

## How To Schedule NWACC Course Exams

Visit our website: <https://testingcenter.nwacc.edu/WGMVC2017/>

1. Log in to the website. If you have never scheduled an appointment before, click 'Register as a New User' and complete the registration process first.
  - Your ID number can be your NWACC ID number or your phone number without the area code.
  - Your login credentials are the ID number that you registered with, and **your password will automatically be set to be your last name in lower case letters.**
2. Click Appointments. Click 'Create Student Appointment'.
3. Select a category based on whether your test is paper/pencil, computer exam, or if you are a student with accommodations. If you are taking the Spanish or French placement exam, please select paper/pencil.
4. Select a reason by selecting the name of your instructor and subject for this exam.
  - If your instructor is not listed, scroll to 'Other Instructor' and select the subject area. If you are taking the Spanish or French placement, please select "Placement Spanish Classes" or "Placement French Classes".
5. For ease of use, select 'Single Day View' under Appointment Selection Type and then click 'Next'.
6. Change the date in the box to the day you would like to test. Please note: **You will not be able schedule same day appointments, so plan ahead!**
7. Choose a start time under any of the stations listed by clicking on a green box.
  - Each box is a half hour (30 minute) increment so make sure you have enough green boxes in consecutive time listings for your exam.
  - Last test is seated at 6:30 pm Monday-Thursday and 11:00 am on Friday-Saturday. The last seating of the day will require you to have your exam finished within two hours even if your instructor grants you a longer testing time. Keep this in mind when scheduling to allocate enough time.
8. After you select a green time box, a small window will pop up in the middle of the screen. This is where you need to set the end time for your appointment. If you need more than one hour for your exam, please use the drop down box to select the end time you need. Select schedule once your appointment time is set correctly.
9. At this point, you will either see a confirmation box or an error box. Any errors can be corrected by returning to the previous screen.
10. You will receive an email confirmation when your appointment has been successfully scheduled. You may want to forward the email to your instructor so they are aware you have scheduled your appointment.

\*\*You can also check your appointments, or change your appointments, at any time by logging in and clicking on the box titled 'Scheduled Appointments'.

**If you are more than 15 minutes late for your appointment, you will not be seated for your exam and you will have to reschedule.**