

GRE Test Day Contingency Planning Checklist

Prepare for Common Disruptions Before They Happen

Test day rarely goes exactly as planned. This checklist helps you pre-decide what to do when something goes wrong—so you stay calm, protect your score timeline, and avoid costly delays.

Contingency Scenarios Checklist

- **Technical Failure (computer crash, power outage, software issues)**
 - **Response:** Immediately notify proctor, document issue, request free reschedule.
 - **Documentation needed:** Incident report from testing center.

- **Personal Illness / Emergency**
 - **Response:** Cancel 4+ days before (reduced fee) or forfeit full fee.
 - **Backup:** Have a secondary test date already identified.

- **Transportation Failure (car trouble, traffic, public transit delay)**
 - **Response:** Call testing center immediately, attempt arrival, may need reschedule.
 - **Prevention:** Leave 60+ minutes early, have backup transportation plan.

- **Testing Center Closure (weather, emergency, facility issue)**
 - **Response:** Monitor email/ETS account, free reschedule provided.
 - **Backup:** Identify alternative testing centers within travel range.

- **Forgot ID / Required Materials**
 - **Response:** Cannot test, must reschedule with fee.
 - **Prevention:** Pack and verify materials the night before.

- **Score Send Issues (wrong institutions selected)**
 - **Response:** Purchase additional score reports (\$27 each), correct immediately.

- **Unexpected Low Performance**
 - **Response:** Use score cancellation option (available within 72 hours), plan retake.

Pre-Test Preparation Checklist

- Backup test date identified and monitored

- Alternative testing centers researched

- Materials packed and verified

- Transportation plan with backup

- Emergency contact numbers saved

- ETS account login verified

Notes / personal plan: (write your backup date, backup route, contacts, and testing center phone number)