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 Level | JAN-FEB | Reschedule/Cancel
|------------|---------|------------------|
| FSA Level I | JAN-FEB | Reschedule/Cancel

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
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)

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)

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.