

Kaplan Professional Exam Proctoring Information

Please note: Exam appointments must be requested at least 14 days in advance. If the request is less than that, the appointment will be declined. No Exceptions.

Information you need to know:

You must schedule your exam at least 14 days in advance by contacting Customer Service – 1-800-314-5262.

Day of Exam:

- 1) A picture ID is required to verify your identity.
- 2) You will be provided a quiet space and will be monitored during the testing session.
- 3) After the exam is completed, you will give the test and grid to the proctor.
- 4) **Within 1 business day**, the proctor will UPS the completed test and any other required documents for grading.

Tardiness Policy:

If you are more than 15 minutes late, your original appointment may need to be rescheduled.

Cancellation Policy:

If you need to reschedule your appointment, please contact Customer Service 1-800-314-5262.

Testing Sites:

Testing Center	Address
KTPA, Brooklyn, NY	1602 Kings Highway, 3rd Floor Brooklyn, NY 11229
KTPA, New York, NY (Midtown)	131 W. 56th St. New York, NY 10019
Kaplan Financial	61 Broadway St., Suite 700 New York, NY 10006

If you require alternate accommodations, please contact Customer Service at 1-800-314-5262.