

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.

IMPORTANT:

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).

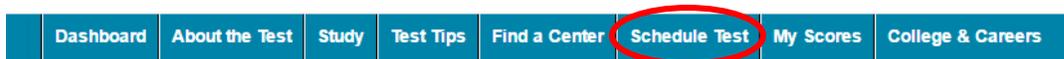


Figure 1: “**Schedule Test**”

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



Select Exam Language
For: GED: GED® Test

What is your preferred language for the exam?

English
 Spanish-Castilian

Previous

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).

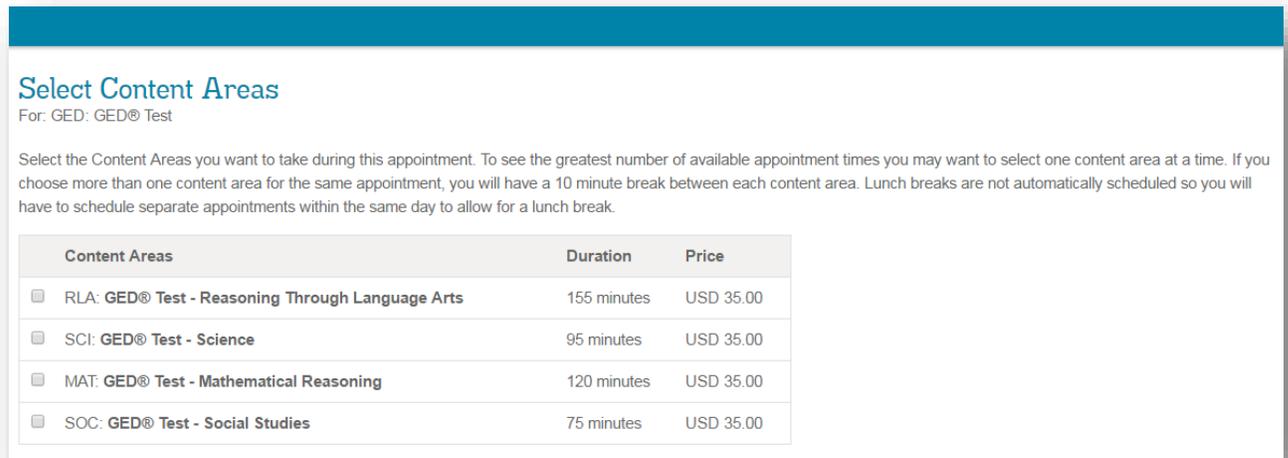


Figure 3: The “Select Content Areas” Screen

 **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:
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
<input type="checkbox"/> Monterey Adult School 200 Coe Avenue GED Testing Center Seaside, California 93955 United States	0.9 mi	Get Directions
<input checked="" type="checkbox"/> Salinas Union High School District - Salinas Ed Ctr 20 Sherwood Place Salinas, California 93906 United States	11.8 mi	Get Directions
<input type="checkbox"/> Pajaro Valley USD-WatsonvilleAptos Adult Education 294 Green Valley Road Watsonville, California 95076 United States	22.6 mi	Get Directions
<input type="checkbox"/> 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).

