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2. Registration and scheduling

Registration

Test takers must be over the age of 16 to register for and take PTE Academic. If you are aged 16 or 17 when you register, you will be asked to provide a signed *Parental Consent Form*. This acts as proof that your parents give their permission for you to take the test. The form can be obtained by calling the Pearson Customer Service team in your region, or by visiting the resources section of our website at www.pearsonpte.com/resources/PTEAcademic/forms.

Visit
www.pearsonpte.com

Go to www.pearsonpte.com. Under 'Quick Links' on the right side of the screen, click on 'Register for PTE Academic'.

Read and then
click 'Register for
PTE Academic'

Carefully read all the information on this page before clicking on 'Register for PTE Academic' at the bottom of the page. The registration and booking website will open in a new window.

Click on 'My Account'
and then 'create a new
web account'

You will now see the Pearson booking website menu for PTE Academic. To register to take PTE Academic, click on 'My Account'. If you have not yet registered your details, click on the link to create a new web account.

Correctly enter ALL of
your required details

Enter your personal details including your name, address, email address, date of birth, and where you are from. Make sure you complete all the required fields with correct and up-to-date information.

IMPORTANT information:

- Please enter your name exactly as it appears on the identification you intend to bring with you on your test day. Please refer to the *Identification and Security* section of the Handbook. If the name on your account and the name on the ID you take to the test center do not match, you will not be allowed to take the test, and you will lose your test fee.
- You must use Roman characters when you register.

Please note:

- If you only have one name that is both your given name and family name, please enter it in the 'Family Name' field. Enter a full stop/period in the 'Given Name' field.
- If your name is too long to fit in the available space, please enter as many characters as possible. Then contact Customer Service to inform them that there may be a difference between the name on your account and the name on your ID.

Continue to END of
registration

Enter your information on each page, and click 'Next' to move to the next page. Make sure you continue to the end of the registration process; otherwise, your account details will not be saved.

Confirmation! Check
your email for Username
and Password

After you have entered all of your registration details and completed all the required fields, you will receive an email within one to two business days (Monday to Friday, excluding US and UK public holidays). This contains a confirmation of your Username and Password which will allow you to access your account and schedule your test. If you wish to book a test at short notice, we advise you to call our Customer Service team so you can avoid this potential delay.

3. On test day

What to expect on the day of your test

Arrive at the test center
30 minutes early

You must arrive at the test center 30 minutes before your scheduled test time. This provides enough time to sign in and follow all the necessary procedures. If you arrive late, you may still be allowed to test; however, test takers arriving more than 15 minutes after their scheduled test time will not be permitted to take the test, and will lose their test fee.

Sign in at reception

As soon as you arrive at the test center, you will need to sign in at the main reception desk. Here a Test Administrator will confirm your details, check your identification, collect necessary biometrics and explain the test center rules and regulations.

ID check

At reception, you are required to present one valid, non-expired form of identification. It must include: your name shown in Roman characters, your signature, a recent and recognizable picture of yourself and your date of birth. For further information on ID requirements, please see the *Identification and Security* section of this Handbook.

Biometrics

Because of the nature of the tests delivered at Pearson test centers, test taker photographs and biometrics will be collected. Biometrics may include, but are not limited to: electronic signature capture and palm vein scanning.

Read and agree to Test
Taker Rules Agreement

Before entering the testing room, you will be asked to read the PTE Academic Test Taker Rules Agreement. This will outline the procedures and rules you need to follow while at the test center and taking your test. Failure to follow the rules and regulations, or unacceptable behavior, may result in: you not being allowed into the testing room, being removed from the test center, results being cancelled or you not being allowed to take PTE Academic again. A copy of the Test Taker Rules Agreement can be found in *Appendix A* of this Handbook.

Store your personal
belongings

The test center will provide you with secure storage facilities for you to store all your belongings while you take the test. You are not permitted to bring any personal belongings into the testing room. Personal belongings include, but are not limited to: cell/mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats, bags, coats, books or notes. It is best if you leave these items at home.

Erasable noteboard
booklet and pen

The Test Administrator will provide you with an erasable noteboard booklet and pen so that you can take notes during the test. You will not be able to use your own note paper or pens. When you enter the test room, you must not make any notes until your test has started. If you run out of writing space during your test, simply raise your hand and the Test Administrator will provide you with a blank erasable noteboard booklet.

Entering the testing
room

When it is time to begin your test, the Test Administrator will assign you a computer. The testing room will contain several computers separated by dividing panels. The Test Administrator will sign you into the computer and the test will start. You will be audio and video monitored at all times during the test including, but not limited to, monitoring by Closed Circuit Television (CCTV) where local laws allow it.

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