

# SmarterProctoring Scheduling

Step-by-step guide for students  
scheduling at an FSCJ assessment center

# Scheduling an Exam - SmarterProctoring

Navigate to your course in  
Canvas.

Select SmarterProctoring.

SmarterProctoring\_Sandbox\_One > Modules

- Home
- Announcements
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- SmarterProctoring
- Discussions
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- 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

Navigate to your exam.

Click Choose a Proctor.

The screenshot shows the 'My Exams' dashboard. Under the 'Active Exams' section, there is a card for 'Test 2'. A message states: 'You need to select a proctor to request a session.' Below this message is a green button labeled 'Choose a proctor' with a dropdown arrow. A red arrow points from the text box on the left to this button. Below the message is the 'Exam Information' section, which includes details about the exam type, duration, and permitted items.

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.

Please note that your professor determines which session types are available.

A summary of session types and prices are outlined on the next slide.

Select Session Type



FSCJ Testing Centers

Schedule your Session ↻



Institution Testing Centers

Schedule Your Session ↻



Automated Proctoring

Start Your Session ↻



NCTA Testing Centers

Choose ↻

# 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.

The screenshot displays two exam location options, each with a list of features and a 'Request session' button. The first location is 'Florida State College at Jacksonville - Ground SOUTH CAMPUS ROOM U131 - ASSESSMENT CENTER' (22 miles), and the second is 'Florida State College at Jacksonville - Ground KENT CAMPUS ROOM A102 - ASSESSMENT CENTER' (24 miles). Both locations are marked as 'Approved' and 'No Cost'. The 'Request session' button for the first location is highlighted with a red box and a red arrow pointing to it from the text box on the left.


LOCATION	FEATURES	Cost
Florida State College at Jacksonville - Ground SOUTH CAMPUS ROOM U131 - ASSESSMENT CENTER 22 miles	Computer ✓ Copier ✓ Elevator ✓ Alternative Keyboards Screen Reader Text-to-Speech ✓ Printer ✓ Fax ✓ Wheelchair Ramp ✓ Screen Enlarger ✓ Speech Recognition Distraction-free rooms ✓	No Cost
Florida State College at Jacksonville - Ground KENT CAMPUS ROOM A102 - ASSESSMENT CENTER 24 miles	Computer ✓ Copier ✓ Elevator ✓ Alternative Keyboards Screen Reader Text-to-Speech ✓ Printer ✓ Fax ✓ Wheelchair Ramp ✓ Screen Enlarger ✓ Speech Recognition Distraction-free rooms ✓	No Cost

# Scheduling an Exam – RegisterBlast

When scheduling at an FSCJ assessment center, you will be prompted with this message.

Click Continue.

Schedule with RegisterBlast



Your school uses RegisterBlast™ to schedule exam sessions. RegisterBlast manages all aspects of the session registration process.

Next Steps

1. You will be sent to your school's scheduling site to find session times and complete your scheduling.

**You can cancel this process at any time to return to SmarterProctoring.**

2. Once you have finished scheduling your session, you will be returned to SmarterProctoring. Your instructor will be notified of your scheduled session.

Continue ↻

# Scheduling an Exam – RegisterBlast

Read the Exam Description.

Select your date and time.

2

## Exam Description

College faculty refers students to the assessment center to take exams that were missed in class. The student is responsible for contacting the instructor to make sure the test has been submitted to the assessment center. Students are also responsible for being informed of test time allowed, materials allowed, and the deadline to complete the test. It is the student's responsibility to schedule an appointment time that will allow sufficient time to complete the test before closing hours.

The assessment center WILL NOT remain open past the posted closing time.

3

## Choose a Date (required)

Example: Wednesday, September 7, 2022



4

## Choose a Time (required)

Select a date above



6

## You must read and agree to the following conditions in order to test with FSCJ.

1. I understand all testing must be completed prior to close of business, and it is my responsibility to schedule an appointment that will give me sufficient time to complete the exam.
2. I understand that it is my responsibility to ensure that my professor has dropped off my test prior to the appointment time.

I agree to follow the above guidelines

Be certain to read the terms and conditions, as they outline testing expectations and guidelines.

# Scheduling an Exam – RegisterBlast

Enter the needed information  
and click Complete Registration.

Save your email confirmation.

Registration is complete.

7 **Needed information**

\*Date of Birth (MM/DD/YYYY) (required) ?

\*Date of Birth (MM/DD/YYYY)

\*FSCJ Student ID Number (Optional)

\*FSCJ Student ID Number (Optional)

\*Phone Number (required) ?

\*Phone Number

**Complete Registration**



# Potential Error Message – RegisterBlast

In the event you see this error message, you will need to close all your browsers and start anew.

Be certain that if you wish to switch campuses, you must close all RegisterBlast windows and return to Canvas to start the process again.

The screenshot displays the RegisterBlast interface for Florida State College at Jacksonville. At the top, the FSCJ logo and name are on the left, and 'My Exams' and 'Sign Out' links are on the right. A red-bordered error message box is centered below the header, containing the text: 'You are trying to register for an exam on FSCJ North. You last selected FSCJ Downtown from Smarter Proctoring. Please either register on FSCJ Downtown or select FSCJ North from Smarter Proctoring before registering.' Below the error message, the interface is divided into two columns. The left column is titled 'Exam Registration' and contains information about cold-like symptoms, occupancy counts, and elevator status. The right column is titled 'My History' and lists two exams: 'MIDTERM' on Saturday, April 8, 2023, and 'Exam 1' on Tuesday, March 7, 2023, with a 'View complete history' link. Below the 'My History' section is a 'More Information' section with links for 'How to Schedule', 'How to Reschedule', and 'How to Cancel'. Two red arrows point from the text above to the top corners of the error message box.

FSCJ Florida State College at Jacksonville

My Exams Sign Out

You are trying to register for an exam on FSCJ North. You last selected FSCJ Downtown from Smarter Proctoring. Please either register on FSCJ Downtown or select FSCJ North from Smarter Proctoring before registering.

### Exam Registration

Any candidate exhibiting any cold-like symptoms will be asked to stay home. If a candidate arrives to the assessment center exhibiting any cold-like symptoms, the candidate will be turned away, and the appointment will be cancelled.

FSCJ assessment centers will adhere to a strict occupancy count, so **only** candidates will be allowed in the assessment centers. Any additional people will be turned away.

**The FSCJ North Campus Building E elevator is operational.** Candidates that need to or prefer to use the elevator to reach the North Campus Assessment Center will want to park in parking lot 5 in order to be closer to elevator E. You will take the elevator and the North Campus Testing Center (Room E-223) will be straight ahead.

[North Campus Map](#)

### My History

**MIDTERM**  
Saturday, April 8, 2023

**Exam 1**  
Tuesday, March 7, 2023

[View complete history](#)

### More Information

[How to Schedule](#)

[How to Reschedule](#)

[How to Cancel](#)

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# Support

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