National Testing Center

Wayland Baptist University – San Antonio

8300 Pat Booker Road Live Oak, TX 78233

To reserve a seat for a CLEP, DSST, Blackboard, Proctored, or Accuplacer Exam:

Go to https://booknow.appointment-plus.com/1n49xg8e/10

1) Create an account (WBU students use your PCID#; non-WBU examinees use nine zeroes)
2) Type of meeting is "Face-to-Face; Purpose is "Testing"
3) On the left side drop-down menu on TEACHING SITE, select "Testing Services."
4) Select your desired exam from the drop-down menu under "Select Test."
5) Select Test Site. (San Antonio Campus – NTC Liz Conforti)
6) Select desired date on calendar.
7) Select desired test time under "Select Appointment Time."
8) For a WBU Blackboard proctored course exam, enter the professor's name, course name & number in the "Section to send a message" box.
9) Enter your contact information for confirmation and reminder texts and click on "Finalize Appointment."

All electronic devices will be secured in lock boxes during the exam. Examinees may be reached for emergencies by calling the WBU Security Office at (210)590-5622 or (210)765-8947.

Please bring a photo ID (military members may present a CAC), something to drink if you wish, and a light jacket.

If you wish to take a CLEP exam, create a TICKET ID by logging into https://collegeboard.org and bring the ticket in print or on your phone on the test day. This ticket ID is different from the WBU seat reservation above. Military members select "DANTES Funded" when prompted. Examinees taking a DSST exam do not need any additional paperwork.

NOTE: If you are a U.S. ARMY ACTIVE DUTY/RESERVE member, you must bring a "Testing Referral Letter" in print on the test day. An advisor at any Army Education Center can issue you a form for each exam you plan to take. You cannot be seated for the exam without this form and it cannot be issued over the phone after you arrive for the exam.

For questions or concerns, email **confortil@wbu.edu**