

# EOCT Retest Quick Start Guide August-November 2014

## PearsonAccess Only

### Registering Students for Retest Subjects

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

Home > Test Management Overview

## Test Management Overview

[Return to Home](#)

EOCT Summer 2014/August-November 2014 Retest [Change](#)

### Task

[Register Students](#)

- Assign students to paper & online tests
- Update student demographic data before testing
- View student counts by administration

- 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 Student Data Upload (SDU) or manually.
- For SDUs, enter the appropriate information in the SDU Template, save the Template, then load it into PearsonAccess on the Send Student Data screen.

Home Organizations **Student Data** Test Setup

Overview **Send Student Data** Manage Student Data

Home > Student Data > Send Student Data

## Send Student Data

[Return to Student Data](#)

### Send Student Data File

File Name

**Test Administrations**  
EOCT Summer 2014/August-November 2014 Retest ▼

Validation Only

File processing may require up to 24 hours

\* Please note that regardless of whether a student originally took the EOCT in Winter 2013 or Spring 2014, you must select the "EOCT Summer 2014/August-November 2014 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.


Home > Test Management Overview

## Test Management Overview

[Return to Home](#)

**EOCT Summer 2014/August-November 2014 Retest** [Change](#)

**Task**

 **Register Students**

- Assign students to paper & online tests
- Update student demographic data before testing
- View student counts by administration

- Search for the students who will retest, then manually add them to the appropriate Retest class and subject.
- If students originally tested in Winter 2013 will be under the “Unregistered Students” View.

Home > Test Management > Register Students

## Register Students

[Return to Test Management](#)

**EOCT Summer 2014/August-November 2014 Retest** [Change](#)

View By:  Classes  Registered Students  Unregistered Students

Search:  Current Organization Only

0 Students Selected Results: 0

Name starts with

GTID starts with

Student Number (FTE) starts with

School starts with

School Code starts with

Show All Students

|  |  |

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> GTID	<input checked="" type="checkbox"/> Student Number (FTE)	<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/> School Code
<b>Search Required</b>				

## 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.

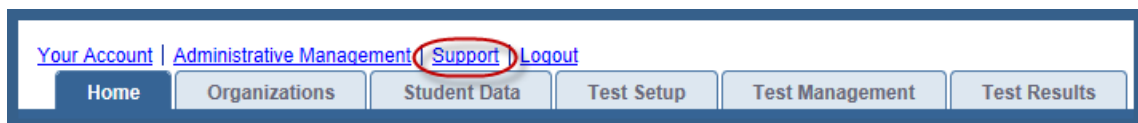
The screenshot shows the 'New Test Sessions' form in the Pearson Access System. The form is titled 'Test Session Details' and includes fields for Session Name, School, Test to be Administered, Read Aloud by Test Examiner, and Default Form Group Type. The 'Test to be Administered' dropdown menu is highlighted with a red box, showing 'RETEST Biology' selected. The form also includes fields for Scheduled Start Date, Scheduled Start Time, and Location/Room. The current organization is 'PEARSON ACCESS SYSTEM (5550000)'.

- 
- Select a Test
  - 9th Grade Literature
  - American Literature
  - Analytic Geometry
  - Biology
  - Coordinate Algebra
  - Economics
  - GPS Geometry
  - Mathematics II
  - Physical Science
  - RETEST 9th Grade Literature
  - RETEST American Literature
  - RETEST Analytic Geometry
  - RETEST Biology
  - RETEST Coordinate Algebra
  - RETEST Economics
  - RETEST GPS Geometry
  - RETEST Mathematics II
  - RETEST Physical Science
  - RETEST US History
  - US History

- 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.
- You will need to print Student Authorization Tickets as you do for all other EOCT administrations in PearsonAccess and have your students log in to their test.

## Resources

- For 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**

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## 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