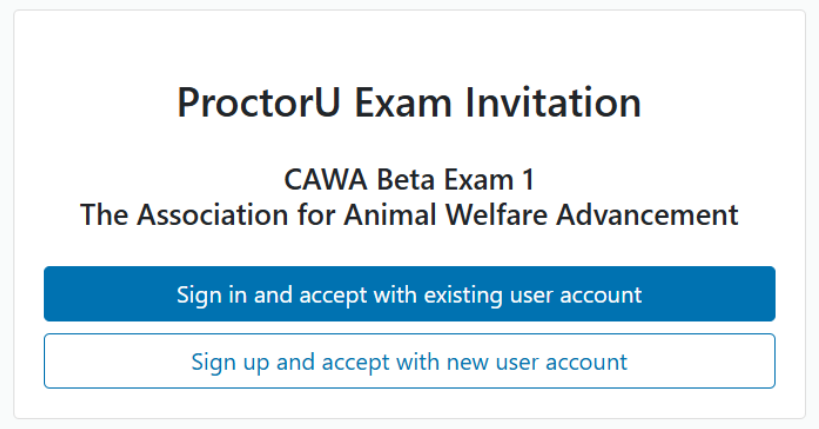
How to Schedule Your CAWA Exam Appointment in ProctorU

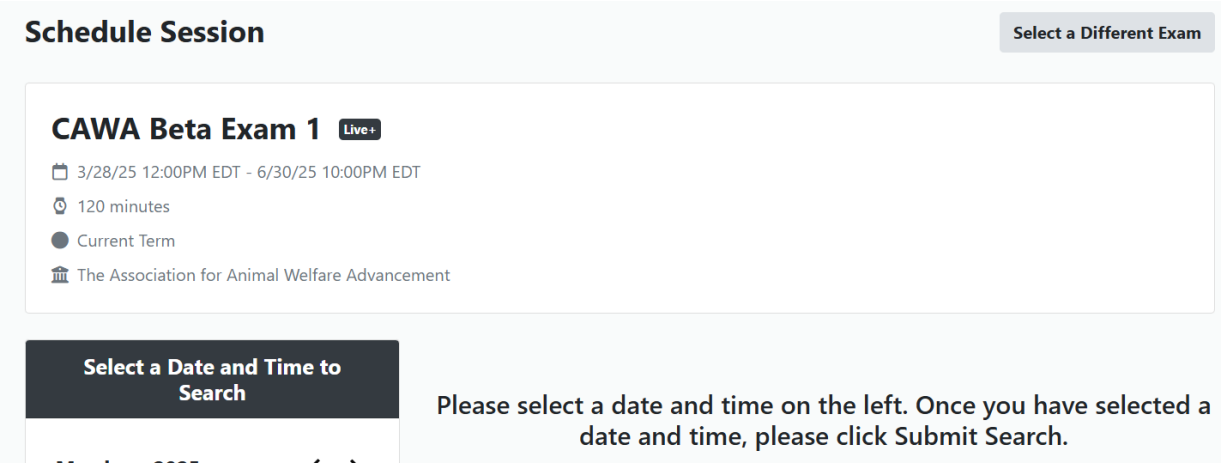
1. See email from Valerie Sheppard sent after you paid for the CAWA Prep Package.
   Click on the link she provided to create an account with ProctorU.
   Warning: links from ProctorU emails might not work.

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.

