Unlock Test Key

This is an additional authorization step that assignment managers may include for test takers. This requires the proctor or site admin to enter an **Unlock Test** key during a test, without which an examinee cannot start a test.

Video Tutorial

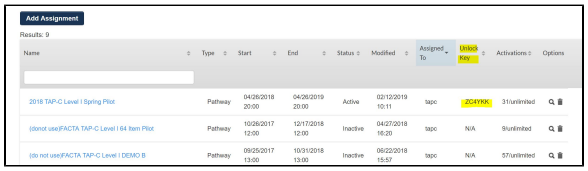
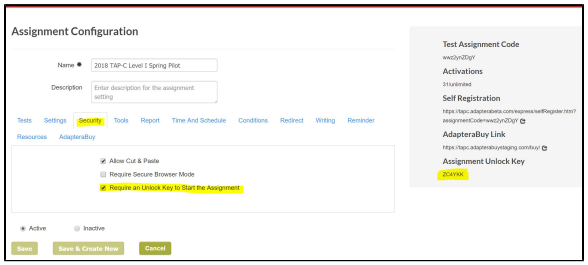
To activate the **Unlock Test Key:**

Step 1. Click on the **Assignments** tab. From the Assignment list, find and click on the assignment link.

Step 2. On the **Assignments Configuration** page, click on the **Security** tab.

Step 3. Check the **Require an Unlock Key to Start the Assignment** box and hit Save.

Step 4. An Assignment **Unlock Key** is automatically generated and displayed under **Assignment Unlock Key** in the gray box on the right of the page.

> **Important: The unlock key is updated any time a new assignment setting is applied.**

Step 5. Now, when an examinee logs into their account and clicks the Start button next to that assignment, an 'Enter Test Unlock Key' box will appear. The proctor/site admin then enters the **Assignment Unlock Key** and clicks Unlock. The examinee can now proceed. The **Unlock Key** will also be required if the examinee needs to resume the test at any time.