



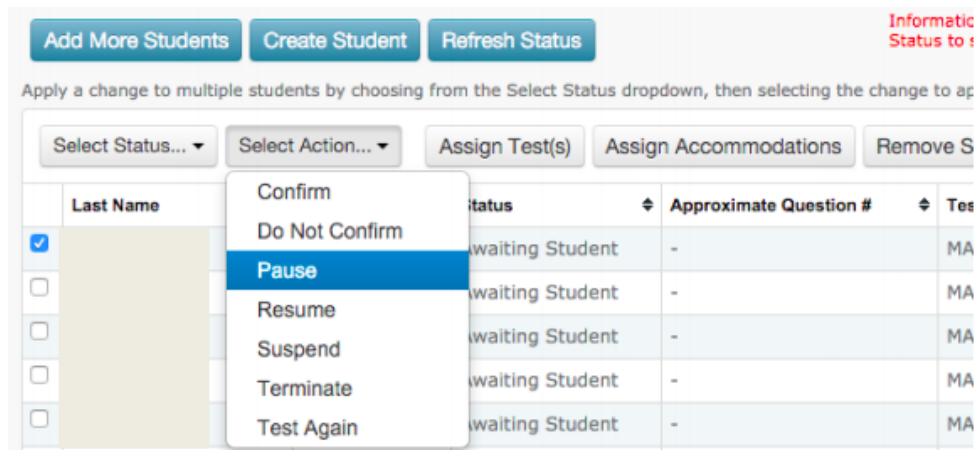
## HOW TO PAUSE AND SUSPEND MAP TESTING

Two of the most common actions a proctor takes during the MAP Test are **pausing** a test and **suspending** a test. This document is a quick How To for each action.

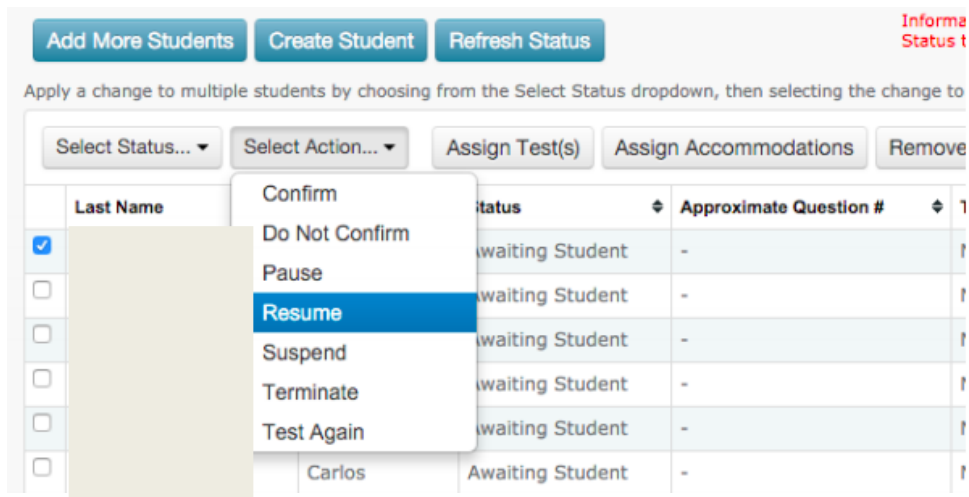
### To pause and resume a test:

Pausing the test is for breaks less than 15 minutes, such as when a student goes to the restroom, needs to stretch or is frustrated, needs to get a tissue, pencil, scrap paper etc.

1. Select a student by checking the box next to their name
2. Click **“Select Action”** and a drop down menu will appear. Then select **“Pause”**



3. When ready to resume select the student again by checking the box next to their name
4. Click **“Select Action”** and the same drop down menu will appear. Then select **“Resume”**

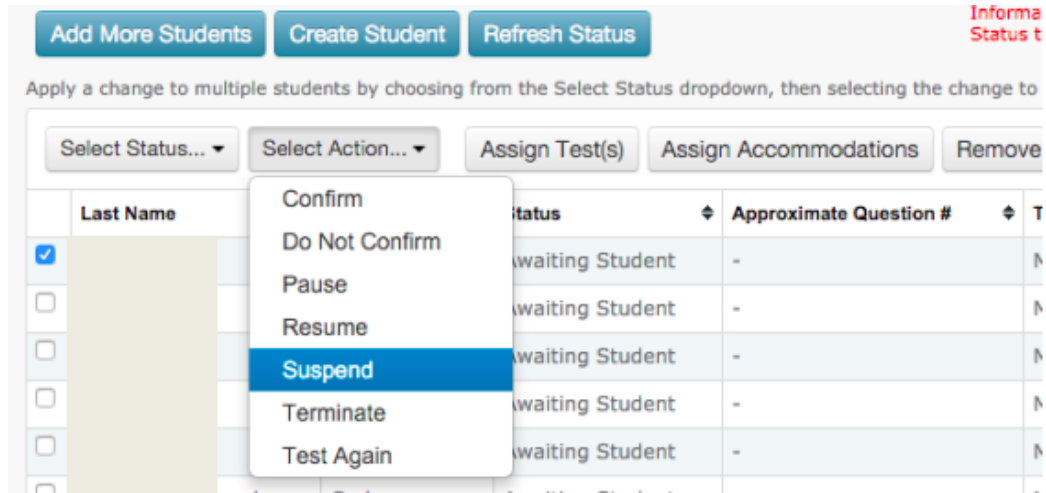




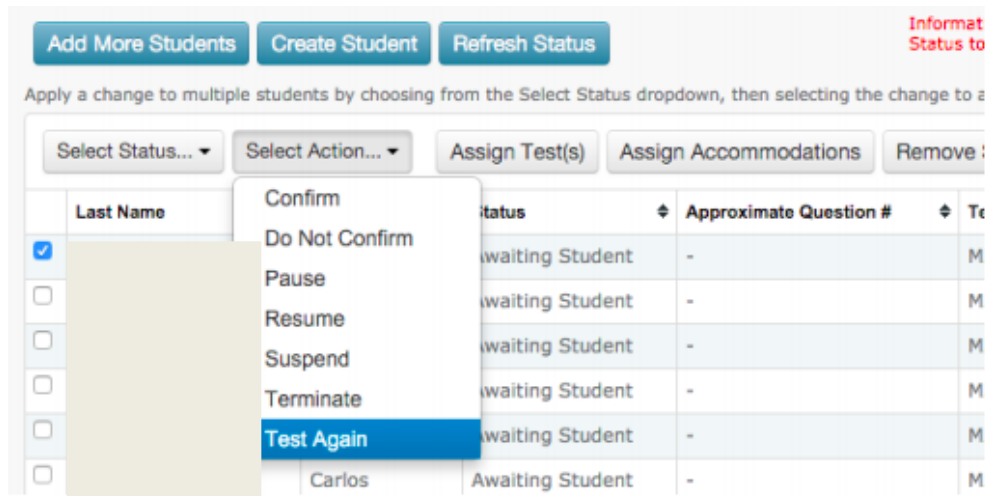
**To suspend and test again:**

Suspending a test is for longer interruptions when the student will finish at a later date/time, such as the test window freezes or closes, a student gets sick, runs out of time, fire alarms, etc.

1. Select a student by checking the box next to their name
2. Click **“Select Action”** and a drop down menu will appear. Then select **“Suspend”**



3. Have the student close out of the MAP window
4. Click **“Select Action”** and the same drop down menu will appear. Select **“Test Again”**



5. Have the student log back in using the same *Session Name* and *Password*.
6. Confirm the student like you did at the start of the Session.