

# Booking Your CSCA Exam

PART III GUIDE



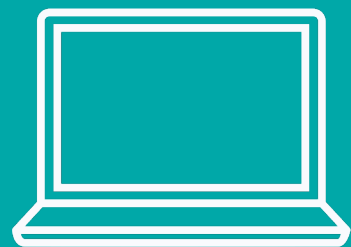
APSCA

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 Auditor Firms can contact [exam@theapsca.org](mailto:exam@theapsca.org)



Firm must provide the name of the Auditor being nominated to sit the exam. Please also indicate who will be paying the exam fee, either the Firm or Auditor.

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

**Independent Auditors**  
please contact  
[exam@theapsca.org](mailto: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 14 business days before** the exam date to avoid your exam being disallowed

# Schedule of Fees



Part III list A*	\$350
Part III list B*	\$560
Part III list C*	\$625

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## Additional Fees

No show/ IT issue	Full exam fee
Cancellation <2 days notice	Full exam fee
Cancellation 2-30 days notice	\$250
All other cancellations	\$250

- Change of Auditor name
- Multiple bookings

\*= language list, see fee schedule

# Step Three

Book exam using *Calendly*



- After ERS is received, APSCA will send a booking link to the Auditor
  - Auditor can then make booking via **Calendly** using specific language link
    - English, Mandarin, Cantonese, Spanish
    - Alternative language
3. Click desired language link to be directed to the Calendly booking page



# Calendly Booking Page

**Select a Date & Time**

June 2022

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
No times in June				17	18	19
20	21	22	23	24	25	26
27	28	29	30			

[View next month >](#)

Sydney, Melbourne Time (12:46pm) ▾

**Select a Date & Time**

July 2022

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sydney, Melbourne Time (12:46pm) ▾

**Enter Details**

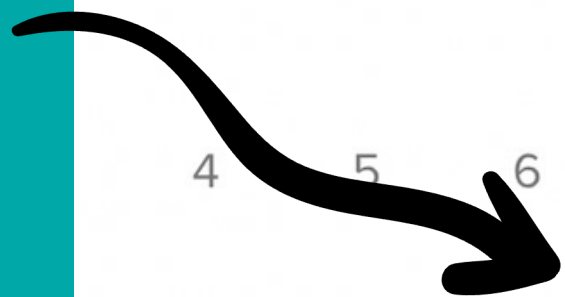
First Name \*

Last Name \*

Email \*

Please enter your APSCA Member Number \*

[Schedule Event](#)





- Log into ProctorU **3-4 days before** the exam to check for changes
- Exam changes or cancellations are done via a link in the meeting invite OR by contacting APSCA
- Changes to exam date must be done 30 days in advance
- If Auditors require certain accommodations, please contact [exam@theapsca.org](mailto:exam@theapsca.org)
- Auditors must test equipment before the exam

# Important booking info

For any questions regarding your exam booking please contact [exam@theapsca.org](mailto:exam@theapsca.org)



# Next step, prepare!

See the Resource Library  
for exam prep info

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