

## Scheduling and attending your proctored exam — key points

### Scheduling your exam

1. Click [here](#) to select the exam you wish to book from the IBITGQ section of the page.
2. Sign up (or sign in if you have registered before) with ProctorU.
3. Click 'Test your Equipment' to check your device is configured correctly.
4. Click 'Schedule New Exam' to choose an appointment.
5. Click 'Process Order' to book. An email will be sent confirming your appointment.



Live chat is available for any questions or concerns

### Important info

- Only use Mozilla Firefox to complete these steps.
- If you wish to take your exam within 72 hours, an additional cost of US\$12 (about £9) will be incurred.
- The same fee is incurred should you need to reschedule your appointment within 72 hours of the start time.
- The name and PIN provided by IT Governance are for the exam only and should not be used to register with ProctorU.

### Preparing to start your exam

1. A countdown will display on your ProctorU profile until your appointment is due. Click 'Start' once the button appears.
2. Confirm the necessary details and watch the user tutorial.
3. Take a clear photo of your ID for the proctor to verify.
4. Download the app as directed and wait for the proctor to share their audio and video.
5. Allow the proctor to verify your ID against your image on camera.
6. Complete the authentication quiz.
7. Allow the proctor to conduct a check of your physical and virtual environment, making any changes they request.

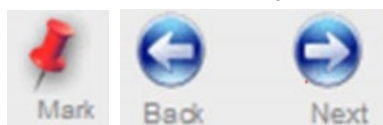
### Important info

- Ensure your pop-up blocker is disabled before starting.
- Prepare to show your complete workspace either by moving your webcam or using a mirror.
- You will be asked to close any prohibited software and make any necessary changes to your workspace before starting the exam.

## Completing your exam and viewing your results

1. Log in to [Examunit.com](https://Examunit.com) using the name and PIN provided by IT Governance.
2. Enter your details as requested and accept the T&Cs.
3. Click 'Start' and read the exam conditions carefully before clicking 'Go to examination'.
4. A tick will appear beside questions you have answered. You may also click 'Mark' to identify questions you wish to return to. Navigate to these using the 'Back' and 'Next' buttons.

Mark to identify



5. Click 'End' to finish your exam. You will be warned if there are still unanswered questions.
6. Allow approximately 15 seconds for your results to be compiled. Click 'Show' under Final Result to view.

## Important info

- Once the exam ends there is no option to resume, other than in the case of system interruption (i.e. lost connection).
- In case of emergency, contact GASQ on +49 911 9900 780 or at [info@gasq.org](mailto:info@gasq.org), or use the ProctorU live chat.

[Detailed user guide](#)