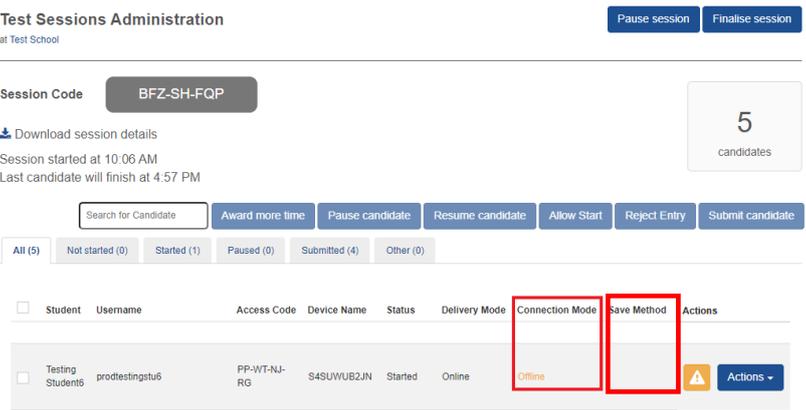# Finalise a Test Session

Each session should be finalised after the class has completed the Competition, or at the end of each day. This will allow us to generate results. **If there are any students whose Connection Mode is showing as offline at the end of the test, you will need access to the computers those students used.** The students may not have realised they had lost their internet connection during the test because it presents to them as normal.

How to…	Steps	Screenshots
Check for offline students	Go into test session if not there already. View the **Connection Mode** column for any attempts listed as **Offline**. You can sort the **Connection Mode** column by clicking on the heading. This will bring all the offline students to the top of the list, making it easier for you to find them. If the **Save Method** field for the student is blank, you will need to reconcile their device. See the guide Reconcile a Device as this needs to be done **before** finalising the session.	

How to…	Steps	Screenshots
Submit on behalf of student	A session cannot be finalised if there are still open tests. 1. Within the test session, check the tabs for Not Started, Started and Paused attempts. For any that have a number other than 0, follow the steps below. 2. E.g. click on the tab **Started**. 3. Click the box next to the Student heading. 4. Click on the **Submit candidate** button.	**Test Sessions Administration** at Test School **Session Code** WRY-BB-FNC ⬇ Download session details Session started at 10:39 AM Last candidate will finish at 3:16 PM ☑ Allow unrestricted entry ❓ All (5) Not started (0) Started (2) Paused (0) Submitted (3) Other (0) All (5) Not started (0) Started (2) Paused (0) Submitted (3) Other (0) |	Student	Username	Access Code	Status
☐	JD J	Jd2@janison.com	RZ-RS-ZJ-DD	Started
☐	Sue Can26	Sue26@com.au	ZM-TD-SC-XW	Started	 **Test Sessions Administration** at Test School Pause session Finalise session Session Code WRY-BB-FNC ⬇ Download session details Session started at 10:39 AM Last candidate will finish at 3:16 PM ☑ Allow unrestricted entry ❓ 5 candidates

How to...	Steps	Screenshots
Finalise a Test Session	1. Select **Finalise session**. 2. Select **Yes**. 3. Enter the **Details** (optional). 4. Select **Confirm**.	