

## Using the Prepare Sessions Function in PAnext – Online Testing Only

There is an additional step for Test Coordinators to take when setting up online testing: Prepare. The Prepare function assigns forms to students based on their PNP. It also enables a Test Coordinator to start all test sessions and eliminates the need to limit session size to 250 or fewer students.

**Who can Prepare test sessions?** District Test Coordinators and School Test Coordinators have the permissions required to perform this task.

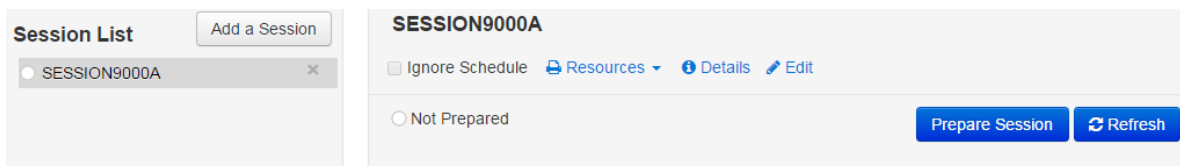
**When do Test Coordinators use the Prepare function?** The steps for session setup are completed in this order:

1. **Create** test sessions.
2. Assign registered students to test sessions.
3. **Proctor cache** test content (completed by Technology Coordinator). *This can be completed up to two weeks before the state testing window opens by content area.*
4. Use the **Prepare** function to assign PNP-specific test forms. *This should be completed one day before testing begins.*
5. **Start** test sessions on the day testing begins.
6. **Unlock** the unit to be tested. A Test Administrator can also perform this task.

**How do Test Coordinators use the Prepare function?** The Prepare function can be used for a single test session or multiple test sessions.

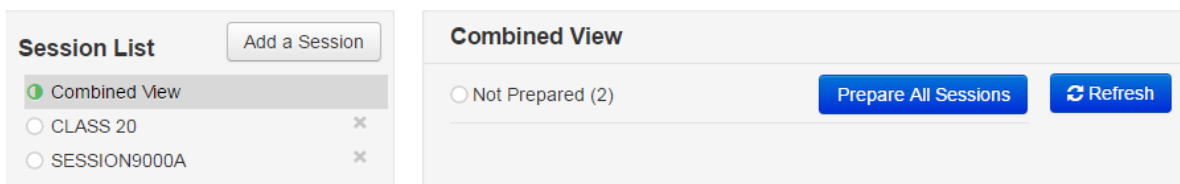
### Single session

Go to **Testing > Sessions** and select the test session that should be prepared. Select **Go to Students in Sessions**. On the **Students in Sessions** page of PearsonAccess<sup>next</sup>, select the session you wish to prepare then select the **Prepare Session** button.



### Multiple sessions

Go to **Testing > Sessions** and select only the test sessions that should be prepared. (Test sessions that contain tests for students who will not test should not be prepared. Do not select these sessions from the list of sessions on the **Testing > Sessions** screen.) Select **Go to Students in Sessions**. Select **Combined View** then select **Prepare All Sessions** button.



See <https://support.assessment.pearson.com/x/JoDy>.