AAHAM Certification Testing through Proctor U

AAHAM certification exams are now open for registration with our online proctoring partner, ProctorU. This provides a convenient testing option especially for examinees that are not able to easily connect with an in person proctor locally for their exam.

ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home or at work. A strong emphasis on proctoring integrity is enforced by Proctor U. The following link goes into more detail on how their system works.

https://www.proctoru.com/services/live-online-proctoring

ProctorU is available 24/7 and test takers can register to take their exam on any date within an AAHAM exam testing period.

The test takers are responsible for setting up their account and reservation with Proctor U, as well as paying Proctor U for their service. The rates are based on the length of the exam as outlined below.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>60 minutes or less</td>
<td>$17.00</td>
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<tr>
<td>61 - 120 minutes</td>
<td>$25.00</td>
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<tr>
<td>121 - 181 minutes</td>
<td>$33.00</td>
</tr>
<tr>
<td>181 - 240 minutes</td>
<td>$41.00</td>
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<tr>
<td>Each Additional Hour</td>
<td>$12.00</td>
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In order to use ProctorU, test takers will need a high-speed internet connection, a webcam (internal or external), a Windows or Mac Operating System, and a government issued photo id. ProctorU recommends that you visit https://test-it-out.proctoru.com/ prior to your proctoring session to test your equipment.

Please contact certification@aaham.org with any questions.
Thank you for your interest in taking your AAHAM certification exam through our online proctoring partner Proctor U. The step-by-step instructions are included below with screenshots of the registration process. It is important to note that you will need to schedule your proctoring session at least 72 hours in advance to avoid any on-demand scheduling fees.

Instructions to schedule create your ProctorU account, schedule, and how to pay for your upcoming exam session:

The first step is to create your account at https://go.proctoru.com/students/users/new?institution=1944 - Please note that Google Chrome is the recommended web browser to use when registering your account and testing with Proctor U. If you have an existing Proctor U account you don't need to create a new one, you can use your existing account to make a reservation using the link above.

This takes you to the page where you create your account: It is important to keep track of your Proctor U username and password since AAHAM will not have access to those details.
Once you have completed your account profile, you’ll arrive at this page where you can click on “Schedule New Session” at the top right.

You will then be asked to confirm your institution (AAHAM), select a term (Open Term), and select your exam type. Then click on the Find Sessions button.

A calendar view is then presented where you can select a date and time that works for you in the specified testing period on your exam confirmation. Once you have chosen your date and time hit the Select button.
You are then prompted to confirm your reservation and proceed to checkout.

This takes you to your cart, where you click the blue “Proceed to Payment” button.
On arriving on the checkout screen, you can complete the checkout process. You will receive an email confirmation of your schedule, shortly after your checkout.

In order to use ProctorU, you will need a high-speed internet connection, a webcam (internal or external), a windows or apple Operating System, and a government-issued photo id. ProctorU recommends that you visit https://test-it-out.proctoru.com/ prior to your proctoring session to test your equipment. We recommend you click on the button that says “connect to a live person” to fully test out your equipment. Please make sure that you are using the current version of your browser and have downloaded the ProctorU extension available at http://bit.ly/proctoruchrome or https://www.proctoru.com/firefox.

Additionally, please visit and review the test-taker resource center here. You should expect the startup process with the proctor to take about 10-15 minutes. However, this time will not affect your exam time. Please feel free to direct any questions to the student support team via the live chat within your account.