2024 CCKE EXAM CHECKLIST

As you prepare to take a CCKE Exam, print out this checklist for reference.

2024 CCKE Exam Window

You should plan to take the CCKE on Dec. 8 - 9, 2024. The exam is open for almost 3 days (66 hours) so that all regions of the world may test on Dec. 8 - 9. Depending on your time zone, you may also be able to test on Dec. 7 through 10.

Exam Opens: Dec. 7, 11 a.m. GMT
Exam Closes: Dec. 10, 4:59 a.m. GMT

Use world time zone calculators to determine your specific exam window

Please plan to complete the test before the Exam Close time noted above. We encourage you to start the exam early especially if you want to use the 24 hour break time. Break time is available between sections but you cannot take a break during a section.

The exam may be taken from your home or office at any time during the exam window; there is no need to travel to a testing center.

BEFORE Taking the CCKE Exam

- Visit the CCKE Exam Hub at ***www.ACC.org/CCKE*** and:
  - **Take the Performance Readiness Check** (this takes 5 minutes and will reduce the likelihood of technical difficulties during the exam). The Performance Readiness Check and Checklist must be marked as complete prior to taking the CCKE.
  - **Take the Sample Exam** to practice with the break technology and timing.
- Make sure you have **Chrome, Edge or Safari** on your desktop or laptop. Do NOT use Firefox.

Browsers to Use			Browsers NOT to Use
Chrome	Edge	Safari	Firefox

- Use a **desktop** or **laptop** to take the exam. *Do not use a cell phone or a tablet.*
- **Avoid being on a VPN** (Virtual Private Network). The firewalls typically included in VPNs can slow things down.
- Make sure you **have between 7.5 hours of uninterrupted time** to take the exam; you have up to 7.5 hours to answer questions and 24 hours to take breaks for a total of 31.5 hours. The exam will be delivered in 5 sections of 30 questions, and you may use your break time between sections.
- **Please plan to complete the test before the Exam Close time** noted above.
- **Avoid waiting until the last 7.5 hours of the exam window** to take the exam. If you have any technical issues, there will be less time to resolve them.
- **For questions,** visit the CCKE website or email ***CCKE@acc.org.***

WHILE Taking the CCKE Exam

Support icon to look for

If you need immediate assistance while taking the CCKE Exam, please contact ACC as follows:

- If you experience technical difficulties, please **STOP THE TEST AND CONTACT ACC** either via the **Support icon** (in the lower right corner of the test window) or at *examsupport@acc.org*. We will respond as quickly as possible, but due to the global nature of this exam, it could take up to 8 hours. We will work with you to extend the testing window if necessary.
- If you cannot access the Support icon, please email ***ExamSupport@acc.org***
- ACC Staff will be able to assist with technical issues, including adjusting the exam timer if necessary.