



Proctored Testing Help

General Information

Proctored Testing Services is available for students with special needs, those whose instructor has approved to take a make-up, or for students in online courses that require tests to be proctored. Students requiring accommodations must self-identify through Disability Services in Student Services and arrange documentation before making any special testing arrangements. Also note that not all accommodations can be met by Library Services Proctored Testing. Alternatives are available on an individual basis with Student Services or TRIO.

For more information on proctored testing, either on-campus or via ProctorU, visit the **RPCC Proctored Testing** site in **Canvas**.

Please note that, while free of charge and available for written or online tests, the **on-campus** proctored testing schedule is limited and subject to change based on staff, room, and appointment availability. Appointments are required.

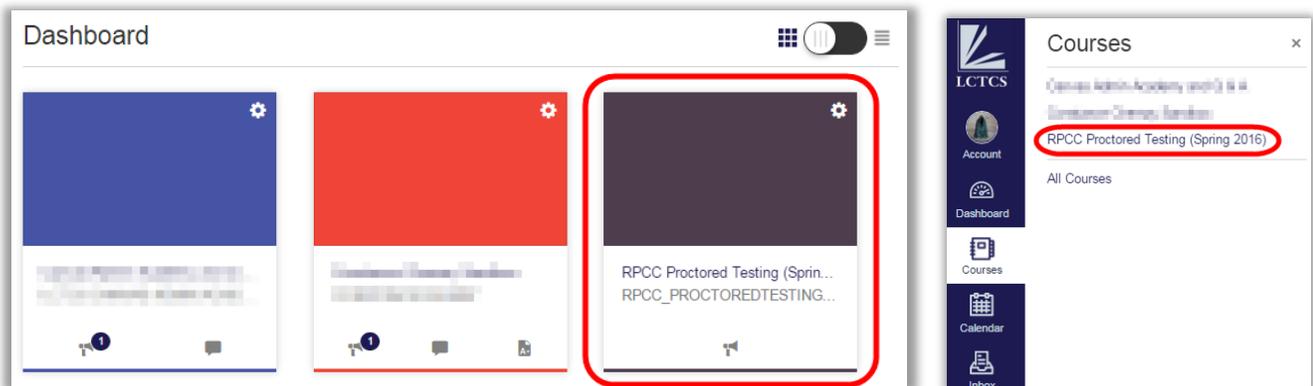
Testing with **ProctorU** is a paid service that is available **only** for online tests **at the instructor’s discretion**. Not all online instructors will use ProctorU. **Check with your instructor**. While it allows more scheduling flexibility, it also requires certain conditions and equipment. Visit the **RPCC Proctored Testing** and select **ProctorU** in **Canvas** for more information, including scheduling options and fees.

Important: Always contact your instructor before making appointments to take any tests outside of your regular class periods.

Making Your Appointment

The following instructions are **only** for taking a proctored test **on-campus** with Library Services staff.

If you do not see **RPCC Proctored Testing** either on your Dashboard or in your list of courses as shown below, click “Courses” in the Global Navigation Menu, and then click “All Courses.”



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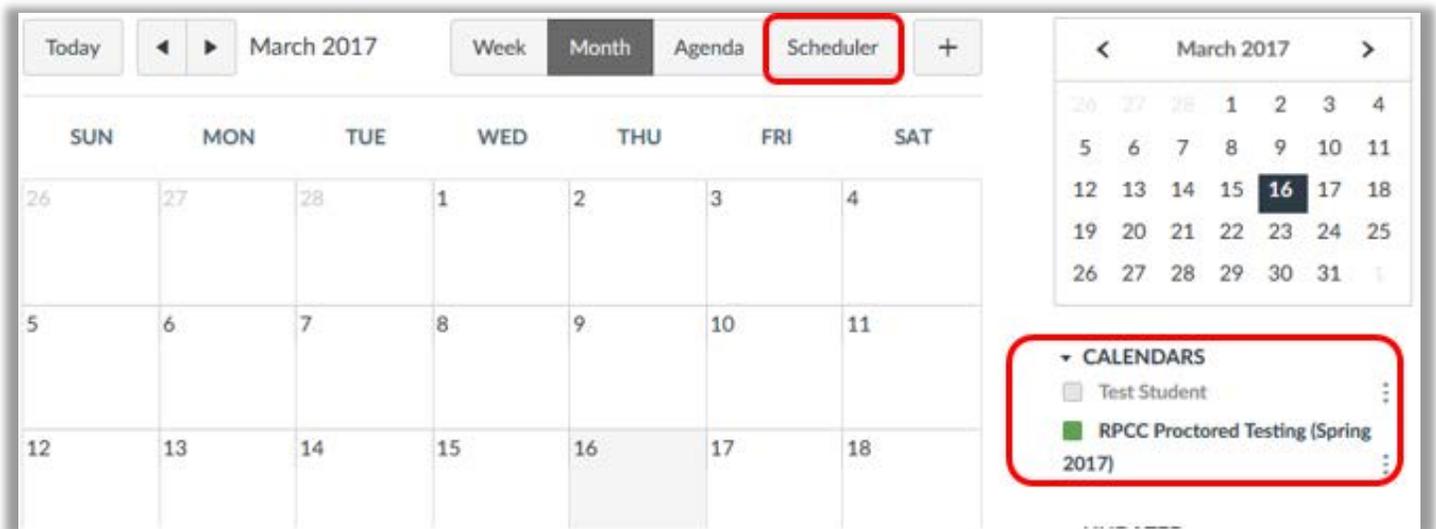
If you still do not see it, send a request to be added to the site to Canvas@rpcc.edu or stop by the Library for help. Be sure to provide your full name and the e-mail address that you use in Canvas. You will receive an e-mail notification of the invitation; please login to Canvas and accept it.

