Scheduling a Test Taker one day in advance is no different than regular scheduling. Please follow PSI’s recommendation below.

When scheduling the day before, choose an early session allowing for a full day of advanced preparation. Please note:

- A Test Taker may be checked in as early as 2 hours in advance of a scheduled exam. This provides flexibility for Test Takers scheduled for multiple sessions throughout the day.

- A Test Taker may be checked in as late as 5 minutes prior to the exam duration’s end time. If a Test Taker is not checked in prior to the exam duration end time, rescheduling for a future date is required. There is no way to override a late check-in.

- Once you have completed early preparation of Test Taker materials, check all Test Takers out.

If for any reason you Test Taker is unavailable to test after being checked in:

- Contact the PSI Help Desk at 1-844-562-0512 to request an Excused Absence prior to rescheduling the Test Taker.

- In the event you have already rescheduled your Test Taker, do not worry, we can still assist.

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**PAPER BASED TESTING REMINDERS**

- The Stream Name is provided upon check-in. This is the Test Code found on the back of the test form booklet that must be bubbled in box 7 on the answer sheet to allow for scoring.

- The Result ID; which is the Appointment Number that must be bubbled in box 4 on the answer sheet, is also provided upon check-in.

- Scores will be significantly delayed if the Stream Name and Result ID are not provided on the Test Takers’ answer sheets.
Example: As a proctor, I like to administer a test on Wednesday November 16. Because I must prepare my materials in advance, I need to check in my Test Taker a day early so I will schedule my Test Taker for Tuesday November 15.

The day before the administration (Tuesday November 15 in our example) I must log in to the GPS portal and check in my Test Taker(s). I will record or print the Result ID and Stream Name and collect and prepare my materials for the next day’s administration. Once my materials have been prepared, I will check out my Test Taker(s).
Candidate ID: H10375056
First Name: HiSET
Last Name: Test
OTP Code: MVKEHKL3
Unique Id: 2466478
Stream Name: The test code for this test taker is 2003303.

Note: If this is a Paper-Based Test, please instruct the test taker to bubble in the following numbers on their answer sheet prior to starting the test.
For Field 1 Appointment Number, provide the Unique ID of 2466478. For Field 2 Test Code, provide the Stream Name of 2003303.