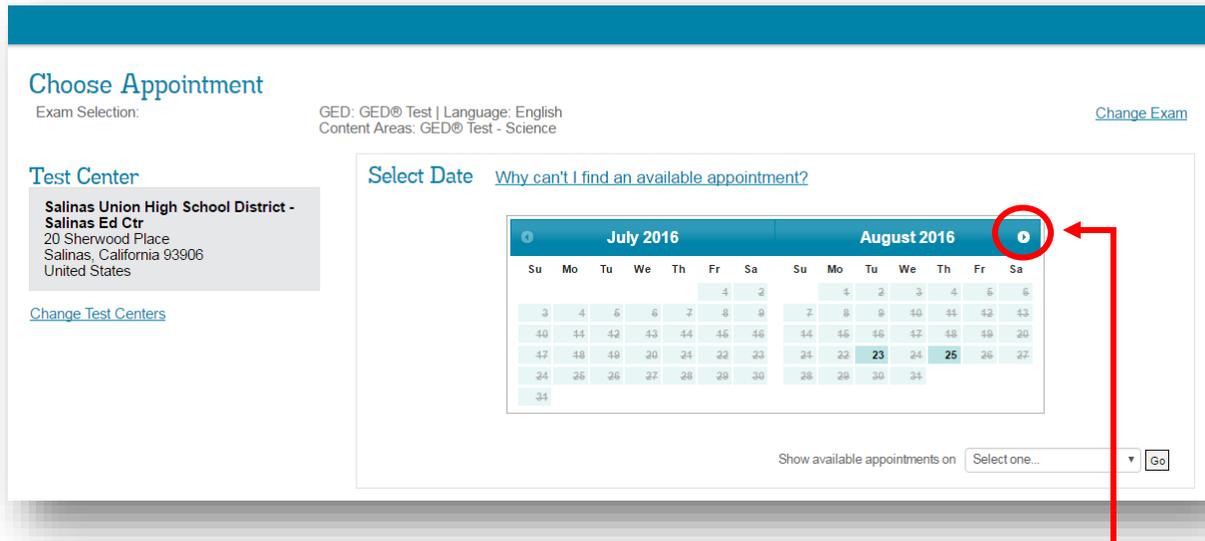


Figure 5: The “Choose Appointment” Screen

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

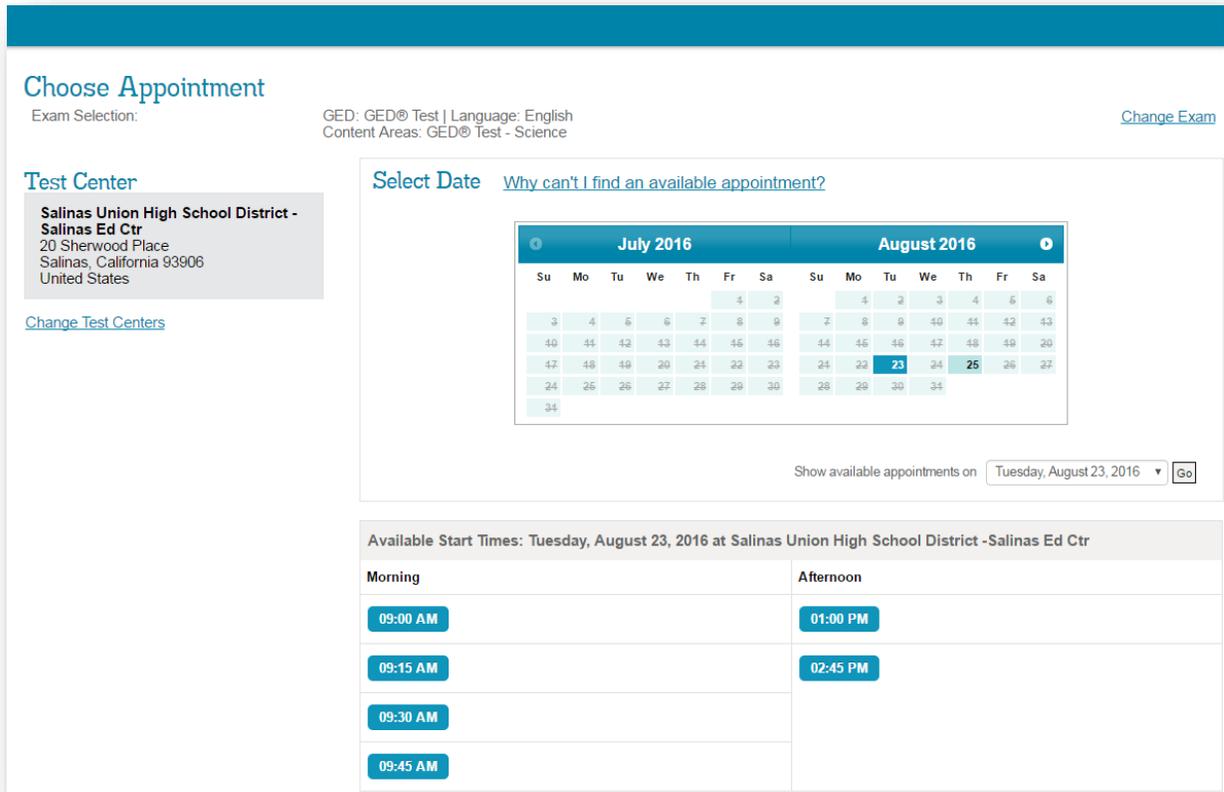
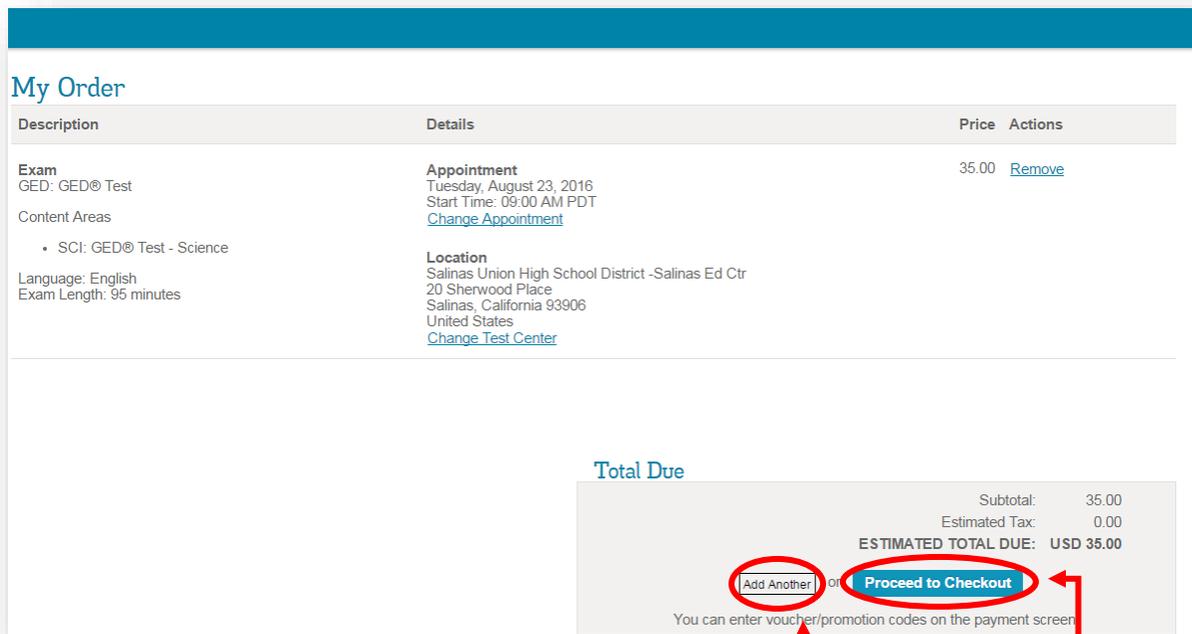


Figure 6: The “Choose Appointment” Screen

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 <ul style="list-style-type: none"> • 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).

