

Exam reservations are **not guaranteed** until the following steps have been implemented:

- ◆ You have contacted Brooklyn College Office of Testing to request reservations to sit for an examination at least two weeks prior to the examination date. (**A \$30.00 late registration fee will be imposed if reservations are requested with less than two weeks notification**).
- ◆ The examining school has contacted us with their requirements for the administration of the exam, the dates the exam(s) are to be administered and the exam materials (or password for an online exam) have been forwarded to our office at least 5 business days prior to the date of the exam.
- ◆ We have received written confirmation from the examinee that he/she will sit for the exam on the specified date. Examinees must contact our office at least 24 hours prior to the exam date to confirm that we have received the exam materials.
- ◆ **Payments** of the administration **and** shipping fees have been **submitted no less than 5 business days prior** to the administration of the exam **otherwise the tentative reservation is voided and a \$30.00 late fee will be imposed to reinstate the reservation**. **Postal Money Orders, Bank Money Orders or Certified Bank Checks (not personal checks) are the only forms of payment accepted**. The administration fee is \$30.00 for each exam per examinee for a **minimum two-hour block of time**. There is an additional \$15.00 fee for each additional 1-hour block of time or any part thereof.
- ◆ The on-line Registration Form is *returned no less than two weeks prior to sitting for an examination*.
- ◆ You have contacted the sponsoring school to send the exam along with a prepaid return envelope to:

Brooklyn College (Office of Testing)  
245 West End Building (W.E.B.)  
2900 Bedford Avenue  
Brooklyn New York 11210-2889  
**Attn: Distance Learning (DL5910)**

**YOU ALSO NEED TO KNOW THAT:**

- ◆ **Fees are based on the time allotted for the exam**, by the examining school, not the amount of time used. Additionally, the sponsoring school, agency or examinee is responsible for any fees needed to return an exam **and must be paid no less than 5 business days prior** to the administration of the scheduled exam.
- ◆ Students (international students excluded) are allowed to reschedule **ONCE** without penalty of submitting an additional test administration fee **only if** the appointment is rescheduled 24 hours prior to the original testing date. Failure to keep the rescheduled appointment will result in resubmitting the full administration fee. Additionally, failure to cancel an appointment no less than 24 hours prior to the original exam date will result in the forfeiture of all submitted fees for that exam.
- ◆ Confirmation will be forwarded via email upon receipt of all payments.
- ◆ Although every effort will be made to accommodate all requests, the actual scheduling of the examination will be made solely based on the availability of personnel, space and other relevant factors.
- ◆ Your signature on the registration form indicates that you agree to abide by the guidelines listed above.