

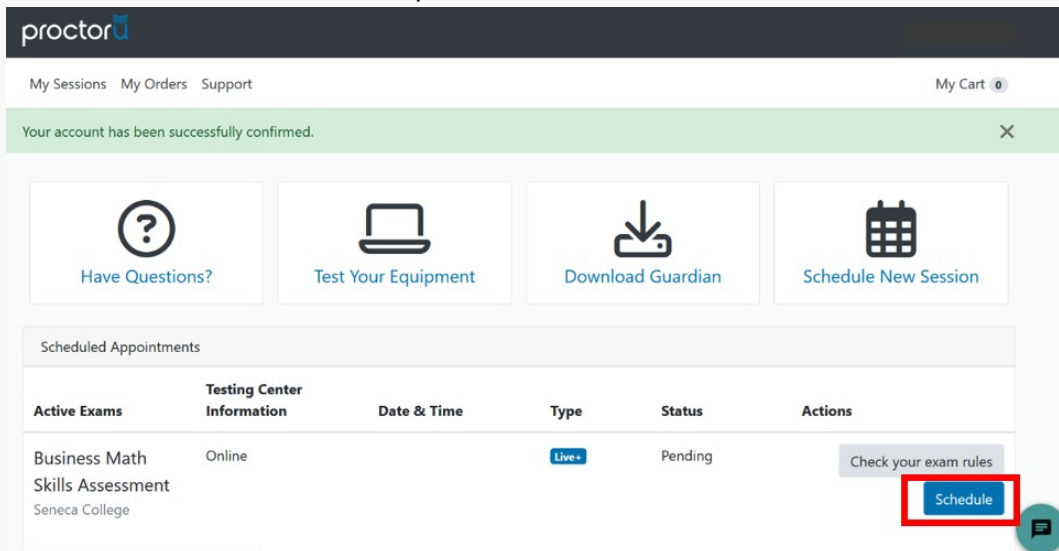
# Scheduling your Skills Assessment Appointment with ProctorU

Version 1

Published 14 days ago by [Lani Ip](#) Last updated 10/31/2024 5:52 PM by [Lani Ip](#)

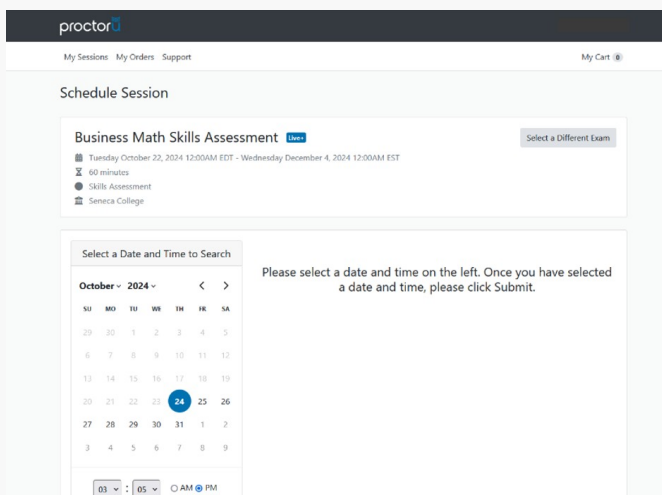
Once your ProctorU profile account has been created, schedule your Skills Assessment appointment with ProctorU.

1. Select the **blue 'schedule' button** for your assigned Skills Assessment. Do NOT select the 'Schedule New Session' option.



The screenshot shows the ProctorU user interface. At the top, there is a navigation bar with 'My Sessions', 'My Orders', 'Support', and 'My Cart'. Below this is a green confirmation message: 'Your account has been successfully confirmed.' The main content area features four large buttons: 'Have Questions?', 'Test Your Equipment', 'Download Guardian', and 'Schedule New Session'. Below these is a 'Scheduled Appointments' section with a table. The table has columns for 'Active Exams', 'Testing Center Information', 'Date & Time', 'Type', 'Status', and 'Actions'. One appointment is listed: 'Business Math Skills Assessment' at 'Seneca College', 'Online', 'Live+', and 'Pending'. In the 'Actions' column, there is a 'Check your exam rules' button and a blue 'Schedule' button, which is highlighted with a red rectangular box. A chat icon is visible in the bottom right corner.

