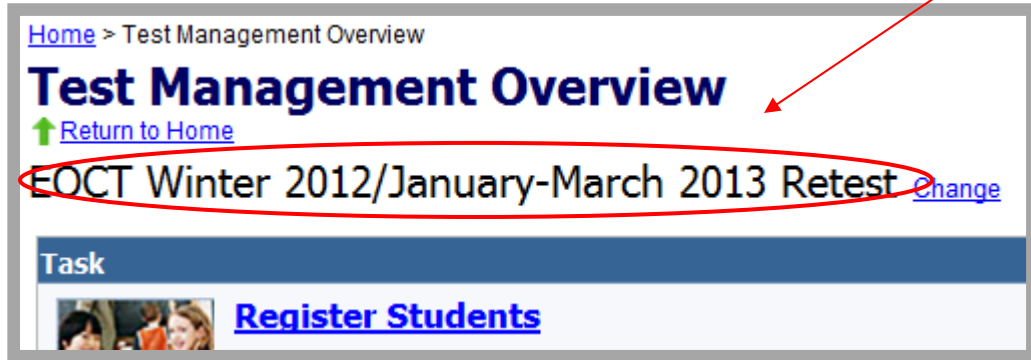# EOCT Retest Quick Start Guide January–March 2013

Registering Students for Retest Subjects

- Make sure you have selected the administration shown in the box immediately below.*
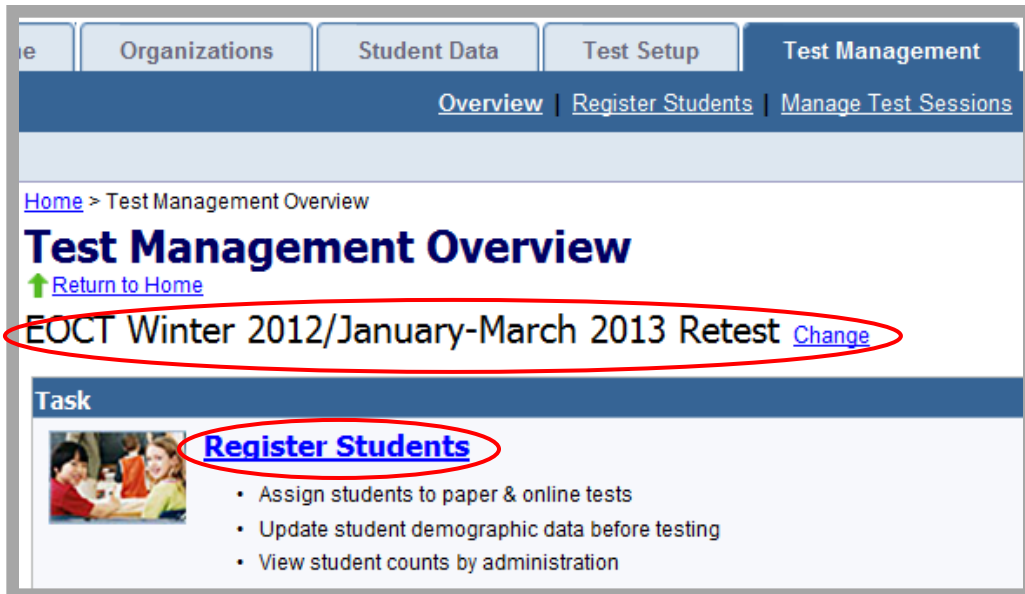

