

MCA User Guides: Addendum

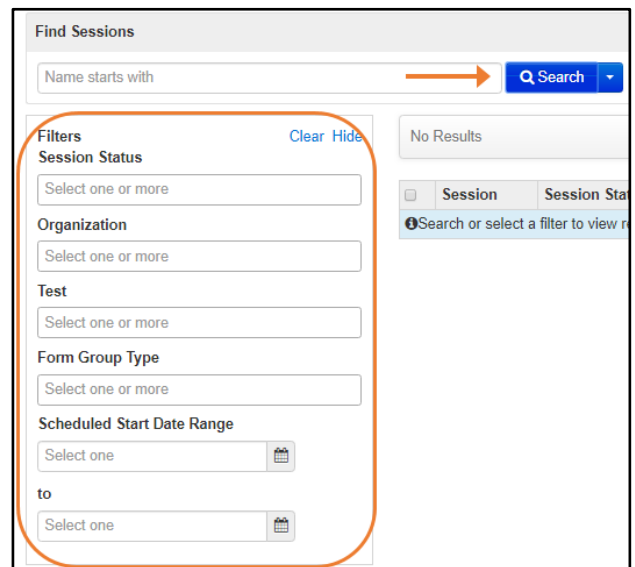
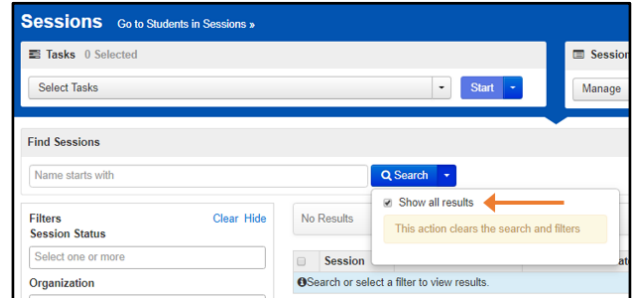
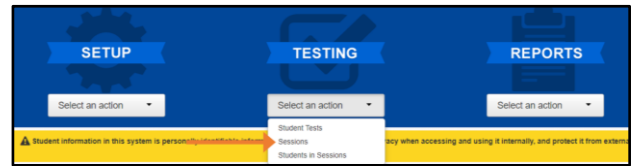
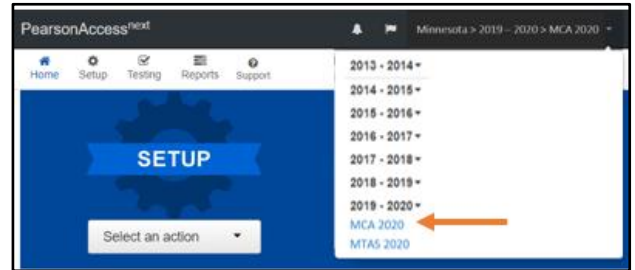
Print Student Testing Tickets for Multiple Sessions

New for 2019–20: Test tickets can be printed for multiple sessions on the Sessions page. Note: Test tickets can still be printed for individual test sessions, and individual students within sessions, on the Students in Sessions page.

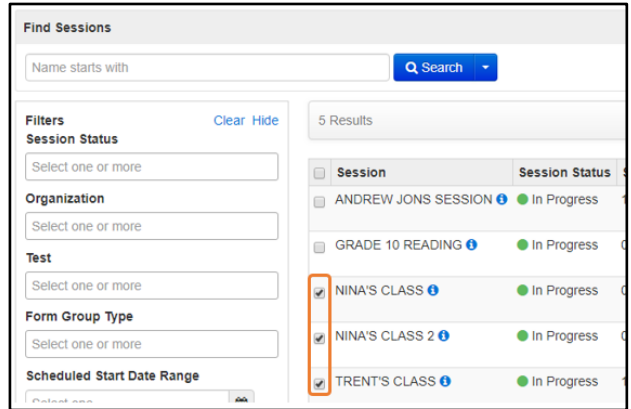
- Once you have signed in to PearsonAccess Next, verify that the MCA 2020 test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2019–2020 dropdown, as needed and then select **MCA 2020**.
- From the Home page, under **Testing**, select **Sessions**.
- To search for test session:
 - To view all sessions created: Select the dropdown next to **Search** and select the checkbox next to **Show all results**.
 - To search for sessions individually: Under **Find Sessions** enter the session name and select **Search**.

Or under **Filters**, select parameters to automatically view only those test sessions within the selected parameters.

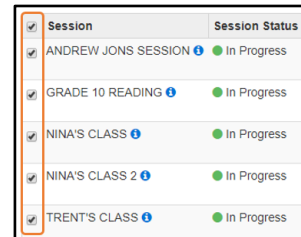
Note: You can select multiple filters for a search.



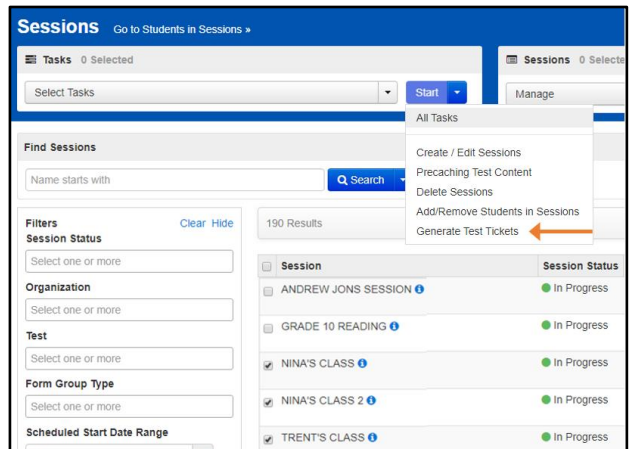
4. Select the checkbox next to the session name.



Note: Selecting the checkbox next to **Session** will select all test sessions in the list.



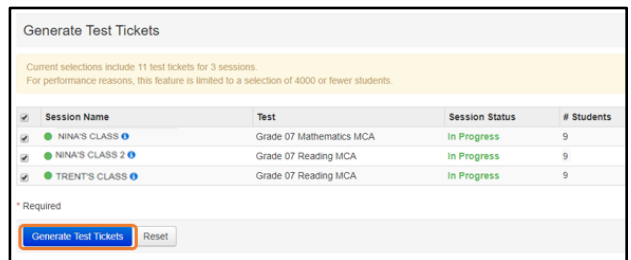
5. Select the dropdown menu to the right of the **Start** button and select **Generate Test Tickets**.



6. Test sessions selected on the previous page are pre-selected. Select **Generate Test Tickets** to create one PDF for printing.

Note: The PDF is formatted as follows:

- Test tickets for all students in a session are printed. There is no option to select or deselect individual students.
- Test tickets are printed 1 per page.
Note: Users can still print test tickets under Students in Sessions with the following options: 1 per page, Multiple per page, Grid, List.
- A title page with test session information will precede each set of tickets for that section.
- There is a limit of 4,000 student test tickets per print job.



7. Print the student testing tickets using your browser's print function.