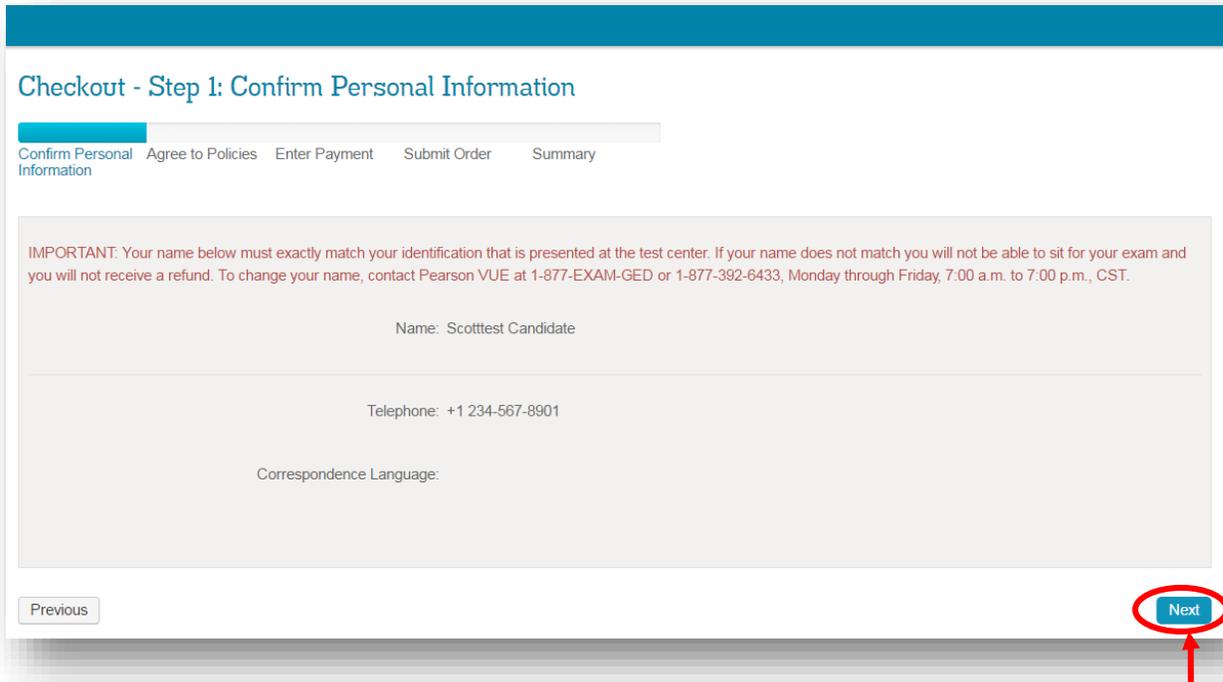


Figure 8: The “Confirm Personal Information” Screen



NOTE: 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).

Checkout - Step 2: Agree to Policies

Confirm Personal Information **Agree to Policies** Enter Payment Submit Order Summary

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, pagers, watches and wallets. You can, however, bring your own handheld TI-30XS Multiview Scientific Calculator for the Mathematical 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 www.gedtestingservice.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 7:00am central time to 7:00pm 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.

I have read and agree to the GED Testing Service policies listed above.

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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).

Checkout - Step 3: Enter Payment

Confirm Personal Information | **Agree to Policies** | Enter Payment | Submit Order | Summary

Order Total

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

Add Voucher or Promo Code [What is this?](#)

Voucher/Promotion Code: **Apply**

Required information is marked with an asterisk ().*

Card Details

We accept the following cards:   

*Card Type:

*Card Number:
(Do not include hyphens or spaces)

*Expiration Date:

*Cardholder's Name:
(Name as it appears on card)

