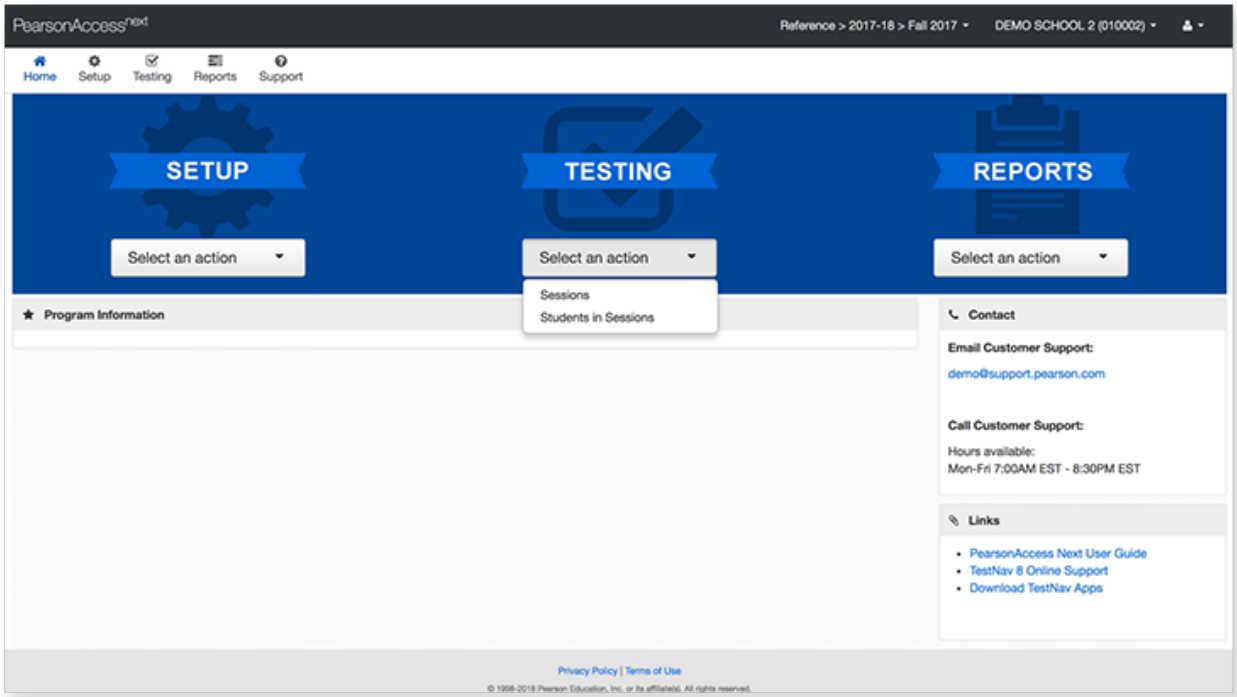
Mark Student Tests Complete

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:

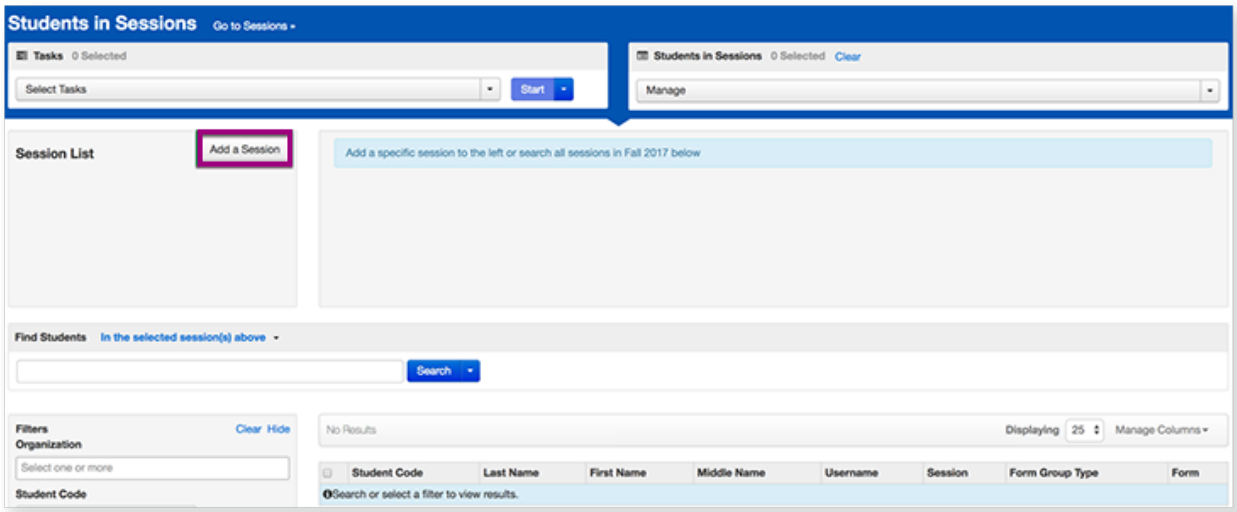
- Exited TestNav and will not resume the test.
- Never signed in to a test, and you need to stop the session.

