

Steps for Testing Day – eTests

STEP 4: AFTER THE TEST

At Testing Stations

Step	Screen	Description
1.	15-May-17 1:12:50 PM	• After testing is finished and no further testing will take place in the lab,
	etests casas Enter your ID	• EXIT the testing application on each station.
		<i>Note!</i> This is required for Test Security.
2.	Texa - Securitaria Server	 Close the web browser on each station. Reset each computer workspace area in the lab.

At Proctor Station

Step	Screen	Description
3.	7 8:13:53 PM proctor43@rhat Session activity Supervise end 05 52 Session Start 07.012 Session End 07.012	 Return to your Proctor Station From the Session Activity window, Click Manage.
4.	Test Session Management I am proctor43@rhas.org I acknowledge full responsability for the proper conduct of managing this testing sess I will supervise each examinee at each testing station throughout the duration of the t 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 procedur Select maximum hours you are assigned to proctor 8 • Suspend Continue	 From the Test Session Management popup window, Click STOP. Repeat Steps 3 & 4 until all proctored sessions are stopped. Note! This is required for Test Security.



Test Administration

Step		Screen	Description
5.	n-18 8:28:12 PM Testing Sessions	proctor43@rhaf org © Logar (30 m2	• From the Management Console ,
	End Date between:	and In Current Program Year	• Click LOGOUT.
	Session Name Start Date	End Date Proctor A Status mor mor cr0c1/2018 Stopped g7/01/2018 Stopped	<i>Note!</i> This is required for Test Security.
6.	15-May-17 4:22:00 PM	Øtat	• EXIT the application at top right.
	Application Management L CCCCCC Agency(/Site): 4908 User: proctor43@rhas.org Password: Unawhords 2005 to practor Mardhale formation is a vestore of task and feeral law	ogin	<i>Note!</i> This is required for Test Security.
7.		And the service of th	 Close the web browser. Prepare the lab for the next time testing is scheduled. Secure the testing lab.