ProctorU

Making an Appointment the Day of the Test
(Day of the Test = 24 Hours Prior to Testing)

Every attempt should be made to schedule an appointment for your test more than 24 hours prior to testing. When this isn’t possible, there are a couple of ways to make the appointment on test day or at test time.

1. Call 855-772-8678 choose option 1, to speak with a representative to schedule the appointment. OR
2. Use the internet to take the exam now. https://go.proctoru.com OR

Remember: Be patient if you are scheduling the appointment on the day of the test or at the time you wish to test. If the screen says there are no times available---call the phone numbers or use the live chat. There are staff members ready to proctor your test. Also, be aware you are paying more money to make an appointment for last minute testing.

To schedule a test later in the day:

1. Call 855-772-8678 choose option 1 to schedule an appointment. OR
2. Use the Help Desk feature to conduct a live chat. Go to http://www.proctoru.com/testitout/index.php. You can skip the tester and go to the help desk or just let the test run on your computer.

Enter your name, institution, date of exam, and reason for help. Click the blue button to connect with a live person.

Wait for the technician. Click Allow button to be able to see the person who is assisting you. The screen shows how long it will be until someone chats with you.
To schedule a test and take it now:

1. Call 855-772-8678 choose option 1 to speak with a representative to make the appointment. OR

2. Use the internet to take the exam now. Go to https://go.proctoru.com and log in. OR

3. Contact the Help Desk to conduct a live chat. Go to http://www.proctoru.com/testitout/index.php Go through the tester and go to the help desk.

After you choose your exam you will see there are no times to choose from on the screen. Either click the “I want to take my exam now” button or call the phone number or use the live chat.

Choose a time to test. If you don’t see a time to choose, click on Webcam Test to go to the Help Desk or call 855-772-8678 choose option 1.

At the Help Desk enter your name, institution, date of exam, and reason for help. Click the blue button to connect with a live person. At the next screen you will wait for a technician and be able to see how long it will be until someone chats with you.