

# Post Test Clean-Up

The systemwide Spring 2024 Summative Test Administration window closes on **May 17, 2024**. As part of the close out process, schools will need to pay attention to the following:

## Paper Test Clean-Up

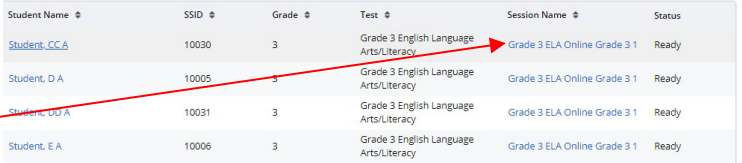
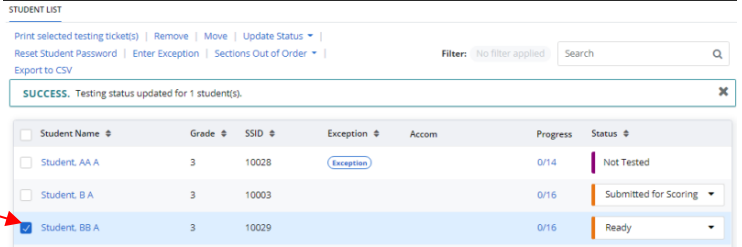
### Ready Status Clean-Up

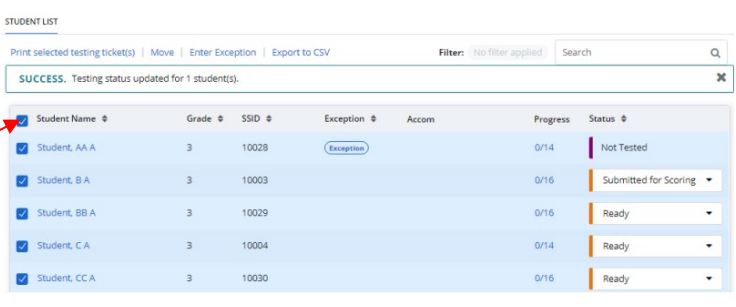
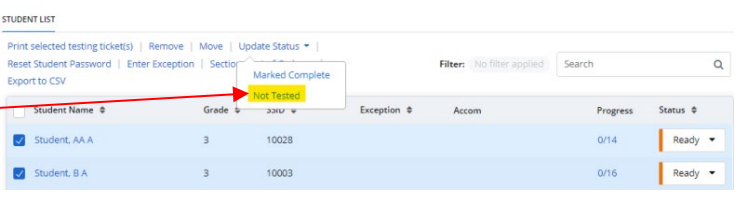
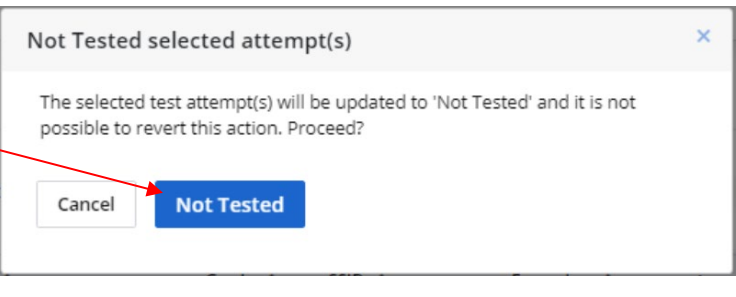
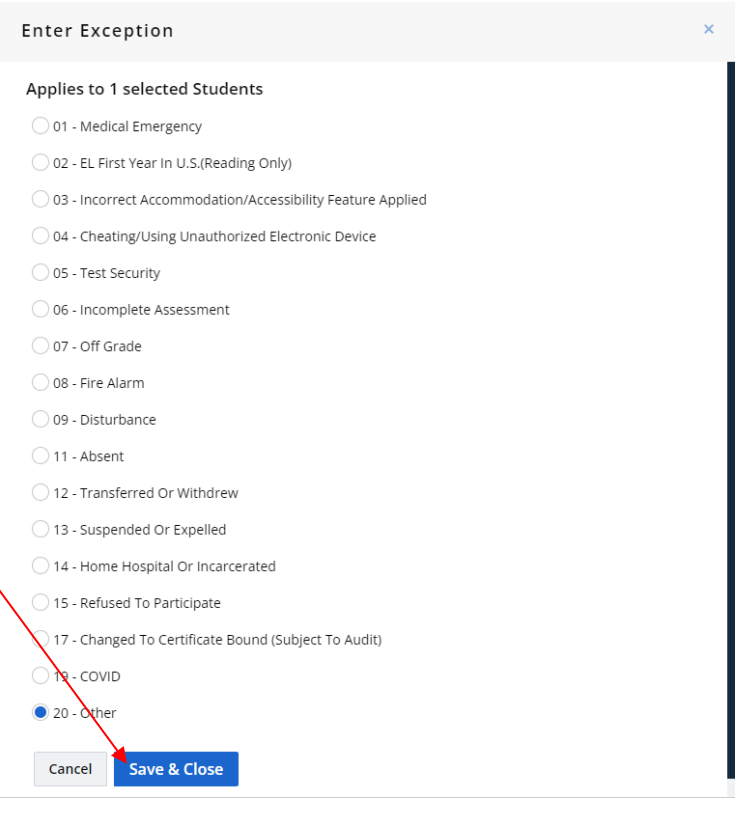
1. If a student is in **Ready** status in a paper session but tested in a computer session, please submit a Helpdesk ticket to HQ to **Void** the paper test.
  - a. If a school received paper materials that will not be used, the materials need to be shipped back to Pearson as secure materials. See the [Summative Assessment Paper Materials Return](#) document for instructions at the MyPearson Support site and available on Schoology.
2. Paper testers in **Ready** status will remain in **Ready** status until the paper test has been received and scanned by Pearson. Once scanned, the student test status will be updated by Pearson to **Submitted for Scoring**.

