

Using the Prepare Sessions Function in PA^{next}

ONLINE TESTING ONLY



Assessment Coordinators must *prepare* online test sessions in PearsonAccess^{next} prior to testing. The *prepare* function assigns forms to students based on each student’s Personal Needs Profile (PNP). It also enables an Assessment Coordinator to start all test sessions at once and eliminates the need to limit session size to 250 or fewer students.

Who can Prepare test sessions?

District and School Assessment Coordinators (DACs and SACs) have the permissions required to perform this task.

When do Assessment Coordinators use the Prepare function?

The steps for session setup are completed in this order:

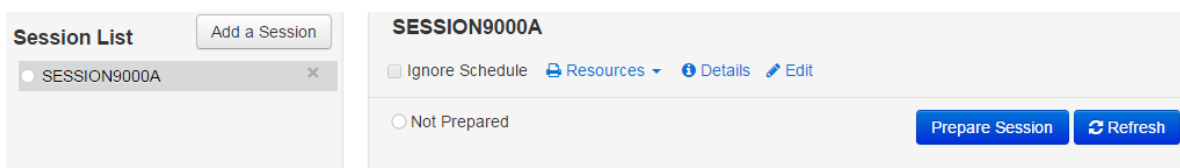
1. **Create** test sessions.
2. Assign registered students to test sessions.
3. **Proctor cache** test content (completed by Technology Coordinator). *Complete up to two weeks before the state testing window opens by content area.*
4. Use the **Prepare** function to assign PNP-specific test forms. *Complete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

How do Assessment Coordinators use the Prepare function?

The *Prepare* function can be used for a single online test session or multiple online test sessions.

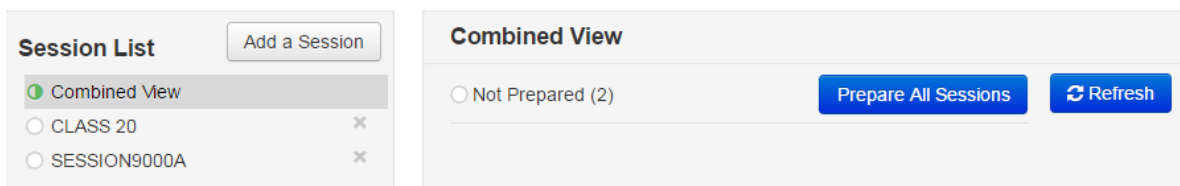
Single online test session

Go to **Testing > Sessions**. Select the test session that should be prepared. Select **Go to Students in Sessions**. On the **Students in Sessions** page of PearsonAccess^{next}, select the session, then select the **Prepare Session**.



Multiple online test sessions

Go to **Testing > Sessions**. Select only the test sessions that should be prepared. (Test sessions that contain tests for students who will not test (e.g., parent excuse) should not be prepared. Do not select these sessions on the **Testing > Sessions** screen.) Select **Go to Students in Sessions**. Select **Combined View** then select **Prepare All Sessions**.



Where can I learn more?

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