

# READY FOR THE UNIFORM CPA EXAMINATION?

Candidate Checklist & Tips  
for Taking the Uniform CPA Examination



# Stay In-touch



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



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 exam.



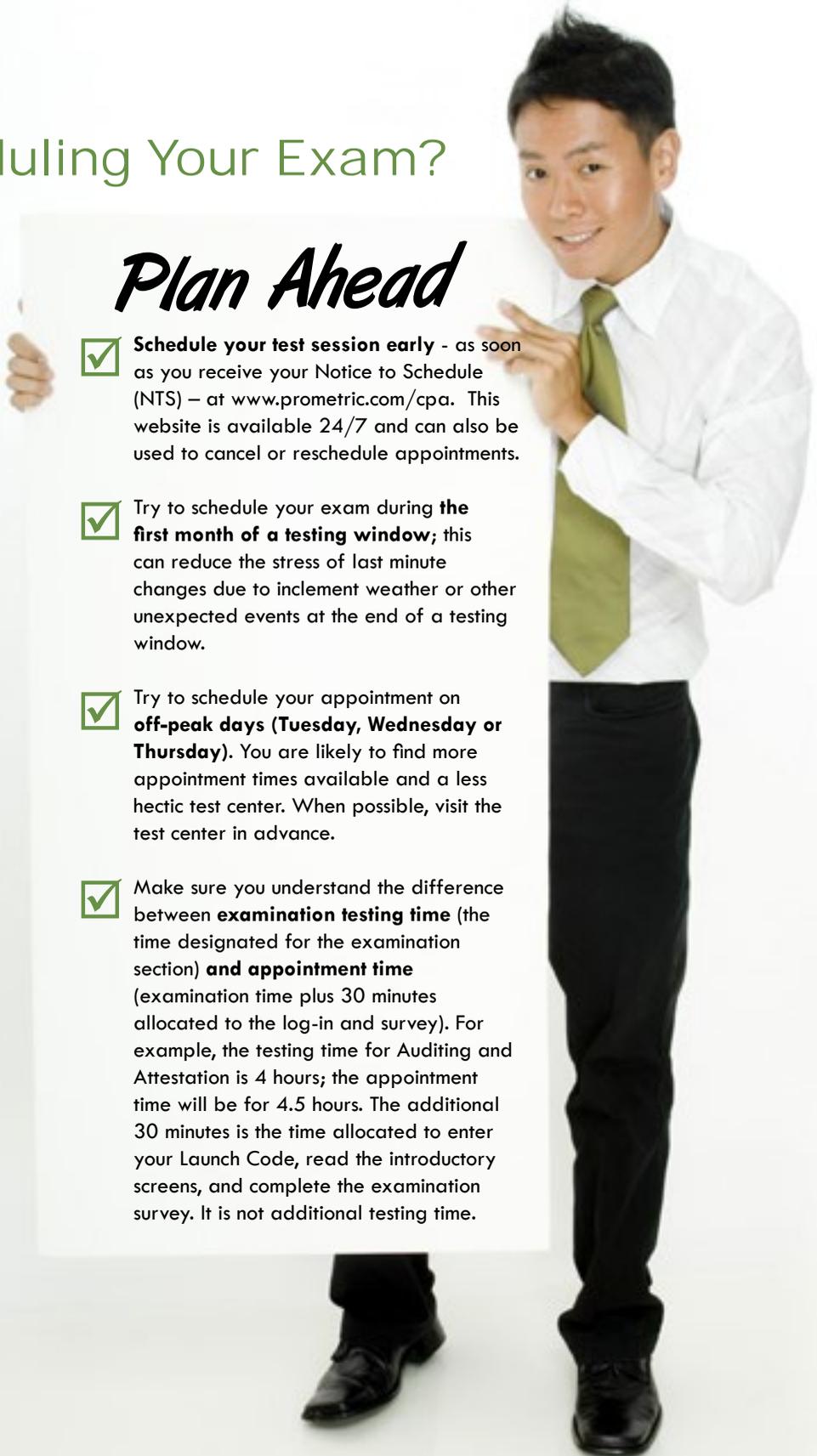
Visit the Prometric website at [www.prometric.com/cpa](http://www.prometric.com/cpa) for information about scheduling your exam.



# Scheduling Your Exam?

## *Plan Ahead*

- ✔ **Schedule your test session 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.
- ✔ Try to schedule your exam 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.
- ✔ Try to 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.
- ✔ Make sure you understand the difference between **examination testing time** (the time designated for the examination section) **and appointment time** (examination time plus 30 minutes allocated to the log-in and survey). For 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.



# Be Familiar with Examination Content and Software

- ✓ Review the **Content and Skills Specification Outline** (CSOs/SSOs) on the Exams website.
- ✓ Read and download the **Candidate Bulletin** from NASBA's website and be familiar with all of its terms and conditions.
- ✓ Much of the examination software functions are customized and unique to the exam 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.**
- ✓ **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.
- ✓ **No food or beverages** are allowed in the test center; make sure you eat before arriving for your test. You cannot eat during your test.
- ✓ **Bring the correct Notice to Schedule (NTS)** for the exam section scheduled. You will not be able to test without the correct NTS.
- ✓ **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 examination by contacting NASBA at 1-866-MY-NASBA (1-866-696-2722).
- ✓ After you enter your Launch Code to begin the exam, you must proceed through the subsequent introductory examination screens without delay. You will have **10-minutes to read the introductory screens**. If the 10-minute limit is exceeded, the test session will automatically terminate. If the session terminates, it will not be possible to re-start the examination and you will have to reapply to take your scheduled section.
- ✓ Each examination section is composed of four testlets. Each of the four testlets starts on a *Directions* landing page which provides information about navigation within and between testlets.
- ✓ 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 (TBS).
- ✓ The components of the Business Environment and Concepts (BEC) section are three MCQ testlets, and one testlet containing three Written Communication tasks (TBS).

# Who to Contact

- ✓ 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.
- ✓ 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.
- ✓ 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 4 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.
- ✓ For **any other problem** experienced during the session, **contact NASBA within 5 days** from the date of your appointment via email 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) MY-NASBA (866-696-2722). Do not wait to receive your scores before notifying NASBA of your issue.

