

# Exam Checklist

Whether you're taking the GMAT™ exam at a test center or online, plan ahead to ensure your day goes smoothly and you take your exam with total confidence!

| Before the Exam: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Test Center              | Online                   |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
|                  | <p><b>Confirm Appointment Details</b><br/>Make sure your appointment date, time, and location/time zone matches your registration email confirmation and My Account page on <a href="https://mba.com">mba.com</a>.</p>                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | <p><b>Confirm ID Requirements</b><br/>Review the ID Requirements and plan to have the ID you used for registration physically with you on test day.</p>                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | <p><b>Review Policies &amp; Procedures</b><br/>Ensure you understand the <a href="#">test policies</a> to avoid policy violations which may result in your score being cancelled.</p>                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | <p><b>Plan Your Route</b><br/>Familiarize yourself with the route to your test center location, and make sure to account for travel time and potential traffic delays.</p> <ul style="list-style-type: none"> <li>- Arrive 30 minutes prior to your appointment time.</li> </ul>                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | -                        |
|                  | <p><b>Check System Requirements</b><br/>At least one week before exam day, review the <a href="#">system requirements</a> to ensure your computer meets the specifications needed for the exam delivered online, including:</p> <ul style="list-style-type: none"> <li>- Downloading and installing the secure browser.</li> <li>- Testing your microphone, speakers, and video.</li> <li>- Disabling VPN connections and automated processes scheduled to run on your device.</li> <li>- Ensuring you have a wired, stable internet connection.</li> </ul> | -                        | <input type="checkbox"/> |
|                  | <p><b>Check Whiteboard Size</b><br/>If using a physical whiteboard, be sure it is no larger than 12 inches x 20 inches (30cm x 50cm).</p>                                                                                                                                                                                                                                                                                                                                                                                                                   | -                        | <input type="checkbox"/> |
|                  | <p><b>Get Plenty of Rest</b><br/>A good night's sleep before the exam can help reduce stress and anxiety.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |

| During the Exam: |                                                                                                                                                                                              | Test Center              | Online                   |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
|                  | <p><b>Do Not Read Questions Out Loud</b><br/>Remember that while testing, you can't speak out loud (or even move your lips) as you read the questions.</p>                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | <p><b>Stay Focused on the Screen</b><br/>Don't look away from the screen for an extended time. Keep your eyes on the test.</p>                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | <p><b>Do Not Have Prohibited Materials</b><br/>Remember to review the list of prohibited materials for exams at a test center and delivered online.</p>                                      | <input type="checkbox"/> | <input type="checkbox"/> |
|                  | <p><b>Test Remotely</b><br/>No one else can be in the room when you are taking the exam delivered online. Be thoughtful about where you plan to take your exam and when you schedule it.</p> | -                        | <input type="checkbox"/> |
|                  | <p><b>Keep the Camera on You</b><br/>Your web camera should be clearly focused on you throughout the exam and be sure to always stay in the frame.</p>                                       | -                        | <input type="checkbox"/> |