



ChSCC Online Proctoring Scheduler

Chattanooga State Community College



Center for Distributed Education

423-697-2592 (Monday—Friday: regular business hours)

For ADA information, please contact Chattanooga State Disabilities Support Services at 423-697-4452

What You Need

Before you can schedule proctoring for your exams, you must know:

- The course ID and section (example: ENGL_1010)
- If it is computer or paper test
- The dates the test will be available
- Your Chattanooga State student A—number

Go to ChSCC eSchedule

* Go to: <https://www.registerblast.com/chattanoogastate/exam>

* Confirm that your class in the listing

* Choose your exam

Selecting your Proctored Exam

CDE Courses (Faculty Training)
Chattanooga State Online Exams
Chattanooga State Online Exams (ADA Only)
TN eCampus Full Term Exams (15 weeks)
RODP Full Term Exams (15 weeks) ADA Only

*Select the type of test you wish to be proctored

Main Campus
Dayton Campus
Kimball Campus
Sequatchie/Bledsoe Campus

*Now select the location in which you would like to test

ACCT
ALH
BIOL
BUSN

*Choose the correct subject in which you wish to be proctored



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Continued...

A screenshot of a dropdown menu showing two course options: **ACCT 1010** and **ACCT 1020**. The text is in blue. A red arrow points from the text '*Now select the specific course being proctored' to the **ACCT 1010** option.

*Now select the specific course being proctored

A screenshot of a list with two options: **Final** and **Midterm**. The text is in blue. A red arrow points from the text '*Select the test in which you need proctoring for' to the **Final** option.

*Select the test in which you need proctoring for

A screenshot of a calendar interface for scheduling an exam. The calendar is for **January 2015**. The date **22** is circled in red. Below the calendar, the text 'Schedule exam for:' is followed by three time options: **8:00 AM**, **9:30 AM** (circled in red), and **10:30 AM**. Two red arrows point from the text '*Now select the date and the time that you want to take the proctored test' to the circled date and time.

*Now select the date and the time that you want to take the proctored test



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Exam Summary

Exam	Date
Midterm	1/28/2015 8:30:00 AM
TN eCampus Exam	3/7/2015 8:30:00 AM
Final	1/22/2015 8:00:00 AM
Return to Cart Add additional exam	

*Now you should see your exam summary , which shows what you are registered for and what time you are scheduled to take it.

*Note: you can return to the cart, or add an additional test at this area as well

Requested Information

Email*	<input type="text"/>
Verify Email*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>

*If everything is correct, continue to filling out all required requested information, to receive your confirmation for registering for your proctored test.

Testing Center

Name:	toney phifer
Exam:	Midterm
Date:	1/28/2015 8:30:00 AM
Location:	
Registerblast Order Number:	1028108
A#	123456
Do you have an ADA form on file with the college disabilities office?	
If yes, please describe accomodations needed.	
Exam:	RODP Exam
Date:	3/7/2015 8:30:00 AM
Location:	
Registerblast Order Number:	1028109
A#	123456

*Now you should receive your registration confirmation email, which details everything you have chosen, if there is anything that needs to be changed at that point you would need to contact the Testing Center.

Email: Leanders.burns@chattanoogastate.edu

Phone: 423-697-4461