



Reseat a Student's Test

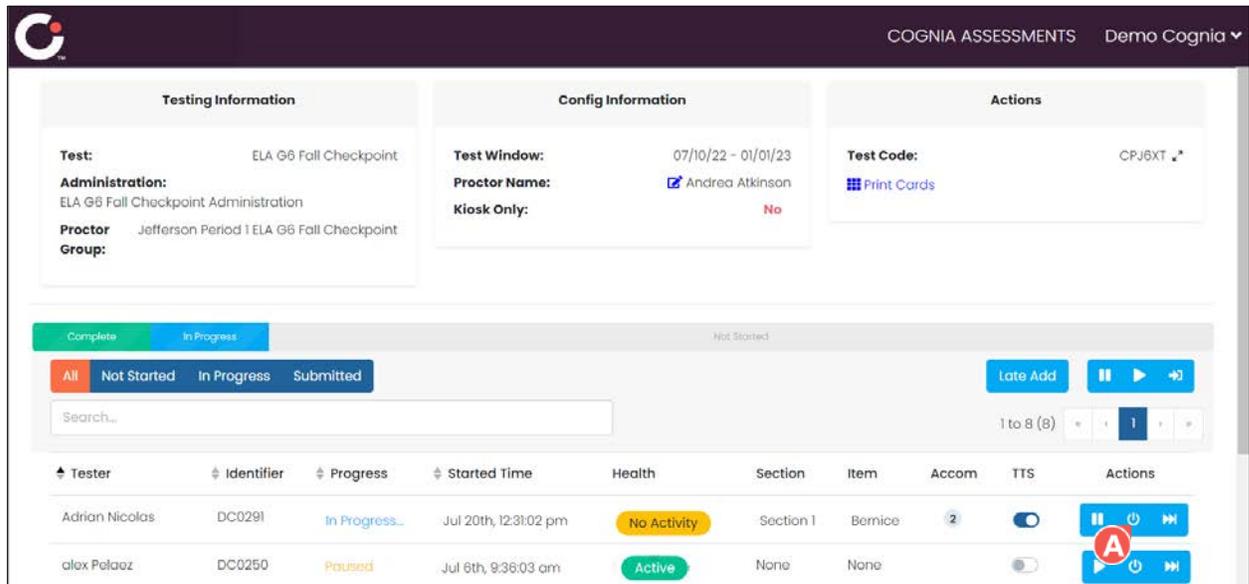
If a student encounters a testing interruption, such as a connectivity or computer issue or closing of the lockdown browser, they must be reseated. Reseating allows the student to reenter the test code to resume the test.

Important: If a student is on the first section, reseating the student allows them to resume the first section of the test. If a student is on the second section, reseating the student allows them to resume only the second section of the test. Students CANNOT return to the first section after it has been submitted.

For more information on managing student test sessions, see the Online Test Administration: User Guide available on the [Formative Resources](#) tab of the Vermont Help and Support website.

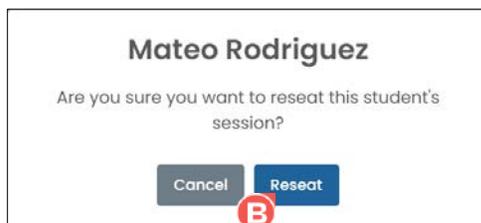
To reseat a student:

1. Open the proctor dashboard for the test administration.
2. Locate the student in the list, and then click the **Reseat**  button located in the Actions column to the far right of the student. This opens a popup asking you to confirm the action.



The screenshot shows the Cognia Assessments proctor dashboard. At the top, there is a header with the Cognia logo and 'COGNIA ASSESSMENTS Demo Cognia'. Below the header, there are three main sections: 'Testing Information', 'Config Information', and 'Actions'. The 'Testing Information' section shows details for the 'ELA G6 Fall Checkpoint' test, including the administration and proctor group. The 'Config Information' section shows the test window (07/10/22 - 01/01/23), proctor name (Andrea Atkinson), and kiosk only status (No). The 'Actions' section shows the test code (CPJ6XT) and a 'Print Cards' link. Below these sections, there is a progress bar with 'Complete', 'In Progress', and 'Not Started' tabs. A search bar and a table of students are visible. The table has columns for Tester, Identifier, Progress, Started Time, Health, Section, Item, Accom, TTS, and Actions. Two students are listed: Adrian Nicolas (DC0291) with 'In Progress...' status and 'No Activity' health, and alex Polaez (DC0250) with 'Paused' status and 'Active' health. The 'Reseat' button in the Actions column for alex Polaez is highlighted with a red circle and letter A.

3. Click the **Reseat**  button. This updates the student's test progress to Reseat and allows them to log back in to resume the test section where they left off.



The screenshot shows a confirmation popup for reseating a student's session. The popup has a title 'Mateo Rodriguez' and a question 'Are you sure you want to reseat this student's session?'. Below the question are two buttons: 'Cancel' and 'Reseat'. The 'Reseat' button is highlighted with a red circle and letter B.