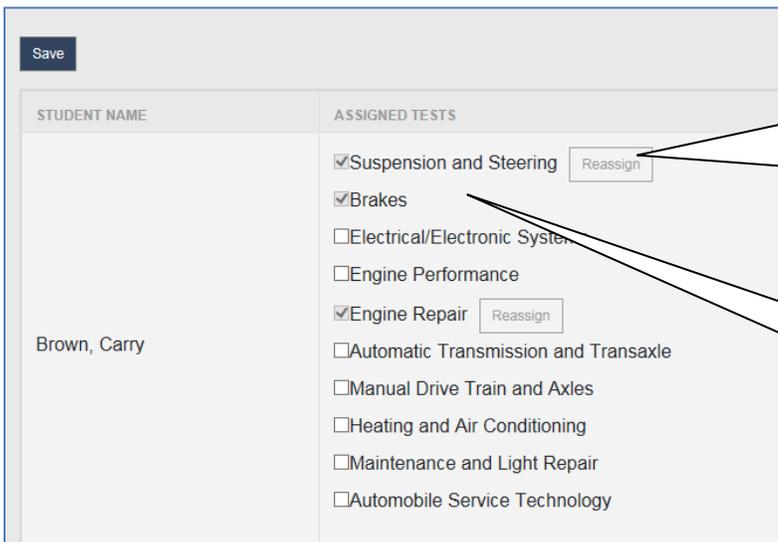


## SECOND CHANCE RETEST

Students may take any or all tests in a series twice within the academic year. If a retest is desired, it may be administered anytime following a 30 day waiting period. Students will receive a different set of questions (test form) for each attempt.

For tests where the student's first attempt **did not result in a passing score**, the test will automatically be assigned 30 days after the first attempt and available for the proctor to unlock and administer for a second time. That is, ***no additional action is needed by the instructor to reassign a failed test.***

For tests where the student's first attempt **resulted in a passing score**, the instructor must return to the test assignment screen and reassign the test they wish to have administered a second time. The "Reassign" button will not appear on the test assignment screen until 30 days following the first attempt.



Save

STUDENT NAME	ASSIGNED TESTS
Brown, Carry	<input checked="" type="checkbox"/> Suspension and Steering <span>Reassign</span>
	<input checked="" type="checkbox"/> Brakes
	<input type="checkbox"/> Electrical/Electronic System
	<input type="checkbox"/> Engine Performance
	<input checked="" type="checkbox"/> Engine Repair <span>Reassign</span>
	<input type="checkbox"/> Automatic Transmission and Transaxle
	<input type="checkbox"/> Manual Drive Train and Axles
	<input type="checkbox"/> Heating and Air Conditioning
	<input type="checkbox"/> Maintenance and Light Repair
	<input type="checkbox"/> Automobile Service Technology

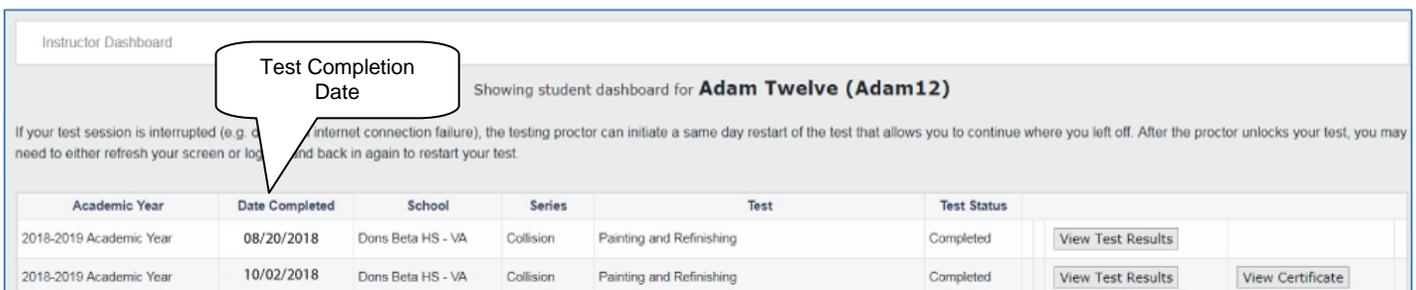
This "Reassign" button only appears for tests that were passed on the student's first attempt. If the instructor wishes to have the test administered a second time, they must reassign the test here.

