

# 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**.

The screenshot shows the 'Session List' interface. At the top, there is a header bar with the title 'Session List' and a button 'Add a Session'. Below this, the main area is divided into two sections. On the left, there is a 'Find Students' section with a dropdown menu set to 'In the selected session(s) above' and a search input field. Below this is a 'Filters' section with a 'Clear' button and a 'Hide' button. The 'Filters' section includes a 'Organization' dropdown with the text 'Select one or more' and a 'State Student Identifier' field. On the right, there is a list of sessions. The list is titled '50 items of 610'. The sessions are listed with checkboxes and session codes: 10ELA, 10ELA2, 11ELA, 11ELA2, 1234, and 14 APRIL ELA GR9. A blue 'Add Selected' button is at the bottom of the list. A filter overlay is visible on the right side of the list, showing a search input field with the number '1' and a 'Filter' 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 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**.