

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**.

1) 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**).

2) 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**).

4) 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.

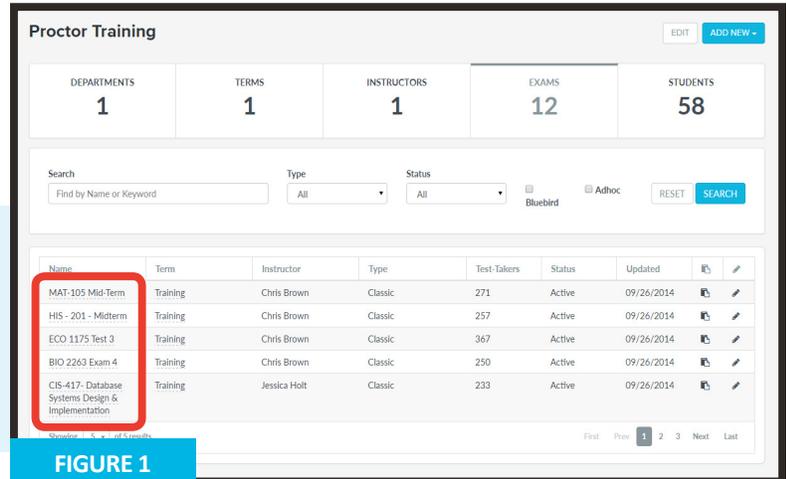


FIGURE 1



FIGURE 2

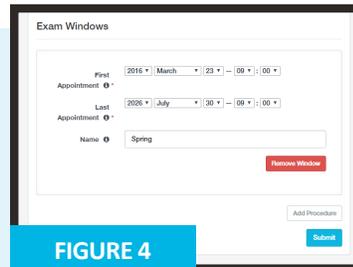


FIGURE 4

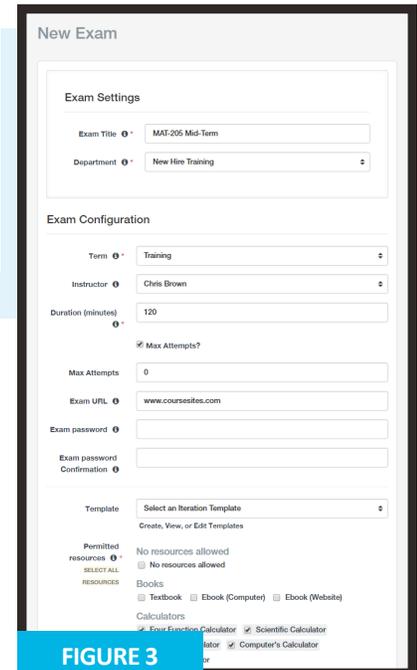


FIGURE 3

Have Questions? Contact us using the information below!

