SAMPLE SCHEDULING AND ADMISSION PERMIT

IMPORTANT DOCUMENT - REQUIRED FOR ADMITTANCE TO TEST CENTER

Confirm that your name, as listed, is correct and matches the government-issued identification that you plan to use on test day.

International Council for Veterinary Assessment (ICVA®)
Contact: https://icva.net/contact/
North American Veterinary Licensing Examination (NAVLE®)
Scheduling and Admission Permit

You must either print a hardcopy or present electronically (e.g. Smartphone) this permit at the test center along with your required identification in order to take your exam.

Name:

Program:

Scheduling #: — Use the scheduling number to schedule your exam with Prometric.

(for appointment scheduling)

Testing Region: — This is the region you have selected for testing.

Eligibility Begins:

Eligibility Ends: — This is your NAVLE testing window.

# of Test Days:

CIN (Candidate ID#): — The CIN is needed to unlock your exam on test day.

(for use on test date only to access your exam)

This Scheduling and Admission permit authorizes you to sit for the examination during the period noted above, unless there is a change in your eligibility status. In the event of such a change, you must contact the ICVA.

1. **SCHEDULE A TEST DATE:** Using the information above, schedule a test date via the Prometric website at **https://www.prometric.com/test-takers/search/ICVA** available 24 hours per day, 7 days per week, or call (PHONE) located in CALL CENTER NAME, available HOURS (local time). When scheduling on-line, provide a valid telephone number and e-mail address so Prometric can e-mail you a Confirmation Notice and contact you in the event that your appointment must be rescheduled. The Confirmation Notice contains a Prometric Confirmation Number. You need this number to **confirm, reschedule, or cancel your appointment**. You should also record this Confirmation Number at the bottom of this form in the space provided. Prometric schedules testing appointments on a first-come, first-served basis. The earlier you schedule, the more likely you are to receive your preferred test date and location. **You are strongly encouraged to print your Scheduling Permit at least several days in advance of your scheduled testing appointment to avoid any problems accessing or printing your permit on your scheduled test date.**

2. **CONFIRM, RESCHEDULE, OR CANCEL APPOINTMENT:** Confirm your test date and center location using your Prometric Confirmation Number one week before your appointment at **https://www.prometric.com/test- takers/search/ICVA** or by calling the Prometric telephone number above. You may reschedule your appointment only within the testing period noted above. **To avoid a Prometric rescheduling fee, you must reschedule your appointment by noon local time (of the region in which you are registered to test as noted on your permit)at least 2 business days before your appointment.** If you reschedule your appointment or change your test center location within 2 business days, you must pay a fee to Prometric at the time you make the change. If you cancel your appointment within 2 business days or do not test as scheduled, before you can schedule a new appointment, you must call **Prometric Candidate Cares** (PHONE) to pay a fee to reinstate your eligibility record.

3. **ADMISSION TO THE TEST CENTER: You will not be admitted to the testing room without presenting either a printed or electronic copy of this permit and an unexpired, government-issued form of identification (such as a driver's license or passport) that includes both your photograph and signature.** The name on your ID must match the name on this permit exactly. The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other. The name on your ID must appear in the Latin alphabet, i.e., in "English language letters." If your name is misspelled on this permit or differs from your name as it appears on your identification, contact ICVA immediately. Name changes or corrections cannot be made within 7 business days of your scheduled testing date.

4. **TEST DAY:**

Read all instructions carefully and follow them exactly.

- **ARRIVAL:** Report to the test center 30 minutes before your scheduled appointment. You must sign in and your photograph will be taken. If you arrive later than your scheduled appointment, you may not be admitted. If you arrive **more than 30 minutes after your scheduled appointment**, you **will not** be admitted to the testing center.
- **PERSONAL ITEM STORAGE:** You must place all of your personal items, including cell phones, pagers, watches, wallets, food, and beverages in a small locker outside of the testing room. Pagers and cell phones must be turned off.
- **TESTING:** The Test Center Administrator (TCA) will instruct you to write your name and CIN listed above on a laminated writing surface provided for making notes. The TCA will then collect the permit and escort you to the testing room. You will enter your CIN into the computer at your workstation to initiate your exam and to resume testing after breaks. **Do not erase your name and CIN** from the laminated writing surface until the end of your test day. If you are receiving test accommodations and are scheduled to take a two-day examination, **ask the TCA to return your permit** to you at the end of your test day since you will need to repeat this process on the following test day.

Record your Prometric Confirmation # here when you schedule your appointment: _____

After scheduling your exam, record your confirmation number here. You will need this number to confirm, reschedule, or cancel your appointment.

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DOCUMENT