How to Schedule Tests

PURPOSE: To provide instructions on how Testers can schedule a test through their MyGED™ account.

❗ **IMPORTANT:** It is possible to take all 4 GED® tests in one day. However, this requires testing for approximately 8 hours and not all test centers have 8 hours available to test in a given day. So, you should consider taking one or two tests at a time.

Also, in order to schedule your tests, you must be able to make payment via credit card or with a voucher/promotion code.

- GED® accepts **Visa, MasterCard, and American Express** (you cannot schedule a test without paying for it).

Steps for Scheduling a Test

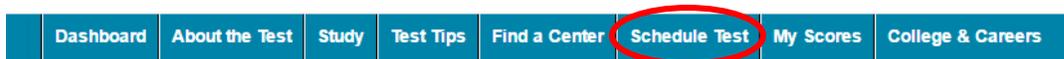1. Sign into your account and click on "**Schedule Test**" (See Figure 1).

| Dashboard | About the Test | Study | Test Tips | Find a Center | Schedule Test | My Scores | College & Careers |

Figure 1: "**Schedule Test**"

2. Select the language you would like to test in (See Figure 2).

Figure 2: The "**Select Exam Language**" Screen

3. Select the subjects you would like to test on a given day. Please note the duration of each subject and the price is listed on this screen (See Figure 3).
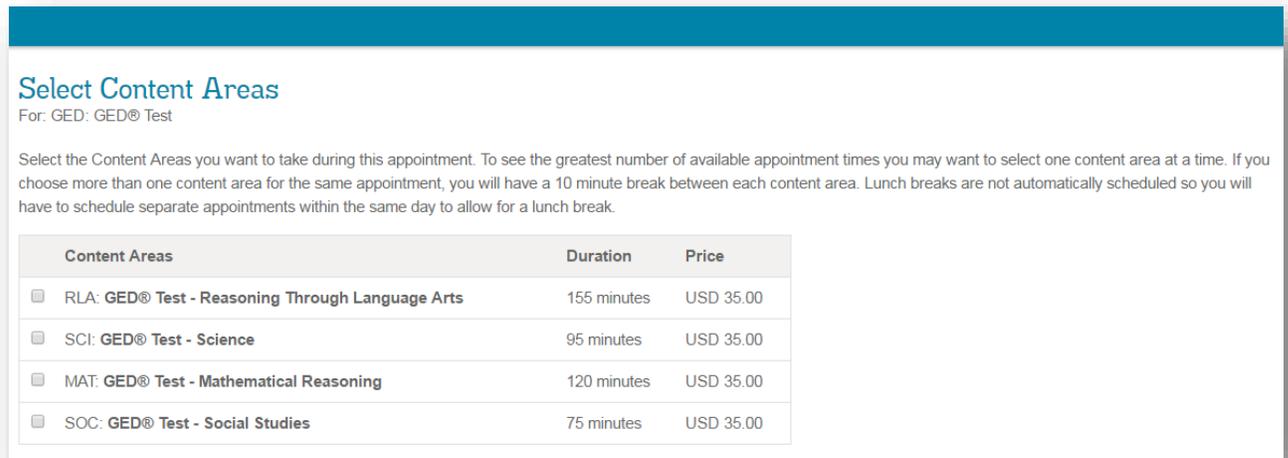

Select Content Areas
For: GED: GED® Test

Select the Content Areas you want to take during this appointment. To see the greatest number of available appointment times you may want to select one content area at a time. If you choose more than one content area for the same appointment, you will have a 10 minute break between each content area. Lunch breaks are not automatically scheduled so you will have to schedule separate appointments within the same day to allow for a lunch break.

