# Changing Between Test Sections
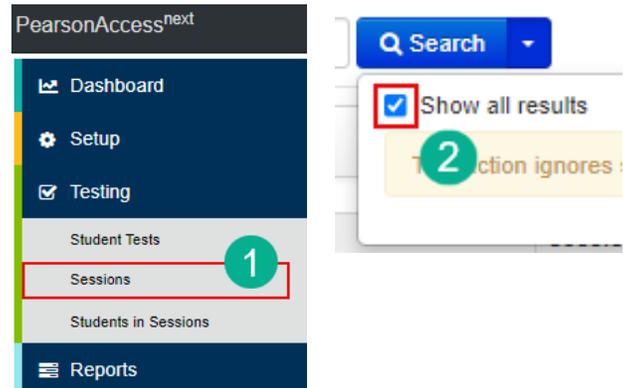
The AASA Summer ELA-Reading test administration will have one test **session** in PearsonAccess^next with two **sections**. A test section must be completed and submitted within one testing day. If a student logs into Section 1 of the test on day one of testing, but does not submit the test, the student must be moved to Section 2 of the test before their test is resumed. Follow the steps below to view the status of Section 1 and to move students to Section 2 as needed.

1. Go to **Testing**, select **Sessions**.

2. On the **Sessions** screen, select **Search** and **check** the **Show All Results** box.

3. On the **Sessions** screen, there are two ways to select sessions:
   a. Place a **check** in the box next to each session name you want to work with, or
   b. Place a **check** in the box in the header row to select all sessions.

4. Select **Go to Students in Sessions**.

5. Select **Combined View** in the **Session List** or select a session name from the **Session List** to show the students listed in the session(s). **Note:** you may use the filters on the left side of the page to narrow your search by student SSID, testing group, or test status.

6. Place a **check** in the box next to the student or students you wish to work with.

7. Select **Manage Sections**.
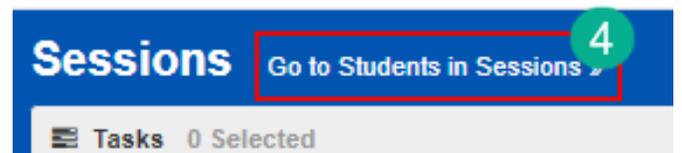
8. The **Manage Sections** page will indicate the status of each test section for the students selected. You may set the current testing session for all students selected by clicking the **Set Current Section for All** button, or you may change the current section for each student individually by selecting either 1 or 2 on the **Current Section** column.



9. The status of each section is indicated by a gray, green, or blue icon. The number of Not Started, Started, and Completed sections are indicated at the top of the page (9a). The status of each student's sections is indicated at the bottom of the page (9b).

10. Click **Save**.

## Seal Codes

The AASA Summer ELA-Reading test requires a seal code to open Section 2 of the test. This code will be entered into TestNav when prompted.

1. Go to **Testing**, select **Sessions**.

2. On the **Sessions** screen, select **Search** and **check** the **Show All Results** box.

3. On the **Sessions** screen, there are two ways to select sessions:
   a. Place a **check** in the box next to each session name you want to work with, or
   b. Place a **check** in the box in the header row to select all sessions.

4. Select **Go to Students in Sessions**.

5. Select a session name from the **Session List**.

6. Click **Resources**.
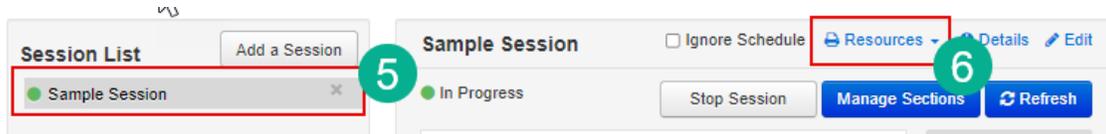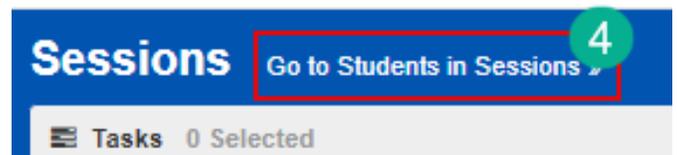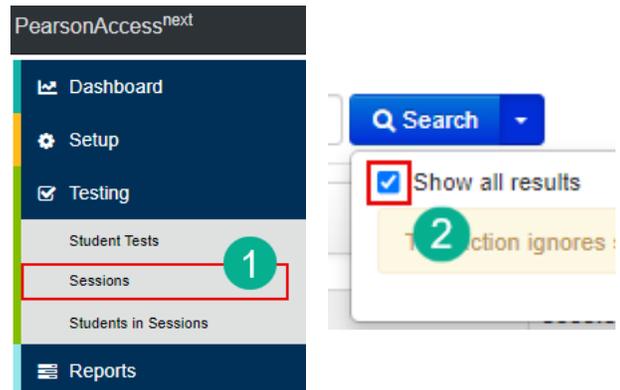
7. Select **Seal Codes**.

