

Updating or Canceling a Test

Notes

Once a student has registered for a test, you must contact EMA to make any updates to a test date.

You cannot delete a test if there is a student registered.

If you must cancel a test due to inclement weather or site problems, notify EMA of the closure by email (testgroup@enrollment.org) AND phone (609-527-3877). We will inquire about rescheduling the test and answer any questions you have.

Updating a Test

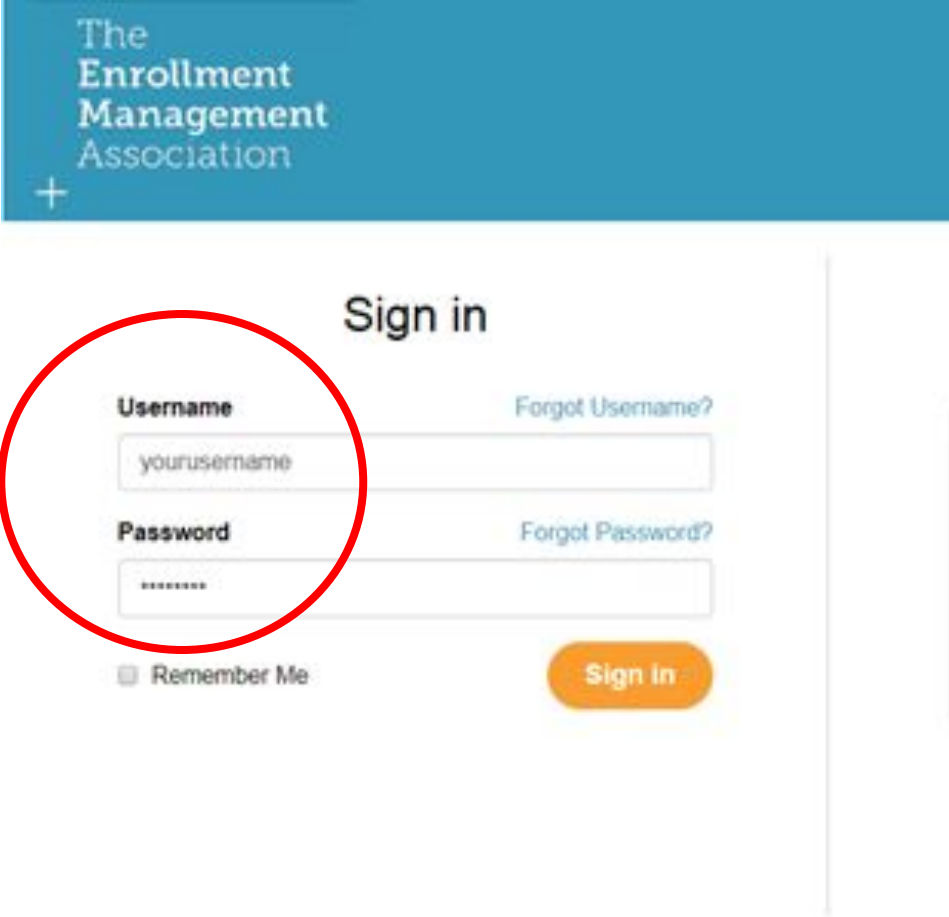
If you need to update any information about your test date, you must email testgroup@enrollment.org

Items to update:

- Capacity
- Special Instructions

To Delete a Test

- Log into your MAP [Member Access Portal \(MAP\)](#)
- Enter your username and password



The Enrollment Management Association

+

Sign in

Username [Forgot Username?](#)

