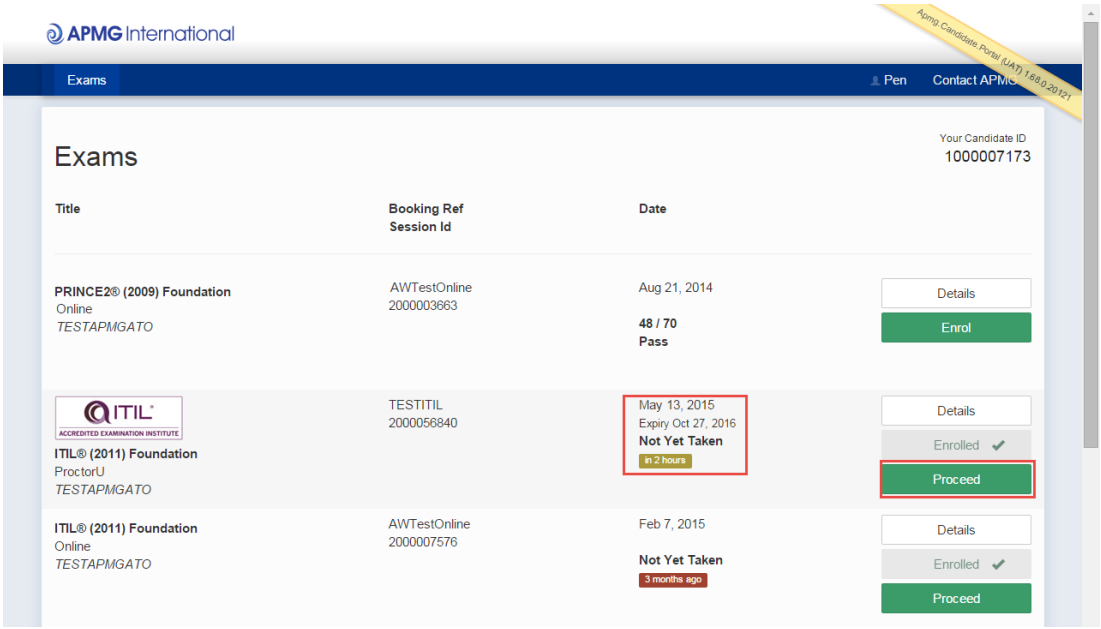
APMG CANDIDATE PORTAL – ProctorU Exam Bookings

Proctor U Scheduling Added to Candidate Portal

There is now a new process for scheduling ProctorU candidates via the APMG candidate portal.

When a ProctorU candidate has registered and enrolled, they can click the “Proceed” button and this will take them to the ProctorU scheduling page. Notice it now shows the expiry date for the exam. Once the exam has been scheduled the scheduled exam date and time is also shown here.



Step 1 is scheduling your exam and you will need to select the appropriate date and time using the calendar and buttons below. There are 3 time slots available 12am-8am, 8am-4pm, and 4pm-12am.

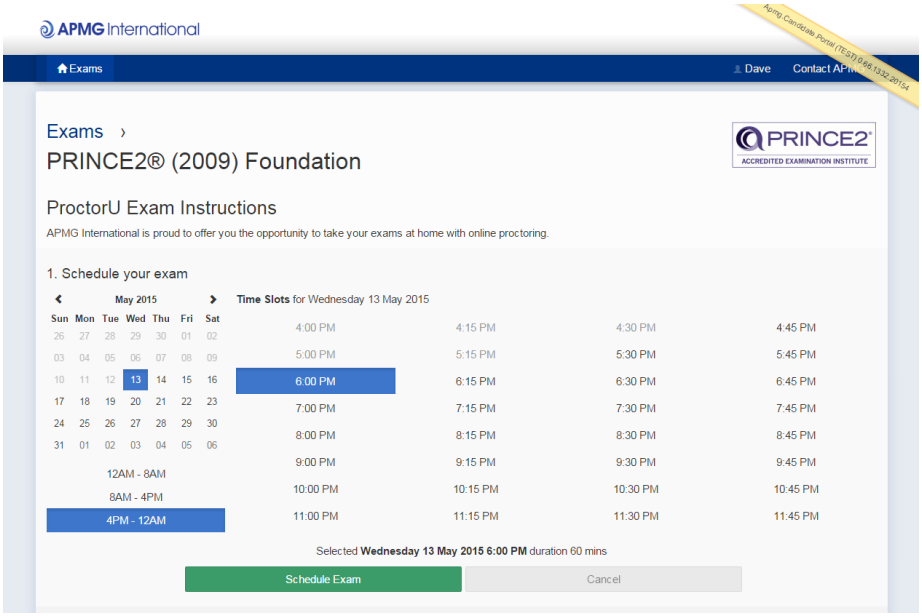
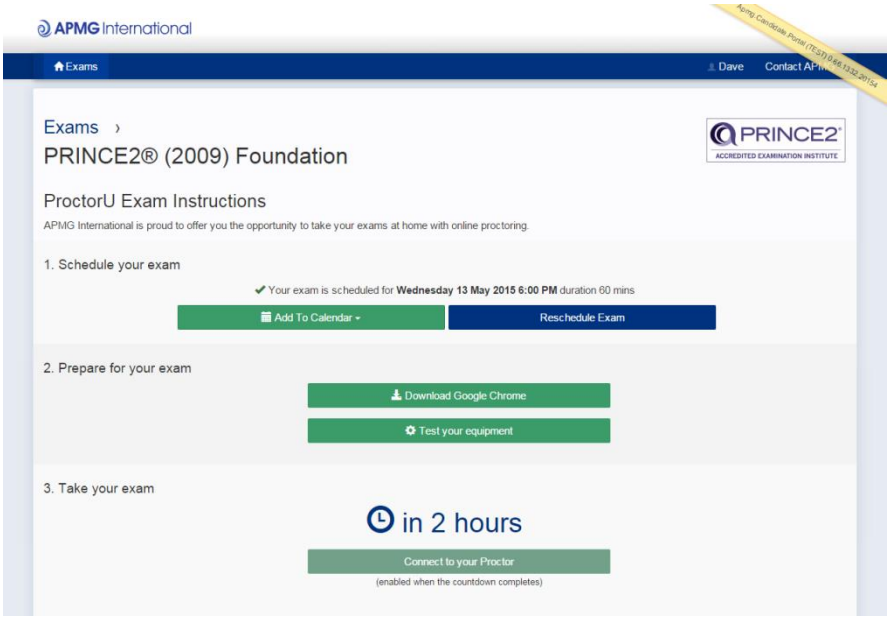
Available slots will be in bold; unavailable slots will be disabled and greyed out. You can only book in the future and up to & including expiry date. It will show the times available based on the Timezone you have selected on your computer.

Once selected your chosen date, time and duration of your exam will be displayed. If you have extra time for second language, Practitioner or special requirements (or a combination of those), these will be added to the normal exam duration time.

Step 2 After clicking the ‘Schedule Exam’ button when happy with the details. The session will now show as scheduled and you will now see a ‘Reschedule Exam’ button along with a button enabling you to add the session to your calendar in Gmail, Outlook and iCal. Once scheduled a countdown is shown and once this has completed, you will be able to click the ‘Connect to your Proctor’ button and this will open ProctorU.

This is when the Proctor will join you and enter your authorisation code for the exam to begin. There is a 15-minute window to sit your exam from when the button is enabled to allow for the Proctor/candidate set up. After 15 minutes it will expire and you would need to reschedule your exam using the reschedule exam button. This is available up until the expiry date / time limit.

Step 1.



Step 2.