

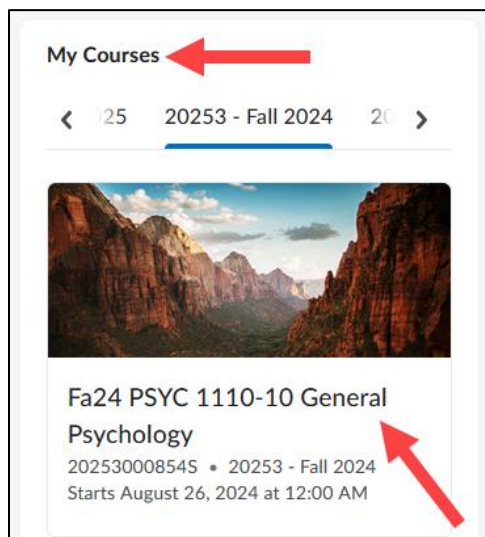
Schedule Appointment for Proctored Course Exam in D2L Brightspace

Anoka-Ramsey Testing Services provides proctored testing for students who are unable to attend their instructor's scheduled course exam. Student guidelines for instructor proctored course exams:

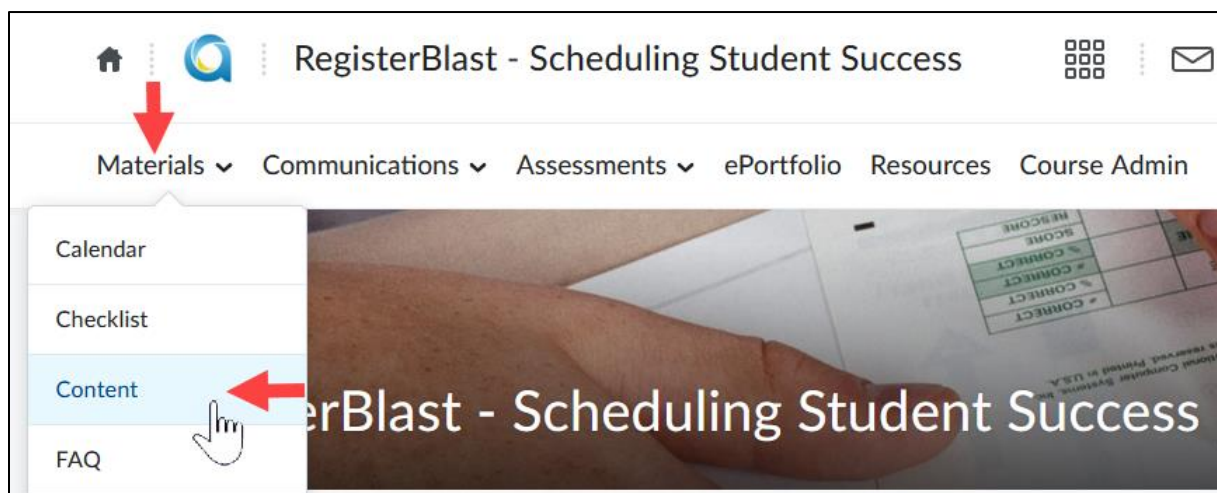
- Obtain permission and make arrangement with your instructor.
- Schedule exams through your course in D2L Brightspace.
- On the day of the test, allow extra time for checking in and out.
- A Photo ID is required to take any exam.

To schedule an appointment to take your proctored course exam:

