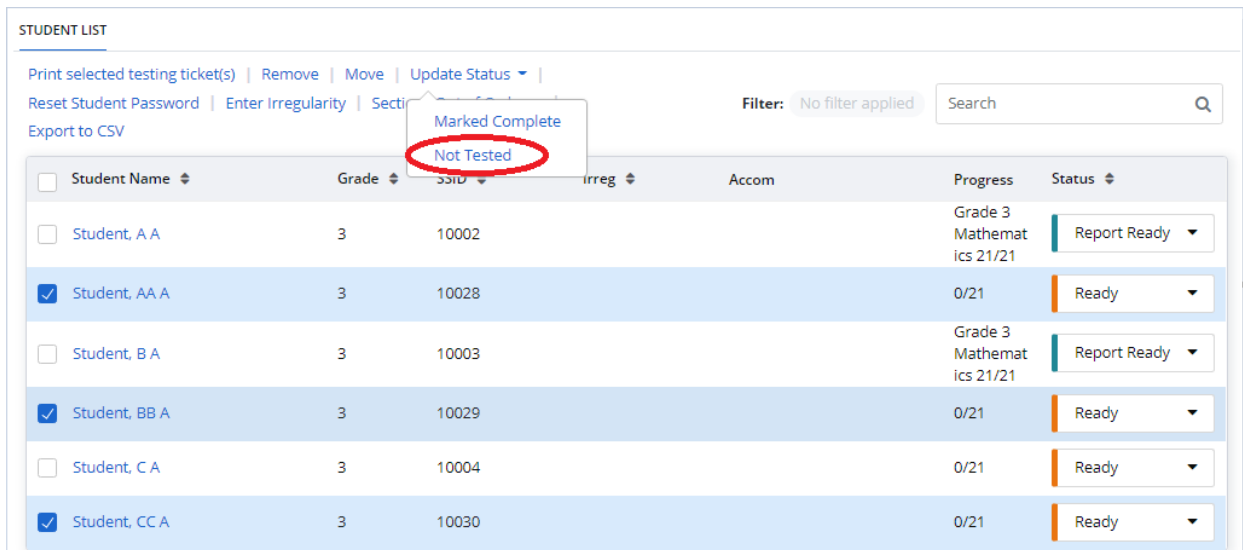# Not Tested Guidance

The purpose of this document is to provide steps that will need to be taken to indicate a "Not Tested" reason for a student test. Not Tested is to be marked for any student registered to test in Pearson Access who does not test. Only students with no test attempts should be marked as Not Tested.

How to mark a test as Not Tested in Pearson Access

- At the end of the testing window, any student who has a status of "Ready" should have their status changed to "Not Tested" on the Session Detail screen.

- The Administrator or Test Coordinator role can update the student status to "Not Tested"

- On the **Session Details page**, select the student or students, and update the status to "Not Tested". This can be done individually, or several student's attempts can have their status updated at once by selecting multiple students.

Identifying Students in Ready Status

- To easily identify students that are still in "Ready" status at the end of the testing window and to later see the numbers of students in a "Not Tested" status, view the bar graph on the Session Detail pages

- Users can navigate and filter based on student status by clicking on the bar graph for that status

Session Info

Session: Math Grade 3   *Last updated 10/6/2020 7:58 AM*   ✏ Edit   ⌄

Section Progress   ⌄

Session Status   ⌃

Total Students: 6

1 Exited   1 Resumed   2 Report Ready   1 Not Tested   1 Void