

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.

The screenshot displays the 'Add Assignment' interface. At the top, there's a table listing assignments. Below this, the 'Assignment Configuration' section is shown with the 'Security' tab selected. In the 'Security' settings, the option 'Require an Unlock Key to Start the Assignment' is checked. On the right side, a gray box displays the 'Test Assignment Code' and the 'Assignment Unlock Key'.

| Name | Type | Start | End | Status | Modified | Assigned To | Unlock Key | Activations | Options |
|---|---------|------------------|------------------|----------|------------------|-------------|------------|--------------|---------|
| 2018 TAP-C Level I Spring Pilot | Pathway | 04/26/2018 20:00 | 04/26/2019 20:00 | Active | 03/10/2019 16:11 | tapc | 20CCT000 | 31 unlimited | Q, E |
| about:usedPACTA TAP-C Level I 64 Item Pilot | Pathway | 10/26/2017 12:00 | 10/17/2018 12:00 | Inactive | 04/27/2018 16:20 | tapc | N/A | Unlimited | Q, E |
| tapc:usedPACTA TAP-C Level I 20040-0 | Pathway | 09/25/2017 13:00 | 10/31/2018 13:00 | Inactive | 06/22/2018 15:57 | tapc | N/A | 37 unlimited | Q, E |

Assignment Configuration

Name: 2018 TAP-C Level I Spring Pilot

Description: Enter description for the assignment setting

Tests Settings **Security** Tools Report Time And Schedule Conditions Redirect Writing Reminder

Resources **AssignmentKey**

☒ Allow Cut & Paste
☐ Require Secure Browser Mode
☒ **Require an Unlock Key to Start the Assignment**

Active Inactive

Save Save & Create New Cancel

Test Assignment Code
www20c00p

Activations
3 unlimited

Self Registration
https://tapc.adaptiveproctor.com/express/self/register.html?assignmentCode=www20c00p

Assignment Key Link
https://tapc.adaptiveproctor.com/tapc/assignmentUnlockKey

Assignment Unlock Key
20CCT000