

# External Testing Center Scheduling

Step-by-step guide for students  
scheduling at a non-FSCJ Testing center

Slides 3 – 8: Scheduling an External Testing Center  
Slides 9 & 10: Confirming Your Appointment  
Slides 11: Session Details and Cancellations



# Scheduling an Exam - SmarterProctoring

This document is designed to assist students who must test in a physical testing center but do not live the Jacksonville/Nassau area.

**In the event you cannot find a center near you in SmarterProctoring, you will need a “Remote Site Request Form” from your FSCJ Faculty member.**

Students must follow the steps below:

1. Navigate to your **Canvas course**
2. Click **SmarterProctoring**
3. Click **Choose a Proctor**
4. Under **External Testing Centers** click **Schedule Your Session**
5. Find your center and click **Request Session**
6. Enter your **top three dates and times** to test. (Someone from their college will approve your time.)
7. Navigate to your **Messages** and **confirm** your testing appointment time.
8. You may **cancel** your appointment by navigating to your appointment and following the steps.

**The following slides outline the above steps, with screenshots and further descriptions.**

# Scheduling an Exam - SmarterProctoring

Navigate to your course in  
Canvas.

Select SmarterProctoring.

SmarterProctoring\_Sandbox\_One > Modules

- Home
- Announcements
- Assignments
- SmarterProctoring
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- BigBlueButton
- Collaborations
- Chat

Collapse All Publish All + Module

**Test**

- Quiz SB1720  
Dec 31, 2022 | 4 pts
- test scratch paper upload assignment  
0 pts

**Unit 1 Module**

- Quiz SB1720  
Dec 31, 2022 | 4 pts

# Scheduling an Exam - SmarterProctoring

ll\_Sandbox > SmarterProctoring

**CANVAS**

**SmarterProctoring**

**SmarterProctoring is requesting access to your account.**

You are authorizing this app as [Tanica Devaughn](#).  
Your email address is [tanica.devaughn@fscj.edu](mailto:tanica.devaughn@fscj.edu).

Cancel

Authorize

Click Authorize

# Scheduling an Exam - SmarterProctoring

Navigate to your exam.

Click Choose a Proctor.

My Exams

Active Exams

Test 2

You need to select a proctor to request a session.

Choose a proctor

### Exam Information

<b>Type</b> Computer Based	<b>Opens</b> 10/2/2023 at 4:00am EDT	<b>Closes</b> 10/31/2023 at 4:00am EDT
<b>Exam Duration</b> 2 hours	<b>Scheduling Opens</b> 10/2/2023 at 10:45am EDT	<b>Scheduling Closes</b> 10/31/2023 at 4:00am EDT
<b>Permitted Items</b>		
<b>Blank Paper</b> 2 scratch paper		<b>Notes</b> 3x5 note card

**Notes:**  
3 x 5 note card. Number all questions and show all work.

# Scheduling an Exam - SmarterProctoring

Choose your session type.

If you live outside of the Jacksonville/Nassau area, you will be able to search for nearby centers under the External Testing Centers option.

Select Session Type

The screenshot displays a 'Select Session Type' interface with two main options:

- FSCJ Testing Centers**: Includes an icon of a building and a person, and a blue button labeled 'Schedule a Session' with a right-pointing arrow.
- External Testing Centers**: Includes an icon of a building and a person, a description 'Testing centers with college or university affiliation.', and a blue button labeled 'Schedule Your Session' with a right-pointing arrow. This option is highlighted with a red rectangular border, and a red arrow points from the text box on the left to this option.

# Scheduling an Exam - SmarterProctoring

In-person testing may present multiple locations as options.


To select your location, click Request Session next to your location of choice.

Any associated costs will be listed next to the location.

Some locations require additional actions to schedule.

Be certain to read any additional information provided by the testing center.

