How do I make an appointment?

VC Online Courses

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First things first

Check your syllabus test dates!

- You can schedule all your appointments for the semester (including your finals) as early as Day 1 of classes.

- YOU MUST SCHEDULE AN APPOINTMENT DURING FINALS

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Check out our Walk-In hours!

What is walk- testing?

- It's as easy as it sounds! No appointment necessary- just come on in during your exam open times and we'll get you tested.

Walk-in testing (no appointment necessary) is available:

Monday-Thursday	8:30 a.m.-4:30 p.m.
Friday	8:30 a.m.-1:00 p.m.

PLEASE NOTE: Walk-in testing is not available on Saturday

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Can't make it during our walk-in times?

Evening and Saturday appointments are available!

- Apart from finals, the only time you need to make an appointment to come test is if you can't make it during our walk-in times and need evening and/or Saturday times.

- Please note the days and times listed below:

Monday-Thursday	6 p.m.		
Saturday	8:30 a.m.	9:30 a.m.	10:30 a.m.

PLEASE NOTE: Walk-in testing is not available on Saturday

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So how do I make the appointment?!

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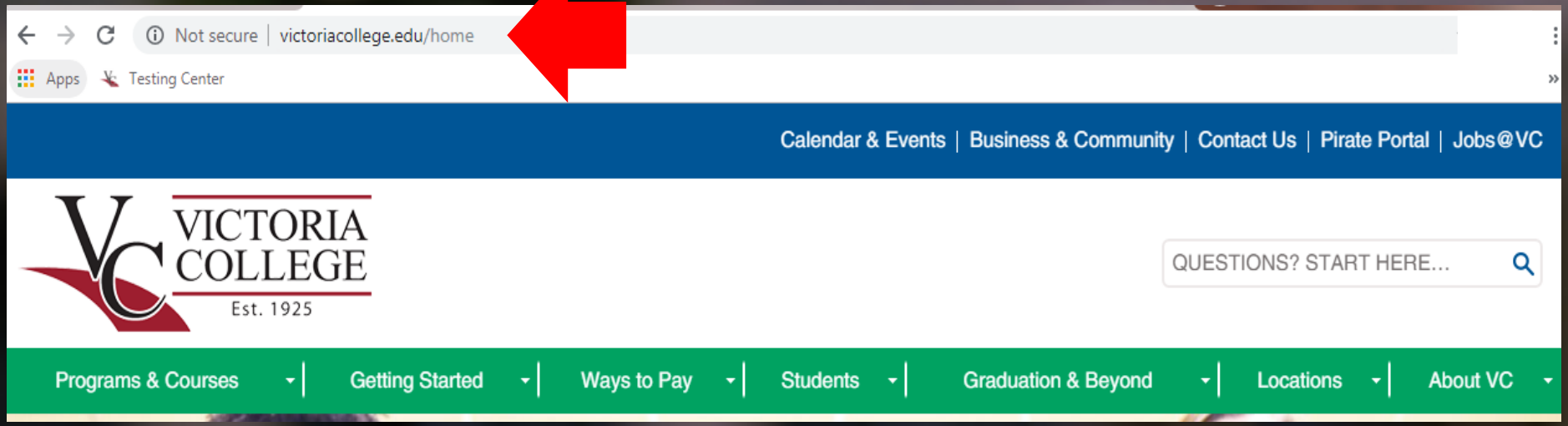
Step 1:

Go to victoriacollege.edu



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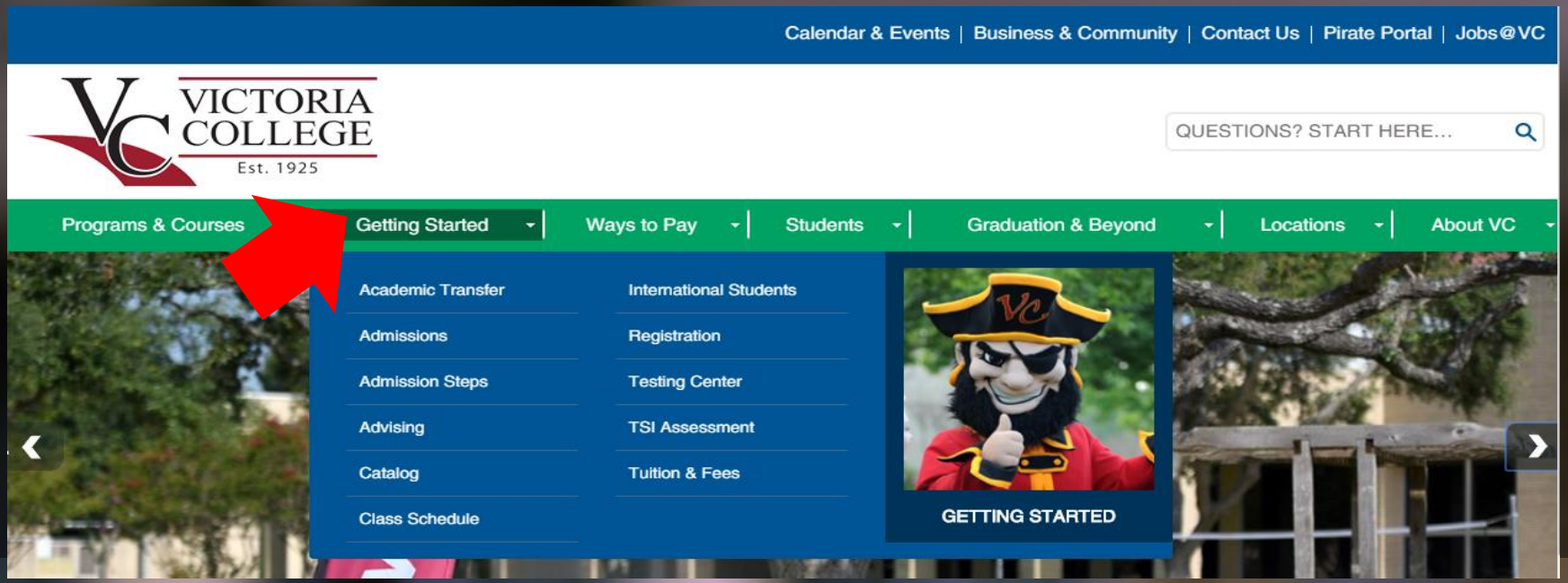
Step 2:

Hover your mouse over “Getting Started”



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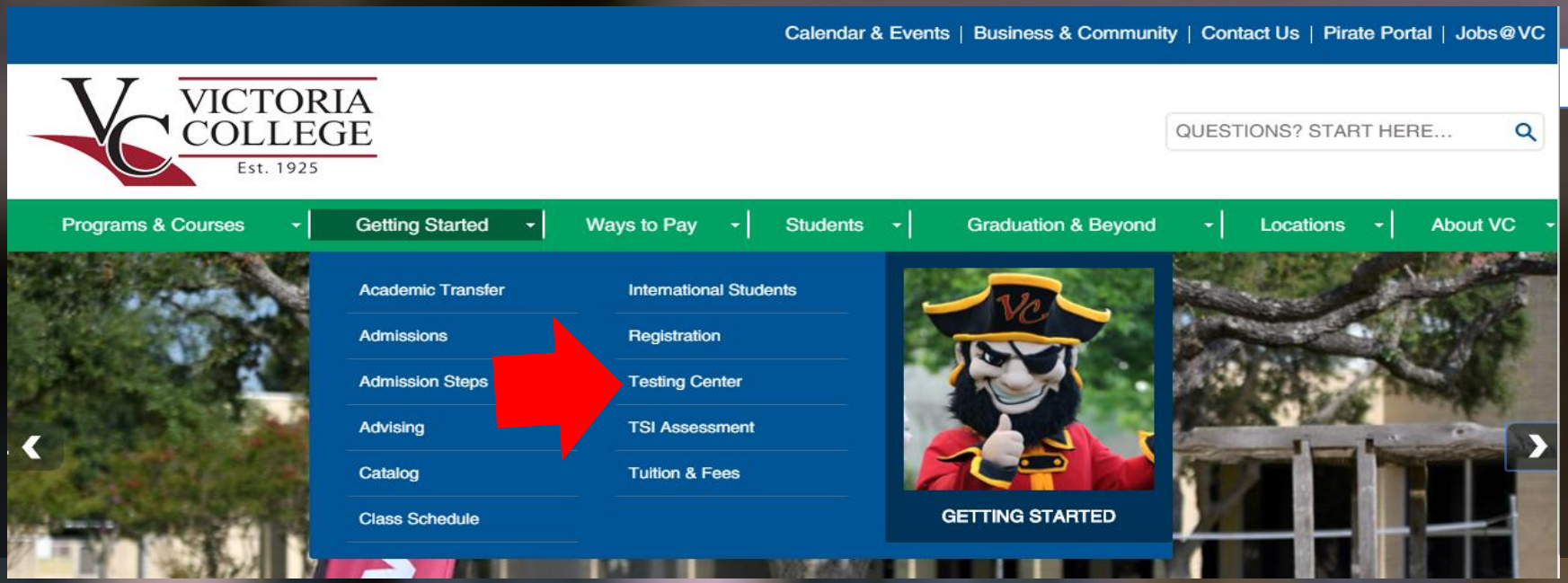
Step 3:

Click on “Testing Center”



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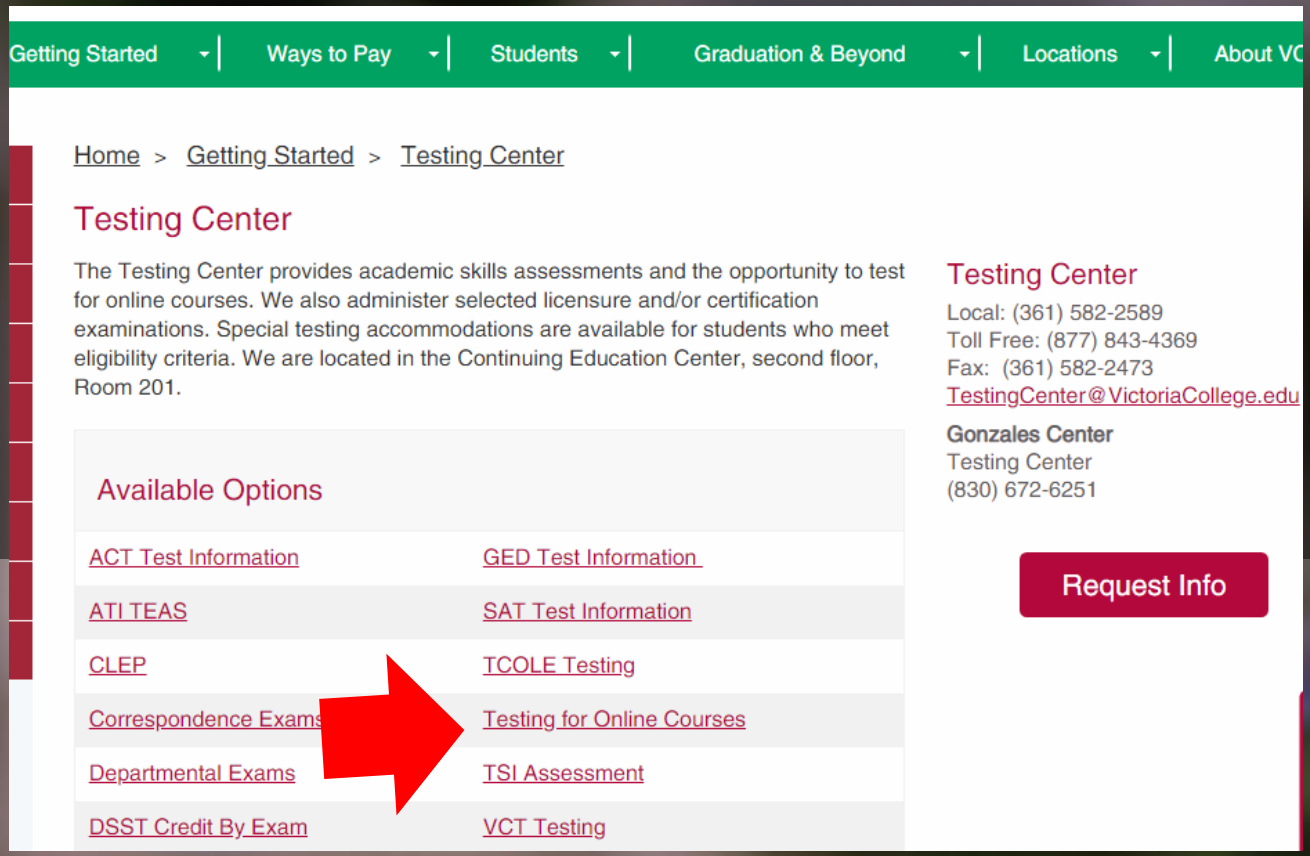
Step 4:

Click on “Testing for Online Courses”



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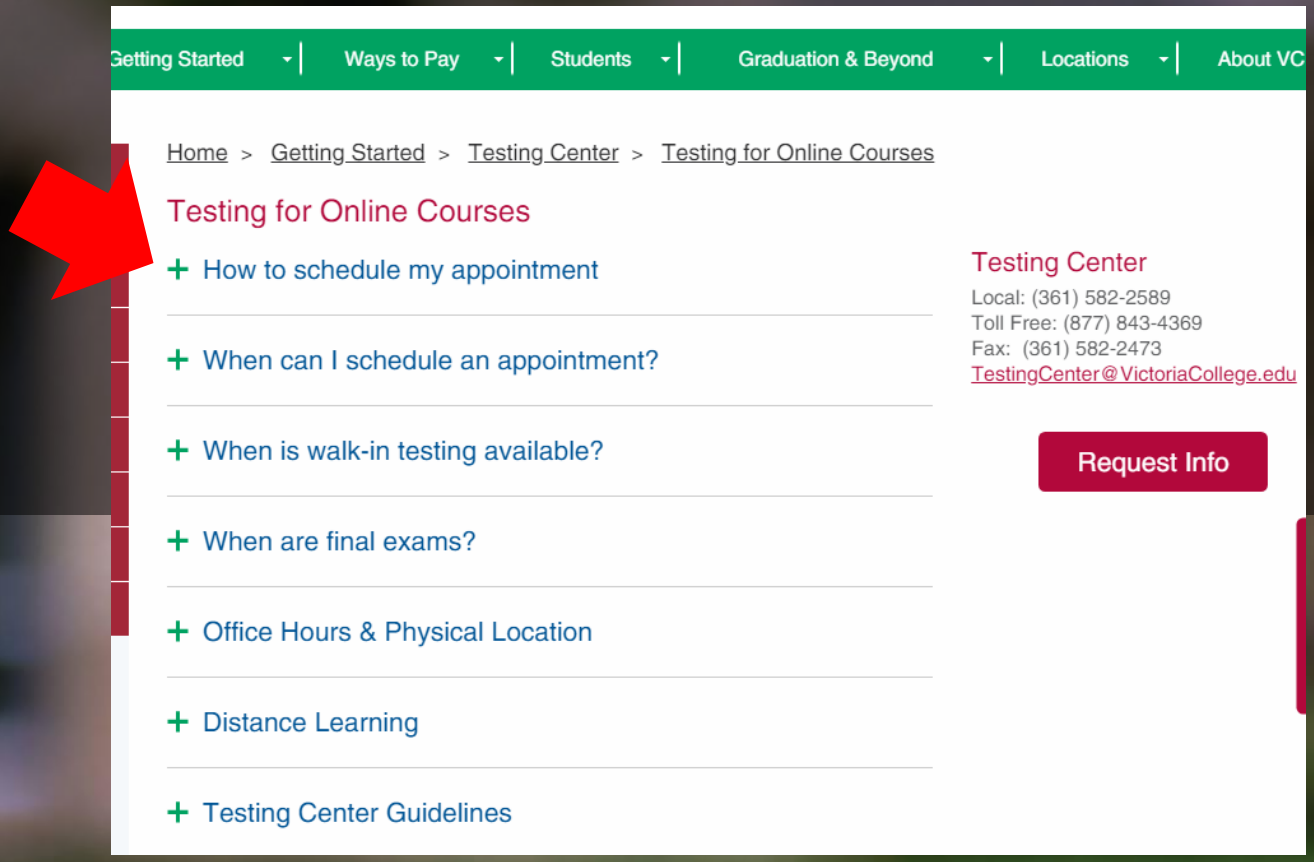
Step 5:

Select the green plus sign for “How to schedule my appointment”



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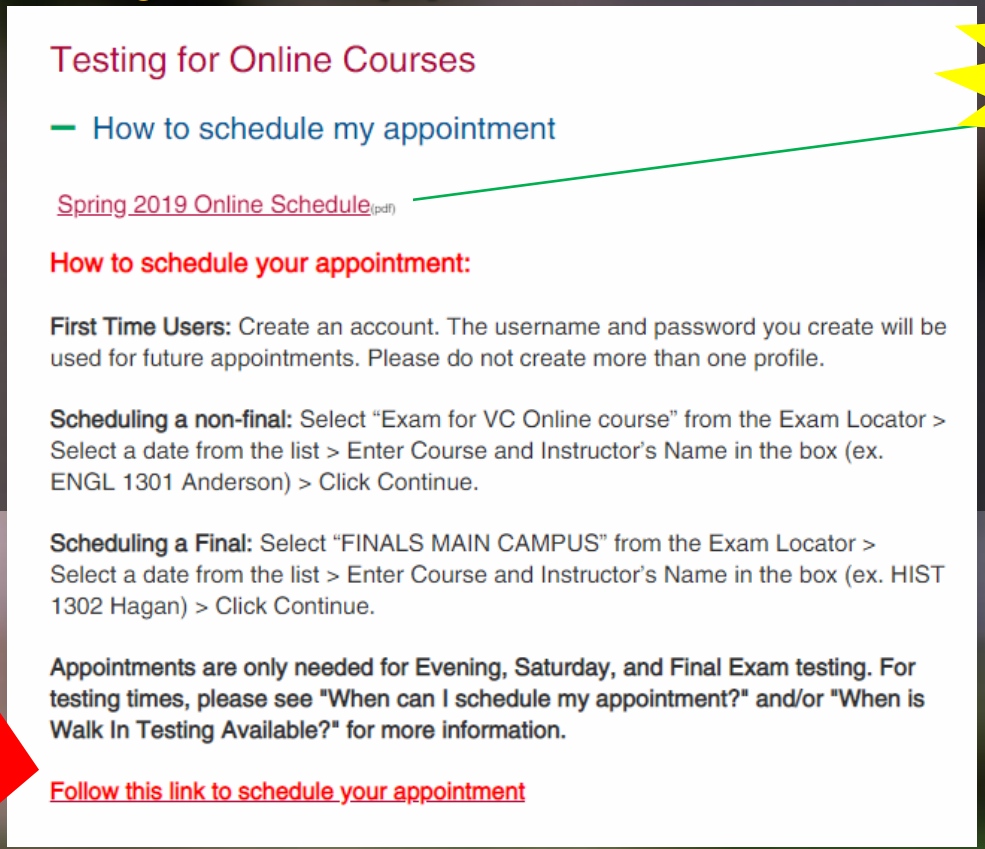
Step 6:

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



Testing for Online Courses

– How to schedule my appointment

Spring 2019 Online Schedule(pdf)

How to schedule your appointment:

First Time Users: Create an account. The username and password you create will be used for future appointments. Please do not create more than one profile.

Scheduling a non-final: Select "Exam for VC Online course" from the Exam Locator > Select a date from the list > Enter Course and Instructor's Name in the box (ex. ENGL 1301 Anderson) > Click Continue.

Scheduling a Final: Select "FINALS MAIN CAMPUS" from the Exam Locator > Select a date from the list > Enter Course and Instructor's Name in the box (ex. HIST 1302 Hagan) > Click Continue.

Appointments are only needed for Evening, Saturday, and Final Exam testing. For testing times, please see "When can I schedule my appointment?" and/or "When is Walk In Testing Available?" for more information.

Follow this link to schedule your appointment

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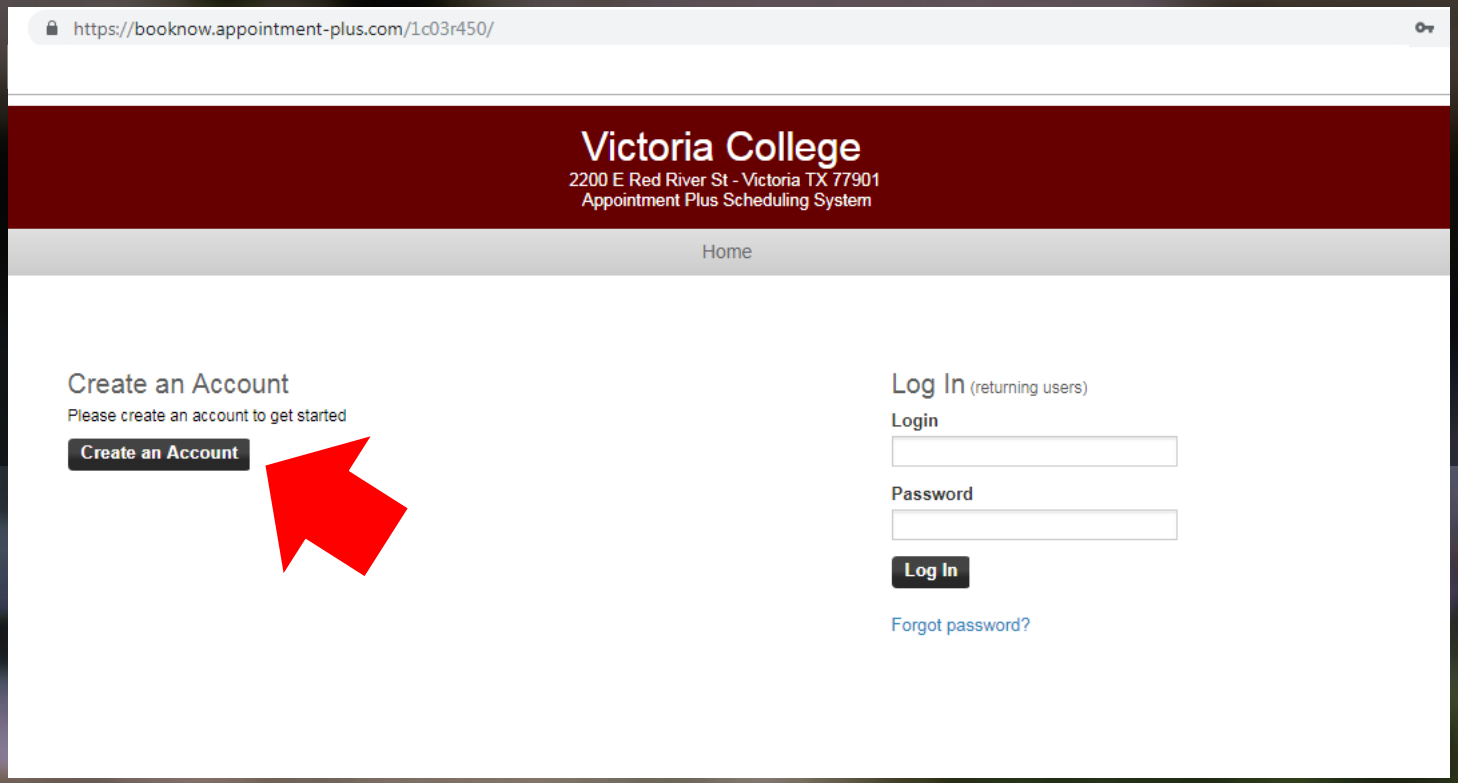
Step 7:

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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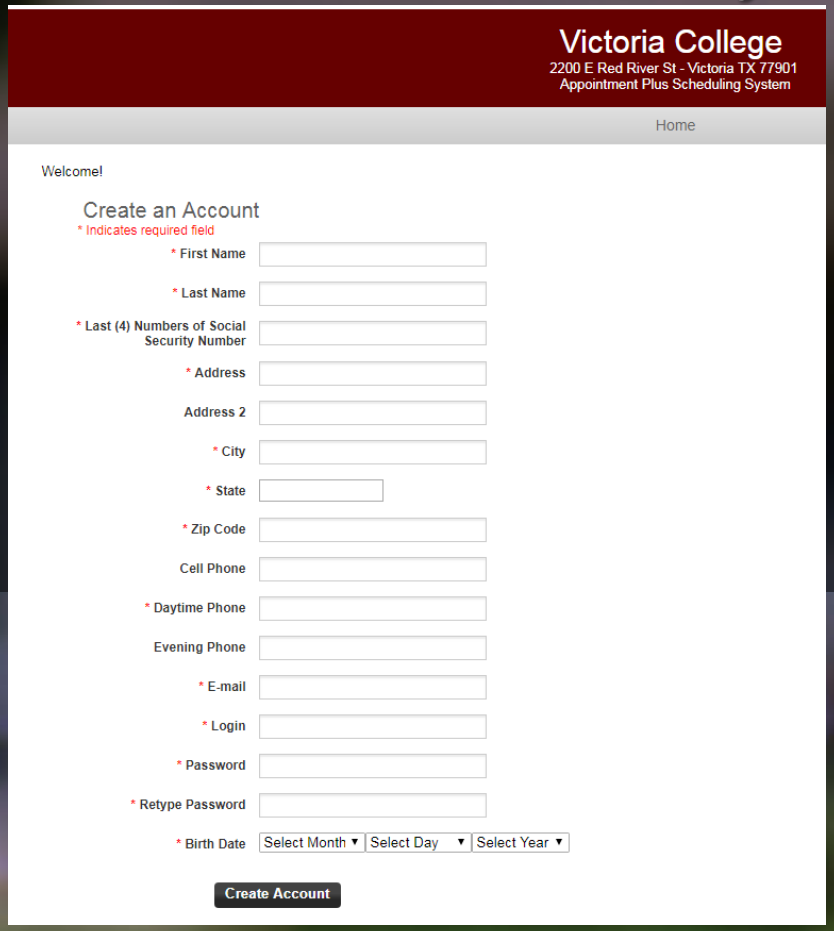
Step 8:

Fill in your information.

- Note: Your login can be whatever you choose.



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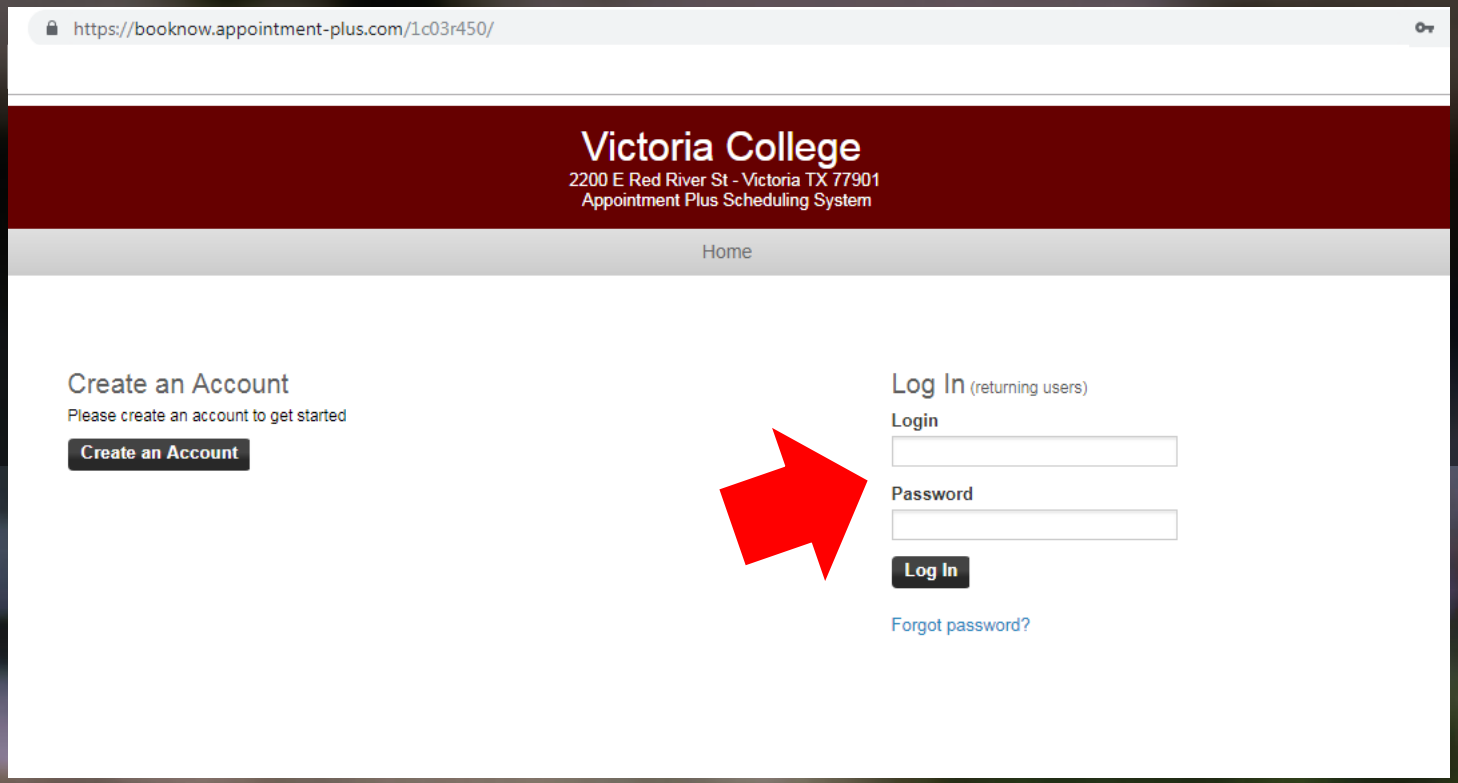
Step 9:

Log in.

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



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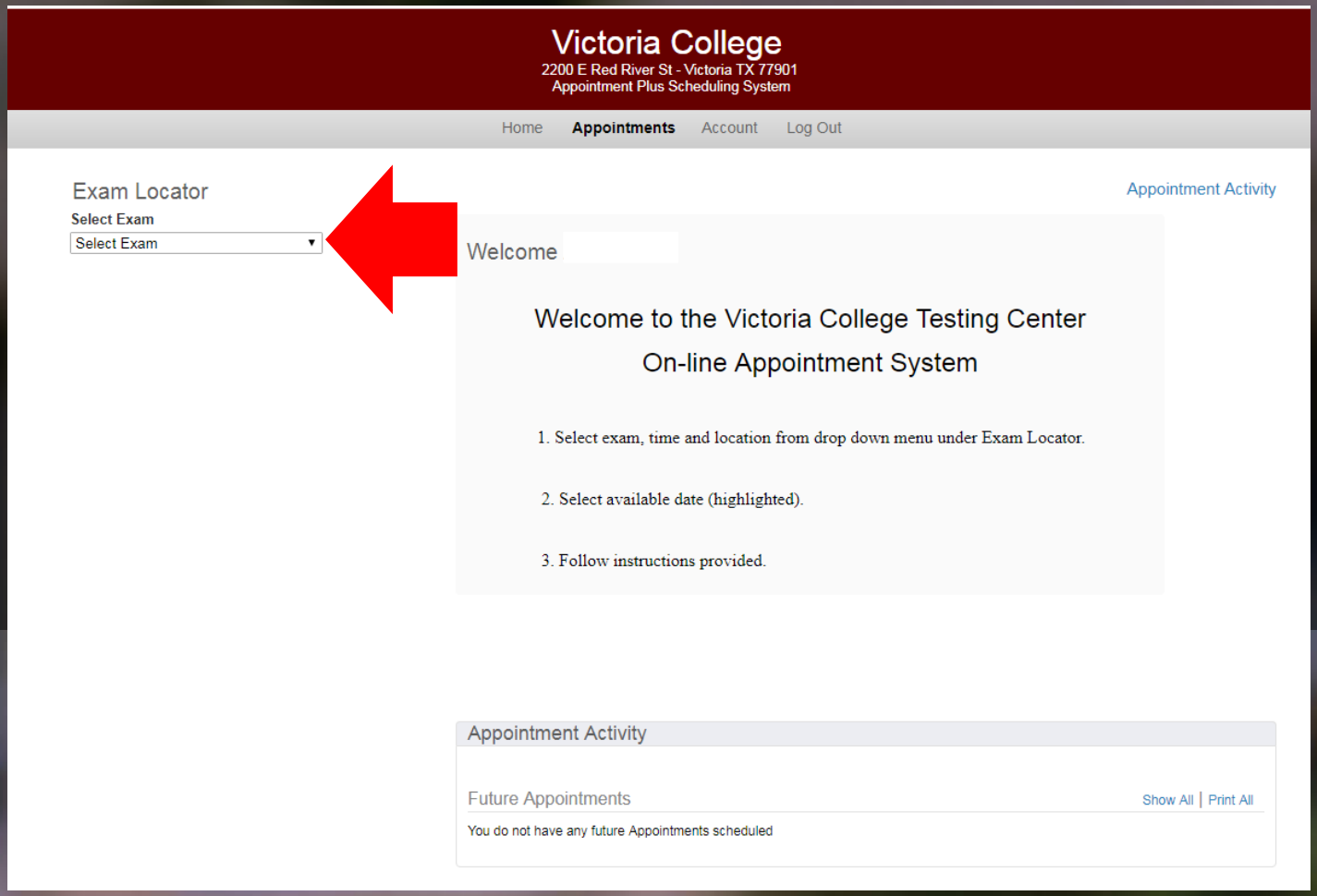
Step 10:

Click on the drop down menu



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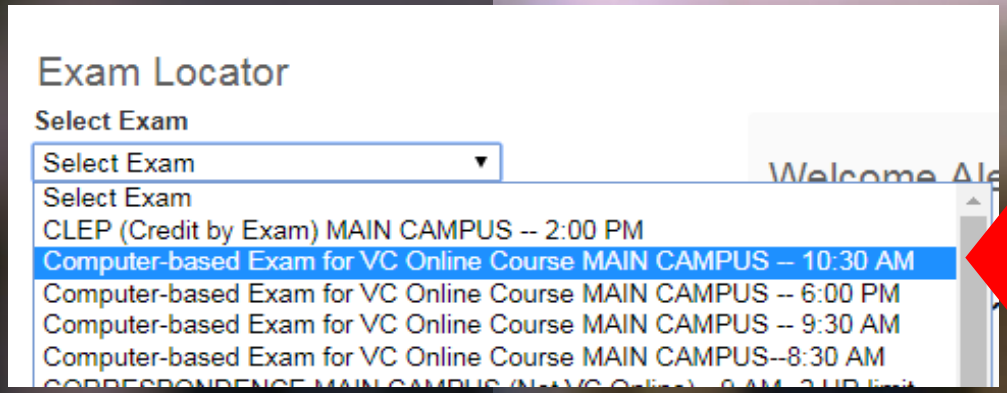
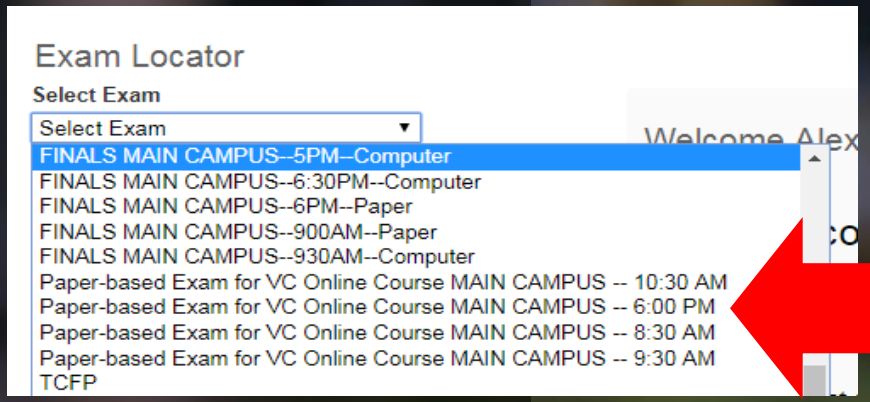
Step 11:

Scroll down and select "Computer-based Exam for VC Online Course MAIN CAMPUS" or "Paper-based Exam for VC Online Courses MAIN CAMPUS" depending on what your exam type is.

- Select a time that best suits your schedule first.
- Verify in your syllabus or with your instructor whether your exam is paper-based or computer-based first. *You will be asked to reschedule your exam if you sign up for the incorrect test type. *





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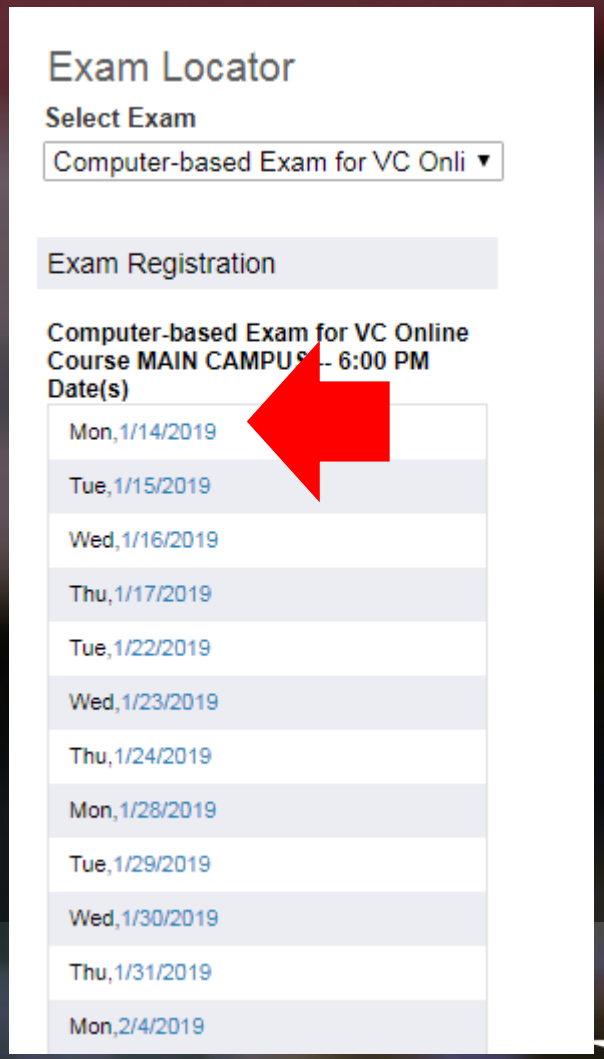
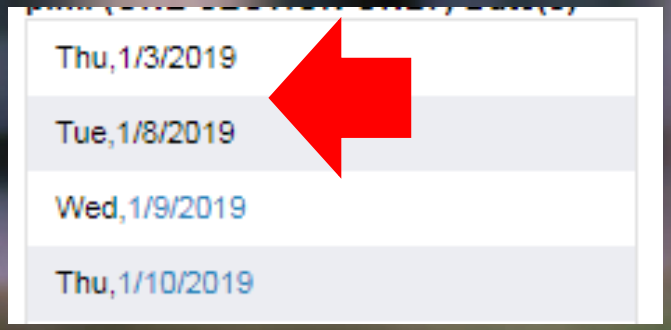
Step 12:
Select the desired date

- 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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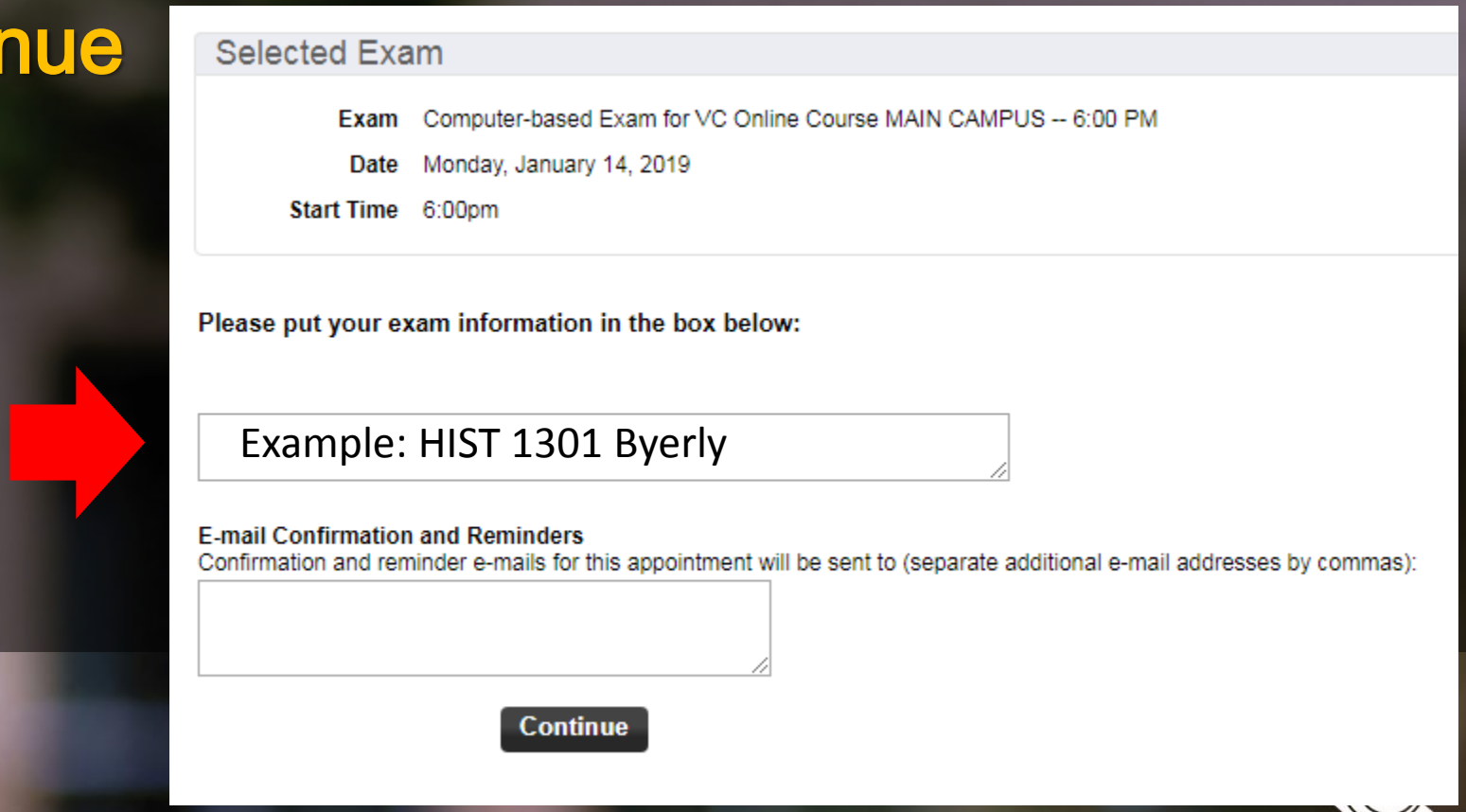
Step 13:

Put in your exam information. Click Continue



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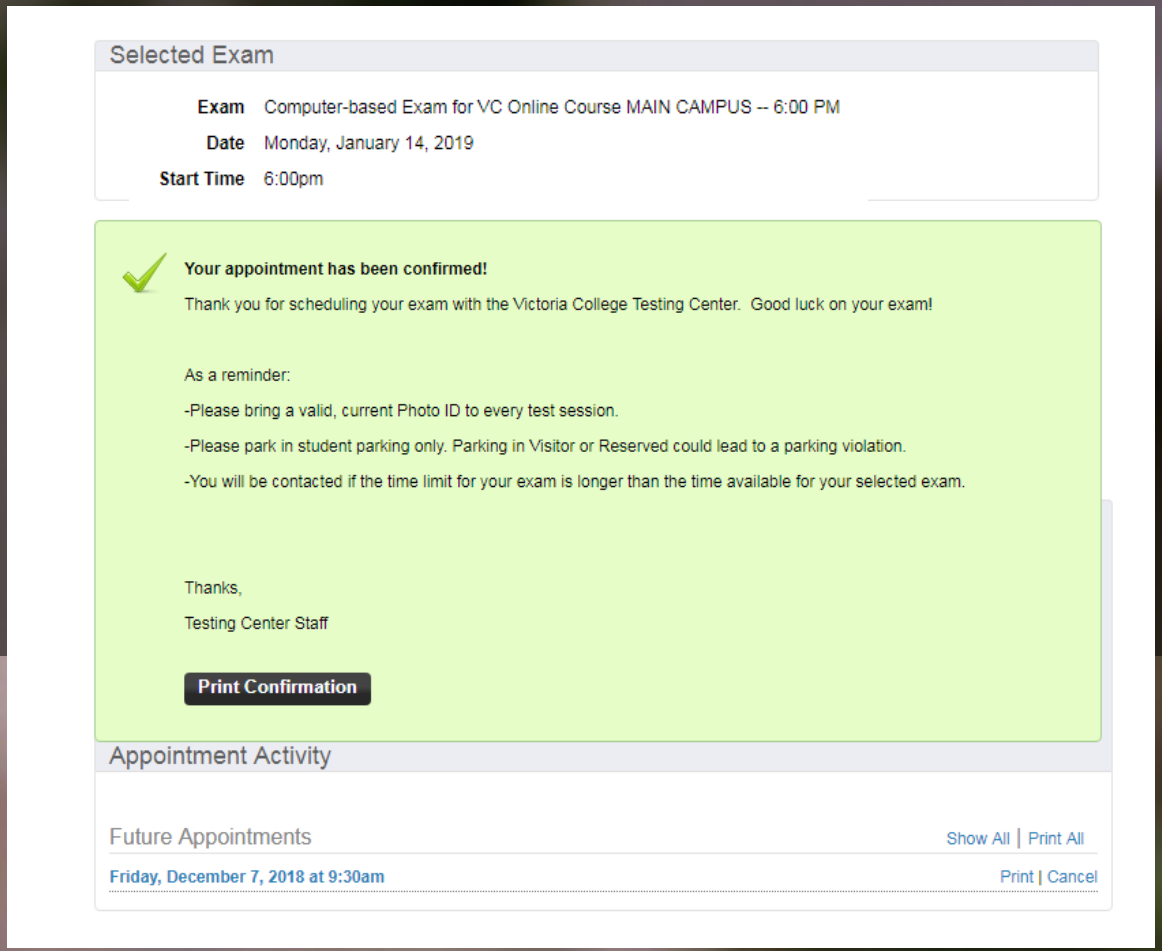
Step 14:
You're all done!



- 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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