



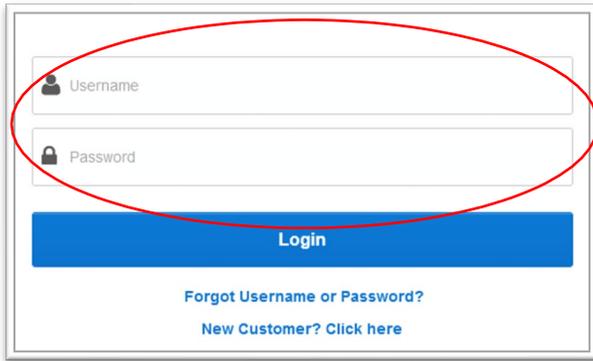
# How to Schedule, Reschedule, Cancel, and Switch Your DANB Exam between Online Proctoring and In-person

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# Scheduling Your Exam at a Pearson VUE Test Center

## 1. Log in to your DANB account.



Username

Password

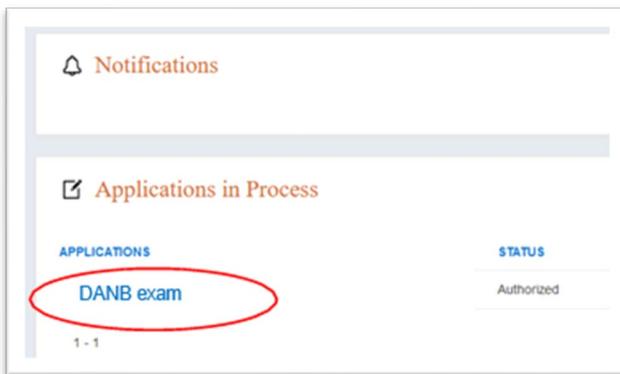
Login

[Forgot Username or Password?](#)

[New Customer? Click here](#)

## 2. Go to the “Applications in Process” section.

After you log into your account, on your dashboard screen, go to the “Applications in Process” section and click on the name of the exam you would like to schedule.



Notifications

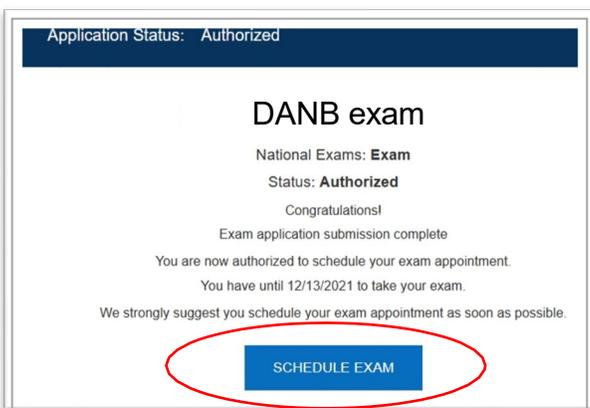
Applications in Process

APPLICATIONS	STATUS
DANB exam	Authorized

1 - 1

## 3. Click “Schedule Exam.”

You will be taken to the exam page that will prompt you to schedule your exam. Click the “Schedule Exam” button.



Application Status: Authorized

### DANB exam

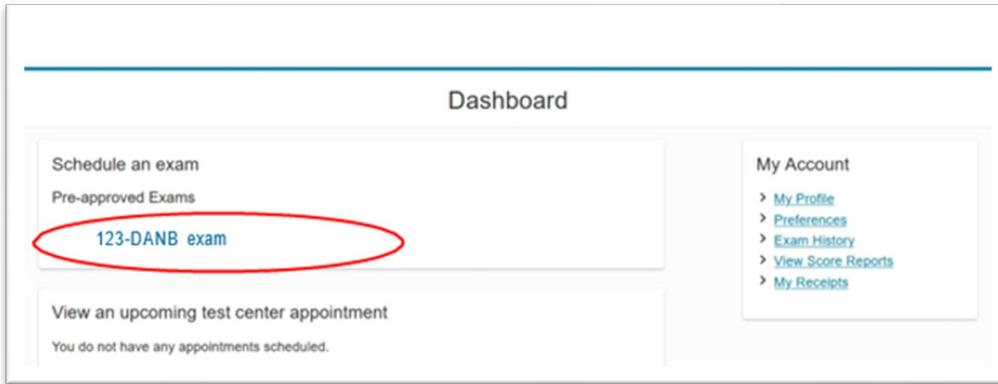
National Exams: **Exam**  
Status: **Authorized**  
Congratulations!  
Exam application submission complete  
You are now authorized to schedule your exam appointment.  
You have until 12/13/2021 to take your exam.  
We strongly suggest you schedule your exam appointment as soon as possible.

SCHEDULE EXAM

# Scheduling Your Exam at a Pearson VUE Test Center

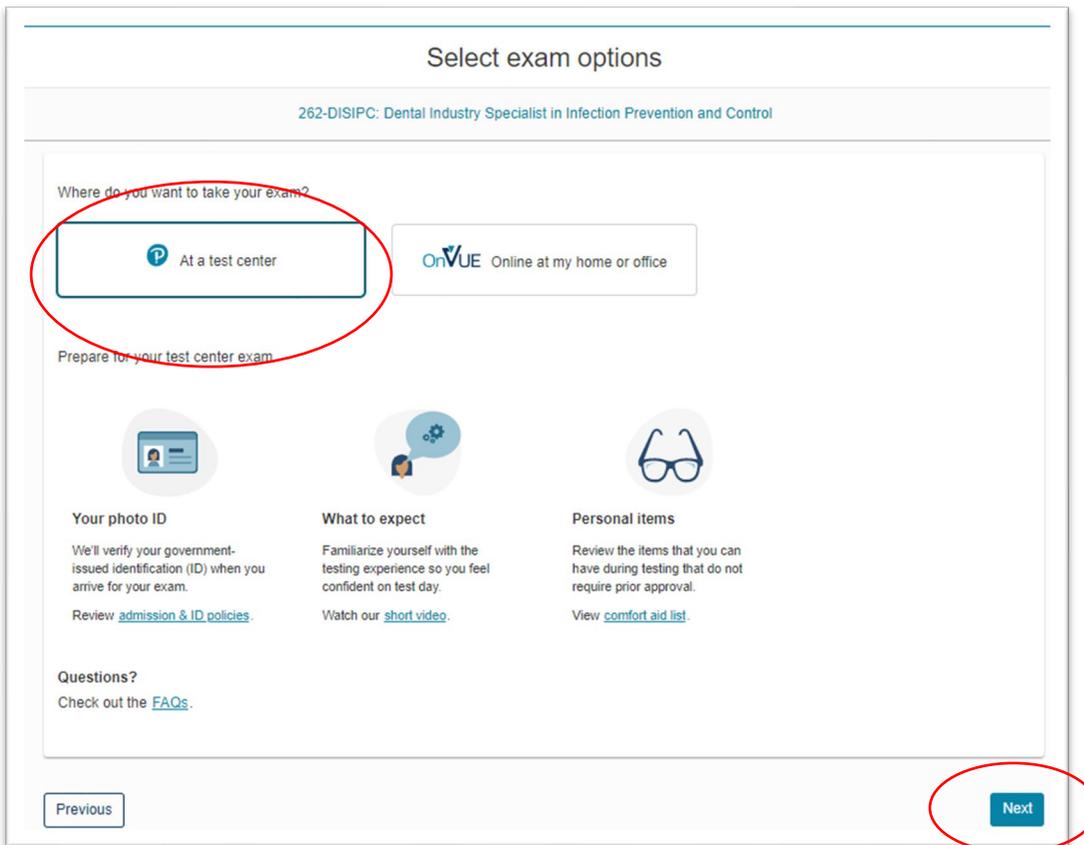
## 4. Select the exam you wish to schedule.

