

# HOW TO SCHEDULE YOUR ONLINE PROCTORED EXAM

1. Open your Canvas course and select PROCTORING on the left navigation within your course(s)

SP2023-BOT2753Z-MEDICAL INFORMATION MANAGEMENT

SP2023

SP2023-BOT2753Z-MEDICAL INFORMATION

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**Proctoring**

Office 365

Harmonize

ONLINE PROCTOR

**MOSS 3.0**  
medical office simulation software 3.0

**BOT 2**  
**Medical Informa**

2. Click AUTHORIZE to allow SmarterProctoring to access your account

**CANVAS**

**SmarterProctoring**

SmarterProctoring is requesting access to your account.

You are authorizing this app as **Charlie Bear**.

Your email address is 123456@bears.smcc.edu.

Cancel

**Authorize**

3. Access the Privacy Policy, Terms of Use, and Cookie Policy for SmarterProctoring and click SUBMIT

## Privacy & Terms of Use

### Privacy Policy

SmarterServices, LLC provides services to educational institutions (schools) and their students, faculty, and administrators. This privacy policy describes the data that either identifies you or that can be used to identify you that we receive from you and that we receive or obtain from others.

#### 1. Who We Get Personal Data About

We receive, obtain, and process information about the following kinds of persons:


- current, potential, or former students of a school (our references to "students" includes current, potential, and former students),
- current, potential, or former faculty members of a school (our references to "faculty" includes current, potential, and former faculty),

understand and agree to the Privacy Policy outlined above

understand and agree to the Terms of Use outlined above

understand and agree to the Cookie Policy outlined above

4. Complete your enrollment by clicking GET STARTED



## Welcome!

Before you can get started, we need to complete your enrollment. In order to do that, we'll have you choose some preferences.

5. Complete your Profile Settings, including a valid email address and phone number(s)

General Settings

In order to provide you with accurate information, please fill out the form below. Required fields are marked with an asterisk (\*).

First Name \*  Last Name \*

Preferred Email \* *This is the email address that we will send all communication to.*

Home Phone Number

Mobile Phone Number

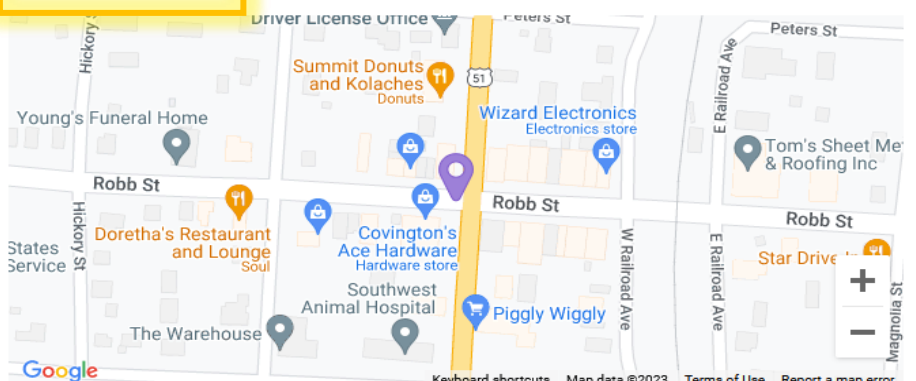
Time Zone \*

Default Currency \*

6. Choose a valid location then click SAVE (i.e. SMCC students choose SUMMIT, MS)

Providing your location helps us show the proctors closest to you. The more precise you are with your location, the more accurate your proctor results will be. At a minimum, you must provide a city.

Location \*



Save

7. Select "CHOOSE A PROCTOR"

MOSS 3.0 Capstone Simulation

You need to select a proctor to request a session.


