



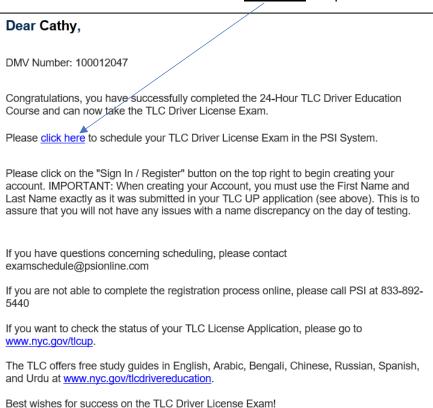
Congratulations! You have completed the TLC Driver Education course and can now take the TLC Driver License Exam at a PSI test center in the Bronx, Brooklyn, Manhattan, Queens, or Staten Island.

You must contact PSI to schedule an appointment to take the TLC Driver License Exam. TLC will not make the appointment for you.

Find out more below!

HOW DO I MAKE AN APPOINTMENT TO TAKE THE TLC DRIVER LICENSE EXAM?

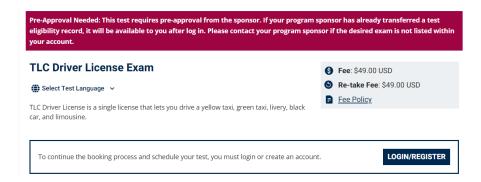
1. You will receive an email from PSI. Select click here. https://test-takers.psiexams.com/nyctlc



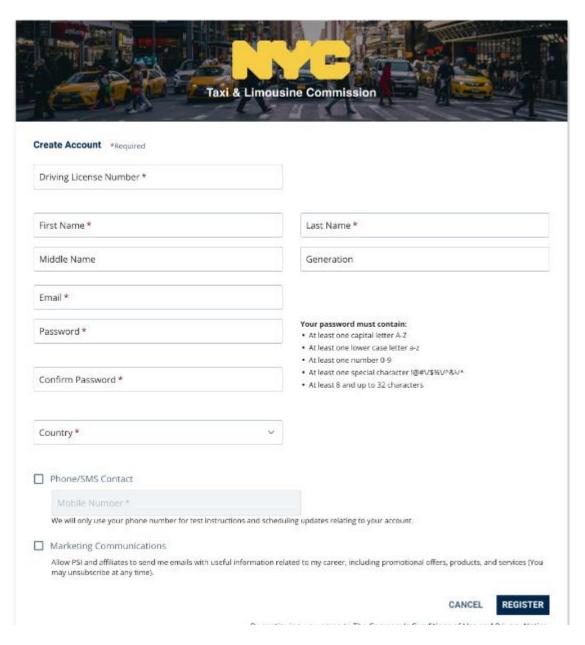
2. Select "Tests" to create an account.



3. You are now ready to create an account: LOGIN/REGISTER.



- 4. You will be prompted to create an account with PSI.
 - The first and last name must be the same as you provided on your TLC Driver License application and match exactly with your State-issued Driver's License.



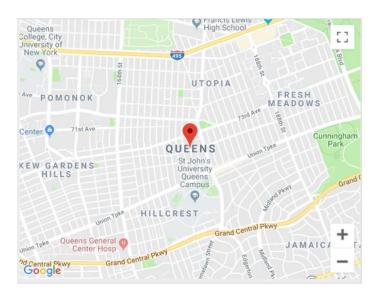
4. Select the "**LANGUAGE**" you want to take the exam in by using the drop-down menu: English, Bengali, Urdu, Simple Chinese, Russian, Arabic or Spanish. Then select **Continue Booking**.



5. Enter the "City or Postal Code" and select "Find".



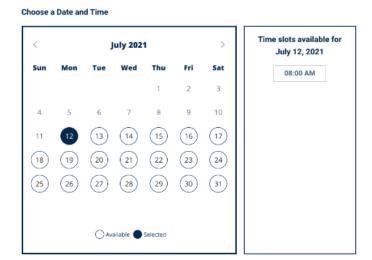
6. Click on your preferred test site.



