

Section 3: Test Center Management

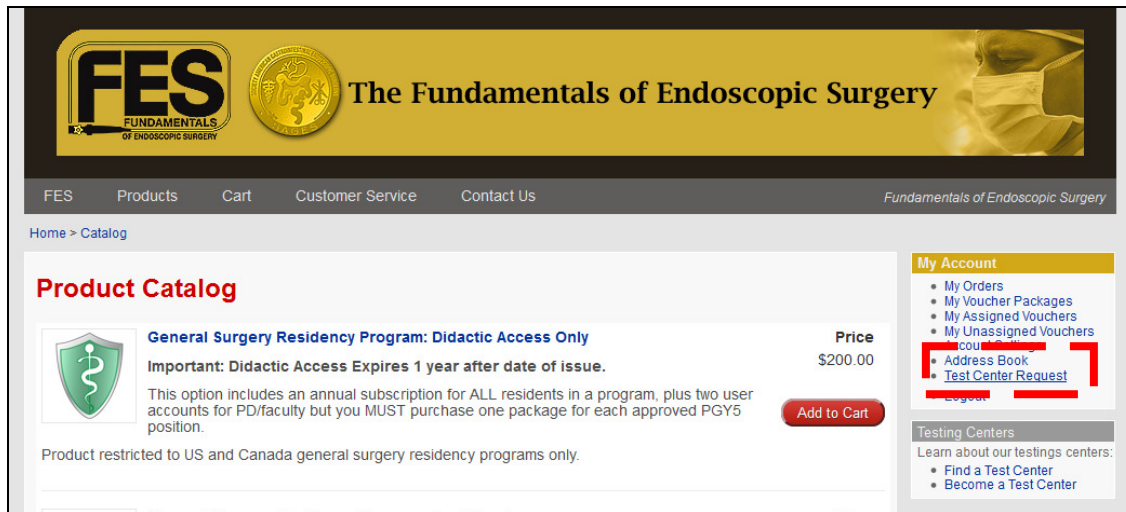
3.1 Test Center Requests



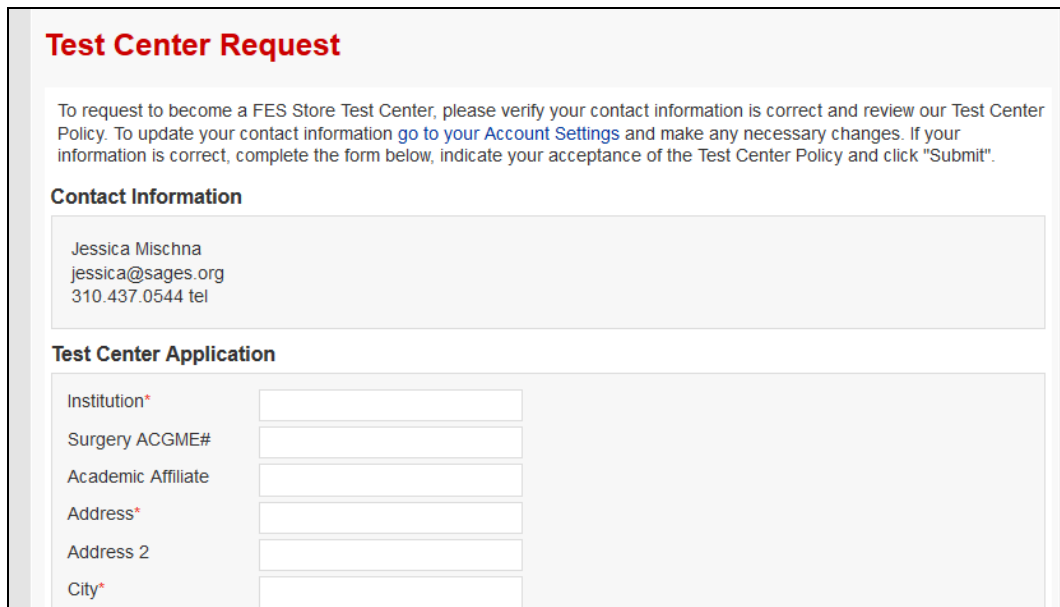
How to submit a Test Center Request

3.1.1 Log into your FES Store Account

3.1.2 Select the **Test Center Request** Link from **the My Account** menu.



3.1.3 The Test Center Application will now appear on screen



The screenshot shows the 'Test Center Request' form. It includes a heading, a paragraph of instructions, and two main sections: 'Contact Information' and 'Test Center Application'. The 'Contact Information' section contains the name 'Jessica Mischna', email 'jessica@sages.org', and phone number '310.437.0544 tel'. The 'Test Center Application' section contains several input fields: 'Institution*', 'Surgery ACGME#', 'Academic Affiliate', 'Address*', 'Address 2', and 'City*'. Each field has a corresponding input box.

3.1.4 Complete all of the required form data and review and agree to the **Test Center Policies**

3.1.5 Select the **Submit** button

The above noted VR simulator is located near an accessible internet port (see Criterion 2.1)

Our institution has at least 2 computers available for FES testing (please refer to Criterion 2.2 of the test center policy).*

Our institution has dedicated space for FES testing.*

Our institution understands that there are costs associated with administering the FES exam and obtaining necessary supplies/equipment that the SAGES reimbursement rate per exam may not cover.*

Required field*

I have read and agree to the [FES Store Test Center Policy](#).*

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3.1.6 A **Submission Confirmation** will now appear onscreen.

The screenshot displays the website header with the FES logo and the text "The Fundamentals of Endoscopic Surgery". A navigation menu includes "FES", "Products", "Cart", "Customer Service", and "Contact Us". The breadcrumb trail reads "Home > Account > Test Center Request". The main content area features a red heading "Test Center Request" and a confirmation message: "A Test Center Request form was submitted on Mon, Feb 4th 2013, 13:10 and is currently being reviewed. You will receive a notification when that request has been processed. Feel free to contact us if you have questions." A right-hand sidebar contains a "My Account" section with links for "My Orders", "My Voucher Packages", "My Assigned Vouchers", "My Unassigned Vouchers", "Account Settings", "Address Book", "Test Center Request", and "Logout". Below this is a "Testing Centers" section with links for "Find a Test Center" and "Become a Test Center".