

How to Schedule a Course Test

Once the professor submits an exam and it has been approved by Testing Services, students can schedule an appointment no less than 48 hours prior to the date/time they wish to take their exam.

Follow the instructions below to schedule an appointment:

(These instructions will not be applicable for a mobile device or Safari browser.)

1. Log into Canvas
2. Choose your Course
3. Choose: "Testing Services Request" on the left column
4. Choose the exam you want to schedule under the approved exam(s) listed.
5. Do not edit the top 3 fields, as these are auto-populated correctly based on your course and exam selection.
6. Choose a date (must be at least 48 hours before exam date)
7. Choose a time (must be at least 48 hours before exam start time)
8. Verify First Name, Last Name, and JCCC student email address
9. Review testing requirements (testing requirements, such as photo ID required, no personal items, etc.) and choose "I agree to follow the above guidelines" button.
10. Enter your JCCC Student ID number
11. Choose "Add to Cart"
12. Choose "Complete Registration"
13. To ensure the reservation of your testing appointment, check your JCCC student email for appointment confirmation.

For questions regarding scheduling or testing-related questions, contact Testing Services by email at testingservices@jccc.edu or by phone, [913-469-4439](tel:913-469-4439), Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 5 p.m.

For questions with accessing your JCCC username or password, navigating Canvas, or other technical difficulties, contact the Technical Support Center, [913-469-8500](tel:913-469-8500), ext. [4357](tel:913-469-4357) (HELP).