Content Areas	Duration	Price
☐ RLA: **GED® Test - Reasoning Through Language Arts**	155 minutes	USD 35.00
☐ SCI: **GED® Test - Science**	95 minutes	USD 35.00
☐ MAT: **GED® Test - Mathematical Reasoning**	120 minutes	USD 35.00
☐ SOC: **GED® Test - Social Studies**	75 minutes	USD 35.00

Figure 3: The "**Select Content Areas**" Screen

> **NOTE:** If you choose more than one content area for the same appointment, you will have a 10 minute break between each content area. Lunch breaks are not automatically scheduled so you will have to schedule separate appointments within the same day to allow for a lunch break.

4. Find test centers near you by entering your zip code. Then, select the test center you would like to test at by clicking in the box to the left of the test center's name and address (See Figure 4.1-4.2).

Test Center Search

Exam Selection: GED: GED® Test | Language: English
Content Areas: GED® Test - Science

Change Exam

Find test centers near: [1206 La Salle Ave. #76, Seaside, California, 93955, United States] Search

e.g., "5601 Green Valley Drive, Bloomington, MN" or "Paris, France" or "55437"

MILITARY COMMUNITY looking for on-base, DANTES, test centers, please click here.

You can select **up to three** test centers to compare availability.

Test Center	Distance* Show km	Directions
1 Monterey Adult School 200 Coe Avenue GED Testing Center Seaside, California 93955 United States	0.9 mi	Get Directions
2 Salinas Union High School District -Salinas Ed Ctr 20 Sherwood Place Salinas, California 93906 United States	11.8 mi	Get Directions
3 Pajaro Valley USD-WatsonvilleAptos Adult Education 294 Green Valley Road Watsonville, California 95076 United States	22.6 mi	Get Directions
4 Silicon Valley Adult Education 760 Hillsdale Ave Room 10 San Jose, California 95136 United States	45.6 mi	Get Directions

Next

4.1: Zip Code

4.2: Click on box

Figure 4: The "**Test Center Search**" Screen

5. Choose an appointment date by clicking on one of the available dates that work for you. If you would like to view what appointment availability looks like more than two months from now click on the arrow in the top right hand corner of the calendar to navigate to upcoming months (See Figure 5).
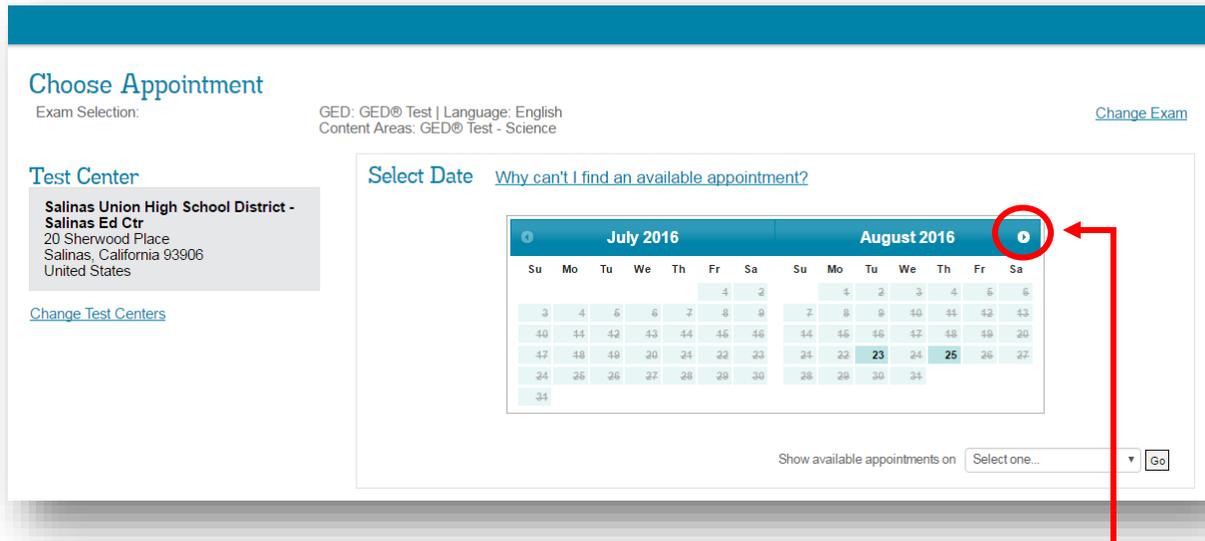
Figure 5: The "**Choose Appointment"** Screen

