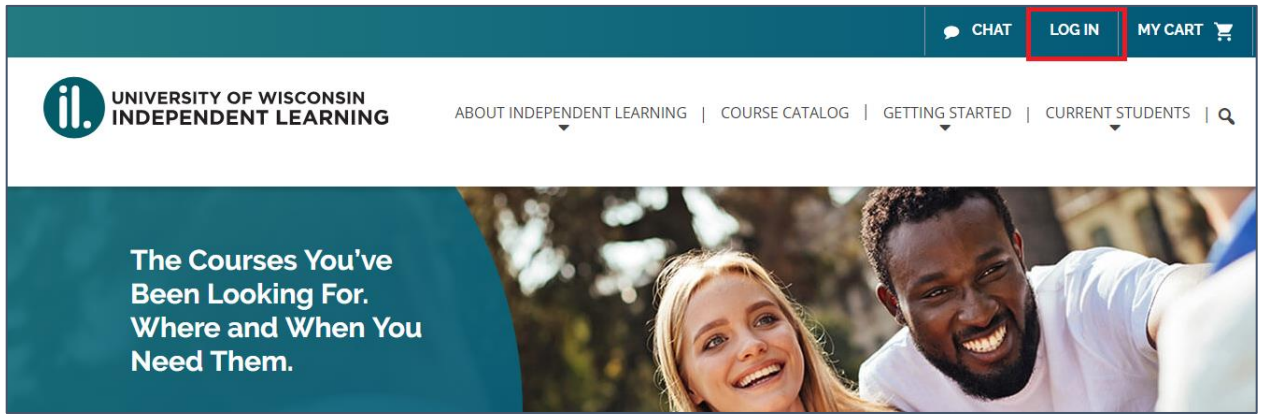


## How to Submit an Exam Request in your Student Account

1. Go to the Independent Learning website at [il.wisconsin.edu](http://il.wisconsin.edu). Click on “Log in.” If you have not made your IL web account, you will need to do so. This video gives instruction on how to set up your account: <https://youtu.be/CnJN1riY-Xs>



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



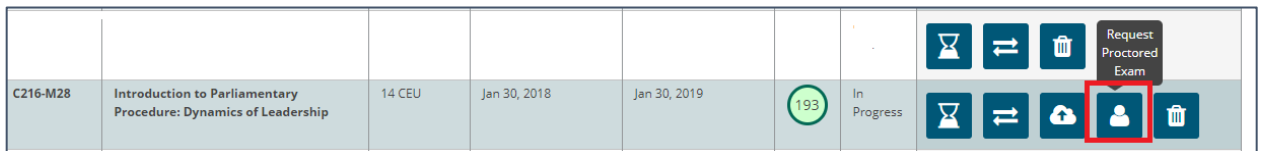
**My Account** WELCOME , ILWP2

PROFILE COURSES

[ORDER TRANSCRIPTS](#)

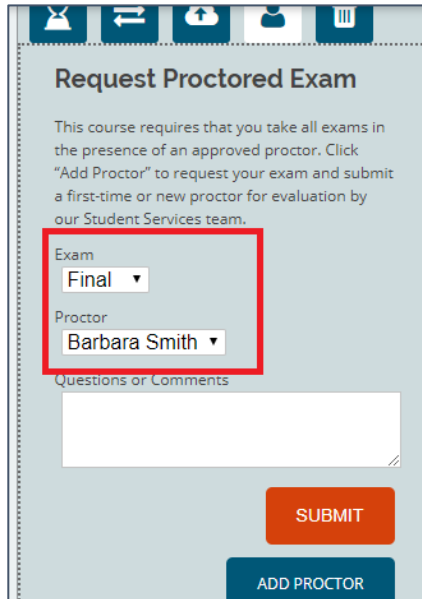
Course Number	Course	Credits	Date Registered	Date Ending	Days Left	Course Status	Actions
U350-269	American Indian Literature	3 credits				Awaiting Payment	
U820-461	Abnormal Psychology	3 credits				Awaiting Payment	

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	

4. Upon clicking the “Request Proctored Exam” button, the box will expand. 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.” Please see the next page for instructions on adding a new proctor.



**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

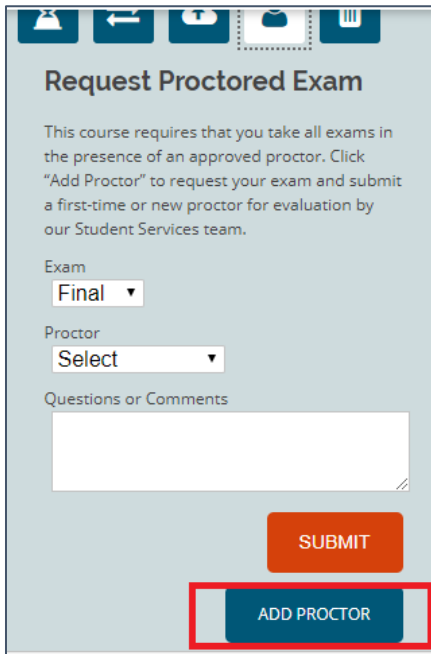
5. If your request has been successfully submitted, you will see a confirmation on the screen. You will also receive a confirmation email. Within 1-3 business days, you’ll hear from the Success Coaching team regarding your request. Please contact your Success Coach with any questions.

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 ▼

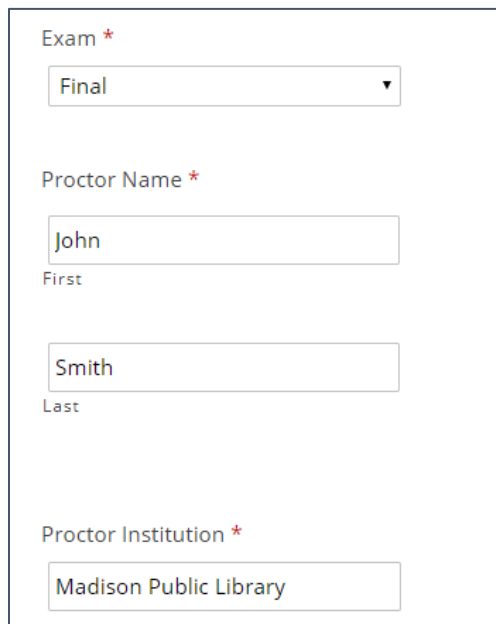
Proctor  
Select ▼

Questions or Comments

SUBMIT

**ADD PROCTOR**

2. If you’ve read through the instructions and determined that your proctor may be appropriate, fill out the proctor’s information in the form and click “Submit.”

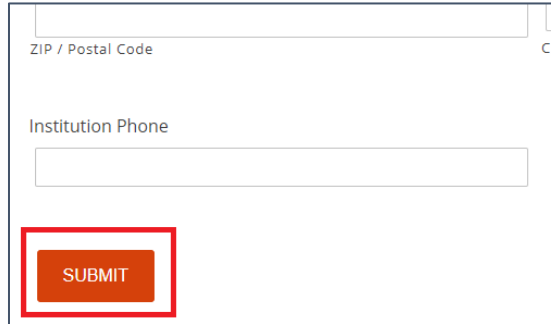


Exam \*  
Final ▼

Proctor Name \*  
John  
First

Smith  
Last

Proctor Institution \*  
Madison Public Library



ZIP / Postal Code

Institution Phone

**SUBMIT**

- 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.