PROMETRIC

EXPE   TEGRITY. CHOICE.

ess.

RELATIONSHIPS
MATTER

Manual

Candidate Scheduling Process

Step 1. Once your board has approved and pre-registered a candidate to sit for an exam, the candidate will receive the following email from registrations@isoqualitytesting.com. The candidate will use this email to schedule their exam.

Friday, Dec. 17, 2022

Dear Candidate,

You have now been approved by ******* to schedule an appointment to sit for your examination. Please proceed as follows:

1 -- Go to our home page: www.IQTTesting.com
2 -- Using the option "Exam Registration"
3 -- Select the Organization: ********************.
4 -- Select the exam: *********************
5 -- Enter your Username and Password to login. These are:

Username: **sdc03@yahoo.com**
Password: **rz9S9mu6**

After logging into the IQT website, please follow the on-screen instructions for scheduling an appointment. Please note that you must test within this date range: 01/01/2011 to 12/31/2016.

Reschedule/Cancellation Policy: If you fail to show up for your examination at the scheduled time, do not have the proper identification, or do not have your admission document, you will not be allowed to sit for your exam. You will be considered a 'No-Show', your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam. However, if an issue arises that prohibits you from making it to your scheduled exam, you may reschedule prior to (5) calendar days before your scheduled exam date. **You may be required to pay a rescheduling fee to process your request**. If it is less than (5) calendar days, you will not be allowed to cancel or reschedule your exam unless one of the following 3 situations have occurred:

Death in the immediate family
Military Deployment
Sickness

If you experience any of the above issues, you **MUST** provide IQT with proper documentation before being rescheduled to a new date. **If none of the above are the reason for wanting to reschedule or cancel your exam less than 5 days prior to your exam date, then you will not be allowed to reschedule or cancel your exam. Please also note that if you do not show up, you will be considered a 'No-Show', your**

examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam.

<u>Result Letter</u>: Please note that you **MUST** receive a status letter after completing the exam. **Please do not leave the testing center until this has been given to you by the Proctor.**

Should you require assistance, please click on the "Contact Us" button on the home page to send a message to customer service, or you may call (toll-free in USA and Canada) 1-866-773-1114, or (other countries) +1 727-733-1110.

Sincerely,

Iso-Quality Testing, Inc.

Step 2. Once a candidate has received the above email, the candidate will be directed to the IQT website, www.iqttesting.com, to complete their registration.

Once a candidate has made it to the IQT website, they will select the second option: Schedule/Reschedule and Exam.

Step 3. Candidates will then be directed to the Login screen. It is important to note that a candidate will not be able to log in unless they have been pre-registered for an exam by the ********** office.

Once a candidate has entered the User ID and Password identified in the pre-registration email, they will click the Login button.

Candidates will enter the User ID and Password identified in their pre-registration email.

Step 4. From the IQT welcome screen, candidates will select from the drop down list the Organization Name and the Exam Title they have been pre-registered for by their Boards. This information can be found in the pre-registration email they received earlier (Step 1).

In the first drop down, candidates will select ASBOG.

In the second drop down, candidates will select the exam they have been pre-registered for by their Board.

Once both drop downs have been selected, candidates will click

Step 5. Candidates will then be directed to the Candidate Profile screen. It is important that candidates verify all information on this page, as this information is used to populate the Admission Document and status letter. Security procedures do not allow candidates to change their name or email address. This ensures that the candidate who was pre-registered for an exam is the candidate who sits for the exam.

EXAM REGISTRATION

Candidate Profile I

This information is provided to your organization and may be used for official corres...
This information must also exactly match the identification you will be required to s...

Requi...

First Name: ASBOGsampleDemo118
Middle Name:
Last Name: ASBOGDemosample118
Address1: 1234321 Main St
Address2:
City: Sacramento
State/Province: California
Country: United States

Email Address: ASBOGSampleDemo11-8@demo.

Log Out   Change Login

Next

Registration Home
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> It is imperative that all candidates enter, verify, and correct the information on this page. If a candidate needs to change their name or email address, they should do so by contacting the Board Office where they were pre-registered.

> Once a candidate has verified and/or corrected all information, the candidate will click the Next button.

Step 6. Candidates will need to complete the Pre-Scheduling survey.

| Intro | Attempts | Education | Graduation Year | Degree Type | Year of Highest Degr... | MA/MS Degree | Primary Area of Prac... |

Mandatory fields are marked with an asterisk *

PROMETRIC

Please complete all questions to the best of your ability. We use the information requested to provide feedback to University programs regarding performance of their curriculum.

Next

Step 7. Candidates will then be directed to the Site Scheduling screen. The candidate will choose the location, date, and time of their exam. This is a real time scheduling system, so once a candidate has selected a location, date, and time for their exam and clicks the Next button, they are immediately confirmed for that location, date, and time.

