

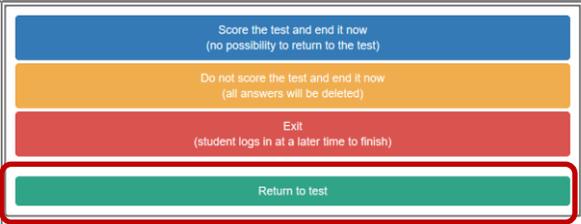
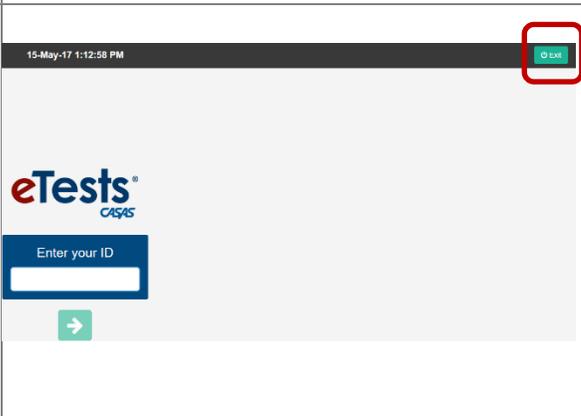
Steps to Pause a Test at the Testing Station

If a student needs to take a *brief supervised break* during the test, you may interrupt and **Pause the Test** in progress. Pausing a test can *only* be done at the **Testing Station**.

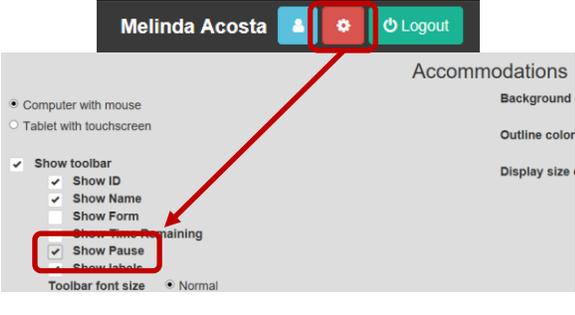
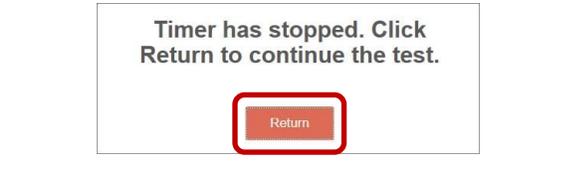
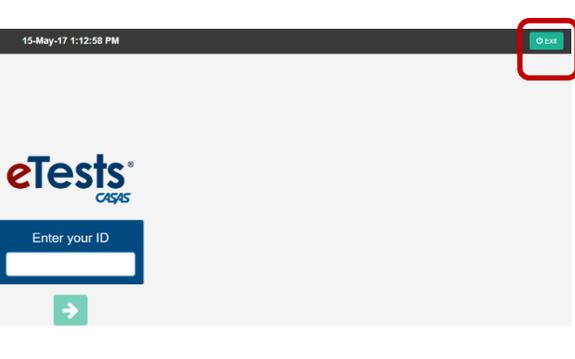
There are **two** methods for pausing a test.

1. **Ctrl + E** key command (by Proctor only)
2. **Pause** icon (by Student or Proctor)

At the Testing Station with Ctrl + E

Step	Screen	Description
1.	 <p>Note! This will automatically Pause the Test, including the test timer.</p>	<ul style="list-style-type: none"> • At the Testing Station, <ul style="list-style-type: none"> ○ Use the Ctrl + E key-command. • When the student is ready to continue, <ul style="list-style-type: none"> ○ Click Return to test.
2.		<ul style="list-style-type: none"> • If the student will not take any more tests, <ul style="list-style-type: none"> ○ The student will Logout.
3.		<ul style="list-style-type: none"> • The application returns to the Main screen. • If no further testing will take place – <ul style="list-style-type: none"> ○ EXIT the Testing Station at top right. ○ STOP the Testing Session at the Management Console.

At the Testing Station with *Pause* icon

Step	Screen	Description
1.		<ul style="list-style-type: none"> If Pause is <i>not enabled</i> in session settings, you may enable it from the Tools icon at top right of the test screen. <p>Note! On-screen Tools is <i>only</i> accessible from the Test Menu screen <i>before</i> the student clicks on a test button.</p>
2.		<ul style="list-style-type: none"> If Pause is <i>enabled</i> in session settings, or is <i>enabled</i> from on-screen Tools, students may, <ul style="list-style-type: none"> Click the Pause (II) icon from the Toolbar anytime during the test. <p>Note! This will automatically Pause the test-in-progress, including the test timer.</p>
3.		<ul style="list-style-type: none"> The pop-up message (at left) will display on the Testing Station screen until the student is ready to continue. <ul style="list-style-type: none"> Click Return.
4.		<ul style="list-style-type: none"> If the student will not take any more tests, <ul style="list-style-type: none"> The student will Logout.
5.		<ul style="list-style-type: none"> The application returns to the Main screen. <ul style="list-style-type: none"> The Testing Station is now available for the next student to begin testing – i.e., Enter ID. If no further testing will take place – <ul style="list-style-type: none"> EXIT the Testing Station at top right. STOP the Testing Session at the Management Console.