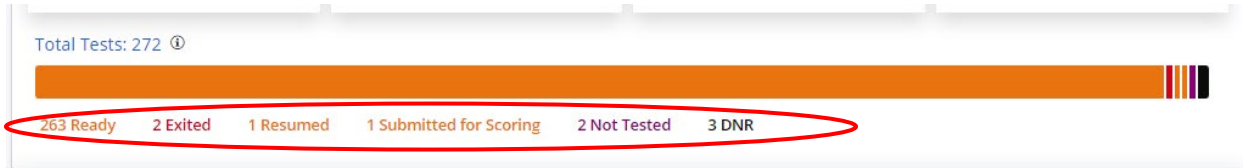


Post Test Clean Up Workflow

At the end of your testing window, you may have students who either haven't tested or were unable to complete testing. This document will walk you through post-test clean-up to ensure smooth reporting delivery and accurate results.

Using the home page dashboard, you can use the status link to pull in each of the testing statuses.



For students who did not and will not test:

<p>After navigating from the status link or selecting the appropriate session, select the box next to the student's name.</p>	<p>STUDENT LIST</p> <p>Print selected testing ticket(s) Remove Move Update Status Reset Student Password Enter Exception Sections Out of Order Export to CSV</p> <p>Filter: No filter applied Search</p> <p>SUCCESS. Testing status updated for 1 student(s).</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Grade</th> <th>SSID</th> <th>Exception</th> <th>Accom</th> <th>Progress</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Student, AA A</td> <td>3</td> <td>10028</td> <td>Exception</td> <td></td> <td>0/14</td> <td>Not Tested</td> </tr> <tr> <td><input type="checkbox"/> Student, B A</td> <td>3</td> <td>10003</td> <td></td> <td></td> <td>0/16</td> <td>Submitted for Scoring</td> </tr> <tr> <td><input checked="" type="checkbox"/> Student, BB A</td> <td>3</td> <td>10029</td> <td></td> <td></td> <td>0/16</td> <td>Ready</td> </tr> </tbody> </table>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	<input type="checkbox"/> Student, AA A	3	10028	Exception		0/14	Not Tested	<input type="checkbox"/> Student, B A	3	10003			0/16	Submitted for Scoring	<input checked="" type="checkbox"/> Student, BB A	3	10029			0/16	Ready														
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You'll see a message that this action cannot be reverted. Select Not Tested.

Not Tested selected attempt(s) ×

The selected test attempt(s) will be updated to 'Not Tested' and it is not possible to revert this action. Proceed?

You'll be prompted to put in an exception for why the student did not test. Select the radio button next to the most appropriate choice.

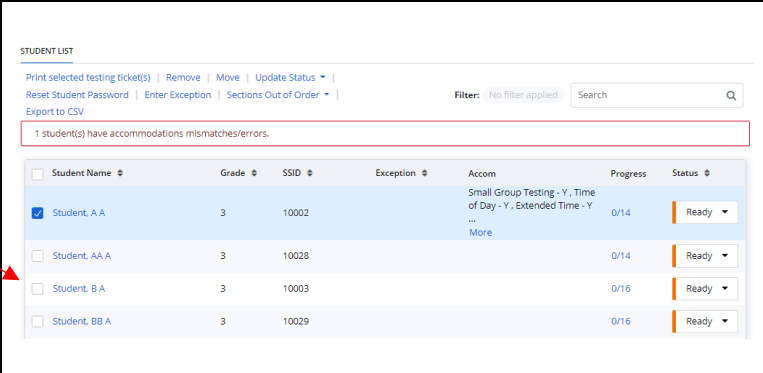
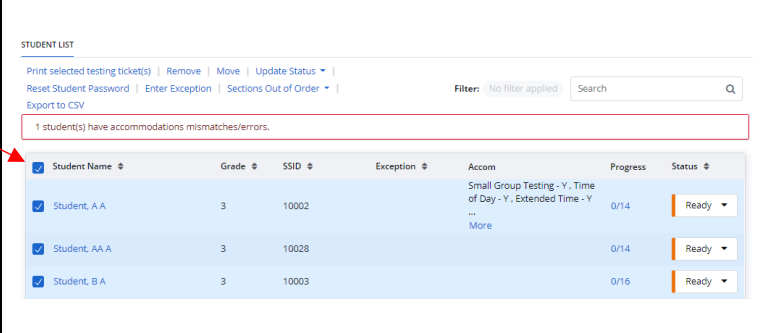
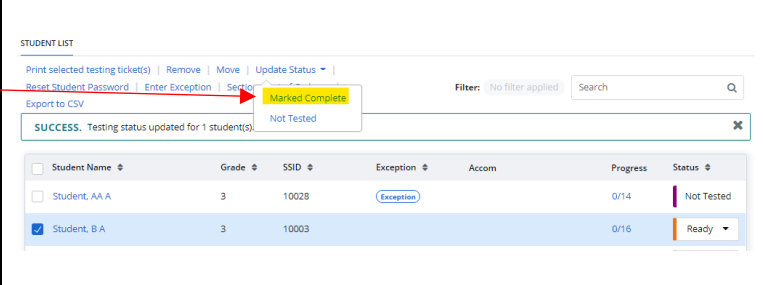
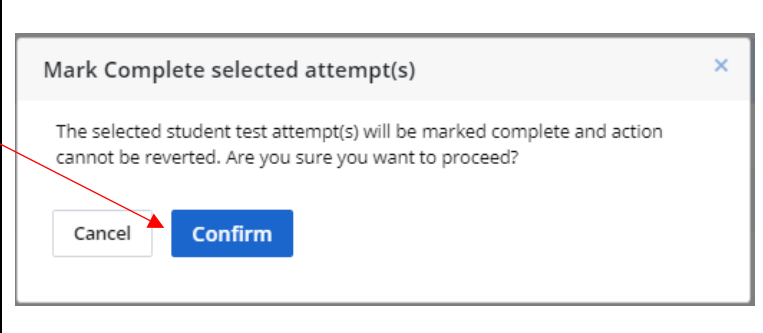
Select Save & Close.

