

If you are using the TLC as your proctor site here is how you can pay and schedule your exams. It's online, fast, and secure.

The scheduling page is found [HERE](#).

The first thing you do is choose what you need to have proctored.

For standard college courses with proctored exams, choose **Standard Proctored Exams**.

Next, you need to select that you are **Not a Manhattan Tech student**.

Now, have you already paid for proctor services or do still need to pay?

If this is your first time scheduling, you still **need to pay**.

If you have **already paid** and scheduled at least one of your exams, please do not pay again.

If you selected **need to pay**, you then select how many exams you need proctored with us this semester.

If you selected **already paid**, you pick which exam you are taking.

If you know how long the exam is, you can select that next. You can select either a **1-hour**, **2-hour**, or **3-hour** block of time.

If you don't know, don't worry. Just select the 1-hour exam option. We promise we won't kick you out if your exam takes more than an hour.

Remember to schedule all exams at least 12 hours in advance.

The screenshot displays the 'Exam Registration' process on the Manhattan Tech website. It consists of six numbered steps:

- 1 Choose a group:** A dropdown menu is set to 'Standard Proctored Exams'. A red arrow points from the text box to this dropdown.
- 2 Choose Your Student Status:** A dropdown menu is set to 'Not a Manhattan Tech student'. A red arrow points from the text box to this dropdown.
- 3 Proctoring Fees for the Semester:** A dropdown menu is set to '-'. Below it, two options are visible: 'Already paid semester proctoring exam fees' and 'Need to pay my semester proctoring exam fees'. A red arrow points from the text box to this section.
- 4 How many exams will you be taking in the testing center this semester?:** A dropdown menu is set to '-'. Below it, three options are visible: 'Taking 1 Exam this Semester', 'Taking 2 Exams this Semester', and 'Taking 3+ Exams this Semester'. A red arrow points from the text box to this section.
- 5 Choose an exam:** A dropdown menu is set to '-'. Below it, three options are visible: '1 Hour Exam (\$25.00)', '2 Hour Exam (\$25.00)', and '3 Hour Exam (\$25.00)'. A red arrow points from the text box to this section.
- 6** (partially visible at the bottom).

On the right side of the registration page, there are links for 'How to Schedule', 'How to Reschedule', 'How to Cancel', and 'Trouble Scheduling?'. The top of the page shows the 'MANHATTAN TECH' logo and 'My History' link.


Pick the day and time you will test. Make sure to pay attention to your instructor's expectations. Do not schedule your exam on a day outside of its availability.

First - **Pick the calendar date.**

Second - **Pick the time.**

4 **Choose a Date**

Choose the Date

MM/DD/YYYY 

< February 2018 >

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

5

6

5 **Choose a Time**

Exam Start Time

Now, tell us who you are.

You complete this page with your first and last name and an email.

Please make sure it's an email you use and check often. You will receive important information about your exam, as well as an email reminder.

6 **Who is taking this exam?**

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name

Last Name

Email

Verify Email

Read the acknowledgements and expectations. **No, seriously, read them.**

We want you to be aware of our guidelines and testing policies, so please read them.

You will need to **agree** to them in order to test with us in the TLC.

7 **Exam guideline acknowledgement**

**I acknowledge the following:**

My proctored test session will take place in the Achievement Center (AC) of the Teaching & Learning Center (TLC) on Manhattan Tech's main campus.

I will arrive 10 minutes prior to my scheduled test session. It is not necessary to arrive any earlier than this. A proctor will be available for my scheduled session.

I agree to follow the above guidelines

Just a few last items to complete. They are also required.

Please include:

- Your phone number.
- Name of your institution.
- Course or exam name.

Now select **ADD TO CART.**

10 **Needed information**

Phone Number

Name of My Institution

Course or Exam Name

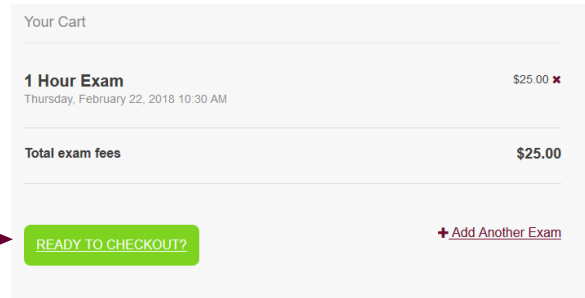
**ADD TO CART**

The next page is your cart

You are able to schedule other exams before completing your registration or paying.

If you want to add other exams, select **Add Another Exam**.

When you are ready to complete your registration and pay, select **COMPLETE REGISTRATION**.



Your Cart

**1 Hour Exam** \$25.00 ✕  
Thursday, February 22, 2018 10:30 AM

**Total exam fees** \$25.00

**READY TO CHECKOUT?** [+Add Another Exam](#)

Please complete the payment information.

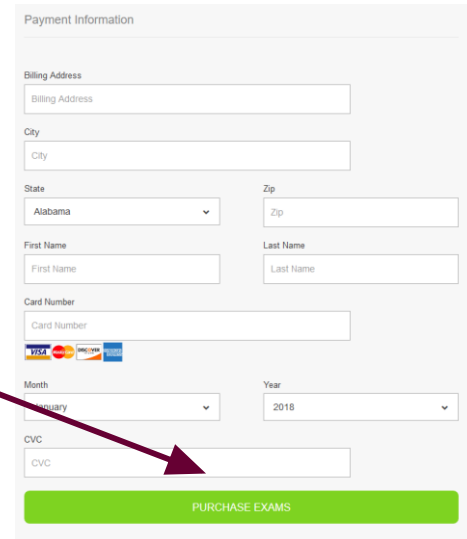
When you have completed, you will **PURCHASE EXAMS**.

You should now see a confirmation page. You have also been emailed the same confirmation.

This page also acts as your receipt. We do not require that you bring a copy of it, but you might want to have it available. Just in case.

Congratulations! You have successfully scheduled your exam.

Again, please make sure to read the acknowledgement agreement.



Payment Information

Billing Address  
Billing Address

City  
City

State  
Alabama

Zip  
Zip

First Name  
First Name

Last Name  
Last Name

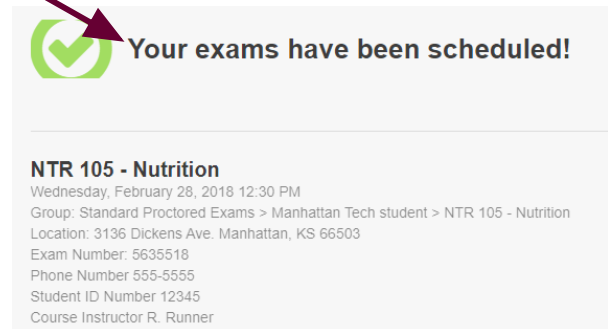
Card Number  
Card Number


Month  
February

Year  
2018

CVC  
CVC

**PURCHASE EXAMS**



 **Your exams have been scheduled!**

**NTR 105 - Nutrition**  
Wednesday, February 28, 2018 12:30 PM  
Group: Standard Proctored Exams > Manhattan Tech student > NTR 105 - Nutrition  
Location: 3136 Dickens Ave. Manhattan, KS 66503  
Exam Number: 5635518  
Phone Number 555-5555  
Student ID Number 12345  
Course Instructor R. Runner

You should also receive an email the day prior to your scheduled exam. This only serves as a reminder.

If you need to reschedule or cancel your registration, please contact the Teaching & Learning Center by email at [TLC@manhattantech.edu](mailto:TLC@manhattantech.edu). Include as many details as possible, so we can assist you properly.