Conduct a Mock Exam Day
Advisor Checklist

Note: These checklists were created before the COVID-19 pandemic. Please review the MCAT exam's health and safety guidelines for additional information on test-day procedures. You may also email your questions to advisors@aamc.org (prehealth advisors) or mcatprep@aamc.org (examinees).

☐ **Arrive in advance of the start time and set up the room.**

- Check for adequate space and privacy between seats.
- Turn on computers and open internet browsers as needed.

☐ **Check in students as they arrive.**

- Instruct students to store all belongings, food, and drink in a specific area of the room.
- Check for valid ID. Your ID may be digitally scanned to verify authenticity on exam day. (Refer to the next page for a checklist.)
- Inform students that they will have their palms scanned on test day and that they may also be subject to scanning by a security wand.
- Provide a noteboard and fine-tipped marker, if available. Or, provide scratch paper and a marker.

☐ **Once all students are seated, explain test day rules.**

- Approximate seat time is 7 hours and 30 minutes.
- All personal belongings are stored in a secured locker or other storage solution provided by the test center. Students may not access their phones or any other electronic devices until the end of the exam.
- Food and drink may be accessed only during breaks. There are no refrigerators or microwaves, so students should not bring items that require temperature control.
- To take a break or leave the testing room, students should raise their hand to get the attention of the test administrator. The test administrator will escort those students out of the testing room.
- You are not permitted to leave the test room floor or building once you start the exam except to access the restroom.
- Taking more than the designated amount of time during a break will reduce the amount of time available to complete the next exam section.
- In case of a technical problem, students should raise their hand and request that the on-site test administrator submit a report.
- Students will be provided with a noteboard, fine-tipped marker, and foam ear plugs.

☐ **Explain the procedure for mock exam day. The practice test will guide students through all the timed sections and breaks for the day. Students should print their score report at the end of the practice test (if a printer is available) and set up an advising appointment with you to discuss the results.**

☐ **Begin. Instruct students to sign in to their AAMC MCAT Official Prep Hub accounts and start the practice test.**

MCAT REGISTRATION

- The names on your ID must match the first and last names on your MCAT exam registration EXACTLY. (Middle names or initials are not required on the MCAT registration, even if they appear on your ID.)

- Enter your name as your first name and then your last name (surname), even if your ID lists your last name before your first name. If they don't match exactly, you must update your name through the MCAT Registration System by the BRONZE ZONE deadline associated with your test date.

- If your ID has your initials in place of your first and/or last name, or if your initials are on the same line as your first or last name, you must contact AAMC Services (202-828-0600) for instructions before the SILVER ZONE deadline associated with your test date.

IDENTIFICATION (ID) REQUIREMENTS
You must meet all the following requirements for your ID to be accepted on test day.

1. The ID was issued by a government agency.
2. The ID's expiration date is *printed* on the ID and is not extended by a sticker or similar mechanism.
3. The ID's expiration date is after your exam date.
   - » If your ID will expire before your scheduled test date, you are responsible for obtaining an updated ID prior to your exam. Account for the processing time of government agencies when selecting an exam date.
4. The ID includes your visible signature, which you will be asked to duplicate on test day.
5. The ID contains a photo that can be used to positively identify you.
6. The ID is tangible and whole, with no evidence of tampering (clipped corners, holes, etc.).
7. The ID is in English.

ACCEPTED
The most common forms of ID are:

- ✓ State driver's license (with all above requirements).
- ✓ Passport (with all above requirements).

NOT ACCEPTED
Any single ID that does not fulfill the above requirements, even if issued by a government agency. This includes:

- ✘ Passport card.
  - » Does not have a signature.

- ✘ Paper ID or ID application receipt of any kind.
  - » Cannot be validated.

- ✘ Credit card.
  - » Not issued by a government agency.

- ✘ Veterans ID (VIC).
  - » Does not have a signature.

- ✘ Birth certificate.
  - » Does not have a photo.

- ✘ Social security card.
  - » Does not have a photo.

- ✘ Virtual or digital ID.
  - » Cannot be validated.

- ✘ School ID.
  - » Not issued by a government agency.

- ✘ Temporary ID, ID with extension sticker or renewal paperwork, or ID application receipt of any kind, as we are unable to validate authenticity.

  - » *Exception*: Military personnel and dependents stationed outside their home state may present a state-issued driver's license with extension stickers or paperwork that meets all other MCAT-accepted ID conditions **along with their unexpired Uniformed Services ID card**.

  - » *Exception*: If your ID has the word "temporary" printed on it due to your current status within the country, **you must contact AAMC Services for instructions** prior to the SILVER ZONE scheduling deadline associated with your appointment. Your temporary ID will only be accepted on exam day if the AAMC preapproves the exception.

- ✘ Employee ID.
  - » Even if issued by a government agency, it will not be accepted.

- ✘ Library card (including those issued by government agencies).
  - » Cannot be validated.