

HOW TO SCHEDULE AN APPOINTMENT FOR YOUR ON-LINE CLASS EXAM

Students:

You must schedule an appointment to take your exam after the dates and times have been scheduled with the Testing Center. Remember space is limited, so register early. If appointment times are not available, please contact your instructor to make other arrangements.

Please follow the instructions listed below to schedule your appointment.

DO NOT SCHEDULE MORE THAN ONE APPOINTMENT. If you schedule multiple appointments, the earliest date and time will be used and the other appointments will be cancelled.

HOW TO SCHEDULE AN APPOINTMENT FOR YOUR ANC INTERNET CLASS:

- ◆ Go to the ANC website – www.anc.edu/testingcenter
- ◆ Click the blue box on the left “**Schedule Your Appointment Now**”
- ◆ **If this is your first visit**, you will need to:
 - **Register, Submit information and Log In**
- ◆ **If you have scheduled a test previously** (for this class or another class or test), **Log In** using your login and password you created on your first visit

GO TO EVENT REGISTRATION

*(IT IS **VERY IMPORTANT** THAT YOU SCHEDULE YOUR TEST HERE--**IF NOT, YOU DID NOT REGISTER FOR THE RIGHT SERVICE**)*

- ◆ Under **Event Registration**, **Select** the test date and time you would like to take the test (*if your class is not posted, please double check with your instructor*) **The scheduling software will not let you register for a date that is full.**
- ◆ For your review, in the right column of the next page, the date, time and location will be posted.
 - If this is correct, **Finalize** the appointment
 - If not, click **Appointments** at the top of the page under the ANC Logo to go back and select a different date
 - You will receive an email confirming the information you submitted

ON TEST DAY:

- ◆ You must provide a photo ID, such as driver's license or College ID
- ◆ Arrive 5 minutes before the scheduled test time
- ◆ Bring only materials **required by your instructor** (*scratch paper and pencils will be provided*)
- ◆ No cell phones, pagers, beepers, BlackBerries, Blue Tooth devices, or any other electronic device

Each Test Session Has Limited Seating.

This provides optimal testing conditions and a distraction-free secure testing environment.

STUDENTS ARE ENCOURAGE TO REGISTER EARLY

Do not wait until the last minute