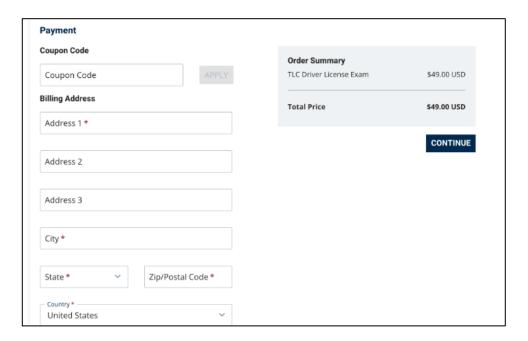
QUEENS (ROOM A)
 The Shops at Atlas Park 71-19 80th Street, Suite 8307 Ridgewood NY US 11385

 New York - A Brainseed Testing Center - Times Square*
 566 7th Ave, Suite 703 New York NY US 10018

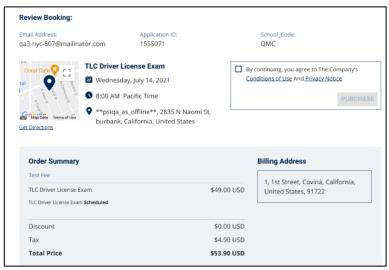
7. Click on the date and time to make an appointment to take the TLC Driver License Exam.



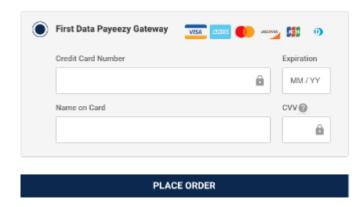
8. You are now ready to pay. Enter your billing address.



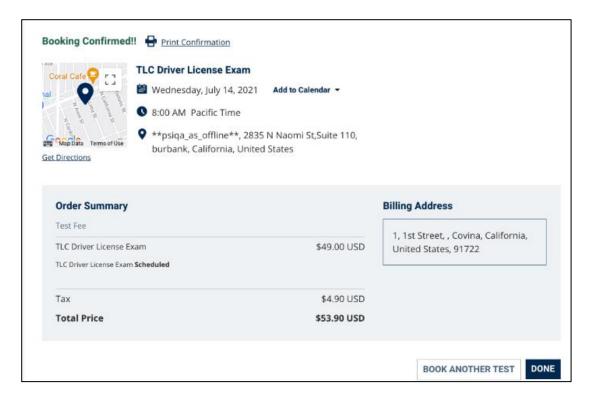
9. You will get a message confirming the exam center, scheduled date, and scheduled time. Please review the booking before paying.



10. Enter your credit card.



11. Once you have successfully made the payment for the exam fee, you will get the receipt.



WHAT DO I NEED TO KNOW ABOUT THE TLC DRIVER LICENSE EXAM?

- The TLC Driver License Exam is an electronic exam using a computer, mouse, and keyboard. <u>Click</u> here for a video of the tutorial.
- The exam is 80 questions and you will have 2 hours to complete it.
- The TLC Driver License exam is \$49 for each exam, which you will pay to PSI.
- EXAM FEES ARE NOT REFUNDABLE OR TRANSFERABLE.
- You will lose the \$49 you paid for the TLC Driver License Exam if you:
 - Do not cancel your appointment at least 2 days before the scheduled exam appointment.
 - 2. Do not appear for your exam appointment.
 - 3. Arrive after exam appointment start time; or
 - 4. Do not present proper identification when you arrive for the exam.

- You may take the TLC Driver License Exam as many times as you like until your TLC application expires. You can find the date your TLC application expires at www.nyc.gov/tlcup.
- You must arrive at the PSI test center 15 minutes before your scheduled appointment time to take the TLC Driver License Exam.

HOW DO I RESCHEDULE OR CANCEL MY APPOINTMENT FOR THE TLC DRIVER LICENSE EXAM?

You may cancel or reschedule your exam appointment up until 2 days before the appointment at no extra cost. If you cancel up to 2 days before the appointment you will receive a full refund within 4 business days. Go to https://test-takers.psiexams.com/nyctlc to log into your account to reschedule or cancel.