**Approved**



Daytona State College Assessment Services  
DAYTONA STATE COLLEGE - FLAGLER/PALM COAST  
55 miles

**\$30.00 USD**  
Collected at proctoring location (?)  
Within 12hr: \$30.00 USD (?)

[Request session](#)

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**LOCATION**  
3000 Palm Coast Pkwy SE Building 2, Room 104  
Palm Coast, FL 32137

**FEATURES**

Computer ✓	Printer ✓
Copier ✓	Fax ✓
Elevator	Wheelchair-Ramp
Alternative-Keyboards	Screen-Enlarger
Screen-Reader	Speech-Recognition
Text-to-Speech	Distraction-free-rooms

Daytona State College charges a proctor fee of \$30 for all non-DSC testers. This fee must be paid to our Student Accounts office by calling 386-506-3024 and state you are paying the \$30 proctor fee. Current Daytona State College students who are taking a test for another college but wish to be proctored at DSC will need to pay a \$15 proctor fee. The Student Accounts office will email the tester a receipt and the tester will need to show their receipt at time of testing, printed or electronic.

Testing is available on the Flagler/Palm Coast campus on Tuesday and Thursday, 8:30am-12:30pm and 1:30pm-4:30pm. Please call Assessment Services at 386-246-4844 with any questions about other availability.

**Directions:**  
From Interstate 95, take exit #289 (old #91C) east to Palm Coast Parkway, then two miles. The campus is the first right after you pass Colbert Lane. Once you enter the campus and come to the stop sign, go straight forward, the building in front of you is Building 2. Follow the slight curve to the left, you will see a flag pole to your right and the Testing Center/Assessment Services is located behind the flag pole.

In the event you cannot find a testing center near you, you will need to request a “Remote Site Request Form” from your Faculty member.

# Scheduling an Exam – SmarterProctoring

In most cases, you will be required to submit your top three testing times.

The receiving center will then review the suggested times, approve one of them, and send the info back to you in your messages to confirm.

The screenshot displays the 'Locate a Proctor' search results page on the left and a 'New Message' dialog box on the right. The search results show two proctoring locations at Florida State College at Jacksonville: 'SOUTH CAMPUS ROOM T101 - ASSESSMENT CE' (1 mile away) and 'DEERWOOD CENTER ROOM D-2400 - ASSESSME' (7 miles away). The 'SOUTH CAMPUS ROOM T101' listing includes a 'LOCATION' section with the address '11901 Beach Blvd Building T Room 101 Jacksonville, FL 32246' and a 'FEATURES' section with checked items: Computer, Copier, Elevator, Alternative Keyboard, Screen Reader, and Text-to-Speech. A red arrow points from the 'SOUTH CAMPUS ROOM T101' listing to the 'New Message' dialog box. The dialog box contains a text area for the message, a 'Preferred Session Times (?)' section with three choices, and a 'Send' button. A yellow warning message at the top of the dialog box states: 'After a date has been confirmed with your proctor, you must return to SmarterProctoring to finish scheduling your session.'

Locate a Proctor

Filter: Proctor category... Distance... Only show approved p

10 results

Approved

Florida State College at Jacksonville  
SOUTH CAMPUS ROOM T101 - ASSESSMENT CE  
1 miles

LOCATION  
11901 Beach Blvd Building T Room 101  
Jacksonville, FL 32246

FEATURES  
Computer ✓  
Copier ✓  
Elevator ✓  
Alternative Keyboard  
Screen Reader  
Text-to-Speech

This testing site is located in the assessment center.

Approved

Florida State College at Jacksonville  
DEERWOOD CENTER ROOM D-2400 - ASSESSME  
7 miles

New Message

B I U ☰ ☷

Preferred Session Times (?)

After a date has been confirmed with your proctor, you must return to SmarterProctoring to finish scheduling your session.

