Steps to Manage Testing Sessions

Step		Screen		Description
1.	eTests Online - Rolling Hills Adult School (RHAS		03-Jun-18 4:32:43 PM	• The Management Console opens to display:
	Testing Session Templates Test Results	Site Lab Name Template I	Name Session Name	 Testing Sessions.
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	time Stat inter-	RHAS North Campus Career Center ASE	LAB CC - Returning: After 120+ days absence	 Retract to increase the screen- display.
2.	eTests Online - Rolling Hills Adult School (RH	AS)	03-Jun-18 4:27:09 PM	• Filter for the Site where you are assigned to
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3.	eTests Online - Rolling Hills Adult School (RHAS)	oungeour ounies recu	03-Jun-18 4:28:21 PM Testing Sessions	• Filter for the Lab at the Site where you are
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4.	eTests Online - Rolling Hills Adult School (RHAS)	is Career Center ASE	LAB:CC - Returning: After 120+ days absence 03-Jun-18 4:29:07 PM	
	→		esting Sessions	 Filter for the Instructional Program for which you will administer tests
	Save table filters RHAS: North Campus	Is X Mobile Lab X Mobile Lab X Mobile Lab X	Mer LAB ML - Apprilial	Click the Templete field down
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				Solost the Instructional Program
_	eTests Online - Rolling <u>Hills Adult School (RHAS</u>)	03-Jun-18 4:30:57 PM	o select the instructional r togram.
5.	. D		Testing Sessions	• Retain the filtered display,
	Si Save table filters RHAS: North C	e Lab Name Template M ampus X • Mobile Lab X • ABE X	Name Session Name	• Check Save table filters at left.
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Testing Day

Step	Screen	Description
6.	Constant Continue - Rolling Hills Adult School (RHAS) Co3-Jun-18 4:30:57 PM Co3-Jun	 For each Session you will use to administer tests, Click Start at left.
7.	Charles - Rolling Hills Adult School (RHAS) Diables 18 44142 BM Image: Status Test Section Management Image: Status Section Management Imagement Section Management <td< th=""><th> From Test Session Management, Click the Hours field down-arrow, Select maximum Hours you will proctor. Click Start. </th></td<>	 From Test Session Management, Click the Hours field down-arrow, Select maximum Hours you will proctor. Click Start.
8.	Crests Critine - Rolling Hills Adult School (RHAS) O3-Jun-19 4:42:17 PM Session activity Session fin fame: ABE (LAB-ML - Progress: Post-est) Size FMA: North Campus Size FMA: North Campus Size FMA: North Campus Size for Full Name Size FMA: North Campus	 A Session Activity window displays for each active session to manage while administering tests. Keep this window open on your Proctor Station to monitor activity.
9.		 To monitor Session Activity for other active sessions, Click View.
10.	9 PM proctor43@thas.org @Lopot Session activity Supervise nd 0 42018 / 0535 Session Stat 07 01 2017 0000 Return Pto	 Don't forget! STOP all sessions when finished proctoring. Click Manage at top left of the Session Activity window. Click Manage from the Testing Sessions list.

Testing Day



Step	Screen	Description
11.	Test Session Management I am proctor43@rhas.org I acknowledge full responsability 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 3 • Suspend Continue Stop Cancel	 From Test Session Management, Click Stop.
12.	proctor43@rhas.org O Logout (5 records) Refresh Status filter filter Stopped Stopped Stopped Stopped Stopped Stopped Stopped Stopped Stopped	 Don't forget! LOGOUT after stopping all active sessions. At top right of the Management Console, Click Logout.
13.	application Management Login	 <i>Don't forget!</i> EXIT the application. At top right of the Management Console, Click Exit.

Test Session Management Options

- Manage may also be used to:
 - **Suspend** a session if you plan to continue proctoring after a break period without stopping sessions when no one is testing.
 - **Continue** a session when you return from a break period.
 - **Take Over** a session started by another proctor.
 - This is helpful if students are still testing and a proctor has to leave.
 - This is also helpful to keep the session active with interrupting testing.
 - Add **Hours** so that the session does not time out before testing is finished.

Don't Forget! STOP + LOGOUT + EXIT are Test Security Steps!