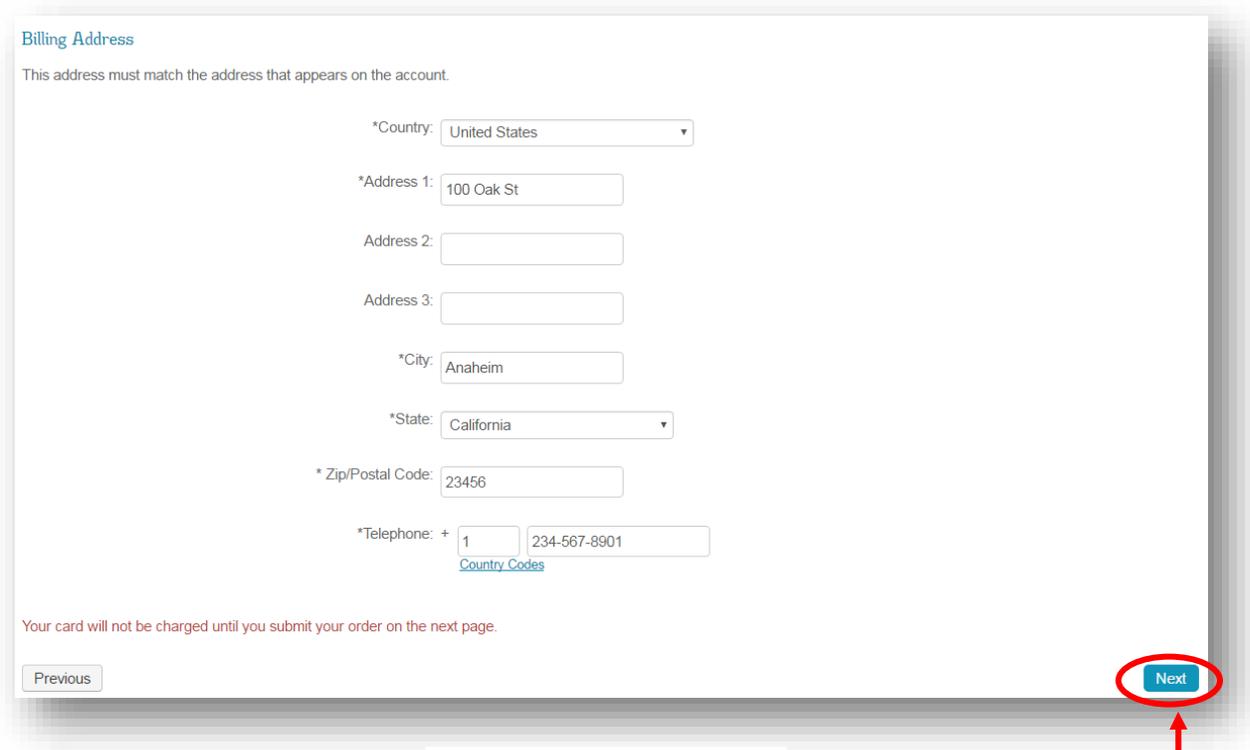
*Security Code: [What is this?](#)

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).



Billing Address

This address must match the address that appears on the account.

*Country: United States

*Address 1: 100 Oak St

Address 2:

Address 3:

*City: Anaheim

*State: California

* Zip/Postal Code: 23456

*Telephone: + 1 234-567-8901
[Country Codes](#)

Your card will not be charged until you submit your order on the next page.

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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).

Checkout - Step 4: Submit Order

Confirm Personal Information | Agree to Policies | Enter Payment | **Submit Order** | Summary

Your order is **NOT** complete until you click the **“Submit Order”** button.

Confirm Order Details

Description	Details	Price
Exam GED: GED® Test Content Areas <ul style="list-style-type: none"> • SCI: GED® Test - Science Language: English Exam Length: 95 minutes	Appointment Tuesday, August 23, 2016 Start Time: 09:00 AM PDT Location Salinas Union High School District -Salinas Ed Ctr 20 Sherwood Place Salinas, California 93906 United States	35.00

Payment Details

Exams for Name: Scotttest Candidate GED ID: 20150409-2013-7239	Order Total Subtotal: 35.00 Tax: 0.00 Voucher: -35.00 <i>GEDTS 2014 - 100% PUR Customer Service Voucher for Single Use (PVUE Liable)</i> <hr/> TOTAL DUE: USD 0.00 USD 0.00
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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).

Checkout - Step 5: Summary

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | **Summary**

 An email confirmation has been sent to: scott2345@ged.com

 [Print Summary](#)

Exam Details

Description	Details	Order Information	Price
Exam GED: GED® Test Content Areas <ul style="list-style-type: none"> • SCI: GED® Test - Science Language: English Exam Length: 95 minutes	Appointment Tuesday, August 23, 2016 Start Time: 09:00 AM PDT Location Salinas Union High School District -Salinas Ed Ctr Get Directions	Order Number/Invoice 0032-7284-3688 Registration ID 302507406 Status Scheduled	35.00

Payment Details

Exams for	Order Total
Name: Scotttest Candidate	Subtotal: 35.00
GED ID: 20150409-2013-7239	Tax: 0.00
	Voucher: -35.00 <i>GEDTS 2014 - 100% PUR Customer Service Voucher for Single Use (PVUE Liable)</i>
	TOTAL PAID: USD 0.00

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.**