Progress Monitoring Area—Pause

Note: Some situations, such as a student's disruptive behavior or severe weather, may require you to pause a test session.

Step 1

Select the students by clicking the check box in the appropriate student rows or click the check box in the **Select All** column. The **PAUSE** button becomes active.

Step 2

Click **PAUSE**. You are prompted to confirm that you want to pause the selected students.

HMH

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| WAITING 0 | APPROVED 3 | | | | CODE: U6G8U5 |

STUDENT INSTRUCTIONS

END   EXIT   RESUME   PAUSE

▼ Student Name	Program Type	Grade	Level	Item	Status	☑
Bernetta X Dillinger	Continuum Benchmark ELA Assessment	01	1	1	In progress	☑
Johnna W Scholz	Continuum Benchmark ELA Assessment	01	1	1	In progress	☑
Kellee R Dollar	Continuum Benchmark ELA Assessment	01	1	1	In progress	☑

Note: If students will be away from their workstations for more than 15 minutes, you should save and exit the test session.

✕

Are you sure you want to pause the selected students from their assessment?

CANCEL   **PAUSE STUDENTS**

Step 3

Click **PAUSE STUDENTS**.

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Progress Monitoring Area—Resume

Step 1

Select the students by clicking the check box in the appropriate student rows or click the check box in the **Select All** column. The **RESUME** button becomes active if one or more students are currently paused.

HMH

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WAITING 0   APPROVED 3   CODE: U6GBU5

STUDENT INSTRUCTIONS   END   EXIT   RESUME   PAUSE

▼ Student Name	Program Type	Grade	Level	Item	Status	✓
Bernetta X Dillinger	Continuum Benchmark ELA Assessment	01	1	1	Paused	✓
Johnna W Scholz	Continuum Benchmark ELA Assessment	01	1	1	Paused	✓
Kellee R Dollar	Continuum Benchmark ELA Assessment	01	1	1	Paused	✓

Step 2

Click **RESUME**. The assessment becomes active for each student, and testing resumes.

Q·R·G

**General Proctoring
(Administrators, Teachers, and Proctors)**

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Progress Monitoring Area—Exit

Step 1

Select the students by clicking the check box in the appropriate student rows or click the check box in the **Select All** column. The **EXIT** button becomes active.

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| WAITING 0 | APPROVED 3 | | | | | CODE: U6G3U5 |

STUDENT INSTRUCTIONS

END | EXIT | RESUME | PAUSE

▼ Student Name	Program Type	Grade	Level	Item	Status	☑
Bernetta X Dillinger	Continuum Benchmark ELA Assessment	01	1	1	In progress	☑
	ELA Assessment	01	1	1	In progress	☑
	ELA Assessment	01	1	1	In progress	☑

Note:

Some situations, such as the following examples, may require you to exit and save the students' progress.
- Students are taking longer than expected to complete the assessment and another group of students is scheduled to enter the lab.
- Students need to take an extended break. If a break is scheduled for less than 15 minutes, simply pause the test session.

Do you want to save the student(s) progress before exiting the assessment?

EXIT & DISCARD PROGRESS | **EXIT & SAVE PROGRESS**

Step 2

Click **EXIT**. A dialog box appears prompting you to select an option.

Step 3

Do one of the following:
- Click **EXIT & DISCARD PROGRESS**. The students' answers are not saved for the assessment.
- Click **EXIT & SAVE PROGRESS**. The student's answers are saved for the assessment. Students may complete the assessment during a future test session.