

## 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.	Score the test and end it now (no possibility to return to the test) Do not score the test and end it now (all answers will be deleted) Exit (student logs in at a later time to finish) Return to test Note! This will automatically Pause the Test, including the test timer.	<ul> <li>At the Testing Station, <ul> <li>Use the Ctrl + E key-command.</li> </ul> </li> <li>When the student is ready to continue, <ul> <li>Click Return to test.</li> </ul> </li> </ul>
2.	Melinda Acosta	<ul> <li>If the student will not take any more tests,</li> <li>The student will Logout.</li> </ul>
3.	15-May-17 1:12:58 PM	<ul> <li>The application returns to the Main screen.</li> <li>If no further testing will take place –         <ul> <li>EXIT the Testing Station at top right.</li> <li>STOP the Testing Session at the Management Console.</li> </ul> </li> </ul>



## At the Testing Station with **Pause** icon

Step	Screen	Description
1.	Melinda Acosta Cogout Accommodations Background Tablet with touchscreen Show toolbar Show Name Show Name Show Name Show Pause Show Pause Show Pause Show Pause Show Toolbar Show Pause Show Pause Sh	<ul> <li>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.</li> <li><i>Note!</i> On-screen Tools is <i>only</i> accessible from the Test Menu screen <i>before</i> the student clicks on a test button.</li> </ul>
2.	Name: Melinda Acosta	<ul> <li>If Pause <i>is enabled</i> in session settings, or <i>is enabled</i> from on-screen Tools, students may,</li> <li>Click the Pause (II) icon from the Toolbar anytime during the test.</li> <li>Note! This will automatically Pause the test-in-progress, including the test timer.</li> </ul>
3.	Timer has stopped. Click Return to continue the test.	<ul> <li>The pop-up message (at left) will display on the <b>Testing Station</b> screen until the student is ready to continue.</li> <li>Click <b>Return.</b></li> </ul>
4.	Melinda Acosta	<ul> <li>If the student will not take any more tests,</li> <li>The student will Logout.</li> </ul>
5.	15-May-17 1:12:58 PM	<ul> <li>The application returns to the Main screen.         <ul> <li>The Testing Station is now available for the next student to begin testing – i.e., Enter ID.</li> </ul> </li> <li>If no further testing will take place –         <ul> <li>EXIT the Testing Station at top right.</li> <li>STOP the Testing Session at the Management Console.</li> </ul> </li> </ul>