You will then be taken to your Pearson VUE dashboard, where you will see the name of the exam you are authorized to take. Under “Pre-approved Exams,” click on the name of the exam you wish to schedule.



## 5. For some exams, you will have the option to choose between an online proctored or an in-person exam appointment.

Select “At a test center” and click “Next.” If you applied for an exam that does not offer online proctoring, this screen will not appear, because you must schedule at a test center – skip to step 6.



# Scheduling Your Exam at a Pearson VUE Test Center

## 6. Agree to the policies.

You will then see a screen with DANB policies. Read the policies, and then click “Agree.”

Agree to DANB policies

DANB policies

Terms and Conditions

**Important:** Please go to the [Pearson VUE COVID-19 Update](#) web page the day before your exam to review the latest face mask policy and other health and safety measures required at your test center.

By scheduling your test appointment, you agree to comply with these requirements. You will be asked to acknowledge these conditions and requirements upon arrival at the test center.

Admission Policy

Please bring this letter with you on the day of the test along with one (1) valid form of identification. Acceptable forms of identification are explained in the Dental Assisting National Board, Inc. (DANB) Application Packet and on the Test Admission Notice you received from DANB.

Please check all of the information carefully to ensure that your scheduled appointment is at the correct location, on the day you requested and all of the personal information is correct. Look closely at the spelling of your name and make sure it matches the name printed on your identification. The middle name does not need to be spelled out, but the initial must match (e.g., "M" on the ID and "Mary" on this document is acceptable, and vice versa). If you

Cancellation Policy

If you find that you must cancel and do not wish to reschedule, it is necessary to contact the Pearson Professional Testing Center Registration line at 1-800-525-2586 or visit [www.pearsonvue.com/danb](#) at least 24 hours prior to the examination date. In order to be eligible for a refund (minus a cancellation fee and the non-refundable application fee), you must also notify DANB by sending in a Request to Cancel and Exam form at least two business days prior to the end of your 60-day testing window. A candidate who cancels less than 24 hours prior to the scheduled examination date or does not show up for a scheduled exam, forfeits the entire application fee and must reapply to receive a new 60-day window. The original eligibility period may only be extended if the appointment was canceled at least 24 hours in advance. See the DANB application packet for more details.

Please open and read all future mail and/or email from Pearson VUE. There will be important information regarding your appointment.

Additional Information

Appointment Length

PLEASE NOTE: The total "Appointment Length" does not reflect the actual amount of time allotted for the exam ("Length of Test"). Your "Appointment Length" may include time for non-scored sections such as tutorials, the Candidate Agreement and post exam surveys.

Previous Agree

## 7. Find a test center.

On the next screen, you can type in an address or ZIP code to search for test centers. The address DANB has on file will automatically populate here.

Find a test center

250-JCE: Infection Control (ICE®) Exam

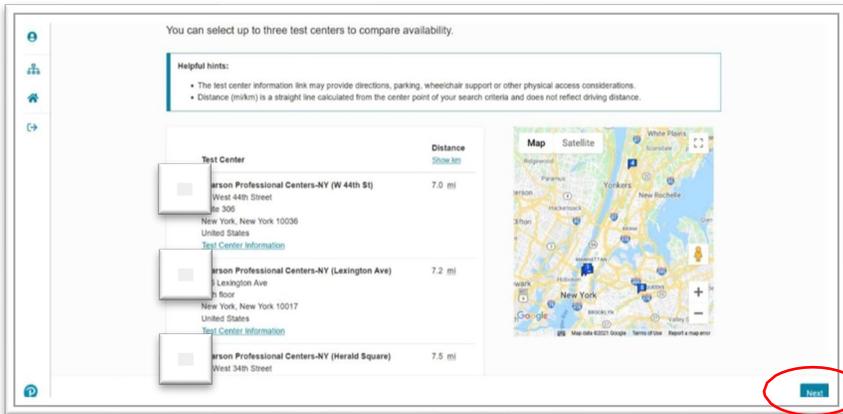
Bronx, New York, 10457-8523, United States Search

★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

# Scheduling Your Exam at a Pearson VUE Test Center

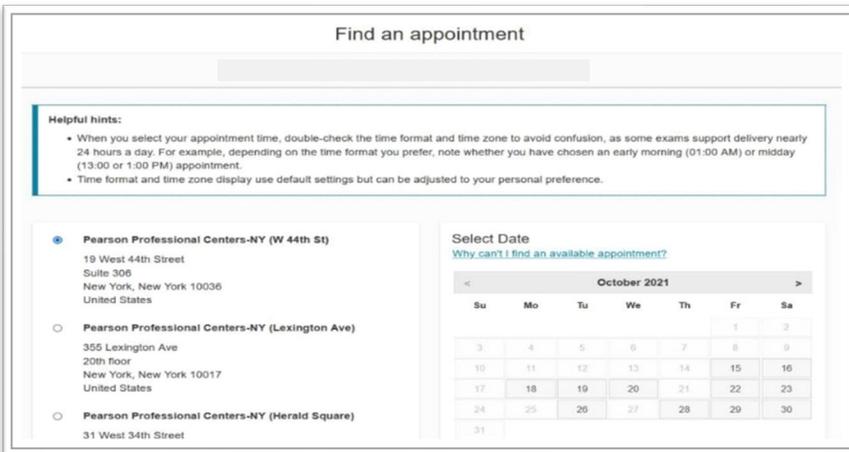
## 8. Select a test center.

