

Retrieve Resources for an Online Test

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You can retrieve resources to assist with managing an online test session.

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Resource	Description
Proctor-Extended Time Code	Allows the proctor to add time for a student to test after time expires. After the proctor enters this code into the TestNav field, the student can re-enter a section and continue testing beyond the initially allotted time period. You can print the proctor-extended time code through your browser.
Proctor Test Ticket	Contains the login, password, and TestNav URL for proctors to access online tests when they are assigned to read the test aloud to students.
Schedule Session	Provides a list of all test sessions within a test administration. You can print the scheduled sessions list through your browser.
Seal Code	Unlocks sections of some tests, as determined by customer requirements. Each sealed section requires a different seal code. <i>Seal codes must be used in order.</i> You can print seal codes through your browser.
Session Student Roster	Lists students and their test assignments within a session.
Student Test Ticket	Contains the sign-in details for students to access their assigned online tests.





Step-by-Step

You can choose to read or watch the instructions below.



Read It

(Click  to view image)

1. From **Setup**, select **Students in Sessions**. 
2. Click **Add a Session**. 
3. Type a session name into the search field.
4. Click the checkbox next to the session, and click **Add Selected**. 
5. From the **Resources** dropdown, select the designated resource. 



Watch It
