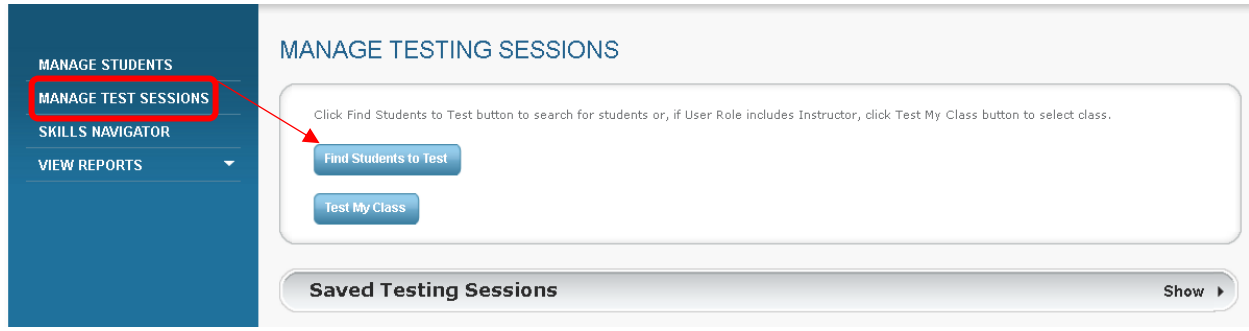# Conducting Make-Up Tests:

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'

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

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

⏮ ◀ 1 2 3 4 5 ▶ ⏭

Add Students   **Cancel**

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.