With your professor’s permission, you may choose to make a virtual testing appointment. Proctor U is a virtual testing service that is integrated with SmarterProctoring. Using a computer, a webcam and an internet connection, students can complete their exams without coming into a testing center. **Please note that there is a fee for this service, which varies according to the length of the exam.**

1). To make a virtual testing appointment, first login to your class through your Canvas Dashboard.

2). Next, select the SmarterProctoring link from the left-hand side of your Canvas Dashboard.
3). Now in your SmarterProctoring Dashboard, locate the exam that you need to schedule an appointment for and select **Choose a proctor**: 

![Choose a proctor](image)

4). Now select **Online Proctor – Proctor U**: 

![Use Online Proctor](image)
5). From the Schedule Session menu, select **Schedule your exam** to continue:
6). Select the date on which you would like to test and choose your preference for morning, afternoon or evening from the dropdown box:

![Calendar with dates highlighted: March 29 and 30, Any time dropdown box]

7). Next, choose the Schedule box next to the appointment that you would like to book:

![Schedule Session interface with appointment times and Schedule buttons]
8). Now select **Continue** to confirm and proceed to the Payment Summary screen:

![Confirm Session screen]

9). Select **Continue** once more to proceed to the Payment Screen:

![Payment Summary screen]
10). You can now input your card information and then click on the **Schedule** button to confirm:

![Payment form](image)

11). Your session will be scheduled and an appointment confirmation will be sent to the email address that you used to setup your SmarterProctoring account.

**Please note**: on the day of the exam, you must login to your SmarterProctoring Course Dashboard and click on the **Start session** button within the exam to connect to the proctor and begin your session:

![Exam schedule](image)
How to Cancel a Virtual Appointment in SmarterProctoring

1). To cancel a virtual appointment for a Distance Learning Testing Session, first login to your class through your Canvas Dashboard.

2). Next, select the SmarterProctoring link from the left-hand side of your Canvas Dashboard.
3). Now locate the exam for which you need to make the cancellation, and click on the **Cancel Session** button:

![Exam Information](image)
4). Next, select a reason from the dropdown box and then click **Send**. Your exam appointment is now cancelled.

```
<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>PROCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/29/2019</td>
<td>FSCJ: Deerwood Assessment Services, 86F</td>
<td>Florida State College - Jacksonville</td>
</tr>
</tbody>
</table>

**Exam Information**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>EXAM DURATION</th>
<th>SCHEDULING OPENS</th>
<th>SCHEDULING CLOSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>30 minutes</td>
<td>1/12/2019 at 1:15pm EST</td>
<td>4/12/2019 at 11:59pm EDT</td>
</tr>
</tbody>
</table>

**Let us know why.**

- Select an option

**Send**
```

5). You will be directed back to your Course Dashboard where you can make a new testing appointment or logout of SmarterProctoring.

*Please note that refunds are immediate upon cancellation. However, it may take 48 – 72 hours (depending on your financial institution) for the payment to post back to your card.*

If you have questions, please contact the FSCJ Distance Learning Team at **OC-ProctoredTesting@fscj.edu**