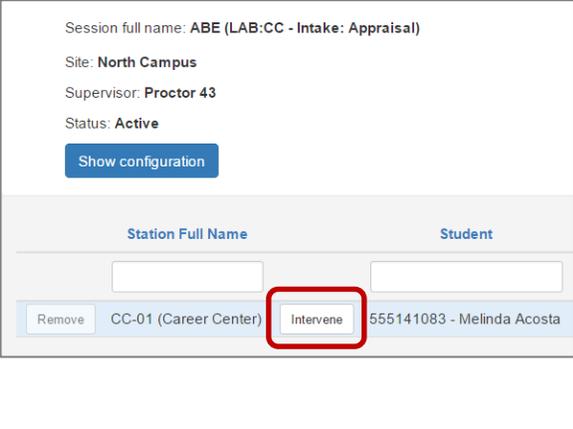
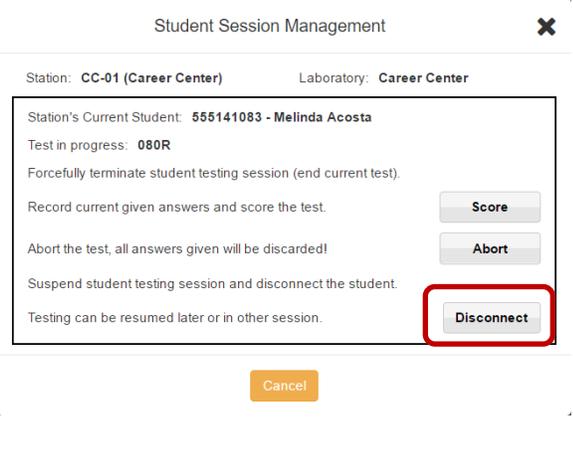
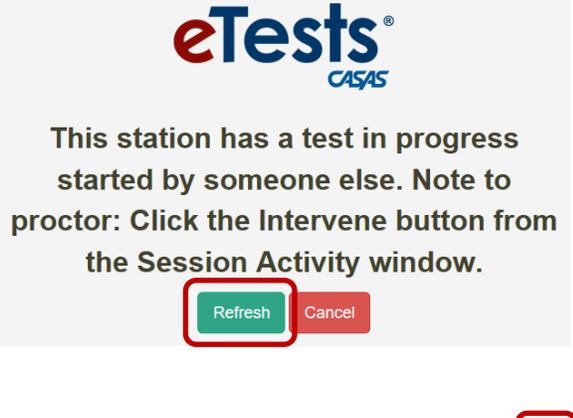
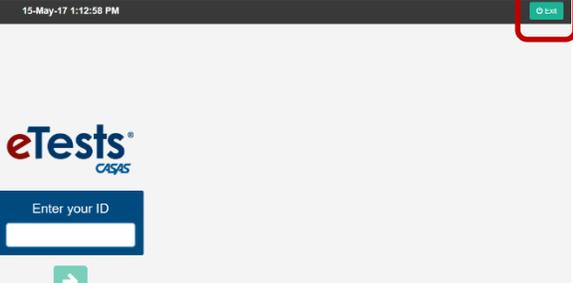


Steps to Suspend a Test at the Testing Station

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><i>Note!</i> The student can continue the test from any testing station when the test is reconnected.</p>	<ul style="list-style-type: none"> At the Testing Station, <ul style="list-style-type: none"> Use the Ctrl + E key-command. From the pop-up screen, <ul style="list-style-type: none"> Click Exit. <ul style="list-style-type: none"> The test is Suspended.
2.		<ul style="list-style-type: none"> The application returns to the Main screen. If no further testing will take place – <ul style="list-style-type: none"> EXIT the Testing Station at top right. Before you can STOP the Session, you must Disconnect the suspended test from the Testing Station. <ul style="list-style-type: none"> Skip to Step 4.
3.		<ul style="list-style-type: none"> After a test is suspended, the Testing Station remains active for the next student to begin testing – i.e., Enter ID. The message at left will display after the next student enters their ID if the prior suspended test administration was not Disconnected from the Testing Station. <ul style="list-style-type: none"> Go to Step 4.

Step	Screen	Description
4.	 <p>Session full name: ABE (LAB:CC - Intake: Appraisal) Site: North Campus Supervisor: Proctor 43 Status: Active</p> <p>Show configuration</p> <p>Station Full Name Student</p> <p>Remove CC-01 (Career Center) Intervene 555141083 - Melinda Acosta</p>	<ul style="list-style-type: none"> At the Management Console, <ul style="list-style-type: none"> Click Intervene.
5.	 <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. <ul style="list-style-type: none"> The suspended test is disconnected from the Testing Station.
6.	 <p>eTests[®] CASAS</p> <p>This station has a test in progress started by someone else. Note to proctor: Click the Intervene button from the Session Activity window.</p> <p>Refresh Cancel</p>	<ul style="list-style-type: none"> The Testing Station is now available for the next student to begin testing. <ul style="list-style-type: none"> Click Refresh. The next student can now begin testing.
7.	 <p>15-May-17 1:12:58 PM EXIT</p> <p>eTests[®] CASAS</p> <p>Enter your ID</p> <p>→</p>	<ul style="list-style-type: none"> 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.