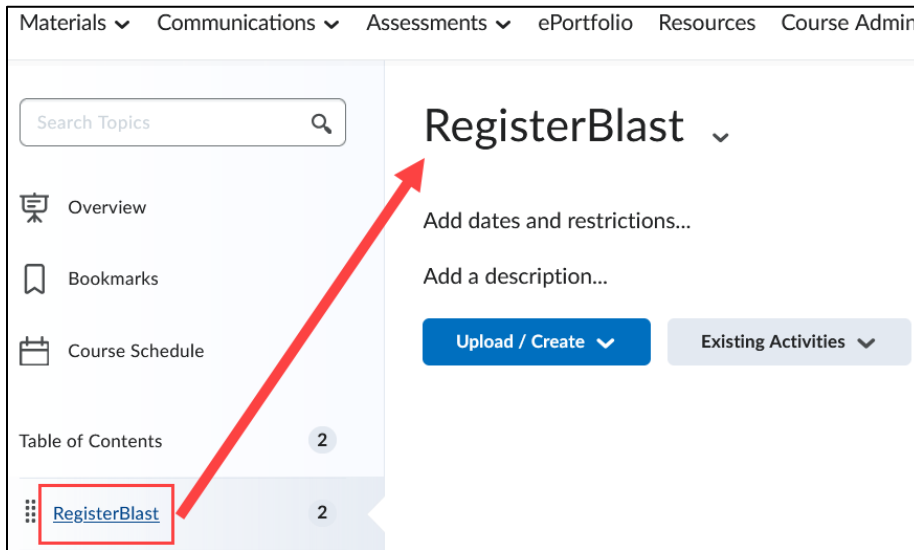
1. Log in to D2L Brightspace at <https://anokaramsey.learn.minnstate.edu/>.
2. In your **My Courses** widget, click on the course where you want to schedule an appointment to take your proctored exam.



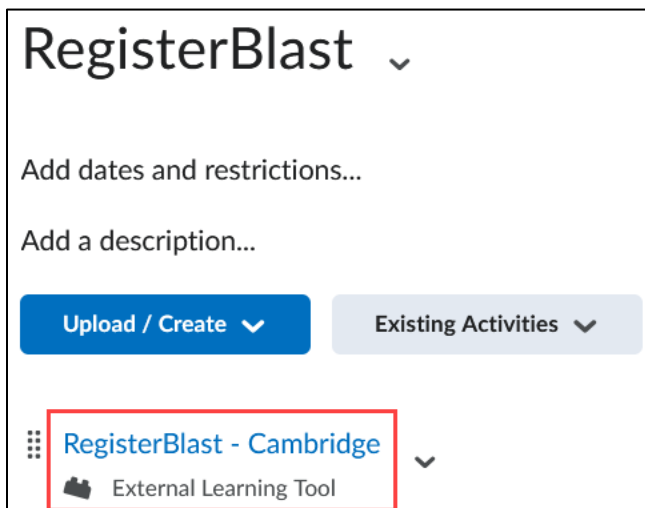
3. Click **Materials > Content**.



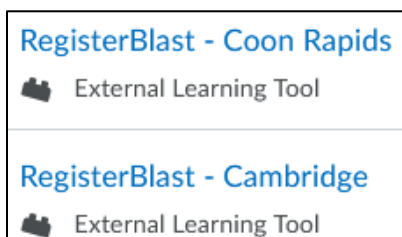
4. In the **Table of Contents** in the left navigation, locate and click on the **RegisterBlast** module. Contact your instructor if you cannot locate the module.



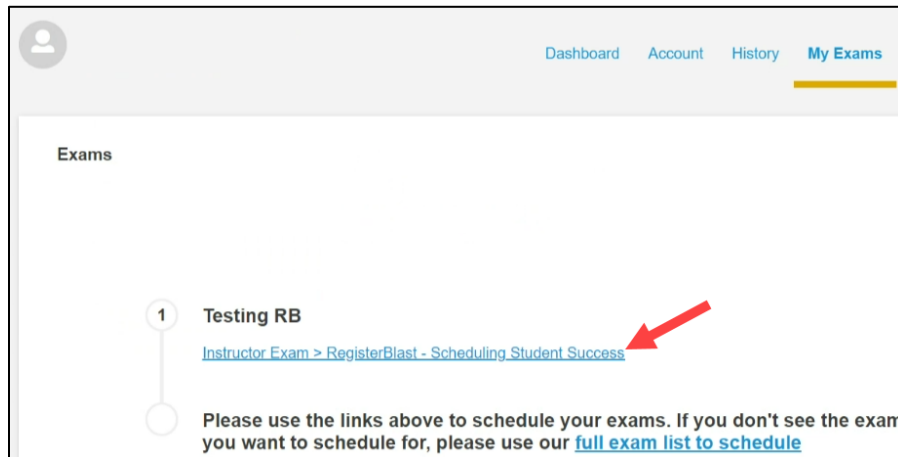
5. Click the **RegisterBlast – {campus}** link. The campus link indicates which Testing Services campus location you will take the proctored course exam.



