



Booking your CSCCA exam with translation

PART I & PART II GUIDE

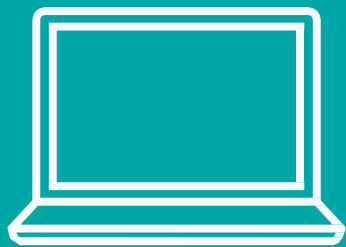
APSCA

ASSOCIATION OF PROFESSIONAL
SOCIAL COMPLIANCE AUDITORS

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.

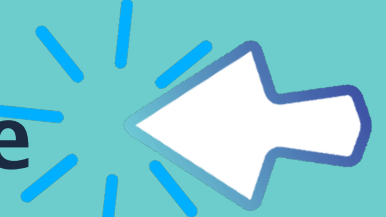
Institution: Enter *Association of Professional Social Compliance (ASPCA)*. (**Not** your Audit Firm.)

Click here to go to the ProctorU portal

Step 4

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



Available Languages

If you require a different language, please select **Alternate Language** when scheduling on proctorU

Part I & II exams are offered in **10 languages**

1. English
2. Bangali
3. Chinese Simplified
4. Chinese Traditional
5. Italian
6. Spanish
7. Portuguese
8. Turkish
9. Thai
10. Vietnamese

Online Translation info

1. Nominate a language to write the exam in on your ERS

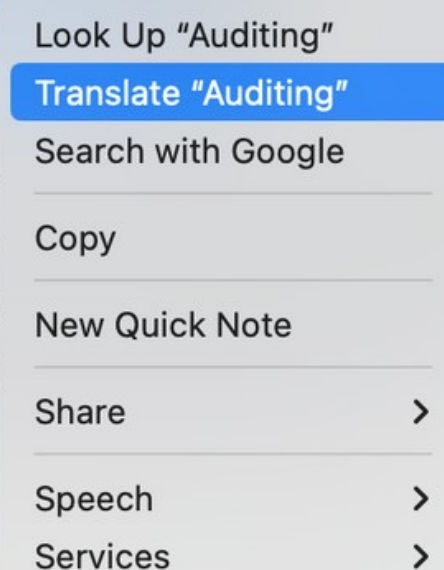
2. Those using Right Click Translation will **not** receive extra time during the exam

3. Practice **Right Click Translate** before exam, do not copy / paste into Google Translate

The leading industry association for Social Compliance Auditing

APSCA (Association of Professional Social Compliance Auditors) is the leading industry association, whose members represent the Social Compliance audit industry. Our mission is to promote professionalism, consistency and credibility of organizations performing independent social

BECOME A MEMBER



Part I & II support online translation, using Right Click Translation, which is available on Google Chrome.

Try it out by right clicking anything on the APSCA website



- 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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