

## 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.		<p>At each <b>Testing Station</b></p> <ul style="list-style-type: none"> <li>After testing ends and no further testing will take place in the lab,                             <ul style="list-style-type: none"> <li><b>EXIT</b> the testing application on each station.</li> </ul> </li> </ul> <p><i>Note! This is required for Test Security.</i></p>
2.		<ul style="list-style-type: none"> <li><b>Close</b> the web browser on each station.</li> <li><b>Reset</b> 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.

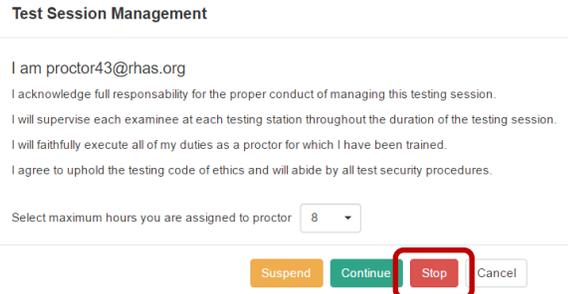
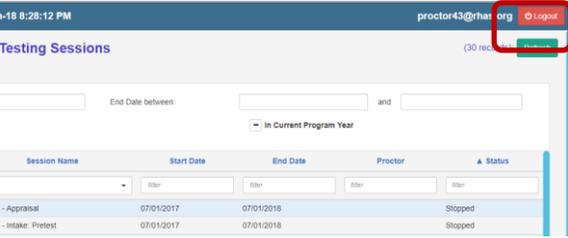
### 2. LOGOUT\* of the eTests management console.

*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.		<p>Return to your <b>Proctor Station</b></p> <ul style="list-style-type: none"> <li>From the <b>Session Activity</b> window, <ul style="list-style-type: none"> <li>Click <b>Manage</b>.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>From the <b>Test Session Management</b> pop-up window, <ul style="list-style-type: none"> <li>Click <b>STOP</b>.</li> <li>Repeat Steps 3 &amp; 4 until all proctored sessions are stopped.</li> </ul> </li> </ul> <p><i>Note!</i> This is required for Test Security.</p>
5.		<ul style="list-style-type: none"> <li>From the <b>Management Console</b>, <ul style="list-style-type: none"> <li>Click <b>LOGOUT</b>.</li> </ul> </li> </ul> <p><i>Note!</i> This is required for Test Security.</p>

Step	Screen	Description
6.		<ul style="list-style-type: none"> <li>• <b>EXIT</b> the application at the top right.</li> </ul> <p><i>Note!</i> This is required for Test Security.</p>
7.		<ul style="list-style-type: none"> <li>• <b>Close</b> the web browser.</li> <li>• <b>Prepare</b> the lab for the next time testing is scheduled.</li> <li>• <b>Secure</b> the testing lab.</li> </ul>