

# Manage Student Test Irregularities

On this page:

[General Information](#) [Instructions](#)






Search

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

## Step-by-Step



(Click  to view image)

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.
  1. To add multiple irregularity reasons or dates, click **+** (next to Comment on each student's row). 
  2. 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**.

[Back to the top](#)