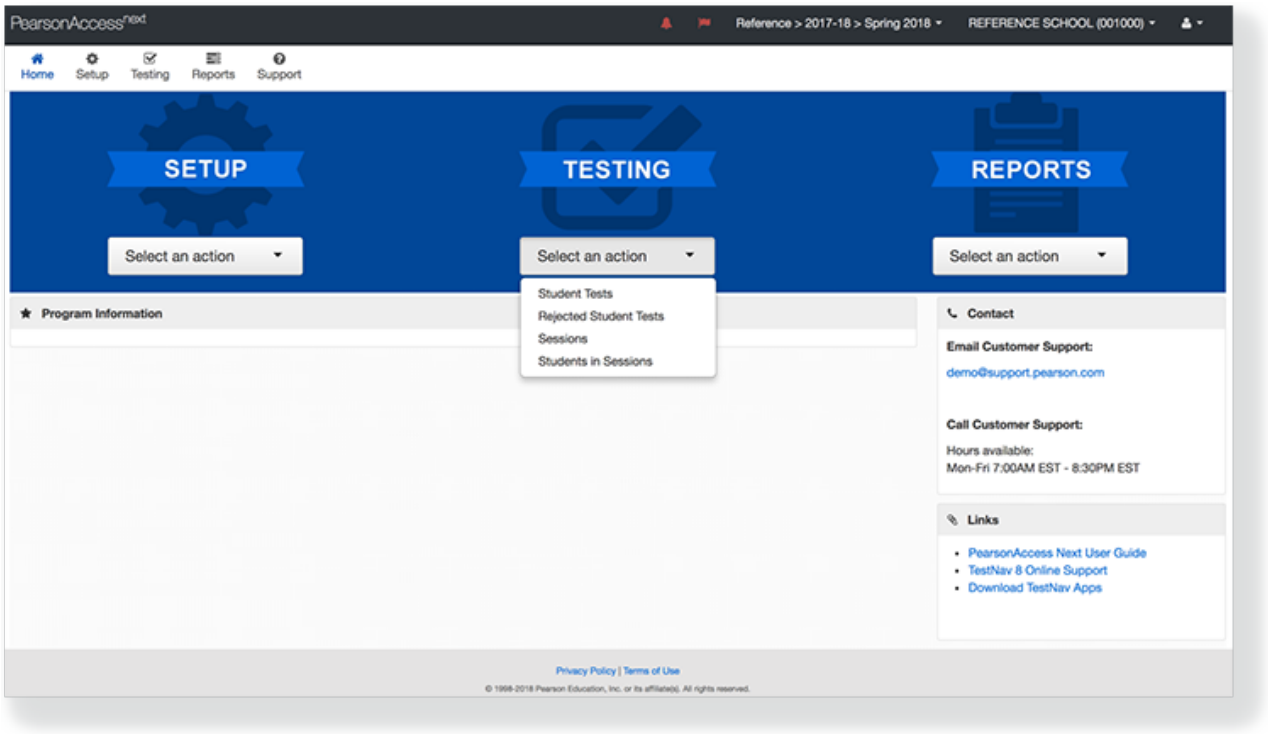
Manage Student Tests

You can manage a student test to review and/or update testing details. The details available to update vary on your program's requirements, but can include accommodations, choosing to not allow the test to be reported on, or enabling proctor read aloud.

