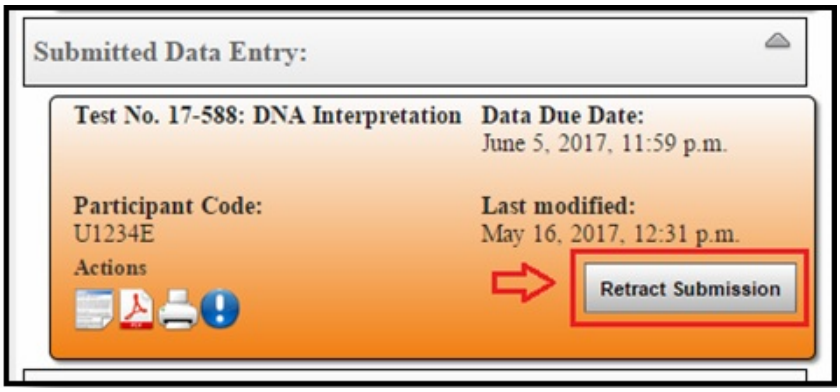
How to Retract a Submitted Test

This guide walks you through how to retract a test that has been submitted to CTS. This can be done any time before the test's data due date. If you retract a test, make sure you resubmit it before the data due date. These instructions for retracting a submitted test are only for analysts that are retracting their own test. A Master Group Manager can also retract a test through the following guide: "How to do a Bulk Submission or Retraction by a Master Group"

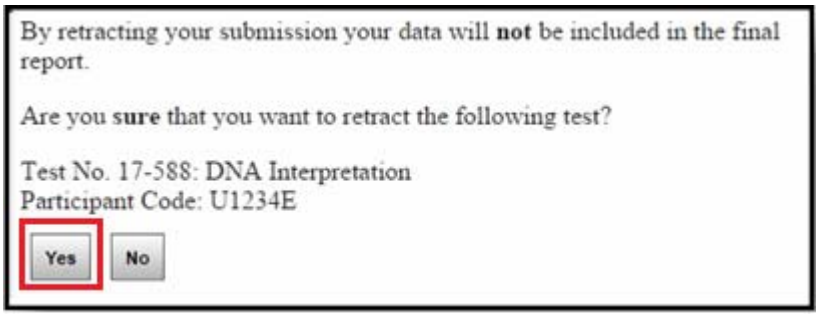
Retract Submission

If you would like to retract your test that has been submitted to CTS, click on the "Retract Submission" button.

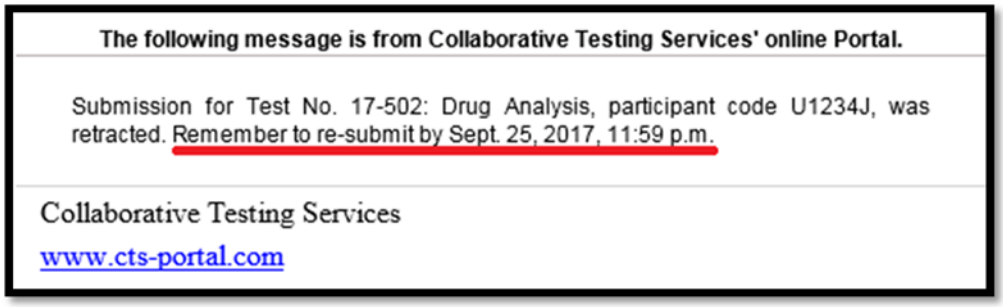
Note: *If the retract submission button is greyed out and unavailable, it means you belong to a group and you do not have permission to Retract your test. The Group Manager can give you permission if it is necessary to retract your submission. Once permission has been granted, the "Retract Submission" button will become available.*



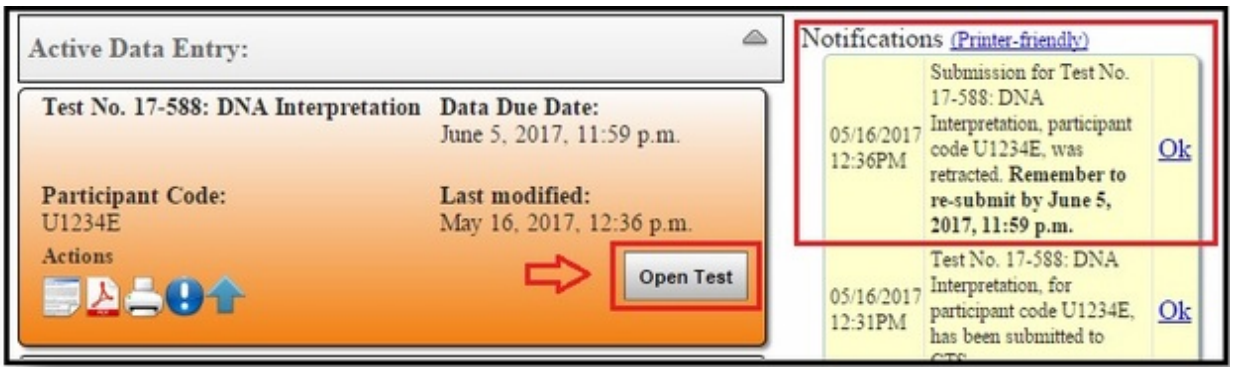
You will be asked to confirm you would like to retract the selected test.



After confirming you would like to retract the selected test, you will receive an e-mail and a notification that your test has been retracted. The test will now show under the Active Data Entry section.



Click on the "Open Test" button to make any necessary changes and resubmit the test to CTS.



Note: *Data can be retracted for corrections at any time prior to the Data Due Date. However, a final submission must be made prior to the Data Due Date in order for CTS to receive the data.*