

## COMPUTERTESTEN

# BOEKEN EN OMBOEKEN VAN AFSPRAKEN VOOR HET AFLEGGEN VAN EEN TEST



## Inhoud

1. Boeken

U kunt een afspraak **boeken** via de link in de uitnodigingsbrief in uw EPSO-account.

### 2. Omboeken/annuleren

Een afspraak **omboeken** of **annuleren** gebeurt via het booking management system. U vindt een link naar dit systeem in het **bevestigingsbericht** in de "News feed" van uw EPSO-account.

Met wie moet ik contact opnemen bij technische problemen met de boekingsprocedure?

Meer informatie is te vinden via <u>online help</u>.



## 1) Boeken van een afspraak voor het afleggen van een test



#### **Test Center Selection**

To find the closest location(s), please enter a preferred address, city/state, or ZIP/postal code where you would like to schedule your appointment in the search box below.





#### Date and Time Selection

The appointment duration is 2-hour(s) and 00-minutes.

Select an available month and click the 'Go' button. When the calendar(s) appear, select an available date and then time.



#### Date and Time Selection

The appointment duration is 2-hour(s) and 00-minutes.

Select an available month and click the 'Go' button. When the calendar(s) appear, select an available date and then time.





#### Additional Information

The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that shows your name in the English alphabet, your signature and your photograph. Additional identification policies may apply; please check with your sponsoring organization for details.

Before proceeding, please provide the following information.



#### Appointment Verification

To complete your appointment, you must:

- 1. Verify your appointment information
- 2. Press the "Complete Appointment" button

Name:	ZZDEMO ZZDEMO
Program Name:	EPSO/AST-SC/01/14 AST SEC
Appointment Name(s):	• EPSO/AST-SC/01/14
Test Center Code/Site Name:	8126 - BRUSSELS SELOR FORNAX LAB 1, BELGIUM Test Center Info, Driving Directions
Test Center Address:	SELOR, FORNAX 1, BISCHOFFSHEIMLAAN BOULEVARD BISCHOFFSHEIM 15 BRUSSELS BEL
Test Center Phone #:	31 320 239 540
Appointment Date:	28 Apr 2014
Appointment Time:	9:00 AM
Appointment Duration:	2:00

Prometric has a firm commitment to protecting your privacy. We will not disclose, to third parties, any specific personal identifying information about you without your permission.

By clicking the "Complete Appointment" button below, you agree to all terms and conditions related to payments, reschedules, cancellations, refunds and other policies set forth by your sponsoring organization.





#### Appointment Complete

Thank you for scheduling with Prometric.

Please save the information by either printing this page or writing it down. Your appointment request has been confirmed with the following confirmation number(s):

Confirmation Number: 880000002413040

	Print Confirma	tion Print Receipt
		E-mail Receipt
Name:	ZZDEMO ZZDEMO	
Address:		
Program Name:	EPSO/AST-SC/01/14 AST SEC	
Appointment Name(s):	EPSO/AST-SC/01/14	
Test Center Number:	8126 - BRUSSELS SELOR FORNAX LAB 1, BELGIUM	
	Test Center Info, Driving Directions	Druk uw boekingsgegevens af
Test Center Address:	SELOR, FORNAX 1, BISCHOFFSHEIMLAAN BOULEVARD BISCHOFFSHEIM 15 BRUSSELS BEL	
Test Center Phone #:	31 320 239 540	
Appointment Date:	28 Apr 2014	
Appointment Time:	9:00 AM	
Appointment Duration:	2:00	
Price:	0.00 USD	
Balance:	0.00 USD	
E-mail:	delyth-sian.evans@ec.europa.eu	

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#### E Payment Summary

You will receive an e-mail within 15-minutes containing your appointment confirmation details.Please check your spam folder if you do not receive your confirmation email. Update your email security filters to allow emails from emailconfirmations@prometric.com

The Prometric website, <u>www.prometric.com</u>, is available 24 hours a day, seven days a week for you to reschedule, cancel or confirm your appointment.

Thank you,

Prometric

U moet de volledige boekingsprocedure volgen tot het laatste scherm.

Zolang u geen bevestigingsnummer en e-mail van onze contractant heeft ontvangen, is de boekingsprocedure niet volledig afgerond.

Met wie moet ik contact opnemen bij technische problemen met de boekingsprocedure?



## 2) Omboeken/annuleren

U vindt een link naar het booking management system in het **bevestigingsbericht** in de "News feed" van uw EPSO-account.

You have booked a test appointment. Please find below the ir	nformation
Your test appointment is on	Sa
Country / City (Centre ID)	Be
country / city (centre lo)	Cli
Your Test confirmation number <sup>1</sup>	88
Your confirmation code <sup>2</sup>	SE
Candidate No	44
Name	An
Concerning Competition / Selection Procedure	EP
	1
Show History Section	K
If for some reason, you need to change or cancel you booking, you can	ccess the only
You will be asked to provide:	





## FACE A BIGGER CHALLENGE

EUROPA > EPSO > On line Registration

In case of booking problems please call +31 320 239 575

Country: BELGIUM





Bulk Scheduling Scheduling more than 5 appointments? It's easy with bulk registration.



#### **Reschedule or Cancel Appointment**



Name: Program Name: Appointment Name(s):	ZZDEMO ZZDEMO EPSO/AST-SC/01/14 AST SEC
	<ul> <li>EPSO/AST-SC/01/14</li> </ul>
Test Center Number:	8164 - BRUSSELS SELOR GALAXY LAB 2, BELGIUM Test Center Info, Driving Directions
Test Center Address:	SELOR, GALAXY 2, BISCHOFFSHEIMLAAN BOULEVARD BISCHOFFSHEIM 15 BRUSSELS BEL
Test Center Phone #:	0
Appointment Date:	28 Apr 2014
Appointment Time:	9:00 AM
Appointment Duration:	2:00

In accordance with the policies and procedures set forth by your sponsoring organization, there may be a fee associated with rescheduling or canceling your appointment. If there is a fee, you will be notified of the amount prior to providing a method of payment.



Klik hier om te annuleren ("cancel") of om te boeken ("reschedule")