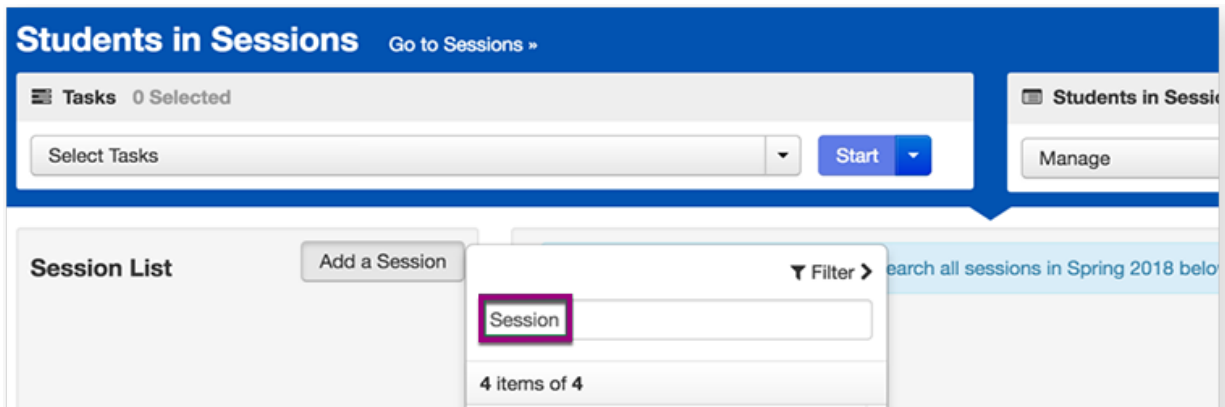- If the status of the session is **stopped.**

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.

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

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

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

10. Click **Move.**

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

1. Click **Create Session.**

2. Type or select required details.

3. Click the checkbox under the new session.

4. Click **Move.**

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. ℹ️ *Required resources vary by program.*

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.