IF I FAIL HOW DO I SCHEDULE AGAIN?

If you fail, you may test as many times as needed until your TLC Driver License Application Expires. You can find the date your TLC application expires at www.nyc.gov/tlcup.

You must wait 24 hours if you want to take the TLC Driver License Exam again. Log into your PSI account at https://www.psiexams.com/NYCTLC to schedule a new appointment to take your TLC Driver License Exam. You will need to pay the \$49 exam fee for every attempt.

WHAT IF I ARRIVE LATE OR MISS MY APPOINTMENT TO TAKE THE TLC DRIVER LICENSE EXAM?

You will lose the \$49 you paid for the TLC Driver License Exam.

WHAT DO I NEED TO KNOW ABOUT THE DAY I TAKE THE TLC DRIVER LICENSE EXAM?

You must arrive at least 15 minutes before your exam appointment time to go through the check-in process. If you arrive after your appointment time, you will not be able to take the TLC Driver License Exam and you will lose the \$49 you paid for the exam.

PSI will check your State-issued Driver's License to confirm your identity as well as take your picture and record your signature.

REOUIRED IDENTIFICATION

The State-issued Driver's License must match the first and last name under which the applicant is registered. The ID must contain the applicant's photo and not be expired.

SIGN IN REGISTRATION REQUIREMENTS

You will be required to complete a TLC Sign-in Registration Form to be let into the exam room.

SECURITY PROCEDURES

The following security procedures will apply during the exam:

- You are not allowed to take a break while testing.
- Applicants may take only approved items into the exam room.
- All personal belongings of applicants should be placed in the secure storage provided at each site prior to entering the exam room. Personal belongings **include**, **but are not limited to**, the following items:
 - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.

- Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the exam room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an exam applicant may not wait in the exam center, inside the building or on the building's property. This applies to any type of guest, including applicants' children, friends, family, colleagues, or instructors.
- Smoking, eating, or drinking is **not** allowed in the exam center.
- During the check in process, all applicants will be asked if they have any prohibited items with them.
 Applicants may also be asked to empty their pockets and turn them out for the proctor to show the proctor they are empty. The proctor may also ask applicants to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used
 to harbor a recording device. Proctors will ask to inspect any such items in applicants' pockets.
- If prohibited items are found during check-in, applicants shall put them in the provided secure storage
 or return these items to their vehicle. PSI will not be responsible for the security of any personal
 belongings or prohibited items.
- Any applicant possessing prohibited items in the exam room shall immediately have his or her test results invalidated, and PSI will notify the TLC.
- Any applicant seen giving or receiving assistance on an exam, found with unauthorized materials, or who violates any security regulations will be asked to surrender all exam materials and to leave the exam center. All such instances will be reported to the exam sponsor.
- Copying or communicating exam content is violation of an applicant's contract with PSI, and federal
 and state law. Either may result in the disqualification of exam results and may lead to legal action.
- Once applicants have been seated and the exam begins, they may leave the exam room only to use the restroom, and only after obtaining permission from the proctor. Applicant will not receive extra time to complete the exam.

IN THE EXAM ROOM

PSI test center staff will walk you into the exam room to a computer where you will take the TLC Driver License Exam. All directions will be given directly on the computer.

PSI will provide applicants with the following materials:

- 1. Geographia NYC Five Borough Street Atlas
- 2. Manhattan Address Key
- 3. A blank piece of paper
- 4. Pencil or pen

These items will be collected by PSI after you finish the exam. Calculators are not allowed.

WHAT HAPPENS AFTER I TAKE THE TLC DRIVER LICENSE EXAM?

You will find out if you passed the TLC Driver License Exam on the computer screen after you submit your exam.

PSI will email you your exam results 48 hours after you completed the exam. If you did not pass the TLC Driver License Exam, PSI will send you a summary report with topic areas you need to study more, such as geography.