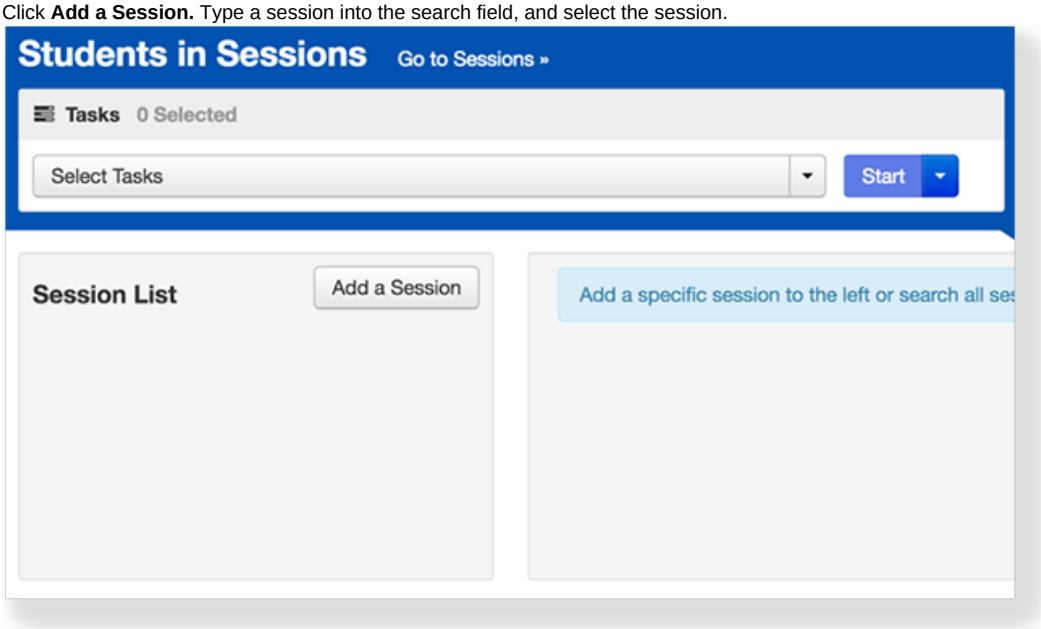
Information displayed on the Manage Student Tests page varies by test type.

Step-by-Step

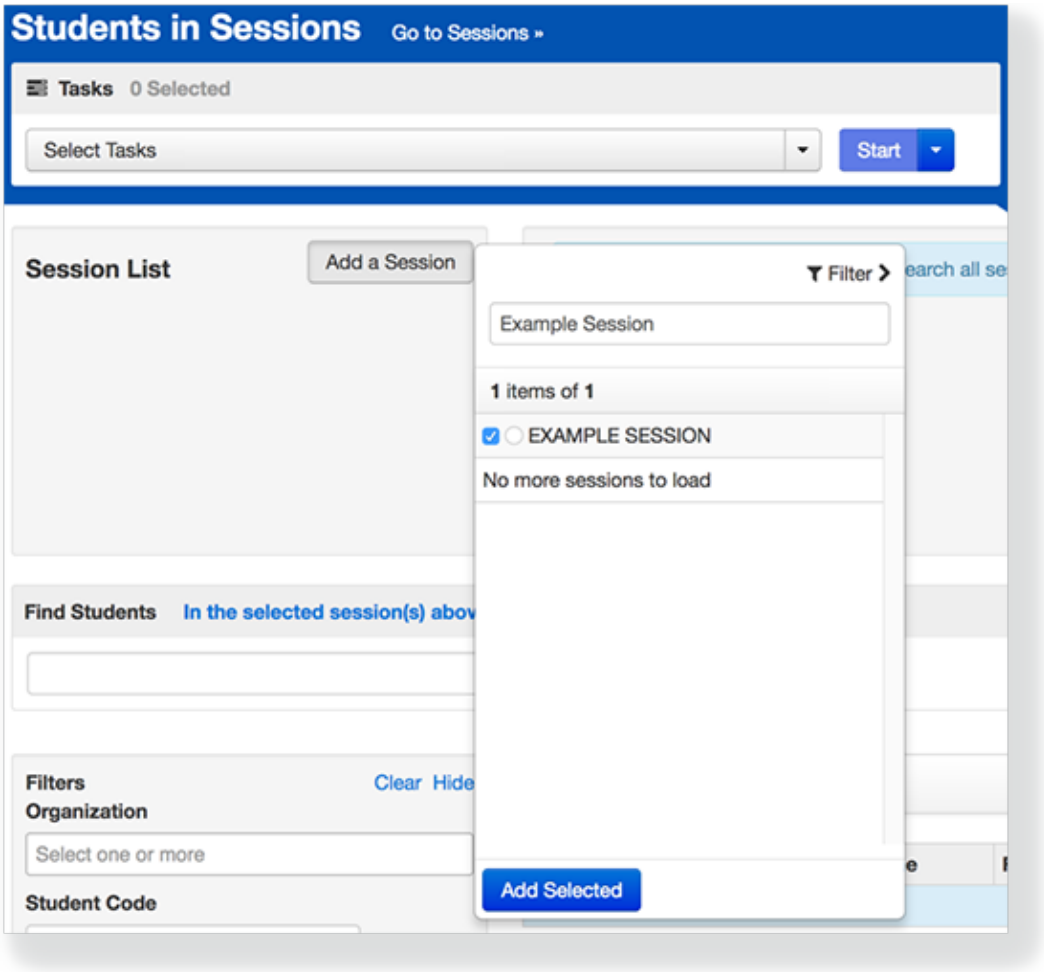
1. From **Testing,** select **Students in Sessions.**



