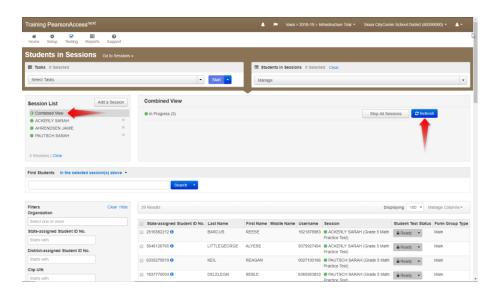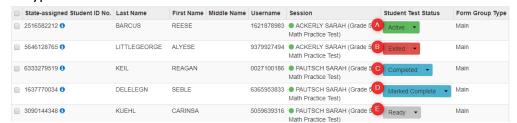# Monitoring and Resuming Tests

Proctors can view student testing statuses as needed from the "Students in Session" page within PearsonAccessNext.

If students in different test sessions are testing in the same room, they can monitor multiple test sessions simultaneously by adding the relevant test session to the session list and selecting "combined view" from the top of the session list. Again, make sure proctors are selecting the "refresh" option to update the data display.
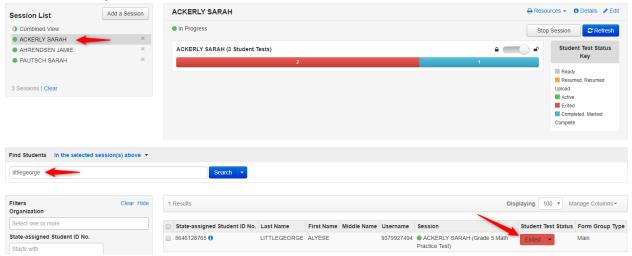
The various types of a student's test status are listed below

A: The student is currently taking the test
B: The student has not finished, but has logged out successfully
C: The student has finished the test and has submitted the test successfully
D: The student has not and will not finish (Principal decision only)
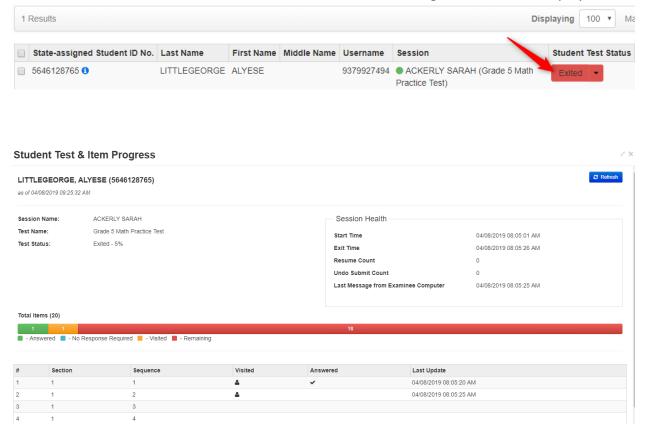E: The student has not yet logged in to TestNav

If you wish to individually view a student test status, you may specify the session and then search for the specific student.

To view more detailed information about the student's tests and item progress, simply click on the student's test status button and the Student Test & Item Progress screen will display.

When testing over multiple days or signing back into a test after a break, tests must first be resumed in PearsonAccessNext. Only students in active or exited status can be resumed. Other statuses such as ready, complete, or marked complete cannot be resumed because that student has either not yet started testing or is indicated as complete.

There are two ways to resume a test; you may resume all student tests or resume an individual student's test.

To resume an individual student test, in the student test column, select the drop down menu next to the student status – you will either select resume or resumed upload depending on how the student exited testing.
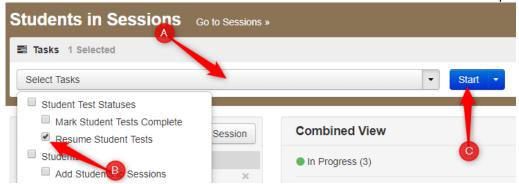

When resuming a test, students will use the same testing ticket to sign back into TestNav. When the student signs back into TestNav he/she will select "resume" to continue testing. Students must submit answers in order for their tests to be scored and for the district to receive test results for that student.

To resume all student tests, select the check box at the top of the student list (see the arrow). Note: if you select the check box at the top on the left, it automatically selects all the students on the page – up to 25 students. If you have more than 25 students in your test session, at the bottom of the page, select the next page to select additional students before proceeding to the next step. Also, you may change the display option at the top of the page to show more than 25 students.
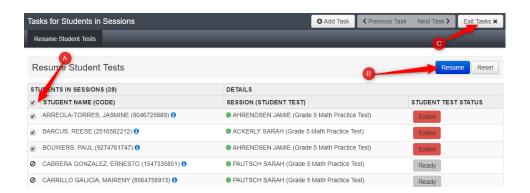

Once you have selected all students, select the drop down menu next to the start button (A) and choose "Resume Student Tests" (B), and then select "Start" (C).

