How to schedule a final.

VC Online Courses- FALL 2019

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First things first

Check your syllabus for final dates

- Final exams for online courses are:
  Friday, December 6 – Wednesday, December 11.

- 4 Week Course Final and 8 Week Course Final dates are different.

- However, dates for your particular exam can vary depending on the instructor.

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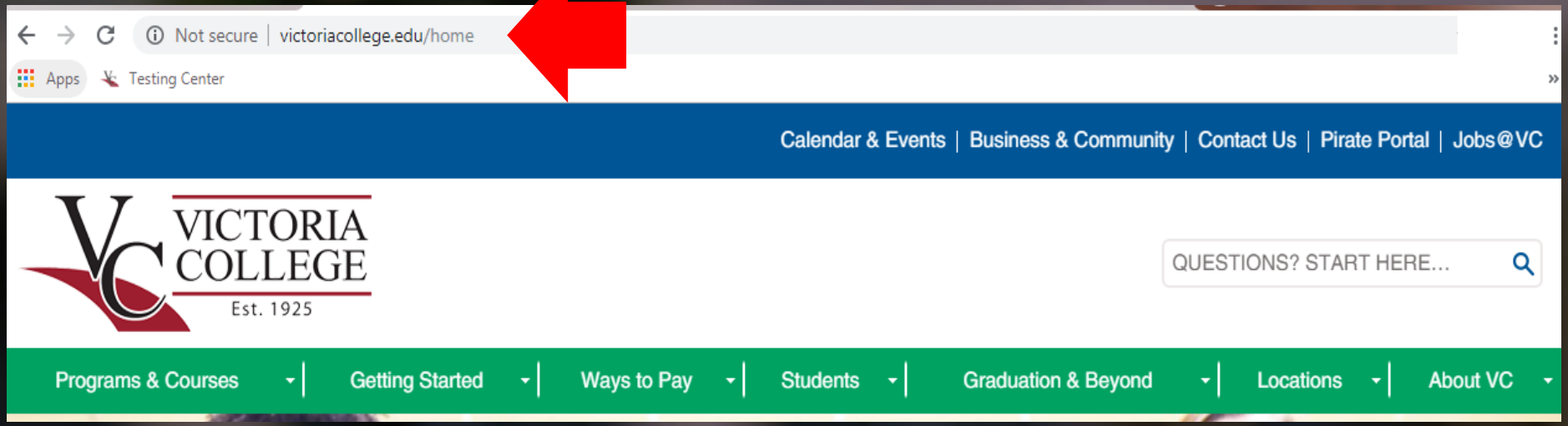
Step 1:

Go to victoriacollege.edu



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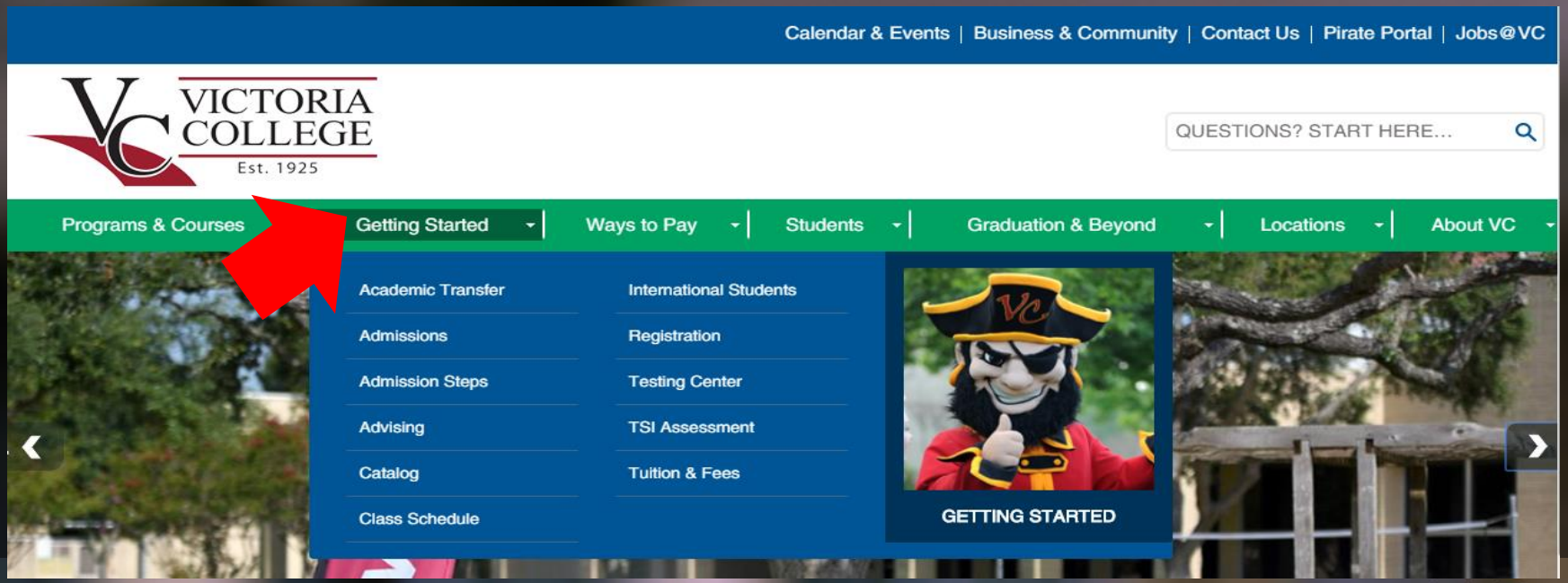
Step 2:

Hover your mouse over "Getting Started"



