





A candidate guide:

How to switch from test center to online testing

Here's a step-by-step guide to help you switch your appointment from a test center to online testing or vice versa.

Please note: you must **cancel** your existing appointment and schedule a whole new appointment instead of just rescheduling your exam.

Scenario 1: You're scheduled to take an exam at a test center, but now you want to take an online exam at your home or office.

1. On the dashboard, click on the relevant upcoming appointment you'd like to change.

»	Dashboard		
	Upcoming Appointments Monday, September 7, 2020	My Account My Profile	
*	CAMS6_ENU: CAMS 6_English	Yreterences Exam History View Score Reports	
•		> My.Receipts	
P			

2. Click on 'Cancel' and confirm cancellation.

» e	← Exam Appointment Details		
品	Description	Details	Order Information
*	Exam CAMS6_ENU: CAMS 6 English	Appointment Monday, September 7, 2020	Order Reschedule Number/Invoice Cancel
€→	Language: English Exam Length: 210 minutes	Start Time: 09:30 AM EDT Location AVNA Learning Center-NYC 139 Fulton St. Unit 605 New York, New York 10038 United States Test Center Information	0054-2461-5563 Registration ID 375794505 Status Scheduled

3. Return to the dashboard to schedule a new exam appointment & choose your preferred exam delivery option.

»	← Select exam options			
	CAMS6_ENU: CAMS 6 English			
	All fields are required.			
*	How do you want to take your exam? <u>Exam delivery option descriptions</u>			
€→	At a home or office			
	Are you going to be testing on this device and network? If so, perform a quick pre-check to verify compatibility of your device and network before planning to take this exam in your home or office. If you skip, be sure to do a full system test before test day to avoid lost exam fees and launch delays.			
	Run pre-check			
	Previous			

Scenario 2: You're scheduled to take an online exam at your home or office, but now you want to take the exam at a test center.

1. On the dashboard, click on the relevant exam under 'Open Online Exams'.



2. Click on 'Cancel' and confirm cancellation.

»	~		Online Exam Details	
*		We highly recommend that you <u>run the system test</u> on the same computer and location you will be testing from on exam day to ensure system compatibility. Running the system test helps avoid issues during the exam.		
 ▲ ▲ 		Description	Details	Order
		Exam CAMS6_ENU: CAMS 6 English Language: English Exam Length: 210 minutes	Appointment Friday, July 31, 2020 Start Time: 12:00 PM CDT	Order Reschedule Number/Invoice 0054-2463-2812 Registration ID 375795391 Status Purchased
				<u>Why can't I</u> begin my <u>exam</u> 2

3. Return to the dashboard to schedule a new exam appointment & choose your preferred exam delivery option.

»	← Select exam options	
9	CAMS6_ENU: CAMS 6 English	× .
品	All fields are required.	
*	How do you want to take your exam? Exam delivery option descriptions	
€	Image: At a local test center O At a home or office O I have a Private Access Code	
	Previous	1