



## Guide to Unlocking Tests

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### Unlocking Tests



For scoring and reporting purposes, you must use the End Incomplete Test option for all Subtests that a student will not complete. For example: When the student is only able to complete 2 of 4 parts of a test, use the End Incomplete Test option to end the test and force a status of “complete” even though certain parts of a test were not administered or taken.

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# Unlocking Tests

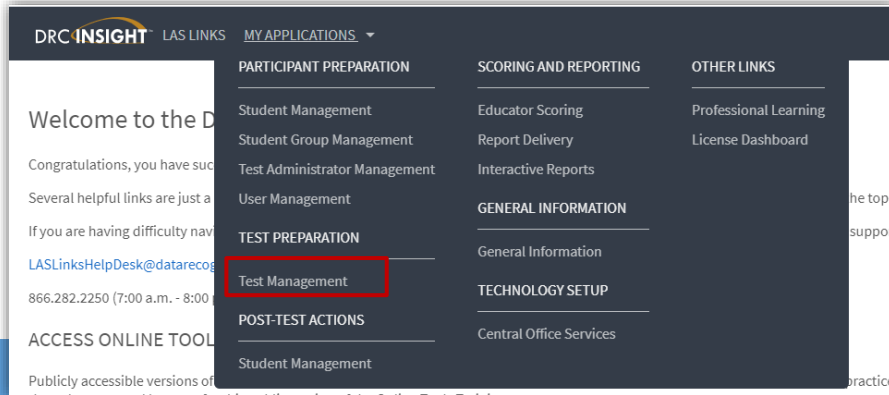


Unlocking tests enables a student to re-enter a test that they unintentionally ended before they were done.

Note:

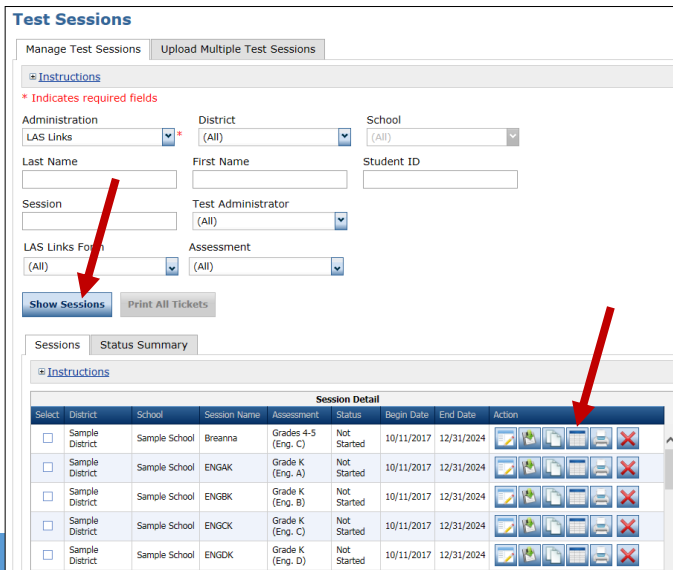
- Unlocking Reading and Writing allows students to navigate through all items
- Unlocking Speaking and Listening takes students back to the last item they completed

Click on MY APPLICATIONS >> Test Management:



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# Unlocking Tests



1. Click Show Sessions
2. Identify the session in which the student tested
3. Click on the Edit/Print Ticket Status icon from the Session Detail window

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## Unlocking Tests

1. Choose the Subtest (**Status by Module**) you would like to unlock
2. Click Filter
3. Choose the **Student**
4. Then select this icon 

The screenshot shows the 'Testing Status' interface. At the top, there are search fields for 'Last Name' and 'Status' (set to '(All)'). The 'Status By Module' dropdown is open, showing 'Listening' selected. Below the dropdown is a table with columns: Select, Last Name, First Name, User Name, Password, Assessment, Started, Completed, and Action. The table contains one row for a student named 'Sample'. A red arrow points to the lock icon in the 'Action' column of this row.

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## Unlocking Tests

The screenshot shows the 'Testing Status' interface with a 'Confirm Unlock' dialog box open. The dialog contains the text: 'You have requested to unlock br sq's ticket for Listening. Are you sure?' and two buttons: 'Unlock' and 'Cancel'. A red arrow points to the 'Unlock' button. The background interface shows the same table as in the previous screenshot, but with the 'Status' column set to 'Listening'.

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