Once you have logged into Canvas (and, if necessary, accepted the invitation), visit RPCC Proctored Testing for important information.

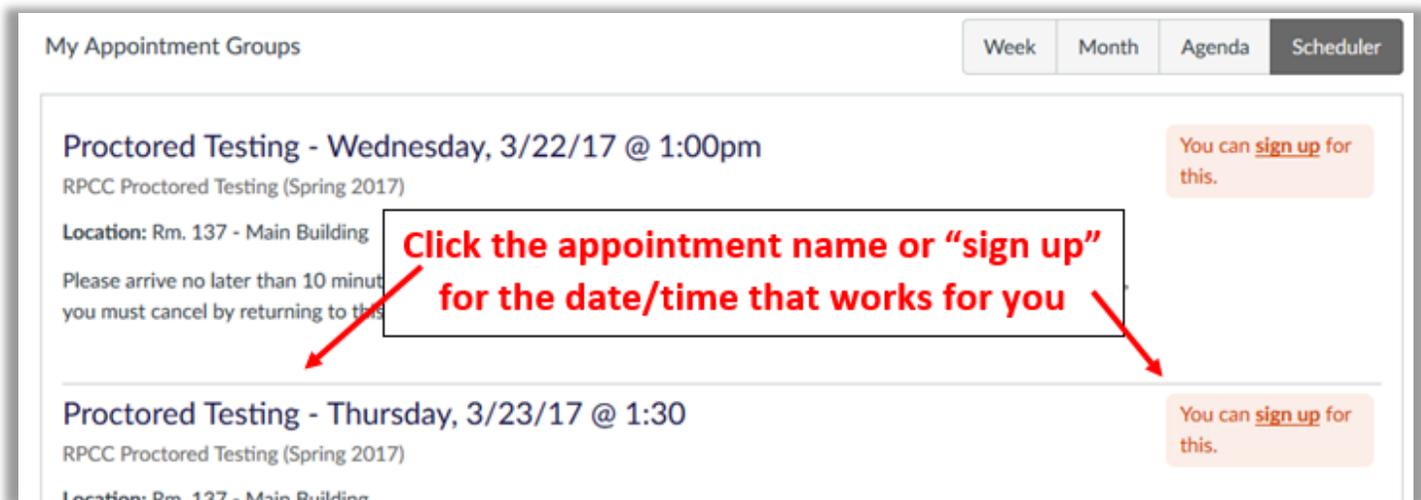
To make an appointment to take a test on-campus, go to the Calendar in your Global Menu:



Make sure that the Proctored Testing Calendar is selected in your list of calendars on the right. Then click Scheduler in the calendar menu.



You will then get a list of available appointments for all of your courses; click the appointment name or "sign up" for the date and time that works for you:



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You should then see the detailed appointment and link showing the remaining available appointments for that time; click the appointment link.

