



Exam Scheduling Instructions

Overview

CertNexus exams are delivered online via FastTest with remote proctoring provided by a third-party proctoring service, Examity. You will need the following to take this exam online:

- Private workspace (a busy location, such as a library or café, will not suffice)
- Desktop computer or laptop (tablets not supported)
- Working built-in or external webcam and microphone
- Browser with pop-up blocker disabled
- Internet connection with at least 2 Mbps download and 2 Mbps upload speeds.
Don't know your Internet speed? Run a speed test at: <http://www.speedtest.net>
- The access code provided in the fulfillment email received when your exam voucher was purchased

The section below outlines the procedure that exam candidates will follow to register for and schedule all exams with online delivery provided by FastTest and remote proctoring provided by Examity.

Procedure

Step 1. Purchase an exam voucher from the CertNexus store, Logical Operations store, a commercial training provider, or third-party vendor. You will need the exam access code that is included in the fulfillment email received upon purchase.

Step 2: Navigate to the CertNexus exam portal with our third-party proctoring service, Examity, at <https://prod.examity.com/Assessmentsystems/CertNexus/>

Step 3. Create and/or log on to your Examity account.

1. If you are a first-time user, create an Examity account:

- Select **Click here to register**.
- Enter your first name, last name, and email address in the appropriate fields.
- From the **Course Name** drop-down, select the exam for which you are registering.

NOTE: If you do not select an exam to enroll in during account creation, you can enroll in the exam before scheduling an exam time.

If you are a repeat test taker, log in with your existing Examity account:

- Enter your username and password and select **LOG IN**.
- If you have forgotten your password, enter your user ID (typically your email address) and select **GET PASSWORD**.

2. Complete your Examity profile.

NOTE: You must complete your profile, which includes uploading a picture of a valid, government-issued photo ID, before you are able to schedule an exam. If you have already created your profile for a previous exam, please just verify that your profile information is still accurate.

- Select the **My Profile** tile or tab.
- The **Exam Requirements** section will display a red “X” for every section that has yet to be completed. You must complete all sections to create your profile.
- Complete the **Account Information** section.
 - a. Click the **Edit** button.
 - b. Add your phone number, including country code. Proctors may need to reach you by phone if your connection is lost.
 - c. From the **Time Zone** drop-down, select the time zone in which you are located.
 - d. Click **Save**.

- Complete the **examiSHOW** section to configure your ID for verification.

NOTE: The photo ID that you upload here will be used to verify your identity prior to taking an exam. You will need to present this ID to a proctor before every exam. The photo ID that you present during verification MUST match the ID uploaded to your profile. If your ID is updated or changed in any way, you will need to upload the new photo ID prior to taking an exam.

- a. Save a photo of your government-issued photo ID to the device on which you are working.

NOTE: You can take a picture with your smartphone, camera, or webcam or scan it using a printer or scanner. Please save the file as a .jpg, .png, .gif, or .pdf file.
 - b. Select **Choose File** and navigate to the location where you saved the file to select it.
 - c. Click **Upload**.
 - d. Verify that the file was uploaded successfully and now displays at the left.
- Complete the **examiKNOW** section to configure your security questions for verification.
 - a. Click the **Edit** button.
 - b. Select a question from the **Security Question #1** drop-down and enter in the answer to that question in the **Answer** field.
 - c. Repeat for **Security Question #2** and **Security Question #3**.
 - d. Click **Save**.
 - Complete the **examiKEY** section to configure your biometric signature for verification.
 - a. Click the **Edit** button.
 - b. In the **Enter First Name** field, type your full first name with no caps.

- c. In the **Enter Last Name** field, type your full last name with no caps.
 - d. In the **Enter First Name and Last Name** field, type your full first and full last name together, with no caps or spaces.
 - e. In the **Re-enter First Name and Last Name** field, type your full first and full last name together, with no caps or spaces.
 - f. Click **Save**.
- Verify that the **Exam Requirements** section (at the top of the screen) now shows that all sections have been completed. Your profile is now complete.
3. Check that your computer meets the requirements for taking an online exam with Examity.

NOTE: Please check your system requirements well before sitting for a scheduled exam. You will need to know if your device meets the minimum standards to take the online test.

- Run this system check on the device that you will be using to take your exam.
- To the right of the **Exam Requirements** section, click the **Computer Requirements Check** link.
- A new tab or browser window will open, displaying all the components that Examity checks to ensure that your computer meets the required specifications. This includes:
 - Webcam
 - Microphone
 - OS
 - Browser
 - Internet

NOTE: It may take up to 60 seconds to complete this test.

- The status of each of these components will be reflected on the screen as they are verified.

Step 4. Schedule your exam.

1. Select the **Schedule Exam** tile or tab.
2. From the **Instructor** drop-down, select **CertNexus**.
3. From the **Course Name** drop-down, select the exam title.
4. From the **Exam Name** drop-down, select the exam name.
5. Using the calendar and list of available times, select the date and time when you would like to schedule your exam.

NOTE: To ensure that a proctor is available, we recommend that you schedule an exam time at least 48 hours in advance. If you must take an exam with less lead time, you can turn the **On-demand scheduling** option to **ON** at the top of the screen, and you will be able to schedule an exam within the next 24 hours.

6. Click **Schedule**.

Step 5. Take your exam.

1. On the date and time you are scheduled to take your exam, log in to your account.

NOTE: We encourage you to log on 15 minutes prior to the start of your exam. This provides ample time to connect with your proctor and troubleshoot any technical issues that may arise.

2. Select the **Start Exam** tile or tab.
3. If you did not do so previously, click the **Computer Requirements Check** link at the top of the screen to ensure that your computer (desktop or laptop only) meets the requirements for taking an online exam with Examity.
4. For the exam you are scheduled to take, click the **Connect to Proctor** link.
5. The proctor will walk you through authentication process. You will:

- Validate that your ID matches what was uploaded to the system during profile creation. You will be required to hold your photo ID in front of your webcam. The proctor will need to see both your name and photo clearly.
- Review the exam rules.
- Confirm the access code for the exam (provided in your fulfillment email).
- Check your desk and workspace. You will need to provide a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorized by your instructor.
- Answer one of your security questions to match that configured during your profile setup.
- Type your unique biometric signature to match that configured during your profile setup.
- Accept the user agreement and exam rules.
- Click **Begin Exam**.

6. Enter in any demographic data required to begin your exam. This includes your full name and email address.

NOTE: Please use the same email address that you used to create your account with Examity. This will be the email address where important exam information, such as your score report and Welcome Kit, will be sent upon completing your exam.

7. When the exam launches, read and complete the Candidate Agreement and exam instructions.
NOTE: You will not be able to take the exam unless you accept the terms of this agreement.
8. Complete all questions on the exam and notify your proctor that you are done.
9. Upon completion, you will receive a score report and a follow-up email with details about your certification status.