Scroll down on the page to select up to three test centers to compare appointment times. Select your test centers and click "Next."

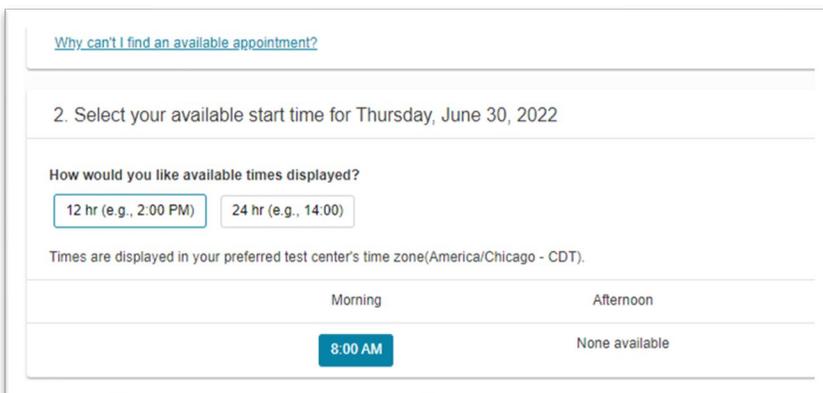


## 9. Find an appointment time.

The next screen will display your selected test centers and a calendar with available dates for an exam appointment. Click on a test center and date to view the available appointment dates.



Then select an available time. Pay close attention to the time zone and time of day (AM or PM).



# Scheduling Your Exam at a Pearson VUE Test Center

## 10. Review your exam date and time.

The next screen will display your selected exam date and time. If you want to change your date and time, click the “Change Appointment” link. If the date and time are correct, click the “Next” button.

Is everything correct? Proceed to complete your order

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Actions
<b>Exam</b> 262-DISIIPC: Dental Industry Specialist in Infection Prevention and Control Language: English Length: 150 minutes ⓘ Accommodations: Extra Time - Double Time <a href="#">View Accommodation Details</a>	<b>Appointment</b> Thursday, June 30, 2022 Check-in time: 1:00 PM America/Chicago - CDT Start time: 1:30 PM America/Chicago - CDT <a href="#">Change Appointment</a>	<a href="#">Remove</a>

Confirm contact information

⚠ Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.  
[Update my information](#)

Name:  
Jackie Test

Telephone:  
+1 312-280-3465

[Next](#)

## 11. Confirm your exam appointment information.

Review your exam appointment details. Click “Submit Order” to confirm your appointment.

Description	Details
<b>Exam</b> 262-DISIIPC: Dental Industry Specialist in Infection Prevention and Control Language: English Length: 150 minutes ⓘ Accommodations: Extra Time - Double Time <a href="#">View Accommodation Details</a>	<b>Appointment</b> Thursday, June 30, 2022 Check-in time: 5:45 PM America/Chicago - CDT Start time: 6:15 PM America/Chicago - CDT

[Previous](#) [Cancel Order](#)

[Submit Order](#)

# Scheduling Your Online Proctored Exam

## 1. Log in to your DANB account.

Username

Password

Login

[Forgot Username or Password?](#)

[New Customer? Click here](#)

## 2. Go to the “Applications in Process” section.

After you log into your account, on your dashboard screen, go to the “Applications in Process” section and click on the name of the exam you would like to schedule.

Notifications

Applications in Process

APPLICATIONS	STATUS
DANB exam	Authorized

1 - 1

## 3. Click “Schedule Exam.”

You will be taken to the Pearson VUE portal, which will show the exams that are approved for scheduling in the Pre-approved Exams section. Click on the name of the exam you wish to schedule.

Application Status: Authorized

### DANB exam

National Exams: Exam  
Status: Authorized  
Congratulations!  
Exam application submission complete  
You are now authorized to schedule your exam appointment.  
You have until 12/13/2021 to take your exam.  
We strongly suggest you schedule your exam appointment as soon as possible.

SCHEDULE EXAM

### Dashboard

DANB Exams

Pre-approved Exams

- 003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam

Do you have a private access code?  
[What is this?](#)

Upcoming Appointments

You do not have any appointments scheduled.

My Account

- My Profile
- Preferences
- Exam History
- View Score Reports
- My Receipts

# Scheduling Your Online Proctored Exam

## 4. For some exams, you will have the option to choose between an online proctored or an in-person exam appointment.

Select “Online at my home or office” and click “Next.” If you applied for an exam that does not offer online proctoring, this screen will not appear, because you must schedule at a test center.

Select exam options

262-DISIPC: Dental Industry Specialist in Infection Prevention and Control

Where do you want to take your exam?

At a test center

OnVUE Online at my home or office

Prepare for your online exam at your home or office

**Your computer**  
Use a personal computer that has a reliable webcam and internet connection.  
Run [system test](#).

**Your testing space**  
The room should be a distraction-free, private place.  
See [accessible spaces](#) and view permitted [comfort aid list](#).

**Your photo ID**  
We'll verify your government-issued identification (ID) when you arrive for your exam.  
Review [admission & ID policies](#).

**What to expect**  
Check in for your OnVUE exam 30 minutes before your appointment time.  
Watch our [short video](#) to get familiar with the process.

Questions?  
Check out the [OnVUE FAQs](#) and [minimum technical requirements](#).

Previous Next

## 5. Agree to the online exam policies.

The next screen will ask you to agree to the online exam policies. Read each policy and check the box next to each one. Click the “Next” button.

Agree to online exam policies

003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam

To take this exam in an online environment, please agree to the following terms and conditions.

By accessing this website and ticking the boxes hereunder you understand and agree to the terms set forth in this Candidate Agreement ("Agreement"). This Agreement is entered into by and between you as a test taker, Pearson VUE, a business of NCS Pearson, Inc., and your testing program owner ("Test Sponsor"). This Agreement represents your understanding and acceptance of Pearson VUE's [Privacy and Cookies Policy](#) ("Privacy Policy"), [Terms and Conditions](#), and use of cookies to support your testing experience. You also understand, acknowledge and agree that the testing program sponsor has its own, possibly different, privacy policy.

