

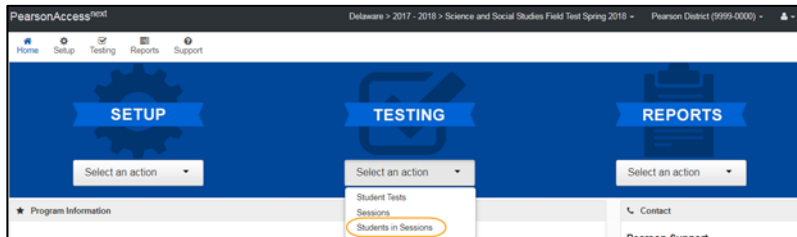
Unlock and Lock Student Tests in PearsonAccess Next

After a test session is started, a lock/unlock slider will be displayed. Student tests are automatically locked when the test session is started. Student tests must be unlocked before students can sign in. Tests must be locked after students are done testing for the day for security purposes.

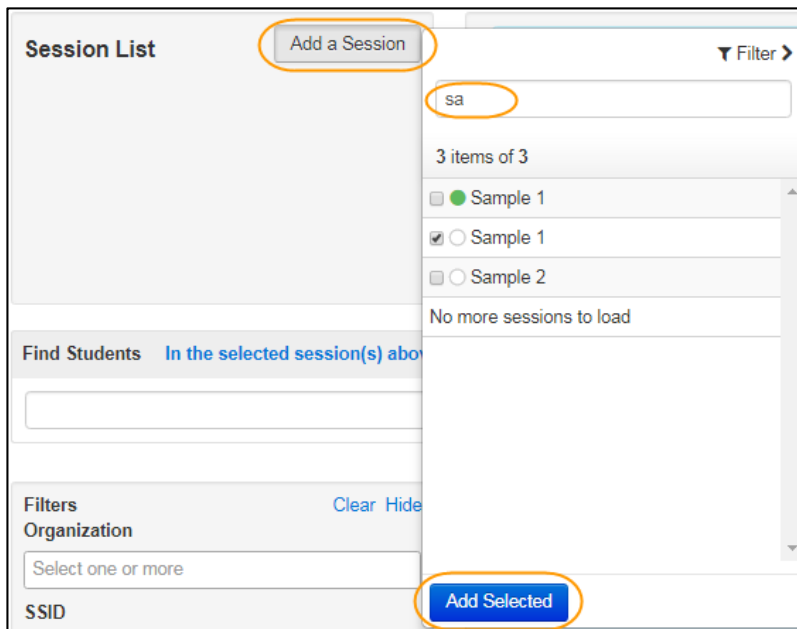
For test security purposes, access to student tests through TestNav is limited to the hours of 7 a.m. to 4 p.m. EST on weekdays throughout the testing window.

Student tests in TestNav time out after 20 minutes of inactivity. Inactivity is defined as not touching the screen, moving the mouse, and/or pressing keys. Students will not receive a warning that their test is about to be exited due to inactivity, but they will receive a message that the test session has closed due to inactivity and they will need to be resumed to continue testing. If students are exited due to inactivity, they still have 20 minutes to resume the test with the ability to go back and review.

1. From the Home page, under **Testing**, select **Students in Sessions**.



2. In the **Session List**, select **Add a Session**. In the Session field name, begin entering the name of the test session. Select the checkbox next to the test session(s), and select **Add Selected**.



3. Unlock student tests.

- To unlock all students tests in the test session: move the slider at the top of the test session from locked to unlocked.

- To unlock an individual student's test: In the Student Test Status column, select the dropdown menu next to the student's status and select **Unlock**.

Once student tests are unlocked, the lock icon next to the student's status will disappear.

The screenshot shows the 'Students in Sessions' interface. At the top, there are navigation options like 'Tasks' and 'Students in Sessions'. Below that, a 'Session List' shows 'Sample 1'. The main area displays 'Sample 1 (4 Student Tests)' with a slider control. The slider is currently in the 'locked' position (indicated by a lock icon on the left). An orange circle highlights the slider, and another orange circle highlights the 'Unlock' button in the 'Student Test Status Key' legend on the right.

SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Field Test
<input checked="" type="checkbox"/>	Test0008	SS04	Student 7	Test0008	Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Ready	Online
<input checked="" type="checkbox"/>	Test0011	SS04	Student 10	Test0011	Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Unlock	Online

The screenshot shows the 'Students in Sessions' interface with a table of student tests. The table has columns for SSID, Last Name, First Name, Middle Name, Username, Session, Student Test Status, and Field Test. The 'Student Test Status' column shows 'Ready' for all students. An orange circle highlights the 'Ready' status in the legend. Below the table, there is a 'Find Students' search bar and a 'Filters' section. At the bottom, a 'Sample 1 (4 Student Tests)' slider is shown with a 'Mixed' status dropdown menu highlighted by an orange circle.

If there are both locked and unlocked tests in the same test session, the test session will show "Mixed" in place of the slider. Use the dropdown menu next to "Mixed" to lock/unlock student tests, as needed.