

# COMPUTERBASERED E PRØVER

## BOOKING OG OMBOOKING

## Indhold

### 1. [Booking](#) af prøvedato

Du kan **booke** en prøvedato via linket i invitationen på din EPSO-konto.

### 2. [Ombooking/Aflysning](#) af prøvedatoen

For at **ombooke** eller **aflyse** prøvedatoen kan du tilgå bookingsystemet via linket i **bookingbekræftelsen** i nyhedsstrømmen på din EPSO-konto.

[Hvem skal jeg kontakte, hvis jeg oplever tekniske problemer i forbindelse med booking af computerbaserede prøver?](#)

Yderligere oplysninger offentliggøres i vores [onlinehjælpesektion](#).

## 1) Booking af prøvedato



### FACE A BIGGER CHALLENGE

EUROPA > EPSO > On line Registration

In case of booking problems please call +31 320 239 575

Choose the country in which you would like to schedule your appointment, or the country in which you've already scheduled your appointment, then click Next.

Country:  
BELGIUM

Vælg det land, hvor du ønsker at tage prøverne

Reset Next >

#### Test Center Selection

To find the closest location(s), please enter a preferred address, city/state, or ZIP/postal code where you would like to schedule your appointment in the search box below.

brussels

e.g., "1501 Clinton St, Baltimore, MD" or "Paris, France" or "90210"

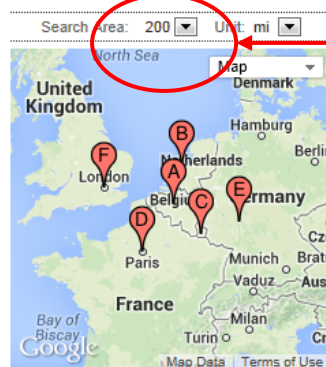
Klik her for at vælge et tidspunkt

- A** 8126: BRUSSELS SELOR FORNAX LAB 1, BELGIUM  
SELOR, FORNAX 1,  
BISCHOFFSHEIMLAAN  
BOULEVARD  
BISCHOFFSHEIM 15  
BRUSSELS

[Schedule an Appointment](#)  
[Get Directions](#)  
(~0mi)
- B** 8160: AMSTERDAM, NETHERLANDS  
Fulbright Center  
Westerdoksdiijk 215  
Amsterdam

[Schedule an Appointment](#)  
[Get Directions](#)  
(~108mi)
- C** 8061: LUXEMBOURG LAB 1, LUXEMBOURG  
PROMETRIC  
65 AVENUE DE LA GARE,  
8TH FLOOR, RIGHT  
DOOR  
LUXEMBOURG

[Schedule an Appointment](#)  
[Get Directions](#)  
(~116mi)



Du kan afgrænse din søgning her

Klik her for at modtage oplysninger om, hvordan du når frem til testcentret

### Date and Time Selection

The appointment duration is 2-hour(s) and 00-minutes.

Select an available month and click the 'Go' button. When the calendar(s) appear, select an available date and then time.

Find available seats in a 3 month period.
  Find available seats for a specific day.

April 2014

Når du har klikket på "Schedule an Exam", vil du blive ført til denne side

Klik på "Go" for at komme til kalenderen

### Date and Time Selection

The appointment duration is 2-hour(s) and 00-minutes.

Select an available month and click the 'Go' button. When the calendar(s) appear, select an available date and then time.

Find available seats in a 3 month period.
  Find available seats for a specific day.

April 2014

Select an available date

April 2014							May 2014							June 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
														1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Select an available time

09:00 AM
11:00 AM
01:00 PM

If the available dates and times are not suitable to your schedule, please choose a different month and click the 'Go' button or choose [another Test Center](#) that may offer more convenient appointment options.

Vælg dato og tidspunkt for aftalen, og klik på "Next" for at komme til næste skærbillede

### Additional Information

The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that shows your name in the English alphabet, your signature and your photograph. Additional identification policies may apply; please check with your sponsoring organization for details.

Before proceeding, please provide the following information.

Required fields are marked with an asterisk (\*)

\* First (Given) Name: ZZDEMO  
 \* Last (Family) Name: ZZDEMO  
 \* Date of Birth: 01/01/1978  
 Last Name At Birth: LAST NAME AT BIRTH  
 \* Email Address:   
 \* Validate Email:   
 Home (Evening) Phone:

< Back    Next >

Indtast og bekræft din e-mailadresse

### Appointment Verification

To complete your appointment, you must:

1. Verify your appointment information
2. Press the "Complete Appointment" button

Name: ZZDEMO ZZDEMO  
 Program Name: EPSO/AST-SC/01/14 AST SEC  
 Appointment Name(s):  
 • EPSO/AST-SC/01/14

Test Center Code/Site Name: 8126 - BRUSSELS SELOR FORNAX LAB 1, BELGIUM  
[Test Center Info](#) [Driving Directions](#)  
 Test Center Address: SELOR, FORNAX 1, BISCHOFFSHEIMLAAN  
 BOULEVARD BISCHOFFSHEIM 15  
 BRUSSELS  
 BEL  
 Test Center Phone #: 31 320 239 540  
 Appointment Date: 28 Apr 2014  
 Appointment Time: 9:00 AM  
 Appointment Duration: 2:00

Prometric has a firm commitment to protecting your privacy. We will not disclose, to third parties, any specific personal identifying information about you without your permission.

