

Part A/B Override Guidance

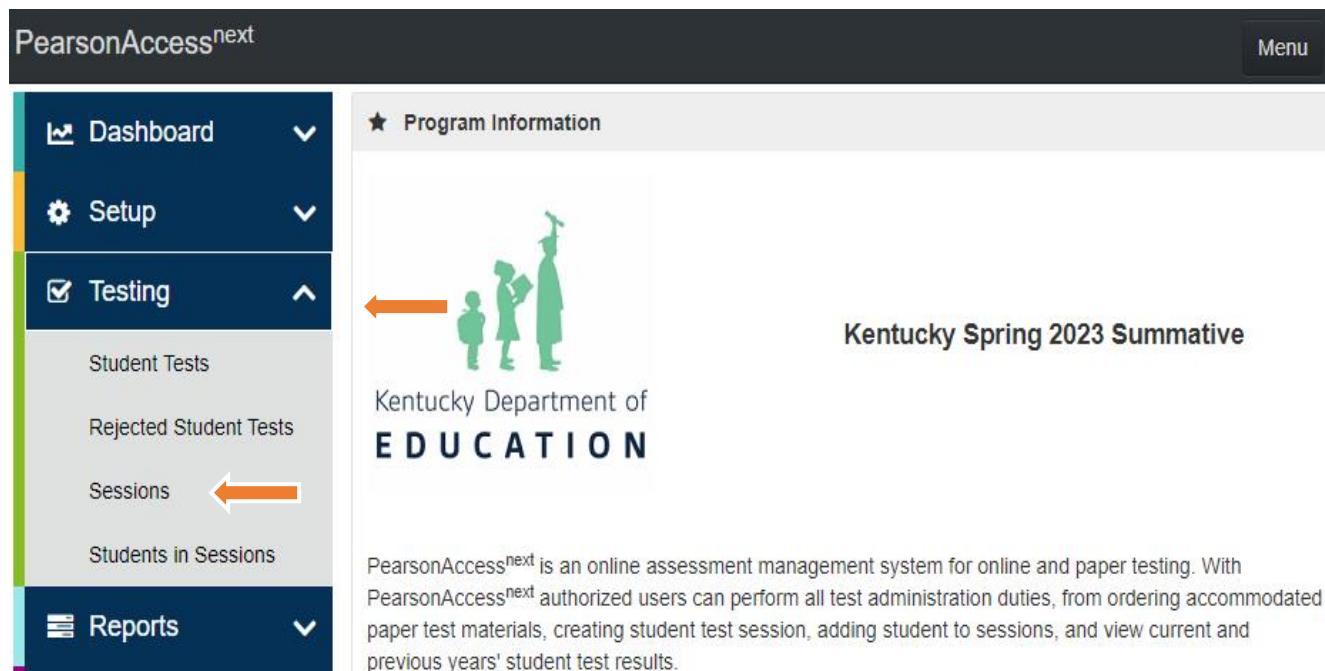
If a student is absent when their class tests Part A and will need to test Part B with their class the next testing day, there are 3 required steps to make in PearsonAccess^{next} (PAN). Only DACs and BACs have the ability to make these changes.

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**:



The screenshot shows the PearsonAccess^{next} Home page. The top navigation bar includes the PearsonAccess^{next} logo, a search bar, and a 'Menu' button. The left sidebar has a 'Testing' menu item with a checkmark, and an orange arrow points to the 'Sessions' link under it. The main content area displays 'Program Information' with a Kentucky Department of Education logo and text: 'Kentucky Spring 2023 Summative' and 'Kentucky Department of EDUCATION'. A paragraph at the bottom describes PearsonAccess^{next} as an online assessment management system.

