

READY FOR THE UNIFORM CPA EXAMINATION?

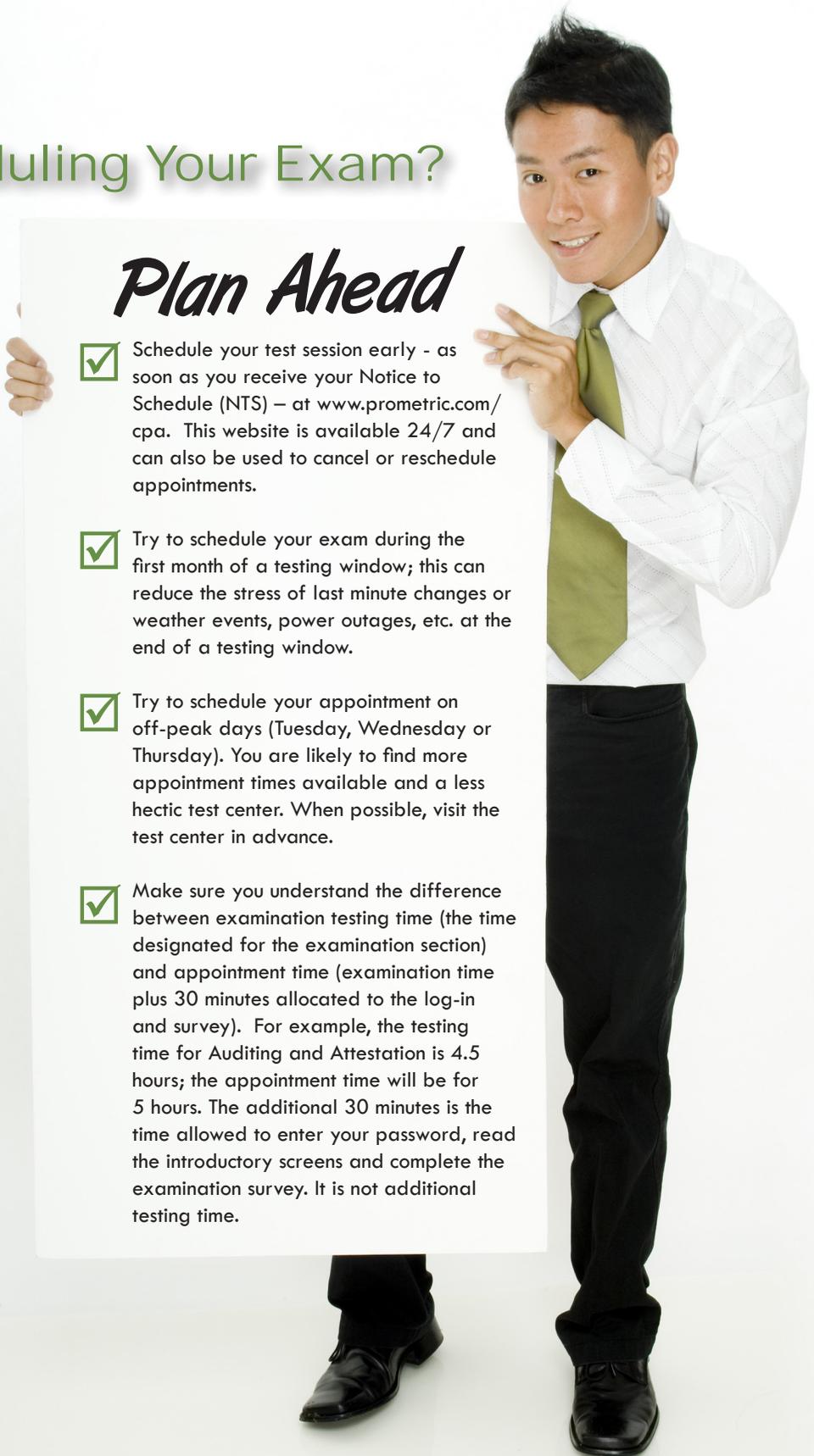
Candidate Checklist & Tips
for Taking the Uniform CPA Examination



Scheduling Your Exam?

