ONLINE TEST SCHEDULING

TESTING NOTES:

· **Have your instructor's name, course name and reference number available.**

- Testing is offered at different days and times on different campuses. The dropdown menu lists the only testing options available. There are no other testing choices available.

- If you miss your testing deadline, you must contact your instructor regarding next steps.

- Please bring your testing appointment confirmation email with you to testing.

- **SELF PACED STUDENTS ONLY**: you must also bring a copy of your professor's email authorizing you to test. Without this email, we are unable to test you.

- A valid government issued photo ID card with signature must be presented in order to test. Our test proctors do not have to accept any other form of ID. This is to maintain the integrity of the testing process.

- **If you miss your testing window, you must contact your professor regarding a makeup exam. Makeup exams are the purview of the instructors and they do not have to be approve a makeup exams**

TO SCHEDULE TESTING

1. Insure that you have your instructor's name, course name and reference number available before going to the testing web site.

2. To schedule an exam, go to this web site: http://www.fscj.edu/onlinetesting.

3. If you have scheduled an exam through Appointments Plus before, enter your email address and click on the "LOGIN" button. **Go to step 5.**

4. If you have not scheduled an exam, before, click on the **"REGISTER"** button. Fill out the requested information and click on the **"SUBMIT"** button.

5.   Click on the **"Select Course"** down arrow.

6. To select your test, find your course name, instructor name, reference number and exam number. If you do not know these, please exit the program until you have all the information you need to schedule the correct test.

7.   Click on the **"Select Testing Room "** down arrow.

8.   Select your desired test date and location.

9.   On the right side of your pc monitor screen, you will see choices for testing times.

10. Click on the **"Select"** button.

11. Review testing information displayed on monitor. If this is correct, click on the **"Finalize Appointment"** button.

12. Once you have finalized your testing appointment, a confirmation email will be sent to your email account. Note. This email account is the one that you logged in under.

13. Print out this confirmation email and bring with you to testing. No printout. No test.

CANCELING YOUR TESTING APPOINTMENTS.

Testing space is limited. Always cancel any duplicate appointments you have made for the same test. Students who have scheduled multiple testing appointments may have duplicate appointments canceled by DL staff

TO CANCEL YOUR TESTING APPOINTMENTS.

1. Sign-in to Appointments Plus as described above.

2. On the bottom right section of the Welcome screen is the cancel appointment link.

3. Click on link to cancel appointment.

4. Your appointment will be automatically canceled.

If you are still unable to schedule or cancel testing, send an email to assessme@fscj.edu. Include in the email your name, instructor's name, course name, reference number and a daytime telephone number. Someone will call you within two business days to assist you in resolving your problem. You will need to be seated in front of an internet connected pc in order for us to assist you.