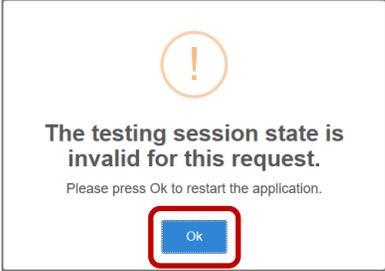


Steps to Suspend a Test at the Management Console

If a student is taking a test and cannot complete the test at the testing station due to technical issues or for other reasons, you may interrupt and exit the test-in-progress to move the administration to another station. This will **Suspend the Test** until the test is reconnected for the student to continue. Suspending a test may be done at the **Testing Station** or at the **Management Console**.

❖ **Students are *not* allowed to stop testing and continue the test at another time.**

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>Remove CC-01 (Career Center) Intervene</td> <td>555141083 - Melinda Acosta</td> </tr> </tbody> </table>	Station Full Name	Student	Remove CC-01 (Career Center) Intervene	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					
Remove CC-01 (Career Center) Intervene	555141083 - Melinda Acosta					
2.	<p>Student Session Management</p> <p>Station: CC-01 (Career Center) Laboratory: Career Center</p> <p>Station's Current Student: 555141083 - Melinda Acosta Test in progress: 080R Forcefully terminate student testing session (end current test). Record current given answers and score the test. Score Abort the test, all answers given will be discarded! Abort Suspend student testing session and disconnect the student. Disconnect Testing can be resumed later or in other session.</p> <p>Cancel</p>	<ul style="list-style-type: none"> From the pop-up, <ul style="list-style-type: none"> Click Disconnect. The suspended test is disconnected from the Testing Station. 				
3.	<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>Remove CC-01 (Career Center) Intervene</td> <td></td> </tr> </tbody> </table>	Station Full Name	Student	Remove CC-01 (Career Center) Intervene		<p>Note! There is <u>no</u> Confirmation message at the Management Console.</p> <ul style="list-style-type: none"> The student is automatically logged out of the Session and at the Testing Station. The Testing Station will remain available in the Testing Session.
Station Full Name	Student					
Remove CC-01 (Career Center) Intervene						

Step	Screen	Description
4.		<ul style="list-style-type: none"> • At the Testing Station, <ul style="list-style-type: none"> ○ The pop-up message (at left) will display when a test is Disconnected 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.