

Part A/B Override Guidance

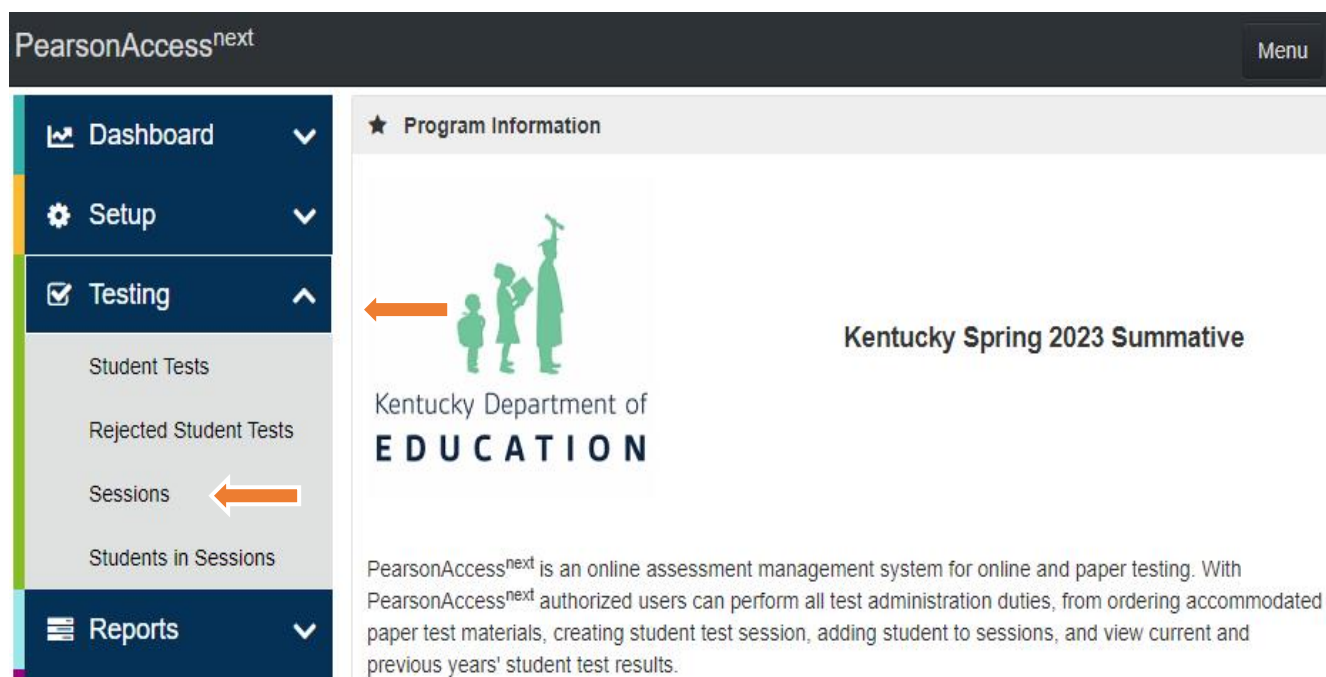
If a student is absent when their class tests Part A and will need to test Part B with their class the next testing day, there are 3 required steps to make in PearsonAccess^{next} (PAN). Only DACs and BACs have the ability to make these changes.

1. Part A to Part B (student must be in a “ready” status) *After this change is made the student will be ready to test Part B in class with peers.*
2. Part B to Part A (student must be in an “exited” status) *After this change is made the student will be ready to complete the makeup Part A.*
3. Mark the student complete

Note: More than one student record can be changed at the same time.

Step 1. Part A to Part B

In PearsonAccess^{next} (PAN), from the Home page select **Testing>Sessions**:



Select the session with student(s) that require the change to Part B, then select **Go to Students in Sessions**:

PearsonAccess^{next} Menu

Home Dashboard Setup **Testing** Reports Test Config Tools Support

Sessions [Go to Students in Sessions »](#)

Tasks 0 Selected
Select Tasks Start

Sessions 1 Selected [Clear](#)
Manage

Find Sessions

Name starts with Q Search

Filters [Clear](#) [Hide](#)

Session Status
Select one or more

Organization
Select one or more

2 Results

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	#
<input checked="" type="checkbox"/>	TEST SESSION GR03 MATH i	In Progress	07/01/2023	Grade 3 Mathematics	2

From the **Session List**, select the session the student(s) is assigned to.

