How to submit an exam request in your student account

1. Go to the Independent Learning website at 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-X5

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.
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.

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 Student Services regarding your request. Please contact your Student 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. 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.”
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.