

APSCA

ASSOCIATION OF PROFESSIONAL
SOCIAL COMPLIANCE AUDITORS

Booking Your CSCCA Exam

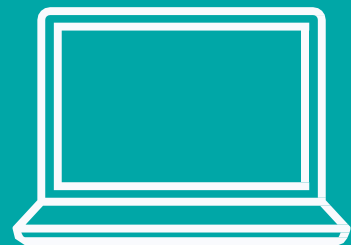
PART I & PART II GUIDE



Step One

ERS

An Exam Request Sheet (ERS) must be submitted before an exam can be scheduled. This needs to be done by your Member Firm



To obtain an ERS, log on to the Member Firm Only page or Member Firms can contact exam@theapsca.org



Member Firms must provide name and membership number of the Auditor being nominated to take the exam. Please also indicate who will be paying the exam fee, either the Member Firm or Auditor

If you are not associated with a Member Firm, you are an **Independent Auditor**

Independent Auditors
please contact
exam@theapsca.org



Step Two

INVOICE & PAYMENT



If the Firm is identified as the party responsible for payment in the ERS, APSCA will raise the invoice at the time the ERS is sent back to the Firm.

If the Auditor is paying for the exam, the invoice will be raised after they book.

Payment must be made **at least 7 business days before** the exam date to avoid your exam being disallowed

Schedule of Fees



Part I	\$80
Part II	\$95

Penalty Event

The full exam fee will still be charged if Auditors do not show up to the exam or if an IT issue occurs. The full fee must be paid before rebooking via a new ERS can be done.

Cancellation <48 hours before exam

Part I	\$80
Part II	\$95

Step Three

Create a ProctorU account

The ProctorU portal is used to schedule exams and make changes to your booking...



Once an *Auditor* is approved to book an exam the *Auditor* must create an account with ProctorU.

Please do this by following this link: <https://www.proctoru.com/portals/apsca>

Select '**Sign-Up**'

Select "**Test Taker**"

Member Number: *APSCA Member Auditor Number* (begins with 2170xxxx or 3220xxxx)

Complete the remaining information.

Institution: Enter *Association of Professional Social Compliance (APSCA)*. (**Not** your Audit Firm.)

Click here to go to the ProctorU portal

Step Four

Schedule exam by signing into in *ProctorU*



1. Select a term: choose **current term**
2. Select **your exam**: either part I or part II
 - a) ensure you have passed part I before scheduling part II
 - b) DO NOT schedule both parts on the same day
3. Choose your **language**
4. Select a **date**: options will be given in YOUR local time
5. Auditors will receive an **email confirmation** from ProctorU when the exam has been successfully scheduled

- Exams must be booked 14 days before the appointment date

Plan your exam day carefully to stay organised

Complete mandatory equipment test before your exam

Use the ProctorU portal to manage your exam booking

Watch [Test Taker Experience](#) video

Important booking info

For any questions regarding booking your exam please contact exam@theapsca.org

Next step, prepare!

See the Resource Library for
exam prep info

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