

# READY FOR THE UNIFORM CPA EXAMINATION?

Candidate Checklist & Tips for Taking the Uniform CPA Examination



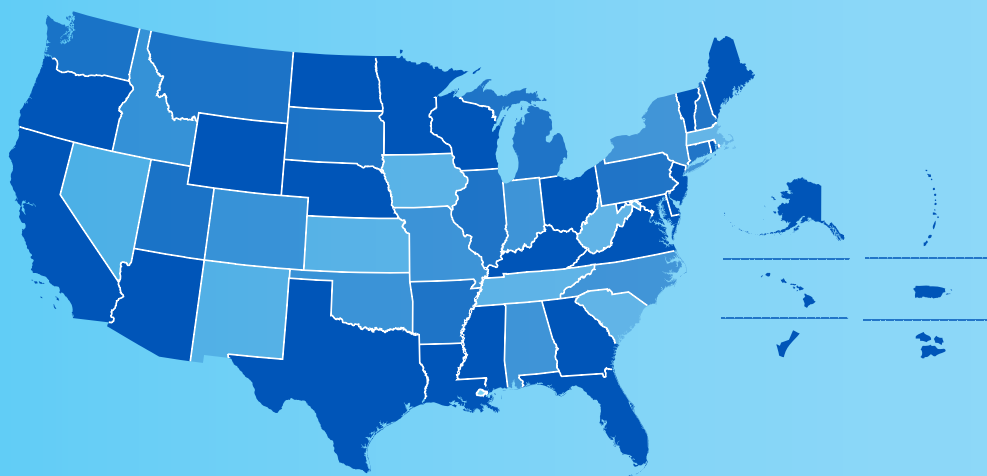
# WHO ARE THE UNIFORM CPA EXAMINATION PARTNERS?



## The 55 Jurisdictions

To become a CPA, you must be declared eligible for the examination by the Board of Accountancy in one of the 55 U.S. jurisdictions.

Visit your Board of Accountancy web site for information about eligibility for the Uniform CPA Examination.



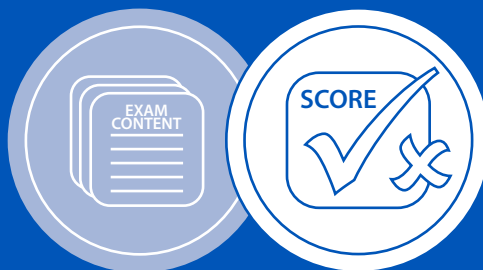
# NASBA

Visit the NASBA website at [www.nasba.org](http://www.nasba.org) for information about the CPA Examination application process.



# AICPA<sup>®</sup>

Visit the AICPA Exams website at [www.aicpa.org/cpa-exam](http://www.aicpa.org/cpa-exam) for information about the content or scoring of the CPA Examination.

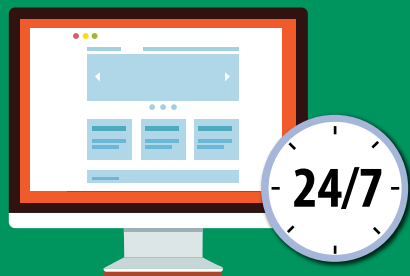


# PROMETRIC

Visit the Prometric website at [www.prometric.com/cpa](http://www.prometric.com/cpa) for information about scheduling your CPA Examination.

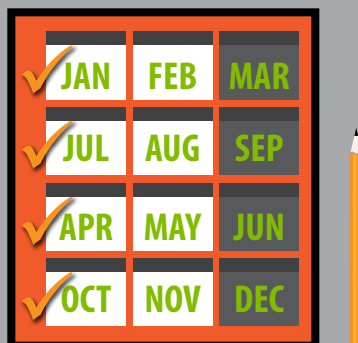


# TIPS FOR SCHEDULING YOUR CPA EXAMINATION



## DON'T WAIT!

Schedule your Examination early - as soon as you receive your Notice to Schedule (NTS) – at [www.prometric.com/cpa](http://www.prometric.com/cpa). This website is available 24/7 and can also be used to cancel or reschedule appointments.



## SCHEDULE EARLY!

Schedule your Examination during the first month of a testing window; this can reduce the stress of last minute changes due to inclement weather or other unexpected events at the end of a testing window.



## PICK QUIET DAYS

Schedule your appointment on off-peak days (Tuesday, Wednesday or Thursday). You are likely to find more appointment times available and a less hectic test center. When possible, visit the test center in advance.

## EXAMINATION TESTING TIME VS. APPOINTMENT TIME

*Understand the difference between examination testing time and appointment time.*

### EXAMINATION TESTING TIME



*Amount of time designated to take the Examination section*

### APPOINTMENT TIME



*Examination Testing Time plus 30 minutes allocated to the login and survey*

### EXAMPLE

The testing time for Auditing and Attestation is 4 hours.

