

# Register for a proctored exam in the Academic Testing Center

## Academic Testing Center Information

Location: Academic Testing Center, 212 Elkins Hall (building with the circle driveway in the front of campus)

Physical Address: 906 East First St. Thibodaux, LA 70310

Testing Center Phone: 985-448-4462

Testing email: [testing.center@nicholls.edu](mailto:testing.center@nicholls.edu)

Use your MyNicholls page to access Canvas, then go to the course in which you need to register an exam.

### Follow these steps to complete your exam registration:

1. Choose “Academic Exam – course name” for your exam group.
2. Choose the exam you want a testing appointment for in field #2.
3. The exam description will be displayed. Review this information before continuing.
4. Choose an exam date (the dates in red are your allowed testing dates per the instructor).
5. Choose your exam start time.
6. Enter your personal information.
7. Review and agree to the exam rules and procedures.
8. Click “Add to Cart”

There is no fee for proctoring for academic exams on campus, you may proceed by clicking the “Complete Registration” button.

The next screen is your registration confirmation. You will receive this confirmation via email as well. You will also receive a reminder of your exam appointment 24 hours prior to your exam date.

If you have any issues with your exam registration, please contact the Academic Testing Center at the information at the top of this flyer.

Best wishes for a successful exam session!