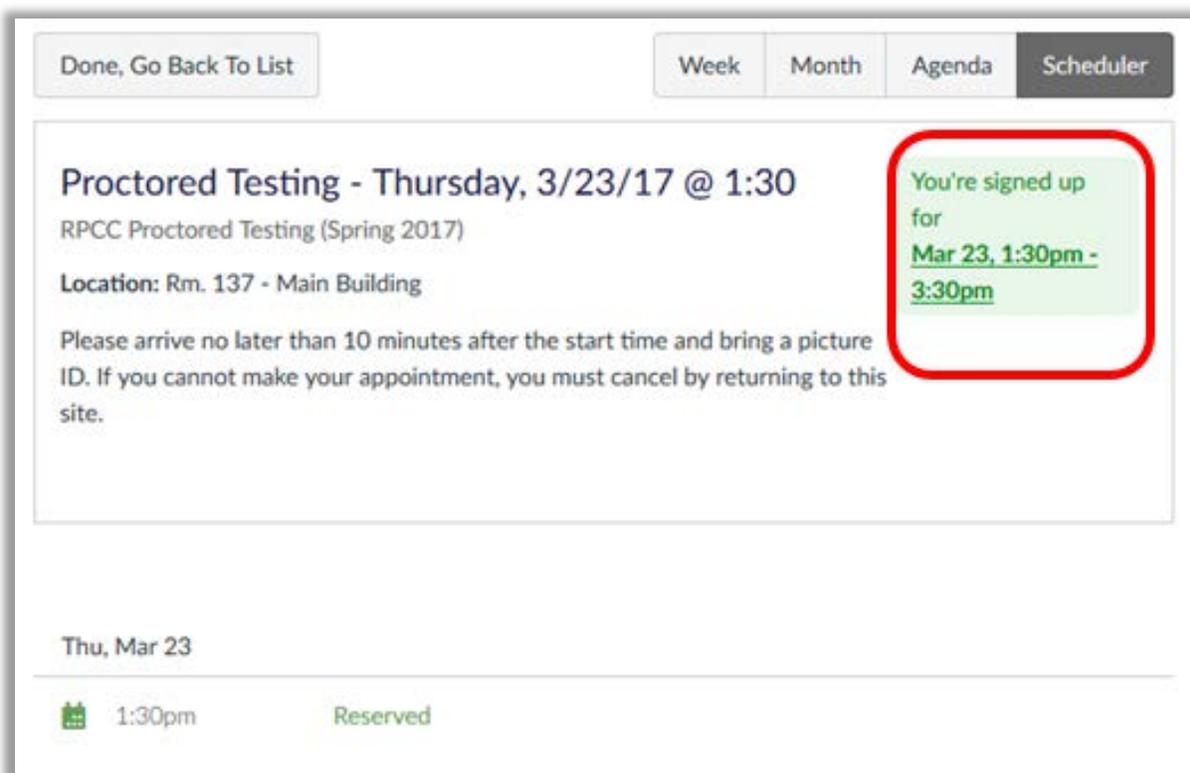
The screenshot shows a scheduling interface with a top navigation bar containing "Done, Go Back To List", "Week", "Month", "Agenda", and "Scheduler". On the right, there is a calendar for March 2017 with the 23rd highlighted. Below the calendar are "CALENDARS" with checkboxes for "Test Student" and "RPCC Proctored Testing (Spring 2017)". The main content area displays "Proctored Testing - Thursday, 3/23/17 @ 1:30" with a "You can sign up for this." button. Below this is the location "Rm. 137 - Main Building" and instructions: "Please arrive no later than 10 minutes after the start time and bring a picture ID. If you cannot make your appointment, you must cancel by returning to this site." A red box with the text "Click the appointment" and a red arrow points to a "12 Available" link in the "Thu, Mar 23" section.

Once you see the appointment reservation prompt, click "Reserve." Comments are not required.

