

Please Note: Scantron is now Meazure Learning and future communications will soon come from Meazure Learning.

## Notice to Schedule Examination

Coronavirus Information - For information on rescheduling and site closings [click here](#).



To: **\*\*candidates\_first\_name\*\*** **\*\*candidates\_last\_name\*\***

You are now ready to schedule your **\*\*package\_description\*\*** examination. The scheduling website is listed below. Be sure to complete all the information required when scheduling. You will receive confirmation of your examination date and site by email.

If you have any questions regarding your registration, please contact Meazure Learning at (919) 572-6880.



### SCHEDULING WEBSITE

Link: [www.scantronassessment.com/registration](http://www.scantronassessment.com/registration)

Username: **\*\*candidates\_username\*\***

Password: **\*\*candidates\_password\*\***

*(Note: The password above is for scheduling only and is not the password needed to access your test(s) at the testing center.)*

You must schedule at least two (2) days prior to the date you wish to test unless you have been pre-approved for reasonable accommodations (please see section below.)

*Testing at your home or office on your personal computer via Live Remote Proctoring (LRP) is also available. Be sure to review the Live Remote Proctoring section for additional information.*

### IMPORTANT ADDITIONAL INFORMATION

#### Notes

Testing centers are subject to change without notice, and testing centers maintain individual dates and times of operations. Testing appointments are made on a first come, first served basis.

Accordingly, you are encouraged to submit your scheduling request as soon as possible. However, testing centers may update their testing appointment offerings at any time. If new testing dates become available at your center of choice after you have scheduled your test, a rescheduling fee will apply to change your testing date and/or site. If you have any questions about testing center availability, please call Meazure Learning at (919) 572-6880 prior to confirming an appointment.

For more information regarding exam details, scheduling, and the examination day please [click here](#).

#### Rescheduling Policy

#### Identification

You are required to present a valid, government-issued photo ID (e.g., driver's license, passport, state-issued ID card) on exam day; please ensure that your **first** and **last** name on the valid, government-issued photo ID EXACTLY match your **first** and **last** name as they appear on the scheduling screens. If your **first** and last names are incorrect, please contact NAAEI at (833) 866-9622. If you have more than one last name or a suffix listed on your government-issued photo ID, the same last names must be reflected on the confirmation notice.

#### Reasonable Accommodations

Please note that *rescheduling* refers to a process that occurs once you have scheduled a testing date and subsequently wish to change or amend the date, time or location of your scheduled exam. You may reschedule a testing appointment up to two (2) days in advance of your testing appointment. Reschedule requests are not accepted within two (2) days of your scheduled testing appointment. To reschedule your exam, click on the scheduling link above to log back into the scheduling system with the provided username and password. Once you have logged in, click on the link to reschedule. A \$50 non-refundable fee will apply to all rescheduled exams; the fee must be paid online at the time of the request.

### No Show

If you do not appear for your examination and do not reschedule at least two (2) days prior to your appointment, you will be considered a no show and forfeit your exam and exam fees. In order to schedule to test again you will need to re-register through NAAEI.

## LIVE REMOTE PROCTORING (LRP) INFORMATION

### Requirements

You must meet the following requirements to test via LRP:

#### General:

- You must be alone in the room throughout the test.
- You are required to have a webcam installed on your exam workstation and reliable access to the Internet. An Internet connection disruption will suspend the test session.
- PC computers are recommended; however, MACs are also acceptable
- Please Note: Chromebooks, tablets, iPads, dual/multiple monitors, and projectors are not permitted to be used as a testing device.

#### Technical/Software:

- **You must use a computer with admin access**
- To review the system requirements, [click here](#).

### Additional Notes

This exam is delivered via Live Remote Proctoring (LRP). By taking this exam, you are attesting that you understand that your examination session, including video, is recorded and may be saved for up to two years. The recordings will be deleted no later than two years after the exam date. By agreeing to take this exam, you agree to have your examination session recorded and reviewed by the testing agency and testing program owners.

If you have been granted reasonable accommodations, you must submit your scheduling request **at least thirty (30) days prior to the date** you wish to test. This is to allow time to confirm your accommodations. Your scheduling request should not be considered final until you receive your official Scheduling Confirmation Notice. It may take a few days to confirm the accommodations with the test site. You will be contacted by Meazure Learning via email within three (3) business days of submitting your scheduling request, either with the Scheduling Confirmation Notice to confirm your requested appointment time or with other scheduling options.

### Confirmation

Be sure to complete all the information required on the scheduling pages. You will receive confirmation of your examination date and site via email. If you do not receive this confirmation within two (2) business days of submitting your request, please contact Meazure Learning at (919) 572-6880.

### System Check & Setup

In order to minimize any disruptions you may experience during your exam, it is recommended that you test your system prior to taking your exam. To check your system for Meazure Learning's delivery system, click here:

<https://www.scantronassessment.com/pass/PassLogin/SystemRequirements.aspx>

**Ensure you have Google Chrome or Mozilla Firefox downloaded on your computer.** Click below to download your preferred browser:

- [Chrome](#)
- [Firefox](#)

**Pop-up blockers must be disabled in order to launch the exam.** [Click here](#) for information on how to disable pop-up blockers.

**Download the ProctorU extension for your preferred browser.** Click below to download:

- [Chrome ProctorU Extension](#)
- [Firefox ProctorU Extension](#)

### LRP Rescheduling Policy

Rescheduling and cancellation requests must be submitted no less than 24 hours in advance of your scheduled testing appointment. You cannot reschedule or cancel your testing appointment less than 24 hours in advance. If you fail to appear for your scheduled testing appointment, you will be considered a no-show candidate. See the test sponsor's candidate handbook for information on no-show, reapplication, and retesting policies.

A room scan will be required before the exam can begin so please be sure that your webcam can be rotated to view the entire room and workspace.

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