Proctors: How to Interrupt or Restart a Session

Choices for Interruption

Interrupt Action	Duration	Follow-up Action	Notes
Pause	Under 30 min	Resume	• Student must resume from same computer • Test will continue with next question • After 30 min, test becomes suspended
Suspend	Up to 28 days (see Notes)	Test Again (if using the same testing session)	• Student can test again in same or different testing session* • Student choose whether to continue with next question or start over • 14 days is the recommended limit
Terminate	Permanent	Test Again	• System discards any answers already given
			* Test events remain in the system even if you end or delete a testing session.

To take a break longer than 30 minutes:

1. From your proctor computer, select student(s). **Tip:** Click **Select Status** and choose **Testing** to quickly select students who are still testing.
2. Click **Select Action**, choose **Suspend**, and click **OK** when prompted.
3. Students click the **OK** prompt.
4. If student(s) will continue the test today, then leave the testing session open.
   -- or --
5. If student(s) will continue on another day, then:
   o Click **End Testing Session** when everyone is suspended (or finished).
   o When prompted, click **Save and Exit**. **Note:** Students should continue the test within 14 days, because more instruction between testing can influence the score. The maximum is 28 days. After 28 days, tests cannot be resumed and students will need to start over.

To continue suspended tests on the same day:

1. With the testing session still open, select the students with Suspended status.
2. Click **Select Action**, choose **Test Again**, and click **OK** when prompted.