Subject: Your PSI Test Schedule Confirmation and Receipt

Dear (NAME),

Thank you for booking your exam with our test taker portal. Your exam appointment is confirmed. Please take a moment to review this email for important information about your exam.

Here are the details of your confirmed appointment:

Exam: (NAME) (LANGUAGE)
Date: (DATE)
Start: (START TIME with TIME ZONE)
Duration: (MINUTES)
Location: Online Proctored Examination

MANDATORY IDENTIFICATION:

- One form of ID is required. One ID must be government issued and must have a picture or a complete physical description. Both must have a signature and pre-printed name, which matches the name in our records.
- Acceptable forms of identification include driver's license, state identity card (non-driver license), passport, passport card, military ID, green card, alien registration, permanent resident card, or national identification card.

DAY OF EXAM EXPECTATIONS:

- On the day of your exam, you can arrive up to 30 minutes early to start the check-in process. Please note that depending on proctor availability, you may need to wait until your exam starts time to begin your exam.
- You will need to log into your https://test-takers.psiexams.com/solarwinds and click on the link under Recent Activity to launch your exam.
- Make sure to have the Chrome browser installed.
- Perform the system compatibility check to ensure that your computer system meets requirements.
- Provide your acceptable form of identification.
- Ensure your testing environment is clear, quiet, and free from distractions.

A web camera and microphone are required for testing.

CANCELLATION AND REBOOKING POLICY:

- Exams must be canceled or rescheduled 48 hours before the scheduled appointment time.
- Failure to cancel or reschedule within this time will result in forfeiting exam fees.
- Starting an exam more than 15 minutes after your scheduled appointment time will result in forfeiting your examination booking fee or exam eligibility. Fees and exam eligibilities are non-refundable.
- Candidates should review the exam guide for more information and exam day rules.

Thanks again and let us know if you need anything. Happy learning!
### Order Summary

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If you need to reschedule your exam, please use the following link: [https://test-takers.psiexams.com/solarwinds/manage](https://test-takers.psiexams.com/solarwinds/manage).

If you have questions about your exam appointment, please email examschedule@psionline.com.

Best Regards,
PSI Customer Service