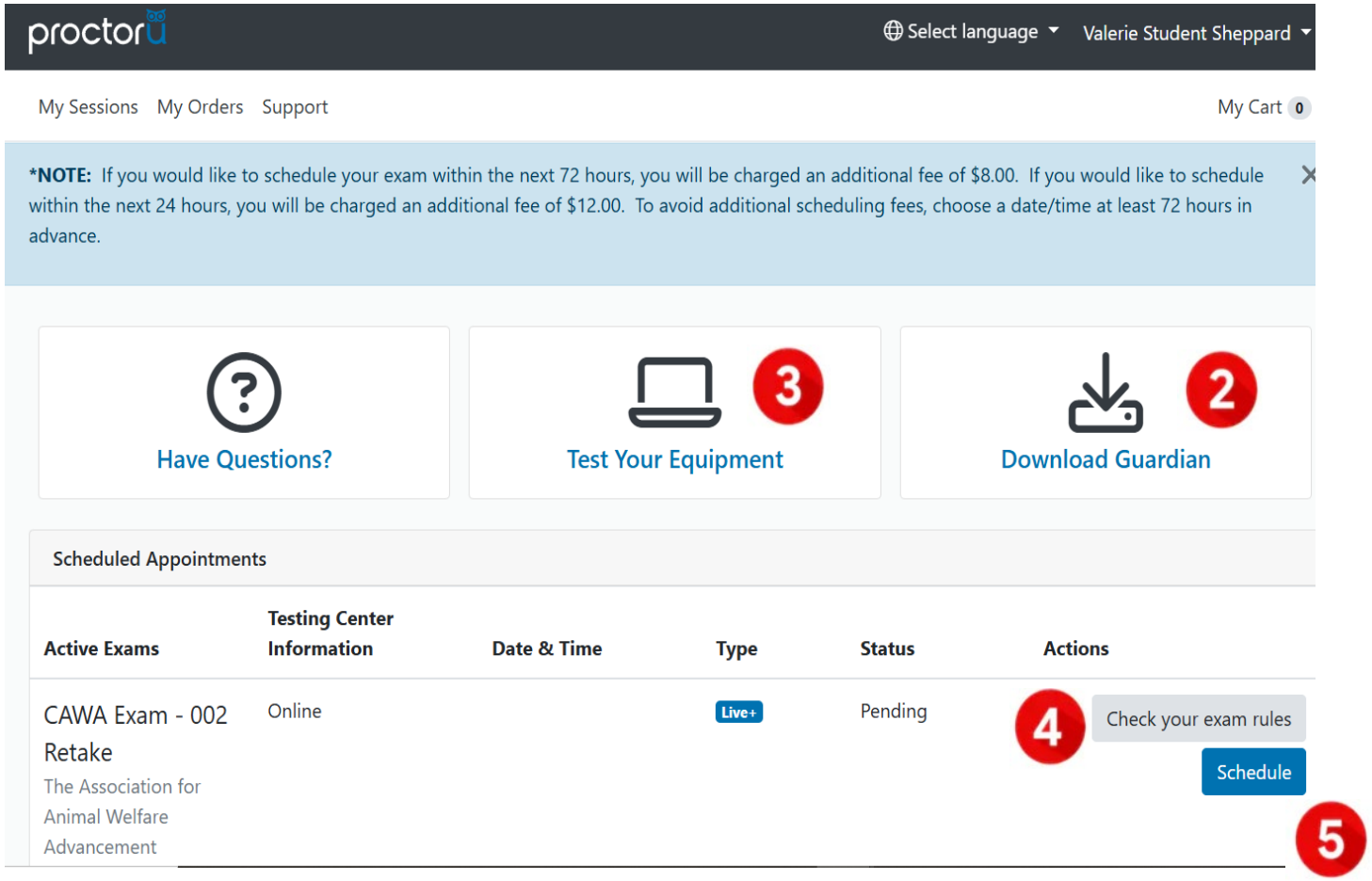
4. Schedule your exam appointment.



Prepare Yourself: Before Your Exam Appointment

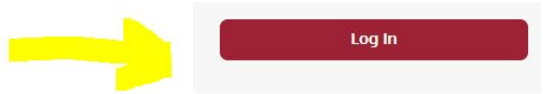
A. On ProctorU's site

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.



