AASA: Changing a Student's Test Assignment from Paper to Online

When a student's test assignment must change from a Paper Test to an Online Test the student requires a new test assignment. Failing to follow these steps will result in Text-To-Speech, a universal test accommodation, not being available on the test.

To change a Student's Test Assignment from Paper to Online in PearsonAccess^{next}:

1. Go to **Setup** and select **Students**.
2. Search for an individual student by entering either their name or SSID Number and select **Search**.
3. Place a check mark in the box next to the student's name(s) whose test(s) need(s) to be reassigned.
4. From the **Start** dropdown menu, select **All Tasks**.
5. Select the **Manage Student Tests** tab on the black task bar across the top of the screen.
6. On the left side of the screen under **STUDENT TESTS**, select the assigned test that is identified under the student's name.
7. Test Details will auto-populate for the student. **Uncheck** the **Assigned** box. Select **Save**.
    NOTE: If the student is in a Test Session that is in Prepared status, the student must be removed from the Test Session before the test assignment can be removed.
8. The student's test assignment has been removed.
9. To add a new test assignment, remain on the **Manage Student Tests** tab, and under **Student**, select the student's name.
10. Select **Organization**. Select the correct school.
11. Select **Test**. Select the appropriate test.
12. **Testing Group** is an optional field and can be left blank.
13. Select **Format**. Select **Online**.
14. Select **Create**.