

ProctorU Timeline

1. Schedule one-on-one training by filling out [the ProctorU form](#). For additional questions, reach out by emailing us at gdavis@proctoru.com or calling 615-614-8825.
2. See the [Faculty ProctorU Guide](#) for instructions on how to schedule your exams. You are not required to have your exam materials ready at the time that you schedule your exams with ProctorU.
3. Receive exam scheduling email confirmation from ProctorU, and then after ProctorU approves the exam schedule, receive an exam activation email confirmation from ProctorU – both within 24 business hours of scheduling.
4. Invite students to schedule their exams (no fee**) with a proctor. **Student's scheduling their exams must happen 72 hours or more prior to the exam date to avoid late fees. Share the [Student ProctorU Guide](#).
5. Students will take the exam.