# Online Course Examination Instructions for Students

## PURPOSE
- The Online Course Examination program is a service offered to Online Course instructors to provide greater flexibility for students when taking an exam.

## STUDENT APPOINTMENT SCHEDULING
- Once materials have been received, visit [http://testing.osu.edu](http://testing.osu.edu) to schedule an appointment within the testing window that the instructor has provided.
  - Click on "Online Registration" at the top of the page
  - Select Online Course Exams (Ohio State Courses Only)
  - Select your course/subject. If you don’t see your course or subject select “other”
  - **NOTE:** Dates open for scheduling 2-4 weeks in advance
- Bring an ID (BuckID preferred) to your exam.
- When scheduling an appointment, make sure your name appears exactly as it does on your BuckID. If it does not, you will not be allowed to take your exam.
- The Testing Center does not schedule appointments over the phone or in person.
- Late examinees will not be admitted. The Testing Center closes at 5:00 pm. If the instructor allows 2 hours for you exam, you will not be allowed to start past 3:00 pm even if you believe you’ll get done early.
- Exam materials for canceled or missed appointments will be destroyed unless otherwise noted by the instructor.
- Consult your course syllabus when scheduling. We have testing dates open every Monday-Friday throughout the year. Make sure you schedule on a day permitted by your instructor or you will not be able to test.

## TESTING CENTER REGULATIONS
- The Testing Center has the following policies regarding cellular phones:
  - Cellular phones are strictly prohibited inside of the testing rooms.
  - Lockers are provided to store all personal belongings, including cell phones.
  - Cell phones may not be accessed during exam periods, including breaks.
  - Any examinee found using a cell phone, including the phone ringing or vibrating, will be dismissed and this will be reported to the course instructor or the Committee on Academic Misconduct.
  - Possession of any other electronic or recording device is also prohibited, including any fitbits, photographic, recording, or communication devices.
  - Any aids not strictly authorized by the instructor or section teaching assistant will be prohibited inside of the testing rooms.
  - All examinees must arrive at the Testing Center on time. Any latecomers will not be permitted entry.
  - Students must adhere to all policies set forth by the Code of Student Conduct, available online at [http://studentaffairs.osu.edu/csc](http://studentaffairs.osu.edu/csc). Violations of the Code of Student Conduct or any Testing Center policy will be reported to the course instructor.

## MISCELLANEOUS
- Students with disabilities must register and work through the Office of Disability Services. Visit [http://www.ods.ohio-state.edu](http://www.ods.ohio-state.edu) for more information.
- General questions should be directed to esue-testing@osu.edu or (614) 292-2241.