The appointment time will be for 4.5 hours.

*The additional 30 minutes is the time allocated to enter your Launch Code, read the introductory screens, and complete the examination survey. It is not additional testing time.*

## REVIEW

Review the Content and Skills Specification Outline on the AICPA website.



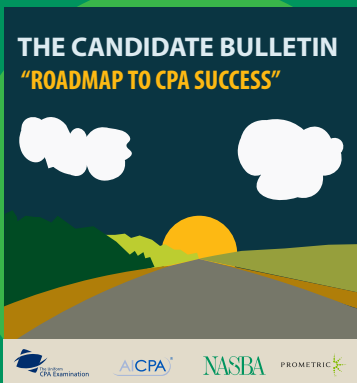
## FAMILIARIZE

Much of the examination software functions are customized and unique to the Examination and will not be the same as on your home or work computer. While the test center staff is responsible for the equipment delivering the Examination to candidates, they are not familiar with software functions that are unique to the CPA Examination. Test center staff cannot help you with Examination software functions.



## EXAMINATION CONTENT & SOFTWARE

Be familiar with the content and software before sitting for the CPA Examination. Here are four tips to familiarize yourself with the content and software.



## READ

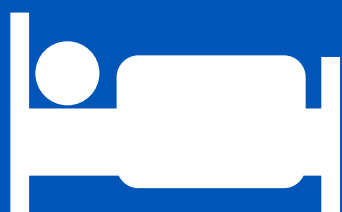
Download and read the Candidate Bulletin from NASBA's website and be familiar with all of its terms and conditions.

## PRACTICE

You are responsible for reviewing the Uniform CPA Examination Tutorial and Sample Tests. Thorough familiarity with the Examination's functionality, format, and directions is required before candidates report to test centers. Failure to follow the directions provided in the tutorial and sample tests, including the directions on how to respond, may adversely affect candidate scores.



# On Examination Day



## Be Well Rested

Get a good night's sleep the night before you sit for the Examination.

## No Food or Beverages Allowed



Make sure you eat before arriving for your test. You may not eat while taking the Examination in the test center.

## Notice to Schedule

Bring the correct Notice to Schedule (NTS) for the Examination section scheduled. You will not be able to test without the correct NTS.



## Identification

Bring two forms of acceptable identification (review the list on the NTS and in the Candidate Bulletin).

*Make sure your name on the Notice to Schedule (NTS) is exactly the same as on your identification documents. Any name discrepancies or ID issues must be resolved before the Exam by contacting NASBA at 1-866-MY-NASBA (1-866-696-2722).*

## Introductory Screens



Proceed through the introductory screens. You have 10 minutes to read the screens. If the 10 minute limit is exceeded, the session will terminate. It is not possible to restart the Examination session.

**Each Exam section is composed of four testlets. Each testlet begins on a Directions landing page that provides information about navigation.**



The components of the Auditing and Attestation (AUD), Financial Accounting and Reporting (FAR) and Regulation (REG) sections are three Multiple-Choice Question (MCQ) testlets, and one testlet containing six or seven Task-Based Simulations.



The components of the Business Environment and Concepts (BEC) section are three MCQ testlets, and one testlet containing three Written Communication tasks.

Keep the Confirmation of Attendance form issued after the Examination as it provides valuable contact information.

*As directed on this form, report any Examination incidents/concerns in writing.*



# WHO TO CONTACT



## EQUIPMENT ISSUES

Report equipment issues to Prometric test center staff without delay. Don't try to fix the problem yourself and don't spend examination time thinking about it before you report it.



## TEST QUESTIONS

Concerns about test questions should be directed in writing to the AICPA either by FAX at (609) 671-2922 or by mail at American Institute of Certified Public Accountants, Princeton South Corporate Center, 100 Princeton South, Suite 200, Ewing, NJ 08628. Send your letter or FAX within four days of the test date and be sure to provide your mailing address and your examination section ID number. You must provide enough information to allow the AICPA to identify the test question or simulation; for example - "question number 18 in the second testlet"; or "the Audit Procedures tab in the first task-based simulation". You should provide a brief explanation of your concern but do not include the exact wording of the test question or simulation task.



## OTHER ISSUES

For any other problem experienced during the session, contact NASBA within five days from the date of your appointment at [candidatecare@nasba.org](mailto:candidatecare@nasba.org). Please be sure to provide your Examination Section ID number (recorded on your Notice to Schedule), jurisdiction, date of your exam, and a complete description of the issue. You may also call (866) 696-2722. Do not wait to receive your scores before notifying NASBA of your issue.