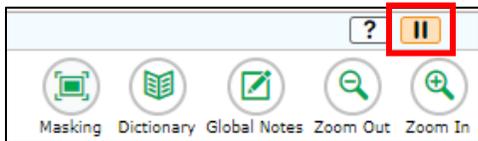


Best Practice for Pausing a Test

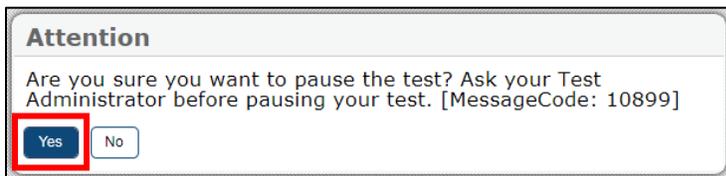
If students are taking an online test and a break is needed, please follow the steps in this quick guide for pausing a test and test session. **Once a student's test has been paused, the student MUST log back in and resume the test within the specified, test-specific time.** This is referred to as the Pause Rule.

Test(s)	Pause Rule Time Limit
Writing tests	Paused tests must be resumed and completed within the same school day.
Reading tests	20 minutes
Math tests (online and P35 Braille)	20 minutes
Science tests (online, Spanish and	20 minutes

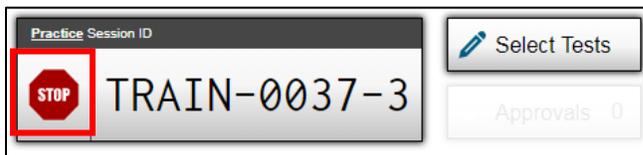
1. When the students are ready to pause their tests to take a break, they should click the **Pause** button in the upper right corner of their test.



2. Students should click the **Yes** button in the pop-up box to confirm they want to pause their test. Each student is then returned to the **Please Sign In** page.



3. After all students have successfully paused their tests, the TA should stop the test session by clicking the **Stop** button.



4. Once the students have taken a break, the TA should start a new test session and students should log back into the Secure Browser to continue their tests. If the students resume the test within the allowable time limit after pausing, they will be able to access all test items and complete the test.

What to do if the Test Pause Rule Time Limit Has Passed

The length of time that a test is paused may exceed the time limit rule because of student illness, technology issues, fire drills, or other reasons. In those cases, follow the steps below.

For Writing Tests:

Students must complete the writing test on the day it was started. They can pause and resume the test during the school day, but all incomplete writing tests will be force completed each night and students will not be able to resume the test the next day.

If students did not complete their writing test during the school day, the District Test Coordinator should file an appeal to reset the tests. When the students log in to the test, they will not see their previously written response, and will be presented with new passages and a new writing prompt. If there are extenuating circumstances such as technology issues or student illness, the District Test Coordinator may file an appeal to reopen the tests, but all requests for reopens must be reviewed and approved by the state.

For All Other Tests:

If more than 20 minutes has passed since the test was paused, upon logging into the test, the students will not be able to access any test questions that were answered before pausing the test. If for some reason the students need access to previously-answered questions, the following steps should be followed:

1. The students should pause their tests and log out of the Secure Browser.
2. The Test Administrator should inform the School Coordinator of the situation. The School Coordinator will contact the District Coordinator who should then submit an appeal for a *Grace Period Extension* in TIDE.