

Remove a Student from a Session

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You can remove a student from a session to change the student's test day or test session. You can perform this task only after initial test registration.



You do not need to perform this step if you delete a test registration before the session starts.

Prerequisites

You can only remove a student whose test is in **Ready** status. To remove a student who has signed in and started to test:

1. **Mark the test complete.**
2. Select **Do Not Report** to ensure that the student test is invalid.

▼ [Click here to read how to select Do Not](#)

Report...

1. Click **Select Tasks**, select **Manage Student Tests**, and click **Start.**
2. Select a student test under **Students in Sessions** to view.
3. Click **Do Not Report**, and click **Save.**









Step-by-Step

You can choose to read or watch the instructions below.



Read It

(Click  to view image)

1. From **Testing**, select **Students in Sessions**. 
2. Click **Add a Session**. 
3. Type the session name into the search field, and click the checkbox next to the session. 
4. Click **Add Selected**. 
5. Click the checkbox next to a student test. 
6. Click **Select Tasks**, select **Remove Students from Sessions**, and click **Start**. 
7. Click the checkbox next to the student. 
8. Click **Remove**. 



Watch It

What's Next? (Optional)

After you remove the student test, you can assign it to another session to allow the student to test.

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