Plan Ahead

- ✔ Schedule your test session early - as soon as you receive your Notice to Schedule (NTS) – at www.prometric.com/cpa. This website is available 24/7 and can also be used to cancel or reschedule appointments.
- ✔ Try to schedule your exam during the first month of a testing window; this can reduce the stress of last minute changes or weather events, power outages, etc. at the end of a testing window.
- ✔ Try to schedule your appointment on off-peak days (Tuesday, Wednesday or Thursday). You are likely to find more appointment times available and a less hectic test center. When possible, visit the test center in advance.
- ✔ Make sure you understand the difference between examination testing time (the time designated for the examination section) and appointment time (examination time plus 30 minutes allocated to the log-in and survey). For example, the testing time for Auditing and Attestation is 4.5 hours; the appointment time will be for 5 hours. The additional 30 minutes is the time allowed to enter your password, read the introductory screens and complete the examination survey. It is not additional testing time.



Be Familiar with Examination Content and Software

- ✔ Review the Content Specification Outline (CSO) at www.cpa-exam.org.
- ✔ Read the Candidate Bulletin at www.nasba.org and be familiar with all of its terms and conditions.
- ✔ You are required to review the Uniform CPA Examination tutorial and sample tests at www.cpa-exam.org. Thorough familiarity with the examination's functionality, format and directions is required before candidates report to test centers. Failure to follow the directions provided in the tutorial and sample tests, including the directions on how to respond, may adversely affect candidate scores.
- ✔ Software functions are unique to the CPA Examination and will not be the same as on your home or work computer. While the test center staff is responsible for the equipment delivering the examination to candidates, they are not familiar with software functions that are unique to the CPA Examination. Test center staff cannot help you with examination software functions.



On Examination Day

- Be well rested.
- Bring the correct Notice to Schedule (NTS) for the exam section scheduled. You will not be able to test without the correct NTS.
- Bring two forms of acceptable identification (review the list on the NTS and in the Candidate Bulletin).
- Make sure your name on the Notice to Schedule (NTS) is exactly the same as on your identification documents. Any name discrepancies or ID issues must be resolved before the examination by contacting NASBA at 1-866-MY-NASBA (1-866-696-2722).
- After you enter your password to begin the exam, you must proceed through the subsequent introductory examination screens without delay. You will have 10-minutes to read the introductory screens. If the 10-minute limit is exceeded, the test session will automatically terminate. If the session terminates, it will not be possible to re-start the examination and you will have to reapply to take your scheduled section.
- No food or beverages are allowed in the test center; make sure you eat before arriving for your test. You cannot eat during your test.

Who to Contact

- Keep the Confirmation of Attendance form issued after the examination as it provides valuable contact information. As directed on this form, report any examination incidents/concerns in writing.
- Report equipment issues to Prometric test center staff without delay. Don't try to fix the problem yourself and don't spend examination time thinking about it before you report it.
- Concerns about test questions should be directed in writing to the AICPA either by FAX at (609) 671-2922 or by mail at American Institute of Certified Public Accountants, 1230 Parkway Ave., Suite 311, Ewing, NJ 08628. Send your letter or FAX within 4 days of the test date and be sure to provide your mailing address and your Examination Section ID number. You must provide enough information to allow the AICPA to identify the test question or simulation; for example - "question number 18 in the second testlet"; or "the Audit Procedures tab in the first simulation". You should provide a brief explanation of your concern but do not include the exact wording of the test question or simulation.
- For any other problem experienced during the session, contact NASBA within 5 days from the date of your appointment via email at candidatecare@nasba.org. Please be sure to provide your Examination Section ID number (recorded on your Notice to Schedule), jurisdiction, date of your exam, and a complete description of the issue. You may also call (866) MY-NASBA (866-696-2722). Do not wait to receive your scores before notifying NASBA of your issue.

