Proctoring is Required When:

- You are taking a fully online ChSCC course (section number begins with “N”), and
- Your course syllabus indicates that the course has one or more proctored tests.

Exception: Students taking fully online Math courses or Engineering Technology courses should contact those respective departments for proctoring instructions.

Schedule Your Proctored Exam

Students MUST book an appointment to take a proctored exam through ChSCC eSchedule.

Identification Required

- Chattanooga State photo ID, or
- Chattanooga State online ID (no photo; available by mail) with a drivers license.

For information on obtaining a student ID, contact Student Life at 423-697-3276.

Rules and Procedures During Proctoring

- Arrive early to have time to sign in and log into your test. No extra time is given if you are late and your appointment slot may be given away after 15 minutes pasted the start time.
- No food or drink allowed in computer labs or testing areas.
- Cell phones must be powered down (not on silent or vibrate).
- No personal items (including cell phones) allowed 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.
- No children are allowed in the testing area (ChSCC handbook).
- Check the length of your exam. If it is longer than the time slots assigned, you must book a consecutive time slot to ensure
- Online tests will have a time limit. 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, and CDE 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.