SCHEDULING AN EXAM

1. Log into ProctorU and select Schedule New Exam.

2. Select your institution, select the term.
3. Select your exam. Scroll the list to find the course subject/number OR enter the subject/number (i.e. MGNT 3600, MKTG 3800, ECON 2105). Be careful to choose the correct Section Number and CRN as courses often have several sections taught during the term. Click Find Exam.

4. Schedule the Exam. Hover over the date and click to open calendar. Choose the date and use the right side of the block to arrow up and down to choose a time. Click on Find times and see an approximate 2 hour time span when you can make an appointment. If the time you wish to test is not showing on the list of appointment times, check your preferences listed on the left side of the page or be sure the date/time in the Select a Time block is correct. Your chosen preferences may not fall during the test period. Click the button View All to see all available reservations. If the specific time you wish to test is not available, you have two options: Click on ‘Need Support? Chat Now!’ at right bottom of the screen to a live person. OR call 855-772-8678, select option 1.
5. Continue through the payment process until you reach the Session Confirmation screen. Note the green line at the top indicating that “Reservation complete” and the DATE & TIME of your exam. Scheduled exams that are not completed to the Session Confirmation screen will be cancelled in 24 hours. If you are required to pay the convenience fees, the fee must be paid before you can continue to the Session Confirmation.

6. Having issues at test time: go to https://www.proctoru.com/ click on Need Support? Chat Now! at right bottom of the screen to connect with a live person. OR call 855-772-8678, select option 1

Still have scheduling/testing issues? Contact Donja Tripp at donja.tripp@gsw.edu or 229-938-6271.

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