Session List
[Add a Session](#)
● CANDI GR6 MATH [x](#)

1 Sessions | [Clear](#)

CANDI GR6 MATH
☐ Ignore Schedule [Resources](#) [Details](#) [Edit](#)

● In Progress Stop Session Refresh

Grade 6 Mathematics (27 Student Tests) [Monitor Test](#) Mixed

25 2

Student Test Status Key
Ready
Resumed, Resumed Upload
Active
Exited
Completed, Marked Complete

More than one student can be selected from a session:

27 Results

<input type="checkbox"/>	Pearson Student Id Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group	T
<input type="checkbox"/>	8965697354	STUDENT	NEW		1247253105	CANDI GR6 MATH (Grade 6 Mathematics)	Exited	Main	
<input type="checkbox"/>	5475175656 TTS Calc Form1	STUDENT	NEW		2462535131	CANDI GR6 MATH (Grade 6 Mathematics)	Exited	Main	
<input checked="" type="checkbox"/>	6618994939	STUDENT	NEW		0383260100	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Main	
<input checked="" type="checkbox"/>	4936961258	STUDENT	NEW		7183551183	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Main	
<input checked="" type="checkbox"/>	1839284723	STUDENT	NEW		9288258769	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Main	
<input checked="" type="checkbox"/>	1715166955	STUDENT	NEW		4781014044	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Main	
<input checked="" type="checkbox"/>	7715180038	STUDENT	NEW		1260656649	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Main	
<input checked="" type="checkbox"/>	7244328948	STUDENT	NEW		6406571897	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Main	
<input checked="" type="checkbox"/>	8966992341	STUDENT	NEW		4495731004	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Main	
<input checked="" type="checkbox"/>	4504325407	STUDENT	NEW		8015020976	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Main	

From the **Select Tasks** dropdown, select **Set Section Start/Resume** and click **Start**:

Students in Sessions [Go to Sessions »](#)

Tasks 1 Selected

Select Tasks **Start**

Students in Sessions 27 Selected [Clear](#)

Manage

CANDI GR6 MATH

[More Schedule](#) [Resources](#) [Details](#) [Edit](#)

In Progress

Stop Session [Refresh](#)

Grade 6 Mathematics (27 Student Tests) [Monitor Test](#) / Mixed

25 2

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

Tasks

- ☐ Student Test Statuses
 - ☐ Mark Student Tests Complete
 - ☐ Resume Student Tests
 - ☐ Undo Student Test Submissions
 - ☐ Retake Student Tests
- ☐ Students
 - ☐ Add Students to Sessions
 - ☐ Remove Students from Sessions
 - ☐ Move Students between Sessions
- ☐ Student Tests
 - ☐ Manage Student Tests
 - ☐ Form Override
 - ☒ Set Section Start / Resume

To change a student(s) test from Part A to Part B, the student(s) must be in a **Ready** status. In **Section** click the dropdown and choose Part B. If all students are to change to Part B, check the box **Use the Same Section for all Students in Session** and click **Save**.

Set Section Start / Resume

Section

Part B

☒ Use the same Section for all Students in Session

STUDENTS IN SESSIONS (8)		DETAILS		
<input type="checkbox"/>	Student	Session	Student Test Status	Section*
<input checked="" type="checkbox"/>	STUDENT, NEW (1715166955)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A
<input checked="" type="checkbox"/>	STUDENT, NEW (1839284723)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A
<input checked="" type="checkbox"/>	STUDENT, NEW (4504325407)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A
<input checked="" type="checkbox"/>	STUDENT, NEW (4936961258)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A
<input checked="" type="checkbox"/>	STUDENT, NEW (6618994939)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A
<input checked="" type="checkbox"/>	STUDENT, NEW (7244328948)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A
<input checked="" type="checkbox"/>	STUDENT, NEW (7715180038)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A
<input checked="" type="checkbox"/>	STUDENT, NEW (8968992341)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A

* Required

Save Reset

Once you have clicked **Save**, to the far right of the screen the Section will indicate Part B.

