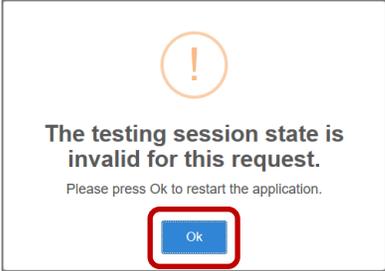
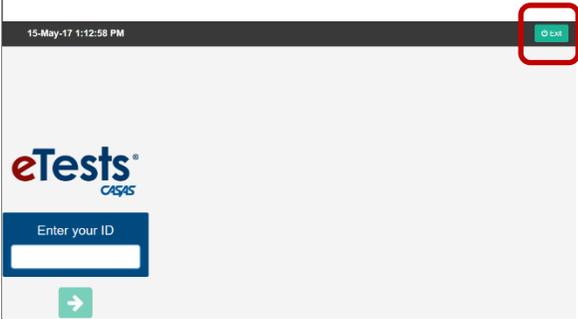


Steps to Score a Test at the Management Console

If a student indicates they are finished with the test, even though time may remain to complete the test, you may interrupt the test-in-progress and **Score the Test**. The student has no possibility of continuing the test. Scoring a test may be done at the **Testing Station** or at the **Management Console**.

Step	Screen	Description				
1.	<p>Session full name: ABE (LAB:CC - Intake: Appraisal) Site: North Campus Supervisor: Proctor 43 Status: Active Show configuration</p> <table border="1"> <thead> <tr> <th>Station Full Name</th> <th>Student</th> </tr> </thead> <tbody> <tr> <td>CC-01 (Career Center)</td> <td>555141083 - Melinda Acosta</td> </tr> </tbody> </table>	Station Full Name	Student	CC-01 (Career Center)	555141083 - Melinda Acosta	<ul style="list-style-type: none"> At the Management Console, <ul style="list-style-type: none"> Click Intervene.
Station Full Name	Student					
CC-01 (Career Center)	555141083 - Melinda Acosta					
2.	<p>Station: CC-01 (Career Center) Laboratory: Career Center</p> <p>Station's Current Student: 555141083 - Melinda Acosta Test in progress: 080M</p> <p>Forcefully terminate student testing session (end current test). Record current given answers and score the test. Score</p> <p>Abort the test, all answers given will be discarded! Abort</p> <p>Suspend student testing session and disconnect the student. Testing can be resumed later or in other session. Disconnect</p> <p>Cancel</p>	<ul style="list-style-type: none"> From the pop-up, <ul style="list-style-type: none"> Click Score. <ul style="list-style-type: none"> The test is ended, Scored, and recorded. Note! There is no possibility for the student to return to the test. 				
3.	<p>Confirmation</p> <p>Are you sure you want to terminate this test? This operation cannot be undone!</p> <p>Yes No</p>	<ul style="list-style-type: none"> From the pop-up message, <ul style="list-style-type: none"> Click Yes. The test is ended, Scored, and recorded. 				

Step	Screen	Description
4.		<ul style="list-style-type: none"> • At the Testing Station, <ul style="list-style-type: none"> ○ No Personal Score Report (PSR) will display (even if enabled in session settings). • The pop-up message (at left) will display when a test is Scored from the Management Console. <ul style="list-style-type: none"> ○ Click Ok.
5.		<ul style="list-style-type: none"> • The application returns to the Main screen. <ul style="list-style-type: none"> ○ The Testing Station remains active 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.