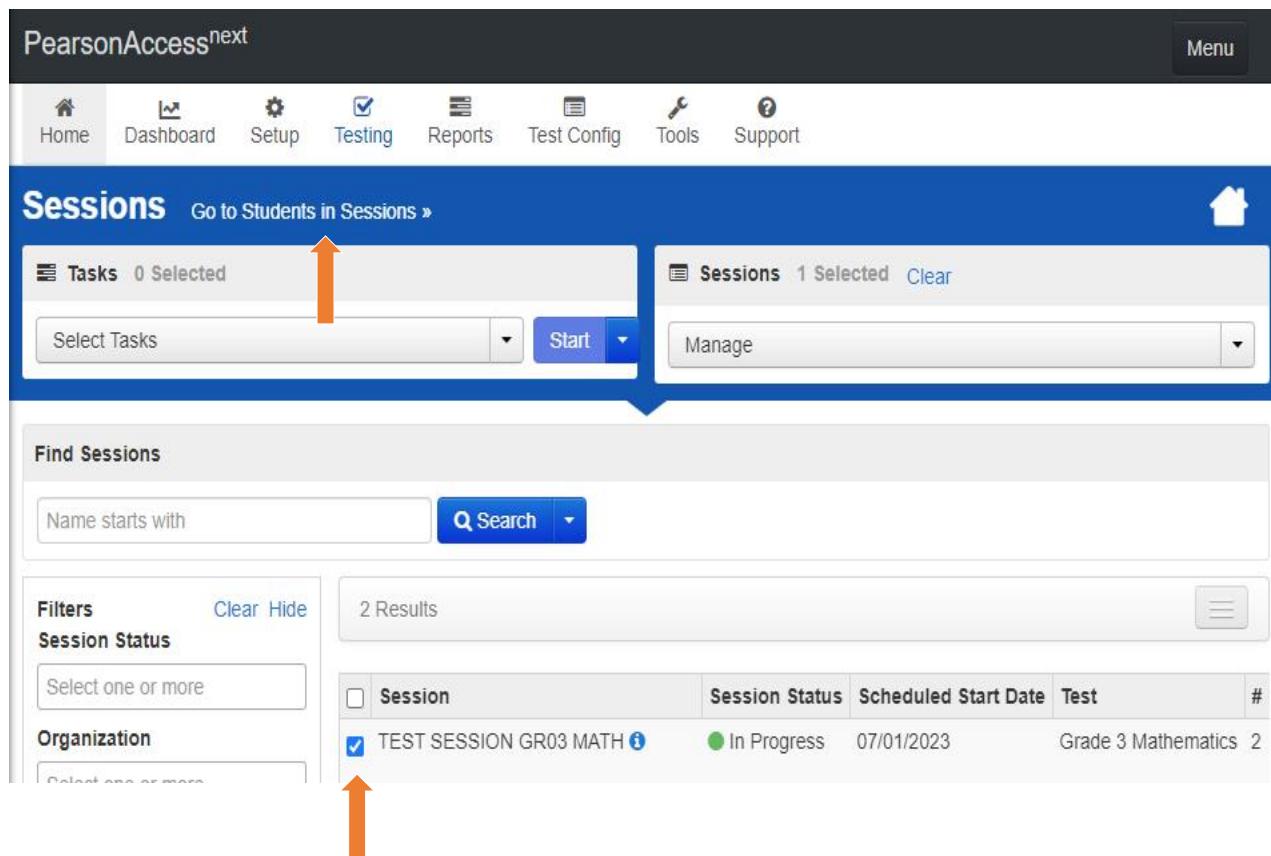
Program Information

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}

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 Search

Filters Clear Hide

Session Status

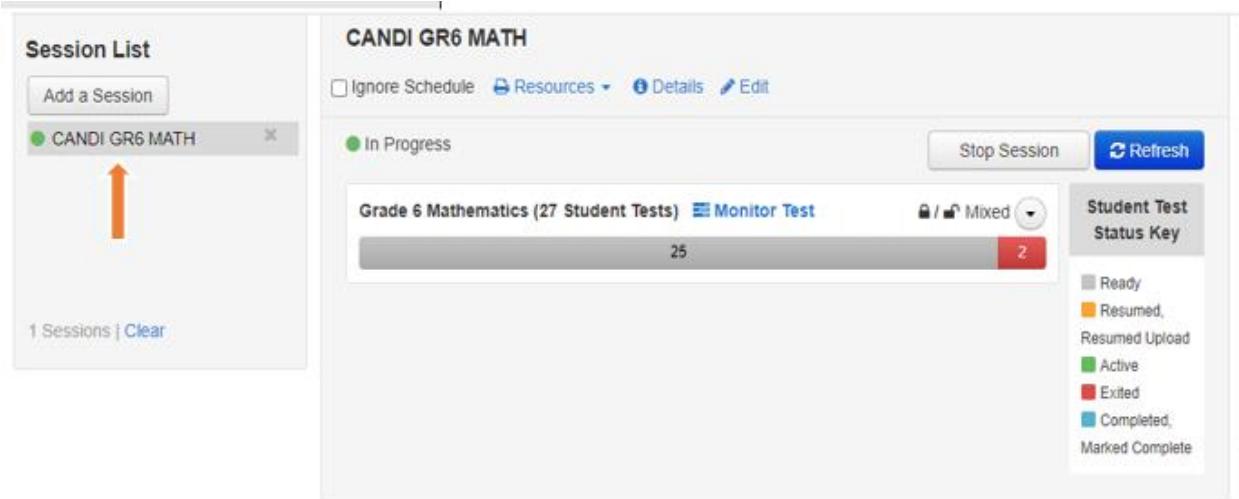
Select one or more

Organization

2 Results

Session	Session Status	Scheduled Start Date	Test	#
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

Ignore Schedule Resources Details Edit

In Progress

Stop Session Refresh

Grade 6 Mathematics (27 Student Tests) Monitor Test

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

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 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 **Start**

Select 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

Students in Sessions 27 Selected [Clear](#)

Manage

ANDI GR6 MATH

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

In Progress

Grade 6 Mathematics (27 Student Tests)

25 2

Student Test Status Key

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

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 

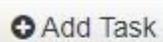
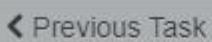
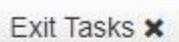
STUDENTS IN SESSIONS (8)		DETAILS		
Student	Session	Student Test Status	Section*	
<input type="checkbox"/> STUDENT, NEW (1715166955)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A	
<input checked="" type="checkbox"/> STUDENT, NEW (1839284723)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A	
<input 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 (8966992341)	CANDI GR6 MATH (Grade 6 Mathematics)	Ready	Part A	

* Required

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:

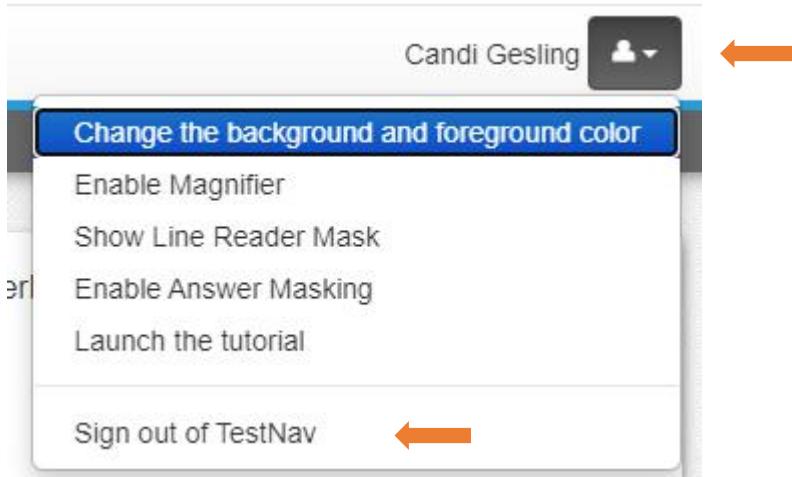
    

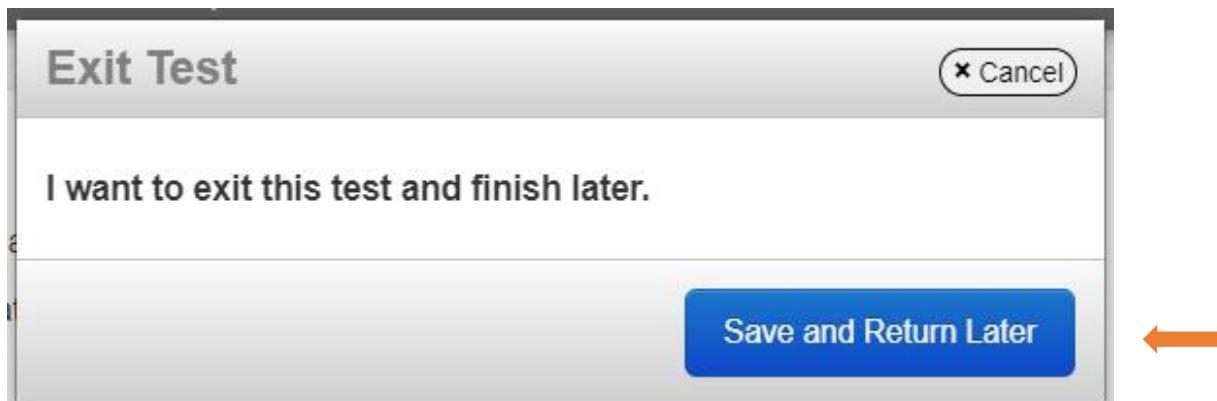
**** IMPORTANT**

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**:



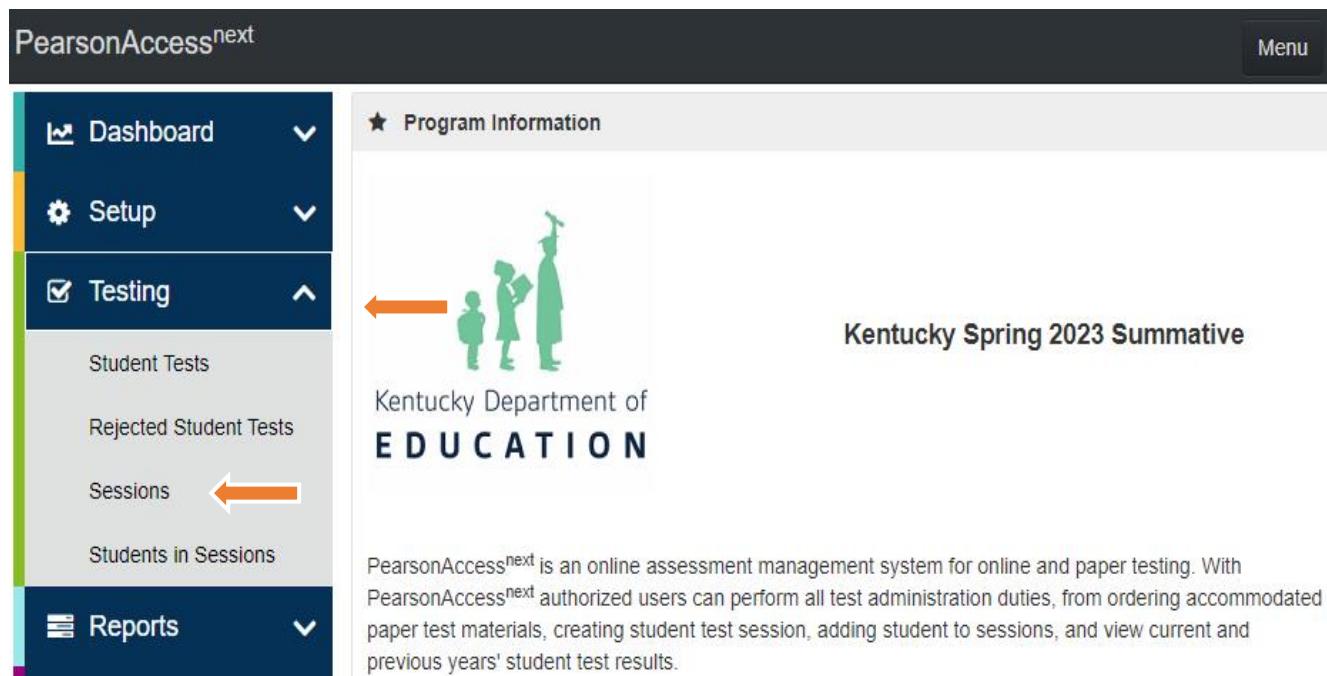
Select **Save and Return Later**.



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

Student Tests

Rejected Student Tests

Sessions ←

Students in Sessions

Reports

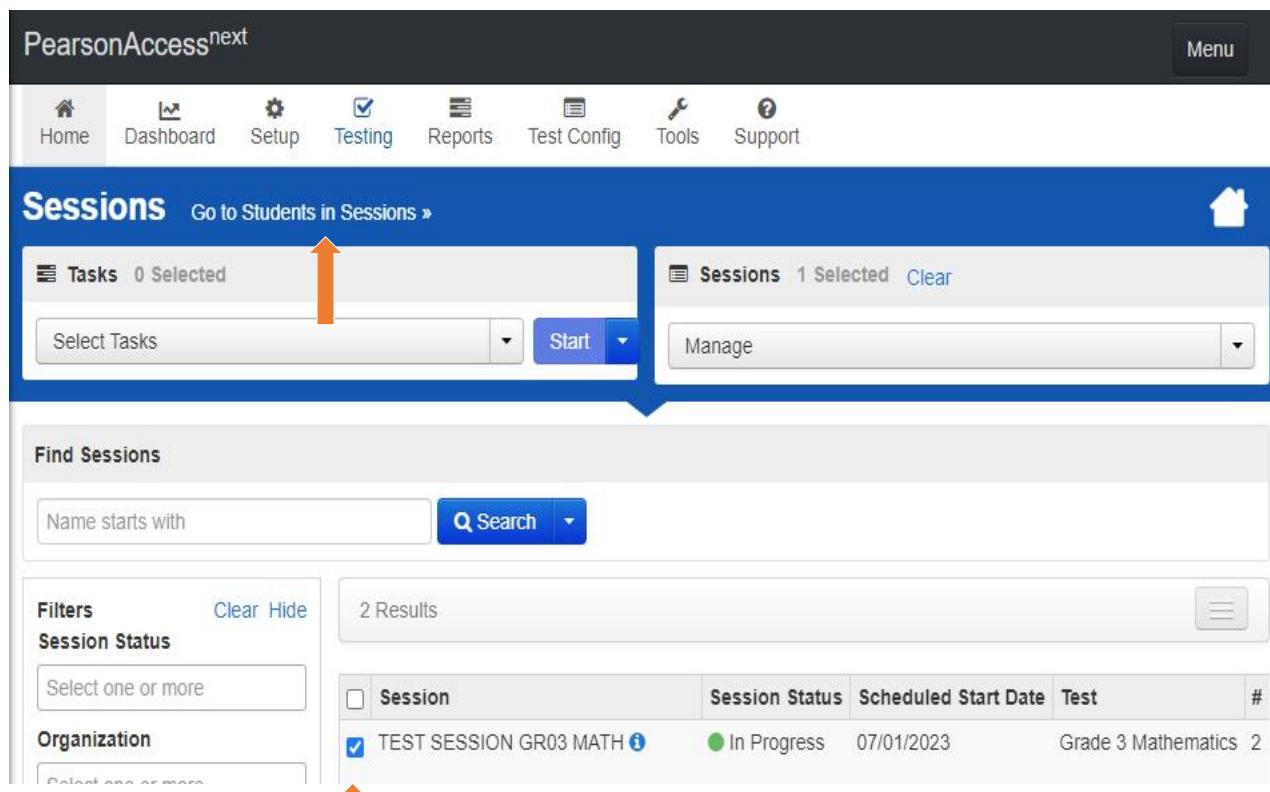
Program Information

Kentucky Spring 2023 Summative

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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 Search

