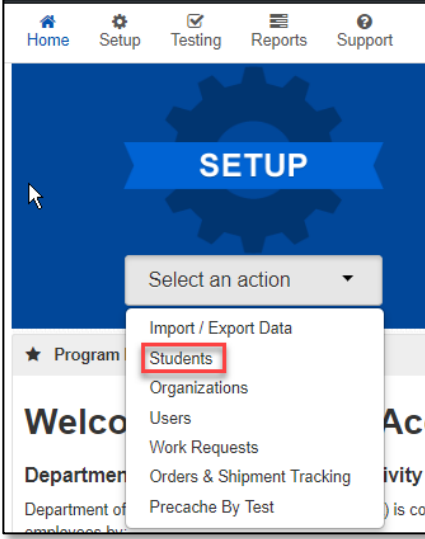
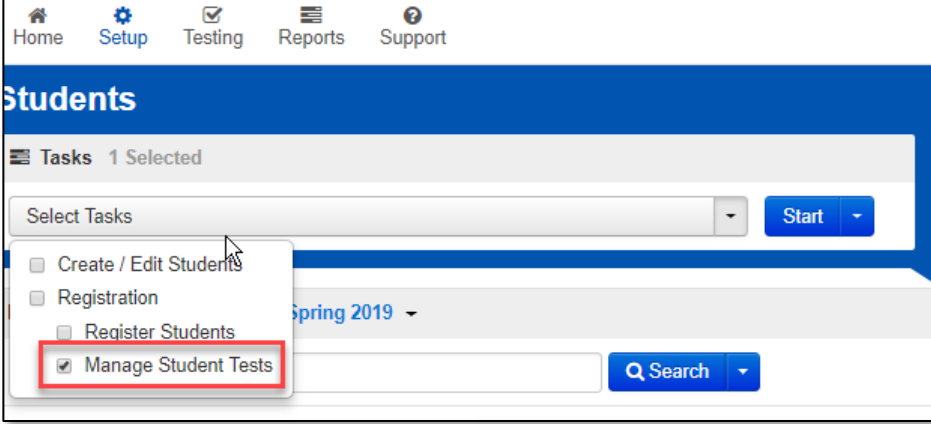


# Not Tested Guidance

## Introduction

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 PearsonAccess Next 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 PearsonAccess Next

Steps	Screenshots
1. Select <b>Students</b> from the <b>Setup</b> dropdown.	 A screenshot of the PearsonAccess Next Setup page. The top navigation bar includes Home, Setup, Testing, Reports, and Support. A large blue gear icon is in the background with the word 'SETUP' in a blue banner. A dropdown menu is open under the 'Setup' tab, showing options: Import / Export Data, Students (highlighted with a red box), Organizations, Users, Work Requests, Orders & Shipment Tracking, and Precache By Test.
2. Next, select the checkbox next to the student's name and then select <b>Manage Student Tests</b> from the <b>Select Tasks</b> dropdown and click <b>Start</b> .	 A screenshot of the PearsonAccess Next Students page. The top navigation bar includes Home, Setup, Testing, Reports, and Support. The page title is 'Students'. Below the title, there is a 'Tasks 1 Selected' section. A dropdown menu labeled 'Select Tasks' is open, showing options: Create / Edit Students, Registration, Register Students, and Manage Student Tests (highlighted with a red box). A 'Start' button is visible to the right of the dropdown. Below the dropdown, there is a search bar with a 'Q Search' button.

3. Select the appropriate test from the **Student Tests** list on the left-hand side of the page.

PearsonAccess<sup>next</sup> DoDEA > Summative > Ad

Tasks for Students

Manage Student Tests

Test Filter: Add

Filter by Test Status:  Complete  Assigned

**STUDENT TESTS (7)**

[Create Student Tests](#)

GLEASON, TOMMY (5649654991)

[Grade 03 Mathematics](#)  In Progress

**Algebra II**  Assigned

**TEST DETAILS**

GLEASON, TOMMY (5649654991)

Algebra II

Assigned

Organization\* PEARSON SCHOOL2 (DD-PEAR-654565) x

Class Name: Select

4. To mark a test as Not Tested, select the **Not Tested Code** checkbox and then select the applicable reason from the **Not Tested Reason** dropdown. Click **Save**.

Not Tested Code

**Not Tested Reason**

01 - Absent

02 - Medical Emergency

03 - Other