By providing your personal information, as described in our [Privacy and Cookies Policy](#), you acknowledge and agree to the video and audio recording of your entire testing session and you agree to the processing of such personal information and test data by Pearson VUE and to the transfer of such data to Pearson VUE's hub server, located in the USA, as the data processor, its authorized third parties, if any, both in the capacity as data processors for the processing of your personal information and test data on behalf of the testing program sponsor, as the data controller, located in the USA or elsewhere. Pearson VUE and other data processing entities, if any, are the recipients of your personal information and test data and are or may be located outside of the United Kingdom, the European Union, and the European Economic Area, however, Pearson VUE will enter into reasonable data transfer agreements with such entities for the purpose of communicating and following the instructions of your testing program sponsor and for establishing reasonable security measures to protect the confidentiality and integrity of your personal information and test data.

If you choose to take the test through our online-proctoring platform, which is not mandatory in the event that there are other ways of taking the test as determined by the testing program sponsor, you and your computer will be monitored during your entire testing session in real time so that your face, voice, desk, and workspace will be captured and possibly recorded for the purposes of test quality, test security, and the integrity of the testing process. You understand, acknowledge and agree that you will be monitored at your location through audio, technology and video means so all activity at your location will be detectable by test proctors. By accessing this website and ticking this box you signify your acknowledgement and agreement that any inappropriate or wrongful conduct, as determined in Pearson VUE's or the test proctor's sole discretion, witnessed while monitoring your testing session will be reported by Pearson VUE to the testing program sponsor and may also be reported to the appropriate governmental authorities, including, but not limited to, any law enforcement officials.

By accessing this website and ticking this box you signify that you understand, acknowledge and agree that if any third party is: **1) detected as being present in your physical location, whether visible or not; or 2) overheard in any manner, whether physically detected through movement and making of noise or through sounds, irrespective of whether they are in your current location or not during your testing session, the test will be terminated and you will not receive any score.** Further, you understand, acknowledge and agree that if your testing session is terminated for this or any other reason you will not receive a test fee refund, credit or voucher.

Facial Comparison Policy

I understand and agree that Pearson VUE may use facial comparison technology for the purpose of verifying your identity during the testing process. It will compare your facial image to the one on your identification and to facial images captured during the testing process and help us further develop, upgrade, and improve this application. If you do not agree to the use of facial comparison technology during your testing session, do not accept this term. You will not be able to complete your registration online. Instead, please call the Pearson VUE call center to complete your registration.

Previous Next

# Scheduling Your Online Proctored Exam

## 6. Confirm your time zone.

Select “No, change time zone,” or “Yes, that’s right!” If you selected “No, change time zone,” follow the prompts to change to your correct time zone.

1. Confirm your preferred time zone

Is this your preferred time zone?

America/Chicago CDT

No, change time zone Yes, that's right!

## 7. Select your exam date.

The next screen will display a calendar where you can select your desired exam date. On this screen, you can also select how you would like the times displayed.

2. Select your date

Select a date from the calendar. Only dates with appointment availability can be selected.

< June 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

[Why can't I find an available appointment?](#)

3. Select your available start time for Thursday, June 30, 2022

How would you like available times displayed?

12 hr (e.g., 2:00 PM) 24 hr (e.g., 14:00)

NOTE: Your online testing check-in time will be 30 minutes prior to your selected appointment start time.

After you select how you want the times displayed, you will see the available times for your selected date. Select your preferred exam time. Pay close attention to the time of day (AM or PM).

3. Select your available start time for Thursday, June 30, 2022

How would you like available times displayed?

12 hr (e.g., 2:00 PM) 24 hr (e.g., 14:00)

NOTE: Your online testing check-in time will be 30 minutes prior to your selected appointment start time.

Morning	Afternoon
12:15 AM	1:30 PM
6:45 AM	3:15 PM
	3:45 PM
	5:45 PM
	6:15 PM
	7:45 PM
	8:15 PM
	8:45 PM
	9:15 PM

# Scheduling Your Online Proctored Exam

## 8. Review your exam date and time.

The next screen will display your selected exam date and time. If you want to change your date and time, click the “Change Appointment” link. If the date and time are correct, click the “Next” button.

Is everything correct? Proceed to complete your order

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Actions
<b>Exam</b> 262-DISIPC: Dental Industry Specialist in Infection Prevention and Control  Language: English Length: 150 minutes ⓘ  Accommodations: Extra Time - Double Time <a href="#">View Accommodation Details</a>	<b>Appointment</b> Thursday, June 30, 2022 Check-in time: 1:00 PM America/Chicago - CDT Start time: 1:30 PM America/Chicago - CDT <a href="#">Change Appointment</a>	<a href="#">Remove</a>

Confirm contact information

⚠ Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.  
[Update my information](#)

Name:  
Jackie Test

Telephone:  
+1 312-280-3465

[Next](#)

## 9. Confirm your exam appointment information.

Review your exam appointment details. Click “Submit Order” to confirm your appointment.

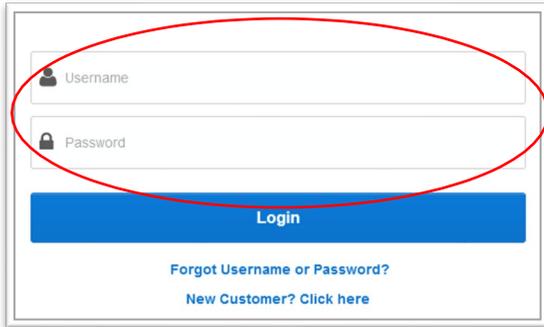
Description	Details
<b>Exam</b> 262-DISIPC: Dental Industry Specialist in Infection Prevention and Control  Language: English Length: 150 minutes ⓘ  Accommodations: Extra Time - Double Time <a href="#">View Accommodation Details</a>	<b>Appointment</b> Thursday, June 30, 2022 Check-in time: 5:45 PM America/Chicago - CDT Start time: 6:15 PM America/Chicago - CDT

[Previous](#) [Cancel Order](#)

[Submit Order](#)

# Rescheduling Your Exam Appointment

## 1. Log in to your DANB account.



Username

Password

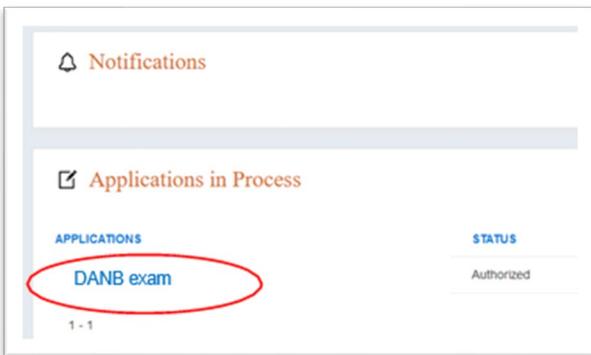
Login

[Forgot Username or Password?](#)

[New Customer? Click here](#)

## 2. Go to the “Applications in Process” section.

After you log into your account, on your dashboard screen, go to the “Applications in Process” section and click on the name of the exam you would like to reschedule.



