

Step-by-step guide on how to book an exam online with Prometric

- Step 1: Please visit <http://www.prometric.com>
- Step 2: In the left-hand menu click on "Test Takers"
a submenu will appear
- Step 3: In the left-hand menu click on "Schedule a Test "
a new page will appear
- Step 4: Complete the following steps
-At "Step 1: Select your area of study:" please mark "Information Technology (IT) Certification"
-At "Step 2: Select your Testing Program" please select "Information System Examination Board (ISEB)"
-At "Step 3: Select your location" please select your country where you wish to test (United Kingdom) and leave the state box as is
- Step 5: Click on "Next >"
a new page will appear and the left-hand menu underneath "Test Takers" now has different options
- Step 6: In the left-hand menu click on "Schedule an Appointment"
a new page will appear containing information specifically about ISEB certification
- Step 7: Scroll down and click on "Next >"
a new page will appear called "Exam Selection"
- Step 8: Select the exam you wish to sit for and click on it
- Step 9: Select the language in which you wish to sit for your exam
- Step 10: Click on "Next >"
a new page will appear called "Available Test Sites"
- Step 11: Choose a suitable test centre (note: there is more than one page with test centres, use the "Page 1" until "Page X" buttons to navigate to them) and click on "Schedule Appointment" in front of the site's demographic details.
a new page will appear called "Login"
- Step 12: Do one of the following:
-If you already have a User I.D. and password please enter them and click on "Login"
a new page will appear called "Available Exam Dates", proceed with step 13
-If you are a new user click on "Click here" below the option to access our secure site where we can create a User I.D.
a new page will appear called "Welcome to Thomson Prometric "
 A. Read the instructions and fill in all necessary fields, scroll down and mark "I agree" after which you click on "Submit >"
a new page will appear called "Thank you for creating an account with Prometric"
 B. Click on "Next >"
a new page will appear called "Available Exam Dates", proceed with step 13
-If you are not sure if you're already a user or don't know your password click on "Click here" below the option and follow the steps mentioned, once you have retrieved your details please proceed with the login
- Step 13: Click on a preferred date and select a preferred time
- Step 14: Click on "Next >"
a new page will appear called "Payment Information"
- Step 15: If you make use of a voucher or promotional code please enter it here by clicking on "YES" otherwise please go ahead with step 16
a new page will appear called "Voucher Number or Promotion Code"
 A. Please select the type of discount you use
 B. Enter your voucher/promotional code
 C. Click on "Validate"
the previous page will appear however the discount is now applied, proceed with step 16
- Step 16: Verify all the details of your booking
- Step 17: Scroll down and provide payment details with regards to your credit card if needed
- Step 18: Scroll down and select "I agree"
- Step 19: Click on "Commit Registration"

Congratulations! You now have successfully committed a registration with Prometric, you will receive a confirmation by email as well.