Dear Test Site Administrator,

When a student is registered for more than one form of the VA WRS (WRS Assessment, WRS Pretest, or WRS Retake) only one password is issued providing access to all three. Therefore measures should be taken to prevent students from logging into E-SESS and taking the test on their own. As the test site administrator, this is part of your responsibility as agreed to in the Test Site Administrator Registration and Agreement Form.

E-SESS has a Participant Lock feature. The Participant Lock should be used if students have been provided with a test login password and are enrolled in more than one form of the test. If students have taken the Pretest and try to access the official test within 14 days, the system will automatically prevent them from testing. The same is true for Retakes. But, from day 15 on, a student can access the "next" test over any Internet connection unless the test site administrator has locked the participant out of the test.

You can lock or unlock a selected group of students by filtering by student last name or by school. CTECS is requesting that you lock/unlock all participants, we will not be held responsible if a student takes a test on their own. Instructions on how to control Participant Locks are provided below.

Please contact CTECS if you have any questions.

To use the Participant Locks:

1. Click **Updates**.
2. Click **Participant Locks**. The Participant Locks update opens in a new window.
3. Click **Submit** to see All Students (Student list will be limited by Administrator demographics)

To affect all participants

- Click the **Check to lock all assessments** box to restrict access to all assessments.
- Click the **Check to unlock all assessments** box to enable access to all assessments.

3. Click **Submit**