Proctored Exam Registration Directions

Before You Begin
The time of the semester has arrived when you need to register for your proctored exam(s). You will register for your proctored exams on the OFTC website. Before you begin this process, please make sure that you have the following information by you at the computer.

- Student ID number
- Accurate student phone number
- Instructor’s name
- Course name (For example, COLL 1060, MATH 1111, etc.)
- OFTC Student Email address
- Name of OFTC Location where you would like to test
  - Business and Industry South Campus – This location is only used for business registration. OFTC credit students will not register at this location.
  - South Campus – This location is our Dublin Campus. The Assessment Center is located in WR Stewart Building, Room 114.
  - Sandersville – This location in on our Sandersville Campus. The Assessment Center is located in Room 109A.
  - LOIC – This location is our Little Ocmulgee Instructional Center located in Helena. Please check in at the front desk for testing.
  - Jefferson – This location is our Jefferson Instructional Center located in Jefferson County. Please check in at the front desk for testing.

Now that you have that information, you are ready to click on the Proctored Exam Registration section of the OFTC homepage. You will be directed to a page for proctored exams. Please choose the location link on the webpage and click that link.

Steps for Registration for Proctored Exam(s)
1. Choose the campus location by clicking on the desired location.
2. Once you click on the name of the campus location, you will be directed to an Exam Registration page. On that page, the first question asks you to Choose a Group. Please select Proctored Exams.
3. Question 2 asks you to Choose Your Status. Please select Students.
4. Question 3 asks you to Choose an Exam. Please select Proctored Exam.
5. Question 4 asks you to Choose a Date. Please select the date you desire. Please refer to your syllabus to see the opening and closing dates for your proctored exam.
6. Question 5 asks you to Choose a Time. Please select the time you desire.
7. Question 6 asks you Who is taking this exam? Please complete the information. You must use your OFTC student email address.
8. Question 7 provides an Exam Guideline Acknowledgement. In that acknowledgement, There is a statement that states, “Exams need to be paid for at the Cashier’s office. Please bring your
receipt with you.” This statement only applies to Business and Industry Exams. There is no charge for Proctored Exams for OFTC students. You must check the box stating that you agree to the above guidelines.

9. Question 8 asks for **Needed Information**. Please provide the information required.
   a. Student ID – Please enter your 900 number provided by OFTC.
   b. Phone Number – Please provide an accurate phone number where you can be reached.
   c. Institution Name – Please enter Oconee Fall Line Technical College.
   d. Instructor Name – Please enter your instructor’s name.
   e. Exam Name – Please enter the name of the course. For example, type MATH 1111, COLL 1060, MGMT 1100, etc.

10. Choose Add to Cart.
11. After you click Add to Cart, a new window will open. On that window, you will see your cart and see that $0 is due. Please click Complete Registration. If you need to register for another proctored exam, please click Add Another Exam and follow the steps above for that class.

12. Once you choose Complete Registration, you will have a window open that states, “Your exams have been scheduled!” A confirmation email will be sent to your OFTC Student Email immediately. A reminder email will be sent the day before your scheduled exam.

Your proctored exam registration is now complete. If you have any questions about your proctored exam, please contact your instructor. If you have questions about the Assessment Center locations or the process for registering or taking your proctored exams, please contact one of the Assessment Center Locations below:

- North Campus, Sandersville – Assessment Center – (478) 553-2093 or (888) 797-5557.
- South Campus, Dublin – Assessment Center – (478) 275-5193 or (888) 727-0226
- Jefferson County Center – Brandy Johnson – (478) 625-6002
- Little Ocmulgee Center (LOIC) – (229) 868-7834