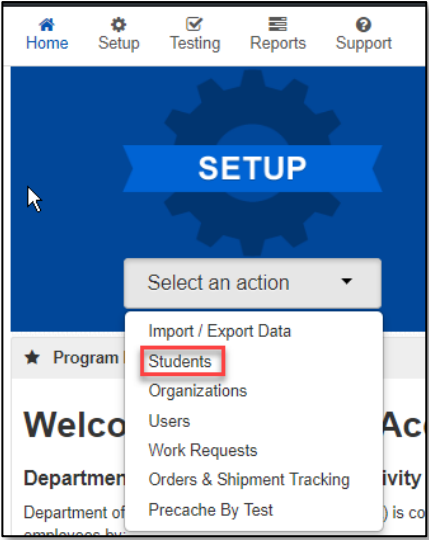
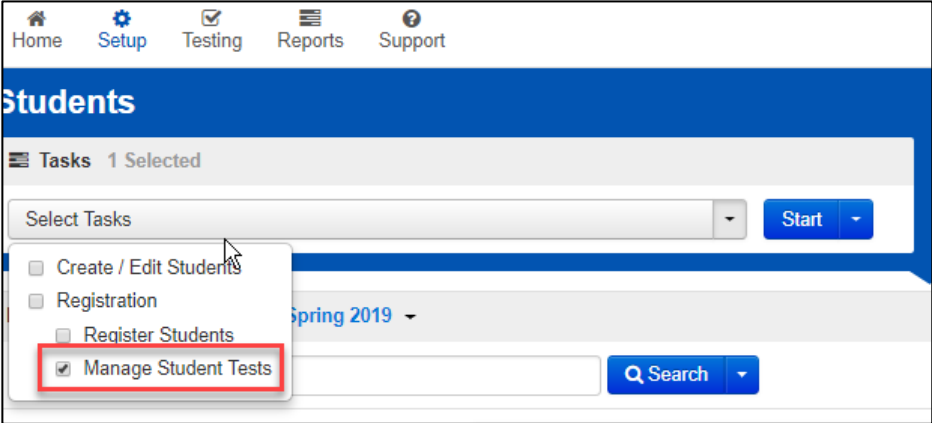


Void Test Guidance

Introduction

The purpose of this document is to provide steps that will need to be taken to indicate a Void reason for a student test. Void should be marked for any test that has been invalidated so that the student's test is not scored or used for reporting purposes.

How to mark a test as Void in PearsonAccess Next

Steps	Screenshots
1. Select Students from the Setup dropdown.	 A screenshot of the PearsonAccess Next Setup menu. The top navigation bar includes Home, Setup, Testing, Reports, and Support. The main content area has a blue header with a gear icon and the word 'SETUP'. A dropdown menu is open, showing 'Select an action' at the top, followed by '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 Manage Student Tests from the Select Tasks dropdown and click Start .	 A screenshot of the PearsonAccess Next Students page. The top navigation bar includes Home, Setup, Testing, Reports, and Support. The main content area has a blue header with the word 'Students'. Below the header, there is a 'Tasks 1 Selected' section. A dropdown menu is open, showing 'Select Tasks' at the top, followed by 'Start'. Below this, there is a list of tasks with checkboxes: 'Create / Edit Students', 'Registration', 'Register Students', and 'Manage Student Tests' (checked and highlighted with a red box). A search bar with a magnifying glass icon and the word 'Search' is visible at the bottom right.

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

The screenshot shows the 'Manage Student Tests' interface in PearsonAccessnext. At the top, it says 'Tasks for Students' and 'DoDEA > Summative >'. Below that is a 'Test Filter' input field with 'Add' and a 'Filter by Test Status' section with checkboxes for 'Complete' and 'Assigned', and an 'Apply' button. The 'STUDENT TESTS (7)' section on the left has a 'Create Student Tests' button and a list of tests for 'GLEASON, TOMMY (5649654991)'. Two tests are visible: 'Grade 03 Mathematics' (In Progress) and 'Algebra II' (Assigned). The 'Algebra II' test is highlighted with a red box. The 'TEST DETAILS' section on the right shows 'GLEASON, TOMMY (5649654991)' and 'Algebra II' with a checked 'Assigned' checkbox. Below that are 'Organization*' (PEARSON SCHOOL2 (DD-PEAR-654565) x) and 'Class Name' (Select).

4. To Mark a test as Void, select the **Void Score Code** checkbox and then select the applicable reason from the **Void Score Reason** dropdown. Click **Save**.

The screenshot shows a 'Void Score Code' checkbox which is checked. Below it is a 'Void Score Reason' dropdown menu. The dropdown is open, showing a list of reasons: '01 - Accommodation Misadministration', '02 - Test Security', '03 - Incomplete Assessments', '04 - Off Grade', '05 - Other', and 'Unsubmitted'. A mouse cursor is pointing at the dropdown menu.