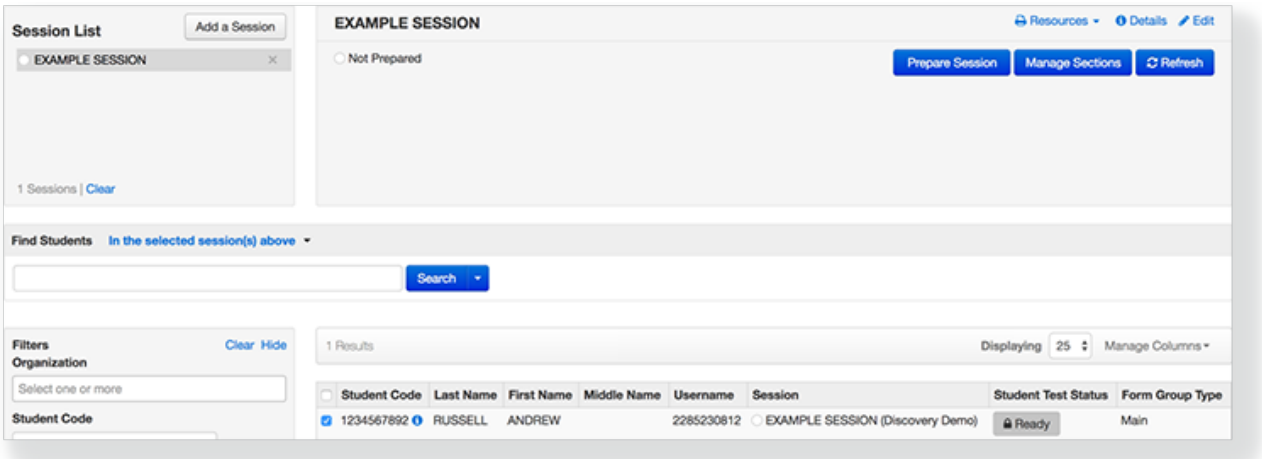
2. Click **Add a Session.** Type a session into the search field, and select the session.



