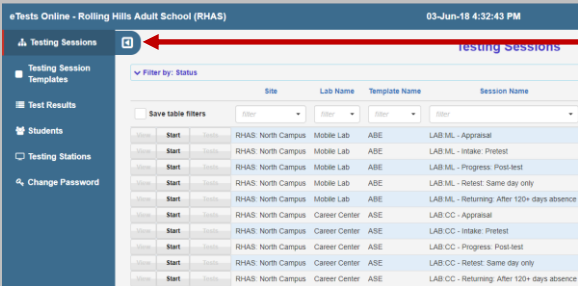
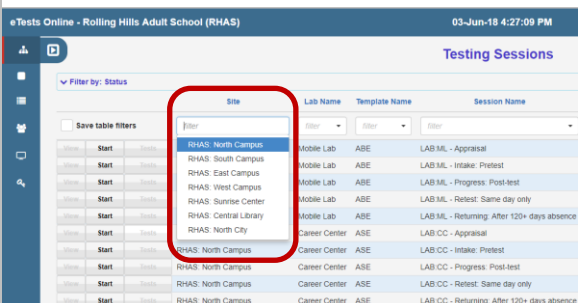
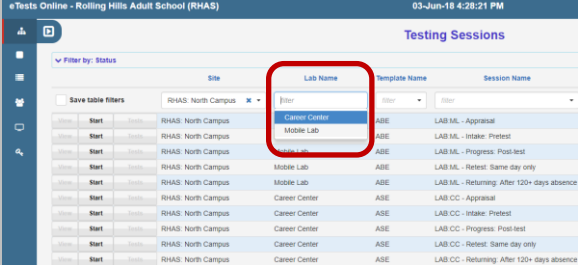
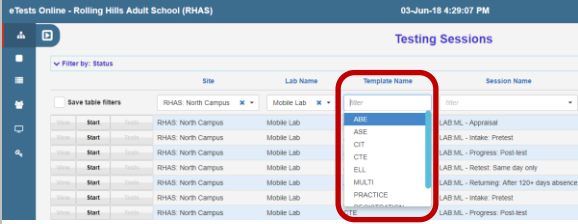
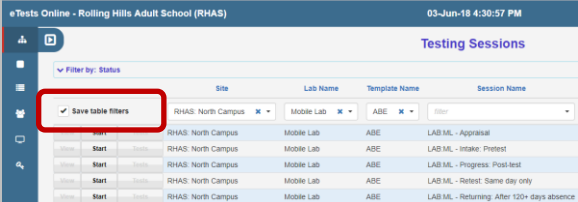
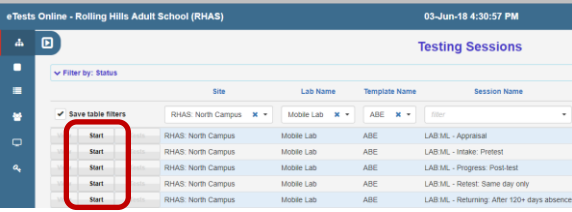
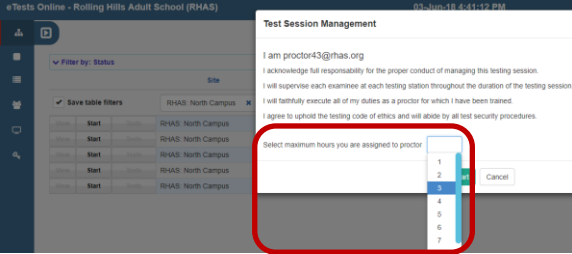
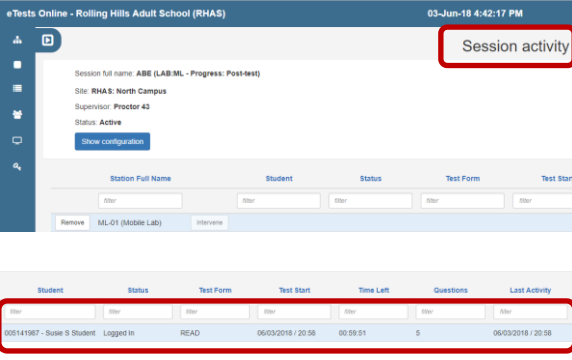
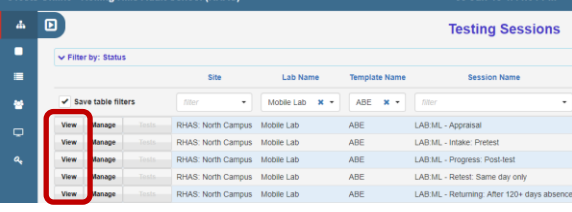
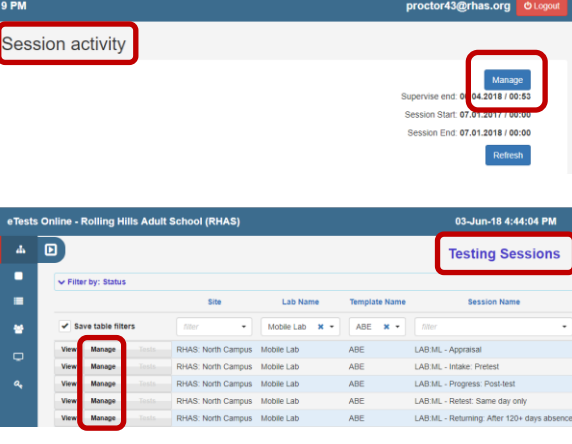
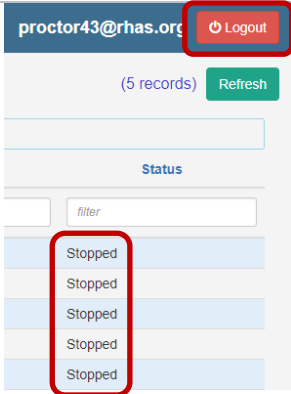
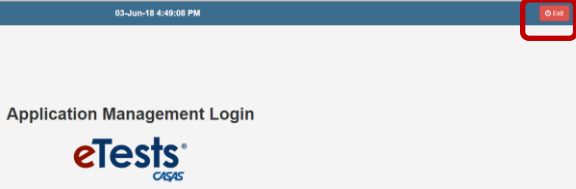


Steps to Manage Testing Sessions

Step	Screen	Description
1.		- The Management Console opens to display: Testing Sessions. - Administer tests according to the Session Name. Menu Bar at left. - Retract to increase the screen-display.
2.		- Filter for the Site where you are assigned to proctor, - Click the Site field down arrow. - From the drop-down menu, - Select the Site.
3.		- Filter for the Lab at the Site where you are assigned to administer tests, - Click the Lab field down arrow. - From the drop-down menu, - Select the Lab name.
4.		- Filter for the Instructional Program for which you will administer tests, - Click the Template field down arrow. - From the drop-down menu, - Select the Instructional Program.
5.		- Retain the filtered display, - Check Save table filters at left.

Step	Screen	Description
6.		- For each Session you will use to administer tests, - Click Start at left.
7.		- From Test Session Management, - Click the Hours field down-arrow, - Select maximum Hours you will proctor. - Click Start.
8.		- 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.		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.

Step	Screen	Description
11.	Test Session Management I am proctor43@rhas.org I acknowledge full responsibility 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.		Don't forget! LOGOUT after stopping all active sessions. - At top right of the Management Console, - Click Logout.
13.		Don't forget! 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!