Step-by-Step

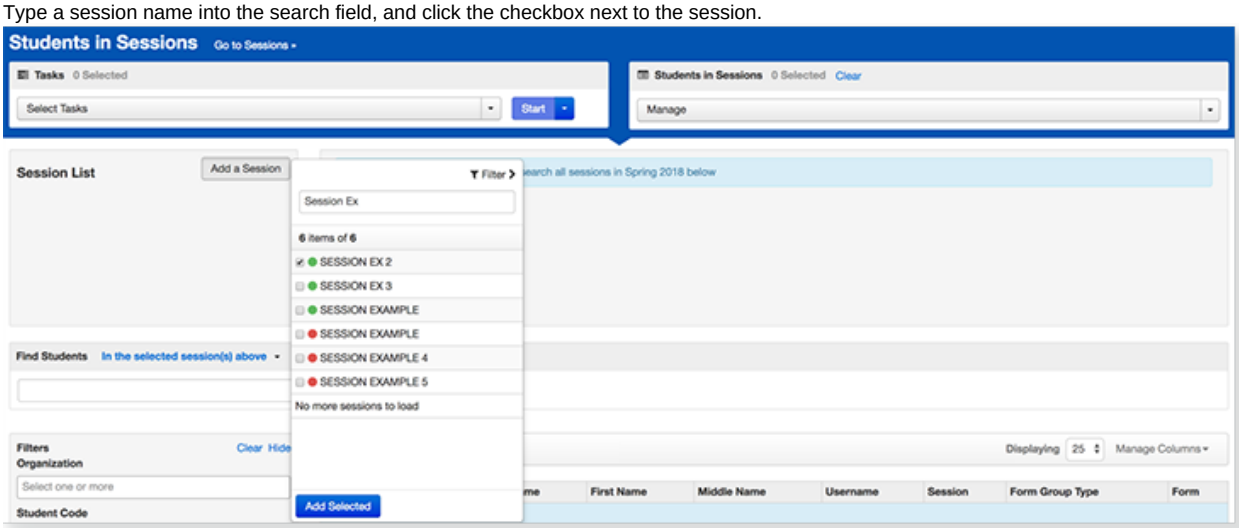
1. From **Testing,** go to **Students in Sessions.**



