

How to Schedule Your CAWA Exam Appointment in ProctorU

1. See email from Valerie Sheppard sent after you paid for the CAWA Prep Package. Click on the link she provided to create an account with ProctorU.

Warning: links from ProctorU emails might not work.

2. Select “Sign up and accept with new user account”.
Or select “Sign in and accept with existing user account” if you’ve previously received a ProctorU Account.

3. Create your ProctorU account.

4. Schedule your exam appointment.

ProctorU Exam Invitation

CAWA Beta Exam 1
The Association for Animal Welfare Advancement

[Sign in and accept with existing user account](#)

[Sign up and accept with new user account](#)

Schedule Session

Select a Different Exam

CAWA Beta Exam 1 Live+

3/28/25 12:00PM EDT - 6/30/25 10:00PM EDT

120 minutes

Current Term

The Association for Animal Welfare Advancement

Select a Date and Time to Search

Please select a date and time on the left. Once you have selected a date and time, please click Submit Search.

Prepare Yourself: Before Your Exam Appointment

A. On ProctorU's site

1. Go to <https://go.proctoru.com/> and login
2. Download the Guardian browser.
3. Test your equipment.
4. Check your exam rules.
5. Schedule or reschedule your appointment.

The screenshot shows the ProctorU website interface. At the top, there is a dark header with the ProctorU logo, a language selection dropdown, and a user profile dropdown for Valerie Student Sheppard. Below the header, there are links for My Sessions, My Orders, Support, and My Cart (0). A light blue banner contains a note about scheduling fees. Below the banner, there are three main action buttons: 'Have Questions?' (with a question mark icon), 'Test Your Equipment' (with a laptop icon and a red circle with the number 3), and 'Download Guardian' (with a download icon and a red circle with the number 2). Below these buttons is a section titled 'Scheduled Appointments' which contains a table. The table has columns for Active Exams, Testing Center Information, Date & Time, Type, Status, and Actions. The first row shows a 'CAWA Exam - 002 Retake' for 'The Association for Animal Welfare Advancement', which is 'Online', 'Live+', and 'Pending'. The 'Actions' column for this exam includes a 'Check your exam rules' button (with a red circle with the number 4) and a 'Schedule' button (with a red circle with the number 5).

proctorU

Select language Valerie Student Sheppard

My Sessions My Orders Support My Cart 0

***NOTE:** If you would like to schedule your exam within the next 72 hours, you will be charged an additional fee of \$8.00. If you would like to schedule within the next 24 hours, you will be charged an additional fee of \$12.00. To avoid additional scheduling fees, choose a date/time at least 72 hours in advance.

Have Questions?

Test Your Equipment 3

Download Guardian 2

Scheduled Appointments

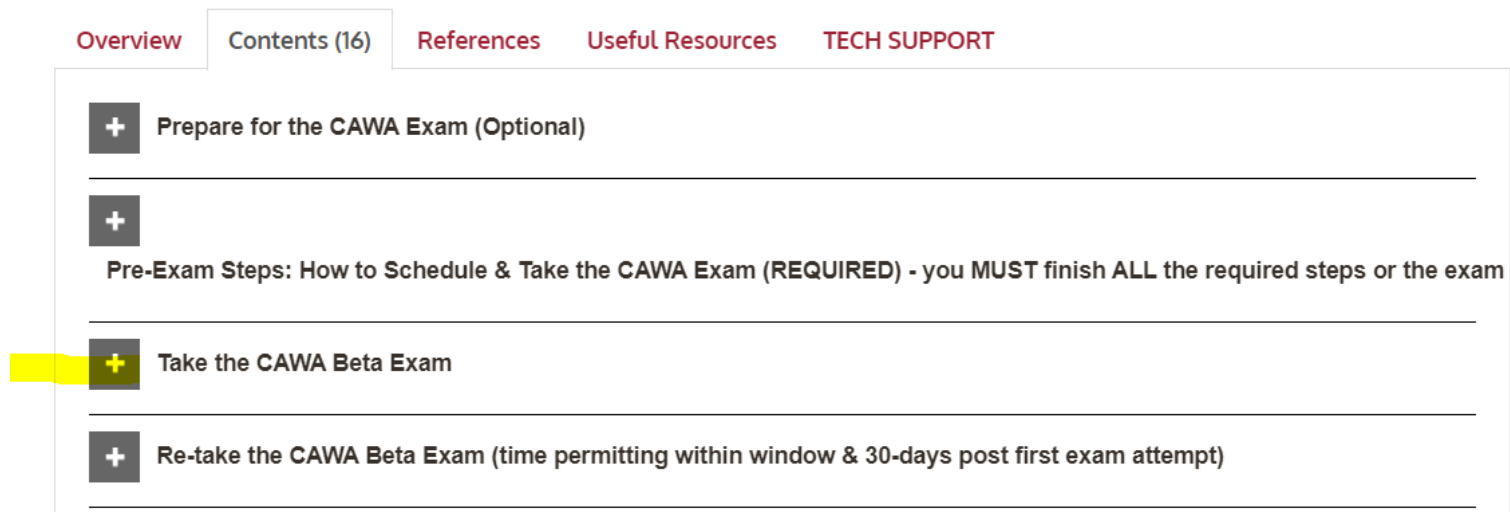
Active Exams	Testing Center Information	Date & Time	Type	Status	Actions
CAWA Exam - 002 Retake The Association for Animal Welfare Advancement	Online		Live+	Pending	4 Check your exam rules 5 Schedule

