



## Student Accessibility Resources

### Testing Accommodation Guidelines

#### To schedule an exam appointment

##### 1. Accommodation Plan:

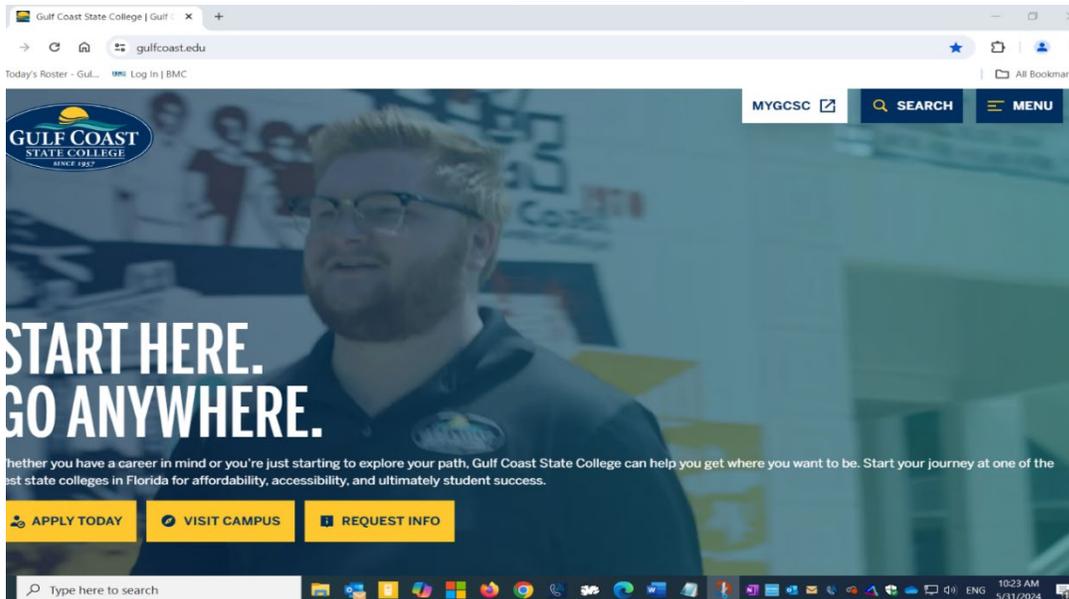
- Students must meet with SAR staff each semester to create or renew their Accommodation Plan.
- They should submit a copy of their Accommodation Plan to each professor to receive approved accommodations.

##### 2. Exam Administration:

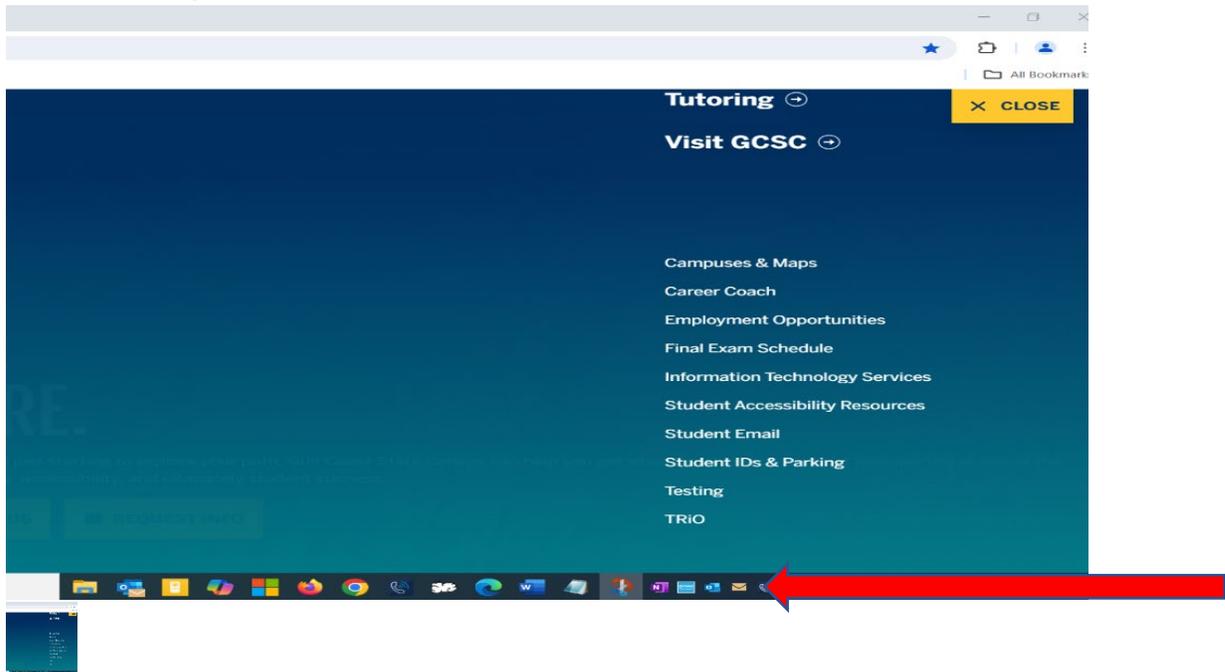
- Exams are administered during scheduled class times unless instructors provide an alternative date/time.
- **Students must register for a test through Register Blast on the GCSC website at least 72 hours (three days) prior to the exam.**