Notifications

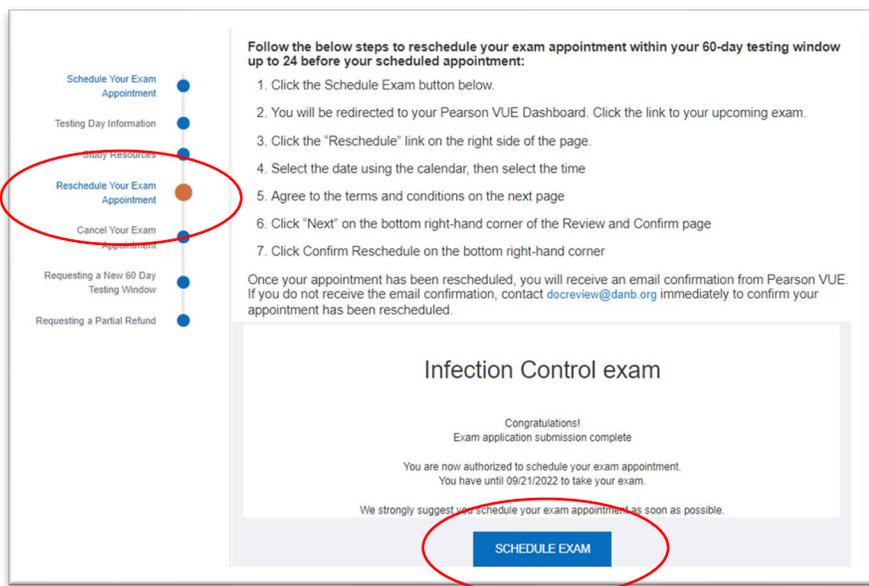
Applications in Process

APPLICATIONS	STATUS
DANB exam	Authorized

1 - 1

## 3. Go to “Reschedule Your Exam Appointment.”

Click the “Reschedule Your Exam Appointment” menu option from the left-hand side. Read the instructions provided and click the “Schedule Exam” button.



Schedule Your Exam Appointment

Testing Day Information

Study Resources

Reschedule Your Exam Appointment

Cancel Your Exam Appointment

Requesting a New 60 Day Testing Window

Requesting a Partial Refund

Follow the below steps to reschedule your exam appointment within your 60-day testing window up to 24 before your scheduled appointment:

1. Click the Schedule Exam button below.
2. You will be redirected to your Pearson VUE Dashboard. Click the link to your upcoming exam.
3. Click the “Reschedule” link on the right side of the page.
4. Select the date using the calendar, then select the time
5. Agree to the terms and conditions on the next page
6. Click “Next” on the bottom right-hand corner of the Review and Confirm page
7. Click Confirm Reschedule on the bottom right-hand corner

Once your appointment has been rescheduled, you will receive an email confirmation from Pearson VUE. If you do not receive the email confirmation, contact [docreview@danb.org](mailto:docreview@danb.org) immediately to confirm your appointment has been rescheduled.

Infection Control exam

Congratulations!  
Exam application submission complete

You are now authorized to schedule your exam appointment.  
You have until 09/21/2022 to take your exam.

We strongly suggest you schedule your exam appointment as soon as possible.

SCHEDULE EXAM

# Rescheduling Your Exam Appointment

## 4. Click on the link to your scheduled exam appointment.

View an upcoming test center appointment

Thursday, June 30, 2022

[002-RHS: Radiation Health and Safety\\_\(RHS®\)\\_Exam](#)

## 5. Click on the “Reschedule” link on the right side of the page.

Details	Order Information
<b>Appointment</b> Thursday, June 30, 2022 Start time: 12:00 PM Asia/Calcutta - IST	<b>Order</b> <b>Number/Invoice</b> 0000-1257-1788
<b>Location</b> CTT Kaplan SQE India1 14 The Quays Delhi India <a href="#">Test Center Information</a>	<b>Registration ID</b> 210591058 <b>Status</b> Scheduled

[Reschedule](#)  
[Cancel](#)

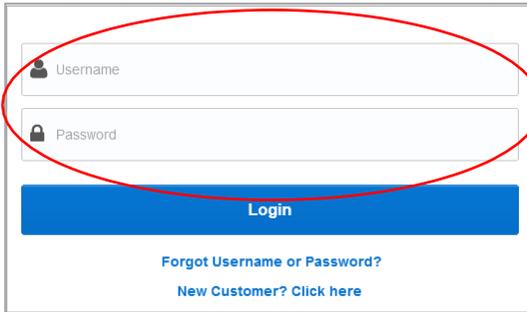
## 6. Follow the prompts to select and confirm a new exam appointment. You will receive an email confirmation from Pearson VUE once your appointment is rescheduled. If you did not receive an email confirmation from Pearson VUE, you did not complete the process of rescheduling.

## Requesting an Additional 60-day Testing Window

This is no longer available to submit online. If you need to request a new 60-day testing window, please submit the Request a New Testing Window form by mail or email.

# Canceling Your Exam Appointment

## 1. Log in to your DANB account.



Username

Password

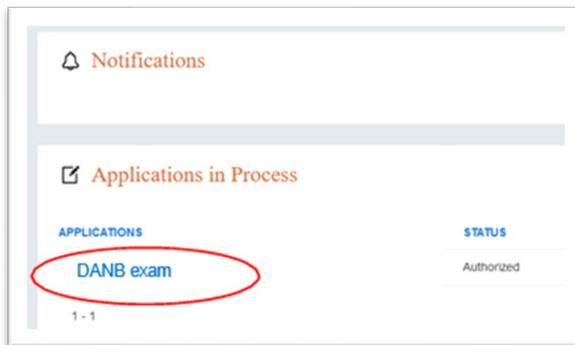
Login

[Forgot Username or Password?](#)

[New Customer? Click here](#)

## 2. Go to the “Applications in Process” section.

After you log into your account, on your dashboard screen, go to the “Applications in Process” section and click on the name of the exam you would like to reschedule.



