How to Register an eLearning Midterm or Final Exam for Proctoring

1) Log in to SCORE (https://discovery.highlands.edu:9986/pls/SCORE/twbkwbis.P_WWWLogin)
2) On the “Faculty Services” Tab, click on “Faculty E-Learning Monitoring Registration and Report”

3) Click on “Register a Course for E-Learning Test Proctoring”
4) Complete the Test Monitoring Form – please keep in mind that this form gives information to the proctors on how to direct the students who are taking your exam as well as information for the system to allow your students to register for their test session.
The Phone Number given should be a number where you can be reached during testing in case the proctors have any questions or issues.

The Comments section of this form should be any specific materials you will allow or not allow (books, notes, formula sheet, calculator etc.) or any specific instructions you have for the proctors giving the exam.

Testing Services is glad to answer any questions if you have them.

Phone: 706-295-6318 / E-Mail: testing@highlands.edu