



How to Schedule an Online Proctored Exam

1. Log in to your DANB account.

Username

Password

Login

[Forgot Username or Password?](#)

[New Customer? Click here](#)

2. Go to the “Schedule Exam” portal.

After you log into your account, on your dashboard screen, you will see a button under notifications. Click “Schedule or Begin My Exam” button.

Dental Assisting National Board, Inc.
Measuring Dental Assisting Excellence®

MY DASHBOARD PAYMENT HISTORY

Notifications

Click the button below to schedule your online proctored exam appointment or to begin your exam if you have already scheduled an appointment.

Schedule or Begin My Exam

Applications in Process

APPLICATIONS	STATUS	COMMENTS
AMP Online Proctored Exam	Authorized	
GC Online Proctored Exam	Authorized	
RHS Online Proctored Exam	Authorized	

3. Select the exam to schedule.

You will be taken to the Pearson VUE portal, which will show the exams that are approved for scheduling in the Pre-Approved Exams section. Click on the name of the exam you wish to schedule.

Dashboard

DANB Exams

Pre-approved Exams

- 003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam

Do you have a private access code?
[What is this?](#)

My Account

- [My Profile](#)
- [Preferences](#)
- [Exam History](#)
- [View Score Reports](#)
- [My Receipts](#)

Upcoming Appointments

You do not have any appointments scheduled.

4. Agree to the online exam policies.

The next screen will ask you to agree to the online exam policies. Check the boxes and click the “Next” button.

Agree to online exam policies

003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam

To take this exam in an online environment, please agree to the following terms and conditions.

By accessing this website and ticking the boxes hereunder you understand and agree to the terms set forth in this Candidate Agreement (“Agreement”). This Agreement is entered into by and between you as a test taker, Pearson VUE, a business of NCS Pearson, Inc., and your testing program owner (“Test Sponsor”). This Agreement represents your understanding and acceptance of Pearson VUE’s [Privacy and Cookies Policy](#) (“Privacy Policy”), [Terms and Conditions](#), and use of cookies to support your testing experience. You also understand, acknowledge and agree that the testing program sponsor has its own, possibly different, privacy policy.

By providing your personal information, as described in our [Privacy and Cookies Policy](#), you acknowledge and agree to the video and audio recording of your entire testing session and you agree to the processing of such personal information and test data by Pearson VUE and to the transfer of such data to Pearson VUE’s hub server, located in the USA, as the data processor, its authorized third parties, if any, both in the capacity as data processors for the processing of your personal information and test data on behalf of the testing program sponsor, as the data controller, located in the USA or elsewhere. Pearson VUE and other data processing entities, if any, are the recipients of your personal information and test data and are or may be located outside of the United Kingdom, the European Union, and the European Economic Area; however, Pearson VUE will enter into reasonable data transfer agreements with such entities for the purpose of communicating and following the instructions of your testing program sponsor and for establishing reasonable security measures to protect the confidentiality and integrity of your personal information and test data.

If you choose to take the test through our online-proctoring platform, which is not mandatory in the event that there are other ways of taking the test as determined by the testing program sponsor, you and your computer will be monitored during your entire testing session in real time so that your face, voice, desk, and workspace will be captured and possibly recorded for the purposes of test quality, test security, and the integrity of the testing process. You understand, acknowledge and agree that you will be monitored at your location through audio, technology and video means so all activity at your location will be detectable by test proctors. By accessing this website and ticking this box you signify your acknowledgement and agreement that any inappropriate or wrongful conduct, as determined in Pearson VUE’s or the test proctor’s sole discretion, witnessed while monitoring your testing session will be reported by Pearson VUE to the testing program sponsor and may also be reported to the appropriate governmental authorities, including, but not limited to, any law enforcement officials.

By accessing this website and ticking this box you signify that you understand, acknowledge and agree that if any third party is: **1) detected as being present in your physical location, whether visible or not; or 2) overheard in any manner, whether physically detected through movement and making of noise or through sounds irrespective of whether they are in your current location or not during your testing session, the test will be terminated and you will not receive any score.** Further, you understand, acknowledge and agree that if your testing session is terminated for this or any other reason **you will not receive a test fee refund, credit or voucher.**

Facial Comparison Policy

You understand and agree that Pearson VUE may use facial comparison technology for the purpose of verifying your identity during the testing process. It will compare your facial image to the one on your identification and to facial images captured during the testing process and help us further develop, upgrade, and improve this application. If you do not agree to the use of facial comparison technology during your testing session, do not accept this term. You will not be able to complete your registration online. Instead, please call the Pearson VUE call center to complete your registration.

