



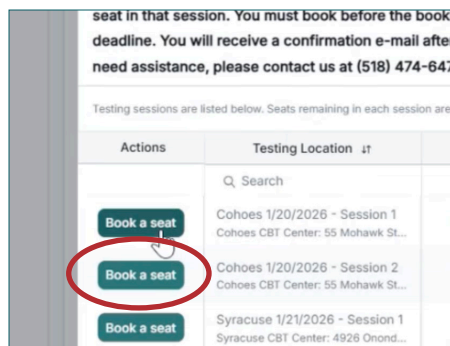
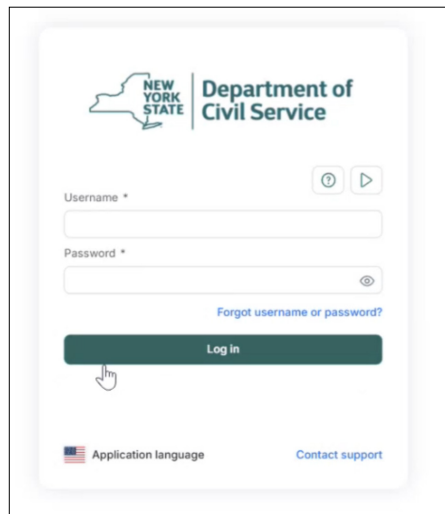
It's time to book your seat for the exam.

For the best experience when scheduling your exam, please access the Online Testing System on a desktop.

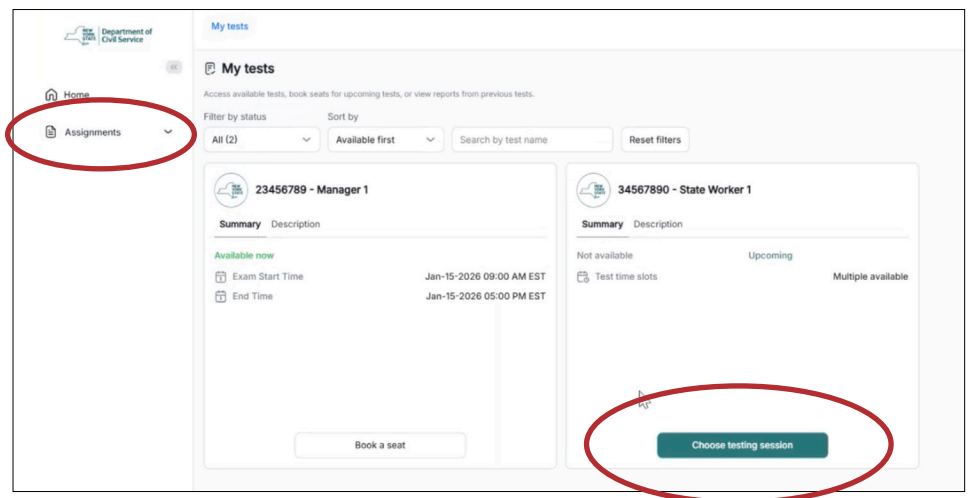
Booking your Seat

If you don't book your seat before the deadline, you will not be allowed to take the exam.

1. Sign in to the Online Testing System:
<https://exams.cs.ny.gov/>



2. Select "Choose Testing Session" in the assignments tab.



3. Book a seat. Read the information in the dialog box and click "YES" to confirm your booking.

Important: You may use the Online Testing System to cancel your seat if you need to, but we cannot guarantee you will be able to reschedule unless there are available seats.

When is the deadline?

Refer to the pre-exam email we sent you with the subject line: *Scheduling Now Available Through the NYS Department of Civil Service Online Testing System*. Check your spam if you can't find it.

IMPORTANT: In order to participate in the exam, you must have these items with you on test day:

YOUR ONLINE TESTING USER ID

YOUR PASSWORD

A VALID, GOVERNMENT-ISSUED PHOTO ID

THE EMAIL CONFIRMATION FOR YOUR BOOKED SEAT