Prepare Yourself: Before Your Exam Appointment

B. On The Learning Center

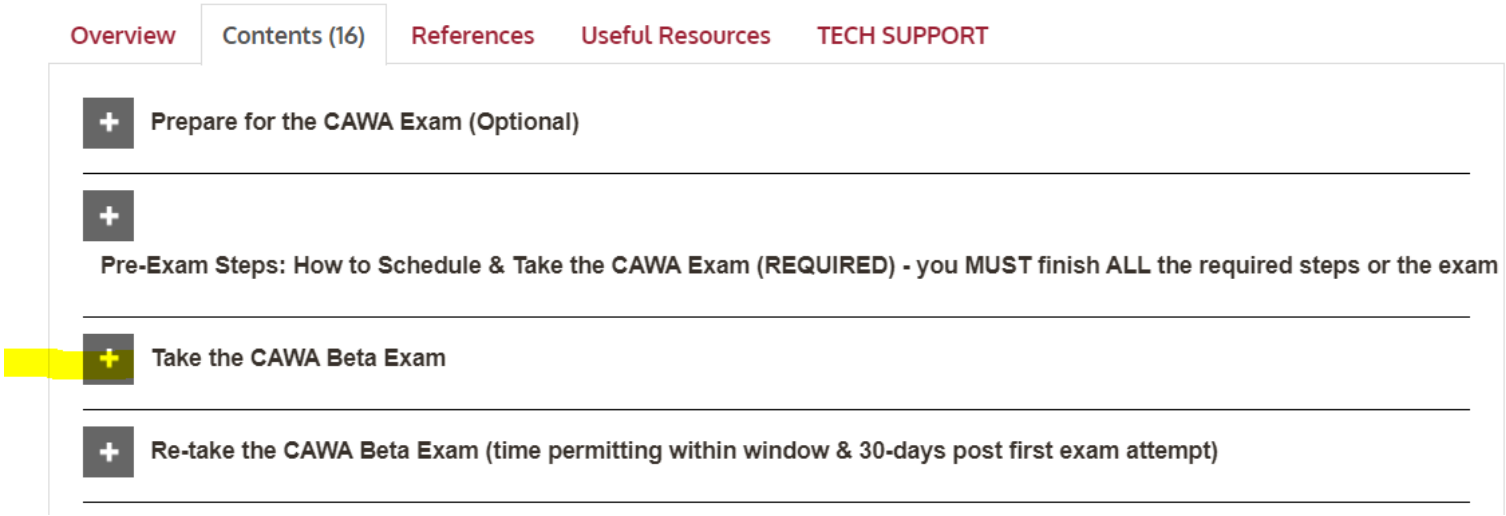


1. Go to The Learning Center https://learning.theaawa.org

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.

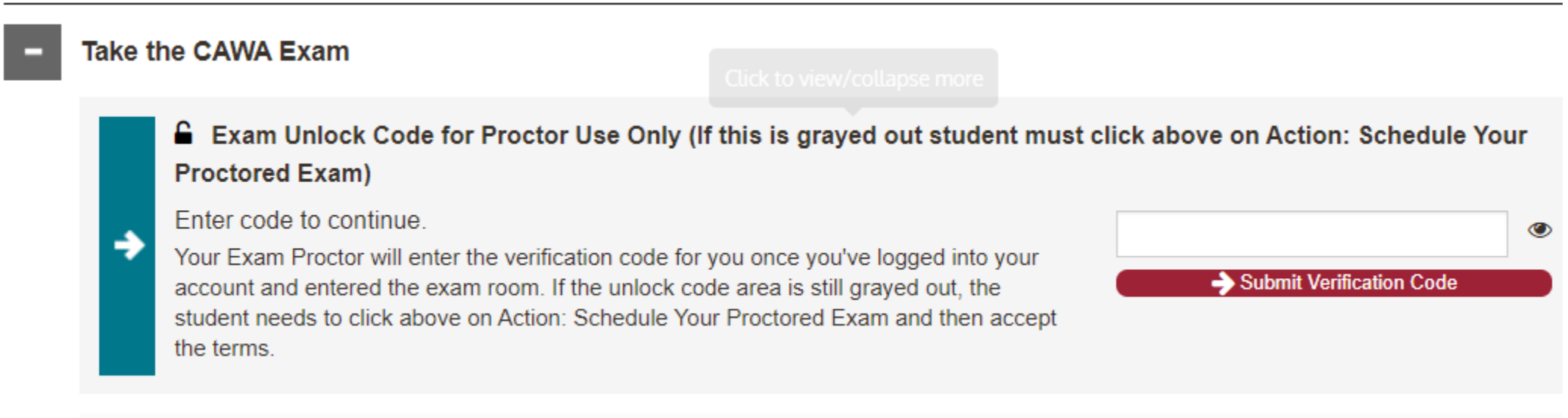
3. Write down your login information so you have it handy on exam day.

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.



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…



INCOMPLETE – Exam will not 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

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.*

