



How to Cancel or Reschedule an Exam



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



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Nurse Aide Skills Exam

E0 – Nurse Aide Training Program Completion

Current Status

Event Scheduled

30th December, 2021 / 7:00 PM

Exam Mode	Exam Date	Exam Time
Online	30/12/2021	7:00 pm CST

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

Nurse Aide Written Exam

E0 – Nurse Aide Training Program Completion

Current Status

Event Scheduled

30th December, 2021 / 8:00 PM

Exam Mode	Exam Date	Exam Time
Online	30/12/2021	8:00 pm CST

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

How to Cancel or Reschedule an Exam

Reschedule Exam

Select “Reschedule” for the desired exam



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Nurse Aide Skills Exam

Current Status
🟡 Event Scheduled
27th December, 2021 / 3:00 PM

Exam Mode	Exam Date	Exam Time
Test Center	27/12/2021	3:00 pm CST

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

Nurse Aide Written Exam

Current Status
🟡 Event Scheduled
30th December, 2021 / 6:30 PM

Exam Mode	Exam Date	Exam Time
Online	30/12/2021	6:30 pm CST

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

How to Cancel or Reschedule an 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

The image displays two sequential screenshots of the exam rescheduling interface. The left screenshot, labeled '1' through '3', shows the 'Select Your Exam Type' screen. The 'Online' radio button is selected. The time zone is set to '(UTC-06:00) Central Time (US & C...)'. A calendar for December 2021 is shown, with dates 7, 8, 9, 10, and 11 highlighted in green. A callout box points to these dates, stating 'Dates in bold have available exam times'. The right screenshot, labeled '4' through '6', shows the 'Select Range' and 'Available Slots' screens. The 'Select Range' screen has '12 PM - 04 PM' selected. The 'Available Slots' screen shows a grid of time slots with '14:00' selected. A 'Reschedule' button is visible at the bottom right.

How to Cancel or Reschedule an Exam

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

This screenshot shows the initial search interface. At the top, there are radio buttons for 'Online' and 'Test Center', with 'Test Center' selected. Below this are three input fields: 'Select Time Zone' (set to '(UTC-06:00) Central ...'), 'Select Date Range' (set to '1/4/2 - 1/13/2'), and 'Find Test Center' (with a search icon). A blue 'Search' button is centered below these fields. Below the search button, three date options are displayed: '25. Dec, Sat', '27. Dec, Mon', and '06. Jan, Thu'. A 'Help' link is visible in the bottom right corner.



This screenshot shows the results of the search. The 'Search' button is now greyed out. Below it, three date options are displayed: '27. Dec, Mon', '29. Dec, Wed', and '08. Jan, Sat'. The first option, '27. Dec, Mon', is selected. Below the dates, a test center entry is shown: 'International Council on Education (ICE)' with the address '3508 Lauren St, Copperas Cove' and '3 Km away'. Below the address, three time options are displayed: '05:49 PM', '05:49 PM', and '05:49 PM'. A blue 'Reschedule' button is located at the bottom right, next to a 'Help' link.