





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:

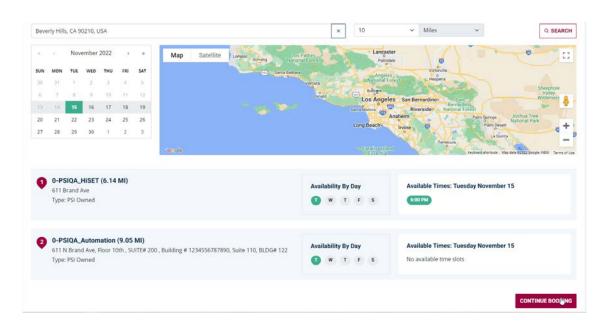
- Contact the PSI Help Desk at 1-844-562-0512 to request an Excused Absence prior to rescheduling the Test Taker.
- In the event you have already rescheduled your Test Taker, do not worry, we can still assist.

## 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).

