

## The Final Exam Reservation System will open June 21, 2019

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### Signing up for Final Exam

1. To schedule the final exam, students **must** login to their [Indiana Online account](#).
  - a. Students **must** use their login information (do not use the parent/guardian login)
2. Click on Final Exam Registration in the menu bar
3. On the **My Classes** page click **Make Reservation** for the Final Exam you're ready to schedule.



### For schools that have scheduled exam times

1. Choose **My School**
2. Choose from a drop down list the dates and times available at the student's school. The dates and times are on a 'First come, First serve' basis. If you do not see a specific date or time, then that means the slot has been filled.
3. Click **Save**

Class	Final Exam Location and Time	Final Exam Info	Enrollment Status	Payment Status	Grades
2019 Summer Algebra I-2 Start: 5/22/2019 End: 7/18/2019	Currently Selected: (None selected) <input checked="" type="radio"/> My school <input type="radio"/> Other locations/IOA Office <input type="radio"/> Alternate Arrangements <input type="radio"/> Remote Proctor (None selected) <input type="button" value="Save"/> <input type="button" value="Cancel"/>		Enrolled, Pending Drop - Not Working (Refundable)	Owe: \$295.00	(As of 6/24/2019 2:47:33 AM)
2019 Summer Algebra I-1 Start: 5/20/2019 End: 7/18/2019	Currently Selected: (None selected)		Unenrolled, removed upon request		% Complete: 0.0 %

### For schools that do not have scheduled exam times

- Your school may request that you contact the school directly to establish a time for your exam as indicated on the reservation link.

### For students who wish to take their exam at the Indiana Online Office or Other Location


- The student may choose to come to the Indiana Online CIESC office, by clicking '**Other locations/IOA Office**' and selecting an available date and time. Driving directions to the Indiana Online CIESC office in Indianapolis are listed on this site as well.
- Choose from a drop down list the dates and times available at Indiana Online or other options. The dates and times are on a 'First come, First serve' basis. If you do not see a specific date or time, then that means the slot has been filled.
- Click **Save**

Class	Final Exam Location and Time	Final Exam Info	Enrollment Status	Payment Status	Grades
2019 Summer Algebra I-2 Start: 5/22/2019 End: 7/18/2019	<b>Currently Selected:</b> Alternate Arrangements <input type="radio"/> My school <input checked="" type="radio"/> Other locations/IOA Office <input type="radio"/> Alternate Arrangements <input type="radio"/> Remote Proctor Alternate Arrangement		Enrolled, Pending Drop - Not Working (Refundable)	Owe: \$295.00	(As of 6/24/2019 2:47:33 AM)
2019 Summer Algebra I-1 Start: 5/20/2019 End: 7/18/2019	Mathnasium Zionsville - Jul 18 2019 10:00AM Mathnasium Carmel - Jul 18 2019 10:00AM Indiana Online CIESC Office - Jul 18 2019 10:30AM Indiana Online CIESC Office - Jul 18 2019 11:30AM Indiana Online CIESC Office - Jul 18 2019 1:00PM Indiana Online CIESC Office - Jul 18 2019 2:30PM Indiana Online CIESC Office - Jul 18 2019 3:30PM Indiana Online CIESC Office - Jul 18 2019 4:30PM Zionsville Location - Jul 18 2019 5:00PM Zionsville Location - Jul 18 2019 5:00PM Indiana Online CIESC Office - Jul 18 2019 5:30PM Zionsville Location - Jul 18 2019 6:00PM Zionsville Location - Jul 18 2019 6:00PM Mathnasium Zionsville - Jul 18 2019 7:00PM Zionsville Location - Jul 18 2019 7:00PM Zionsville Location - Jul 18 2019 7:00PM Mathnasium Carmel - Jul 18 2019 7:15PM Mathnasium Zionsville - Jul 18 2019 8:00PM Mathnasium Carmel - Jul 18 2019 8:00PM Alternate Arrangement		Unenrolled, removed upon request		% Complete: 0.0 %
Pay balance due  <b>Pay IN FULL by Credit Card (\$295.00)</b>					

### For students who are unable to take the exam at their home high school or the Indiana Online Office

- If the student is not near their home high school to take the final exam OR chooses not to take their exam at their high school or the Indiana Online CIESC office, they may take the final with a proctor conveniently located near them. Typically a local library, a tutoring center, community college, or any other educational center may be an option. The student is responsible for locating a proctor and setting up the date. This needs to be done at least 48 hours before the exam time.

