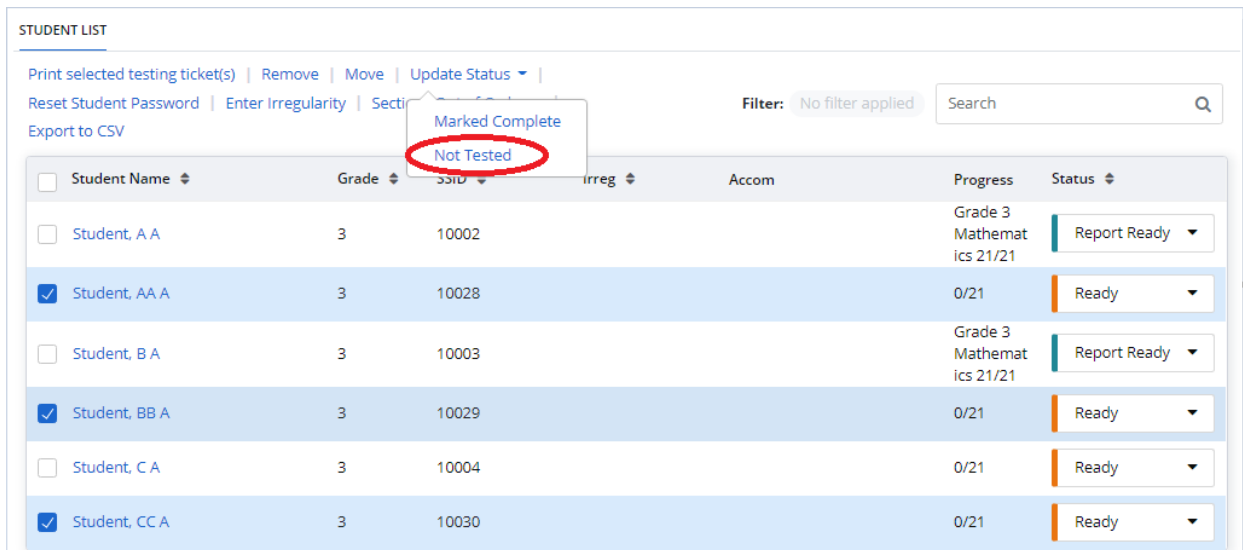


Not Tested Guidance

The purpose of this document is to provide steps that will need to be taken to indicate a “Not Tested” reason for a student test. Not Tested is to be marked for any student registered to test in Pearson Access who does not test. Only students with no test attempts should be marked as Not Tested.

How to mark a test as Not Tested in Pearson Access

- At the end of the testing window, any student who has a status of “Ready” should have their status changed to “Not Tested” on the Session Detail screen.
- The Administrator or Test Coordinator role can update the student status to “Not Tested”
- On the **Session Details page**, select the student or students, and update the status to “Not Tested”. This can be done individually, or several student’s attempts can have their status updated at once by selecting multiple students.



The screenshot displays the 'STUDENT LIST' interface. At the top, there are action links: 'Print selected testing ticket(s)', 'Remove', 'Move', and 'Update Status'. Below these are 'Reset Student Password', 'Enter Irregularity', and 'Section' (partially visible). A 'Filter: No filter applied' and a search box are also present. The main table has columns for 'Student Name', 'Grade', 'SSID', 'Irreg', 'Accom', 'Progress', and 'Status'. The 'Status' column contains dropdown menus. A tooltip is open over the 'Update Status' link, showing 'Marked Complete' and 'Not Tested' (circled in red). The table lists six students, with the second, fourth, and sixth rows selected (checked).

<input type="checkbox"/>	Student Name	Grade	SSID	Irreg	Accom	Progress	Status
<input type="checkbox"/>	Student, A A	3	10002			Grade 3 Mathemat ics 21/21	Report Ready
<input checked="" type="checkbox"/>	Student, AA A	3	10028			0/21	Ready
<input type="checkbox"/>	Student, B A	3	10003			Grade 3 Mathemat ics 21/21	Report Ready
<input checked="" type="checkbox"/>	Student, BB A	3	10029			0/21	Ready
<input type="checkbox"/>	Student, C A	3	10004			0/21	Ready
<input checked="" type="checkbox"/>	Student, CC A	3	10030			0/21	Ready

Identifying Students in Ready Status

- To easily identify students that are still in “Ready” status at the end of the testing window and to later see the numbers of students in a “Not Tested” status, view the bar graph on the Session Detail pages
- Users can navigate and filter based on student status by clicking on the bar graph for that status

Session Info

