How to Schedule a Test Online

Attention: The document translator test is NOT the written portion of the medical or social service interpreter written test. To ensure you receive the right test, your appointment confirmation, and your test results, <u>it is your responsibility</u> to enter the following information accurately: Your mailing address, your e-mail address, your language, test location, and type of test (DO NOT select DSHS Employee).

<u>**Schedule a written test (interpreter written test OR document translator test)**</u>
1. **Select Written Test Location** and session (click drop down arrow to **choose one**);
2. Click on a date (**in blue**) to select your test date (under Written Test Location/Registration. Grayed out dates are full);
3. Type in all information to complete the form under New User (Every time you schedule an appointment, you are a New User even if you used the online scheduling system before);
4. Click **Continue** (if you cannot continue, double check to make sure you fill in all required information);
5. Verify your information and Select **Payment Method** (chose Visa or MasterCard or Discover);
6. Click **Continue to Secure Credit Card Entry Page**;
7. Key in **Card Number** and **Expiration Date;**
8. Click **Submit;**

(Your test confirmation letter will be sent to the email address you provided.)

<u>**Schedule an oral test (interpreter oral test)**</u>
1. **Select Oral Test Location** (**Must** click drop down arrow to **choose one**);
2. **Select Oral Test Language** (click drop down arrow to **choose one**);
3. **Select Date** (click on **Blue** forward or backward **arrows on calendar** to find available date in **Blue.** Grayed out dates are full);
4. Click on **Blue** date on calendar to open appointment schedule;
5. Click an open time slot (in **White)** of your choice (on right side of screen. Grayed out slots have been taken by others);
6. Type in all information to complete the form under New User (Every time you schedule an appointment, you are a New User even if you used the online scheduling system before);
7. Click **Continue** (if you cannot continue, double check to make sure you fill in all required information);
8. Verify your information and Select **Payment Method** (chose Visa or MasterCard or Discover);
9. Click **Continue to Secure Credit Card Entry Page**;
9. Key in **Card Number** and **Expiration Date;**
10. Click **Submit;**

(Your test confirmation letter will be sent to the email address you provided.)