River Parishes Community College Library

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.
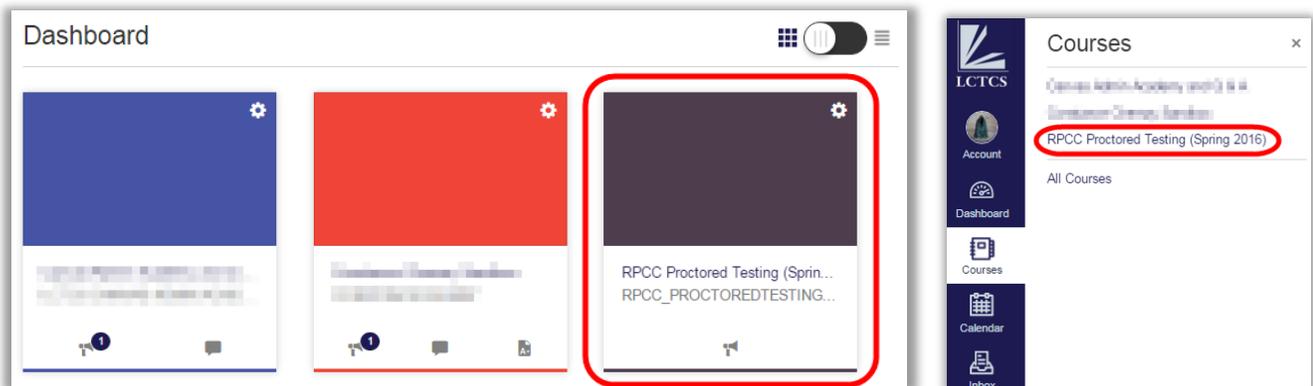
Testing with **ProctorU** is a paid service that is available **only** for online tests **at the instructor's discretion**. Not all online instructors will use ProctorU. **Check with your instructor.** While it allows more scheduling flexibility, it also requires certain conditions and equipment. Visit 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."

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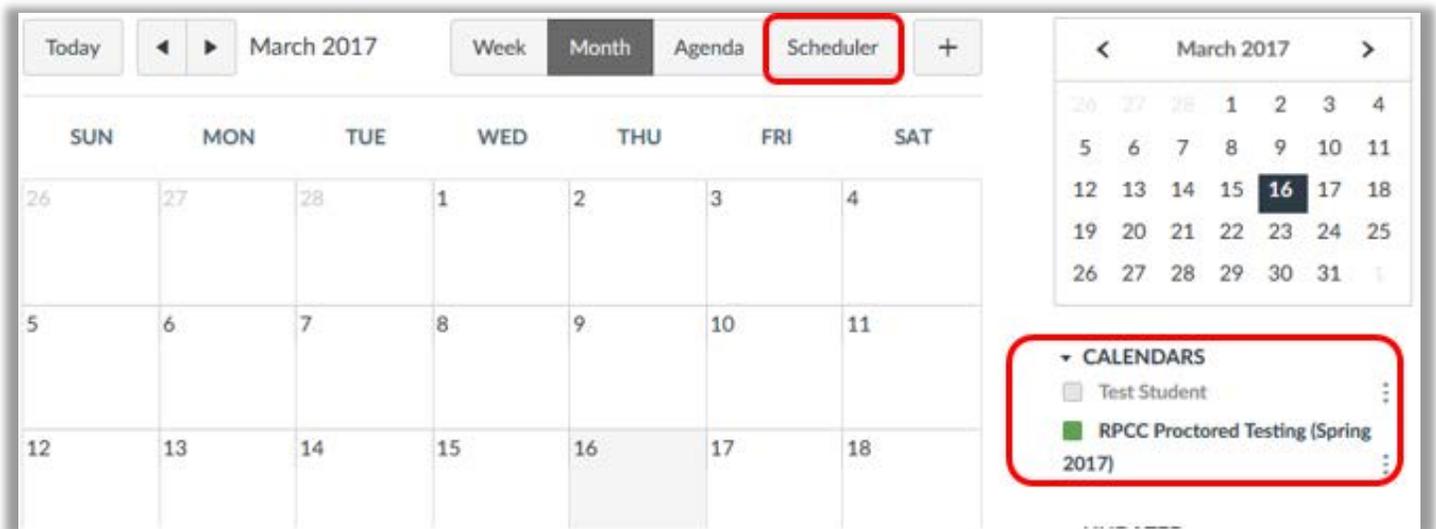
You will then get a list of available appointments for all of your courses; click the appointment name or "sign up" for the date and time that works for you:
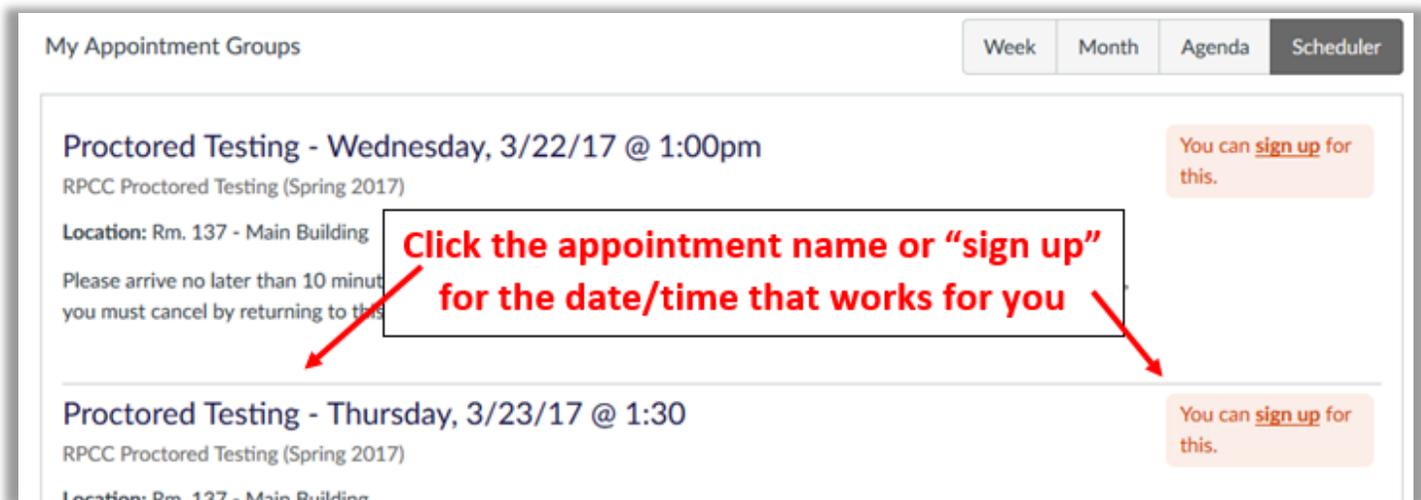
You should then see the detailed appointment and link showing the remaining available appointments for that time; click the appointment link.