Click Exit Tasks to return to the sessions screen:

+ Add Task

< Previous Task Next Task >

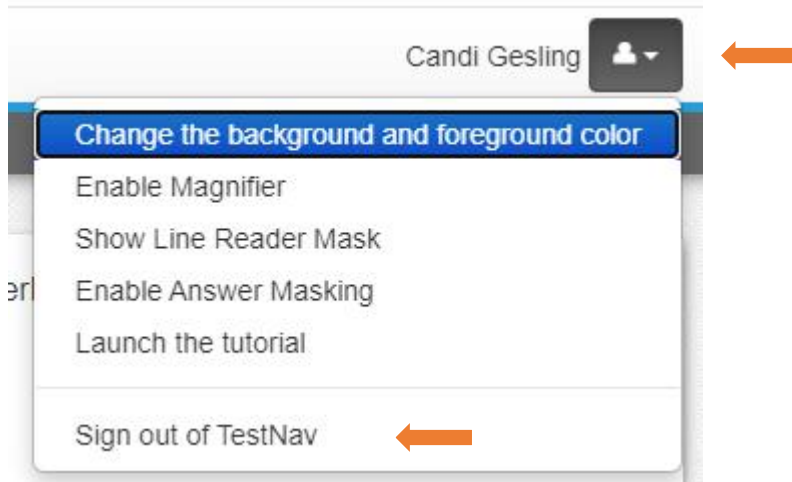
Exit Tasks x

Save Reset

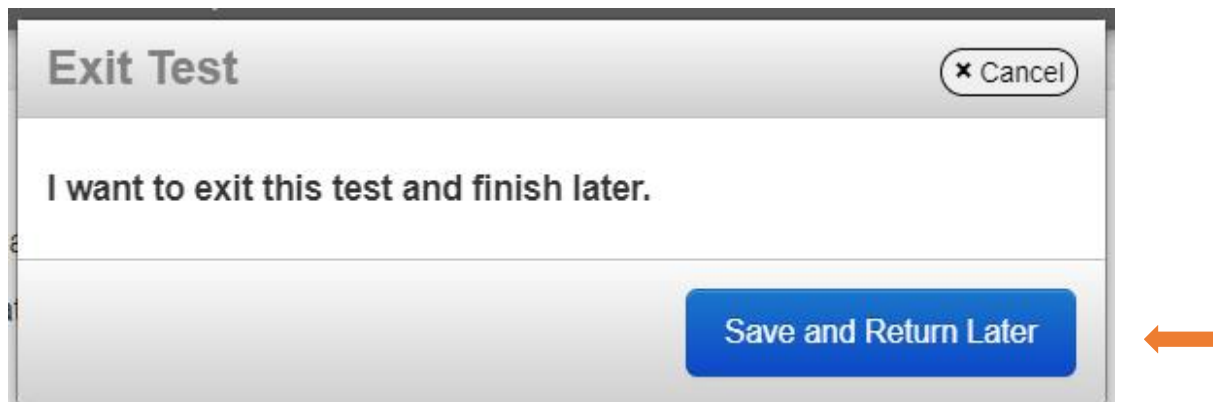
**** IMPORTANT**

When the student comes to the end of Part B, do **NOT** allow them to **Submit Final Answers**. Have the student logout of TestNav; the directions are below.

To the far right of the screen select the dropdown next to the TestNav user and select **Sign out of TestNav**:



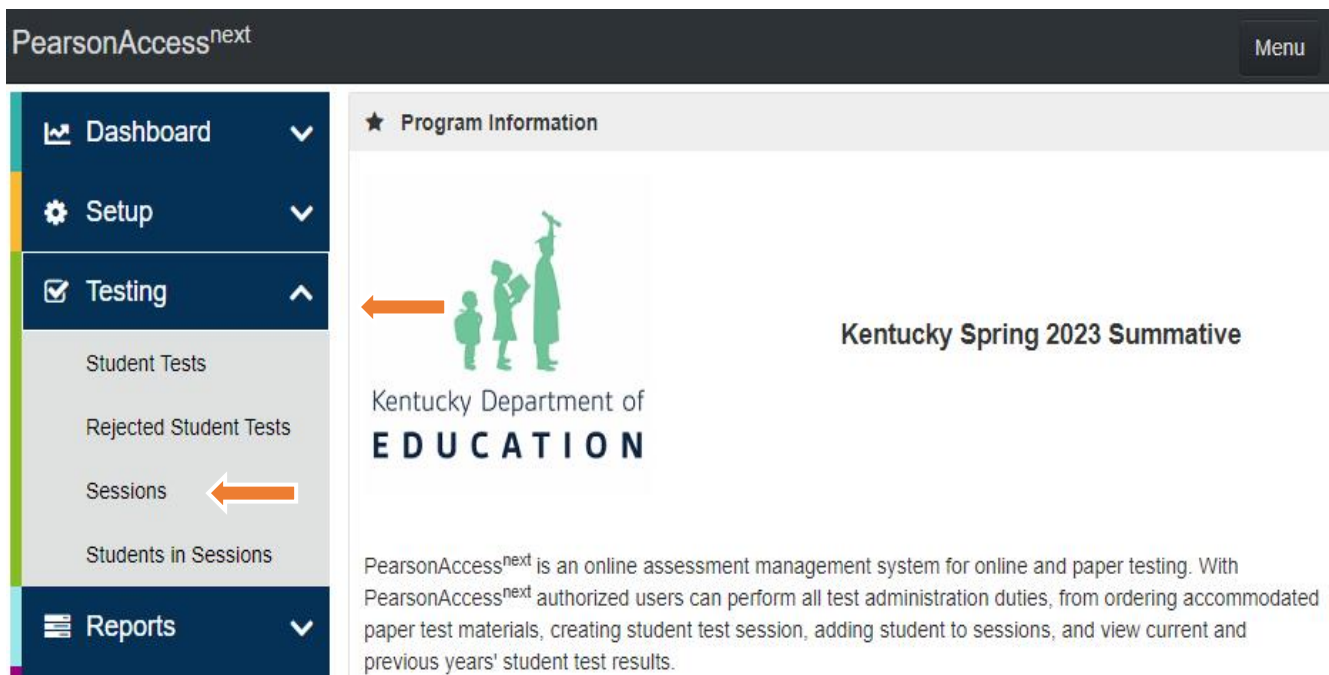
Select **Save and Return Later**.



Once the student signs out of TestNav their tests will be in an **Exited** status.

Step 2. Part B to Part A

In PearsonAccess^{next} (PAN), from the Home page select **Testing>Sessions**:



PearsonAccess^{next} Menu

Dashboard Setup **Testing** Reports

Student Tests
Rejected Student Tests
Sessions
Students in Sessions

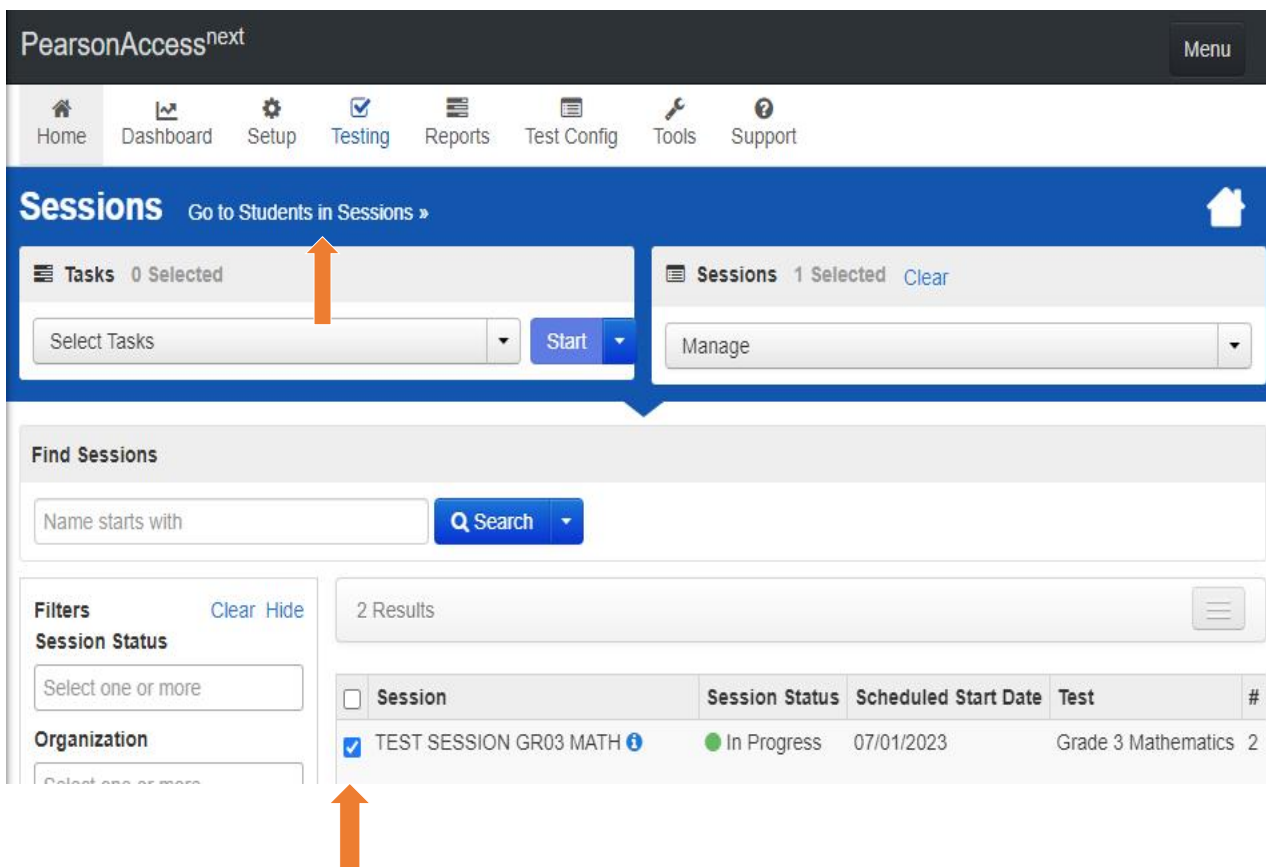
★ Program Information

Kentucky Spring 2023 Summative

Kentucky Department of **EDUCATION**

PearsonAccess^{next} is an online assessment management system for online and paper testing. With PearsonAccess^{next} authorized users can perform all test administration duties, from ordering accommodated paper test materials, creating student test session, adding student to sessions, and view current and previous years' student test results.

Select the session with student(s) that require the change to Part B, then select **Go to Students in Sessions**:



PearsonAccess^{next} Menu

Home Dashboard Setup **Testing** Reports Test Config Tools Support

Sessions Go to Students in Sessions »

Tasks 0 Selected Sessions 1 Selected Clear

Select Tasks Start Manage

Find Sessions

Name starts with Search

Filters Clear Hide

Session Status
Select one or more

Organization
Select one or more

2 Results

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	#
<input checked="" type="checkbox"/>	TEST SESSION GR03 MATH	In Progress	07/01/2023	Grade 3 Mathematics	2

From the **Session List**, select the session the student(s) is assigned to.

Session List

Add a Session

CANDI GR6 MATH

1 Sessions | [Clear](#)

CANDI GR6 MATH

In Progress

Grade 6 Mathematics (27 Student Tests) [Monitor Test](#)

25

2

Stop Session

Refresh

Student Test Status Key

Ready

Resumed, Resumed Upload

Active

Exited

Completed, Marked Complete

More than one student can be selected from a session:

Students in Sessions

Go to Sessions »

Tasks 0 Selected

Select Tasks

Start

Students in Sessions 2 Selected

Clear

Manage

Session List

Add a Session

CANDI GR6 MATH

1 Sessions | [Clear](#)

CANDI GR6 MATH

In Progress

Grade 6 Mathematics (27 Student Tests) [Monitor Test](#)

25

Find Students

In the selected session(s) above

Student Last Name or Pearson Student Id Number starts with

Search

Filters

Clear Hide

Organization

Select one or more

Pearson Student Id Number

Starts with

State Student Identification Number (SSID)

27 Results

<input type="checkbox"/>	Pearson Student Id Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status
<input checked="" type="checkbox"/>	8965697354	STUDENT	NEW		1247253105	CANDI GR6 MATH (Grade 6 Mathematics)	Exited
<input checked="" type="checkbox"/>	5475175656	STUDENT	NEW		2462535131	CANDI GR6 MATH (Grade 6 Mathematics)	Exited

From the **Select Tasks** dropdown, select **Set Section Start/Resume** and then click **Start**:

Students in Sessions Go to Sessions >

Tasks 1 Selected

Select Tasks Start

- ☐ Student Test Statuses
 - ☐ Mark Student Tests Complete
 - ☐ Resume Student Tests
 - ☐ Undo Student Test Submissions
 - ☐ Retake Student Tests
- ☐ Students
 - ☐ Add Students to Sessions
 - ☐ Remove Students from Sessions
 - ☐ Move Students between Sessions
- ☐ Student Tests
 - ☐ Manage Student Tests
 - ☐ Form Override
 - ☒ Set Section Start / Resume

Students in Sessions 27 Selected Clear

Manage

CANDI GR6 MATH

[More Schedule](#) [Resources](#) [Details](#) [Edit](#)

In Progress Stop Session Refresh

Grade 6 Mathematics (27 Student Tests) [Monitor Test](#) 🔒 / 🔓 Mixed

25 2

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

To change the student(s) back to Part A, they **must** be in an **Exited** status.

In **Section** click the dropdown and choose Part A; if more than one student will be updated check the box **Use the Same Section for all Students in Session**, check the box below that and click **Save**.

Tasks for Students in Sessions ➕ Add Task ◀ Previous

Set Section Start / Resume

Success
Changes saved

Set Section Start / Resume

Section Part A

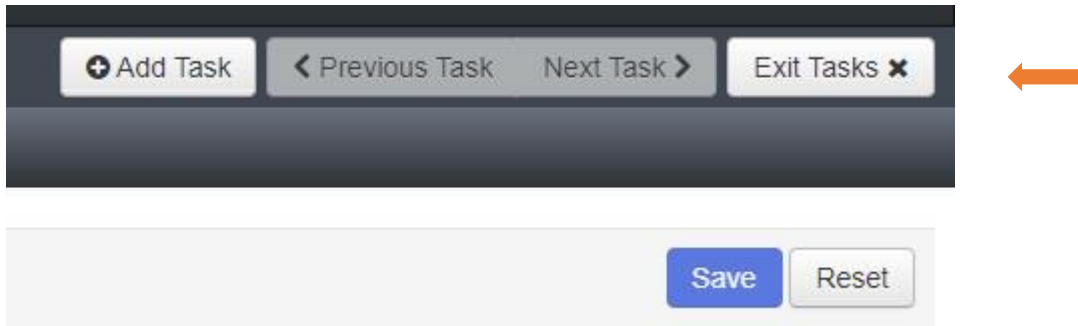
☒ Use the same Section for all Students in Session

STUDENTS IN SESSIONS (2)		DETAILS	
<input type="checkbox"/> Student	Session	Student Test Status	Section*
<input checked="" type="checkbox"/> STUDENT, NEW (5475175656)	CANDI GR6 MATH (Grade 6 Mathematics)	Exited	Part B
<input checked="" type="checkbox"/> STUDENT, NEW (8965697354)	CANDI GR6 MATH (Grade 6 Mathematics)	Exited	Part B

* Required

Save Reset

Once you have clicked **Save**, to the far right of the screen the Section will indicate Part B. Click Exit Tasks to return to the sessions screen:

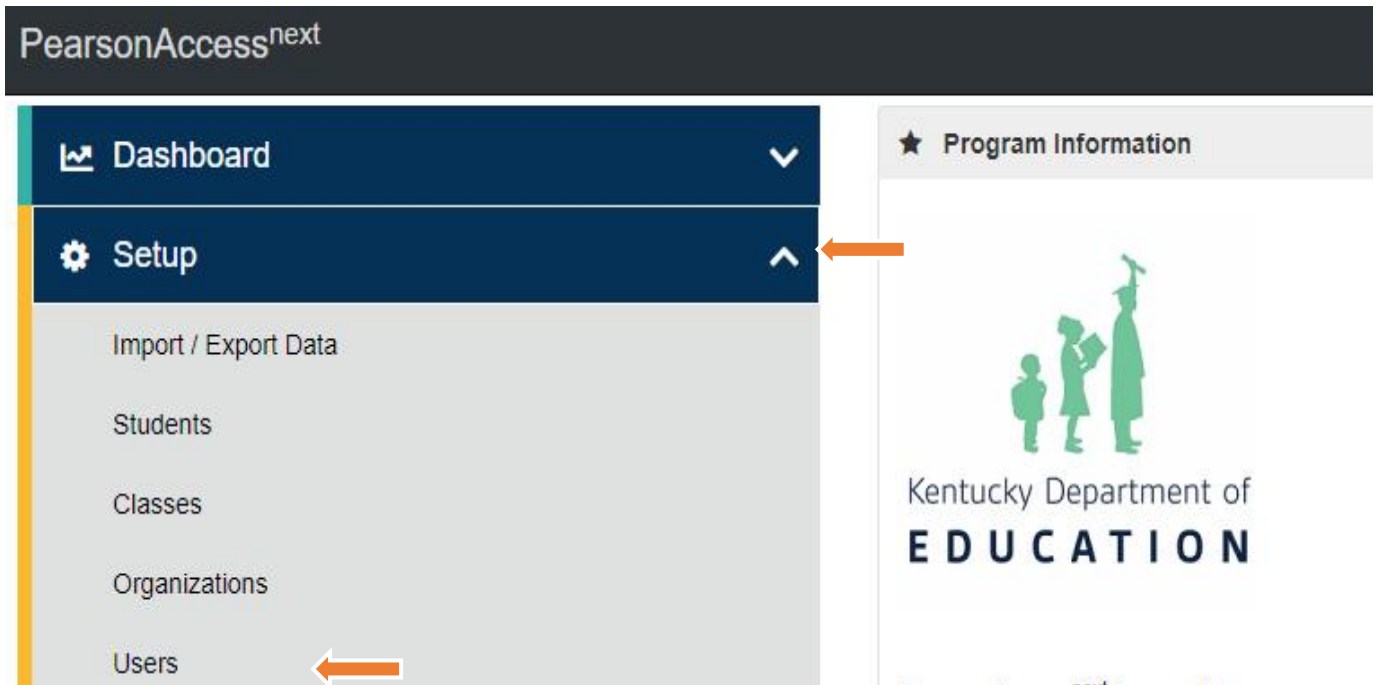


Once the student completes the test and **Submit Answers**, the screen for Part B will appear. Have the student sign out of TestNav, directions for this are on pages 4-5 of this document.

Step 3. Marking the Student Complete

Once the student has completed both Part A and Part B of their test and has signed out of TestNav, the DAC must mark the student(s) test complete or provide the BAC with the role to do so on PAN.

To add the Mark Test Complete to a BAC, in PAN, from the Home page select **Setup>Users**:



Key in the last name of the BAC and click **Search**:

PearsonAccess^{next}

Home Dashboard Setup Testing Reports Test Config Tools Support

Users

Tasks 0 Selected

Select Tasks Start

Find Users

gesling Search

Filters Clear Hide

☐ Restrict to selected organization

First Name
Starts with

Username
Starts with

Account Status
Select

5 Results

<input type="checkbox"/>	Username*	First Name*
<input type="checkbox"/>	candi.gesling@pearson.com1 ⓘ	Candi
<input checked="" type="checkbox"/>	candi.gesling@pearson.com10 ⓘ	Candi
<input type="checkbox"/>	candi.gesling@pearson.com12 ⓘ	Candi
<input type="checkbox"/>	candi.gesling@pearson.com3 ⓘ	Candi
<input type="checkbox"/>	candi.gesling@pearson.com5 ⓘ	Candi

Click the box in front of the BACs name, click the dropdown arrow and click Create/Edit Users:

PearsonAccess^{next}

Home Dashboard Setup Testing Reports Test Config Tools Support

Users

Tasks 0 Selected

Select Tasks Start

Find Users

gesling Search

Filters Clear Hide

☐ Restrict to selected organization

First Name
Starts with

Username
Starts with

Account Status
Select

5 Results

<input type="checkbox"/>	Username*	First Name*	Last Name*
<input type="checkbox"/>	candi.gesling@pearson.com1 ⓘ	Candi	Gesling
<input checked="" type="checkbox"/>	candi.gesling@pearson.com10 ⓘ	Candi	Gesling
<input type="checkbox"/>	candi.gesling@pearson.com12 ⓘ	Candi	Gesling
<input type="checkbox"/>	candi.gesling@pearson.com3 ⓘ	Candi	Gesling
<input type="checkbox"/>	candi.gesling@pearson.com5 ⓘ	Candi	Gesling

Start

- All Tasks
- Create / Edit Users
- Reset Passwords
- Delete / Restore Users

Click on the **Users** name, click in the **Selected Roles** box, a dropdown will appear. Click on **Mark Test Complete**, then **Save**.

