



# Pause, Suspend, Terminate

---

To control a student's test, select the student and choose from the **Select Action** menu:

**Pause** – this option is ideal for a student who needs to use the restroom, is called to the office, or generally will be away from the test session for less than 25 minutes. The student must resume from the same device. The test will continue with the next question. If the student is gone more than 25 minutes, the test will automatically suspend.

**Suspend** – this option is ideal for the student who cannot complete the test before the class is dismissed. The test will be available to resume for no more than 28 days. If the student will continue the test on the same day and same session name, click Test Again. The test will continue with the next question. The other option – Resume Test – needs to be used if the test is resumed on another day. It is recommended that if more than 14 days have passed since the test was started, a new test should be issued as too many days of instruction could influence the score.

**Terminate** – this option forces the student to start a new test. The system will discard any responses given for a terminated test. Use this option only if the wrong test was assigned.