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1. ProctorU is required for one exam per course for the online/blended courses at Platt College.
 2. Availability of the exam (date/time) will be established by the faculty.
 3. Students must make an appointment with ProctorU for the specified date/time.
 - a. All appointments must be made 72 hours in advance. Platt College is responsible for the financial component of ProctorU testing provided the student adheres to the 72 hour timeline.
 - b. Late registrations are available to a student if he/she makes an appointment within the 72 hours of the designated test date/time. However, the student will be charged a late fee according to this procedure.
 - c. Students without an appointment can take their exam within a 15, 30, or 45 minute window utilizing "Take It Now." Students must adhere to the Platt College date/time of the test. There is an additional charge to the student according to ProctorU procedure.
 - d. Late registrations and "Take It Now" are subject to availability by ProctorU.
 4. The exam will then be taken through *MyPlattCollege* portal as an 'online' exam.
 5. Exams may be taken at home or any place where the student has a private workspace.
 6. The student is required to have access to a webcam in order to utilize ProctorU.
 7. Please see ProctorU procedure link for further instructions on testing equipment, set up, Internet speed, required identification and other information: <http://www.proctoru.com>