##### 3. How to Register for Exams:

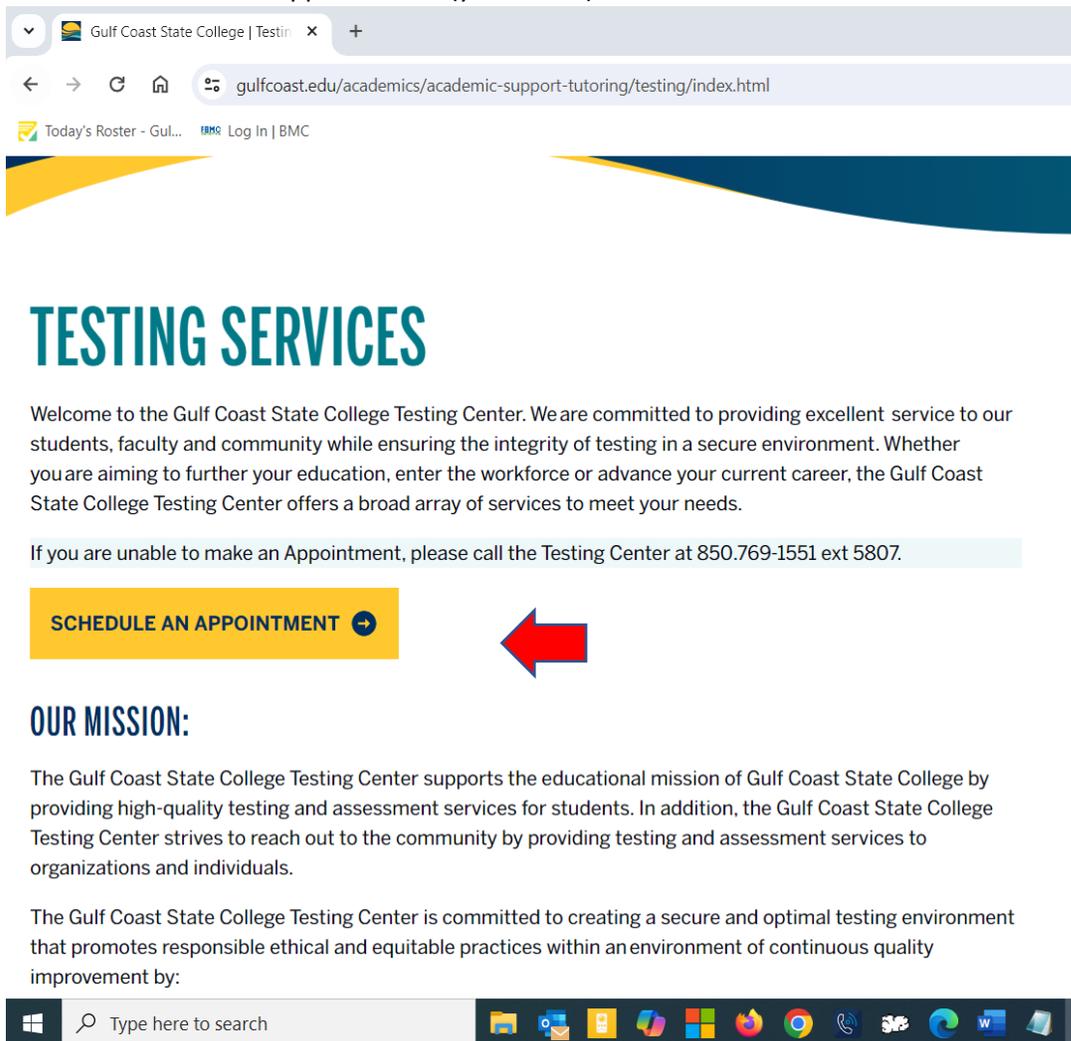
- Visit the Gulf Coast State College website. [www.gulfcoast.edu](http://www.gulfcoast.edu) Click on “Menu” at the top right corner.

