PROCTORED TESTING APPOINTMENT SYSTEM

Florida State College at Jacksonville Distance Learning Office uses and 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.

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.

Scheduling an Exam

1. Sign in using your email address, then click <Login>
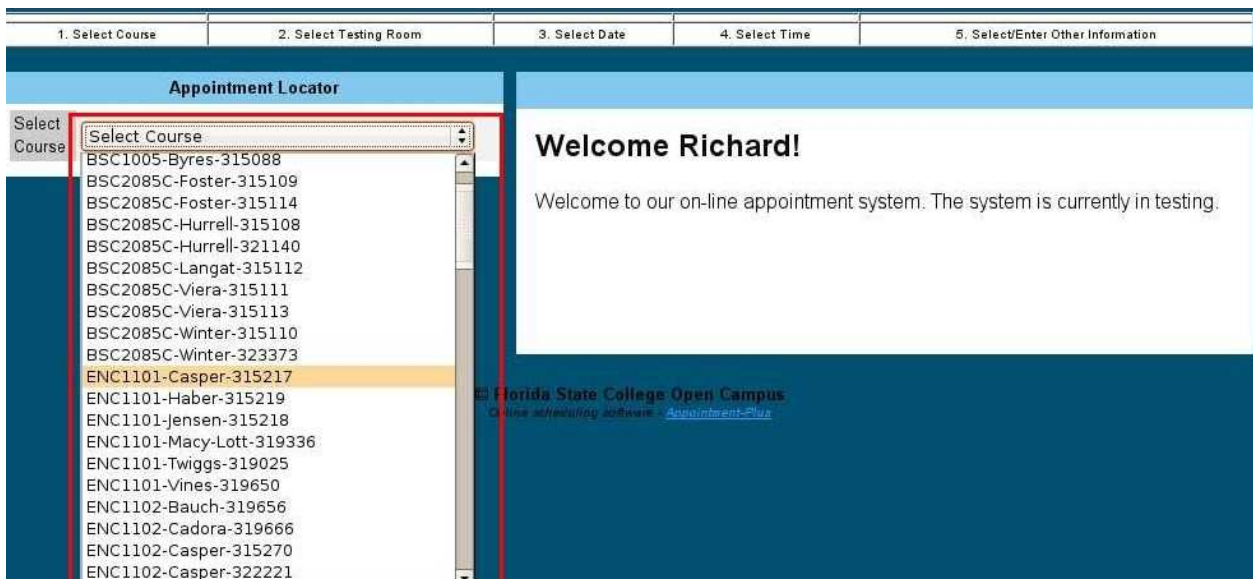
2. Click on the drop down button to list the courses available.

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.**

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

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

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.**

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

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

9. The final screen shows your confirmed 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.
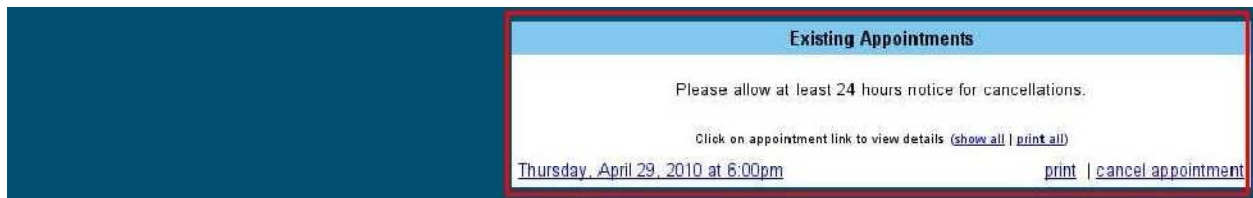
Thanks!

Distance Learning Proctored Testing Service

Verify Your Appointment

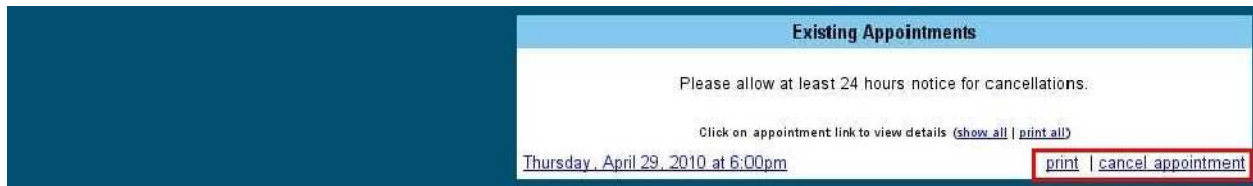1. Verify your appointment from the main page. After signing in with your email address, click on <Appointments> at the top of the page.

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