

# Live Remote Invigilation QuartzWeb Booking Instructions

Your step-by-step guide to booking a test for your learner.

1. Go to the [QuartzWeb](#) Homepage. Click on '**Actions**' and select '**Your learner registrations**' from the drop-down menu.
2. On the next screen, select the course you are booking for from the drop-down menu. The '**qualification (if relevant)**' box will autofill. Click '**Continue**'.
3. On the next screen, select '**ProctorU IAO**' from drop down menu '**The site**'. Complete all relevant sections as you normally would.
4. Once you have registered your learners, go to the home page, select '**Actions**' then '**Your Batches**' from the drop-down menu.

*NB Remember to include the learners' email addresses when registering, (why); uploading an eRegistration template; or creating 'Single Learner Registration'.*

5. On the next screen, select '**Results**', then '**Assessment Scheduling**'.
6. Fill in all of the fields and make sure '**ProctorU IAO**' is selected from drop down menu '**The Site**'.
7. Make sure the tick box next to the '**Submit**' column is ticked for the relevant learner.
8. Click the blue '**Submit**' button.
9. Click '**Confirm**', then '**Continue**'.

Your learners are now successfully registered! They will receive two emails directly from ProctorU, one with instructions for Account Registration and another with confirmation of the test booking time and date.