First Choice \*  
mm/dd/yyyy at 12:00am EST

Second Choice \*  
mm/dd/yyyy at 12:00am EST

Third Choice \*  
mm/dd/yyyy at 12:00am EST

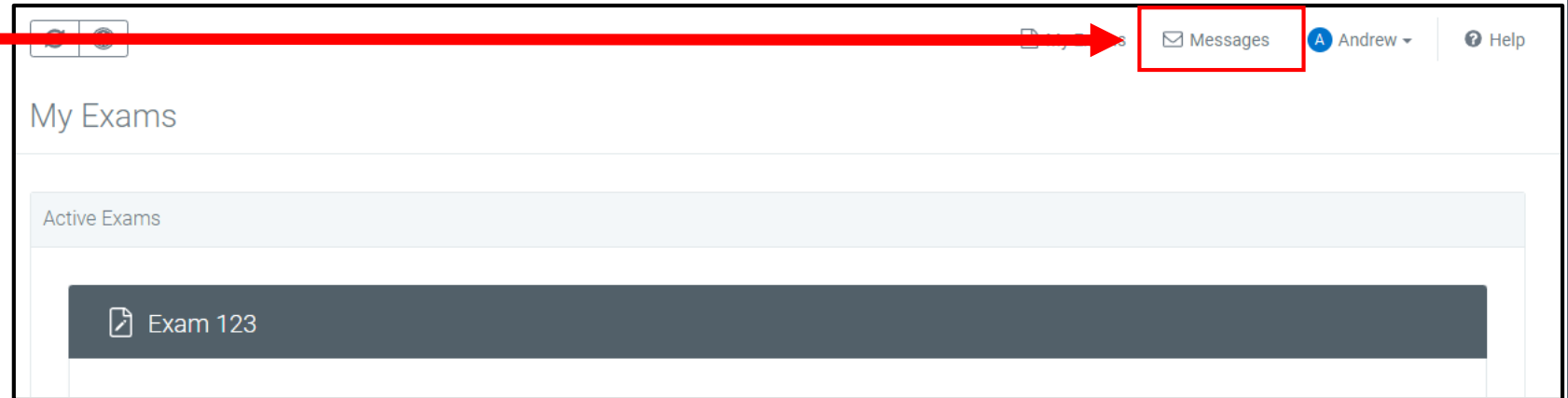
Send



# Confirming Your Appointment

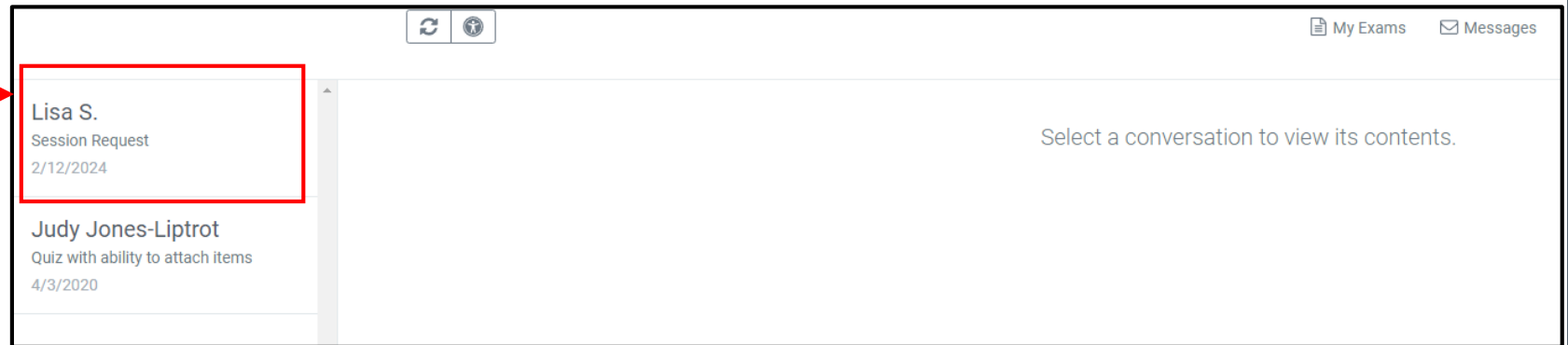
Navigate back to your SmarterProctoring dashboard.