6. Take a look at the available start times and click on the time you would like to begin your test (Figure 6).
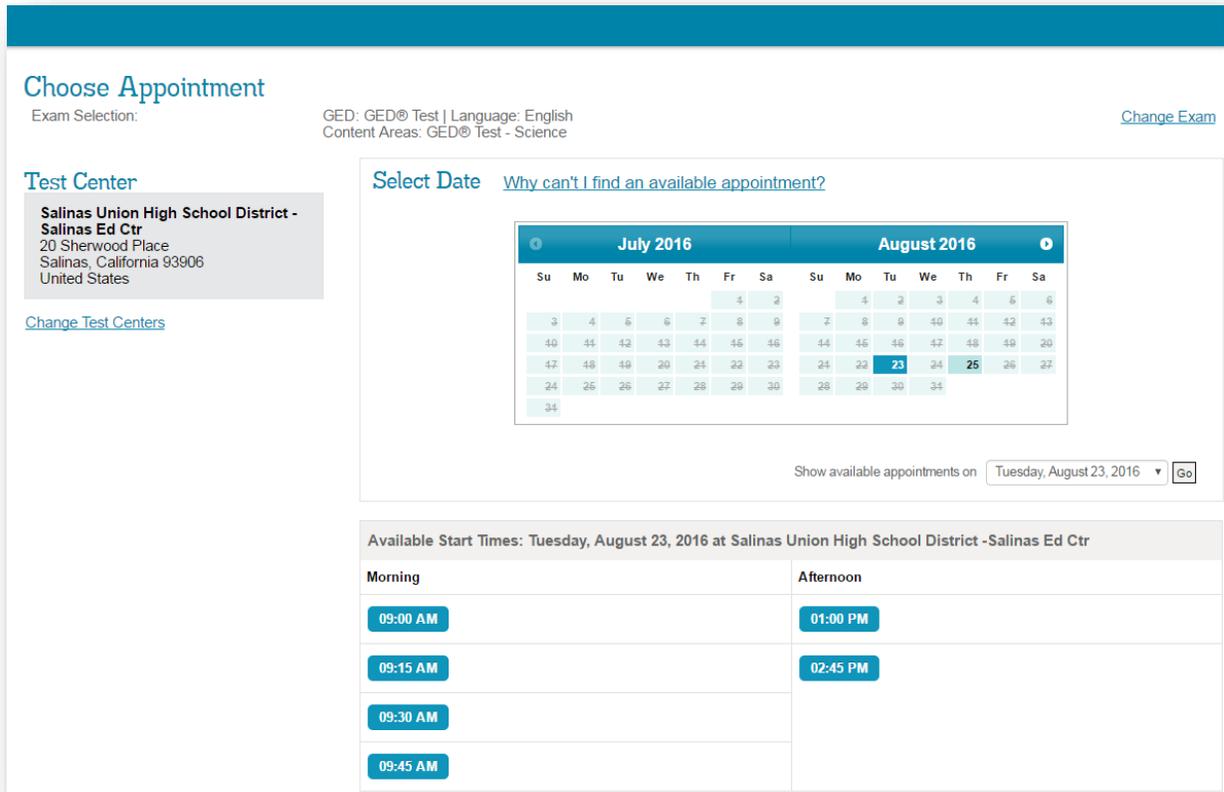
Figure 6: The "**Choose Appointment**" Screen

