

Proctored Test Registration Information

What is a proctored exam?

- A proctored exam is a test required in all online courses that are required to be taken at an approved testing center with an approved proctor. You are not allowed to use any materials unless otherwise approved by your instructor. Materials include but are not limited to notes, search engines, information in your course, etc. If any materials are allowed, your instructor will have already informed the proctor of what is allowed.

Scheduling:

- Students are required to schedule their proctored exams through the **SmarterProctoring** button located in Canvas for all of your online courses.

For a quick tutorial video, click [here](#) and use *MSVCC* for the password.

- Schedule Early! It is recommended to schedule all of your exams several weeks in advance. Please check your courses' syllabi for proctored exam dates.

Students in online classes are required to take at least two proctored exams in each class. All proctored exams must be taken at an approved proctoring site. Please check each individual course syllabus for any additional course requirements. If you have questions, please contact your instructor or the Distance Learning Office.

Testing Center Information:

Students enrolled in any MSVCC course can test at any community college proctored testing center in the state for free and without approval. Students enrolled in Hinds courses do NOT have to test at Hinds. However, all six Hinds campuses have a proctored testing center for your convenience.

Don't live close to a MS Community College?

Any student needing to proctor outside of a community college in Mississippi or a preapproved location, should locate a proctor in their area using SmarterProctoring at least 7 working days prior to the exam date. Once you locate a proctor near you; you will then go through the request process in SmarterProctoring. If a proctor is not available in your area through SmarterProctoring, please contact the eLearning office immediately. It is recommended to start this process at the beginning of the semester so you do not run into obstacles. Also, it is your responsibility of any fees that may be required by a proctoring center that is not one of the 55 Mississippi Community College proctored testing locations.

Proctored Test Lab Rules:

Policies and Procedures for Proctored Test Labs*

- If you are more than 15 minutes late from the starting time of your appointment, you may be treated as a walk-in.
- No food, drinks or tobacco products allowed in the building.
- No children allowed in the proctoring room, hallway or building.
- Cell phones are not allowed, not even to be used as calculators. This includes Bluetooth devices.
- Cheating may be recorded and reported. Proctors may or may not notify the student. Instructors determine consequences of any cheating.
- Students are not allowed to leave the testing lab during the test for any reason.
- Tests will be closed if a student leaves the lab.
- Only permitted materials are allowed in the testing lab.
- No hats, hoodies or toboggans allowed.

*Other testing labs/centers may have additional rules. Please ask your proctor for a list additional rules before you begin testing.

For more information regarding proctored testing, please contact:

Distance Learning

Phone: 601.857.3834

Email: RYProctor@hindsgcc.edu