Note: If you see two campus locations, this means you can take the proctored course exam at the Testing Services locations at either campus. You can click the campus location you want to take the proctored course exam.

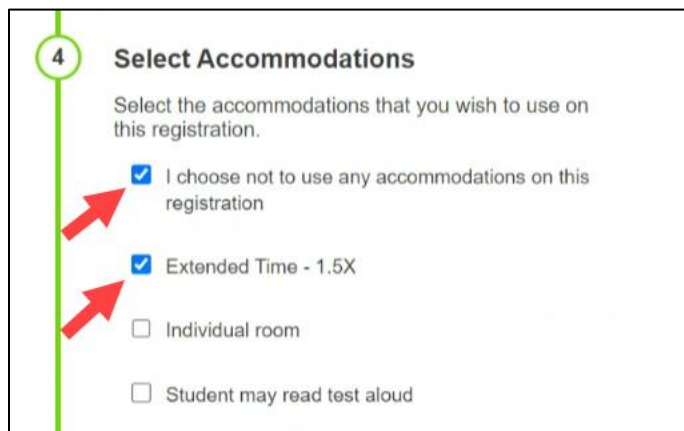


6. You will see your proctored course exam(s). Click the exam that you want to schedule an appointment to take.



7. If you were approved for testing accommodations, make sure you select the accommodations that you want available to you for the proctored course exam.

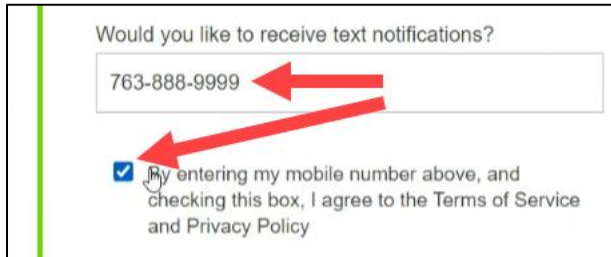
Note: Testing accommodations are available to students with a current Letter of Accommodation. Students approved for testing accommodations must update their Letter of Accommodation each semester. If you would like to request accommodations, visit [Office for Students with Disabilities](#) web site where you can find information on the accommodations process.



8. The Exam, your First Name, Last Name, and Email are automatically filled in. Choose a **Date** and **Time**.



9. If you want to receive a text message confirmation, type in your phone number and agree to the Terms of Service and Privacy Policy. **Note:** You will always receive an email confirmation.



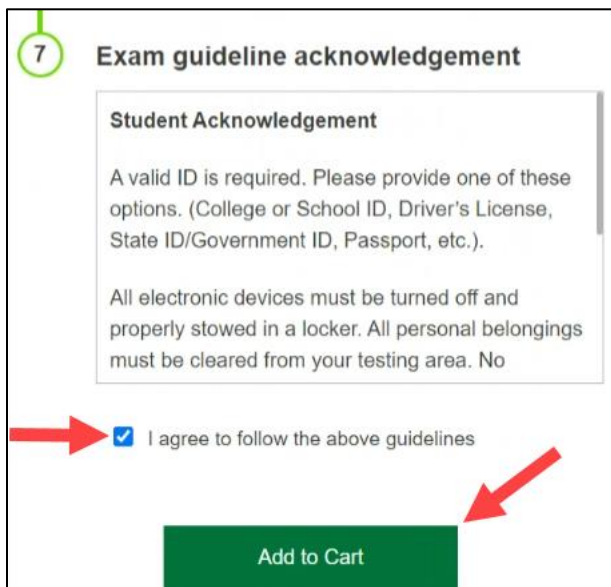
Would you like to receive text notifications?

763-888-9999

By entering my mobile number above, and checking this box, I agree to the Terms of Service and Privacy Policy

This screenshot shows a form for opting into text notifications. A text input field contains the phone number '763-888-9999'. Below it, a checkbox is checked, and the text reads: 'By entering my mobile number above, and checking this box, I agree to the Terms of Service and Privacy Policy'. Red arrows point to the phone number and the checked checkbox.