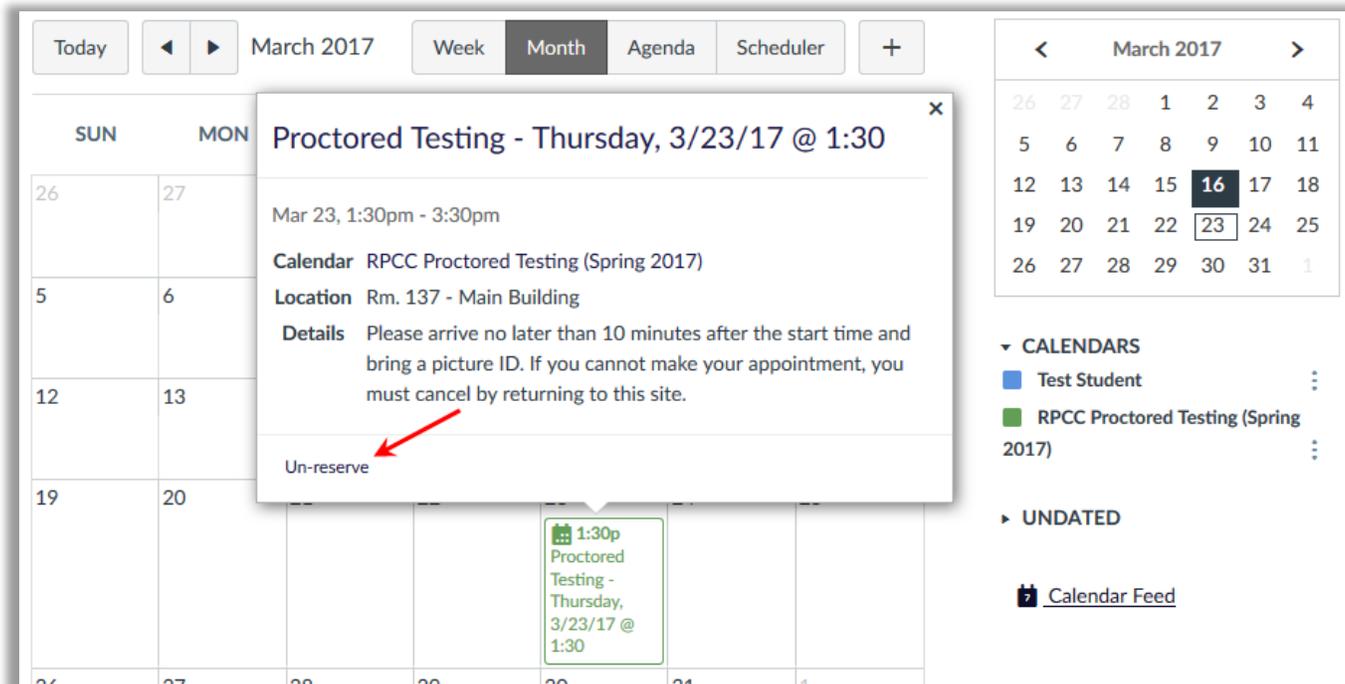
The detailed reservation prompt shows the title "Proctored Testing - Thursday, 3/23/17 @ 1:30" and the time "Mar 23, 1:30pm - 3:30pm". It lists the "Calendar" as "RPCC Proctored Testing (Spring 2017)" and the "Location" as "Rm. 137 - Main Building". The "Details" section repeats the instructions: "Please arrive no later than 10 minutes after the start time and bring a picture ID. If you cannot make your appointment, you must cancel by returning to this site." It also shows "Slots 12 available". Below this is a "Comments" section with an empty text input field. At the bottom, a red box highlights the "Reserve" button.

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You are now signed up and, depending on your notification settings, you may receive an e-mail confirmation of the appointment. Be sure to arrive within 10 minutes of the start time for your appointment and bring a photo ID.

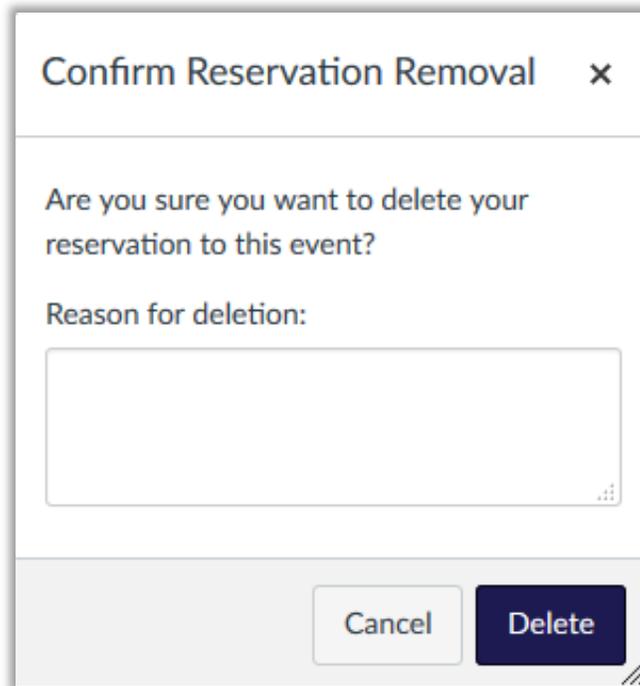


To cancel an appointment, click on the appointment in any calendar view and then click "Un-reserve."



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You will be prompted for a reason, but details are not required. Click “Delete” to cancel your appointment. Depending on your notification settings, you may receive an e-mail confirmation of your cancellation.



The image shows a dialog box titled "Confirm Reservation Removal" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to delete your reservation to this event?". Below this is a label "Reason for deletion:" followed by a large, empty text input field. At the bottom of the dialog, there are two buttons: a light gray "Cancel" button and a dark blue "Delete" button.

This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at Library@rpcc.edu; please specify the document title.

River Parishes Community College, a member of the Louisiana Community and Technical College System and accredited by the Southern Association of Colleges and Schools, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons located at 925 W. Edenborne Pkwy., Gonzales, LA – 225-743-8500 have been designated to handle inquiries regarding the non-discrimination policies: Donna Whittington – Title IX Coordinator, Shalither Cushenberry – Section 504 Coordinator.