ProScheduler Scheduling Experience

ASQ is planning to add Remotely Proctored Exams (ProProctor) to their testing platform on ProScheduler. Scheduling will open on May 18, 2020.

Please see the upgraded candidate experience through the below screenshots that outline the scheduling process.

To schedule:
1. Navigate to Prometric.com

2. Enter ASQ into the orange Test sponsor field, click Go
3. Select **American Society For Quality (ASQ)** from the list

**American Society For Quality (ASQ)**

IMPORTANT NOTES You can reschedule or cancel your exam at any time, as long as you do so more than five full calendar days before your scheduled exam appointment. However, because of limited seating capacity at Prometric ...

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4. Determine if you would like to take your exam in a Test Center or a Remotely Proctored Exam and select **Schedule** under the Actions section on the left hand side of the page.
5. Read through the Candidate Information Bulletin presented. Click on the next arrow when ready to move to the next step.

**Schedule Appointment**

*How to Become Eligible*
You must have registered for your examination(s) with ASQ prior to scheduling your testing appointment at a Prometric Testing Center. Please carefully review the information contained in your Confirmation Notice. If any of the information is incorrect or if the information has changed, please contact ASQ at 800-248-1946, or via email at help@asq.org.

*Testing Accommodations*
If you require any testing accommodations, please contact ASQ at 800-248-1946, or via email at cert@asq.org.

*What to Bring to the Testing Center*
You will be required to present one valid, government-issued photo ID with a signature (e.g., driver’s license or passport). Your name on the ID must match the name on your scheduling notification. No expired ID’s will be accepted. If you are testing outside of your country of citizenship, you must present a valid passport. If you are testing within your country of citizenship, you must present either a valid passport, driver’s license, national ID or military ID. All other personal items must be locked in a locker for test security purposes, so please limit what you bring to the testing center.

*What Time to Arrive at the Testing Center*
Plan to arrive 10 minutes before the scheduled appointment to allow time for check-in procedures. If you are late in arriving, you will not be allowed to test and will forfeit your exam fee.

**Appointment Reschedule/Cancelation:** If you wish to change your exam appointment date or time, you must do so at least 5 days prior to your appointment using the Reschedule/Cancel option on Prometric’s website, or by contacting Prometric’s automated voice response system at 800-369-5949 (in North America) or Prometric’s Regional Registration Center (outside North America) the website is available 24 hours a day, 7 days a week. There is a $70 fee for changing an appointment. No...

6. Read through the Policy Notice. When complete, check the appropriate checkboxes, and click on the next arrow.

**Schedule Appointment**

*Policy Notice*

**PERSONAL DATA PRIVACY DISCLOSURE & CONSENT**
At Prometric’s protection of your personal data and information, and making sure you understand how and why it is processed, is of paramount importance to us. As a data processor for your test sponsor, Prometric processes your personal information only for the purposes of registering and scheduling you for a test, administering that test, and processing the results. At no time will your personal information be used by Prometric for any other purpose without your permission. Your personal information, including your last test results, will be provided to your test sponsor for the purposes of providing scores, certification, or other test-related services. The full Prometric Privacy Policy can be found at https://www.prometric.com/en-us/documents/PrometricPrivacyPolicy.pdf.

We may employ other companies and individuals to perform functions on our behalf. Our employees, agents and contractors who have access to personal data and information are required to protect the information in a manner that is consistent with the Prometric Privacy Policy and upholds the confidentiality of the information and the rights of data subjects, and we seek assurances from such third parties that they will provide the same level of privacy protection as Prometric requires of its employees and adheres to, including in regards to applicable data protection law. We do not transfer information to third parties who are not acting as Prometric’s agent or on Prometric’s...

7. Enter the **candidate ID number** provided by ASQ, along with the **first 4 characters** of your last name. Select Submit.
8. Use the radio button to select the exam you would like to schedule. If only one appears, the radio button will already be selected. Click the next arrow.

**FOR A TEST CENTER APPT:**

Enter an **Address, City OR Zip/Postal Code**, a **Start Date**, and **End date** (no longer than 2 weeks after the start date) to search for an appointment. Click the **next arrow**.

Various locations and available dates at those locations will appear.
Select the **date** and **time** at your preferred location by clicking on the options. Click the **next arrow** when you have selected the appointment you wish to book.

a) See More dates and times for a test center by selecting **More dates at this Test Center**

b) Sort by default Closest Test Center. Select the field and choose First Appointment Available to see that view.

c) Change location or date range using the navigation at the top.

*Proceed to step #9*

**FOR A REMOTELY PROCTORED APPT:**

Enter your correct Time Zone from the drop-down box and click on the next arrow.

![Testing Location Time Zone](image)

Choose your date and “find available times”. Select the time you would like to sit for your exam. Click the next arrow.

*Proceed to step #9*
9. **Verify** your details. Please ensure your First and Last Name match the name on the Identification you plan to present at the test center. Click the next arrow.

10. Verify your Personal, Appointment, and Payment details. Select **Complete Appointment**. Note: Your appointment is NOT confirmed until you select Complete Appointment. You will receive a confirmation email once complete.

11. You will receive an appointment Summary with your confirmation number and appointment details. This confirms your appointment. You can print this page or choose Confirmation or Receipt to receive an email confirmation or transaction appointment. Keep this confirmation number on hand, as it will be needed to make any changes to your appointment in the future. Click the X to close out of this page. (see below)
Appointment Summary

Your appointment request has been confirmed with the following confirmation number(s):
0000000089187312

A confirmation email has been sent to laura.pitt@prometric.com

Personal Details

Name:
Address:
Phone:
Email:

Appointment Details

PEC Baltimore - South Clinton Street on Mon, 12/03/2018 at 12:00 pm Status: Scheduled

Exam: Duration:

Total Duration: 4.00 hours

Payment Details

1. Exam:
Exam Fee:
Price:

$00.00