

Proctoring is required when:

- Your course is an RODP course (section number begins with an “R”), and
- Your course syllabus indicates that the course has one or more proctored tests.

RODP proctored tests are given by appointment only. RODP exams are proctored at Chattanooga State only during the official RODP proctoring dates, which may be found at www.rodop.org/degree-programs-courses/term-calendar. Please be sure to use RODP eSchedule to book your appointment, not ChSCC eSchedule.

Identification Required

You will be required to present valid identification before you may take a proctored exam.

If you enrolled in your RODP course through Chattanooga State, *even if you are also a student at another college*, you must present a valid Chattanooga State photo ID, or a Chattanooga State online ID (no photo; available by mail) with a driver’s license. For information on obtaining a Chattanooga State ID, contact Student Life at 423-697-3276.

If you enrolled in your RODP course through another TBR college, you may present a student ID from that college, or a driver’s license along with a printout of your class schedule that includes your RODP class and your name.

Rules and Procedures During Proctoring

- Arrive early to give yourself time to sign in and be logged into your test. No extra time is given if you are late. In addition, your appointment slot may be given away if you are late.
- No food or drink is allowed in computer labs or testing areas.
- Cell phones must be powered down (not on silent or vibrate).
- No personal items (including cell phones) can be kept on your person while taking an exam. Only items specified by the instructor are allowed during the exam. Space is limited and large items/bags should not be brought to the testing area. You will be given a locker or other location in which to place your items.
- No children are allowed in the testing area (ChSCC handbook).
- The online exam should shut down when the exam’s time limit has been reached. If you have not finished the exam, you will be graded on the questions you have completed and saved. Be sure to save often.
- All ChSCC, Testing Center, CDE, and RODP rules and policies apply to the testing process and procedures. Most testing locations have video surveillance of proctoring areas. Any instances of dishonest or disruptive behavior will be documented and reported.