## Online Test Clean-Up

By **May 17, 2024**, if a student is in **Ready** status in Pearson Access, and will not test, the school will mark the student test as **Not Tested** and provide the Exception/Reason.

For students in **Ready** status who have not and will not test:

Directions	Pearson Access Screenshot																														
<p>1. Select the Session Name link that is associated with each student. This will bring you to the Session Info screen where you'll update the student's status.</p>	 <table border="1"> <thead> <tr> <th>Student Name</th> <th>SSID</th> <th>Grade</th> <th>Test</th> <th>Session Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">Student_CC A</a></td> <td>10030</td> <td>3</td> <td>Grade 3 English Language Arts/Literacy</td> <td>Grade 3 ELA Online Grade 3 1</td> <td>Ready</td> </tr> <tr> <td>Student_D A</td> <td>10005</td> <td>3</td> <td>Grade 3 English Language Arts/Literacy</td> <td>Grade 3 ELA Online Grade 3 1</td> <td>Ready</td> </tr> <tr> <td>Student_DD A</td> <td>10031</td> <td>3</td> <td>Grade 3 English Language Arts/Literacy</td> <td>Grade 3 ELA Online Grade 3 1</td> <td>Ready</td> </tr> <tr> <td>Student_E A</td> <td>10006</td> <td>3</td> <td>Grade 3 English Language Arts/Literacy</td> <td>Grade 3 ELA Online Grade 3 1</td> <td>Ready</td> </tr> </tbody> </table>	Student Name	SSID	Grade	Test	Session Name	Status	<a href="#">Student_CC A</a>	10030	3	Grade 3 English Language Arts/Literacy	Grade 3 ELA Online Grade 3 1	Ready	Student_D A	10005	3	Grade 3 English Language Arts/Literacy	Grade 3 ELA Online Grade 3 1	Ready	Student_DD A	10031	3	Grade 3 English Language Arts/Literacy	Grade 3 ELA Online Grade 3 1	Ready	Student_E A	10006	3	Grade 3 English Language Arts/Literacy	Grade 3 ELA Online Grade 3 1	Ready
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<p>2. Select the box next to the student's name.</p>	 <p>STUDENT LIST</p> <p>Print selected testing ticket(s)   Remove   Move   Update Status ▾   Reset Student Password   Enter Exception   Sections Out of Order ▾   Filter: No filter applied   Search</p> <p>Export to CSV</p> <p>SUCCESS: Testing status updated for 1 student(s).</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Grade</th> <th>SSID</th> <th>Exception</th> <th>Accom</th> <th>Progress</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Student_AA A</td> <td>3</td> <td>10028</td> <td>Exception</td> <td></td> <td>0/14</td> <td>Not Tested</td> </tr> <tr> <td><input type="checkbox"/> Student_B A</td> <td>3</td> <td>10003</td> <td></td> <td></td> <td>0/16</td> <td>Submitted for Scoring</td> </tr> <tr> <td><input checked="" type="checkbox"/> Student_BB A</td> <td>3</td> <td>10029</td> <td></td> <td></td> <td>0/16</td> <td>Ready</td> </tr> </tbody> </table>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	<input type="checkbox"/> Student_AA A	3	10028	Exception		0/14	Not Tested	<input type="checkbox"/> Student_B A	3	10003			0/16	Submitted for Scoring	<input checked="" type="checkbox"/> Student_BB A	3	10029			0/16	Ready		