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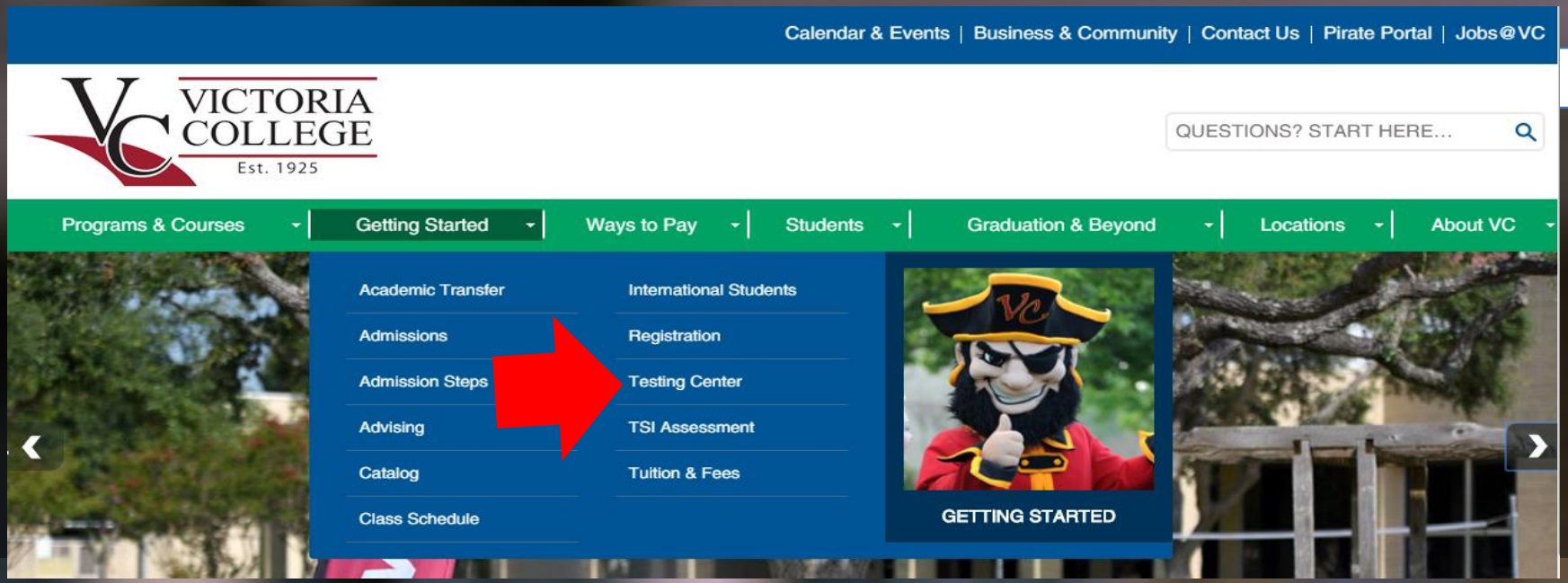
Step 3:

Click on "Testing Center"



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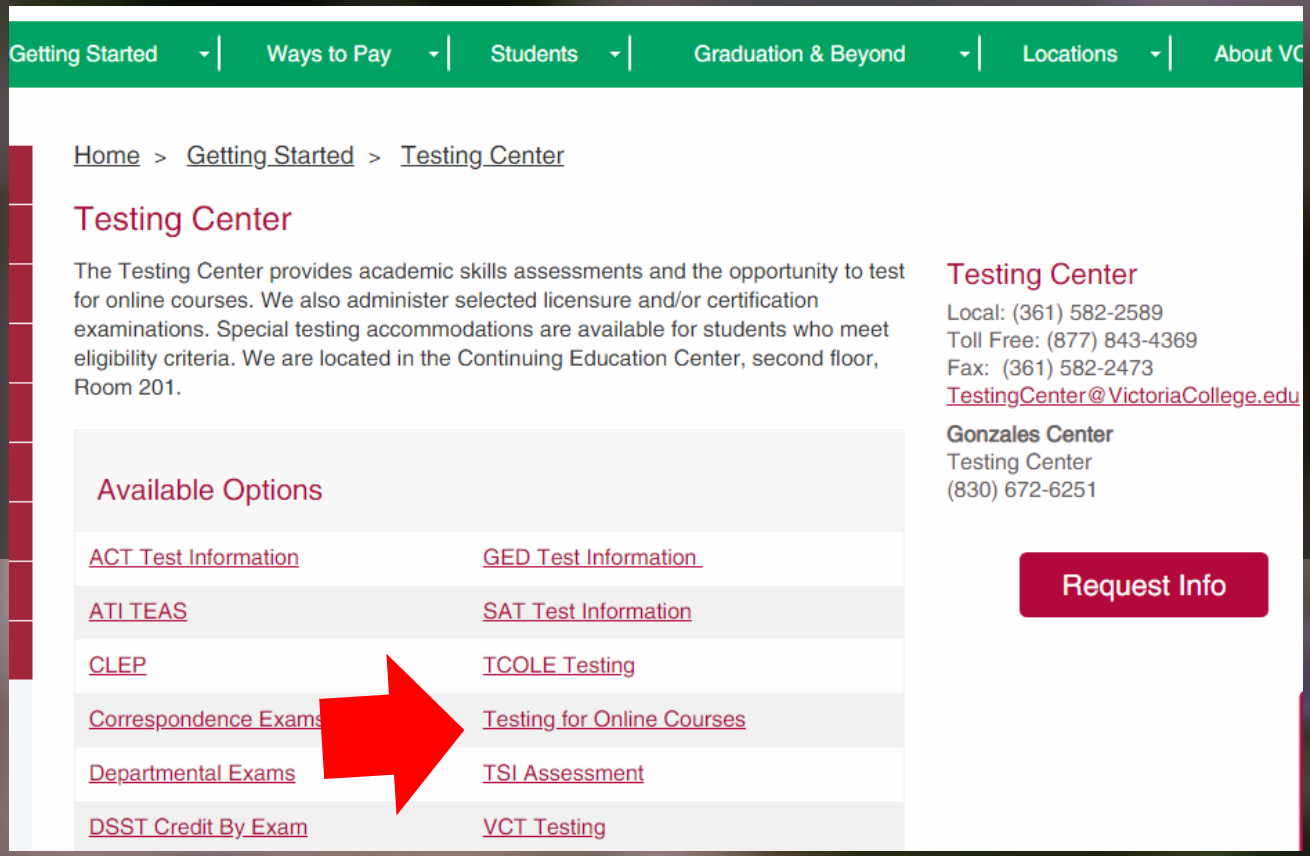
Step 4:

Click on "Testing for Online Courses"



