Steps for Unsubmitting a Student Test

**Step 1:** Log in to [http://il.pearsonaccessnext.com](http://il.pearsonaccessnext.com)

**Step 2:** Check the top black row to make sure you see “PARCC>2014-2015>PARCC Op Spring PBA 2015” and the applicable district or school name.

**Step 3**: Go to “Testing” and “Sessions” or “Students in Sessions” to find the student(s) in the test session(s).
*(Note: There are many ways to find students in sessions-see details below for 3 options if you do not know how to do this)*

**Step 4:** Click the box(es) next to the student(s) whose test(s) need to be unsubmitted.

SAFETY CHECK: Click on the “Completed” icon under the “Student Test Status” column to verify this is the test that needs to be unsubmitted.

**Step 5:** Click “Select Tasks” and check “Undo Student Test Submissions”

**Step 6:** Click “Start”

**Step 7:** Check the box(es) next to the student(s) whose test(s) you want to unsubmit.
*(Note: If you are unable to check the box next to a student’s name, make sure the student’s session is NOT stopped-see Step 3.)*

**Step 8:** Click “Undo Submissions” at the bottom of the page and “Exit Task”

*Additional Assistance if Needed: Finding Students in Sessions (from Step 3 above)*

**Option 1:** Under “Testing” click “Sessions”
- Type session name in “Find Sessions” box and click “Search”
- Click on the box by the session and select “Go to Students in Sessions” at the top of the page.
- Click on the session name in the session list and students should appear for selection.
  *Note: Make sure the session is started, indicated by a green circle next to the session name.*

**Option 2:** Under “Testing” click “Students in Sessions”
- Type the session name in the Session List and select it when it appears.
  *Note: Make sure the session is started, indicated by a green circle next to the session name.*

**Option 3:** Under “Testing” click “Students in Sessions”
- For single students: Next to “Find Students” toggle the selection to “In any session within PARCC Op Spring PBA 2015” and search by last name or state ID to quickly find the student.