

Steps to Set a Testing Configuration by Student

A testing configuration can be set for an individual **Student** or multiple students. Setting a testing configuration by the student will override the configuration settings of the testing session. Setting a testing configuration by student will not affect other students testing in the same session.

Search Students

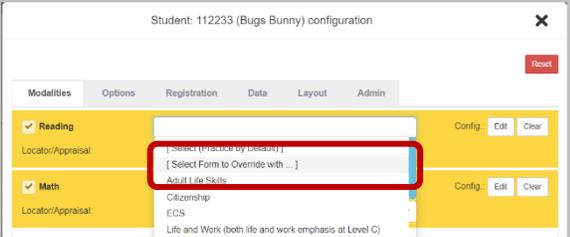
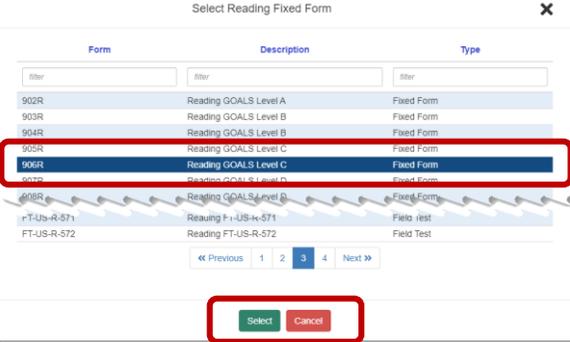
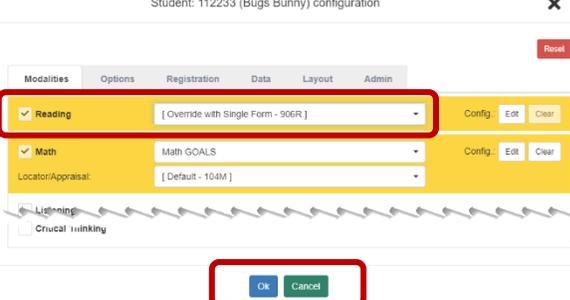
Student records must already exist *at the same site* to set a testing configuration by **Student**. In other words, a **Site Enrollment** record must exist to **Search** and **Select** a student.

Step	Screen	Description
1.		<ul style="list-style-type: none"> Enter the Student ID in the input field at the bottom of the Students Tab.
2.		<ul style="list-style-type: none"> Click +Add New Student to select and add the student to the Students Tab.
3.		<p>From the pop-up window,</p> <ul style="list-style-type: none"> Check to Pick the student. Click Select at the bottom of the pop-up window to add the student to the Students Tab.
4.		<ul style="list-style-type: none"> The picked student is now added to the Students Tab. Proceed to Edit Student Configuration
When the student ID is not known or to select multiple students		
5.		<ul style="list-style-type: none"> Click + Add New Student at the bottom of the Students Tab to search and select students.
6.		<p>From the pop-up window,</p> <ul style="list-style-type: none"> Check box(s) or Filter for students. Check to Pick the student(s). <p>At the bottom of the pop-up,</p> <ul style="list-style-type: none"> Click Select to add the picked student(s) and add to the Students Tab. <p>Proceed to Edit Student Configuration.</p>

Edit Student Configuration

The **Edit** button allows you to apply a testing configuration for a **Student**.

- Any **Student Configuration** edit will *only apply* in the testing session where set.
- Any **Student Configuration** edit will *override* the configuration settings of the testing session.

Step	Screen	Description
7.		<ul style="list-style-type: none"> • Click Edit to set a testing configuration for the student.
8.		<ul style="list-style-type: none"> • Click on a Tab to set a testing configuration for the student.
To Override the Next-Assigned Test		
9.		<ul style="list-style-type: none"> • Click the appropriate Modality field down arrow. <p>From the drop-down menu,</p> <ul style="list-style-type: none"> ○ Click [Select Form to Override with]
10.		<p>From the pop-up window,</p> <ul style="list-style-type: none"> • Click the test Form to override with. • Click Select at the bottom of the pop-up window. <p>Important Note: Please choose a form from the test series corresponding to the testing session and or program enrollment of the student.</p>
11.		<p>The Override test form now shows as the student's next test.</p> <ul style="list-style-type: none"> • Click OK at the bottom of the Student Testing Configuration screen.

Clear Student Configuration

You may keep a **Student Configuration** on the **Students Tab** for future use; however, you must **Clear** any testing modality setting. If a modalities configuration is *not* cleared, the student will repeat the same test(s).

Remove Student Configuration

To remove a student configuration, click **Remove** from the **Students Tab**. However, this does not remove the student record from the database.

Important Notes:

- A Student Testing Configuration *only applies to the individual student(s)* and has no effect on the testing session configuration for other students testing in the same session.
- A Student Testing Configuration set in one testing session *will not take effect in any other testing session.*
- A Student Testing Configuration *will remain in effect until cleared or by removing the student from the Students Tab* of the testing session where applied.