|  |  |  |
| --- | --- | --- |
|  | https://wsr.pearsonvue.com/pvueImages/webii/logos/EA.gif |  |

\*\*PLEASE DO NOT RESPOND TO THIS E-MAIL\*\*

Executive Assessment Appointment Confirmation

Congratulations! You are officially registered to take the Executive Assessment. To make your experience as efficient as possible, please keep this confirmation and reminder of important actions to take before your appointment time.

**Appointment Details**

Order Number: ‎0000-1111-2222‎

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Assessment:** | **Exam Series - Exam Title - Exam Language (LangCode)** | |  |  | | Candidate: | Salutation Candidatefirst Candidatemiddle Candidatelast Suffix | | EA ID: | ‎123456‎ | | Registration ID: | ‎38383838‎ | |  |  | | Date: | ‎Thursday, April 26, 2018‎ | | Time: | ‎08:00 AM Central Daylight Time‎ (Time shown is test center local time.)‎ | | Appointment Length: | ‎150‎ Minutes‎ | |  |  | | Test Center Location: (Directions shown below) | PEARSON PROFESSIONAL CENTERS - NONAME CITY (DISTRICT 1) 999 ADDRESS LINE ONE CITY STATE 55555 COUNTRY | |  |  | |

**Admission Policy**

**Executive Assessment Policies and Procedures Highlights**

**Assessment Center Admission Policy**

**Prior to Assessment Day:**72 hours prior to assessment day, view your profile on [gmac.com/ea](http://www.gmac.com/ea) to make sure your first and last name, date of birth, and country of citizenship on your identification EXACTLY match the information you provided when you registered.

**On Assessment Day:**

* Leave as many of your personal belongings as possible at home.
* Arrive 30 minutes before your scheduled appointment (if you arrive more than 15 minutes after your appointment time, you will be refused admission and will forfeit your assessment fees).
* Present proper identification.
* Have your photograph taken by the assessment center staff.
* Lock all valuables and belongings in the space provided at the assessment center.
* You may take ONLY your identification and locker key into the assessment room.
* Follow all instructions provided by the assessment center staff.
* No personal items may be taken into the assessment room. This includes all bags, books, notes, phones, pagers, watches, and wallets.
* Agree to the Executive Assessment Policies and Procedures. To review the Executive Assessment Policies and Procedures click [here](https://www.gmac.com/executive-assessment/take-ea/ea-policies-procedures.aspx).

**Identification Requirements:**The ID you present must meet the requirements listed at <https://home.pearsonvue.com/policies/gmac>.

**Reschedule Policy**

You may reschedule your appointment up to 24 hours before your scheduled appointment time. You can reschedule your assessment at [gmac.com/ea](http://www.gmac.com/ea) or by phone by calling PVUE Customer Care. The number for your region is available at [www.gmac.com/executive-assessment/contact-us.aspx](http://www.gmac.com/executive-assessment/contact-us.aspx); however, you will be charged an additional service fee of US$10 if you reschedule by phone.  
  
Within 24 hours of your scheduled appointment time, the assessment cannot be rescheduled and your assessment fee becomes non-refundable.

**Cancellation Policy**

You may cancel your appointment up to 24 hours before your scheduled appointment time and will receive a partial refund of US$250. You can cancel your exam online at [gmac.com/ea](http://www.gmac.com/ea) or by phone by calling PVUE Customer Care. The number for your region is available at [www.gmac.com/executive-assessment/contact-us.aspx](http://www.gmac.com/executive-assessment/contact-us.aspx); however, you will be charged an additional service fee of US$10 if you cancel by phone.

Within 24 hours of your scheduled appointment time, the assessment cannot be cancelled and your assessment fee becomes non-refundable.

**Policy Violations**  
Policy violations may result in cancelled results, notification to schools, forfeiture of assessment fees, and/or bans on future assessments.

**Directions to Test Center**

Center:   PEARSON PROFESSIONAL CENTERS - NONAME CITY (DISTRICT 1)

How to get there: On the corner of 19 and 37

|  |  |  |  |
| --- | --- | --- | --- |
| http://www.pearsonvue.com/images/pvue_logo.gif |  |  | http://www.pearsonvue.com/pvueImages/webII/logos/GMACCAP.gif |

[www.pearsonvue.com](http://www.pearsonvue.com/)

<http://www.pearsonvue.com/legal/privacy/>