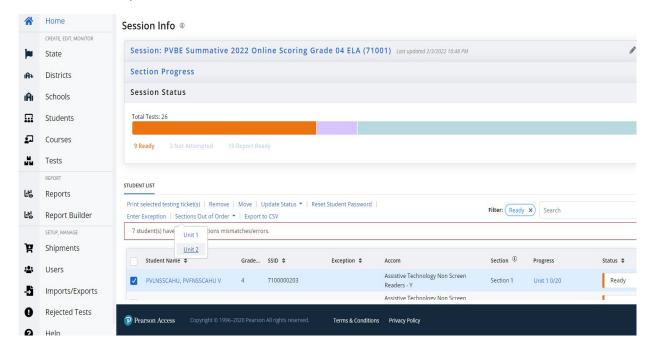## Steps for Delivering a Multi-Section Test

If student is testing sections out of order (manual section updates):

- Select student in session and "Sections Out of Order" action in Pearson Access. Choose the correct section for student to enter. Provide student with their login and the appropriate seal code for the section they will begin.
- Whether student completes and submits the section in TestNav or student exits without completing the section, when test administrator is ready to administer the next section they must set "Sections Out of Order" for this student (even if the next section is sequential for the student, for example student is moving from section 2 to section 3).
- If student logs in and finds they are not on the correct section, Test Administrator should have the student log out and update Sections Out of Order in Pearson Access before the student logs in again.
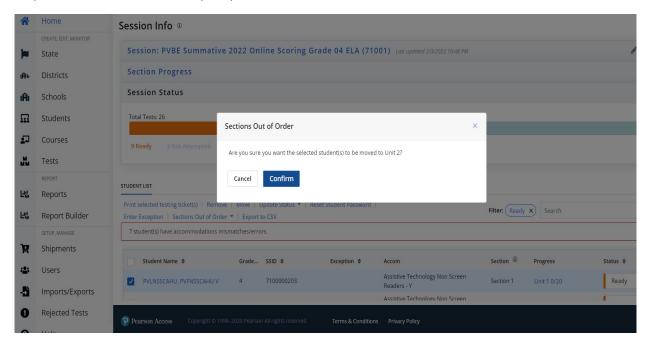
If student is testing sections in order (automatic section updates):

- Test Administrator provides login and seal code information for the student; student is able to proceed through all sections of the test in sequence if they submit each section upon completion.
- If student finishes a section but exits (without submitting), the Test Administrator will move the student into the next section through the "Sections Out of Order" action in Pearson Access. This student will require manual updates to move the student through subsequent sections (see "manual section updates" above).
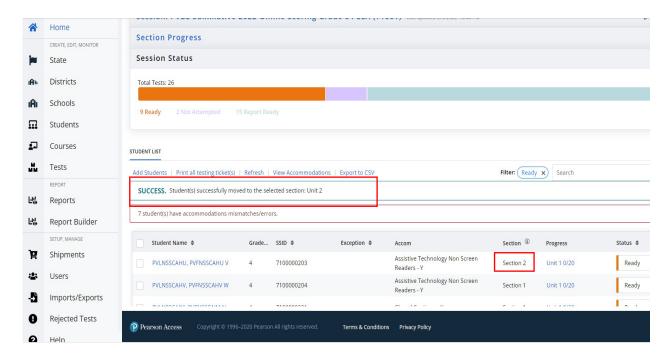
Step 1: Select student who needs to test sections out of order. Select the correct Unit from the "Sections Out of Order" dropdown.

Step 2: Confirm selection when prompted.

Pearson Access will display a "Success" message. Student "Progress" column does not update until student logs in. The "Section" column will update to reflect the section a student will next log into.

Units/Sections Crosswalk

Subject(s)/ Course(s)	Unit	Section	Section #
Mathematics Grade 3 Mathematics Grade 4 Mathematics Grade 5	Unit 1	Non-Calculator	Section 1
	Unit 2	Non-Calculator	Section 2
	Unit 3	Non-Calculator	Section 3
Mathematics Grade 6 Mathematics Grade 7	Unit1	Non-Calculator	Section 1
		Calculator	Section 2
	Unit 2	Calculator	Section 3
	Unit 3	Calculator	Section 4
Mathematics Grade 8	Unit 1	Non-Calculator	Section 1
	Unit 2	Calculator	Section 2
	Unit 3	Calculator	Section 3
Algebra I Algebra II Geometry	Unit 1	Non-Calculator	Section 1
		Calculator	Section 2
	Unit 2	Calculator	Section 3

Subject(s)	Unit	Section	Section #
ELA/Literacy Grade 3 ELA/Literacy Grade 4 ELA/Literacy Grade 5 ELA/Literacy Grade 6 ELA/Literacy Grade 7 ELA/Literacy Grade 8 ELA/Literacy Grade 10	Unit 1		Section 1
	Unit 2		Section 2