- Students taking a test in a Retest Administration will need to be registered in PearsonAccess to be placed into an online test session.
- Students may be registered via a SDU upload or manually.
- For SDU uploads, enter the appropriate information in the SDU Template, save the Template, then load it into PearsonAccess on the Send Student Data screen.
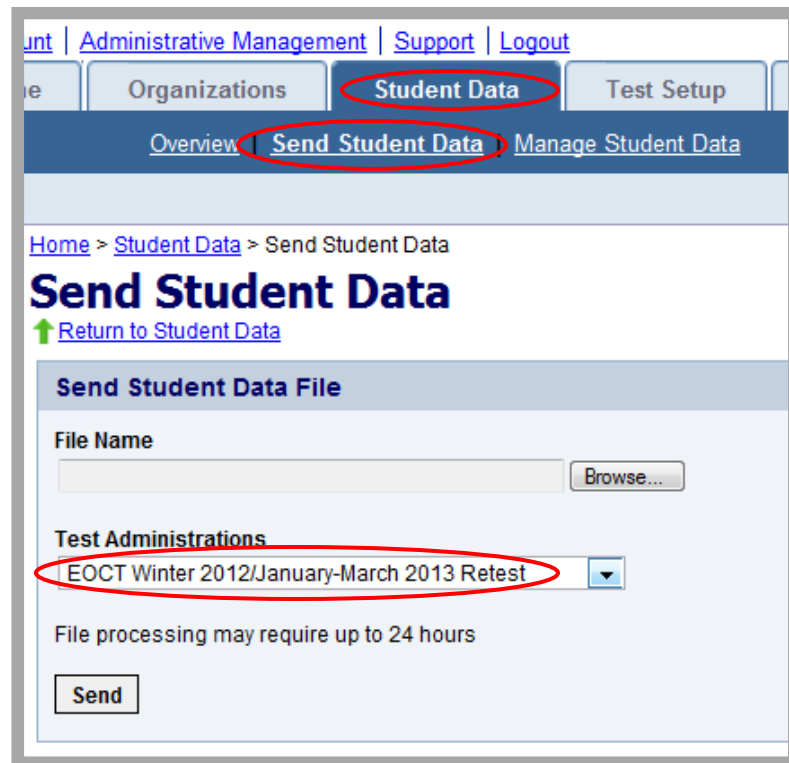


* Please note that regardless of whether a student originally took the EOCT in Summer 2012 or Winter 2012, you must select the **"EOCT Winter 2012/January-March 2013 Retest,"** as this is the only active retest window available in PearsonAccess.

- To manually register retest students, go to the Test Management tab and click on Register Students.


- Search for the students who will retest, then manually add them to the appropriate Retest class and subject.
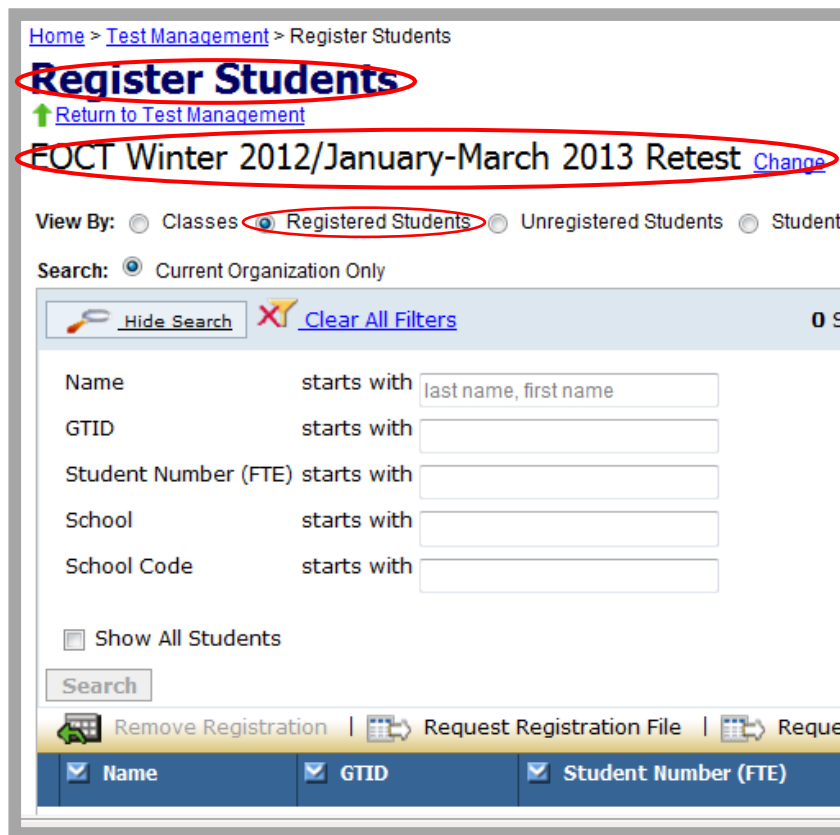
Creating Online Test Sessions

- Online test sessions for a Retest Administration are set up similarly to other (Main and Mid-Month) administrations. The only difference is that you will want to ensure that you have selected the appropriate **RETEST** subject when setting up the sessions.
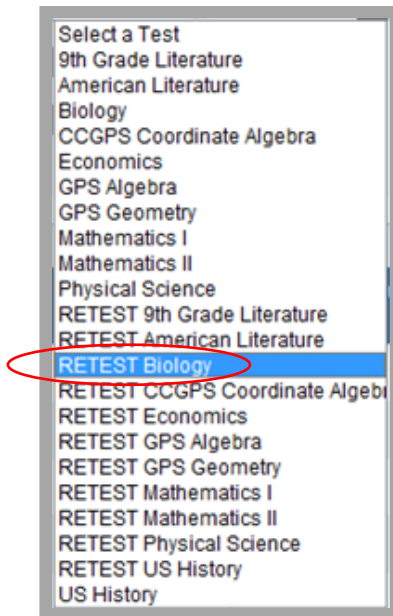