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

RPCC Library Services

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.
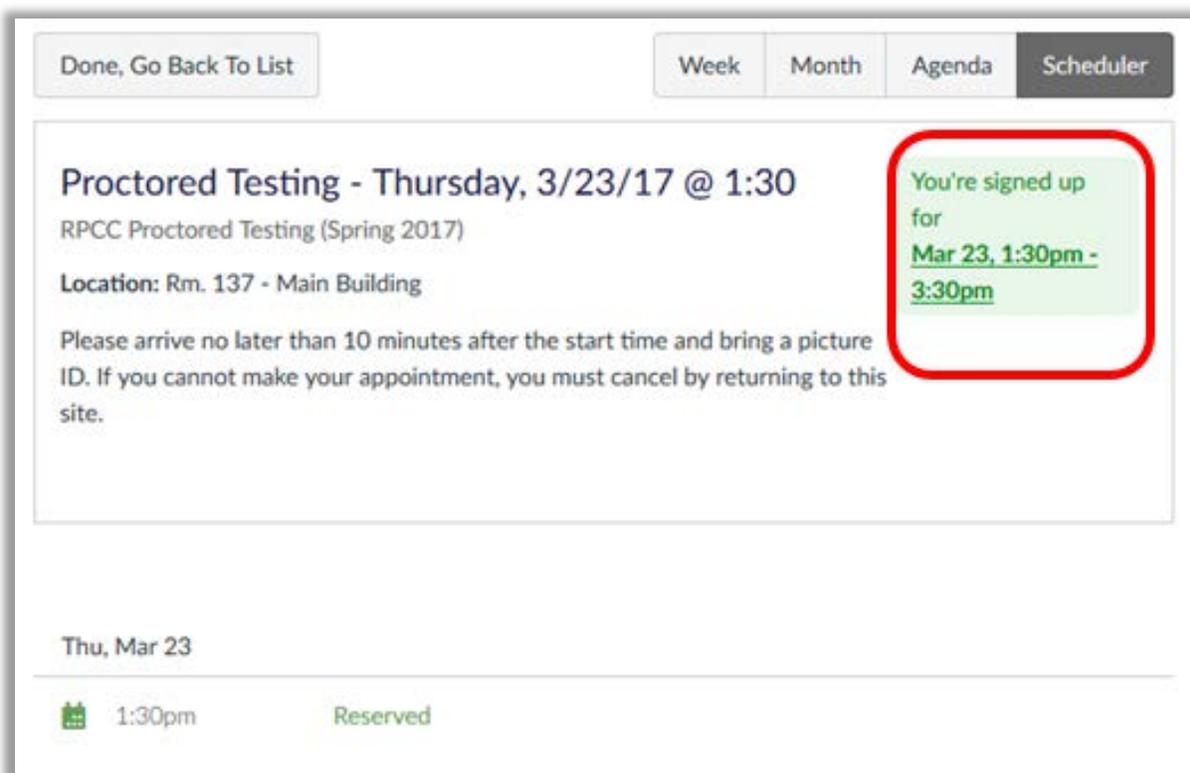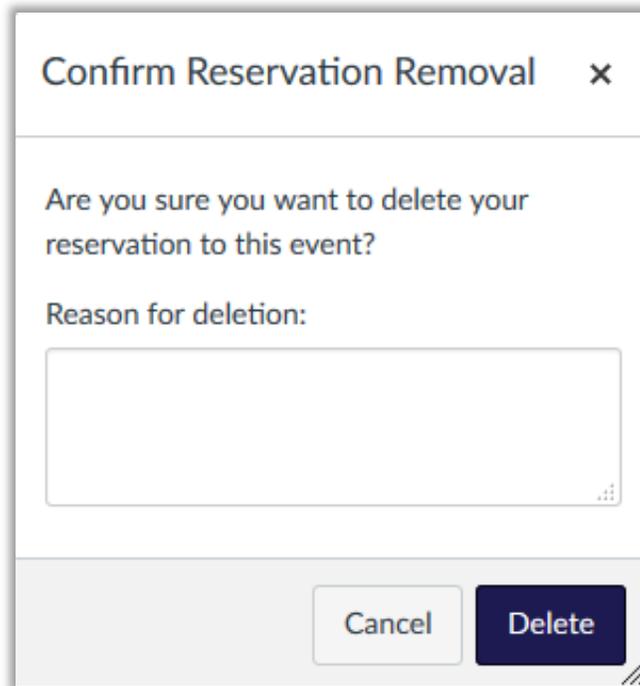

