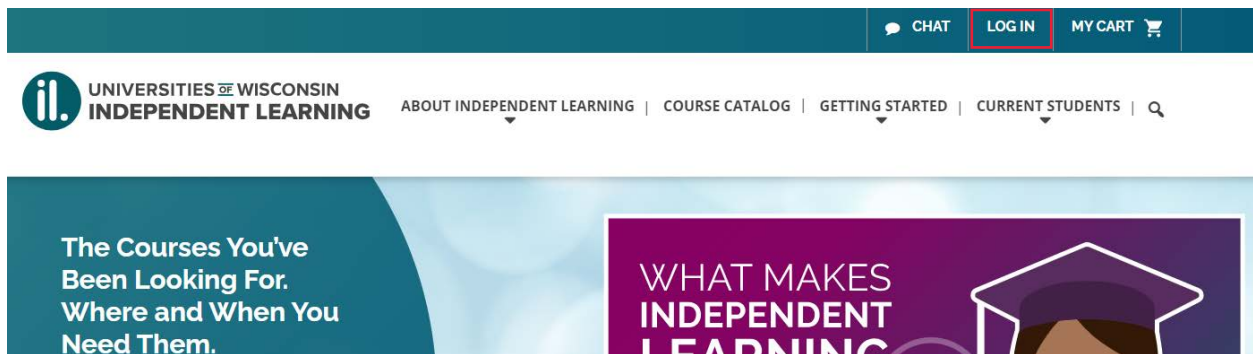


How to Submit an Exam Request in your Student Account

Important: This process only applies to students registered for the C216-M28: Introduction to Parliamentary Procedure: Dynamics of Leadership course. They will only need to submit an exam request if they are using an in-person proctor for their final exam.

Procedure:

1. Go to the Independent Learning website at il.wisconsin.edu. Click on “Log in.”



2. Once you've logged in, click on the “courses” tab and you will see any courses that you have taken with Independent Learning.



3. Under the “actions column” of the course you will see a person icon that says “Request Proctored Exam” when you hover over it.

Course Number	Course	Credits	Date Registered	Date Ending	Days Left	Course Status	Actions
C216-M28	Introduction to Parliamentary Procedure: Dynamics of Leadership	14 CEU	Jan 30, 2018	Jan 30, 2019	193	In Progress	 Request Proctored Exam

4. Click the “Request Proctored Exam” button. Choose the exam you are requesting from the dropdown menu. If you are using the same proctor as you used on a previous exam, choose their name from the proctor dropdown menu, and click “Submit.”

If you are using a new proctor, skip ahead to the “Adding a New Proctor” instructions.

Request Proctored Exam

This course requires that you take all exams in the presence of an approved proctor. Click “Add Proctor” to request your exam and submit a first-time or new proctor for evaluation by our Student Services team.

Exam
Final ▾

Proctor
Barbara Smith ▾

Questions or Comments

SUBMIT

ADD PROCTOR

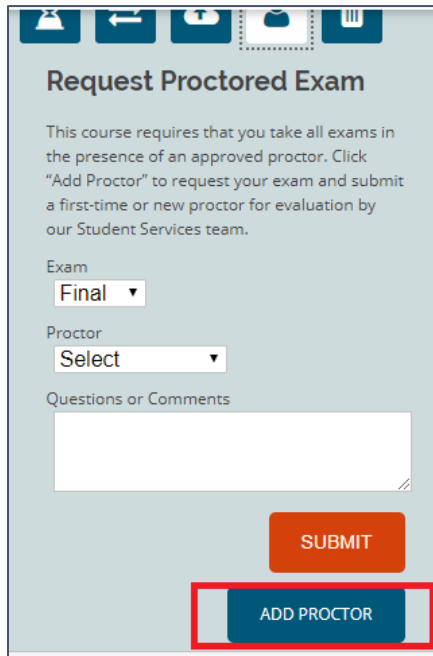
5. If your request has been successfully submitted, you will see a confirmation on the screen. Please contact your Success Coach with any questions.

You've successfully submitted your request for a new proctor approval. You will receive an email confirmation of your submission to the email address listed in your account profile. A member of our Student Services Team will be in touch with you regarding your request within one to three business days.

[Go back to My Account](#)

Adding a New Proctor in your Student Account

1. If you are adding a new proctor that you have not used before, click the “Add proctor” button.



Request Proctored Exam

This course requires that you take all exams in the presence of an approved proctor. Click “Add Proctor” to request your exam and submit a first-time or new proctor for evaluation by our Student Services team.

Exam
Final ▾

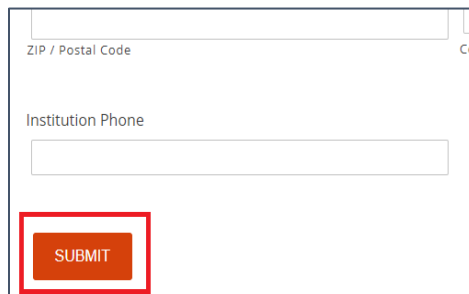
Proctor
Select ▾

Questions or Comments

SUBMIT

ADD PROCTOR

2. Fill out the proctor’s information in the form and click “Submit.”



ZIP / Postal Code

Institution Phone

SUBMIT

3. Now that you’ve submitted a new proctor you can return to step #4 above to request your exam using this new proctor you’ve added.