7. Review your order paying close attention to the subject and language you selected, as well as the appointment date, time, and the location. If you would like to schedule another test, click on "**Add Another**" (Figure 7.1). If you would like to finalize your appointment, click on "**Proceed to Checkout**" (See Figure 7.2).
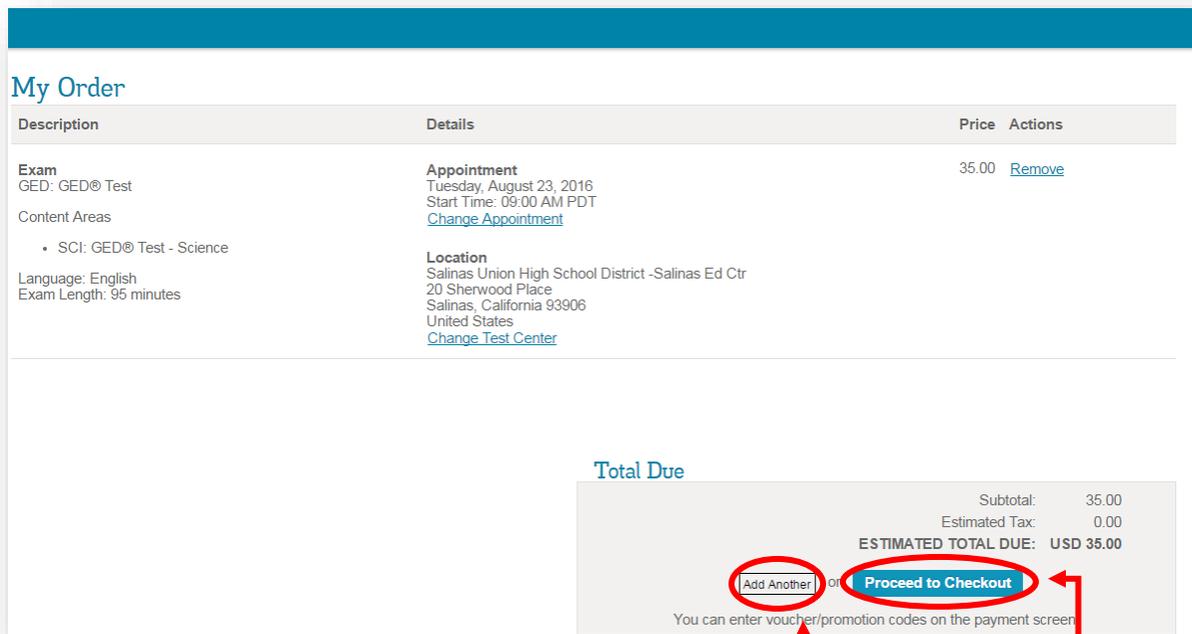
My Order			
Description	**Details**	**Price**	**Actions**
Exam GED: GED® Test Content Areas • SCI: GED® Test - Science Language: English Exam Length: 95 minutes	**Appointment** Tuesday, August 23, 2016 Start Time: 09:00 AM PDT Change Appointment **Location** Salinas Union High School District -Salinas Ed Ctr 20 Sherwood Place Salinas, California 93906 United States Change Test Center	35.00	Remove

Total Due

Subtotal:	35.00
Estimated Tax:	0.00
ESTIMATED TOTAL DUE:	**USD 35.00**

Add Another or Proceed to Checkout

You can enter voucher/promotion codes on the payment screen

Figure 7.1: "**Add Another**"

Figure 7.2: "**Proceed to Checkout**"

Figure 7: The "**My Order**" Screen

> **NOTE:** You can change your appointment and test center by clicking on the "**Change Appointment**" and "**Change Test Center**" links.

