

# Examinee Instructions for Virtual TASC Test Scheduling

After you have self-registered or have been registered by a TC at a test center, the next step is to schedule the TASC Test.

## LOGIN

Log into the Online Registration and Scheduling System using your self-created log in credentials and check the box to accept DRC's Terms and Conditions.

Once logged in, Your Upcoming Tests will be listed (if available) along with your registration details.

Notice the Technical Support e-mail and phone number.

## STEP 1

Click the **"Request Tests"** tab which brings up the Testing Profile section of the web page.

## STEP 2

Click the green **"Open for Scheduling"** or **"Retest Available"** button to request scheduling of the Content area desired.

## STEP 3

Enter your address and/or city and zip code then click the **"Find Test Center"** button to locate the nearest Test Center.

Select a Test Center Near You (Step 1)

To locate a test center near you, enter a street address, city, and/or zip code.

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ 27101

These Test Centers are Near You

Filter By:  All  Computer Only Test  Paper and Pencil Test

<p>159.8</p> <p>EDGECLIFFE CC 2009 WEST WILSON STREET MADISON, NC 27053-6213-1066</p> <p>Get Directions</p> <p>Test Method: This Center also provides classes</p> <p><input type="button" value="Select"/></p>	<p>169.1</p> <p>COON CONNECTION INSTITUTION PO BOX 26 #2290 JACKSON, NC 27523-8623-1228</p> <p>Get Directions</p> <p>Test Method: This Center also provides classes</p> <p><input type="button" value="Select"/></p>	<p>177</p> <p>MCANICKS-CHOWAN CC 500 COMMUNITY COLLEGE RD. ANDOVER, NC 27010-9612-1238</p> <p>Get Directions</p> <p>Test Method: This Center also provides classes</p> <p><input type="button" value="Select"/></p>
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The default list of Test Centers shows All available centers. This list can be filtered by Computer Only Tests or Paper and Pencil Tests.

**STEP 4**

Choose your test center from the list provided and click **“Select”** or click the blue **“List More”** tab at the bottom of the page to see all options.

**STEP 5**

Fill out the Request Test Date page including the Test Type, Form Type, and Waiver of Accommodations fields.

Request Test Date for Mathematics (Step 2)

Select test type, date, and time.

Test Types \*  
 Computer Based Test  
 Paper Based Test

Form Types \*  
 English  
 Spanish  
 Braille  
 Spanish Braille  
 Audio  
 Spanish Audio  
 English Large Print  
 Spanish Large Print

Waiver of Accommodations \*  
 Does not apply  
 Examinee does not waive formally approved accommodations  
 Examinee waives formally approved accommodations

Adult Education Program \*  
 None  
 **Request Adult Education Program**

Please select content area exams you would like to schedule. Content areas in light gray indicate exams already scheduled or ineligible for scheduling.

Select All  Reading  Writing  Mathematics  Science  Social Studies

Mathematics Date \*  
 October 2015  
 November 2015  
 December 2015

Mathematics Time of Day \*  
 Morning, 7:00 AM - 9:30 AM  
 Afternoon, 12:00 PM - 4:30 PM  
 Evening, 5:00 PM - 9:00 PM

Exams Scheduled for Session  
 Computer  G  
 Paper  G

**NOTE:**  
If Payment Method fields appear after clicking the green **“Request”** button, see the "Paying for TASC Tests Online via E-Commerce instructions sheet for additional information.

Payment Method  
 Credit Card  Gift Card  Exam Credits

Credit Card Information  
 Type of Card \* Visa  
 Name on Card \* Joshua Brown  
 Card # \* 4000000000000000  
 Security Code \* 999  
 Expiration Date \* Oct 2015 - 2017  
 Total Testing Fee Due  
 Initial Test Cost - \$17.40  
 Request Test Cost - \$10.00

Billing Address Information  
 Billing Address Line 1 \* 1 Main St  
 Billing Address Line 2  
 City \* Alam  
 Billing State \* South Carolina (SC)  
 Billing Zip Code \* 12345

**STEP 6**

Click the green **“Request”** button.

**STEP 7**

Review the Test Request and ensure all fields are correct.

Click the green **“Confirm”** button to confirm the request to schedule this test.

Home My Requests Request Tests My Profile

Confirm Test Request

Please confirm this scheduled test request(s) are accurate. Clicking "Confirm" below will notify your selected test center of your request.

Exams Scheduled	Test Format	Form Type	Date
Writing	Computer Based Test	English	10/30/2015 - Evening 5:00 PM - 9:00 PM

Waiver of Accommodations Does Not Apply  
 Test Center Address: 20 Ryan Beach Dr, Columbia (SC), 29205  
 Test Center Phone Number: (803) 888-8888

Adult Education Program: NONE

Type of Card: Visa  
 Name on Card: Joshua Brown  
 Card #: xxx-xxx-xxxx-8888

Security Code: 999  
 Expiration Date: October, 2017  
 Total Testing Fee Due: Initial Test Cost - \$17.40

Billing Address Line 1: 1 Main St  
 Billing Address Line 2:  
 Billing Address City: Alam

Billing State: South Carolina (SC)  
 Billing Zip Code: 12345

This newly requested test will now appear on your list of Test Requests. The status will show **“Pending”** until confirmed by the Test Center including the payment of all applicable test fees (E-Commerce).

Once the test is confirmed by the Test Center, the green **“View Confirmation”** button will be shown with the status as **“Accepted”**.

Home My Requests Request Tests My Profile

Test Requests

Exam	Test Date	Test Location	Status	
Writing	July 31, 2015 - Evening	UAT Test Center 3	Pending	
Writing	July 14, 2015 - Morning	CTB Test Center 1	Accepted	<input type="button" value="View Confirmation"/>
Reading	July 13, 2015 - Morning	CTB Test Center 1	Accepted	<input type="button" value="View Confirmation"/>
Reading	July 1, 2015 - Evening	CTB Test Center 2	Accepted	<input type="button" value="View Confirmation"/>