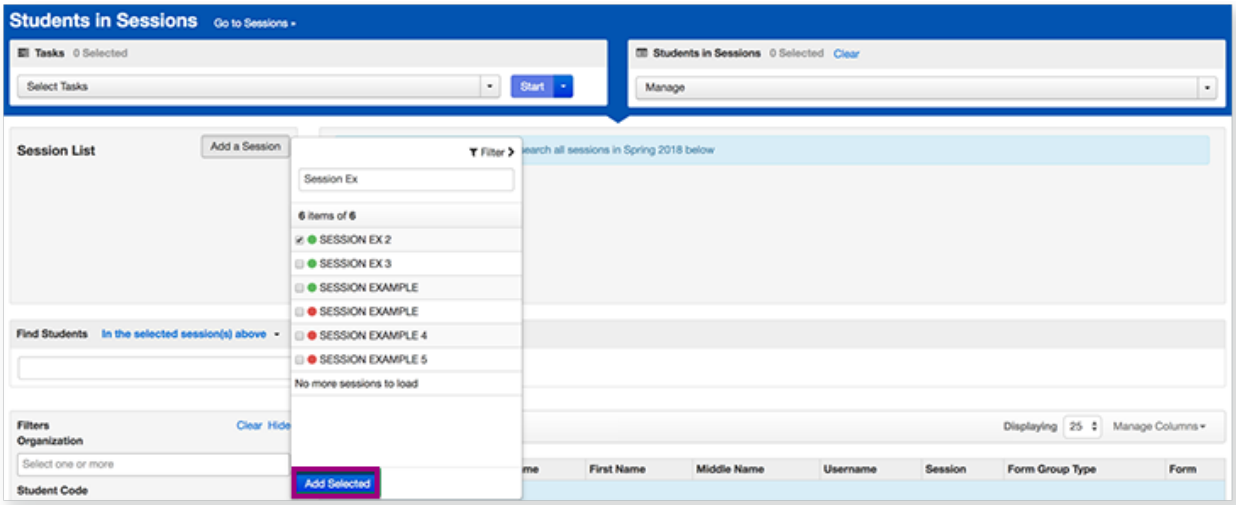
2. Click **Add a Session.**



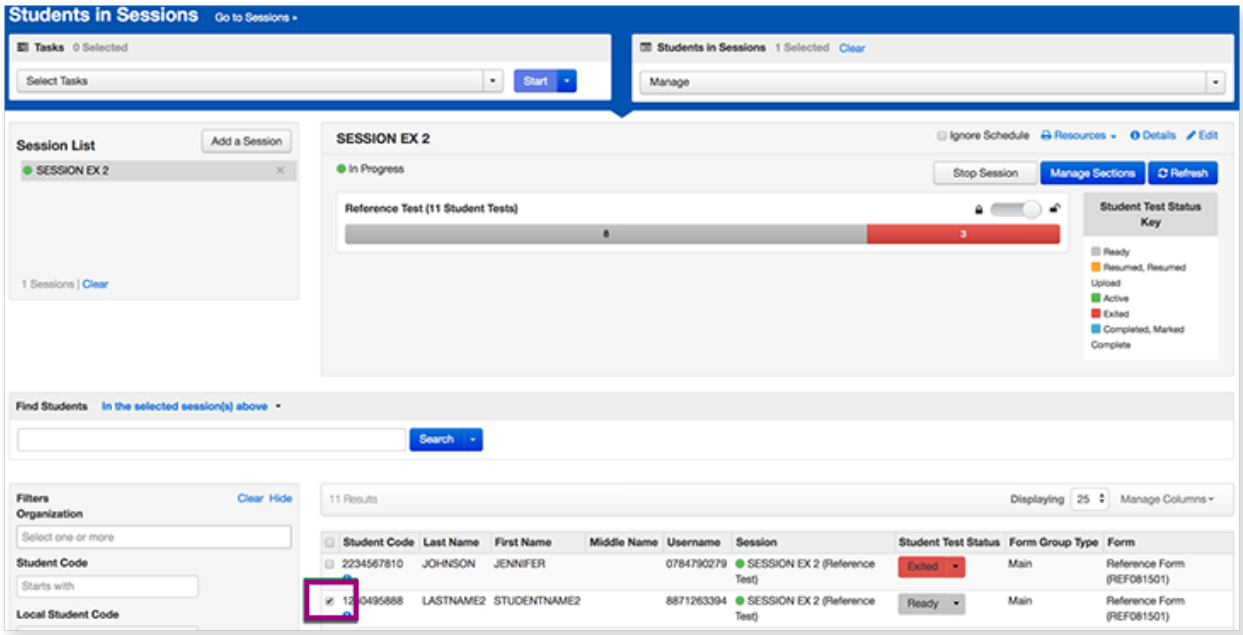
3. Type a session name into the search field, and click the checkbox next to the session.



