Opening a Test Center and generating an unlock code

NOTE – Participants remain in the list of issued access codes for now. Please use the All option. It will look for any in the list showing Not Started and will issue the code.

To proctor an assessment at a Test Center:

1. Log in to Questionmark by logging in with your assigned login
2. Go to Administration > OnSite proctor
3. Click Open next to your Test Center name. Any scheduled assessments will now appear in the Proctored section of the My Assessments tab for all scheduled participants.
4. Click Launch for the Test Center. The proctor controls launch in a new tab.
5. Now an unlock code must be generated for the participant(s).
   o To generate an unlock code for one participant, toggle from All to Single.
   o To generate one unlock code for all participants, toggle from Single to All.
6. To generate an unlock code for all participants, toggle to All, and then click the Code: ### ### button to generate an unlock code. To generate an unlock code for a single participant, toggle to Single, select the desired participant, and then click the Code: ### ### button.
7. An unlock code is generated for the participant(s). In this example, the unlock code generated is **807 505**, as seen in the screenshot below.

Once an unlock code has been generated, participants can use that code to start the assessment. How unlock codes are communicated is up to the on-site monitor.

The status of each participant's assessment updates in real time in the proctor control panel. Once an assessment is completed, its status in the proctor control panel changes to **Finished**.