



### **Examination Appointment Changes, Missed Appointments, Cancellations Policy**

Candidates may only reschedule examination appointments within their allotted testing period. All appointments must be rescheduled at least two business days prior to the scheduled testing session.

In an emergent situation, candidates should contact ACMA National Office at 501-907-2262.

***Examination fees are not refundable or transferable.*** Candidates will forfeit their examination registration and all fees paid to take the examination under the following circumstances:

- Candidates select to withdraw from the examination after submitting an application
- Candidates need to reschedule an examination (within the allotted testing period) and fail to contact Pearson VUE at least two business days prior to the scheduled testing session.
- Candidates appear more than 15 minutes late for a scheduled examination.
- Candidates fail to report for an examination appointment.

If any of these conditions are true, a new exam application and fee are required to re-register for the examination.