

# PROCTORED TESTING APPOINTMENT SYSTEM

Florida State College at Jacksonville Distance Learning Office uses an online electronic scheduling system to make scheduling your proctored exams easier. This system allows you to schedule and change exam locations up until the Sunday night before the test.

## Site Registration

1. To use the online scheduling system, you must first register as a user. Follow the link in your course and then click on the <Register> button.

The screenshot shows the 'Testing Facilities' page. At the top is the Florida State College logo with the text 'A DIVISION OF FLORIDA STATE COLLEGE AT JACKSONVILLE'. Below the logo is a light blue bar with the text 'Testing Facilities'. The main content area is dark blue and contains two sections: 'Registration' and 'Login'. The 'Registration' section includes the text 'If you don't have an account, click on the Register button below to register.' and a 'Register' button, which is highlighted with a red box. The 'Login' section includes the text 'Enter your email address below' and an 'Email' input field. Below the input field is a 'Login' button. At the bottom of the page, there is a copyright notice for Florida State College Open Campus and a link to the Appointment-Plus software.

2. On the registration screen, enter your first name, last name, and email address. **We prefer your College email address**, but any address is acceptable. When you have entered the information, click the <Submit> button.

The screenshot shows the registration form with the text 'Please fill out the following information. The required fields are in bold'. The form has three input fields: 'First Name', 'Last Name', and 'E-mail'. All three input fields are highlighted with a red box. Below the input fields is a 'Submit' button. At the bottom of the page, there is a copyright notice for Florida State College Open Campus and a link to the Appointment-Plus software.

## Scheduling an Exam

1. Sign in using your email address, then click <Login>



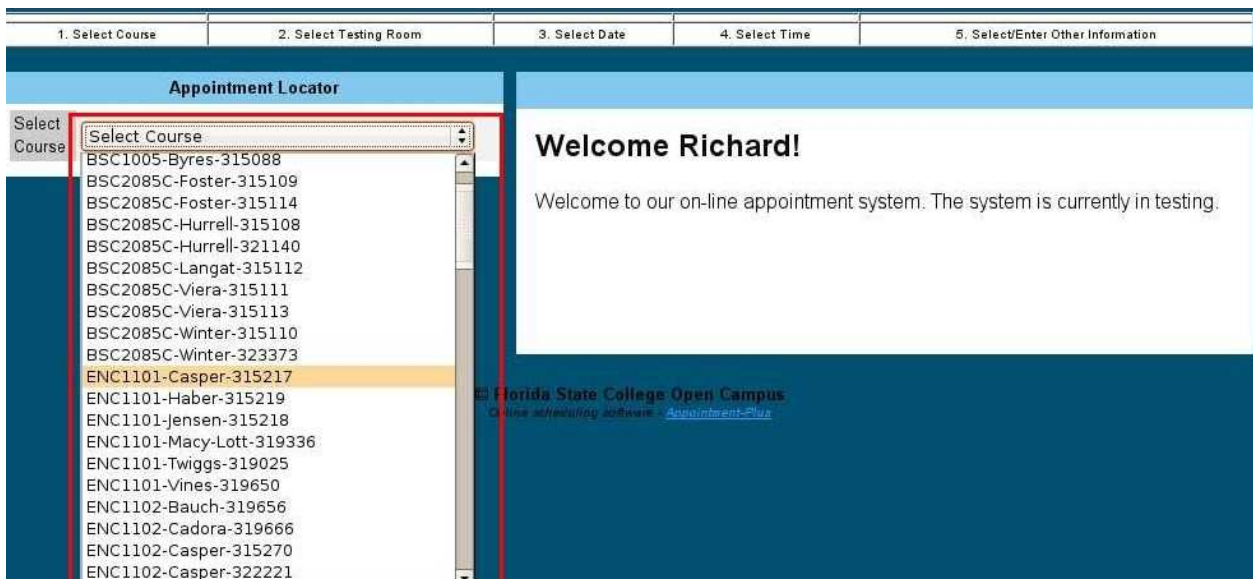
The screenshot shows the login page for Appointment Plus. On the left, there is a 'Registration' section with the text 'If you don't have an account, click on the Register button below to register.' and a 'Register' button. On the right, there is a 'Login' section with the text 'Enter your email address below' and an 'Email' input field followed by a 'Login' button. A red box highlights the 'Email' input field and the 'Login' button. At the bottom, it says '© Florida State College Open Campus' and 'Online scheduling software - Appointment Plus'.

