

## **PAYING FOR PROCTORU EXAMS**

Students are responsible for paying for exams through ProctorU. You can either purchase an access card in the GSW Bookstore or pay for the exams with your debit/credit card. You will enter either a code from the access card or your debit/credit card number when making the appointment for the exam. The access cards are available at a cost of \$70.00 each plus tax and shipping/mailling. The access card includes codes for three exams. Typically, each course has three (3) proctored exams so you will need one access card per course. The access cards are offered as a convenience for students who need to make the purchase at the beginning of the term. The access card does not include convenience fees.

Your access cards could be worth different values based on how you use them to pay for exams. For example: If you use each code on the card to pay for 3 60-minute exams, the card value is \$45.00 (15.00 X 3). If you use each code on the card to pay for 3 120-minute exams, the card value is \$59.75 (19.75 X 3).

If you choose to pay for your exams when making the appointment, the cost per exam (without convenience fees) is:

\$15.00 up to 60 minute exam  
\$19.75 61-120 minute exam

Students should consider personal finances and the individual/total costs of the exams to determine which payment type is best suited for their situation.

## **CONVENIENCE/PREMIUM FEES**

It is strongly recommended that students make appointments two weeks in advance, but we know that is not always possible. ProctorU charges a \$5.00 convenience/premium fee when you make your appointment less than 72 hours prior to the exam time. If you make the appointment at the time you wish to test you will pay \$8.75. You will not pay more than \$8.75 in convenience/premium fees to test. If you reschedule an exam within the 72-hour period prior to the exam time, you will pay the convenience/premium fee.

## **CREDIT FOR MISSED EXAMS**

If you missed an exam and wish to receive that credit for another exam, please contact ProctorU by using their chat box on the webpage. If you used an access code, be sure to tell the representative that you want credit on another exam not a refund. Access codes are not refundable. You can also complete the form at [https://support.proctoru.com/hc/en-us/requests/new?ticket\\_form\\_id=878768](https://support.proctoru.com/hc/en-us/requests/new?ticket_form_id=878768) to request credit.