

# Retrieve Proctor Test Tickets

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

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

Proctor test tickets contain the login and TestNav URL that proctors need to access online tests when they are assigned to read the test aloud to students.

To retrieve proctor test tickets, follow these steps:

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

The screenshot displays the 'Session List' interface. At the top, there is a header bar with the title 'Session List' and a button labeled 'Add a Session'. Below this, the main area is divided into two sections. The left section contains a 'Find Students' dropdown menu set to 'In the selected session(s) above', a search input field, and a 'Filters' section with 'Organization' and 'State Student Identifier' filters. The right section shows a search overlay with a 'Filter' dropdown, a search input field containing the number '1', and a list of 50 items out of 610. The list includes sessions like '10ELA', '10ELA2', '11ELA', '11ELA2', and '1234'. At the bottom of the overlay is an 'Add Selected' button.

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 statuses you want to view. To see the listed session(s), return to **Students in Sessions**.*
3. Click the **Resources** drop-down and select **Proctor Testing Ticket**.