2. Click on the drop down button to list the courses available.



The screenshot shows the 'Appointment Locator' page. At the top, there are five steps: 1. Select Course, 2. Select Testing Room, 3. Select Date, 4. Select Time, and 5. Select/Enter Other Information. The 'Select Course' dropdown menu is open, showing a list of courses. A red box highlights the dropdown menu. The main content area says 'Welcome Richard!' and 'Welcome to our on-line appointment system. The system is currently in testing.' At the bottom, it says '© Florida State College Open Campus' and 'Online scheduling software - Appointment Plus'.

3. Select your course. Courses are listed alphabetically by course, instructor, and reference number. **Be careful! Your instructor may teach more than one class. The reference number is very important.**



The screenshot shows the 'Appointment Locator' page with the 'Select Course' dropdown menu open. The dropdown menu is highlighted with a red box and contains a list of courses. The course 'ENC1101-Casper-315217' is highlighted in yellow. The main content area says 'Welcome Richard!' and 'Welcome to our on-line appointment system. The system is currently in testing.' At the bottom, it says '© Florida State College Open Campus' and 'Online scheduling software - Appointment Plus'.

4. Display the testing locations by clicking on the drop down button.

The screenshot shows the 'Appointment Locator' interface. The 'Select Course' dropdown is set to 'SLS0005-Schilke-123456'. The 'Select Testing Room' dropdown is highlighted with a red box and shows the text 'Select Testing Room'. The 'Select Date' section shows a calendar for January 2010. The calendar grid is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

On the right side of the interface, there is a 'Welcome Richard!' message and a note: 'Welcome to our on-line appointment system. The system is currently in testing.'

5. Select your preferred test location. The locations show the campus, check-in room, and scheduled testing date.

The screenshot shows the 'Appointment Locator' interface. The 'Select Course' dropdown is set to 'SLS0005-Schilke-123456'. The 'Select Testing Room' dropdown is open, showing a list of locations: 'Nassau B203 (4/29)', 'URC 411 (4/30)', 'Kent F128 (5/01)', 'South U153 (5/01)', and 'Cecil North A109 (5/02)'. The 'URC 411 (4/30)' option is highlighted. The 'Select Date' section shows a calendar for January 2010. The calendar grid is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

On the right side of the interface, there is a 'Welcome Richard!' message and a note: 'Welcome to our on-line appointment system. The system is currently in testing.'

6. Select your testing date. Available dates for this location are in white squares with blue dates. If all dates are grayed out, you must select a new location. Some testing sites have limited seating. **Reservations are on a first-come, first-served basis.**

The screenshot shows the 'Appointment Locator' interface. The 'Select Course' dropdown is set to 'SLS0005-Schilke-123456'. The 'Select Testing Room' dropdown is set to 'Nassau B203 (4/29)'. The 'Select Date' section shows a calendar for April 2010. The calendar grid is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The date '29' is highlighted with a red box. On the right side of the interface, there is a 'Welcome Richard!' message and a note: 'Welcome to our on-line appointment system. The system is currently in testing.'

7. Select the available time by clicking in the appropriate white box. If no appointments are available you must select another date or location.

The screenshot shows the 'Appointment Locator' interface. On the left, there are dropdown menus for 'Select Course' (SLS0005-Schilke-123456) and 'Select Testing Room' (Nassau B203 (4/29)). Below these is a 'Select Date' section with a calendar for April 2010. The calendar shows the 29th of April is selected. On the right, a section titled 'Nassau B203 (4/29)' displays a grid of time slots. The 6:00pm slot on Thursday, April 29, is highlighted with a red box. A legend indicates that white boxes are 'Open (click to select)', grey boxes are 'Reserved', and dark grey boxes are 'Unavailable'.

8. Finally, confirm your appointment by click on the <Finalize Appointment> button.

The screenshot shows the 'Selected Appointment Information' screen. The left side is identical to the previous screen. The right side displays the following information: Location: Florida State College Open Campus; Testing Room: Nassau B203 (4/29); Course: SLS0005-Schilke-123456; Date: Thursday, April 29, 2010; Start Time: 6:00pm. Below this information, there is a text prompt: 'Please continue below to finalize your appointment'. A section for 'Special Instructions' contains a large empty text box. At the bottom right, the 'Finalize Appointment' button is highlighted with a red box.

