SCHEDULING AN EXAM

1. Log into ProctorU and select Schedule New Exam.

2. Select your institution, select the term.

Do you need more information? Copy and paste this link into your browser to watch our webinar:

https://vimeo.com/107816597
password: proctoru
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. If the time you wish to test is not showing on the list of Available Reservations, check your preferences listed on the left side of the page. Your preferences may not be 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 Order Receipt screen. Note the green line at the top indicating that “Your order was successful!” and the date & Time of your exam. Schedules exams that are not completed to the Order Receipt 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 Order Receipt.


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