

Spring 2021 PSB Registration Information

General Information:

- You must complete the entire registration process with the Gordon Kelley Academic Success Center, or you will not be able to test on your requested date.
- Register early.
- Limited seating is available. Do not wait to reserve your seat.
- Sending the form does not guarantee your testing date until you have confirmed it with us.
- You are allowed one retake but must wait 30 days after your initial test date.
- The exam is timed with five sections; please plan for three hours when scheduling your exam.
- Students should arrive 30 minutes early to their scheduled testing time.
- If you cancel your test date, you will need to pay another fee and fill out a new registration form.

In order to complete registration, be sure to do the following:

1. Fill out the Spring 2021 PSB Registration Form and email it to asc@uafs.edu.
2. Pay the non-refundable administration fee of \$25 here:
https://secure.touchnet.net/C21775_ustores/web/store_main.jsp?STOREID=17&clearPreview=true
3. Contact the ASC to confirm the form and payment have been received.
 Phone: 479.788.7675 Email: asc@uafs.edu
4. Pay the non-refundable PearsonVUE fee (page 2). Fee amount is dependent upon delivery type.

BEFORE CONTINUING, you may want to reach out to the ASC to ensure your preferred date is still available.

PSB – Dental Hygiene, Radiography, and Surgical Technology			
Test Date	Test Time	Test Location	Deadline to Register
February 24	9:00 am	VB236	February 18
February 26	9:00 am	VB236	February 22
February 27	1:30 pm	LI224	February 22
March 4	4:00 pm	VB201	March 1
March 5	9:00 am	VB201	March 1
March 5	2:00 pm	VB201	March 1
March 11	4:30 pm	VB201	March 8
March 13	1:30 pm	LI224	March 8
March 15	9:00 am	VB236	March 11
March 16	4:00 pm	VB201	March 11
March 18	8:30 am	VB201	March 15
March 24	9:00 am	VB201	March 18
March 24	2:00 pm	VB236	March 18
March 25	2:00 pm	VB204	March 22
March 30	4:30 pm	VB204	March 25
April 5	2:00 pm	VB236	April 1
April 7	2:30 pm	VB201	April 1
April 10	1:30 pm	LI224	April 5
April 14	3:00 pm	VB236	April 8

PearsonVUE DETAILS:

PSB has merged with PearsonVUE. This gives you options for testing.

Option One:

You may test on the UAFS campus on specific dates and during specific times. ASC staff will act as your proctor. The PearsonVUE fee for testing on campus is \$60. The code involved with this option expires after a four-week period or after you have taken the exam. Please understand that you will not be paying the fee associated with PearsonVUE until you have received an email the week prior to your specified testing date.

Option Two:

PearsonVUE offers a home-proctored exam. Someone associated with PearsonVUE will act as your proctor. The PearsonVUE fee for home-proctored exams is \$85. You will be able to schedule the exam on your own within your PearsonVUE account. With this option, the university is not connected with your requested testing date and it will be your responsibility to reschedule the exam within your PearsonVUE account, should you need to reschedule. ASC staff is responsible for setting up the exam and sending your authorization to test directly to PearsonVUE.

Option Three:

PearsonVUE offers an on-site testing option at the Pearson Professional Center on 1401 S Waldron Rd STE 208 in Fort Smith. Please contact this site at 479.484.5660 for additional information. Testing at this site will be a \$100 fee. With this option, the university is not connected with your requested testing date and it will be your responsibility to reschedule with this Pearson site, should you need to reschedule. ASC staff is responsible for setting up the exam and sending your authorization to test directly to the Pearson Professional Center via PearsonVUE email alerts.

READ ALL INSTRUCTIONS:

Once you decide on a testing date and time, ASC staff will register you for your requested date if that date is available. ASC staff will complete your registration the week before your test is scheduled. The reason for scheduling one week out is because the code required to download the secure browser is only valid for a limited time (up to 4 weeks).

Once ASC staff has submitted your registration details to PSB, you will receive an email from support@psbttests.com (Remember to check your spam folder!). In this email, it will give you instructions to pay the fee associated with PearsonVUE. This is paying for the PSB test unit and the use of Pearson's secure browser for a one-time use and staff involved (if applicable). Once you receive instructions from pearsonvueconfirmation@pearson.com, you are welcome to create an account with PearsonVUE.

If you are testing on campus, please remember that you WILL NOT download the secure browser until you are about to test at your scheduled testing time on campus. If you download the secure browser on your personal computer, you will not be authorized to test on your personal computer. In that case, you will need to contact Pearson and explain that the one-time use code needs to be reset.

You are encouraged to read emails from support@psbttests.com and pearsonvueconfirmation@pearson.com in their entirety. In the initial email from support@psbttests.com, you will receive a link to the Candidate Handbook that will familiarize you with the testing process.

NOTE: Exam dates scheduled on Monday-Wednesday must be registered by the previous Thursday. Exam dates scheduled on Thursday-Saturday must be registered by the Monday of that week. This allows time for the ASC staff to process requests.

ADA ACCOMMODATIONS NOTICE:

Anyone who has current testing accommodations will need to contact ADA Services by emailing ada@uafs.edu or calling 479-788-7577 and ask that your testing accommodation information be sent to the ASC. This information is important when scheduling your PSB exam. If we are not aware of your accommodations before setting up your test, you may not receive them in a timely manner.