

All CBTF exams require a reservation in advance through PrairieTest (<https://us.prairietest.com/>). Students are responsible for creating and managing their own exam reservations.

Making Reservations

To create a reservation:

1. Log in to PrairieTest using your university credentials.
2. Locate your exam under available exams.
3. Choose an available exam time slot and select **Make a Reservation**.
4. Confirm your reservation.

Reserve your preferred time slot as early as possible, as popular time slots may fill quickly.

Changing Reservations

Students may change their reservation through PrairieTest up to 15 minutes before the scheduled exam start time.

To change your reservation:

1. Log in to PrairieTest.
2. Select your existing reservation.
3. Choose the option to change your reservation.
4. Select a new available time slot and confirm the change.

If you are unable to change your reservation through PrairieTest, contact your instructor for assistance.

Missed Reservations

If you miss your scheduled exam appointment, contact your course instructor for further instructions.

- If a make-up exam time slot is available, schedule a new appointment through PrairieTest.
- If an override is required, your instructor must authorize the change.

CBTF staff and proctors cannot delete missed reservations, extend exam windows, or authorize additional testing attempts.