

# Steps to Exit eTests Online

## At Testing Stations (Student Station)

**1. LOGOUT\*** students from eTests application.

*Why is this important?* The next student who tests at the same station will not take a test meant for them.

**2. EXIT\*** eTests on all testing stations.

Why is this important? A student could take a test without a proctor present.

3. Don't forget\* to collect and shred all scratch paper from math tests!

#### \*These steps are required for test security.

Step	Screen	Description
1.	15-May-17 1:12:58 PM	At each Testing Station
	eTests <sup>.</sup>	• After testing ends and no further testing will take place in the lab,
	Enter your ID	• <b>EXIT</b> the testing application on each station.
		<i>Note!</i> This is required for Test Security.
2.		<ul> <li>Close the web browser on each station.</li> <li>Reset each computer workspace area in the lab.</li> </ul>



## At Proctor Station (Management Console)

#### **1. STOP\*** all testing sessions.

*Why is this important?* To prevent anyone from taking a test on stations that remain active in the session. Stopping sessions will ensure that tests remain secure and inaccessible.

#### **2. LOGOUT\*** of the eTests management console.

*Why is this important?* To end recording the activity for the proctor logging off so that the next proctor administering tests in the same lab will not be recorded under your account. This is especially important for troubleshooting any testing irregularities.

#### **3. EXIT**\* the eTests application.

*Why is this important?* To ensure that the application is secure and inaccessible by anyone not responsible for test administration.

#### \*These steps are required for test security.

Step	Screen		Description
3.	7 8:13:53 PM pro Session activity Super Su	Addinger wise end 0.00 2017/04:12 wise end 0.00 2017/04:12 2017/04:00 20	<ul> <li>Return to your Proctor Station</li> <li>From the Session Activity window,</li> <li>Click Manage.</li> </ul>
4.	Test Session Management         I am proctor43@rhas.org         I acknowledge full responsability for the proper conduct of managing this         I will supervise each examinee at each testing station throughout the dur         I will faithfully execute all of my duties as a proctor for which I have been         I agree to uphold the testing code of ethics and will abide by all test secu         Select maximum hours you are assigned to proctor         8         Suspend	ation of the testing session. trained. rity procedures.	<ul> <li>From the Test Session Management popup window,</li> <li>Click STOP.</li> <li>Repeat Steps 3 &amp; 4 until all proctored sessions are stopped.</li> </ul> Note! This is required for Test Security.
5.	14 8 5/26/12 PM  Testing Sessions  End Date between: and Bit Cate	A Status Stopped Stopped	<ul> <li>From the Management Console,         <ul> <li>Click LOGOUT.</li> </ul> </li> <li>Note! This is required for Test Security.</li> </ul>

# eTests Application



Step	Screen	Description
6.	15-May-17 4-22:00 PM	• <b>EXIT</b> the application at the top right.
	Application Management Login	<i>Note!</i> This is required for Test Security.
7.		<ul> <li>Close the web browser.</li> <li>Prepare the lab for the next time testing is scheduled.</li> <li>Secure the testing lab.</li> </ul>