

Student Procedures for Scheduling a Make-up Test

- A. You are required to login using your MySCC username and password. You are only allowed to schedule Make-up tests within the available time slots and days.

To schedule a test:

1. Go to <http://www.scc-fl.edu/testing/online/> and sign into the system.
2. Select "Schedule a Session" from the Students menu area.
3. Click the "New Appointment" button.
4. Choose your campus from the Location drop down menu.
5. Choose from the available tests under Test Session.
6. Pick your date and time using the drop down menus.
7. Click "Save Appointment" to create your appointment.

Note: *Please make a note of your scheduled date/time and arrive at least 15 minutes early to the Make-up Testing Center to allow for check-in time. If you forget your scheduled date or time, simply log back into the system, click on "Schedule a Session" and a list of your scheduled appointments will be available.*

Testing Center Student Guidelines:

1. Make-up Testing Center is available "by appointment only." Photo ID is required at the time of testing.
2. To make an appointment for make-up testing, students must use the online sign-up system. Appointments "cannot" be made by phone, email, or in person. The system will prompt the student to fill in the following information: location, test session date and time. Students will receive a confirmation of their appointment (check your SCC email address provided to students). If a student does not know how to use the online signup system, they may come to the Testing Center and *they will be taught how to make their first appointment*. However, students should first try the on-line system on their own. Most students can use this system independently.
3. Only make-up tests scheduled by the instructor and students with an appointment will be allowed to test.
4. The instructor must bring either a hard-copy or attach an electronic copy of the test to the Make-up Testing Center at a minimum of 24 hours "in advance" before a testing appointment can be made by the student.
5. The Make-up Testing Center will make every attempt to ensure that no cheating occurs by requesting that students leave all electronic devices in a storage locker, allowing only the materials specified on the testing form to accompany the student into the testing area. Students are monitored in regular intervals during the test. If a student is found cheating (using prohibited materials, equipment, or otherwise violating the stated rules or the academic integrity guidelines), the instructor will be informed. These make-up tests will not be rescheduled.
6. There are limited hours available for testing services, so the Make-up Testing Center can only guarantee testing during the regularly scheduled "Make-up Testing" hours for each semester.

SANFORD/LAKE MARY

Mon 9:00a-5:45p

Tue 8:30a-5:45p

Wed & Thu 8:30a-4:00p

OVIEDO

Mon & Thu 2:00p-5:30p

Tue 9:00a-2:00p

Wed 9:00a-2:30p

ALTAMONTE SPRINGS

Mon 8:00a-11:00a & 1:00p-5:00p

Tue 8:00a-12:00p & 4:00p-5:00p

Wed & Thu 8:00a-12:00p & 1:00p-5:00p

7. Students have one week (5 business days –excluding Saturday and Sunday) to complete their exam. At the end of the testing (5 business day) window, all make-up tests will be returned to the instructor.

8. *Special accommodations must be noted in the instructions (from the instructor), when arranging the make-up test. The Make-up Testing Center is not allowed to independently provide any special accommodations.*