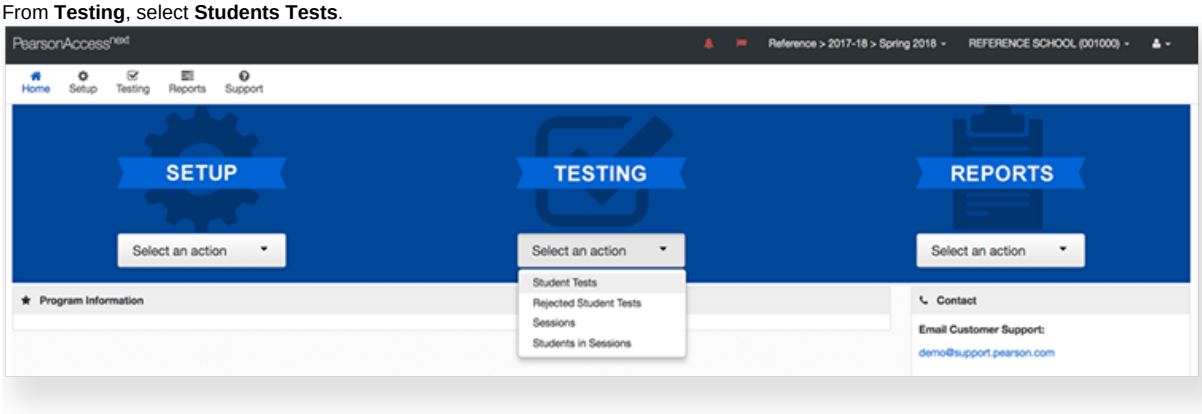
Manage Student Test Irregularities

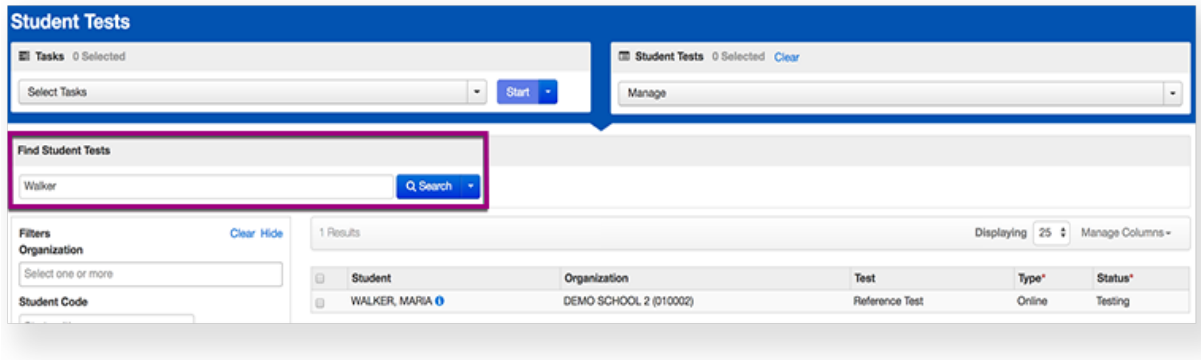
You can enter student test irregularities (issues or deviations that affect the normal testing process).

