



Online Course Examination Instructions for Students

PURPOSE
<ul style="list-style-type: none">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
<ul style="list-style-type: none">Once materials have been received, visit http://testing.osu.edu/ to schedule an appointment within the testing window that the instructor has provided.<ul style="list-style-type: none">Click on "Online Registration" at the top of the pageSelect 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 advanceBring 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 your 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
<ul style="list-style-type: none">The Testing Center has the following policies regarding cellular phones:<ul style="list-style-type: none">➤ 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/. Violations of the Code of Student Conduct or any Testing Center policy will be reported to the course instructor.
MISCELLANEOUS
<ul style="list-style-type: none">Students with disabilities must register and work through the Office of Disability Services. Visit http://www.ods.ohio-state.edu/ for more information.General questions should be directed to esue-testing@osu.edu or (614) 292-2241.