Enter Exception ×

Applies to 1 selected Students

- 01 - Medical Emergency
- 02 - EL First Year In U.S.(Reading Only)
- 03 - Incorrect Accommodation/Accessibility Feature Applied
- 04 - Cheating/Using Unauthorized Electronic Device
- 05 - Test Security
- 06 - Incomplete Assessment
- 07 - Off Grade
- 08 - Fire Alarm
- 09 - Disturbance
- 11 - Absent
- 12 - Transferred Or Withdrew
- 13 - Suspended Or Expelled
- 14 - Home Hospital Or Incarcerated
- 15 - Refused To Participate
- 17 - Changed To Certificate Bound (Subject To Audit)
- 19 - COVID
- 20 - Other

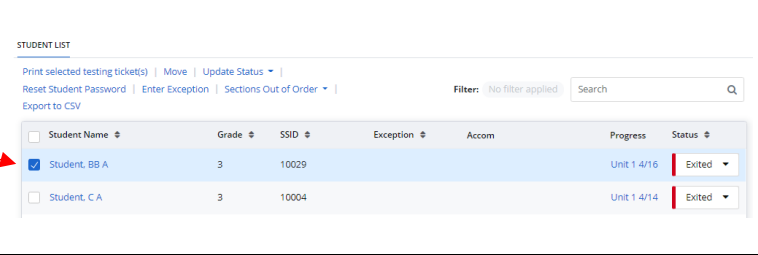
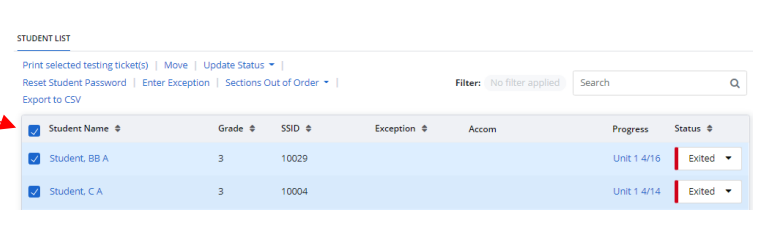
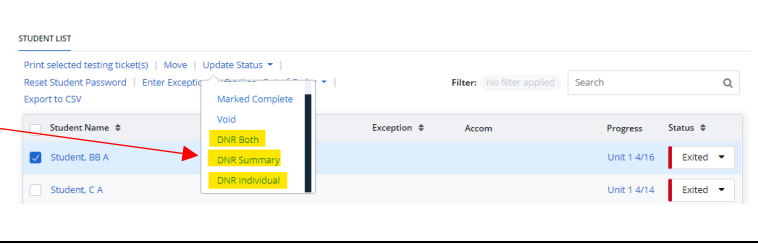
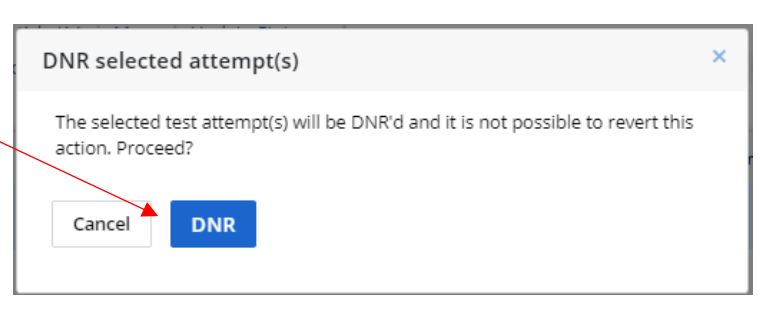
If a student could not submit the test, an authorized user marked the student's test complete to submit it, and make it available for scoring and reporting:

<p>Select the box next to the student's name</p>	 <p>STUDENT LIST</p> <p>Print selected testing ticket(s) Remove Move Update Status Reset Student Password Enter Exception Sections Out of Order Export to CSV</p> <p>Filter: No filter applied Search</p> <p>1 student(s) have accommodations mismatches/errors.</p> <table border="1"><thead><tr><th><input type="checkbox"/></th><th>Student Name</th><th>Grade</th><th>SSID</th><th>Exception</th><th>Accom</th><th>Progress</th><th>Status</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Student, A A</td><td>3</td><td>10002</td><td></td><td>Small Group Testing - Y, Time of Day - Y, Extended Time - Y More</td><td>0/14</td><td>Ready</td></tr><tr><td><input type="checkbox"/></td><td>Student, AA A</td><td>3</td><td>10028</td><td></td><td></td><td>0/14</td><td>Ready</td></tr><tr><td><input type="checkbox"/></td><td>Student, B A</td><td>3</td><td>10003</td><td></td><td></td><td>0/16</td><td>Ready</td></tr><tr><td><input type="checkbox"/></td><td>Student, BB A</td><td>3</td><td>10029</td><td></td><td></td><td>0/16</td><td>Ready</td></tr></tbody></table>	<input type="checkbox"/>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	<input checked="" type="checkbox"/>	Student, A A	3	10002		Small Group Testing - Y, Time of Day - Y, Extended Time - Y More	0/14	Ready	<input type="checkbox"/>	Student, AA A	3	10028			0/14	Ready	<input type="checkbox"/>	Student, B A	3	10003			0/16	Ready	<input type="checkbox"/>	Student, BB A	3	10029			0/16	Ready
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If exceptions occurred during a test session, an authorized user can mark the test attempt DNR to ensure that the test attempt is not included in reports. The student cannot be re-registered for the test. To re-register a student, a user should mark the attempt Void.

Users must choose from three options when marking a test attempt as **Do Not Report (DNR)**:

- **DNR Both** - Results are excluded from both individual and summary reports.
- **DNR Individual** - Results are excluded from only individual reports.
- **DNR Summary** - Results are excluded from only summary reports.

<p>Select the box next to the student's name.</p>	 <p>STUDENT LIST</p> <p>Print selected testing ticket(s) Move Update Status ▾ Reset Student Password Enter Exception Sections Out of Order ▾ Filter: No filter applied Search Q Export to CSV</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/> Student Name</th> <th>Grade</th> <th>SSID</th> <th>Exception</th> <th>Accom</th> <th>Progress</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Student, BB A</td> <td>3</td> <td>10029</td> <td></td> <td></td> <td>Unit 1 4/16</td> <td>Exited ▾</td> </tr> <tr> <td><input type="checkbox"/> Student, C A</td> <td>3</td> <td>10004</td> <td></td> <td></td> <td>Unit 1 4/14</td> <td>Exited ▾</td> </tr> </tbody> </table>	<input type="checkbox"/> Student Name	Grade	SSID	Exception	Accom	Progress	Status	<input checked="" type="checkbox"/> Student, BB A	3	10029			Unit 1 4/16	Exited ▾	<input type="checkbox"/> Student, C A	3	10004			Unit 1 4/14	Exited ▾
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If a student's test was submitted for scoring but did not meet the attemptedness rule, the student's test status will be **Not Attempted** and the student will not receive an Individual Student Report (ISR).