Retrieve Proctor Extended Time Code

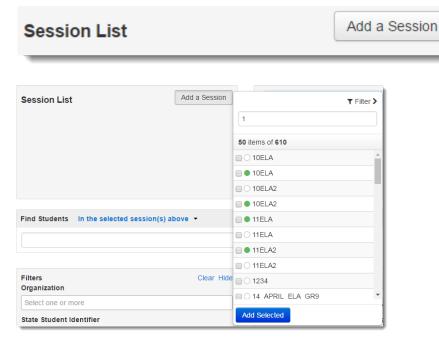
This information is a part of Testing.

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 reenter 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 Refresh to update the data displayed.

- 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.