

- c. **Students:** Click **Start Test**.

Tip for slow internet connection—Ask students to start just a few at a time, not all at once.

C: Interrupt/Continue

Choices for Interruption

Interrupt Action	Duration	Follow-up Action	Notes
Pause	Under 30 min	Resume	<ul style="list-style-type: none"> • Student must resume from same computer • Test will continue with next question • After 25 min, test becomes suspended
Suspend	Up to 28 days (see Notes)	Test Again (if using the same testing session)	<ul style="list-style-type: none"> • Student can test again in same or different testing session* • Student can choose whether to continue with next question or start over • 14 days is the recommended limit, because too many days of instruction between testing have the potential to influence the score
Terminate	Permanent	Test Again	<ul style="list-style-type: none"> • System discards any answers already given

* Test events remain in the system even if you end or delete a testing session.

Pause Tests

To take a short break (25 minutes or less):

1. From your **proctor computer**, select student(s).
2. Click **Select Action** and choose **Pause**.

To continue from pause:

1. From your **proctor computer**, click **Refresh Status**.
2. Select the student(s) with status "Paused."
3. Click **Select Action** and choose **Resume**.
4. On the **student computer**, the test resumes with a new question.
 - Student must resume from the same computer.
 - After 25 minutes of inactivity, the test automatically becomes suspended.

See also: [Interruption at Student Computer on page 13](#).

Suspend Tests

Best Practice for Early Learners: Suspend the test mid-way (after about 25-30 minutes) to give younger students a rest.

To take a break longer than 25 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:
 - a. Click **End Testing Session** when everyone is suspended (or finished).
 - b. 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.

To continue suspended tests on another day:

Note: As an alternative, you could create a new testing session instead—see [C: Interrupt/Continue on page 11](#). The make-up steps are better suited if you need to test a different group of students.

1. Click **Manage Test Sessions** on the left.
2. Click **Show** to see the saved testing sessions.



3. Select the Testing Session you saved and click **Test Now**.
Note: The Status will be Awaiting Student for everyone, meaning they can now sign into the session.

4. Have students sign in as usual. The password students type is new, although the testing session name remains the same as before.
5. On your proctor computer, click **Confirm Now**.
6. When prompted, select **Resume Test** and click **Submit**.

Interruption at Student Computer

As an option, you can interrupt from a student computer. Example situations include the following:

- There is a display issue with the test question
- The controls from the proctor computer are slow to respond
- It is quicker than returning to your computer.

Note: This feature is not available on iPads.

1. On the **student computer**, type: Ctrl + Shift + P (or Ctrl+Shift+L).
Immediately the student's test is paused.
2. OPTION 1—Continue from your **proctor computer** using **Select Action > Resume**.

—or—

OPTION 2—On your **proctor computer**, get the PIN code so you can continue on the **student computer**.

TEST STUDENTS

The screenshot shows the 'TEST STUDENTS' interface. At the top, there is a text input field for 'Testing Session Name: JGmath32 Session Passw'. Below this, on the left, are statistics: 'Total Students: 9' and 'Testing: 4'. In the center, there is a 'Proctor Action Needed:' section with 'To Be Confirmed: 0' and 'Paused: 0', and a 'Confirm Now' button. On the right, a 'Proctor Interrupt PIN' dialog box is open, displaying 'PIN: 8044' and the text 'The Proctor Interrupt PIN can be'. A yellow callout box with an orange border points to the dialog box with the text 'You will type the PIN on the student computer'.

Once you type the PIN on the **student computer**, you can resume, report a problem with the test questions, or take other actions.