

Retrieve Proctor Extended Time Code

This information is a part of [Testing](#).

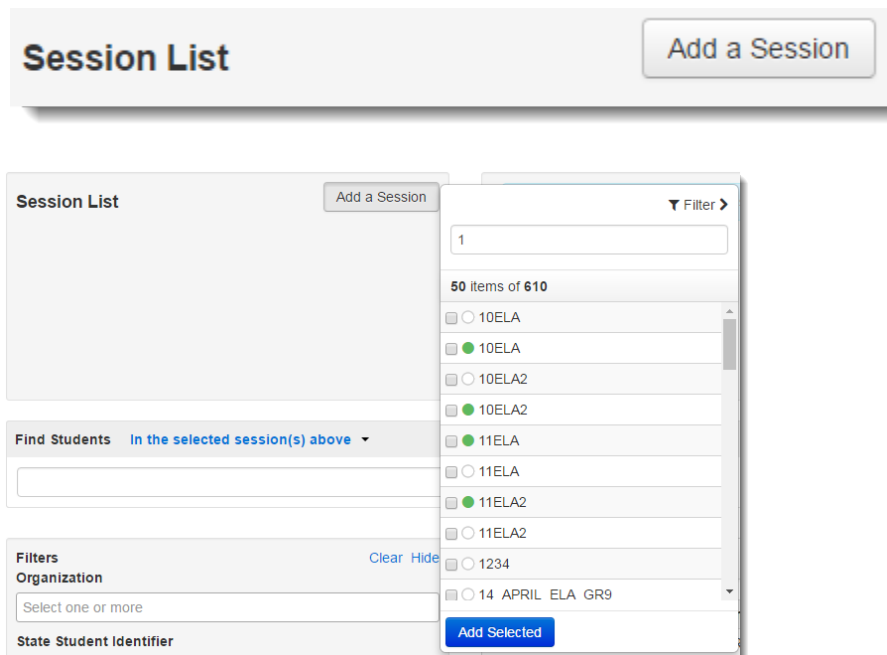
This is one of the tasks to be done [Manage a Session](#).

A proctor extended time code is needed to add to the time allowed for a student to take a test. Once this code is entered in TestNav, the student can re-enter a section that is already timed and continue taking the test beyond the initially allotted time period. You can print the proctor extended time code through your browser.

To retrieve the proctor extended time code, follow these steps:

1. From **Testing > Students in Sessions**, click **Add a Session**. Search for a session(s), and click **Add Selected**.

▼ [Click here to view screenshots...](#)



Click **Refresh** to update the data displayed.

2. Click a session to select it from the list. *If you have trouble finding your session, go to **Testing > Sessions**, and select the test session(s) that contain the students whose status you want to view. To see the listed session(s), return to **Students in Sessions**.*
 3. Click the **Resources** drop-down and select **Proctor Extended Time Code**.
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