10. Read through the Exam Guideline Student Acknowledgement. Check the “I agree to follow the above guidelines.” Click **Add to Cart**. If you completed Step 8 above, you should get a text message.



7 Exam guideline acknowledgement

Student Acknowledgement

A valid ID is required. Please provide one of these options. (College or School ID, Driver's License, State ID/Government ID, Passport, etc.).

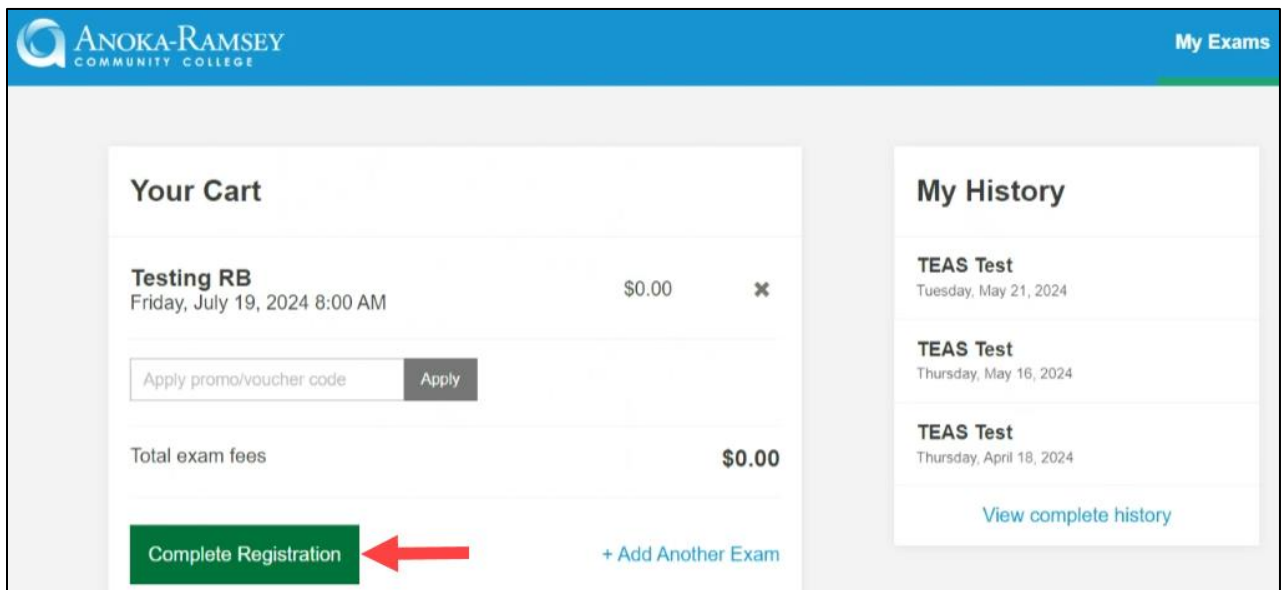
All electronic devices must be turned off and properly stowed in a locker. All personal belongings must be cleared from your testing area. No

I agree to follow the above guidelines

Add to Cart

This screenshot shows the 'Exam guideline acknowledgement' page. It includes a section titled 'Student Acknowledgement' with instructions on ID requirements and electronic device policies. Below this, a checkbox is checked with the text 'I agree to follow the above guidelines'. At the bottom, there is a green 'Add to Cart' button. Red arrows point to the checkbox and the 'Add to Cart' button.

