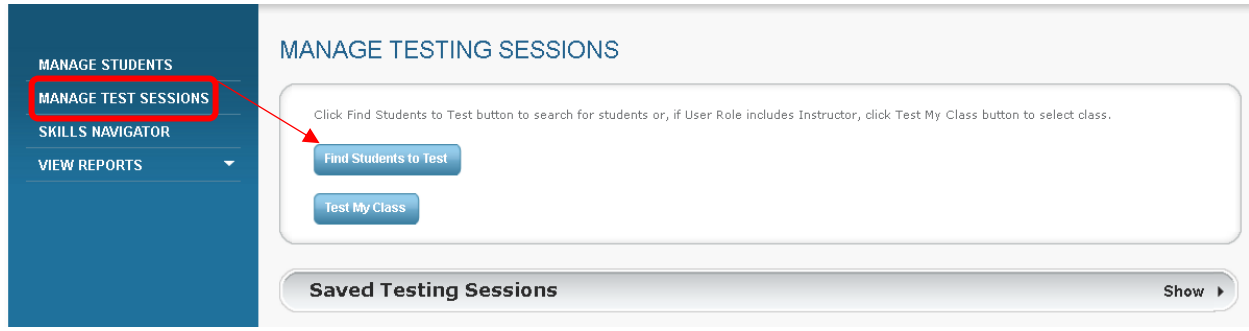


Conducting Make-Up Tests:

In order for proctors to search students who have either not started a particular test or have a suspended test event they will need to use the 'Test History Search' function under 'Manage Test Sessions' > 'Find Students to Test'



Find Students

Search is restricted to the current term. School must be specified first.

The screenshot shows the 'Find Students' search form. At the top, there are two tabs: 'Student Search' and 'Test History Search', with the latter highlighted by a red box. Below the tabs are four dropdown menus: 'School' (sample school 5), 'Grade' (4), 'Instructor' (All Instructors), and 'Class' (All Classes). A green rounded rectangle highlights the search criteria section. It contains a 'Test(s)' dropdown menu (MAP: Math 2-5 VA 2009), a 'Testing Status' section with two checked checkboxes ('Not yet tested' and 'Suspended Test'), and a 'Tests Taken' section with three radio buttons ('Current Term', 'Inside Test Window', and 'Outside Test Window'). At the bottom of the green box are 'Search' and 'Clear All' buttons.

After adjusting the filters by school, grade, instructor and class, the proctor can then select which test they want to search for. This is the most important step here, because based on the test selection, the students will appear who either haven't started or haven't finished that particular test. Once selections have been made, select 'Search' and if students match the criteria then a list of student(s) will appear.

Student(s) Found							
<input checked="" type="checkbox"/>	Last Name ▲	First Name ▲	Middle Name ▲	Student ID ▲	Date of Birth ▲	Gender ▲	Test Event Start Date
<input checked="" type="checkbox"/>	Alford	George	-	S5RTI0038	Nov 26 2002	Male	Jul 26 2016
<input checked="" type="checkbox"/>	Alston	David	-	S5HR0108	Feb 9 2001	Male	-
<input checked="" type="checkbox"/>	Barnes	Clarence	-	S5RTI0048	Mar 10 2003	Male	-
<input checked="" type="checkbox"/>	Barrera	Edward	-	S5HR0123	Mar 21 1997	Male	-
<input checked="" type="checkbox"/>	Battle	Charles	-	S5HR0063	Jun 5 2000	Male	-
<input checked="" type="checkbox"/>	Battle	Elizabeth	-	S5HR0023	Jan 21 1998	Female	-
<input checked="" type="checkbox"/>	Christensen	Melinda	-	S5HR0008	Dec 21 2007	Female	-
<input checked="" type="checkbox"/>	Clevenger	Matilda	-	S5HR0048	Dec 9 1999	Female	-
<input checked="" type="checkbox"/>	Davis	Allene	-	S5HR0033	Oct 2 1996	Female	-
<input checked="" type="checkbox"/>	Dison	William	-	S5HR0058	Jun 3 1998	Male	-

1 2 3 4 5

A date in this column would indicate that the student has a suspended test

If the proctor would like to, they are then given the option to 'Add Student' to a test session or they can select 'Cancel' and run a different search.