1. Choose **Alternate Arrangements**
2. Click **Register** then fill out the form that will pop up and submit it

Class	Final Exam Location and Time	Final Exam Info	Enrollment Status	Payment Status	Grades
2019 Summer Algebra I-2 Start: 5/22/2019 End: 7/18/2019	<b>Currently Selected:</b> Alternate Arrangements  <input type="radio"/> My school <input type="radio"/> Other locations/IOA Office <input checked="" type="radio"/> Alternate Arrangements <input type="radio"/> Remote Proctor  If you are unable to have your Final Exam proctored at your school, our office, or one of the other locations, you will need to make alternate arrangements. Before continuing, you will need the following information from the alternate proctor:  - Name (the alternate proctor cannot be a relative) - Occupation - Phone Number - Email (must identify the organization they represent, for example "@imcpl.org", ".lib", or ".edu")  Once you have this information, click Register. It is important to submit the form so we can send your proctor the information needed for the exam.  <div style="text-align: center;">  <input type="button" value="Register"/> </div>		Enrolled, Pending Drop - Not Working (Refundable)	Owe: \$295.00	(As of 6/24/2019 2:47:33 AM)
2019 Summer Algebra I-1 Start: 5/20/2019 End: 7/18/2019	<b>Currently Selected:</b> (None selected)		Unenrolled, removed upon request		% Complete: 0.0 %

- The student is responsible for locating a proctor and setting up the date. This needs to be done at least 48 hours before the exam time.

You will need to know:

- Name of Site
- Date of Exam
- Address of Location
- Proctor Telephone
- Proctor Name (the alternate proctor cannot be a relative)
- Proctor Email (must identify the organization they represent, for example "@imcpl.org", ".lib", or ".edu")
- Proctor Occupation
- Fee Paid (if applicable)




The proctor's email must be an identifiable extension such as 'lib' for a librarian or 'edu' for a college and **cannot** be a Gmail or Yahoo email. The proctor cannot be a family member or friend.

Once you have the information needed, you will schedule your final exam through our system. Once the information is entered, we will verify and contact your proctor with instructions and guidelines for proctoring the exam.

If you are unable to schedule online, the proctor will need to contact the Indiana Online office at least 48 hours before the exam time for instructions. Ask the proctor to go to the website [www.indianaonline.org](http://www.indianaonline.org), click [Helpdesk](#), then complete the form requesting the final exam information. Indiana Online will email the instructions to the proctor once they have been verified.

### **Some students may use a remote proctor service called Proctorio to take their Final Exam**

- This option is for students who are traveling, exam proctoring is not offered by their school, or the dates/times at the school are not convenient.
- The Google Chrome browser is **required** and you **must** be able to install an extension
- Prior to using Proctorio, you must register by logging into [indianaonline.org](http://indianaonline.org) and clicking on **Final Exam Registration** in the menu bar. Then click on **My Classes**, then **Make Reservation** and choose Remote Proctor. Click **Register** then fill out the form that will pop up and submit it, then instructions for using Proctorio will be emailed to you.

Class	Final Exam Location and Time	Final Exam Info	Enrollment Status	Payment Status	Grades
2019 Summer Algebra I-2 Start: 5/22/2019 End: 7/18/2019	Currently Selected: (None selected)  <input type="radio"/> My school <input type="radio"/> Other locations/IOA Office <input type="radio"/> Alternate Arrangements <input checked="" type="radio"/> Remote Proctor  This service is only provided to students who are unable to have their Final Exam proctored at school or our office. The cost for each Final Exam taken is \$10 and you must have a computer with a webcam. Mobile devices such as tablets or phones cannot be used with this service.  Once you click the Register button below, a new tab will open. Once you complete the registration form, directions will be provided.  Click Register to proceed.  <div style="text-align: center;">    <input type="button" value="Register"/> </div>		Enrolled, Pending Drop - Not Working (Refundable)	Owe: \$295.00	(As of 6/24/2019 2:47:33 AM)
2019 Summer Algebra I-1 Start: 5/20/2019 End: 7/18/2019	Currently Selected: (None selected)		Unenrolled, removed upon request		% Complete: 0.0 %

- Exams are \$10 each, paid by the student through the Proctorio application (Credit Card or PayPal).
- Students **must** have a PC, Mac, or Chromebook computer that is equipped with a webcam.
- You **must** be able to install an extension on the device.
- Tablets, Hybrid Devices, and Mobile Devices are not supported.
- Student must take the final exam via Proctorio by the **close of business** (4:30 p.m. EDT) on July 18, 2019.
- Directions for computer setup to use Proctorio will be emailed to you. There are also directions found in your course.