PreviousNext

The next screen will show you the name of the exam. Click the “Next” button.

Exam:
003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam
[View Testing Policies](#)

Language:
English

PreviousNext

5. Select your exam date.

The next screen will display a calendar where you can select your desired exam date. On this screen, you can also confirm your time zone and how you would like the times displayed.

Select Date
[Why can't I find an available appointment?](#)

< January 2021 >

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Select a date from the calendar. Only available dates can be selected.

Available start times: Thursday, January 7, 2021

Do we have your correct time zone preference?
America/Chicago-CST [Change time zone](#)

*How do you want available times displayed?
 12 hr 24 hr

After you select how you want times displayed, you will see the available times for your selected date. Select your preferred exam time.

12 hr 24 hr

Morning	Afternoon
<input type="button" value="12:00 AM"/>	<input type="button" value="12:00 PM"/>
<input type="button" value="12:15 AM"/>	<input type="button" value="12:15 PM"/>
<input type="button" value="12:30 AM"/>	<input type="button" value="12:30 PM"/>
<input type="button" value="12:45 AM"/>	<input type="button" value="12:45 PM"/>
<input type="button" value="01:00 AM"/>	<input type="button" value="01:00 PM"/>
<input type="button" value="01:15 AM"/>	<input type="button" value="01:15 PM"/>
<input type="button" value="01:30 AM"/>	<input type="button" value="01:30 PM"/>
<input type="button" value="01:45 AM"/>	<input type="button" value="01:45 PM"/>
<input type="button" value="02:00 AM"/>	<input type="button" value="02:00 PM"/>
<input type="button" value="02:15 AM"/>	<input type="button" value="02:15 PM"/>
<input type="button" value="02:30 AM"/>	<input type="button" value="02:30 PM"/>

6. Confirm your exam date and time.

The next screen will display your selected exam date and time. If you want to change your date and time, click the “Change Appointment” link. If the date and time are correct, click the “Proceed to Checkout” button.

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Actions
Exam 003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam Language: English Exam Length: 85 minutes	Appointment Thursday, January 7, 2021 Check-in time: 01:00 PM CST Start time: 01:30 PM CST Change Appointment	Remove

Confirm contact information

⚠ Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.
[Update my information.](#)

Name:
VUE Three

Telephone:
+1 312-280-3476

[Proceed to Checkout](#)

A screen will pop up that displays the policies. Scroll down to the end of the policies and click the “Accept” button.

Agree to policies

in the forfeiture of your exam fee.

Cancellation Policy

If you find that you must cancel and do not wish to reschedule, it is necessary visit www.pearsonvue.com/danb up until the scheduled start time of your appointment. In order to be eligible for a refund (minus a cancellation fee and the non-refundable application fee), you must also notify DANB by sending in a Request to Cancel and Exam form at least two business days prior to the end of your 60-day testing window.

Failure to cancel before your appointment time or failure to appear for your appointment will result in the forfeiture of your entire application fee and you must reapply to receive a new 60-day window. The original eligibility period may only be extended if the appointment was canceled at least 24 hours in advance. See the DANB application packet for more details.

Please open and read all future mail and/or email from Pearson VUE. There will be important information regarding your appointment.

Additional Information

Appointment Length

PLEASE NOTE: The total “Appointment Length” does not reflect the actual amount of time allotted for the exam (“Length of Test”). Your “Appointment Length” may include time for non-scored sections such as tutorials, the Candidate Agreement and post exam surveys.

[Cancel](#) [Accept](#)

You will see another confirmation screen. If the information is correct, click “Submit Order.”

You will then see a confirmation screen and you will receive a confirmation email.

Almost there...

Description	Details
Exam 003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam Language: English Exam Length: 85 minutes	Appointment Thursday, January 7, 2021 Check-in time: 01:00 PM CST Start time: 01:30 PM CST

[Previous](#) [Cancel Order](#)

[Submit Order](#)



How to Reschedule or Cancel an Online Proctored Exam

1. Log in to your DANB account.

Username

Password

Login

[Forgot Username or Password?](#)

[New Customer? Click here](#)

2. Go to the “Schedule Exam” portal.

After you log into your account, on your dashboard screen, you will see a button under notifications. Click “Schedule or Begin My Exam” button.

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MY DASHBOARD PAYMENT HISTORY

Notifications

Click the button below to schedule your online proctored exam appointment or to begin your exam if you have already scheduled an appointment.

