Instructions for Students required to schedule appointments for Proctored Tests

All students requiring proctored exams for online classes must self-schedule their appointment at HTTP://TinyURL.com/PCCCONLINE. THE TESTING DEPARTMENT WILL NOT ACCEPT EMAIL OR TELEPHONE REQUESTS FOR APPOINTMENTS.

To log in, students will need their PCCC Student ID number, Last Name and Date of Birth. Since this information is used to verify their identity and find their current courses, it must exactly match the information the college has on file with the Registrar. If their records are incorrect the student will have to contact the Registrar to make the necessary corrections. If students are not officially registered in a course, they will not be able to schedule an appointment to take a test for that course.

After students have logged in, they will be able to select the campus, course, date and time for their appointment from a series of dropdown lists. The Course selection dropdown is auto populated and will only list those courses in which the student is currently registered. A Submit button will appear after the student has made all the required selections. Once the appointment has been booked the student will be able to print a confirmation ticket as proof of registration. In addition, the Testing Department will send out an automatic email reminder to their Mailcruiser account the day before they are scheduled to test.

At any time prior to the test date, the student may log in, review their existing appointments, reprint an existing appointment ticket, cancel or change an existing appointment and schedule a new appointment.

Please Note:

1.) Students will not be able to schedule their appointments earlier than 1 week before the first available test date for that course or schedule appointments for courses that do not require proctored tests.

2.) Students must have an appointment or they will be turned away.

3.) Students are responsible for knowing any required Usernames/Passwords and bringing all authorized materials with them on the day of their test.

4.) All students are required to present current, valid photo ID in order to test.

5.) Any students requiring special ODS accommodations must provide the required ODS forms to the Testing Department 2 days prior to their anticipated test date.

6.) Students must be on time for their appointment or they may lose their seat.