

How To: Schedule the INCOSE Knowledge Exam

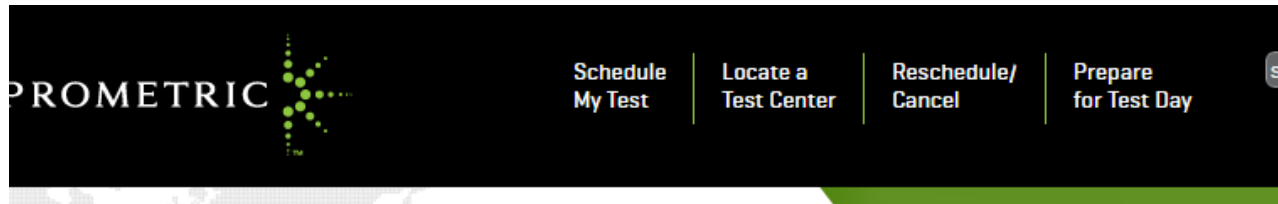
Through Prometric, the computer-based
proctor site.

Updated 22 March 2018

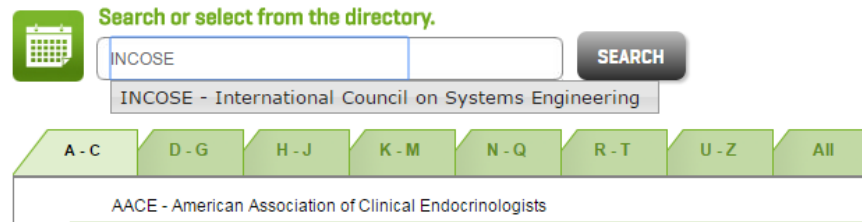


1. Go to Prometric Website and click on “Schedule My Test.”

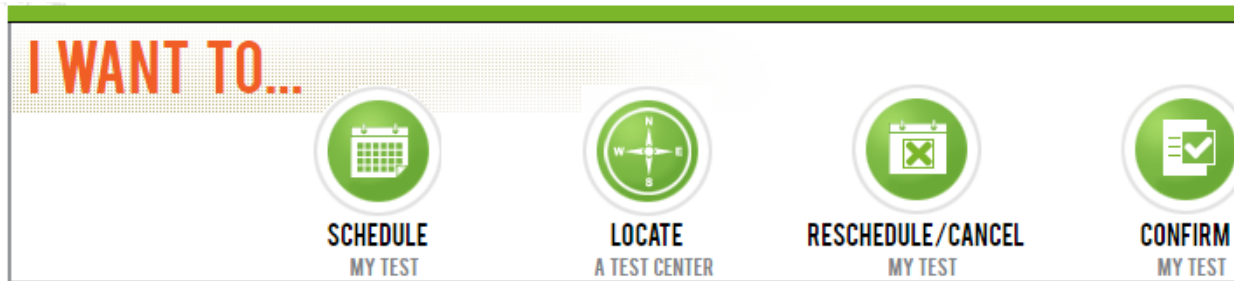
- Website: <https://www.prometric.com/en-us/Pages/home.aspx>



2. Type in “INCOSE,” in the search bar.



3. Click on “Schedule My Test.”



4. Select Country and State (if applicable) :

Country:

UNITED STATES ▼

State:

-- No Selection -- ▼

Reset

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5. Read the legal disclaimer. Select “I agree,” if you wish to proceed with scheduling the exam.

6. You will need the eligibility ID to schedule your exam, which is emailed to you from the INCOSE Certification Office within 5-7 business days of submitting your ASEP or CSEP application. Enter required information:

Eligibility Information

Before proceeding, please provide the following information.

Eligibility ID :

First 4 Characters of Last Name :

If you do not know your program identifier, please contact your sponsoring organization.

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Please note that the exam given for ASEP is the same as the knowledge based exam for CSEP. Your confirmation will show you scheduled as “CSEP,” despite which application you submit.

7. The Prometric site will prompt you to select the nearest location and set a date and time.

If you need to cancel an exam, these are things you should know:

- For cancelling 30 or more days before scheduled test date, there is no cancellation or rescheduling fee.
- Cancelling 5-29 days before scheduled test date will require a \$35 cancellation fee.
- Cancelling less than 5 days, failure to appear for exam, or arrive to exam 15 minutes late, the candidate is responsible for re-registering for exam at full testing fee pricing. Please note pricing varies by Country.