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](http://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.

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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.

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

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