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 **Add schedule**

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]

9. Set Max Attempts to 1
10. Set Resume Allowed to **Yes**
11. Click on **Create Schedule**

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**Find Existing Schedule**

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

![My dashboard]

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 **Filter schedules**