11. You will see **Your Cart**. Click **Complete Registration**.



ANOKA-RAMSEY COMMUNITY COLLEGE My Exams

Your Cart

Testing RB \$0.00 ×
Friday, July 19, 2024 8:00 AM

Apply promo/voucher code Apply

Total exam fees \$0.00

Complete Registration + Add Another Exam

My History

TEAS Test
Tuesday, May 21, 2024

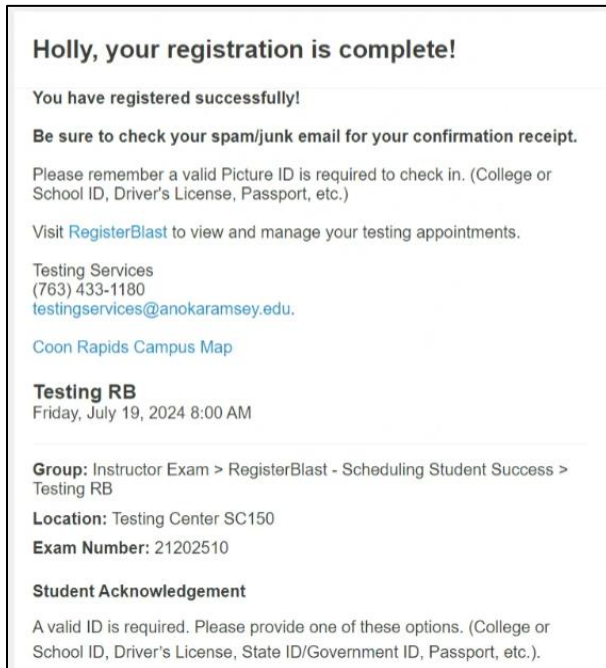
TEAS Test
Thursday, May 16, 2024

TEAS Test
Thursday, April 18, 2024

[View complete history](#)

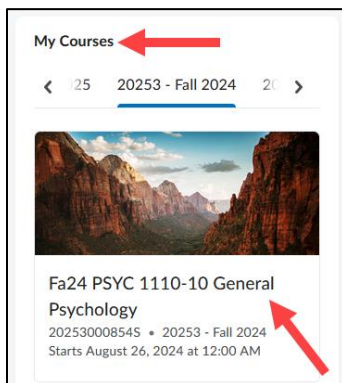
This screenshot shows the 'Your Cart' page on the Anoka-Ramsey Community College website. The cart contains one item, 'Testing RB', for \$0.00, scheduled for Friday, July 19, 2024 at 8:00 AM. Below the item is a field to 'Apply promo/voucher code' with an 'Apply' button. The total exam fees are \$0.00. At the bottom, there is a green 'Complete Registration' button and a '+ Add Another Exam' link. To the right, there is a 'My History' section listing three 'TEAS Test' entries with their respective dates. A 'View complete history' link is at the bottom of the history section. A red arrow points to the 'Complete Registration' button.

12. You will see your registration completion screen.

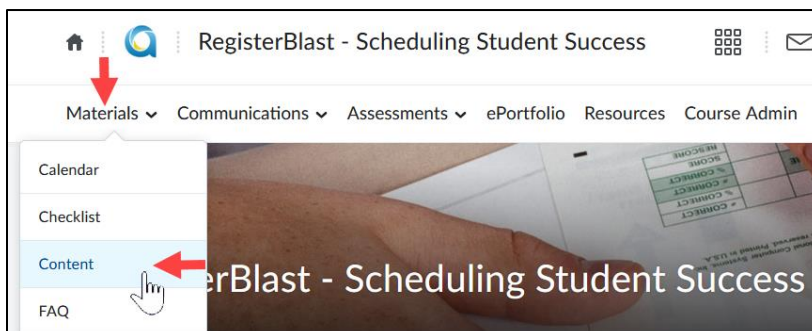


How do I reschedule or cancel my appointment?

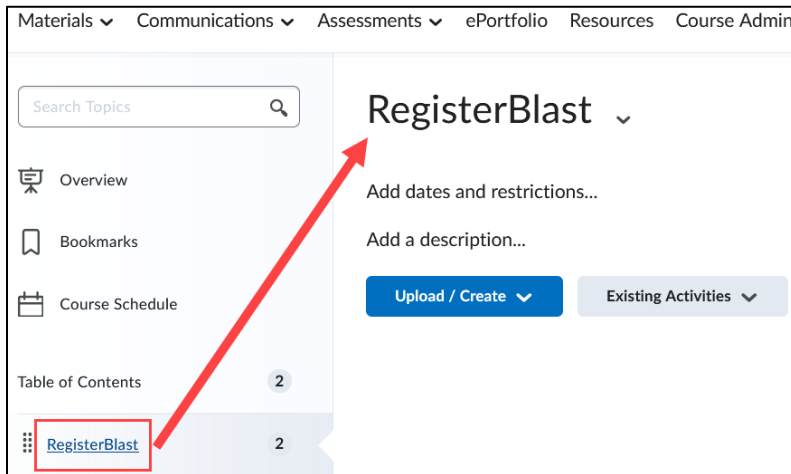
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2. In your **My Courses** widget, click on the course where you originally scheduled an appointment to take your proctored exam.



