

## PERT/ACCUPLACER Test Scheduling

Go to: <https://www.easternflorida.edu/academic-support/testing-cetners.cfm>

You can also find this site by typing "placement testing" in the blue search box in the upper right of the screen. Search results will appear. Choose the 2<sup>nd</sup> option: Assessment & Testing Services: Test Centers.

Once on the Eastern Florida Testing Centers page scroll to the campus you want to test at. You can check availability at all the campuses and schedule the one that works for you.

Click on "Melbourne RegisterBlast Scheduler" – the name of the campus will be different if you are looking at different campus.

Once in the scheduler you will need fill in the following information:

1. Type of Test: Placement Testing
  2. Exam Type:
    - a. First Time or Dual Enrollment Annual – Choose this if it has been a year or more since you last tested OR if this is your first-time testing
      - #3 – Choose an exam – if you have already passed 1 or more of the 3 sections (Reading, Writing, Math) you do not need to take that section(s) again. Choose what you need here.
        - Initial qualification you must take all 3 sections
      - Complete #'s 4-7 with the requested information – DO NOT ENTER YOUR BPS EMAIL ADDRESS, ENTER A PERSONAL EMAIL ADDRESS.
    - b. Retest – choose this if you last tested less than a year ago
      - If choosing this option, you will need a prior approval access code – in #3 choose "I need a staff member to email me an Access Code."
        - #4 you will enter "placement test prior approval." This do NOT create an appointment; it allows the testing office to determine whether or not your retest will require a fee
      - You will receive TWO SEPARATE emails from EFSC. 1 showing you were approved for testing, the other will have your access code.
      - Once you receive your access code you will return to this site and register to test with the access code provided.
        - #3 Prior Approval – you will choose: "I already received an email with my access code."
        - #4 Choose your retest subjects: You will choose only the subject you still need to pass. If you have already passed one or more of the 3 sections (Reading, Writing, Math) you do not need to take those section(s) again.
      - Complete #'s 5-12 with the requested information – DO NOT ENTER YOUR BPS EMAIL ADDRESS, USE YOUR TITAN EMAIL.
- Click Add to Cart – This does NOT complete your registration – review the information for accuracy
  - Click Complete Registration
  - Make sure you show up to the EFSC campus you chose on your test date!