Filters Clear Hide

Session Status

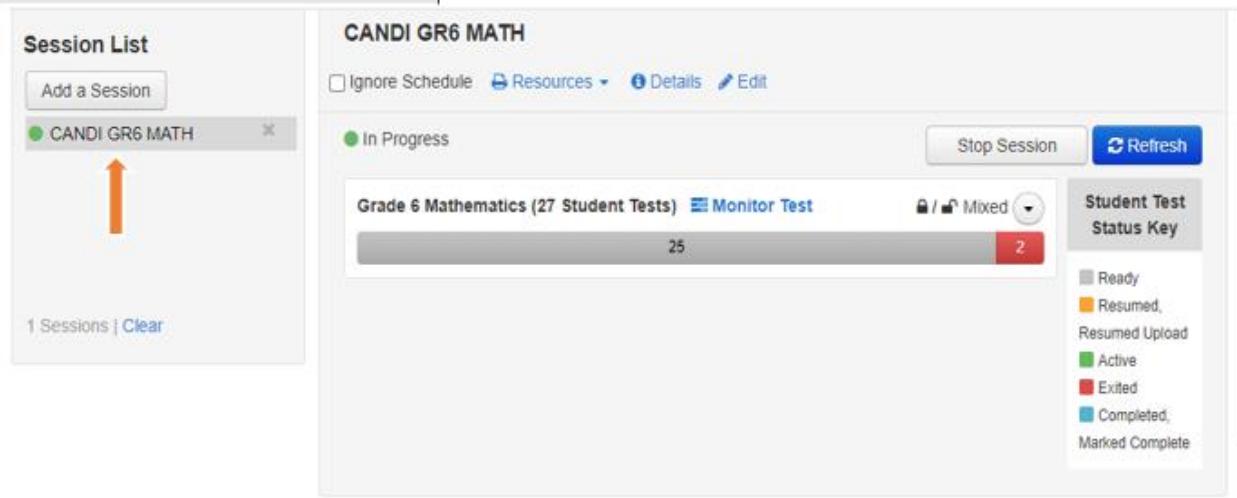
Select one or more

Organization

2 Results

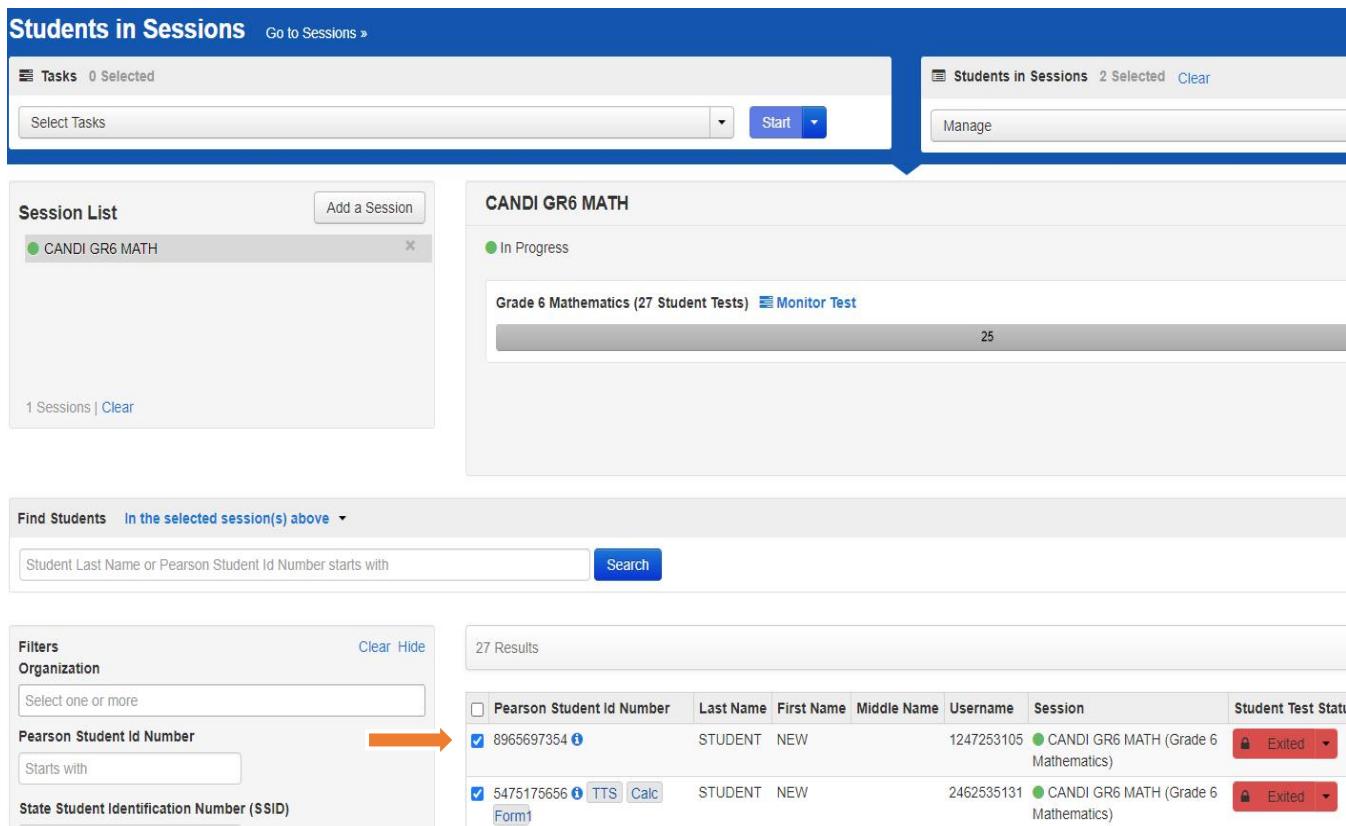
Session	Session Status	Scheduled Start Date	Test	#
TEST SESSION GR03 MATH ⓘ	In Progress	07/01/2023	Grade 3 Mathematics	2

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



The screenshot shows the 'Session List' on the left and the 'CANDI GR6 MATH' session details on the right. The 'Session List' shows a single session named 'CANDI GR6 MATH' with an orange arrow pointing to it. The 'Candi GR6 Math' details page shows the session is 'In Progress'. It includes a 'Grade 6 Mathematics (27 Student Tests)' section with a 'Monitor Test' button, a 'Mixed' filter, and a progress bar showing 25. To the right is a 'Student Test Status Key' with color-coded categories: Ready (grey), Resumed (orange), Resumed Upload (yellow), Active (green), Exited (red), and Completed (blue). A legend also defines these colors.

