



A candidate guide:

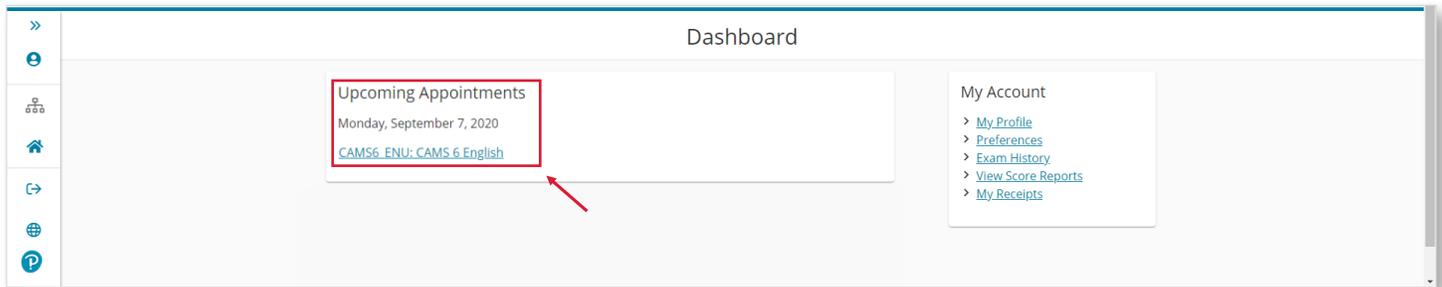
How to switch from test center to online testing

Here's a step-by-step guide to help you switch your appointment from a test center to online testing or vice versa.

Please note: you must **cancel** your existing appointment and schedule a whole new appointment instead of just rescheduling your exam.

Scenario 1: You're scheduled to take an exam at a test center, but now you want to take an online exam at your home or office.

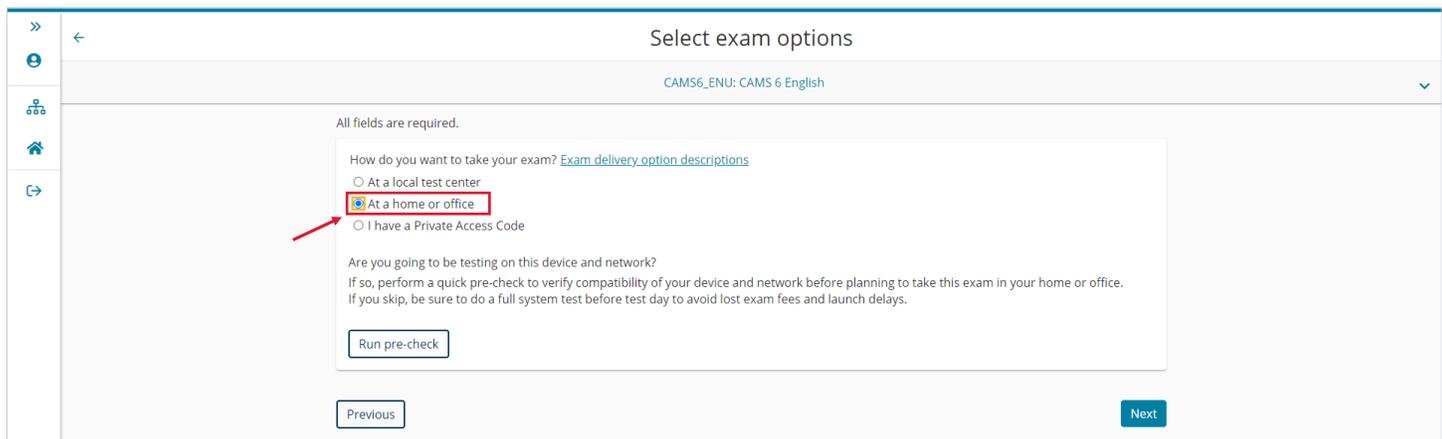
1. On the dashboard, click on the relevant upcoming appointment you'd like to change.



