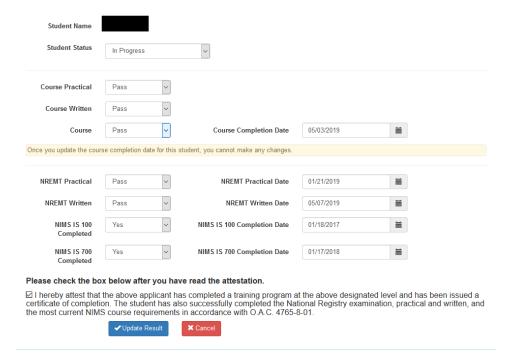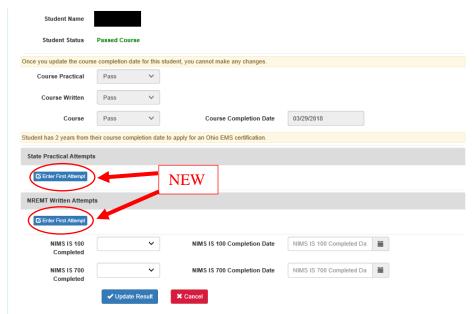Effective May 21 through August 31, 2019 you will continue entering students' examination pass dates into the system as you have previously done. However, if a student needs to retake an examination because it exceeds the twelve-month rule, you will see an additional option to add a new date. Each student's record will now include a history of all pass / fail dates.

Currently this is what you see when entering students' examination records:
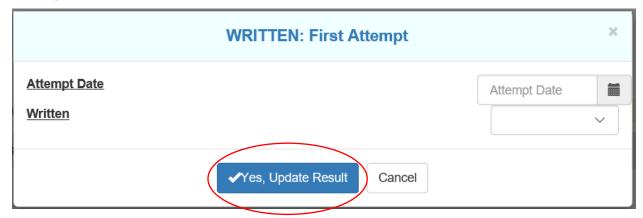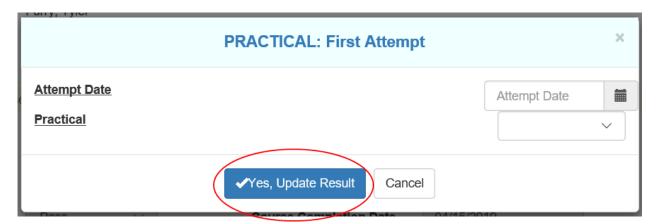
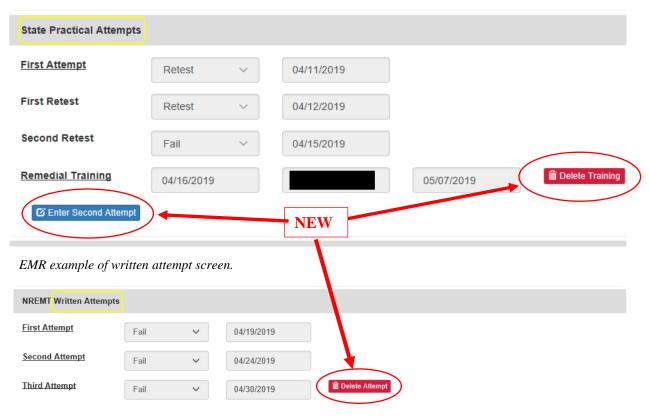

After May 21, 2019 the screen will appear like this:

You will now select **Enter First Attempt (circled in red)**. Once selected the following pop up will appear based on the portion of the exam chosen:
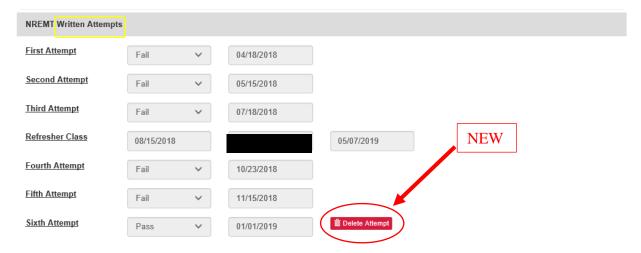
05/21/19

WRITTEN: First Attempt ✕

Attempt Date

Written

Attempt Date 🗓

⌄

✔Yes, Update Result Cancel

PRACTICAL: First Attempt ✕

Attempt Date

Practical

Attempt Date 🗓

⌄

✔Yes, Update Result Cancel

Once you click √**Yes, Update Result (circled in red)** you will see one of the screens below based on the portion of the exam entered (written or practical):

State Practical Attempts

First Attempt	Retest ⌄	04/11/2019
First Retest	Retest ⌄	04/12/2019
Second Retest	Fail ⌄	04/15/2019
Remedial Training	04/16/2019	▓▓▓▓▓	05/07/2019	🗑 Delete Training

🗹 Enter Second Attempt

NEW

EMR example of written attempt screen.

NREMT Written Attempts

First Attempt	Fail ⌄	04/19/2019
Second Attempt	Fail ⌄	04/24/2019
Third Attempt	Fail ⌄	04/30/2019	🗑 Delete Attempt

05/21/19

EMT, AEMT and Paramedic example of written attempt screen.

You will also notice the addition of **Delete Attempt** buttons **(circled in red)**. This feature will allow you to delete an exam result for up to 48 hours after entry. After 48 hours this button will no longer appear on the screen. Therefore it is extremely important for records to be checked before being entered as well as entered in a timely manner in order to ensure the students receive the appropriate emails which accurately reflect their testing history.

05/21/19