



6.2 Creation of Online Test Sessions

6.2.1 Auto Creation of Test Sessions

Student data will load into PearsonAccess^{next} each night. Once loaded, students will automatically be added to a test session. Students can be moved to an alternate test session, if desired. **Note: Test sessions do not carry over between Social Studies Through Year administration windows. You can expect new sessions to be created before the start of each window.**

One test session per grade and school will be auto-created.



Note: All student information comes from the student data loaded by the DOE. There is no manual student data entered in PearsonAccess^{next}.

6.2.2 Manual Creation of Test Sessions

Students can be placed into an alternate test session, if desired. If you would like to break out the test sessions differently than what has been auto-created, a new test session will need to be created. For example, a test session can be created for each test administrator.

Before testing begins, changes can be made to sessions as needed, including adding or removing students, rescheduling start times, and other details.

Note that including a start time when you create or edit a test session is for planning purposes only. The system will not start or stop sessions automatically. Instead, Test Administrators or other designated staff will need to prepare and start the sessions as discussed in Section 6.5, “Preparing Test Sessions and Printing Test Resources,” and Section 7.2.2, “Starting a Test Session and Unlocking Student Tests in PearsonAccess^{next},” respectively.



Note: Standalone instructions titled Create a Test Session in PearsonAccess^{next} are available under the DeSSA PearsonAccess^{next} Test Administration Resources dropdown located at <http://delaware.pearsonaccessnext.com/manuals/>.

To manually create a test session, follow the steps below.

1. Select the test administration from the drop-down menu at the top of the window.
2. Go to *Testing* > *Sessions*, click the [Select Tasks] drop-down menu, and select Create / Edit Test Sessions.
3. Click [Start].



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

Tasks 1 Selected

Select Tasks Start

- Create / Edit Sessions
- Delete Sessions
- Add/Remove Students in Sessions

Show Students in Sessions & Control Sessions Q Search

4. Enter the required details.
5. Add students to the session with “Find by Name or ID” or “Find by Group.”
6. Click [Create].

New Session Create Reset

Session Name* **Organization***

Test & Form **Scheduling**

Test Assigned* **Scheduled Start Date***

Proctor Reads Aloud **Scheduled Start Time** EST

Session Type* **Lab Location**

Precaching Computer*

A pre-caching computer is required when there is one or more available.

Find by Name or ID

* Required