

# VTCAP: Submitting an Unsubmitted Test

This process is to be used in the event a student has exited, but not submitted their assessment.

1. Reseat the student in the proctor group. This can be done by the proctor, or SC if they have availability to the proctor group.
2. Once the student is reseated, they can then login to TestNav again with their test code, student ID, and seal code (if it's section 2 for example). This can be done by the SC as long as they have all of the student information.