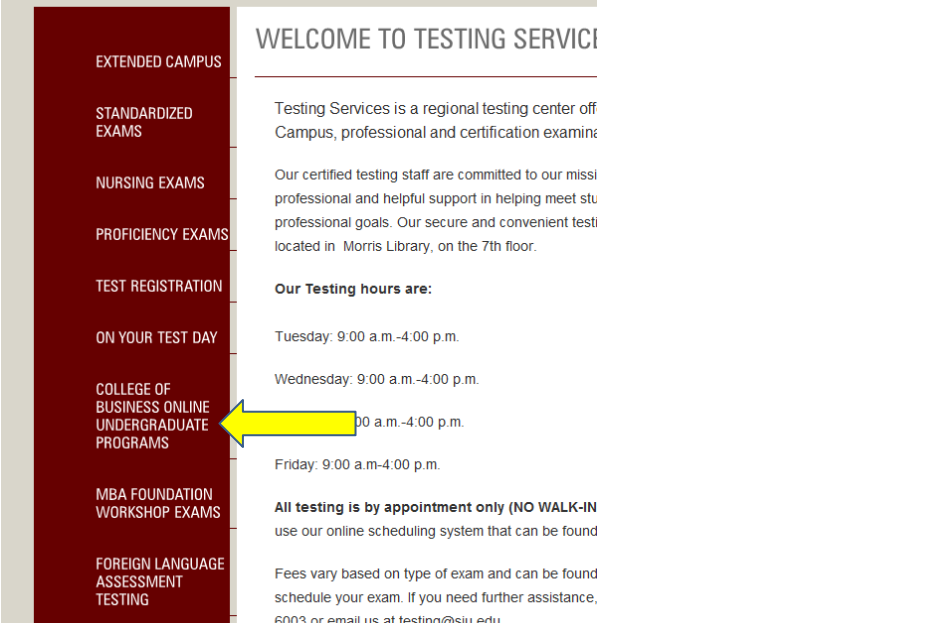
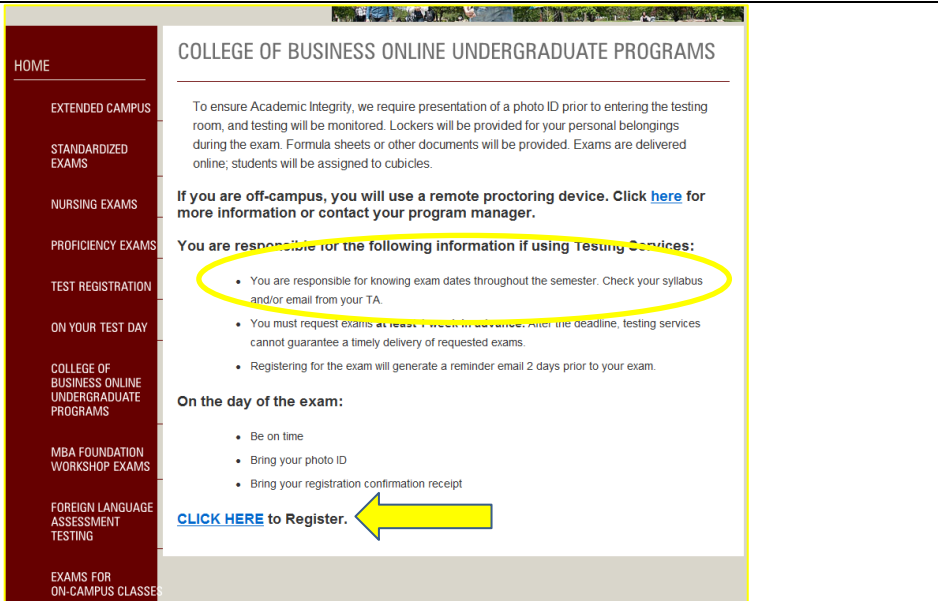


On-campus students: Instructions for registering for on-campus exams

You will take on-campus exams at Testing Services on the 7th floor of Morris Library.

It is your responsibility to register a time to take your exams. Register early for ALL of your exams.


Follow the steps below for registering an exam:

<p>1) Go to http://testingservices.siu.edu/</p>	
<p>2) Click on “College of Business Online Undergraduate Programs” on the left side menu.</p>	 <p>WELCOME TO TESTING SERVICES</p> <p>Testing Services is a regional testing center off Campus, professional and certification exams.</p> <p>Our certified testing staff are committed to our mission of providing professional and helpful support in helping meet students' professional goals. Our secure and convenient testing center is located in Morris Library, on the 7th floor.</p> <p>Our Testing hours are:</p> <p>Tuesday: 9:00 a.m.-4:00 p.m. Wednesday: 9:00 a.m.-4:00 p.m. Thursday: 9:00 a.m.-4:00 p.m. Friday: 9:00 a.m.-4:00 p.m.</p> <p>All testing is by appointment only (NO WALK-IN). Please use our online scheduling system that can be found at testing.siu.edu.</p> <p>Fees vary based on type of exam and can be found on our website. Please schedule your exam. If you need further assistance, call 6003 or email us at testing@siu.edu.</p>
<p>3) Read the “College of Business Online Undergraduate Programs” page.</p> <p>4) Click “Click Here” to register on the bottom of the page.</p>	 <p>COLLEGE OF BUSINESS ONLINE UNDERGRADUATE PROGRAMS</p> <p>To ensure Academic Integrity, we require presentation of a photo ID prior to entering the testing room, and testing will be monitored. Lockers will be provided for your personal belongings during the exam. Formula sheets or other documents will be provided. Exams are delivered online; students will be assigned to cubicles.</p> <p>If you are off-campus, you will use a remote proctoring device. Click here for more information or contact your program manager.</p> <p>You are responsible for the following information if using Testing Services:</p> <ul style="list-style-type: none">You are responsible for knowing exam dates throughout the semester. Check your syllabus and/or email from your TA.You must request exams at least 1 week in advance. After the deadline, testing services cannot guarantee a timely delivery of requested exams.Registering for the exam will generate a reminder email 2 days prior to your exam. <p>On the day of the exam:</p> <ul style="list-style-type: none">Be on timeBring your photo IDBring your registration confirmation receipt <p>CLICK HERE to Register.</p>

5) Click the down arrow and choose "College of Business Online Undergraduate Programs".

