

Mark Student Tests Complete

On this page:

[General Information](#) [Instructions](#) [Effects](#) [What's Next?](#)

Search










You can change a student test status to **Marked Complete** to close a testing window or remove any residual data. For example, you might perform this task when a student:

- Exited TestNav and will not resume the test.
- Never signed in to a test, and you need to stop the session.

Step-by-Step




(Click  to view image)

1. From **Testing**, go to **Students in Sessions**. 
2. Click **Add a Session**. 
3. Type a session name into the search field, and click the checkbox next to the session. 
4. Click **Add Selected**. 
5. Select the checkbox next to the student record. 
6. Click **Select Tasks**, select **Mark Student Tests Complete**, and click **Start**. 
7. Select the checkbox next to the student name to confirm your selection. 
8. Type a reason. 
9. Click **Mark Complete**. 

∨ You can also mark all student test sessions complete or stop all current session:

If you have access to multiple administrations, select the administration to update.

1. From **Testing**, select **Sessions**.
2. Click **Select Tasks**, select **Mark Student Tests Complete / Stop Sessions**, and click **Start**. 

The **Impacted Session Summary** shows the number of affected sessions and student tests.

3. Click **Mark Complete**. 

Effects

After you mark a test complete, you cannot restore it.

What's Next? (Optional)

After you remove or mark complete all tests in a session, you can **stop the session**.

[Back to the top](#)