Prepare Yourself: Before Your Exam Appointment

B. On The Learning Center



1. Go to The Learning Center <https://learning.theaawa.org>
2. If you are not logged in, go to <https://theaawa.org/> and log in there. (Use the reset password button if needed). Then go to <https://learning.theaawa.org>.
3. Write down your login information so you have it handy on exam day.
4. Go to <https://learning.theaawa.org/p/cawa-beta-exam-pkg> and scroll down to **Take the CAWA Beta Exam** (click on +).



Does the Take the CAWA Exam screen look like this?

If so, your Proctor will be able to enter a verification code, and you will be able to take the exam during your appointment.

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Take the CAWA Exam

Click to view/collapse more

→

 **Exam Unlock Code for Proctor Use Only (If this is grayed out student must click above on Action: Schedule Your Proctored Exam)**

Enter code to continue.

Your Exam Proctor will enter the verification code for you once you've logged into your account and entered the exam room. If the unlock code area is still grayed out, the student needs to click above on Action: Schedule Your Proctored Exam and then accept the terms.



→ Submit Verification Code

Does the Take the CAWA Beta Exam screen look like this?

If so, your Pre-Exam Steps are not completed. See next page for details...



Take the CAWA Beta Exam





 Exam Unlock Code for Proctor Use Only (If this is grayed out candidate must click above on Action: Schedule Y...
Enter code to continue.





CAWA Beta Exam
100 Questions | 1 attempt | 120 minute limit | 99/100 points to pass

INCOMPLETE – Exam will not unlock

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Pre-Exam Steps: How to Schedule & Take the CAWA Exam (REQUIRED) - you MUST finish ALL the required steps or the exam will NOT open for you and your proctor!!!



What to Expect During an Online Proctored Exam: Video (REQUIRED)

Recorded 12/22/2022



Pre-Exam: How to Get Ready for Your Proctored Exam (REQUIRED)

Select the "Review the Pre-Exam Article" button to begin.



ProctorU Equipment Requirements (REQUIRED)

Select the "View Best Practices" button to begin.



Test Your Equipment (REQUIRED)

Select the "Test your equipment ASAP" button to begin.



LOOK AT ME!!!!!! (REQUIRED)

Open to download resource.



ProctorU Live + Readiness Quiz (optional)

9 Questions | Unlimited attempts | 8/9 points to pass



Action: Schedule Your Proctored Exam

How to Schedule my Exam

**You must
complete all
these items for
the exam to be
unlocked by the
proctor on exam
day.**

COMPLETE – Exam will unlock



Pre-Exam Steps: How to Schedule & Take the CAWA Exam (REQUIRED) - you MUST finish ALL the required steps or the exam will NOT open for you and your proctor!!!



 **What to Expect During an Online Proctored Exam: Video (REQUIRED)**

Recorded 12/22/2022



 **Pre-Exam: How to Get Ready for Your Proctored Exam (REQUIRED)**

Select the "Review the Pre-Exam Article" button to begin.



 **ProctorU Equipment Requirements (REQUIRED)**

Select the "View Best Practices" button to begin.



 **Test Your Equipment (REQUIRED)**

Select the "Test your equipment ASAP" button to begin.



 **LOOK AT ME!!!!!! (REQUIRED)**

Open to download resource.



 **ProctorU Live + Readiness Quiz (optional)**

9 Questions | Unlimited attempts | 8/9 points to pass



 **Action: Schedule Your Proctored Exam**

How to Schedule my Exam

On the Day of Your CAWA Exam Appointment:

1. **BEFORE YOUR APPOINTMENT**, make sure you are still logged into The Learning Center <https://learning.theaawa.org> (uses the same login for TheAAWA.org. You might need log back in on <https://theaawa.org/> first.)



2. During your appointment, the proctor will take you to <https://learning.theaawa.org/p/cawa-beta-exam-pkg> and will navigate to **Take the CAWA Beta Exam** (click on +). *The proctor has this url in the exam notes.*