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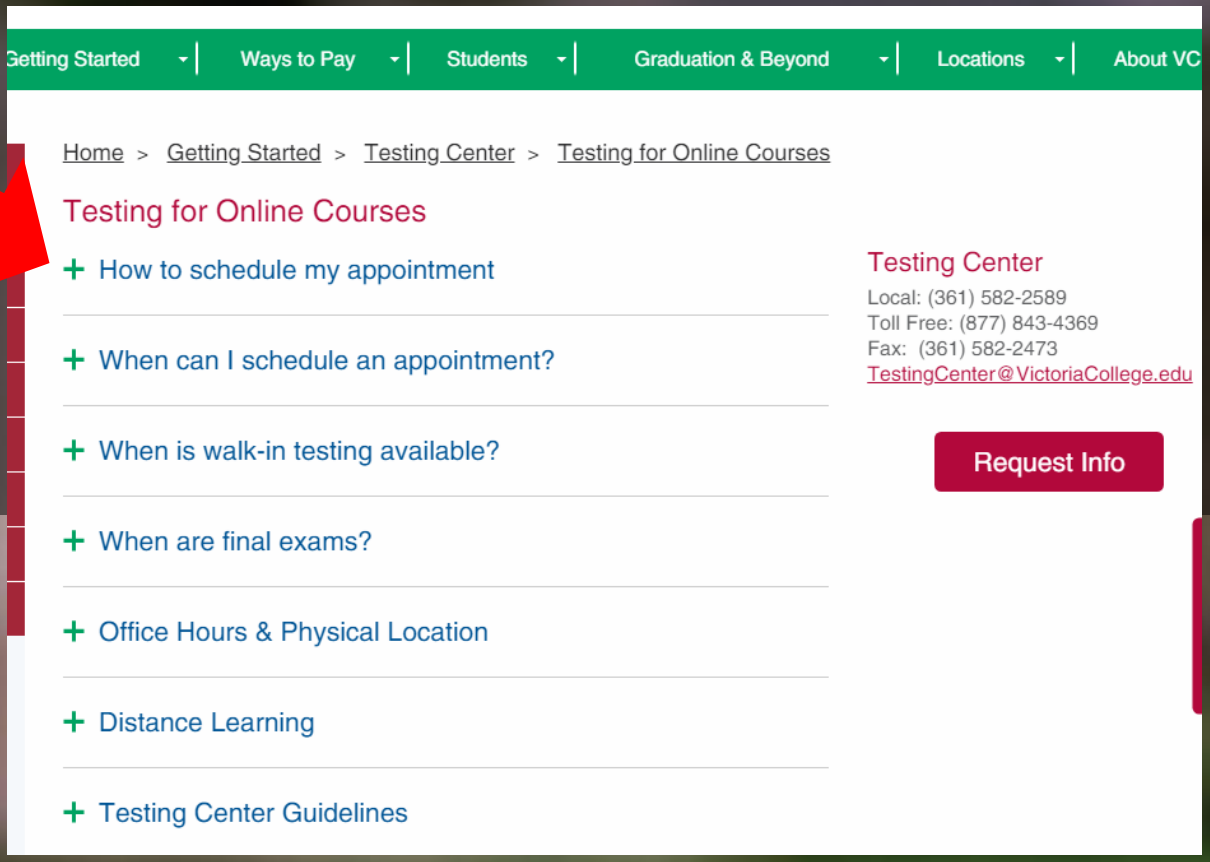
Step 5:

Select the green plus sign for "How to schedule my appointment"



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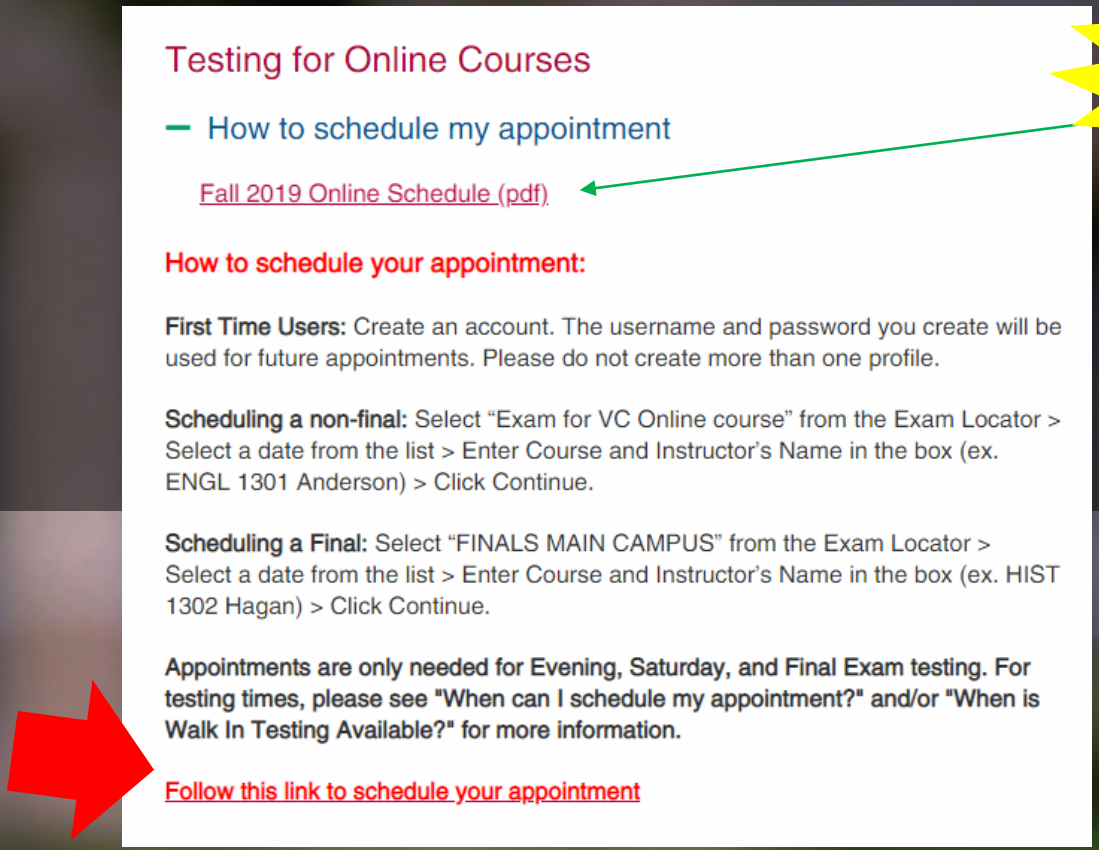
Step 6:

Once you've read through all the information, click "Follow this link to schedule your appointment"



You can also find a printable flyer

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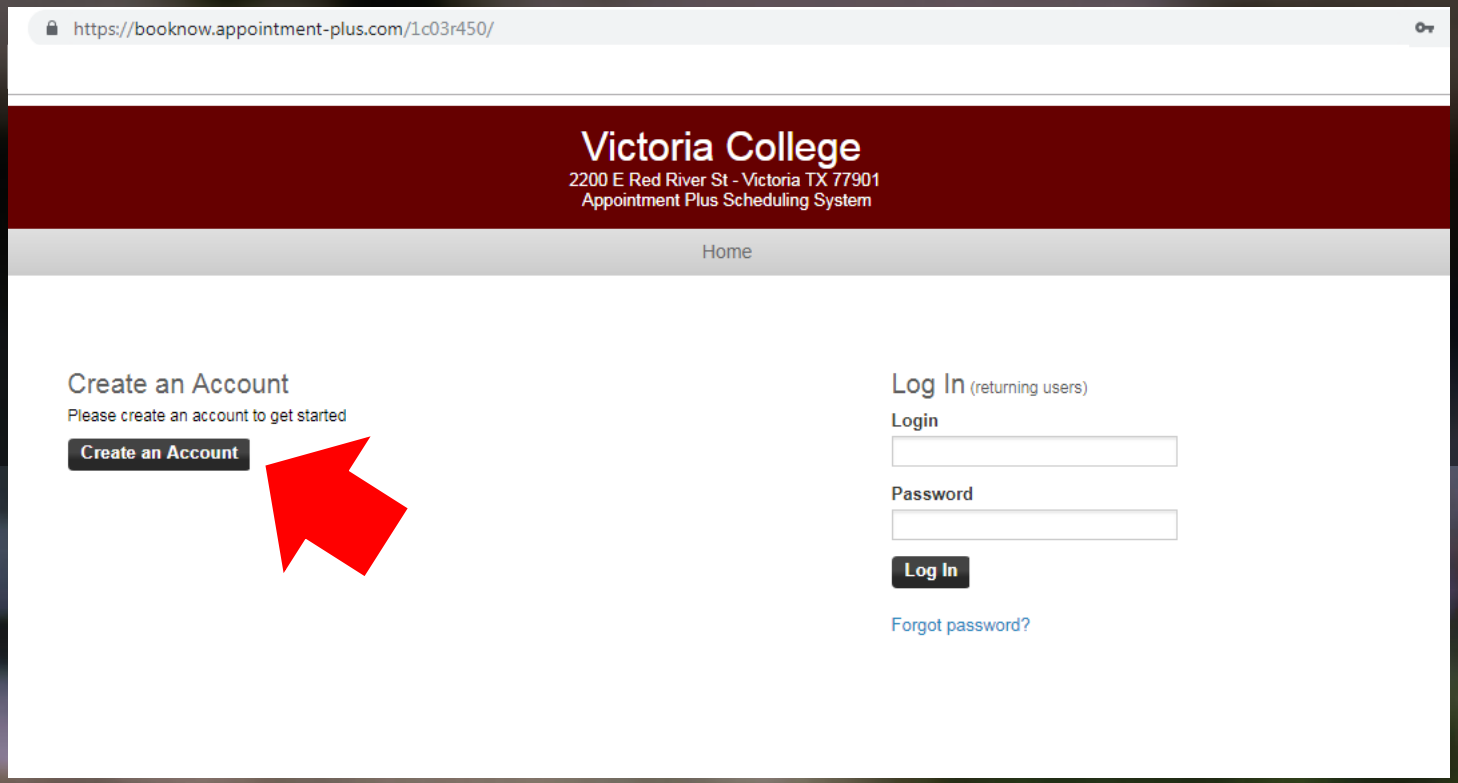
Step 7:

If you are a new user, select "Create an Account".

- Already have an account? Skip to Step 9. **Do not create more than one account



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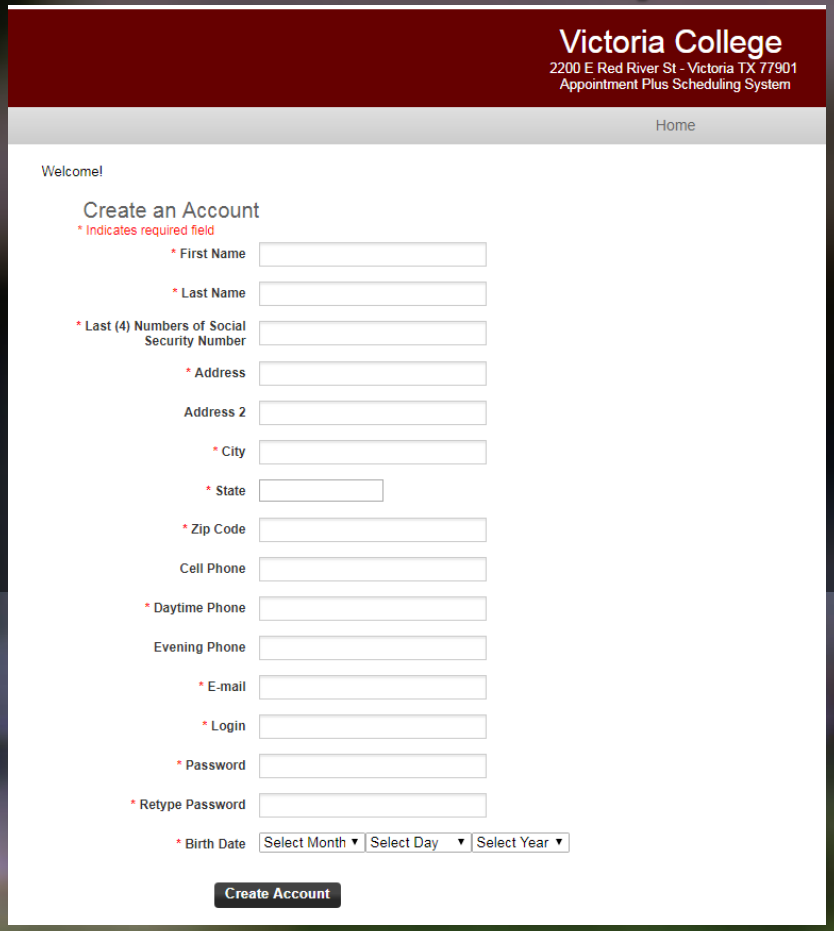
Step 8:

Fill in your information.

