Scheduling a Proctored Exam via UNC Online

Participating UNC System Campuses
ASU, ECU, ECSU, FSU, NCCU, UNCC, UNCG, UNCP, UNCW, WCU and WSSU
Visit http://online.northcarolina.edu/

Click on ‘My Dashboard’ to log in
Select Your Campus

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<th>Campus Name</th>
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<td>Appalachian State University</td>
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<td>East Carolina University</td>
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<td>Elizabeth City State University</td>
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<td>Fayetteville State University</td>
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<td>NC Agricultural and Technical State University</td>
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Login
(enter the same user ID and password you use to access your university email account)
View Exams for Scheduling
(select ‘My Dashboard’ and the envelope icon to view pending exams)
Click on the course and click ‘Schedule Exam’
Schedule Your Exam

Step 1: Note the exam details and message from your instructor.

Step 2: Find a proctor or invite a new proctor. If your exam is online (not paper based) you have the option of selecting ‘Take Exam via Webcam’.

Step 3 Important: Instructions in ‘Step 3’ vary by proctoring location. Carefully read all instructions posted in ‘Step 3’.
‘Find a Proctor’
(search by location or the ‘Advance Search’ option)

Compare proctoring locations. Note proctoring fees.
Select a Location
(click on preferred location and click ‘Schedule Exam’ )
Step 3: Schedule Exam
continued

There are *three* possibilities:

1. Select an available time/date and click ‘Schedule’. Done.
2. Select an available time/date and click ‘Request’. The proctor will reject or accept the appointment via UNC Online. Students receive an automated email message when appointments are accepted or rejected by proctors. Appointments are **invalid** if proctors do not accept requested appointment via UNC Online.

3. **Students must call or email proctors to request/confirm appointments.** After appointments are confirmed, students **must** enter appointments into UNC Online and select ‘Schedule’. **Proctors are not responsible for appointments that are not confirmed via a direct email or phone call.** Let’s review this scheduling option in detail...
Screenshot of Step 3 (FOR MOST PROCTORS)

Schedule an Exam

Select the exam you wish to schedule a proctor for:

- CFA Exam - ACCT 2101 - 601

Selected Exam Details

Exam Date(s): March 21 at 12:00AM (midnight) to March 28 at 11:59PM (EST)
Instructor: Brian O'Doherty
Duration: 2 Hours
Exam Type: Online + Paper Exam

Other Requirements:

- None Given

Notes from your instructor:

The paper version of the exam is to

Select the proctor you wish to schedule:

Choose a proctor from your list of previously approved proctors or use the options below to find an existing proctor or invite a new proctor. If a proctor is unable to meet the exam requirements specified by your instructor, then they will appear greyed out below

- Allison Hess at South Central High School - Special Events
  - Pitt Community College - Placement Testing Office
  - ECU DE Proctoring Center (Located next to K & W Cafeteria and Uniforms Galore in the Arlington Crossing Shops (use Google Maps rather than GPS to find us))

Step 3: Schedule Exam

This proctor does NOT permit students to look up available times via the web. You need to contact them directly to request an appointment. Once your appointment has been confirmed, you must enter it below or your exam will not be sent to this proctor.

Exam must be scheduled between March 21 at 12:00AM (midnight) and March 28 at 11:59PM (EST)

☐ I have secured and confirmed a testing date/time with Allison Hess at South Central High School.
Close-up of Step 3 message (for most proctors)

IT IS HIGHLY IMPORTANT TO FOLLOW THESE INSTRUCTIONS

DO NOT CLICK THIS BOX UNTIL YOU HAVE RECEIVED CONFIRMATION OF YOUR PROCTORING APPOINTMENT BY PHONE OR EMAIL, PROCTORS ARE NOT RESPONSIBLE FOR UNCONFIRMED APPOINTMENTS

**Step 3: Schedule Exam**

This proctor does **NOT** permit students to look up available times via the web. **You need to contact them directly to request an appointment.** Once your appointment has been confirmed, you must enter it below or your exam will not be sent to this proctor.

Exam must be scheduled between March 21 at 12:00AM (midnight) and March 28 at 11:59PM (EST)

☐ I have secured and confirmed a testing date/time with Allison Hess at South Central High School.
Enter Confirmed Appointment

- I have secured and confirmed a testing date/time with Allison Hess at South Central High School.

**Date:** 01/22/2013

**Time:** 3:30

- NOTE: Appointment time should be given in (GMT-05:00) Eastern Time (US & Canada), which is the timezone of the selected proctor.

- Sometimes proctors are unable to contact you directly during the exam. Please provide a contact phone number below. This information will not be shared beyond the administrators of the system and your selected proctor.

**Mobile Phone:**

- Click Schedule to Finish
Scheduled Appointment

Welcome to your exam management page. Below you will see your courses listed. You will also see information about exams when they are provided by the professor. You will then have the ability to schedule your proctored exams.

Exams

Welcome to your exam management page. Below you will see your courses listed. You will also see information about exams when they are provided by the professor. You will then have the ability to schedule your proctored exams.

Current Term | Previous Terms

▲ ACCT 2101 - 601 - Survey of Financial Mgmt Acct - Spring 2013 - You have 1 exam for this course.

- Status: Scheduled

| Course Exam | Date: March 21 at 12:00AM (midnight) to March 26 at 11:59PM (EST) | 2 Hours | Online + Paper Exam | Status: Scheduled |

- Notes:

- View Requirements | Cancel | Reschedule

- Actions:

- cancel or reschedule the appointment using these links (these actions can only be taken prior to the start time of the original appointment)
Questions?

To learn more about ‘Take Exam via Webcam’ visit

http://www.slideshare.net/UNCOOnline/ecu-ta

Contact us at
proctors@online.northcarolina.edu