Tests that were failed on the first attempt are automatically reassigned after 30 days and therefore do not require a reassign button.

### Differentiating Test Results

The date each test was completed appears on the various score reports and system screens to allow users to properly differentiate test attempts.

**For Instructors** - In the example below, the instructor can review the test completion date to determine which result is from the first attempt and which was the second. Remember, to group test names together on longer lists, the list may be sorted A-Z or Z-A by clicking on the column headers.



Instructor Dashboard

Showing student dashboard for **Adam Twelve (Adam12)**

If your test session is interrupted (e.g. internet connection failure), the testing proctor can initiate a same day restart of the test that allows you to continue where you left off. After the proctor unlocks your test, you may need to either refresh your screen or log and back in again to restart your test.

Academic Year	Date Completed	School	Series	Test	Test Status
2018-2019 Academic Year	08/20/2018	Dons Beta HS - VA	Collision	Painting and Refinishing	Completed <span>View Test Results</span>
2018-2019 Academic Year	10/02/2018	Dons Beta HS - VA	Collision	Painting and Refinishing	Completed <span>View Test Results</span> <span>View Certificate</span>

**For Proctors** - The proctor screen contains various filters that will help manage the long list of test assignments. By entering a combination of the student's name, test series and test name, specific groups of tests can be isolated. The Date/Time Test Completed information can then be used to distinguish between the first and second attempts. In the example below, the list has been sorted to isolate the Suspension and Steering tests. Notice that the first attempt was taken on 08/20/2018, and after 30 days, the unlock button for the second chance retest is now available.

School Administration Proctor Dashboard

Search Students

First Name  Last Name

Series  Test

HIDE COMPLETED TESTS

Students Per Page 10

Test Completion Date

	First Name	Last Name	UserName	Student Status	Roster Key	Series	Test Name	Test Status		Date/Time Unlocked	Date/Time Test Started	Date/Time Test Completed
<input type="button" value="Reset PW"/>	Obee	One	Obee1	Registered	BAR-TU5	Automobile	Suspension and Steering	Completed		08/20/2018 10:16:15 AM	08/20/2018 10:19:15 AM	08/20/2018 10:19:48 AM
<input type="button" value="Reset PW"/>	Obee	One	Obee1	Registered	BAR-TU5	Automobile	Suspension and Steering	Assigned	<input type="button" value="Unlock"/>	--	--	--

**For Students** - The test completion date is displayed on the "My Exams" list on the student dashboard and on the student level score report.

Student Dashboard

Logged in as Adam12

If your test session is interrupted (e.g. due to an internet connection failure), the testing proctor can initiate a same day restart of the test that allows you to continue where you left off. After the proctor unlocks your test, you may need to either refresh your screen or log out and back in again to restart your test.

Academic Year	Date Completed	School	Series	Test	Test Status	
2018-2019 Academic Year	08/20/2018	Beta HS	Collision	Painting and Refinishing	Completed	<input type="button" value="View Test Results"/>
2018-2019 Academic Year	10/02/2018	Beta HS	Collision	Painting and Refinishing	Completed	<input type="button" value="View Test Results"/>

Logged in as Adam12

Student Name: Adam Twelve (Adam12)

Academic Year: 2018-2019 Academic Year

Date Completed: 10/3/2018

Series Name: Collision

Test Name: Painting and Refinishing

Your score is: 26 - Pass

The number correct needed to pass is 23 out of 40

The student level score report includes the test completion date.

Content Area	Number Correct	Max Score
A. Safety Precautions	7	7
B. Surface Preparation	8	8
C. Spray Gun and Related Equipment Operation	5	5
D. Paint Mixing, Matching, and Applying	6	9
E. Paint Defects – Cause and Cures	0	7
F. Final Details	0	4