By clicking the "Complete Appointment" button below, you agree to all terms and conditions related to payments, reschedules, cancellations, refunds and other policies set forth by your sponsoring organization.

< Back    Complete Appointment

Tjek og bekræft din aftale

## Appointment Complete

Thank you for scheduling with Prometric.

Please save the information by either printing this page or writing it down.

Your appointment request has been confirmed with the following confirmation number(s):

Confirmation Number: 8800000002413040



[Print Confirmation](#)



[Print Receipt](#)



[E-mail Receipt](#)

<b>Name:</b>	ZZDEMO ZZDEMO
<b>Address:</b>	
<b>Program Name:</b>	EPSO/AST-SC/01/14 AST SEC
<b>Appointment Name(s):</b>	EPSO/AST-SC/01/14
<b>Test Center Number:</b>	8126 - BRUSSELS SELOR FORNAX LAB 1, BELGIUM <a href="#">Test Center Info</a> , <a href="#">Driving Directions</a>
<b>Test Center Address:</b>	SELOR, FORNAX 1, BISCHOFFSHEIMLAAN BOULEVARD BISCHOFFSHEIM 15 BRUSSELS BEL
<b>Test Center Phone #:</b>	31 320 239 540
<b>Appointment Date:</b>	28 Apr 2014
<b>Appointment Time:</b>	9:00 AM
<b>Appointment Duration:</b>	2:00
<b>Price:</b>	0.00 USD
<b>Balance:</b>	0.00 USD
<b>E-mail:</b>	delyth-sian.evans@ec.europa.eu

Udskriv oplysningerne om din aftale

### [Payment Summary](#)

You will receive an e-mail within 15-minutes containing your appointment confirmation details. Please check your spam folder if you do not receive your confirmation email. Update your email security filters to allow emails from emailconfirmations@prometric.com

The Prometric website, [www.prometric.com](http://www.prometric.com), is available 24 hours a day, seven days a week for you to reschedule, cancel or confirm your appointment.

Thank you,

Prometric

Du skal gennemføre bookingproceduren frem til sidste skærbillede.

Du har ikke gennemført bookingproceduren korrekt, før der er genereret et bekræftelsesnummer og du har modtaget en e-mail fra vores kontrahent.

[Hvem skal jeg kontakte, hvis jeg oplever tekniske problemer i forbindelse med booking af computerbaserede prøver?](#)

## 2) Ombooking/aflysning af prøvedatoen


Du kan du tilgå bookingsystemet via linket i **bookingbekræftelsen** i nyhedsstrømmen på din EPSO-konto.

You have booked a test appointment. Please find below the information of your booking.

Your test appointment is on	Sa
Country / City (Centre ID)	Be CI
Your Test confirmation number <sup>1</sup>	88
Your confirmation code <sup>2</sup>	SE
Candidate No	44
Name	An
Concerning Competition / Selection Procedure	EP

[Show History Section](#)

If for some reason, you need to change or cancel you booking, you can [access](#) the online booking system. You will be asked to provide:





## FACE A BIGGER CHALLENGE

EUROPA > EPSO > On line Registration

In case of booking problems please call +31 320 239 575

Choose the country in which you would like to schedule your appointment, or the country in which you've already scheduled your appointment, then click Next.

Country:  
BELGIUM

Reset

Next >



### Schedule an Appointment

Schedule your appointment in real time and receive immediate, on-screen and e-mail confirmation.



### Reschedule or Cancel an Appointment

Select a new Appointment date and time or cancel your appointment and see immediate confirmation of your change.



### Appointment Confirmation/Receipt Reprint

View and print a confirmation with all details of your appointment.



### Locate A Test Center

Quickly and easily find the Test Center that is nearest to you.



### Search for Availability

Search our site calendars for date and time availability.



### Testing Accommodations

Our test centers can accommodate many needs. Schedule and confirm a testing accommodations appointment.



### Bulk Scheduling

Scheduling more than 5 appointments? It's easy with bulk registration.

Vælg den handling, du ønsker at gennemføre



### Reschedule or Cancel Appointment

Please enter your Confirmation/Tracking Number

Confirmation/Tracking Number:

First 4 Characters of Last Name:

**Indtast de oplysninger, der fremgår af din bekræftelse**

**Du skal indtaste dit Prometric-bekræftelsesnummer (f.eks. 880000000XXXXX) – ikke dit EPSO-ansøgningsnummer**

<b>Name:</b>	ZZDEMO ZZDEMO
<b>Program Name:</b>	EPSO/AST-SC/01/14 AST SEC
<b>Appointment Name(s):</b>	• EPSO/AST-SC/01/14
<b>Test Center Number:</b>	8164 - BRUSSELS SELOR GALAXY LAB 2, BELGIUM <a href="#">Test Center Info, Driving Directions</a>
<b>Test Center Address:</b>	SELOR, GALAXY 2, BISCHOFFSHEIMLAAN BOULEVARD BISCHOFFSHEIM 15 BRUSSELS BEL
<b>Test Center Phone #:</b>	0
<b>Appointment Date:</b>	28 Apr 2014
<b>Appointment Time:</b>	9:00 AM
<b>Appointment Duration:</b>	2:00

In accordance with the policies and procedures set forth by your sponsoring organization, there may be a fee associated with rescheduling or canceling your appointment. If there is a fee, you will be notified of the amount prior to providing a method of payment.

**Klik her for at gennemføre din ombooking eller din aflysning**