**Section 25.731 Registration**

Information about the tests and registration will be available from the State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001, and at www.isbe.net.

a) Registration shall be accomplished on line at the contractor's web site that is applicable to the time period of testing and shall be completed no later than 24 hours prior to test administration. An individual's registration must include the following:

1) Registrant's name, mailing address, both daytime and evening telephone numbers, Social Security number, date of birth, and gender;

2) Name and identification number of tests;

3) An assurance that the registrant will abide by all the conditions of testing set forth in Section 25.750;

4) An assurance that the registrant has not had and will not seek access to any secure test materials, either prior to or after the test date, and will not disclose any of the content of test materials to any individual for a period of 10 years after the date of the test administration; and

5) An assurance that the facts and assurances presented are true to the best of the registrant's knowledge and that the registrant agrees to abide by the testing conditions.

b) An individual may amend or cancel the registration by submitting the relevant information electronically no later than 24 hours prior to the scheduled testing time. Changes that may be made by an individual to the registration are:

1) changing the test site or test date;

2) adding a test or tests; and

3) deleting a test or tests.

c) No fees shall apply to changes in registration relative to testing.

d) An individual who cancels a registration under this Section no later than 24 hours prior to the scheduled time of test administration will receive a partial refund. An individual who cancels a registration other than in strict accordance with this Section, or who is absent from the test administration, will receive no refund or credit of any kind.

e) An individual requesting special accommodations should register as soon as possible in order to be reasonably assured that the accommodations can be provided.

f) The testing contractor may issue a fee credit to an individual who is absent from a test administration for which the individual was registered because of a medical emergency or death.

(Source: Amended at 45 Ill. Reg. 7269, effective June 3, 2021)