Step-by-Step

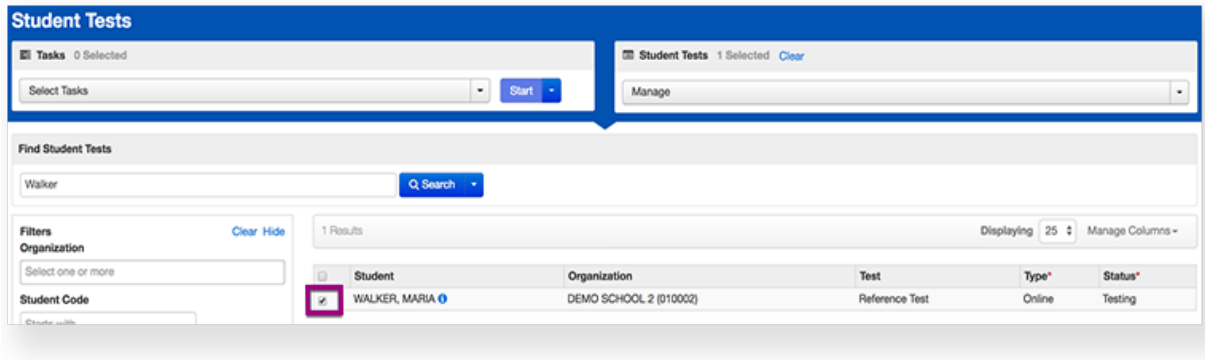
1. From **Testing**, select **Students Tests**.



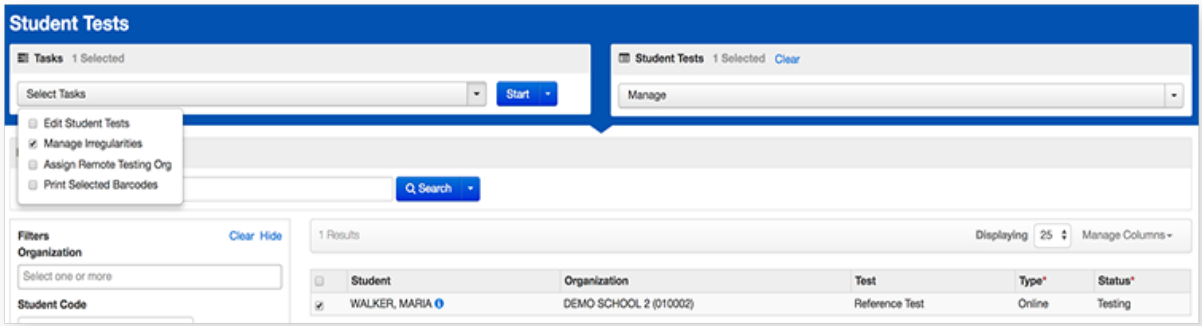
2. Type a student name into the search field, and click **Search**.



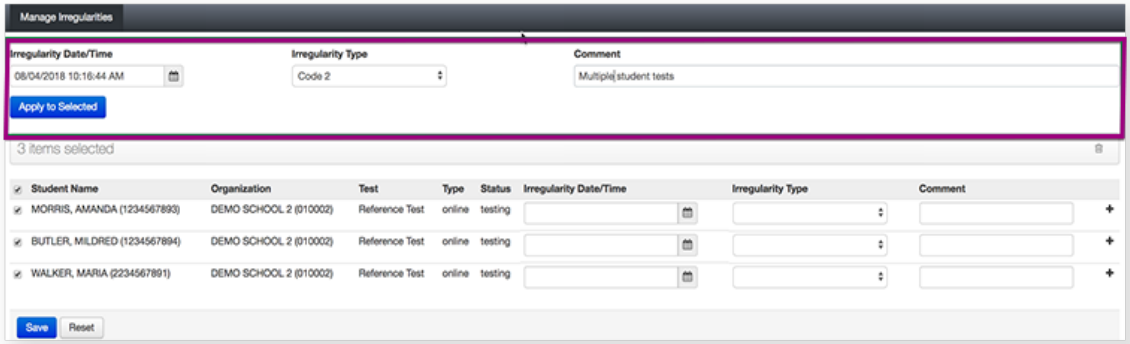
3. Click the checkbox next to the student test.



4. Click **Select Tasks,** select **Manage Irregularities**, and click **Start**.



5. Click the checkbox next to the student, and select or type irregularity details.
    a. To add multiple irregularity reasons or dates, click **+** (next to Comment on each student's row).
    b. To apply irregularity details to all of the selected students, enter details above all student names, and then click **Apply to Selected**.



6. Click **Save.**

