

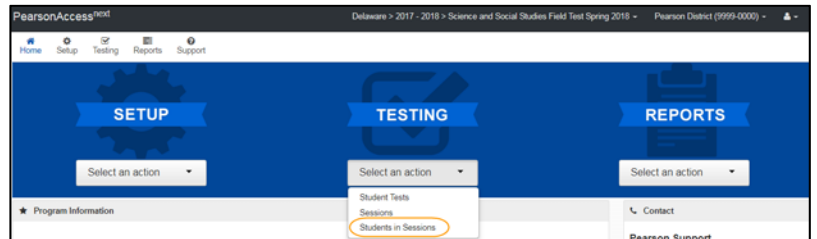
Unlock and Lock Student Tests in PearsonAccess Next

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

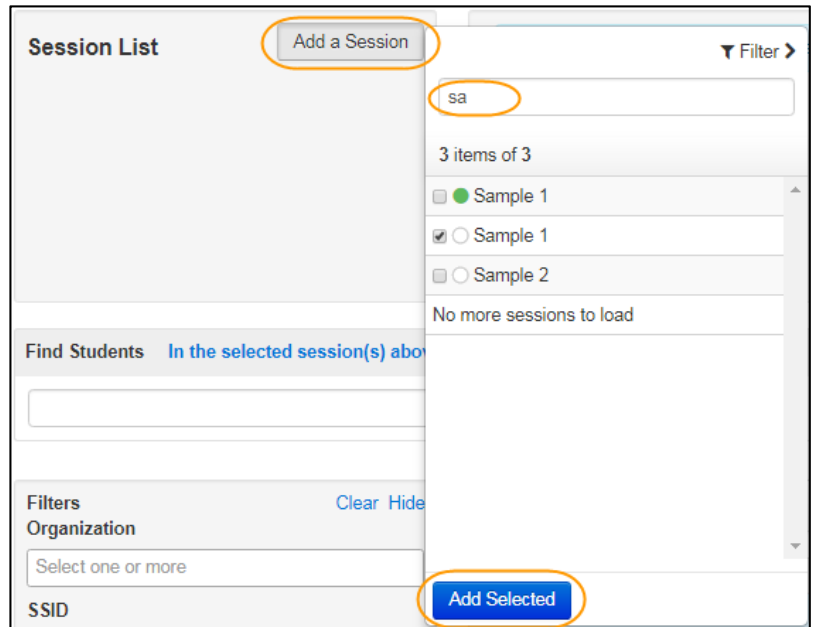
For test security purposes, access to student tests through TestNav is limited to the hours of 7 a.m. to 4 p.m. EST on weekdays throughout the testing window.

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 at the start of testing.
 - To unlock all students tests in the test session: Start the session after preparing it. Starting the session automatically unlocks all tests.

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

SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Field Test
Test0008	SS04	Student 7		Test0008	Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Ready	Online
Test0011	SS04	Student 10		Test0011	Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Ready	Online

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

SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Field Test
Test0008	SS04	Student 7		Test0008	Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Ready	Online
Test0011	SS04	Student 10		Test0011	Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Ready	Online
Test0007	SS04	Student 6		Test0007	Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Ready	Online
Test0005	SS04	Student 4		Test0005	Sample 1 (DeSSA Social Studies Grade 4 Field Test)	Ready	Online

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.