Proctoring Site Form

All students enrolled in a Chattanooga State Online Course with proctored tests / exams must submit the Proctoring Site Form

A link to the Proctoring Site Form can be found in the Course Resources Widget off your course home page.

The following information will be required on the form:

- Student name
- Student ID (A Number)
- Current Contact phone number
- Course ID and Section # of all courses that need to be proctored
- Preferred Proctor Site Location (see next page)

SUBMIT FORM

- Print a hard copy for your records
- To submit— Click the Submit by Email button at the bottom and send through your student tiger mail or personal email; AND/OR
- Fax your printed copy to Nancy Rogers at 423-697-4479

DEADLINE

You MUST Submit your Proctoring Site Form by the end of the 1st week of the semester

Booking a Proctoring Time

- You MUST book in advance at the selected location your day/time to be proctored.
- Instructions to book your proctoring day/time are linked off the Course Resources Widget off your course home page.
- All test/exams during the semester will be have a 1.5 hour proctoring maximum length and the final exams will have a 2 hour maximum length.
Proctoring Locations

Main Campus Testing Center
Main Campus Math Center (Math Tests Only)
East Campus
Kimball Site (Central Time)
Sequatchie Site (Central Time)
Dayton Site
Other Out of ChSCC Service Area Location Needed

Revision of Proctoring Site Form

If you find you need to change your preferred proctoring site, please fill out the Revised Proctoring Site Form.

This form is linked off the Student eLearn Orientation web site and the Course Resources Widget off your eLearn course home page.

Disabilities Accommodations

If you are a student registered with Disabilities Support Services,
• give a copy of your accommodation request letter to your instruction and
• fax a copy to Nancy Rogers in the Center for Distributed Education at 423-697-4479

College ID Requirement

Please note that you MUST show your Chattanooga State College ID to the proctor before you will be allowed to take your test.