



Guide to Unlocking Tests

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.

Unlocking Tests

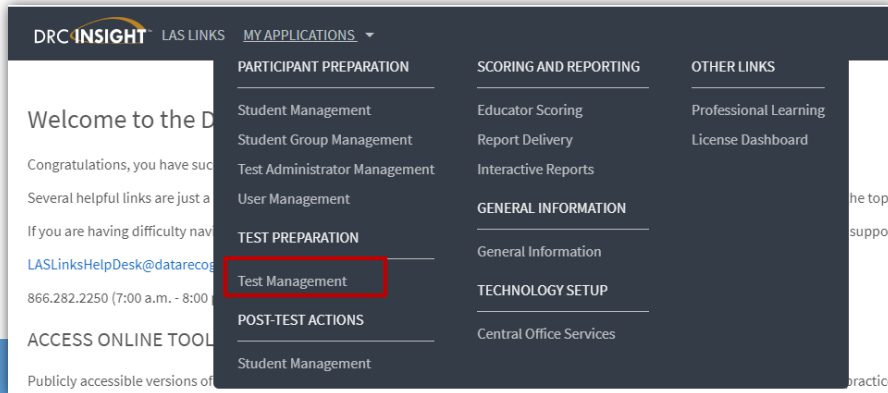


Unlocking tests enables a student to re-enter a test that they unintentionally ended before they were done.

Note:

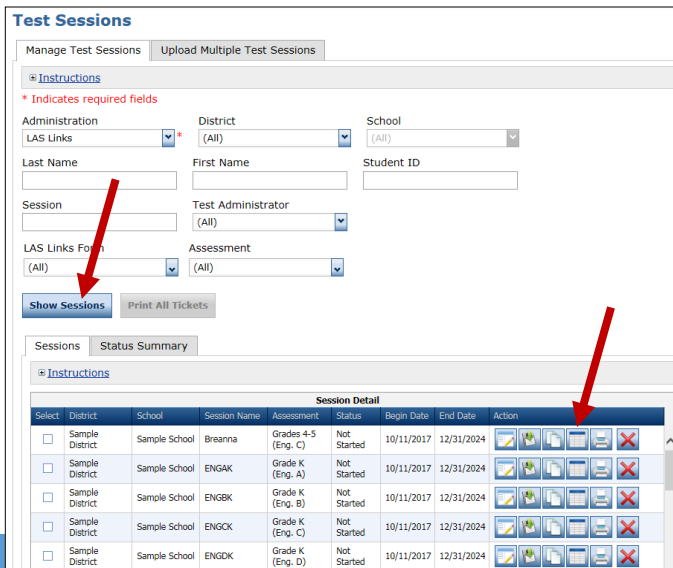
- Unlocking Reading and Writing allows students to navigate through all items
- Unlocking Speaking and Listening takes students back to the last item they completed

Click on MY APPLICATIONS >> Test Management:



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Unlocking Tests




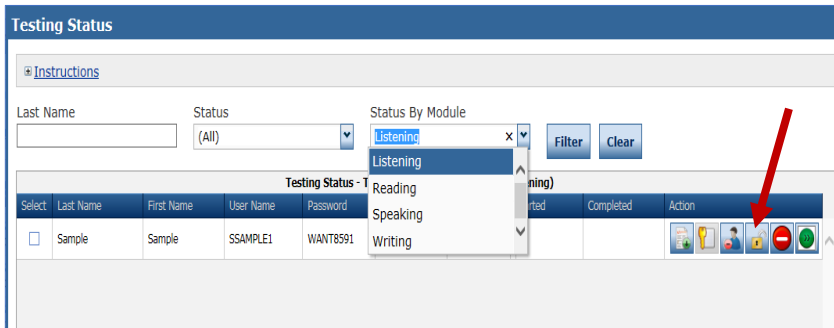
1. Click Show Sessions
2. Identify the session in which the student tested
3. Click on the Edit/Print Ticket Status icon from the Session Detail window

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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 



Testing Status


Instructions

Last Name:

Status: (All)

Status By Module: Listening

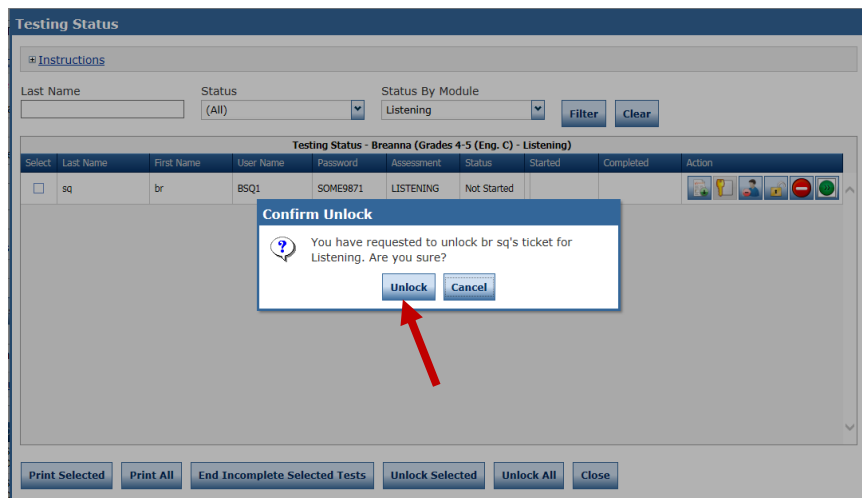
Filter Clear

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	Sample	Sample	SSAMPLE1	WANT8591	Listening	Not Started			

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Unlocking Tests



Testing Status


Instructions

Last Name:

Status: (All)

Status By Module: Listening

Filter Clear

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			

Confirm Unlock

You have requested to unlock br sq's ticket for Listening. Are you sure?

Unlock Cancel

Print Selected Print All End Incomplete Selected Tests Unlock Selected Unlock All Close

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