

## IMPORTANT EXAM INFORMATION

Thank you for choosing IFSE Institute as your course provider. You are now eligible to schedule your exam appointment with our computer-based testing partner, Pearson VUE.

Your **FIRST NAME** and **LAST NAME** on your IFSE student profile must **MATCH EXACTLY** to the name on your **GOVERNMENT-ISSUED PHOTO ID** that you present to the proctor. It will be verified when you schedule and take your exam.

### Acceptable Forms of Government-Issued Photo ID

One (1) valid, unexpired, government-issued ID with a SIGNATURE and PHOTO. The name on your ID must exactly match the name on the registration.

Acceptable forms of Identification include:

- Passport
- Driver's License
- Canadian Citizenship Card
- Quebec Health Card (Photo Version), if offered
- Canadian Military ID Card
- Identification card (national/state/province identity card)
- Permanent Resident Card, Green card

If you need to make corrections to your personal information, please contact the IFSE Institute at 1-888-865-2435 BEFORE scheduling your exam.

### TEST ACCOMMODATIONS

If you need special accommodation during your exam, please contact IFSE Institute for approval **BEFORE** scheduling your exam appointment with Pearson VUE. IFSE will notify you when your special accommodation has been approved. Once approved, you may contact one of Pearson VUE's Accommodations Scheduling Specialists at 1-800-466-0450 to schedule your exam.

### HOW TO SCHEDULE, RESCHEDULE OR CANCEL AN EXAM

You can schedule, reschedule, or cancel your exam appointment with Pearson VUE by logging into your IFSE account at [www.ifse.ca](http://www.ifse.ca).

Once you have logged in:

1. Select: "Exams"
2. Your exam status must be "Active" before scheduling your exam.
3. Once you have an "Active" exam status you may click on the Pearson VUE link to be transferred to Pearson VUE's website where you can schedule, reschedule, or cancel your exam.



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## **IMPORTANT NOTICE**

Requests to reschedule or cancel an exam appointment must be made at least one business day (24 hours minimum) before your scheduled appointment time.

If you fail to provide sufficient notice of a reschedule or cancellation or you do not show up for your exam appointment, you will forfeit the exam attempt and any applicable fees. In addition, IFSE will charge you a no-show fee.

You should receive an email confirmation within 24 hours from Pearson VUE when you schedule, reschedule, or cancel an exam appointment.

If you do not receive an email, contact Pearson VUE (1-866-370-4698) for assistance.

Good luck with your exam!

Education Services IFSE institute 1-888-865-2437