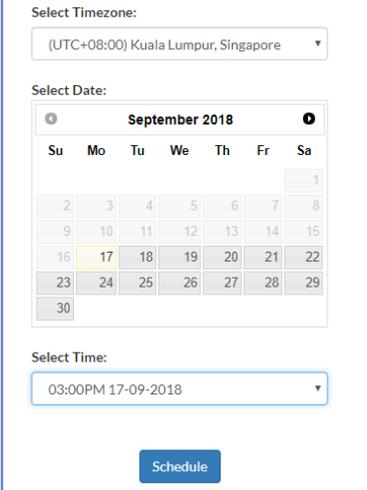# How to schedule an ICC Academy Examination.

To complete the programme, you will need to pass a final assessment proctored over an internet connection. You can now complete the assessment at your convenience ensuring the integrity of the examination. Upon passing the examination, you will be issued an accredited certificate for the program.

Please note that the passing mark is 70%.

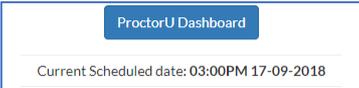## Reserving a session to complete the final assessment is easy:

1. In the Final Exam page of your programme, select a date and time from the calendar. Please make sure you select the correct time zone.

2. Exams scheduled within 72 hours will incur in an express fee. After selecting date and time, proceed to your **ProctorU Dashboard** and complete the payment. **Please note: the booking is not confirmed until payment (if required) is complete**. In the check-out page, make sure you remove unnecessary items and pay for the booked date only.

3. If your scheduled exam does not require payment, simply click the **Schedule** button. Once booking is confirmed, you will receive an e-mail confirmation and your current scheduled date will appear on top of the calendar.

4. At least three days before your exam, visit your **ProctorU Dashboard** and test your equipment.

5. On the exam day, visit your **ProctorU Dashboard** and launch the exam. You will be asked to download a light plugin to allow your proctor to connect with you. Please note: an official or governmental ID in English is required for verification purposes on the day of the exam.

Notes:

-   Rescheduling: if you need to reschedule, you can do it directly via the calendar in your Final Exam Page.

-   **Important! Exams scheduled for the same day of account expiry might be unavailable depending on the user's time zone. Users are required to please book in advance and take the final exam at least three days before the expiry of the online account.**