ONLINE TEST SCHEDULING (August 15th to August 21st)
TESTING NOTES:

Have your instructor's name, course name and reference number available.
Milczanowski, PSC1341, 348713

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.

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

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.

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.
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.

If you miss your testing window, (August 15th to August 21st) you must take the exam at the south campus testing center the following week.

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.