

Exam Policies and Procedures

Rescheduling/Cancellation Policy for CBT Exams

You can reschedule or cancel your exam at any time, as long as you do so more than 30 days before your scheduled exam appointment. However, because of limited seating at Prometric Testing Centers, late rescheduling and cancellations will result in a fee. It is important that you reschedule or cancel your exam as soon as you know you won't be able to make it. Please read the following policy carefully.

Within 30 Days of Your Appointment

If you reschedule or cancel your exam within 30 days of your scheduled appointment, you will be charged a fee of US\$70. This fee helps to ensure greater seating availability at Prometric Testing Centers since candidates who wait until the last minute to reschedule or cancel their exam are "reserving" seats that could be used by others.

The fee will be charged when you go online to Prometric's website to reschedule or cancel your exam within the 30-day period. The \$70 charge will appear on your credit card as a charge from Prometric.

The 30-day period does not include the day of the exam appointment. For example, if your exam is on 5 May, you must reschedule or cancel the exam on or before 4 April to avoid the fee.

For emergency situations in which you are unable to change your exam appointment before the exam, within your exam appointment, the Extenuating Circumstance Policy may apply. However, we will evaluate these situations on a case-by-case basis to determine if a refund of the rescheduling fee is appropriate.

Within 2 Days of Your Appointment

You need to reschedule or cancel your appointment **before** you are within two calendar days of your exam appointment. If you wait until you are within two days of your exam appointment, you must cancel your appointment and you will forfeit the entire exam fee. You will not be able to reschedule your appointment at this point and will need to pay associated reexamination fees to schedule a new exam.

Examples

Date of Exam Appointment	Date that you Reschedule or Cancel	Fee Amount
30-Day Policy		
5 May	4 April (or before)	No Fee
5 May	5 April (up until 2 May)	US\$70
2-Day Policy		
5 May	2 May	US\$70
5 May	3 May (you are unable to reschedule, but can cancel the appointment)	Forfeit the entire exam fee

Also read:

- [PMP Exam Site requirements](#)
- [PMBOK free download](#)
- [PMP Exam Breakdown](#)
- [PMP Exam Report and Passing Scoring](#)

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