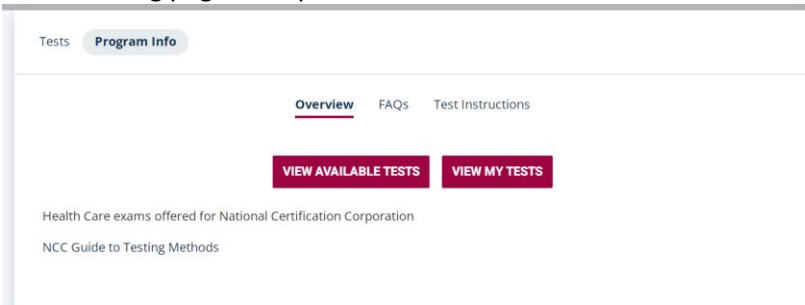


Scheduling an Exam

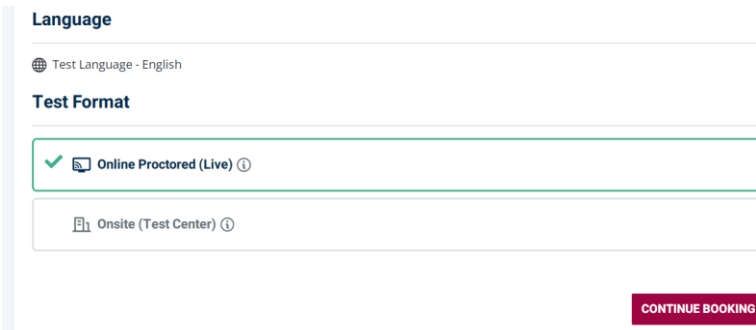
1. Login and click on “Schedule or Launch Exam” in your profile under the certification examination you are planning to take.

The following page will open in a new window.



You can look at the tests that are available to you and click on “View Available Tests” to read directions for each type of testing (Test Center or Remote Proctoring). To schedule or test you must click on “VIEW MY TESTS”.

2. Click on “View My Tests” to schedule your examination. This will open up to a “Booking” link. Click on the method of testing you want to use. The majority of examinations offer two choices: Online Proctored or Onsite Test Center. This page also provides links to frequently asked questions and test instructions. Select the icon “Continue Booking” to schedule your test.



The next page will show the email linked to your account and the mode of testing you choose. Clicking continue booking is your confirmation of these. If you choose Online Proctoring “Live Remote Proctoring”. Make sure you read the requirements at the following link:

<https://www.nccwebsite.org/certification-exams/testing-with-live-remote-proctoring>

3. TEST-FORMAT

- a. If a TEST CENTER is your test format: The next screen will request will be to “Find your nearest Test Center”. Put in the information requested about your location and it will provide you with available testing sites. Please note you may have to extend out the miles to get to a testing center near you. The system defaults to 10 miles from your address. It will list all test centers in the radius of the address using the number of miles you put in.

Find Your Nearest Test Center

City, province, or postal code

Radius

10

Miles

FIND

Once you select a test center, it will confirm the test center and have a link to view available time slots. Select your time slot and then select Book. This Time Slot Below is an example of the Nearest Test Centers using the city of Philadelphia and a 25 mile radius.

Find Your Nearest Test Center

City, province, or postal code

Philadelphia, PA, USA

Radius

25

Miles

FIND



1 PHILADELPHIA (5.44 MI)

One Bala Avenue, Suite 310, Bala Cynwyd, PA, US

[View available time slots](#)

2 King of Prussia - AVNA Learning Center (14.99 MI)

601 South Henderson Road, Suite 205, King of Prussia, PA, US

[View available time slots](#)

3 BRISTOL (18.62 MI)

1200 Veteran's Highway, Suite B4, Bristol, PA, US

[View available time slots](#)

- b. If Online Proctoring (remote proctoring) is your test format it will ask you the time zone where the test will be taken (this is usually your time zone unless you are planning to take it somewhere else). It will then provide you with a calendar and available dates and testing times. Look for a date and time that works for you. Here is an example of eastern standard time. Once the date is picked, all the available testing times will be shown for that date. You can move through the available months and days that are within your eligibility window and choose the date and then the time that is open.

Find a Time

Country* Timezone*

« June 2023 »

MON	TUE	WED	THU	FRI	SAT	SUN
29	30	31	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	1	2

Available Selected


Time slots available for: Thursday June 1

12:00 AM	12:30 AM	1:00 AM	1:30 AM	2:00 AM	2:30 AM	3:00 AM
3:30 AM	4:00 AM	4:30 AM	5:00 AM	5:30 AM	6:00 AM	6:30 AM
7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM
10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM
2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM
5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM
9:00 PM	9:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM	

4. ONCE THE EXAMINATION IS SCHEDULED: When you click on “**View my Tests**” it will provide you with the date and time of your scheduled test and if appropriate, the location of the examination. It can be added to your calendar as well. Test instructions are also provided on this page. Example of bookings are as follows.
- a. Example of a Test Center Booking

Bookings: ?

Neonatal Intensive Care Nursing



Get Directions

Neonatal Intensive Care Nursing

11 DAYS 2 HOURS 48 MINUTES

Thursday, June 1, 2023 [Add to Calendar](#)

10:00 AM Mountain Daylight Time

Onsite (Test Center)

[Print Receipt](#) [Test Instructions](#) [More Information](#)

- b. Example of Remote Proctoring (Online Proctoring) Booking
- Bookings:** ?

Maternal Newborn Nursing

Maternal Newborn Nursing

10 DAYS 4 HOURS 16 MINUTES

Wednesday, May 31, 2023 [Add to Calendar](#)

12:30 PM Central Daylight Time

Online Proctored (Live)

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

[Print Receipt](#) [Test Instructions](#) [More Information](#)

5. Please note that a payment page will pop up after you have Booked your date and time. It will put in a payment of ZERO. NCC pays PSI for your testing as part of your registration. Review the final page carefully when you are done and make sure you document the time and date of your examination.

6. Rescheduling an examination (RE-BOOK): Click on “View my Tests” in your profile if you need to reschedule the examination. You must reschedule within your testing window and have 4 business days left prior to the currently scheduled testing date. If you need to schedule outside of your original testing window, you will need to submit a change request and pay an exam change fee.