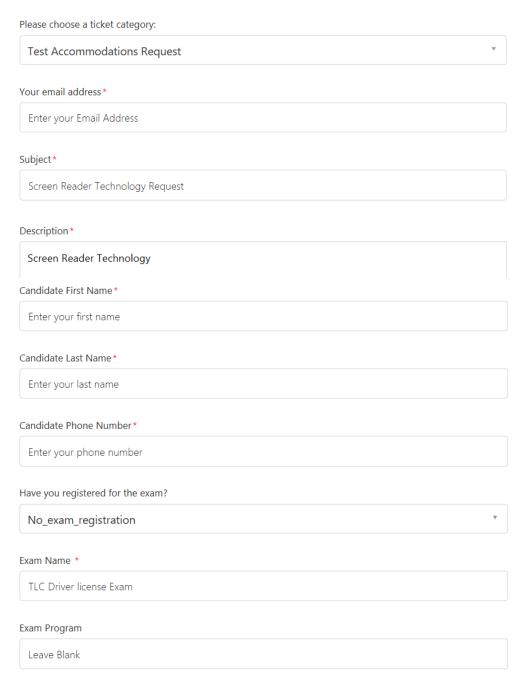
You must wait 24 hours if you want to take the TLC Driver License Exam again. Log into your PSI account at https://test-takers.psiexams.com/nyctlc to schedule a new appointment to take your TLC Driver License Exam. You will need to pay the \$49 exam fee for every attempt.

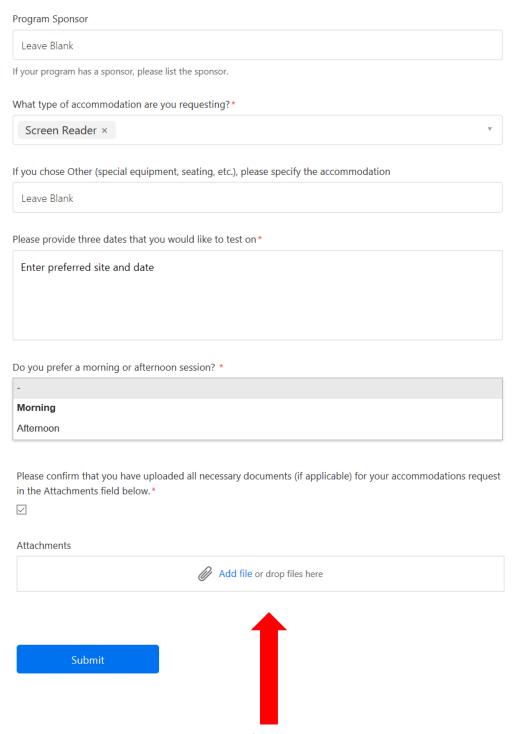
SCREEN READER REQUEST

All applicants are eligible for the screen reader feature. You will need to request this feature prior to the exam date. To request the screen reader <u>Click Here</u>. If you are requesting the screen reader feature, <u>do not</u> schedule the exam until PSI has confirmed your request via email. You will receive an email within 2 business days of the request, with the next steps.

Enter your information as follows.

Submit a request





Additional documentation is not required for this request.

EXAM ACCOMMODATIONS

All exam centers are able to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- ▶ Recommended accommodation/modification
- Name, title, and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Applicants with disabilities or those who may have difficulty taking the exam should request alternative arrangements by <u>Clicking Here</u>.

If you are requesting an exam accommodation, <u>do not</u> schedule the exam until PSI has confirmed your request via email.

EXAM TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces an exam center to close on a scheduled exam date, your exam will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your exam appointment by calling (833) 892-5440 or viewing the website at https://test-takers.psiexams.com/nyctlc. Every effort will be made to reschedule your exam at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

HELPFUL RESOURCES

NYC Taxi and Limousine Commission: www.nyc.gov/tlc

Practice Exam, Study Guide and Education Resources for Drivers. www.nyc.gov/tlcdrivereducation

NYC TLC Up Portal www.nyc.gov/tlcup

PSI Services LLC 3210 E Tropicana Las Vegas, NV 89121 Phone: (833) 892-5440

E-mail: examschedule@psionline.com https://test-takers.psiexams.com/nyctlc

The New York City Taxi and Limousine Commission (TLC), has contracted with PSI Services LLC (PSI) to provide the TLC Driver License Exam through a network of computer exam centers in New York City.