



How to Cancel or Reschedule Your FSA Exam

This document will help you:

- If you need to do cancel/reschedule your exam **within a testing block** read SECTION A
- If you need to cancel/reschedule your exam and **move to a different testing block** read SECTION B
- If you need to cancel your exam and decide on a future date to take your test read SECTION C

SECTION A: Cancel/reschedule to a different date within a testing block


1. Login to your Webassessor account [here](#)
2. Under SCHEDULED EXAMS click *Reschedule/Cancel* under details (Figure 1 below)

Exam	Scheduled Exam Date	Date Registered	Launch	Details
FSA Level I: JAN-FEB	28 February 2019 0000H America/New_York	06 February 2019	?	Reschedule/Cancel

[Register for an exam](#)
[Email me my exam schedule](#)

IN-PROGRESS EXAMS

3. Press *Reschedule/Cancel* button
 - a. For Cancellation
 - i. On the next page, press *Cancel Registration*
 - ii. You'll receive an email confirmation
 - b. For Reschedule (See Figure 2 below):
 - i. Select Time Zone
 - ii. Select Date
 - iii. Select Time
 - iv. Check acknowledgement button
 - v. Press Select
 - vi. Check email confirmation with details on your new exam time



FUNDAMENTALS OF SUSTAINABILITY ACCOUNTING

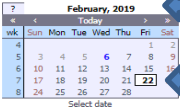
REGISTER TESTING HOME FSA HOME EXAM POLICIES

Date And Time Selection

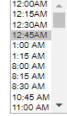
Please choose a TimeZone to view the available Start times.

Time Zone: (America/New_York)

Select Date



Select Start Time



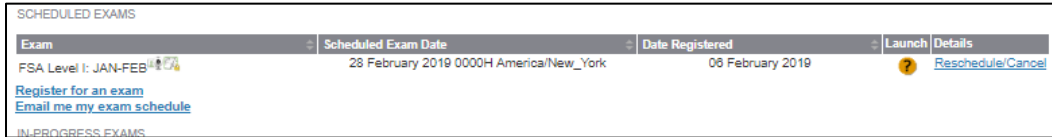
I acknowledge that I have read and understood all the information stated in the above text box and agree to abide by these terms and rules.

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SECTION B: Cancel your exam and move to another testing block

1. Login to your Webassessor account [here](#)
2. Under SCHEDULED EXAMS click *Reschedule/Cancel* under details (Figure 1 below)



Exam	Scheduled Exam Date	Date Registered	Launch	Details
FSA Level I: JAN-FEB	28 February 2019 0000H America/New_York	06 February 2019	?	Reschedule/Cancel

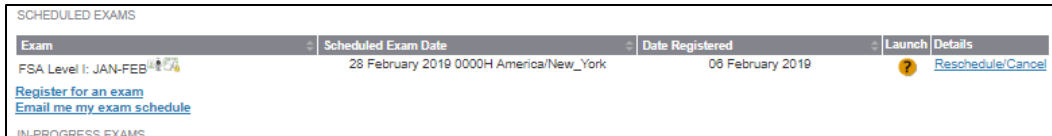
Register for an exam
Email me my exam schedule

IN-PROGRESS EXAMS

3. Press *Reschedule/Cancel* button
 - a. For Cancellation
 - i. On the next page, press *Cancel Registration*
 - ii. You'll receive an email confirmation
4. Once your exam is cancelled, you will need to [email SASB](#) to receive a reschedule code. Future exam dates will not appear until after you cancel your exam and receive the reschedule code.

SECTION C: Cancel your exam and decide on a future date to take your test

1. Login to your Webassessor account [here](#)
2. Under SCHEDULED EXAMS click *Reschedule/Cancel* under details (Figure 1 below)



Exam	Scheduled Exam Date	Date Registered	Launch	Details
FSA Level I: JAN-FEB	28 February 2019 0000H America/New_York	06 February 2019	?	Reschedule/Cancel

Register for an exam
Email me my exam schedule

IN-PROGRESS EXAMS

3. Press *Reschedule/Cancel* button
 - a. For Cancellation
 - i. On the next page, press *Cancel Registration*
 - ii. You'll receive an email confirmation
4. Once your exam is cancelled, you will need to [email SASB](#) to receive a reschedule code.
5. There is no need to immediately pick a date – your registration will remain valid. So decide on a date that works for you and schedule it when you're ready.