

Manage Student Test Irregularities

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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**.

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