

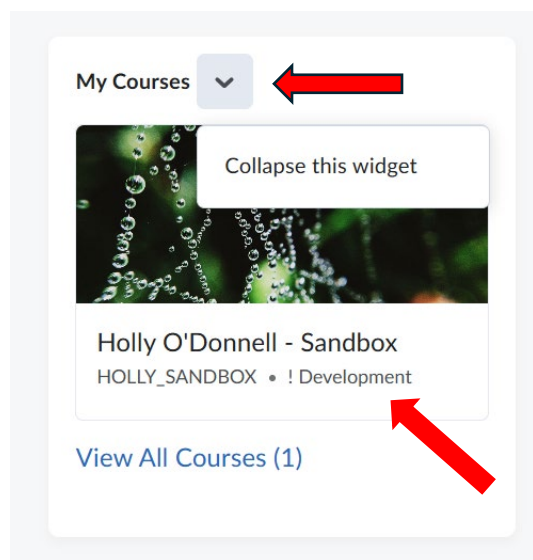
Schedule Appointment for Proctored Exam in D2L

NHCC Testing Centers provides testing for accommodation students and students who are unable to attend their exam during class. Students must follow these guidelines to test in the Testing Center:

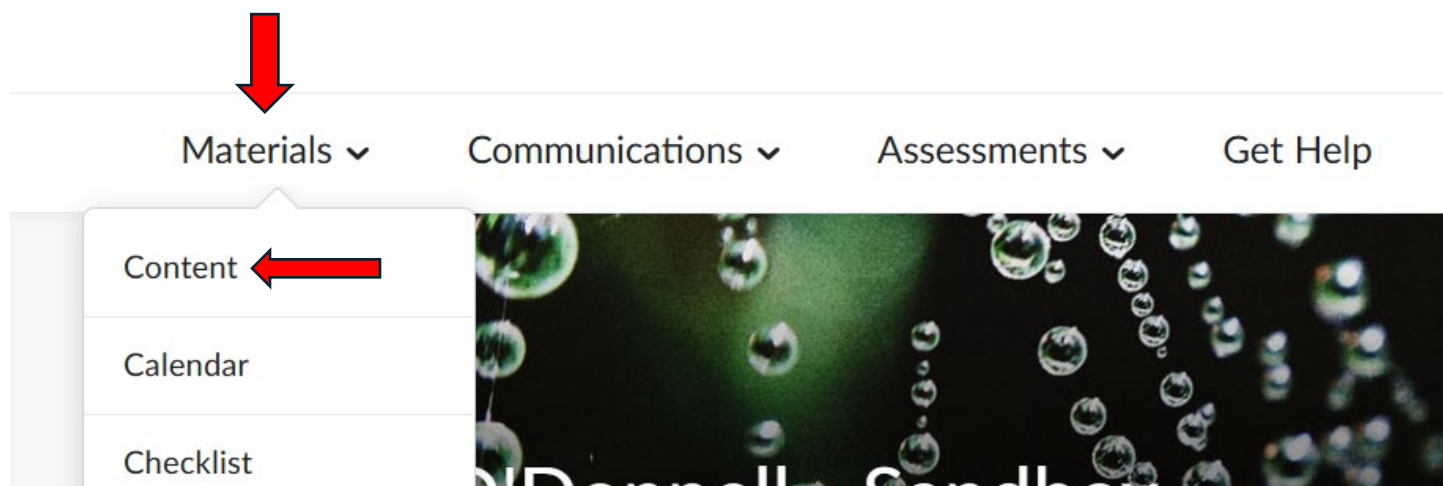
- Obtain permission and make arrangements with your instructor
- Schedule an appointment in your course in D2L through RegisterBlast
- A photo ID is required to take any exam
- All personal belongings will be locked in lockers

How to schedule an appointment for your proctored exam

- 1) Log in to D2L
- 2) In your **My Courses** widget , click on the course you want to take an exam for. Ex: Math 1150, Chem 1020



3. Click **Materials > Content**



- 4) In the **Table of Contents** in the left navigation, locate and click on the Testing Center module. Contact your instructor if you cannot locate the module.

The screenshot shows the RegisterBlast interface. At the top, there are navigation links: Materials, Communications, Assessments, and Get Help. On the left, there is a sidebar with a search bar labeled 'Search Topics' and a magnifying glass icon. Below the search bar are links for Bookmarks, Course Schedule, and Table of Contents (which has a checkmark). The 'RegisterBlast' link is highlighted with a red box and a red arrow pointing to it. In the main content area, the title 'RegisterBlast' is displayed. Below the title is a blue progress bar. A red box highlights the 'Testing Center' link, which is labeled as an 'External Learning Tool'.

- 5) You will see your exam. Click on the exam that you want to schedule an appointment for.
If your exam is not listed, you must contact your instructor

The screenshot shows the 'My Exams' page in the RegisterBlast interface. The user is identified as Holly O'Donnell-Student with the email holl820@yahoo.com. The page has a header with navigation links: Dashboard, Account, History, My Exams (which is underlined), Teams, and Employee. Below the header, the 'Exams' section is displayed. It shows a list of exams, with the first one being 'Sample Test 1 - H. O'Donnell'. A red arrow points to this exam. Below the exam title is a link: [Proctored Exams > NHCC Instructor Testing > Holly O'Donnell - Sandbox > Sample Test 1 - H. O'Donnell](#). Below the link, there is a message: 'Please use the links above to schedule your exams. If you don't see the exam you want to schedule for, please use our [full exam list to schedule](#)'.

- 6) If you were approved for testing accommodations through Access Services office, make sure to select the accommodations that you want to use during your exam.

7 Select Accommodations

Select the accommodations that you wish to use on this registration.

☐ I choose not to use any accommodations on this registration

☒ 1.5 Extended Test Time

☒ Audio Test

☐ Private Room

- 7) Fill in a test date, time, StarID and phone number

7 Choose a Date (required)

Example: Thursday, May 1, 2025

StarID (required)

8 Choose a Time (required)

Select a date above

Phone Number (required)

555-555-5555

- 8) Read through the exam guideline acknowledgement, Check the **“I agree to follow the above guidelines”** Click **Add to Cart**.

Exam guideline acknowledgement

I understand that the Testing Center makes a video record of all exams to ensure academic integrity. If I break the rules or exhibit any form of academic dishonesty while taking my exam, my time will immediately end and my instructor notified.

By continuing, I have read and agree to adhere to these guidelines.

☒ I agree to follow the above guidelines

Add to Cart