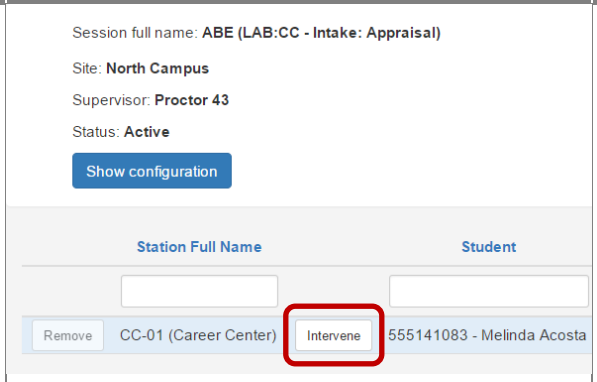
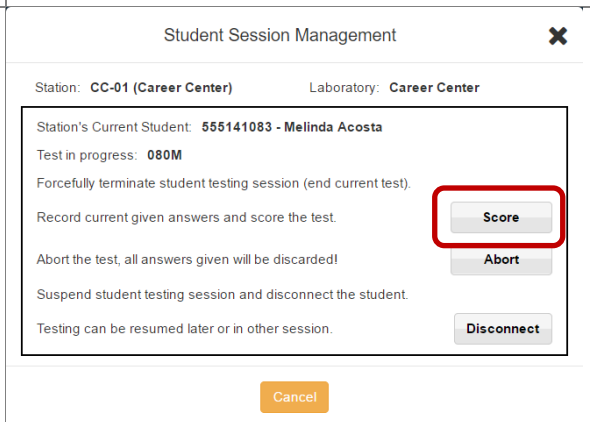
Steps to Score a Test at the Management Console

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.		• At the **Management Console,** ○ Click **Intervene**.

2.		• From the pop-up,
		  ○ Click **Score.**
		  ▪ The test is ended, **Scored**, and recorded.
		• ***Note!*** There is no possibility for the student to return to the test.

3.		• From the pop-up message, ○ Click **Yes.** • The test is ended, **Scored**, and recorded.

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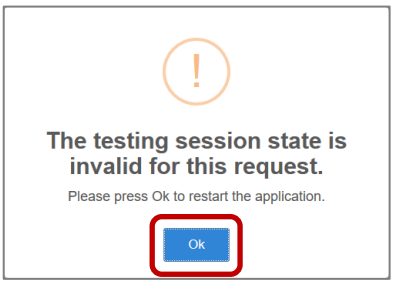
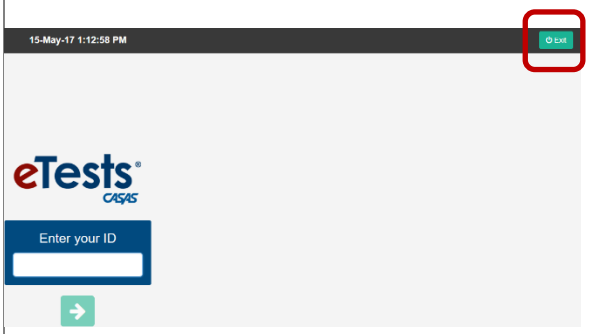
Step	Screen	Description
4.		• At the **Testing Station**, o *No* **Personal Score Report (PSR)** will display (even if enabled in session settings). • The pop-up message (at left) will display when a test is **Scored** from the **Management Console**. o Click **Ok**.
5.		• The application returns to the **Main** screen. o The **Testing Station** remains active for the next student to begin testing – i.e., **Enter ID**. • If no further testing will take place – o **EXIT** the **Testing Station** at top right. o **STOP** the **Testing Session** at the **Management Console.**

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