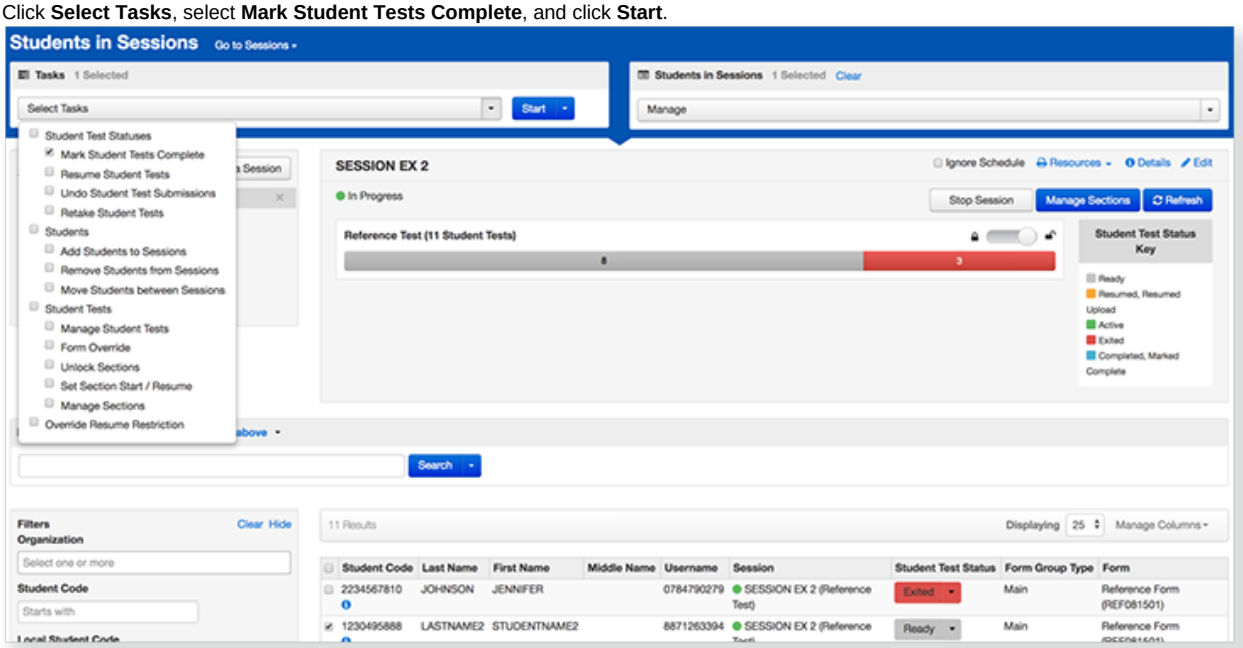
4. Click **Add Selected.**



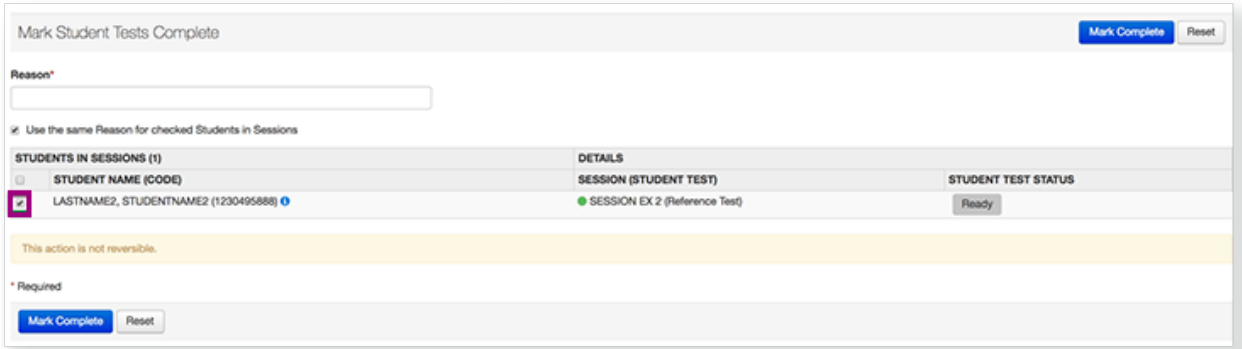
5. Select the checkbox next to the student record.



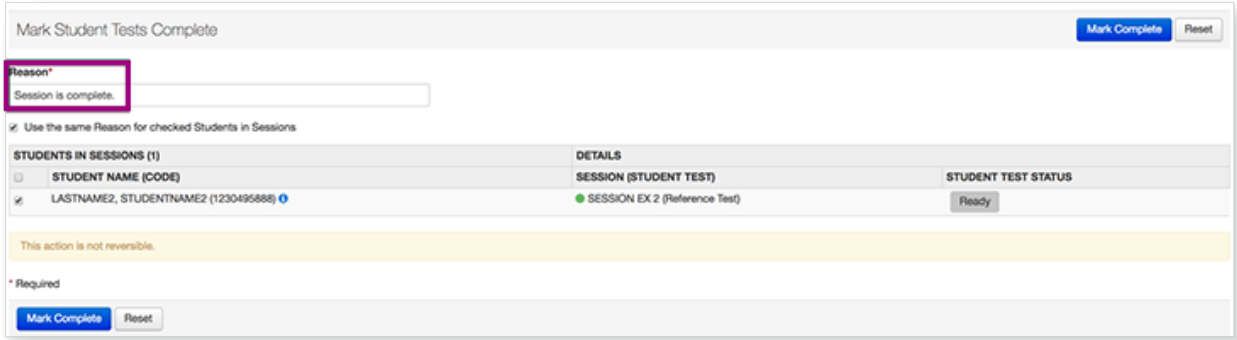
6. Click **Select Tasks**, select **Mark Student Tests Complete**, and click **Start**.