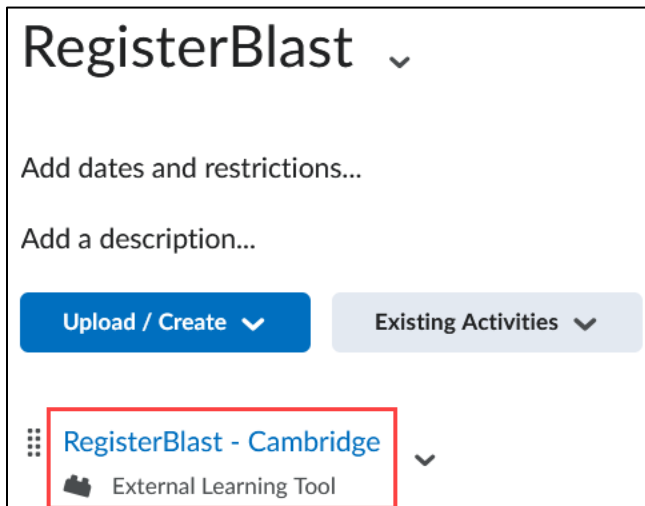
3. Click **Materials > Content**.



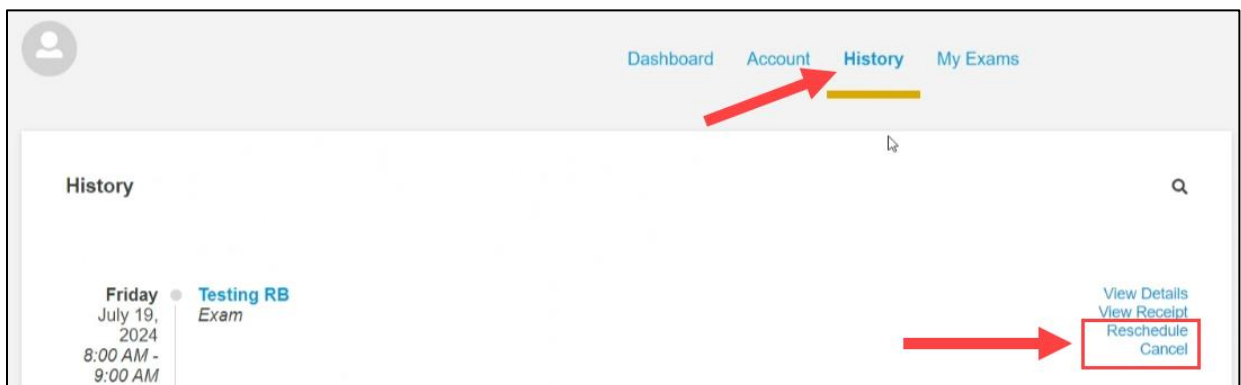
4. In the **Table of Contents** in the left navigation, locate and click on the **RegisterBlast** module. Contact your instructor if you cannot locate the module.



5. Click the **RegisterBlast – {campus}** link. The campus link where you originally scheduled an appointment to take your proctored exam.



6. You will see your proctored course exam(s). Click **History**.
7. To the far right of the exam, click **Reschedule** or **Cancel**.



8. If you click **Reschedule**, you will be prompted to enter in a different Date and Time. Click **Reschedule**.

Reschedule Exam Testing RB

1 **Choose a Date** (required)

Example: Wednesday, July 17, 2024

2 **Choose a Time** (required)

Select a date above

Reschedule

9. If you click Cancel, you will be prompted with a confirmation. Click **“Yes, cancel my registration”** or **“Keep current registration”**. **Note:** Cancelling a registration cannot be undone. If you cancel and change your mind, you will need to re-register.