[Schedule or Begin My Exam](#)

3. Select the exam to reschedule or cancel.

You will be taken to the Pearson VUE portal, which will show your pending exams. Exams that you have already scheduled will appear in the Open Online Exams section. To reschedule or cancel the exam, click on the exam name.

Dashboard

Purchased Online Exams

Open Online Exams

- [003-AMP-LORP: Anatomy, Morphology and Physiology \(AMP®\) Exam](#)

DANB Exams

Pre-approved Exams

You do not have any pre-approved exams at this time.

4. Click the “Reschedule” or “Cancel” link.

The next screen will display the exam appointment date and time. To reschedule or cancel the appointment, click on the “Reschedule” or “Cancel” link on the right.

Have you tested your system?

What's next?

[Run a system test](#)

If you haven't already, we need to verify that the computer and internet connection you plan to use on exam day meet the [minimum requirements](#) for online testing. It'll just take 5 minutes to run:

- Equipment checks
- Exam simulation

Description	Details	Order Information
Exam 003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam Language: English Exam Length: 85 minutes	Appointment Thursday, January 7, 2021 Check-in time: 01:00 PM CST Start time: 01:30 PM CST	Order Number/Invoice 0056-7478-8659 Registration ID 388381697 Status Purchased

If you click the “Reschedule” link, you will be taken to a screen to select a new exam appointment.

Find a new appointment

003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam

Helpful hints:

- To avoid any issues on exam day, we recommend checking in to your exam 30 minutes before the scheduled start time. This allows optimal preparedness but does not guarantee an early admittance or start time.
- Some exams support delivery nearly 24 hours a day. Note whether you have chosen an early morning (01:00 or 01:00 AM) or midday (13:00 or 01:00 PM) appointment.

Select Date

[Why can't I find an available appointment?](#)

< January 2021 >

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

If you click the “Cancel” link, you will be taken to a screen to confirm the cancellation. If you wish to cancel your exam appointment, click the “Confirm cancellation” button. You will see a confirmation screen and you will receive an email to confirm that your exam appointment has been canceled.

Cancel your appointment

Description	Details	Order Information
Exam 003-AMP-LORP: Anatomy, Morphology and Physiology (AMP®) Exam	Appointment Thursday, January 7, 2021 Start time: 01:30 PM CST	Order Number/Invoice 0056-7478-8659 Registration ID 388381697

Cancellation Policy

If you find that you must cancel and do not wish to reschedule, it is necessary visit www.pearsonvue.com/danb up until the scheduled start time of your appointment. In order to be eligible for a refund (minus a cancellation fee and the non-refundable application fee), you must also notify DANB by sending in a Request to Cancel and Exam form at least two business days prior to the end of your 60-day testing window.

Failure to cancel before your appointment time or failure to appear for your appointment will result in the forfeiture of your entire application fee and you must reapply to receive a new 60-day window. The original eligibility period may only be extended if the appointment was canceled at least 24 hours in advance. See the DANB application packet for more details.

Please open and read all future mail and/or email from Pearson VUE. There will be important information regarding your appointment.

*I have read and agree to the DANB policies listed above.

PreviousConfirm cancellation



How to Start an Online Proctored Exam

1. Log in to your DANB account.

Username

Password

Login

[Forgot Username or Password?](#)

[New Customer? Click here](#)

2. Go to the “Schedule or Start Exam” portal.

After you log into your account, on your dashboard screen, you will see a button under notifications. Click “Schedule or Begin My Exam” button.

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MY DASHBOARD PAYMENT HISTORY

Notifications

Click the button below to schedule your online proctored exam appointment or to begin your exam if you have already scheduled an appointment.

[Schedule or Begin My Exam](#)

3. Select the exam to start.

You will be taken to the Pearson VUE portal, which will show your pending exams. Exams that you have already scheduled will appear in the Open Online Exams section. Click on the name of the exam that you are ready to start. We recommend checking in 30 minutes before your scheduled exam start time.

Purchased Online Exams

Open Online Exams

- [250-ICE-LORP: Infection Control \(ICE®\) Exam](#)

DANB Exams

Pre-approved Exams

You do not have any pre-approved exams at this time.

4. Begin the check-in process.

You will then see the check-in screen. To begin the check-in process to start your exam, click the “Check in” button.

← It's time to check in!

Description	Details	Order Information
Exam 250-ICE-LORP: Infection Control (ICE®) Exam Language: English Exam Length: 75 minutes	Appointment Friday, November 6, 2020 Check-in time: 11:00 AM CST Start time: 11:30 AM CST Check in	Order Reschedule Number/Invoice Cancel 0056-1165-1343 Registration ID 385316123 Status Purchased