

## **Online Course Examination Process**

If your instructor requires that your online examination be administered in a proctored environment, you will need to contact testing staff at 341-5323 to schedule an appointment. (Note: If you walk-in without an appointment you may not be able to take your exam; as appointment times may be limited due to the volume of testing conducted in the Testing Center).

After you have scheduled your exam you may want to notify your instructor of your testing appointment. This will allow them the opportunity to forward the necessary exam materials to the Testing Center.

When you arrive for your testing appointment you will be required to provide the course number and instructor's name for the exam you wish to complete; as well as photo ID to verify your identity. Staff will then provide you with the allowable testing materials, assign you a seat and proceed to proctor the testing session according to instructor guidelines.

Upon completion of testing, your exam materials will be processed and forwarded to your instructor.