- Note: Your login can be whatever you choose.



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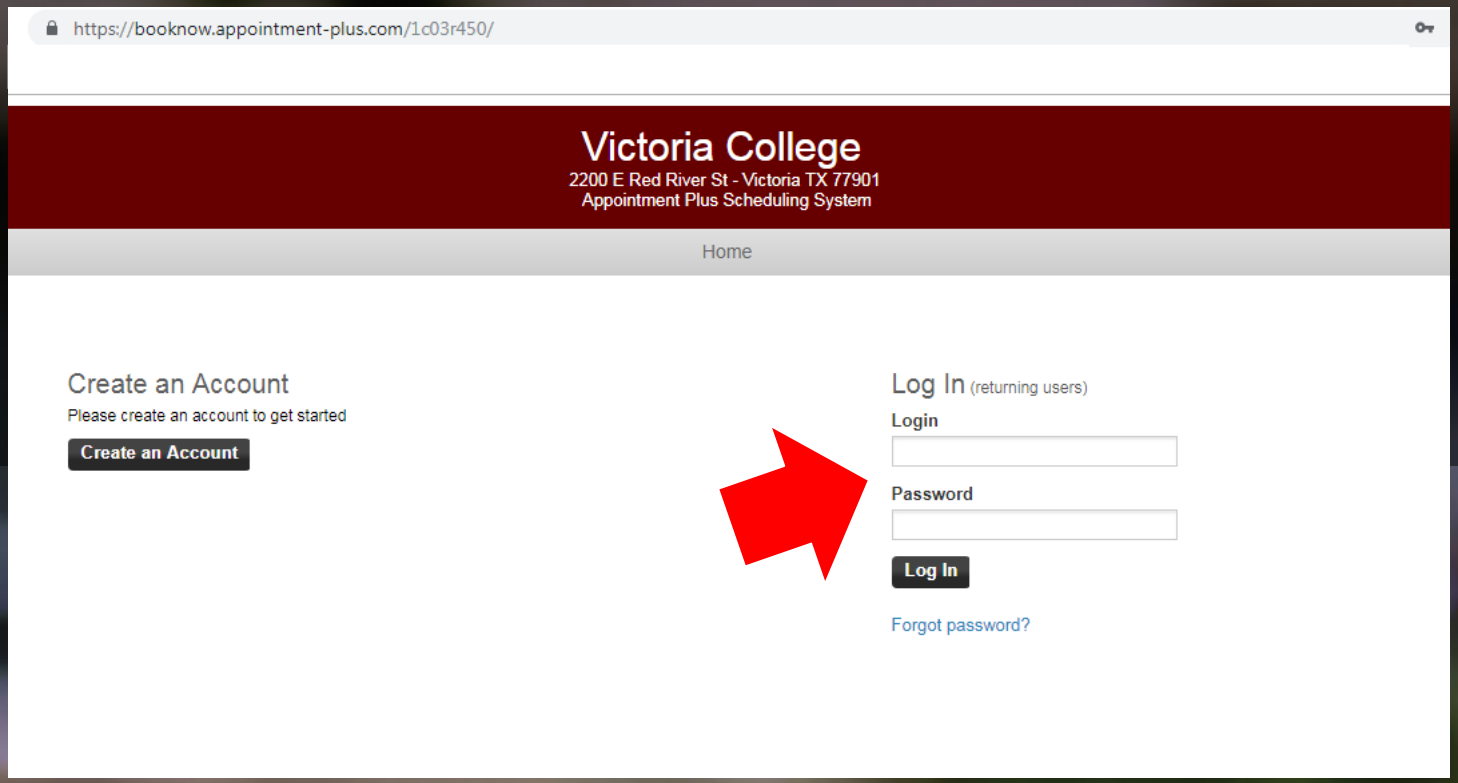
Step 9:

Log in.