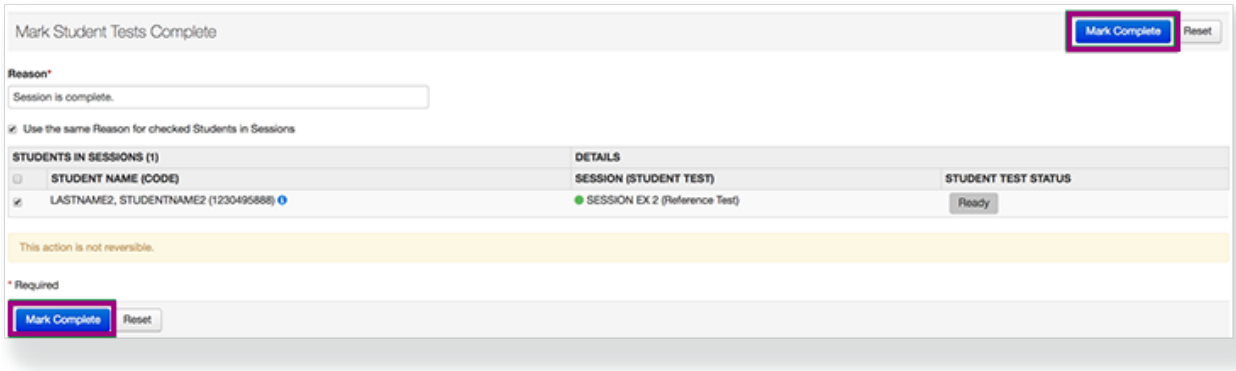
7. Select the checkbox next to the student name to confirm your selection.



8. Type a reason.

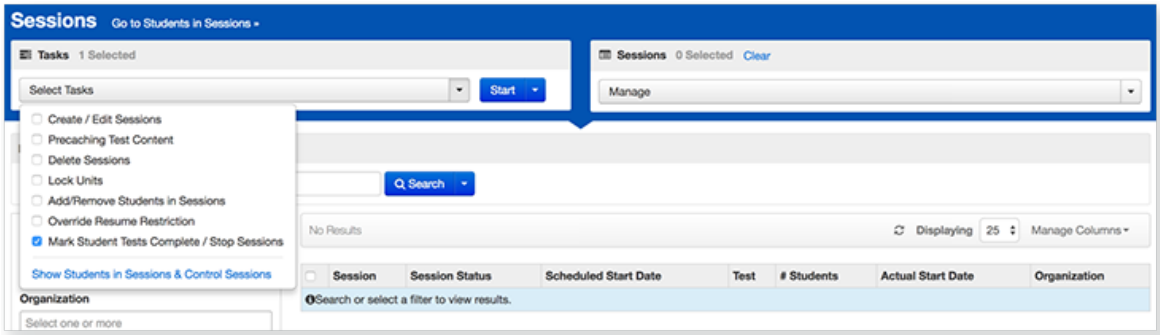


9. Click **Mark Complete.**



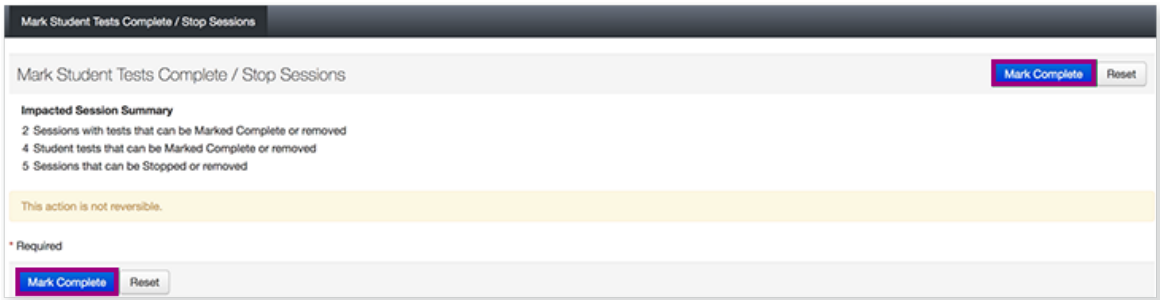
If you have access to multiple administrations, select the administration to update.

a. From **Testing**, select **Sessions.**
b. 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.*

c. 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**.