Make-up Testing

Use these steps to test students who need to finish testing or who have not yet tested.

For more information about interrupting and continuing tests, see C: Interrupt/Make-up.

Note: Students should continue tests within 14 days, although the maximum is 28. You can prioritize make-up testing based on the Test Event Start Date (in step 5).

1. Click Manage Test Sessions on the left.

2. Click Find Students to Test.

3. Click Test History Search.


5. Click Search and then, from the pop-up list, click Add Students.

6. IMPORTANT: Select students and click Assign Test.

Even though you searched by test, it is not automatically assigned to the student.
7. Click **Test Now**.
   Note: Status will be "To Be Confirmed," even for those with suspended tests.

8. While confirming students, choose **Resume Test** when prompted.

   **Potential issue:**

   **Confirm Student prompt shows "test restricted"**
   This prompt indicates a conflict with the test restrictions set up by your district. The prompt explains the reason—for example, the test frequency may be limited to once per testing term.

   ![Confirm Student prompt](image)

   The options you have depend on the type of restriction:
   - **Resume Test** — Continues the suspended test.
   - **Start New Test** — Starts the test over from question 1.
   - **Do Not Confirm** — Disallows the student from taking the test again this term. Once you click Submit, the test becomes terminated. You can then either:
     - assign a different test for the student
     - or, ask someone with the Data Administrator role to [override this restriction](#)
   - **Cancel** will close this prompt but that's all (you still cannot confirm the student for testing).