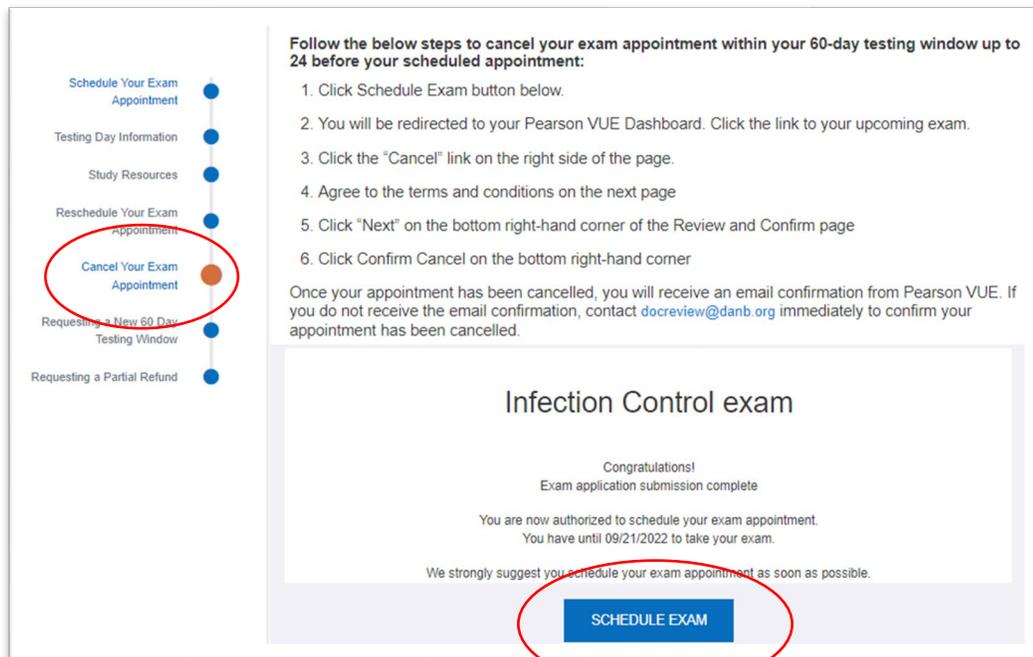
Notifications

Applications in Process

APPLICATIONS	STATUS
DANB exam	Authorized

1 - 1

## 3. Click “Cancel Your Exam Appointment” on the left-hand side. Read the instructions and click the “Schedule Exam” button.



Schedule Your Exam Appointment

Testing Day Information

Study Resources

Reschedule Your Exam Appointment

**Cancel Your Exam Appointment**

Requesting a New 60 Day Testing Window

Requesting a Partial Refund

Follow the below steps to cancel your exam appointment within your 60-day testing window up to 24 before your scheduled appointment:

1. Click Schedule Exam button below.
2. You will be redirected to your Pearson VUE Dashboard. Click the link to your upcoming exam.
3. Click the “Cancel” link on the right side of the page.
4. Agree to the terms and conditions on the next page
5. Click “Next” on the bottom right-hand corner of the Review and Confirm page
6. Click Confirm Cancel on the bottom right-hand corner

Once your appointment has been cancelled, you will receive an email confirmation from Pearson VUE. If you do not receive the email confirmation, contact [docreview@danb.org](mailto:docreview@danb.org) immediately to confirm your appointment has been cancelled.

Infection Control exam

Congratulations!  
Exam application submission complete

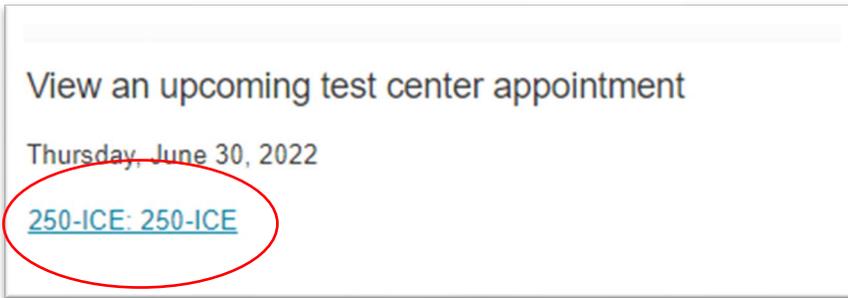
You are now authorized to schedule your exam appointment.  
You have until 09/21/2022 to take your exam.

We strongly suggest you schedule your exam appointment as soon as possible.

SCHEDULE EXAM

# Canceling Your Exam Appointment

## 4. Click the link to your scheduled exam.



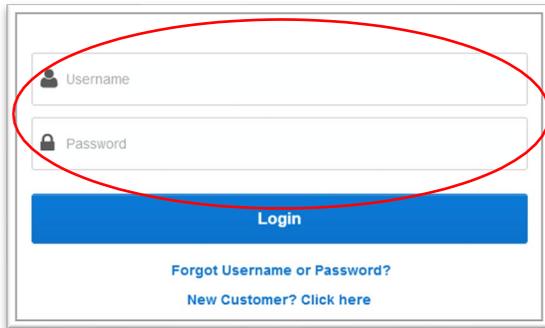
## 5. Click the “Cancel” link on the right-hand side.

<b>Appointment</b>	<b>Order</b>	<a href="#">Reschedule</a>
Thursday, June 30, 2022	<b>Number/Invoice</b>	<a href="#">Cancel</a>
Start time: 1:00 PM Asia/Calcutta - IST	0000-1257-1948	
<b>Location</b>	<b>Registration ID</b>	
CTT Kaplan SQE India1	210591068	
14 The Quays	<b>Status</b>	
Delhi	Scheduled	
India		
<a href="#">Test Center Information</a>		

## 6. Follow the prompts to cancel your appointment. You will receive an email confirmation from Pearson VUE once your appointment is canceled. If you did not receive an email confirmation from Pearson VUE, you did not complete the process of canceling.

