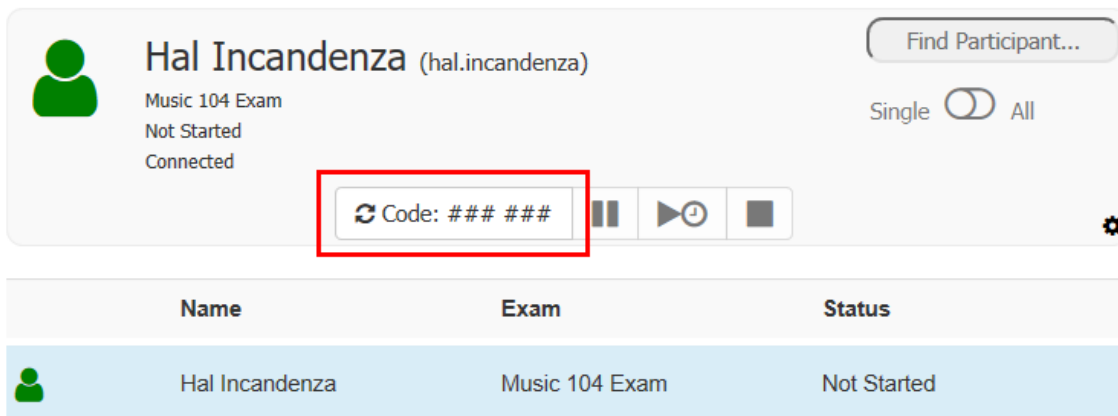


Opening a Test Center and generating an unlock code

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:

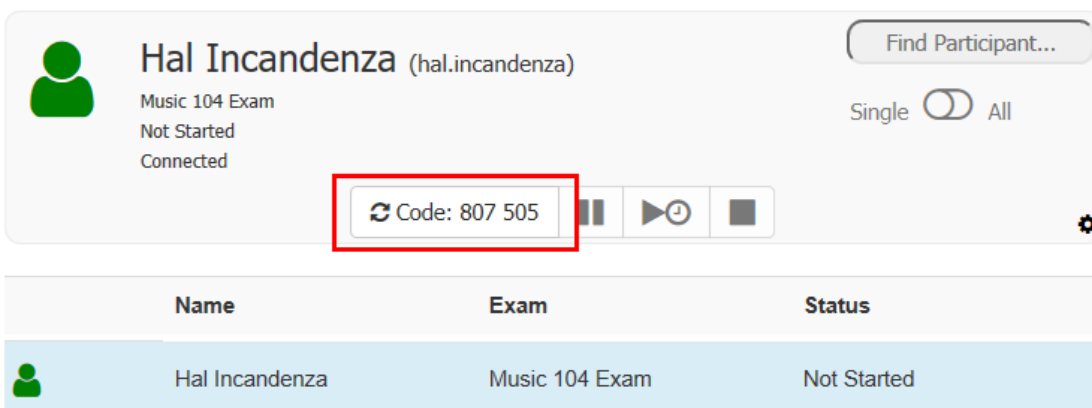
1. Log in to Questionmark by logging in with your assigned login
2. Go to **Administration > OnSite proctor.**
3. Click **Open next to your Test Center name.** Any scheduled assessments will now appear in the Proctored section of the My Assessments tab for all scheduled participants.
4. Click **Launch** 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.



The screenshot shows the proctor control panel for Hal Incandenza. The participant's name, email (hal.incandenza), and exam (Music 104 Exam) are displayed. The status is 'Not Started' and 'Connected'. A 'Find Participant...' search bar is visible. The 'Single' radio button is selected. A red box highlights the 'Code: ### ###' button, which is used to generate an unlock code. Below the panel is a table with columns 'Name', 'Exam', and 'Status'.

Name	Exam	Status
Hal Incandenza	Music 104 Exam	Not Started

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.



The screenshot shows the proctor control panel for Hal Incandenza. The participant's name, email (hal.incandenza), and exam (Music 104 Exam) are displayed. The status is 'Not Started' and 'Connected'. A 'Find Participant...' search bar is visible. The 'Single' radio button is selected. A red box highlights the 'Code: 807 505' button, which is used to generate an unlock code. Below the panel is a table with columns 'Name', 'Exam', and 'Status'.

Name	Exam	Status
Hal Incandenza	Music 104 Exam	Not Started

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**.