Tasks for Users

Create / Edit Users Reset Passwords Delete / Restore Users

USERS (1)

+ Create Users

x candi.gesling@pearson.com10

DETAILS

candi.gesling@pearson.com10

Selected Organizations*

x SAMPLE DISTRICT 1 (700000)

Selected Roles*

x District Assessment Coordinator

Building Assessment Coordinator

Form Override

Help Desk

Mark Test Complete

Online Test Administrator

To mark a test complete in PAN, from the Home page select **Testing>Sessions**:

PearsonAccess^{next} Menu

★ Program Information

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Select the session with student(s) that require the change to Part B, then select **Go to Students in Sessions**:

PearsonAccess^{next} Menu

Home Dashboard Setup **Testing** Reports Test Config Tools Support

Sessions

[Go to Students in Sessions »](#)

Tasks 0 Selected

Select Tasks Start

Sessions 1 Selected [Clear](#)

Manage

Find Sessions

Name starts with Q Search

Filters [Clear](#) [Hide](#)

Session Status

Select one or more

Organization

Select one or more

2 Results

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	#
<input checked="" type="checkbox"/>	TEST SESSION GR03 MATH i	In Progress	07/01/2023	Grade 3 Mathematics	2

From the **Session List**, select the session the student(s) is assigned to.

Session List

[Add a Session](#)

CANDI GR6 MATH ×

1 Sessions | [Clear](#)

CANDI GR6 MATH

☐ Ignore Schedule [Resources](#) [Details](#) [Edit](#)

In Progress Stop Session Refresh

Grade 6 Mathematics (27 Student Tests) [Monitor Test](#) Mixed

25 2

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

In the **Students in Sessions** screen check the box in front of the student(s) that have completed both Parts A and B:

7 Results

<input type="checkbox"/>	Pearson Student Id Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Gr
<input checked="" type="checkbox"/>	8965697354 ⓘ	STUDENT	NEW		1247253105	CANDI GR6 MATH (Grade 6 Mathematics)	Exited ▾	Main
<input checked="" type="checkbox"/>	5475175656 ⓘ TTS Calc Form1	STUDENT	NEW		2462535131	CANDI GR6 MATH (Grade 6 Mathematics)	Exited ▾	Main

Click the **Select Tasks** dropdown, check the box in front of **Mark Student Test Complete** and click **Start**.

Students in Sessions [Go to Sessions »](#)

Tasks 1 Selected

Select Tasks ▾ [Start ▾](#)

- ☐ Student Test Statuses
 - ☒ Mark Student Tests Complete
 - ☐ Resume Student Tests
 - ☐ Undo Student Test Submissions
 - ☐ Retake Student Tests
- ☐ Students
 - ☐ Add Students to Sessions
 - ☐ Remove Students from Sessions
 - ☐ Move Students between Sessions
- ☐ Student Tests
 - ☐ Manage Student Tests
 - ☐ Form Override
 - ☐ Set Section Start / Resume

[Add a Session](#) [x](#)

CANDI GR6 MATH

In Progress

Grade 6 Mathematics (27 Student Tests) [Monitor](#)

To mark the student(s) test complete, click the box in front of the student, add the following in the **Reason** box (Part A/B Override) and click **Save**:

PearsonAccess^{next}

Kentucky > 2022 - 2023 > Spring 2023 Summative

SCM DEMO KY (757000)

Tasks for Students in Sessions

+ Add Task

< Previous Task

Next Task >

Exit Tasks ✕

Mark Student Tests Complete

Mark Student Tests Complete

Mark Complete

Reset

Reason*

Part A/B Override

☒ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (2)		DETAILS	
<input checked="" type="checkbox"/>	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input checked="" type="checkbox"/>	STUDENT, NEW (5475175656) ⓘ	● CANDI GR6 MATH (Grade 6 Mathematics)	Exited
<input checked="" type="checkbox"/>	STUDENT, NEW (8965697354) ⓘ	● CANDI GR6 MATH (Grade 6 Mathematics)	Exited

This action is not reversible.

* Required

Mark Complete

Reset