What You Need to Schedule Your Exam

- Before you can schedule proctoring for your exam, you must know:
  - That you are in a ChSCC online Course (not RODP)
  - The Course ID (example: ENGL_1010)
  - The dates the test is available
  - Your ChSCC Student A-number

Confirm You are a ChSCC Online Student

- ChSCC Online Courses section numbers begin with an "N" (example: ENGL_1010_N01)
- If your online course section number begins with an “R” (example: ENGL_1010_R50):
  - You are in an RODP course
  - You need to go to the RODP link off the Chattanooga State home page
  - http://river.chattanoogastate.edu/orientations/rodp.html

No Appointment Available?

- Check other test sites. NEW TESTING SITES AND NEW TIMES MAY BE ADDED during heavy testing periods.
- As a last resort you may come to a test site and wait on stand-by in case someone does not show up for their appointment or someone finishes their test early enough for you to take yours. However, there is no guarantee that you will be able to take your test unless you have an appointment.

Course Missing From List?

- Confirm that your exam requires proctoring by checking your Syllabus
- Make sure you have looked under the correct category: computer or paper test.
- If your course is still missing from the drop-down list:
  - Call the Center for Distributed Education (CDE) 423-697-2592, or
  - email cde.scheduler@chattanoogastate.edu.

One Appointment Per Exam

- Do not book more than one appointment for the same exam.
  - If you do, only one appointment will be allowed to remain.
  - All others will be cancelled.
- EXCEPTIONS: when you are permitted to book two consecutive appointments.
  - ADA Accommodation
  - Exam lasts longer than 2 hours
  - Make sure to indicate the reason for the consecutive appointments in Appointment Comments.