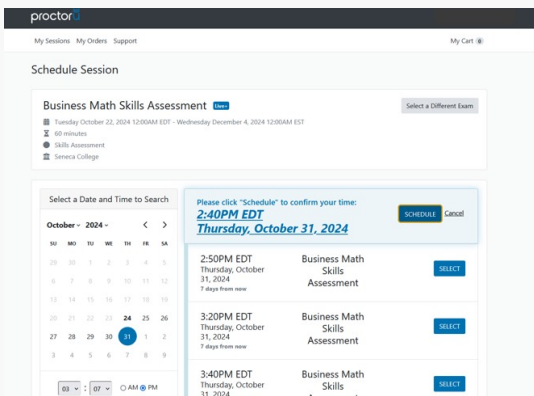
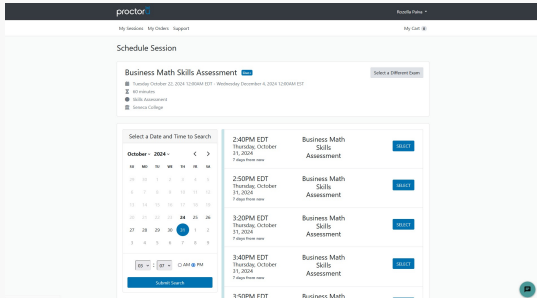
2. Select a date and time using the calendar widget and Submit Search. **Note:** To avoid on-demand scheduling charges, schedule an appointment more than 72 hours in advance.



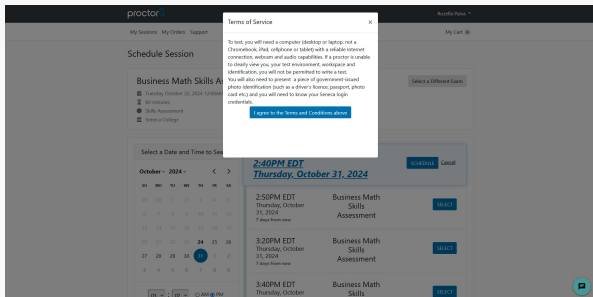
The screenshot shows the 'Schedule Session' page in ProctorU. It displays details for a 'Business Math Skills Assessment' (Live+), including the date and time: 'Tuesday October 22, 2024 12:00AM EDT - Wednesday December 4, 2024 12:00AM EST', a duration of '60 minutes', and the location 'Seneca College'. Below this is a 'Select a Date and Time to Search' section. It features a calendar for 'October - 2024' with the 24th highlighted in blue. To the right of the calendar is a text prompt: 'Please select a date and time on the left. Once you have selected a date and time, please click Submit.' Below the calendar are dropdown menus for time selection, currently showing '03 : 05' and 'AM @ PM'.

Submit Search

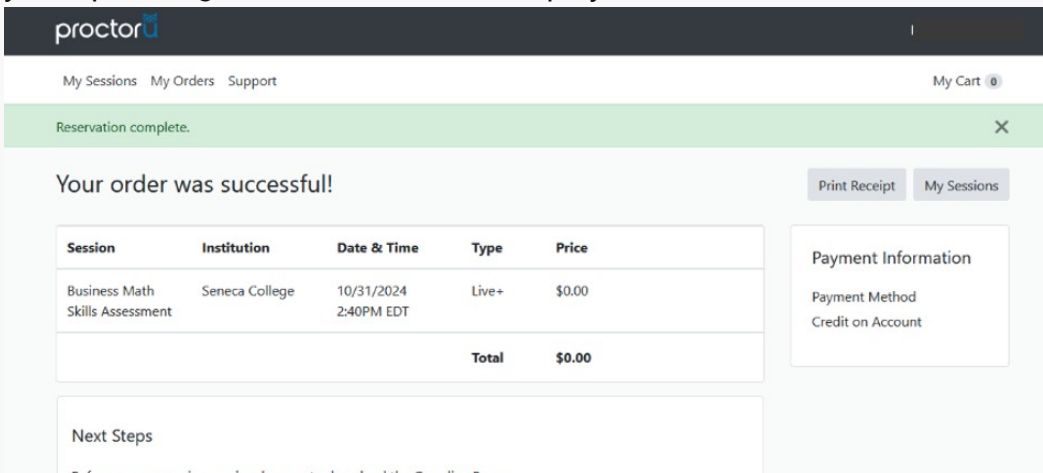
### 3. Select a specific date and time and the 'Schedule' button.



### 4. Agree to the terms and conditions.



### 5. Successful scheduling will be confirmed on screen. Information on how to prepare for your upcoming session will also be displayed on screen.



Before your upcoming exam, be sure to download the Guardian Browser.

The Guardian Browser is required to launch your exam. Downloading it beforehand will help ensure that you spend less time dealing with technical issues at the time of your exam.

Once the Guardian Browser has been downloaded, you'll be able to test your equipment.

[Reschedule](#)

[Go to My Sessions](#)

[Download Guardian Browser](#)

View [ProctorU's scheduling page for more information](#) on rescheduling or cancelling an assessment appointment.

To prepare for your upcoming Skills Assessment appointment view [Preparing for your ProctorU Skills Assessment Appointment](#) for detailed information.