



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



- Dashboard
- Application
- Exam Schedule**
- Grievance Form
- Manage Profile
- Help
- Registry

Exam Schedule

Home / Exam Schedule

Nurse Aide Skills Exam

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

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



Dashboard

Application

Exam Schedule

Grievance Form

Manage Profile

Help

Registry

Exam Schedule

Home / Exam Schedule

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 illustrates the steps to reschedule an online exam. It consists of two screenshots of the user interface, connected by a large black arrow pointing from left to right.

Left Screenshot: Select Your Exam Type

- Step 1: "Select Your Exam Type" with "Online" selected.
- Step 2: "Select TimeZone" dropdown menu showing "(UTC-06:00) Central Time (US & C...)".
- Step 3: "Select Date" calendar for "DEC 2021". A callout box points to dates 7, 8, 9, 10, and 11, stating "Dates in bold have available exam times".

Right Screenshot: Select Range and Available Slots

- Step 4: "Select Range" with two options: "12 PM - 04 PM" and "04 PM - 08 PM".
- Step 5: "Available Slots" grid showing time slots. The "14:00" slot is selected.
- Step 6: "Reschedule" button 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 disabled. Below it, three date options are displayed: "27. Dec, Mon", "29. Dec, Wed", and "08. Jan, Sat". Below these 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 "Reschedule" button is located at the bottom right, next to a "Help" link.