2. Click on 'Cancel' and confirm cancellation.

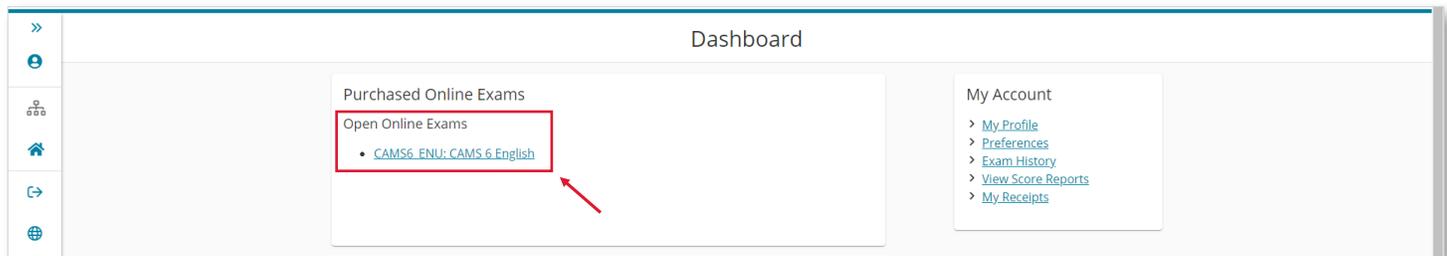


3. Return to the dashboard to schedule a new exam appointment & choose your preferred exam delivery option.

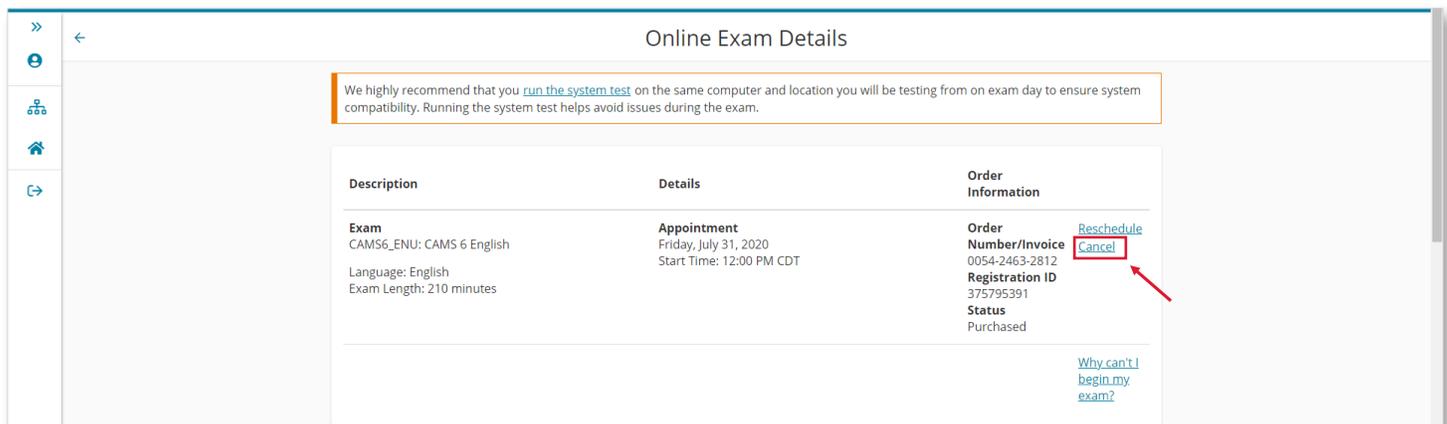


Scenario 2: You're scheduled to take an online exam at your home or office, but now you want to take the exam at a test center.

1. On the dashboard, click on the relevant exam under 'Open Online Exams'.



2. Click on 'Cancel' and confirm cancellation.



3. Return to the dashboard to schedule a new exam appointment & choose your preferred exam delivery option.