Checkout Process

8. Confirm personal information. If your name is listed correctly, click on the "**Next**" button. The name on your government issued ID must match the name in your account. If the name on your ID is different from the name you have in your account, you need to contact the Customer Support Center. (See Figure 8).
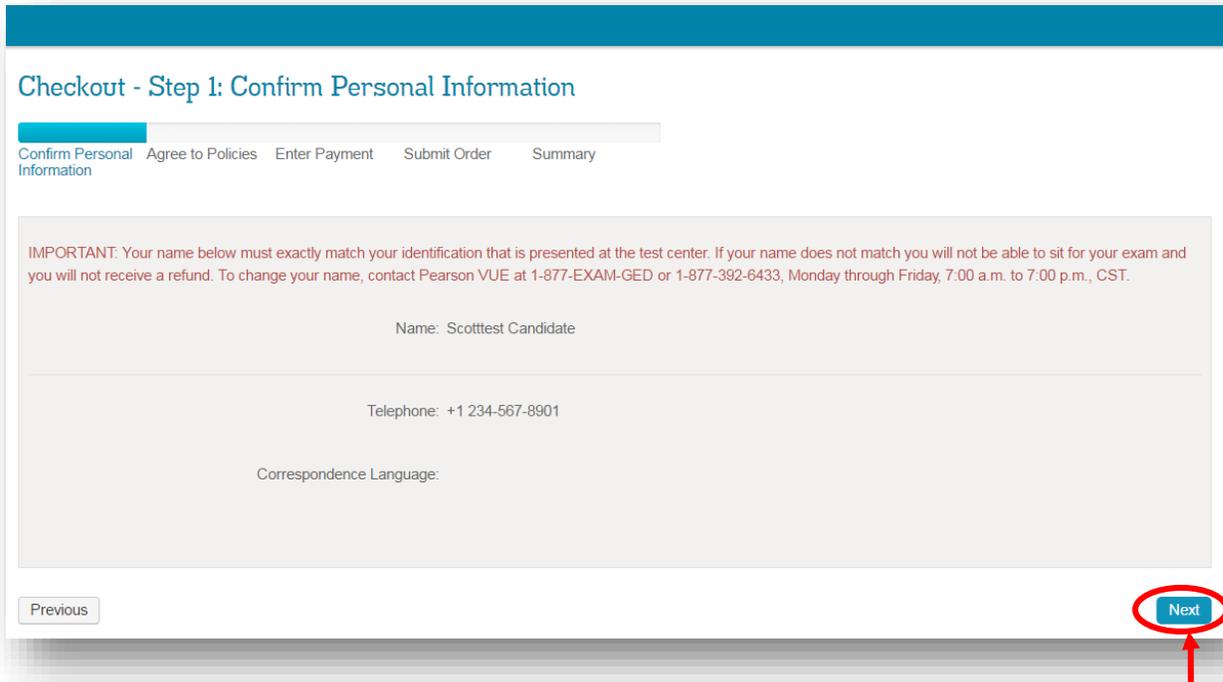
Figure 8: The "**Confirm Personal Information**" Screen

> ![note icon] **NOTE:** If your name on your account does not match your government issued ID, you won't be able to sit for your exam and you will not receive a refund. You can edit your name by calling **1-877-392-6433, Monday through Friday, 7:00 a.m. to 7:00 p.m., CST.**

9. Please read the Admission, Reschedule and Cancellation policies and then click on the "**I have read and agree to the GED Testing Service policies listed above**" box (Figure 9.1). Then, click on the "**Next**" button (See Figure 9.2).

Figure 9.1: Check Box

Figure 9.2: "**Next**"

Figure 9: The "**Agree to Policies**" Screen

NOTE: If you wish to reschedule or cancel your test, you must contact the GED® Customer Support Center **24 hours (one full business day) prior** to your scheduled appointment at **1- 877-392-6433**. Rescheduling less than 24 hours (one full business day) prior to your appointment will result in forfeiting your test fees. Our hours of business are **7:00am central time to 7:00pm central time, Monday through Friday.**

10a. If you are paying by credit card you will need to first enter information in all fields listed in the "**Card Details**" section (10.1) If you have a voucher number or promotion code, enter the number or code and click on "**Apply**" (10.2). (See Figure 10a).

Figure 10.1: "**Card Details**"

Figure 10.2: "**Apply**"

Figure 10a: The "**Enter Payment**" Screen

10b. Enter the billing address and click on the "**Next**" button (See Figure 10b).

