



## TEST SCHEDULE INFORMATION

Complete this sheet when scheduling your reservations.

ASIS #: \_\_\_\_\_

Test Confirmation #: \_\_\_\_\_

Test Date: \_\_\_\_\_ Scheduled Testing Time: \_\_\_\_\_

Test Center: \_\_\_\_\_

Address: \_\_\_\_\_

Directions: \_\_\_\_\_

Make sure you report to the test center thirty - (30) minutes before the beginning of your scheduled examination session for registration. **Bring two forms of identification, one of which is photo-bearing; both must have candidate's signature.** (A Social Security card is **not** an acceptable form of identification.)

- a. Only your first and last/surname on approval letter from ASIS and identifications must match EXACTLY or you may NOT be permitted to test. This includes abbreviated or hyphenated names.

Don't forget to pick-up your score report. **If you do not receive a score report you must contact the ASIS certification department within five (5) business days from the test date. Failure to do so within the specified time will result in a fee for a replacement score report.**

Please take this sheet to the test center on the date you have scheduled.

Note: Due to frequent cancellations and short notification rescheduling, Prometric has expressed concern that there may be inadequate capacity at centers where the ASIS International examinations are administered. Managing the process of scheduling and rescheduling appointments is critical to assure that all candidates can obtain a testing appointment on the date and time requested. Prometric reports that the rate of chronic cancellations has presented problems for fellow candidates who are not able to select their first, and in some cases, their second appointment choices. In order to provide a first choice experience for all candidates, Prometric will institute a reschedule/cancel fee effective January 1, 2013. This fee will be assessed either at [www.Prometric.com/ASIS](http://www.Prometric.com/ASIS) if the candidate reschedules or cancels online or via phone (800-699-4975) by Prometric's customer service. It will be applied to all appointments scheduled for January 2013 and beyond as follows:

- If a candidate reschedules or cancels 31 or more days before the scheduled test day, there is no charge.
- If a candidate reschedules or cancels 4-30 days before the scheduled test day, there is a charge of \$50.00 per reschedule. All rescheduling or cancellation fees are to be made directly through Prometric.
- If a candidate is a no show and does not adhere to the above procedures, the full candidate testing fee is forfeited and candidate must submit a certification application to ASIS and along with the \$200.00 re-exam fee.

**Prometric permits NO exceptions to this rule.**

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