How to do a virtual Testroom Booking

Check with your professor to see if they will be virtually monitoring the class exam. If they are, you can do a virtual test room booking to have SAA monitor the exam. SAA will not have your exam, you will receive and return your exam as instructed by your professor. When your virtual test room booking is approved by SAA, you will receive an email with instructions on how to enter the virtual proctoring room.
SIGNING UP FOR Virtual Proctoring Session

- Click on the “Testing Room” tab.
- Then click on “New Booking Request”.

CLICK HERE

NEXT CLICK HERE
SIGNING UP FOR Virtual Proctoring Session

- Then select your exam class from the drop down menu.
SIGNING UP FOR Virtual Proctoring Session

- Then fill in all the relevant information to narrow your search.
- After you click “Refine Results,” the available testing times will appear on the right.
- Select a time that works for you.
SIGNING UP FOR Virtual Proctoring Session

- Select an exam time that works for you.
- After selecting a time you will be taken directly to this menu
- Fill in all the relevant information and press submit.
SIGNING UP FOR Virtual Proctoring Session

- After your request is submitted you’ll be directed to this page.
- In this page you have the option to cancel exams you have signed up for.
- Please email saa@pugetsound.edu if you want to reschedule. Do NOT cancel.
- When your virtual test room booking is approved by SAA, you will receive an email with instructions on how to enter the virtual proctoring room.

When approved, the bookings will be found here on the right.
Need Assistance?

Please email SAA@pugetsound.edu with your questions or to schedule a Zoom meeting