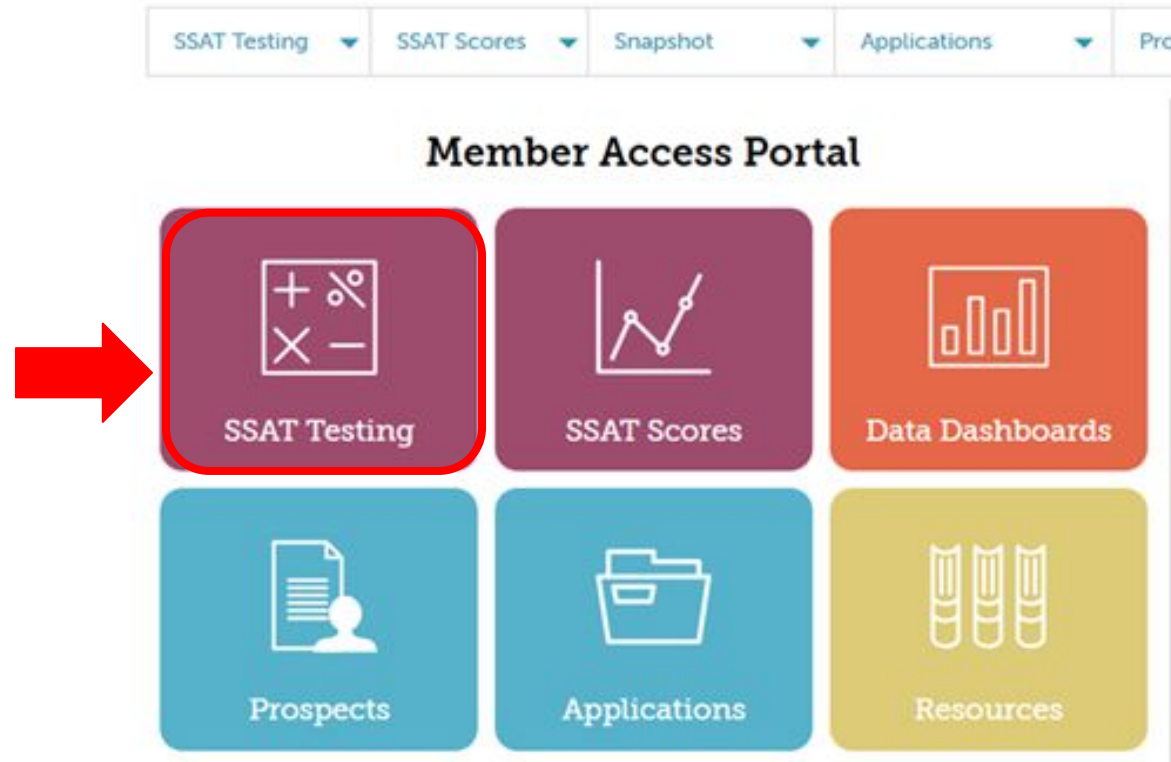
yourusername

Password [Forgot Password?](#)

☐ Remember Me

Sign in

Select SSAT Testing



Select your Test Center & click on Delete

Remember: You can only delete a test if there are no registrants.

The screenshot shows the SSAT Academy interface. At the top, a dropdown menu is set to 'SSAT Academy', which is circled in red. To the right of this menu are two buttons: 'Schedule a Test' and 'Test Center Profile'. Below these is a tabbed interface with three tabs: 'Upcoming Tests', 'Post Test Processing', and 'Completed Tests'. The 'Upcoming Tests' tab is active. It contains a table with the following data:

Date	Exam Type	Exam Level	Total Registered
Jan 9, 2016	Standard	Middle/Upper	0

Below the table, there is a section for test details. It includes fields for 'Test Admin Name', 'Cell' (555-1212), 'Capacity' (1), and 'Special Accommodation' (No). There are also buttons for 'Batch register this test' and 'Student Roster'. At the bottom right of this section, a 'Delete' button with a red 'X' icon is circled in red.

Thank you!

Contact us with any questions or concerns

Test Administration Support:

Email: testgroup@enrollment.org

Phone: 609-527-3877

Monday- Friday 9am- 4:30pm EST

Erica Molina

Test Administration Coordinator

Email: emolina@enrollment.org