# Canceling Your 60-Day Testing Window to Receive a Partial Refund

## 1. Log in to your DANB account.



Username

Password

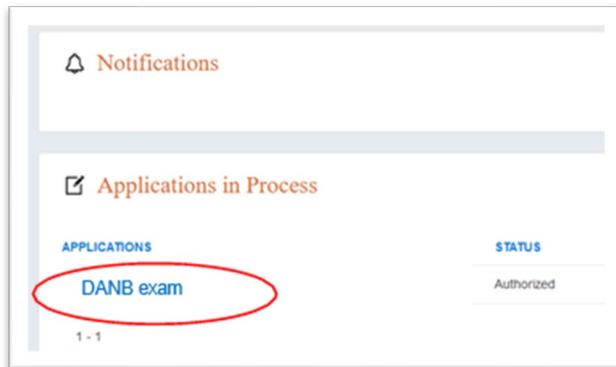
Login

[Forgot Username or Password?](#)

[New Customer? Click here](#)

## 2. Go to the “Applications in Process” section.

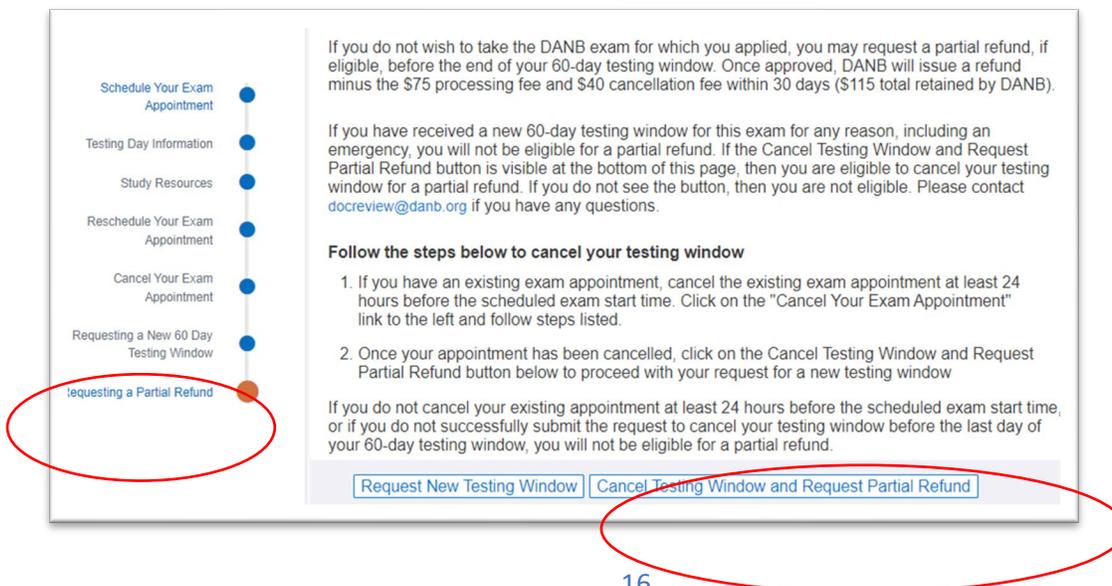
After you log into your account, on your dashboard screen, go to the “Applications in Process” section and click on the name of the exam you would like to reschedule.



APPLICATIONS	STATUS
DANB exam	Authorized

1 - 1

## 3. Click “Requesting a Partial Refund” on the left-hand side. Read the policy and instructions. Click “Cancel Testing Window and Request Partial Refund.”



Schedule Your Exam Appointment

Testing Day Information

Study Resources

Reschedule Your Exam Appointment

Cancel Your Exam Appointment

Requesting a New 60 Day Testing Window

**Requesting a Partial Refund**

If you do not wish to take the DANB exam for which you applied, you may request a partial refund, if eligible, before the end of your 60-day testing window. Once approved, DANB will issue a refund minus the \$75 processing fee and \$40 cancellation fee within 30 days (\$115 total retained by DANB).

If you have received a new 60-day testing window for this exam for any reason, including an emergency, you will not be eligible for a partial refund. If the Cancel Testing Window and Request Partial Refund button is visible at the bottom of this page, then you are eligible to cancel your testing window for a partial refund. If you do not see the button, then you are not eligible. Please contact [docreview@danb.org](mailto:docreview@danb.org) if you have any questions.

**Follow the steps below to cancel your testing window**

1. If you have an existing exam appointment, cancel the existing exam appointment at least 24 hours before the scheduled exam start time. Click on the "Cancel Your Exam Appointment" link to the left and follow steps listed.
2. Once your appointment has been cancelled, click on the Cancel Testing Window and Request Partial Refund button below to proceed with your request for a new testing window

If you do not cancel your existing appointment at least 24 hours before the scheduled exam start time, or if you do not successfully submit the request to cancel your testing window before the last day of your 60-day testing window, you will not be eligible for a partial refund.

[Request New Testing Window](#) [Cancel Testing Window and Request Partial Refund](#)

## Canceling Your 60-Day Testing Window to Receive a Partial Refund

4. Click “Request to Cancel My Testing Window” on the left-hand side. Select your reason for canceling, answer the attestation and click “Next.”

The screenshot shows a web form titled "Request to Cancel My Testing Window". On the left-hand side, there is a vertical navigation bar with a link "Request to Cancel My Testing Window" and a "Submit" button below it. The main content area contains the following text: "If you do not wish to take the DANB exam for which you applied, you may request to cancel your existing testing window by the end of your original 60-day testing window. Please note that only your original testing window may be cancelled. Any testing window received at a reduced fee is not eligible for a refund. All refunds will be issued to the payer." Below this is a dropdown menu labeled "Select the reason for cancelling your testing window:" with "Select One" as the selected option. Further down, there is a paragraph of text: "I understand a refund minus the \$40 cancellation fee and \$75 nonrefundable application fee (a total of \$115 retained by DANB) will be issued to the original payer of my exam fee." Below this paragraph is a checkbox labeled "Yes, I hereby officially request the cancellation of my testing window." At the bottom right of the form, there is a blue "NEXT" button.

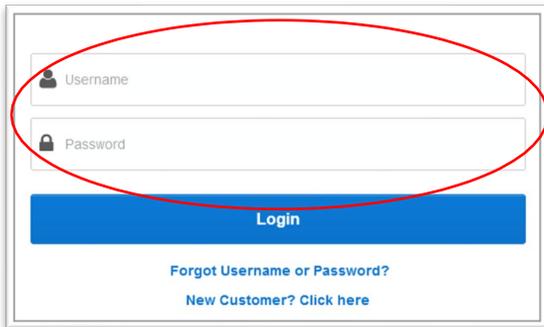
5. Click “Submit for Refund Request.”