- If you are having problems logging in, call the Testing Center at 361-582-2589



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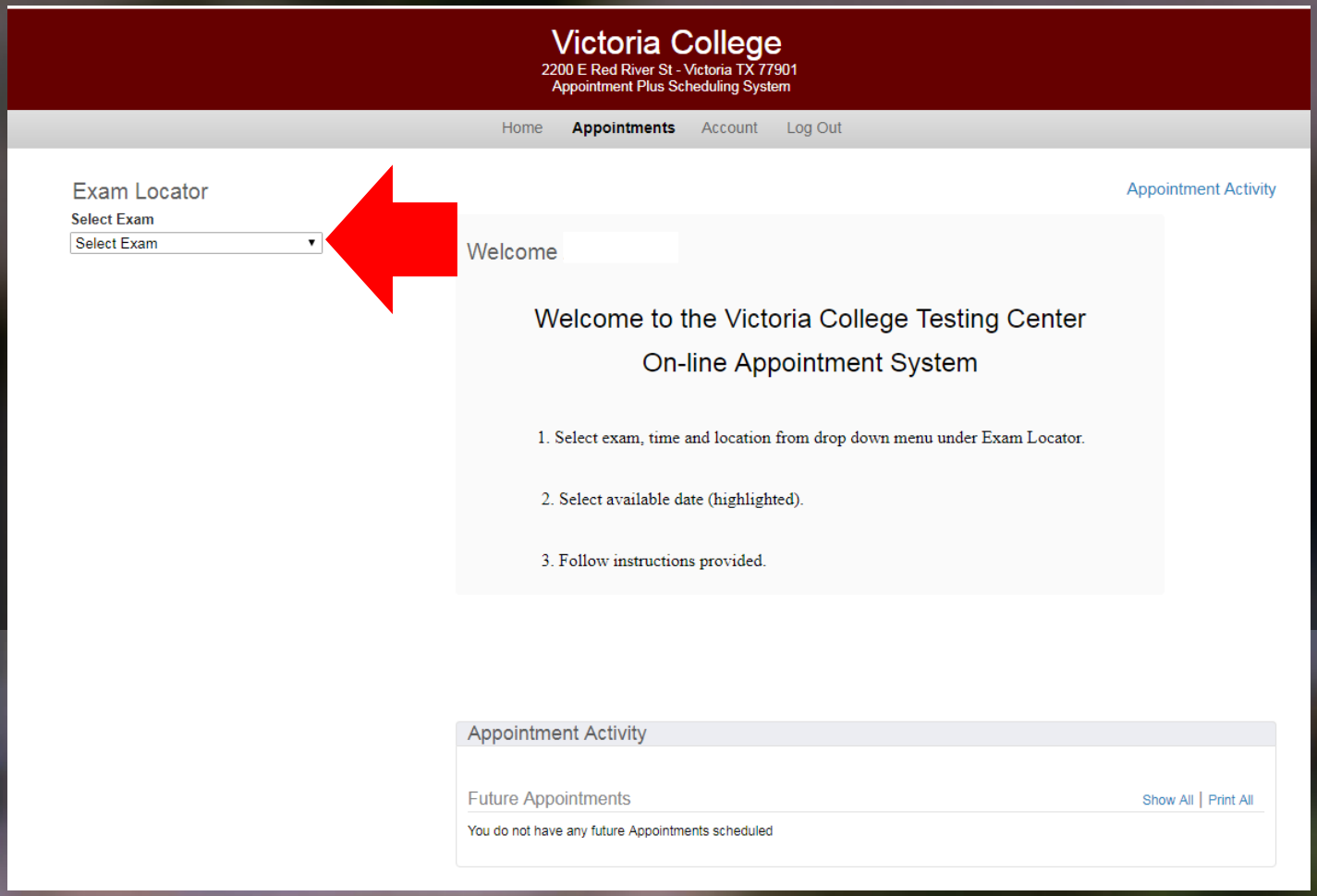
Step 10:

Click on the drop down menu



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If you are in a full semester course your finals will fall between 12/6/19-12/11/19.

See Step 11a.

If you are in a 4week or 8 week course your finals are different.

See Step 11b.

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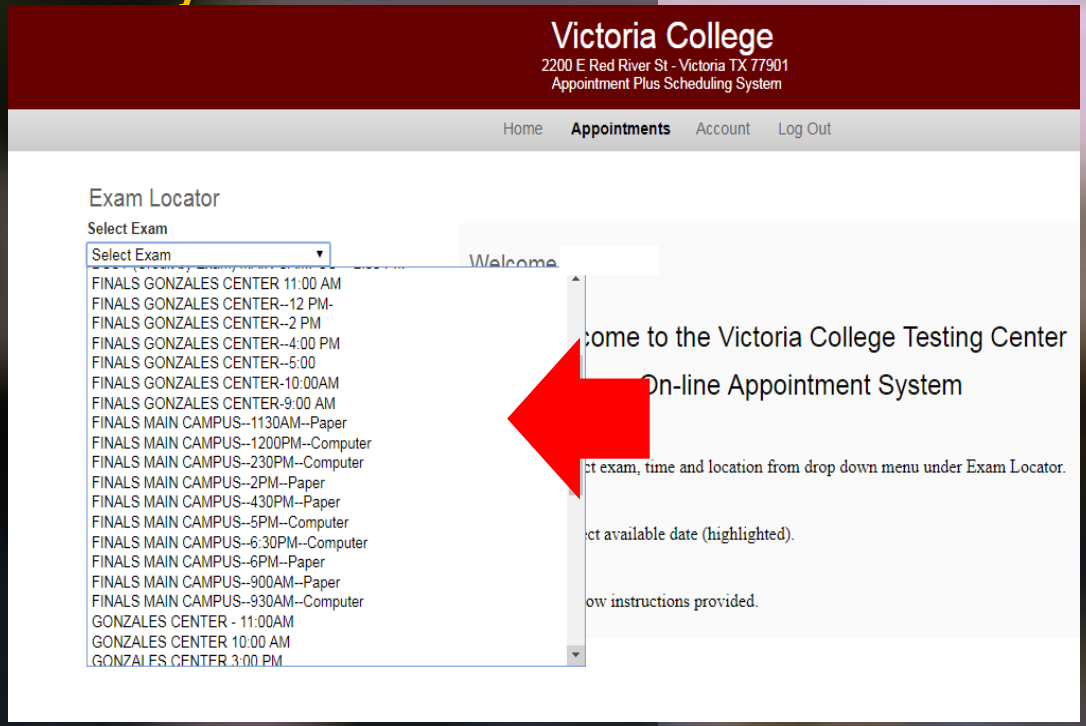
Step 11a:

Scroll down and select "FINALS MAIN CAMPUS" or "FINALS GONZALES CENTER" depending on which location you'll be testing in.

- Verify in your syllabus or with your instructor whether your final is paper-based or computer-based first.

  You will be asked to reschedule your exam if you sign up for the incorrect test type. Seating is limited during finals

- Select a time that best suits your schedule.