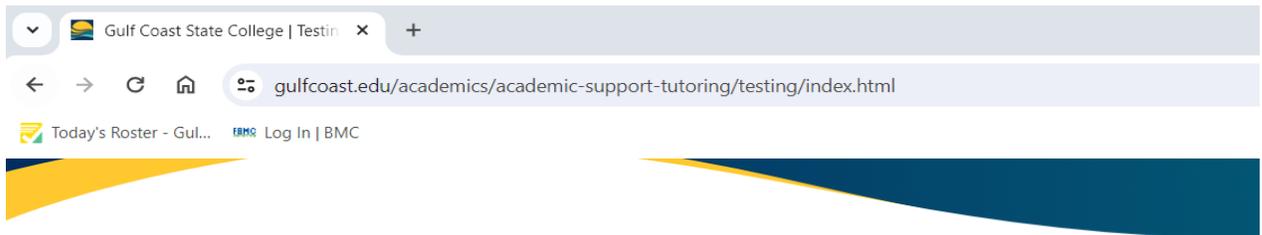


- Click on "Testing".



- Click on "Schedule an Appointment" (yellow box).





# TESTING SERVICES

Welcome to the Gulf Coast State College Testing Center. We are committed to providing excellent service to our students, faculty and community while ensuring the integrity of testing in a secure environment. Whether you are aiming to further your education, enter the workforce or advance your current career, the Gulf Coast State College Testing Center offers a broad array of services to meet your needs.

If you are unable to make an Appointment, please call the Testing Center at 850.769-1551 ext 5807.

[SCHEDULE AN APPOINTMENT](#) ➔

## OUR MISSION:

The Gulf Coast State College Testing Center supports the educational mission of Gulf Coast State College by providing high-quality testing and assessment services for students. In addition, the Gulf Coast State College Testing Center strives to reach out to the community by providing testing and assessment services to organizations and individuals.

The Gulf Coast State College Testing Center is committed to creating a secure and optimal testing environment that promotes responsible ethical and equitable practices within an environment of continuous quality improvement by:



- Click on “Schedule an Appointment” once again.



you can:

1. Register for the next available date on RegisterBlast
  2. Respond to the confirmation email that was sent to you with the new date and time you need the appointment moved to.
- If you are needing to schedule a Non-GCSC Proctored Exam, you must contact staff at the Testing Center 850-769-1551 ext 5807 or email [testingcenter@gulfcoast.edu](mailto:testingcenter@gulfcoast.edu) first prior to scheduling your exam.
  - If you are needing to schedule a Pearson Vue or MSSC examination, please contact the Testing Center for more information.
  - If you are needing to take your exam at an Off-Campus location, you must arrange for Off-Campus Proctored Exam well in advance of your desired exam date. For more information about off-campus proctoring, please visit our [Off-Campus Proctoring page](#).
  - If you are a new student or not sure how to schedule your exam, you can find answers to some commonly asked questions about scheduling exams in Register Blast by visiting our [Frequently Asked Questions](#) page.

## TO CHECK OUR AVAILABILITY AND SCHEDULE YOUR EXAM, GO TO REGISTER BLAST NOW:



### ADDRESS

5230 West Highway 98, Panama City, FL 32401

### PHONE

850.769.1551



- **To Complete Your Registration:**

Step 1: Choose the appropriate GCSC testing location (typically Panama City Campus).

Step 2: Choose an exam category. There are two options for SAR students. Select the option based on your accommodations:

Option A: You can select "SAR Testing Center". Select this option to take your exam in the Testing Center using your extended time. OR

Option B: You can select "SAR with Reader/Scribe/Semi-Private (approved accommodations only)". Select this option if you have an accommodation for a Reader, Scribe or a private testing room)

Step 3: Choose an exam. Select the same option as you chose in Step 2.

Step 4: Choose a Date. Please schedule your exam at least 72 hours in advance.

Step 5: Choose a Time.

Step 6: Enter your name, email address (preferably your GCSC address)

Step 7: Enter your course information, professor information, and phone number.

Step 8: Read the Exam Guideline Acknowledgement. Check the box and click the Green Box "Add to Cart". If you are scheduling more than one exam, click "Add Another Exam".

Confirm your registration. Once your registration has been submitted, you will receive a confirmation email.

## Exam Registration

All Exams must be scheduled 72 hours in advance of your desired testing date!

If you are needing an exam right now, call 850-769-1551 ext. 5807 but stay on this page. We can try to accommodate your request if we have the test needed and seat availability.

Students may only register twice for the PERT in a semester.

There is no refund for exam appointments missed!

## More Information

[Main](#)[About](#)[How To Schedule](#)[How To Reschedule](#)[Contact Us](#)

1

**Choose a testing location.** (required)

Panama City Campus

2

**Choose an exam category.** (required)

SAR With Reader/Scribe/Semi-Private (approved acc

3

**Choose an exam** (required)

SAR Exam With Reader/Scribe/Semi-Private (approv

4

**Exam Description**

A proctored exam for a student with approved accommodation(s) for a reader and/or scribe. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. For information regarding the registration process.

