

By scheduling your exam online, you are agreeing to adhere to the Testing Center's policies and guidelines. Failure to do so will result in immediate dismissal from the testing center. In addition, the following guidelines **MUST** be followed when scheduling an exam online (failure to follow the guidelines will result in the cancellation of your appointment):

1. All appointments must be made no later than 11:59 pm the day before you intend to take your exam (e.g. If you want to take an exam on Wednesday, you must schedule your appointment by 11:59 pm on Tuesday).
2. The dates/times showing as available are the **only** dates/times available to schedule an exam. The online schedule reflects the schedule of the Testing Center.
3. Any exam scheduled after the deadline date will be cancelled and you will have to reschedule.
4. Your appointment is not finalized until you receive the confirmation from the testing center stating **you are now confirmed for your appointment**.
5. You cannot overlap appointments. Example: To schedule two exams that are two hours each, you must schedule the first one and the start time for the second exam must be after then end time of the initial exam. (One exam scheduled for 12:30 pm, the second exam should be scheduled for 2:30 pm). **Failure to follow this step will result in the cancellation of the second appointment.**
6. You must select the correct department when scheduling your exam per the instructions.
7. Students enrolled at another institution are responsible for ensuring all testing materials, passwords, instructions, etc. are delivered to the Testing Center at least 2 hours before the scheduled appointment time. Failure to do so will result in cancellation of the testing appointment.

Appointment Scheduling Instructions

Link: <http://bit.ly/1fueuMJ>

1. Ensure that you are using **Google Chrome** as the internet browser.
2. First time users must register and provide the following information: name, best contact number, and email address (**ensure the email address is correct**). Once you have registered, you do not need to register again. To book future appointments, you only have to enter your email address to log in.
3. After registering, click the **click here** link to proceed.
4. Select department:
 - a. SAU Tech Online Testing (**All SAU Tech online exams, SAU Magnolia online exams, & Online Correspondence Exams – Non SAU System Schools**)
 - b. SAU Tech Paper Testing (**Pencil & Paper Exams for SAU Magnolia, SAU Tech & Correspondence Courses**).
5. Select Available Appointment: The appropriate exam needing to be scheduled (**Non SAU System Schools need to select Online Correspondence Exams**).



Online Appointment Scheduling

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6. Select the desired date from the calendar.
7. After selecting the date from the calendar, the available appointment times will appear on the right.
8. Select the desired appointment time.
9. Your appointment details will appear. You can enter any special instructions needed. If there are none, click *finalize appointment* and your appointment will be sent to the Testing Center for confirmation.
10. Your appointment is not completed until you click *finalize* and you receive a confirmation email from the Testing Center.