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<p>4. Select the update status and select Not Tested from the drop down.</p>	 <p>STUDENT LIST</p> <p>Print selected testing ticket(s)   Remove   Move   Update Status   Marked Complete</p> <p>Reset Student Password   Enter Exception   Section</p> <p>Export to CSV</p> <p>Filter: No filter applied Search</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Grade</th> <th>SSID</th> <th>Exception</th> <th>Accom</th> <th>Progress</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Student, AA A</td> <td>3</td> <td>10028</td> <td></td> <td></td> <td>0/14</td> <td>Ready</td> </tr> <tr> <td><input checked="" type="checkbox"/> Student, B A</td> <td>3</td> <td>10003</td> <td></td> <td></td> <td>0/16</td> <td>Ready</td> </tr> </tbody> </table>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	<input checked="" type="checkbox"/> Student, AA A	3	10028			0/14	Ready	<input checked="" type="checkbox"/> Student, B A	3	10003			0/16	Ready																					
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<p>5. You'll see a message that this action cannot be reverted. Select Not Tested.</p>	 <p>Not Tested selected attempt(s)</p> <p>The selected test attempt(s) will be updated to 'Not Tested' and it is not possible to revert this action. Proceed?</p> <p>Cancel Not Tested</p>																																										
<p>6. You'll be prompted to put in an exception for why the student did not test. Select the radio button next to the most appropriate choice.</p> <p>Select Save &amp; Close.</p>	 <p>Enter Exception</p> <p>Applies to 1 selected Students</p> <ul style="list-style-type: none"> <li><input type="radio"/> 01 - Medical Emergency</li> <li><input type="radio"/> 02 - EL First Year In U.S.(Reading Only)</li> <li><input type="radio"/> 03 - Incorrect Accommodation/Accessibility Feature Applied</li> <li><input type="radio"/> 04 - Cheating/Using Unauthorized Electronic Device</li> <li><input type="radio"/> 05 - Test Security</li> <li><input type="radio"/> 06 - Incomplete Assessment</li> <li><input type="radio"/> 07 - Off Grade</li> <li><input type="radio"/> 08 - Fire Alarm</li> <li><input type="radio"/> 09 - Disturbance</li> <li><input type="radio"/> 11 - Absent</li> <li><input type="radio"/> 12 - Transferred Or Withdrew</li> <li><input type="radio"/> 13 - Suspended Or Expelled</li> <li><input type="radio"/> 14 - Home Hospital Or Incarcerated</li> <li><input type="radio"/> 15 - Refused To Participate</li> <li><input type="radio"/> 17 - Changed To Certificate Bound (Subject To Audit)</li> <li><input type="radio"/> 19 - COVID</li> <li><input checked="" type="radio"/> 20 - Other</li> </ul> <p>Cancel Save &amp; Close</p>																																										