Figure 10b: Billing Address
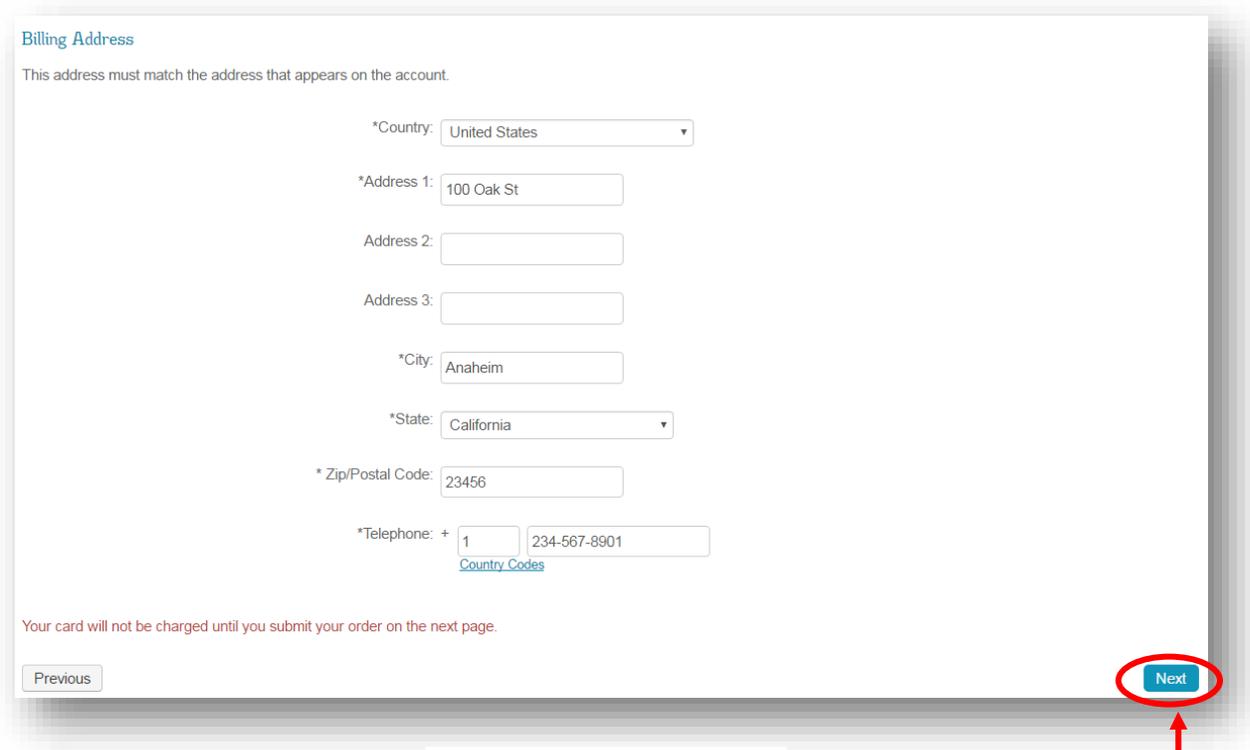
> 📄 **NOTE:**   This address must match the address that appears on the account.

10c. Submit Order – Review order details and click on "**Submit Order**" if you don't need to make any changes to your order (See Figure 10c).

Figure 10c: "**Submit Order**"

11. **Summary** –Your order has been finalized! You will see a summary of your order and you can print a copy for your records by clicking on the "**Print Summary**" button (See Figure 11).

Figure 11: "**Print Summary**"

📄 **NOTE:** This is not your official payment receipt. Your official payment receipt will be sent to the email address that you have provided.

❗ **IMPORTANT:** Additional Questions

If you have any questions about scheduling tests please contact our Customer Support Center at **1- 877-392-6433, Monday through Friday, 7:00 a.m. to 7:00 p.m., CST.**