

NCTC Students – How to Schedule a Proctored Exam Online

<https://www.northlandcollege.edu/ProctorTests/>

1. Navigate to <https://www.northlandcollege.edu/ProctorTests/>
2. Type your Username and Password
 - Use StarID & StarID Password
3. Click the **Submit** button

Good Morning Madison Friday, August 7th 2020

Login

StarID:

Password:

Submit Reset

If you are looking to schedule an Accuplacer/Assessment test please go [here](#).

I am not a Northland College Student, but wish to schedule a test

4. Select the **campus** where you will be testing.
5. Click **“Schedule a Test”**.

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Schedule Test View/Cancel Scheduled Test(s)

EGF TRF EGF TRF

Schedule a Test Cancel a Test

6. On the next screen, *select the date* you want to take your exam.
7. Click **“Continue”**.

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Selected Test Site: Thief River Falls

August 2020

Sun	Mon	Tue	Wed	Thrs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

Sun	Mon	Tue	Wed	Thrs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Continue Back

8. Next, *select the time and duration* of your exam.
9. *Type your phone number*.
10. *Select your instructor* and add the **course name** and **test number** into the **“Additional Information”** area.
 - If you were successful, you will get a confirmation page. **Make sure to click SAVE!**
 - This confirmation information will also be e-mailed to your student e-mail account.

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Selected Test Site: Thief River Falls

Date Selected: Tuesday, September 1 2020

Testing is available from 9:00AM-11:00AM
Please plan your testing time accordingly.
Please ensure you select an appropriate test duration time to ensure a seat for the entire length it will take you to complete your test.
You must be completed before your test duration is up.

Pick your Start time 5:00AM

Duration of test
30 min
1 hour
1 hour 30 min
2 hours
2 hours 30 min
3 hours

Contact Phone Number
(example: 218-793-2800)

Special Accommodations:
 Paper/Pencil test
 Wheelchair Access

Instructor

Class & Test Information:
Example: test name, test number, etc (max 100 char)

Continue Change Date