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Step 1. After you are ACLAM Board eligible you will be approved and pre-registered as a candidate to sit for the exam, you will receive the following email from ACLAM- registrations@isoqualitytesting.com. This will be sent to you in Mid-April 2023. You will use this email to schedule your exam.

EXAMPLE:

Exam Date-Monday, June 26, 2023

Dear Candidate,

You have now been approved by ACLAM to schedule an appointment to sit for your examination. Please proceed as follows:

1 -- Go to our home page: www.IQTTesting.com
2 -- Using the option "Exam Registration"
3 -- Select the Organization: ACLAM.
4 -- Select the exam: ACLAM Certification Exam
5 -- Enter your Username and Password to login. These are:

Username: to be provided
Password: to be provided

After logging into the IQT website, please follow the on-screen instructions for scheduling an appointment.

Cancellation Policy: If you fail to show up for your examination at the scheduled time, do not have the proper identification, or do not have your admission document, you will not be allowed to sit for your exam. You will be considered a 'No-Show', your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam and you will lose a year of eligibility. However, if an issue arises that prohibits you from making it to your scheduled exam, you may request from the ACLAM Executive Director a deferral if one of the following situations have occurred:

Death in the immediate family
Military Deployment
Medical emergency for you or your immediate family
Exam Completion: Please note that all answers are uploaded directly to the SMT/Prometrics servers every time you hit the next button for each question. Nothing is stored locally and when you complete all questions at the end of the day your exam is final and saved.

Post Exam Processing: completed exams are reviewed by the ACLAM Exam Committee and the Prometrics/SMT psychometrician and statistician. Scores are determined by equating to determine a cut score. Equating is a statistical procedure used to adjust scores on different yearly exams so that scores on the exams can be used interchangeably. This ensures that the same passing standard is applied to all candidates regardless of the examination they take.

Exam Results and Reporting: Final results will be conveyed to all candidates by e mail at the same time early in the week July 17, 2023.

Should you require assistance, please click on the "Contact Us" button on the home page to send a message to customer service, or you may call (toll-free in USA and Canada) 1-866-773-1114, or (other countries) +1 727-733-1110.

Sincerely,

Iso-Quality Testing, Inc.

Step 2. Once a candidate has received the above email, the candidate will be directed to the IQT website, www.iqttesting.com, to complete their registration.
Step 3. From the IQT welcome screen, candidates will select from the drop down list the Organization Name and the Exam Title they have been pre-registered for by their Boards. This information can be found in the pre-registration email they received earlier (Step 1).
Step 4. Candidates will then be directed to the Login screen. It is important to note that a candidate will not be able to log in unless they have been pre-registered for an exam by the ACLAM office and receive a registrations email from ISO Quality testing.com in mid-April 2023.

In the first drop down, candidates will select IC&RC.

In the second drop down, candidates will select the exam they have been pre-registered for by their Boards.

Once both drop downs have been selected, candidates will click Next.
Step 5. Candidates will then be directed to the Candidate Profile screen. It is important that candidates verify all information on this page, as this information is used to populate the Admission Document and status letter. Security procedures do not allow candidates to change their name or email.
address. This ensures that the candidate who was pre-registered for an exam is the candidate who sits for the exam.

Step 6. Candidates will then be directed to the Site Scheduling screen. The candidate will choose the location, date, and time of their exam. This is a real time scheduling system, so once a candidate has selected a location, date, and
time for their exam and clicks the Next button, they are immediately confirmed for that location, date, and time.

The dialogue box in the middle of the screen displays any additional seating or availability open in the candidate’s area.

Candidates will click the next button to continue to the Scheduling screen.
If a candidate will be traveling or working in a city or state other than the one listed in their profile and would like to take their exam in that location, they can change the search parameters in this section, after which, the test center field above will display the test centers closest to the new location.
Once candidates have selected a date and time for their exam, they will click the Next button.
Step 7. Once a candidate has selected the location, date, and time of their exam and clicked the Next button, they will be directed to the Confirmation screen. The candidate must agree to the IQT Examination agreement prior to confirming their exam scheduling choice. Once a candidate clicks the Submit button, their scheduled exam is confirmed and cannot be changed without contacting the Executive Director of ACLAM where they submitted their application.

Candidates can view the IQT Examination by clicking on the blue link.

Candidates will then click the box affirming they agree with the IQT Examination Agreement.
Candidates will need to check this box prior to proceeding with the confirmation.

Candidates will click submit and be directed to their Admission Document.
Step 8. Once a candidate has clicked the Submit button on the Confirmation screen, they will be presented with their Receipt and Admission Document. The candidate will be immediately prompted to print this document as they will not be permitted entry to the testing center without this document and two forms of ID. If the candidate loses or misplaces the Admission Document, they may log back into their account and print this document as many times as they deem necessary.

This completes the scheduling process. Candidates should read the Admission Document, as it contains all pertinent information relating to their scheduled exam.