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.

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