

Guidance on Using “Resume” and “Resume Upload” in PAN

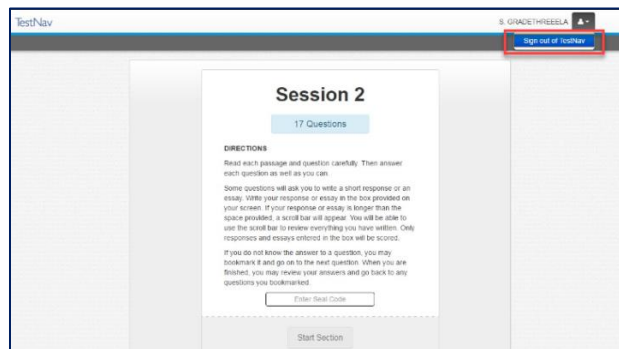
The purpose of this document is to demonstrate how to “Resume” students from “Active” status, as well as clarify when to put a student into “Resume Upload” status. (These statuses are found in PearsonAccess Next [PAN].)

Resume: Students should be changed from “Exited” to “Resumed” status when they are ready to continue testing. When the student logs into the test from a “Resumed” status, TestNav will check to verify that all responses have been saved and sent to the testing contractor’s servers in preparation for scoring. In the rare case that responses have not been sent to the servers, TestNav will automatically locate the student’s Saved Response File (SRF) on the student’s testing device, and the student will be able to continue testing without disruption.

Note: It is recommended that students use the same device to complete an entire session whenever possible to reduce the possibility of losing a student’s responses, since the [default save location for the SRF is on the testing device](#).

Why are students in “Active” status?

When a student finishes a test session, he or she will reach the page of the next session. At this point, the student needs to select **Sign out of TestNav** from the dropdown menu. Once this is done, the student status will change from “Active” to “Exited” in PAN.



If the student does not select the **Sign out of TestNav** option and turns off the device, the status will remain “Active.”

Resuming a student from “Active” status: For the student to log back into the test, the test administrator must move the student to “Resume” status. To do this, follow the steps below:

1. Select the arrow next to the test status of the student in PAN (Testing > Students in Sessions) and select Resume Upload.

<input type="checkbox"/>	0259389666	GRADETHREEELA	STANDARD	A	4086347134	● ELA03 STANDARD (Grade 3 ELA)	Active	Standard	Grade 3 ELA Test (E1703ELA07)
<input type="checkbox"/>	0259389667	GRADETHREEELA	STANDARD	A	2790350985	● ELA03 STANDARD (Grade 3 ELA)	Resume Upload	Standard	Grade 3 ELA Test (E1703ELA02)

2. Once the student’s status is “Resume Upload,” again select the dropdown and select Resume.

0259389666	GRADETHREEELA	STANDARD	A	4086347134	● ELA03 STANDARD (Grade 3 ELA)	Resumed Upload	Standard	Grade 3 ELA Test (E1703ELA07)	
						Resume			
0259389667	GRADETHREEELA	STANDARD	A	2790350985	● ELA03 STANDARD (Grade 3 ELA)	Lock	Standard	Grade 3 ELA Test	

The student should be directed to log back on **using the same device** so that TestNav can locate the SRF and transmit the student’s answers to the servers in preparation for scoring.

If the student status stays in “Resume Upload,” the following message will appear, asking to find the student’s response. In this scenario, if the student is logging into the testing device he or she previously used, click **Skip Upload**.

No saved response file found

Message 1005

Your previous exit from TestNav was abnormal, so a saved response file (SRF) is expected.

Please browse to a response file and upload it.

Response file name: c9c6c059-7a19-4674-baa0-5e6502f5fcfe.SRF

Response file location:

If you are unable to locate the response file, contact support.

To go to the test without uploading an SRF, choose **Skip Upload**. This may result in lost responses.

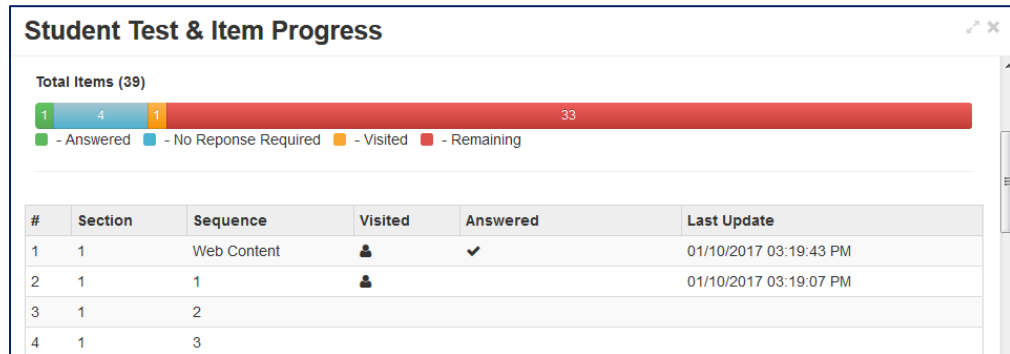
“Resume Upload:” Since responses are sent to the servers as students progress through the test, “Resumed Upload” status is only necessary when the SRF cannot be automatically located by TestNav.

Students should be placed into “Resume Upload” status in the following situations:

- A student logs into the test on the same testing device and reports that answers are missing.
 - Note: Because the default save location for the SRF is on the testing device, students should use the same device when possible.
- A student needs to switch testing devices and the “Student Test & Item Progress” screen indicates responses may be missing. Use the steps below to check the student progress in PAN.
 - Select **Students in Sessions** from the Testing menu.
 - Select the Session from the Session List on the left-hand side of the page. If no results are showing, select **Add a Session** and search for the appropriate session.
 - Locate the student and click on the student status.

SA SID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
0259389658	GRADETHREEELA	STANDARD	A	0706941119	● ELA03 STANDARD (Grade 3 ELA)	Completed	Standard	Grade 3 ELA Test (E1703ELA01)
0259389659	GRADETHREEELA	STANDARD	A	8270825439	● ELA03 STANDARD (Grade 3 ELA)	Exited	Standard	Grade 3 ELA Test (E1703ELA04)
0259389660	GRADETHREEELA	STANDARD	A	8791101473	● ELA03 STANDARD (Grade 3 ELA)	Completed	Standard	Grade 3 ELA Test (E1703ELA03)
0259389661	GRADETHREEELA	STANDARD	A	0930974614	● ELA03 STANDARD (Grade 3 ELA)	Completed	Standard	Grade 3 ELA Test (E1703ELA10)

- Identify which test questions the student has viewed and answered.



Note: "Web Content" in the "Sequence" column refers to a reading passage and does not contain a question to be answered.

For either of these situations, test administrators should put students into a "Resume Upload" status so that they can manually locate and load the missing responses.

To do this, first select the arrow next to the student's test status in PAN and select "Resume" (Testing > Students in Sessions).



Once a student is in a "Resumed" status, again select the dropdown menu and select "Resume Upload."



For more information on locating and uploading SRFs, review the [TestNav8 User Guide](#) or call the MCAS Service Center at 800-737-5103.