Schedule an Exam for the Virtual Proctoring Center

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Following course registration (https://vtac.lonestar.edu/help/register-your-course-for-virtual-proctoring-center), faculty will receive a confirmation email containing a link to the Online Exam Request Form.

Faculty are responsible for completing the form with the following exam details:

- Testing Window
- Exam Duration
- Exam password
- Additional testing instructions
- Approved testing materials
- Special accommodation (if applicable)

Scheduling Your Exam

1. Click on the link in your confirmation email or visit [RegisterBlast link] and use your school credentials to login.
2. On the Submissions page, click on the plus sign (**+**) in the upper right to add a submission.
3. For Exam Name, enter the course section followed by the name of your exam.
   For example, **Math 2412.5001 - Chapter 4 Exam** .
4. Under Exam Group, select the group that matches your course section.
5. Choose the Start Date and End Date of the exam. These dates should match the quiz settings in D2L.
6. Enter the Allotted Minutes, which should match the enforced quiz time amount in D2L.
7. Attach any files that the will proctors need.
8. Enter your cell phone number. This is only used if there is an issue during the exam window.
9. Under Calculator, choose which type of calculator is allowed, if any.
10. Enter the Password for the exam, so the proctor can give it to students when it's time.
11. Answer the questions about types of notes and number of pages allowed.
12. In the final paragraph box, enter any details you think a proctor should know.
    For example, if both graphing and scientific calculators are allowed, this is where to indicate that.
13. Finally, click the **Submit** button at the bottom of the page.
14. You should see your exam listed on the Submissions page with the status of Unapproved.

Schedule an Exam with Duplicate Settings

If you use the same proctoring settings for several exams, you can easily copy those settings to a new exam to schedule.

1. On the Submissions page, find the exam with the settings you want to duplicate.
2. Click on the Options icon (⋮) to the left of the exam name and choose **Clone**.
3. Update the information with new exam details, being sure to change the following fields:
   - Exam Name

    - Start/End Dates
    - Allotted Minutes
    - Password
4. Finally, click the **Submit** button at the bottom of the page.