To cancel an appointment, click on the appointment in any calendar view and then click "Un-reserve."
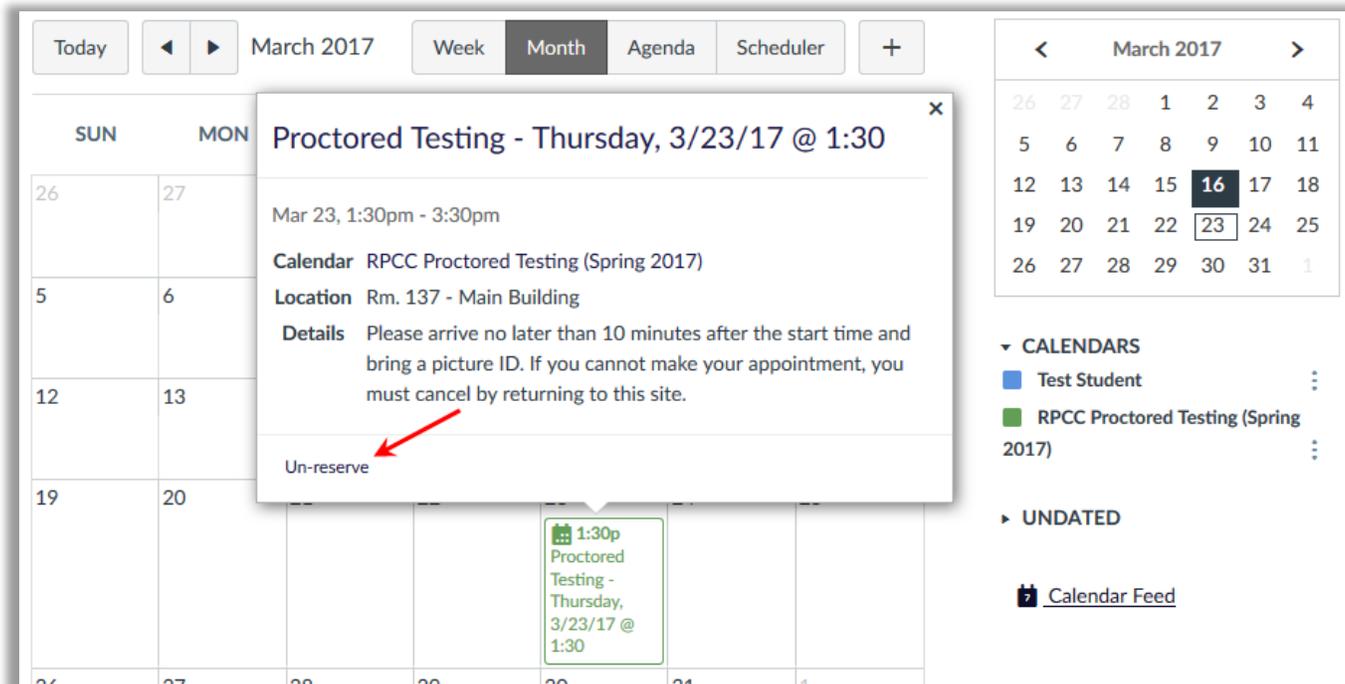
You will be prompted for a reason, but details are not required. Click "Delete" to cancel your appointment. Depending on your notification settings, you may receive an e-mail confirmation of your cancellation.

Confirm Reservation Removal ✕

Are you sure you want to delete your reservation to this event?

Reason for deletion:

Cancel   **Delete**

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.