More than one student can be selected from a session:



The screenshot shows the 'Students in Sessions' page. At the top, there are 'Tasks' and 'Students in Sessions' sections. The 'Students in Sessions' section shows 2 selected students and a 'Manage' button. Below this is the 'Session List' and 'CANDI GR6 MATH' session details, identical to the previous screenshot. At the bottom, there is a 'Find Students' search bar with the placeholder 'In the selected session(s) above' and a 'Search' button. To the left, there is a 'Filters' section with 'Organization' and 'Pearson Student Id Number' fields. An orange arrow points from the 'Pearson Student Id Number' field to the search results table. The table shows 27 results for Pearson Student Id Number, with two rows selected:

Pearson Student Id Number	Last Name	First Name	Middle Name	Username	Session	Student Test Status
8965697354	STUDENT	NEW		1247253105	CANDI GR6 MATH (Grade 6 Mathematics)	Exited
5475175656	STUDENT	NEW	Form1	2462535131	CANDI GR6 MATH (Grade 6 Mathematics)	Exited

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

The screenshot shows the 'Students in Sessions' page. On the left, a dropdown menu titled 'Select Tasks' is open, displaying various options like 'Student Test Statuses', 'Students', 'Student Tests', and 'Set Section Start / Resume'. The 'Set Section Start / Resume' option is checked. To the right of the dropdown is a large blue button labeled 'Start'. An orange arrow points from the 'Start' button up towards the 'Select Tasks' dropdown, and another orange arrow points from the 'Set Section Start / Resume' option in the dropdown down towards the 'Start' button.

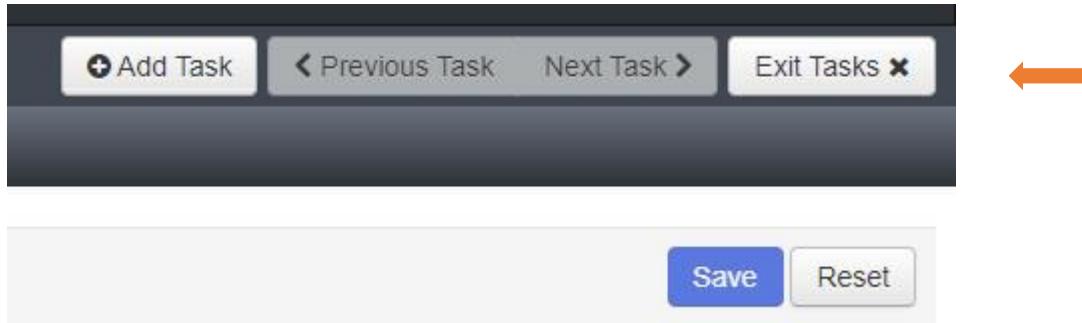
To change the student(s) back to Part A, they **must** be in an **Exited** status.

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**.

The screenshot shows the 'Set Section Start / Resume' page. At the top, there is a 'Success' message: 'Changes saved'. Below that is a section titled 'Set Section Start / Resume'. It has a 'Section' dropdown set to 'Part A' and a checkbox 'Use the same Section for all Students in Session' which is checked. Two orange arrows point from the text 'Part A' in the dropdown and the checked checkbox down towards the table below. The table is titled 'STUDENTS IN SESSIONS (2)' and has columns for 'Student', 'Session', 'Student Test Status', and 'Section*'. It lists two students, both of whom are currently in the 'Exited' status and are assigned to 'Part B'. At the bottom of the page, there is a note '* Required' and a row with 'Save' and 'Reset' buttons.

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
<input checked="" type="checkbox"/>	STUDENT, NEW (8965697354)	● CANDI GR6 MATH (Grade 6 Mathematics)	Exited

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:

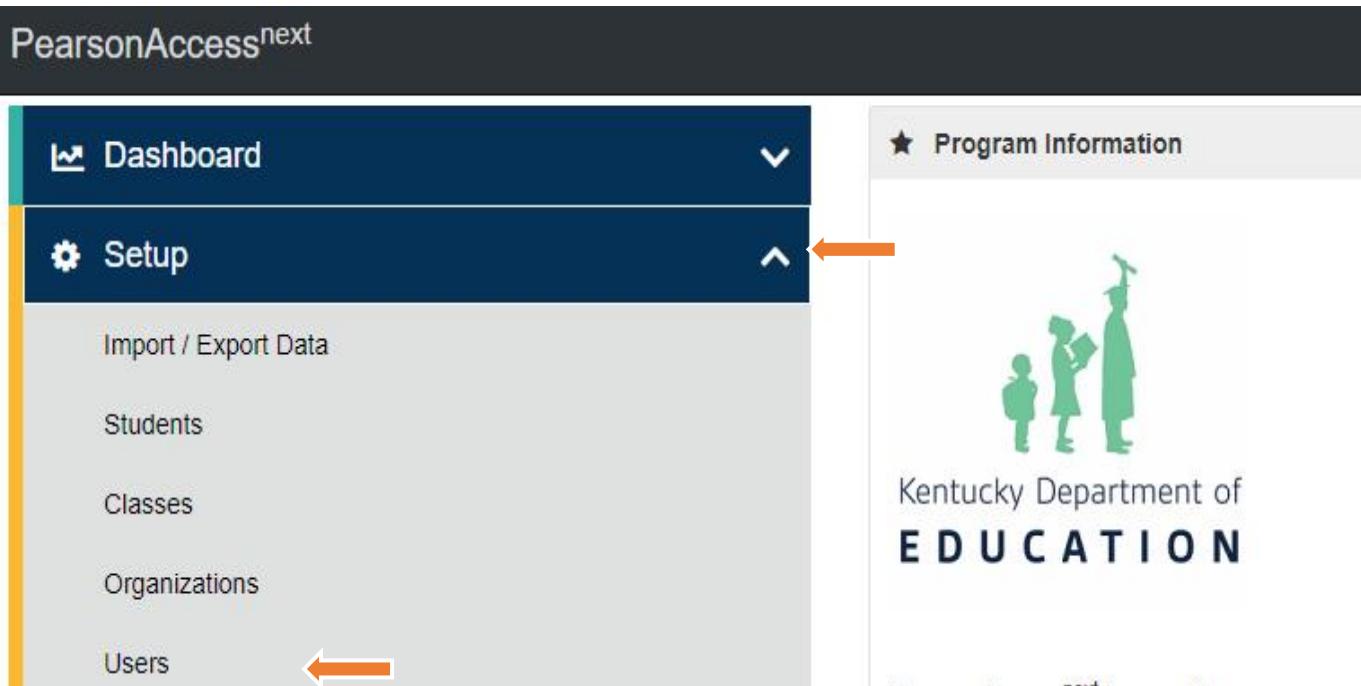


Once the student completes the test and **Submit Answers**, the screen for Part B will appear. Have the student sign out of TestNav, directions for this are on pages 4-5 of this document.

