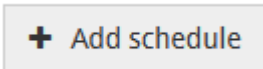
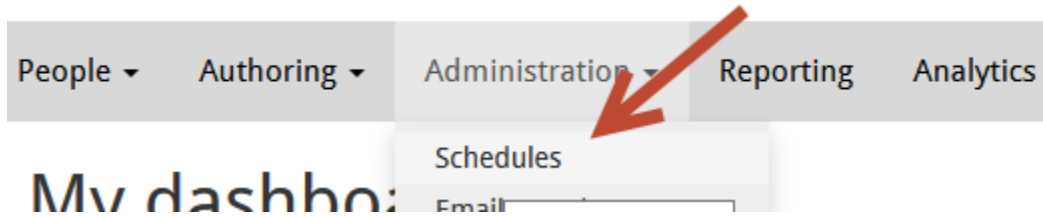


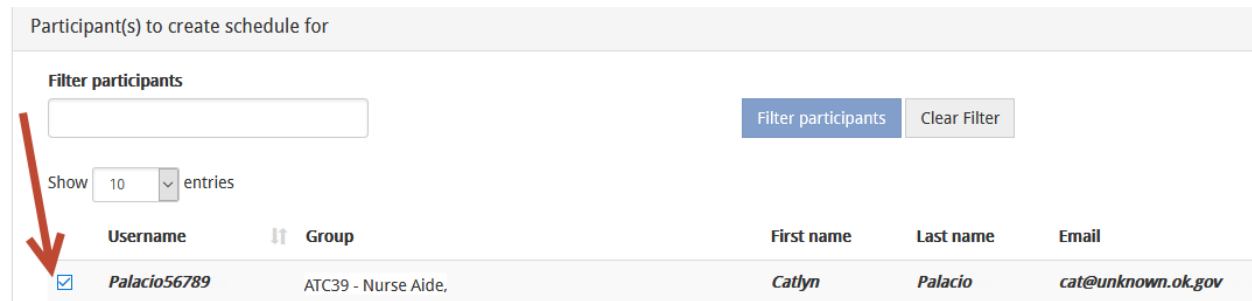
# Steps to Create a Schedule for a Candidate & Find an Existing Schedule

(only set the options specified – leave all other options blank)

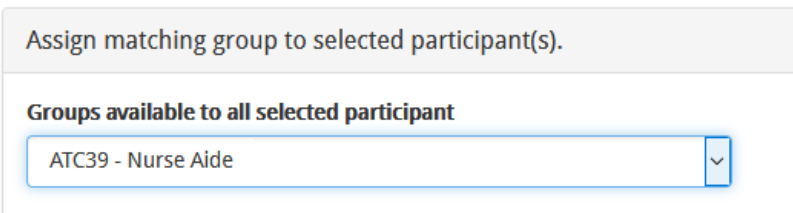
1. Login to Questionmark
2. Click on **Administration>Schedules**



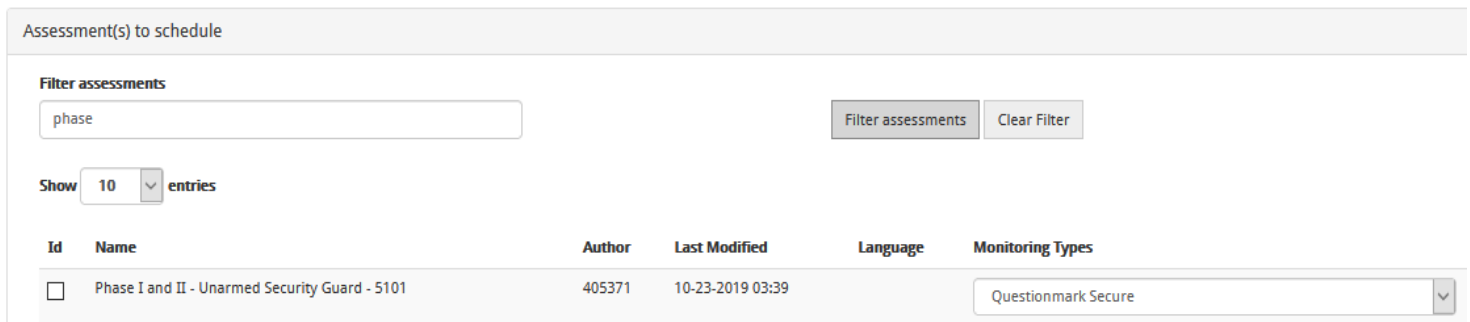
3. Click on
4. Select the **Candidate(s) to be scheduled** by ticking the box next to each – can do multiple candidates at once for same test



5. Select the Group from the drop-down. You should only have one group available if every candidate selected was added to correct group during the creation process. **You must select this or the result will not show up on any reports correctly.**



6. Select the **Assessment** to be given by ticking the box next to the assessment name
7. Select **Questionmark Secure** under Monitoring Types drop-down box



8. **Set From & To Date** – I would suggest a **daily or weekly setting only** – do not set for any longer & do not set time periods – leave the time as the default

Schedule availability

**From**


**Date**  **Time**

**To**

**Date**  **Time**

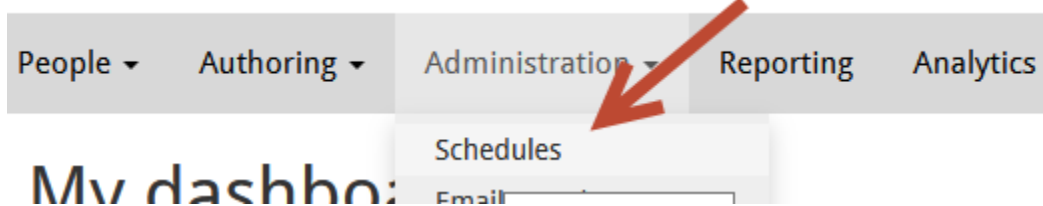
You are creating a schedule in this time zone:  
America/Chicago: Monday, September 16, 2019 - 14:06 -0500

9. Set Max Attempts to 1
10. Set Resume Allowed to **Yes**

11. Click on 

## Find Existing Schedule

1. **Login** to Questionmark
2. Click on **Administration>Schedules**



3. You can choose various filtering options to find an existing schedule for a participant – Group, Participant (candidate) name, Start from date

4. Once you have selected the criteria – click on 