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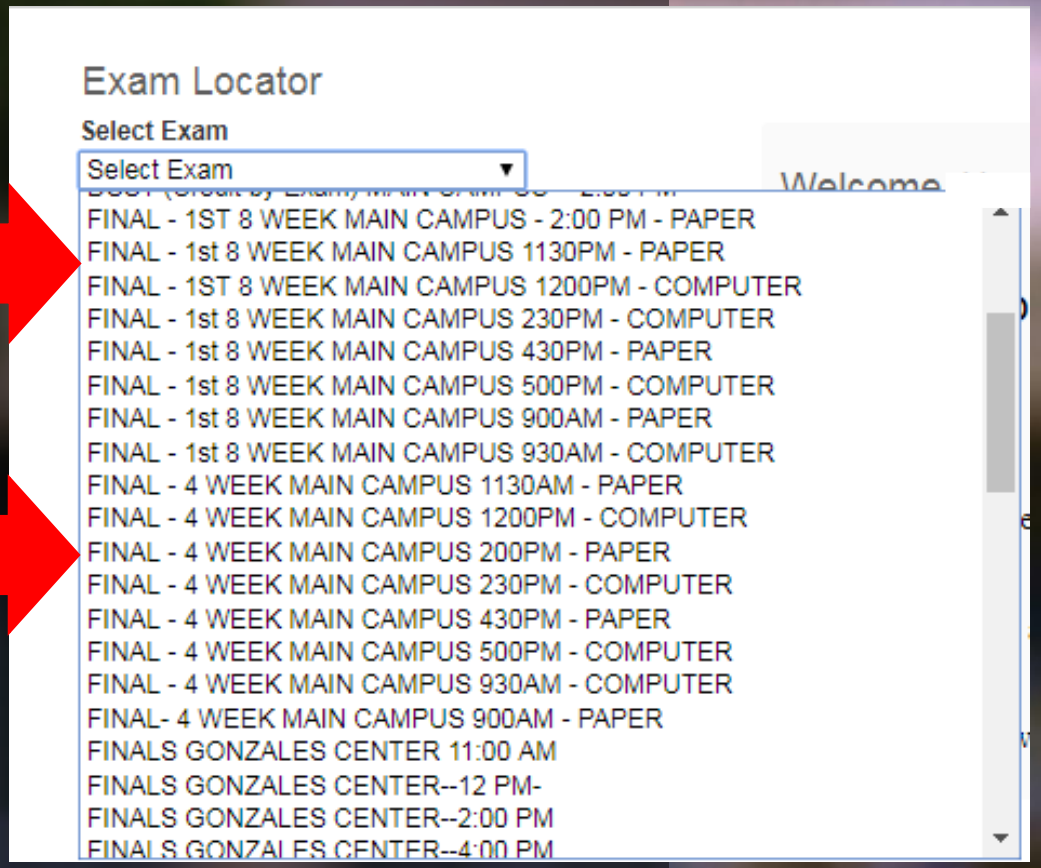
Step 11b:

If you are taking a 4 Week or 8 Week course, you need to select the appropriate exam.

- If your class is a full semester, **DO NOT** select this option. This is **ONLY** for 4 Week and 8 Week courses.
- Verify in your syllabus or with your instructor whether your final is paper-based or computer-based first.

  You will be asked to reschedule your exam if you sign up for the incorrect test type. Seating is limited during finals
- Select a time that best suits your schedule.



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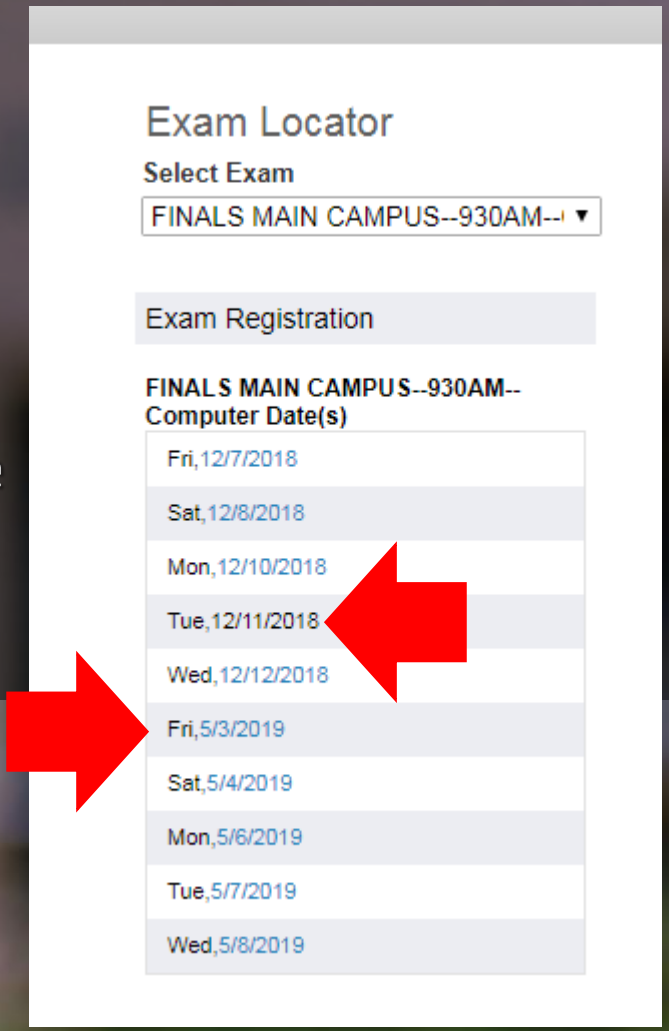
Step 12:

Select the desired date

- If your desired date is blue, that time and date is still available.
- If the date is black, that date is filled for that particular time slot. You can go back and choose a different time/date.



