

## 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.

The screenshot displays the Pearson Access interface. On the left is a navigation sidebar with categories: Home, CREATE, EDIT, MONITOR, REPORT, and SETUP, MANAGE. The main content area is titled "Session Info" and shows details for "Session: PVBE Summative 2022 Online Scoring Grade 04 ELA (71001)". Below this is a "Section Progress" section and a "Session Status" section with a bar chart showing 9 Ready, 2 Not Attempted, and 15 Report Ready tests. The "STUDENT LIST" section includes a table with columns for Student Name, Grade, SSID, Exception, Accom, Section, Progress, and Status. A dropdown menu is open over the "Section" column, showing "Unit 1" and "Unit 2" options. The first student in the list, PVLNSSCAHU, PVFNSSCAHU V, is highlighted and has a "Ready" status.

Student Name	Grade...	SSID	Exception	Accom	Section	Progress	Status
<input checked="" type="checkbox"/>	PVLNSSCAHU, PVFNSSCAHU V	4	7100000203	Assistive Technology Non Screen Readers - Y	Section 1	Unit 1 0/20	Ready
<input type="checkbox"/>				Assistive Technology Non Screen			

Step 2: Confirm selection when prompted.

The screenshot shows the Pearson Access interface. A modal dialog box titled "Sections Out of Order" is centered on the screen. The dialog contains the text: "Are you sure you want the selected student(s) to be moved to Unit 2?". Below the text are two buttons: "Cancel" and "Confirm". The background interface is dimmed and shows the "Session Info" section for "Session: PVBE Summative 2022 Online Scoring Grade 04 ELA (71001)". Below this is the "Section Progress" and "Session Status" section, which includes a progress bar and counts: "Total Tests: 26", "9 Ready", "2 Not Attempted". The "STUDENT LIST" section is visible below, showing a table with columns: Student Name, Grade, SSID, Exception, Accom, Section, Progress, and Status. One student, PVLNSSCAHU, PVFNSSCAHU V, is selected with a checkmark in the first column. The "Section" column for this student is "Section 1".

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.

The screenshot shows the Pearson Access interface after the confirmation. A red-bordered box highlights a success message: "SUCCESS. Student(s) successfully moved to the selected section: Unit 2". Below this message, a red line indicates a warning: "7 student(s) have accommodations mismatches/errors.". The "STUDENT LIST" table is visible below, showing the same student, PVLNSSCAHU, PVFNSSCAHU V, now with "Section 2" in the "Section" column. The "Progress" column for this student is "Unit 1 0/20".

## Units/Sections Crosswalk

<b>Subject(s)/ Course(s)</b>	<b>Unit</b>	<b>Section</b>	<b>Section #</b>
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

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