[Choose a proctor ↻](#)

### Exam Information

<b>Type</b> Online	<b>Opens</b> 1/17/2023 at 6:00am CST	<b>Closes</b> 5/13/2023 at 5:00am CDT
<b>Exam Duration</b> 1 hour	<b>Scheduling Opens</b> 1/12/2023 at 3:16pm CST	<b>Scheduling Closes</b> 5/13/2023 at 5:00am CDT

8. Select FIND LOCATION



## Select Session Type

 **MSVCC Testing Locations**

[Find Location ↻](#)


9. It will show a list of proctoring sites, with the closest first to your location (i.e. SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE—SUMMIT KENNA HALL” will appear first for SMCC students)

17 results Sort by: Distance ▾

**Southwest Mississippi Community College-Summit**  
**KENNA HALL**  
 2 miles

**No Cost**

 [Request session](#)


<p><b>LOCATION</b>            1156 College Drive            Summit, MS 39666</p> <p><b>Location Type</b>            Computer Lab</p> <p><b>Parking</b>            Free - Street Parking, Free - Lot Parking</p>	<p><b>FEATURES</b></p> <p>Computer ✓</p> <p>Copier</p> <p>Elevator</p> <p>Alternative Keyboards</p> <p>Screen Reader</p> <p>Text-to-Speech</p>	<p>Printer</p> <p>Fax</p> <p>Wheelchair Ramp</p> <p>Screen Enlarger</p> <p>Speech Recognition</p> <p>Distraction-free rooms</p>
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2nd floor, room 211

**HOURS**  
 Monday-Wednesday 8:30-3:00  
 Thursday 1:00 PM - 6:00 PM  
 Friday 8:30 AM - 12:00 PM

10. Select REQUEST SESSION next to your school’s proctor site and you will be prompted to CONTINUE with “REGISTERBLAST”

### Schedule with RegisterBlast



Your school uses RegisterBlast™ to schedule exam sessions. RegisterBlast manages all aspects of the session registration process.

**Next Steps**

1. You will be sent to your school's scheduling site to find session times and complete your scheduling.

**You can cancel this process at any time to return to SmarterProctoring.**

2. Once you have finished scheduling your session, you will be returned to SmarterProctoring. Your instructor will be notified of your scheduled session.

[Continue ↗](#)

11. It will then open in a new tab for your Exam Registration Process

**Exam Registration**

**2 Choose a Date** (required)

Example: Tuesday, January 17, 2023

**3 Choose a Time** (required)

Select a date above

**4 Who is taking this exam?**

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name (required) Charlie

Last Name (required) Bear

Email (required) 123456@bears.smcc.edu

Verifv Email (required) 123456@bears.smcc.edu

**My History**

[View complete history](#)

**More Information**

12. Choose a date (allowed dates will show in bold/red). Once you click a date, it will show whether or not that day is full or if time slots are available.

**Exam Registration**

**2 Choose a Date** (required)

Wednesday, April 26, 2023

**3 Choose a Time** (required)

9:00 AM

13. Once you find a date/time that is available, place checkmark to agree to the above guidelines and select COMPLETE REGISTRATION. You will then receive a message that you're "ALL SET" and can close the SmarterProctoring Window

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## Who is taking this exam?

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name (required) Charlie

Last Name (required) Bear

Email (required) 123456@bears.smcc.edu

Verify Email (required) 123456@bears.smcc.edu

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## Exam guideline acknowledgement

By clicking below, I acknowledge that:

- I will provide a photo ID before I will be allowed to take any exams.
- I am not allowed to have a cell phone or electronic device in sight during testing.
- I am not allowed to use any materials on my exams unless

I agree to follow the above guidelines

Complete Registration



All Set!

It is now safe to close this window and return to SmarterProctoring

14. Once you have completed your registration, you can view your testing details in Canvas by selecting PROCTORING on the left. Your scheduled appointment(s) will be listed as well as an option to either RESCHEDULE or CANCEL SESSION.

## My Exams

### Active Exams

#### MOSS 3.0 Capstone Simulation

#### Scheduled

[Appointment details](#)

##### DATE

4/26/2023 at 9:00am CDT

##### LOCATION

Kenna Hall  
1156 College Drive  
Summit, MS 39666  
US

##### PROCTOR

Southwest Mississippi Community College-  
Summit

#### Exam Information

##### Type

Online

##### Opens

1/17/2023 at 6:00am CST

##### Closes

5/13/2023 at 5:00am CDT

##### Exam Duration

1 hour

##### Scheduling Opens

1/12/2023 at 3:16pm CST

##### Scheduling Closes

5/13/2023 at 5:00am CDT

Need to make a change?

[Reschedule](#)

[Cancel session](#)

Chat

**TIP: Schedule EARLY!! Time slots for end-of-semester exams fill up quickly!! 😊**