The screenshot shows a web form with a vertical navigation bar on the left. The navigation bar has a link "Request to Cancel My Testing Window" and a "Submit" button below it. The main content area has the heading "Click below to continue:" followed by a large blue button labeled "Submit for Refund Request". Below the button, there are several empty input fields and a scroll bar.

# Switching Your Exam Appointment between In-person and Online Proctoring

If you applied for an exam that offers online proctoring, you can switch your exam from in-person to online proctored or from online-proctored to in-person.

## 1. Log in to your DANB account.



Username

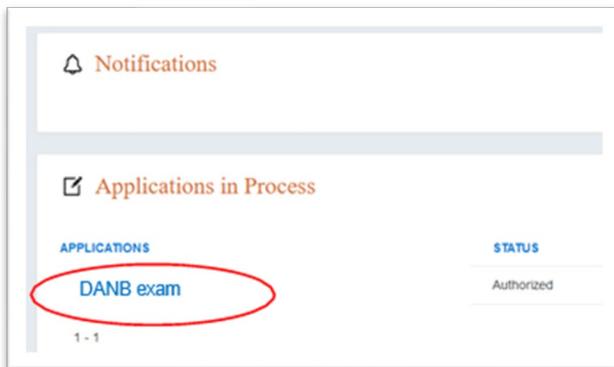
Password

Login

[Forgot Username or Password?](#)

[New Customer? Click here](#)

## 2. Go to the “Applications in Process” section.



Notifications

Applications in Process

APPLICATIONS	STATUS
DANB exam	Authorized

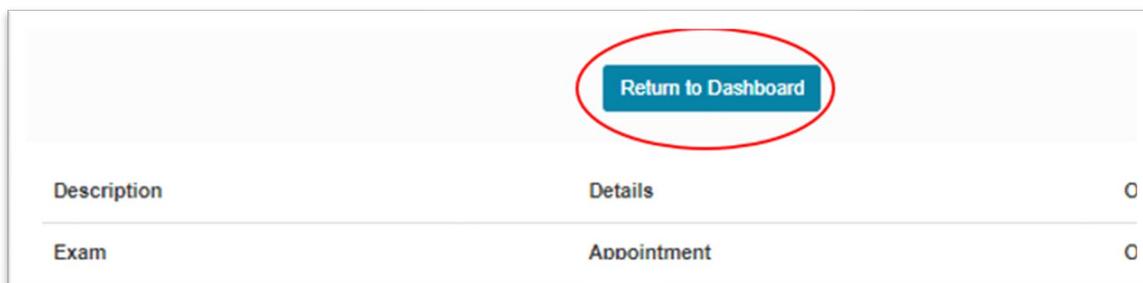
1 - 1

After you log into your account, on your dashboard screen, go to the “Applications in Process” section and click on the name of the exam you would like to reschedule.

## 3. First, cancel your existing appointment.

Follow the instructions provided on page 14 of this document

## 4. Once you have canceled your appointment, click “Return to Dashboard.”

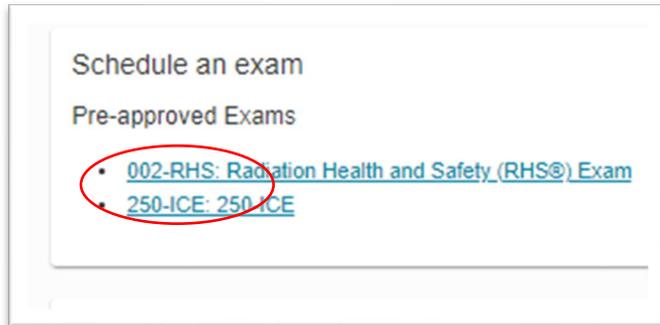


Return to Dashboard

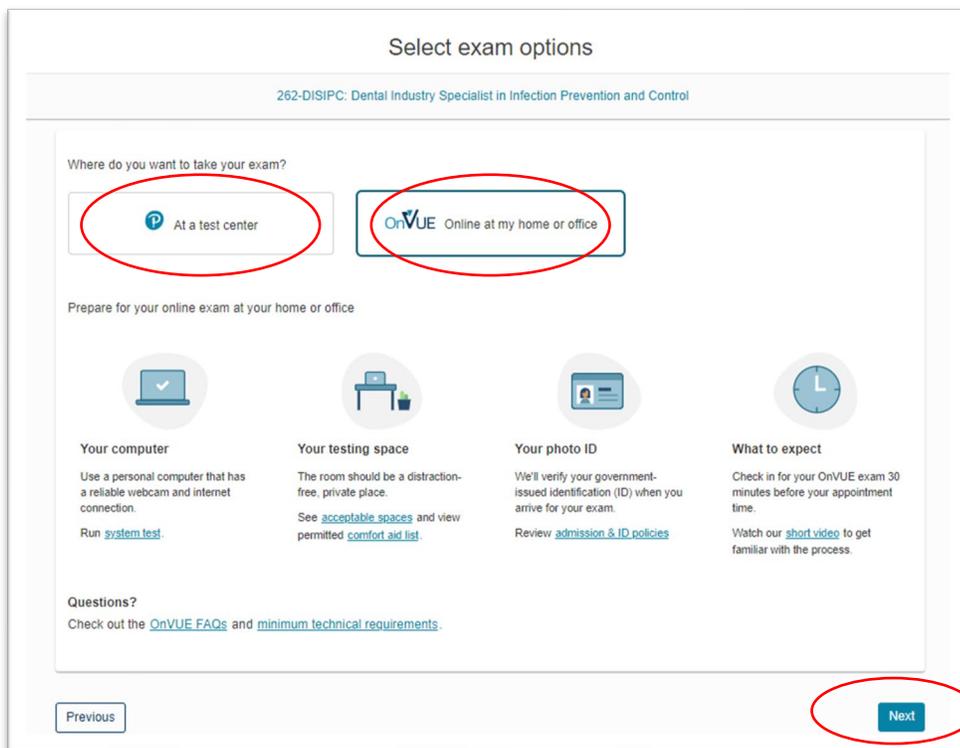
Description	Details	
Exam	Appointment	0

# Switching Your Exam Appointment between In-person and Online Proctoring

## 5. Click the link to your exam.



## 6. Select either “At a test center” or “Online at my home or office.”



## 7. Schedule your new exam appointment.

Follow the steps starting on page 3 of this document to schedule an in-person appointment.

Follow the steps starting on page 8 of this document to schedule an online-proctored appointment.