8. A new tab will open displaying the seal code the students will use to access Section 2. This code will be entered in TestNav when prompted.

   **Note:** The Test Administrator needs to print out the seal code for Section 2 to use as a reference during testing. All students in a session will use the same seal code to unlock Section 2. The Test Administrator will write the seal code in a place that is visible to all testing students. Seal codes are considered secure test materials and should be stored securely when not in use.
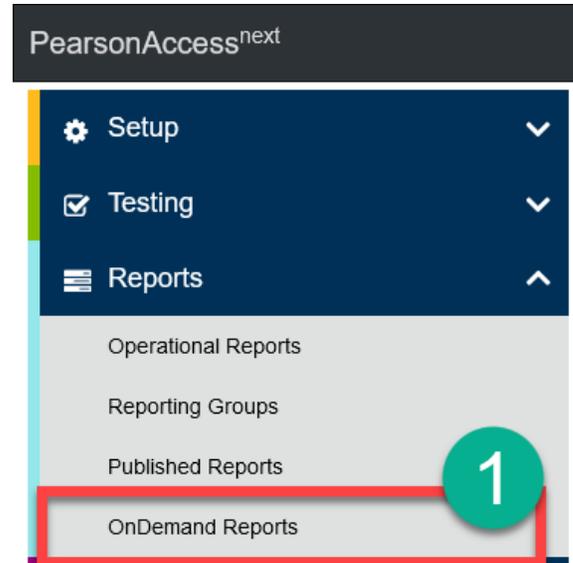
# PearsonAccess next
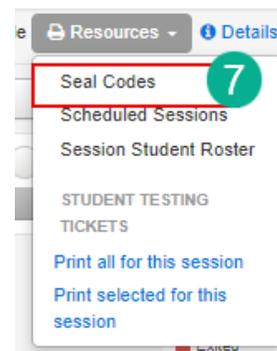
## Accessing OnDemand Reports in PearsonAccess[next]

OnDemand Reports can be used to quickly view a student's preliminary test results. OnDemand Reports for the AASA Grade 3 ELA-Reading Summer test will be available within 48 hours after a student completes testing.

1. Go to **Reports**, select **OnDemand Reports**.
2. Use the filters on the left side of the screen to narrow your search to a specific school, testing group, or test session.
3. The **Find Students** search bar can be used to locate a student's OnDemand Report using the student's name or SSID number. All SSIDs must be 11 digits in length. Leading zeros should be added if necessary.
4. The student's information, including the testing school and reporting school, reading scale score, and whether or not the student met the MOWR requirement will be listed on this page.

   **Note:** The student's **reporting school** will be the school where the student completed the Spring AASA test, and the student's **testing school** will be the school where the student took the AASA Grade 3 ELA-Reading Summer test.

### PearsonAccess next

- ⚙ Setup ⌄
- ☑ Testing ⌄
- ☰ Reports ⌃
  - Operational Reports
  - Reporting Groups
  - Published Reports
  - OnDemand Reports **1**

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### OnDemand Reports

**Find Students** **3**
Enter Student Name or School Student ID Number

**Reports**
Requested Reports
Student List Report_PDF_az_2024-04-09

**Filters** — Clear Hide
**Organization Name**
Select one or more
**Testing Group**
Select one or more
**Test Name**
Select one or more
**Grade**
× 03
**Test Session**
Select one or more
**Move On When Reading**
Select one or more

**2**

Total Students Reported: 2    🖶 Download | Displaying 25 ▾ | Manage Columns ▾

| SSID | Last Name | First Name | Middle Initial | Date of Birth | Gender | Grade | Testing Group | Testing School | Reporting School | Test Name | Reading Scale Score | Grade 3 ELA MOWR Requirement |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 20243000167 | LASTNAMEABCRLE | FNAMEABCRLE | R | 10/18/2015 | M | 03 | SMITH | 5551111 - PV E2E School 4 | 4441111 - Trip School | AASA Grade 3 Reading Summer 2024 | 2414 | Not Met |
| 20243000187 | LASTNAMEABCBLX | FNAMEABCBLX | T | 05/16/2016 | F | 03 | SMITH | 5551111 - PV E2E School 4 | 4441111 - Trip School | AASA Grade 3 Reading Summer 2024 | 2599 | Met |

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