

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.		<ul style="list-style-type: none"> After a student enters their ID at any Testing Station within the agency, <ul style="list-style-type: none"> The message (at left) will display if they have a Suspended test.
2.		<ul style="list-style-type: none"> At the Management Console, <ul style="list-style-type: none"> Click Intervene for the Student with the station REQUEST status. <p>Note! You may need to Refresh the Session Activity screen to see the Request.</p>
3.		<ul style="list-style-type: none"> From the pop-up, <ul style="list-style-type: none"> Click Reconnect. The suspended test is Reconnected, and the student may continue.
4.		<ul style="list-style-type: none"> At the Testing Station, <ul style="list-style-type: none"> Click Refresh. The student will continue the test where the test was suspended. The test-timer (if enabled) will continue with remaining time available.

Step	Screen	Description
5.		<ul style="list-style-type: none"> • If the student will not take any more tests, The student will Logout.
6.		<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.