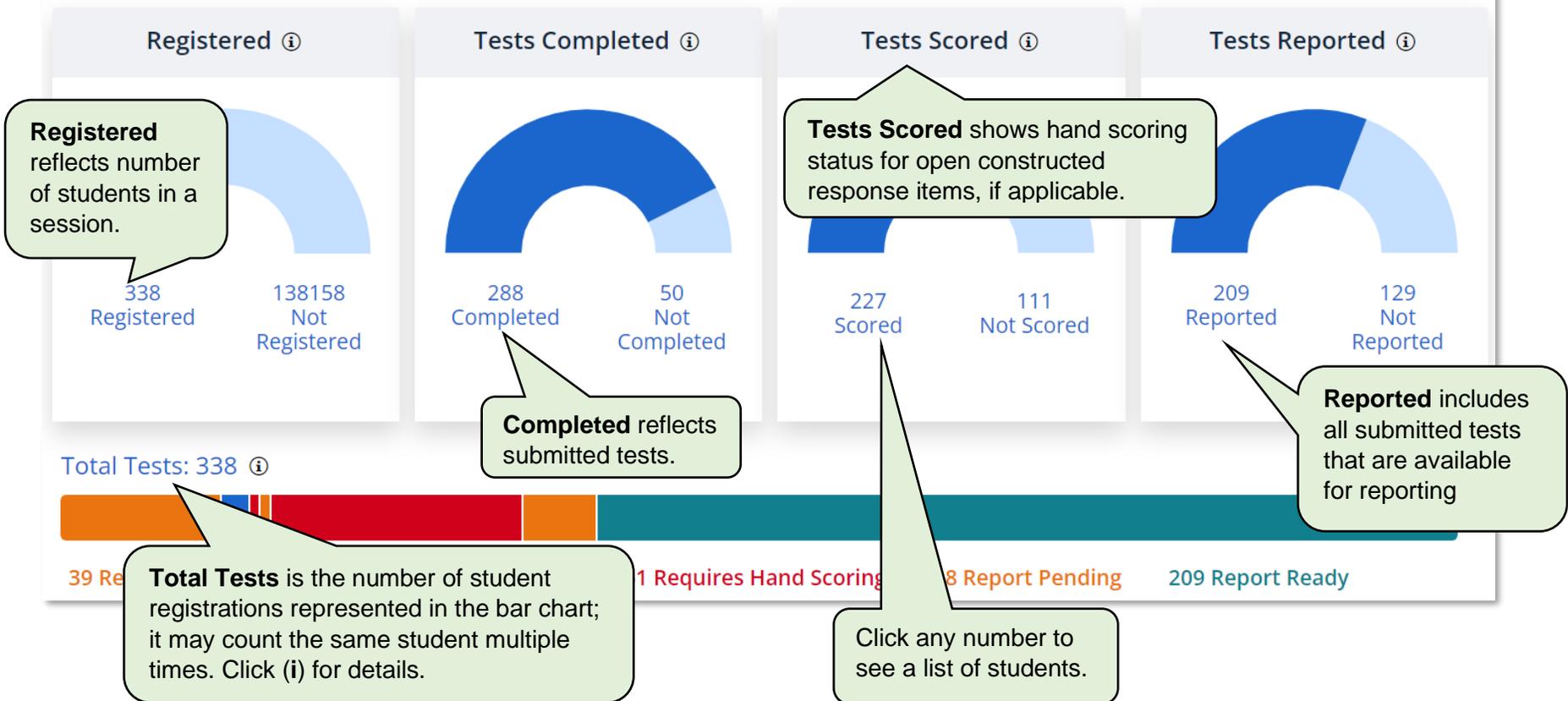# Understanding the Pearson Access Home Page Dashboard

The home page provides test status for all students who are part of the selected organization, e.g., school, area, cluster or district, selected in the upper-right corner of the screen. In SY21-22, there are more administration categories in order to facilitate reporting. As a first step, use the three filters on the top to select the administration that corresponds to the test, the subject, and for elementary school, a grade level. During active testing, some of the numbers may not add up: note that the widgets refresh at different rates. You can click on any status to see a list of students you have permission to view, and also export the list.

Testing Information ⓘ *Pre-Testing counts last updated on 10/29/2021 12:27 PM*

Registered ⓘ	Tests Completed ⓘ	Tests Scored ⓘ	Tests Reported ⓘ
338 Registered	288 Completed	227 Scored	209 Reported
138158 Not Registered	50 Not Completed	111 Not Scored	129 Not Reported

Registered reflects number of students in a session.

Tests Scored shows hand scoring status for open constructed response items, if applicable.

Completed reflects submitted tests.

Reported includes all submitted tests that are available for reporting

Total Tests: 338 ⓘ

39 Re... | ...1 Requires Hand Scoring | ...8 Report Pending | 209 Report Ready

Total Tests is the number of student registrations represented in the bar chart; it may count the same student multiple times. Click (**i**) for details.

Click any number to see a list of students.

Updated 10/29/2021

Accommodations

Below the Testing Information section is a count of students with assigned accommodations as well as students who have assigned accommodations that are not available for their test. To view, expand the Accommodation section with the arrow to the far right of the title. To view the list of students and their accommodations, click the number. An **Export to CSV** link is available.

Status Glossary

This table defines the statuses you may see on the CSV export, dashboard or shown for individual students in a session.

Status	Description
Pending	The student is in a session, but TestNav is not finished processing the new registration.
Ready	The student is in a session but has not started the test. If the student exits the test, the student cannot resume testing unless an authorized user changes the status to **Resumed.**
Active	The student signed in to a test and is currently testing.
Exited	The student exited from the test but did not submit test responses. The student cannot resume testing until an authorized user changes the student status to **Resumed.** If the student cannot resume testing for any reason, an authorized user must change the student status to **Marked Complete**.

Status	Description
Resumed	An authorized user authorized the student to resume the test, but the student has not signed back in.
Completed	The student submitted the test and the data has been processed.
Marked Complete	If a student could not submit the test, an authorized user marked the student's test complete to submit and make it available for reporting. Note: In the Completed CSV file, students who are marked as Not Tested are listed as "Marked Complete" in that file.
Submitted for Scoring	The test is complete or marked complete and is being scored.
Void	If irregularities occurred during a test session, an authorized user can mark the test attempt **Void**. The user can re-register the student for a different test session. Voided attempts do not appear on reports; results are excluded from both individual and summary reports. Voids are also not included in the Scored and Reported dashboard counts or CSV exports.
Not Tested	If a student did not and will not test in the test session, an authorized user can mark the test attempt as **Not Tested**. The student cannot be re-registered for the test. Results are excluded from both individual and summary reports. In the Completed CSV file, students who are marked as Not Tested are listed as "Marked Complete" in that file. Students who are marked as Not Tested are included in the Registered counts, but excluded from the dashboard counts and CSVs for Tested, Scored, and Reported.
Requires Hand Scoring	Testing is complete and the test requires hand scoring. For assessments without constructed response items, you may see students quickly and automatically cycle through this stage as no hand scoring is required.
Submitted	Teacher successfully submitted the test.
Report Pending	The report is not yet available.
Report Ready	The test results are processed, and users can access reports.