Candidate Quick Reference Guide

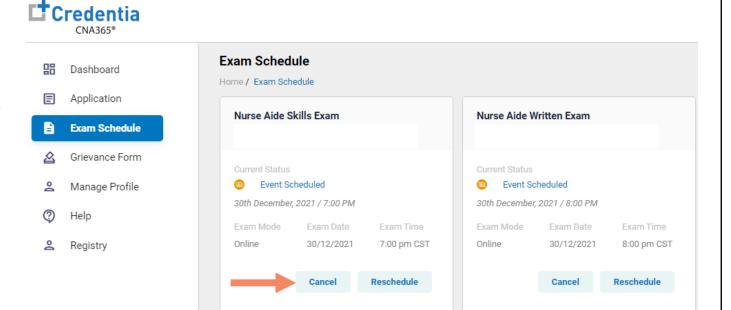


## **How to Cancel or Reschedule an Exam**



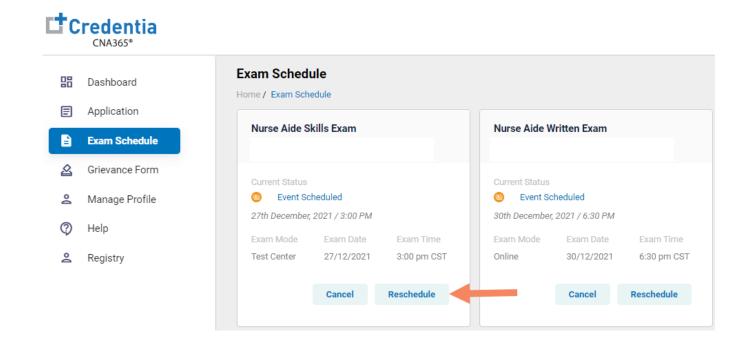
### **Exam Cancellation**

- Select the "Cancel" button for the exam you wish to cancel
- When you cancel an exam, a voucher will be automatically applied to your account and will appear in your shopping cart for use for when you schedule a replacement exam



### Reschedule Exam

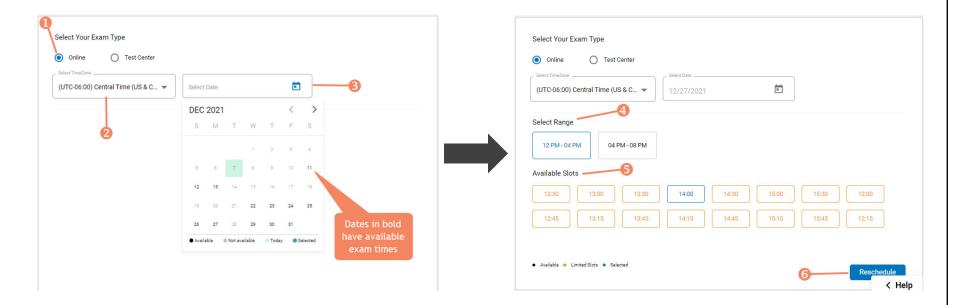
#### Select "Reschedule" for the desired exam



### Reschedule Online Written/Oral Exam

#### To reschedule an online written/oral exam:

- 1. Select online exam
- 2. Select your time zone
- 3. Select your preferred exam date (note that days in bold have exam times available and disabled days have no available exam times)
- 4. Select your preferred time of day range for the exam date selected
- 5. Select one of the available time slots
- 6. Select "Reschedule" button



#### Reschedule Test Center Exam

#### To reschedule a written/oral or skills exam at a test center:

- 1. Select Test Center
- 2. Select your time zone
- 3. Select your preferred exam date range
- 4. If your training program provided you with a Test Center ID, select the "Find Test Center" option and enter your Test Center ID
- 5. Select the "Search" button to find available exam dates

- 6. Select an available exam date
- 7. Select a test center from the available list
- 8. Select a test time from the available list
- 9. Select "Reschedule" button

