

## Session Management Options

If testing sessions are scheduled closely throughout the day, the session can remain **Active** provided *a proctor always remains in the testing room*.

### *Take Over a Session*

**Test Session Management**

I am Proctor 08 (proctor8@rhas.org)

I acknowledge full responsibility for the proper conduct of managing this testing session.

I will supervise each examinee at each testing station throughout the duration of the testing session.

I will faithfully execute all of my duties as a proctor for which I have been trained.

I agree to uphold the testing code of ethics and will abide by all test security procedures.

Select maximum hours you are assigned to proctor 4 ▾

Suspend Take Over on-site session Stop Cancel

Proctors can **Take Over** another proctor's session by signing in to eTests and clicking **Manage** for the session they will proctor.

### *Suspend a Session*

**Test Session Management**

I am Proctor 28 (proctor28@rhas.org)

I acknowledge full responsibility for the proper conduct of managing this testing session.

I will supervise each examinee at each testing station throughout the duration of the testing session.

I will faithfully execute all of my duties as a proctor for which I have been trained.

I agree to uphold the testing code of ethics and will abide by all test security procedures.

Select maximum hours you are assigned to proctor 4 ▾

Suspend Continue on-site session Stop Cancel

Proctors can **Suspend** a session from the **Manage** button without stopping the session if they plan to continue proctoring after a break.

## Continue a Session

**Test Session Management**

I am Proctor 28 (proctor28@rhas.org)

I acknowledge full responsibility for the proper conduct of managing this testing session.

I will supervise each examinee at each testing station throughout the duration of the testing session.

I will faithfully execute all of my duties as a proctor for which I have been trained.

I agree to uphold the testing code of ethics and will abide by all test security procedures.

Select maximum hours you are assigned to proctor

Continue on-site sessionStopCancel

Proctors can **Continue** a session from the **Manage** button to restart a suspended session or add additional supervisory hours if needed.

***Do not forget!***

**STOP** all your proctored sessions when students are no longer testing.

This is crucial to maintaining test security.