Please ensure that the following are included when requesting exam times in the Proctored Lab.

Exam Information

- The course name for which you are requesting exams to be proctored.
  - On Registerblast, we will list your exam as the following “Course Name - Section Number - Exam Number - semester/year - Professor Name.”
  - Please enter the Course Name as you would like your students to see it.
- The semester for which you are requesting the Proctored Lab.
- The Course Registration Number (CRN)
- The Course Section Number
- The Course Offering Code
  - If the exams you are requesting to be proctored are cross-listed, please find out and let us know immediately. Students will be unable to test unless we have all of the above information.
- The total number of students taking your course.
  - If the total number of students changes after submitting your request, you must submit a second request with the updated number of students in the course.
  - If you have more than 200 students in your course, you must provide at least five days of testing per exam.
- The total number of exams being given for the course that will be proctored.
- Each exams’ start and end date with the duration of each exam stated in minutes.
- Each exam must be given the full time within the Proctored Lab’s hours of operation.
  - The first test time is 9am, and the last test times are from 5pm through 6:15 pm (depending on the length of the exam).

Contact Information

- A phone number where you can be reached between the hours of 9am and 7pm.
- An email where we can send notices regarding any incidents involving your students.

Two full weeks
CETL will do its best to honor all requests but there is limited availability

All requests must be submitted to https://cetl.gsu.edu/services/learning-environments-teaching-equipment/proctored-online-exams/proctored-lab-online-exams/ at least two full weeks in advance. Tests must be set up on iCollege and through the LockDown Browser. No paper tests or tests sourced through third party sites will be allowed.

Please have all of the above information when submitting your exam requests. We process requests on a first come, first serve basis. This means that if we do not receive all of the above information in your first request, you must submit a second request that will be processed in turn. Should you have any questions regarding the above information, please contact us at proctoredtesting@gsu.edu.