

ISO Quality Testing – IFT Event Creation

September 2024

Objectives

- ISO Quality Testing web address
- Sign in information
- Setting up test dates
- Written time frames
- Clinical time frames
- Correct scheduling
- Tips

Go to URL [ISO Quality Testing, Inc.](#)

- Click on Testing Centers



- Click on Login to Admin Module



- Enter Username and Password and click Perform Login.

IQT Login

The screenshot shows the IQT Login form. It contains three input fields: 'Username:', 'Password:', and a 'Perform Login' button. The entire form area is circled in green.

- Click arrow to right to change month.

November 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 <Schedule>	31 <Schedule>	1 <Schedule>	2 <Schedule>	3 <Schedule>	4 <Schedule>	5 <Schedule>

- Click Schedule on the preferred date of testing. Prometric will contact you if needed for an alternate date.
- Dates entered must be a minimum of 2 weeks out for a minimum of 5 written and maximum 8 clinicals.
- Events are cancelled if a minimum of 5 clinicals aren't scheduled 5 business days before the event.

15 <Schedule>	16 <Schedule>	17 <Schedule>	18 <Schedule>	19 <Schedule>	20 <Schedule>	21 <Schedule>
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Written

- Enter start time and end time for written.
- Times must be in 90 minutes increments.
 - Example: 9am to 10:30am
- Enter # of seats
- Click Add Seats

Add New Type: Site Seats ▼

From Date: 1/17/2023 ...	To Date: 1/17/2023 ...
Start Time: 9:00 AM ▼	End Time: 10:30 AM ▼
Number Seats: 06 ▼	
All Exams ▼	
<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	<input type="checkbox"/> ADA
<Add Seats> <Cancel>	

Clinicals

- Enter start time and end time for clinicals one hour after the written start time.

- Time must be in 240-minute (4 hour) increments.

- Example

Start time 10:00am

End Time 2:00pm

- Enter # of seats
- Change All Seats to TX Nurse Aide Clinical
- Click Add Seats

Add New Type: ▼

From Date: ... To Date: ...

Start Time: ▼ End Time: ▼

Number Seats: ▼

▼

S M T W T F S

ADA

[<Add Seats>](#) [<Cancel>](#)

Correct scheduling

<u>Date</u>	<u>Day</u>	<u>Start</u>	<u>End</u>	<u>Last Name</u>	<u>First Name</u>	<u>Exam Name</u>	<u>Minutes</u>	<u>ADA</u>	
1/17/2023	Tue	9:00 AM	10:30 AM	--Open--	--Open--	--Open--			Delete
1/17/2023	Tue	9:00 AM	10:30 AM	--Open--	--Open--	--Open--			Delete
1/17/2023	Tue--TX Nurse Aide Clinical	10:00 AM	2:00 PM	--Open--	--Open--	--Open--			Delete
1/17/2023	Tue--TX Nurse Aide Clinical	10:00 AM	2:00 PM	--Open--	--Open--	--Open--			Delete

Tips

- **Failure to setup seats correctly will create incorrect scheduling when candidates schedule the exams.**
- Email OpsServiceTeam@Prometric.com if you need to cancel an event.
- Contact Cindy Patterson at cindy.patterson@prometric.com and if no response email OpsServiceTeam@Prometric.com for questions.