

How to close your test center for a day/week

The process to close a test center for a day/week.

1. Create a case to reschedule candidates at your test center.
 1. Open ServiceDirect, create a case.
 2. Topic - Test Center Quality
 3. Type - Site Closure
 4. Subtype - Choose appropriate
 5. Select the date range
 6. Choose the registration affected if any
 7. Submit
 8. Please also close your site in Site Manager with a Closed Rule.
 1. See the Site Manager video at [Pearsonhelp.com](https://pearsonhelp.com).

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<https://pearson.makekb.com/entry/29/>