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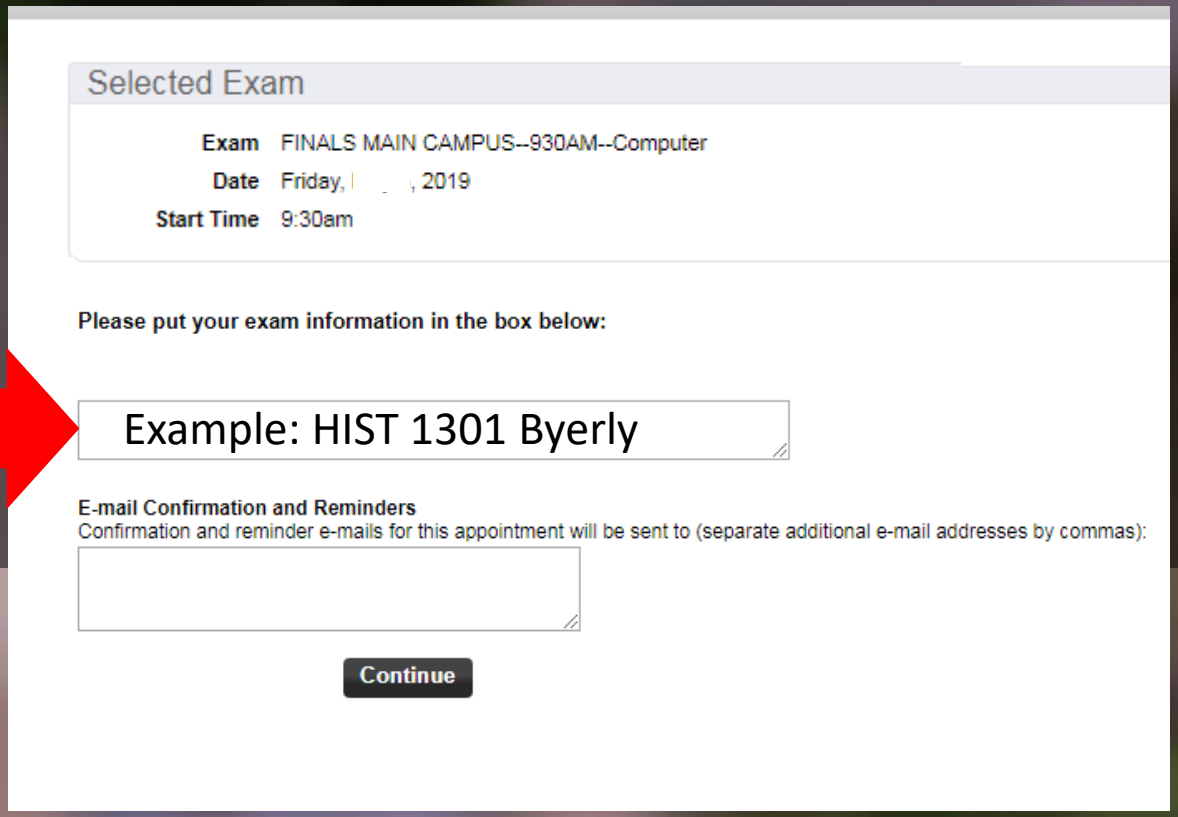
Step 13:

Put in your exam information. Click Continue



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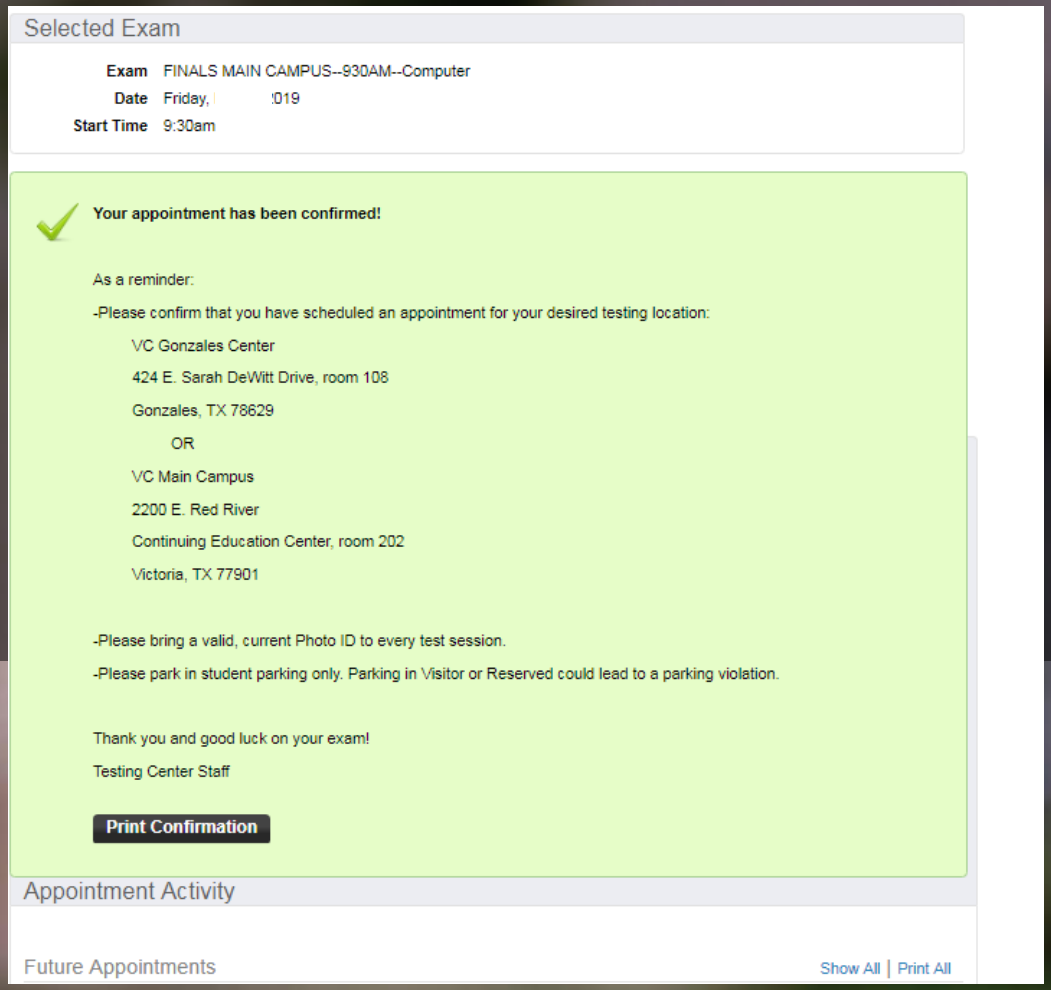
Step 14:

You're all done!



- Double check your time and date.
- You do not need to bring in the confirmation page. It is for your records only.

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Don’t forget

Check the “Testing Center Guidelines” before coming to test.

- Make sure to bring in a valid, non expired ID. Students may not test without one- No exceptions!

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Contact the Testing Center

If you have any questions or issues, feel free to call us at 361-582-2589.
We're happy to help!

Fall & Spring Office Hours

Monday - Friday: 8 a.m. to 5 p.m.

Saturday: 8 a.m. to noon

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