Exam Registration More Information

1 **Choose a group**

College of Business Online Undergraduate Prog * 

2 **Choose an exam**

3 **Select a date for your exam**

M/D/YYYY *

4 **Choose a Time**

(select a date above) *

[About](#)
[Contact Us](#)
[How To Schedule](#)
[How To Reschedule](#)


6) Click the down arrow and choose which course you want to schedule an exam time.

Exam Registration More Information

1 **Choose a group**

College of Business Online Undergraduate Prog *

2 **Choose an exam**

ACCT 220 * 

3 **Exam Description**

Class: Accounting I Financial
Instructor: Ann Pearson

This class has specific exam dates:

Exam 1: 9/8/2016 - 9/9/2016
Exam 2: 9/29/2016 - 9/30/2016
Exam 3: 10/11/2016 - 10/13/2016

Please keep in mind that during Finals week Testing Services is very busy and if you wait until the last minute to schedule your exam that week you may not be able to get the day and time you would like. Exams are scheduled on a first come, first serve basis.

[About](#)
[Contact Us](#)
[How To Schedule](#)
[How To Reschedule](#)

7) Note the dates of the exams for the selected course.

8) Scroll down and select the date for your exam.

3

Exam Description

Class: Accounting I Financial
Instructor: Ann Pearson

This class has specific exam dates:

Exam 1: 9/8/2016 - 9/9/2016
Exam 2: 9/29/2016 - 9/30/2016
Exam 3: 10/11/2016 - 10/13/2016

Please keep in mind that during Finals week Testing Services is very busy and if you wait until the last minute to schedule your exam that week you may not be able to get the day and time you would like. Exams are scheduled on a first come, first serve basis.

4

Select a date for your exam

M/D/YYYY



*



9) Select the time from the drop down box (NOTE: *other dates appear to be available*. However, your exam will only be accessible on the dates noted on the top of this page or the syllabus. You can also refer to <http://onlineug.busines.siu.edu/mycampus>).

4

Select a date for your exam

Friday, September 30, 2016



*

5

Choose a Time

(select a date above)



*



6

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

*

Last Name


*

Email

*

Verify Email

*

<p>10) Provide First name, Last name, and email address.</p>	<div data-bbox="673 128 711 163" style="background-color: #4CAF50; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">5</div> <p>Choose a Time</p> <div data-bbox="760 176 1182 218" style="border: 1px solid #ccc; padding: 2px;">9:00 AM v *</div> <div data-bbox="673 296 711 331" style="background-color: #f44336; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">6</div> <p>Who is taking this exam?</p> <p>Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.</p> <div data-bbox="760 403 1182 445" style="border: 1px solid #ccc; padding: 2px;">First Name *</div> <div data-bbox="760 474 1182 516" style="border: 1px solid #ccc; padding: 2px;">Last Name *</div> <div data-bbox="760 541 1182 583" style="border: 1px solid #ccc; padding: 2px;">Email *</div> <div data-bbox="760 609 1182 651" style="border: 1px solid #ccc; padding: 2px;">Verify Email *</div> 
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14) Click “Add Another Exam” to Schedule another exam or continue on to step 15.

Your Cart

ACCT 220 Friday, September 30, 2016 9:00 AM	\$0.00
Total exam fees	\$0.00

[Complete Registration](#) [Add Another Exam](#) [More Information](#)

- About
- Contact Us
- How To Schedule
- How To Reschedule

15) Click “Complete Registration”.

Your Cart


ACCT 220 Friday, September 30, 2016 9:00 AM	\$0.00
Total exam fees	\$0.00

[Complete Registration](#) [Add Another Exam](#) [More Information](#)

- About
- Contact Us
- How To Schedule
- How To Reschedule

16) Print your receipt.

17) Note the guidelines – bring your photo ID to the exam.

 **Your exams have been scheduled!**

ACCT 220
9/30/2016 9:00:00 AM
Location: Morris Library, 7th Floor Room 781
Exam Number: 3024874
Dawg Tag Sxxxxxxxxx
I must arrive 15 minutes prior to my exam for check in procedures.

I will not be allowed to take my exam without a CLEAR photo ID. If the staff cannot clearly see the photo in my ID to be able to compare it to my face they will turn me away. If my student ID is old, torn up and faded I will be turned away. Testing Services will allow Drivers Licenses or passports as other forms of ID.

All of my belongings must be put in the locker provided by Testing Services. No other items are allowed in the Testing Lab except what is used for the exam I am taking. No hats or outerwear such as jackets and coats are allowed. No electronics of any kind, including watches. Medical devices, such as diabetic monitoring equipment is allowed in the lab.

I understand that if I arrive after my scheduled exam time, **Testing Services reserves the right to schedule my exam for a different time.** If I think I might be late, I will call 618. 453. 6003 to let the Testing Staff know. **This does not guarantee that I will be allowed to test,** it will depend on what is scheduled that day.

I understand that children are not allowed in Testing Services or the Library without an adult. Library staff are required to report children found without adult supervision to the Police department.

I understand the checking the acknowledgment box has meant I have read and agree to the Testing Services rules.