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

- That you are in a RODP online Course (not ChSCC)
- The Course ID (example: ENGL_1010)
- The instructor’s name
- The time limit allowed for the exam

You MUST have a current TBR Institution ID to take a proctored test.

Go to RODP eSchedule

- Go to RODP eSchedule.
- Confirm that you are in an RODP class (the section code begins with an “R”).

PLEASE NOTE: All users will need to re-register in eSchedule as a “New User” every Fall. Also, even if you have already created an account in ChSCC eSchedule, you will need to register again for RODP eSchedule.

NOTE—The “I forgot my login information” link is located just to the right of the Login box.

Step 1: Select Course

- Click the ‘Select Course’ pull-down arrow.
- Choose the course. Be careful to select the correct one! (Reminder: Only one appointment is allowed per exam.)

If you do not find your course in the drop-down list and you have confirmed that your exam requires proctoring, please call CDE at 423-697-2592.

Step 2: Select Test Site

- Click the ‘Select Test Site’ pull-down arrow.
- Choose the test site you prefer.

For more information on each test site, select it, then read the information that appears under the test site name.

Step 3: Select Date

- Click the date on which you want to schedule your exam. (Available days have a white background and blue underlined dates.)
- The calendar shows all available RODP appointment dates at the chosen testing site.
- If your preferred date is not available, try another test site.
- To find the dates for Midterm and Final Exams go to the RODP Term Calendar.
RODP eSchedule Instructions

Step 4: Select Time

The week you selected will appear showing available dates and times.

- Click the white block for the time at which you want to begin your exam.

Schedule your exam as early in the testing period as possible to allow time for any last-minute complications or technical problems.

You may schedule only one appointment per exam. There are only two exceptions:
- If your exam has an assigned time limit of more than two hours, you are allowed to schedule two consecutive appointments.
- If you have an ADA Accommodation form from your TBR school which specifies extended time, you may book two consecutive appointments. Please indicate this in your Appointment Comments area when you make your appointment and bring a copy of your ADA form to the exam.
- NOTE — All other extra appointments will be cancelled by the proctoring staff.

Step 5: Enter Other Information

After the appointment information appears,

- Choose user type.
- Fill in the information that is requested. Please enter your email address carefully so that you can receive appointment information. Record your login information for later use.
- IMPORTANT: You must correctly enter the name of your Course Instructor. Failure to do so could lead to a significant delay in starting your exam.
- Appointment Comments are your notes about the appointment. Proctors have access to these notes.
- Click Finalize Appointment.

Step 6: Confirmation

A confirmation message will appear.

- Check your email to verify that you have a confirmation for the appointment. If you do not receive a confirmation, log in to RODP eSchedule and click on “Account” in the top menu to correct your email address.

The appointment should also now show up in ‘Appointments’ when you log back into RODP eSchedule. Under Appointments, click on Show All to see the details for your appointments.

You should also receive a reminder email two days before your exam appointment. It will be sent to the preferred email address you entered in your RODP eSchedule account.