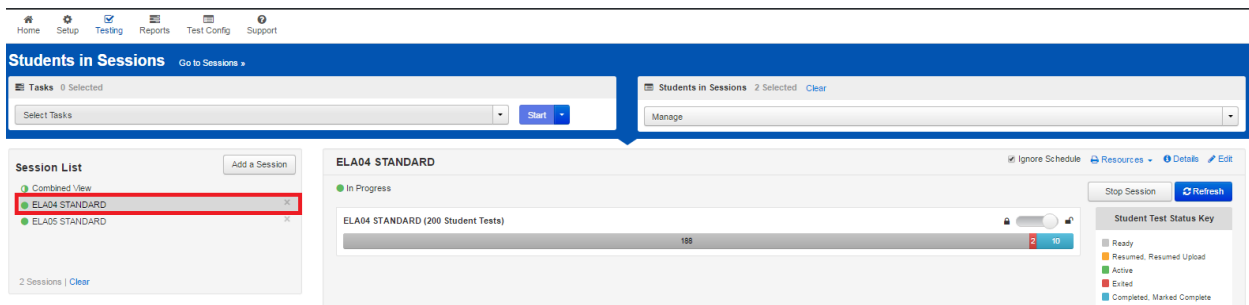


Guidance on Using “Set Section Start” in PAN for Students Testing Out of Sequence

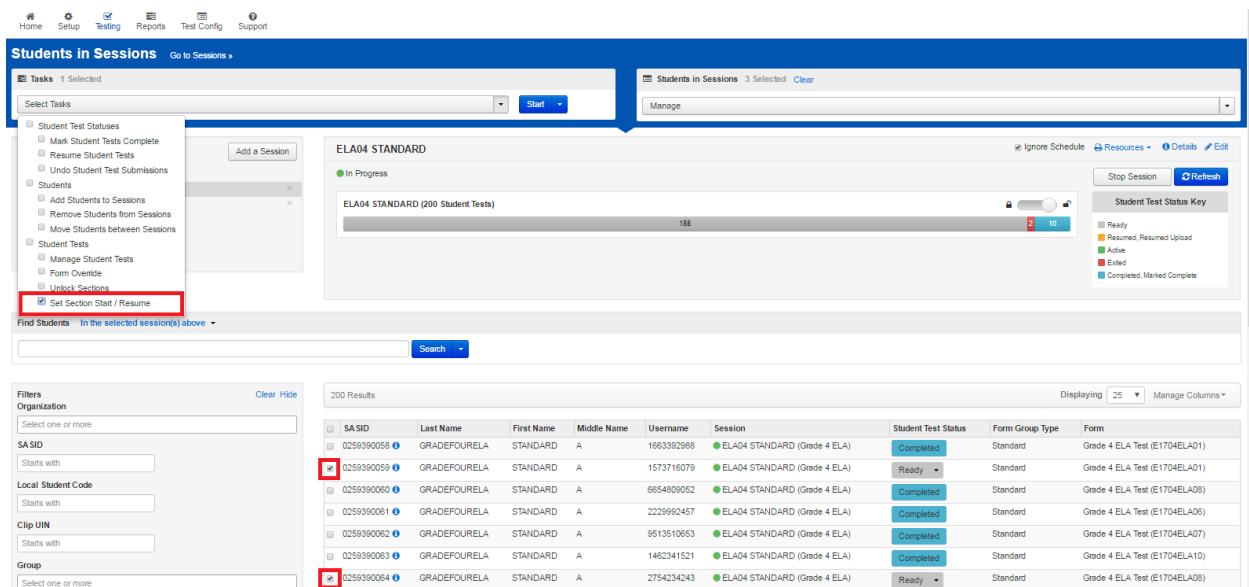
The purpose of this document is to demonstrate how to change the test session in PearsonAccess^{next} (PAN) for a student who is not able to complete an entire test in sequential order (e.g., a student is absent for session 1 of the ELA test, so he takes session 2 with the rest of the class when he returns and is scheduled to take session 1 as a make-up). There are two methods to change the test session, both of which use the “Set Section Start” task (this document will demonstrate both methods).

Note: The “Set Section Start” function can only be performed for students who are in the following statuses in PAN: Ready, Exited, Resumed, or Resumed Upload.

Step 1: Navigate to the **Students in Sessions** page and select the session that contains the student’s test. (This can be done for students in multiple sessions at once, though the example here shows one session only.)



Step 2: Check the box next to the student’s SASID in the list of students. Then go to **Select Tasks > Set Section Start / Resume** and click **Start**.



Option 1 – “Set Section Start” by individual student

Step 3: Check the box next to the student’s name and then select the correct session from the dropdown on the right-hand side of the screen. Click **Save**.

Tasks for Students in Sessions

Set Section Start / Resume

Section: Session 1

Use the same Section for all Students in Session

STUDENTS IN SESSIONS (2)	DETAILS	Student Test Status	Section*
Student	Session		
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390059)	● ELA04 STANDARD (Grade 4 ELA)	Ready	Session 2
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390064)	● ELA04 STANDARD (Grade 4 ELA)	Ready	Session 2

* Required

Save Reset

Note: When using this option and completing this step for multiple students, the session on the right-hand side of the screen does not have to be the same for all students.

Option 2 – “Set Section Start” for a group of students

Step 3: Select all students by clicking on the checkbox in the header row. Check the box next to **Use the same Section for all Students in Session** and then change the session from the dropdown menu at the top of the screen. Click **Save**.

Tasks for Students in Sessions

Set Section Start / Resume

Section: Session 2

Use the same Section for all Students in Session

STUDENTS IN SESSIONS (27)	DETAILS	Student Test Status	Section*
Student	Session		
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390059)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390064)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390233)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390234)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390235)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390236)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390237)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390238)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390239)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390240)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390241)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390242)	● ELA04 STANDARD (Grade 4 ELA)	Ready	
<input checked="" type="checkbox"/> GRADEF09RELA, STANDARD (0259390243)	● ELA04 STANDARD (Grade 4 ELA)	Ready	

* Required

Save Reset

Note: This will change the session start for all selected students to the same session, as indicated in the top dropdown.

For more information on using “Set Section Start,” call the MCAS Service Center at 800-737-5103.