

## Makeup Test Process

# F A Q FREQUENTLY ASKED QUESTIONS

### How do I schedule my appointment?

1. Access College Testing Services Scheduling web site at [registerblast.com/cscs/Exam](http://registerblast.com/cscs/Exam)
2. Select a Testing Center location – Columbus Campus, Delaware Campus, Dublin or Reynoldsburg.
3. Select **CSCC Makeup Exam** from the *Choose a group* drop-down list
4. Select **CSCC Makeup Exam** from the *Choose an exam* drop-down list
5. Select a date
  - a. If necessary, click the right arrow to move to a different month.
6. Select a time
7. Complete the required fields in the *Who is taking this exam?* section.
8. Read the **Exam Guideline Acknowledgement** in the scroll box. Acknowledge the information by clicking the check box under the scroll box “I agree to follow the above guidelines”.
9. Complete the required fields in the *Needed Information* section.
10. Click **Add to Chart** to view *Your Cart* which will list your appointment date and time.
11. Click **Ready to Check Out?** to complete scheduling appointment.
12. **Print** the receipt and bring it to your appointment.

### Can I still test without an appointment?

**NO** – You must schedule an appointment 24 hours prior to test date/time.

### Can I test at a different location other than the location my class is held?

**YES** – When you schedule your appointment, you will select one of the following College Testing Services location: Columbus Campus – Aquinas Hall, Delaware Campus, Dublin or Reynoldsburg RLCs.

### What will I need to provide when I report to take my exam?

- ✓ A valid Picture ID
- ✓ Cougar ID Number
- ✓ Course Name
- ✓ Instructor Name
- ✓ Test Name

### How will my instructor get my completed test back?

Completed exams are held in the Aquinas Hall Testing Center or Regional Testing Center for pickup or returned via interoffice mail to the faculty mailboxes – depending on the selected return method.

