

## Steps to Reconnect a Test at the Management Console

Students must complete a suspended test before they are allowed to take any other test. Reconnecting a test can *only* be done at the **Management Console**.

✤ If the suspended test is from a different time of testing, the suspended test *must be Scored or Aborted*.

Step	Screen	Description
1.	<b>e</b> Tests <sup>®</sup>	• After a student enters their <b>ID</b> at any <b>Testing Station</b> within the agency,
	Your last test was suspended and needs to be reconnected. Note to proctor: Click the Intervene button from the Session Activity window.	<ul> <li>The message (at left) will display if they have a <b>Suspended</b> test.</li> </ul>
2.	Session full name: ABE (LAB:CC - Intake: Appraisal) Site: North Campus Supervisor: Proctor 43 Status: Active Stow configuration Station Full Name Student Status Remove CC-01 (Carteer Centrel) Interviewe 55 141083 - Melinda Acosta REQUEST 080R	<ul> <li>At the Management Console,         <ul> <li>Click Intervene for the Student with the station REQUEST status.</li> </ul> </li> <li>Note! You may need to Refresh the Session Activity screen to see the Request.</li> </ul>
3.	Student Session Management Station: CC-01 (Career Center) Laboratory: Career Center Student requiring access: 555141083 - Melinda Acosta Test in progress: 080R Reconnect student testing session to this session. Reconnect Cancel	<ul> <li>From the pop-up,</li> <li>Click Reconnect.</li> <li>The suspended test is Reconnected, and the student may continue.</li> </ul>
4.	Your last test was suspended and needs to be reconnected. Note to proctor: Click the Intervene button from the Session Activity window.	<ul> <li>At the Testing Station, <ul> <li>Click Refresh.</li> </ul> </li> <li>The student will continue the test where the test was suspended.</li> <li>The test-timer (if enabled) will continue with remaining time available.</li> </ul>

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## eTests<sup>\*</sup> TOPSpro

## **Test Interruptions**

Step	Screen	Description
5.	Melinda Acosta	• If the student will not take any more tests, The student will <b>Logout</b> .
6.	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>