Again, check the boxes next to the tests you wish to resume. Then select "Resume". Click the "Exit Tasks" button to return to Students in Sessions

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ISASP
IOWA STATEWIDE ASSESSMENT
of STUDENT PROGRESS

April 23, 2021

Tasks for Students in Sessions | ⊕ Add Task | ‹ Previous Task | Next Task › | Exit Tasks ✖

Resume Student Tests

Resume Student Tests | Resume | Reset

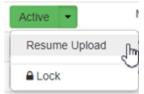| STUDENTS IN SESSIONS (39)	DETAILS	
☑ STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
☑ ARREOLA-TORRES, JASMINE (9046725889) ⓘ	● AHRENDSEN JAMIE (Grade 5 Math Practice Test)	Exited
☑ BARCUS, REESE (2516582212) ⓘ	● ACKERLY SARAH (Grade 5 Math Practice Test)	Exited
☑ BOUWERS, PAUL (9274761747) ⓘ	● AHRENDSEN JAMIE (Grade 5 Math Practice Test)	Exited
⊘ CABRERA GONZALEZ, ERNESTO (1547335851) ⓘ	● PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready
⊘ CARRILLO GALICIA, MAIRENY (8564758913) ⓘ	● PAUTSCH SARAH (Grade 5 Math Practice Test)	Ready

Student laptop shuts down unexpectedly while the test is being taken

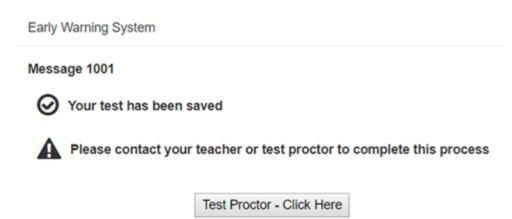Fix: Steps to take for the student to resume on the same or different computer

1) Proctor will see the student is still *Active* in PearsonAccess next

2) Student will try to login to TestNav on any computer, but will receive a message that a proctor must resume their test.

3) Proctor must click the *Active* button and select **Resume Upload**

4) Student can then login to TestNav, but will receive a message for the Proctor. Proctor must click the **"Test Proctor – Click Here"** button

5) Proctor must click the **"Skip Upload"** button in order for the student to resume the test.
   We do not need to upload a file since we are using a caching server for testing.
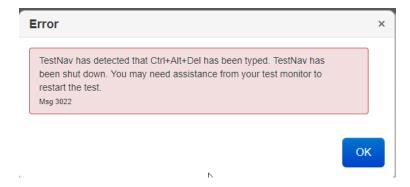
No saved response file found

Message 1005

Your previous exit from TestNav was abnormal, so a saved response file (SRF) is expected.

Please browse to a response file and upload it.

Response file name: ab29e3b6-61eb-4109-ac52-75e102560d60.SRF

Response file location: [   ] Browse

Upload Response File

If you are unable to locate the response file, contact support.

To go to the test without uploading an SRF, choose **Skip Upload**. This may result in lost responses.

Skip Upload   Exit Test

BONUS:

If a student types Ctrl+Alt+Del, then the following message appears and the student is automatically logged out of TestNav properly so the status displays "Exited" for the Proctor

Error   ×

TestNav has detected that Ctrl+Alt+Del has been typed. TestNav has been shut down. You may need assistance from your test monitor to restart the test.

Msg 3022

OK

End of the Test Session

- At the end of the test session, if all students have completed, proctor will close the session. Done!
    - Collect the tickets and deliver to SAC at end of the day
- If at the end of the test session not all students have completed,
    - Student must exit the test. Go to the upper right drop down, Exit TestNav
    - When all students have exited, the proctor will 'lock' the session.
    - Depending on the decision of your building, the tickets for incomplete students will be taken to the SAC for distribution to the make-up rooms; or students may take the tickets themselves to the makeup room.
    - The Make-up Proctor
        - The proctor will need to select ALL test sessions and then you will have a button that will allow you to resume for all tests.
        - Then for each individual test session, the proctor will need to unlock the test session.
        - At the end of the test session (or when all students are complete), Make-up Proctor will collect the tickets and place them in:
            - Completed
            - Did not complete
- At the end of the day the Proctor or Make-up Proctor will take tickets to the SAC

After all students have completed their online test, you should stop test sessions via the "Students in Sessions" page.

Please note, all students must be in either be completed or marked complete status before you will be able to stop the relevant test session.