9. The final screen shows your confirmed appointment.

The screenshot shows the final confirmation screen. At the top, it says 'Your appointment has been confirmed!'. Below this, it states: 'We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.' There is a link: 'click here to print a printer-friendly appointment confirmation'. A blue header bar reads 'Existing Appointments'. Below this, it says: 'Please allow at least 24 hours notice for cancellations.' At the bottom, it says: 'Click on appointment link to view details (show all | print all)'. The confirmed appointment is listed as: 'Thursday, April 29, 2010 at 6:00pm' with links for 'print' and 'cancel appointment'.

## Confirmation Email

The scheduling system automatically sends you a confirmation email. It will also send you an email the day before your scheduled exam.

Richard,  
Thank you for making an appointment with us. You are confirmed for the following appointment:

Course: SLS0005-Schilke-123456

Date: Thursday, April 29, 2010

Time: 6:00pm

With: Nassau B203 (4/29)

Confirmation Number: 393227

### IMPORTANT INFORMATION -

- \* If you need to cancel or reschedule your appointment, you may do so through our Web site or give us a call at 904-632-5020.
- \* Email "schedulealekstesting@fscj.edu" if you have any questions or system problems.
- \* Remember to cancel your old appointment if you are rescheduling any test.
- \* Refer to your instructor's guidelines regarding length of your test and what items, if any, you may use.
- \* Show up promptly at your schedule time. Bring a photo ID that shows the same name as your current student record and this receipt to the check-in location shown above.
- \* Your actual testing room may be different that the testing check-in room.
- \* Show up for your testing time and location ONLY. Some locations fill quickly and we do not allow "stand-by" exams.
- \* All make up exams are schedule at the URC Assessment Center only AFTER email approval from your instructor.
- \* Cell phones are not allowed in the testing rooms. Leave them in a secured location before checking in at the testing center.
- \* Children are not allowed in the testing room and unaccompanied children are not allowed on any College campus.

Thanks!

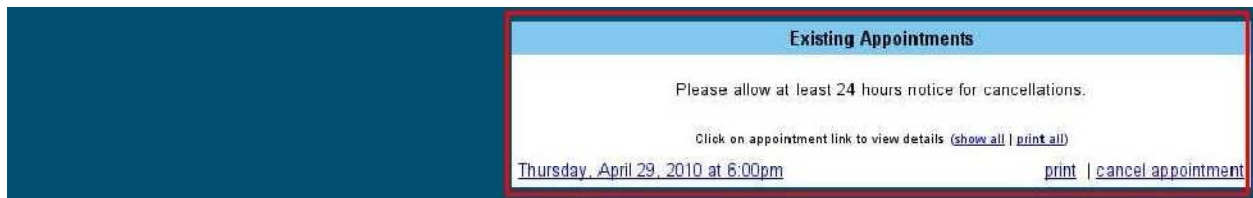
Distance Learning Proctored Testing Service

## Verify Your Appointment

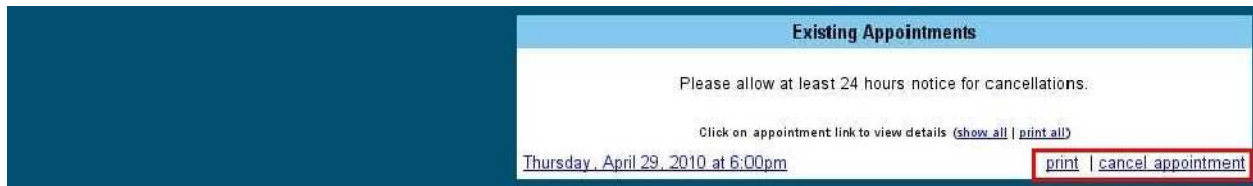
1. Verify your appointment from the main page. After signing in with your email address, click on <Appointments> at the top of the page.



2. This displays all of your confirmed appointments.



3. If you need to reschedule your exam, remember to cancel the one you are rescheduling.



## Assistance

If you require assistance, email your question to [schedulealekstesting@fscj.edu](mailto:schedulealekstesting@fscj.edu) or call 904-632-5020.

## PROCTORED TESTING LOCATIONS

We test at several different locations and times, all of which are subject to change from semester to semester. Not all locations are available every semester. Check the available locations in the appointment system.



Testing Locations:

Campus : 2 – Kent Campus 3 – North Campus 4 – South Campus	Centers: B – Nassau Center C – Cecil Center North E – Deerwood Center F – URC (Urban Resource Center)
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