Click on “Messages.”



On the left hand side, you will see your messages.

Click on the session request from the college of your choice. Some colleges use staff names, as shown by the example.



# Confirming Your Appointment

Inside of the session request, you will either want to “Schedule Session” to keep the appointment time or “Cancel Request” to cancel the request.

A new window will open and you should review the time and date and click “Continue” and then “Schedule” (if necessary).

The screenshot shows a message from Lisa S. regarding a session request for Exam 123. The message details include the exam date (2/15/2024 at 1:00pm EST), duration (2 hr), proctor (Daytona State College Assessment Services), and location (1200 W International Speedway Blvd, Building 100 (Wetherell Center), Room 107, Daytona Beach, FL 32114). Below the message, there is a confirmation box stating "Session accepted for 2/15/2024 at 1:00pm EST" and a warning "You must finish scheduling before your session." Two buttons are visible: "Schedule session" (green) and "Cancel request" (white with red border). A red arrow points from the text box on the left to the "Schedule session" button.

The "Confirm Session" window displays the selected session: "Thursday, February 15 at 1:00pm EST". It prompts the user to click a button to schedule the session. A red box highlights the "Continue" button (blue with a calendar icon). A red arrow points from the text box on the left to this button.

The "Payment Summary" window states: "By scheduling you agree to pay \$30.00 to the proctor at the time of testing." A red box highlights the "Schedule" button (blue). A red arrow points from the "Continue" button in the previous window to this "Schedule" button.

# Session Details and Cancellations

Back on your dashboard, you will see the details for your testing appointment. This will include the permitted testing items.

In the event you need to cancel your session, you may do so here, but you will need to confirm the cancellation in the new window.

The screenshot displays the 'Active Exams' interface for 'Exam 123'. It includes sections for 'Scheduled' information (Date, Location, Proctor), 'Exam Information' (Type, Duration, Opening/Closing times), and 'Permitted Items' (Bathroom Break, Formula Sheets, Notes, Open Textbook). A 'Cancel session?' dialog box is overlaid on the bottom right, with a red arrow pointing from the 'Cancel session' button in the main interface to the dialog's 'Cancel session' button.

**Active Exams**

Exam 123

**Scheduled** [Appointment details](#)

DATE	LOCATION	PROCTOR
2/15/2024 at 1:00pm EST	Daytona State College - Daytona Beach Campus 1200 W International Speedway Blvd Building 100 (Wetherell Center), Room 107 Daytona Beach, FL 32114 32114	Daytona State College Assessment Services

**Exam Information**

<b>Type</b> Written	<b>Opens</b> 2/7/2024 at 5:00am EST	<b>Closes</b> 2/29/2024 at 5:00am EST
<b>Exam Duration</b> 2 hours	<b>Scheduling Opens</b> 2/8/2024 at 10:40am EST	<b>Scheduling Closes</b> 2/29/2024 at 5:00am EST

**Permitted Items**

<b>Bathroom Break</b> Bathroom Breaks are allowed during this test	<b>Formula Sheets</b> Formula sheets can be used during this test	<b>Notes</b> Notes can be used during this test
<b>Open Textbook</b> Textbooks can be used during this test		

**Notes:**  
Check your name

**Need to make a change?**  
[Cancel session](#)

**Cancel session?**  
You will need to reschedule your exam for a different time. Any charges made when you scheduled your original session will be refunded.  
[Cancel session](#)



# Support

In the event you cannot find an institution in SmarterProctoring, you will need to research your area to find an institution near you and reach out to your professor to start the remote site process.

For scheduling assistance, please email [onlineremoteproc@fscj.edu](mailto:onlineremoteproc@fscj.edu).