Scheduling an Exam

Sessions

Create Session

1. On the left-navigation menu, select **Sessions**.

2. On the right-side of the screen, click **Add Session**.

3. **Name** the Session.

> **IMPORTANT - Every Session Name must be *unique*.**
> **Use the following naming convention for your session:**
>
> ***[Exam Date] [Exam Name] - Onsite - [Institution, Test Time]***
> *Example: 10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2pm*

4. From the drop-down, select the correct **Onsite Session template**.

5. Click **Add**.

Scheduling an Exam

Sessions

"1 Info" Screen, pt. 1

- Shows basic information about the exam. Information seen by the institution ***only***.

1. **Session Name*** must be unique. If the test session was not named using this template ***[Exam Date] Exam Name - Onsite - [Institution, Test Time]***, use the following instructions:

   - Copy the template name provided in the **Description** field.
   - Paste it into the **Session Name*** field.
   - Update the text in the square brackets [ ] with ***your*** unique testing session's ***date***, ***site***, and ***time***.

2. <u>Optional</u>: Remove the initially provided template text and type a **Description** if you wish for your own purposes. Examinees will <u>not</u> see it (*limit 255 characters*).

Scheduling an Exam

Sessions

"1 Info" Screen, pt. 2

3 Optional: You can type in a Session ID in **Add Your Own Session ID (Optional)** field. This will be visible in the Sessions list in Assess (*limit 255 characters*).

Information in **Institutions that can use this test** section is pre-populated. It cannot be edited.

4 On the top-right of the screen, click **Next** to continue.

Scheduling an Exam

Sessions

“2 Pre-Session” Screen

- Nothing for you to do here.
- Pre-populated information. Text can’t be edited.
- **Non-Disclosure Agreement** and **Pre-Sessions Instructions** are displayed to examinees before they launch the test.
- On the top-right of the screen, click **Next** to continue.

Scheduling an Exam

Sessions

“3 Tests” Screen

- Nothing for you to do here.
- Test is pre-populated from the **Session template**.
- On the top-right of the screen, click **Next** to continue.

Scheduling an Exam

Sessions

"4 Post-Session" Screen

- Nothing for you to do here.
- Pre-populated information. Text can't be edited.
- Provides a message to the examinee after the test has been completed about how to view their **DASHBOARD** to see their results.
- On the top-right of the screen, click **Next** to continue.

Scheduling an Exam

Sessions

"5 Delivery" Screen, pt. 1

1. Select the **Info** tab at the top of the navigation bar (This is the screen you started with).
2. Copy the **Session name*** field from the **1 Info** screen.
3. Return to the **Delivery** tab at the top of the navigation bar.

Scheduling an Exam

Sessions

"5 Delivery" Screen, pt. 2

4 Paste the name into the **Name that examinees see** field.

5 Type information (*up to 255 characters*) in the **Description that examinees see** field that might be helpful for the examinee to know prior to testing (i.e. room number, building number).

> *Tip:* Information in **Name that examinees see** and **Description that examinees see** will display on the **STORE** test session card.

6 **Price** is pre-populated and can't be edited.

- If your institution pays for student exams via pre-purchased inventory, click the "paid by institution" checkbox.

Scheduling an Exam

Sessions

“5 Delivery” Screen, pt. 3

7. Optional: Add a **Registration Window** if you want examinees to register only during a specific time. This defaults to your timezone.

   From: *Enter the date you want registration to be open to examinees.*
   To: *Enter the date when you want registration to be closed.*

8. Add a **Delivery Window** for when the test session will be administered.

   From: *Enter the date and time of the exam.*
   To: *Enter a date and time 24 hours after the exam.*

9. Enter the number of seats you wish to have available for this testing session in the **Capacity** field.

Scheduling an Exam

Sessions

“5 Delivery” Screen, pt. 4

10 Optional: In the **Proctoring** section, click the **WebLock** checkbox to enable WebLock. This lockdown browser requires additional software. Contact us for more details.

- All other **Other Options** fields are set from the **Session template** and can’t be edited.

11 On the top-right of the screen, click **Next** to continue.

Scheduling an Exam

Sessions

“6 Access” Screen

- Nothing for you to do here.
- On the top-right of the screen, click **Next** to continue.

Scheduling an Exam

Sessions

“7 Examinees” Screen

- As examinees enroll for this testing session, they will auto-populate in **Examinees in this Session** section.
- On the bottom-right of the screen, click **Save & Exit**.
- You will automatically be directed to the home **Sessions** screen to complete the final steps so the test session will display in the **STORE**.

Scheduling an Exam

If you do not lock the testing session, it will not show up in the ***STORE*** *for examinees to purchase.*

Locking a Session option 1

There are TWO ways to lock a session.
The first is when you are done creating the session.

1. When you complete all session screens, click **Save & Exit**.

2. A pop-up will appear asking if you wish to Save or Save & Lock. If you are done creating the session and don't anticipate any changes, choose **Save & Lock**.

   - A **red, locked padlock icon** will now appear to the right of the session name in the Sessions list.

Scheduling an Exam

If you do not lock the testing session, it will not show up in the ***STORE*** *for examinees to purchase.*

Locking a Session option 2

There are TWO ways to lock a session.
The second is when you only chose save after creating the session.

1. On the left-navigation menu, select **Sessions**.
2. Find the Session name, click the **3 vertical dots** in the **Action** column.
3. Select **Edit** from the drop-down.
4. On the pop-up screen, click **Confirm**.

- A **red, locked padlock icon** will appear to the right of the session name.