

ELIGIBILITY FOR THE EXAMINATION

You will receive an invitation email from ACT, Inc. when you are eligible to sit for the exam.

Once you have been approved, you will receive an email confirmation from PSI. You are responsible for contacting PSI to schedule the examination. Your eligibility is valid for one examination administration, (e.g., March 2013 or October 2013).

INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates schedule their exam using the Internet. You may schedule online by logging into candidate.psiexams.com/login with the User ID and Password that you received via email. Internet registration is available 24 hours a day. In order to schedule by Internet, complete the steps below.

- Log onto the website and enter your User ID and Password. You will see your test listed in the *Registered Records* section of the *Account Activity* page.
- Select the examination and select the *Schedule for a Test* button. Enter your Country or Zip/City and select *Search*. A list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.
- You will receive a confirmation email. Be sure to read all of the instructions on the email. Please bring the email to the test center on your scheduled test date.

TELEPHONE SCHEDULING

To schedule an examination by phone, please call 800-733-9267. The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment *2 days before the scheduled examination by 4:00pm Pacific Time*.

Note: A voice mail message is not an acceptable form of cancellation. Please use the telephone system and speak to a Customer Service Representative, or you may go online to cancel.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, and you will not be able to take the examination as scheduled if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

REQUIRED IDENTIFICATION

Candidates must schedule for the exam with their LEGAL first and last name as it appears on their government-issued identification. Required identification below must match the first and last name under which the candidate is scheduled. Candidates are required to bring one (1) form of valid (non-expired) photo-bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test.

Choose One

- State-issued driver's license card
- State-issued identification card
- US Government-Issued passport
- US Government-Issued military identification card

SECURITY PROCEDURES

The following security procedures will apply during the examination:

Candidates will receive scratch paper and a pencil at the test site. Candidates may bring their own basic function calculator.

- While at an examination site, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. While at the site, you shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** Candidates are encouraged to leave all personal belongings, except their keys, in their car.
- No smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of security policy. Either one may result in the disqualification of examination results and may lead to legal action.



TESTING SITES

There are nationwide examination centers. You will be provided with the locations upon scheduling for your examination. Go to www.psiexams.com for a listing of sites.

SPECIAL ACCOMMODATIONS

Special accommodation requests must be approved by ACT, Inc. Do not contact PSI until you have written approval.

EXAMINATION RESULTS

You will see your unofficial results online at the end of testing and receive a paper copy on site.

