Canceling a skills test

Examiners must report test results on e-Services by 11 pm EST the day of the test.

To cancel a skills test in e-Services:

1. From the home screen, select the **View and Manage Tests** hyperlink.

CLINTON AREA DRIVER TESTING

558877555

2179 OLD US 27 STE A
SAINT JOHNS MI 48879

Request Access

Request Code
Add Account Access

Request an Authorization Code
Use an Authorization Code to Add Account Access

Summary   Action Center   Settings   More...

Driver Testing Business
CLINTON AREA DRIVER TESTING
2179 OLD US 27 STE A
SAINT JOHNS MI 48879

Account
DTB055680

> View and Manage Tests
> View Completion Receipts
> Add User Access
> Modify User Access

2. On the driving skills tests screen, you can filter for the applicant or scroll until you locate them. The applicant will be listed under the unreported section and will have three hyperlinks to the right of the exam type column. Select the **Cancel Test** hyperlink for the desired individual.

< CLINTON AREA DRIVER TESTING

Driving Skills Tests   Show History

Filter

Unreported

Test Date	Driver Information	Location Information	Exam Type				Result
30-Apr-2021 4:14 PM	**Name:** MARIA RACHEL AKERS **DLN:** A 900 000 381 936 **DOB:** 10-Feb-1978	**Range ID:** 003701 **Address:** 900 W TOWNSEND RD SAINT JOHNS MI 48879-9201	Automobile	Edit Details	Cancel Test	Enter Result	

3. That will take you to the Cancel Test screen that has the applicant's name, DLN and Date of Birth listed. Below that information you will see a comments box. In this example, the applicant canceled due to weather. This is displayed with a green bar underneath the result. Then select the next action button.

Enter Test Results

Results
Enter Results

Cancel Test
Name: ALYSSA EMILY JENNINGS
DLN: J 900 000 340 976
DOB: 26-Oct-1974

Additional Comments
Canceled due to weather.

Cancel   < Previous   Next >

5. This will bring you the summary screen. If the result is correct, select the submit action button.

6. The Confirmation section is displayed. At this point, the examiner can elect to print the receipt by selecting the **Print Receipt** button. If you do not want to print the receipt, select the OK action button.

7. After selecting the OK action button, you will be taken back to the Driving Skills Tests screen where the Reported test results are listed. A canceled test result will look like this.

**NOTE – it may take a few seconds for the system to update before you see the result. You may have to leave this page and go back for the result to appear.