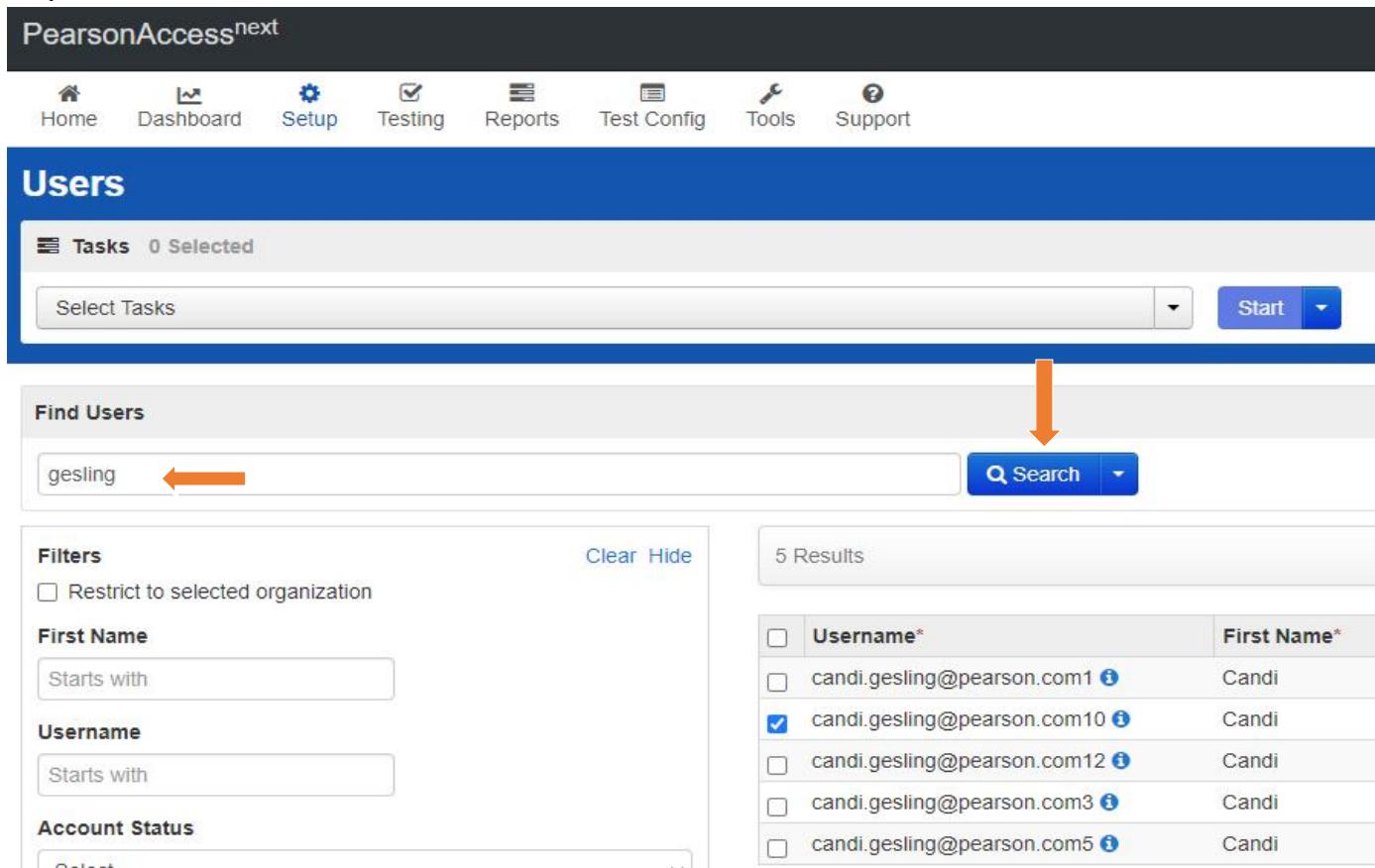
Step 3. Marking the Student Complete

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

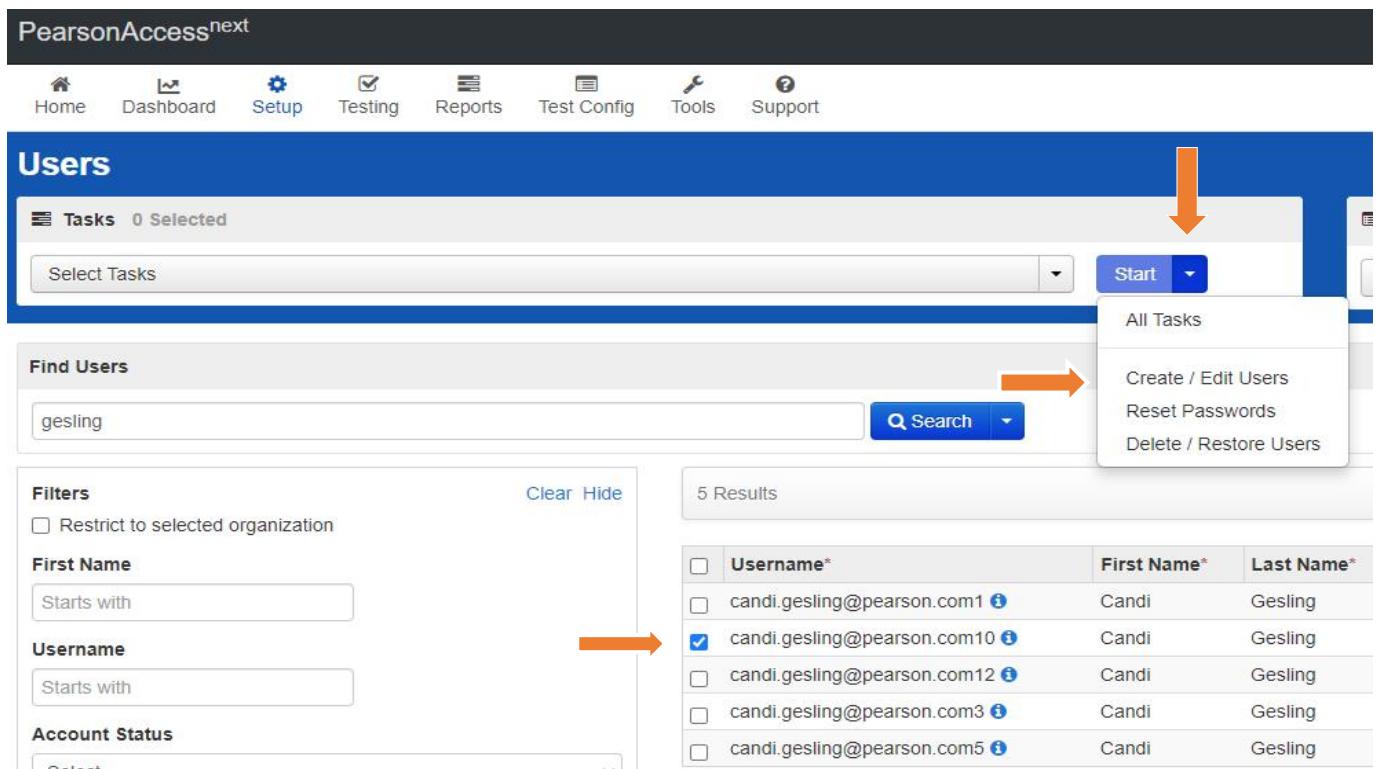
Starts with

Account Status

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

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

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)

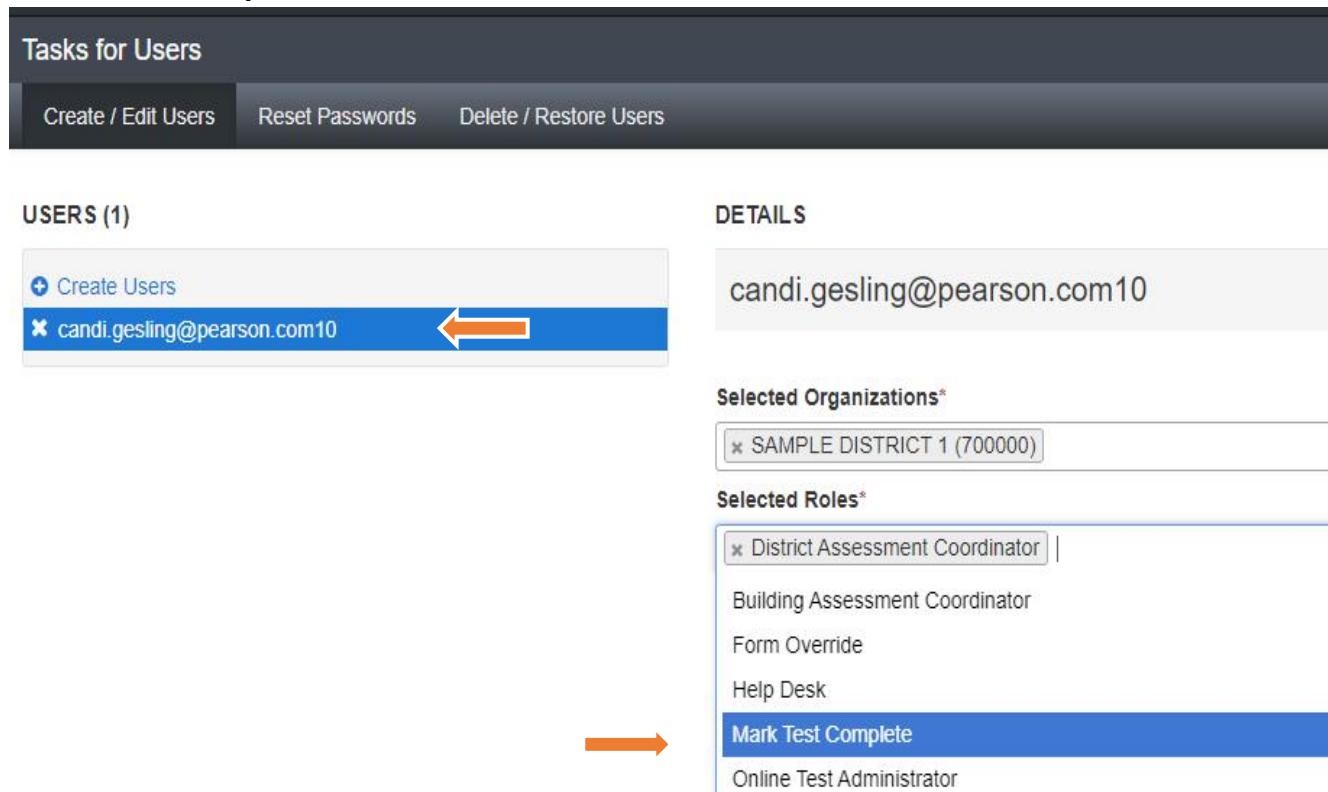
+ Create Users
x candi.gesling@pearson.com10