EXAM REGISTRATION

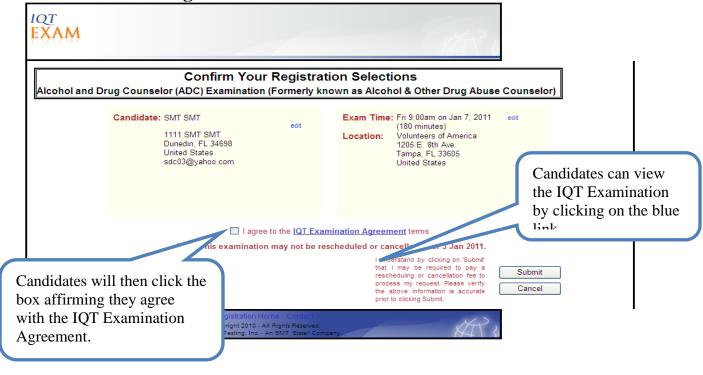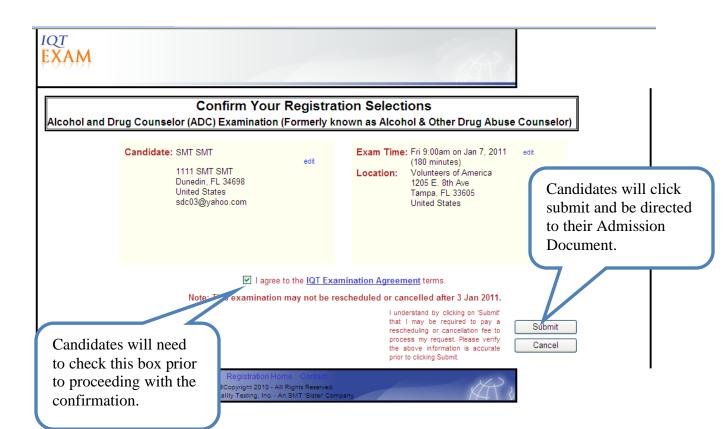**Exam - Practice of Geology PG**

Test Centers | 2.2 miles - Schroeder Measurement Clearwater FL USA // 25400 US Hwy 19 ⌄
Exam Times | < no exam times vacant between 11/8/2022 and 12/28/2022 > ⌄

Search Parameters

Start Date | 11/8/2022 | Go

Change date to reflect date you would like to test. From Start Date, the first 50 session of a test center's available exam times are shown in the Exam Times box above

Filter the results by using this section. Click the button GO immediately after the input area to refresh the results.

Country | United States USA ⌄ | State | Florida ⌄
| Go | City | Clearwater ⌄ | Go

on window of 11/8/2022 to 11/8/2023. Your selection has no exam times between
may be checked using the search parameters below. Or you may contact Iso-
-773-1114 or email IQT at registrations@isoqualitytesting.com

Once candidates have selected a date and time for their exam, they will click the Next button.
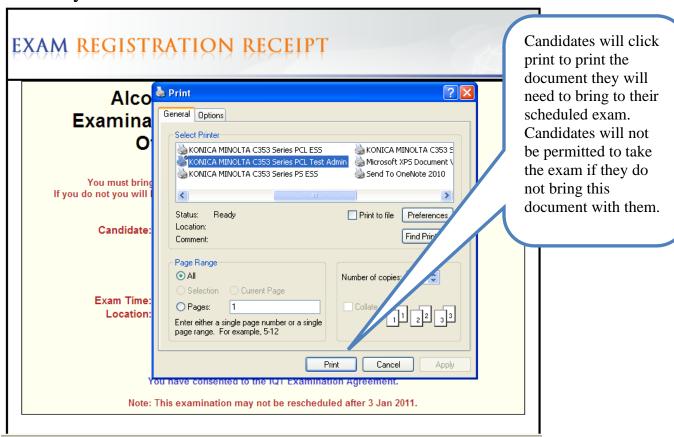
Next

Step 8. Once a candidate has selected the location, date, and time of their exam and clicked the Next button, they will be directed to the Confirmation screen. The candidate must agree to the IQT Examination agreement prior to confirming their exam scheduling choice. Once a candidate clicks the Submit button, their scheduled exam is confirmed and cannot be changed.

IQT EXAM

Confirm Your Registration Selections
Alcohol and Drug Counselor (ADC) Examination (Formerly known as Alcohol & Other Drug Abuse Counselor)

Candidate: SMT SMT
edit
1111 SMT SMT
Dunedin, FL 34698
United States
sdc03@yahoo.com

Exam Time: Fri 9:00am on Jan 7, 2011   edit
(180 minutes)
Location: Volunteers of America
1205 E. 8th Ave
Tampa, FL 33605
United States

Candidates can view the IQT Examination by clicking on the blue link.

☐ I agree to the **IQT Examination Agreement** terms.

his examination may not be rescheduled or cancell   er 3 Jan 2011.

I understand by clicking on 'Submit' that I may be required to pay a rescheduling or cancellation fee to process my request. Please verify the above information is accurate prior to clicking Submit.

Submit

Cancel

Candidates will then click the box affirming they agree with the IQT Examination Agreement.

Confirm Your Registration Selections

Alcohol and Drug Counselor (ADC) Examination (Formerly known as Alcohol & Other Drug Abuse Counselor)

Candidate: SMT SMT   edit

1111 SMT SMT
Dunedin, FL 34698
United States
sdc03@yahoo.com

Exam Time: Fri 9:00am on Jan 7, 2011   edit
(180 minutes)
Location: Volunteers of America
1205 E. 8th Ave
Tampa, FL 33605
United States

Candidates will click submit and be directed to their Admission Document.

☑ I agree to the **IQT Examination Agreement** terms.

Note: This examination may not be rescheduled or cancelled after 3 Jan 2011.

I understand by clicking on 'Submit' that I may be required to pay a rescheduling or cancellation fee to process my request. Please verify the above information is accurate prior to clicking Submit.

Submit

Cancel

Candidates will need to check this box prior to proceeding with the confirmation.

Registration Home   Contact
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Step 9. Once a candidate has clicked the Submit button on the Confirmation screen, they will be presented with their Receipt and Admission Document. The candidate will be immediately prompted to print this document as they will not be permitted entry to the testing center without this document and two forms of ID. If the candidate loses or misplaces the Admission Document, they may log back into their account and print this document as many times as they deem necessary.

This completes the scheduling process. Candidates should read the Admission Document, as it contains all pertinent information relating to their scheduled exam.