Steps to schedule your
PSB Exam Remotely:

Step 1 – Schedule your PSB exam by clicking on the CASS Self-Serve link:
www.ivytech.edu/schedulenow or in MyIvy located under Student / Course Info / Schedule Testing Appointment.

Step 2 – Click on Student Login and use your Ivy Tech email address and password.

Step 3 – Click on “Certification and all other exams”.

Step 4 – Click on “This exam is not related to an Ivy Tech course”

Step 5 – Type in PSB for the test name.

Step 6 – Select Remote PSB Health Occupations Aptitude exam

Step 7 – Select Lafayette for the campus and click next.

Step 8 – Click on the red calendar and select the date for your exam appointment and click next.

Step 9 – Use the dropdown box and select the time for your appointment and click next.

Step 10 – Review your appointment details and click next.

Step 11 – Select “Pay now via credit card online”. The cost of the exam is $40.00 for students.

Step 12 – Click on “Credit Card Payment Form” and complete credit card payment transaction.

Step 13 – Click on “Submit My Appointment Request”.
Step 14 - You will receive two automatic emails:
    The first email confirming your appointment request.
    The second email will be an approval or decline of the appointment.
    If you have not received either email, check your spam/clutter/junk folders.
    Or you are always able to view your appointment status/history at ivytech.edu/schedulenow.

Step 15 – If your appointment request is approved, you will receive a calendar appointment invite email from your proctor with a Zoom meeting session for your virtual exam session. You must meet all the required student technical requirements below in-order to take the exam virtually. Please accept the appointment request.
Technical Requirements for Virtual PSB Exam

- Broadband wired or wireless (3G or 4G/LTE). Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). (Go to speedtest.net to test your internet.)

- Webcam, speakers and microphone
  - A USB headset with microphone and earphones or a phone to dial into meeting
  - Built-in speaker/microphone/camera to computer

- Computer with one of the following operating systems (No tablets, cell phones or Chrome book)
  - Mac OS X with MacOS 10.6.8 /(Snow Leopard) or later
  - Windows 10
  - Windows 8 or 8.1 or 7

- Supported Browsers
  - Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
  - Mac: Safari 7+, Firefox 27+, Chrome 30+
  - Linux: Firefox 27+, Chrome 30+

- Processor and RAM Requirements
  - Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)
  - 4 Gb RAM

Please prepare for this appointment in advance.

- proctored testing appointments require the following:
  - Zoom – if you have never done a Zoom session, the first time when you click on the link it will ask you to download software Virtual e. You must follow the instructions and allow the software to install. It is a small file and will only take two or three minutes.
  - Computer utilizing Chrome, Firefox, Edge, or Internet Explorer browser
  - Strong internet connection
  - Webcam, microphone and speakers
    - If you do not have a webcam, you will need to use your smart phone as a webcam by accessing your Zoom appointment link on your phone.

- Please make sure that you are accessing your Zoom appointment link on time. Late testers may be required to reschedule.

- To start your appointment, click on the Meeting URL in the appointment information. This will launch Zoom and begin your appointment. If using your smart phone as a webcam, the Meeting ID and Password are also found in the appointment information below.

- A government-issued photo ID will be required for identity verification. Due to COVID-19, an expired ID will be accepted. Be prepared to show this ID to the proctor.

- No breaks are allowed. If you leave the testing environment, the test will be ended.

- Distractions free zone is required. This means no other person(s) or pets will be allowed in testing area.

- Please remember no hats or head coverings are allowed.

- Your work area will need to be cleared of all materials except those allowed by your instructor. Please make sure the surface and floor around your seat are cleared. (No writing material, books, diagrams, phones, electronic devices or other items are allowed.)
- During the session, the proctor will be able to view your computer screen. Before your scheduled meeting, please log into IvyLearn, proceed to your course and bring the test to the password screen. All other tabs and programs must be closed unless the instructor has allowed computer-based material.

- Please note that you will be recorded during your testing appointment.

- If you need to cancel or reschedule your appointment, you can do so up to 3 days in advance by visiting www.ivytech.edu/schedulenow

- If you need to cancel your appointment after you have received your Zoom invite, please respond directly to the invite.

- If you get disconnected during your session, please reconnect to the Zoom session.

- Although not expected to happen, if the proctor does not show for your appointment, submit a Help Desk ticket immediately.

*Note: You will receive three emails. If you do not receive one containing testing information, please contact
lafayette-testingservices@ivytech.edu