**Scheduling and Cost Information for BC-ADM Exam Changes**

1. **Charges for Changes in Scheduling**

When you get your notification to schedule email from Scantron, click on the link to schedule online and you will be provided with the option to select either an onsite Scantron site or the live online proctoring option (LOP). If you schedule for the LOP option, and then decide you want to reschedule to an onsite Scantron site, there is no charge. However, if you schedule for an onsite Scantron site, then want to reschedule to an LOP, there’s a $50 rescheduling fee.

2. **Timing for making cancellation and rescheduling requests**

You must also make scheduling, rescheduling and cancellation requests in a timely manner. For an onsite Scantron site, you have to schedule at least 2 days before your desired appointment date/time, and reschedule or cancel at least two calendar days before the scheduled appointment. For LOP, you have to schedule at least 24 hours before the desired appointment date/time, and reschedule or cancel at least 24 hours before your scheduled appointment.