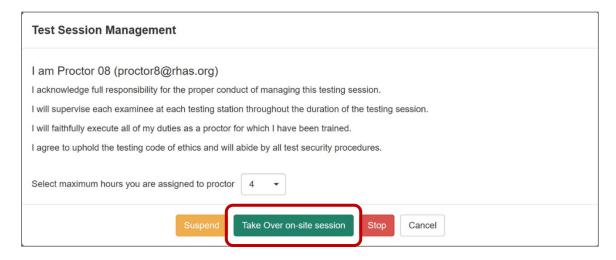


## **Session Management Options**

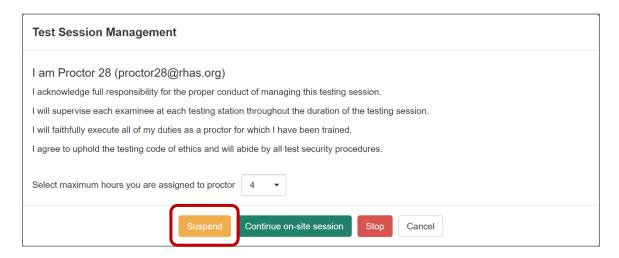
If testing sessions are scheduled closely throughout the day, the session can remain **Active** provided *a* proctor always remains in the testing room.

#### Take Over a Session



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

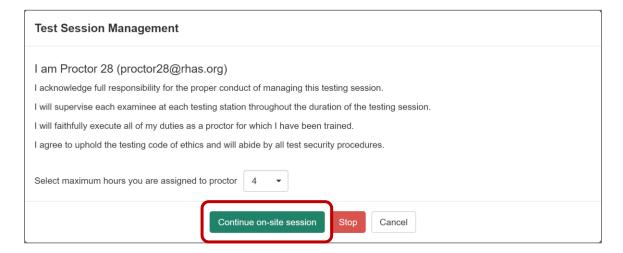
### Suspend a Session



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

# Managing Sessions

### Continue a Session



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.