- Once a Retest online test session is created and students have been placed in the session, start the test session as you would for any EOCT test and have your students log in to their test.
- You will need to print Student Authorization Tickets as you do for all other EOCT administrations in PearsonAccess.

Resources

- Additional information regarding the registration of students for Retest online testing sessions, policies regarding Retest administrations, and other general questions, please go to http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/EOCT-Presentations.aspx and click on the link **EOCT Retest Administrations Presentation,** under **EOCT Presentations**. Slides 21 – 38 give specific instructions for registering students.
- Instructions for online testing, such as instructions for downloading TestNav 6.9, Proctor Caching, or the Early Warning System Reference Manual can be found on the Support link at the top of your PearsonAccess screen.

  - TestNav 6.9 and Proctor Caching can be found in the Downloads area under Resource Categories on the Support page.
  - Quickstart guides for TestNav 6.9, Proctor Caching, and the Early Warning System Reference Manual can be found in the User Documentation area under Resource Categories at the Support link.
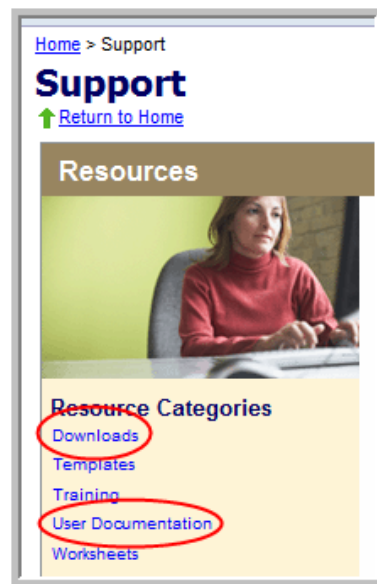
Contact Information for Pearson Support

Robin Jindrich-Cecil

888-705-9414 x 21-6973

robin.jindrich-cecil@pearson.com

What if...

....a student can't log in?

- ☐ Check that they have entered the correct login and test code.
- ☐ Check that they have the correct URL (the URL is printed on the Student Authorization Ticket).
- ☐ Make sure the test session has been started.
- ☐ Make sure the session was created in the proper administration.

....a student exits TESTNAV?

- ☐ The Examiner must resume the student.
  - ☐ If the RESUME button is not showing next to the student's name, click REFRESH.
  - ☐ Click the RESUME button next to the student's name in the status column.
  - ☐ The student must log in again.

....a student gets the blue early warning screen?

- ☐ Click on the Test Monitor box at the bottom of the screen. You will then be given the option to print the responses immediately or to view the responses and their status. The questions that have a response but do not show as being saved will need to be resubmitted.
- ☐ Click the Continue Testing option at the bottom of the screen. The student will be returned to the test questions and should re-answer or respond to all questions which do not show as having been saved.
- ☐ If neither of these options are successful, call Pearson Technical Assistance.

....the student's status on the Session roster does not change?

- ☐ Click on the REFRESH button. The Session Roster does not automatically refresh.

....a student needs to leave in an emergency?

- ☐ Click on the student's name on the Session Roster.
- ☐ Click on Mark Test Complete.
- ☐ Put the reason the student can not complete the test.

NOTE: Once the Test is Marked Complete, the student's test has been submitted and will be scored.

....the Student Authorization Ticket will not print?

- ☐ Make sure you have the current version of Adobe Acrobat installed on your computer.

....a student has already started testing under another student's ticket?

- ☐ Do not stop the session.
- ☐ Contact the Pearson Technical Assistance Center at 888-705-9414 immediately.

....all the students in the session are done testing?

- ☐ On the Session Roster, click **Remove** for each student who did not test.
- ☐ Click STOP to stop the session.

....I cannot locate the Seal Codes for the last section of the test?

- ☐ On the Session Details screen, click Authorizations, then **Seal Codes**.
- ☐ Write the **Seal Code** number on the chalkboard for the students to use.
- ☐ You will only use the first **Seal Code**.

For additional assistance call the Pearson Technical Assistance Call Center at 888-705-9414