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

Dashboard

Setup

Testing

Student Tests

Rejected Student Tests

Sessions

Students in Sessions

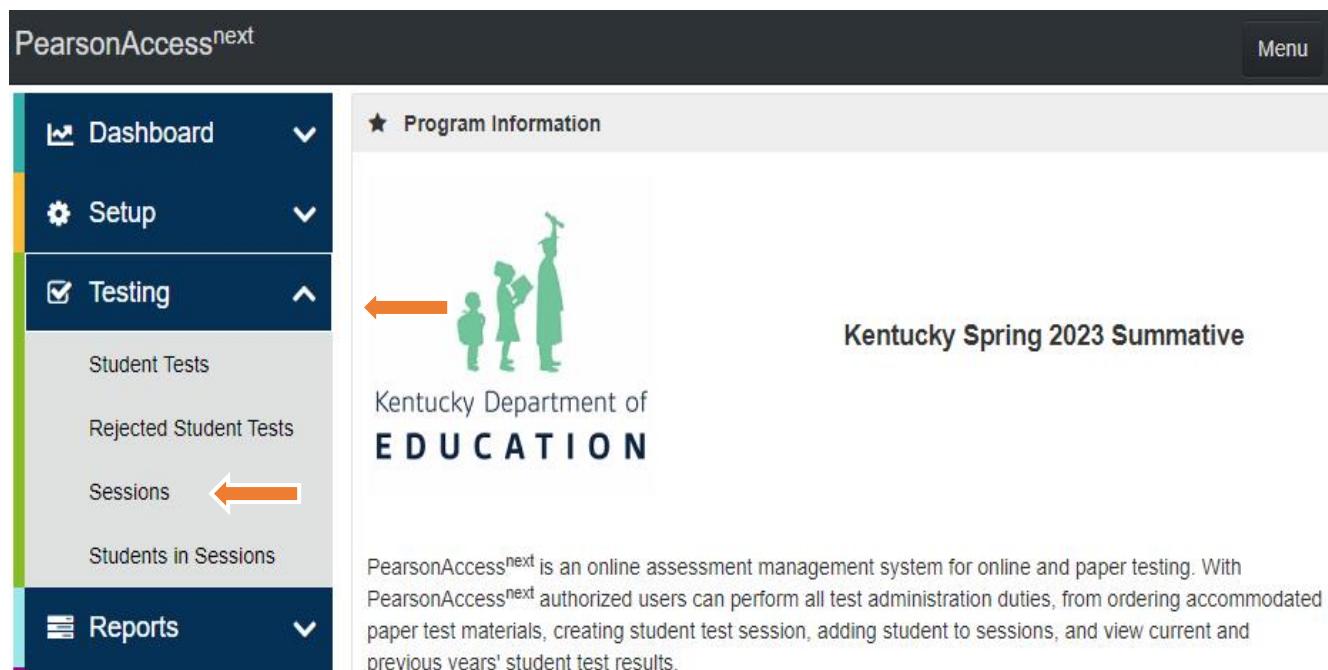
Reports

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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}

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 Search

Filters Clear Hide

Session Status

Select one or more

Organization

Select one or more

2 Results

Session	Session Status	Scheduled Start Date	Test	#
TEST SESSION GR03 MATH <small>?</small>	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

25 2

Student Test Status Key

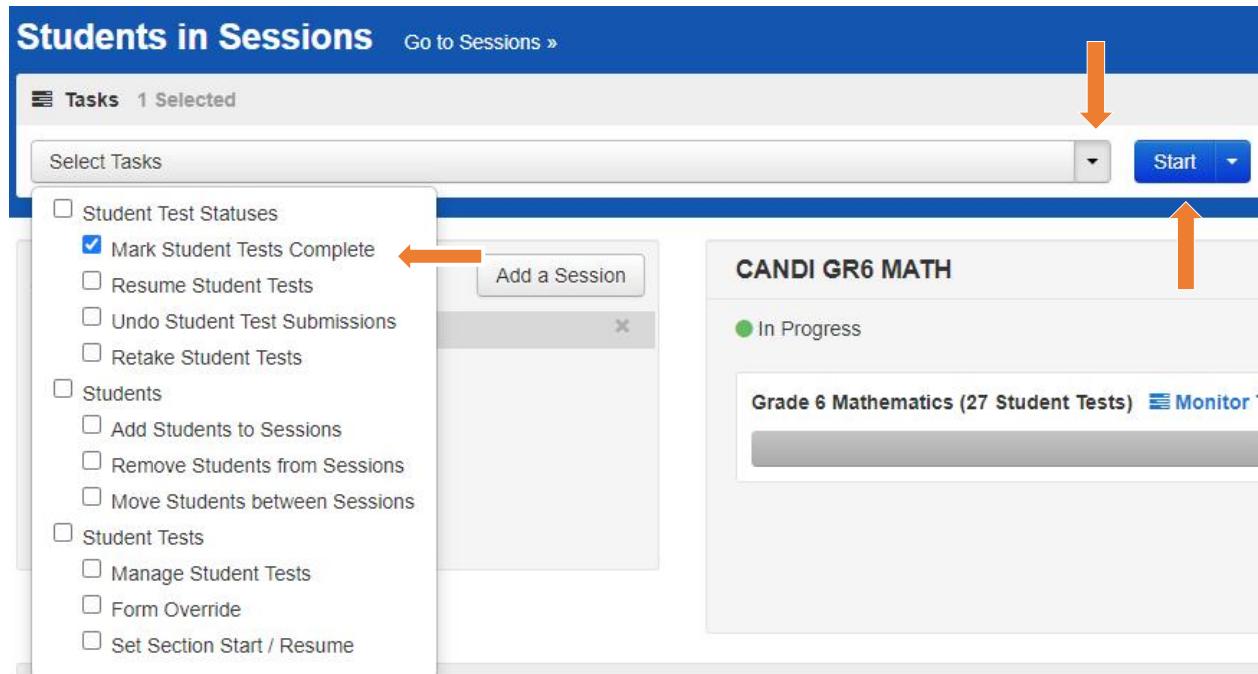
- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

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								
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 ⓘ 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

- 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

CANDI GR6 MATH

● In Progress

Grade 6 Mathematics (27 Student Tests)

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**:

Screenshot of the PearsonAccess^{next} interface showing the "Mark Student Tests Complete" task.

Header: PearsonAccess^{next} Kentucky > 2022 - 2023 > Spring 2023 Summative SCM DEMO KY (757000)

Sub-Header: Tasks for Students in Sessions

Section: Mark Student Tests Complete

Buttons:

Reason*: Part A/B Override

Checkboxes: Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (2)	DETAILS	STUDENT TEST STATUS
<input checked="" type="checkbox"/> STUDENT NAME (CODE) <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

Buttons: