How to schedule a final.

VC Online Courses- Summer 2019
First things first

Check your syllabus for final dates

Final exams for online courses are:

- Interim Session: 05/30
- First Summer Session: 07/24-07/25*
- Second Summer Session: 08/05-08/06*

*Dates for your particular exam can vary depending on the instructor.
Step 1:

Go to victoriacollege.edu
Step 2:

Hover your mouse over “Getting Started”
Step 3:

Click on “Testing Center”
Step 4:

Click on “Testing for Online Courses”
Step 5:

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

Summer 2019 Online Schedule

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
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**
Step 8:

Fill in your information.

• Note: Your login can be whatever you choose.
Step 9:

Log in.

- If you are having problems logging in, call the Testing Center at 361-582-2589
Step 10:
Click on the drop down menu
Step 11:
Scroll down and select “FINALS MAIN CAMPUS” or “FINALS GONZALES CENTER” depending on which location you’ll be testing in.

• Verify in your syllabus or with your instructor whether your final is paper-based or computer-based first.

• “You will be asked to reschedule your exam if you sign up for the incorrect test type. Seating is limited during finals”

• Select a time that best suits your schedule.
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.
Step 13:
Put in your exam information. Click Continue

Example: HIST 1301 Byerly
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.
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!
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!

Summer Office Hours:

Monday - Thursday: 8 a.m. to 5 p.m.

Friday & Saturday: 8 a.m. to noon