

# Registering for the Test

## Sixth Registration or More

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A candidate may sit for the PCAT examination no more than five times. After the fifth examination, a candidate may be required to submit a written request for an additional testing session. If registering for your sixth, or more, examination:

- Register online as usual.
- Have documentation ready and be able to explain the special circumstances that require you to take the PCAT again.
  - Refer to the checklist on the PCAT website to ensure you have all required documentation.
- If documentation is requested and not provided, registration will be cancelled per standard policy.
- If you test without providing the requested documentation, your scores will be cancelled.

Acceptable forms of documentation include:

- A copy of a completed and submitted application to a pharmacy school or to PharmCAS for the upcoming academic year and a transaction confirmation from the institution
- A letter on official school letterhead stationary from a pharmacy school advisor, administrator, or faculty member verifying that you are applying to a pharmacy school for the upcoming academic year (only if the application process has not yet opened)

Pearson will review and respond to your written request and evidence within 10 business days of receipt. Please note that heavy volume may delay the ability to reply within that time frame so we recommend that a candidate submit evidence well in advance of an examination. Note that the retest policy will be enforced even if a violation is not immediately identified and test scores have been reported. If you take the PCAT test more often than allowed, your scores from each unauthorized test administration will be withheld or cancelled and your entire test fee will be forfeited. You may also be prohibited from future PCAT testing and may be subject to other remedial actions. This policy has been established to enhance the validity and security of the PCAT exam. PCAT Customer Service representatives and test administrators are not authorized to waive or modify the retest policy for any reason.

## Registration

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- For information on mailing payments and documentation, please refer to the PCAT website, and for information on deadlines, please refer to the back cover.
- Choose a test date that ensures that your scores will be received before the pharmacy program's registration deadline.
- Register early, as seating is on a first-come first-serve basis and there are no opportunities to take the PCAT standby.
  - You cannot select a.m./p.m. sessions as those are assigned at a later date based on the number of test takers.
- Know which score recipients you want your PCAT scores sent to before applying.
- Requests for special services or accommodations may take up to 60 days to process so submit all required documentation as far in advance of your test date as possible.
- The personal Score Report will be sent to the mailing address you provide at the time of registration.
  - Changes in addresses can be made only **before** the Late Registration Deadline if you want to receive your scores at a new address. Candidates wanting their scores sent to their new address after the deadline will need to complete a forward mail request with the U.S. Postal Service.
- The name on the Admission Ticket **must** exactly match both of your valid, unexpired IDs used at the Test Center on the day of testing in order to gain admittance. **No exceptions or refunds will be made due to policy violations.**
- Information on fees can be found in "PCAT Fees and Special Services."
- If you decide not to show up for a PCAT exam that you have registered for, please note that your absence will not be reported to any schools and will not count toward your five attempts.

## Registering Online

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- Register online at [www.PCATweb.info](http://www.PCATweb.info) using Internet Explorer® 6 or above.
- Payment must be made with a credit card drawn from a U.S. bank.
- Enter your address and name exactly as it appears on the two forms of ID you will be using (no nicknames).
- Your billing address must match letter-for-letter in order to be processed.
- Know your score recipients prior to registering.

## Submitting a Paper Registration Form

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- Call PSE Customer Relations to request the form.
- Submit a paper Registration Form by the Registration Deadline.
- When completing the Registration Form, refer to the PCAT website for the Test Center Codes and Pharmacy College Codes.
- Sign (do not print) your signature on the form.
- Your payment must include the Registration Fee plus the additional optional fee for a paper Registration Form and be made with a money order payable in U.S. dollars.
  - International students must also pay with a money order payable in U.S. dollars.
  - Personal checks, cash, and/or unsigned forms will not be accepted or processed and will result in your payment returned to you.
- Mail the Registration Form and your money order to Pearson at the appropriate address.

## Registration Confirmation

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- Within 48 hours after your online registration (1 week for a paper Registration Form) is received and processed, you will receive an email notice at the email you provided when you registered with information about accessing your Registration Confirmation. If you do not receive an email notification, please log back into the PCAT website and view it from there.
- The Registration Confirmation verifies that you have successfully registered to take the PCAT, and shows your name, address, date of birth, score recipients, test date, and reporting city and state.
- If there is an error on your Registration Confirmation, you must contact PSE Customer Relations no later than the Late Registration Deadline. Make sure to verify your address and that your name matches exactly as it appears on the two forms of ID you will be using (no nicknames).
- If your first and/or last names do not match your IDs exactly, you will not be admitted to the test.
- The address listed on your Registration Confirmation is the one to which your scores will be sent. If this is not your current address, arrange mail forwarding.
- Note, you cannot make any changes to any information after the Late Registration Deadline.
- The exact location of the Test Center and the time you are to report to take the test will not be indicated on the Registration Confirmation. This information will be on your Admission Ticket.

- Approximately 5–7 business days prior to the PCAT test date, you will receive another email message with instructions about how to access your Admission Ticket.
- The Registration Confirmation is **not** an Admission Ticket and will **not** be accepted for admission to the test.

**For more information about your Admission Ticket, see “At the Test Center.”**