5

**Choose a Date** (required)

Thursday, June 27, 2024



6

**Choose a Time** (required)

8:30 AM

7

**Who is taking this exam?**

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name (required)

Last Name (required)

Email (required)

Course Name (required)

Course Code (required)

Instructor's Last Name (required)

Time Class Begins

Student's A Number (required) 

Test Name 

Professor's email 

Phone Number (Student)

**8** Exam guideline acknowledgement

*Please note: it is your responsibility to inform your instructor that you have registered for a test with accommodation at either the Testing Center or SAR prior to testing. This way the professor can email the test to the Testing Center and/or SAR. All appointments at the Panama City Campus are in CST.*

1. This receipt is an acknowledgement for a

I agree to follow the above guidelines

Add to Cart

The code you entered doesn't exist. Please try again.

### Your Cart

**SAR Exam With Reader/Scribe/Semi-Private (approved accommodations only)**

\$0.00 

Thursday, June 27, 2024 8:30 AM

Apply promo/voucher code

Total exam fees **\$0.00**

 [Registration](#)

[+ Add Another Exam](#)

### More Information

[Main](#)

[About](#)

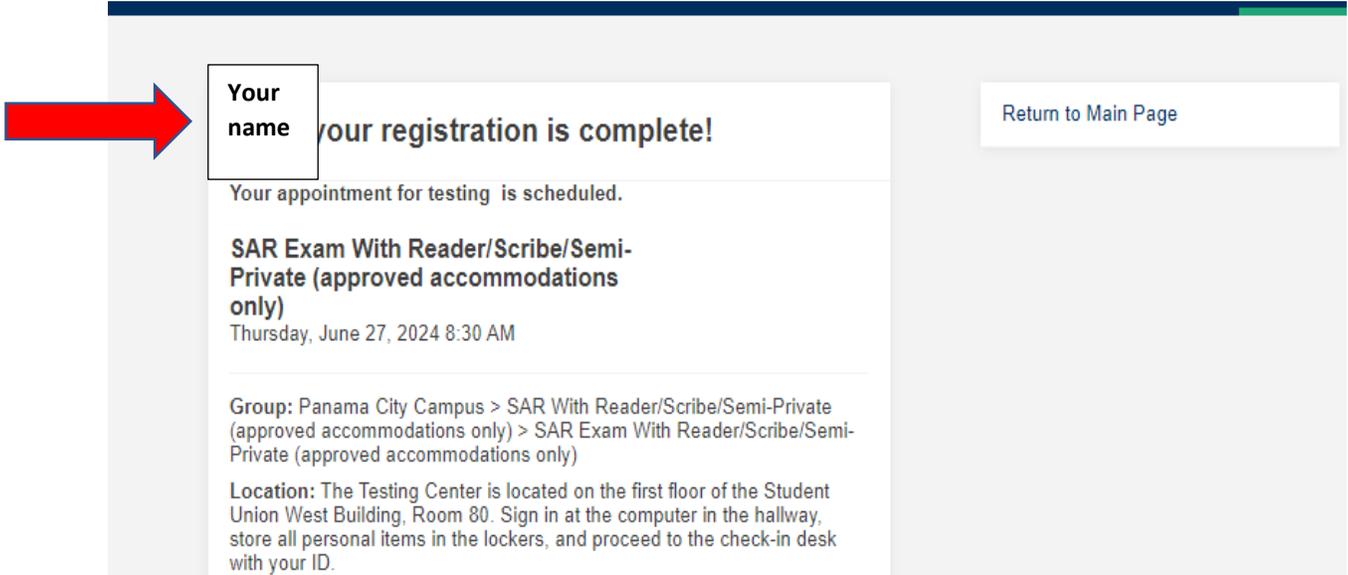
[How To Schedule](#)

[How To Reschedule](#)

[Contact Us](#)

Click on complete registration or add another exam

- You will be notified by email when your registration is complete.



The screenshot shows a confirmation page with a header bar at the top. A red arrow points to a box containing the text "Your name" followed by "your registration is complete!". Below this, the text reads "Your appointment for testing is scheduled." followed by "SAR Exam With Reader/Scribe/Semi-Private (approved accommodations only)" and "Thursday, June 27, 2024 8:30 AM". A horizontal line separates this from the "Group" and "Location" information. The "Group" information is "Panama City Campus > SAR With Reader/Scribe/Semi-Private (approved accommodations only) > SAR Exam With Reader/Scribe/Semi-Private (approved accommodations only)". The "Location" information states: "The Testing Center is located on the first floor of the Student Union West Building, Room 80. Sign in at the computer in the hallway, store all personal items in the lockers, and proceed to the check-in desk with your ID." A "Return to Main Page" button is located in the top right corner.

Updated 6-3-25