

At the Test Center

Admission Ticket

Approximately 5–7 business days prior to the test date:

- Check www.PCATweb.info for PCAT policies and procedures.
- Log in and print your Admission Ticket from the “My Profile” page of the PCAT website.

You are responsible for contacting PSE Customer Relations in a timely manner about any errors found on your Admission Ticket.

- Microsoft Internet Explorer is the only browser that enables you to access and print your Admission Ticket accurately. Using another browser will not display your Admission Ticket correctly.
- After printing your Admission Ticket, review it, and verify the following:
 1. Exact date
 2. Session time (a.m. or p.m.)
 3. Reporting location
 4. Your name, so it exactly matches both forms of IDs
- Make sure to bring the complete Admission Ticket to gain admittance to testing.

Test Day Schedule and Test Center Rules

The following schedule (in local time) will be observed at all Test Centers.

For morning test times:

- No later than 8:30 a.m.—Registered candidates report to Test Centers
- 1:30 p.m.—Testing ends (approximately)

For afternoon test times:

- No later than 2:00 p.m.—Registered candidates report to Test Centers
- 7:00 p.m.—Testing ends (approximately)

What You Need to Bring With You on the Day of the Test

Bring several sharpened No. 2 pencils (also called HB pencils) with erasers to your Test Center. For accurate scoring, only No. 2 (HB) pencils can be used. Other pencils, ink pens, felt-tip pens, or ballpoint pens **cannot** be used.

You will not be admitted to the test without the following:

- Your Admission Ticket
- Two forms of valid, unexpired ID, one of which **must** contain both your photograph and your signature

Acceptable forms of primary valid, unexpired IDs with photograph and signature include:

- Driver's license
- Government-issued identification card or passport

Acceptable forms of secondary valid, unexpired IDs include:

- Credit card (with or without a photograph)
- Library card
- Utility bill (with your name and address appearing exactly the same as on your primary form of ID)

The name on the two forms of ID that you will present at the Test Center **must** be exactly the same as the name printed on your Admission Ticket.

- It is strongly recommended that you bring several forms of ID with you, in case there is a problem.
- Admittance to take the exam does not guarantee the acceptability of your IDs or that your exam will be processed.
- All reported cases of questionable identification are subject to review and approval by Pearson.
- Any candidate providing false identification or misrepresenting his or her identity at any time will be dismissed from the testing room and have his or her scores cancelled. Pearson may consider further legal action in such cases.

Do not bring prohibited items to the test. Prohibited items include:

Food, beverages, books, papers, highlighters, rulers, notes, earplugs, calculators (including watch calculators), pagers, PDA's, cellular phones, recording devices, cameras, headphones, or any other electronic devices or reference materials. You may **not** wear or take a hat with a bill or brim into the testing room, unless worn for a religious or medical reason that has been pre-approved by Pearson. To receive approval, submit an Accommodations Request Form

with the appropriate documentation explaining the need for this accommodation.

You may **not** have access to any purses or backpacks during the exam. These items must be stored in a designated secure area provided by the Test Center. If at the rest break you must access a personal item, such as an item needed to take to a restroom or money to purchase a drink or snack, then you must first request and receive permission from the Test Center staff.

If you are found to have violated the above policy on prohibited items in any way, your PCAT scores will be cancelled.

Neither Pearson, its affiliated companies, agents, contractors nor the Test Centers assume responsibility for the theft, loss, or damage to any prohibited electronic device or other personal property brought into the exam room.

You will be denied access to the Test Center if you do not:

- Have a valid Admission Ticket with your name exactly matching both forms of IDs
- Have appropriate valid, unexpired IDs
- Report to the Test Center that you were assigned
- Arrive on time for the start of the test and after the rest break
 - Latecomers will **not** be admitted. No exceptions will be made to this policy.

Visitors are not allowed in the testing room.

During the Test

- Follow all the rules and instructions explained by the Test Center staff.

Pearson reserves the right to take any action necessary for a candidate's failure to comply with the test administration regulations or with a Test Administrator's directions, including (but not limited to) cancelling your PCAT scores and/or barring you from future testing.
- You may **not** ask questions about the exam after it begins.
- If your scores are cancelled because of your failure to comply with Pearson's testing policies, your scores will **not** be reported and your fees will **not** be refunded.
- **If you do not sign the Acknowledgment statement on the back of your PCAT Answer Booklet AND fill in the bubble indicating that you have read and signed the statement, your test will not be scored, your test scores will not be reported to you or to any recipient schools, and your fees will not be refunded. There will be no exceptions to this policy.**
- Report any suspicious behavior or violation of rules to your proctor by raising your hand during the exam or informing the proctor at the rest break.

- Any candidate who gives or receives assistance during the test will be required to turn in all test materials **immediately** and to leave the testing room. In such a case, the candidate's Answer Booklet will **not** be scored, **no** fee payments will be refunded to the candidate, and legal action may be taken.
- Candidates are **prohibited** from removing **any** testing materials from the testing room. Doing so will result in the cancellation of your scores, the loss of your fee payments, and may result in legal action.
- There will be a rest break approximately halfway through the test. Any examinee that leaves the testing room before or after the scheduled break must first receive permission from the examiner and will be escorted while outside the testing room. If you take a break in addition to the one that is scheduled, you will not be able to make up the lost testing time.
- Examinees who arrive late to the administration or who return late from the scheduled break will **not** be admitted to the testing room and their PCAT scores will be cancelled and no refund given.

No Score Option

- Before the test, the examiner will explain how to request the No Score Option.
- Choosing the No Score Option means that scores will **not** be reported to you or to any schools. **This request is irrevocable**, fees will not be refunded, and any later requests to score your test and report your scores will **not** be honored.

Test Center Closings and Delayed Starting Times

- Adverse conditions (such as extreme weather or a local power failure) or other circumstances may make it necessary to cancel the administration of a test or to delay the beginning of testing for several hours.
- Do not call the Test Center to determine whether testing has been cancelled or delayed. This information can be provided **only** by Pearson and will be **posted on the PCAT website**.
- If you cannot appear for a test date due to hazardous weather or other calamity, you must email PSE Customer Relations **no later than 3 days after the test date**.
- After first checking the PCAT website, you may call PSE Customer Relations, where representatives will be available to answer your questions.
- Pearson will make no reimbursements for any expenses incurred by an examinee in traveling to a Test Center.

Test Administration Concerns

- Email PSE Customer Relations with concerns or questions about the manner in which the Test Center, its examiners, or its proctors administered the exam.

Email must be received **no later than 14 days following the test date.**

- Your email should include a thorough description of any incident including the date, type of incident, names of individuals involved, and contact information so Pearson may follow up with you if needed.
- Please allow 3 to 4 weeks from the receipt of your email for a response.