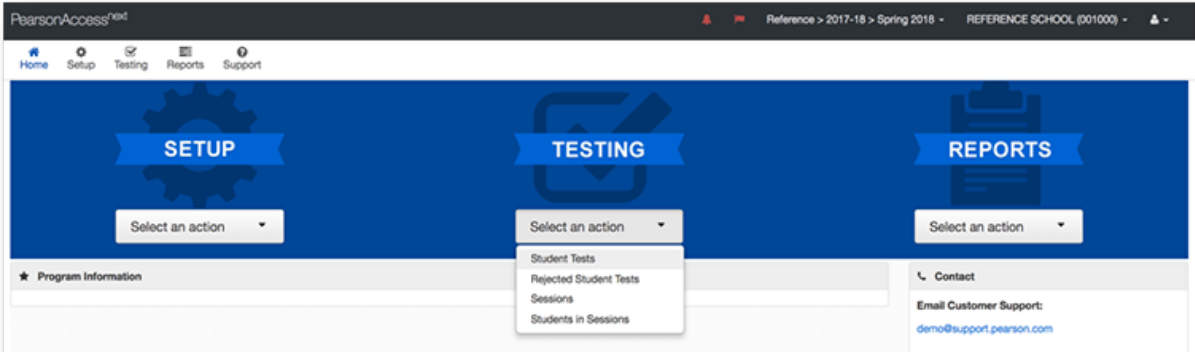


Manage Student Test Irregularities

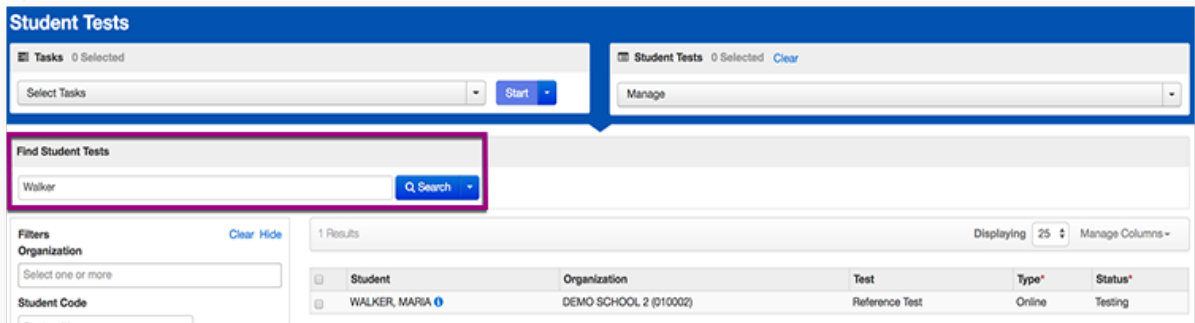
You can enter student test irregularities (issues or deviations that affect the normal testing process).

Step-by-Step

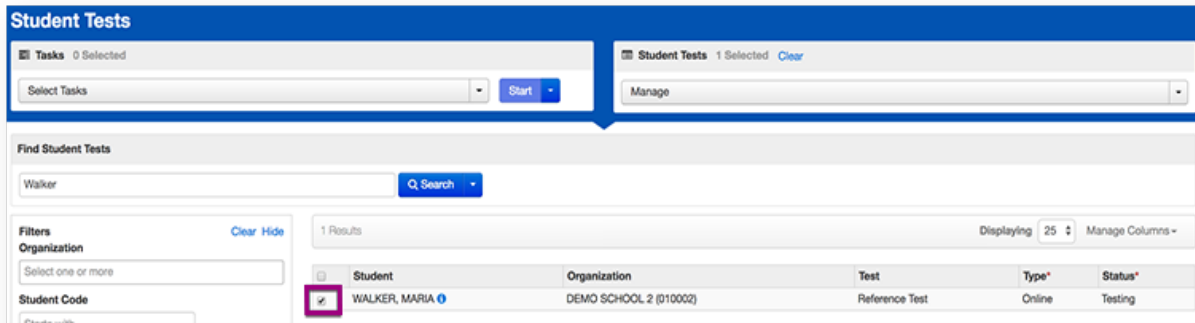
- 1. From **Testing**, select **Students Tests**.



- 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**.

The screenshot shows the 'Student Tests' interface. At the top, there's a 'Tasks' section with a dropdown menu open, showing options: 'Edit Student Tests', 'Manage Irregularities' (selected), 'Assign Remote Testing Org', and 'Print Selected Barcodes'. A 'Start' button is next to the dropdown. To the right, there's a 'Student Tests' section with a 'Manage' button. Below this is a search bar with a 'Q Search' button. On the left, there's a 'Filters' section with 'Organization' and 'Student Code' dropdowns. The main table shows 1 result for 'WALKER, MARIA' from 'DEMO SCHOOL 2 (010002)' with a 'Reference Test' type, 'Online' status, and 'Testing' status.

5. Click the checkbox next to the student, and select or type irregularity details.
- To add multiple irregularity reasons or dates, click + (next to Comment on each student's row).
 - To apply irregularity details to all of the selected students, enter details above all student names, and then click **Apply to Selected**.

The screenshot shows the 'Manage Irregularities' form. At the top, there's a section for 'Irregularity Date/Time' (08/04/2018 10:16:44 AM), 'Irregularity Type' (Code 2), and 'Comment' (Multiple student tests). Below this is an 'Apply to Selected' button. The main table shows 3 items selected: 'MORRIS, AMANDA', 'BUTLER, MILDRED', and 'WALKER, MARIA'. Each row has columns for 'Student Name', 'Organization', 'Test', 'Type', 'Status', 'Irregularity Date/Time', 'Irregularity Type', and 'Comment'. The 'Comment' column has a '+' icon next to it.

6. Click **Save**.

The screenshot shows the 'Manage Irregularities' form after saving. The 'Save' button is highlighted in blue. The table now shows 1 item selected: 'WALKER, MARIA (2234567891)' from 'DEMO SCHOOL 2 (010002)' with a 'Reference Test' type, 'online' status, and 'testing' status. The 'Irregularity Date/Time' is 08/03/2018 10:02:37 AM, the 'Irregularity Type' is 'Irregularity Reason 1', and the 'Comment' is 'Example'.