

Wisconsin Summative: Steps for Exiting and Resuming Active Test Sessions

Objective: This work instruction provides detailed steps for the following two scenarios:

- 1.) How to exit an “Active” test session as a student.
- 2.) How to resume students who are currently in an “Exited” status.

Please note the following important details for the information below:

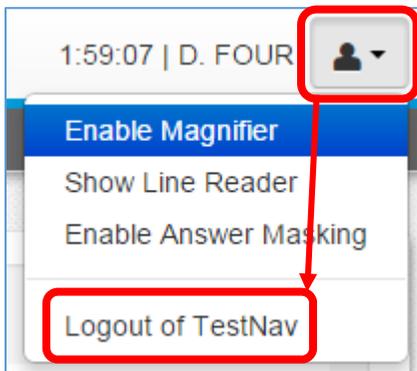
- The proctor must resume **each test** that is in an “Exited” status in order for each student to continue testing.
- Please **do not** force close a student’s test if the student is in “Exited” status.
- Please **do not** close a test session until **all** students have completed testing.

Item 1.) Exiting an Active Test Session

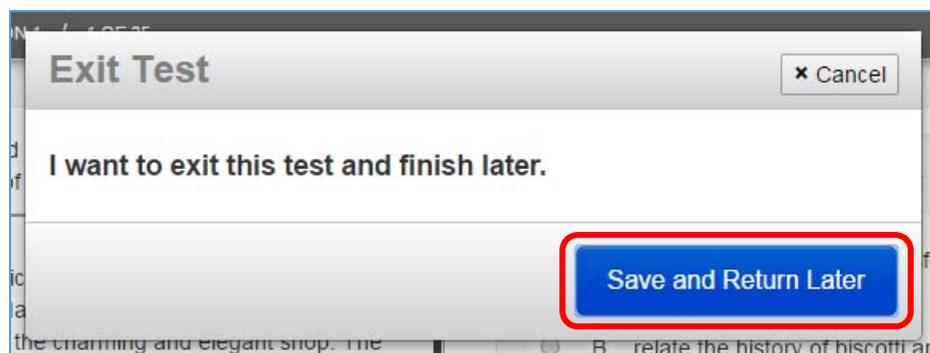
Students have the option to logout of TestNav while they are participating in the test. When students attempt to logout, they will be given the option to return to the test to finish it later. Students will perform the actions listed below to logout of TestNav.

Students should perform the following steps to logout of TestNav:

1. Click on the person icon in the upper right-hand side of the TestNav window.



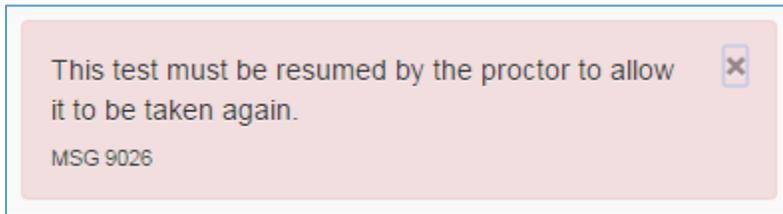
2. Select “**Logout of TestNav**” from the menu.
3. Click “**Save and Return Later**” from the pop-up window:



4. After the student performs these actions, he or she will be logged out of TestNav and the student’s status in the ACT Aspire Portal will change to “**Exited**”.

Item 2.) Resuming an Exited Student

Once students have exited TestNav they will need to be resumed in order to log back into the exited test. If an exited student attempts to log into TestNav without being resumed, a warning message will display in TestNav:

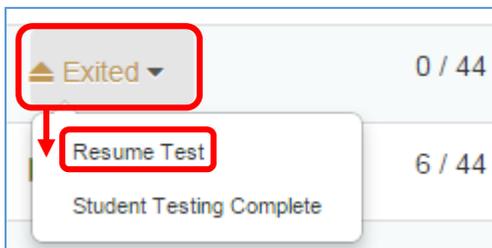


Please follow the steps below to resume an exited student:

1. Locate the exited student in the **Test Session Details** screen. The student's status in the Status column will display as "Exited":



2. Click the word "Exited", and select "Resume Test":



3. The student's status will change to "Resumed" and he or she will be able to login to TestNav using the same credentials initially used to enter the test for this test session.



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