## Quick Reference Guide

## Pause and Resume a Test Session or Student

How to	Steps	Screenshots
Pause a test session	Go into test session if not already there.	image: single state st
This feature is useful in a	1. Select Pause session.	Test Sessions Administration Pause session   at Training Central for Janison Module 1
scenario where you need to stop all students from	2. Enter the <b>Details</b> (optional).	janison Kate Smith Invigilator
progressing with an exam. For	3. Select <b>Confirm</b> .	A Training Pause session
example, during a fire alarm.	This action will stop the session for all students. Until the session is resumed by the invigilator, all students will be unable to see or	Details Lest ca All (2) Candidate Cancel Confirm
	answer items.	
session	1. Select <b>Resume session.</b>	Image: Second
		janison     Kare Smith       Image: Comparison of the second s
	2. Enter the <b>Details</b> (optional).	Test Resume session x
	3. Select <b>Confirm</b> .	Session Last ca Last ca All (2) Centidate Valene Ine Cancel Confirm
	4. Select <b>Yes</b> .	Janison Insights 🗙
	This action will resume the test for all students in the session.	This will resume the test for all students in the session, and start their timer are you sure?



## Quick Reference Guide

Pause a student		Janison. Kate Smith Invigitator
	1. Click on the box next to	Image: Constraint of transform Administration at Transform Constraint of transform Module 1   Pause session   Finalise session     Session Code (This is case insensitive)   FYH-BR-VDZ   2
	the student's name.	Session started at 9:00 Last candidate will finish at 10:30 Allow unrestricted entry
	2. Select Pause candidate.	Search for Candidate     Award more time     Pause candidate     Resume candidate     Submit candidate       All (2)     Not marted (0)     Started (2)     Paused (0)     Submitted (0)     Waiting entry (0)     Other (0)       Estimate     Continue Code     Device Name     Status     DeliveryMode@Connection Mode@Save Method@ Text     Progress     Time joined End Time     Actions
		Z Valerie Ling ZC-BY-NF-GC 3)639HLC4B Skarted Online Online janison_mod_1 0/1 8:55 10:30 @ + C jochua Tan WH-XC-AX-8F 2YTANZVO3 Skarted Online Offline janison_mod_1 0/1 8:57 10:30 @ C
		Pause attempt ×
	3. Enter the <b>Details</b>	Students selected (1)
	(optional).	Details
	4. Select <b>Confirm</b> .	
Resume a student		Janison. Kate Smith Invigilator
	1. Select the <b>student</b>	Test Sessions Administration at Training Central for Jankson Module 1 Pause session Finalise session
	2. Select <b>Resume</b> candidate.	Session Code (This is case insensitive) FYH-BR-VDZ
		Valerie Ling ZG-BY-NF-GC 3J639HLC4B Paused Online Online Janison.mod_1 0/1 8:55 @ + 🔇
		Resume attempt ×
	3. Enter the <b>Details</b> (optional).	Students selected (1)
	4. Select <b>Confirm</b> .	Details
		Cancel Confirm

