



## How to schedule your live online proctored exams

### Steps to schedule your exam

#### Access the portal

Go to [ProctorU's website](#)

#### Log in / Sign up

Create or access your ProctorU account

#### Schedule exam

Select your exam, date, and time

#### Confirm Session

Complete checkout to finalize

#### Verify booking

Check 'My Sessions'

### Tips

- ✓ Schedule early to avoid deadline issues
- ✓ Schedule at least 72 hours in advance to avoid ProctorU's premium processing fees
- ✓ Late changes may include fees
- ✓ Run [ProctorU's "Test-it-Out"](#) system check before exam day
- ✓ Use a reliable computer and internet
- ✓ Double-check your scheduled session
- ✓ Confirm your exam is available in your IREM Learning dashboard before your scheduled session. If it is not visible, contact IREM Member Experience team before your exam time.
- ✓ Download and save any permitted IREM course materials before your exam session. Internet searches and non-IREM resources are prohibited during the exam.

### IMPORTANT:

Schedule your exam well in advance and allow extra time for check-in, setup, and potential technical issues that may require you to reschedule. Availability or delays may prevent same-day testing and could result in missing your deadline.