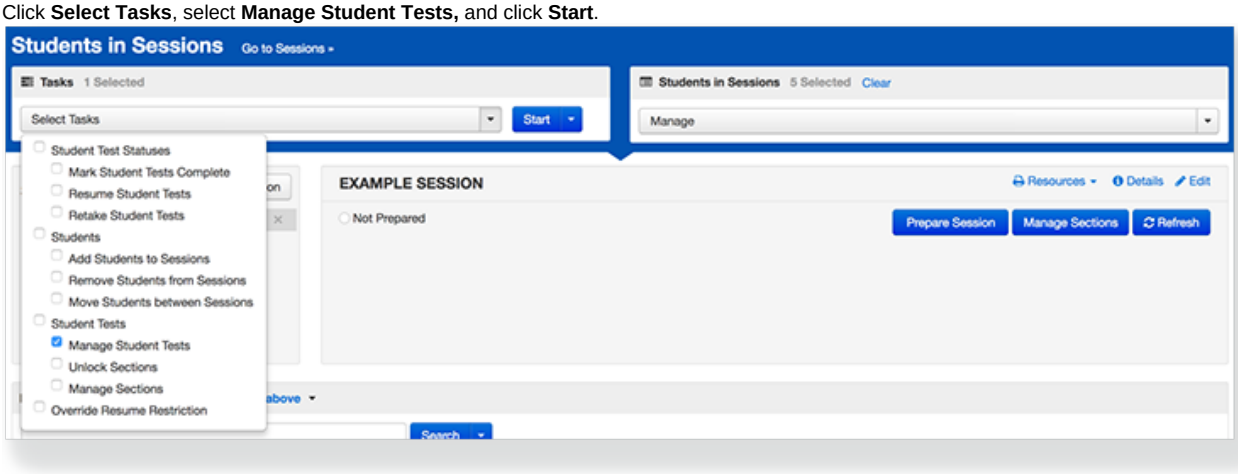
3. Click **Add Selected.**



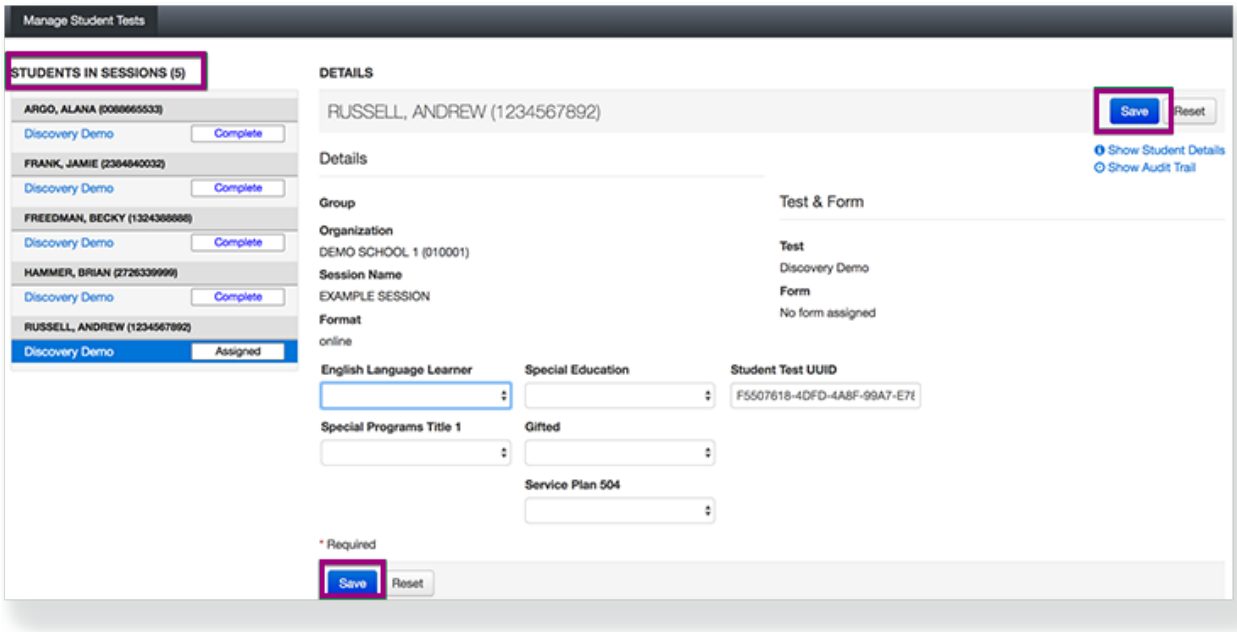
4. Select the checkbox next to the student test.



5. Click **Select Tasks**, select **Manage Student Tests,** and click **Start**.



6. Select a student test under **Students in Sessions** to view and add test details. Click **Save.**



Effects

If you select **Do Not Report,** you invalidate the student test so the test is not scored or used for reporting purposes.