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## 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**.

**Find Students**  
Search is restricted to the current term. School

Student Search   **Test History Search**

School

4. Select, at a minimum: School, Test, and Testing Status.

Student Search   **Test History Search**

School  
Bethel Elementary School

Grade  
All Grades

Instructor  
All Instructors

Class  
All Classes

Find students by their testing status. Search is restricted to the current term.

Test(s)  
MAP: Math 2-5 Common Core 2010 V2

Testing Status  
 Not yet tested  
 Suspended Test

If no student is found, try setting School to No School Assigned

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.

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7. Click **Test Now**.

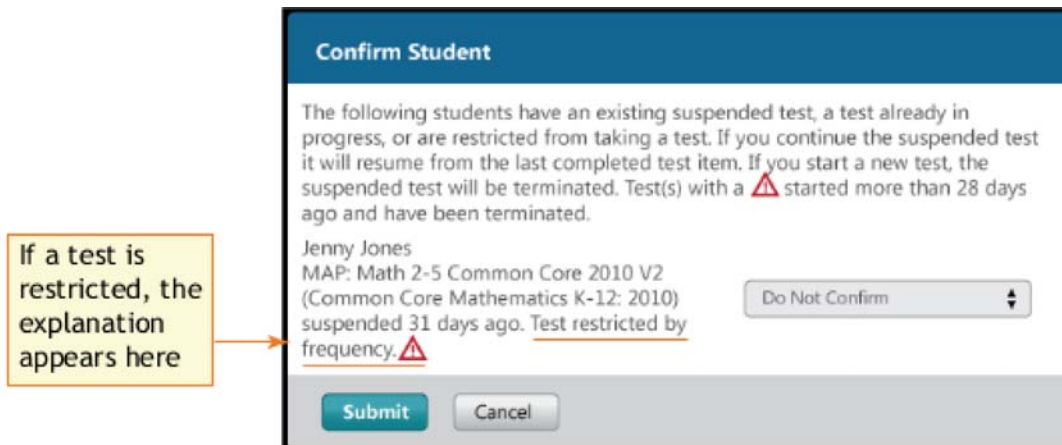
Note: Status will be "To Be Confirmed," even for those with suspended tests.

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.



- **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).