

Pause and Resume a Test Session or Student

How to...	Steps	Screenshots
<p>Pause a test session</p> <p>This feature is useful in a scenario where you need to stop all students from progressing with an exam. For example, during a fire alarm.</p>	<p>Go into test session if not already there.</p> <ol style="list-style-type: none"> 1. Select Pause session. 2. Enter the Details (optional). 3. Select Confirm. <p>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 answer items.</p>	
<p>Resume a test session</p>	<ol style="list-style-type: none"> 1. Select Resume session. 2. Enter the Details (optional). 3. Select Confirm. 4. Select Yes. <p>This action will resume the test for all students in the session.</p>	

Quick Reference Guide

Pause a student

1. Click on the box next to the student's name.
2. Select **Pause candidate**.
3. Enter the **Details** (optional).
4. Select **Confirm**.

Janison. Kate Smith
Invigilator

Test Sessions Administration
at Training Central for Janison Module 1

Pause session **Finalise session**

Session Code (This is case insensitive) **FYH-BR-VDZ**

Download session details

Session started at 9:00
Last candidate will finish at 10:30
 Allow unrestricted entry

Search for Candidate **Award more time** **Pause candidate** **Resume candidate** **Submit candidate**

All (2) Not started (0) Started (2) Paused (0) Submitted (0) Waiting entry (0) Other (0)

<input type="checkbox"/> Candidate	One Time Code	Device Name	Status	Delivery Mode	Connection Mode	Save Method	Test	Progress	Time joined	End Time	Actions
<input checked="" type="checkbox"/>	Valerie Ling	ZG-BY-NF-GC	3J639HLCAB	Started	Online	Online	janison_mod_1	0/1	8:55	10:30	
<input type="checkbox"/>	Joshua Tan	WH-XC-AX-BF	2YFANZVDB	Started	Online	Offline	janison_mod_1	0/1	8:57	10:30	

Pause attempt x

Students selected (1)

Details

Cancel **Confirm**

Resume a student

1. Select the **student**
2. Select **Resume candidate**.
3. Enter the **Details** (optional).
4. Select **Confirm**.

Janison. Kate Smith
Invigilator

Test Sessions Administration
at Training Central for Janison Module 1

Pause session **Finalise session**

Session Code (This is case insensitive) **FYH-BR-VDZ**

Download session details

Session started at 9:00
Last candidate will finish at 10:30
 Allow unrestricted entry

Search for Candidate **Award more time** **Pause candidate** **Resume candidate** **Submit candidate**

(1) Paused (1) Submitted (0) Waiting entry (0) Other (0)

Status Delivery Mode Connection Mode Save Method Test Progress Time joined End Time Actions

<input checked="" type="checkbox"/>	Valerie Ling	ZG-BY-NF-GC	3J639HLCAB	Paused	Online	Online	janison_mod_1	0/1	8:55		
-------------------------------------	--------------	-------------	------------	--------	--------	--------	---------------	-----	------	--	--

Tick candidate
This will enable the Resume candidate button.

Resume attempt x

Students selected (1)

Details

Cancel **Confirm**