CLONING AN EXAM ITERATION WITH PROCTORU

If an instructor has a repeating exam with ProctorU, it can be useful to copy the exam and change the exam window instead of having to input an all new exam. Instructors follow the steps below to clone an exam iteration.

 Instructors log in to their ProctorU account at go.proctoru.com. Then, they navigate to the EXAMS page, which lists all created exam iterations (Figure 1).

Next, they select the iteration they wish to clone (**Figure 1**, circled red).

3) On the iteration details page, instructors click the top-right menu and select Clone This Exam (Figure 2).

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HIS - 202 - Midterm			Create Single User Exam	Edit	HIS - 202 - Midterm +	
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FIGURE 2	URL: www.coun Password: ID	sesites.com 🖪	500 test-takers expected to take this exam.			

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FIGURE 4

New Exam

Exam Settings

xam Configuration

FIGURE 3

MAT-205 Mid-T

Exam details will mirror the original exam chosen (**Figure 3**).

A new exam window will need to be specified (Figure 4).

If necessary, an instructor can modify the exam details on this page.

5) When instructors have completed modifying the exam window and any revisions, they click **Submit** to finalize the iteration.

The new exam iteration will be show on the exams information page in the instructor account.





contact@proctoru.com

www.ProctorU.com