How to Schedule Tests

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

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).

![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).

![Figure 3: The “Select Content Areas” Screen](image)

**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).
How to Schedule Tests

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).
6. Take a look at the available start times and click on the time you would like to begin your test (Figure 6).
How to Schedule Tests

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 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).
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).
How to Schedule Tests

Checkout - Step 2: Agree to Policies

GED Testing Service Policies

Admission Policy
We ask you to arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for your appointment you will be unable to test and you will not be reimbursed. You will be required to provide one or more valid forms of identification on the day of the test. The ID must be government-issued and non-expired. It must also include your name, address, date of birth, signature, and photograph. Your jurisdiction may require additional ID, proof of residence, or may have other requirements for testing. Prior to your testing appointment, it’s important for you to check your messages dropdown in the upper left hand corner on MyGED™. If you do not present proper ID or required information (per the jurisdiction policies) you will be turned away the day of testing and will lose your test payments. No personal items may be taken into the testing room. This includes, but is not limited to, bags, notes, phones, paper, watches, and wallets. You can, however, bring your own handheld TI-SVR Scientific Calculator for the Mathematics Reasoning, Science, and Social Studies tests. You will need to store the calculator for Part 1 of the Math test but the testing center staff will tell you where to do this and when you can get it for use on Part 2.

International Test-takers
If you are testing outside of the US and Canada, please refer to our International policies, which include ID requirements, at gedtesting.com/testers/international.

Language Policy
The GED® test is available in both English and Spanish, but not every jurisdiction accepts test scores in both languages. You should confirm your jurisdiction accepts your GED® test score in the language you’ve chosen. If your jurisdiction doesn’t accept the language you have chosen, you can cancel your test and schedule a new appointment for free. To check your local policy, log in to MyGED™ and view your messages. You don’t need to verify this information if you’re testing in English.

Reschedule Policy
If you wish to reschedule your test, you must contact Pearson VUE 24 hours (one full business day) prior to your scheduled appointment at 1-877-(EXAM-GED) 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 7:00 am central time to 7:00 pm central time, Monday through Friday.

Cancellation Policy
If you wish to cancel your test, you must contact Pearson VUE 24 hours (one full business day) prior to your scheduled appointment at 1-877-(EXAM-GED) 392-6433. Cancelling a test less than 24 hours (one full business day) prior to your appointment or missing your test will result in forfeiting your exam fees.

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 7:00 am central time to 7:00 pm 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).
How to Schedule Tests

Checkout - Step 3: Enter Payment

Order Total

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

Add Voucher or Promo Code

Voucher/Promotion Code: [Field]

Apply

Required information is marked with an asterisk (*).

Card Details

- We accept the following cards: American Express, MasterCard, Visa
- *Card Type: [Dropdown]
- *Card Number: [Field]
- (Do not include hyphens or spaces)
- *Expiration Date: 07/2018
- *Cardholder’s Name: [Field]
- (Name as it appears on card)
- *Security Code: [Field]

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).

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).
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).
How to Schedule Tests

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.