External Testing Center Scheduling

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

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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.

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Navigate to your course in Canvas.

Select SmarterProctoring.

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Click Authorize

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Navigate to your exam.

Click Choose a Proctor.

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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

FSCJ Testing Centers

Schedule a Session ➤

External Testing Centers

Testing centers with college or university affiliation.

Schedule Your Session ➤

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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

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

FEATURES
Computer ✔
Copier ✔
Elevator
Alternative Keyboards
Screen Reader
Text to Speech

Printer ✔
Fax ✔
Wheelchair Ramp
Screen Enlarger
Speech Recognition
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.

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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.
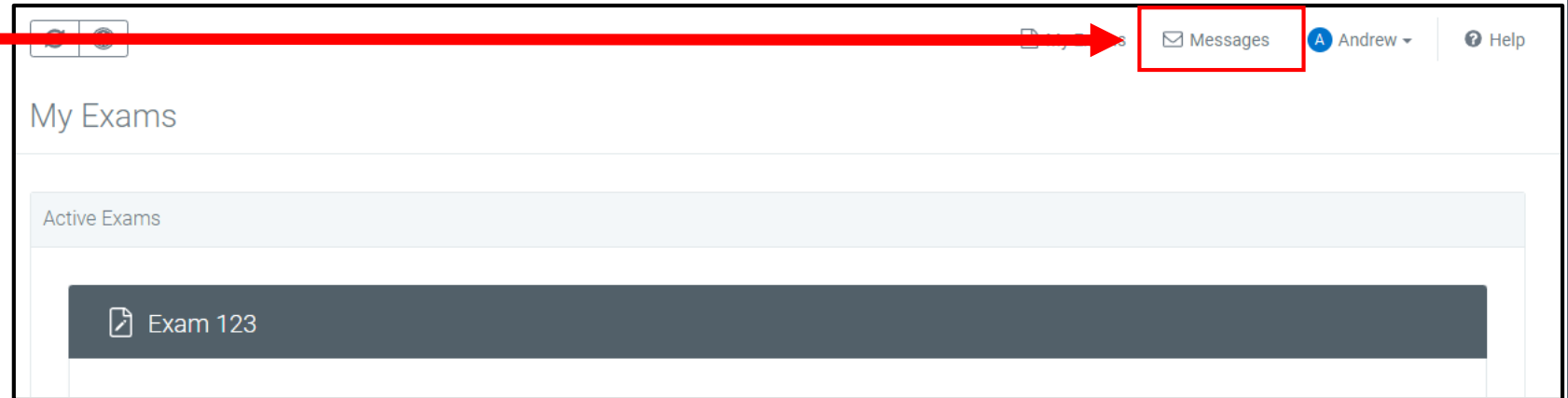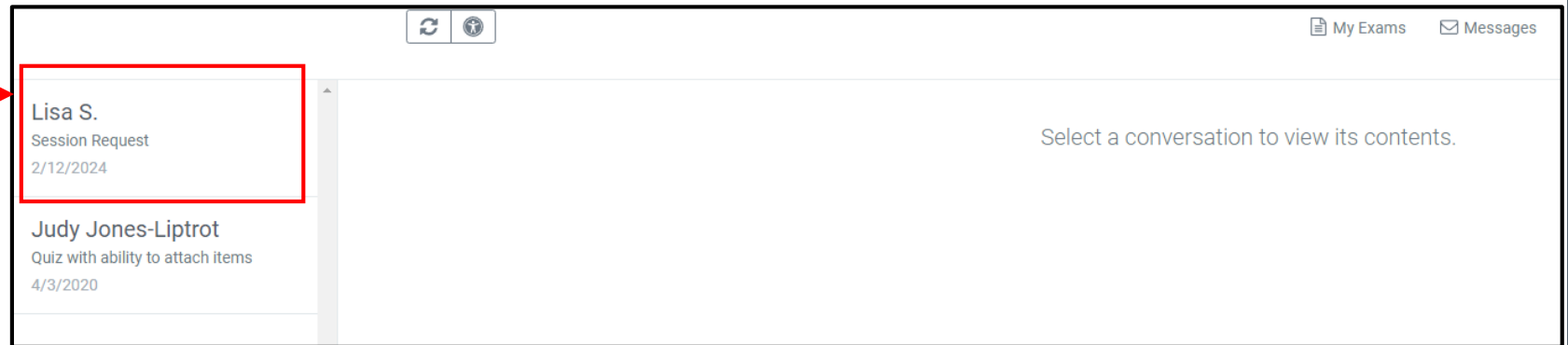
Confirming Your Appointment

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).

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.

Active Exams

Exam 123

Scheduled

Appointment details ⊘

DATE
2/15/2024 at 1:00pm EST

LOCATION
Daytona State College - Daytona Beach Campus
1200 W International Speedway Blvd
Building 100 (Wetherell Center), Room 107
Daytona Beach, FL 32114
32114

PROCTOR
Daytona State College Assessment Services

Exam Information

Type
Written

Opens
2/7/2024 at 5:00am EST

Closes
2/29/2024 at 5:00am EST

Exam Duration
2 hours

Scheduling Opens
2/8/2024 at 10:40am EST

Scheduling Closes
2/29/2024 at 5:00am EST

Permitted Items

Bathroom Break
Bathroom Breaks are allowed during this test

Formula Sheets
Formula sheets can be used during this test

Notes
Notes can be used during this test

Open Textbook
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.