



6.2 Creation of Online Test Sessions

6.2.1 Auto Creation of Test Sessions

Student data files 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.

One test session per grade and school will be auto-created. Depending on NCES codes used, up to three different HS Biology sessions may be created.

Auto-created sessions are considered “main” sessions, where all students are assigned the same test form.



Note: All student information comes from the student data file. 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. Test sessions may only be created for students physically in a school or district building under the direction of a trained Test Administrator. No students may be tested in remote or home learning sessions.

If you would like to break out the test sessions differently than what has been auto-created, or have student testing accommodations that require a specific session type other than the Main session, a new test session will need to be created. The specific sessions that require this are listed below. Refer to Appendices D–F for specific information about adding students to each accommodation session.

- Paper Transcription
- Braille Transcription

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.



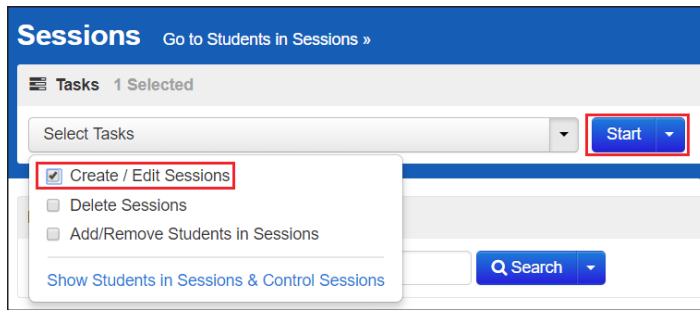
Note: Standalone instructions titled Create a Test Session in PearsonAccess^{next} are available under the DeSSA PearsonAccess^{next} Test Administration Resources dropdown located at <http://delaware.pearsonaccessnext.com/manuals/>.

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].



4. Enter the required details.

5. Add students to the session with “Find by Name or ID” or “Find by Group.”

6. Click [Create].

